

## B. Initial and Ongoing Enrollment

1. **Initial loading** of the program was done by Central Office through identification of eligible JPI clients and updates made to enroll these clients in JPI beginning October 2011. The program start date is October 1, 2011, and no benefits may be issued for a time period prior to this date.

**JPI expansion:** For May 2012, the JPI benefit is expanded to include single parents of a *dependent child* from age 6 to under 18. No benefits may be issued for a time period prior to this date for clients meeting JPI under the new child age requirement.

**JPI expansion:** In June 2014, the JPI benefit was expanded to include two-parent families of a *dependent child* under the age of 18.

2. **Initial enrollment** should occur by staff as they process benefits for SNAP cases. To be enrolled in the JPI program, an individual must:
  - Be an eligible adult in a SNAP *benefit group* (see OAR [461-110-0750](#)) and the parent of an eligible *dependent child* (see OAR [461-001-0000](#)) in the same SNAP *benefit group*;

### NOTE



*In a two-parent family, only the working parent(s) must be in the SNAP benefit group. The other parent must be in the SNAP filing group.*

- Not already have received any *Employment Payments*, Post-TANF, SFPSS or TANF program benefits in the same month. (This is true for all members of the SNAP benefit group);
- Be working at an unsubsidized paid employment averaging weekly hours that meet **federally required participation rates** (see OAR [461-001-0025](#)). (For self-employed clients, income must be equivalent to hours at Oregon State minimum wage);

- Average of 20 weekly hours for a single parent with a dependent child under 6 years, or
  - Average of 30 weekly hours for a single parent with a dependent child age 6 to under 18; or
  - Combined average of 35 weekly hours for a two-parent family with a dependent child under 18 that does not receive ERDC benefits; or
  - Combined average of 55 weekly hours for a two-parent family with a dependent child under 18 that receives ERDC benefits.
- Provide the department with employer-produced documents of paid, unsubsidized work hours covering a consecutive two-week period that has occurred within the last 60 days;
  - Anticipate the weekly employment hours will remain the same or increase for the SNAP (see OARs [461-170-0104](#) and [461-135-0506](#)) reporting period; and
  - Report changes as required for SNAP cases in CRS, SRS or TBA reporting systems (see OARs [461-170-0010](#) and [461-170-0011](#)).

#### NOTE



There is no formal application process for JPI. Staff are to identify eligible clients as they process SNAP benefits. There is no need to pend or deny JPI.

3. **Ongoing enrollment** should be determined as SNAP cases are updated:

- Individuals must provide employer-produced documents of paid, unsubsidized work hours each time requested by the department or no later than the last day of the sixth month in conjunction with SRS and recertification time frames; and
- Individuals must continue to meet all criteria listed in section (2) above.

## NOTE



If a client loses JPI eligibility in a month, the client may apply and, if eligible, receive other TANF-funded benefits.

#### 4. When to begin JPI payments:

- Upon receipt of all criteria listed in section 2 above.

**Example:** *If a client submits hourly verification in October 2011, but paperwork is not processed until November 2011, two months of JPI benefits may be issued. You can go back up to four months if JPI criteria had been met and received by DHS at that time. Make sure the benefits issuance date reflects the first month of eligibility.*

**Example:** *On February 12, Lucy determined eligibility for a family effective from the receipt of documentation and filing date of January 24. JPI should be issued for January and February for \$20.00 with an EN issuance code, with the JPI HH type coded, the month of March will automatically issue JPI benefits.*

## NOTE



Initial month of eligibility has to be issued manually by using EN or IN issuance code.

#### **Specific Requirements; Job Participation Incentive Rule**

[461-135-1260](#) — Specific Requirements; Job Participation Incentive

#### **Effective Dates; Restored Benefits Rule**

[461-180-0130](#) — Effective Dates; Restored Benefits

**5. Verification of eligibility**

Clients must provide documentation to the department when it is requested. Documentation must be employer verification of work hours or, if income is derived from self-employment, the client must provide verification of self-employment income. Work hours can also be verified through collateral contact, including The Work Number or verbal evidence given by an employer or written evidence given by a third party that has direct knowledge of the hours worked or self-employment income.

**NOTE**

Verbal employer verification and verification of work hours from anyone but employer should be limited and used as a last resort for verification. Narrate, Narrate, Narrate.

The following are factors that must be verified at initial application, at interim change report, at recertification and/or when reported changes occur:

- Hours worked;
- Parent of a *dependent child* (OAR [461-001-0000](#));
- SNAP eligibility factors as outlined in Family Services Manual (FSM) Chapter 6: [SNAP](#); and
- Reporting requirements for SNAP CRS, SRS or TBA reporting system.

**Specific Requirements; Job Participation Incentive Rule**

[461-135-1260](#) — Specific Requirements; Job Participation Incentive

**Reporting Changes – Overview Rule**

[461-170-0010](#) — Specific Requirements; Job Participation Incentive

**Changes That Must be Reported Rule**

[461-170-0011](#) — Changes That Must be Reported