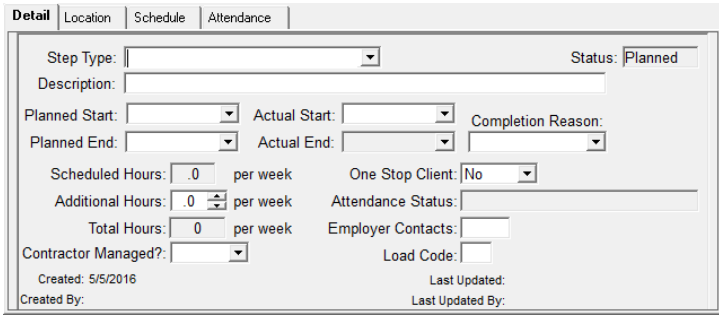
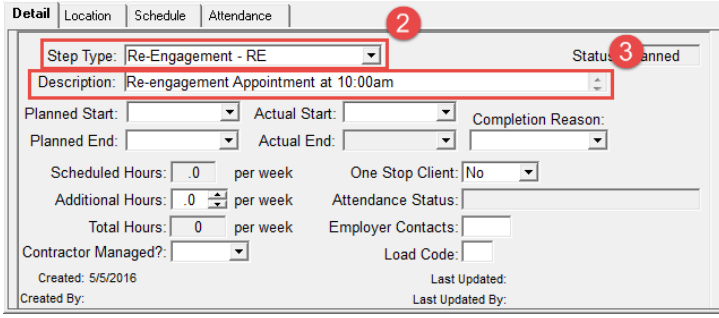
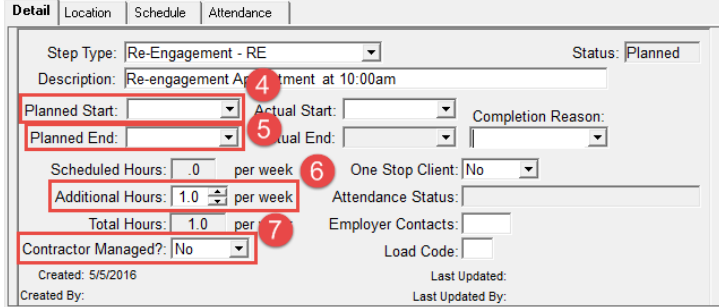
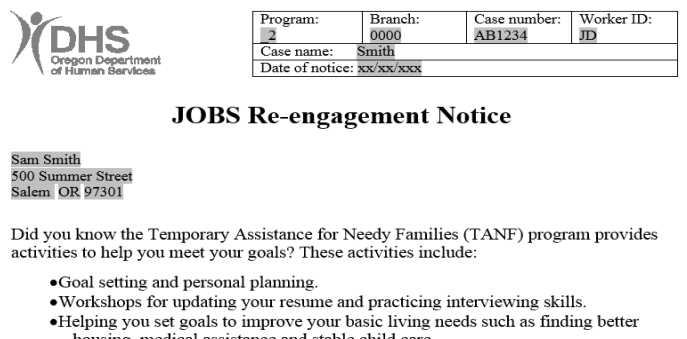


SSP Re-engagement Quick Reference Guide

Adding a Re-engagement (RE) step to TRACS

Known Customer	Image
<p>1. Open a new step</p>	
<p>2. In Step Type field; select “Re-engagement - RE”</p> <p>3. In Description field; type “Re-engagement Appointment at (time of re-engagement appointment)”</p>	
<p>4. Using dropdown arrows; select Planned Start and Planned End equal to the date of the re-engagement appointment.</p> <p>5. In the Additional Hours field, add 1 hour</p> <p>6. Using dropdown arrow change Contractor Managed to “No”</p>	
<p>7. Right click and Save</p> <p>** An updated PDP does not need to be mailed to the participant, as they will receive a corresponding RE appointment letter.</p>	 <p>JOBS Re-engagement Notice</p> <p>Sam Smith 500 Summer Street Salem, OR 97301</p> <p>Did you know the Temporary Assistance for Needy Families (TANF) program provides activities to help you meet your goals? These activities include:</p> <ul style="list-style-type: none"> •Goal setting and personal planning. •Workshops for updating your resume and practicing interviewing skills. •Helping you set goals to improve your basic living needs such as finding better housing, medical assistance and stable child care.