

# JOBS UPDATES

## Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATE

SEPTEMBER 2022

### JOBS – Youth Employment Program (YEP)

#### Program Description

The Youth Employment Program (YEP) is a statewide TANF JOBS program run by JOBS contracts. YEP focuses on TANF *Youth*. *Youth* includes parenting teens (ages 16-18), non-parenting teens (a child on their caretaker's TANF grant ages 16-18), and young parents (age 18-24). YEP, is designed to give youth the experience of working, gain occupational skills, and learn what it feels like to receive a paycheck.

A statewide contract (excluding Districts 3 and 5) works with the Higher Education Coordinating Commission, Local Workforce Development Boards, and other WIOA providers, which provides **year-round** YEP services. In previous years the program focused only on services for the summer months. In early 2020, the Department decided to expand YEP services to year-round to better support eligible youth in this program.

*\*\*Districts 3 and 5 have separate local contracts for YEP services, so services may vary in those areas.*

#### Services Offered by YEP

- Develop workplace skills such as: time management, work ethic, communication with managers and coworkers, etc.
- Employment skills assessment or career aptitude test
- Identify and address barriers to employment
- Skills training to remove barriers to employment and improve employability
- *The above items are generally allowable for two weeks. However, they are currently allowed for a longer duration during the pandemic, as there are barriers to creating placement sites and youth may not want to work in person at this time.*
- Placement for subsidized employment
  - Contractors will develop worksites based on participant's interests
  - Placement will last between 5-8 weeks

- Participants will work between 15-40 hours per week (typically working up to 200 hours total)
- Participants will receive subsidized wages and paid at least minimum wage
- Support services (more info below)
- Connection to ongoing services for additional training and education opportunities, such as pre-apprenticeship programs, vocational training, or higher education opportunities

## Support Services for YEP Participants

To increase accessibility to support services for YEP participants, YEP participants can request support services from either their contractor or family coach.

Support services are offered through the contractor providing the YEP services. Contractors can offer support services that are tied to the participant's ability to engage in the program. For example, contractors can help with work clothes, work shoes, tools related to the participant's placement, transportation, etc. Contractors will refer a YEP participant to their family coach if they are needing assistance with child care (because it will need to be requested through DHS systems) and any other support services requested that are not directly tied to the YEP. *Support services through the contractor are available as long as funds last.*

Teens receiving TANF on their parent's case must be issued support services through the contractor. Non-parenting teens do not have a Personal Development Plan (PDP) in TRACS.

## Counting YEP Subsidized Income

Based on OAR [461-145-0300](#), YEP subsidized wages are counted differently than other earned income.

For youth whose income is counted, districts may calculate the number of hours that the youth can work without exceeding income limits for TANF eligibility.

## POLICIES FOR COUNTING YEP INCOME EARNED BY YOUTH

Category (age and parenting status)	Is WIOA Summer Work Experience Income Countable for TANF? OAR <a href="#">461-145-0300</a>	Is WIOA Summer Work Experience Income Countable for SNAP? OAR <a href="#">461-145-0300</a>	JOBS Support Services? (Y/N)	JOBS Case Plan in TRACS? (Y/N)
<b>TANF Teen Parents</b>  (19 and younger)	WIOA Work Experience Wages and Stipends are <u>Excluded</u>	WIOA Work Experience Wages are <u>Excluded</u> as Earned Income	Yes – available through DHS or Service Provider  Child care can be paid through DHS either CCB or JCCB.	Yes  JOBS activity code: <b>JT</b> (On-the-Job Training activity)  Attendance hours will be submitted to DHS by the Workforce Board provider.
<b>TANF Non-Parenting Teens</b>  (age 16 to 18)	WIOA Work Experience Wages are <u>Excluded</u> , if 17 or younger  WIOA Work Experience Wages are <u>Counted</u> , if 18 years old	Same as above	Yes – available through DHS or Service Provider	Optional  TANF non-parenting teens can work with a DHS Family Coach but are not required to do so.
<b>TANF adults ages 20-24</b>	WIOA Work Experience Wages and Stipends are <u>Counted</u>	Same as above	Yes - Same as Teen Parents	Yes - Same as Teen Parents

### ADDITIONAL NOTES:

**Earned Income Tax Credit (EITC):** Participants are paid wages in the summer youth program may be eligible for the Federal and Oregon Earned Income Tax Credits and by completing the W-5 may be eligible for the advanced federal EITC. EITC is excluded income and requires the client to file tax returns to receive both the Federal and State credit.

**Fair Labor Standards Act (FLSA) & JOBS Hour Limit:** The FLSA hour limit does not apply as this is considered paid work.

**WIOA Work Experience:** This differs from the JOBS Work Experience definition.

Follow guidance from  [IBP - 20-112.pdf](#) for entering YEP income into ONE.

## Examples

**Example 1:** Yvette is 23 years old. While meeting with her family coach, she learns about YEP. Yvette is interested in the program. She signs a release of information to be referred to the contractor and attends an information session. She decides she would like to join YEP. Yvette is interested in working in an office. Her YEP placement is in a non-profit organization called Helping Hands as a support staff. She will work 15 hours per week for 8 weeks.

TRACS PDP:

Step: JT

Description: Complete YEP placement at Helping Hands.

Hours: 15

**Example 2:** Janelle's family coach called to check in. The family coach let Janelle know that her 16-year-old son, Dylan, is eligible for YEP. The family coach describes the program and provides information about the information session that is coming up soon. At the info. session, Dylan and Janelle complete a release of information, so Dylan can be referred to the contractor and engage in YEP. He is interested in working with animals, so the contractor connects Dylan with a placement at the Humane Society as a dog/cat socializer. He agrees to work 40 hours per week for 5 weeks.