

JOBS Plus Exception Process

Overview

The intent of the JOBS Plus program is to enhance employability for clients unlikely to be hired at their current skill level for their short-term job goal. Most clients who participate in the JOBS Plus program gain the experience and skills necessary to be competitive in the labor market in the six month JOBS Plus assignment.

JOBS program changes were implemented July 1, 2011 to respond to limited resources available for contracted and support services, as well as the need to manage JOBS Plus utilization in order to maximize the number of participants who can access the subsidized work opportunity.

JOBS Plus guidelines

- Do not use JOBS Plus for clients who can be successful in unsubsidized employment.
- JOBS Plus placements are limited to no more than 6 months in any given 12 month period per participant.
- Clients will not be considered for more than one JOBS Plus placement in any given 12 month period except as otherwise granted through the JOBS Plus exception process.
- Employers may not have more than 10 percent of their total employees as JOBS Plus participants, unless only one participant puts them over this limit or the limit is waived by the TANF Manager.

Types of JOBS Plus exceptions

There may be times when an exception to the above requirements would be reasonable, as identified on a case by case basis, for the following scenarios:

1. If a client did not receive their full six months of JOBS Plus employment, the district may decide to adjust a current work-site agreement to make up the time the client missed, or a new agreement is allowable for different employer who is willing to employ the client for the shorter period of time.

2. If a client received their full six months of JOBS Plus, the district may decide to extend a current work site agreement up to three more months if the employer is hiring them after the additional months are completed.
3. If an employer is requesting to exceed the 10 percent limit of their workforce, the DHS central office TANF Manager may grant an exception for a reasonable reason provided by the district office sponsoring the exception request. If an exception is approved, it is only for a particular employee and cannot be considered an ongoing approval for the JOBS Plus employer.

Steps for requesting an exception

1. JOBS partner or JOBS Plus employer forwards exception request to local DHS office for consideration. The request should be received at least two weeks before the worksite agreement ends.
2. District determines whether or not to sponsor the exception request and forward to central office for approval, considering the following:
 - Who is the requestor (JOBS contractor, client, employer, etc.) and why are they asking for the exception?
 - Verify an existing slot is available within the district for the request.
 - Is the employer hiring the client in unsubsidized employment at the end of the agreement?
 - Does the client have good standing with JOBS program participation requirements?
 - Do the current JOBS Plus employment hours meet the federal work participation requirements?
3. District notifies requestor of the decision to deny or forwards the request to central office for approval, indicating why they are sponsoring the request.

JOBS Plus exception requests are sent by the sponsoring DHS office to:

TANF Manager: Xochitl.Esparza@dhsola.state.or.us, and
Operations & Policy Analyst: Rishona.Hinsee@dhsola.state.or.us.

If you have a question about the status of the exception request, please contact Rishona Hinsee at (503) 945-6094.

Resources - additional information about JOBS Plus is available at:

Family Services Manual (see #14 JOBS Plus for TANF Clients)

<https://apps.state.or.us/cf1/EligManual/EMnlFrame.htm?Page+ID=03-toc>

Oregon Administrative Rule 461-190-0211

<http://apps.state.or.us/caf/arm/B/461-190-0211.htm>