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The Prevention/Retention/Contingency (PRC) Program Overview

What PRC Is:

PRC is designed to help families residing in Hamilton County overcome immediate employment-related barriers. Our goal is to help families achieve or maintain self-sufficiency by lessening the need for ongoing public assistance.

Eligible applicants can receive PRC services once in any 12-month period. Assistance available depends on the needs of each applicant.

What PRC Is Not:

PRC is not an entitlement or a cash payment. PRC does not provide ongoing support such as the assistance provided by Ohio Works First (OWF).

PRC Benefits Include:

- **Pregnant and newborn mothers** are approved for supports ranging from breast pumps to car seats.
- **STNA/CNA students** at Great Oaks are provided tuition, transportation assistance, and scrubs.
- **Homeless families** can receive assistance with furniture and beds when they exit or avoid shelters.
- **Utility assistance** is available for bills associated with Duke or Water Works.
- **Newly employed** applicants can be provided with tools or uniforms as well as transportation assistance.
- **Employed applicants can receive gas cards or bus passes to help manage a short-term funding challenge that might otherwise threaten their employment.**
- **Rent/Deposit** assistance can be provided in association with a partner referral and active case management. This service is only available if the referring partner has secured a completed vendor registration form from the landlord that payment is being issued to.

Eligibility Requirements for PRC:

1. Must be at least 18 years old
2. Must have at least 1 dependent (minor child)
3. Must meet income requirements of 200% of Federal Poverty Guidelines
4. Must be gainfully employed or have an employment offer that can be secured with PRC assistance, or proof of sustainable income

Applications are available for PRC assistance at:

- The OhioMeansJobs Center at 1916 Central Parkway
- Hamilton County Job and Family Services at 222 E. Central Parkway
- An online application is available at:
<https://www.hcjfs.org/media/Hcjfs-8067-PRC-Application-Packet.pdf>

All PRC applications can be:	<i>Dropped off or mailed to</i> →	1916 Central Pkwy, Cincinnati, OH 45214
	<i>Faxed to</i> →	(513) 946-7270
	<i>Emailed to</i> →	HAMIL_PRCapplications@jfs.hamilton-co.org

Application for Prevention, Retention, and Contingency Program (PRC) and Project LIFT

Name of Applicant	Present Address	For Referral Partner Only
Social Security Number		Referring Organization
Telephone Number Where You Can Be Reached		Referring staff person
Email Address Where You Can Be Reached		Phone and email for referring staff person
		Intended funding source

1. Explain what you need, give an estimate of how much you need, and describe how meeting this need will help your family avoid dependence on public assistance.

I am requesting help with:	Amount of funding requested:
	\$

2. List the names of all other agencies you have contacted for help:

Agencies you contacted to help you with this need:	Was this agency able to help you?		EXPLANATION: If this agency helped you - explain how: If they did not help you - explain why not:
	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

- | | | |
|---|------------------------------|------------------------------|
| 3. Is any member of your household indebted to HCJFS for an overpayment due to fraud? | <input type="checkbox"/> No; | <input type="checkbox"/> Yes |
| 4. Is any member of your household an unmarried, non-graduate parent under 18 not attending high school or equivalent? | <input type="checkbox"/> No; | <input type="checkbox"/> Yes |
| 5. Is any member of your household an unmarried parent under 18 not living in an adult-supervised setting? | <input type="checkbox"/> No; | <input type="checkbox"/> Yes |
| 6. Is any member of your household an alien not lawfully admitted for permanent residence? | <input type="checkbox"/> No; | <input type="checkbox"/> Yes |
| 7. Is any member of your household a fugitive Felon, parole or probation violator? | <input type="checkbox"/> No; | <input type="checkbox"/> Yes |
| 8. Is any member of your household not cooperating in establishing paternity or securing child support? | <input type="checkbox"/> No; | <input type="checkbox"/> Yes |
| 9. Has any member of your household been found guilty of fraudulently misrepresenting their residence to obtain benefits in two or more states (within the last ten years)? | <input type="checkbox"/> No; | <input type="checkbox"/> Yes |
| 10. Have you or any member of your household received PRC assistance within the last twelve months? | <input type="checkbox"/> No; | <input type="checkbox"/> Yes |

If one or more of questions 3 through 10 above are answered yes, indicate here which person(s) and condition(s):

11. Complete the chart below for anyone living in your home, including yourself. You are required to verify all income for all members of your household.

Name	Relationship to Applicant	Age	Source of Income	Monthly Amount of Income	Type of Liquid Resource (cash, savings, checking)	Amount of Resource
1.				\$		\$
2.				\$		\$
3.				\$		\$
4.				\$		\$
5.				\$		\$
6.				\$		\$
7.				\$		\$
8.				\$		\$

My signature below affirms that the information above is true and correct to the best of my knowledge and belief.

Signature of Applicant:	Date:
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✓ How Prevention Retention Contingency (PRC) Works

Prevention Retention Contingency is not an entitlement. The best use of PRC in Hamilton County is to leverage your case management efforts, and to support those efforts with these public funds.

A. Application

- An online application is available at:
 - <https://www.hcjfs.org/media/HCJFS-8067-PRC-Application-Packet.pdf>
- Fax application material to: **(513) 946-7270**
- E-mail application material to: HAMIL_PRCapplications@jfs.hamilton-co.org

B. Processing

One of six staff will process that application, complete a brief phone interview, and approve or deny services. Our goal is processing within ten business days.

If approved, the customer will be called or e-mailed to pick up a voucher for approved services at 1916 Central Parkway. The customer takes that voucher to the approved vendor to pay for the specifically approved services.

C. Eligibility

- HCJFS can approve services for up to \$3,000 once a year.
- **This is not an entitlement, so we must show how the assistance helps the client:**
 - Overcome an unanticipated need,
 - Get or keep a job, or
 - Avoid dependence on public assistance.
- Eligibility Requirements for PRC:
 - Must be at least 18 years old
 - Must have at least 1 dependent (minor child)
 - Must meet income requirements of 200% of Federal Poverty Guidelines
 - Must have proof of employment or sustainable income
 - Must be a Hamilton County resident

D. Services

PRC benefits include, for example:

- **Pregnant and newborn mothers** are approved for supports ranging from breast pumps to car seats. PRC does not cover clothes or diapers.
- **STNA/CNA students** at Great Oaks are provided tuition, transportation assistance, and scrubs.
- **Homeless families** can receive assistance with furniture and beds when they exit or avoid shelters.
- **Utility assistance** is available to prevent a disconnection for bills associated with Duke or Water Works when HEAP (for Duke) is not available.
- **Newly employed** applicants can be provided with up to \$500 in tools or uniforms as well as transportation assistance.
- **Rent/Deposit** assistance can be provided in association with a partner referral and active case management. This service is only available if the referring partner has secured a completed vendor registration form from the landlord that payment is being issued to.

✓ How Community Partners Can Support Constituent Efforts to Access PRC Assistance

A. Priority applications have three characteristics:

1. They are the product of a partner referral with associated case management or similar support.
2. They include all required documentation and a completed authorized representative form.
3. The referring organization has a designated single point of contact for screening and communication.

B. HCJFS will issue \$1,500,000 in PRC assistance in 2019.

The bulk will be to Strategies to End Homelessness, Community Link, Legal Aid, Children Services, and CMHA because they submit all needed verifications with each application.

- In all cases we need a valid photo ID and documentation of income or sustainability plan.
- Car repairs \$500-\$1,500 – Repair estimates from two separate licensed repair shops.
- Furniture – One estimate from Ralphs/Northside Furniture
- Rent/deposit – Landlord signed vendor agreement or CMHA, eviction notice or documentation of natural disaster.
- Baby items \$700-\$1,000 –verification of pregnancy from physician's office with due date. Must be at least 6 months pregnant or have a child younger than 4 months.
- Uniforms for children or parent – any documentation of uniform requirement.

C. Limitations

- We do not pay for car purchases or make car payments.
- Never approve utility assistance (Duke) in HEAP/PIP season.
- Never approve more than one PRC application in any 12-month span.
- Never approve rent without an attached vendor approval form signed by the landlord and an eviction notice – unless the landlord is already a registered vendor from a prior approval.
- Applications without ongoing income (other than shelter related) are typically denied.

D. We do frequently approve customers for multiple PRC services under a single application.

The approvals below are samples only and not meant to identify all available services.

- **Case 1** \$300 in gas cards, \$1,500 in car repairs, and \$200 for school uniforms
- **Case 2** \$200 for scrubs, \$300 in gas cards, and \$2,100 for Great Oaks STNA/ PCA classes
- **Case 3** \$1,800 in furniture, \$200 in school uniforms, three months of bus passes
- **Case 4** \$700 in baby items, three months bus passes, and \$1,000 in bedroom furniture

E. Program Evolution

With the exception of the absolutes above, each application is considered on a case-by-case basis depending on:

- the need,
- the background, and
- the applicant's cooperation.

The program keeps evolving based on feedback from referral partners and customers.