

JOBS UPDATES

Job Opportunity and Basic Skills Program

Work Verification Points Updates

August 2017

JOBS Opportunity and Basic Skills (JOBS) Audits

What is the importance of JOBS audits:

Both State and Federal regulations require Self-Sufficiency to perform JOBS audits to validate program reporting. As the way we deliver services to families change, Program Design is working on adjusting all audits to better support and represent the work being done in local branches.



JOBS Audits have **historically been done annually**. TANF Policy would contact Work Verification Points and have them collect case information, verification and find a location to conduct the reviews. TANF thanks you all for the hard work and being so accommodating.

Quality Control (QC) and Quality Assurance (QA) have teamed up with TANF to start a **monthly review** of our verification for JOBS activities, medical exemptions and JPI, JP2 and J82 cases. Annual JOBS Audits will now be a monthly review completed by QC and QA.

How will this new change look?

QC will be reviewing a sample number of cases per month. They will receive a random list of cases and will contact the branches for the JOBS verification documents. QC JOBS review is separate from the TANF QC review. The email QC sends will state the difference. What this means for Work Verification Points and field staff is that request for JOBS verification will now be requested from QC. Please ensure those who pull case info for QC include the JOBS attendance documents or the medical documentation.

QA will be reviewing a random list of JPI, JP2 and J82 cases per month. Majority of pay verification will be located in EDMS.



Please direct questions to Rishona Hinsee via e-mail.

Self-Sufficiency Program Design

Providing a safety net, family stability and connection to careers that guide Oregonians out of poverty.