

Xochitl Esparza, TANF Program Manager
Authorized Signature

Number: SS-PT-12-026
Issue Date: 11/07/2012

Topic: Cash Payments

Subject: November 2012 JOBS 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):

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): JOBS and other workforce programs partners

Policy/Rule Title:	Case Plan Activities and Standards for Support Service Payments; JOBS, Post-TANF, REF, SFPSS, TA-DVS, TANF		
Policy/Rule Number(s):	OAR 461-190-0211	Release No:	n/a
Effective Date:	November 1, 2012	Expiration:	05/31/13
References:			
Web Address:	http://apps.state.or.us/caf/arm/B/461-190-0211.htm		

Discussion/Interpretation:

Oregon Administrative Rule (OAR) [461-190-0211](#) has been amended to reflect recent program changes to the Job Opportunity and Basic Skills (JOBS) program for clients in TANF and TANF-related programs. The following changes can be implemented immediately:

JOBS ACTIVITIES - Changes

- **JOBS Plus (PL)** restrictions have been loosened to allow the department to approve extensions for additional months, not to exceed three months, when the

employment situation warrants an exception. These must be submitted by the district to Central Office for approval. District offices should refer to the exception request process available at:

http://www.dhs.state.or.us/caf/ss/tanf/docs/jobs_plus_guidance_11-1-12.pdf

- **Vocational Training (VT)** is now allowable when the following criteria are met:
 - The training is between two to four months, but not more than six months;
 - Employment or vocational certificate will be achieved by the end of the activity;
 - All VT activities will be approved through a district approval process; and
 - JOBS support services will be determined by the district on a case-by-case basis considering available funding and slots (see JOBS support services section below).

The VT activity code is now available for use in TRACS.

JOBS SUPPORT SERVICES - Changes

Currently, support services include:

1. Child care for single individuals mandatory for JOBS
2. Transportation for transit costs or fuel
3. “Other” payments needed to:
 - Accept a job offer (such as uniform and tools);

“Other” payments was expanded to include payments needed to:

- Look for work (such as interview clothes);
- Complete district-approved vocational training (such as books/fees; tuition requires manager approval).

Note: There is still a restriction against paying housing and utilities (even under the “other” category).

Documents that provide more information about JOBS program activities and support services are available at the following web links:

OAR temporary rule 461-190-0211

<http://apps.state.or.us/caf/arm/B/461-190-0211.htm>

JOBS activity Guidelines

http://www.dhs.state.or.us/caf/ss/tanf/docs/jobs_activity_guidelines_11-1-12.pdf

JOB Activities and Support Services Quick Reference Guide

http://www.dhs.state.or.us/caf/ss/tanf/docs/jobs_activities_ss_qrg_11-12.pdf

JOB Plus Program Guidance

http://www.dhs.state.or.us/caf/ss/tanf/docs/jobs_plus_guidance_11-1-12.pdf

A separate Information Memorandum (IM) will be issued to provide JOBS program guidance and will include the current status of the JOBS program changes that were implemented July 1, 2011.

Implementation/Transition Instructions:

Use this rule 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. A separate IM will be issued that lists the cumulative JOBS program changes since the July 1, 2011.

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 worksite agreements.

Central Office Action Required:

Develop and update 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 Staff Tools Web page for the JOBS Program and JOBS Plus. Assist in developing training. Issue IM with additional Vocational Training (VT) guidance. Provide IM that lists the cumulative JOBS program changes since July 1, 2011.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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