

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

SEPTEMBER 2018

Updated JOBS Activity Forms

TANF Policy and Employment & Training, along with some amazing field staff, have been busy updating various JOBS forms and documents to align with the new JOBS Activity Guidelines (JAG) and provide some additional clarification and resources for the field. All the forms and documents are available on the forms server or staff tools.

Updated forms include:

Educational Activity Packet

'Educational Packet' (DHS 7760) is used when a participant is requesting that their plan support their educational path. This packet is used to consider approval for both Vocational Training (VT) and Self-Initiated Training (SI).

Note: Please see the updated JAG on staff tools for the updated guidance on VT and SI.

Microenterprise

'Microenterprise (MI) and TANF' flyer (DHS 2856) is used to inform participants about what the Microenterprise activity is and the requirements. This can be displayed at worker's desk to inform participants of this opportunity.

'Your "microenterprise" and the JOBS Program' form (DHS 7801) is used as an agreement when the worker is approving the microenterprise (MI) JOBS activity as part of the participants plan.

JOBS Plus

'Family Coach Checklist' is used by workers along with their participant to guide and determine if a JOBS Plus placement is beneficial for the family and that the participant

is prepared. The guide will ensure the participant has a full understanding of what happens before, during and after a JOBS Plus placement.

'JOBS Plus Budget Worksheet' can be used with participants prior to placement to better plan and prepare as they transition into a JOBS Plus site. This worksheet will help draw a financial picture for participants.

'Who to Call' can be provided to participants once they are selected and placed at a JOBS Plus site. This tool will help participants navigate any barriers that may arise and who to call when assistance is needed.

'JOBS Plus Coding Cheat Sheet' is to be used by field staff when starting or ending a JOBS Plus. This tool provides step by step guidance on updating TRACS, UCMS and FCAS.

'JOBS Plus Exception Request' is used by field staff when they are requesting an exception to place a participant in a JOBS Plus. Exceptions include: placement extension, placement at or after 60 months' time limits and the 2nd parent in an SFP household. The exception request is to be sent to central office for pre-approval prior to placement.

If you have any questions or concerns please contact TANF Policy at TANF.Policy@dhsosha.state.or.us