

JPI ACCURACY REVIEW PROCESS
Statewide Targeted Review Project
Updated 7/1/19

Purpose: To support field staff in achieving accuracy through a systematic case review process which promotes program knowledge and skill enhancement at the individual worker level, helps identify training needs, helps identify process strategies to improve accuracy and provides statistical data to assist managers and staff in accuracy improvement.

Provide technical assistance regarding policy clarification, correct coding and input to field staff.

Focused area: JPI (JOBS participation incentive) cases.

Definition of an error: A discrepancy or unexplained difference which exists between information on the FSMIS system screens, verification screens, case record, CAPI, EDMS or case narrative where there is a specific error or insufficient information to determine JPI eligibility accurately. Missing verification to show how JPI eligibility was determined.

Definition of an action: Though not meeting the criteria of an error, action may be needed for the targeted element.

Review elements:

▶ **Household composition was correctly determined to make the family eligible for JPI benefits:** Worker correctly determined a parent and dependent child relationship in the HH. Example: Did not use a grandparent and child, cousin and child, etc. to determine JPI eligibility.

▶ **Were participation hours verified (proper verification is in the file, error given if verification cannot be located):** Verification of paid, unsubsidized work hours covering a consecutive two-week period that has occurred within the last 60 days. Verification could include employer-produced documents, conversation with the employer, paystubs, hire report of hours worked, etc.

▶ **JPI hours were verified through:**

- Pay stubs in EDMS
- Employer statement in EDMS
- Employer statement via phone and narrated per tracs ____
- Worknumber
- Other ____

▶ **The correct JPI HH type coding is listed on the FSMIS case:**

“JPI” HH type for single parent with a child under 6 working at least 20 hours per week

“JP2” HH type for a single parent with a child 6-18 working at least 30 hours per week

“J82” HH type for a two-parent family with a child under 18 working at least 35 hours per week and not receiving ERDC or working at least 55 hours per week and receiving ERDC.

▶ **The correct JPI coding (C/D, N/R, and date) is listed on the CM case:**

Review:

- The JPI N/R (need resource) *is coded on the JPI eligible adult.*

- The JPI, JP2, J82 C/D (case descriptor) are coded on the JPI eligible adult.
- The “end date” on the C/D should match the SNAP Reporting date (which is the 852 interim date, the end of TBA or the recertification period – whichever is soonest).

► **The verified JPI hours are correctly listed on the CM case?** The “amount” should reflect the average weekly hours the JPI eligible individual is employed. Hour calculation should follow standard rounding (19.4 would be rounded down to 19 and 19.7 would be rounded up to 20). This entry must be:

- minimum** of 20.00 for JPI Need Resource
- minimum** of 30.00 for JP2 Need Resource
- minimum** of 35.00 for J82 Need Resource for a two-parent family not receiving ERDC (P2 case)
- minimum** of 55.00 for J82 Need Resource for a two-parent family receiving ERDC (M5 case).

Use the Need Resource to enter the hours – the system will count this as weekly participation hours, not as a dollar amount.

- **The parent and child coding is correct on the UCMS case?** 2 parent households only. Parent “attachment” coding needs to be updated for both mom and dad or narrated if this action on UCMS cannot be taken.
- **Did the worker address job quit and remove JPI coding timely from the FSMIS case?** Example: JPI coding is still listed on the SNAP case but the parent is not currently working. Review tracs to see if the parent reported a job quit and the change was acted on timely to remove the JPI coding – will need to look back to the last JPI eligibility determination forward.
- **Did the worker correctly remove the JPI coding from the CM case if the family is no longer eligible for JPI benefits?**
- **Self-employment: JPI hours calculated correctly?** Remember to use the minimum wage for the county where the employer is based. To determine hours, use the gross income ÷ **Oregon** minimum wage ÷ 4.3 = hours.

Oregon Minimum Wage – Effective July 1, 2019		
Standard	Portland Metro	Nonurban Counties
\$11.25	\$12.50	\$11.00

