

**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
PREVENTION, RETENTION, CONTINGENCY  
P.R.C. PLAN**

**SECTION I**

**PURPOSE:**

The Prevention, Retention, Contingency (PRC) program is designed to assist families in overcoming immediate barriers which prevent the achievement of self-sufficiency by promoting work and personal responsibility. The program is funded from the Title IV - A federal block grant, Temporary Assistance for Needy Families (TANF). All PRC benefits and services are contingent upon the availability of funds to operate the program.

**USE OF FUNDS:**

The PRC program provided flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to get a job, keep a job, and improve their economic circumstances.

The PRC program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include non-recurring, short-term, crisis oriented benefits and ongoing services that are directly related to the four purposes of the TANF program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. Non-recurring, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These non-recurring benefits and services may then provide short-term relief and addresses a discrete crisis situation rather than meeting ongoing or recurrent needs.

**FOUR TANF PURPOSES:**

**A. TANF Purpose #1**

To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives.

**B. TANF Purpose #2**

End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

**C. TANF Purpose #3**

Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.

**D. TANF Purpose #4**

Encourage the formation and maintenance of two-parent families.

## SECTION II

### STATEMENT OF POLICIES

#### DEFINITIONS:

##### **ASSISTANCE GROUP – PREVENTION, RETENTION & CONTINGENCY**

“Assistance group” means a group of individuals treated as a unit for purposes of determining eligibility for the prevention, retention, and contingency program.

- An eligible assistance group must consist of a pregnant woman or a minor child residing with a parent, specified relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family’s ability to achieve economic self-sufficiency.
- A CDJFS may provide PRC services to more than one PRC assistance group even when both PRC assistance groups contain the same child.

This option will provide maximum flexibility to the applicants.

##### **PREVENTION**

Services are designed to divert assistance groups (AGs) from ongoing cash assistance by providing short term non-assistance.

##### **RETENTION**

Services are provided to assist an employed member of the AG in maintaining employment.

##### **CONTINGENCY**

Services are provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more AG members.

##### **MINOR CHILD**

“Minor child” means either of the following:

1. An individual who has not attained age eighteen.
2. An individual who has not attained age nineteen and is a full-time student in a secondary school or the equivalent level of vocational or technical training.

##### **NON-CUSTODIAL CARETAKER**

PRC benefits and services may be provided to non-custodial parents of a minor child. 45 CFR 260.30 defined a non-custodial parent as a parent of a minor child who:

Lives in the State, and

Does not live in the same household as the minor child.

##### **ECONOMIC NEED**

In order for eligibility to be determined, the income of the AG must be compared to the economic need standard established for the benefits and services requested.

The economic need standards are based upon federal poverty guidelines which shall be updated annually, generally in March, when the federal poverty guidelines are released. When determining eligibility for the PRC AG to receive benefits or services, the AG income must be equal or less than the economic need standard.

The economic need standard is based upon federal poverty guidelines, with percent limits specified in the outline of services in the attached Service/Benefit Chart and in contracts for PRC contracted services.

**A. TANF PURPOSE #1 & #2**

**B. TANF PURPOSE #3 & #4** (are not limited to “needy” families). For federal reporting purposes, costs relating to purposes 3 & 4 must be tracked and identified separately.

PRC benefits and services for purposes 1 & 2 of TANF are available to a family assistance group (AG) which includes a minor child (except for “temporary absence”) or pregnant women as defined in ORC Section 5108.01 and 5108.06. PRC benefits and services are also available to the non-custodial parent of a minor child, who lives in the county, and does not live in the same household as the minor child. No family is eligible for PRC benefits or services unless the family includes a minor child who, at a minimum, resides with the parent, caretaker relative, legal guardian or legal custodian. PRC benefits and services may also be provided to household’s consisting of a pregnant woman with no other minor children. Beyond the minimum requirements, PRC may also be provided to other members of the household who could significantly enhance the family’s ability to achieve economic self-sufficiency.

PRC benefits and services for purposes 3 & 4 of TANF do not contain the same constraints and there may be instances where the use of PRC funds may be made on behalf of childless individuals. TANF funds may be used for pregnancy initiatives (for example, prevention) that serve young adults.

A child may be “temporarily absent” from the home in accordance with the time frames in OAC rule 5101:1-3-04 and still qualify for PRC. During the temporary period the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. A child may be temporarily absent from the home for up to six months in accordance with time periods specified in ORC 5107.10, which are applicable to PRC, and still qualify for PRC. During the temporary period the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. The county may continue to help the eligible family through expenditures that are reasonably calculated to accomplish one of the four purposes of the TANF program including some expenditures for the temporarily absent child. The child must return to the home by the end

of the sixth month period, otherwise the child is considered to no longer reside with the parent, caretaker relative, legal guardian, or legal custodian.

The CDJFS does not believe it is reasonable to determine that a child is temporarily absent from the home if the child has been adjudicated or otherwise determined to require placement out of the home for longer than the state’s established temporary period (i.e. six months).

## ELIGIBILITY CRITERIA

### RESTRICTIONS BY FEDERAL AND STATE LAW:

Counties are required to follow the federal and state laws that are applicable to the PRC program.

Listed below are federal prohibitions based upon 42 USC 608 section 431 or PRWORA (as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Balanced Budget Act of 1997) and the Ohio Revised Code.

In order to receive PRC benefits and services a member of the AG must be a citizen of the United States or a qualified alien as defined in Section 5506(d) or Public Law 105-33 (the Balanced Budget Act of 1997).

No PRC benefits or services may be provided to families that fraudulently received assistance under the OWF or PRC program until repayment occurs (Reference ORC Section 5101.83). No medical services may be provided except for family planning services.

PRC funds may not be used for the provision of child care services. Ohio has a statewide child care program with income and eligibility requirements established in state law and Ohio Administrative Code rules.

### SECTION III

### INCOME RESTRICTIONS AND BENEFIT LIMITATIONS:

Eligibility for PRC for benefits and services to meet TANF Purposes 1 and 2 is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below the specified Federal Poverty Guideline (FPG). Eligibility for PRC for benefits and services to meet purpose 3 and 4 of TANF is available without regard to need. The Economic Need Standard and cap limits for specific benefits are reflected in the CHART SECTION. PRC is only available to AG members who have not received PRC assistance above the monetary cap per a consecutive 12 month period. Issuance of PRC benefits and services is contingent upon the availability of TANF funds as well as the intended period of the allocation for these funds. Families receiving assistance under another program may receive PRC assistance as long as the AG meets all PRC program requirements.

~~Unless the entire PRC AG is in receipt of a means tested benefit in which the income has already been documented, including newly reported employment, the~~ The total gross income (both earned and unearned) of all members of the PRC AG shall be counted except for gross earnings of a minor child as defined in OAC 5101:1-23-20 (c)(i). This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF) or Disability Financial Assistance (DFA). There are no deductions or exclusions, except for those already specified above, allowed for from any type of countable income. All income which has been received by

any member of the PRC AG during the 30 day budget period is considered when determining financial need. The 30 day period begins 30 days prior to the date of application and ends on the application date unless this period does not accurately reflect expected income. In this instance, the 30 day budget period may be projected 30 days from the date of application. The gross amount of the PRC AG's countable income is compared to the specified amount for the AG number in the PRC Economic Need Standard Chart. If the total PRC AG income is equal to or less than the specified amount for the applicable AG, the PRC AG meets the income requirement.

## **TYPES OF INCOME**

### **UNEARNED INCOME:**

The following are examples of unearned income which must be counted. These are not meant to be an all-inclusive list:

- RSDI Benefits
- Alimony
- Child Support
- Veteran Administration Benefits
- Workers Compensation
- Lump-sum payments (including tax returns)
- Severance payments
- Buy-out payments
- Unemployment Benefits
- Pension and Retirement Benefits
- Strike Benefits
- Investment Income
- Rental Income
- OWF, DFA, or Supplemental Security Income (SSI)

### **EARNED INCOME:**

Earned income is income in which the AG member must perform some type of labor or service to receive it. The following are examples of earned income. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from Self-Employment
- Strike Benefits (if the striker is required to perform services in order to receive them)
- Training Allowances

### **EXCLUDED INCOME:**

Income derived from the Economic Stimulus Payments is excluded via Section 101 (d) "Refunds Disregarded in the Administration of Federal Programs and Federally Assisted Programs – Any credit or refund allowed or made to any individual by reason of section 6428 of the Internal

Revenue Code of 1986 (as amended by this section) or by reason of subsection (c) of this section shall not be taken into account as income .... or resources.....”

Pursuant to the Ohio Revised Code (OAC) 5101:1-24-20 is excluded as specified below:

- (A) Child support payment distributions made by the Ohio Department of Job and Family Services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124<sup>th</sup> General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.
- (B) All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.
- (C) Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act, states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual’s eligibility for, or the amount of benefits under any other federal program.
- (D) Monetary allowances paid under Section 401 of the Veteran’s Benefits and Health Care Improvement Act of 2000 effective December 1, 2000. Payments authorized and made by the Veteran’s Administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975.

**RESIDENCE:**

PRC benefits and services are available to residents of the county in which they reside. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period. Residence is also established by an applicant who is not receiving assistance from another county and entered the county with a job commitment or seeking employment, whether or not currently employed. Benefits apply to the current residence location only.

**COMMUNITY RESOURCES:**

A PRC AG shall apply for and utilize any program, benefit or support system which may reduce or eliminate the presenting need. Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. The knowledge of those resources available is necessary to determine if any other means within the community may meet, or help meet the presenting needs. Local contracts with other entities may be available to provide services which may meet or help meet the requested need (i.e. planning transportation services).

For contingency purposes, payment for HEAP eligible heating fuel and utilities during the HEAP season must occur prior to authorization of PRC for HEAP eligible utilities. To authorize PRC for a utility while HEAP is in operation requires a statement of approval identifying the utility, the amount, and service period covered by the HEAP payment (so as not to duplicate PRC benefits for the same service period), or denial of HEAP services from the HEAP agency.

**RESOURCES:**

No resource limitation exists.

**SECTION IV**

**ELIGIBILITY DETERMINATION PROCESS:**

Eligibility will be carefully evaluated on a case-by-case basis. Immediate need and whether or not the PRC program can be of benefit will be determined by the CDJFS or designee. This program is designed to help people overcome immediate barriers to achieve or maintain self-sufficiency and personal responsibility, therefore preventing the need for ongoing public assistance. PRC services are:

1. Services that do not involve implicit or explicit income support; or
2. One-time, short-term assistance which is limited to the amount actually required to meet the presenting need per 12 month period of eligibility.

The 12 month period begins on the date of approval and ends at the end of that consecutive 12 month period. Non-recurring short term benefits are designed to deal with specific crisis situations or episodes of need, are limited to meet recurrent or ongoing needs and will not extend beyond twelve (12) months.

Services are provided to an assistance group to prevent them from relying on, or divert them from, ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to a PRC AG to meet a need which, if not satisfied, threatens the health, safety or well-being of one or more AG members. Applicants must have made reasonable attempts to prevent or meet their contingent need. Any number of individual payments can be made during the 12 month period as long as they are distinctive, non-ongoing and do not exceed the designated cap. If the PRC applicant has received PRC in another county or State, the amount issued will be deducted from the allotment limits specified in Trumbull County's PRC plan.

Inherent in the issuance of PRC to a non-custodial parent AG is the understanding that, in doing so, the CDJFS is preserving their ability to assist the non-custodial parent in meeting their legal obligation to support their children. Prior to determination of PRC eligibility for the non-custodial parent, they will be required to establish a support order with the Child Support Enforcement Agency (CSEA). A non-custodial parent that has applied for PRC and is not currently working, will be assisted in obtaining employment. PRC will be denied if it is

determined through contact with CSEA that the non-custodial parent has failed to meet their obligation to establish paternity and support payments.

### **VERIFICATION PROCESS:**

The following verifications are needed:

1. Verification of presenting need.
2. Payroll letter or pay stubs.
3. One (1) estimate from an established business of the cost for items or services needed, where available.
4. Itemized statements of items needed to get started on a job, plus statements that these item(s) are not furnished by the employer to the employee.
5. The provider of the item or services must be willing to accept the CDJFS payment.

For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. A signed release, either the CDJFS format (Applicant/Recipient Authorization for Release of Information ODHS 7341) or, for contracted services, their agency release shall be obtained from the applicant if collateral verification is required. Verification which is obtained by telephone must contain clear documentation in the PRC AG record concerning the name, position, date, amount, and the name of the individual who obtained the verification.

Falsification of an application for PRC and/or required documentation may result in criminal prosecution and recoupment of all benefits received.

### **STANDARDS OF PROMPTNESS:**

The PRC application should be approved or denied within 5 business days after receipt of the signed and dated application. The PRC AG members must complete designated application. The PRC AG's members must complete the designated application and provide all necessary verifications needed to establish eligibility. Once eligibility for PRC is established, payment for goods and/or services will be authorized. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to procedures in place at the CDJFS. The county and contractors must ensure that its policies meet auditing requirements.

### **APPLICATION:**

The ODHS 3800 "Prevention, Retention and Contingency Program Application" (state model) has been developed for use when a family is applying for PRC benefits and services. Other application formats may be used by contracting agencies for the purpose of providing PRC benefits or services for families applying for specific contracted services. The PRC application and any other information gathered during the eligibility determination process shall be kept on file in an AG folder.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered under PRC will be explained during the interview. In addition, anyone applying for PRC services will receive information about referrals to, and access to, Medicaid, Food Stamps, Child Care assistance and other programs that provide benefits that should help them successfully transition to work. All PRC applicants will be advised of their hearing rights and will be provided with a copy of the ODHS 4059 "Explanation of State Hearing Procedures". The voter registration application, as prescribed by the Secretary of State under section 3503.10 of the ORC, will be made available to persons who are applying for or participating in the PRC program (reference section 329.051 of the ORC).

**NOTICE OF APPROVAL/DENIAL:**

If it is determined that an application for PRC is approved, the ODHS 4074 "Notice of Approval of Your Application for Assistance" shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the ODHS 7334 "Notice of Denial of Your Application for Assistance" shall be mailed or otherwise delivered to the PRC AG. Once eligibility for PRC is established, authorization shall occur and a payment for the benefits and/or services will be generated.

Authorization may occur at any time during the period beginning on the date that PRC is approved. As long as payment is authorized within 30 days, actual payments may be made to vendors according to the procedures in place. All payments shall be made to the vendor. Policy has been written to ensure all auditing requirements are maintained.

**OVERPAYMENT COLLECTIONS:**

Any erroneous payments issued under the PRC program due to client or vendor error, misrepresentation, intentional program violation, fraud, or agency error constitutes an overpayment. All PRC overpayments are subject to recovery according to established agency collection policy and procedures.

**SECTION V**  
**PROCEDURE GUIDANCE**

**Auto Repair----- Attachment 1**

**Gas Cards ----- Attachment 2**

**Special Gas Card – 2009 Transition Program-----Attachment 2a**

**Gas Card Tracking Form-----Attachment 3**

**Disaster Services (Fire) -----Attachment 4**

**Shelter Expenses-----Attachment 5 -**

**Foreclosure Prevention-----Attachment 6**

## **Attachment 1**

### **AUTO REPAIR**

The automobile, for which the repair is being made, must be titled to one of the assistance group members who are applying for the PRC. Multiple vehicles in one assistance group will be limited to one car repair for each employed or participating parent and be the most cost-effective. No repairs will be authorized if another owned vehicle(s) **is** operational for use by each employed or participating parent.

Applicants will be required to provide the agency with the following:

- Valid Driver's License
- One (1) repair estimate by vendor selected from the current vendors list
- One (1) vehicle tow is permitted.

#### **\*\*LIMITATIONS:**

- 1. No transmissions repairs or replacements.**
- 2. No engine replacements.**
- 3. No benefit coverage if vehicle involves accident-related repairs (i.e. if vehicle is damaged due to an accident-related incident, no benefit coverage exists to repair the damaged vehicle).**
- 4. No benefit involving any insurance-related circumstances (i.e. insurance deductibles, payments while customer is pending insurance reimbursement, etc.)**

## Attachment 2

### GAS CARDS

Refer to PRC policy for eligibility regulations under Transportation. The amended procedure for issuing gas cards is as follows:

1. Complete the PRC application form by the employed individual only.
2. Complete two copies of the Gas Card Tracking Form (see attachment 3)
3. The applicant or ADULT AG member must bring proof of income to obtain remaining gas cards.
4. Return copy with both signatures to the Fiscal Dept. at each issuance.

**\*\*Limitations:** We will issue one hundred dollars (\$100.00) in gas cards per qualified individual in an assistance group, not to exceed one hundred dollars (\$100.00) in a twelve (12) month period.

- \$50.00 at time of initial application
- \$50.00 after sixty (60) days of application with last thirty (30) days of pay stubs

If lack of transportation remains an issue after reaching the one hundred dollar (\$100.00) cap, the agency will explore alternative options.

Additional notes:

- The gas cards will be maintained in the Fiscal Dept.
- The denomination of the cards may vary.
- The target group is specified in the Service/Benefit Chart of the PRC policy.
- The value **IS** included in the PRC cap and **IS** to be entered in AEOEA.

Attachment 2a

**SPECIAL GAS CARD (2009 TRANSITION PROGRAM)**

Trumbull County Department of Job and Family Services shall provide two \$50.00 gas cards to eligible families who lose their public transportation to employment due to the four month limitation. The purpose of issuing the gas card is to provide an opportunity to make travel arrangements for work. Eligible households shall receive the gas card within 60 days from the last date of transportation. Gas cards will not be mailed. They may be picked up by the employed individual or any adult individual in the PRC assistance group.

**Eligibility:**

The assistance group must be currently employed and previously eligible for public transportation under PRC guidelines for the purpose of traveling to and/or from work.

The original PRC application for public transportation serves as the application for the transition gas cards. Transportation must have been terminated due to the four month limitation.

The employed individual or adult assistance group member must show verification that he or she is still employed (i.e. current pay stub) and proof of identity to receive the card.

Cards must be picked up within sixty days from the date the transportation services ended as reflected on the client notice.

**\*\*Transitional gas cards are outside of the PRC cap.**

**\*\*The distribution of transition gas card program is subject to available funds.**

2/5/09

**Attachment 3**

**GAS CARD TRACKING FORM**

**Keep in Case Record**

Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

SS#: \_\_\_\_\_

Number of cards issued: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Agency Rep: \_\_\_\_\_ (Sign in Fiscal)

**APPLICANT ONLY Signature** \_\_\_\_\_

Number of cards issued: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Agency Rep: \_\_\_\_\_ (Sign in Fiscal)

**Applicant or AG Member Signature** \_\_\_\_\_

**Overpayment Collections:**

Any erroneous payments issued under the PRC program due to client or vendor error, misrepresentation, intentional program violation, fraud, or agency error constitutes an overpayment. All PRC overpayments are subject to recovery according to established agency collection policy and procedures (xr: Section IV of the PRC Plan).

**Attachment 4**

**DISASTER SERVICES (FIRE)**

Trumbull County Department of Job and Family Services will issue a one-time payment of \$500.00 to

individuals who meet the eligibility criteria. Only one payment will be made per dwelling.

**If a disaster-related PRC payment is made on behalf of a resident of the same dwelling, there is no PRC eligibility for the remaining assistance group members.**

SERVICE/BENEFITS PROVIDED INCLUDE:

1. Home repair or replacements affecting basic structure (provided to the homeowner only).
2. Appliance repairs or replacements (limited to stove, refrigerator, washer, and dryer).
3. Repair or purchase of furnace, air conditioning, or water heater (provided to the homeowner only).
4. Purchase or replace essential household contents – bed, couch, dresser, chair and carpet.
5. Personal items – clothing for members of the Assistance Group (limited to \$250.00 per household and included in the \$500.00 limit)

APPLICATION PROCESS:

Application must be filed within 30 days of the fire. Applicants will be required to provide the agency with verification of:

1. Homeowner/Renter Insurance coverage.
2. Report from the Fire Department to verify the incident.
3. Verification of help from the Red Cross.

**Attachment 5**

**SHELTER EXPENSES**

PRC Cap of \$1,000.00

Restricted to a One time Payment within a 12 month period.

**Requirements:**

- Domestic Violence – recent (within the last 7 days), verified through police report.
- Someplace Safe Referral.

Attachment 6

Foreclosure Prevention

Effective July 1, 2008

PRC Cap of \$3,000.00 / Outside the PRC Cap of \$1,000.00

Restricted to a One Time Payment

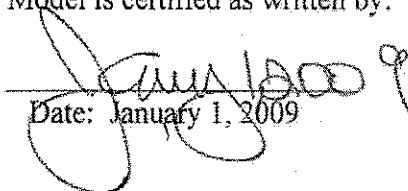
Requirements:

- Must provide Foreclosure Warning letter of Letter of Delinquency with amount needed to prevent the foreclosure process.
- Provide Proof of Financial Hardship (i.e. Due to medical reason, loss or break in employment, unexpected documented financial hardship beyond the applicant's control).
- Must have current household income.
- Must be the homeowner's primary residence.
- Provide verification of applicant's ability to make future payments.
- Must provide verification of escrow payment for property taxes paid by applicant prior to PRC approval (PRC will pay Principle and Interest ONLY).
- If amount needed to avoid foreclosure exceeds the \$3,000.00 cap, applicant must provide verification that the difference has been paid.

\*\*\*\*\*

This Prevention, Retention and Contingency State Model is certified as written by:

Signed Document on file  
Thomas M. Mahoney, Director

  
Date: January 1, 2009

## PRC Contracted Services

Listed below are those services that are provided through contract.

### 1. Help Me Grow:

Target Group: Pregnant Women or  
Children Ages 0 - 3

Income Cap: 300% FPL

Services: Outreach; child find, intake and referral, Prenatal home visits, Newborn home visits, Ongoing home visiting services, Services coordination, Individualized Family Service Plans, Family Support Service, Early Intervention services.

Service Provider: Trumbull County Family & Children First Council  
Help Me Grow, Central Coordinated Site  
347 North Park Avenue  
Warren, OH. 44481  
330) 399-3412

Individuals may apply for these services by contacting the Central Site in Warren. The staff at this facility have the responsibility of completing applications, determining eligibility and arranging services for this program.

### 2. Transportation:

Target Group: O.W.F. applicant/recipients, employed or unemployed individuals, adults attending GED classes or post-secondary education.

Income Cap: Current or former TANF recipients below ~~200%~~ 150% FPL Services:  
Transportation to work activities or employment.

Service Provider: Trumbull Community Action Program (TCAP)  
1230 Palmyra Rd. SW  
Warren, OH. 44485  
330) 393-2507

Miller's USA Taxi & Wheelchair Transport, Inc.  
1964 Tod Avenue SW  
Warren, OH. 44485  
330) 395-3226

Deluxe Transportation, LLC  
865 Summit Ave. or  
Niles, OH. 44446  
330) 652-2000

Deluxe Transportation, LLC  
P.O. Box 344  
McDonald, OH. 44437

Garwin, Inc.  
7080 Truckworld Blvd.  
Hubbard, OH. 44425  
330) 534-1335

Trumbull County Department of Job and Family Services established eligibility for transportation services with an application for PRC. Unemployed individuals participating in an OWF or WIA activity are limited to 4 months of service per 12 month period. ~~Services can extend beyond 4 months for employed individuals~~

**ONLY. Employed individuals are also subject to 4 months of service per 12 month period.**

**3. Someplace Safe:**

Target Group: Victims/Survivors of Domestic Violence  
Income Cap: 200% FPL  
Services: Residential services, Counseling services (Group Counseling and Individual Counseling)  
Service Provider: Someplace Safe, Inc.  
1540 Tod Avenue N.W.  
Warren, Ohio 44485  
(330) 393-3003

**4. Family Wrap Around:**

Target Group: TANF eligible Children and Families  
Income Cap: 200% FPL  
Services: Wrap-Around services, including respite care, etc.  
Service Provider: Trumbull County Family and Children First Council  
347 North Park Avenue  
Warren, OH. 444881  
330) 399-3412

**5. The Solace Center :**

Target Group: TANF/PRC non-custodial eligible parents with children  
Income Cap: 200% FPL  
Services: The Solace Center will provide Access and Visitation Mediation Services for those TANF/PRC eligible non-custodial parents who reside in Trumbull County with a minor child(ren) who resides in the State of Ohio but not in the same household as the parent, aiding to promote visitation/supervised visitation and a safe exchange of children with mediation of custody and visitation disputes.  
Service Provider: The Solace Center  
400 High Street, NE  
Warren, OH. 44481  
330) 399-3433

**6. Warren City Schools:**

Target Group: TANF/PRC eligible children (Third through Eighth Grade) who are eligible for the Free or Reduced School Lunch Program  
Income Cap: 185% FPL – Free or Reduced School Lunch Program FPL Standards  
Services: Provide Student Intervention TANF Demonstration Project in the form of a school “Readiness Enrichment” Program pursuant to the Ohio Dept. of Education required components; providing literacy enrichment, social/Self-help skills, family participation/home connections and Pre and Post Measurement.  
Service Provider: Warren City Schools  
260 Monroe St. NW  
Warren, OH. 44483  
330) 841-2321

**7. Individual Development Account (IDA) and Foreclosure Prevention:**

Target Group: Employed, eligible parents of a custodial/non-custodial minor child(ren).

Income Cap: 200% FPL

Services: Individual Development Account - Offers a Savings/Training Program designed for home

ownership, small business development, or higher education.

Foreclosure Prevention – Offers PRC eligibles case management and/or financial support to those whose primary Trumbull County residence is threatened by foreclosure so that children are not displaced from their home.

Service Provider: Mr. Terry Stauffer

C/o Trumbull County Department of Job and Family Services

280 North Park Ave., Suite 1

Warren, OH. 44481-1109

330) 675-2249

**8. Trumbull Metropolitan Housing Authority (TMHA):**

Target Group: Limited to youths ages 15 to 21.

Income Cap: 200% FPL

Services: Summer Youth Employment and Training Program. Summer Program for PRC eligible youths, providing work experience and life skills training. (contingent upon available funds)

Service Provider: Trumbull Metropolitan Housing Authority (TMHA)

4076 Youngstown Rd. SE

Warren, OH. 44484

330) 369-1533

**9. Alliance Community Outreach Program, Inc.:**

**Target Group:** Students enrolled in the fifth (5<sup>th</sup>) through twelfth (12<sup>th</sup>) grade within the Trumbull County School Districts who have been expelled for a period of ten (10) or more days.

**Income Cap:** 200% FPL

**Services:** During the period of mandatory expulsion, services will include academic instruction, intervention services, character-building and behavior modification for children of PRC eligible families residing in Trumbull County whose child(ren) has been expelled from school. Limited for the period of mandatory expulsion. Instruction is provided to prevent the student from falling behind in coursework and to assist student/family in alleviating barriers that prevent the student from succeeding.

**Service Provider:** Alliance Community Outreach Program, Inc.

2051 Niles Road SE

Warren, OH. 44484

330) 369-1441

**10. The United Methodist Community Center**

**Target Group:** Students enrolled in the fifth (5<sup>th</sup>) through tenth (10<sup>th</sup>) grade within the Trumbull County School Districts who have been identified as needing Truancy Intervention Services.

**Income Cap:** 200% FPL

**Services:** Truancy Intervention Program (TIP) services for students of PRC eligible families residing in Trumbull County whose child(ren) have been identified to be in need of services to curtail truancy and delinquency by removing barriers to the achievement of success at school. Services include home based case management services, avoidance techniques to eliminate abandonment, dropping out of school, delinquency, drug abuse, and intervention to ensure child is cared for in their own homes or in the homes of relatives.

**Service Provider:** **The United Methodist Community Center**

334 North Pearl St.  
Youngstown, OH. 44506  
330) 373-6480

**PRC MONTHLY INCOME GUIDE @ 100% - 150% - 200% - 300% FPL**  
**EFFECTIVE: January 23, 2009**

<u>AG Size</u>	<u>100%FPL</u>	<u>150%FPL</u>	<u>200%FPL</u>	<u>300%FPL</u>
1	\$903	\$1354	\$1805	\$2,708
2	\$1,215	\$1,822	\$2,429	\$3,643
3	\$1,526	\$2,289	\$3,052	\$4,578
4	\$1,838	\$2,757	\$3,675	\$5,513
5	\$2,150	\$3,224	\$4,299	\$6,448
6	\$2,461	\$3,692	\$4,922	\$7,383
7	\$2,773	\$4,159	\$5,545	\$8,318
8	\$3,085	\$4,627	\$6,169	\$9,253
9	\$3,396	\$5,094	\$6,792	\$10,188
10	\$3,708	\$5,562	\$7,415	\$11,123
11	\$4,020	\$6,029	\$8,039	\$12,058
12	\$4,331	\$6,497	\$8,662	\$12,993
13	\$4,643	\$6,964	\$9,285	\$13,928
14	\$4,955	\$7,432	\$9,909	\$14,863
15	\$5266	\$7,899	\$10,532	\$15,798

Effective: **January 1, 2009**

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	APPL
<u>Employment Related Expenses:</u> Tools, Safety Equipment, Boots and Uniforms	\$100.00 Limit Not to exceed \$1,000.00 total PRC Cap per PRC Calendar year.	See definition of Prevention & Retention	<b>100% FPL</b> <del>150%</del>	New Employment Only. Individuals with a start date of employment not to exceed 30 days from PRC application.	PRC APPL
<u>Transportation/EMPLOYED</u> Bus tickets, Taxi fare	No dollar limit Outside the PRC Cap. <b>Limited to 4 months out of a 12 month period.</b>  <del>No limit on number of months eligible. (may extend beyond 4 months)</del>	See definition of Prevention & Retention	<b>150% FPL</b> <del>200%</del>	Employed individuals, or individuals with a start date of employment.	PRC APPL
<u>Transportation/UNEMPLOYED</u> Bus tickets, Taxi fare	No dollar limit Outside the PRC Cap.  * <u>OWF Participants:</u> Eligible 4 months out of a 12 month period.  * <u>WIA Participants:</u> Limited to 4 months out of <del>six 6 months</del> <b>12 months.</b>	See definition of Prevention & Retention	<b>150% FPL</b> <del>200%</del>	Unemployed individuals individuals participating in an OWF or WIA Activity <u>and NOT</u> in receipt of a Work Allowance. WIA eligible participants: Unemployed, non-OWF GED classes, post-secondary education or training activity.	PRC APPL

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	APPL
<u>Automobile Gas Cards:</u>  <u>See Procedure Guidance Attachment #2 &amp; 3</u>	\$100.00 Limit. Not to exceed total PRC Cap of \$1,000.00 per PRC Calendar year. \$50.00 at Application and \$50.00 / 60 days thereafter with Proof of income	See definition of Prevention & Retention	100% FPL 150%	Employed individuals or individuals with a start date of employment working a minimum average of 30 hrs. per week.  <b>EXCLUSION: Self-Employed Individuals</b> <b>WIA eligible participants:</b> Unemployed, Non-OWF GED classes, post-secondary education or training activity.	PRC APPL

**Special Gas Card – 2009 Transition Program – two \$50.00 gas cards to eligible families who lose their public transportation to employment due to the four month limitation. Must be Currently Employed and previously eligible for public Transportation Services under PRC Guidelines for to/from work Transportation must have been terminated due to the four (4) month limitation. The original PRC application for public transportation serves as the application for the transition gas cards. Employed individual or adult assistance group member must show verification that he/she is still employed (i.e. current pay stub and proof of identity to receive the card). Transitional gas cards are outside of the PRC Cap and this Transition Program is subject to available funding. Eligible households shall receive the gas card within 60 days from the last date of transportation. Gas cards will not be mailed. They may be picked up by the employed individual or any adult individual in the PRC assistance Group.**

Shelter Expenses:

Requirement *Domestic violence - recent police report (within last 7 days) *Someplace Safe referral	Not to exceed total PRC Cap of \$1,000.00  One-time payment within the PRC Calendar year.	See definition of Contingency	100% FPL 150%	Assistance Groups who meet the definition found in the PRC Plan.	PRC APPL
<u>See Procedure Guidance Attachment</u>					

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	APPL
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**Utility shut-off:**

For water, and sewer, fuel required for heating or cooking and one (1) Percentage of Income (PIP Payment) for Current residence location ONLY.

Limited to pay up to \$500.00 for one (1) utility only. Not to exceed total PRC CAP per PRC calendar year.

Only one (1) payment per utility. Not to exceed \$1,000.00 total PRC CAP per 12 mo. period.

See definition of Contingency

100% FPL  
~~150%~~

Assistance Groups who meet the definition found in the PRC plan. Utility must be in the Assistance Group name.

PRC  
APPL

Fuel includes gas, electric, fuel oil, propane, kerosene, wood and coal.

“Reasonable” attempt to pay: One (1) PIP pmt. or minimum monthly payment) of the utility is required (i.e. payment made by Assistance Group member within last 60 days)

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	APPL
<b>Auto Repair:</b> <b>Mechanical Repair/ Safety.</b> <b>Authorized and Qualified and approved Vendors.</b> <b>* Titled to AG Member</b> <b>* Valid Driver License</b> <b>* 1 One Estimate required</b> <b>* 1 Repair Tow permitted</b>	Not to exceed <del>\$1,000.00</del> <b>\$500.00</b> Total PRC CAP per PRC Calendar year.	See Definition of Prevention & Retention	<del>150%</del> <b>100% FPL</b>	Employed individuals <u>or</u> individuals with a starting date of employment, working a minimum average of 30 hrs. per week or meeting work participation as required by TANF requirements; or <b>SELF-EMPLOYED</b> working 30 hrs. per week at Federal minimum wage.	PRC APPL

**Limitations:**

**NO Transmission repairs or replacement.**

**NO engine replacements.**

**No benefit coverage if vehicle involves accident-related repairs (i.e. if vehicle is damaged due to an accident-related incident no benefit coverage exists to repair the damaged vehicle).**

**No benefit involving any insurance-related circumstances (i.e. insurance deductibles, payments while customer is pending insurance reimbursement, etc.)**

**See Procedure Guidance Attachment #1**

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	APPL
<p><u>Family Disaster Assistance – FIRE:</u></p> <p>*See criteria under Section V -Procedure Guidance Attachment #4</p> <p>*Applicant must apply within 30 days of Fire</p>	<p>\$500.00 limit per PRC Calendar year. <u>Outside the PRC Cap.</u></p>	<p>See definition of Contingency</p>	<p>100% FPL <del>150%</del></p>	<p>Assistance Groups who meet the definition found in the PRC Plan</p>	<p>PRC APPL</p>

**NOTICE TO PARTICIPANTS OF OHIO WORKS FIRST  
and  
COMMUNITY AGENCIES**

**PREVENTION, RETENTION, CONTINGENCY PROGRAM (PRC)  
AT THE  
TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
Effective January 1, 2009**

**HELP WITH**

EMPLOYMENT RELATED EXPENSES - tools, safety equipment, boots and uniforms.

TRANSPORTATION – See Plan Services, as defined, for employment, adult education or training activity - bus tickets, taxi fare, gas cards.

SHELTER EXPENSES – See Plan Services. One-time payment within a 12 month period for verified Domestic Violence.

UTILITY DISCONNECT NOTICE –See Plan Services. One payment towards one utility per utility for residence location ONLY.

AUTO REPAIR – See Plan Services. Mechanical repair/Safety. NO transmission repairs or replacement. No engine replacements. Additional restrictions apply regarding automobile accidents and insurance-related circumstances.

DISASTER SERVICES (FIRE) – See Plan Services. One-time payment per dwelling.

EMPLOYMENT TRAINING SERVICES - See Plan Services.

These services are available to eligible individuals with at least one minor dependent child or pregnant woman in their household who are at or below 150% 100% FPL. Transportation services are subject to the 150% of the Federal Poverty Level.

INDIVIDUAL DEVELOPMENT ACCOUNT and HOME FORECLOSURE PREVENTION services are available for PRC eligibles at or below 200% of the Federal Poverty Guidelines.

Restrictions do apply to some services. Individuals may apply by scheduling an appointment with their caseworker or if not currently a participant they may apply for PRC by coming into the agency to make application.

Federal Poverty Guideline Assistance Group Size	100% monthly FPL	150% monthly FPL
1	\$903	\$1,354
2	\$1,215	\$1,822
3	\$1,526	\$2,289
4	\$1,838	\$2,757
5	\$2,150	\$3,224
6	\$2,461	\$3,692
7	\$2,773	\$4,159
8	\$3,085	\$4,627

**Trumbull County Department of Job and Family Services**  
**PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) APPLICATION**

Name of Applicant	Present Address	For Agency Use Only	
Social Security Number		Case Number	
Telephone Number Where You Can Be Reached		Date Sent	Date Returned
		County Trumbull	Unique ID

(1) **Have you or any household member received any type of assistance from the Job & Family Service Dept.**  Yes  No

If yes, give the county ODJFS, the type of assistance and the date received \_\_\_\_\_

(2) **Explain what you need, why and estimate the amount your are requesting.** \_\_\_\_\_

(3) **Give the name of other agencies you have contacted for help.** \_\_\_\_\_

(4) **Have any other agencies helped you with this need?**  Yes  No **If yes, name the agency and tell how you were helped. If no, tell why you were not helped.** \_\_\_\_\_

(5) **Complete the chart below for anyone in your home, including yourself. You are required to verify all income (earned and unearned) for all members of your household. If you are applying as a non-custodial parent responsible for the support of minor children, list those children below.**

Name	Relationship to Applicant	Age	Source of Income	Monthly Amount of Income
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$

**If you are eligible, the agency may limit assistance under this program to the documented amount of need within county guidelines.**

<b>Signature of Applicant</b>	Date
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**PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC)**

Date Application received (mm/dd/yy) \_\_\_\_\_ 30 day budget period: From (mm/dd/yy) \_\_\_\_\_ To ( \_\_\_\_\_ mm/dd/yy)

**Request:** List the items and /or services requested and the amount needed for each.

Item or Service	Amount Needed	Item or Service	Amount Needed
1.		3.	\$
2.		4.	\$

Reason for Need \_\_\_\_\_  
 \_\_\_\_\_

**Income** (earned and unearned)

Source	Amount Available in Budget Period	Verification
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Total \_\_\_\_\_ (Compare to 200% of Federal Poverty Guidelines)

**PRC Approved** (complete chart) Date: \_\_\_\_\_ Check/Warrant Amount \_\_\_\_\_

Item/Service Provided	Date of Approval	Amount Paid	Vendor's Name and Address
		\$	
		\$	
		\$	

**PRC Denied** Date of denial (mm/dd/yy) \_\_\_\_\_ Date Notice of Denial of Application Sent (mm/dd/yy) \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Agency Representative Signature	Date	Signature of Supervisor	Date

## NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE

Name	Assistance Group Name	
Street Address	Assistance Group Number	Program
City State and Zip Code	County <p style="text-align: center;">Trumbull</p>	Mailing Date

Your application for \_\_\_\_\_ dated \_\_\_\_\_, has been approved, effective \_\_\_\_\_

Additional information: \_\_\_\_\_

The reason for this action is: \_\_\_\_\_

The rules that require this action are: \_\_\_\_\_

If you do not understand this notice, or want to talk to someone about it, you may call:

Caseworker	District/ID <p style="text-align: center;">78</p>	Phone Number (330) 675-
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### Your Right to a State Hearing

This notice is to tell you about action we are taking on your case. If you do not understand this action, you may contact your caseworker. After talking with your caseworker, it is possible that we will change our decision or that you will agree with the action.

**If you do not agree with this action, you have a right to a state hearing.** A state hearing lets you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons. A hearing officer from the Ohio Department of Job & Family Services will decide who is right.

If you want a hearing, we must receive your hearing request within 90 days of the mailing date on this notice. You do not need to return this form if you agree with the action.

If someone else makes a written hearing request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a request by telephone.

If you want information on free legal services but don't know the number of your local legal aid office, you can call the Ohio State Legal Services Association, toll free, at 1-800-589-5888, for the local number.

If you want a state hearing, check the appropriate boxes below, sign and date this form, and send it to the Ohio Department of Job & Family Services, State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.

- I want a county conference and a state hearing on this action.
- I want a state hearing only.

**I want a hearing.**

Signature	Date	Phone Number
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**Now that you have been authorized for Prevention, Retention, and Contingency (PRC) services, you may be eligible for food stamp benefits. Please contact your county department of job and family services (CDJFS) if you wish to apply for food stamps. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your food stamp eligibility is determined. In addition, the CDJFS may need to request additional verification to determine eligibility for the Food Stamp program.**

## NOTICE OF DENIAL OF YOUR APPLICATION FOR ASSISTANCE

Name	Case Name	
Street Address	Case Number	Program
City, State, and Zip Code	County Trumbull	Mailing Date

This notice is to tell you that your application for \_\_\_\_\_  
dated \_\_\_\_\_, has been denied because:

The regulations supporting this denial are:

**If you do not understand this proposed action or you want to talk to your caseworker about it, you may call:**

Caseworker	District/ID 78	Telephone Number (330) 675-
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### Your Right to a State Hearing

This notice is to tell you about action we are taking on your case. If you do not understand this action, you should contact your caseworker. After discussing the reasons for the action with your caseworker, it is possible that we will change our decision or that you will agree with the action.

**If you do not agree with this action, you have a right to a state hearing.** A state hearing lets you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons. A hearing officer from the Ohio Department of Job and Family Services will decide who is right.

If you want a hearing we must receive your hearing request within 90 days of the mailing date of this notice. You do not need to return this form if you agree with the action.

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If you want information on free legal services, but don't know the number of your local legal aid office, you can call the Ohio State Legal Services Association, toll free, at 1-800-598-5888, for the local number.

If you want a hearing, sign your name, and send this form to the Ohio Department of Job and Family Services, Bureau of State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.

- I want a county conference and a state hearing on this action.
- I want a state hearing only.

### I want a hearing.

Signature	Date	Telephone Number
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Distribution: Original to client; one copy to case record  
JFS 07334 (Rev. 5/2001)

REFERRAL FOR TRANSPORTATION SCHEDULE

START DATE: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_ S. S. NUMBER: \_\_\_\_\_

WORK/TRAINING SITE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DO YOUR CHILDREN REQUIRE DAYCARE? \_\_\_\_\_ YES \_\_\_\_\_ NO

DAYCARE NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DAYCARE ADDRESS: \_\_\_\_\_

CHECK MARK WHAT THE TRANSPORTATION IS FOR:

\_\_\_\_\_ WEP

\_\_\_\_\_ JOB CLUB

\_\_\_\_\_ EMPLOYMENT

\_\_\_\_\_ EDUCATION/TRAINING

SPECIAL INSTRUCTIONS—PHYSICALLY CHALLENGED/WHEEL CHAIR VAN NEEDED.

\_\_\_\_\_  
\_\_\_\_\_

CASE MANAGER SIGNATURE: \_\_\_\_\_

Casemanager completes all

REVISED 10/03

Effective 8/1/07  
**VENDOR AUTHORIZATION FORM**  
 Trumbull County Department of Job and Family Services  
 280 North Park Ave., Suite 1  
 Warren, OH. 44481-1109

Date: \_\_\_\_\_

Customer Name \_\_\_\_\_ Vendor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Zip: \_\_\_\_\_

Case Number: \_\_\_\_\_ OWF AG Not OWF AG \_\_\_\_\_

Description of items/services	Amount Authorized

**\*\*Landlords must refund security deposit to the address below at the time of tenant vacancy\*\***

**Total Authorized Amount: \$** \_\_\_\_\_

The Vendor **MUST** call the PRC AUTHORIZATION line noted below to obtain an a uthorization number for any authorizations of \$500.00 or more (except utilities), prior to releasing items or performing services. The authorization number must be included with the final bill. Vend or must also secure proof of identity from the Customer at the time of service and prior to releasing merchandise (State photo ID or Drivers License). In the case of auto repair, a license plate number must be included on the final bill along with the authorization number. Payment will not be issued if these procedures are not followed.

Vendor Authorization Line is (330) 675-2241 Monday through Friday, 7:30 a.m. to 4:30 p.m.

Our Agency (TCDJFS) has agreed to make payment for the items or services listed above. Please make the items or services availabl e to only the customer listed above upon receipt of this vendor authorization form.

**No substitution of goods or services will be honored.**

*Vendor must submit an original invoice, signed by the customer within 10 days of receipt of this authorization fo rm for us to release payment.* Upon receipt of your invoice for the items/services listed above, a check will be authorized and mailed to you within five (5) to eight (8) weeks. Our Agency is State Tax exempt, do not include any tax charges on the invoice.

**Please send invoice to:**  
 P.R.C.  
 Trumbull County Department of  
 Job & Family Services  
 280 North Park Ave., Suite 1  
 Warren, OH. 44481-1109

**Send refunds to:**  
 TCDJFS – Fiscal Dept./PRC  
 Trumbull County Department of  
 Job & Family Services  
 280 North Park Ave., Suite 1  
 Warren, OH. 44481-1109

Customer Signature: \_\_\_\_\_

Case Worker Signature: \_\_\_\_\_ Phone:\_(330) \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Distribution:** Original to Vendor; Copy to client; Copy for case record; 2 Copies to Data Dept.