

## What is the Job Participation Incentive?

The Job Participation Incentive (JPI) is an additional \$10 food benefit for working parents receiving SNAP that boosts their ability to meet the nutritional needs of their families. It's considered a TANF related expense and will help Oregon meet the TANF federal participation rates (currently facing penalties).

## Who Qualifies for JPI?

JPI eligibility is determined at certification, re-certification, when processing the interim change report (852), and when cases transition off TANF. Clients must meet ALL the below requirements:

- One or two parent household with a dependent child under 18 who is on the same case.
- Case is in the CRS, SRS or TBA reporting system. Must be coded with EML, SEC, SEN or HCW for SRS & CRS cases. For cases in TBA, there might not be any income coded.
- Parent(s) working a specific minimum average of hours per week at Oregon's minimum wage.
  - Single parent with child under age 6: Average minimum is 20 hours per week (coded as JPI)
  - Single parent with child age 6 to under 18: Average minimum is 30 hours per week (coded as JP2)
  - Two parent household of child under 18 and not receiving ERDC benefits: A combined average of 35 hours per week (code as J82)
  - Two parent household of child under 18 and receiving ERDC benefits: A combined average of 55 hours per week (code at J82)

## What else should I know?

- SNAP clients not eligible for JPI are those receiving TANF or SFPSS, and cases without a parent of a child under 18.
- Weekly work hours will be calculated in addition to the income calculation.
- Must verify client actually (not projected) worked the average minimum hours for 2 consecutive weeks within the last 60 days. Verified through pay stubs, time cards, letter (or phone call) from the employer or DHS JPI Work Verification form #7846.
- Client is eligible for JPI benefit in the month the work verification is received.
- Calculating work hours:
  - Round calculated hours to the nearest hour (e.g. 19.4 hrs = 19 hrs; 19.5 hrs = 20 hrs)
  - If paid weekly, divide by 2 weeks.
  - If paid twice a month and have 1 pay stub, divide by 2.15.
  - If paid twice a month and have 2 pay stubs, divide by 4.3.
  - For SEN and SEC, divide monthly gross income by Oregon minimum wage and then divide by 4.3.
- SNAP households can only receive one monthly JPI payment.
- JPI is not prorated — always \$10 per month unless issuing retro benefits.
- Other than the initial month, JPI is always issued on the 1st of the month.
- Coding is needed on both the UCMS and FSMIS screens.
- Clients exiting TANF and going in to TBA should be considered for JPI benefits.
- If a JPI client becomes eligible for TANF, a timely closure notice is necessary to end JPI. However, do not delay TANF determination.
- As a food benefit, it does not count as income for any other DHS programs and has the same USDA restrictions as other SNAP benefits.
- Clients will not need additional EBT accounts/cards to access the benefit.