

Xochitl Esparza, TANF Program Manager  
Authorized Signature

**Number:** SS-AR-09-016  
**Issue Date:** 12/15/2009

**Topic:** Systems Issues

**Due Date:** 01/01/2010

**Subject:** JOBS Plus Coding

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors               |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services                              |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities         |
| <input type="checkbox"/> County DD Program Managers               | <input checked="" type="checkbox"/> Other (please specify): SSP staff |

**Action Required:** Review active JOBS Plus cases to ensure there is a PL hold code on FSMIS and ensure that TANF and Supplemental Nutrition Assistance Program (SNAP) benefits are suspended correctly (the month after the client's first JOBS Plus pay check date).

For JOBS Plus:

- TANF and SNAP benefits are to be suspended the month after the client's first JOBS Plus pay check date ([OAR 461-190-0406](#)). The first pay check date is listed on the JOBS Plus Work Site Agreement.
- JOBS Plus supplements are calculated by central office and are issued for the month in which the client does not receive TANF benefits ([OAR 461-190-0416](#)).

The following link is to the JOBS Plus cheat sheet.

**Reason for Action:** Active JOBS Plus cases have been discovered that have not been coded correctly, especially no PL hold code on FSMIS. This causes SNAP to be issued while the client is in JOBS Plus and results in JOBS Plus supplements being underpaid and possible client overpayments of SNAP benefits improperly received.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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