

**Prevention, Retention and Contingency Plan (PRC)
Effective January 1, 2016
Document Verification Checklist**

The Agency has received your application for PRC assistance and further documentation is needed to process your application. Please submit all requested documents as soon as possible. Documents can be submitted at your local opportunity center or by fax (614-233-2398). Please include your name and case number on each document.

In order to process you application, the following documents must be submitted:

STANDARD ELIGIBILITY REQUIREMENTS:

- PROOF OF RESIDENCE:** Applicant must be a resident of Franklin County
- HOUSEHOLD COMPOSITION:** PRC Assistance Group (AG) must have at least one minor child or pregnant woman
- PROOF OF INCOME:** Verification of past 30 days of income for all PRC AG members
- CITIZENSHIP & SOCIAL SECURITY NUMBER:** Verification of U.S. Citizenship or qualified alien status must be provided for all PRC AG members. Each PRC AG member applying for PRC must provide FCDJFS with a Social Security Number, or provide proof of an application for a Social Security Number.

SHELTER EXPENSES (\$1,000 LIMIT):

- Current lease agreement
- Copy of subsidized housing assistance (HUD / Section 8, CHN, CMHA, etc.)
- Written statement (Itemized Statement) must be signed, dated and include a contact number for the landlord. Clearly stating the amount due and the month(s) for which payment is being requested; must be at least 5 days delinquent but no more than two (2) months delinquent.
- Proof of eviction notice (if applicable).
- Completed PRC Shelter Deposit Repayment Agreement (FCDJFS Form #3805) signed by applicant and landlord. Form is provided if approved.
- Verification of emergency shelter.
- Proof of property taxes owed (\$750 LIMIT).

UTILITY EXPENSES (\$500 LIMIT):

- Documentation from IMPACT / HEAP stating that this resource has been denied (required during HEAP season only); normal heating season begins Nov. 1 and ends March 31.
- Utility bill clearly stating the amount due (current, past due, or installment services).
- Proof of shut-off notice or amount needed to restore services (if applicable).
- If utilities are paid by the landlord, applicant must provide the signed lease agreement stating that utilities are paid by the landlord.
- Verification of deposit for utility service connection (if applicable).

MORE INFORMATION ON NEXT PAGE

CAR REPAIRS / TRANSPORTATION EXPENSES (\$750 LIMIT):

- Copy of Motor Vehicle Title.
- Valid driver's license and proof of liability insurance
- Two (2) estimates are required. Each estimate must be acquired from a business located in Franklin County and registered with the Ohio Secretary of State's office.

EMPLOYMENT RELATED EXPENSES (\$200 LIMIT)

- Written verification from employer regarding the need for one of the following: professional licensure and testing fees for state license; board certification, commercial driver's license; tools and equipment required by the employer but not provided by the employer; uniforms and/or footwear required; or employment-related safety equipment.
- Verification of cost for work-related items.

HOME REPAIRS (\$500 LIMIT)

- Proof of property ownership
- Verification of cost for work-related items.

PRC PAYMENT LIMITATIONS

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

For detailed information and to view the full PRC Plan, please visit:

[https://jfs.franklincountyohio.gov/emergency-assistance-\(prc\)](https://jfs.franklincountyohio.gov/emergency-assistance-(prc))

I have read all of the required verifications	
Signature:	Date: