


**MEMORANDUM**

**To:** Richland County PRC Plan

**From:** Lori Bedson, Assistant Director   
Richland County Job and Family Services

**Date:** November 24, 2021

**Subject:** Prevention, Retention and Contingency HEAP Requirement Update

This memo will serve as an interim procedure in accordance with the Richland County Job and Family Services PRC Plan effective October 1, 2021. The following provides clarification on changes that are effective as of December 1, 2021 and will remain in effect until no later than March 30, 2022.

**Background**

As a result of the influx of applications for non-emergency services related to COVID-19, Community Action Commission of Erie, Huron and Richland Counties, Inc. (CACEHR) is not accepting applications for emergencies associated with utilities (termination of services) during the HEAP period beginning November 1, 2021 through March 31, 2022. Additionally, appointments for assistance are being scheduled approximately 28 days from the date of the application/appointment request.

**Interim PRC Procedure**

Based on the current termination of emergency HEAP assistance and the delay in scheduling applicants for eligibility appointments, Richland County Job and Family Services will waive the requirement that a PRC applicant must apply for utility assistance through CACEHR prior to applying for PRC assistance. This process will remain in effect through the 2021-2022 HEAP program year (November 1, 2021 through March 31, 2022).

Please contact Eligibility Referral Supervisor Heather Mosley at 419-774-5308 or Assistant Director Lori Bedson at 419-774-5403 for more information.