

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATE

JULY 2020

JOBS – Youth Employment Program (YEP)

Program Description

The Youth Employment Program (YEP) is a statewide TANF JOBS program run by JOBS contracts. YEP focuses on TANF *Youth*. *Youth* includes: parenting teens (ages 16-18), non-parenting teens (a CH on their caretaker's TANF grant ages 16-18), and young parents (ADs age 18-24). YEP is designed to give youth the experience of working, gain occupational skills, and learn what it feels like to receive a paycheck.

Districts 1, 2, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 16 are part of a nearly statewide contract that works with the Higher Education Coordinating Commission, Local Workforce Development Boards, and other WIOA providers, which provides year round YEP services. In previous years the program focused only on services for the summer months. In early 2020, the Department decided to expand YEP services to year-round to better support eligible youth in this program.

***Districts 3 and 5 have separate contracts, so services may vary in those areas.*

Services Offered by YEP

- Develop workplace skills such as: time management, work ethic, communication with managers and coworkers, etc.
- Employment skills assessment or career aptitude test
- Identify and address barriers to employment
- Skills training to remove barriers to employment and improve employability
- *The above items are generally allowable for two weeks. However, they are currently allowed for a longer duration during the pandemic, as there are barriers to creating placement sites and youth may not want to work in person at this time.*
- Placement for subsidized employment
 - Contractors will develop worksites based on participant's interests
 - Placement will last between 5-8 weeks
 - Participants will work between 15-40 hours per week (typically working up to 200 hours total)

- Participants will receive subsidized wages and paid at least minimum wage
- Support services (more info below)
- Connection to ongoing services for additional training and education opportunities, such as pre-apprenticeship programs, vocational training, or higher education opportunities

Coding UCMS for a “CH” engaged in YEP

Typically, a “CH” on a TANF case with their parent or caretaker-relative, does not have a PDP in TRACS and support services are only issued to JOBS-eligible or JOBS-volunteer adults. In order to support a “CH” in the YEP, the following coding needs to be added to UCMS:

1. Identify the CH who is engaging in YEP.
2. Add a JOBS Status (JS) of C, add an Exemption (Exmp) code of U on the CH line on the UCMS CM Case Member Update screen.

Coding Example:

WCIW033C		CM Case Member Update		07/19/2020 12:33 pm	
Fast Path		EB	Case Nbr	NU8456	Next Per
PL	SSN	Last Name	First Name	MI Title	DOB
IG Py	Prime	Medl Elig	MIB TPL	JS Exmp Grade	Mom Dad Excp FI GC Eth
A	#####	UCMSEXAMPLE	SETTING	U	10/25/1977 M W
NO X	TW00001U	0	0 W	12	N
C/D	NMD			Action N	Registered: R
N/R			N/R		
B	#####	UCMSEXAMPLE	TEENAGER		03/17/2004 F W
CH	#####	0	0 C U	11	C A N
C/D	NMD			Action N	Registered: N
N/R			N/R		

Adding the C/U JOBS Status and Exemption coding to the CH who is engaging in YEP will allow the Family Coach to open a PDP in TRACS for the CH and issue related support service payments through JASR for the CH.

Please note: The TRACS PDP will need to be closed and the C/U coding will need to be removed from UCMS when the CH has completed YEP or decides no longer to engage in the program.

TRACS PDP for YEP

When a *youth* is engaged in the Youth Employment Program, we will open a JT (On-the-Job Training) step on their TRACS PDP. See the [TANF/JOBS Staff tools page](#) to access the JAG (JOBS Activity Guidelines) for more information.

Support Services for YEP Participants

In order to increase accessibility to support services for YEP participants, YEP participants can request support services from either their contractor or Family Coach.

Support services are offered through the contractor providing the YEP services. Contractors are able to offer support services that are tied to the participant's ability to engage in the program. For example, contractors are able to help with work clothes, work shoes, tools related to the participant's placement, transportation, etc. Contractors will refer a YEP participant to their Family Coach if they are needing assistance with child care (because it will need to be requested through DHS systems) and any other support services requested that are not directly tied to the YEP. *Support services through the contractor are available as long as funds last.*

Family Coaches are also able to support YEP participants with support services, tied to the JT step in TRACS.

Because both the YEP contractors and Family Coaches are able to provide support services. Local areas will communicate openly with contractors to ensure that duplicate payments are not issued. Talk with your local management to determine what this process looks like in your area.

Counting YEP Subsidized Income

Based on OAR [461-145-0300](#), YEP subsidized wages are counted differently than other earned income.

For youth whose income is counted, districts may calculate the number of hours that the youth can work without exceeding income limits for TANF eligibility.

POLICIES FOR COUNTING YEP INCOME EARNED BY YOUTH

Category (age and parenting status)	Is WIOA Summer Work Experience Income Countable for TANF? OAR 461-145-0300	Is WIOA Summer Work Experience Income Countable for SNAP? OAR 461-145-0300	JOBS Support Services? (Y/N)	JOBS Case Plan in TRACS? (Y/N)
TANF Teen Parents (19 and younger)	WIOA Work Experience Wages and Stipends are <u>Excluded</u>	WIOA Work Experience Wages are <u>Excluded</u> as Earned Income	Yes – available through DHS or Service Provider Child care can be paid through DHS either CCB or JCCB.	Yes JOBS activity code: JT (On-the-Job Training activity) Attendance hours will be submitted to DHS by the Workforce Board provider.
TANF Non-Parenting Teens (age 16 to 18)	WIOA Work Experience Wages are <u>Excluded</u> , if 17 or younger WIOA Work Experience Wages are <u>Counted</u> , if 18 years old	Same as above	Yes – available through DHS or Service Provider	Optional TANF non-parenting teens are able to work with a DHS Family Coach but are not required to do so. C/U JOBS Status and Exemption code must be added to UCMS to have a TRACS PDP or issue support services through JASR.
TANF adults ages 20-24	WIOA Work Experience Wages and Stipends are <u>Counted</u>	Same as above	Yes - Same as Teen Parents	Yes - Same as Teen Parents

ADDITIONAL NOTES:

Earned Income Tax Credit (EITC): Participants are paid wages in the summer youth program may be eligible for the Federal and Oregon Earned Income Tax Credits and by completing the W-5 may be eligible for the advanced federal EITC. EITC is excluded income and requires the client to file tax returns to receive both the Federal and State credit.

Fair Labor Standards Act (FLSA) & JOBS Hour Limit: The FLSA hour limit does not apply as this is considered paid work.

WIOA Work Experience: This differs from the JOBS Work Experience definition.

Examples

Example 1: Yvette is 23 years old. While meeting with her Family Coach, she learns about YEP. Yvette is interested in the program. She signs a release of information to be referred to the contractor and attends an information session. She decides she would like to join YEP. Yvette is

interested in working in an office. Her YEP placement is in a non-profit organization called Helping Hands as a support staff. She will work 15 hours per week for 8 weeks.

TRACS PDP:

Step: JT

Description: Complete YEP placement at Helping Hands.

Hours: 15

Example 2: Janelle's Family Coach called to check in. The Family Coach let Janelle know that her 16 year-old son, Dylan, is eligible for YEP. The Family Coach describes the program and provides information about the information session that is coming up soon. At the info. session, Dylan and Janelle complete a release of information, so Dylan can be referred to the contractor and engage in YEP. He is interested in working with animals, so the contractor connects Dylan with a placement at the Humane Society as a dog/cat socializer. He agrees to work 40 hours per week for 5 weeks.

The Family Coach adds the C/U JOBS Status and Exemption codes to Dylan in UCMS so he is able to have a PDP in TRACS. (Once the 5-week placement is complete, the Family Coach will remove the C/U coding).

TRACS PDP:

Step: JT

Description: Complete YEP placement at the Humane Society.

Hours: 40