



Franklin County  
Board of Commissioners

**JOB & FAMILY  
SERVICES**

## PRC Application Checklist

**PRC Contact Information:**

FCDJFS Main Number: 844-640-6446

FCDJFS Fax Number: 614-233-2694

**Review the required verifications for PRC benefits to be submitted for quicker PRC processing.**

**Must have a minor a child or be currently pregnant to qualify**

**Must meet income guidelines**

**Income must be 30 days from application date**

### **Rent/Mortgage**

- The last 30 days of income for EVERYONE in the home.**
- W-9 form** - completed by the *landlord and/or mortgage company*
- Landlord statement (PRC) Housing Needs Assistance Form (ERA)** – completed by the *landlord*
- Full lease agreement** – signed and dated by *tenant and landlord*
- Proof of mortgage**     **1. Being over five days overdue**     **2. Statement of what month(s) are due**
- Copy of any subsidized assistance agreement** – if applicable

### **Security Deposit**

- The last 30 days of income for EVERYONE in the home.**
- Shelter Deposit Re-imbusement Agreement** - completed by the *landlord and/or mortgage company*
- Current lease agreement** – does not have to be signed
- Copy of any subsidized assistance agreement** – completed by *tenant and landlord*

### **Temporary Housing**

- The last 30 days of income for EVERYONE in the home.**
- Complete a FCDJFS Temporary Housing Agreement Form**
- Hotel** – must complete and return a *W-9 form*
- Ledger** - from the hotel where you reside

### **Utility Assistance**

- The last 30 days of income for EVERYONE in the home.**
- Copy of all utility bills you are requesting assistance with**

### **Auto Repairs**

- The last 30 days of income for EVERYONE in the home.**
- Estimates** – at least *two* from different companies that are registered with the Ohio Secretary of State
- Verifications** – car insurance and copy of driver’s license
- Car title of vehicle**
- Payment Arrangements** – Verification that arrangements were made between you and the auto repair

### **License/Re-Instatement**

- The last 30 days of income for EVERYONE in the home.**

**SR-22** - verification if applicable

***Home Repairs***

**The last 30 days of income for EVERYONE in the home.**

**Estimates** – two needed

**Proof of home ownership**

**Proof of Licensed Contractor**