

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

DECEMBER 2023

JOBS Attendance

TANF policy is providing guidance on how the TRACS attendance calendar works, when the weeks and months start, and when attendance is due for the month. This information can be found in the calendar key. TANF Policy posts the yearly 'TRACS Attendance Calendar' on the staff tools page which provides important dates to be aware of when it comes to updating attendance.

The blue box in the calendar identifies the date the prior months attendance needs to be resolved for it to count towards Oregon's work participation rate. It's important that all data entry is completed by this date so Oregon can capture and report hours that are received.

[TRACS Attendance Calendar](#)

December 2 thru January 5

December						
S	S	M	T	W	TH	F
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Calendar Key
JOBS (TRACS) attendance months are based on the number of Saturdays in that month.
All JOBS TRACS months and weeks start with Saturday and end on a Friday.
TRACS Auto Attendance Date: * Date planned activity hours with auto-populate capability will generate (show).
Prior month's Attendance due date: * Last day to enter attendance for the prior month to validate on state reporting.
WO Step planned end date: * The planned end date of all WO steps for cases that closed with employment the calendar month prior or in the same calendar month if the last day of the month is a Friday.

If you have any questions, please contact: TANF.Policy@odhs.oregon.gov

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