

Select originating cluster

Dave Lyda, JOBS Workforce Manager

Authorized Signature

Number: SS-IM-04-027

Issue Date: 08/16/04

Topic: TANF JOBS Activities

SS-IM-04-027: Clarification Regarding Good Cause & Attendance for JOBS

Subject: Program Activities

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:

CAF Self-Sufficiency field offices have recently had some questions regarding good cause and attendance in JOBS activities. Staff want to know how to code hours of good cause in TRACS when a client has not attended JOBS activities but does have good cause. *Do not record hours of non-attendance, regardless of whether or not good cause has been granted. Good cause is used in conciliation to determine whether or not to disqualify the client. Good cause is not to be used to determine whether a client should be given attendance time.*

When a client has failed to attend a JOBS activity, or in some other way failed to complete the requirements of his or her case plan, case managers must conduct conciliation in order to give the client an opportunity to establish good cause. If the client does not have good cause, the branch should normally move to disqualify the client. In that instance, hours of attendance should be coded in TRACS with the Good Cause flag set to 'N.' However, if the client did have good cause, the hours that the client actually attended should be coded on TRACS with a 'Y' flag indicated in the Good Cause field. Staff should not code hours that the client did not participate but had good cause in the number of hours attended. Only code the number of hours the client attended the JOBS activity and choose the 'Y' code in the Good Cause field.

For more information about conciliation and disqualification, see section F in the TANF chapter of the Family Services Manual. If you have questions about the policy of coding attendance in TRACS, please contact Phil Laymon, JOBS Program Analyst, by GroupWise or at (503) 945-6128.
