

# JOBS UPDATES

## Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

OCTOBER 2022

### JOBS Support Services Reminder

When authorizing support services to JOBS eligible individuals engaged in a Personal Development Plan (PDP), it is important to ensure the following:

- Utilize the correct payment type;
- The payment type of “*other*” is **not** appropriate for housing or utility payments; please use “Moving/Relocation” payment type for housing or utility payments;
- When making a payment for multiple requests, each item **must** be entered as its own request based on payment type. This is true, even when issuing Revolving Fund (RF) checks from the branch.
- When paying via RF check, 1 Payment Request = 1 Revolving Fund check. Do not combine payment requests into a single RF check. Even if the RF check is being made out to the same individual, each payment request requires its own RF check.

The payment type of “*JOBS Incidentals*” **must** be used when issuing items of value that have been purchased utilizing JOBS funding (i.e. gift cards, gas cards, hygiene supplies, etc.). Additionally, bus passes/tickets issued from the Store Front Office **must** be entered into ONE as ‘Bus Pass/Tickets’. Support services are considered assistance and must be reported to federal and state partners due to strict federal reporting guidelines. Failure to do so could result in future Secretary of State errors.

If you have any questions, please contact: [TANF.Policy@dhsosha.state.or.us](mailto:TANF.Policy@dhsosha.state.or.us)

TANF Analyst Hour Information and Q&A can be located at the following link:

[http://www.dhs.state.or.us/caf/ss/tanf/analyst\\_hour.html](http://www.dhs.state.or.us/caf/ss/tanf/analyst_hour.html)