

Xochitl Esparza, TANF Program Manager
Authorized Signature

Number: SS-PT-12-010
Issue Date: 04/30/2012

Topic: Food Benefits

Subject: Job Participation Incentive (JPI) for SNAP cases in TBA reporting

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:	Special Requirements: Job Participation Incentive <i>Changes That Must be Reported</i> Family Services Manual – TANF chapter, JPI		
Policy/Rule Number(s):	OAR 461-135-1260 and 461-170-0011	Release No:	
Effective Date:	05/01/12	Expiration:	
References:			
Web Address:	http://www.dhs.state.or.us/policy/selfsufficiency/publications/s-pt-12-010_att1.pdf http://www.dhs.state.or.us/policy/selfsufficiency/publications/s-pt-12-010_att2.pdf		

Discussion/Interpretation: Prior to May 1, 2012, SNAP clients may be eligible for JPI only when they are in the SRS reporting system. Amendments to OAR [461-135-1260](#) and [461-170-0011](#) are being made effective May 1, 2012, in order to allow SNAP clients in the Transitional Benefit Alternative (TBA) reporting system the opportunity to be eligible for JPI if they otherwise meet JPI eligibility requirements.

It is important to allow clients in TBA to be eligible for JPI because:

- The 2012 Legislative Assembly suspended the Post-TANF program beginning May 1, 2012. Many Post-TANF recipients were in TBA reporting for their SNAP benefits. Now that these clients who are in TBA can no longer receive Post-TANF benefits, they will be able to receive the JPI food benefit if they meet JPI eligibility criteria.
- As clients go over income for TANF from May 1, 2012 and forward, this will allow workers enrolling these clients in TBA to determine the client eligible for JPI if the client otherwise meets JPI eligibility requirements.

Expanding JPI eligibility requirements to include TBA is critical to ensuring clients receive the additional \$10 monthly food benefit while allowing the state to maximize JPI enrollment in order to meet the goals set out in Oregon's corrective compliance plan and avoid penalty to the TANF block grant.

Implementation/Transition Instructions: Central office has identified approximately 700 cases ending Post-TANF benefits effective May 1, 2012 that appear eligible for the JPI food benefit. Central Office will work through the JPI Statewide Enrollment Team (JSET) to work this list and enroll as many of those cases as possible the first week of May.

The FSMIS computer system will be updated to allow the 'JPI' and 'JPR' Household type to be coded on SNAP cases in TBA reporting system. The system will also remove the income requirement for cases in the TBA. This edit does **not** remove the work participation requirement for JPI clients. DHS still must determine that the client is working enough hours to meet federal participation guidelines and the CM case must have the weekly work hours coded to support any JPI issuance on the SNAP case.

Training/Communication Plan: Managers and their leadership teams review Job Participation Incentive rule changes with staff. Ensure staff making SNAP eligibility determinations are aware that clients exiting TANF and going into TBA can now be considered for JPI benefits. Clients must meet all other JPI criteria, including hours of work participation.

Local/Branch Action Required:

As of May 1, 2012:

- Continue identifying eligible individuals on SNAP cases as intakes, recertifications, and Interim Change Reports are processed.
- Begin determining JPI eligibility for TANF cases transitioning to TBA.

Central Office Action Required:

- Amend the *Specific Requirements: Job Participation Incentive* rule [461-135-1260](#) effective 5/1/12.
 - Amend the *Changes That Must be Reported* rule [461-170-0011](#) effective 5/1/12.
 - Amend the Family Services Manual – TANF chapter, JPI section.
 - Amend FSMIS coding edits to support JPI when SNAP case is in TBA:
 - FSMIS – Allow JPI HH type to be added to cases in TBA when client is determined eligible for JPI and all CM codings are being added/updated to support the weekly work participation hours.
 - FSMIS – Allow JPR HH type to be added to cases in TBA when a case has been reviewed and determined that they do NOT meet the weekly hours to be JPI eligible.
 - FSMIS – Remove the requirement to have income coded on JPI cases for those SNAP cases in TBA reporting.
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Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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