

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATE

APRIL 2020

Updating Work Experience (WE) placements

Due to the current state of emergency many Work Experience sites have closed. In addition, due to school closures, medical conditions of at-risk populations, etc. some participants are unable to continue in their Work Experience sites.

Family Coaches, and local DHS office staff should work with local JOBS contractors to **contact current participants in Work Experience** to determine if they have or would like to end their current Work Experience (WE).

Case actions for Work Experience (WE) placements being ended at this time:

- **END Work Experience (WE) step** in TRACS
 - Actual end date effective the last day the participant reported being able to attend the Work Experience (WE). Take participants statement on end date.
 - Enter absences for the month of March to validate and close the step (Red check mark)
 - Enter excused hours if they meet a criterion outlined on page 48 of the JAG, otherwise enter hours as unexcused. **Excused hours must have a narration indicating why hours were excused.*
- **Send Support Service closure notice** for support services related to the Work Experience, if appropriate.
- **Update the participants Personal Development Plan (PDP)** on TRACS based on their current situation.
 - If there are other activities on the plan that the participant wishes to continue and to receive support leave those steps. Examples could include but not limited to:
 - Mental Health (MH) appointments
 - Family Support and Connections (FC)
- **Consider adding additional steps** with minimal hours to capture new activities the family needs support with. Examples could include:
 - Child Activity (CH) home schooling support or resources.
 - Medical (ME) quarantined due to health concerns
 - Crisis Intervention (CI) following state stay-at-home order and no other step is appropriate

Note: For additional guidance reference April's WVP: [JOBS Engagement and Support Services During Oregon's state of Emergency and Executive Order](#)

- **Email [Gregory Ivers](#)** with Employment and Training notifying central office with the end date for the Work Experience (WE). *Remember all WE Work Site Agreements must be submitted to Greg year-round by email in order to track for Workers Compensation purposes.*

Please refer to the COVID-19 TANF Policy Q&A at the following link:

[http://www.dhs.state.or.us/caf/ss/tanf/docs/COVID-19 TANF Policy FAQ 4.3.20.pdf](http://www.dhs.state.or.us/caf/ss/tanf/docs/COVID-19_TANF_Policy_FAQ_4.3.20.pdf)

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