

Gallia County Department of Job and Family Services  
**Prevention, Retention, and Contingency Program (PRC) Application**  
**VOTER REGISTRATION**

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       NO, I DO NOT WANT TO REGISTER  
 IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER AT THIS TIME.

Assistance Requested or Needed: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

SS#: \_\_\_\_\_

Phone: \_\_\_\_\_

\*List everyone in your household, including yourself, and complete required information for each person.\*  
 List additional family members on separate sheet if needed

NAME	RELATIONSHIP TO APPLICANT	AGE	SOURCE OF INCOME	MONTHLY GROSS INCOME
	<b>SELF</b>			

# of Vehicles \_\_\_\_\_ Amount in Checking Account \_\_\_\_\_ Amount in Savings Account \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**\*I AFFIRM BY MY SIGNATURE THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT.**

FOR OFFICE USE ONLY  
 (check one)

Job Related Supportive Services       Vehicle Expenses

**Household Income Total:** \_\_\_\_\_

Case # \_\_\_\_\_ Date Submitted \_\_\_\_\_ 200% Standard \_\_\_\_\_

\_\_\_\_\_ PRC APPROVED on \_\_\_\_\_ for \_\_\_\_\_

\_\_\_\_\_ PRC DENIED on \_\_\_\_\_ Reason for Denial \_\_\_\_\_

Worker Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

**SEE CHECKLIST FOR ADDITIONAL INFORMATION TO APPLY FOR PRC**

## PRC Job related supportive services assistance checklist

**There must be a minor child living in your home, whom you have legal custody or are the natural parent. If 18 years old must provide verification that child is enrolled in high school.**

\_\_\_\_\_ Does your household currently receive ANY benefits through this agency?  
If no, you must be screened before application can be processed.

### **Basic Job-Related Assistance required information checklist:**

\_\_\_\_\_ **TWO ORIGINAL** estimates of the cost of required work attire (i.e. scrubs/ shoes/ work boots/ dress clothes). Scrubs and other clothing can be found at stores including (but not limited to Bridgeport, Factory Connection, Medical Shoppe, Tractor Supply, Workingman's Store, Shoe Sensation, Scrubs unlimited. (Walmart does NOT honor this program)

\_\_\_\_\_ **Statement from your place of employment noting required attire / copy of dress code.**

\_\_\_\_\_ If newly employed, you must show proof that you have been hired / hire date / rate of pay / weekly hours through employer statement (signed and dated).

\_\_\_\_\_ Last 30 days proof of gross income for **entire household** upon date of application. (cash assistance and Social Security through the GCDJFS Agency can be verified by the agency)

\_\_\_\_\_ Bank statement showing balance in savings and checking account upon date of application. (ATM receipts are not accepted)

**Application will be processed within 30 business days and applicant will be notified by mail of approval or denial; it will be denied if required documents are not submitted.**

**\*Please note that eligibility is not determined solely on BASIC checklist\***

**PRC APPLICATION MUST BE COMPLETED AND SIGNED.**

## PRC Vehicle-related assistance checklist

**There must be a minor child living in your home, whom you have legal custody or are the natural parent. If 18 years old must provide verification that child is enrolled in high school.**

\_\_\_\_\_ Does your household currently receive ANY benefits through this agency?  
If no, you must be screened before application will be processed.

### **Basic Vehicle-Related Assistance required information checklist:**

\_\_\_\_\_ Applicant's **CURRENT** driver's license

\_\_\_\_\_ Applicant's **CURRENT** proof of insurance (**Cannot be a Bond**)

\_\_\_\_\_ Applicant's **CURRENT** vehicle registration

\_\_\_\_\_ Vehicle title (can be memorandum title)

\_\_\_\_\_ **CURRENT MILEAGE** written on PRC application or estimates

\_\_\_\_\_ You must be employed or show proof that you have been hired/ rate of pay/ weekly hours.

\_\_\_\_\_ Last 30 days proof of gross income for **entire household** upon date of application. (cash assistance and Social Security through the GCDJFS Agency can be verified by the agency)

\_\_\_\_\_ Bank statement showing balance in savings and checking account upon date of application. (ATM receipts are not accepted)

### **REPAIR:**

\_\_\_\_\_ **TWO** written estimates from repair source (provider must have a valid vendor's license)  
(Steve's Auto Service, Red's on 2<sup>nd</sup> Ave., Donohue's Quick Lube, Graham's, Dailey Tire, Green Tire are a few but not limited to)

\*Only **ONE** written estimate is required if car is not drivable.

\*Thirty (30) day guarantee of repair must be included

\*Must include ORIGINAL estimate for processing

### **INSURANCE cancellation notice:**

\_\_\_\_\_ Statement from insurance agency reflecting MINIMUM payment required to continue coverage.

### **REPOSSESSION notice:**

\_\_\_\_\_ Statement from lending agency reflecting MINIMUM payment required to avoid repossession plus the repossession notice.

**Application will be processed within 30 and applicant will be notified by mail of approval or denial, it may be denied if required documents are not submitted.**

**\*Please note that eligibility is not determined solely on BASIC checklist\***

**PRC APPLICATION MUST BE COMPLETED AND SIGNED.**

(REV. 8/21)