

# Policy Transmittal Office of Self-Sufficiency



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Administrator

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**Number:** SS-PT-20-006  
**Issue date:** 4/15/2020

**Topic:** Cash Payments

**Due date:**

**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: {Select type} | <input type="checkbox"/> Health Services                                      |
| <input type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs  | <input type="checkbox"/> ODDS Children’s Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers            | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors   | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children’s Residential Services  |   |
| <input type="checkbox"/> Child Welfare Programs                |   |

<b>Policy/rule title:</b>	Case Plan Activities and Standards for Support Services Payments; JOBS, Pre-TANF, REF, REP, SFPSS, TANF		
<b>Policy/rule number(s):</b>	461-190-0211	<b>Release number:</b>	
<b>Effective date:</b>	4/1/2020	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:**

OAR [461-190-0211](#) was amended effective 4/1/2020. The rule underwent major changes to provide clarification, remove reference to programs that do not offer support services, to prepare for Integrated Eligibility ONE, and provide additional flexibility on allowable support service payment types for the JOBS, Pre-TANF, REF, REP, and SFPSS programs.

Changes include:

- 1) Removal of Post-TANF references. The Post-TANF program was eliminated during the 2019 Oregon Legislative Session.
- 2) Removal of TA-DVS from the rule, as TA-DVS does not offer support services payments.
- 3) Clarification that the rule is subject to the availability of state and federal funding.
- 4) Removal of eligibility for those who go over income due to on-the-job training.
- 5) Restructure of the rule to increase readability and to group related topics and programs together.
- 6) Removal of list of program activities that are eligible to receive support services, and instead list only the activities that are ineligible for support services payments. The following activities are ineligible for support services:
  - a) Family Support & Connections
  - b) Retention Services
  - c) Microenterprise
  - d) Stabilized Living – housing and utility payments are classified under the Moving Expense/Relocation Payment Type and are to be tied to another activity on the participant's Personal Development Plan (PDP)

Example: Kay is working on the goals she sets with her Family Coach during their ongoing Assessment conversations. When meeting with her Family Coach this month, Kay stated that in addition to taking Vocational Training, she has been worried about her housing. She is unable to pay her rent for next month because she has a medical bill that is due and not covered by her insurance. Kay and her Family Coach explored different resources, yet Kay was still in need of \$900 for her rent for next month. Based on their conversation together the Family Coach added a Stabilized Living (SL) step to Kay's PDP and requested the \$900 payment for rent and utilities on JASR. In JASR, the Family Coach tied 100% of the \$900 rent payment to Kay's VT step because SL does not allow for support services payments.

- 7) Added descriptions of the eligible payment types. Payment types are found on the MSC [437](#) (Authorization of Cash Payment) and will be payment types available in the coming Integrated Eligibility ONE system. For examples of the payment types please see the [JOBS Support Service Guide](#) for additional guidance on all payment types.

A few highlights of newly allowable payments include:

- a) Payment for internet bills is now allowable under the Moving Expense/Relocation payment type, which encompasses both housing and utility payments. Utility payments require a monthly review and are not paid in advance for longer contracts. Previous limitations of paying for two months out of a three-month period per payment type (rent, mortgage, utility bill, storage fee, etc.) still applies, as does the \$3000.00 per benefit group limit. See the rule and Support Services Guide for more details.
- b) Tuition for a Vocational Training activity is allowable. These payments are to be reviewed by term, quarter, or semester. Tuition for a Self-Initiated Training activity is allowable *only for participants receiving payments through the Education and Training Pilot Program established in House Bill 2032, and payments will be paid through the contracted partner*. This program is anticipated to start in the summer of 2020. Otherwise, tuition payments for Self-Initiated Training activities outside of the pilot sites are not allowed.

Pursuing lower cost alternatives for tuition payments means, the participant explored and pursued financial aid and other sources of assistance prior to receiving a support services payment for tuition.

- c) Books and supplies are allowable payments for all educational activities including but not limited to Vocational Training, Adult Basic Education, English as a Second Language, Self-Initiated Training, etc.
- d) Car insurance may be paid for no more than two-months in a 12-month period. Car insurance payments fall under the Auto Expenses payment type.

8) Updates to the payments that are not allowed include:

- a) The Medical Assistance payment type found on the MSC [437](#) is not allowable. TANF federal policies do not allow payments for medical assistance, medical services, mental health services, or alcohol and drug treatment services.
- b) The Professional Services payment type found on the MSC [437](#) is not allowable. Support services cannot be issued for Professional Services. Professional Services are services in the arts or sciences that require professional training, schooling or certification. Professional Services include doctors, engineers, architects, accountants, personal finance services, etc.

9) Support services for the Refugee program (REF) and Refugee Employment Program (REP) are now located at the end of the rule. The following payments are allowed:

- a) Transportation limited to get the participant to and from an approved REP activity. Transportation includes public transportation and fuel for those who have a valid driver's license and vehicle insurance.
- b) Payments needed to accept a job offer or get books or supplies to complete an approved education activity, when no other sources are available and there is need determined by DHS.

No other payments are allowed for the REF or REP programs.

### **Implementation/transition instructions:**

When JOBS participants request support services and are actively working toward their goals, documented in TRACS with the appropriate activity codes, Family Coaches will work with them to:

- Identify lower cost alternatives.
- Collaborate with local partners and agencies to provide as much assistance as available and to prevent duplication of benefits.
- Verified payment from the State will be accepted by the third party, if applicable.

Once determined to be an appropriate support service payment, the Family Coach will:

- Use the step code of the activity the participant was actively engaged in when the need was identified;
- Issue payment to the verified third party through JASR or form MSC [437](#) using the appropriate payment type and pay reason code; AND
- Narrate amount and Payment type for each support service that has been requested.

*Note: If the participant is not eligible for support services, continue to refer them to alternative resources such as local partnering agencies. The Family Coach remains a sounding board ongoing for problem solving conversations and planning for the future.*

### **Training/communication plan:**

BOMs please review with Family Coaches, Engagement Specialists, Benefit and Eligibility Specialists, and other applicable staff who issue or approve support services.

Please note the [JOBS Activity Guidelines](#) and [Support Services Guide](#) have been updated to reflect the amendments to the rule.

**Local/branch action required:**

**Central office action required:**

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

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

Contact(s): TANF Policy	
Phone:	Fax:
Email: <a href="mailto:TANF.Policy@dhsosha.state.or.us">TANF.Policy@dhsosha.state.or.us</a>	