

**JEFFERSON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
PREVENTION, RETENTION AND CONTINGENCY (PRC) APPLICATION**

Name of Applicant	Present Address	Jefferson County
Social Security Number		Case Number
Telephone numbers where you can be reached: (____) _____		Date Received
Email address _____		

- If you are not registered to vote where you live now, would you like to apply to register to vote here today? Yes No
If you do not check either box, you will be considered to have decided not to register to vote at this time.
- Have you ever received PRC from a Job & Family Service agency? Yes No If yes, give the name and address of the agency, the type of assistance and the date received. _____
- Explain what you need and estimate the amount you are requesting: _____
- Have any other agencies helped you with this need? Yes No Explain: _____
- Complete the chart below for anyone living in your home, including yourself. You are required to **verify** all income for all members in your household.

HOUSEHOLD MEMBERS	RELATIONSHIP	AGE	SOURCE OF INCOME	MONTHLY AMOUNT
1.	SELF			
2.				
3.				
4.				
5.				
6.				
7.				

Please indicate if anyone in your household meets the following criteria:

- Fugitive felons and probation and parole violators; Yes No
- Individuals who are not a citizen of the United States or a qualified alien; Individuals with any outstanding over-payment (TANF, SNAP, Medicaid, Day Care, CSEA, etc.) who were determined guilty of fraudulent receipt of such benefits or who were determined to have committed an intentional program violation (IPV) to receive such benefits; Yes No
- Assistance groups containing a sanctioned individual, under any program administered by the JCDJFS, unless the sanctioned individual is employed at the time of the application for Contingency benefits. Yes No
- An un-married, non-graduate parent under 18 not attending high school or equivalent or not living in an adult supervised setting; Yes No
- A person found to have fraudulently misrepresented their residence in order to obtain assistance in two or more states is ineligible for ten years; Yes No
- An assistance group that contains an adult, or minor head of household, who has quit a job without good cause or who has been terminated from a job for willful actions on their part is ineligible for PRC benefits for 60 days beginning with the date of the quit or termination. Yes No

If you are eligible, the agency will limit the assistance provided to the actual documented amount of need.

Signature:	Date:
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AGENCY USE ONLY

30-DAY BUDGET PERIOD: FROM _____ TO _____

Request - - - List the item(s) and/or services requested and the amount needed for each.

ITEM OR SERVICE	AMOUNT NEEDED	ITEM OR SERVICE	AMOUNT NEEDED
	\$	3)	\$
	\$	4)	\$

Reason for Need: _____

Income:

SOURCE	AMOUNT AVAILABLE IN BUDGET PERIOD	VERIFICATION
	\$	
	\$	
	\$	

Calculation of Income:

- 1) Earned Income Total ----- \$ _____
- 2) Unearned Income Total ----- \$ _____
- 3) **TOTAL AMOUNT OF INCOME AVAILABLE**----- \$ _____

- 4) Compare to Federal Poverty Level (150%) \$ _____
- 5) PRC Household Size: _____

APPROVAL 12-MONTH AUTHORIZATION PERIOD: FROM: ___/___/___ TO: ___/___/___ Household members:

Name	DOB	SSN

ITEM/SERVICE PROVIDED	AMOUNT PAID	APPROVAL DATE	VENDOR'S NAME & ADDRESS

Information matched in OB:

- Address
- Income
- Household members
- Sanction
- Shelter & utility expenses

Verifications provided:

- Income
- Expense/Service requested:

DENIAL:

Denial Date: ___/___/____. ODHS 7334, (Notice of Denial of Application) Mailed: ___/___/____.

Reason for Denial:

Processed by:	Date	Signature of Supervisor	Date:
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