

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

APRIL 2023

Quality Control JOBS Attendance Reviews

JOBS attendance reviews are completed by the Quality Control Unit. The JOBS attendance request is sent to the branch that was holding the case at the time it was pulled for review, this can be is a different branch from the month being reviewed. When the branch receives a request from QC for JOBS attendance the branch currently carrying the case is responsible to send the documentation back to QC. If the attendance is being tracked by a contractor, the branch would request the attendance from the contractor and provide the documentation within the required timeframe.

If there is an error or action needed QC will send the report to the branch holding the case at the time the case was pulled for reviewed. If there is an action needed on the case after QC reviews the case the branch that receives the QC error or action needs to complete the necessary, case actions.

When replying to QC include whether the branch concurs or non-concurs, the report was reviewed, and the corrective action was taken. When replying it is important to include the review number in the subject line. It is important action is taken by the due date. This ensures participants attendance is updated accurately.

If you have any questions, please contact: TANF.Policy@dhsosha.state.or.us

TANF Analyst Hour Information and Q&A can be located at the following link:

http://www.dhs.state.or.us/caf/ss/tanf/analyst_hour.html