

# Policy Transmittal Office of Self-Sufficiency Programs



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Director

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**Number:** SS-PT-20-028  
**Issue date:** 11/13/2020

**Topic:** Cash Payments

**Due date:** 11/13/2020

**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 (please specify):                              |
| <input type="checkbox"/> ODDS Children’s Residential Services  |   |
| <input type="checkbox"/> Child Welfare Programs                |   |

<b>Policy/rule title:</b>	Microenterprise		
<b>Policy/rule number(s):</b>	461-190-0211, 461-145-0250, 461-145-0600, 461-145-0920, 461-145-0930, 461-160-0160, 461-001-0000, 461-001-0025, 461-190-0197, 461-145-0910	<b>Release number:</b>	
<b>Effective date:</b>	01/01/2020	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:**

The Job Opportunity and Basic Skills (JOBS) Microenterprise (MI) activity, and the eligibility factors associated with it, were not built into the ONE system, which prompted changes to eligibility practices for MI and the JOBS Program.

## Implementation/transition instructions:

### **JOBS Program Change:**

Effective January 1, 2021, the Microenterprise (MI) activity will no longer be supported by policy. This will increase the use of other existing activities, such as Working (WO) for self-employment hours and Self-Initiated Training (SI), for training and skill development associated with starting a self-employment business. When using WO and SI steps, participants can take advantage of support services, allowing family coaches to better support participants. See the [October Work Verification Points](#) for guidance on how to proceed for participants currently engaged in MI.

**NOTE:** Although the MI activity will no longer be supported in rule, the step will remain available in TRACS. It is important not to use the MI activity when creating a Personal Development Plan (PDP) with participants. The JOBS Activity Guidelines (JAG) will be updated to reflect the MI rule change in January.

### **January 1, 2021 change to the OAR related to JOBS:**

<a href="#">461-190-0211</a> <a href="#">(4)(c)</a>	MI reference remains in this rule, however the definition is removed from <a href="#">461-001-0000</a> and added to <a href="#">461-190-0197</a> .
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### **Eligibility Change:**

Effective January 1, 2021, calculations to determine eligibility for applicants with a business previously defined as a MI will follow self-employment eligibility rules.

### **January 1, 2021, changes to the OAR related to eligibility will be updated:**

<a href="#">461-145-0250</a> <a href="#">(3)(c)</a>	To remove the MI exclusion of the equity value of income-producing property. The rule will read the same for all TANF participants and defines this income type to be treated as a resource.
<a href="#">461-145-0600</a> <a href="#">(2)(c)</a>	To remove language related to MI indicating the value of a capital asset is excluded for self-employment.
<a href="#">461-145-0600</a> <a href="#">(3)(b)</a>	To treat the equity value of work-related equipment as a resource for all TANF applicants/participants.
<a href="#">461-145-0600</a> <a href="#">(4)(b)</a>	To treat the wholesale value of inventory remaining at the end of a month, less encumbrances, as a resource.
<a href="#">461-145-0920</a> (9)	To remove MI from the rule.
<a href="#">461-145-0930</a> (7)	To remove MI from the rule.
<a href="#">461-160-0160</a> <a href="#">(2)(a)(b)</a>	To remove MI from the rule. Will read “the earned income deduction is 50 percent of the client’s gross earned income, including self-employment income.”

**Additional OARs with MI references being amended January 1, 2021:**

<a href="#">461-001-0000</a>	MI definition will be removed, as well as all other MI references.
<a href="#">461-001-0025 (27)</a>	MI reference will be removed from “Paid unsubsidized employment” definition.
<a href="#">461-190-0197</a>	Will be updated to reflect historical MI definition, and the sunset date of 12/31/2020.
<a href="#">461-145-0910 (4)</a>	MI reference will be removed all together.

**Training/communication plan:** Communication will be sent out in the SSP weekly update in January to remind staff of the change. Additionally, a reminder article is planned for the January On-Target.

**Local/branch action required:** Local leadership to review policy changes with local office staff.

**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>	