

Franklin County
Prevention, Retention and Contingency Plan (PRC)
 Effective October 1, 2009

Document Verification Checklist	
Shelter Expenses:	
Utilities (gas, electric, water)	<input type="checkbox"/> Past due utility bills (\$500 limit for all utilities). During Impact/HEAP season, PRC will only be approved for heating assistance if the customer provides documentation from Impact/HEAP that this resource has been denied. <input type="checkbox"/> Verification of telephone installation expense, for medical or employment purposes only <input type="checkbox"/> Verification of deposit for heating fuel and/or utility (\$500 maximum for all utilities)
Rent/Mortgage or Security Deposit	<input type="checkbox"/> FCDJFS 3805 completed and signed by the client and the landlord for security deposit; the form must be returned to FCDJFS. <input type="checkbox"/> Limit of up to two (2) months past due for rent or mortgage payments (limit of \$1,000 total). In lieu of two months of delinquency, one future month and one month of delinquency may be paid. <input type="checkbox"/> Written statement from landlord or mortgage company indicating amount owed <input type="checkbox"/> A lease from the landlord for all rent related requests <input type="checkbox"/> Disclosure in the lease that utilities are paid to the landlord in order for payment to be made to the landlord for utilities <input type="checkbox"/> A copy of any active subsidized assistance agreement, if applicable <input type="checkbox"/> Proof that eviction proceedings have been filed, if eviction fees to be paid
Other	<input type="checkbox"/> Written estimate for home repairs (\$500 limit) <input type="checkbox"/> Property taxes <input type="checkbox"/> Verification of emergency shelter (\$500 limit)
Transportation Expenses (must be employed):	<input type="checkbox"/> Estimate of repairs for automobile (emergency repairs only) (\$500 limit). <input type="checkbox"/> Motor Vehicle Title <input type="checkbox"/> Current and valid Drivers License <input type="checkbox"/> No PRC payment will be made for out-of-country auto repairs.
Household Expenses (for disaster replacement ONLY):	<input type="checkbox"/> Store estimate of household item(s) (\$500 limit), furniture (\$500 limit), general clothing (\$500 limit), baby items (\$500 limit) <input type="checkbox"/> Purchase or repair of stove or refrigerator appliance only (\$500 limit) <input type="checkbox"/> Written proof (from landlord, police, firehouse, American Red Cross) of disaster (e.g., fire, flood) and that replacement is needed for specific household expenses indicated in PRC Plan
Job Related Expenses:	<input type="checkbox"/> Written verification of employment licensing fees <input type="checkbox"/> Verification of cost for work related tools/equipment <input type="checkbox"/> Employer statement that uniforms are necessary and specifically what kind plus an estimate from a clothing/uniform store (\$500 limit) <input type="checkbox"/> Verification of the need for work related safety equipment plus an estimate for equipment

- ❖ **PRC is limited to up to \$1,000 for emergency needs as defined by Franklin County. PRC is limited to payment(s) on one PRC application in a 12 consecutive month period. Payment may be made for more than one PRC need as part of that PRC application.**
- ❖ **Payment is limited to the amount actually required to meet the emergency need or maximum benefit amount of \$1,000, whichever is smaller; payment cannot exceed the limits set for specific types of services/categories.**

Standard eligibility requirements:

- **Household must have at least one minor child or a pregnant woman**
- **Verification of household members (household composition)**
- **Social security numbers for all PRC assistance group (AG) members**
- **Verification of U.S. citizenship or qualified alien status for all PRC AG members**
- **INCOME OR FINANCIAL REQUIREMENT: Verification of income received for the 30 days prior to the date of application for all PRC AG members (for example, if you apply October 1, you need to verify income that was received from September 1 through September 30). The countable income is compared to the 165% FPG (or 185% FPG for auto repairs) for the applicable AG size.**
- **SUSTAINABILITY REQUIREMENT, FOR SHELTER ONLY: Verification of income to be received for the 30 days forward from the date of application for all PRC AG members (for example, if you apply October 1, you need to verify income to be received from October 2 through October 31). If the countable income is equal to or less than the 165% FPG for the applicable AG size, the amount of rent or mortgage must be 75% or less of the countable income in order to meet the sustainability requirement.**

Applicants who are ineligible include:

- **Families that are under sanction requesting PRC for items they would normally pay for with lost benefit (examples include but are not limited to rent, utilities);**
- **Fugitive felons, and probation and parole violators;**
- **Individuals with any outstanding OWF or PRC fraud overpayment balance;**
- **An unmarried, non-high school graduate parent under age 19 who is not attending high school or the equivalent;**
- **An unmarried parent under 18 not living in a supervised living arrangement;**
- **A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states, and is ineligible for ten (10) years.**
- **Unemployed families who are on public assistance and who are not actively engaged with Workforce Development, unless the family meets an exception as noted in the PRC Plan.**