

**JOBS Status (CMS Coding)**

Use for TANF, MA, REF, REFM and PTF cases. PTF cases are on P2 or M5. Type in a JOBS Status code for all AD and NO IN-GNT codes age 16 through 59. Type in a code for any other person who volunteers for JOBS. Additionally, type in a code for any parent who is coded IA and is eligible to work in the U.S. and for parents under age 16.

- C Exempt, but volunteers.
- D Exempt, does not volunteer.
- E Non-TANF client: FS-PLS and OTH-PLS clients. (Must have a code in the target and grade fields. Use E for absent parents listed on program 2 cases who have returned home and are applying for ADC, are in activity IJ and need a support service payment. IN-GNT code must be AP.)
- M Exempt from JOBS, but required to participate in MH/A&D activities.
- S State Funded program. Use for clients in state funded TANF programs.
- W Work eligible, mandatory to participate in JOBS.

**Exemption Reason (CMS Coding)**

Type in for any person who has a JOBS STAT code of C, D or M. Leave blank for anyone else.

- M Medical complications due to pregnancy
- N Caring for a disabled family member
- P Pregnant in 9th month or has newborn up to 6 months (16 weeks for teen parents)
- V VISTA volunteer
- U Undue hardship prevents participation

**Step End Reason Codes (TRACS)**

- CO Activity Completed
- FC Family Care
- DQ Disqualified
- EX Exempt, Does Not Volunteer
- GR Non-JOBS Grant Closure
- HP Health Problems
- LC Lack Of Child Care
- LO Layoff (Valid With JT, PL, SW, WE, UN Only)
- MO Moved Out Of Service District Or State
- NS No Show / Not Started
- TR Transportation
- RE Removed From Activity
- SC Schedule Conflict
- SA Substance Abuse

**Steps (TRACS), also known as Activity Type (JASR and JSSH):**

These Steps meet CORE (Work-Attached) requirements. The hourly requirement depends on the client's participation status.

- CF Provide Child Care For Community Services Participant
- CP Community Services Program
- DA Drug or Alcohol Assessment
- DT Drug or Alcohol Treatment
- IJ Initial Job Search
- JO Regular Job Search
- JT On-the-Job Training
- LS Life Skills
- MH Mental Health Assessment
- MI Micro-Enterprise
- MT Mental Health Treatment
- PL Jobs Plus Work Site Placement
- PS Parents as Scholars
- RA Rehabilitation Activities Requiring Medical Therapy
- SW Sheltered / Supported Work
- UN Working TANF
- VT Vocational Training
- WE Work Experience
- WO Working, Post-TANF
- WS Work Supplementation

These steps are Non-Core, but countable towards participation.

- AB ABE, HS Diploma or GED HS Attending High School
- ES English as a Second Language JS Job Skills Training

These Steps are Non-Countable activities.

- BR Branch Retention, Non-Contract Managed
- CH Child Health or Development
- CI Crisis Intervention
- DV Domestic Violence Services
- FC Family Support and Connections
- ME Medical Issues
- PE Program Entry
- RE Re-Engagement Appointment
- RT Retention Services, Contract-Managed
- SL Stabilize Living Situation
- SS SSI Application Process

**JAS Screens**

**JASR** JOBS Support Service Request: create new JOBS payments or delete payments before they are authorized.  
 Create these payments:

- Special Cash Pay.
- Revolving Fund: a DHS 437 is required for these payments. Always issue the payment in the client's name -- not the case payee name -- so it will match the JASR screen you create to record it.

Editing or deleting payments:

- Revolving Fund (JASR) screens can be updated or deleted before the nightly batch processing.
- Special Cash Pay support service request (JASR) screens can be updated or deleted before the payment is approved on JASA.

**JASA** JOBS Support Service Authorization: Used to authorize SPL payments. Information is accumulated during the day by Activity code and Pay Reason on JASR. A person designated by the branch uses JASA to approve the check writing. After approval, the transaction is released to the nightly batch process and a check is issued to the client for the total accrued and authorized.

**JSSH** JOBS Support Service History: see a history of payments related to plan and step dates.

**WSIT** JOBS Child Care Situation: add, modify, or close child care provider situations for JOBS child care payments

**WJSS** JOBS Support Service: JCCB Voucher

**JOBS Payee Codes (JASR)**

**A** Dual Payee: the system will type "AND" on the check  
**F** All Other Payees: the system will type "FOR" on the check  
**Blank** No authorized representative payee

**JOBS Payment type (JASR)**

**S** Special Cash Pay  
**R** Revolving Fund

**JOBS Pay Reason Codes (JASR, JASA, JSSH)**

70	Dependent Care	83	Auto Repair / Maintenance (including insurance and other fees)
71	Transportation / Mileage	84	Professional Fees (including licenses, bonding, permits, union dues, etc.)
72	Clothing	85	Tools/Equipment for Work
73	Medical Assistance	86	Housing
74	Utilities	87	Professional Services
75	Moving Expenses / Relocating	88	Books / Supplies
76	Other		
82	Grooming Needs		

**Attendance Status (TRACS)**

**Blank** Blank: Step is planned, but there is no actual start date, or there is an actual start date but no attendance has been entered.

**P** Partially Complete: Step has been started and attendance has been added, but there is no attendance in the current week (and possibly in some prior weeks).

**G** Absence Reason Needed: Attendance has been added, but one or more weeks have less actual hours than the weekly expected hours.

**C** Complete: Step has an actual start and end date AND all attendance has been entered AND all absences have been resolved.

**Plan Status (TRACS)**

**HLD** Hold: no active steps  
**ACT** Active: At least one step with a actual begin date  
**TRA** Transition: 365 days after TANF closes due to employment  
**EXT** Exit: JOBS participation is over, including Transition

**Plan Exit Status Reasons (TRACS)**

**CL** Closed  
**DI** Diverted  
**ET** End Transition  
**PT** Program termination, JOBS not appropriate  
**RC** Refused to continue (exempt client no longer volunteers)  
**CL** Closed

**Contractor End Reason (TRACS)**

**DQ** Disqualified  
**MO** Moved Out Of Service District Or State  
**NC** Non-JOBS Case Closure  
**NR** Not Ready For Employment  
**NX** Exempt, Not Volunteering  
**PL** Placement in Permanent Employment

The contractor begin date should be after the earliest planned begin date of all contract-managed steps. The contractor end date should be the same as the end date of the latest of all contract-managed steps.

A6	Post-TANF Other
A9	Post-TANF Transportation
24	JOBS Plus Child Care
25	JOBS Plus Transportation
26	JOBS Plus Other