

# Policy Transmittal Office of Self Sufficiency Programs



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**Number:** SS-PT-21-011

**Issue date:** 6/15/2021

**Update:** 07/07/2021

**Topic:** Agency-Wide Benefits

**Due date:** 6/15/2021

**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 checked="" type="checkbox"/> Area Agencies on Aging: Type B     | <input type="checkbox"/> Health Services                                      |
| <input checked="" 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 checked="" type="checkbox"/> Other (please specify): 5503              |
| <input type="checkbox"/> ODDS Children’s Residential Services          |   |
| <input type="checkbox"/> Child Welfare Programs                        |   |

<b>Policy/rule title:</b>	Oregon Minimum Wage Increase for 2021 Update		
<b>Policy/rule number(s):</b>	N/A	<b>Release number:</b>	
<b>Effective date:</b>	07/01/2021	<b>Expiration date:</b>	06/30/2022
<b>References:</b>			
<b>Web address:</b>			

**Update: Additional guidance added for TA-DVS and ERDC 7/7/21 in red.**

**Reason for action:**

Senate Bill 1532 enacted by the 2016 Oregon Legislature, established a series of annual minimum wage rate increases beginning July 1, 2016 through July 1, 2022.

[Find more information about Oregon’s minimum wage at the Bureau of Labor and Industries \(BOLI\) site.](#)

Oregon's minimum wage will increase again on July 1, 2021. The FLSA calculators for TANF and SNAP will be updated to reflect the increase. The SNAP calculator can be found [here](#); the TANF calculator can be found [here](#).

**Income Calculation:**

When calculating income for new applications, renewals or reported changes effective July 1, 2021 or later, consider the following:

- Determine the corresponding minimum wage increase based on the *employer's* address.

<p style="text-align: center;"><b>Non-Urban Counties</b></p> <p>Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wheeler</p>	<p style="text-align: center;"><b>Metropolitan Service Area (MSA)</b></p> <p>Defined by the Portland Metro Area and its urban growth boundary. You will need to use the <a href="#">Urban Growth Boundary</a> website to determine if an address is in the MSA urban growth area.</p>	<p style="text-align: center;"><b>Standard Area</b></p> <p>All remaining areas in Oregon not included in MSA or Non-Urban categories.</p>
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- Based on the location of the *employer*, determine if the rate of pay on submitted paystubs reflects the previous (2020) minimum wage amount or the new (2021) minimum wage.

	Non-Urban Counties	MSA Urban Growth Area	Standard Area
Old Wage 07/2020	\$11.50	\$13.25	\$12.00
New Wage 07/2021	\$12.00	\$14.00	\$12.75

- After confirming with the Oregonian that their hourly rate of pay will increase to the new minimum wage, use the **hours** on the submitted income verification AND the new 2021 minimum wage rate to enter information into the ONE system.

- If the rate of pay reflects the 2021 minimum wage standard, use the submitted income verification to enter information into the ONE system.
  - NOTE: This change impacts ONLY employees earning minimum wage and does not apply to any certifications or changes prior to 7/1/21.

### Updating Income Records in ONE:

For all programs **except TA-DVS**, when an Oregonian has reported a change in their hourly wage at renewal or when reporting a change, the current income record should be updated to reflect the reported change in hourly wage. For detailed instructions for Updating Income Information in the 'Updating Income Information and Terminating Income' section of the [Income QRG](#).

### Employment Related Day Care (ERDC)

In the ERDC program, this change does not need to be reported during the 12-month certification period, unless a second parent with income has moved into the household.

#### Things to note:

- The minimum wage increase will affect how hours are calculated for self-employed clients and may vary according to where their business is located. Self-employed individuals may see a decrease in authorized hours at recertification due to being required to earn at least minimum wage. This potential reduction in hours will only occur at recertification, as hours are never reduced during the 12-month certification period.
- Families are required to report if their gross income exceed the ERDC exit limit. An ERDC case will close during the certification period if the family's income goes above the exit limit (see OAR [461-170-0010](#) and [461-155-0180](#)).
- Reminder: All families who qualify for ERDC prior to 10/1/21 will be eligible to receive ERDC with a zero-dollar copay.

### Temporary Assistance for Domestic Violence Survivors (TA-DVS)

Do not code future effective income changes. TA-DVS eligibility is determined based on income received during the calendar month in which the Oregonian applies. If there are future effective income changes, these should be looked at as an ongoing resource to support the safety plan and considered at the time of payment requests.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

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

Contact(s): <a href="mailto:SNAP.Policy@dhsosha.state.or.us">SNAP.Policy@dhsosha.state.or.us</a> <a href="mailto:CHILDCARE.POLICY@dhsosha.state.or.us">CHILDCARE.POLICY@dhsosha.state.or.us</a> <a href="mailto:TANF.Policy@dhsosha.state.or.us">TANF.Policy@dhsosha.state.or.us</a> <a href="mailto:HSD.MedicalEligibilityPolicy@dhsosha.state.or.us">HSD.MedicalEligibilityPolicy@dhsosha.state.or.us</a> <a href="mailto:TADVS.Policy@dhsosha.state.or.us">TADVS.Policy@dhsosha.state.or.us</a>	
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