

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

March 2020

~Ending JOBS disqualifications due to state of emergency~

Action required:

1. In an email to SSP staff on March 15, Dan Haun, Director of Self-Sufficiency Programs, asked that re-engagement staffing stop during the current health crisis. This means there will be no new JOBS disqualifications. If you have coded a new DQ1, DQ2, DQ3 or DQ4 for April 1, 2020, please remove the
 - a. DQ from the Needs Resource (N/R) line in UCMS immediately;
 - b. Reset the DQ coding in the Case Descriptor (C/D) line in UCMS to the previous level;
 - c. For DQ1, remove the coding from both the N/R and C/D lines.
 - d. Remove the DQI income line from the SNAP case.
2. Please end all active disqualifications, related to engagement in the TANF program, including any moving to DQR for April 1, 2020. Provide a supplement to the TANF case effective March 8, 2020. You may need to roll the disqualification back in the case descriptor C/D to the level it was on March 1, 2020.

Detailed instructions are outlined in transmittal SS-AR-20-004 a link is provided below.

3. Cases currently in closed status coded DQR as of March 1, 2020, will have the DQR coding removed from the case if the family reapplies for TANF. This ends the ineligibility period.

Please reach out to families who are currently in DQR status. Cases in DQR status can be found on the TANF-3110 TANF Monthly Disqualification Report 202003 (March 2020) on the [Business Intelligence Center website](https://spbi.dhsoha.state.or.us/dhs/obi/ssp/int/Forms/AllItemsUV.aspx), <https://spbi.dhsoha.state.or.us/dhs/obi/ssp/int/Forms/AllItemsUV.aspx> under Integrity & Stewardship, located on the upper left-hand side of the page.

If you need further assistance identifying your families who are in DQR status, please contact TANF Policy.

4. Effective immediately. If a TANF applicant had their TANF grant closed in the previous three months with an active disqualification, we will **NOT** require a two-week cooperation period prior to opening TANF benefits.

See transmittal: <http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-ar-20-004.pdf> for coding instructions, sample letter to participants in closed DQR status and FAQ's.

If you have any questions, please contact: TANF.Policy@dhsoha.state.or.us

TANF Analyst Hour Information and Q&A can be located at the following link:
http://www.dhs.state.or.us/caf/ss/tanf/analyst_hour.html