

## **TANF Analyst Hour**

**12/20/22**

### **Topic: JOBS Support Services**

**Q: Do excused absences need to be pre-excused?**

A: Planned absences do not need to be pre-excused if it meets the criteria in the JOBS activity guidelines. TRACS would need to be coded to reflect that the absence met the excused absence policy criteria. Excused absences include sick time, medical appointments for self or family members, required appointments with other service providers, court dates and job interviews. Any hours that exceed 16 hours are not considered excused hours.

**Q: If someone is doing an unpaid internship for the last part of their degree at a school, but they are on Christmas break for two weeks, are those hours excused?**

A: *No, those hours are unexcused hours. So, you would narrate that the individual is on Christmas break and the hours are unexcused.*

**Q: If the family coaches are struggling to get the attendance, how much time should they spend on that task before putting in zeros and moving on to the next person?**

A: *While the family coaches should make a concerted effort to collecting attendance, the needs of the families should come first.*

**Q: If an individual is taking care of a disabled child or household member and are exempt, is there a way for them to participate to get other support services?**

A: *It is the individual's choice to either participate or remain exempt. The family coach should visit with them to find out how they want to proceed and how the disabled household member will be cared for should they choose to participate. If they are no longer exempt, they would be JOBS eligible and they should be engaged in a JOBS plan.*

**Q: When the Individual is exempt with the ODHS 7785, Caring for a Disabled Child, can they just say they no longer want exemption status? Then do we put them into a JOBS plan and note the change?**

A: *Yes, they can choose too no longer be exempt. If they choose to change their exempt status then the ONE system would have to be updated with the end date for the exemption, so they show as JOBS eligible in the system.*

**Q: Couldn't they be a JOBS volunteer at that point?**

*A: If they are otherwise JOBS eligible if they don't have that exemption, they would not go to volunteer status. They would go back to JOBS eligible if they chose not to have the exemption any longer. The criteria to be eligible for JOBS volunteer status is if the individual is a new mom, they are pregnant or their pregnancy has reached the first of the calendar month prior to the month in which the due date falls, or if there are pregnancy complications.*

**Q: Are we still excusing hours due to the RSV crisis? Do we know when that will end?**

*A: If the individual or someone in their family is sick, you could excuse but there is only a finite amount-- up to 16 hours per month to excuse.*

**Q: Can the Staff Tools link to the FSLA information be posted?**

*A: <http://www.dhs.state.or.us/caf/ss/tanf/employment.html#jobs>*

**Q: Is the FSLA Calculator going to be updated?**

*A: The FLSA Calculator is updated to reflect current minimum wage.*

**Q: Do we need ROI's with the JOBS providers for each participant?**

*A: An ROI is required if any private health information will be shared.*

**Q: If we are not family coaches and we get the call to update job participation, do we send an email to the branch case transfer email and the assigned family coach? Example, a person on TANF calls to report their child is sick, etc.?**

*A: If an EW gets a call from a TANF Participant regarding their case plan/attendance, it is best to refer them back to their family coach so that they can have that discussion and the FC can update accordingly.*