

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

SEPTEMBER 2023

JOBS Disqualification Audit

On January 31, 2023, the TANF program ended blanket good cause to all JOBS participants for non-engagement in the program. Oregon Administrative Rules regarding re-engagement and disqualification were amended effective February 1, 2023 (reference [SS-PT-22-020](#)). These changes allowed for the process of re-engagement, which could lead to a JOBS disqualification to be reinstated.

All re-engagements that resulted in a JOBS disqualification are being reviewed to determine accuracy. The JOBS re-engagement documentation needs to be completed prior to the effective date of the JOBS disqualification, which would be the first day of the month.

Since April, staff that have completed the re-engagement process that resulted in a JOBS disqualification with all steps completed as outlined in OAR and the statewide re-engagement process. However, with any program there will be some margin of error. Common error trends are as follows:

- The re-engagement process is not documented in TRACS using the Re-engagement record.
- The Re-engagement record is not completed in its entirety and finalized prior to applying a JOBS disqualification.
- Two-parent household cases, each parent does not have their own re-engagement record.
- The Community Visit was not attempted within 30 days prior to the disqualification taking effect.
- Disability and need for accommodations were not considered.
- The impact of domestic violence was not considered.

The [TANF Staff Tool – Re-engagement and Disqualification](#) site provides resources for conducting and documenting re-engagements. In addition to this resource, the TANF team would be happy to meet with individual teams to address any questions on the process or review and provide feedback of local processes. If interested, please email us at tanf.policy@odhsos.oregon.gov.