

Xochitl Esparza, TANF Program Manager

Authorized Signature

Number: SS-PT-12-027

Issue Date: 11/27/2012

Topic: Cash Payments

Subject: Updates to JOBS Program Vocational Training Policy

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

Policy/rule title:	Employment & Self-Sufficiency Services B – JOBS Vocational Training		
Policy/rule number(s):		Release no:	
Effective date:	November 1, 2012	Expiration:	
References:			
Web Address:			

Discussion/interpretation: Oregon Administrative Rule (OAR) [461-190-0211](#) was amended effective November 1, 2012, to reflect recent changes to the Job Opportunity and Basic Skills (JOBS) Program for clients in TANF and TANF-related programs. As part of these changes, the JOBS Program Vocational Training (VT) policy and the *Vocational Training (VT) Application Packet* ([DHS 7786](#)) have been updated.

VT, which is a core JOBS activity countable towards federal work participation rate requirements, is available when:

- The training is two-to-four months long, but no more than six months;
- The training will result in either a job offer or a certificate;
- The training is focused on an occupation that is high-wage or high-demand, or that will provide a living wage for the family;

- Participation in the VT activity has been approved through a local district approval process that includes branch leadership, the case manager and the client;
- Work verification attendance documentation requirements can be met;
- District VT slots are available.

Support services such as transportation, child care and other costs for books, supplies, tools, etc., may be available to VT participants when authorized by OAR [461-190-0211](#) and subject to a case-by-case determination by the district considering available funding and slots. With manager approval, support services for tuition and fees may also be available.

The *Vocational Training (VT) Application Packet* ([DHS 7786](#)), which must be completed prior to the VT staffing, is available on the forms server. In addition, the following optional VT-related forms are also available on the forms server to be used based on district process needs: *TANF/Job Opportunities and Basic Skills (JOBS) Vocational Training (VT) Guidelines* ([DHS 7789D](#)) and the *Budget Information Worksheet* ([DHS 7788G](#)).

Implementation/transition instructions: Use this updated policy when considering VT opportunities for TANF recipients and OAR [461-190-0211](#) when considering support services for VT participants.

Training/communication plan: Update TANF training materials.

Local/branch action required: Review OAR [461-190-0211](#) and [FSM Employment & Self-Sufficiency Services B.9](#) (JOBS Vocational Training) with staff who provide case management to TANF applicants or recipients and managers who are responsible for providing district guidance for JOBS support services. Share with JOBS contract partners who work with mandatory individuals to determine appropriate JOBS activities.

Central Office action required: Updated Vocational Training policy in the FSM. Updated [DHS 7786](#). Assist with updating training materials.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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