



Family Assistance Letter #177
OFFICE OF FAMILY ASSISTANCE
June 28, 2019

To: Directors, County Departments of Job and Family Services

From: Kara B. Wentz, Deputy Director
Health and Human Services

Subject: 2019 Prevention Retention and Contingency Plan Renewal

Chapter 5108 of the Revised Code requires each county agency to renew its Prevention Retention and Contingency (PRC) plan every two years. The deadline for the next biennial renewal of PRC plans is **October 1, 2019**. All plans must be submitted to the Ohio Department of Job and Family Services (ODJFS) on or before this renewal date.

Renewal Requirements

For the biennial renewal, the county agency must complete all of the following steps:

1. Review eligibility criteria, services and benefits in the current PRC plan to determine if changes are necessary.
2. Solicit public comment by either:
 - Providing the public and local government entities at least thirty days to submit comments on the PRC plan; or
 - Requesting review by the County Family Services Planning Committee.
3. Complete any revisions based upon comments through the thirty-day comment period or from the County Family Services Planning committee.
4. The county agency Director must sign and date the PRC plan. The effective date of the biennial renewal shall be no earlier than the date of the county agency Director's signature.
5. The Board of County Commissioners must certify that the county agency has complied with Chapter 5108 of the Revised Code in adopting the PRC plan.
6. The county agency must send a complete copy of the PRC plan, including the county agency Director's signature page, the County Commissioners' Certification and amended changes electronically to the ODJFS at Program-Policy@jfs.ohio.gov no later than ten calendar days after the plan's effective date. In the subject line of the e-mail, please indicate:
 - The county name;

- Effective date of the plan; and
- That this is a biennial plan.

To assist the county agency in the completion of the biennial renewal, we have attached a checklist that can be used to ensure that all the requirements for submission of the plan, for renewal, have been completed. The checklist is found in Attachment B.

Submission of the Final Plan

In order to facilitate the review of the PRC plans, county agencies should submit both a final copy and a copy with track changes (i.e. mark-up). Steps to track changes in a Microsoft Word document are found in Attachment A.

Once the plan is received, the county agency will receive an email confirming receipt of the PRC plan. Each plan will be reviewed for compliance with federal Temporary Assistance for Needy Families (TANF) and state PRC requirements. If there are questions regarding the plan or missing documentation, the county agency will be contacted by email for clarification. When the information has been received or clarification/supporting documentation has been provided by the county agency, the PRC plan will be posted to the ODJFS website at <http://jfs.ohio.gov/OWF/prc/county/countymtable.stm>.

Recommendations

The county agency PRC plan creates the authority for county agencies to deliver benefits and services using TANF funds. Unclear service delivery could result in audit exceptions on PRC expenditures. As the renewal process begins, the county agency should ensure its plan includes the following:

- Eligibility requirements for each benefit/service;
- A full description of each benefit/service being provided;
- The TANF purpose for each benefit/service; and
- A brief statement for each benefit/service providing a rationale for the stated TANF purpose.

PRC Reference Guide

The PRC Reference Guide is a how-to policy guide for developing, implementing and monitoring a PRC program for all county agencies and any agencies with whom a county agency has PRC contractual agreements. We recommend that the county agency consult the PRC Reference Guide for questions about the appropriate PRC benefits and services or federal and state requirements. The PRC Reference Guide can be found at <http://www.jfs.ohio.gov/owf/prc/PRCReferenceGuide.stm>.

PRC questions may also be directed to the TANF_FSTA e-mail box or by calling 1-866-886-3537 (Option 6).

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