



Information Memorandum

Originating Cluster:
Children, Adults & Families

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To: SDA Managers, SDA SSP Program Managers, SSP Line Managers & SSP Case Managers

From: Michael Buckley, Administrator
Self Sufficiency & Training Services

Subject: Job Retention Payments to At Risk Families

Under certain circumstances working families, other than those transitioning from TANF (Transition), are eligible for special TANF support service payments. These families are referred to as “at risk” and the risk is that if certain issues are not addressed the family runs the risk of losing employment, thereby forcing the family to apply for TANF. The support service payments are considered preventative, helping families with job retention and therefore not be in need of ongoing public assistance.

There are rules regarding these payments and they are designed to help target the subset of working families who most likely will fall into the TANF benefit system if the issues are not addressed. Those rules are:

- The family would be eligible for TANF within the month if it were not for income from the employment they are currently at risk of losing.
- Without the payment, the family would lose their employment and the payment would allow them to maintain that employment.
- The payment is limited to the minimum amount necessary to enable the family to retain their employment.

Use of TANF funding to make these types of payments is intended to retain the families' employment and therefore prevent the need for the family to apply for TANF. These are typically, but not always, one-time payments. The program is not funded at a level that allows us to provide ongoing supplemental payments to families.

Department rules do not specify the types of needs that can be addressed when we are helping a family in this type of situation, but typical needs are transportation issues, work tools and licenses, and some housing related issues if they would result in job retention.

In order to receive these payments a formal application must be completed. We need to determine that the family would otherwise be eligible for TANF and that the payment will result in job retention.

Later this summer, we are adding a section to the Family Services Manual that will provide a discussion of this provision with examples. But we wanted to make sure that staff are aware of this provision now and that our local office processes insure access to families who are "at risk" of losing employment and therefore entering the TANF program.

Your branch intake and assessment processes need to provide access to these benefits for those families for whom they are appropriate. If you have questions about how these situations should be handled in your branch processes, be sure to talk to your supervisor or Operations Manager.

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