

Information Memorandum Transmittal Office of Self-Sufficiency Programs



Bill Baney, Self-Sufficiency Program Design
Deputy Administrator

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Number: SS-IM-19-008
Issue date: 06/14/2019

Topic: Other

Due date: 06/14/2019

Subject: TANF JOBS - Educational Training Packet

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:

Effective immediately the *SSP/TANF/JOBS Educational Training Packet* (DHS 7760) and staffing committee is no longer a requirement to have completed prior to adding a Vocational Training (VT) or Self-Initiated Training (SI) activity to a participants' Personal Development Plan (PDP) in TRACS.

The DHS 7760 is no longer available on the forms server, and the JOBS Activity Guidelines (JAG) will be updated. The *Educational Training Information, Labor Market Research and Monthly Budget Information* worksheets have been updated and combined into a toolkit. These forms are not required but rather the intent of the toolkit is to provide discussion points for Family Coaches when working with participants on their educational goals and developing plans. The toolkit is available on the TANF Staff Tools page under Vocational Training:

http://www.dhs.state.or.us/caf/ss/tanf/voc_training.html

If you have any questions about this information, contact:

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|---|------|
| Contact(s): TANF Policy | |
| Phone: | Fax: |
| Email: TANF.Policy@dhsoha.state.or.us | |