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Governor



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OWF/PRC Guidance Letter No. 32

TO: Directors, County Departments of Job and Family Services
Directors, County Public Children Services Agencies
Directors, Child Support Enforcement Agencies

FROM: Jacqueline Romer-Sensky, Director

SUBJECT: SIMPLIFIED PREVENTION, RETENTION, AND CONTINGENCY DEVELOPMENT RESERVE (PRCDR) PROJECT SUBMISSION AND PROCESS

To simplify the submission and processing of PRCDR proposals, the attached matrix of pre-approved projects has been developed. This process can be utilized in two ways: to transfer funds from an already approved project(s) or, to request additional funds that might become available. To utilize this simplified method, PRCDR projects must fall within the outlined pre-approved projects on the matrix, including the performance measures listed.

Proposals that deviate from any of the “pre-approved” plans on the matrix, including changes to the performance measures listed, must be submitted to the Ohio Department of Job and Family Services (ODJFS) as outlined in OWF/PRC Guidance Letters numbers 7, 10, and 14 (i.e., written proposal submitted along with fully developed budget information).

Proposals using this simplified process must have the attached “PRCDR Project Agreement” form completed and signed by the director of the County Department of Job and Family Services (CDJFS).

For projects that are shifting funds from an already approved PRCDR project(s) to a new project, the appropriate Account Manager will review the form, sign it, and inform the CDJFS that they can move forward with their proposal.

For projects requesting new funds, the “PRCDR Project Agreement” must be sent to the appropriate Account Manager and then sent to ODJFS for a determination of available funds. The CDJFS must wait to begin the project until they receive a letter from ODJFS notifying them of the availability of funds.

By simplifying this process, counties will be able to move funds from one project to another in a relatively short time frame as they see the need arise in their communities.

JRS:jc

c: County Commissioners Association
PCSAO
Regional Account Managers
Joel Potts
Wayne Sholes
Bill Demidovich
John Schuster
Fiscal Supervisors

Cheri Walter
Deputy Directors
Deputy Account Managers
LouAnn Shy
Technical Assistance Managers
Bureau Chiefs/OWD
Rick Smith
OHSDA

PRCDR PROJECT AGREEMENT

(Between ODJFS & the CDJFS)

County Name: _____ Name of Project: _____

Corresponding Number on Matrix: _____

Brief Description of Project: _____

Expected Outcome(s): _____

Date submitted to Account Manager: _____ Date project is to begin: _____

Complete the following 2 questions if you are moving money from one project to another:

1. Amount of dollars to be moved to this project \$ _____

2. Which project(s) is this money being moved from? Note name(s) of project(s) & dollars by SFY. Attach a separate sheet if needed.

SFY 2000: _____

SFY 2001: _____

If this is a request for new funding, how much are you requesting by SFY? _____

By signing this document you are agreeing to develop and administrate your PRC proposal in the manner outlined in the attached PRCDR preapproved project matrix. **Any deviation from those projects must be submitted as new projects and cannot be approved in this shortened format.**

You are also agreeing to the following:

Ensuring that the federal and state requirements of the PRC program are followed (ref. OWF/PRC Letter 13), that compliance with the data reporting requirements are completed (ref. OWF/PRC Letter 9a), and that a PRC plan amendment will be submitted to ODJFS if the service is not already covered in the current plan.

County Director's Signature

Date

Account Manager's Signature

Date

PRCDR Pre-Approved Projects Matrix

| MATRIX NUMBER | PROJECTS | ECONOMIC NEED | MEETS ASSISTANCE GROUP COMPOSITION | SUGGESTED PERFORMANCE MEASURES (MUST CHOOSE ONE OR MORE) |
|---------------|--|---------------------------------------|---|---|
| 1 | School Clothing/Supplies: school clothing & supplies | < 200% of poverty | Families with children | School attendance; Absenteeism |
| 2 | Out of Wedlock Pregnancy Prevention: support groups, pregnancy prevention counseling & education, contraceptive services | available without regard to income | all individuals in need of service | Incidence of pregnancies and STDs |
| 3 | Lice Eradication: education, assessment & non-medical treatment | < 300% of poverty | Families with children | School attendance; Absenteeism |
| 4 | Work Expense Allowance or Employer Subsidies: not to exceed services and limits noted in state model (ref. OWF/PRC letter 13) | < 200% of poverty | Families with children | Job retention; Income; Employment entry |
| 5 | Child Welfare services: services limited to those outlined in OWF/PRC letter 25 | < 300% of poverty | Families with children | Incidences of domestic violence, abuse & neglect & out-of-home placements; Employment |
| 6 | School Wraparound Program: Social worker in schools, employment & training, tutoring, school readiness, special services for at risk children, enrichment programs for summer and after school (NOTE: cannot fund basic statutory educational responsibilities) | < 300% of poverty | Families with children | School attendance; Absenteeism; Grade progression; Academic achievement |
| 7 | Summer Youth Employment Program: Services limited to those outlined in OWF/PRC letter 24 | < 200% of poverty | Families with children | School attendance; Absenteeism; Grade progression; Academic achievement; Employment |
| 8 | Non-Custodial Parent Services: may receive all services listed on this matrix | see economic need of specific service | Non-custodial parents | Employment entry; Income, Child Support payments; Visitation |
| 9 | Diversion Payments: provides not more than 4 months of payment. See OWF/PRC letter 13 for income limits | < 200% of poverty | Families with children | Enrollment in OWF; Employment; Earnings |
| 10 | Domestic Violence Services: assessment, treatment, counseling, housing referrals, legal advice and supportive services | < 300% of poverty | Families with children - including both parents | Incidences of domestic violence, abuse & neglect & out-of-home placements |
| 11 | Employment Readiness: provides job preparation services. For detailed list see state model (ref. OWF/PRC letter 13) | < 300% of poverty | Families with Children | Enrollment in OWF; Employment; Earnings |
| 12 | Transportation: may include all services listed in OWF/PRC letter 1 under "Transportation" | < 200% of poverty | Employed families with children | Enrollment in OWF; Employment; Earnings |