

JOBS PLUS Cheat SHEET

Who is Eligible for JOBS Plus?

Adults (coded AD) who are receiving TANF.

Child Care & Support Services

JOBS Plus participants are eligible for child care (without a co-pay) and other support services like regular JOBS participants.

Child care for JOBS Plus participants is paid through a CCB rather than a JCCB. Notify DPU to end the JCCB and issue a CCB with no copay. Ensure there is an entry in the CC Work Hours field on UCMS. The provider will need to be listed and approved with DPU before payments are made.

Child Support

While in JOBS Plus, participants are entitled to retain their full child support payments collected by the Department of Justice.

JOBS Plus Wage Supplements

To ensure that JOBS Plus participants do not receive less in wages than their TANF & SNAP benefits would have been, DHS pays a wage supplement. DPU calculates a monthly supplement based on the wages reported by the employer compared to the TANF & SNAP benefit amount. The pay period reviewed for a supplement is the 16th of the month to the 15th of the following month.

For example the employer turns in the wage reimbursement form for the time period 2/16-3/15. DPU will take the gross amount - \$90 employee taxes and – any garnishments to = the Net Wage. The Net amount is subtracted from the total TANF and SNAP combined amount, if the net wage is less, than a supplemental check will be issued by 4/1.

No supplements are issued in the month in which a client receives TANF. A \$10 minimum supplement is issued each month in order to keep PLUS candidates in the federal participation count. It is critical to maintain open status on both SNAP and TANF cases to ensure accurate supplements get processed. OAR 461-190-0416.

Individual Education Account (IEA) Funds

After the JOBS Plus participant has worked 30 days, \$1 per hour worked is deducted from the employer's reimbursement and placed into an IEA fund. When the participant works at least 30 days in an unsubsidized job, he/she (or immediate family members) may use these IEA funds for education or training. A JOBS Plus participant working full-time for 6 months will receive approximately \$860.

The JOBS Plus participant claims his/her IEA funds by returning an IEA Notification Letter to DHS. This letter is mailed to the client at the end of their JOBS Plus employment. An additional/replacement IEA Notification Letter can be obtained by contacting the Direct Pay Unit at (503) 378-5500.

Holding TANF and SNAP Benefits due to JOBS Plus Enrollment

Participants in the JOBS Plus Program receive wages instead of TANF & SNAP benefits. The employer reimbursement comes from the money that would have gone for TANF & SNAP benefits.

- ***TANF & SNAP benefits are placed on hold the month after the participant receives his/her 1st paycheck.***

Could a JOBS Plus Participant be Disqualified?

Yes. Even though JOBS Plus participants receive wages instead of TANF & SNAP benefits, a reduction in TANF benefits due to a disqualification may reduce the participant's supplemental amount. If the participant is not cooperating follow the re-engagement process. (OAR- 461-190-0231)

CONTACTS:

Direct Pay Unit: Patricia Garcia or Stephanie Laroche at 1-800-699-9074
TANF/JOBS Policy Unit: Greg Ivers (503) 947-5403 or Lily Sehon (503) 945-5624

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Starting JOBS +

Update TRACS & Support Services:

Add coding when the JOBS Plus site agreement is received.

- Add the PL activity code to TRACS using planned start and end dates aligned with signed agreement DHS 7878;
- Add actual start date once participant is verified as starting on site: this allows DPU to input attendance verified by employer reimbursement forms and for auto population of attendance (once two weeks entered) afterwards thru end date of assignment.
- Update support service payments on plan;
- Send request to DPU to convert child care payments from JCCB to CCB with no co-pay.
- Send Notice DHS 7874 to advise client of benefits changes. NOTE: If the JOBS Plus participant is not the SNAP head of household, also send a DHS 456 to the SNAP head of household.

Update UCMS:

This coding is added to the case for the month following the month in which the JOBS Plus participant receives their first pay check. Ex. Client starts JOBS Plus 02/20 but receives their first pay check 3/5. Coding is added to the case effective 4/1.

- Add JOBS Plus case descriptors (PLS) & (NCP) to the JOBS Plus participant;
- Add JOBS Plus N/R-related coding:
 - Add N/R "R" resource code PLS;
 - Add JOBS Plus start month/year (ex: 11/14) for N/R date;
 - Add \$10 in N/R amount field. This is the minimum monthly payment.
- Change the JOBS Status coding to 'S' for State funded
- Remove the Time Limits N/R on the JOBS Plus participant
- Add child care work hours on the CC work hour field (if needed);
- Extend TANF Review Due Date to the month after the end of JOBS Plus agreement;
- If there is any non-JOBS Plus earned income, code it prospectively as OTH income (be sure to deduct 50%). Leave any ongoing/prospective unearned income coded according to type.

Update FCAS:

- Use the ADJ and HLD transaction codes to do the following:
 - Add HH types MNL and PLS
 - Add hold code PL
 - Adjust GNT by deducting \$10.00 from the current GNT amount
 - Add \$10 on another line and code as OTH
 - Leave other existing ongoing incomes coded.
 - If the EXPR-CERT date is earlier than the month after the end of the JOBS Plus agreement, change the EXPR-CERT date to the end of the month after the end of JOBS Plus agreement. (The ADJ transaction and PLS HH type is required to extend the EXPR-CERT date.)
- Remove from SRS (remove S from Mand Rpt) and place into CRS ;
- Do not add child support received to income on SNAP.

Ending JOBS+

Returning to TANF

- Compute UCMS case from vendor pay to cash pay by removing all PLS coding. Issue TANF effective first of the month after the last day worked on agreement site.
- Remove the PL hold, MNL and PLS HH types on FCAS.
- Consider any remaining PLS income as a terminated source and do not count unless you know the client will have income in the next month and you have time to send a timely reduction notice.
- End the PL activity code in TRACS.
- Send support service closure notice as needed.

Getting hired on or obtaining other unsubsidized job

- Compute UCMS case from 2/82 to P2/M5 as appropriate.
- Remove all PLS coding on TANF and FCAS
- If no break in income then income is considered ongoing income and used to determine benefit eligibility for both SNAP and determining if over income for TANF.
- If ERDC case report to DPU the new copay amount
- Review for JPI eligibility
- Send timely decision notice to end/reduce benefits including support services.
- End PL activity in TRACS effective the last day of contract.