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OFFICE OF FAMILY STABILITY LETTER # 50
May 15, 2006

TO: Directors, County Departments of Job and Family Services

FROM: Jeanne Carroll, Deputy Director
Office of Family Stability

SUBJECT: PRC Reference Guide

The Office of Family Stability announces the release of the PRC Reference Guide. The PRC Reference Guide is a how-to policy guide for developing, implementing, and monitoring a PRC program for all county departments of job and family services (CDJFS) and any agencies with whom a CDJFS has PRC contractual agreements.

It is a culmination of efforts stemming from a request by the Ohio Job and Family Services Directors Association (OJFSDA) to condense 39 OWF/PRC Guidance Letters, written over 7 years, into one source of information for counties and other interested persons about PRC. The final product represents a 63% reduction in the amount of pages of all formerly issued guidance documents. The intent is to create a concise, accessible and understandable tool to help counties with their work.

The Guide successfully and efficiently takes what is still relevant from the guidance letters and combines it with information about federal and state law and HHS guidance to give counties a comprehensive resource for planning for their PRC programs. We receive at least one question a week on whether something is allowable under PRC or what requirements there are under the program. We hope this Guide will be an invaluable resource for research for state and county staff. With this Guide, counties can save some time and effort by referring to the guide when determining whether something is appropriate for PRC, what is required to amend the plan and other useful information.

The Guide is not intended to have the effect of rules for the program; we have only restated what is in federal and state law and, where it is unclear we have offered recommendations based on our interpretation of the law.

PRC is a program that is unique in that it gives counties great flexibility over what services and benefits to provide; however, counties are also responsible for understanding and complying with the few requirements that do exist. It is the responsibility of ODJFS to ensure that we provide that

information in an efficient and effective way to the counties so that we best serve the counties, and most importantly, low income Ohioans who we are pledged to serve.

The Guide is comprised of important aspects of previously issued Ohio Works First (OWF) Letters and Ohio Works First/Prevention, Retention, and Contingency (OWF/PRC) Guidance Letters. Therefore the majority of OWF/PRC Guidance Letters will become obsolete with the issuance of this guide. Attached is a list of all Guidance Letters made obsolete as a result of publication of the Guide. The provisions within this document will be amended and updated as requirements change and/or need for new clarifications arise.

The Guide is now available online at <http://jfs.ohio.gov/owf/prc/PRCReferenceGuide.stm> . The obsolete letters are still available, but are marked in red to indicate they are obsolete. Additionally, in early June, each CDJFS will receive one hard copy of the Guide in a binder.

If you have any questions regarding the PRC program, contact the ODJFS Program Policy Services Unit TANF-FSTA mailbox.

Attachment

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