

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

MAY 2020

JOBS Activity Guidelines and JOBS Support Services Guide

NEW Release

Both the JOBS Activity Guidelines (JAG) and JOBS Support Services Guide have been updated to reflect the changes to the Support Services rule (OAR [461-190-0211](#)) as described in the transmittal [SS-PT-20-006](#). Many of these changes are in preparation for transitioning to the ONE system. Both updated versions were posted in April 2020.

The JOBS Activity Guidelines (JAG) and JOBS Support Services Guide available on the [TANF – JOBS Program staff tools](#) page. You will find both under the *JOBS Program* heading.

Please note, both are living documents, so changes can be expected from time to time. If you have questions about the content on either guide, please send your comments, questions or concerns to TANF.Policy@dhsosha.state.or.us.

The following JOBS activities are not eligible for support services:

- Family Support & Connections (FC) – (JAG page 12)
- Microenterprise (MI) – (JAG page 20)
- Stabilize Living (SL) – (JAG page 26)

Highlights from the Updated JAG (by page number)

1. Page 17 – Life Skills – Self-reporting is no longer allowed for Life Skills. Life Skills is federally considered a Core Countable activity, so attendance hours must be verified to comply with federal requirements.
2. The entire JOBS Support Services section was removed from the JAG because the [JOBS Support Services Guide](#) is now available on the TANF JOBS Staff Tools Page.
3. Page 46 – Self-Reporting Attendance – Life Skills was removed from the list of activities that self-reporting is allowed (see 2.a above).

4. Page 48 – Excused Absence Policy – added language, “Excused hours coded in TRACS must have a correlating TRACS narrative justifying the reason excused hours were coded.” This is a best practice and will help reduce our statewide error rate during audits.
5. Page 50 – Projected actual attendance and auto-population of attendance (DV, MI, PL, SS, and WO) – added language, “If the participant reports a change in ongoing work hours, re-verify and update hours so projection is based on current hours.” This is a best practice and will help reduce our statewide error rate during audits.

Highlights from the updated JOBS Support Services Guide (by page number)

1. Page 4 - Added reminder that promissory notes to vendors are not allowable.
2. Page 7 - Added guidance on payment of internet.
3. Page 8 - Added guidance on car insurance payments.
4. Page 9 - Corrected Work Eligible Non-Citizen JASR payment code.
5. Page 14 - Added additional clarification on Support Service notice requirements.

Frequently Asked Questions – Support Services and JOBS Activities

1. **Now that medical assistance or medical services, mental health services, and alcohol and drug treatment services are listed as payments that are not allowed (OAR 461-190-0211 5.o.) does this mean that Medical Related Services (ME), Mental Health Services (MH), and Drug and Alcohol Treatment Services (DA) are not eligible for any support service payments?**

Answer: ME, MH, and DA are still eligible for support service payments such as transportation to and from appointments or meetings, and childcare during appointments or meetings. We cannot pay for a medical bill, for medical treatment, or medical services. The only JOBS activities that cannot be tied to a support service payment are Family Support and Connections, Microenterprise, and Stabilized Living.

2. **If a participant is working with FS&C and has other activities on their PDP, are they eligible for support services?**

Answer: Although FS&C (FC step) is not eligible for support services payments, the participant may be eligible for support services associated with other activities on their PDP. Often the FS&C provider is supporting the participant with other activities going on in their lives. It may be appropriate to provide support

service payments for those other activities. The FS&C provider may have flexible funds that allow them to purchase items. Please check with FS&C as a lower cost alternative to support services for participants working with them.

3. Is tuition an allowable payment for Vocational Training (VT) or Self-Initiated Training (SI)?

Answer: Tuition is an allowable payment type for VT. For SI, tuition payments cannot be made by DHS. Participants in SI activities may receive assistance with tuition from the Education and Training Pilot, which was implemented by House Bill 2032 during the 2019 legislative session. The payments through the Pilot will be paid by selected contractors, not DHS. Please note that the Pilot has not started yet.