

Xochitl Esparza, TANF Program Manager
Authorized Signature

Number: SS-AR-12-014
Issue Date: 10/15/2012

Topic: Cash Payments

Due Date: 10/31/2012

Subject: New JOBS Program Information Sheets

Applies to (check all that apply):

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

Action Required:

Remove the old Job Opportunity and Basic Skills (JOBS) brochures and begin using the new JOBS Information Sheets listed below. The information sheets are located on the Forms server and available to order through the Forms Branch Ordering Systems.

- [DHS 9896](#) – *Helping you be safe, healthy and independent;*
 - Revised 07/2012: *We're Here For You* (DHS 9896);
- [DHS 9067](#) – *JOBS Plus: Earn while you learn;*
 - Replaces: *JOBS Plus* (DHS 9890);
- [DHS 9068](#) – *Job Search: Find and get the job you want;*
 - Replaces: *Job Search* (DHS 9891);
- [DHS 9069](#) – *Teen Parent Program: Open doors to job and education opportunities*
 - Replaces: *GED* (DHS 9889)
- [DHS 9070](#) – *Work Experience: Build your confidence, skills and work history*
 - Replaces: *Work Experience* (DHS 9898)

Note: The State Family Pre SSI/SSDI form "Let us Help you work through the process" ([DHS 9894](#)) was updated in April 2012 and should still be used.

Reason for Action:

The JOBS Information Sheets replace the JOBS brochures which have become outdated. Oregon Administrative Rule (OAR) [461-135-0485](#) requires that an Employability Screening and Overview of the Job Opportunity and Basic Skills (JOBS) Program be completed as part of eligibility for TANF. As part of the required JOBS Overview, use the new JOBS Information Sheets as appropriate.

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

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