

Select originating cluster

Marge Reinhart, Administrator

Authorized Signature

Number: SS-IM-05-009

Issue Date: 04/04/05

Topic: TANF Employment

Subject: Child Care Hours

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 | <input type="checkbox"/> Health Services |
| X Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message:

TO: Self Sufficiency Program Staff

SUBJECT: TANF Employment

When a TANF client's primary JOBS activity is employment, a CCB, rather than a JCCB, should be used to cover the child care expense.

If a majority of the client's hours are work hours, the hours should be coded on UCMS, and a CCB with no copay requirement will be issued. If there are additional JOBS activity hours, these should be added to UCMS also.

If the majority of hours are other JOBS activities, rather than employment, all the hours should be coded on a JCCB.

"Retention only" refers to a situation where a person has transitioned off TANF but is not eligible for ERDC. In this situation, a one-time JOBS child care payment could be made if it is necessary for the client to remain employed. Since it is a JOBS payment, a JCCB would be used.

The Child Care "cheat sheet" has been revised to better explain this. It will be part of the July FSM release and is also attached.

Thank you for the hard work you do on behalf of our clients. If you have any questions, please call Shiela Carter at (503) 945-6110 or Rhonda Prodzinski at (503) 945-6087. Their groupwise addresses are shiela.a.carter@state.or.us and rhonda.prodzinski@state.or.us

Child Care Cheat Sheet

| If child care hours are needed to support: | Issue a: |
|--|----------|
| JOBS only | JCCB |
| TANF Working JOBS Activity is 'UN' only | CCB |
| TANF Working & JOBS Combined (Majority Work Hours) | CCB |
| TANF Working & JOBS Combined (Majority JOBS Hours) | JCCB |
| Retention Only | JCCB |
| OFSET | JCCB |
| ERDC - BAS Only | CCB |
| Jobs Plus - Non-UI (PLF, PLS, PNC) | CCB |