



Prevention Retention and Contingency Plan

The Marion County Job and Family Services (MCJFS) Prevention, Retention, and Contingency (PRC) Program helps families in Marion County overcome challenges and work toward self-sufficiency.

This program provides specific services to eligible families to help with emergent needs.

Please submit all required verifications with the application, applications can't be processed until all verifications have been received. If you need help filling out the application or have questions about the program, call 740-386-1080.

How would you like to be contacted?	<input type="checkbox"/> Phone Call	<input type="checkbox"/> Email (please list)	<input type="checkbox"/> Text
Name of person Applying	Current Street Address:		Agency Use Only
			Case #
Your Social Security Number:	City, State, Zip:		Date Received:
Telephone Number/s:	County:		Case Manager:

Applications may be downloaded from www.MCJFS.com and placed in the MCJFS Drop Box in the Main Lobby, (363 W. Fairground Street) or faxed: 740-387-2175 or emailed: marioncounty@jfs.ohio.gov.

For assistance with completing the application or general questions about the program please call 740-386-1080.

VOTER REGISTRATION APPLICATION ATTACHED – ASSISTANCE AVAILABLE

If you are not registered to vote where you live now, would you like to register?

☐ YES, I want to register to vote (See page 7 & 8) ☐ NO, I do not want to register to vote

Voting Registration is attached; or you can visit <https://olvr.ohiosos.gov/> to register on-line.

If you do not check either box, you will be considered to have decided not to register to vote at this time.

What other agencies have you contacted seeking assistance? If requesting assistance with utilities, you must contact the Ohio Heartland Community Action Center before application will be processed.

What actions are you taking to prevent this emergent need from happening again:

Request: List the items and/or services requested, include the amount needed for each.

Item or Service Being Requested	Dollar Amount (Estimated Costs)	Who are you purchasing the item/service from? (List the name, vendor list is attached)	Are these services related to employment?	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the service requested prevent you from being evicted?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> N/A	

Is there any income in your household?

☐ Yes

☐ No

Please provide the following information for everyone living in your household, starting with your information.

List All Household Members Names	Relationship to Person Applying	Date of Birth	Social Security Number	Name of Employer/Income Source	How Often Paid	Monthly Gross Salary
SELF						
Is there a member in your household that is pregnant?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Please answer the following questions:			(Agency Use Only) Case Worker Verification	
Do you receive OWF Cash Benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Do you receive Food Assistance / SNAP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Are you receiving Agency Subsidized Child Care?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Are you a fugitive felon, probation, or parole violator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Do you have an Intentional Program Violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Are you on strike from employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Are you a U.S. citizen or Qualified Alien?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If you are a parent and you have a minor child or children that do not live with you, and (1) you are court ordered to pay child support for them, and (2) they live in Ohio, please complete the following:				
Minor's Name:	Date of Birth:	Address:		
Minor's Name:	Date of Birth:	Address:		
<p>PRC Services Are Not:</p> <ul style="list-style-type: none"> For repetitive delinquent payments of the same crisis...i.e. continual utility shut offs, and eviction notices; and/or An entitlement (services and/or financial assistance are not guaranteed) <p>Misuse of PRC Funds:</p> <ul style="list-style-type: none"> Any PRC funds issued inappropriately or incorrectly, based on misrepresentation of facts or a situation by the applicant, will be considered an overpayment of funds and will be referred to the Benefit Recovery Unit for recoupment. 				
<p>By my signature below, I certify that the above information for myself and all members of my household is true and correct and that all income and potential resources have been reported; I also understand that misrepresentation of any information may subject me to collectible overpayments and other allowable sanctions and deliberate misrepresentation or fraud may subject me to prosecution under applicable state and federal laws; furthermore, I give MCJFS employees permission to contact any person, business, agency or entity required to verify my eligibility; furthermore, I authorize MCJFS employees and its agents and any service or benefit provider permission to share all relevant information in my case file(s); I also acknowledge, that I have received a copy of the PRC rights.</p>				
Applicant Signature:			Date:	
Completed applications can be submitted via:	Agency Drop Box	Email: MarionCounty@jfs.ohio.gov	Fax: (740) 387-2175	Text: MarionCounty@jfs.ohio.gov Take a picture of the application then text to above email.
Agency Use Only				
Assistance Group Size: _____, Current Total Income: \$ _____, PRC: 200% FPG for AG is: \$ _____				
Meets Income Guideline: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor Signature: _____: <input type="checkbox"/> Approved <input type="checkbox"/> Denied				
Reason for Denial:				

PRC Document Requirements

Below is the list of available services through the PRC program, it also includes the documents required for each service. In an effort to better serve you, please make sure all questions on the application are answered and the required documents are attached when submitting your application. Providing the supporting documents will speed up the processing of your application.

For assistance with completing the application or general questions about the program please call 740-386-1080.

Applications with Documents may be emailed to marioncounty@jfs.ohio.gov . You can also take a picture of your documents with your phone and email them to the same email address. Information can also be faxed to 740-387-2175, placed in our Agency Dropbox (main lobby, 363 W. Fairground St., Marion), or mailed to 363 W. Fairground St., Marion, OH 43302.

These documents are required for all applications:

- ☐ Verification of all GROSS EARNED income including SELF-EMPLOYMENT income.
- ☐ Copies of your last four (4) weeks of paycheck stubs (not needed if receiving SNAP or TANF Benefits).
- ☐ Verification of Child Support income, Alimony, Spousal support.

Utility Assistance Documents requirements:

- ☐ Documentation or email from Ohio Heartland Community Action Center that you contacted them for assistance. *(During the following programs: Home Energy Assistance Program (HEAP) July 1 through March 31, the Winter Crisis Program (WCP) November 1 through March 31, or the Summer Crisis Program (SCP) July 1 through September 30.)* Late fees and disconnect fees are allowed but must fall under the existing \$400.00 limit.
- ☐ Shut-off notice from the utility/water/gas company.
- ☐ Bulk or unregulated fuel, provide estimate from fuel company (not to exceed \$400.00).
- ☐ If the amount requested exceeds our cap amount allowed, please provide receipt or verifiable documentation the difference was paid.

Rental Assistance Document Requirements: PRC does not pay rent for Metro/HUD Housing.

- ☐ Eviction notice, overcrowded statement from current occupants responsible for the residence (handwritten). **OR** Provide a statement of homelessness.
- ☐ Copy of current lease
- ☐ W-9 (completed by the landlord).

Deposit Assistance Document Requirements: PRC does not pay rent for Metro/HUD Rentals

- ☐ Completed Metro/HUD agreement/lease must include amount required for deposit. PRC does not pay rent for Metro/Hud Housing.
- ☐ W-9 (completed by the landlord).

Vehicle Repair or Tire Replacement Document Requirements:

- ☐ A quote from a professional car mechanic stating the repairs are needed to operate the vehicle safely.
- ☐ Verification of employment must be working 30 hours/week or scheduled to work 30 hours/week.
- ☐ Receipt or verifiable documentation showing payment was made if repairs will exceed PRC amount allows.

Pre-Employment (Birth Certificate, Social Security Card, State ID Card).

- ☐ Written statement that documents have been lost or need to be renewed.

Employment Items (Uniforms, Boots...) Document Requirements:

- ☐ Employment verification (pay stubs/letter) from employer stating employment began within last 2 weeks.
- ☐ Letter from employer stating items are required.
- ☐ Quote from vendor (where the item is being purchased), showing the costs of the items needed.

PRC Rental Assistance Agreement

Landlord Responsibilities and Eligibility:

1. If approved, a "Marion County Vendor Payment Authorization Voucher", signed by the MCJFS Director or a Designee, will be issued.
2. **PRC is not authorized to pay rental assistance for Metro or Hud housing.**
3. Please Note: If you/applicant moves into rental before application is approved, the application will be denied based on a lack of emergent need.
4. Please complete, sign, and return this agreement and provide a copy of lease/rental agreement to MCJFS (Fax, email, or Agency Drop Box).
5. Complete the "Request for Taxpayer Identification Number and Certification (W-9) and send to MCJFS.
6. Payment CANNOT be considered or processed until MCJFS receives all required documents.

Landlord: Please provide the following information (for Rental Assistance):

Are you the landlord, related to the prospective tenants? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, indicate your relationship: _____		
RENT PAYMENT LIMIT: Payment of rent is limited to the minimal amount required to maintain the current rental housing or to secure new rental housing. The PRC payment from MCJFS shall not exceed one month's usual and customary rent. Not to exceed \$1,000 (per month). MUST PROVIDE A COPY OF THE LEASE AGREEMENT.		
Cost of one month's rent:	\$ _____	Is this Government Assisted (HUD/Metro) rental housing: <input type="checkbox"/> Yes <input type="checkbox"/> No
Have arrangements been made with the tenant to pay any outstanding balance of rent? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: _____		
I (Landlord Name) _____ will accept the Marion County Vendor Payment Authorization Voucher for rent on behalf of (Prospective Tenant Name): _____, to reside at (list address): _____		
By my signature below, I agree to the terms and conditions as stipulated in this document. Landlord Signature: _____ Date Signed: _____ Phone: _____ Fax: _____		
Landlord Address: _____		

DEPOSIT ASSISTANCE IS ONLY AVAILABLE FOR METROPOLITAN/HUD HOUSING. RENTAL ASSISTANCE IS NOT AVAILABLE FOR METRO/HUD HOUSING. Must provide a copy of Metro/HUD rental agreement. Please Note: If you /applicant moves into rental before application is approved, the application will be denied based on a lack of emergent need.

Are you the landlord, related to the prospective tenants? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, indicate your relationship: _____		
DEPOSIT PAYMENT LIMIT: Payment of Deposit is limited to the minimal amount required to secure new Government Assisted (HUD/Metro) rental housing. The payment from MCJFS shall not exceed the usual and customary minimum deposit for said residence. Deposit cannot exceed \$1,000, the lesser of the two amounts will be paid.		
Deposit Amount:	\$ _____	Is this Government Assisted (HUD/Metro) rental housing: <input type="checkbox"/> Yes <input type="checkbox"/> No
Have arrangements been made with the tenant to pay any outstanding balance of deposit? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: _____		
I (Landlord Name) _____ will accept the Marion County Vendor Payment Authorization Voucher for deposit on behalf of (Prospective Tenant Name): _____, to reside at (List Address): _____		
By my signature below, I agree to the terms and conditions as stipulated in this document. Landlord Signature: _____ Date Signed: _____ Phone: _____ Fax: _____		
Landlord Address: _____		

PRC Benefits and Services
\$1,500 maximum per year on total services received.

Benefit/Service	Maximum Benefit	Frequency Allowed	Requirements
Housing Services	<i>Rental assistance is available once every 24 months instead of every 12 months. If you received assistance on or after June 1, 2024, you must wait 24 months before applying again. If you/applicant move into rental before application is approved, the application will be denied based on a lack of Emergent Need. This includes deposit and rent if moving into new rental.</i>		
Rent	\$1,000	Once per 24 months	Please Provide: Signed copy of Lease/Rental Contract and copy of eviction notice.
Metro/Hud Deposit	\$1,000	Once per 24 months	PRC can only assist with Metro/HUD deposit. Please provide: Metro or Hud rental contract, must include deposit amount.
Emergency Lodging	\$500	Once per 12 months	Please Provide: documentation verifying unsafe condition.
Utilities	Must first apply through the Ohio Heartland Community Action Center (OHCAC) during the following programs before applying for PRC assistance: <i>Home Energy Assistance Program (HEAP) July 1 through March 31, the Winter Crisis Program (WCP) November 1 through March 31, or the Summer Crisis Program (SCP) July 1 through September 30. Late fees and disconnect fees are allowed but must fall under the existing \$400.00 limit.</i>		
Regulated Utilities OR	\$400	Once per 12 months	Provide: Disconnect notice.
Unregulated Utilities	\$400	Once per 12 months	Fuel oil, wood, coal, LP gas, etc. Please Provide: Utility Company Info and projected cost.
Replacement Food	\$250	Once per 12 months	Per household, Due to Outage, Please Provide: Proof of Outage
Transportation	To receive transportation services: Must be working 30 or more hours/week and meet eligibility. Vehicles must be Insured & Registered in Ohio. Note: No commercial vehicles, home based employment, or self-employment authorized. Vehicle must be owned for a minimum of 90 days. Additional requirements for fuel cards: Must be new employment started within last 2 weeks or scheduled to start within the next week (from date application is received).		
Gas Cards	\$100	Once per 12 months	Proof of new employment started within last 2 weeks or scheduled to start within next week (from date application is received). Must be working 30 or more hours/week.
Vehicle Repair	\$600	Once per 24 months	Proof of employment & hours worked must be 30 or more hours/week. Vehicle must be owned for a minimum of 90 days. Estimate must state repairs are needed to operate vehicle safely.
Tire Replacement	\$800	Once per 3 years	Proof of employment and hours worked must be 30 or more hours/week. Vehicle must be owned a minimum of 90 days. Estimate must state tires are needed to operate vehicle safely.
Vehicle Insurance	\$500	Once per 24 months	Proof of employment and hours worked, must be 30 or more hours/week. Vehicle must be owned for a minimum of 90 days. Provide insurance quote from insurer.
Job Readiness	\$150 Total Allowed for this Category		
Driver's License			Renewal Cost-\$27.25, Replacement Cost-\$26.00
State ID			New/Renewal Cost-\$10.00, Replacement-\$9.00
Clothes for work	Not to exceed 3 sets/uniforms		New Employment started within last 2 weeks. Must be working 30 + hours/week. Uniforms, work boots.
Equipment/Supplies	For new employment only, must be working 30 or more hours/week. Please Provide: Verification that items requested are required for employment.		
Training and Education	Services include: Tuition/Books/Required Uniforms/Shoes/On the Job Training (OJT)		
Training and Education	\$4,500	Once per lifetime	Must complete employment plan with OMJ Employment Specialist. Must lead to an In-Demand credential.
On-the-Job Training	\$3,000	Once per lifetime	Must complete employment plan w/Ohio Means Jobs.
Fees/Certificates	\$150		Testing, etc., required for employment
Subsidized Employment	\$13.00/hr.	Once per 12 months	Youth Employment Program. Subject to annual project funding.
Local Declared Disaster Services	\$3,000	Once per 12/months	Includes Flood/Tornado/Blizzard/Chemical Disaster/Fire. Covers Appliances, Furnace, Water Tank repair, Furniture
This is a list of vendors that currently accept MCJFS PRC Payment. MCJFS does not endorse any of these vendors.			
Automotive Repair & Tires	Tire Kingdom: 740-389-2666	Curren's Auto Repair: 740-387-3213	Copperhead: 740-389-5858
Logan Tire Sales & Service: 740-383-1814		TC Auto: 740-375-5925	
		Precision Auto: 740 387-0501	
Boots/Uniforms/Shoes	Walmart: 740-389-3404	Scioto Shoe Mart: 740- 389-5775	Imlay's Uniforms: 614-538-8875

PRC RIGHTS

NON DISCRIMINATION: Federal laws require that any agency administering federally funded programs and activities, cannot discriminate against you based on race, color, national origin, sex, religion, political beliefs, disability, and age.

AMERICANS WITH DISABILITY ACT: If you have a physical or mental condition that substantially limits one or more major life activities, you may have rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Physical or mental conditions include, for example, a learning disability, mental retardation, a history of drug or alcohol addiction, depression, mobility impairment, or a hearing or vision impairment.

You can, let us know if you have a disability. If you are unable to do provide or complete the requirements, we can assist you or we can amend the requirements (in most cases). Here are some of the ways we can help:

- We can call or visit if you are not able to come to our office.
- We can tell you what this letter means.
- If you are hearing impaired, we can provide a sign language interpreter when you come to the office.
- We can help you appeal any decisions you do not agree with.

If you need some other kind of help, ask us and/or call your caseworker.

LIMITED ENGLISH PROFICIENCY: If your primary language (spoken or written) is not English, we can help you. Let us know if your primary language is not English. Here are some of the ways we can help:

- We can provide you with an interpreter who can speak English and your language when you come to the office. One will be provided at no cost to you.
- We may be able to provide you documents in your own language. If we cannot, then we will provide you with an interpreter who can read the documents to you.

INFORMATION ON CITIZENSHIP AND IMMIGRATION STATUS: If you are applying for PRC benefits, you must tell us about the citizenship and immigration status of only those persons you are seeking the benefits for. We may decide that certain members of your family are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get PRC if they are otherwise eligible.

You may also need to tell us about your family's income and answer other questions we may ask.

INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER: Generally, if you are applying for PRC benefits, you must provide the social security number of only those persons you are seeking the benefits for. However, there may be instances where we need the social security numbers of members of the household to verify income or other eligibility criteria to determine eligibility even though they are not seeking PRC benefits themselves. We may decide that certain members of your family are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get PRC if they are otherwise eligible.

Social security numbers may be used when contacting appropriate persons or agencies to determine your eligibility and verify information you have given for PRC, for example, income, disability benefits or other similar benefits and programs. Such information may affect your household eligibility for PRC. Your social security number may be used for a felony warrant match, a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

HOW DO I FILE A DISCRIMINATION COMPLAINT?

Your complaint can be filed with:

Ohio Department of Job & Family Services
Office of Employee and Business Services
Bureau of Civil Rights and Labor Relations
150 E. Gay St., 18th floor
Columbus, Ohio 43215-3130

(614) 644-2703 or toll free 1-866-227-6353, TTY hearing impaired: 1-866-221-6700, Fax: (614) 752-6381

Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink.
For further information, you may consult the Secretary of State's website at VoteOhio.gov or call 877-SOS-OHIO (877-767-6446).

Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

NOTICE: This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Numbers 1 and 2 below are required by law. You *must* answer both of the questions for your registration to be processed.

Please see information on back of this form to learn how to obtain an absentee ballot.

Identification Requirements

If you have a current Ohio driver license or state ID card, you must provide that number on line 10. If you do not have an Ohio driver license or state ID card, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

I am: ☐ Registering as an Ohio voter ☐ Updating my address ☐ Updating my name

1. Are you a U.S. citizen? ☐ Yes ☐ No

2. Will you be at least 18 years of age on or before the next general election? ☐ Yes ☐ No

IF YOU ANSWERED NO TO EITHER OF THE QUESTIONS, DO NOT COMPLETE THIS FORM.

3. Last Name		First Name		Middle Name or Initial	Jr., II, etc.	City, Village, Township
4. House Number and Street (Enter new address if changed)		Apt. or Lot #		5. City or Post Office	6. ZIP Code	Ward
7. Additional Mailing Address (if necessary)					8. County (where you live)	Precinct
9. Birthdate (MM/DD/YYYY) (required)	10. Ohio driver license number, state ID card number, OR last four digits of Social Security number (one form of ID required to be listed or provided)			11. Phone Number (voluntary)	School District	
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street						Congressional District
Previous City or Post Office				County	State	Senate District
13. CHANGE OF NAME ONLY Former Legal Name				Former Signature		House District

14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.

Your Signature ↓ Date (MM/DD/YYYY) _____

☐ I completed this form on behalf of the applicant due to disability, blindness, or illiteracy. I attest that the applicant indicated that he/she desired to register to vote or update the applicant's name or residence.

Signature of assister for applicant in accordance with R.C. 3503.14(C).

**TO ENSURE YOUR INFORMATION IS RECEIVED,
PLEASE DO THE FOLLOWING:**

1. Print this form.
2. Make sure all required fields are complete.
3. Sign and date your form.
4. Fold and insert your form into an envelope.
5. Mail your form to your county board of elections.

For your county board's address please visit VoteOhio.gov/Boards.

If you have additional questions, please call the
office of the Ohio Secretary of State at 877-SOS-OHIO (877-767-6446).

HOW TO OBTAIN AN OHIO ABSENTEE BALLOT

Any Ohio voter whose registration is up to date may cast an absentee ballot. Absentee ballot applications can be obtained from your county board of elections or from the Secretary of State online at VoteOhio.gov or by phone at 877-SOS-OHIO (877-767-6446).

OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring photo identification to the polls in order to verify identity. Voters who do not provide identification will still be able to cast a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please visit the Secretary of State's website at VoteOhio.gov or call 877-SOS-OHIO (877-767-6446).

Please note, if the applicant's driver license or ID contains a "NONCITIZEN" identifier (on the back), the identification requires additional proof of U.S. citizenship.

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