

## TANF Analyst Hour

04/04/19

Topic: JOBS Exempt/Volunteer/Eligible

<input checked="" type="checkbox"/> District 1	<input type="checkbox"/> District 7	<input checked="" type="checkbox"/> District 13
<input checked="" type="checkbox"/> District 2	<input checked="" type="checkbox"/> District 8	<input type="checkbox"/> District 14
<input checked="" type="checkbox"/> District 3	<input checked="" type="checkbox"/> District 9	<input checked="" type="checkbox"/> District 15
<input type="checkbox"/> District 4	<input checked="" type="checkbox"/> District 10	<input checked="" type="checkbox"/> District 16
<input checked="" type="checkbox"/> District 5	<input type="checkbox"/> District 11	<input checked="" type="checkbox"/> SSTU
<input checked="" type="checkbox"/> District 6	<input checked="" type="checkbox"/> District 12	

**Q: If a parent is JOBS exempt due to caring for a child and has a DHS 7785, will they accrue TANF months?**

*A: Yes, they will. Being exempt from the JOBS program doesn't stop their clock.*

*We want to consider if it is beneficial to exempt them, or if there are supports they could benefit from.*

**Q: Are the JOBS exempt (ineligible non-citizen, NNCR, and SSI) cases supposed to be held by Family Coaches?**

*A: It is not required, but some areas have opted to have their Family Coaches hold these cases or they are doing a demonstration project.*

**Q: Children under the age of 6 months old, is it in the Family Coaches best interest to meet with the participant at 6 months, or should we be waiting until the 7<sup>th</sup> month?**

*A: We should be maintaining ongoing contact throughout their entire exemption period. The best practice would be to plan and prepare for when that 7<sup>th</sup> month comes. Before they reach that point, talk to them about what their goals are.*

**Q: Can we change a participant's coding from JOBS exempt to JOBS eligible, so they can get support services?**

*A: A participant who is JOBS exempt because they receive SSI, they are a NNCR, or they are an ineligible non-citizen, their status cannot change to JOBS Eligible, we are not able to add a PDP to TRACS, and they are not eligible for support services. If the participant is exempt because they are a parent providing care for a family member living in the home who has a disability, D/N*

*exemption code, then we can change them to JOBS eligible per their request. At that time, we can create a PDP in TRACS and provide support services.*

**Q: If a JOBS exempt, or volunteer participant has requested to be JOBS eligible to open support services, but they have not been engaging in their plan, do we keep opening support services or do we put them back into exempt status?**

*A: Have a discussion with them to see if the current plan is reflective of their goals, is there a different plan that works better for them, or if they want to move to being JOBS exempt. If they decide that it is beneficial to be exempt and not engage in a plan at this time we would close out support services and code them back with the exemption.*

*If they have a plan and they are eligible, we will provide support services.*

*\*\*note: the only JOBS exempt status that can change to JOBS eligible at the request of the participant is 'parents providing care for a family member living in the home who has a disability'. D/N exemption code.*

**Q: Can you give an example of an undue hardship (D/U)?**

*A: Two parents: Mom has a DHS 7785 and needed in the home to care for her husband who has serious medical issues, such as a TBI. They are working with doctors to get diagnosis and referrals. They indicated it is causing a hardship to try to get all the attendance verifications with how much they have going on.*

*During this time, it is easier on the family to code him with D/U and her with D/N. At the point where he has been referred and engaged in an ongoing medical plan and would need assistance, we would have a discussion with the family regarding removing the exemption.*

*\*\* note: D/U exemption status must be staffed with TANF Policy prior to coding.*

**Q: When a client is 60 years old and over, are they exempt from the JOBS program?**

*A: No, but we do consider them JOBS volunteer, because they may want to look for work or otherwise engage in the program.*

**Q: If an individual is a NO on the case because they have reached the 60<sup>th</sup> month, and they are engaging in a plan (ME, LS, WE, etc.), would they still be eligible for support services?**

*A: Yes, participants who have reached 60 months are still considered JOBS eligible, so they can receive support services.*

**Q: If a participant has an active DQ, can we give support services?**

*A: If they are developing and/or engaging in a plan to have that DQ lifted, we can provide support services.*

**Q: Can we end support services at any time of the month with timely notice, or would we always end at the end of the month?**

*A: Support services are intended to be for the month, so we would need to send a timely continuing benefit decision notice and close effective the end of the month.*

**Q: What do we do if we have a non-work authorized noncitizen that is working, and loses their job with no good cause?**

*A: Even if they are not JOBS eligible, we would consider the “no good cause job separation” rule. The rule for the job separation is separate and doesn’t exclude them for not being JOBS eligible.*