

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

DECEMBER 2020

JOBS Activity Guidelines NEW Release

The JOBS Activity Guidelines (JAG) has been updated to reflect changes to the JOBS Program effective January 1, 2021. The JAG is available on the [TANF – JOBS Program staff tools](#) page. You will find it under the *JOBS Program* sub-heading.

Please note, the JAG is a living document, so changes can be expected from time to time. If you have questions about the content on either guide, please send your comments, questions or concerns to TANF.Policy@dhssoha.state.or.us.

Highlights from the Updated JAG

1. Removal of the Microenterprise (MI) activity page and mention of the activity throughout the document has been removed and a note about MI can be found on page 30. MI will be discontinued as of January 1, 2021. This change to rule is described in transmittal [SS-PT-20-028](#). More information about how to capture self-employment hours on a PDP in TRACS is found in the JOBS update from [October 2020 - Microenterprise](#).
2. TRACS Auto-populated attendance for JOBS Plus (PL) and Working (WO) steps – added clarification that PL and WO hours should only be set to auto-populate attendance when hours are stable and if PL is extended or WO lasts more than six months hours need to be re-verified. These updates are found on pages 20, 29, and 50.
3. The timeline in which attendance documentation must be submitted has been extended from weekly to at least monthly for the following activities:
 - Community Service Program (CP)
 - Drug/Alcohol Services (DA)
 - Job Search/Job Readiness (JO)
 - Job Skills Training (JS)
 - Life Skills (LS)