

**Prevention Retention and Contingency (PRC) Checklist**  
**Work Boots/Uniforms**

(Must be employed minimum 20 hours per week)

(The maximum amount allowed is \$249.00.)

Marion County Job & Family Services  
363 W. Fairground St. ~ Marion, OH 43302-1759 ~ Ph 740-387-8560 ~ Fax 740-387-2175

**The following verifications and documentation are required for all adults living in the household, to determine eligibility for the PRC program:**

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**Are you currently receiving (select all that apply):**

- OWF Cash    DFA Cash    FAP/Food Stamps    MCJFS Child Care Assistance
- Verification of child support income, alimony, spousal support (unless paid through MCJFS CSEA)

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**Please Provide:**

- Letter from your employer giving your rate of pay and number of hours worked per week or copies of pay stubs for the last four weeks for everyone in the household.  
*(Must be new primary job in the last 30 days or verification of officially hired to begin a job in the next 10 days) Can't be used for home based employment or commercial vehicles.*
- Letter from the employer stating uniforms and/or work boots are required.

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**Employer Please Complete:**

Applicant Name: \_\_\_\_\_,

Employer Name: \_\_\_\_\_, Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_, Hours/Week: \_\_\_\_\_, Hourly Rate: \$\_\_\_\_\_

Are steel toed boots required: Yes No. Are uniforms required: Yes No.

Please Sign: \_\_\_\_\_, Date: \_\_\_\_\_, Title: \_\_\_\_\_

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**Please Complete:**

- PRC Application

**Note:** A list of vendors that currently accept Marion County Job & Family Services' PRC vouchers are attached. Marion County Job & Family Services does not endorse any of these vendors

***Eligibility will be determined when all documentation has been submitted.***

