

Information Memorandum Transmittal Office of Self-Sufficiency Programs



Bill Baney, Self-Sufficiency Program Design
Deputy Administrator

Authorized signature

Number: SS-IM-19-007
Issue date: 05/15/2019

Topic: Other

Due date: 05/15/2019

Subject: TANF Summer Youth Employment Program

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: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Services and coding for TANF Summer Youth Employment Program participants

The Summer Youth Employment Program (SYEP) is a statewide TANF JOBS program run by JOBS contractors. SYEP focuses on TANF *Youth*. *Youth* includes: parenting teens (ages 16-18), non-parenting teens (a CH on their caretaker's TANF grant ages 16-18), and young parents (ADs age 18-24). SYEP is designed to give youth the experience of working, gain occupational skills, and learn what it feels like to receive a paycheck.

Districts 1, 2, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 16 are part of a nearly statewide contract that works with the Higher Education Coordinating Commission, Local Workforce Development Boards, and other WIOA providers. The 2019 SYEP for these districts will start May 1, 2019 and go through October 31, 2019.

Districts 3, 4, and 5 have separate contracts. Dates and services may vary in those areas.

SYEP Services May Include

- Develop workplace skills such as: time management, work ethic, communication with managers and coworkers, etc.
- Employment skills assessment or career aptitude test
- Identify and address barriers to employment
- Skills training to remove barriers to employment and improve employability
- Placement for subsidized employment
 - Contractors will develop worksites based on participant's interests
 - Placement will last between 5-8 weeks
 - Participants will work between 15-40 hours per week (typically working up to 200 hours total)
 - Participants will receive subsidized wages and paid at least minimum wage
- Support services (more info below)
- Connection to ongoing services for additional training and education opportunities, such as pre-apprenticeship programs, vocational training, or higher education opportunities.

UCMS Coding for a "CH" Engaged in SYEP

Typically, a "CH" on a TANF case with their parent or caretaker-relative does not have a PDP in TRACS, and support services are only issued to JOBS-eligible or JOBS-volunteer adults. In order to support a "CH" in the SYEP, the following coding needs to be added to UCMS:

1. Identify the "CH" who is engaging in SYEP.
2. Add a JOBS Status (JS) of C, add an Exemption (Exmp) code of U on the CH line on the UCMS CM Case Member Update screen.

Coding Example:

WCIW033C		CM Case Member Update		04/19/2019 12:33 pm	
Fast Path	EB	Case Nmbr	NU8456	Next Per	_
PL	SSN	Last Name	First Name	MI Title	DOB S R
IG Py	Prime	Medl Elig	MIB TPL JS Exmp Grade	Mom Dad Excp FI GC Eth	
. A	#####	UCMSEXAMPLE	SETTING	U	10/25/1977 M W
NO X	TW00001U		0 0 W	12	N
C/D	NMD			Action N	Registered: R
N/R				N/R	
B	#####	UCMSEXAMPLE	TEENAGER		03/17/2002 F W
CH	#####		0 C U	11	C A N
C/D	NMD			Action N	Registered: N
N/R				N/R	

Adding the C/U JOBS Status and Exemption coding to the CH who is engaging in SYEP will allow the Family Coach to open a PDP in TRACS for the CH and issue related support service payments through JASR for the CH.

No UCMS coding changes are needed for participants who are already an AD on the case.

Please note: The TRACS PDP will need to be closed and the C/U coding will need to be removed from UCMS when the CH has completed SYEP or decides to no longer to engage in the program.

TRACS PDP for SYEP Participants

When a participant (an AD or CH) is engaged in the Summer Youth Employment Program, open a JT (On-the-Job Training) step on their TRACS PDP. See the [JAG \(JOBS Activity Guideline – 4/1/19 version\)](#) for more information.

Support Services for SYEP Participants

SYEP participants can request support services from either their contractor or Family Coach.

Support services that are tied to the participants ability to engage in the program are offered through the contractor providing the SYEP services. For example, contractors can help with work clothes, work shoes, tools related to the participant's placement, transportation, etc.

Contractors will refer an SYEP participant to their Family Coach for child care needs and other support services not directly tied to SYEP. Child care is requested through a CCB or JCCB. *Support services through the contractor are available as long as funds last.* Family Coaches are also able to support SYEP participants with support services, tied to the JT step in TRACS.

Local areas will communicate with contractors to ensure that duplicate payments are not issued because both the SYEP contractors and Family Coaches are able to provide support services. Talk with your local management to determine what this process looks like in your area.

For more information about SYEP eligibility see the [April 2019 Work Verification Point Update](#) (also available in the TANF – JOBS Program Staff Tools).

If you have any questions about this information, contact:

Contact(s): TANF Policy	
Phone:	Fax:
Email: TANF.Policy@dhsosha.state.or.us	