

Crawford County Job and Family Services

Income Maintenance * Workforce Development * Child Support Enforcement * Children Services

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Phone: 419-562-0015
Fax: 419-562-7970

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
419-563-1570
419-562-0050

www.CrawfordCountyJFS.org

Name: _____

Date: _____

PRC Rent/Mortgage Required Verifications

Rent/mortgage payments can be made if the household has a legal (court) eviction notice only (not a 3-day notice), for mortgage must be at least 1 month behind. **To qualify, the household must have lived at the residence for over 6 months and paid at least the first 6 months of rent/mortgage on their own.**

This service pays up to 2 months rent/mortgage or \$600 whichever is less. **NO late fees, deposits, or any rent/mortgage due towards first six months of occupancy can be paid by PRC.** Individuals must pay late fees, deposits, and any rent/mortgage due towards first six months of occupancy. Individuals must also pay 20% towards the total amount due, not counting late fees, deposits, and rent due towards first six months. If the remaining balance (after the 20%) is greater than the 2 month or \$600 limit, the individual must also pay the remaining balance down to the 2 month or \$600 PRC maximum (whichever applies). Combined contingency services (Rent/Mortgage, Utilities, & Bulk Fuel) can only be used once in a thirty-six month period (3 years) and count toward all household members.

- PRC Application must be filled out once all items are brought into Jobs Plus by applicant to begin application process.
- [Landlord/PRC Agreement form](#) completed by landlord (If PRC for rent)
- [W9](#) form completed by landlord (If PRC for rent)
- Rent or lease agreement (If PRC for rent). Property record (If PRC for mortgage)
- Legal (court) eviction notice (If PRC for rent)
- Receipt for 20% paid toward total amount due; not including late fees, deposits, and any rent/mortgage due towards first six months of occupancy, if applicable. If a 3rd party pays toward bill, the payment will be deducted from the original amount owed and the 20% co-pay owed by the applicant will be based on the new balance.
- Receipt for late fees, deposits, any rent/mortgage due towards first six months of occupancy, and any amount over the 2 month or \$600 limit, if applicable
- Most recent monthly checking & savings statements are required for all household members
- Original/Certified copy of birth certificates, original photo ID's (as applicable), and original social security cards are required for all household members (If they agency has these on-file, they do not have to be provided again).
- Total household income for everyone living in the household must be verified for last 30 days ending the date the PRC application is filled out. Household income includes but is not limited to the following...

- Employment Pay Stubs
- Alimony/Child Support
- Worker's Compensation Benefits
- Pensions
- Investment Income
- Self Employment Income
- SSI/SSD Payments
- Veteran's Benefits
- Unemployment Benefits
- Strike Benefits
- Rental Income

****THE PRC PROGRAM HAS UP TO 10 DAYS TO APPROVE/DENY YOUR APPLICATION****