

# JOBS UPDATES

## Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

JUNE 2018

### TANF Participants Who are Caring for a Person with a Disability

Over the past few months there has been a lot questions and conversations related to serving and engaging TANF participants who are caring for a person with a disability. There are several different types of scenarios that fall into this category. The TANF Policy team understands that it can be challenging to determine how to best support and engage TANF participants who report that they are unable to engage in the JOBS program because they are caring for a relative or friend. The hope is that the following information will help Family Coaches with talking points, considerations, and best practices.

#### Categories of TANF Participants Caring for (fill in the blank):

**Family member in the household with documentation** – A TANF participant who is caring for a disabled family member in their household and has documentation that care is needed is considered JOBS-exempt (with D/N coding for their job status and exemption codes in UCMS). *Remember, being JOBS-exempt means that the participant is not eligible for support services nor are we able to open a PDP in TRACS.*

Documentation for the D/N exemption must be provided before the participant becomes JOBS-exempt. Once the participant reaches 60+ months on TANF, they would be coded a NO on the case unless they meet a time limit hardship extension. If they are caring for a disabled child, they may qualify for the TLC hardship extension with appropriate documentation.

**Child in the household** – A TANF participant who is caring for a child in their household who has a disability, the Family Coach will have a conversation with the participant about what it means to be JOBS-exempt (see above). It may be more beneficial for the participant to remain JOBS-eligible so that they can receive support services tied to a PDP. If they would like to remain JOBS-eligible, no documentation is needed to verify their need to care for their child. The Family Coach will open a CH step, and the participant will provide attendance verification for their CS step.

*Remember, there is a time limit hardship extension for participants who have reached 60+ months on TANF and is caring for a disabled child in their household. This must be documented.*

**Relative or friend outside the household or a roommate with no familial**

**relationship** – If a TANF participant reports to their Family Coach that they cannot engage in the JOBS program because they are caring for a friend or relative outside of their household, or a roommate that has no relation to them, the JOBS program does not support this as an activity and there is no JOBS step that can reflect this on their PDP. As an agency we want to support families where they are, but also want to help them to work toward their goals and reach self-sufficiency.

If this comes up, the Family Coach will have a conversation with the participant to get more information. Some helpful questions to ask may include:

- Is the person you are caring for a family member?
- Has the person needing care considered getting in-home services (such as a certified homemaker or personal support worker)?
  - If they have applied for in-home services, do they qualify?
  - If they do not qualify, are they able or willing to pay for in-home care services?
- Is the participant interested in getting certified as a homemaker or personal support worker?
- What are the participant's long-term goals? How can we help them reach their goals?

What step can be used? If the participant states that:

1. JO – for participants who are wanting to get certified as a homemaker worker or personal support worker. The Family Coach can explore that participant becoming certified as a homemaker or personal support worker. If they have a criminal history that makes them ineligible to do so, the Family Coach can explore with them whether or not their criminal history can be expunged, or they can explore what it looks like to make other arrangements for the person they are caring for.
2. LS – if the participant is not interested in being or the person needing care does not qualify for state funded in-home care. The Family Coach can explore with the participant whether or not the person needing care is able to pay for the care. The participant can focus some time in an LS step on helping the person needing care transition to finding another care provider.

## Resources:

How to become a certified homecare or personal support worker to provide in-home care: <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCC/PSW-HCW/Pages/Potential-Workers.aspx>

More information about in-home care, how to apply for in-home services, and what to do if you do not qualify for state funded in-home services:

<https://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCC/Pages/Consumers-Employers.aspx>

## Homecare Worker vs. Personal Support Worker:

- Homecare Workers – work with seniors and people with disabilities in their homes. Including personal care, household tasks, health related tasks.
- Personal Support Workers – work with people experiencing mental illness in their homes. Including personal care, household tasks, health related tasks.

## Process for Becoming a Certified Homecare Worker or Personal Support Worker:

- Needed ID: (1) unexpired driver's license or state issued photo ID, (2) social security card or document proving legal work status in the US
- Attend a Homecare and Personal Support Worker Recruitment Event to learn more about being a homecare or personal support worker. Contact for more information:
  - Call 503-378-2661 or 877-624-6080 option #2
  - Or email [Workforce.Development@state.or.us](mailto:Workforce.Development@state.or.us)
- Visit the local Seniors & People with Physical Disabilities Office (<https://www.oregon.gov/DHS/Offices/Pages/Seniors-Disabilities.aspx>) Monday through Friday during office hours to talk with staff about the process, ask questions, and start the background check
- Complete the application to enroll as a homecare or personal support worker. Found here: <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCC/PSW-HCW/Pages/Potential-Workers.aspx>
- Sign up and attend an orientation: <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCC/PSW-HCW/Pages/HCW-Orientation.aspx>

## Case Study Examples:

Example 1:

Sonoma meets her Family Coach and reports that her grandmother, who lives nearby, is ill and needs a someone to care for her. Her grandmother needs help bathing,

cooking meals, and doing housework like laundry, dishes, and cleaning. Sonoma estimates that she needs help for at least 5 hours per day 7 days a week. The Family Coach asks if her grandmother has applied for state funded in-home care and Sonoma says that she has not heard about in-home care, the Family Coach asks if she would like more information. Sonoma agrees, and the Family Coach provides the appropriate contact information and resources regarding homecare and personal support workers. As they explore the information, Sonoma states that she is interested in becoming a homecare worker because she enjoys helping people.

The Family Coach and Sonoma determine that to start it will take about 5 hours per week for her to attend the homecare worker recruitment event, go to the Seniors & People with Physical Disabilities Office to learn more, complete the application and paperwork, attend the orientation, get her CPR and first aid certificate, etc. Sonoma's Family Coach opens a JO step for 5 hours per week. The Family Coach explains that Sonoma's PDP is really meant to be about her addressing her goals, so the time she is spending caring for her grandmother will not be part of her PDP until Sonoma is certified as a homecare worker and starts getting paid. (Job preparation activities can be captured with a JO step.)

Sonoma asks her Family Coach if her plan can include helping her grandmother apply for in-home care. The Family Coach explains that, yes, Sonoma can have a LS step on her PDP to capture time spent helping her grandmother apply for in-home care. They discuss how much time this might take. Sonoma states that she thinks it will take 1 hour per week for the next month. Sonoma agrees to inform her Family Coach if this changes.

#### Example 2:

Emily reports to her Family Coach that she is unable to engage in the JOBS program because she is caring for her cousin who lives an hour away and recently had knee surgery. Emily says that when she's done helping her cousin, her dad needs her to come and help him because he is on dialysis. The Family Coach asks Emily if she will be paid to help care for her relatives. Emily says that because she is the only available person in her family, her relatives call her for help a lot and they never have paid her. The Family Coach asks if she has ever considered becoming a certified homecare worker. Emily stated, no, she does not know about the process, but would like to know more about what it means to be a homecare worker. The Family Coach and Emily review the information about homecare workers on the Seniors & People with Physical Disabilities Office website. Emily states that her relatives all work and she does not think that they would qualify for state funded in-home care.

The Family Coach asks Emily about her long-term goals. Emily states that she would like to become a nurse, they talk about various options within the medical field and what kind of training is needed. Emily states that she would like to go to school to become a registered nurse (RN), but feels obligated to help her family members who are facing medical issues whenever they call her. The Family Coach explains that the JOBS program goal is to help her to reach her goals. Emily states that she feels like she never gets to pursue her own goals because she is always helping others.

The Family Coach and Emily discuss what it would look like for her to pursue her goals. Emily says that she thinks she will need to say “no” if she is busy when someone asks her for something and that she wants her family to know of her goals and plans and respect her time. Emily decides that she needs to tell her family that she can no longer help them unless they pay her. She says she will help them to find other care providers or arrange for another family member to help out in her place. The Family Coach explains that the Seniors & People with Physical Disabilities Office may be able to help with finding homecare workers and points Emily to their website. Emily’s PDP is set up with an LS step to capture the time she will spend over the next few weeks helping her relatives find other in-home care. Emily wants to start researching what it takes to be an RN.