



## Prevention, Retention & Contingency (PRC) Services

For a complete listing of eligibility requirements, see [www.acjfs.org](http://www.acjfs.org).

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S = Short Term Services    O = On-Going Services    C = Contingency Services		
Type of Service	Service	Additional Requirements (in addition to eligibility requirements)
<b>Auto/Vehicle:</b>		
<b>S</b>	<b>Auto Repairs:</b> not to exceed the presenting need. Repairs covered are those only vital to the functionality of the vehicle. General maintenance is <b>NOT</b> covered.	<input type="checkbox"/> Employed the last 45 days <input type="checkbox"/> Must work or documented to work at least 25 hours per week earning minimum wage <input type="checkbox"/> Valid driver's license <input type="checkbox"/> Proof of insurance <input type="checkbox"/> Current vehicle registration <input type="checkbox"/> Three estimates on letterhead from repair shop that will take ACDJFS voucher. Need to include vehicle make, model and year; and itemized parts list and labor costs. If for tires, need to state old tires are unsafe.
<b>S</b>	<b>Auto Insurance:</b> If applicant is unable to show the ability to pay succeeding months, the application will be denied. If no lien, only liability will be covered. If loan, will pay what is required from bank up to limit. <b>WILL PAY NO MORE THAN 3 MONTH PREMIUM</b>	<input type="checkbox"/> Employed the last 45 days <input type="checkbox"/> Must work or documented to work at least 25 hours per week earning minimum wage <input type="checkbox"/> Valid driver's license <input type="checkbox"/> Current vehicle registration <input type="checkbox"/> Provide three estimates
<b>S</b>	<b>Automobile Payment:</b> PRC will pay for no more than one month of the actual payment. If applicant is unable to show the ability to pay succeeding months, the application will be denied.	<input type="checkbox"/> Employed the last 45 days <input type="checkbox"/> Must work or documented to work at least 25 hours per week earning minimum wage <input type="checkbox"/> Valid driver's license <input type="checkbox"/> Proof of insurance <input type="checkbox"/> Current vehicle registration <input type="checkbox"/> Must show ability to pay later months <input type="checkbox"/> Statement from creditor with payment amount, amount behind, and if applicant is in danger of repossession
<b>S</b>	<b>Down payment for a vehicle:</b> PRC will match 200% of applicant's down payment. (Cost of the vehicle not to exceed the value of the car as determined by ACDJFS) If applicant is unable to show the ability to pay succeeding months, the application will be denied.	<input type="checkbox"/> Employed the last 90 days <input type="checkbox"/> Must work or documented to work at least 25 hours per week earning minimum wage <input type="checkbox"/> Must show ability to pay later months of car payments and insurance <input type="checkbox"/> Valid driver's license <input type="checkbox"/> Proof of insurance <input type="checkbox"/> Quote from dealer with price of vehicle, make model, year and mileage <input type="checkbox"/> If vehicle is privately owned, a copy of the owner's title
<b>S</b>	<b>Driver's License:</b> To allow a parent to work	
<b>S</b>	<b>License plates and/or registration for vehicles</b> (PRC funds are not to be used for fines)	<input type="checkbox"/> Employed the last 45 days <input type="checkbox"/> Must work or documented to work at least 25 hours per week earning minimum wage <input type="checkbox"/> Valid driver's license <input type="checkbox"/> Proof of insurance <input type="checkbox"/> Car title

<b>Education &amp; Training:</b>		
<b>O</b>	<p><b>Educational/Training expenses</b> for tuition, lab fees, tools, uniforms, testing fees, certification fees. Participants must be working with the Agency and meet all criteria regarding eligibility and suitability requirements that will ensure a reasonable expectation of employment in the occupation.</p> <p>*To ensure PRC funds are used to support training that leads to viable employment opportunities and long-term self-sufficiency for customers, education/training can only be authorized to support in-demand occupations. ACDJFS uses methodology established by the Ohio Department of Job and Family services based on Labor Market Information in compliance with Workforce Innovation and Opportunity Act (WIOA) requirements to determine in-demand occupations.</p> <p><b>Transportation to Education/Training for up to 90 days.</b></p>	
<b>S</b>	<p><b>Testing/certification and licensing fees:</b> To allow a parent to obtain the license/certification required for employment;  <b>PRC funds CANNOT BE USED FOR FINES</b></p>	<input type="checkbox"/> Completion of two successful pre-tests
<b>Employment Services:</b>		
<b>S</b>	<p><b>Job related expenses:</b> uniforms not to exceed \$100/rolling calendar year, tools and safety equipment (i.e. safety glasses, steel toed work boots, hard hats)</p>	<input type="checkbox"/> Working at least 25 hours per week earning at least minimum wage <input type="checkbox"/> Proof from employer that requested item(s) is required for employment <input type="checkbox"/> If requesting tools, client must have a detailed list of what is required and that there is no reimbursement by the employer for the tools <input type="checkbox"/> Must obtain three estimates from vendors who are willing to work with ACDJFS <input type="checkbox"/> Three estimates required
<b>O</b>	<p><b>Job search, job interview, and job readiness related</b> transportation expenses for 30 days in a rolling calendar year. The first date of service is the begin date of the 30 days.</p>	
<b>O</b>	<p><b>Pre-employment preparation</b>, including literacy and GED programs, job readiness classes, and the Mentor Program as approved by the Agency.</p>	
<b>O</b>	<p><b>Child care provider application fee</b> costs for future daycare providers and start up equipment.</p>	<p>Equipment cannot be provided until the licensing number is given from the state of Ohio.</p>
<b>O</b>	<p><b>Child care application fees</b> for children of those starting employment, training or job readiness</p>	<input type="checkbox"/> Working at least 25 hours per week earning at least minimum wage <input type="checkbox"/> Must work or documented to work at least 25 hours per week earning minimum wage
<b>Housing/Utilities:</b>		
<b>C</b>	<p>For <b>Homeless Families</b> to stay in a hotel or paid shelter, until appropriate suitable arrangements can be made. This is as a last resort and in coordination with WOCAP, Family Promise and/or other agencies as appropriate.</p>	
<b>C</b>	<p><b>Rent, Mortgage, Deposit or Down Payment</b> available in coordination with WOCAP Limited to the amount actually required.</p> <p><b>RENT DEPOSITS WILL ONLY BE PAID FOR THOSE in a domestic violence situation OR the move is due to an emergency that is out of the client's control</b></p>	<input type="checkbox"/> Income verification <input type="checkbox"/> Social Security card and State ID for all household members <input type="checkbox"/> 10% co-payment required <p><b>If homeless:</b></p> <input type="checkbox"/> Need statement of residency from the shelter or agency working with client <input type="checkbox"/> Have eviction notice or notice to leave premises <input type="checkbox"/> Approval or denial from WOCAP <p><b>If moving,</b> have letter from landlord stating:</p> <input type="checkbox"/> Cost of monthly rent and/or deposit <input type="checkbox"/> Estimate of monthly utilities <input type="checkbox"/> How much has already been paid toward rent/deposit

		<input type="checkbox"/> Arrangements made to pay for balance after ACDJFS voucher <input type="checkbox"/> Name, address and phone number of landlord <input type="checkbox"/> If subsidized housing for first time – need letter from MET verifying amount subsidized <b>If staying at current location:</b> <input type="checkbox"/> Verification of number of months client is behind in rent and amount owed <input type="checkbox"/> Arrangements made to pay for balance after ACDJFS voucher
C	<b>Propane tanks</b> are included when the tank is below 25%	<input type="checkbox"/> If propane, provide documentation that tank is 25% or less from an ACDJFS representative home visit <input type="checkbox"/> Will fill up to 80% or \$300, whichever is less <input type="checkbox"/> Funding only available during November-March <input type="checkbox"/> Payment will go to vendor accepting an ACDJFS voucher <input type="checkbox"/> 10% co-payment required
C	<b>Utilities:</b> including deposits, disconnects and reconnect fees. Gas and electric will only be available in coordination with WOCAP (when HEAP is available).	<input type="checkbox"/> Income verification <input type="checkbox"/> Social Security card and State ID for all household members <input type="checkbox"/> Provide WOCAP approval or denial regarding Winter Crisis or HEAP <input type="checkbox"/> Disconnect notice <input type="checkbox"/> Proof of payment made in last 90 days <input type="checkbox"/> 10% co-payment required
C	<b>Appliances:</b> Purchase of a stove <b>OR</b> a refrigerator	<input type="checkbox"/> Income verification <input type="checkbox"/> ACDJFS will make a home visit to verify the need. <input type="checkbox"/> Social Security card and State ID for all household members <input type="checkbox"/> 10% co-payment required
<b>Transportation</b>		
O	<b>PRC - Employment related transportation expenses</b> for 90 days in a rolling calendar year, may include transportation to and from day care. The first date of service is the begin date of the 90 days. An AG that includes more than one employed individual, each individual is eligible for the 90 days.	<b>Required to show verification of need for training. For employment, required verifications include:</b> <input type="checkbox"/> Work schedule <input type="checkbox"/> Pay <input type="checkbox"/> Hours of employment <input type="checkbox"/> Name of employer  Must have at least 25 hours per week of working and/or training/education (or combination of both) at time of initial application. If AG applies for services the following year, the work/training requirement is 30 hours or more.
	<b>Transportation to education/training</b> for up to 90 days	<b>REQUIREMENTS for Gas Voucher:</b> <input type="checkbox"/> Valid driver's license <input type="checkbox"/> Current vehicle registration <input type="checkbox"/> Current car insurance
<b>Other</b>		
S	<b>Identification materials:</b> i.e. driver's license, state identification, birth certificates; <b>EXCLUDES FINES, COURT COSTS, LATE FEES – for employment purposes only</b>	