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Authorized Signature

Number: SS-PT-12-012

Issue Date: 05/23/2012

Topic: Food Benefits

Subject: Job Participation Incentive (JPI): Expansion of Eligibility Criteria

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):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	Special Requirements: Job Participation Incentive – FSM TANF: JPI A-E		
Policy/Rule Number(s):	OAR 461-135-1260 & OAR 461-180-0130	Release No:	
Effective Date:	May 24, 2012	Expiration:	
References:			
Web Address:			

Discussion/Interpretation: When first implemented in October 2011, JPI eligibility was limited to single parents with an open SNAP case who were working at least 20 hours per week and who had a child under age 6. Effective May 24, 2012, JPI eligibility is being expanded to single parents with an open SNAP case who are working at least 30 hours per week and who do not have a child under 6, but do have a child at least age 6 but under age 18.

Expanding JPI in this manner will help provide more eligible families with an additional \$10 in monthly food benefits while allowing the state to increase JPI enrollment and have a direct impact on efforts to meet federal TANF work participation requirements and avoid penalties to the TANF block grant.

Implementation/Transition Instructions: There will be an initial upload of the new group covered by the expanded eligibility criteria for JPI. Once the upload is complete and computer edits are in place, the field will be expected to determine JPI eligibility for SNAP households as they work those cases.

Note: *The implementation of this JPI expansion is staggered. It is necessary to proceed with changes to JPI rule and policy earlier than the systems changes to FSMIS can be implemented in order to have the JPI expansion impact May JPI enrollment as well as the federal TANF work participation rate beginning in May.*

Central Office has identified approximately 4,900 cases that appear eligible for the JPI food benefit based on the following criteria:

- Single working adult receiving SNAP benefits;
- Child age 6 to under 18 in the same case receiving SNAP benefits;
- Case is in SRS or TBA reporting;
- Work income is at least \$1,056 combined EML, SEC, SEN and/or HCW and indicates the client is working a minimum of 30 hours weekly;
- No person in the SNAP benefit group is receiving TANF or SFPSS.

Of the 4,900 cases that appear eligible for JPI:

- 3,600 have an open UCMS case with the working adult and child coded on the case. An auto-update of these 3,600 cases will be run adding the following codes to:
 - CM – JPI case descriptor, a new JP2 N/R, end date to match the SNAP report period or certification end, 30.0 weekly hours (as a default) and job status code “S.” (The CM auto-update will take place at CM cut-off on May 25.)
 - FSMIS – A new JP2 household type for ongoing issuances to be generated and initial JPI issuances to cover the \$10 May benefit and the \$10 June benefit. (The FSMIS auto-update will take place in June but the exact date has yet to be determined.)

These 3,600 auto-populated cases will not get system-generated notices so the agency will be sending notices (coordinated through Central Office) to these cases in order to establish the start and end dates of the JPI benefit.

- 1,300 appear eligible based on SNAP information but do not have an open CM case. This list of clients will be given to the JPI Statewide Enrollment Team (JSET) to create the P2 cases to support JP2 coding and to update FSMIS at that time.

Training/Communication Plan: Managers and their leadership teams: review this JPI rule and policy change with staff. To ensure staff making JPI eligibility decisions are aware JPI is expanding, cases will be coded centrally by an auto-population or JSET, clients will be receiving notices and staff will need to begin making JPI eligibility decisions using the new criteria.

Local/Branch Action Required: Continue identifying eligible JPI individuals on SNAP cases as intakes, recertifications, Interim Change Reports and transitions into SNAP TBA reporting are processed. As soon as Central Office notifies the field that FSMIS edits are available, begin coding the new JP2 group of eligible JPI clients online.

Remember: Accurate coding of JPI cases is critical to help Oregon meet federal TANF work participation rates. There must be coding on both CM and FSMIS in order to connect a client's JPI food benefit to the client's hours of work participation:

FSMIS coding:

- Add JPI HH type when the single parent has a child under the age of 6 and has earned income of at least \$680;
- Add JP2 HH type when the single parent does not have a child under 6 but does have a child age 6 to under 18 and has earned income of at least \$1,056.

CM Coding:

- JPI and JP2 N/R are allowed only on P2 and M5 cases;
- JPI and JP2 N/R require a JPI case descriptor;
- The JPI and JP2 N/R end date should be the same as the SNAP reporting period or SNAP certification end;
- JPI N/R requires a minimum of 20 hours in the N/R amount;
- JP2 N/R requires a minimum of 30 hours in the N/R amount.

Central Office Action Required: The following actions have been identified as necessary to implement this change and an anticipated completion date is noted by each item:

- Amend OAR [461-135-1260](#) (Specific Requirements: JPI) – May 24, 2012;
- Amend OAR [461-180-0130](#) (Effective Dates; Restored Benefits) – May 24, 2012;
- Amend the Family Services Manual – TANF chapter, [JPI-A-E](#) – June 1, 2012;
- Amend FSMIS and CM coding requirements as follows:
 - FSMIS – Create new household type JP2 to be added to SNAP when a single parent with a child age 6 to under 18 is found eligible for JPI. Add

new earned income edit that pertains to this new household type (30 hours/week X \$8.80 X 4 = \$1056). – June 8, 2012;

- CM – Add new need/resource JP2 to be added to CM when a single parent with a child age 6 to under 18 is found eligible for JPI. Add new need/resource edit of 30.0 for this group. (Thirty is the minimum number of hours a single parent with a child 6 to under 18 must work per week in order to meet federal TANF work participation requirements.) – May 25, 2012.
- Amend JPI auto-notices generated when JPI or JP2 HH type is added to SNAP case so these can be used regardless of the age of the child – June 8, 2012;
- Create a new notice to be sent in a mass-mailing to selected SNAP and CM cases that will be issued a JPI payment for May and June as part of a mass auto-update – June 4, 2012;
- Run the CM mass auto-update of selected UCMS cases to add codings – May 25, 2012;
- Run the FS mass auto-update of selected SNAP cases to add codings and issue JPI benefits for May and June 2012 – June 8, 2012;
- JSET to work list of eligible clients based on open SNAP cases but needing CM case – June 11, 2012;
- Training unit to include new JPI criteria in SNAP and TANF training materials – In progress;
- Information Transmittal to be sent when computer edits are available for staff to code JP2 cases – June;
- JPI alert lists will be modified to include the new expanded JPI group – Beginning in June.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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