

**OWF/PRC Guidance Letter No. 35 A**

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

FROM: Tom Hayes, Director

**SUBJECT: PREVENTION, RETENTION, AND CONTINGENCY (PRC) VOUCHER PAYMENTS TO DEPUTY REGISTRAR AND BUREAU OF MOTOR VEHICLE (BMV) REGIONAL OFFICES**

OWF/PRC Guidance Letter No. 35 was issued in December 2000 as a tool for county departments of job and family services (CDJFSs) to utilize in providing eligible assistance group members with access to employment by paying vehicle transportation expenditures. Within the PRC program, county departments have issued PRC services so that individuals can obtain automobile or driver licenses. Payments have also been provided for reinstatement fees and license plate fees.

The Ohio Bureau of Motor Vehicles has recently reviewed the current procedure between BMV offices and CDJFSs and has formalized and developed a more efficient means for acceptance of county agency voucher payments. There are two separate agencies which accept county voucher payments for payment of vehicle services:

1. BMV Regional Service Centers; and,
2. Deputy Registrars

**A. VOUCHER PAYMENT TO BMV REGIONAL SERVICE CENTERS**

The Ohio Bureau of Motor Vehicle Regional offices accept voucher payments from CDJFSs as payment for Reinstatement Fees<sup>1</sup>. The procedure for the acceptance of the voucher payment includes three basic options:

Option 1. Both voucher and payment by check

Option 2. Voucher only

Option 3. Voucher and BMV 0399, "Request for Service by County Agency" form

**Option 1: County Voucher and Payment by Check**

1. The CDJFS shall give the recipient of PRC benefits the following documents:
  - (a) A county voucher containing appropriate information about the recipient and the services provided which include:
    - (i) recipient's name;
    - (ii) recipient's social security number; and,
    - (iii) recipient's complete current address;
    - (iv) CDJFS name and address;
    - (v) eligibility determiner's name and phone number;
    - (vi) authorized amount of payment and voucher expiration date (if any);

**Note:** The voucher is checked for the exact amount of reinstatement fee due and for expiration date (if any).
  - (b) A check made payable to "Treasurer, State of Ohio" for the exact amount of reinstatement or financial responsibility fee due.
  - (c) A county self-addressed return envelope for return of the voucher once reinstatement fee service has been completed.
2. The recipient presents the documents referenced in Section (1) and the BMV cashiering clerk posts the payment to the recipient's account, signs the PRC voucher, and a copy of the voucher and the county check is maintained with the BMV file to forward to the BMV main office in Columbus, Ohio.
3. A copy of the county voucher is returned to the CDJFS using the county self-addressed envelope.
4. Once the county voucher and county check have been confirmed, the recipient's driving record is cleared and the individual is given a letter indicating that their driving privileges have been reinstated.
5. If the documents are mailed, the BMV's automated system generates a letter to the recipient indicating that driving privileges have been reinstated.

**Option 2: County Voucher Only**

1. County voucher issued to PRC recipient which includes recipient information and service to be provided in accordance with Option (1)(a).
2. The recipient takes the voucher to the BMV Regional Service Center where it is reviewed for complete information. If information is not complete, the BMV cashier shall either call the county department or return the voucher to the recipient for county

clarification.

3. Once the county voucher has been determined to meet all requirements, the BMV cashier informs the recipient that the voucher will be forwarded to the BMV main office in Columbus, Ohio.
4. Once a check is received for the voucher, the recipient's driving record is cleared and the BMV automated system generates a letter to the recipient indicating that his/her driving privileges have been reinstated.
5. If the documents listed in Option 2, paragraph (1) are mailed to the BMV Regional Service Center, the procedure in Option 2, paragraph (4) applies.

### **Option 3: County Voucher and BMV 0399 Form**

1. County voucher issued to PRC recipient along with the BMV 0399, "Request for Service by County Agency." The CDJFS must ensure that the form is complete, with the BMV Case #. The voucher payment issued must be for the entire amount owed by the recipient.  
**Note:** Recipients with BMV suspensions, will have received a BMV suspension notice. The CDJFS needs to review this information to obtain the BMV Case # before issuing voucher payment.
2. The recipient takes the county voucher and completed BMV 0399 to the BMV Regional Service Center where it is reviewed for complete information. If information is not complete, the BMV cashier shall either call the county department or return the voucher to the recipient for county department clarification. If the information is complete, the BMV cashier shall give the recipient a letter indicating that their driving record has been cleared.
3. The CDJFS or the recipient may mail the county voucher and BMV 0399 form to the Cashier Section at the BMV main office in Columbus, Ohio instead of the recipient traveling to the BMV Regional Service Center.
4. Once the CDJFS voucher payment is received, the voucher payment is posted to the recipient's account and the BMV automated system generates a letter which is mailed to the recipient indicating that his/her driving privileges have been reinstated.

### **B. VOUCHER PAYMENT TO DEPUTY REGISTRARS**

Deputy Registrar offices accept county voucher payment for services (i.e., driver license, license plates, Ohio State I.D.s, etc.). Deputy Registrar offices do not accept county voucher payments or checks for reinstatement fees. For services requested from Deputy Registrars, the CDJFS must complete the following procedure:

1. The BMV 0399, "Request for Service by County Agency" form shall be completed; and,  
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2. A county voucher containing appropriate information about the recipient and the services provided which include:
- (a) recipient's name;
  - (b) recipient's social security number; and,
  - (c) recipient's complete current address;
  - (d) CDJFS name and address;
  - (e) eligibility determiner's name and phone number;
  - (f) authorized amount of payment and voucher expiration date (if any);
3. All information contained in paragraph (B)(1) and (B)(2) shall be given to the recipient to be taken to the local Deputy Registrar.

The Deputy Registrar shall review the submitted documentation for completeness (i.e., valid date, completion of BMV 0399, verification of recipient information, and signature of county representative, etc.) and provide the service as requested.

The BMV 0399, "Request for Service by County Agency" is available to CDJFS in PDF form at the following internet address for downloading:

[http://www.state.oh.us/odps/division/bmv/frm\\_dnld.html](http://www.state.oh.us/odps/division/bmv/frm_dnld.html)

Detailed information concerning reinstatement fees can be found on the following BMV website:

[http://www.state.oh.us/odps/division/bmv/sus\\_rnst.html](http://www.state.oh.us/odps/division/bmv/sus_rnst.html)

<sup>1</sup> ODJFS does not condone or endorse the use of PRC to make payment for fines/reinstatement fees for individuals who have DUI convictions. CDJFS should contact their local county prosecutor regarding this issue.

TH:dr

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