

Xochitl Esparza, Interim TANF Program Manager
Authorized Signature

Number: SS-IM-08-032
Issue Date: 10/08/2008

Topic: Systems Issues

Subject: Revised JOBS Activity Guidelines

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 |
| <input checked="" type="checkbox"/> 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:

On October 1, 2008, changes were made to the JOBS Activity Guidelines to reflect the modifications made in the Final TANF Regulations. The JOBS Activity Guidelines provide information about JOBS activities, TRACS attendance documentation requirements and other policies affecting participation in the JOBS Program.

The direct link to the updated JOBS Guidelines which became effective 10/1/08 is:
http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-im-08-032_attach.doc

HOMEWORK HOURS FOR ALL EDUCATIONAL ACTIVITIES

- Can automatically count one hour of unsupervised homework time for each hour of class time. [*Replaces the requirement for supervised homework*]
- 7861 form has been changed to allow DHS or Contractor to enter homework time

COLLEGE LEADING TO A BACHELOR'S DEGREE

- Parents as Scholars (PS) becomes a core activity countable for up to 12 months [*Eliminates a prohibition against college leading to a 4 year degree*]

TIME LIMITS FOR JOB SEARCH & JOB READINESS ACTIVITIES

- Time limits for Job Search (IJ & JO), Life Skills (LS), Drug & Alcohol Services (DA & DT), Mental Health Services (MH & MT), and Rehabilitation Services (RA) are:
 - 240 hours in the past 12 months for single parent with a child under 6

- 360 hour in the past 12 months for all others

[Replaces 12 weeks in a fiscal year limit]

- Time limits for these activities are tracked at the state level

EXCUSED ABSENCE LIMITS

- Excused absences that can be counted as participation hours are limited to 16 hours per month and 80 hours in the past 12 months. *[Replaces the limit of 2 days per month and 10 days in a fiscal year]*
- TRACS changes will be made that no longer require identifying the day of the excused absence or the reason
- Reminder...excused absences can be granted to participate in non-countable activities

DAILY TRACKING OF JOB SEARCH & JOB READINESS ACTIVITIES

- Weekly tracking of Job Search (IJ & JO), Life Skills (LS), Drug & Alcohol Services (DA & DT), Mental Health Services (MH), and Rehabilitation Services (RA) is allowed. *[Replaces the requirement for daily tracking of these activities]*

OTHER

- SSDI clients are exempt from participation
- School attendance stipulation has been removed from clients exempt for caring for a disabled household member

Please forward to appropriate contractor staff. Thanks...Phil

If you have any questions about this information, contact:

Contact(s):	Phil Laymon		
Phone:	(503) 945-6128	Fax:	(503) 373-7032
E-mail:	Philip.l.laymon@state.or.us		