**ERIE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
221 West Parish Street  
Sandusky, Ohio 44870**

PRC 08 Rev. 5/17

[**http://www.erie-county-ohio.net/jfs/welcome.htm**](http://www.erie-county-ohio.net/jfs/welcome.htm)

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**PREVENTION, RETENTION, & CONTINGENCY CHECK LIST**

1. When applying for Prevention Retention and Contingency (PRC), it is the applicant’s responsibility to complete all necessary documents, furnish all available facts, information, and cooperate to the fullest extent in the eligibility determination process per Erie County Prevention Retention Contingency Plan / HB 408.
2. It is the responsibility of this agency to take the appropriate action on your application in a prompt and courteous manner. Only in unavoidable circumstances will actions be delayed more than 10 days from the date we receive your signed application. After the eligibility determination has been made, a notice will be mailed to the applicant.

**In order to make a determination, we will need the following:**

**PRC Rent/Transportation/Clothing:**

\_\_\_\_ Completed application

\_\_\_\_ Valid ID (Drivers License or State ID for adults & School letter or shot records for children,) Birth Certificate, and Social Security card for all applicants and their dependents

\_\_\_\_ Proof of all household income: For earned income, provide last 4-6 current pays.

\_\_\_\_ Verification of all unearned income

Landlord Information (only for PRC rent)

**PRC Education additional items**:

\_\_\_\_ Diploma / G.E.D.

\_\_\_\_ Course information including verification of cost and fees

**Your application was received on . The above**

**verifications must be received by or your application  
will be denied.**

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Client Name Case Number

Received by Date Phone number