

Select originating cluster
Xochitl Esparza, TANF Program Manager
Authorized Signature
Number: SS-IM-11-051

Issue Date: 12/22/11

Topic: Cash Payments

Subject: Job Participation Incentive (JPI) Mass CM Coding Update

Applies to (check all that apply):

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|-------------------------------------|-------------------------------|-------------------------------------|--|
| <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 checked="" type="checkbox"/> | Other (please specify): Self Sufficiency Field Staff |

Message: The Job Participation Incentive (JPI) program provides a \$10 food benefit to eligible families to help families meet their nutritional needs. Families who receive the \$10 payment are included in the federal TANF work participation rate. In order to achieve the goals in the corrective compliance plan that Oregon entered into to address its inability to meet work participation rates in 2007, the state must enroll 20,000 eligible families in JPI by September 2012. Currently, the \$10 JPI payment is being issued to just under 7,000 families.

One-Time Mass File Auto-Update

Central Office has been providing monthly JPI alert lists to the field since October 2011. The alert lists include cases with JPI coding on FSMIS but no JPI Need Resource code on the companion UCMS case. At this time, more than 500 cases need to have JPI coding added to the companion UCMS case.

To assist, Central Office will run a mass file update to automatically add JPI coding to the open Program P2 & M5 cases. The purpose is to align the JPI benefits being issued (via FSMIS) with the necessary participation coding (not yet coded on UCMS). This mass file update will allow these cases to be included in the TANF federal participation data report.

Central Office will distribute a report of the cases that will be auto-populated. This is an informational report - no action is required.

The P2 or M5 cases included in the mass file update will be auto-populated on the evening of December 21 with a:

1. JPI Case Descriptor;
2. Need Resource date (same as SRS/EXP date-from SNAP) and 20.00 (weekly work hours); and
3. Job Status of S.

In the mass update, Central Office will enter 20 weekly hours as the default number of work hours since this is the minimum number of hours a person may be working and still meet work participation requirements.

As workers process SNAP recertifications or interim change reports (DHS 852), the worker will need to update the JPI weekly hours based on the work verification received as well as updating the JPI need resource end date to the new SRS or expiration end date.

Monthly JPI Alert Lists: Worker Action Required

This is a one-time mass update. While Central Office will continue to look for ways to help with JPI, it is critical that branches continue to work the monthly JPI alert report to align JPI coding on FSMIS and UCMS.

The most recent monthly JPI alert list was sent on December 12, 2011. The cases on the December 12 alert list that still need immediate action because they could not be auto-populated are those included in "3) JPI ON FS BUT NO OPEN CM".

JPI Reminders:

- Update UCMS cases with the JPI Need Resource and weekly work hours when adding or updating SNAP cases with JPI benefits.
- Finish working the December 12, 2011 JPI alert list with particular attention to the cases that received the \$10 JPI issuance in December but that do not have an open UCMS case.
- Continue identifying JPI eligible SNAP cases at intake and recertification and as interim change reports are processed.

If you have any questions about this information, contact:

Contact(s):	Tammy Brooks, TANF Policy Analyst Amy Sevdy, TANF Policy Analyst Leslie Potter, Business Analyst
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Phone:	503-945-7016 503-945-7017 503-945-6293	Fax:	
E-mail:	Policy, TANF TANFPOLI@DHS.STATE.OR.US		