

Job Participation Incentive (JPI)

What is it?

A \$10 monthly incentive paid to employed SNAP clients. The incentive is issued as a food benefit to help working adults meet the nutritional needs of their families. Clients receiving this incentive must meet federal TANF participation rates.

To receive the \$10 monthly incentive, clients must:

- Be a US citizen or a Qualified Non-Citizen receiving SNAP benefits;
- Be working at an unsubsidized employment with hours that meet **federal participation requirements**;
- Provide DHS with **verification of actual work hours**;
- Be biological or legal parent(s) of a SNAP eligible dependent child under 18 in the household; and
- Have no one in the SNAP benefit group receiving TANF benefits.

Federal Participation Requirements for clients:

	Single Parent HH	Single Parent HH	2 Parent HH w/ ERDC	2 Parent HH w/out ERDC
Age of Child	Under 6	6-17 (under 18)	0-17	0-17
Minimum Weekly EML Hours	20	30	55	35
Self Employed Weekly Hours	Note: For self-employed clients, gross income must be equivalent to participation hours shown above, at Oregon State minimum wage. Ex: \$1500 monthly SLF / 9.25 = 162.16 hrs. / 4.3 weeks = 37.7 hrs./wk.			

Verification of Work Hours:

- Must verify the number of actual hours worked covering a period of two consecutive weeks that occurred within 60 days of the filing date or the date the interim change report was received by DHS. Verification types may include pay stubs, time cards or other employer issued records including the work number. Phone contact with employer can be used but should indicate prior date range being verified and the contact name and number should be narrated.
- Once verified, JPI weekly hours will be used for up to 6 months as long as the hours are anticipated to continue to meet federal participation requirements
- Client must report and verify work hours to DHS every six months to continue eligibility.
- Regarding verification for contract/piecework, commission, S-Corporations and/or salary income, please [see section C4 of JPI in the FSM.](#)

FSMIS, CMS Coding and Notices:

- The JPI program has specific program codes, depending on household composition, type of benefits, and participation hours required.

	Single Parent HH	Single Parent HH	2 Parent HH w/ ERDC	2 Parent HH w/out ERDC
Age of Child	Under 6	6-17 (under 18)	0-17	0-17
JPI Program/Code	JPI	JP2	J82	J82

- FSMIS coding requirements:
 - HH type: a HH type of JPI, JP2, or J82 is used to generate monthly JPI issuances. **This coding will include these clients in our participation count;**
 - Issuance code: an issuance code of 'IN' or 'EN' is used to issue JPI benefits upon the approval of JPI and to track monthly issuances separate from regular SNAP benefit allotments.;
- CMS coding requirements
 - JPI case descriptor: used to identify all JPI eligible clients;
 - JPI, JP2, or J82 N/R: indicates the review date for JPI. This date aligns with the interim change report due date or the SNAP certification end date (whichever is earlier). It also includes the amount of weekly hours that a client is working (in the amount field). **This code will be used to pull in the hours of participation for these clients;**
 - JOBS status: a 'S' JOBS status code is added to the parent
 - Grade field: cases will need to enter the last grade completed of the individual (when known);
 - Parent/Child relationship **within the home** should be coded on UCMS. Parents in the home should be coded AD or NO (do not use IA), and at least one eligible child in the home must be coded CH.
 - HH composition determines the hours of participation required. Please ensure that in a 2 parent HH, both parents are coded on UCMS and listed in the mom/dad fields of the CH. If the second parent is a step parent, ensure relationship is coded correctly in the questions that come after updating a UCMS case.
 - Focus of JPI is internal HH composition, not absent parent information. Absent parent information is **not** required.
 - If an UCMS case does not exist, shell P2 cases will need to be created. It must include the above mentioned CMS coding and ensure that a parent relationship exists to an eligible dependent child under 18. Do not create a duplicate UCMS case if one exists at another SSP branch for the head of household; use existing P2, M5, or E2 SSP case and add JPI coding as needed

- Notices
 - Auto-notices are generated at three different times. They are when:
 - 1) A certification or recertification is approved on SNAP case. Notices are generated by a CRT/REC transaction code on cases with a JPI, JP2, or J82 household type;
 - 2) Interim change report is processed. This is generated by a SRS transaction code with a JPI, JP2, or J82 household type.
 - 3. When an ongoing SNAP case is coded with a JPI, JP2, or J82 household type mid certification using a ADJ ISS transaction code
 - Notices will advise client of the JPI eligibility period with a brief explanation. No additional closure notice is needed unless a change is reported that makes the family ineligible for JPI during the established eligibility period.

Reporting Requirements during eligibility:

- JPI recipients will follow SNAP reporting requirements. [OAR: 461-170-0011](#)
 - SRS cases: SNAP clients in SRS must report when countable income exceeds the countable income limit for SNAP (130 % FPL).
 - TBA cases: SNAP clients in TBA have no reporting requirements
 - CRS cases: SNAP clients in CRS must report many changes, including those related to income, employment, resources, household, etc. See the full list here: [OAR: 461-170-0011](#)
- If client reports job loss or any other change that impacts JPI eligibility and it is determined 'verified upon receipt' then remove coding on both FSMIS and CMS and end JPI payments by sending timely decision notice; if SNAP benefits are reduced (in addition to JPI payments ending), timely notice is required.

Support Services

- JPI recipients are not eligible for JOBS support services because JPI recipients are not JOBS clients and do not follow basic TANF or JOBS rules/guidelines.

Does the Job Participation Incentive payment count as income?

- No, it is a \$10 amount issued onto the EBT card as a food benefit. It can only be used in accordance with USDA food benefit regulations and will not count as income for SSP programs.

How will the JPI benefit be issued?

- JPI issues through the SNAP case and is available on the Oregon Trail Card (EBT).
- Workers must manually issue the first incentive payment when JPI eligibility is determined. The ongoing benefit will issue out on the 1st of every month that the FSMIS case remains open and has the JPI HH type coded. JPI payments are issued in full each month; there is no proration.
- If workers are processing JPI payments for previous months, they can issue maximum of 4 months' worth of JPI (\$40) in one action.

JPI and Employment Payment (EP) considerations:

- JPI coding on the UCMS case is used to capture participation in work activities; After TANF closes related to earned income a supplemental payment to support the family through the transition is issued through UCMS. The EP payments are issued during the first three months off TANF. The family is ineligible for JPI benefits during those three months; Employment Payments and JPI benefits would be considered a duplication of benefits since they are both TANF funded.
- Eligibility for JPI must still be determined, narrated, and coded on UCMS in order to count participation. However, the JPI **must NOT be coded** on FSMIS until the EP payments have ended.
- Coding requirements when EP payments are present:
 - UCMS: Same as above, with the addition of EP coding (EP1, EP2, EP3) in accordance with TANF policy
 - FSMIS: Do Not Code any JPI related codes in months 1-3 of EP period; in the 3rd month, the worker must manually enter JPI/JP2/J82 coding for the case effective the 1st of the 4th month in order for JPI to automatically issue in the 4th month.

Note: If JPI is not coded until the 4th month, a manual issuance of JPI benefits will be required.

WANT MORE DETAILS?

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