

Bob Taft  
Governor



Jacqueline Romer-Sensky  
Director

## Ohio Department of Human Services

30 East Broad Street, Columbus, Ohio 43266-0423

June 15, 1999

### OWF/PRC Guidance Letter No. 3

**TO:** Directors, County Departments of Human Services  
Directors, County Public Children Services Agencies  
Directors, Child Support Enforcement Agencies  
Regional Account managers

**FROM:** Jacqueline Romer-Sensky, Director 

**SUBJECT:** **County Approval of Prevention, Retention and Contingency (PRC) Plans, Community Plans, and Partnership Agreements**

Several counties have requested guidance on the county approval process for the PRC Plans, Community Plans, and Partnership Agreements. This letter provides guidance on the development and approval of these documents.

#### PRC Plans

State law does not specifically require the Board of County Commissioners to approve the County Department of Human Services' PRC Plan that is created by ORC Chapter 5108. ODHS recommends that the PRC Plan and any substantive changes be a part of the Community Plan because it is the responsibility of the Human Services Planning Committee to make recommendations regarding the PRC program to the County Commissioners. ORC Section 329.06 creates the Human Services Planning Committee and directs it to advise the County Commissioners regarding the PRC Program. This Section 329.06 (B)(1) reads as follows:

- "B) The county human services planning committee shall do all of the following:
- (1) Serve as an advisory body to the board of county commissioners with regard to the social services provided in the county, including assistance under Chapters 5107 and 5108 of the Revised Code, publicly funded child day-care under Chapter 5104 of the Revised Code, and social services provided under section 5101.46 of the Revised Code;....."

**OHIO**  
the heart of it all!

*An Equal Opportunity Employer*

### **OWF/PRC Guidance Letter No. 3**

Page 2

As a part of the Community Plan, the PRC Plan will be reviewed and approved by the County Commissioners. Plan amendments that are technical in nature would not be considered substantive. The PRC plan should describe the process for approval of substantive changes. The plan should address a process for emergency changes when full approval prior to change is not feasible.

ODHS does not approve PRC Plans, but the PRC Plans must be submitted to ODHS. The ODHS PRC Coordinator will review the PRC plans and provide comments to counties. Most counties now submit these via fax. Please submit your PRC Plan and any subsequent amendments to the following address:

Deputy Director for County Operations  
ATTN: PRC Coordinator  
Ohio Department of Human Services  
Office of County Operations  
3 0 East Broad Street, 3 1 st Floor  
Columbus, Ohio 43266-0423  
FAX: (614) 752-7193

In addition, please provide a copy to your Account Manager.

### **Community Plans**

The Community Plan should identify the county's goals and objectives under the OWF and PRC programs and the strategies the county will utilize in achieving the desired outcomes. It is the role of the County Human Services Planning Committee to develop and recommend the Community Plan to the Board of County Commissioners. In order to execute its advisory role, the County Human Services Planning Committee should review periodically the status of community plan implementation and goal achievement, recommend plan modifications as needed and advise the Board of County Commissioners.

The final authority to approve and act on advice and recommendations from the County Human Services Planning Committee rests with the Board of County Commissioners. The Community Plan approved by the County Board of Commissioners becomes an addendum to the Partnership Agreement. ODHS does not approve Community plans, but the Community Plans must be submitted to ODHS. ODHS will provide feedback and comments on a county's Community Plan. Community Plans and significant plan amendments should be submitted to the following address:

Deputy Director for County Operations  
ATTN: Community Plan Coordinator Ohio Department of Human  
Services Office of County Operations 3 0 East Broad Street, 3 1 st  
Floor Columbus, Ohio 43266-0423

In addition, please provide a copy to your Account Manager.

## **OWF/PRC Guidance Letter No. 3**

Page 3

### **Partnership Agreements**

It is the responsibility of the Board of County Commissioners to negotiate and finalize a partnership agreement with the Ohio Department of Human Services. While the Board does not have to seek approval from other local bodies, it is directed to obtain input and advice before approving

Partnership Agreements, substantive amendments, and Partnership Agreement Renewals. ORC Section 307.98 describes the Board's responsibilities as follows:

"Each board of county commissioners shall enter into a written partnership agreement with the director of human services in accordance with section 5101.21 of the Revised Code. Prior to entering into or substantially amending the agreement, the board shall conduct a public hearing and consult with the county human services planning committee established under section 329.06 of the Revised Code. Through the hearing and consultation, the board shall obtain comments and recommendations concerning what would be the county's obligations and responsibilities under the agreement or amendment."

Approval of the County Board of Commissioners and the Director of the Ohio Department of Human Services is required for Partnership Agreements and amendments to become effective. Partnership Agreements run concurrently with the state's biennial budget period but may be amended at any point in time.

JRS/JR/js

Cy: County Commissioners Association OHSDA  
PCSAO  
Cheri Walter  
Wayne Sholes  
Deputy Directors  
Technical Assistance Managers