

**TANF Analyst Hour**

**03/21/23**

**Topic: JOBS Participation Incentive (JPI)**

**Q:** Will there ever be a CR done for JPI so that ONE will automatically figure out the eligibility?

**A:** ONE does currently determine eligibility for JPI based on the information input during data collection. If this question is meant to ask if there will ever be a CR to use the income data automatically instead of requiring input of JPI hours, the answer is no, that is not anticipated. That was our original hope with ONE but because income verification is separate from verification of actual hours worked for a specific time period, JPI cannot rely on the income details alone. Additionally, JPI requires reverification of actual hours worked at a minimum of every 6 months.

**Q:** If JPI hours are entered, will ONE figure it out if they do not qualify or will it approve it because you entered hrs. for it?

**A:** If the JPI hours are entered correctly, the ONE system will determine the eligibility.

**Q:** Was it explained why biweekly is divided by 2 now and semi-monthly is by 2.15?

**A:** Calculation for income and hours are calculated differently. Semi-monthly is twice a month such as the 1<sup>st</sup> and the 15<sup>th</sup> of the month this would be divided by 2.15 specific to hours. Similar to a whole month being divided by 4.3. Hours captured for biweekly such as being paid every other Friday is for a two-week period therefore divided by 2.

**Q:** So, it's switched from the original formula? (That is still not clear to me and why I questioned that math.)

**A:** No, for JPI hours this has been the same formula.

**Q:** There used to be a JPI QRG, will there be a new one made available to reference back to?

**A:** Yes, there is a JPI QRG.

**Q:** If someone enters JPI but it is an adult and a niece, will ONE catch that and not give JPI?

**A:** Yes, ONE is designed to determine the relationship criteria to meet JPI eligibility.

**Q:** What are most common errors that JPI sees when reviewing cases? And how can we as workers resolve them?

**A:** One week's work of hours instead of two, incorrecion calculation, using employer statement when there is not verification of hours, using client statement, not rounding up when using decimals, not converting hours, not addressing retro months when verification is available. miscoded relationship, marital status, subsidized housing questions not being answered.

**Q:** Do we still average it if they receive weekly pay that is verified?

**A:** The actual work hours from the verified two weeks are entered into the JPI hours record and the ONE eligibility rules will compare against the required minimum hours.

**Q:** Work# sometimes doesn't show hrs. What would be best practice is that is their only verification?

**A:** Only verification of actual hours worked can be used as verified work hours. The Work Hour Verification 7846 form can be provided to the applicant. If the hours are shown and are questionable additional verification would be needed.

**Q:** I enter JPI hours as indicated on weekly pay stub in each hour's field; that is correct, right?

**A:** Yes.

**Q:** If doing bi-weekly but one paystub has less hours can we average for that one?

**A:** Yes, if it is two weeks of actual hours worked that are representative the average would be correct. If the week of low hours is not reflective than additional verification would be needed.