

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

AUGUST 2022

Registration or Enrollment Fees

Support service payments for registration or enrollment fees may only be paid if the provider is approved with ODHS and a provider connection is documented on WSIT.

Steps to for TANF JOBS Child Care Enrollment/ Registration Fees:

1. **Review DPPM screens** to confirm the provider is in 'A' List Status and is a licensed provider. Licensed providers include the following provider types: Registered Family Provider (RFM), Certified Family Provider (CFM), and Certified Center (CNT).
2. **Review JOBS Child Care Situation Screen** to see if there is a provider connection already established on the case. This can be viewed by entering **WSIT**, (SSN) on a blank DHR screen. The case information will be displayed on the right. If the provider is connected to the case, the right of the screen will display provider number, name, and phone number.

```
WAJW094C          WSIT - JOBS Child Care Situation      08/26/2022 07:48 am

Fast Path _____ JAS Access Key _____
SSN [REDACTED]      Ben Mo _____
Name: _____ CC _____
Case Nmbr: _____ Pct ____0_____
Prog Stat: _____ TOA: _____
Branch: _____ JOBS Load: _____ Elig Load: _____ Serv: _____ Oper ID: _____

Prov Nmbr XYZ00000   Prim   Y
Prov Name Viking Day Care
Phone 5410000000000  IRS ID/SSN 00000000
# OF Parents:
```

- a. If there is an existing connection, proceed to step #3.
 - b. If there is **not** an existing connection, complete a DHS provider connection form, submit to DPU.ChildCare@odhsoha.oregon.gov, and then proceed to step #3.
3. Complete a TANF child care payment request in ONE through the **Other Payment Summary Screen**.

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