

Phil Laymon, JOBS Workforce Manager  
**Authorized Signature**

**Number:** SS-IM-04-002  
**Issue Date:** 03/18/2004

**Topic:** Cash Payments

**Subject:** JOBS Disqualifications

**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:**

We have recently received a number of questions from field staff regarding coding for TANF cases disqualified at DJ5 and DJ6. There has been some confusion about how cases proceed to DJ5/DJ6 and if the computer automatically makes cases go to P2/MAA when the TANF cases progress to DJ5 or DJ6. When disqualifying clients in the TANF program at DJ5/DJ6 or MA5/MA6, case managers must make a program change to P2/MAA for TANF benefits to stop. Cases at DJ4 will not automatically move to P2/MAA without direct input from the case manager. For several years, it has been DHS policy to not allow the computer to automatically end cash benefits. DHS instituted this policy to ensure that clients with substantial barriers to employment would not accidentally lose their benefits. In order to stop TANF benefits due to non-cooperation, a case manager must do a COMP action on UCMS to P2 for the first of the month in which the disqualification will take effect. Case managers must be sure to add the DJ5 or DJ6 Need/Resource code as well as the DJ5 or DJ6 Case Descriptor.

If you have any questions about TANF policy and non-cooperation, please call Jeff Stell, TANF Program analyst, at (503) 945-6542. For questions about coding, please contact Lisa Stegmann at (503) 945-6725.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	As listed above		
<b>Phone:</b>		<b>Fax:</b>	503-373-7200
<b>E-mail:</b>			