

Xochitl Esparza, TANF Program Manager  
Authorized Signature

**Number:** SS-PT-12-007  
**Issue Date:** 04/16/2012

**Topic:** Cash Payments

**Subject:** March 2012 JOBS Program Changes

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other: \_\_\_\_\_

**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"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

Policy/Rule Title:	Case Plan Activities and Standards for Support Service Payments; JOBS, Post-TANF, REF, SFPSS, TA-DVS, TANF		
Policy/Rule Number(s):	461-190-0211	Release No:	
Effective Date:	March 14, 2012	Expiration:	9/30/12
References:			
Web Address:	<a href="http://apps.state.or.us/caf/arm/B/461-190-0211.htm">http://apps.state.or.us/caf/arm/B/461-190-0211.htm</a>		

**Discussion/Interpretation:**

On March 22, 2012, information memorandum [SS-IM-12-011](#) was issued to communicate recently approved JOBS changes so they could be implemented immediately. This announcement is the follow-up policy transmittal.

Oregon Administrative Rule (OAR) [461-190-0211](#) was amended to reflect changes to the Job Opportunity and Basic Skills (JOBS) program for clients in TANF and Pre-TANF programs during the 2011-13 biennium. The changes, funded primarily through JOBS budget balances as a result of the tight program restrictions implemented July 1, 2011, are consistent with the TANF Budget Note recommendations presented during

the 2012 Legislative Session and the program priorities identified through DHS leadership forums. These changes will allow additional TANF clients to take part in JOBS activities as funding allows and add flexibility so that clients may participate in a way that better adapts to their needs.

## **SUMMARY OF CHANGES**

### **JOBS Activities**

- Work Experience (WE) and Supported Work (SW) activities are no longer limited to four months for gaining additional job skills and work history;
- Limited barrier-removal JOBS activity codes have been reactivated for districts to use on a case-by-case basis and depending on need: DA (addictions), ME (medical-related), MH (mental health) and RA (rehabilitative services).

### **JOBS Support Services**

- District caps - Effective March 16, 2012, the monthly family support services limits (caps) implemented July 1, 2012 were lifted. Each situation is different. Support services should be determined by the district on a case-by-case basis, based on the actual plan, need, and available funding.
- Limited support services for barrier removal activities as budget allows:
  - Support services may be used, as determined by the district on a case-by-case basis, to allow mandatory individuals to participate in activities (i.e. attend treatment) to address issues related to DA, ME, MH, RA.
  - Child care should be for actual time spent addressing the barrier. Expected hours will affect authorized hours on child care billing forms so this should be closely monitored to ensure attendance is recorded properly.
  - Costs for appointments should be charged to available medical transportation.

The following support services restrictions still apply:

- Support services are limited to:
  - Child care,
  - Transportation, and
  - Costs directly related to an offered job (such as uniform or tools);
- No housing, utilities or other maintenance costs;
- No child care for two-parent families (e.g. one parent can provide the care while the other participates);
- Other support services costs must be directly related to a job that has been offered;

- No support services for exempt individuals  
Exceptions:
  - Teen parents participating in HS (diploma or GED),
  - Exempt volunteer with a child under two (based on district slot and budget availability),
  - Current Parents as Scholars (PS) participants (grandfathered after June 2011; and
- No support services for self-initiated training (SI) participants (SI ends June 30, 2012).

See the [JOBS Activities and Support Services Quick Reference Guide](#) for additional information. As program guidance documents are updated, they will be posted on the “Inside DHS - Self Sufficiency Program Changes: 2011-2013” intranet site located at: <https://inside.dhsoha.state.or.us/ss-program-changes-11-13.html>.

**Implementation/Transition Instructions:**

Use OAR [461-190-0211](#) to determine appropriate case plan activities and JOBS support service payments.

**Training/Communication Plan:**

This rule along with policy guidance will be incorporated into ongoing TANF training. As program guidance documents are updated, they will be posted on the “Inside DHS - Self Sufficiency Program Changes: 2011-2013” intranet site located at: <https://inside.dhsoha.state.or.us/ss-program-changes-11-13.html>.

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**Local/Branch Action Required:**

Review the OAR with staff who determine eligibility or provide case management to TANF applicants or recipients and managers who will be responsible for providing district guidance for JOBS support services. Share with JOBS contract partners who work with mandatory individuals to determine appropriate JOBS activities and develop work agreements.

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**Central Office Action Required:**

Develop policy for the Family Services Manual to complement the OAR. Update tools and guidance for use to carry out provisions of this rule and post on the DHS intranet. Assist in developing training.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

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**Filing Instructions:**

*If you have any questions about this policy, contact:*

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<b>Phone:</b>	503-945-5624	<b>Fax:</b>	503-373-7032
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