

Checklist to Determine if a JOBS Plus Placement is Appropriate and Beneficial

JOBS Plus is a subsidized placement with an employer intended to provide an opportunity for a participant to gain workplace skills. TANF eligible participants that are appropriate for a placement typically have limited to no work experience and are unlikely to be hired for unsubsidized employment in their field of interest.

Family Coaches and participants meet to discuss JOBS Plus and determine if a placement is appropriate and beneficial. This meeting is designed to provide the participant with the most information possible regarding a JOBS Plus placement and determine if this activity would be a good fit for the family.

1. Is the participant eligible for a JOBS Plus?

- Is the participant JOBS eligible or JOBS volunteer?
 - See OAR 461-130-0310
- How many TANF month does the participant currently have?
 - Placement to begin within or after the 60th month require the exception process to be completed and staffed with central office for pre-approval.
- Participants receiving unemployment compensation (UC) are not eligible for JOBS Plus placement.
- Participants serving an intentional program violation (IPV) are not eligible for JOBS Plus.
- Disqualified participants are not eligible for JOBS Plus (DQ, MQ or CS).
- In a two-parent household, consider the 2nd parent's employability.
 - If the 2nd parent gains employment and puts the family over the TANF exit income limit the JOBS Plus for the other parent will end.
 - If the second parent is SFP eligible the exception process must be completed and staffed with central office for pre-approval.
 - Will the family lose TANF eligibility during placement?
 - Only eligible child is aging off.

2. Is a JOBS Plus placement beneficial for the family?

- Does the SNAP benefit group include other household members that are not on the TANF grant?
 - The SNAP benefits go into pause (HLD) for the entire benefit group, a placement may not be beneficial for the household.
- Does the participant have garnishments?
 - JOBS Plus wages are subject to garnishments.
 - If a garnishment puts the participants net below their combined TANF and SNAP benefits they will receive a supplement.
- Complete the JOBS Plus Budget Worksheet.
 - Is placement financially beneficial for the family?

3. Discuss the benefits of JOBS Plus.

- Participants receive a paycheck in lieu of benefits, TANF and SNAP go into pause (HLD).
 - Benefits go into pause the month following the first date of pay.
 - DHS will continue to provide support services through the JOBS Plus contract.
- TANF time clock stops

- Provide 'JOBS Plus: Earn while you learn' ([DHS 9067](#)) and 'JOBS Plus Handbook for Participant' ([DHS 7836](#)).
 - Review all bullets and benefits with the participant.
- JOBS Plus placements are specific to the participant's employment goals.
 - If there is not a current employer that matches the participant's employment goals or that cannot provide transferable skills, a placement can potentially be developed to meet the participant's needs.

4. Is the participant employment ready?

- Does the participant have dependable child care and a backup option? Is the provider listed and active and DHS is able to pay?
 - Family Coach to provide 211 and support the participant in securing child care prior to placement.
- Does the participant have reliable transportation and a backup option? Does the participant have a dependable vehicle, able and willing to use public transportation or has a reliable individual to provide transportation?
 - Family Coach to explain that DHS will provide support services for transportation while attending a JOBS Plus placement.
- Does the participant have interview appropriate clothing?
 - Interview appropriate clothing is business casual attire that fits and is free from rips, tears and stains.
 - Family Coach to provide resources and/or support services to attain interview appropriate clothing
- Does the participant have at minimum three professional references?
 - Professional references are individuals known to them and able to provide information regarding work ethics and abilities.

- Professional references can include but not limited to faith leaders, past employers, coordinators for volunteer work and any contractors the participant has engaged with.

- Does the participant have a current completed resume?
 - Resumes focus on the participants skills and abilities geared towards the field in which they would like to gain employment in, example a resume for warehouse work would not be submitted for a clerical position.
 - Family Coach to refer participant to JOBS contractor or local employment agency to assist in creating a resume.
- Is the participant capable of passing a drug screening if required by the employer?
 - Marijuana is legal in Oregon; however drug free workplace employers will not hire if participant tests positive for marijuana.
 - If participant has shared concerns about their ability to pass, Family Coach to review and discuss a more appropriate plan.

5. If participant is eligible and interested in a JOBS Plus placement refer to JOBS contractor or branch point for placement.

- Review the 'What to Expect' flowchart with the participant so they are prepared and know what to expect moving forward.

Note: For districts or offices that set up and manage their own JOBS Plus placements, please refer to the contractor handbook for guidance.

Note: JOBS Plus site agreements end date is last working day of the 6th month.

What to Expect Flowchart

Prior to Placement

- Participant will be referred to JOBS contractor or office point for JOBS Plus contracts
- Participant will select employers of interest from available site list
 - If there are no employers on site list that match the participants employment goals a site can potentially be developed
- Participants resume will be sent to selected employers, some may require an additional cover letter, application or completion of the National Career Readiness Certificate (NCRC)
- Multiple participants are referred to one site, best practice for participants to select more than one employer
- Employer will select and offer interviews
- Employer will select their candidate and contact participant to make offer
- Participant will attend a work site agreement signing with the employer and JOBS contractor or office point
 - All employment documents will be signed
 - Participant will receive their work schedule, hours and rate of pay information

During Placement

- Participant starts work and starts receiving a paycheck
- TANF and SNAP are paused following the month of first paycheck
- TANF time clock stops
- Participant's receiving child support will receive their full amount while in JOBS Plus.
- Participant's who owe child support will be required to pay and potentially start seeing garnishment's out of their paycheck.
- Participant continues to receive support services such as child care and transportation
- Family Coach will maintain monthly contact and continue to be a support
- Participant will attend regular performance appraisals (as defined by employer or JOBS contractor) with employer and JOBS contract or office point
 - These meetings are an opportunity for coaching and feedback
 - Both the employer and participant will be able to share concerns and successes
- During months 5 and 6 participants are given 8 hours a week of paid job search time
 - Family Coach and participant connect in month 5 to plan for after the JOBS Plus ends

After Placement

- Participant is hired on at JOBS Plus site or another employer
- Participant is eligible for transitional services including Employment Payments (EP), Transitional SNAP benefits (TBA) and Reduced Co-pay (RCP) if eligible for ERDC
- Family Coach will continue to be a support for the family following TANF case closure, as defined by district practice

Or

- Participant transitions back to TANF
- Family Coach will meet with participant to discuss the families goals and create a new plan to meet those goals