

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 Work Related Expenses Required Verifications

Work Related Expenses, such as **required** clothing/uniforms and/or tools/equipment can be purchased for individuals who have obtained a job within 30 days prior to the date of signing the application, have not received their 1st pay from the current employer, and have not had any employment related income (including short/long-term disability from employer, not unemployment) in the 30 days prior to the date of signing the application. These are nonrecurring items and cannot be purchased again (i.e. if a tool wears out, it cannot be purchased through PRC again). Work Related Expenses can only be paid once in a twenty-four month period (2 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.
- Statement from employer detailing Required Clothes/Tools for new job
- [Wage Report](#) completed by employer
- 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****