

**State of Oregon
Temporary Assistance for Needy Families
State Plan**



Oregon Department of Human Services

Submitted by:

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Assisting people to become independent, healthy and safe

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I. PREFACE

The Oregon Department of Human Services (DHS) is directed to file a TANF State Plan as required by federal regulations. This plan contains information on the State's Temporary Assistance for Needy Families (TANF) program and information on how the State will meet its Maintenance of Effort (MOE) requirements. This document sets forth objective criteria for the delivery of benefits and the determination of eligibility and for fair and equitable treatment, including an explanation of how the State will provide opportunities for recipients who have been adversely affected to be heard in a State administrative hearing process.

II. GENERAL PROVISIONS OF THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAM

Intention of the Program

Temporary Assistance for Needy Families (TANF) is the federal program which replaced the Aid to Families with Dependent Children (AFDC) program under federal welfare reform legislation, *Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA)*, P. L. 104-193. TANF provides block grants to states which are used to provide assistance and work programs for needy families.

In order to produce the best outcomes for low income Oregon children and their parents and also comply with federal requirements, Oregon's Temporary Assistance for Needy Families (TANF) and Job Opportunity and Basic Skills (JOBS) programs focus on a holistic family stabilization and economic security based program. This shift of focus occurred with the passage of HB 2469 by the 2007 Oregon Legislature. HB 2469 was signed by the governor on July 31, 2007. During the recent economic recession and slow economic recovery, there was increased need for TANF and JOBS services for Oregon's most vulnerable families. The Governor and Oregon Legislatures did everything possible to maintain supports for parents with children in the TANF program and to mitigate other negative consequences, such as family destabilization and entry into foster care. Given the slow economic recovery, some portions of Oregon's TANF design have been suspended.

Oregon is committed to ensuring the best possible employment outcomes for adults who need jobs. The JOBS employment and training program provides activities and services focused on preparing participants to enter the workforce, help them find employment and support them as they transition off public assistance. The TANF and JOBS programs are included in the work that was chartered by the Oregon Workforce Investment Board (OWIB) to align and improve the state's workforce system. This effort, supported by the Governor, is to ensure that both service delivery and outcomes are improved for both employer and job seeker.

III. OREGON ASSISTANCE PROGRAMS

- A. **TANF and TANF MOE** funds are spent on several Oregon programs that meet the requirements of federal law and regulations. These items include:
- **Temporary Assistance for Needy Families (TANF)** program provides case management and cash assistance to low-income single and two-parent families with minor children. It is designed to promote personal responsibility and accountability for parents. The goal of the program is to reduce the number of families living in poverty through employment services and community resources. Eligibility for these services is discussed later in this plan. These services are provided with a combination of TANF Federal Funds and State Maintenance of Effort (MOE) funds.
 - **Pre-TANF** is the foundational element of the program that allows for a more consistent holistic evaluation process up front and integrates strength based case management statewide. TANF adults are screened for domestic violence, alcohol and drug, mental health, physical health, learning needs, and family stability. When appropriate, families are offered the opportunity to connect to the labor market early in the process while taking advantage of up-front screenings concurrently. These non-assistance services are provided with a combination of TANF Federal Funds and State MOE funds.
 - **Job Opportunity and Basic Skills (JOBS)** is the State's TANF employment and training program. Clients eligible for JOBS program services are those who are entering the TANF program, TANF recipients, clients transitioning from TANF assistance, work-eligible non-citizens attached to a TANF case, and families participating in the State Family Pre-SSI/SSDI program. These services are provided with a combination of TANF Federal Funds and State MOE funds, or segregated TANF Federal Funds or State-Only non-MOE, based on eligible family status.
 - **Post-TANF** provides a \$50 monthly assistance payment for up to one year to TANF and Pre-TANF clients who go over income due to earnings. Clients remain eligible if they meet federal participation requirements, modified TANF non-financial eligibility and have income less than 250 percent of the Federal Poverty Level guidelines. Transitional support services are also available to support the client in staying employed. These services are provided with TANF State MOE funds. *Note: Pre-TANF families do not*

receive a \$50 monthly assistance payment. Only Post-TANF families receive the \$50 payment, which is an ongoing assistance payment. Families in Post-TANF are included in the participation calculation. Families who were previously in Pre-TANF or TANF may qualify for Post-TANF if they obtained employment (while on Pre-TANF or TANF) that made them ineligible for Pre-TANF/TANF due to earnings. Families cannot receive Post-TANF payments if they are in the Pre-TANF program or receiving cash assistance under TANF. They are not concurrent programs.

Note: Due to continuing budget constraints the Post-TANF component was suspended beginning May 1, 2012.

- **Addiction** services are provided to both TANF and TANF at risk clients. These non-treatment services include Drug and Alcohol and other Addiction and Prevention Services. The services are funded by segregated TANF Federal Funds or TANF State MOE based on eligible family status. The income limit for State MOE is 250 percent of FPL.
- **Child Care services** include costs associated with providing child care services to TANF clients engaged in the JOBS program or other self-sufficiency activities and to low income working families. The financial eligibility for the Employment Related Daycare program is set at 185 percent of FPL. The Oregon Department of Education also provides for Resource and Referral for quality child care and compliance monitoring services. In addition to Child Care Development Fund (CCDF) Federal funds and required State match and CCDF State MOE, both TANF Federal and State MOE funds help fund these programs.
- **Family Support and Connections** is a child abuse prevention program serving primarily TANF eligible families. Services include support and interventions to TANF or at risk families intended to reduce the likelihood of child abuse and neglect. The short-term interventions include home visits, strengths/needs based family assessments, advocacy, individualized interventions, joint outcome based case planning, and emergency services. The services are designed to increase parental protective factors and decrease the risk factors of child abuse and neglect.

A limited number of non-TANF families are provided access to this program. This program is funded by a combination of Community Based Child Abuse Prevention (CBCAP) funds, TANF Federal funds, as well as State funds, some available as TANF State MOE. For 90 percent of the families served, the financial eligibility is the same as eligibility for Pre-

TANF, TANF cash assistance, two-parent cash assistance, State Family Pre-SSI/SSDI and Post-TANF programs. There is no financial eligibility requirement for the other 10 percent of non-TANF families served. CBCAP funds represent 13 percent of the total Family Support and Connections program funding. CBCAP funds are used to fund services to non-TANF families. The remaining costs are charged with TANF and State MOE funds and are monitored on an annual basis and adjusted accordingly.

- **Self-Sufficiency Services for Tribal TANF families** are provided to clients who are receiving Tribal TANF assistance through the Klamath Tribe and the Confederated Tribes of the Siletz. Through interagency agreements with the Tribes, additional services are offered, such as employment and training, child care, subsidized work experience and support to non-needy caretaker relative families. Eligibility is based on Tribal TANF eligibility. Segregated TANF State MOE funds are used. When capacity allows, families receiving Tribal TANF may also access liaison services through DHS to assist them in applying for Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI). This is provided through the JOBS program.
- **Refugee Services** are provided to eligible TANF refugee families through either the Refugee Case Services Project (RCSP) or through the local branch office.

The RCSP provides cash coordination and some case management to refugees residing in Multnomah, Clackamas and Washington counties for eight months. Employment and training services are provided for 12 months.

The Office of Refugee Resettlement (ORR) provides social service funding for services to refugees who are not eligible for TANF. The TANF eligible families are better served through this extensive service delivery system and TANF federal funds are used to pay for the services provided to refugee families eligible for TANF. The costs are charged to TANF Federal Funds, but TANF State MOE may also be expended on these services. The financial eligibility for these services is the same eligibility used for TANF cash assistance and two-parent cash assistance.

Refugees who reside outside the RCSP service area are served through the local branch office.

- **State Family Pre-SSI/SSDI Program** provides interim cash assistance, case management and professional level support to TANF eligible adults and their families in pursuing Supplemental Security Income (SSI) and Supplemental Security Disability Income (SSDI) benefits. The program is available to participants who have been assessed by the program's disability analysts as likely to be found eligible for SSI/SSDI. The program is voluntary but provides additional staff resources for those people selected to participate in the program. Clients must also sign an interim assistance agreement to repay the adult portion of their State Family Pre-SSI/SSDI grant to the State when they are found eligible for the Federal disability program benefits. State Family Pre-SSI/SSDI expenditures were claimed as TANF State MOE until June 30, 2012. Beginning July 1, 2012 the State Family Pre-SSI/SSDI expenditures are State only non-MOE.

- **The two-parent program** provides cash assistance to two-parent households eligible based on:
 - Unemployment or underemployment, or
 - Incapacity.Effective October 1, 2011, two-parent families eligible based on unemployment or underemployment are funded with State only non-MOE funds. Effective July 1, 2012, two-parent families eligible based on incapacity are funded with State only non-MOE funds.

- **The Job Participation Incentive (JPI)** is a \$10 per month food benefit provided to single-parent working families with a child under the age of 18 and who work a sufficient number of hours to meet federal TANF work participation rate requirements. Beginning June 2014, JPI was expanded to include two-parent working families. This expansion is called J82. JPI and J82 are funded with State MOE.

- **Child Support Pass Through and Disregard** passes through recovered child support up to \$50 per child per month (not to exceed the amount of child support actually paid), with a \$200 maximum per family per month for TANF families. The pass-through amount is disregarded for eligibility purposes and is counted as TANF State MOE.

- **Prevention Services** to adolescents and teens focusing mainly on reproductive and sexual health as well as positive youth development. Services are available to youth regardless of financial or non-financial

eligibility. A combination of Federal TANF and state teen pregnancy prevention initiative support local dollars fund these services. State MOE will only be claimed on eligible families that meet 250 percent of the Federal Poverty Level.

- **Pre-Kindergarten education** through the Oregon Department of Education provides State funded Oregon Head Start Pre-Kindergarten (OPK) services for clients. This program claims State General Fund money received by OPK programs that do not also receive Federal Head Start funds as TANF State MOE; family eligibility is based on 100 percent of the Federal Poverty Level income guidelines (FPL), although up to 20 percent of available slots can be made available to children who are over-income. (Total State MOE claimed is reduced by 20 percent to compensate for the potential of over-income families.) Ten percent of enrollment is reserved for children with disabilities. These services are not available to the general public.
- **Services through the Early Learning Division that resides in the Oregon Department of Education include:**

Healthy Families Oregon is a voluntary home visiting program for prenatal families and families with children less than three months of age. Services are provided to families based on levels of need determined by family risk factors.

Great Start is a General Fund grant that is distributed to Early Learning Hub Collaboratives to fund programs for children age zero to eight and their families.

Relief Nurseries provide comprehensive family services to children under the age of six in families who are experiencing multiple stresses linked to abuse and neglect.

The portion of Healthy Families Oregon and Great Start and Relief Nurseries General Funds that are reported as MOE are calculated based on the percent of services provided to clients that are Oregon Health Plan eligible, less those funds that are used to match Medicaid.

- **Emergency Assistance includes:**

Child Welfare programs include non-IV-E Foster Care, Adoption Assistance, in-home services, family treatment and support services, family resources and support, tribal child welfare, special contracts, case management including intake CPS and in-home CPS and on-going family preservation services to support maintaining the child in their own home or a home of a relative, or reunification of the family in a more timely manner. When required, eligibility for TANF funded services is based on TANF non-financial eligibility, with financial eligibility based on 200 percent of the Oregon median family income for a family of four. These eligibility factors are applied to the family from which the child was removed, (must have lived with a relative within the prior six months) or to the family with whom the child resides (in-home services). This TANF eligibility applies to those families and services that do not meet IV-E eligibility. This eligibility is the same as that found in the State Emergency Assistance Plan that was in effect as of September 30, 1995. TANF eligibility is re-determined annually. All child welfare emergency assistance related services, including Adoption Assistance, are charged to segregated TANF federal funds only. In addition, State MOE may also be used for other child-related services provided to eligible families.

Temporary Assistance for Domestic Violence Survivors (TA-DVS) program provides payments, not to exceed \$1,200 in a 90-day period, for services necessary to help victims of domestic violence become safe. Eligibility for these services is based on TANF cash assistance eligibility criteria, elements of which can be waived as explained later in the plan. Segregated TANF federal funds are used for these payments except for the items explained below. TANF State MOE funds are used to provide emergency medical services when other alternatives are not available and to provide program payments to victims whose citizenship and alien status are waived but otherwise meet TANF eligibility, allowable under a State law provision.

Housing Stabilization Program is administered by Oregon Housing and Community Services (OHCS). TANF Federal funds along with TANF State MOE are expended to assist single and two-parent families with minor children who are homeless or at risk of homelessness. Housing Stabilization payments, not to exceed \$5,000, may be issued to an eligible family over a four month period. Eligible families who receive a TANF federally-funded HSP benefit or service must have income below 150 percent of the Federal Poverty Line

(FPL). Eligible families who receive a state-funded HSP benefit or service counted towards TANF MOE must have income below 250 percent of FPL. Payments made by HSP service providers at the local level provide services such as, but not limited to, short-term housing costs, employment and education related expenses, transportation and case management to assist eligible households obtain and maintain stable housing.

- **The Working Family Tax Credit** provides a refundable tax credit to cover the out of pocket costs of low-income child care consumers. The income test is based on adjusted gross income under 250 percent of FPL. The amount of Working Family Tax Credit claimed as TANF MOE is the amount of the tax credit paid to eligible families that is counted towards the CCDF MOE fund requirement.
- **Oregon Opportunity Grant**, which is administered by the Office of Student Access and Completion, is Oregon's primary state-funded, need-based grant for students with individual or family incomes (including untaxed income) of less than \$70,000. The amounts claimed as TANF State MOE are based on data reported on the Free Federal Application for Student Financial Aid (FAFSA), which serves as the application form not only for most federal student grants and loans but also for the Oregon Opportunity Grant. The amount claimed as TANF MOE is based on the actual number of Oregon Opportunity Grant recipients and parents who report receiving TANF.
- **The Oregon Food Bank (OFB)** provides food and resources to low-income Oregonians. The total State MOE claimed from the Oregon Food Bank is based on the value of purchased and donated food and the value of donated volunteer time at OFB's four branches and sixteen independent Regional Food Banks that are members of the OFB network. Expenditures counted towards State MOE are limited to expenditures on behalf of families with at least one child who report income below 185 percent of the FPL.

B. TANF, State Cash Assistance and Pre-TANF Programs

The TANF cash assistance program is operated State-wide, with a Countable and Adjusted income limit and payment standard. In addition, centrally determined, consistent eligibility requirements are established and utilized.

TANF and State Cash Assistance Programs Non-Financial Eligibility Requirements include:

- 1) Residency. Clients must be a resident of Oregon and intend to remain in Oregon. Clients are not residents if they are in Oregon solely for vacations or school VISAS.
- 2) Citizen/Alien Status. Clients must be a US citizen or qualified non-citizen except in situations of domestic violence. Client must sign a statement attesting to citizenship or alien status. TANF State MOE is used to pay for assistance provided to families in situations of domestic violence and immigrants otherwise eligible except for the five year ban.
- 3) Social Security Number (SSN). Clients must supply or apply for a SSN.
- 4) Pursuing and Assigning Benefits/Assets. Clients must pursue assets to which they have a legal right to claim.

Except for pregnant females with no other dependent children and clients in State only funded programs, clients must assist in establishing paternity and in pursuing and assigning child support, unless there is good cause.

- 5) Age/School. A dependent child must be one of the following:
 - Under age 18; or
 - Age 18 and *regularly attending school* full-time.

Regularly attending school means enrolled in and attending a school in grade 12 or below, GED classes in lieu of high school, a course in vocational or technical training in lieu of high school, or enrolled in the Oregon School for the Deaf. The student's full time status is defined by the school.

- 6) Caretaker Relative. A dependent child must live with a caretaker relative. A caretaker relative is the person, regardless of age, who is responsible for the care, control and supervision of the dependent child and is related to the child in one of the ways listed below.
 - a) A biological parent. The following applies when determining if the alleged father may be the caretaker relative when the mother is absent or deceased:

- If there are documents that verify the alleged father is the father of the child, he may be the caretaker relative. If, at a later date, the Division of Child Support (DCS) proves he is not the father, he can no longer be the caretaker relative.
 - If there are no documents that verify the alleged father is the father of the child, he cannot be the caretaker relative until DCS legally establishes that he is the father.
- b) The biological parent can be the caretaker relative, even if a legal adoption exists, when:
- The child lives with the biological parent, and
 - The legal (adoptive) parent has given up care, control and supervision of the child.
- c) A caretaker relative also includes: a dependent child's grandfather, grandmother, brother, sister, stepfather, stepmother, stepbrother, stepsister, uncle, aunt, first cousin, nephew, or niece who lives in a residence maintained by one or more of the relatives as the child's or the relative's own home.

Note: A stepparent or step sibling may be considered a caretaker relative even if the marriage to the biological or adoptive parent ended in death or divorce. When a caretaker relative of one child applies for another in the same household, the groups must be combined. A dependent child can be in only one filing group at a time.

Once another person accepts care, control or supervision of the child for 30 days or more, the status of caretaker relative ends.

7) Employment Separation – TANF Denial

The caretaker relative in the need group must not be separated from his or her *most recent job* for any of the following reasons:

- Discharged or fired for:
 1. Misconduct; or
 2. Felony or theft
- Labor Dispute; or
- Voluntary quit:
 1. In anticipation of discharge; or

2. Without good cause.

A need group is not eligible for TANF program benefits for 120 days from the date a caretaker relative was separated from employment without good cause.

Good cause means a reasonable person of normal sensitivity, exercising ordinary common sense, would have –

- Left work
- Participated in behavior leading to the individual's discharge or to the individual quitting work in anticipation of discharge.

For an individual with a physical or mental impairment (as defined at 29 CFR 1630.2 (h)) good cause for leaving work means that a reasonable person with the characteristics and qualities of such individual would have –

- Left work
- Participated in behavior leading to the individual's discharge or to the individual quitting work in anticipation of discharge.

A need group may not be denied TANF program benefits based on the reason for separation from most recent employment if the caretaker relative is one of the following:

- A Parents as Scholars (PAS) participant who temporarily becomes ineligible for TANF program benefits for four months or less due to income from a paid work experience.
- A teen parent returning to high school or equivalent.
- An individual fleeing from or at risk of domestic violence.
- An individual in the ninth month of pregnancy or experiencing a medical complication due to the pregnancy which is documented by a qualified and appropriate professional.
- An individual unable to work due to a disability or medical condition documented by a qualified and appropriate professional, and which is expected to last for 30 days or more from the date of request for TANF program benefits.

- An individual who is separated from his or her most recent employment for a reason the Department determines is good cause.
 - An individual who was separated from employment as a result of a layoff.
- 8) Deprivation
- To be eligible for TANF, a dependent child must be deprived of parental support or care because of the
- Continued absence,
 - Death,
 - Incapacity, or
 - Unemployment or underemployment of a parent.

Determination of deprivation for a child who lives with one parent or who does not live with any parent is based on the death or continued absence of a parent.

Determination of deprivation for a child who lives with two parents is based on the unemployment or underemployment of both parents or the incapacity of a parent.

- 9) Employability Screening and Overview of the JOBS Program

To be eligible for TANF:

- Each caretaker relative in the need group must complete an employability screening, and
- At least one caretaker relative in the need group must participate in an overview of the JOBS program.

C. TANF Eligible Individuals

The TANF application (filing group) must include a dependent child or unborn and the following household members:

- 1) Parent(s) of a dependent child.
- 2) Parent(s) of an unborn.
- 3) Siblings of the dependent child, except as specified in section (5) below. The

siblings must be under age 18 or age 18 and attending school full time.

- 4) For needy caretaker relatives of the dependent child, their spouse and their dependent children.
- 5) Caretaker relatives.

Note: Dependent children who have been or will be receiving foster care payments, adoption assistance or Title IV-E subsidized guardianship assistance payments for more than 30 days are not included.

- 6) Minor parents are allowed to form a separate eligibility group with their dependent child(ren) when:
 - The minor parent lives with an adult relative who is not their parent, or
 - The parents of the minor parent are in the household but are not applying for TANF for the minor parent or any of the minor parents' siblings.

A parent whose only child is an unborn may be eligible when the mother's pregnancy has reached the calendar month before the month in which the due date falls (for example, if the due date is June 20, the mother of an unborn may be eligible for TANF as early as May 1). The client's statement that the pregnancy was verified by a medical practitioner, health department, clinic crisis pregnancy center or like facility is adequate for verification. The father of the unborn is included in the eligibility determination process if he lives in the same household as the mother. Women whose pregnancy has not yet reached the month prior to the due date may be eligible for TANF or TA-DVS in situations of domestic violence.

For TANF:

- *Dependent child* means:
 - A person who is not a caretaker relative of a child in the household. This person is unmarried or married but separated and is under age 18 or 18 and a full time student in secondary school or the equivalent level of vocational or technical training; or
 - A minor parent whose parents have chosen to apply for benefits for the minor parent. This does not apply to minor parents who are married and living with their spouse.
- *Marriage* means the union of two individuals who are legally married. *Legally married* means a marriage uniting two individuals according to the provisions of:

- The statutes of the state where the marriage occurred;
 - The common law of the state in which the two individuals previously resided while meeting the requirements of common law marriage in that state; or
 - The laws of a country in which the two individuals previously resided while meeting the requirements for legal or cultural marriage in that country.
- *Parent* means the biological or legal mother or father of an individual or unborn child.
 - *Spouse* means an individual who is legally married to another individual.

D. TANF Financial Eligibility Requirements

The financial eligibility requirements include meeting the income and resource limits for the program. Income and resources are assets. An asset that is counted as income is excluded as a resource in the budget month. Any remaining amounts are counted as a resource the following month.

Resource Limit. The resource limit is (excluding up to \$10,000 in equity value of all licensed vehicles):

- \$2,500 for TANF applicants.
- \$2,500 for TANF recipients with an active JOBS disqualification or who are not progressing in an active JOBS plan.
- \$10,000 for all other TANF recipients.

Income Limits. Countable income must not exceed the TANF Countable Income Limit. Adjusted income must not exceed the TANF Adjusted Income Limit.

**Countable Income Limit
Need Group - With Adult**

<u>No. in Need</u> <u>Group</u>	<u>Amount</u>
1	\$ 345
2	499
3	616
4	795
5	932
6	1,060
7	1,206
8	1,346
9	1,450
10	1,622
<u>Each additional person</u>	<u>172</u>

**Adjusted Income Limit
Need Group - With Adult**

<u>No. in Need</u> <u>Group</u>	<u>Amount</u>
1	\$ 326
2	416
3	485
4	595
5	695
6	796
7	886
8	976
9	1,039
10	1,150
<u>Each additional person</u>	<u>110</u>

Caretaker relatives, other than parents, who choose not to be included in the need group must meet the "non-needy countable income limit" of 185 percent of the Federal Poverty Line for the filing group, and the "no-adult countable income limit" for the need group, as follows:

**Countable Income Limit -
Non-needy Caretaker Relatives
(Effective February 1, 2014)**

<u>No. in Filing Group</u>	<u>Amount</u>
2	
3	\$2,426
4	3,051
5	3,677
6	4,303
7	4,929
8	5,555
9	6,181
10	6,807
Each additional individual	7,433 +626

**Countable Income Limit
Need Group - With No Adult**

Adjusted No. in Household									No. in Need Group
2	3	4	5	6	7	8	9	10	
\$249	205	198	186	176	172	168	161	162	1
	410	396	372	352	344	336	322	324	2
		594	558	528	516	504	483	486	3
			744	704	688	672	644	648	4
				880	860	840	805	810	5
					1032	1008	966	972	6
						1176	1127	1134	7
							1288	1296	8
								1458	9

**Adjusted Income Limit
Need Group - With No Adult**

	Adjusted No. in Household									No. in Need Group
	2	3	4	5	6	7	8	9	10	
\$220	173	160	151	144	138	134	127	127		1
	334	308	290	276	264	256	242	242		2
		456	429	408	390	378	357	357		3
			568	540	516	500	472	472		4
				672	642	622	587	587		5
					768	744	702	702		6
						866	817	817		7
							932	932		8
								1,047		9

**Payment Standard
Need Group - With Adult**

<u>No. in Need Group</u>	<u>Amount</u>
1	\$ 339
2	432
3	506
4	621
5	721
6	833
7	923
8	1,030
9	1,093
10	1,204
+ 1	+ 110

**Payment Standard
Need Group - With No-Adult**

	Adjusted No. in Household									No. in Need Group
	2	3	4	5	6	7	8	9	10	
\$228	180	167	156	150	143	140	133	132		1
	348	322	300	288	274	268	254	252		2
		477	444	426	405	396	375	372		3
			588	564	536	524	496	492		4
				702	667	652	617	612		5
					798	780	738	732		6
						908	859	852		7
							980	972		8
								1,092		9

E. State Family Pre-SSI/SSDI Program Standards

The payment standard for the family in the SFPSS program is based on the following:

- i. When one adult in the *filing group* (see OAR [461-110-0330](#)) is applying for SSI or SSDI:

Persons in Need Group	Adult Payment	Family Payment	Total Payment Standard
1	\$125	\$ 214	\$ 339
2	125	307	432
3	125	381	506
4	125	496	621
5	125	596	721
6	125	708	833
7	122	801	923
8	113	917	1,030
9	112	981	1,093
10	112	1,092	1,204

- ii. When two adults in the filing group are applying for SSI or SSDI:

Persons in Need Group	Adults Amount	Family Payment	Standard
2	\$148	\$284	\$ 432
3	230	276	506
4	200	421	621
5	224	497	721
6	180	653	833
7	214	709	923
8	126	904	1,030
9	222	871	1,093
10	220	984	1,204

F. Pre-TANF PROGRAM

The Pre-TANF Program offers non-recurrent short-term support services. The non-assistance support services are paid for with commingled State and Federal TANF. Clients may participate in initial job search, barrier screening and participation planning for JOBS or family stability activities prior to entering the TANF cash assistance program. The intent of the Pre-TANF Program is to:

- Convey the message that TANF is primarily a self-sufficiency development/achievement program as opposed to an income maintenance program.
- Look at the needs of the family, including the needs of the children and family stability factors, as part of a holistic assessment.
- Provide an opportunity for individuals to assess their own strengths, needs, and goals.
- Initiate screenings to identify client strengths, needs, and barriers to self-sufficiency. These include screenings that indicate need for additional services related to mental health and addictions, learning disabilities, domestic violence, medical issues and accommodations.
- Assess individual's employment potential in the labor market and help determine the services needed to enhance their employability.
- Help individuals recognize their own strengths and find employment or other alternatives so they can be independent from ongoing TANF benefits.

- Meet non-recurrent maintenance needs concurrent with case planning and services for employment and self-sufficiency.

Payments are made to meet the family's basic living expenses and to support participation in assigned activities. The total payment, excluding child care and transportation, will be less than a full TANF grant. Basic living expenses are limited to personal incidentals. Payments for basic living expenses are limited to 100 percent of the Payment Standard for TANF. Support service needs may include short-term child care and transportation or payments directly related to a job offer.

The Pre-TANF Program ends no later than 45 calendar days from the client's date of request for TANF. It can end in less than 45 days under the following circumstances:

- The client begins full or part-time employment that is expected to result in, or lead to, self-sufficiency or is placed in a JOBS Plus assignment.
- The client is determined unlikely to benefit from continued participation in Pre-TANF.
- The client withdraws their TANF application or is denied.
- 45 calendar days have elapsed from the date of request for TANF benefits.
- The client stops cooperation with Pre-TANF Program employment requirements and does not have good cause.

If clients refuse without good cause to cooperate with their case plan or treatment, the Pre-TANF Program can end after examining good cause. Their TANF grant may be opened with a disqualification if the re-engagement process, described later in this document, has been completed.

Most applicants for TANF may participate in the Pre-TANF Program if they are presumed to meet TANF eligibility requirements. Initial eligibility determination is based on the client's declaration and not on written verification.

G. TANF Benefit Calculation

In calculating benefits, countable income is adjusted by applying the 50 percent of earned income deduction to the earned income of every member of the financial group.

i. Deemed Assets

- Alien sponsors and parents of a minor parent are subject to having their assets deemed for a TANF client. Deemed assets are the portion of the income and resources of a person not in the financial group used to determine eligibility and benefit level for a financial group member. Deemed assets are used to determine the eligibility of the TANF applicant.
- For sponsored aliens, assets are deemed for the period of time declared by the sponsor in the Affidavit of Support.
- The income (but not the resources) of the parents of a minor parent are deemed if they are living together and the minor parent is applying for TANF with their own dependent child(ren). This includes the parents of a pregnant minor. The income is deemed after deductions (e.g., a deduction for their own needs at the TANF standard).

ii. TANF Benefit Issuance

TANF benefits are issued the first of each month. The State of Oregon issues TANF benefits (except for direct deposit) using Electronic Benefit Transfer (EBT).

iii. Child Care Payments

DHS makes child care payments on behalf of TANF and JOBS clients directly to the child care provider. To be eligible for payment, providers must pass a criminal and child protective services records check on themselves and others who have access to the children in care. Providers must have pre-service health and safety training and also agree to maintain basic health and safety standards in the facility where care is provided. Payments for TANF recipients who are working (when the majority of the planned hours are for working), or in an ongoing JOBS Plus activity, are made using a Child Care Billing (CCB) form. All other JOBS child care support service payments are made via a JOBS Child Care Billing (JCCB) voucher.

iv. Underpayments

For underpayments, DHS authorizes restoration or supplemental payment of TANF cash if a benefit group received fewer benefits than it was entitled to because of any of the following:

- 1) A change that would cause an increase in benefits was reported before the first of the payment month but too late for the branch to adjust the next payment.
- 2) The field office caused an administrative underpayment. Administrative underpayments include, but are not limited to, the following:
 - Failing to take action on reported information.
 - Using an incorrect effective date.
 - Denying, closing or reducing benefits in error.
 - Making calculation errors.
- 3) The field office was directed to restore benefits in a hearings decision.
- 4) The repayment of an overpayment was too much.
- 5) A court decision finds benefits to be wrongfully withheld and its action entitles a client to restoration of benefits.
- 6) An Intentional Program Violation (IPV) disqualification is reversed. Participation in an IPV hearing automatically constitutes a request for restoration of benefits.

The amount restored is issued in addition to the benefits that a currently eligible group is entitled to receive. A benefit group that moves from the State of Oregon can still receive any restoration of benefits due to the benefit group.

To determine the amount of benefits to be restored, the worker first identifies the effective date the benefit group is eligible for lost benefits.

Note: The benefit group is not eligible for restored benefits any month that eligibility for those benefits cannot be established. However, the benefit group is given an opportunity to prove eligibility for questionable months.

Next, the correct benefit amount for the months the benefit group was underpaid, closed or denied in error is determined, and the actual amount the clients received is subtracted from the amount they should have received. After the amount of restored benefits is offset by any previous overpayments, benefits are restored, by check, to the group containing the largest number of people

who were benefit group members at the time the loss occurred. If the location of this group is unknown, benefits are restored to the benefit group containing the primary person at the time the loss occurred.

H. Redetermination

TANF eligibility is reviewed at redetermination. Redetermination includes having the client fill out a packet of forms mailed directly to their home and, in most cases, having a face-to-face interview in the office. The schedule for redetermination of TANF eligibility is as follows:

- At least once every six months for filing groups with an open JOBS plan and who are not participating in JOBS or who have an active JOBS disqualification.
- At least once every 12 months for all other TANF filing groups.
- At least annually for child welfare services.

Note: When a client starts working under a JOBS Plus agreement, the redetermination due date is extended to one month beyond the end of the agreement.

I. Case Management

Case management consists of the following primary activities:

- Screening & Assessment includes all the interactions DHS has with clients, from initial branch contact and screening, through intake and Case Management contacts. Initial screening for client strengths, needs and goals is based on information gained from reviewing the Application for Services (DHS 415F), the Employability Screening Tool (DHS 7823A) and the Self Assessment Tool (DHS 7823B), as well as from the client interview. All branch staff and contractors with client contact can contribute to assessment of client needs based on their interactions with the client. In all of these interactions, the goal is to help the client identify which services are needed to support family self-sufficiency. For example, either the JOBS contracted partner or the DHS case manager can refer to Oregon's National Career Readiness Certificate (NCRC) for testing based on the assessment results. Rapport and trust are built by helping clients identify and address their own issues.
- Brokering for resources, including communication with partners and case staffing, ensures that the most appropriate services are provided to the client. Brokering also involves continual evaluation of each service's usefulness and

success. Brokered services include not only case plan activities and local resources but DHS resources, Social Security, child support and other benefits.

- Case plans are the road map for the client in their journey toward enhanced self-sufficiency. Plans are developed and agreed to using the case worker and client's best thinking on how they can increase the client's self-sufficiency. The results of client assessment are used to help the client choose self-sufficiency enhancing services and the case manager acts as a broker to access these services. The plan states when, where, how and by whom these activities will be provided. Case plans are individualized based on client need and can be added to and adjusted over time.
- Eligibility determination and benefit issuance are primary responsibilities of DHS. These services are integrated with case planning aimed at increasing self-sufficiency. The case plan is the primary agreement between the client and DHS and the benefits are one of the temporary supports in that plan.
- Progress evaluation allows DHS to maintain successful case plans and accurate benefit delivery for our clients. This is where the relationship between the client and DHS staff is developed. Consistency and timely follow up by DHS staff are very important so trust, support and accountability are fostered with DHS staff and clients.
- Narration and computer entry are the means by which benefits are provided and case activities recorded. They also enable DHS to collect and evaluate data to continually improve program services.

All these activities occur during case management, but the order may vary depending on the client situation and local procedures. In each case, case management skills are used such as asking open ended questions, restating and summarizing, helping clients develop their own case plan and helping clients become accountable for their own progress.

J. Re-engagement Process

The re-engagement (formerly known as conciliation) process is used to reconnect the client with their case plan, goals and steps needed to address self-sufficiency, to establish whether the client is able to complete their case plan and to address any barriers to participation.

The client re-engagement process has been re-aligned and strengthened. Clients are given every opportunity to participate. All required screenings are offered. Child safety is considered and disqualifications are only applied when it is determined that the client is willfully non-compliant and there are no child safety issues anticipated as the result of impacts of a penalty.

The JOBS re-engagement process provides an opportunity to determine good cause for failure to cooperate with the JOBS program and to help participants and potential participants resolve disputes and misunderstandings. This includes disputes about case plans, JOBS support service payment amount, irregular attendance at assigned JOBS activities, missed appointments, failure to participate in a JOBS component and refusal to accept or maintain employment.

Clients, DHS staff and JOBS contractors can all request re-engagement on JOBS participation disputes. Re-engagements are intended to resolve disputes quickly and fairly by making an opportunity for prompt resolution available to all parties.

K. Good Cause

Good Cause is what DHS considers as valid circumstances that prevent a participant from cooperating with elements of their individualized case plan. It is the participant's responsibility, with the assistance of DHS, to provide evidence to establish good cause for non-cooperation and to work with the JOBS program staff to try to resolve problems that interfere with cooperation. Clients meeting federal participation rate requirements will be granted good cause. It is important to determine whether the participant is unable or unwilling to cooperate with their case plan.

L. Hearings & Notices

A claimant may have a hearing on a case decision if any of the following applies:

- 1) DHS has not acted on a request or application for TANF within 45 days of the application.
- 2) DHS claims that an earlier TANF payment was an overpayment.
- 3) The client is protesting a DHS decision to deny, reduce or close benefits.
- 4) The claimant asks for a hearing to determine if the waiver of an Intentional Program Violation hearing was signed under duress. The request must be made within 90 days of the date the waiver was signed.

- 5) The client contends that the Department previously under-issued public assistance and the Department denies the claim.
- 6) DHS issues a notice of intentional program violation and the client has not signed a waiver of hearing.
- 7) Denial of TA-DVS or a denial of a TA-DVS payment.
- 8) Denial of support services.

A request for hearing is complete when DHS's Administrative Hearing Request form (DHS 443) is filled out and signed by the claimant or the claimant's representative and is received by DHS.

To be timely, DHS must receive a completed hearing request no later than the 45th day following the date of the TANF decision notice, or 90 days from a benefit reduction due to non-cooperation with a case plan.

Reasonable notice of the hearing is served upon the claimant either personally or by regular mail. Hearings are held by the Office of Administrative Hearings, which is independent from the Department of Human Services.

When benefits are being reduced or terminated, a claimant has the right to an expedited hearing if the claimant disagrees with a denial of continued benefits pending a requested hearing. There is also a right to an expedited hearing when DHS denies an application for a support service payment, a payment for a basic living expense authorized, DHS reduces or closes a support service payment, or DHS does not issue a JOBS support service payment within required time frames. A Temporary Assistance for Domestic Violence client also has a right to an expedited hearing if the client's application is denied, the client does not receive a decision on an application by the close of the second business day following the date the application is complete or the client disputes any payment provided to or for the client. An expedited hearing is a telephone hearing held within five working days of DHS's receipt of the written hearing request, unless the claimant requests more time. In an expedited hearing, the Office of Administrative Hearings issues a Final Order within three working days from the date of the hearing.

M. Disqualification

A disqualification is initiated only after the client has had an opportunity to participate in the re-engagement process that includes a determination by DHS of whether the client had good cause for failing to comply. The effects of a JOBS disqualification are progressive. Once a disqualification is imposed, it affects benefits according to the following schedule until the disqualification ends.

There are two levels of disqualification:

- a) At the first level, the penalty is removal of the disqualified client from the need group for up to three months.
- b) At the second level, the need group receives no cash benefit in the TANF program for one month.

After the second level, TANF benefits are closed and the family is ineligible for TANF benefits for two consecutive months if the client did not begin to cooperate prior to the end of the second level.

Applicants for TANF and participants in the Pre-TANF program who are disqualified for failure to comply with requirements of an employment program are treated the same as above.

DHS encourages and supports participation, using disqualifications only as a last resort; i.e., only when all attempts to encourage and facilitate participation have failed.

Disqualified clients are informed that they may end their disqualification at any time by contacting the case manager. Disqualified clients must demonstrate cooperation for two consecutive weeks after which the disqualification ends and cash benefits are restored.

Although clients lose TANF payments at the second level and can subsequently be ineligible for TANF cash assistance for two months, they remain eligible for medical benefits as long as they would otherwise be eligible for TANF.

IV. JOB OPPORTUNITIES AND BASIC SKILLS (JOBS) PROGRAM

Conduct a program, designed to serve all political subdivisions in the State (not necessarily in a uniform manner), that provides assistance to needy families with (or expecting) children and provides parents with job preparation, work, and support services to enable them to leave the program and become self-sufficient.

The Job Opportunities and Basic Skills (JOBS) Program is Oregon's employment and training program. Education, training and job placement services are provided to TANF single-parent and two-parent families with the goal of helping prepare for, find and keep a job. Job retention and wage enhancement services are provided to clients transitioning from TANF or the Pre-TANF Program.

JOBS program services are planned for and provided through contracted partners as well as through a network of workforce partnerships including local Workforce Investment boards (LWIBs), Employment Department offices, community colleges and other community partners that provide family stability services such as mental health and addiction services. Coordinated service delivery planning, for both workforce and family stability-focused resources, are conducted through local planning meetings.

State leadership and technical assistance support local JOBS program efforts. A core set of mandatory procedures and services are in place in all areas. However, service delivery mechanisms and program design may vary among the 16 Districts due to differences in local needs and resources. For example, Portland-area offices may deal with clients' transportation related barriers in a different manner than rural offices due to the availability of public transportation.

To provide JOBS services to working TANF clients to help them transition from TANF to employment, DHS staff uses a strength-based case management approach. The intent of case management is to help families become self-supporting while assisting them with basic needs. DHS respects and empowers clients by recognizing they are capable, have strengths, and have resources that can help them take control of their lives. DHS assists clients in identifying their needs and building on their strengths while supporting them in meeting their goals. Benefit delivery is integrated with self-sufficiency enhancing services. The outcome of case management is increased family self-sufficiency through individualized case management. Case

management takes a team effort. The team consists of the client, the case manager, branch staff and community partners the client may be working with.

JOBS services include various levels of Job Preparation and Placement services, Retention and Wage Enhancement services, Self-Sufficiency and Intervention services, Youth and Child services and Teen Parent services.

1) Job Preparation and Placement

The intent of these services is to determine which TANF clients are currently employable, then identify and address issues of employable clients that limit employment success and place the client in a job for which they are qualified. The services are provided in coordination with JOBS contractors, Workforce partners and other community resources.

Job preparation and placement services include program entry and orientation, initial and ongoing screening and assessment, job skills analysis, labor market test, skills inventory, career counseling, personal development service coordination, development of employment opportunities, referral for National Career Readiness Certificate (NCRC) testing, case management, Pre-TANF Program, Life Skills, Job Skills, Job Readiness and Job Search, Basic Education to complete GED or High School Diploma, Work Experience, JOBS Plus, Supported Work, Self-Initiated Training, Vocational Training, On-the-Job Training, Parents As Scholars, Microenterprise and Wellness Services. The services are provided in coordination with JOBS contractors, Vocational Rehabilitation, Workforce partners and other community resources.

2) Retention and Wage Enhancement

The intent of these services is to help working families maintain employment and increase wages and benefits so that they can achieve independence from benefit programs. The services are provided in coordination with JOBS contractors, Workforce partners and other community resources.

Retention and wage enhancement services can include initial and ongoing assessment and coordinated case management, Basic Education, Life Skills, ongoing Job Search, Job Skills Training, Self-Initiated Training, mentoring and employment coaching, supplemental job entry and placement services, Vocational Training, Child Support Establishment and brokering for employer and other local resources that

enhance workplace and technical skills and otherwise assist working families.

3) Self-Sufficiency, Family Stability and Intervention

The intent of these services is to use partners to assess for client and family issues that hinder employment and independence. Case managers then broker for partner resources to address these issues so that independence is increased and dependence on public assistance benefits is decreased.

Services to increase self-sufficiency include assessment, case management and brokering services for needs such as crisis intervention, stabilizing living situation, school retention, medical issues, learning disabilities, parenting training, budgeting, Family Support and Connections, wellness services and access to other benefit programs and local resources.

4) Youth and Child services

The intent of these services is to use partners and prevention services to enable young people to be successful in school, gain life skills, enhance child well-being and make the transition to a self-sufficient adulthood.

Youth and child services can include life skills training; mentoring programs; managing children's health and development; improving school attendance, performance and behavior; increasing positive decision-making skills; reproductive health, including prevention of unintended pregnancy; decreasing criminal behavior; prevention of future child abuse and neglect; Family Support and Connections services; and youth employment opportunities for non-parenting teens. Services involve joint planning with other partners, such as child protective services, local juvenile departments, counseling and treatment agencies, schools, child care and medical providers, wellness services and other local resources and coalitions. In some cases, such as medically fragile children or where no adults are participating in JOBS, services to children or youth may be the focus of the case plan.

5) Teen Parent services

Teen parent services are coordinated with community partners and other resources to help parents under age 20 develop successful parenting and other life skills and complete their secondary education. The intended

outcome is for teens to successfully complete their high school education and other self-sufficiency goals.

Teen parent services may include high school completion or GED preparation, life skills, teen parent counseling to address issues unique to teen parents, and access to retention and self-sufficiency services including job preparation, youth employment opportunities and training programs targeted to teens and young adults.

6) JOBS program components

The following components (activities) of the JOBS program are available in every service district in some capacity either through contracts or by community partners:

- a) *Basic Education*: Intended to ensure functional literacy, language skills or basic educational attainment for JOBS participants. Basic education includes remedial education and Adult Basic Education.
- b) *Branch Retention*: Retention and wage enhancement services for employed former TANF clients.
- c) *Child-Related Activities*: Activities that enable the client to gain skills to successfully balance work and family and contribute to the well-being and health of the children in the family.
- d) *Community Service Programs*: Structured activities where work improves client employability and is performed for the direct benefit of the community in such fields as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety and child care.
- e) *Crisis Intervention*: Short-term services to address an immediate crisis need.
- f) *English as a Second Language*: Activities that give the clients with limited English proficiency better speaking, writing or reading skills that may enable them to become self-sufficient.
- g) *Family Support and Connections*: Services to help families maintain the safety and well-being of their children by increasing parental protective factors and decreasing risk factors.
- h) *High school or GED*: High school attendance or GED activity for teen parents and GED activity for adults.
- i) *Job Search*: Focus on participants looking for and obtaining employment. It is designed to improve skills in locating and competing for employment in the local labor market and may include writing resumes, instruction in interviewing skills, group and

individual job search and activities necessary to attain Oregon's NCRC.

- j) *Job Skills*: Activity designed to provide classroom training and technical skills or equivalent knowledge and abilities in a specific job area.
- k) *JOBS Plus*: A program under Oregon law that provides TANF clients with subsidized employment, while paying their benefits as wages from the work-site assignment. Each JOBS Plus participant receives a \$10 client supplement in addition to their benefits that are paid as wages. Wage supplements, employer reimbursements and the \$10 client supplement are funded by General Fund and charged as MOE. The program is only available to TANF clients; however, there is no income limit while clients are participating in this activity.
- l) *Life Skills*: Activities that offer development of skills that prepare clients to be successful in the workplace and daily living.
Microenterprise: Self-employment for clients with small business opportunities that are approved by a third party entity.
- m) *On the Job Training*: Training activities given to a paid employee who is engaging in productive work that provides knowledge and skills necessary to perform the job.
- n) *Rehabilitation Activities*: Activities needed to reduce client barriers to employment caused by physical issues, medical issues or other disabilities.
- o) *Retention Services*: Any activities used to help employed clients ensure job retention and to help them enhance wages. This may include activities necessary to attain Oregon's NCRC.
- p) *Self-Initiated Training*: Short-term training a client needs to be competitive in the job market. Training services are arranged by the client as an identified need, are short-term and are not considered job skills training or vocational training.
- q) *Supported Work*: Intensive staff support, skill training, intervention and counseling. As participants develop skills, they receive more and more responsibility until they can function in employment independently.
- r) *SSI Service*: Services through the Disability Liaisons and other resources to assist clients in the process of applying for or appealing SSI.
- s) *Stabilized Living*: Activities that enable a client to establish housing in order to participate in the JOBS program.
- t) *Work Program for Underemployment*: Clients work in unsubsidized employment full or part-time and remain on TANF cash assistance.

- u) *Work Experience*: Unpaid short-term work at a job site meant to develop good work habits and basic vocational skills to enhance employability. It can be through a private for-profit business, nonprofit organization or public agency.
- v) *Vocational Training*: Skilled training that leads to an occupation with an appropriate wage level and opportunity for employment. As opposed to jobs skills training, vocational training is usually full-time and for a longer period of time, up to 12 months.
- w) *Parents As Scholars*: An educational program that involves the completion of a two- or four-year degree. (Effective 7/1/11, no new clients may be added).
- x) *Wellness Services*: Coordinated case management services related to mental health and addiction services, domestic violence intervention and medical issues.

7) Transitional Benefits

As noted, JOBS participants may receive transitional benefits and services after they become employed and lose TANF eligibility due to income.

If they lose TANF eligibility due to other reasons while participating in a JOBS activity, they may receive transitional benefits and services to finish that activity.

These benefits and services include:

- Post-TANF: \$50 monthly assistance payments to previous Pre-TANF and TANF clients who have obtained employment and work a specified number of hours per month. (Effective 5/1/12, the Post TANF component is suspended).
- Job Participation Incentive (JPI): \$10 food benefit incentive for single working parents with an eligible dependent child and working sufficient weekly hours to meet federal participation rates. Effective June 2014, JPI was expanded to include two-parent working families with an eligible dependent child and working sufficient weekly hours to meet federal participation rates. This expansion is called J82.
- Support services for up to three months when an individual goes over-income for TANF due to earnings earned in a JOBS Program on-the-job training activity. This eligibility for support services is permitted only while the individual continues to participate in the on-the-job training activity.

- Extended medical benefits for twelve months upon losing TANF eligibility due to income.
- SNAP benefits remain the same for five months upon losing TANF eligibility due to income.
- Clients may have access to employment-related day care (ERDC) benefits as long as they meet ERDC eligibility.

Note: Clients leaving TANF because of increased child support may be eligible for four months of extended medical benefits.

Service Delivery

Beginning with these basic mandated services and anticipated funding, the local planning process shapes program structure and service delivery systems to reflect community needs and resources. At the local level, agency management and contractors ensure that JOBS services are delivered and targeted outcomes are achieved. Local planning committees are asked to respond to changing needs, resource levels, program requirements, service levels and other changes.

On a statewide level, through the planning efforts of state agencies, partners and the Oregon Workforce Investment Board, services will be aligned at both state and local levels to maximize and leverage available program resources and to improve partner coordination and service delivery. This includes an increased focus on service equity to better serve at-risk populations who may have unique needs for employment and training services.

The partnership approach to service delivery provides a number of key benefits to the program:

- Having all key service providers involved in local planning and implementation ensures a coordinated approach.
- Although many JOBS services are purchased with JOBS funds, some are made available to all community members and can be accessed at no cost to the JOBS program, resulting in a more comprehensive set of services.
- The broad-based community approach recognizes that both the challenges and achievements of TANF clients affect the entire community.

JOBS Program Participation

All TANF recipients are encouraged to participate in JOBS or other self-sufficiency activities. Recipients who are exempt from TANF participation are those who meet one of the following:

1. Pregnant females who are in their ninth month of pregnancy or experiencing medical complications due to pregnancy that prevent participation in employment or self-sufficiency programs.
2. Single parent households caring for children 6 months and under (except for teen parents without a high school diploma or GED).
3. Clients under 20 years of age during the first 16 weeks after giving birth except for educational activities, parenting classes and family stabilizing activities.
4. VISTA volunteers.
5. Clients age 60 or older.
6. Refugee age 65 or older.
7. A female who participates more than 10 hours per week during the seventh and eighth months of pregnancy.
8. Ineligible non-citizens who are not work-authorized in the U.S.
9. A parent providing care for a family member with a disability living in the home who does not attend school full-time.
10. If participation is likely to cause undue hardship or is contrary to the best interests of the child or needy caretaker relative.

The following clients do not receive TANF and are exempt from disqualification because they are not TANF recipients:

- SSI recipients.
- Non-needy caretaker relatives. This includes teen parents who are in foster care but receiving TANF for their children.
- Non-custodial parents.

Oregon has few categories of exempt recipients so that as many TANF recipients as possible can be included in the JOBS program to work toward employment and self-sufficiency.

Mandatory clients may occasionally be unable to participate in their assigned JOBS activities. It is the client's responsibility to provide evidence to establish good cause for non-cooperation and to work with DHS staff to try to resolve problems that interfere with cooperation. In determining reasonable circumstances that prevent activity attendance, good cause circumstances may include:

- Cooperation or placement at a particular job site would place the participant at risk of domestic violence.
- Participation in a required activity would have an adverse effect or risk on the participant's physical or mental health. Documentation from a qualified and appropriate professional is required.
- The JOBS program or State Family Pre SSI/SSDI (SFPSS) program failed to provide a needed support service payment in time for the client to participate.
- Non-cooperation is caused by an aspect of the participant's disability.
- The JOBS program or SFPSS program failed to provide a needed accommodation or modification in order for the participant to participate.
- The work site violates established health and safety standards.
- A pregnant client is in her seventh or eighth month of pregnancy and either works in a job that requires her to work more than 10 hours each week or has a case plan that requires her to participate more than 10 hours each week.
- Appropriate child care (or day care for an incapacitated person in the household) is not available or there is a breakdown in child care arrangements for a child in the household. The client must attempt to get child care from another provider.

“Appropriate child care” means that:

- a) Both the provider and the place where care is provided meet health, safety and provider requirements as defined in Oregon Administrative Rule;
 - b) The care accommodates the parent's work schedule; and
 - c) The care meets the specific needs of the child such as age and special needs requirements.
- The work attachment position or employment offered is vacant due to a strike, lockout or other labor dispute.
 - The work attachment position or employment requires a client to join a union and the client has religious objections to unions.
 - The client belongs to a union and the employment goes against the conditions of the client's membership in that union. Good cause does not exist if the employment is not governed by the rules of the union to which the client belongs.
 - The job referral or employer is discriminatory in terms of age, sex, race, religious or political belief, marital status, disability, or ethnic origin. Age, sex, and disability requirements are allowable when there are valid or legal reasons for the requirements.
 - The person's participation in Grand Ronde Tribe NEW program activities prevents or interferes with participation in JOBS or SFPSS assigned activities or completion of assignments.

- The client's failure to participate is due to a circumstance beyond his/her reasonable control.
- The wage for the client's current or potential job is:
 - Less than minimum wage, or
 - If minimum wage laws do not apply, the wage (rate for piecework) is less than normally paid for similar work.

Support Service Payments

DHS supports individuals to succeed in attaining self-sufficiency by providing payments for items that clients may need to be able to participate in JOBS or self-sufficiency activities and cooperate with their case plans. These payments can include items such as child care, transportation, clothes and tools. DHS also makes payments when clients need help to get or keep a job. Support service payments are authorized in advance of the client beginning the self-sufficiency activity, JOBS activity, or employment, meaning that they should be issued in time for the client to be able to participate in the planned activities.

In approving support service payments, DHS must consider lower-cost alternatives. It is not the intent of DHS to supplant DHS funding with other funding that is available in the community and not DHS's expectation that clients be sent to community organizations seeking their own support to participate in self-sufficiency activities. It is DHS's expectation that case managers and clients will work collaboratively to seek resources that are reasonably available to the client in order to participate in activities.

DHS staff must determine if the client is eligible to receive support service payments. If DHS decides to deny a support service request, or if DHS decides to close or reduce an on-going support service payment, DHS is required to give the client a notice and offer a hearing.

People Eligible for Support Service

In order to receive a JOBS support service payment, a client has to meet all three of the following criteria:

1. The client has to be one of the following people:
 - A TANF applicant or recipient required to meet TANF work participation requirements;
 - A client participating in the Pre-TANF Program;
 - A TANF client participating in substance abuse or mental health diagnosis, counseling or treatment programs;

- A non-citizen who is ineligible for TANF but who is: a) legally able to work in the United States, and b) has a child receiving TANF (State Only funds, non-MOE);
 - Disqualified from the TANF program for failure to comply with the Child Support requirements without good cause;
 - A participant in the SFPSS program;
 - An individual who has become over-income for the TANF program due to earnings in an on-the-job training activity. Support services are available to these individuals for no more than three months and only while the individual continues to participate in the on-the-job training activity;
 - An individual who is exempt from TANF work requirements as a one-parent household with a dependent child under six months of age; or
 - A Post-TANF program client who is receiving Post-TANF payments and cooperating with the program requirements. (Note: Due to budget constraints, the Post TANF component was suspended beginning May 1, 2012.)
2. The client has agreed to participate in an activity as outlined in the case plan. If the activities listed on the case plan are not agreeable to the client, or if the client is requesting case plan activities that are outside of what DHS wants or can provide, case managers should work with the client to find a mutually agreeable solution. This process is called re-engagement.
 3. The client is eligible for support services payments due to being a TANF applicant or recipient meeting the financial criteria for TANF cash assistance financial eligibility. Clients in the Pre-TANF Program are assumed eligible based on the information they provide at intake. This information is verified prior to being determined eligible for TANF cash assistance.

Approval and Denial/Closure of JOBS Support Service Payment Requests

When a client requests a JOBS support service payment, DHS has 30 days in which to make an eligibility decision if the client is receiving on-going TANF. If the client is in the Pre-TANF Program, the application must be processed in time to resolve the problem. In all other circumstances, the application processing time frame is 30 days. DHS should act as quickly as possible to either approve or deny a request for a support service payment. DHS will make adequate and timely support service payments available to clients to ensure current participation in required activities. Clients will have good cause for not participating in required activities prior to authorization or receipt of necessary support service payments.

There may be circumstances where the field office does not have enough information to determine whether a client is or is not eligible for a support service payment. In

those instances, it may be necessary to issue the client a Notice of Pending Status form requesting the specific information or verification that is necessary for the branch to make a decision. When approving a request for a support service payment, staff does not need to send a notice informing the client that payment (including payments to third parties such as utility companies or landlords) has been approved because approved payments are listed on the case plan.

Staff must issue notices to clients when they deny a request for a support service payment. Staff must also issue a notice to the client if a payment that a client receives on an on-going basis is stopped (closed) or reduced. The effective date for closing on-going support service payments is the day the case plan activities expire or the day the payment is no longer needed. If the client and the case manager are not able to agree on the type or amount of a support service payment, the client must be given a denial or closure/reduction notice and the client does have the right to a hearing. If the case manager offers the client a support service payment that is different in any way from the item the client requested, the client must be given a notice of denial. This is true even if the client has accepted the alternative payment the case manager has offered.

DHS may reduce, close or deny all or part of an individual's request for a support service payment if any of the following are true:

- The client does not meet the definition of an eligible person as set out above;
- The individual making the request for the support service payment is disqualified for non-cooperation with their case plan. However, the branch may authorize support service payments to disqualified clients if these payments are necessary for the client to re-engage in the JOBS program and end their current disqualification;
- The request is not related to an approved JOBS program activity in the individual's case plan; or
- A lower cost or no-cost alternative is available.

Pre-TANF Program Payments

Payments for basic living expenses in the Pre-TANF Program may be used only for personal incidentals such as personal grooming items, diapers and work clothes and are restricted to 100 percent of the TANF Payment Standard based on family size. When the case manager or branch denies a request for a basic living expense or JOBS support service payment in the Pre-TANF program, the branch sends the appropriate notice as it would under the same circumstances if the client were a TANF recipient.

Verification

DHS may require an individual to provide verification of the need for a support service payment prior to the approval and issuance of a support service payment. DHS can also require individuals requesting support service payments to provide verification of the need and the costs associated with such payments if verification is reasonably available. If verification is not reasonably available to the family, no verification may be required.

Child Care

Support payments for child care will be provided, as limited by administrative rule, when necessary to enable an individual or *teen parent* to participate in an approved JOBS program activity. Payments for child care will be made according to the following criteria:

A. The lesser of the actual rate charged by the care provider or the rate established in administrative rule. The DHS rate for children in care less than 158 hours in a month is limited by administrative rule, except that child care may be paid up to the monthly maximum when children are in care less than 158 hours per month and appropriate care is not accessible to the individual at the hourly rate; or the minimum hours necessary, including meal and commute time, for the individual to participate in an approved JOBS activity, or to obtain and maintain employment.

B. Child care payments may be provided when individuals are not participating in activities of the JOBS program if necessary for them to retain their provider. Only the minimum amount necessary to maintain the child care slot with the provider may be covered as established in administrative rule. Not more than 30 days between scheduled and approved JOBS activities may be covered.

Housing and Utilities

A client who receives a TANF grant is expected to meet their housing and utility expenses out of the monthly benefits received each month.

Transportation

Support payments may be provided, as limited by administrative rule, when necessary to enable a mandatory JOBS individual or *teen parent* to travel to and from an approved JOBS program activity.

Payments for transportation costs for JOBS clients include public transportation (bus passes or bus tickets) or fuel for a vehicle to get to and from approved JOBS program

activities. Payments that allow clients to use public transportation are the highest priority for DHS. However, payments for private transportation may be provided if the following are true:

- The client or driver has a valid driver's license and vehicle insurance;
- No public transportation is available;
- Public transportation is available, but the client has a verifiable medical condition or disability that keeps them from utilizing public transportation and for which no accommodation is available; and
- Public transportation is available, but it is more costly than the cost of car repair or fuel.

In considering transportation payments, it is vital that staff evaluate all aspects of the client's transportation need and cost-effectiveness for DHS. For example, if DHS child care cost will be higher as a result of requiring a client to ride the bus instead of driving their own car or getting a ride with another person, staff should consider paying for gas vouchers or other payments.

DHS will not authorize car repairs for a vehicle owned by an individual who is not in the TANF filing group (effective 7/1/11 payments for car repairs are not available). However, there may be other resources available to the client. For example, there may be shuttle services that can connect a client with employment or activities in other areas, or someone could sign over an automobile to the client so that DHS can make a payment for fuel.

Other Support Services

DHS can also provide payment for other items that are directly related to participation in JOBS activities. Support services are available if needed to obtain and accept a job offer, complete high school, achieve a GED or complete approved vocational training. These items can include but are not limited to the following:

- Items necessary to look for work, accept a job or enhance a TANF client's wage and benefits;
- Reasonable accommodations of a client's disability;
- Clothing;
- Grooming needs;
- Moving expenses;
- Tools;
- Bonding and licensing to accept a job;
- Food handler license to accept a job at a restaurant;

- Items needed to achieve a high school diploma;
- GED study book needed for teen parents to take a GED test;
- Books and supplies needed to complete a short term vocational training activity. Approval by the district;
- Books, supplies and tuition for short-term vocation training activity only with a manager approval;
- Limited support services determined on a case-by-case basis to allow mandatory individuals to participate in specific family stability and barrier removal activities that address issues related to addiction (DA), medical (ME), mental health (MH), rehabilitation activities (RA) as budget allows and;
- Other payments needed by mandatory participants that are not otherwise excluded in rule may be authorized as determined on a case-by-case basis, as budget allows.

Post-TANF Program

Due to continuing budget constraints the Post TANF component is suspended beginning May 1, 2012.

The Post-TANF program is available to parents exiting the Pre-TANF, TANF, SFPSS and the two-parent program due to employment. Services are available for up to one year, as long as the client remains employed and, as needed, participates in other work activities at a level that allows them to meet the federal work participation requirements. This program has an income cap of 250 percent of poverty and provides a monthly grant of \$50, per qualifying adult. Administrative rules of other programs, such as excluding these payments from Employment Related Day Care and Oregon Health Plan income calculations, have been modified to maximize the net benefits available to these families. On-going current child support collections are distributed to the family per policy for all clients exiting TANF.

These families are case managed and limited additional support services and training opportunities are available to parents. The monthly Post-TANF grant is paid for with State MOE funds. Time in this part of the program does not count toward the federal 60-month time limit for receiving TANF cash assistance. Parents in the Post-employment TANF program element are included in the State's work participation rate calculation.

State Family Pre-SSI/SSDI Program

The intent of the State Family Pre SSI/SSDI (SFPSS) program is to provide interim cash assistance, case management, and professional level support to TANF-eligible

adults and their family, in pursuing Supplemental Security Income (SSI) and Supplemental Security Disability Income (SSDI), if eligible. The TANF-eligible adult must have severe physical or mental impairment(s) that have been assessed and determined to meet the program impairment criteria by the program's disability analyst.

DHS recoups a portion of the money allocated for the program through SSI or SSDI reimbursement. When the TANF-eligible adult is found eligible for this program they must agree to and sign an Interim Assistance Agreement (DHS 7814). This contract allows DHS to be reimbursed for the adult's portion of any SFPSS payments made to the family out of the initial lump-sum payment the adult receives from SSI or SSDI.

To qualify for the SFPSS program, the adult must be found eligible to receive a TANF cash grant and be determined eligible for SFPSS by the program's disability analyst based on impairment criteria.

TANF Emergency Assistance Program

The State has modified the TANF Emergency Assistance program that was in effect on September 30, 1995, to help families with emergent needs. To be eligible for Emergency Assistance, all applicants must have an emergent need related to one or more of the following:

- Stabilization of a short-term family crisis as a result of domestic violence.
- Need for Housing Stabilization Program to stabilize families with ongoing problems that inhibit their ability to become self-supporting and permanently housed.
- Need for Child Welfare Intervention Services for children:
 - At imminent risk of harm due to abuse, neglect or abandonment and continuation in the home is found not to be in the child's best interest.
 - At imminent risk of harm due to abuse, neglect or abandonment and emergency assistance is needed to maintain them safely in the family home.
 - At imminent risk of removal or removed from the home due to a parent's or relative's inability to provide the needed care and supervision.

DHS will provide assistance to meet these emergency situations. This assistance includes:

- Temporary Assistance for Domestic Violence Survivors (TA-DVS) program payments, not to exceed \$1,200 in a 90-day period, for services necessary to help victims of domestic violence become safe. These services are paid by TANF

federal funds. TANF State MOE funds are used to provide emergency medical services when other alternatives are not available, and to provide program payments to victims whose citizenship and alien status are waived, but otherwise meet TANF eligibility, allowable under a State law provision.

- Housing Stabilization Program payments, not to exceed \$5,000 over a four month period will be made by the local services providers for:
 - Case management services.
 - Assistance in non-recurrent housing costs.
- Child Welfare Intervention Services payments not to exceed \$25,350 per year and, as deemed appropriate by the child welfare agency, for:

Services provided to children and their families residing in their own homes that are directly related to family preservation efforts including but not limited to daycare, crisis nurseries, therapeutic child care and day treatment services; individual, family and group counseling; housekeeper and homemaker services; outpatient treatment services; case management services, including information and referral; psychiatric/psychological evaluations; and sexual deviancy and abuse evaluations.

Care and services provided to children in substitute care that are directly related to the children's return home or to another permanent living arrangement (including foster care and adoption assistance).

Emergency assistance payments are limited to the amount necessary to meet the emergent needs that occur in a period of no more than 365 days.

Non-financial eligibility is based on the same non-financial requirements as Oregon's TANF program, except for the following:

- A child does not have to meet TANF deprivation requirements.
- There is no requirement to participate in Oregon's JOBS program.
- Individual children under age 19 must have lived with a relative who meets TANF relationship requirements within the last six months. If the child is under age 18, someone age 18 or older must apply on behalf of the child.
- A pregnant woman may receive TA-DVS program benefits per 42 U.S.C. 608 (a) (1).

For TA-DVS, an eligibility requirement may be waived (except the requirements to be

a caretaker relative, dependent child or pregnant woman; be a resident of Oregon; or to meet income limits) if the requirement puts a person at risk of harm by domestic violence or prevents them from escaping a domestic violence situation.

TA-DVS payments may be made on more than one occasion within a 12-month period if a client is unsafe.

Financial eligibility is based on the following:

- The income standard for TA-DVS is the same as the TANF cash assistance countable income standard. However, the income of the financial group includes only the income that is immediately available for the group to meet the emergent needs of the domestic violence survivor and the children.
- For the Housing Stabilization Program, the family income must be below 150 percent of the FPL for the family to receive a federally-funded TANF benefit or service and below 250 percent of the FPL for the family to receive a state-funded benefit or service counted towards TANF MOE.
- For child welfare related emergency assistance, the financial eligibility for these services is based on 200 percent of the median family income for a family of four for the State of Oregon.

The State does not administer any special projects with federal Department of Labor Welfare-to-Work (WtW) funds. All federal WtW funds were expended in prior periods.

TANF Time Limits

Federal TANF policy limits the number of months families that include an adult or minor head-of-household or spouse of the head-of-household may receive federally funded TANF cash assistance to 60 months in a lifetime. States are also directed to exclude from the federal time limits, families that reside in Indian Country (as defined in 18 U.S.C. 1151) where 50 percent or of more of the adult residents are not employed. States are granted authority to establish hardships to the time limit policy, allowing up to 20 percent of the State's TANF funded caseload to exceed the 60 month limitation. Additional cases may also receive TANF funded cash assistance beyond 60 months due to federally recognized good cause domestic violence waivers provided to victims of domestic violence. Oregon will follow these guidelines when applying the federal time limit policy.

Federal time limit policy does not apply to non-IV-A funded cash assistance programs or short-term assistance programs funded with TANF federal funds. In Oregon, these programs include JOBS Plus, SFPSS, Pre-TANF, JPI, J82, TADVS, Post-TANF and state-funded two-parent cash assistance cases.

Oregon was granted a federal waiver prior to the passage of the Personal Responsibility and Work Opportunity of 1996. In addition to other items, this waiver allowed Oregon to exempt most TANF families from federal time limits. This waiver expired on July 1, 2003.

Oregon has established additional hardships for receiving federally funded TANF cash assistance beyond 60 months. These hardships address issues or conditions that have contributed to a family's continuing need for cash assistance. These issues or conditions include:

- Adult received TANF in another State prior to July 1, 2003;
- Adult participating in the Degree Completion Initiative (DCI) activity of JOBS program;
- Adult participating in the Parents As Scholars (PAS) activity of JOBS program;
- Adult is currently in a domestic violence situation that prevents them from obtaining or maintaining employment;
- Adult has a certified learning disability that precludes them from working;
- Adult has a verifiable A&D/Mental health condition that keeps them from obtaining or keeping employment;
- Adult has a physical disability as defined by ADA that precludes them from working;
- Adult is a parent caring for a child or family member who has a disability, is in the home and not attending school full time;
- Adult is deprived of needed medical care or is subjected to battery or extreme cruelty (as defined in 42 USC 608 (a) (7) (C) (iii).

Families may continue to receive TANF federally funded cash assistance past five years when an adult or teen parent client meets or has met one of the hardships described above. Participants must continue to cooperate with a case plan during any extensions. Oregon will collect hardship information while the case receives TANF cash assistance, but will only report hardship information on these cases once the family has reached the federal 60 month time limit.

Oregon has also established its own 60 month time limit policy. This policy uses the same exceptions and extensions as listed above and provides for months not accumulating toward the Oregon 60 month time limit before the 60 month limit is

reached. Adults can also receive TANF funded cash assistance beyond the Oregon 60 month time limit if a current hardship exists.

The Oregon time limit only applies to the adults (including minor parent head of households) receiving TANF federally funded cash assistance and individuals who are not participants in the JOBS-Plus, SFPSS, JPI, J82 and Post TANF programs. At the end of the 60 months, if no hardship extensions have been identified, the adult portion of the cash assistance grant will be removed and the children may continue to receive State funded cash assistance as long as the adult continues to cooperate with their case plan.

Employee Hearings

Employees of companies that hire JOBS participants via JOBS Plus, OJT or Work Experience can request a hearing if they think the JOBS placement has harmed their employment (e.g., less chance for overtime or promotions).

- (1) The aggrieved employee must first attempt to resolve grievances through the local grievance resolution process before a hearings request is approved. The JOBS contractor is responsible for conducting the local grievance resolution process.
- (2) At the conclusion of the meeting(s), the JOBS contractor will issue a written notice to the aggrieved employee containing the grievance decision, the right to appeal the decision and the procedure for requesting a hearing. The appeal is through the contractor's hearing process or, if unavailable, through the DHS hearings process.
- (3) If an aggrieved employee is dissatisfied with the outcome of the local grievance resolution, they can request a JOBS-contractor conducted hearing. If the contractor does not have a hearings process, the employee can submit their request for a hearing directly to DHS or to the JOBS contractor, who will forward the request to DHS within five working days.
- (4) If DHS is to conduct the hearing, the hearings request must be in writing, specifying the grievance and giving the aggrieved employee's name, address and a daytime phone number (if available).
- (5) A locally determined DHS representative is responsible for processing the hearing request, including contacting the aggrieved employee and other relevant

parties, completing DHS 442 (Pre-Hearing Summary) and representing DHS at the hearing.

- (6) Hearings decisions, either issued by the JOBS contractor or DHS, can be appealed to the Office of Administrative Judges, U.S. Department of Labor.

V. REQUIREMENTS

Require a parent or caretaker receiving assistance under the program to engage in work (as defined by the State) once the State determines the parent or caretaker is ready to engage in work, or once the parent or caretaker has received assistance under the program for 24 months (whether or not consecutive), whichever is earlier.

The State has not defined criteria for determining whether a parent or caretaker relative is ready to engage in work before 24 months. The State's policy is to engage parents and caretaker relatives in work or other activities leading to self-sufficiency from the applicant stage, rather than allowing them two years on assistance before such engagement. DHS does this primarily because we believe that it is better for the client to be engaged in family and economic stability activities during the period in which they are subject to federal time limit policies.

Ensure that parents and caretakers receiving assistance under the program engage in work activities in accordance with section 407.

The State will ensure that parents and caretakers receiving assistance under the program engage in work activities through the JOBS Program as described in this document.

Take such reasonable steps as the State deems necessary to restrict the use and disclosure of information about individuals and families receiving assistance under the program attributable to funds provided by the Federal Government.

All client information is confidential. The agency will not release or disclose client information, except as specifically authorized in administrative rule, or as ordered by a court.

Confidential client information includes all verbal, written, printed or electronic display of data that can identify any specific client's name, SSN or address. Confidential data cannot be released in any format, including mailing labels; PC downloads on disk or spreadsheet, or other computer printouts, unless specifically authorized.

All agency staff is given training on keeping client information confidential. Each employee is asked to sign a statement that they have read and understood the importance of confidentiality. These procedures are also extended to our community

partners to ensure they uphold similar standards as the agency does on client information.

Verbal and written information - All verbal information related to a client's eligibility is documented in the client's case file and kept with other written information pertaining to the client's case. The case manager keeps the case at their desk as long as it is open. The content of the file is handled by the case manager but may be reviewed by the Operations Manager and other agency staff if deemed necessary for the administration of the programs.

Electronic data - To protect clients' TANF information from accidental or unauthorized users, the agency installed an IBM-licensed data security product, RACF (Resource Access Control Facility), to help maintain confidentiality requirements. Access control procedures allow access to only those persons who are authorized or licensed users. RACF not only identifies users but also authorizes access to protected data, logs unauthorized attempts to enter the system and logs access to protected data. Reports can be generated that provide specific information on the user identifications that are used to read, change or delete information.

Exchange of information with other organizations - Organizations under contract to DHS to perform DHS-related activities such as JOBS are authorized to access information specified in their contract. Organizations that seek access to DHS data to satisfy their own organizational needs must obtain a client release of information. The form used is the DHS 2099, which provide DHS access to client data as much as possible within the limits of maintaining confidentiality. Organizations that access DHS TANF data electronically may do so only after receiving a Data Access License and RACF User IDs for all staff that will have access to the data. Information is also exchanged with other agencies under contract or written agreement to help in the administration and improve program outcomes.

Exchange of information with law enforcement agencies - DHS provides information to law enforcement officers involved in carrying out public assistance laws, or any investigation, criminal or civil proceedings connected with administering the agency's benefit programs. The agency also provides the current address of any recipient to a law enforcement officer if the officer furnishes the name and SSN of the client and notifies the agency that the client is a fugitive felon or a probation and parole violator (as defined by the State), and that the location or apprehension of such felons is within the law officer's official duties. Otherwise, no information is given to law enforcement officers on clients from case records, conversations or sources obtained because the person is or has been a client of DHS. However, personal knowledge that does not come from the client's interaction with the Division can be given.

Information pertaining to support enforcement - The State's Child Support Program has promulgated administrative rules to safeguard all confidential information of clients in relation to data establishing parentage and establishing, setting the amount of, modifying or enforcing child support obligations.

Implement policies and procedures as necessary to prevent access to assistance provided under the State program funded under this part through any electronic fund transaction in an automated teller machine or point-of-sale device located in a place described in section 408(a)(12), including a plan to ensure that recipients of the assistance have adequate access to their cash assistance.

Effective February 6, 2013, Oregon updated administrative rule and policy to restrict use of and access to TANF cash benefits in an electronic benefit transaction at casinos, gaming establishments, liquor stores and retail establishments that provide adult-oriented entertainment. Also in February 2013, Oregon updated TANF-related materials and notified TANF recipients about these restrictions. In December 2013, Oregon notified affected merchants of these restrictions. Effective July 1, 2015, Oregon updated administrative rule and policy to treat reported use of or access to TANF cash benefits in an electronic benefit transaction at casinos, gaming establishments, liquor stores and retail establishments that provide adult-oriented entertainment as a client-error overpayment. There is no threshold for these overpayments.

To ensure recipients have adequate access to their cash assistance, Oregon administrative rule and policy require the department to take reasonable steps to ensure recipients have adequate access to cash benefits. This may include issuing TANF benefits via direct deposit into the client's bank account or issuing TANF benefits via paper check when necessary.

Ensure that recipients of assistance provided under the State program funded under this part have access to using or withdrawing assistance with minimal fees or charges, including an opportunity to access assistance with no fee or charges, and are provided information on applicable fees and surcharges that apply to electronic fund transactions involving the assistance, and that such information is made publicly available.

TANF recipients may access cash benefits through point-of-sale (POS) devices at some retailers and at participating Automated Teller Machines (ATM's). TANF recipients are not charged for a POS cash purchase or purchase with cash back. In addition, TANF recipients have two free POS cash-only withdrawals each month.

After these two free withdrawals, there is an 85-cent fee for each subsequent withdrawal in a calendar month. TANF recipients who choose to use ATM's to access their cash benefits incur an 85-cent fee that is deducted from the recipient's TANF account for each ATM transaction, plus any bank surcharges.

To make TANF recipients aware of the fees and surcharges related to accessing TANF cash benefits via POS devices or ATM's, each recipient is given a pamphlet that includes this information. This information is also available on the DHS website.

Describe the financial eligibility criteria and corresponding benefits and service covered with State Maintenance of Effort (MOE) funds. This description applies to State MOE funds that are used in the State's TANF program or used to fund a separate State program.

Oregon's Maintenance of Effort (MOE) funds are part of the overall TANF Program. The financial eligibility criteria and benefits and services are explained earlier in the plan.

Income Eligibility Verification System

In accordance with federal requirements, Oregon operates an Income Eligibility Verification System (IEVS).

VI. SPECIAL PROVISIONS

The document shall indicate whether the State intends to treat families moving into the State from another State differently than other families under the program, and if so, how the State intends to treat such families under the program.

The State will not treat families moving into Oregon from another State differently than other families under the program.

The document shall indicate whether the State intends to provide assistance under the program to individuals who are not citizens of the United States, and if so, shall include an overview of such assistance.

The State will continue to provide assistance under the program to individuals who are not citizens of the United States to the extent permitted by law.

Not later than one year after the date of enactment of this section, unless the chief executive officer of the State opts out of this provision by notifying the Secretary, a

State shall, consistent with the exception provided in section [407\(e\)\(2\)](#), require a parent or caretaker receiving assistance under the program who, after receiving such assistance for two months is not exempt from work requirements and is not engaged in work, as determined under section [407\(c\)](#), to participate in community service employment, with minimum hours per week and tasks to be determined by the State.

The State does not require a parent or caretaker receiving assistance under this program who, after receiving such assistance for two months, is not exempt from work requirements and is not engaged in work as determined under section [407\(c\)](#) to participate in community service employment.

The document shall indicate whether the State intends to assist individuals to train for, seek and maintain employment providing direct care in a long-term care facility (as such terms are defined under section 2011) or in other occupations related to elder care determined appropriate by the State for which the State identifies an unmet need for service personnel, and, if so, shall include an overview of such assistance.

At this time, Oregon does not have plans in place to assist individuals to train for, seek and maintain employment providing direct care in a long-term care facility or in other occupations related to eldercare for which the state identifies an unmet need for service personnel.

Conduct a program, designed to reach State and local law enforcement officials, the education system, and relevant counseling services, that provides education and training on the problem of statutory rape so that teenage pregnancy prevention programs may be expanded in scope to include men.

The State of Oregon certifies that it will conduct a program designed to reach State and local law enforcement officials, the education system and relevant counseling services that provides education and training on the problem of statutory rape so that teenage pregnancy prevention programs and intimate violence prevention programs may be expanded in scope to include men.

The plan is available at <http://oregonsatf.org/wpcontent/uploads/2012/01/svpplow.pdf>.

In 2006, the Office of Disease Prevention and Epidemiology and the Office of Family Health jointly released complimentary plans that address sexual and gender-based violence. The plans were developed through work groups that had representation from DHS, public health and social service programs, the attorney general's office, criminal

justice system, Oregon State police, higher education and women's crisis organizations.

The "*Oregon Violence Against Women Prevention Plan*" identifies six major goals, along with strategies and potential implementation activities:

- Identify and act to change societal factors that condone and perpetuate violence against women.
- Improve policies and practices while increasing resources and capacity among institutions including the health care sector, law enforcement, the legal system, education and social services.
- Link prevention efforts within communities while encouraging exploration of new approaches and establishing response teams to emphasize primary prevention.
- Promote healthy relationships.
- Increase the individual safety of girls and women in relationships and social environments.
- Promote public health surveillance and epidemiology, program evaluation and research.

This plan is available at

http://www.ncdsv.org/images/ODPH_OregonVAWPreventionPlan_10-2005.pdf.

A second document, "*Recommendations to Prevent Sexual Violence in Oregon: A Plan of Action*," calls for a shift toward primary prevention and identifies three priority groups:

- Young women - at great risk of sexual violence victimization.
- Young men - the most frequent perpetrators of sexual assault.
- People with developmental disabilities – a group for which victimization rates are high though the issue is often not discussed.

This plan is available at

<http://oregonsatf.org/wp-content/uploads/2012/01/svpplow.pdf>.

The OHA Reproductive Health and Women's Health Programs developed and distributed the following Adolescent Sexual Coercion Teen Poster Series (English and Spanish):

The Dating Bill of Rights
Do You Have a Healthy Relationship?
How to Deal with Sexual Pressure
Preventing Uncomfortable Sexual Situations
Are You Being Pressured to Have Sex?

These posters are available at

<http://public.health.oregon.gov/HealthyPeopleFamilies/ReproductiveSexualHealth/HealthEducation/Pages/Adolescent-Sexuality-Education.aspx>.

The OHA Reproductive Health Program updated *Adolescent Sexual Coercion: Identification, Prevention and Response* guidelines to accomplish a 2013 Title X grant objective. Title X federal language requires grantees to:

Provide counseling to minors on resisting attempts to coerce minors into engaging in sexual activities.

The guide supports family planning providers in meeting federal requirements and state law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest.

The updated guidelines include sexual abuse definitions, a sexual interaction continuum, sexual coercion screening and counseling tips, communication skills, adolescent relationship issues, an adolescent sexual coercion fact sheet and Oregon sexual offenses chart, and other materials.

Establish goals and take action to prevent and reduce the incidence of out-of-wedlock pregnancies, with special emphasis on teenage pregnancies, and establish numerical goals for reducing the illegitimacy ratio of the State (as defined in section 403(a)(2)(B)) for calendar years 1996 through 2005.

Statewide, DHS has long emphasized service to teen parents. Currently, all teen parents receiving TANF are expected to be engaged in JOBS/self-sufficiency activities. Much of that focus is on returning teens to school, or keeping them in school, to ensure that they earn a high school diploma or GED. In 1995, Oregon found that of the 8,283 pregnancies to women under age 20, 60 percent had not received a GED or high school diploma. In addition to the focus on JOBS services, one major program addressing teen pregnancy prevention and healthy sexuality operates statewide and many prevention efforts are occurring on the local community/county level.

Because teen pregnancy prevention efforts find the greatest success within the broader context of healthy sexuality, The *Oregon Youth Sexual Health Plan* is the guiding document for pregnancy prevention efforts. Through a collaborative working relationship, the *Oregon Youth Sexual Health Plan* brings together a public/private partnership representing a variety of beliefs and approaches to leverage assets, skills,

services and expertise. The Plan was designed to significantly enhance our individual efforts to promote the health and well-being of Oregon's young people.

The *Oregon Youth Sexual Health Plan* is a guide for planning programs, advocating for policy, procuring funding and educating stakeholders to support Oregon youth sexual health. Local communities use the Plan as a framework for addressing teen pregnancy prevention and promoting healthy sexuality in their communities. The Plan has been used to leverage funding for increased pregnancy prevention programming throughout the state, especially in areas with significantly elevated teen pregnancy rates including rate disparities identified in different racial and ethnic populations.

Statewide and Local Teen Pregnancy Prevention Initiatives

Youth Services

Target Population: youth age six through eighteen

Description: This enhanced program considers pregnancy prevention within the broader context of youth risk behaviors along with sexual health education.

Concurrent with the prevention activities, DHS is implementing programs to promote positive youth development. This includes strategies to support education, employment, community connections and supportive relationships.

Content: Strategies and programs to focus on achieving outcomes for youth in four primary areas: Academic (increased school attendance, decreased dropout rates, improved school performance); Social/Emotional (decreased behavioral problems, improved social/communication skills, increased self-confidence/esteem); Prevention (avoidance of drug and alcohol use, increased knowledge of safe sex, reduction of juvenile crime); Health and Wellness (increased physical activity, better food choices, improved body image).

My Future-My Choice

Target Population: sixth and seventh grade students and high school Teen Leaders.

Early initiation of sexual involvement and the consequences involved with this decision can impact overall family stability. The lack of sexual health knowledge and skills can lead to negative outcomes that are far reaching. Teen pregnancy, sexually transmitted diseases and infections, low birth weight babies, abortion, school dropout, decreased workforce development, increased public medical costs, and young parents on public assistance are a few of the potential impacts often associated with

adolescent sexual activity. Providing young people with sexual health knowledge and tools helps support them to make healthy choices for their future.

Description: *My Future-My Choice* is a comprehensive age appropriate, medically accurate sexual health education curriculum. The program goals include increasing students' sexual health knowledge and building skills to resist social and peer pressure to become sexually involved before they are ready. The program uses high school student Teen Leaders to present half of the lessons and serve as role models for their younger peers because young people respond most favorably when information comes from peers slightly older than themselves.

Content: *My Future-My Choice* Teen Leaders, who are trained in a one-day workshop and accompanied by a trained adult facilitator, present five lessons followed by four teacher led lessons. Teen Leaders return for the tenth lesson to review and reinforce what has been taught throughout the whole curriculum. *My Future-My Choice* is also effectively being implemented without the use of Teen Leaders. The program is designed to be delivered to 6th and 7th grade students before they become sexually active.

Positive Youth Development

Target Population: Positive Youth Development (PYD) builds on the strengths and assets of "all" young people through relationships with caring adults and opportunities for youth to learn new skills, exercise leadership and contribute to their families, schools and communities.

Description: Positive Youth Development (PYD) is a term used to describe the following concept: empowering and promoting the confidence, competence and resilience that benefit youth and the larger society. PYD recognizes that all youth have a vital stake in their own future and a pivotal role to play working with and alongside adults to shape policies that affect them. Supporting a PYD theory often requires a frame shift from viewing adolescents as "troublemakers" who exhibit risky behavior to seeing youth as positive change agents, both willing and able to contribute to larger society. Among younger children, programs utilizing a PYD foundation often focus more on empowering children with skills like those through 4H. In adolescence, though, the focus becomes more on viewing youth as partners with providers, policymakers and researchers as well as effective development of skills to enhance meaningful participation.

Content: The Positive Youth Development (PYD) approach provides opportunities for youth to attain Developmental Outcomes. These outcomes are beliefs, behaviors, knowledge and skills that result in a healthy and accomplished adolescence and adulthood. They include two key areas: “*Aspects of Identity*” which is a sense of personal well-being, connection and commitment to others and “*Areas of Ability*” which includes knowledge and skills that provide the ability and motivation for current and future successes.

Outcomes:

According to the most recent national data, the birth rate for 15 – 19 year olds in Oregon declined 25 percent between 2007 and 2011. According to the National Campaign to Prevent Teen and Unplanned Pregnancy, the progress Oregon has made in reducing teen childbearing has saved taxpayers an estimated \$77 million in 2008 alone over the costs it would have incurred had the teen birth rates not fallen

Oregon Benchmark

The target set by the Oregon Legislature was less than 22 pregnancies for every 1,000 minor female’s ages 15-17 years by the year 2008, moving to less than 20 pregnancies per 1000 by the year 2010. Oregon is on its way and we credit the hard work of many groups and individuals for our success in meeting and exceeding this vital benchmark.

VII. EXECUTIVE CERTIFICATIONS

1) Certification that the State will operate a child support enforcement program.

The State of Oregon certifies that, during the fiscal year, the State will operate a child support enforcement program under the State plan approved under part D of Title IV of the Social Security Act. Oregon's IV-D program is administered by the Oregon Department of Justice.

2) Certification that the State will operate a foster care and adoption assistance program.

The State of Oregon, Department of Human Services, certifies that, during the fiscal year, the State will operate a foster care and adoption assistance program under the State plan approved under part E of Title IV of the Social Security Act, and that the State will take such actions as are necessary to ensure that children receiving assistance under such part are eligible for medical assistance under the State plan under subchapter XIX of the Social Security Act.

3) Certification of the Administration of the Program.

The State of Oregon, Department of Human Services, certifies that, during the fiscal year, the State will administer and supervise those portions of the State's program operated with the Temporary Assistance for Needy Families Block Grant funds which relate to financial support, training and work programs. The Office will work cooperatively with other State departments, local governments, and private sector organizations.

The State of Oregon, Department of Human Services, further certifies that local governments and private sector organizations have been consulted regarding the plan and design of TANF services in Oregon, to ensure the services are provided in a manner appropriate to local populations; and that these same local governments and private sector organizations have had at least 45 days to submit comments on the plan and the design of such services.

4) Certification that the State Will Provide Indians with Equitable Access to Assistance.

The State of Oregon, Department of Human Services certifies that, during the fiscal year and the period covered by this State plan, the State will provide each member of an Indian tribe, who is domiciled in Oregon and is not eligible for assistance under a tribal family assistance plan approved under section 412, with equitable access to assistance under the State program funded under this part attributable to funds provided by the Federal Government. DHS will have statewide policies in place that require all families to be provided equal access to TANF services; this includes tribal families. At the community level, DHS historically has worked closely with tribes, among other organizations, to improve services to their members. DHS will continue to encourage and promote such working relationships with tribes in order to ensure that tribal families receive all the benefits and services for which they qualify.

5) Certification of Standards and Procedures to Ensure Against Program Fraud and Abuse.

The State of Oregon, Department of Human Services, which administers the TANF program, certifies that the State has established and is enforcing standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State program, kickbacks and the use of political patronage.

Possible fraudulent client action is referred to the Investigations Unit for follow up.

DHS recovers TANF *overpayments* from the following sources and any other source permitted by law:

- a) Any money due the debtor through the State Department of Revenue or any other State agency.
- b) Reimbursement from the client, by cash, money order, certified check or personal check.
- c) The amount of any retroactive payment or restoration of lost benefits otherwise payable to the client, when the retroactive payment is to correct a past underpayment of benefits in the program in which the overpayment occurred.
- d) Mandatory reduction of future TANF benefit payments, in an amount equal to 10 percent of the benefit group's total benefit requirement at the standard of need.
- e) Filing civil action to obtain a court judgment for the amount of the debt.

- f) Attaching income, resources and real property when a judgment has been obtained.
- g) The value of any liquid assets the client currently has (i.e., cash and paper assets that can be quickly converted to cash).
- h) By allowing only one-half of the 50 percent earned income deduction.

6) Optional certification of standards and procedures to ensure that the State will screen for and identify domestic violence:

The State of Oregon, Department of Human Services, certifies that Oregon has established and is enforcing standards and procedures to do the following:

- Screen and identify individuals receiving assistance under the Social Security Act with a history of domestic violence while maintaining the confidentiality of such individuals;
- Refer such individuals to counseling and supportive services; and
- Waive, pursuant to a determination of good cause, other program requirements such as time limits (for so long as necessary) for individuals receiving assistance, residency requirements, child support cooperation requirements, and family cap provisions (although Oregon does not have any family cap provision policies), in cases where compliance with such requirements would make it more difficult for individuals receiving assistance under this part to escape domestic violence or unfairly penalize such individuals who are or have been victimized by such violence, or individuals who are at risk of domestic violence.

7) Public Availability of State Plan Summary.

The State of Oregon, Department of Human Services, certifies that Oregon shall make available to the public a summary of any plan submitted by the State under this section.

The State of Oregon, Department of Human Services, may submit amendments to its TANF State plan that reflect any necessary changes due to State or federal policy changes.