

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

JANUARY 2020

JOBS Audit Reviews: Incomplete Verification

Did you know that approximately 60% of our QC JOBS Audit Review Errors are related to missing and/or incomplete verification? A 100% accuracy rate in these two categories is something that is achievable by all of us. And we're going to show you how.

Common Trend – Education or Training Attendance Report (DHS 7861)

Did you know this form is most often used to capture attendance for the Vocational Training (VT) and Self-Initiated Training (SI) steps.

- **Common Errors:**
 - Missing school official signature, printed name and phone number
 - Missing name of school
 - Incorrect week span
- **SI – Self-Initiated Training Documentation Must Contain:**
 - Participant's name
 - Actual hours of class/training
 - Name of school or training organization
 - Name and phone number of person verifying hours
 - Certification of daily supervision
- **VT – Vocational Training Documentation Must Contain:**
 - Participant's name
 - Actual Hours of class
 - Name of school
 - Name of person verifying hours

In the proceeding example, you will see how a correctly completed 7861 should look. A special note, should you receive an attendance form that is missing information such as the school

name or phone number, you can fill this information in for your Oregonian. You are also allowed to take a verbal signature, but make sure to narrate this on the school official's signature block and include the individual's phone number and the date of contact on the date block.

I certify that the client has been supervised daily:

Worker signature: G. Accurately Date: 1/22/2020
 Name of school: Portland State University

To be completed by: School official		To be completed by: Student	DHS use only
Attendance week (Example: Oct 4 – 10, 2008)	Number of hours attended (including class, lab, clinical, internship hours)	Did you do homework this week?	
1/11/2020 - 1/17/2020	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Dr. Do Good School official's signature and printed name Phone number: 503-123-4567 Date: 01/17/20

Date	Reason(s) I missed class or training

The information I have recorded here is accurate. I understand that I must attend classes or training to remain eligible for DHS provided services.

Participant's signature: [Signature] Date: 01/17/2020

The Department of Human Services (DHS) will not discriminate against anyone. This means DHS will help all who qualify. DHS will not deny help to anyone based on age, race, color, national origin, sex, sexual orientation, religion, political beliefs or disability. You can file a complaint if you think DHS discriminated against you because of any of these reasons.

"Equal Opportunity is the Law"

Auxiliary aids and services are available upon request to individuals with disabilities.

Clear form

Print form

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DHS 7861 (6/09)

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/csf/ss/tanf/analyst_hour.html