

JOBS UPDATES

Job Opportunity and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

MARCH 2019

JOBS Activity Guidelines NEW Release April 2019

We are excited to announce there will be a new version of the JOBS Activity Guidelines (JAG) available on the TANF – JOBS Program staff tools page during the first week of April! You will find it under the *JOBS Program* heading. Here is a link to the staff tools page: <http://www.dhs.state.or.us/caf/ss/tanf/employment.html#jobs>

Please note, the JAG is a living document, so changes can be expected from time to time. Your questions and feedback were taken into consideration and prompted these changes.

Highlight from the Updated JAG

You may not notice that much has changed when you review the April 2019 draft of the JAG. The content received very minor grammatical corrections, updated language to be more strength based, and a few clarifications such as:

- Support service payments cannot be made for medical treatment or services.
- Removed language on support services not being allowed for tuition for SI and VT.

The biggest change to the JAG is that On-the-Job Training (JT) has been added back in.

On-the-Job Training

On-the-Job Training is defined as: activity for paid employees who are in a non-JOBS Plus subsidized employment placement, for students who are in an unpaid internship, or federal/state funded work study position.

Examples of activities this step could include:

- Paid on-the-job training
- Unpaid internships
- Work study hours

- A participant in the Summer Youth Employment Program
- Subsidized employment (not JOBS Plus)

On-the-Job Training Case Study Examples:

Example 1:

Marsha is going to college to become a social worker. She is interested in gaining experience before her degree is complete because she feels it will help to have some experience. She applied for an internship over the summer at a local non-profit agency called Union Help Org. She was accepted for the internship position, which is unpaid. Marsha will intern three days per week for a total of 15 hours each week June through August.

TRACS PDP:

Step: JT

Description: Attend internship at Union Help.

Hours: 15

Example 2:

Jimmy is eligible for the Summer Youth Employment Program (SYEP). He was referred to the contractor and they explored his interests. Jimmy loves animals and is interested in developing administrative skills. The contractor connected Jimmy to the local Humane Society, he interviewed with them and was offered a position for 25 hours per week for 8 weeks this summer. He will be a receptionist. His employment is subsidized through (SYEP).

TRACS PDP:

Step: JT

Description: Work 25 hours per week at the Humane Society for the Summer Youth Employment Program.

Hours: 25

Example 3:

Carla is a student at the community college. She was awarded federal work study and hired to work in the college mail center for 10 hours per week. Carla provides her Family Coach with a copy of her Financial Aid Award letter.

TRACS PDP:

Step: JT

Description: Complete work study hours at the mail center.

Hours: 10