

Xochitl Esparza, TANF Program Manager
Authorized Signature

Number: SS-AR-12-001
Issue Date: 01/13/12

Topic: Cash Payments: Job Participation Incentive (JPI)

Due Date: Continuous review of monthly JPI alert report and begin review of monthly JPI potentially eligible report

- 1. Monthly JPI Alert Report
2. New Monthly JPI Potentially Eligible Report
3. JPI Q&A

Subject: 4. Optional JPI Work Hours Verification Form (DHS 7846)

Applies to (check all that apply):

- Checkboxes for: All DHS employees, Area Agencies on Aging, Children, Adults and Families, County DD Program Managers, County Mental Health Directors, Health Services, Seniors and People with Disabilities, Other (please specify)

Action Required:

1. Continue to Review the Monthly JPI Alert Report – Central Office will continue to send the monthly Job Participation Incentive (JPI) alert report mid-month each month. This alert report lists SNAP (FS) & CM cases with JPI coding and identifies coding discrepancies for correction. This report is intended to help staff manage their JPI caseload and ensure appropriate coding is in place so that eligible families receive the \$10 JPI food benefit and are counted in the TANF work participation rate.

The monthly JPI alert report is broken down into the following five categories:

- Category 1: JPI on FS and CM – This list includes cases with JPI coding that each branch and district is currently getting TANF work participation credit for. Use this list to track growth in JPI enrollment.
Category 2: JPI on FS but not CM – This list takes FIRST priority and includes cases that are receiving the \$10 JPI food benefit, which puts the client into the TANF federal participation count, but that are not counted

towards the TANF work participation rate because there are no JPI hours coded on the UCMS case.

- **Category 3: JPI on FS but no open CM** – This list takes **SECOND** priority and includes cases that are receiving the \$10 JPI food benefit (similar to category 2 above) but will take more effort to correct because a UCMS case is not yet open or built.
 - **Category 4: JPI on CM but not FS** – This list takes **THIRD** priority and includes cases with JPI coding on UCMS. If the case is still JPI eligible, appropriate coding must be added to FSMIS so that the \$10 JPI food benefit is issued and the work hours counted in the TANF work participation rate.
 - **Category 5: JPI on CM but no open FS** – This list takes **FOURTH** priority and includes cases that no longer have open SNAP benefits. Unless a worker is in the midst of recertifying SNAP, the JPI coding on UCMS should be removed.
2. Begin Review of the Monthly JPI Potentially Eligible Report – This is a new report Central Office will send the field the beginning of each month. The most recent report was sent on January 3, 2012. This report includes cases where it appears a family may potentially be eligible for JPI. Workers must review the cases on this report and determine if the family is JPI-eligible. Workers should first review the file or the Work Number for verification of work hours. (Workers should not pend these clients for verification of work hours; rather, workers should use information that is already available to them.) Once verification of work hours is documented, appropriate JPI coding must be added to the FCAS and UCMS (or newly opened/created UCMS) cases. *(If verification of work hours is available and client is in their first year after closing TANF due to employment, consider Post TANF eligibility before JPI).*

The monthly JPI potentially eligible report is broken down into the following four categories:

- **Category 1: SNAP & CM ready for JPI coding** – Based on FCAS and UCMS coding, cases on this list appear to have enough income to equate to 20 weekly hours of work, a child under six and an adult who is the parent of the dependent child under six. Work this list first by checking for verification of work hours. If there is verification of work hours, proceed with JPI enrollment.
- **Category 2: CM needs parent coding** – This list includes FCAS cases that appear to meet JPI work hours criteria. Work this list by checking for verification of work hours and that parent/dependent child relationship exists

and is updated on UCMS. If these conditions are met, proceed with JPI enrollment.

- **Category 3: Could not match SNAP child on CM** – This list includes FCAS cases that appear to meet JPI work hours criteria but a child is not coded on the UCMS case that the adult is connected to or a child is coded on both systems but there is not a match due to differences in how the child is coded on the two systems. (For example, there may be differences in name or Social Security number.) Work this list by checking for coding discrepancies on the child, verification of work hours and parent relationship and update the FCAS or UCMS case. Once this is done, proceed with JPI enrollment.
 - **Category 4: No P2/M5 case for SNAP HH** – This list includes FCAS cases that appear to meet JPI work hours criteria as well as the adult and child criteria but for which there is no P2 or M5 case. Work this list by checking for verification of work hours and parent relationship and reopen or create a new UCMS case to code and proceed with JPI enrollment.
3. Review JPI Q&A – A [JPI Q&A](#) has been posted on the transmittal website. This Q&A is intended to help answer questions that have arisen since JPI was implemented in October 2011.
 4. Review Optional JPI Work Hours Verification Form (DHS 7846) -- The [DHS 7846](#) is now available on the Forms Server. This is an optional form that a client's employer may complete to verify work hours.

Reason for Action: JPI provides a \$10 food benefit to eligible families to help families meet their nutritional needs. Families who receive the payment are included in the federal TANF work participation rate. In order to achieve the goals in the corrective compliance plan Oregon entered into to address its inability to meet work participation rates in 2007, the state must enroll 20,000 eligible families in JPI by September 2012. Currently JPI is being issued to approximately 7,000 families.

Continued review of the monthly JPI alert report and the new monthly JPI potentially eligible report will help ensure appropriate coding is in place to generate the \$10 JPI food benefit to eligible families, as well as help ensure the JPI caseload continues to grow and these families are counted in the TANF work participation rate. Continued growth of the JPI caseload and counting JPI eligible families in the TANF work participation rate are critical to ensure Oregon meets its corrective compliance plan of 20,000 families enrolled in JPI by September 30, 2012. Meeting this goal is a key part of helping the state avoid a penalty to the TANF block grant, which would reduce the federal funding available to Oregon to fund its TANF program.

Reviewing the JPI Q&A will help answer JPI-related questions and ensure JPI is being administered correctly.

Reviewing the optional *JPI Work Hours Verification Form* ([DHS 7846](#)) will help ensure field staff is aware of this option to verify work hours for clients potentially eligible for JPI.

For more information about JPI, please go to:

- OAR [461-135-1260](#) (Specific Requirements: Job Participation Incentive);
- [JPI Policy](#);
- [JPI information](#) (on the Staff Tools webpage).

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Tammy Brooks, TANF Policy Analyst 503-945-7016 Amy Sevdy, TANF Policy Analyst 503-945-7017 Leslie Potter, Business Analyst 503-945-6293
Fax:	503-373-7032
Email:	Policy, TANF