

# MONTGOMERY COUNTY

## PREVENTION, RETENTION, AND CONTINGENCY PROGRAM APPLICATION

Name of Applicant	Street Address	Case Number
SSN	City, State, Zip	Phone number where you can be reached

Parent/guardian name, if applicant is a minor: \_\_\_\_\_

Is Applicant a non-custodial parent?     Yes     No

Complete the chart below for anyone living in your home, including yourself. You are required to verify all income and liquid resources (i.e., bank accounts, CDs, stocks, bonds, etc.) for all members of your household.

Name	Relationship to Applicant	Age	Place of Birth	Source of Income	Monthly Amount of Income	Type of Liquid Resource	Amount of Resource
1.					\$		\$
2.					\$		\$
3.					\$		\$
4.					\$		\$
5.					\$		\$
6.					\$		\$
7.					\$		\$
8.					\$		\$

List any household member(s) who is **NOT** a U.S. citizen: \_\_\_\_\_

Explain what goods you need and provide an estimated cost.

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Explain how meeting this need will help your family.

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Complete the chart below regarding other agencies you have contacted to help you with this need.

Agencies you have contacted to help you with this need:	Was this agency able to help?		If this agency helped you- explain how
	YES	NO	If this agency did not help you- explain why not

My signature below affirms that the above information is true to the best of my knowledge, that I do not have the resources to meet this need, and that I will not seek additional ongoing OWF cash assistance.

Signature of Applicant or Parent/Guardian	Date
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Montgomery County Department of Job and Family Services  
CUSTOMER PRC CHECKLIST

**VERIFICATIONS NEED TO BE RETURNED WITHIN 10 DAYS**

ALL Verifications Need to Be Returned By \_\_\_\_\_

Basic Verifications

- Pregnancy Statement
- Photo ID (Driver's License, State ID)
- Current Bank Statements (Resources)
- Income (Last 30 Days)
- MCDJFS #116 (Landlord Statement)
- Birth Certificates
- Social Security Cards
- Receipt of payment or verified payment arrangement
- MCDJFS #126 (Third Party Statement)

Car Repair Verifications

- Valid Driver's License
- Proof of Ownership (Title, Current Registration)
- Statement Verifying Cost of Repair (2 Repair Estimates)
- Proof of Auto Insurance (Verify current coverage with insurance company and dictate on CLRC)
- BMV Query (If multiple titles)

Utility Verifications (DP&L / Water / Phone / Vectren)

- Disconnection Notice

Rent Verifications

- Eviction Notice
- Mortgage Payment Book/Statement of Debt
- Verification That Current Months Rent Has Been Paid
- Verification of Arrears Months
- MCDJFS #9634 (Repayment Agreement)

Training/Education Verifications

- MCDHS #178 (WIA Comprehensive Assessment and Suitability Review)
- MCDJFS #10734 (MVCTC Referral)
- Suitability assessment from WIA

Other

- All invoices must be original
- \_\_\_\_\_
- \_\_\_\_\_

**VERIFICATIONS NEED TO BE RETURNED WITHIN 10 DAYS**

1. What events have occurred to put the customer in this situation?

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2. In what way will the approval of this PRC application assist the customer in continuing employment?

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3. What is the customer's plan to avoid any further need for assistance?

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# PRC Expense/Budget Worksheet

Customer Name		SSN	Date
Case Number	Unit	JFS Specialist	Case Manager

## Expenses Paid and Income Received During the Last 30 Days

From \_\_\_\_\_ To \_\_\_\_\_

### MONTHLY EXPENSES

Amount Due Monthly (when all bills are Current)	Bill or Expense	Amount Paid on Bills in the Last 30 Days
\$	Rent / Mortgage / Lot	\$
\$	DP&L / Electric	\$
\$	Vectren / Propane	\$
\$	Water / Trash	\$
\$	Phone / Pager / Cell	\$
\$	Cable / Video / Other	\$
\$	Medical / Prescriptions	\$
\$	Clothes/ Shoes/ Diapers	\$
\$	Household Items / Laundry Mat	\$
\$	Day Care / Babysitter	\$
\$	Furniture Rental / Buy	\$
\$	Credit Card / Layaway	\$
\$	Car Payment/ Repairs	\$
\$	Insurance (Car/ Life)	\$
\$	Transportation (Bus/Gas)	\$
\$	Food Costs (In excess of FS)	\$
\$	Education / Other	\$
(A)	<b>TOTAL EXPENSES</b>	(B)

### Wages Received in Last 30 Days

Date Paid	Gross	Net
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Tips (if applicable)	\$	\$
<b>Sub-Total</b>	\$	(C)

<b>For New JOB Only</b> Prorate Income - for Next 30 Days: Column A Only
Wage \$/hr x
Hrs/Week x
Months (4.3) =
<b>Gross \$</b>
<b>Sub-Total \$ (C)</b>

<b>Other Income Received</b> in Last 30 Days:	
Cash / Other	\$
Loans/Grants	\$
SS/SSI/SSD	\$
Child Support	\$
OWF / Other	\$
<b>Sub-Total</b>	(D)

Note: Bills and expenses paid by loan (from relative/friend) or another agency (i.e. HEAP, Salvation Army, etc.) SHOULD NOT be entered in the "Amount Paid in the Last 30 Days" column.

\$ (C+D)	<b>TOTAL NET</b>	\$ (C+D)
\$ (A)	-- Minus Expenses --	\$ (B)
\$	Over/Under Cost of Living	Potential Amount Toward PRC → \$

Customer Signature	Date
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Note: Shaded areas are for *Internal Use Only* and should be completed by the JFS Specialist

# 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: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or call 1-877-767-6446.

## 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.

## Registering in Person

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

## Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, paycheck, government check or government document (other than a notice of voter registration mailed by a board of elections) that shows your name and current address.

## 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.

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

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

FOLD HERE

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.

4. House Number and Street (Enter new address if changed) Apt. or Lot # 5. City or Post Office 6. ZIP Code

7. Additional Mailing Address or P.O. Box (if necessary) 8. County (where you live)

9. Birthdate (MO-DAY-YR) (required) 10. Ohio Driver's License No. OR Last Four Digits of Social Security no. (one form of ID required to be listed or provided) 11. Phone No. (voluntary)

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street

Previous City or Post Office County State

13. CHANGE OF NAME ONLY Former Legal Name Former Signature

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      /      /       
 MO DAY YR

FOR BOARD USE ONLY SEC4010 (Rev. 6/14)
City, Village, Twp.
Ward
Precinct
School Dist.
Cong. Dist.
Senate Dist.
House Dist.

**To ensure your information is updated, please do the following:**

1. Print this form.
2. Complete all required fields.
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 [www.OhioSecretaryofState.gov/boards.htm](http://www.OhioSecretaryofState.gov/boards.htm).

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

**HOW TO OBTAIN AN OHIO ABSENTEE BALLOT**

You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or by calling 1-877-767-6446.

**OHIO VOTER IDENTIFICATION REQUIREMENTS**

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document, other than a notice of an election or a voter registration notification sent by a board of elections, that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please consult the Secretary of State's website at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or call 1-877-767-6446.

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

Ohio Department of Job and Family Services  
**VOTER REGISTRATION**  
**NOTICE OF RIGHTS AND DECLINATION**

Montgomery County Department of Job and Family Services	Unit
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Name	Date
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If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- YES, I want to register to vote.
- NO, I do not want to register to vote.

**IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.**

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

**PLEASE COMPLETE VOTER REGISTRATION FORM IN BLUE OR BLACK INK. NO PENCIL.**

**NOTE:** Please sign your name and return this completed form to Montgomery County Department of Job and Family Services, 1111 S. Edwin C. Moses Blvd., Dayton, OH 45422, whether or not you check Yes or No above.

If you have not received any verification of your voter registration from the county board of elections in which you reside within 21 days from the date you registered, you may inquire about the status of your registration by contacting your county board of elections.

If you believe that someone has interfered with your right to register or decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the prosecuting attorney of your county or with the Secretary of State:

Ohio Secretary of State  
180 E. Board Street  
Columbus, OH 43215  
(614) 466-2585  
Toll Free: (877) 767-6446

Montgomery County Prosecutor  
301 West Third Street  
Dayton, OH 45422  
(937) 225-5757

Note: Agency should retain a copy for file.  
Applicant/Recipient should retain a copy.