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Authorized Signature

Number: SS-IM-12-007

Issue Date: 02/07/2012

Topic: Other

Subject: Job Participation Incentive (JPI) Statewide

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"/> Office of Self Sufficiency Programs | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): Self Sufficiency Field Staff |

Message: Beginning February 1, 2012, a JPI Statewide Enrollment Team (JSET) was developed to assist with coding all JPI potentially eligible cases statewide. The purpose of this project is to increase enrollment and ensure alignment of JPI coding to maximize TANF federal participation. This will provide assistance to field offices as the team will be adding JPI coding to cases on both the monthly JPI reports. The duration of this team is expected to last through July 2012.

JPI Statewide Enrollment Team (JSET) Actions

Central Office currently sends out two monthly lists. The JSET will begin working February reports. JSET will begin working the monthly report, SNAP Cases Potentially Eligible for the Job Participation Incentive, sent out by Central Office around the first week of each month and the Job Participation Incentive Alert report sent out mid-month.

- The SNAP Cases Potentially Eligible for the Job Participation Incentive report. The JSET team will be adding JPI coding to all of the cases in category #1 – “SNAP & CM Ready for JPI Coding” and category #4 – “No P2/M5 Case for SNAP HH.” This is approximately 2,000 cases.
- The Job Participation Incentive Alert report. The JSET team will be adding JPI coding on category #2 – “JPI on FS but not CM” and category #3 – “JPI on FS but no open CM.” This is approximately 600 cases. The next report is scheduled out mid-February.

In addition, JSET will:

- 1) Narrate in TRACS that JPI coding was added to the case.
- 2) Enter “20” as the default number of work hours per week. This is the minimum number of hours a person must be working to meet JPI requirements.
- 3) Identify cases that need additional research before JPI coding can be added.

Field Staff Actions

Case workers will continue to receive both reports with the following categories *highlighted in red*:

SNAP Cases Potentially Eligible for the Job Participation Incentive – category #2 “CM Needs Parent Coding” and category #3 “Could not Match SNAP Child on CM.”

Job Participation Incentive Alert - category #4 “JPI on CM but not FS” and category # 5 “JPI on CM but no open FS.”

Action needed includes:

- Update the JPI need/resource end date and weekly hours on the CM system based on the next SRS or expiration end date and the work verification submitted while processing SNAP recertification’s or *Interim Change Report For Supplemental Nutritional Assistance Program (SNAP) and Employment Related Day Care (ERDC)* ([DHS 852](#)).
- Continue to evaluate JPI eligibility at intake, [DHS 852](#), and at recertification.

Cases needing additional research and action

JSET will note any cases that need additional eligibility research and/or case action prior to JPI coding. The Field Services analyst will forward the list to district point persons at the end of each month for further action.

Additional Coding

A “JPR” HH type for FSMIS was created to identify a client was eligible for JPI but declined the benefit. In addition, case workers are asked to use the “JPR” HH type when a determination has been made the client does not meet the minimum of 20 hours weekly. This coding will prevent these cases from appearing repeatedly on the monthly Potentially Eligible list.

If you have any questions about this information, contact:

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