

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

OCTOBER 2020

Ending Microenterprise (MI)

The Microenterprise (MI) activity will no longer be supported as an activity in the JOBS Program effective January 1, 2021. A policy transmittal will be coming in November regarding specific policies that will change regarding the Microenterprise component of the JOBS Program and Microenterprise eligibility factors – keep your eyes peeled for that. MI staff tools have been removed from the JOBS Program staff tools page, and MI forms have been taken down from the forms server in preparation for this change.

How to Prepare for MI Ending

Family Coaches, avoid starting participants in new MI steps.

In the next two months please review the Personal Development Plans (PDPs) of the participants you work with to identify who has an MI step. Make a plan to connect with the participant to revisit their PDP. When talking with the participant, check to see if they are still self-employed/starting their self-employment business, if so, see the section below for some ideas of other activities that may represent the participant's goals what they are currently working on. If not, update their plan to reflect their new goals and steps they are taking toward those goals.

Possible JOBS Activities to Use Instead of MI

There are several JOBS activities to consider when updating a PDP with an MI step.

- Working (WO) – Self-employment hours are calculated by taking the self-employment income, minus business expenses, divided by federal minimum wage to determine WO hours.

Example: $(\text{Self-employment income} - \text{business expenses}) / \7.25 (federal minimum wage)

See the JAG pages 31 and 53 for more information.

- Job Search/Job Readiness (JO) – Can be used for hours a participant is working with a small business development association to start their own business.
- Self-Initiated Training (SI) – If the participant is taking classes to improve their business skills, such as QuickBooks or accounting classes, or other college level courses related to their business.

Case Study Examples

Example 1: Joanna is a certified auto-technician, who previously met all of the requirements for MI and had an MI step for 25 hours per week. Joanna provides her Family Coach with her bookkeeping records showing that she has been making \$500 per month and shows an average of \$100 per month in allowable business expenses. Due to her household size, Joanna remains eligible for TANF. The Family Coach calculates Joanna's self-employment hours for a WO step.

Hour calculation: $\$500 - \$100 = \$400$

$\$400 / \7.25 (Federal Minimum Wage) = 55.17 hours

$55.17 / 4.3$ weeks = 12.8 which rounds to 13 hours per week WO

Example 2: In addition to Joanna's self-employment hours in the WO step, she tells her Family Coach she is interested in taking a QuickBooks class to gain new skills around bookkeeping for her business. The QuickBooks class is offered at the local community college and is 3 hours per week. When Joanna starts the class, her Family Coach starts an SI step in TRACS for 3 hours per week to reflect the hours spent in QuickBooks class.

Example 3: Steven is interested in opening a food cart. He has a food handlers' card, and experience as a cook. Steven is unfamiliar with the process to get the licenses and other paperwork needed to open a food cart, so he is working with the Small Business Development Center at the local Community College for support. He meets with a mentor there for two hours per week. Steven's Family Coach opens a JO step for two hours per week to reflect the hours spent working with the Small Business Development Center.