

## Commonly Requested Verifications for Prevention, Retention, and Contingency (PRC)

PRC is designed as a workforce support. Many services available through PRC require the household to have employment and/or income sufficient to meet ongoing needs. Chronic history of non-payment of rent, utilities, or other services can result in denial.

The list below includes the most commonly requested verifications for the most often requested services. **This list is NOT intended to be an exhaustive list of verifications required to process a PRC application.** Your caseworker will request the verifications needed to process your application, failure to return requested verifications timely will result in processing delays and could result in application denial.

### Required Verifications

All applications, regardless of services requested, will require the following documentation:

- State Issued ID
- Proof of residency in Hamilton County, Ohio
- Last 30 days of income verifications for all adults (age 18+) in the household

### Commonly Requested Verifications by Service

Requested Service	Verifications
Rent	<ul style="list-style-type: none"> <li>• Eviction notice or notice to leave</li> <li>• Current Rent ledger showing the past six (6) months of charges and payments. <ul style="list-style-type: none"> <li>◦ Ledgers must include the applicant's name and address and the landlord's name and address</li> </ul> </li> <li>• Completed and signed vendor form from the landlord – vendor forms are available here: <a href="https://www.hcjfs.org/services/workforce-development/vendor-registration/">https://www.hcjfs.org/services/workforce-development/vendor-registration/</a></li> <li>• Income sufficient to meet ongoing bills (e.g., pay stubs, proof of employment, employment offer)</li> </ul>
Rent Deposits	<ul style="list-style-type: none"> <li>• Proof of housing (lease, landlord statement, household verification form)</li> <li>• If not stated in the lease, landlord statement detailing deposit amount (must be on letterhead)</li> <li>• Statement from shelter/service provider that family is exiting homelessness <b>OR</b> proof of failed housing inspection</li> <li>• Income sufficient to meet ongoing bills (e.g., pay stubs, proof of employment, employment offer)</li> </ul>
Utilities (Water or Gas/Electric)	<ul style="list-style-type: none"> <li>• Three (3) most recent utility bills, most recent must show a disconnection notice</li> <li>• Income sufficient to meet ongoing bills (e.g., pay stubs, proof of employment, employment offer)</li> </ul> <p><b>PRC cannot assist with utility bills in the following circumstances:</b></p> <ul style="list-style-type: none"> <li>• Request for Duke Energy assistance during Winter Heating Season (changes annually but generally between October and April)</li> <li>• Utility is already shut-off</li> </ul>

Requested Service	Verifications
Furniture	<b>For households moving out of homelessness:</b> <ul style="list-style-type: none"> <li>• Proof of housing (lease, landlord statement, household verification form)</li> <li>• Statement from shelter/service provider that family is exiting homelessness</li> </ul> <b>For households experiencing infestation or natural disaster:</b> <ul style="list-style-type: none"> <li>• Proof of infestation and letter from an exterminator following treatment/resolution (must be on company letterhead)</li> <li>• Proof of natural disaster (fire, flood, tornado, etc.) – report from a public authority</li> </ul>
Baby Supplies	<ul style="list-style-type: none"> <li>• Proof of pregnancy, must be at least 6 months pregnant</li> <li>• If not pregnant, child's birth certificate</li> </ul>
Work or School Clothes & Uniforms	<ul style="list-style-type: none"> <li>• Proof of enrollment or a job offer letter (must be on school or company letterhead)</li> <li>• Copy of school's or company's dress code policy or uniform requirement</li> </ul>
Gas Cards	<ul style="list-style-type: none"> <li>• Job offer letter on company letterhead</li> </ul>

## Contact

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**Phone** Monday – Friday 9am – 1pm  
General Questions: 513-946-7200 option 2, option 1  
Interviews: 513-946-7200 option 2, option 2

**E-mail** General Questions or to Submit Verifications  
Hamil\_prcapplications@jfs.ohio.gov

**In Person** Monday – Friday 8:30am – 4:30pm  
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Cincinnati, OH 45214