

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

JANUARY 2022

JOBS Audits – Missing Verification

Did you know that the DHS 7785 is the form used to determine if a participant meets an exemption from engaging in the JOBS program? The form is utilized to determine if a participant is needed in the home to care for a family member with a disability who resides in the same home. This form ***must be filled out in its entirety*** and turned in before an initial exemption can be applied or an expired exemption can be extended.

Common Errors:

- Exemption applied/extended before verification is received
- Address/Phone number of the medical provider is missing

Example: A participant calls and lets you know that they know their JOBS exemption has ended, but they are still caring for their disabled daughter, their situation has not changed, and they just gave the DHS 7785 form to their daughter's doctor to fill out.

Action: You cannot extent out their JOBS exemption and add a new record under the **Caring for an Incapacitated Individual** Screen until you have received their verification.

Considerations: Keep in contact with families and help them to plan ahead allowing enough time to get the needed documentation filled out by the medical professional and brought back to the department in time before the prior exemption has ended.

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