



## Back to School Clothing Program Voucher Pick-up Information

You will be able to pick up your Back to School Clothing voucher at the locations and designated times listed below.

Location	Day	Date	Time
Canton Cultural Center 1001 Market Ave N Canton OH 44702	Tuesday	7-14-15	9:00 am to 3:30 pm
	Thursday	7-16-15	1:00 pm to 6:00 pm
	Tuesday	7-28-15	1:00 pm to 6:00 pm
	Wednesday	7-29-15	9:00 am to 3:30 pm
	Tuesday	8-11-15	9:00 am to 5:00 pm
	Wednesday	8-12-15	9:00 am to 5:00 pm
	Thursday	8-13-15	9:00 am to 5:00 pm
Stark Job & Family Services 221 3 <sup>rd</sup> ST SE Canton OH 44702	Tuesday	7-21-15	2:00 pm to 6:00 pm
	Saturday	7-25-15	8:30 am to 12:30 pm
	Thursday	7-30-15	2:00 pm to 6:00 pm
	Tuesday	8-4-15	2:00 pm to 6:00 pm

Please bring your approval notice and picture ID when you pick up your voucher. A list of participating clothing vendors and instructions will be given at the time the clothing voucher is issued.

**You are REQUIRED to provide a picture ID when you pick up your voucher. Vouchers will only be released to the approved adult applicant and only with a picture ID.**

If you have any questions about the voucher pick up, please contact our Customer Service Center at 330-451-8861.



STARK COUNTY JOB AND FAMILY SERVICES  
 Prevention, Retention, & Contingency Program  
 221 3<sup>RD</sup> Street Canton, Ohio 44702  
 Phone: (330) 451-8400 Fax: (330) 451-8499  
 TDD: (330) 438-8879

PRC BACK TO SCHOOL CLOTHING PURCHASE VOUCHER AUTHORIZATION

DATE ISSUED: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 CASE NAME: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

This is to authorize \_\_\_\_\_, representing the Human Services Division of Stark County Job and Family Services to purchase necessary clothing items, only for the children listed below, the cost of which is not to exceed:

\$ \_\_\_\_\_ , \_\_\_\_\_ 00/100  
(Dollar Amount) (Written Amount)

<u>Child's Name</u>	<u>Date Of Birth</u>
for: _____	_____
for: _____	_____
for: _____	_____
for: _____	_____
for: _____	_____
for: _____	_____

**This voucher is for a one-time purchase and may include footwear and foundational garments such as underwear, bras, socks, and T-shirts, but DOES NOT include jewelry or other accessories.**

**TO THE VENDOR:**

Please request at least one form of identification from the authorized representative.

The voucher is approved for a one-time, single date purchase for children listed above. The cost of the purchase will be reimbursed from funds provided by Stark County Job and Family Services. To receive payment an **itemized receipt** must be submitted **in duplicate** along with the **original voucher** addressed to:

Stark County Job and Family Services  
 Human Services Division  
 221 3<sup>RD</sup> Street Canton, Ohio 44702  
 Our Tax Exempt I.D. Number is 34-73-0592K  
 Stark County Job & Family Services Political Sub-Division


Approval:

\_\_\_\_\_  
(Agency Representative)

\_\_\_\_\_  
(Signature of Person Presenting Form)

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Date)



**PRC Back to School  
Clothing Program**  
Vendor Meeting

**Stark County  
Job & Family Services**  
June 30, 2015  
Presented by Danelle Lightner

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**What is PRC?**

- PRC stands for Prevention, Retention and Contingency
  - Prevention: Provides services to prevent assistance groups from needing cash benefits
  - Retention: Provides services to allow an employed member to maintain employment
  - Contingency: Provides services to meet an emergent need of an assistance group



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**What is PRC? (Con't)**

- The PRC program is provided under federal and state funding and guidelines.
- Each county has the flexibility of creating a PRC plan and program that meets local needs.
- County plans change based on available funding and community needs.



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### What is the Back To School Clothing Program?

- It is a Contingency PRC program.
- The program is designed to help low income families on Food Assistance with school expenses for children.
- It is a short term project to provide unduplicated support in the community.
- The program has a set amount of funding available.



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### Back to School Clothing Criteria

- Eligibility Requirements
  - Children must be Stark County residents.
  - Children must be receiving Food Assistance at the time of application.
  - Children must be registered to attend K-12 for the 2015-2016 school year.
  - Children who are home schooled or attending internet classes are not eligible.
  - Proof of school enrollment is required.



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### Application Process

- Applications must be received by the agency by 4:00 PM on July 2, 2015.
- Applications will be processed in the order received until the application deadline or funding is exhausted.
- Applicants will be notified by mail of either the approval or denial of the application.
- Approved applicants will be sent a schedule of dates and times the voucher can be picked up.



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### Approved Applications

- Eligible households will be approved for a clothing voucher worth \$150 for each eligible child.
- One voucher will be given to each approved family for a one-time purchase.
- Vouchers will list eligible children and their birthdates.
- Applicants will be given instructions and a list of approved vendors with the clothing voucher.



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### Voucher Distribution

Agency	Day	Time	Location
SOUTH COAST COMMUNITY CENTER (S.C.C.C.)	Monday	7:00-8:00	700 W. 10th St.
	Thursday	7:00-8:00	240 W. 10th St.
	Monday	8:00-9:00	700 W. 10th St.
	Thursday	8:00-9:00	240 W. 10th St.
	Monday	9:00-10:00	700 W. 10th St.
SOUTH COAST COMMUNITY CENTER (S.C.C.C.)	Monday	1:00-2:00	240 W. 10th St.
	Thursday	1:00-2:00	240 W. 10th St.
	Monday	3:00-4:00	240 W. 10th St.



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### What are acceptable purchases?

School appropriate clothing:

- pants/skirts
- dresses
- shirts, sweaters, blouses
- shoes/boots
- undergarments (hose, underwear, socks, t-shirts, and bras)
- outerwear (coats, gloves and hats)



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### What are unacceptable purchases ?

- Toys
- Swimwear apparel
- Hair accessories
- Clothing for adults
- Jewelry and purses
- Health care and beauty items

NOTE: Please call 330-451-8160 if there is a question of whether an item is acceptable.



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### Additional Clothing Voucher Programs

- Job Expo clothing vouchers
  - \$100 voucher for interview appropriate clothing
  - Job Expo will be held on September 23, 2015 with an expected 400-500 participants
- Employment Retention voucher
  - \$400 voucher for newly employed individuals for work appropriate clothing
  - Year round program



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### Vendor Tips

- Clothing should be appropriate for the children listed on the voucher.
- Remember what is considered "acceptable" purchases.
- Verify that the voucher has not expired. All vouchers for the Back to School Clothing will expire on 9-11-15.
- Sales tax is not charged on vouchers.
- ID should be requested when presenting the voucher to the cashier.
- If the purchase exceeds the amount of the voucher, the customer can remove items or pay the difference.



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### Vendor Voucher Reimbursement

The vendor will be reimbursed within 4 weeks after they submit an itemized original receipt along with the original voucher in the postage paid envelopes provided.

If you use your own envelopes, please send to:

Stark County Job and Family Services  
Attn: PRC Payment Processing  
221 3<sup>rd</sup> Street SE  
Canton OH 44702

The vendor must submit the original voucher and original receipt no later than 9-30-15 for payment.



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### Questions ?



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