

JOBS Plus Coding Cheat Sheet

STARTING A JOBS PLUS

What to look for on the JOBS Plus Contract (DHS 7878)

- ✓ Contract start date
- ✓ First date of pay
- ✓ Length of contract
- ✓ Ensure contract is signed
- ✓ Rate of pay (Is the PL income greater than the TANF and SNAP combined? Refer to budget sheet)
- ✓ When to enter data online – UCMS, FCAS, child care connection and TRACS

Updating the TRACS plan

This is to be updated once the DHS 7878 is received

- Add a PL step
- Include the name of the business where they are placed in the step description
- Planned start/end date should match the contract dates
- Actual start date can be added once it is verified that the participant has started at their site and/or attendance is received

Note: verification of hours is required to update attendance

- Close any existing steps that are no longer part of the participant's plan

Child care with JOBS Plus

- Add the hours to UCMS
- Send e-mail to DPU to request CCB with zero co-pay
Note: Child care hours are to be coded as soon as PL step is added, to ensure work hours are paid for and billing form is sent out timely
Do not use JCCB/WSIT

Review support service payments

- Check to ensure the participant has all they need to be successful in their new place of work
- Complete form DHS 7822 (Request for TANF support services and notice of decision action taken) with participant including all supports to be provided and begin and end dates for those supports
Examples: parking pass, additional transportation, clothing/uniforms/boots, etc

Notices to be sent

- Send the DHS 7874 (Notice of entering JOBS opportunities and basic skills JOBS Plus program) to the participant
Note: essential to inform the participant of when there will be changes in benefits and next steps while in the PL
- If the head of household on SNAP is not the JOBS Plus participant a separate DHS 456 is to be sent to pause the SNAP payments. (see page 1 question 2 in checklist)

When to code UCMS/FCAS

- ✓ TANF/SNAP is placed in pause (**HLD**) as of the first of the month **after** the **first** paycheck is received
*Example: PL starts on 1/15 and first paycheck received on 2/1, the TANF/SNAP are paused (**HLD**) as of 3/1*

Medical Coverage

- ✓ Refer to SS-IM-16-042 for instructions to ensure participants do not lose their medical coverage while in a JOBS Plus.

Updating UCMS

- Do a **COMPUTE** action
 - Add **PLS** and **NCP** case descriptors to the JOBS Plus participant
 - Add JOBS Plus N/R related coding
 - Add resources code **PLS**
 - Add JOBS Plus start month/year
 - Add **\$10** in the amount field

Note: this \$10 is the minimum monthly payment to reflect this is still an open TANF case
Example: PLS 01/2018 \$10.00
 - Change JOBS Plus participant JOBS status code to **S**
 - Remove time limit N/R coding from JOBS Plus participant
- Note: if you haven't already update the child care hours on UCMS, now is the time to add these hours (see child care hours step above)*
- Extend the TANF recertification date to the end of the month **after** the last day of the JOBS Plus contract
- Example: JOB Plus end 6/30, the redet date would be 7/31*
- Any already coded non-JOBS Plus earned income code prospectively as **OTH** and be sure to deduct 50%
 - Leave any other ongoing/prospective unearned income coding as is
 - Save the UCMS action

Updating FCAS

- Use **ADJ** and **HLD** transaction codes to the following:
 - Add HH type **MNL** and **PLS**
 - Add hold code **PL**
 - Add income of **OTH** \$10.00
 - Adjust the **GNT** by reducing it by the \$10.00

Example: \$432.00 GNT would change to \$10 OTH and \$422 GNT
 - Do not change any other ongoing source of income (Including child support pass through)
 - If needed, extend the certification expiration end date (EXPR CRT) to the end of the month **after** last day of the JOBS Plus contract
- Example: JOBS Plus ends 6/30, the EXPR CRT date would be 7/31*
- Save your FCAS action now
- (But you are not done yet)*
- Use **SRS ADJ** transaction codes to do the following:
 - Change the MAND-RPT code to **N**
 - Save your FCAS Action

Also note on FCAS: Do not add any child support received to income on SNAP or any new income not already coded

ENDING A JOBS PLUS

When JOBS Plus contract ends

Things to consider

- ✓ UCMS coding can be done prior JOBS Plus ending use *COMPUTE* action if coding is done prior to CMS cutoff
Use *RESTORE* action if coding is done after CMS cutoff
Example: PL ends 6/30 and returning to TANF 7/1, *RESTORE* action taken on 6/29 effective 7/1 so TANF issues timely

Things to consider when JOBS Plus ends early

- ✓ Who requested to end the contract early
Participant, agency or employer
- ✓ Participant
 - Are there concerns that can be resolved and contract could continue
 - Is there an accommodation that needs to be recognized and supported or that wasn't addressed
 - Is this a request within the first two weeks
Reference in FSM under 3. Employment and Self-Sufficiency programs B-15
- ✓ Agency
 - Eligibility of TANF family changed
Example: JOBS Plus participant left household, no eligible child in home, other parent gained employment, moved, etc
 - Other reasons as deemed by agency
- ✓ Employer
 - Employer concerns should be reported to their appropriate contact regarding the JOBS Plus agreement prior to any action to end the contract with participant

- ✓ Direct Pay Unit (DPU)
 - Send email to DPU letting them know of new contract end date to stop wage supplements

Being hired out of JOBS Plus

Things to consider

- ✓ Big 3: (rate of pay, weekly hours, and first date of pay)
- ✓ Compare reported wages to TANF exit income limit
- ✓ Check with participant about child care needs and plan
- ✓ Look at ERDC eligibility if over TANF exit income limit
- The participant is being hired at the PL site, and there is no break in pay. TANF should not reopen
Note: Participants hired at a PL site generally do not have a break in pay
- The participant is being hired into permanent employment that is not at the PL site, and there is not a break in pay. TANF should not reopen
Example: PL contract ends 6/30, participant finds employment at XYZ business and will be starting there 7/1. Participant's final PL pay is on 7/1 and receive first pay at XYZ business on 7/15. No break in pay
- The participant is being hired into permanent employment that is not at the PL site, and there is a break in pay, TANF would reopen for one month
Example: PL contract is ending 6/30 and participant will start a new job on 7/15 with their first pay being received on 8/1.
- A timely closure notice is required when the participant is not transitioning back onto TANF. If you do not have time to send

a notice, re-open TANF for one month and send a timely closure notice for the end of that month.

Note: the income will not be counted when re-opening TANF for one month.

- ✓ Remember to set a reminder to close TANF after they receive the last month they are eligible for. Transition to EP payments, TBA, etc

Note: Follow separate instructions for coding EP payments/TBA

Reopening UCMS

- Use **COMPUTE** or **RESTORE** action
Note: Certification end date will remain the same, even is the PL contract ends early
- Remove **PLS** and **NCP** case descriptors
- Remove **PLS** from need/resource
- Add **TLY** coding onto JOBS Plus participant
- Change JOBS status code to **W** on JOBS Plus participant
- Remove child care work hours
- Change earned income coded on case back from **OTH** to **EML**
Note: 50% deduction was manually calculated for OTH, recalculate for EML
- Save the UCMS action

Reopening FCAS

- Use **ADJ** and **HLD** transaction codes to do the following:
- Remove HH types **MNL** and **PLS**
- Remove hold code **PL**
- Remove income line of **OTH** \$10.00
- Re-adjust the **GNT** by adding the \$10.00 back onto the grant
Example: GNT back to \$432.00 from GNT \$422.00 and OTH \$10.00
- Leave MAND-RPT code as **N** for CRS unless there is 6 months or more of CERT left, then place back into SRS with MAND-RPT code **S**
- Add an **ISS** code if SNAP due actions in the month you restore
- Save the FCAS action

Converting FCAS to TBA

- Use **ADJ** and **HLD** transaction codes to do the following:
- Remove HH types **MNL** and **PLS**
- Remove hold code **PL**
- Remove income line of **OTH** \$10.00
- Adjust the **GNT** to \$0
- Save FCAS
- Use **ADJ** and **TBS** transaction code to do the following:
- Change the MAND-RPT code to **T** for TBS
- Change the Expr-Cert to the 5th month from when TBA starts
Example: TBA starts 8/1/18, Expr-Cert date would be 12/31/18
- Add an **ISS** code if SNAP due in the month you restore
- Save the FCAS action

Updating TRACS

- Enter actual end date on PL step, do not pre-fill missing attendance
- Enter completion reason as 'Activity Completed' or 'Removed' based on situation
- Actual attendance to be updated when received
Note: Follow your district procedures for entering and cleaning up PL attendance
- Add the next activity step – possibly 'WO' for working
- Add unsubsidized JOBS placement to the employment page in TRACS