

## TANF Clients Who Obtain Employment Step by Step Instructions for CM and TRACS system

SSP receives information (orally or in writing) that a TANF recipient has obtained unsubsidized employment.

***Note - Step 1 may not be needed depending on the employment information initially received.***

1. Pend the client using a Notice of Information or Verification Needed (DHS 210A) for the following items:
  1. Weekly work hours
  2. Rate of pay
  3. Proof of gross income received on the first pay check\*
  4. For TRACS placement purposes only, also ask for: name of employer, occupation, and start date

If the date of the first pay is known, the due date will be 10 days after that date. If the date of the first pay is NOT known, the due date will be the 15<sup>th</sup> of the following month.

*\*Note: Proof of gross income includes but is not limited to: A copy of the first pay check, a statement or phone call from the employer stating how much was received on their first pay stub or a print out from the payroll department*

2. Enter placement information in the TRACS Employment tab (*when received from client*): job category, job type, employer name, begin date, wage, how paid (hour, week, month), hours per week and effective date.

The screenshot shows the 'Employment Detail' tab in the TRACS system. The form contains the following fields and values:

- Job Category: [None] (dropdown menu)
- Job Type: [ ] (dropdown menu)
- Employer: [ ] (text input field)
- Placement Branch: BEAVERTON - 3401 (text input field)
- Job Began: 02/19/2014 (calendar dropdown)
- Job Ended: [ ] (calendar dropdown)
- End Reason: [ ] (dropdown menu)
- Wage: \$0.00 (spin box) per [Hour] (radio button selected), [Week] (radio button), [Month] (radio button)
- Weekly Hours: [ ] (spin box) Hrs per Week
- Effective Date: 02/19/2014 (calendar dropdown)
- Comment: [ ] (text input field)
- Earnings: \$0.00 per Hour x 0 Hours per week = \$0.00 per Week x 4.3 = \$0.00 per Month

### 3. Update TRACS

- End any current/prior case plan activities, if applicable.
  - Updates (actual attendance, excused absences, good cause)
- Add WO activity code with *expected* start date (first day of employment), and *expected* end date (1 month past planned TANF end date, if known).
- Change Case Plan Status = Hold, Status Reason = Employment (if no other open activities)

The screenshot shows a form for updating a case plan activity. The 'Step Type' is set to 'Working - WO' and the 'Status' is 'Planned'. The 'Description' field contains 'Name of Employer'. The 'Planned Start' is '2/5/2014' and the 'Planned End' is '4/30/2014'. The 'Actual Start' and 'Actual End' fields are empty. The 'Completion Reason' field is also empty. The 'Scheduled Hours' is '.0 per week' and the 'Additional Hours' is '35.0 per week', resulting in 'Total Hours' of '35.0 per week'. The 'One Stop Client' is 'No'. The 'Attendance Status' field is empty. The 'Employer Contacts' field is empty. The 'Contractor Managed?' is 'No'. The 'Load Code' field is empty. The form was created on 2/19/2014 and the last updated date is blank.

### 4. Set tickler/reminder for follow-up (due date of DHS 210A)

- If the client does not respond to the DHS 210A, (check work# - if information is available, act as pended info received), send a Timely Continuing Benefit Decision Notice to end TANF benefits and on-going JOBS Support Services for failure to provide requested verification. Cite OARs 461-170-0011 and 461-115-0610

*Note: If the client does not return the pended items, the client is not eligible for TBA SNAP benefits.*

5. When pended items are received, calculate the prospective income and determine if the TANF grant will reduce or close. Send a Timely Continuing Benefit Decision Notice to reduce or end TANF benefits, and on-going JOBS Support Services if applicable. Cite OAR 461-155-0030 (income standards) and 461-190-0211(1) (support services)

6. Review for JPI, TBA and/or ERDC eligibility.

- Update UCMS
  - Compute for first of month following ten-day notice, change to program P2(M5 if ERDC) - JPI/JP2 (if verification gives 2 weeks work hours that average out to the federally required hours) or close case if not needing day care or eligible for JPI.
- Update FCAS
  - Change to TBA reporting system (since pending info received) and if JPI eligible, add the JPI/JP2 household type coding. Do not issue JPI benefits since this is the month client still had TANF. The household type will generate the JPI issuance for the 1<sup>st</sup> of the following month.
- Update TRACS
  - If you received 2 weeks of work hours verification from the income verification, add actual start date to WO and two weeks attendance. Do not shut down WO until the Friday after the month a TANF grant is closed (ex. Closing 3/31, leave activity through 4/4 in order to receive the last week in March's activity hours).

7. If the client receives medical, report changes to OHA using the Medical Change form ([MEDC](#))