

Job Participation Incentive (JPI) Q&A

Work Hours & Verification of Work Hours

Q1. If a client appears to be eligible for JPI, but there is no verification of work hours, should the worker pend for verification or send a DHS 210A or speedy note?

A1. *There is no application, pend or denial process for JPI. Do not send a 210A or speedy note. Ask the client to provide verification of actual hours worked during a two-week consecutive period within the last 60 days. The client becomes eligible for JPI in the month verification is received. Form DHS 7846 – (JPI Work Hours Verification) is now available for workers to provide clients a form to give employers that focus' on the hours.*

Q2. What can be used as verification of work hours for JPI?

A2. *Verification of work hours includes pay stubs, time cards, the Work Number, a letter from the employer, verbal statement from the employer or a completed DHS 7846 (JPI Work Verification Form).*

Q3. Should we add JPI coding on the FCAS case with JPI , JP2 or J82 HH type before we get verification of work hours?

A3. *No. Do not add the JPI, JP2 or J82 HH type without verification of work hours and appropriate coding on UCMS. Updating JPI on the SNAP case will generate the monthly \$10 JPI payment and include the client in the work participation rate before there has been a determination that the client meets all JPI eligibility criteria. The JPI Need Resource with end date and amount (hours) on the UCMS case is what allows us to report TANF federal hours of participation. Without this coding we are issuing out the additional \$10 to clients, and not getting any participation credit for them. Aligning the FCAS and UCMS is critical to the success of this program.*

Q4. Was there no requirement to verify actual work hours for clients included in the initial JPI auto-load, JP2 expansion or the work the JOBS Participation Team (JPT) has coded and enrolled?

A4. *Clients included in the auto-loads in October 2011 and May 2012 and subsequent approvals by JPT had to be earning a certain wage per hour (average of SNAP employed adult wages) and had to be working enough hours to meet federal participation requirements. Work hours for clients enrolled via either*

initial JPI auto-loads or JSET must be verified at the next recert or SRS reporting or the client will no longer be eligible for JPI.

Q5. For self-employment income, should a 4.3 conversion be used or should the actual number of weeks in the month be used?

A5. *For JPI, self-employment average hours need to be 20, 30,35 or 55 hours per week depending on the age of the child and the number of parents in the home rather than a flat amount in the just a budget month. Because of this, divide the entire month's gross reported self-employment income (either SEN or SEC) by 4.3 and divide again by Oregon minimum wage (\$9.10 as of 01/01/2014).*

Q6. If the client does not have verification of work hours at recertification but provides verification at a later date and still meets all other JPI eligibility, what month does JPI start? For example, recertification was in December but the client does not provide verification of work hours until January 12, what is the first month that a JPI payment may be issued?

A6. *A JPI payment may be issued the month in which verification is received and the client meets all other JPI eligibility requirements. In the example above, January is the first month in which a JPI payment may be issued.*

Q7. If a client is working in a work-study job for 20 hours per week, does this meet JPI eligibility criteria?

A7. *If the income does not count, the client is not JPI eligible; however, if the client is working at an unsubsidized job per week and becomes an eligible SNAP student based on their work, they may be JPI eligible.*

Q8. Do we round when we calculate work hours?

A8. *Yes, rounding is very important: round up or down to the nearest hour. For example, if the weekly work hours are 20.4, round down to 20. If the weekly hours are 20.5, round up to 21. Another example is if you can verify only 19.2 hours weekly. The person would have only 19 work hours and would NOT be JPI eligible.*

Eligibility

Q9. Are ineligible noncitizen parents or parents coded as a NC1 on SNAP eligible for JPI?

A9. *Depends. For single parent families, Ineligible noncitizens or parents coded as an NC1 are not eligible for JPI as they are not eligible for SNAP. For a two parent*

family, one parent may be an ineligible non-citizen coded NC1as long as the other parent meets all eligibility requirements for SNAP. Only hours from the SNAP eligible parent may be counted towards the participation rate.

Q10. Mom is an ineligible noncitizen and not eligible for SNAP benefit and Dad is eligible for SNAP benefits. Is this considered a one parent or two parent household since the mom is not eligible for SNAP benefits?

A10. *This is considered a two parent household since both parents are in the filing group. This family may be eligible for JPI if dad meets the work requirements as a two parent family.*

Q11. Trevor lives with his girlfriend Monica, his child from a previous relationship, James, and their joint child, Karen. They receive SNAP benefits as a family. Trevor is working 20 hours per week . Can Trevor get JPI as a one parent family since he the sole parent of James in the household?

A11. *No. Since there is a child in the household with two parents, the family must meet eligibility as a two parent family.*

JPI Issuance

Q12. Will the \$10 JPI payment always issue on the first of the month?

A12. *With the exception of the first month, once the JPI, JP2or J82 HH type is coded ongoing months will be issued on the first of each month.*

Q13. Is a client eligible for the full \$10 JPI benefit in the month the work verification is received regardless of when in the month the verification is received? For example, a client comes into the office on 1/14/12 and has a case that is expiring 1/31/12. They provide all income verification at the time of the recertification. Is the client eligible for the JPI payment for January or will the first JPI payment be made in February?

A13. *If a client expiring 1/31/12 submits all paperwork and work verification on 1/14/12, the worker would add JPI to 1/12 and the \$10 JPI issuance would be issued for 1/12. The JPI, JP2 or J82 HH type remains on the case for the 1/31/12 REC action and future \$10 JPI issuances occur automatically. It may be easier for workers to issue the \$10 EN for 1/12 then go in the next working day and process the REC for 2/1/12.*

TRACS and JPI

Q14. When a client is eligible for JPI, does the worker need to set up an activity on TRACS?

A14. *No. A TRACS activity or TRACS coding is not necessary for a JPI client. If a TRACS activity or page is open, it is recommended that you close the activity and exit the plan.*

Age of Child

Q15. Will JPI auto-end on FSMIS when the youngest child in a single parent family turns six or will the worker review for continued eligibility when the SNAP interim change report or recertification is due?

A15. *The JPI eligibility will not automatically end and will remain on the case until manually removed by the worker. Continued eligibility should be reviewed when the interim change report or the recertification is due or when a change is verified upon receipt, whichever is sooner.*

Q16. Will JPI auto-end on FSMIS when the youngest child turns 18 or will the worker take this action when the SNAP interim change report or recertification is due?

A16. *The worker will need to manually remove JPI coding from both the SNAP and UCMS case. If this is being done in the middle of the certification period, a timely closure notice must be sent.*

Overpayments & Review

Q17. Will the \$10 JPI be included in future overpayments?

A17. *If there is both a SNAP overpayment as well as a JPI overpayment, the JPI overpayment will be pursued along with the SNAP overpayment. However, if there is only a JPI overpayment, the JPI overpayment will not be pursued.*

Q18. Will these JPI cases be reviewed by QC or targeted reviewers?

A18. *Adding JPI to a case will not increase or decrease the risk of review. JPI is not currently an element for review as pulled by QC but it is reviewed by targeted reviewers. Additionally, cases receiving a JPI payment will be added to the yearly JOBS Program audits to verify documentation of 'work hours' has been received and federal participation is met.*

Ending JPI

Q19. What worker action is required when a client loses JPI eligibility in-between the client's SNAP (re)certification and interim change report periods?

A19. *Remove the JPI coding from both UCMS and FCAS. Send a timely benefit closure notice because JPI is ending. If the overall SNAP benefit is also*

decreasing, also send a reduction notice. While this situation is likely to be rare, it does require that two notices be sent.

Q20. Is a closure notice required if the worker removes JPI but that causes the SNAP benefits to increase?

A20. *Yes, a timely benefit closure notice is required since JPI is being ended. The effective date of the change is the first of the month following the month in which the timely continuing benefit decision notice period ends.*

Q21. What determines the JPI end date?

A21. *The end date for JPI always aligns with the SNAP interim change report due date or the SNAP recertification date (including the TBA end date), whichever is sooner. If a client is no longer eligible for JPI upon recertification or interim change report processing no additional closure notice is necessary. Just don't re-enroll the client in JPI if they don't meet the criteria at that time.*

Q22. When the "SNAP SRS approval notice" and the "SNAP Benefit Recomputed Notice Due to Interim Change" are issued, is the JPI dollar amount included as part of the benefit amount on these notices?

A22. *JPI is not part of the SNAP benefit notices. A separate JPI approval notice will go out advising of the additional \$10 per month for the six-month period. This notice is generated when processing a SNAP certification or recertification with a REC/CRT transaction code or an interim change report with a SRS transaction code, when a case has a JPI, JP2 or J82 HH type on FSMIS. A JPI approval notice is also generated mid certification when adding a JPI, JP2 or J82 HH type to a FSMIS case. The notice advising the client of the eligibility period beginning and end (the end date given on the notice aligns with the next interim change report due date or the end date for SNAP, whichever is sooner.*

Q23. Melissa (the SNAP Head of Household), her daughter Maya, and Maya's child Cameron are on SNAP benefits. Maya is working and is eligible for JPI. The SNAP case and Maya's UCMS case have been coded with the correct JPI coding. The case keeps showing up on the JPI Potentially Eligible Report. How do I fix it?

A23. *This case will continue to show up on the alert list as the payee on the UCMS case and the Head of Household on the SNAP case do not match. If the client agrees, change the payee on the SNAP case from Melissa to Maya as Maya is JPI eligible.*

Q24. When should the JPR HH type on FSMIS be used?

A24. Use a JPR HH type on FSMIS when a client appears eligible based off income or relationship but really isn't or when a client has opted out of JPI. This will prevent the case from showing up on the JPI Potentially Eligible Report. For example, Valerie is working 10 hours a week at \$20 per hour with a child under 6. She may appear to be eligible as her earned income $10 \times 20 \times 4.3 = \860 is higher than 20 hours a week at minimum wage $20 \times 8.95 \times 4.3 = \769.70 . Since is not eligible, code a JPR HH type.

Coding

Q25. When trying to update a case that is coded with JPI, the following error message appears: "72049E JOB status is for State funded program (SFP/PTF/PLS only)".

A25. This error has been corrected. If it appears, contact the Service Desk.

Q26. Do we need to code NMD on the UCMS case for it to work?

A26. Sometimes the worker can code the JPI adult as an AD or NO on a UCMS case. However there must be one eligible child coded as a CH. If the child is not eligible for medical, a NMD C/D is needed.

Q27: What In Grant (IG) code should be used when client does not have open medical?

A27. Use AD for the adult with the JPI coding and CH for at least one eligible child. If the child is not eligible for medical, add a NMD C/D

Q28. When a family is determined eligible for JPI, does the worker code JPI in both C/D and N/R columns? Will FSMIS auto-update the JPI HH Type or does the worker manually enter it?

A28. JPI is coded as the C/D for all JPI eligible adults. A JPI N/R is used on the adult only in families where the youngest child is under 6, a JP2 N/R is used on adults in families where the youngest child is between 6 years of age and under 18 years of age and J82 N/R is used on all two parent families eligible for JPI. The worker must also code the JPI HH type on FCAS. The UCMS coding is used to pull the case into the TANF participation report and the FSMIS coding generates the JPI monthly \$10 issuance.

Q29. If a worker removes JPI from UCMS but forgets to remove the JPI, JP2 or J82 HH Type from FSMIS, will the system continue to issue the \$10 JPI payment each month?

A29. *Yes, until the JPI, JP2 or J82 HH type is removed from FSMIS, JPI will continue to be issued. This will provide clients the \$10 benefit but will not help meet TANF federal participation rates. This is why it is critical that the JPI monthly alert lists sent by central office are worked each month in a timely manner and that staff work to keep FCAS and UCMS aligned.*

For More Information About JPI:

- OAR 461-135-1260 (Specific Requirements: Job Participation Incentive) at <http://apps.state.or.us/caf/arm/A/461-135-1260.htm>
- JPI Policy at <http://apps.state.or.us/cf1/EligManual/EMnlFrame.htm?Page+ID=05-toc&anchor=jpi>
- JPI information on the TANF staff tools webpage at <http://www.dhs.state.or.us/caf/ss/tanf/index.html>
- Contacts:
 - Policy: Tammy Brooks (503) 945-7016
Jennifer Dion-Collins (503) 947-5403
 - Coding: Yaroslav “Slavik” Globak, (503)753-5036