

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



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Assisting people to become independent, healthy and safe

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PREFACE

The Oregon Department of Human Services (ODHS) 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.

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.

In 2015, the Oregon Legislature allocated funding resulting from statewide TANF caseload reduction savings for the purpose of reinvesting back into the TANF program. Implementation of these TANF Reinvestment changes began in April 2016 and consist of targeted investments that, taken together, build the capacity of families to increase earnings and transition out of TANF through an accountable, flexible and family-centered approach.

In 2022, the Oregon Legislature allocated funding resulting from statewide TANF caseload savings for the purpose of supporting children in households receiving TANF assistance. Specifically, investments in Family Support and Connections, limiting impacts of non-cooperation sanctions on families, and increasing resource limits at application.

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

Development Board to align and improve the state's workforce system. This effort is to ensure that both service delivery and outcomes are improved for both employer and job seeker.

As Oregon's TANF program has continued its focus on a more family-centered approach, offering a strength-based family assessment to all individuals engaged in the TANF program. The family assessment helps participants identify their own strengths and set goals for themselves. Through continued work with the Oregon Legislature, there is a focused effort to not only help families find employment but also to improve employment outcomes and support long-term family stability.

OREGON ASSISTANCE PROGRAMS

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

Temporary Assistance for Needy Families (TANF) program provides case management, engagement supports 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. Services to single parent families are provided with a combination of TANF Federal Funds and State Maintenance of Effort (MOE) funds. Services to two-parent families are provided with State-only non-MOE funds.

Pre-TANF

Pre-TANF allows for a more consistent holistic evaluation process up front and integrates strength-based case management statewide. Eligibility for Pre-TANF is the same as eligibility for TANF. TANF adults are screened for domestic violence, substance use disorders, 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)

Job Opportunity and Basic Skills (JOBS) is the State's TANF employment and training program. Individuals eligible for JOBS program services are those who are entering the TANF program, TANF recipients, individuals 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. No TANF Federal Funds are used to pay for medical services.

Effective July 1, 2018, expanded JOBS services, including support services as needed, are available through JOBS contractors. These expanded services are for families who are not receiving TANF, have income at or below 250% of the Federal Poverty Level and include a parent or caretaker relative living with a dependent child under the age of 18. Expanded JOBS support services may be issued to help these families address short-term, crisis situations that last no more than four months. Expanded JOBS services and support services are provided with a combination of TANF Federal Funds and State MOE funds or State-only non-MOE.

Youth Employment Program (YEP)

Youth Employment Program (YEP) serves TANF teen parents, TANF young parents age 16-24 years old and non-parenting TANF teens ages 16 to 18 years old. ODHS determines eligibility for YEP. YEP participants must be eligible for and receiving TANF. YEP operates throughout the entire year. The intent of YEP is to engage TANF teens and TANF teen parents in job preparation and training as well as to place the youth in a subsidized employment placement that matches their interest and skill level. TANF Federal funds and State MOE are used for YEP. These funds are distributed to Oregon's Higher Education Coordination Commission, which oversees coordination of YEP in partnership with local Workforce Development Boards. The TANF and MOE funds are used for youth wages and taxes; program coordination; activities including conducting assessments, orientations and providing skills workshops; and staff time required to set up work sites.

Employment Payments

Employment Payments are three monthly payments made to families who exit TANF with unsubsidized paid employment and who remain at or below 350 percent of the Federal Poverty Level guidelines. Employment Payments are paid as follows: \$100 in the first month after TANF ends, \$75 in the second month and \$50 in the third month. Employment Payments are funded with TANF State MOE.

Substance Use Disorder

Substance Use Disorder services are provided to both TANF families and families at risk of TANF. These non-treatment services are for the purpose of providing housing—room and board—to individuals who are dependent children, under age 18,

and have a parent in an adult substance use disorder residential treatment program. This program allows children to reside with their parents while in a residential facility, keeping families intact during the treatment period, and increases the likelihood of the parent completing their treatment program. Completing the residential treatment program also helps parents care for their children. These services are funded with segregated TANF Federal Funds or TANF State MOE based Eligible families must have income at or below 250 percent of FPL.

Child Care

Child Care services include costs associated with providing child care services to TANF participants engaged in the JOBS program or other self-sufficiency activities and to low income working families. The financial eligibility for the Employment Related Daycare (ERDC) program is set at 200 percent of FPL at initial application with an exit limit of 85 percent of state median income or 250 percent of FPL, whichever is higher. 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.

Child care services provided at an on-site location in conjunction with a state-approved substance use disorder treatment facility or at a near-by child care facility location convenient to and identified by the treatment program. These childcare services are limited to four months or less and are provided to families with a child under the age of 18 who is living with a caretaker relative with income at or below 200 percent of FPL. The services are funded with TANF Federal Funds or State MOE except for child care services for ineligible noncitizens. Child care for ineligible noncitizens is funded with State-only, non-MOE funds.

Family Support and Connections

Family Support and Connections is a child abuse prevention program serving low-income families. All families receiving services through Family Support and Connections, including those not receiving TANF or SNAP, must meet income eligibility requirements of 300% of the federal poverty level.

Services through Family Support and Connections include support and services intended to reduce the likelihood of child abuse and neglect. The short-term services include home and community visits, strengths/needs-based family assessments, advocacy, individualized services, 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.

This program is funded by a combination of Community Based Child Abuse Prevention (CBCAP) federal funds, State funds (not counted towards TANF MOE) and TANF Federal funds.

Self-Sufficiency Services for Tribal TANF families

Self-Sufficiency Services for Tribal TANF families are provided to families receiving Tribal TANF assistance through The Klamath Tribes or the Confederated Tribes of the Siletz Indians. Families eligible for Tribal TANF through The Klamath Tribes may choose to receive Tribal TANF or State TANF but may not receive both. Families eligible for Tribal TANF through the Confederated Tribes of Siletz Indians are not eligible for TANF from the State. 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 ODHS 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

Refugee Services are provided to eligible TANF refugee families through local branch offices. Local branch offices work with statewide resettlement agencies and community organizations to provide additional resources and referrals to TANF refugee families.

Refugee services, provided to TANF eligible refugee families, by the department, resettlement agencies, and community organizations are funded using TANF federal

funds. The Office of Refugee Resettlement (ORR) provides funding for services to refugees who are not eligible for TANF.

State Family Pre-SSI/SSDI Program

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. Selected individuals must 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 Federal disability program benefits. State Family Pre-SSI/SSDI expenditures are funded with State only non-MOE.

The two-parent program provides cash assistance to eligible two-parent households. Two-parent households are funded with State only non-MOE funds.

Job Participation Incentive (JPI)

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, income at or below 200 percent of the Federal Poverty Level 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.

Pre-Kindergarten education

Pre-Kindergarten education through the Oregon Department of Education provides State funded Oregon Head Start Pre-Kindergarten (OPK) services for families. 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 guidelines although up to 20 percent of slots may 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.

Emergency Assistance includes:**Child Welfare**

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 timelier 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.

Temporary Assistance for Domestic Violence Survivors (TA-DVS)

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 survivors of domestic violence address safety concerns and

stabilize their living situation. 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. State funds not counted towards TANF MOE are used to provide emergency medical services when other alternatives are not available, to provide program payments to survivors whose citizenship and citizenship status are waived but who otherwise meet TANF eligibility and high-risk cases held outside of ONE due to domestic violence.

Housing Stabilization Program

Housing Stabilization Program is administered by Oregon Housing and Community Services (OHCS). TANF Federal funds along with TANF State MOE are expended to assist families with minor children who are unhoused or unstably housed and at risk of homelessness. Priority is given to families receiving TANF or applying to receive TANF. Housing Stabilization payments, not to exceed \$8,000, may be issued to an eligible family over a four-month period.

Local HSP service providers collaborate with local ODHS district offices to provide wrap-around services to TANF families who receive HSP benefits or assistance. Using funding sources other than TANF Federal funds or TANF State MOE, local HSP providers may continue to provide housing-related services to TANF families and those at-risk of TANF beyond the four-month limitation. Payments made by HSP service providers at the local level provide services such as, but not limited to, short-term housing costs, employment and self-sufficiency related expenses, transportation and case management to assist eligible households obtain and maintain stable housing.

Working Family Tax Credit

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 Food Bank (OFB)

Oregon Food Bank (OFB) is the coordinating agency for a statewide network of 21 Regional Food Banks providing food and resources to food-insecure communities throughout Oregon and Clark County, Washington. The total State MOE claimed from Oregon Food Bank is based on the value of purchased and donated food and the value of donated volunteer time at OFB's five branches and fifteen participating Regional Food Banks that are members of the OFB network. While the general eligibility criteria for emergency food assistance is a self-declaration of household income below 300% of the federal poverty level, 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.

UpTogether - Family Independence Initiative (FII)

UpTogether, also known as Family Independence Initiative (FII) is a platform for social and economic mobility for low-income families. Oregon UpTogether provides families with opportunities to strengthen their social capital, their networks, the ties with their children and their community connections. Families track their adult-specific and child-specific goals through completing surveys in an online platform. Participating families may receive incentive payments for a combined total of up to \$800. Oregon UpTogether is funded through a combination of TANF federal funds and non-MOE funds. TANF federal funding is used to fund services for eligible families with income under 350 percent of the FPL and with children under 18 who are living with a caretaker relative. Families who do not meet these criteria are funded with non-MOE funds.

Oregon Parenting Education Collaboration (OPEC)

ODHS and the Oregon Parenting Education Collaboration (OPEC) have partnered in a two-year initial pilot to coordinate and provide evidence-based parent education programs to ODHS families, including foster families, with school-age children in their care. This partnership that began as a pilot has been made permanent and is now on-going. The OPEC Hub locations work closely with Oregon State University under OPEC's existing infrastructure to participate in required professional development and to collect data needed to evaluate and ensure quality of programs. State MOE funding is used for eligible families with income under 250 percent of the FPL and with

children under 18 who are living with a caretaker relative. Families who do not meet this criteria are funded through the current foundation funding stream.

Nonrecurring Short-Term Payments

Nonrecurring Short-Term Payments are intended to address families' episode of needs of appropriate clothing assistance seasonally. Payments are nonrecurrent short-term benefits, not TANF assistance. A standard payment amount is issued to all eligible TANF cases. Payments are funded using federal block grant funding.

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.

Non-Financial Eligibility Requirements

Residency

Both the parent(s) or caretaker relative(s) and the dependent child must be a resident of Oregon and intend to remain in Oregon. Those in Oregon solely for vacations do not meet the residency requirement.

Citizen/Alien Status

Individuals must be a US citizen or qualified non-citizen except in situations of domestic violence. Individuals 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.

Social Security Number (SSN)

Individuals must supply or provide verification of application of SSN.

Pursuing and Assigning Benefits/Assets

Individuals must pursue assets to which they have a legal right to claim.

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

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.

Home schooling is an acceptable venue for schooling as long as the educational plan is approved by the local school district and the child is meeting district standards.

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 biological, step, or adoptive relative of the dependent child, or
- The spouse of an individual described in subsection (a), even after the marriage is terminated by death or divorce.

Note: 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.

Employment Separation

A parent or caretaker relative in the need group must not be separated from their most recent job of 100 hours or more per month, or worked, or was scheduled to work 100 or more hours in the last full calendar month of employment without good cause. This applies at initial certification, recertification, and is a condition of ongoing eligibility.

Good cause means other individuals under the same situation would have an adequate reason to take the following action:

- Quit work, including in anticipation of discharge;
- Participated in behavior leading to the individual's discharge; or
- Voluntarily reduced work hours.

For an individual with a physical or mental impairment (as defined at 29 CFR 1630.2 (h)) good cause for leaving work is based on a reasonable person with the characteristics and qualities of such individual.

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 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 and has reached the calendar month prior to the month in which the due date falls 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 filing date for TANF program benefits.
- An individual who was separated from employment as a result of a layoff.

Employability Screening and Overview of the JOBS Program

To be eligible for TANF:

- Each caretaker relative in the need group who is authorized to work in the United States must complete an employability screening, and

- At least one caretaker relative in the need group must participate in an overview of the JOBS program.

TANF Eligible Individuals

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

- Parent(s) of a dependent child.
- Parent(s) of an unborn.
- 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.
- For needy caretaker relatives of the dependent child, their spouse and their dependent children.
- 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.

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. ODHS waives the requirement for a pregnant individual to have reached the calendar month before the month in which the due date falls, if an applicant is at risk of further or future domestic violence. The pregnant individual must turn in verification of the pregnancy if there are no other eligible children in the home. If there are other dependent children in the home, the individual'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.

Dependent child means:

- A person who is not a caretaker relative of a child in the household. This person is unmarried or married but legally 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.

Spouse means an individual who is legally married to another individual.

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

ODHS's TANF program resource limit is \$10,000 for all applicants and recipients.

Income Limits

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

Exit Limit Increase (ELI) and No Adult Exit Limit (NAS). ELI and NAS serve as both the countable and adjusted income limits for TANF benefit groups with countable earned income. ELI and NAS are used in the following situations:

- An open TANF case with income to determine if the case is over the Exit Limit Increase countable income limit; or
- Restoring a TANF case within 30 days of closure when the case closed with earned income received by a member of the benefit group.

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 Level for the filing group, and the "no-adult countable income limit" for the need group.

Detailed income limit charts can be viewed under OAR [461-155-0030](#) or by reviewing [ODHS 5530](#)

Pre-TANF and TANF benefits, calculation, and issuance

Pre-TANF Program

The Pre-TANF Program offers non-recurrent short-term support services. The non-assistance support services are paid for with commingled TANF federal and State MOE funds. Eligibility for Pre-TANF is the same as eligibility for TANF. Families 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 a 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 family strengths, needs, and barriers to self-sufficiency. These include screenings that indicate need for additional services related to mental health and substance use disorders, 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 30 calendar days from the filing date for TANF benefits.

State Family Pre-SSI/SSDI Program Benefit Standards

The payment standard for a family in the SFPSS program is based on the number of adults in the filing group. Detailed payment charts can be viewed under OAR [461-155-0320](#).

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.

Deemed Assets

- Non-citizen (alien) sponsors and parents of a minor parent are subject to having their assets deemed. 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 non-citizens (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).

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).

TANF Benefit Replacement

ODHS authorizes replacement of TANF cash benefits when a household is a victim of skimming or a scam that causes a loss in benefits, or when the Department issues an EBT card in error to an individual that is not associated with the case that causes a loss in benefits.

To be eligible for benefit replacement the household must:

- Report to the Department they are the victim of skimming or a scam, or that the Department issued an EBT card in error, within 30 days of occurrence: and
- Submit a signed statement or affidavit attesting to the loss of benefits within ten days of reporting the loss.

The department will issue timely replacement of the value of the lost benefits when conditions of rule are met. Replacement of benefits are permissible once per calendar month.

Child Care Payments

ODHS makes child care payments on behalf of TANF and JOBS participants directly to the child care provider. To be eligible for payment, providers must be listed and approved by ODHS. Child care providers who are legally exempt from licensing by the Early Learning Division, Office of Child Care (OCC) must have passed a criminal and child protective services records check on themselves and others who have access to the children in care by enrolling in the Central Background Registry. Providers must have pre-service health and safety training and also agree to provider requirements and maintain basic health and safety standards in the facility where care is provided. License exempt providers who are not related to a child in care are required to take the following trainings: Introduction to Health and Safety, Recognizing and Reporting Child Abuse and Neglect, Infant and Toddler CPR/First Aid, and Foundations of Learning. License exempt providers who are not related to a

child in care must pass an OCC Licensor monitoring visit at the site where child care is provided. Providers licensed with the OCC must also be listed and approved by ODHS. 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.

Underpayments

For underpayments, ODHS 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:

- 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.
- The branch 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.
- The branch office was directed to restore benefits in a hearings decision.
- The repayment of an overpayment was too much.
- A court decision finds benefits to be wrongfully withheld and its action entitles a family to restoration of benefits.
- 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 family 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 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.

Redetermination

TANF eligibility is reviewed at redetermination. Redetermination includes having the family 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 participant starts working under a JOBS Plus agreement, the redetermination due date is extended to one month beyond the end of the agreement.

Engagement and Case Management

Engagement and case management consist of the following primary activities:

Screening & Assessment includes all the interactions ODHS has with families, from initial branch contact and screening, through intake and engagement and case management contacts. Initial screening for family strengths, needs and goals is based on information gained from reviewing the Application for Services (ODHS 415F), the Employability Screening (ODHS 415A) and the Family Assessment (ODHS 7823C), as well as from the interview. (All domains of the Family Assessment must be offered within 90 days of TANF approval at both certification and recertification. All or part of the Family Assessment may be declined.)

All branch staff and contractors with family contact can contribute to assessment of family needs based on their interactions with the family. In all of these interactions, the goal is to help the family identify which services are needed to support self-sufficiency. For example, either the JOBS contracted partner or the ODHS Family Coach can refer to Oregon's National Career Readiness Certificate (NCRC) for testing based on the assessment results. Rapport and trust are built by helping families 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 families. Brokering also involves continual evaluation of each service's usefulness and success. Brokered services include not only case plan activities and local resources but ODHS resources, Social Security, child support and other benefits.

Case plans are the road map for the family in their journey toward enhanced economic stability. The results of the assessment are used to help the family choose economic stability enhancing services and the Family Coach acts as a broker to access these services. Case plans are individualized based on family need and can be added to and adjusted over time.

Eligibility determination and benefit issuance are primary responsibilities of ODHS. These services are integrated with case planning aimed at increasing self-sufficiency. The case plan is the primary agreement between the participant and ODHS and the benefits are one of the temporary supports in that plan.

Progress evaluation allows ODHS to maintain successful case plans and accurate benefit delivery.

Narration and computer entry are the means by which benefits are provided and case activities recorded. They also enable ODHS to collect and evaluate data to continually improve program services.

All these activities occur during engagement and case management, but the order may vary depending on the participant situation and local procedures.

Re-engagement Process

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.

Participants, ODHS 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.

Good Cause from engagement

Good Cause is what ODHS considers as valid circumstances that may prevent a participant from cooperating with elements of their individualized case plan. It is the participant's responsibility, with the assistance of ODHS, 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. Participants 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.

Disqualification

Between March 2020 and January 2023 ODHS granted good cause for non-cooperation in the JOBS program due to the COVID-19 public health emergency. Effective February 1, 2023 the State's re-engagement and disqualification rules were amended .

A JOBS disqualification is initiated only after the individual has had an opportunity to participate in the re-engagement process that includes a determination by ODHS of whether the individual had good cause for failing to comply. The effects of a JOBS disqualification are progressive.

Effective February 1, 2023 the four levels of JOBS disqualification were amended as follows:

- At the first level, monthly TANF benefits are reduced by 6.25 percent.
- At the second level, monthly TANF benefits are reduced by 12.5 percent.
- At the third level, monthly TANF benefits are reduced by 18.75 percent. At the fourth level, monthly TANF benefits are reduced by 25 percent.

JOBS Disqualification stay at a level 4 (25% reduction) until such time as the disqualification is ended.

Once a JOBS disqualification is ended, the next occurrence of JOBS disqualification starts back at the first level.

ODHS encourages and supports participation, using disqualifications only as a last resort, i.e., only when all attempts to encourage and facilitate participation have failed. Once a disqualified individual agrees to engage in JOBS services, their disqualification is ended.

Hearings & Notices

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

- ODHS has not acted on a request or application for TANF within 30 days of the filing date.
 - ODHS claims that an earlier TANF payment was an overpayment.
 - The claimant is protesting a ODHS decision to deny, reduce or close benefits.
 - 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.
 - The claimant contends that the Department previously under-issued public assistance and the Department denies the claim.
-
- ODHS issues a notice of intentional program violation and the claimant has not signed a waiver of hearing.
 - Denial of TA-DVS or a denial of a TA-DVS payment.
 - Denial of support services.

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

To be timely, ODHS 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 ODHS denies an application for a support service payment, a payment for a basic living expense authorized, ODHS reduces or closes a support service payment, or ODHS does not issue a JOBS support service payment within required time frames. A Temporary Assistance for Domestic Violence applicant also has a right to an expedited hearing if the application is denied, the applicant 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 applicant or recipient disputes any payment provided. An expedited hearing is a telephone hearing held within five working days of ODHS'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.

Job Opportunity 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 Opportunity 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 individuals 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 Development boards (LWDBs), Employment Department offices, community colleges and other community partners that provide family stability services such as mental health and substance use disorder 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 participants' transportation related barriers in a different manner than rural offices due to the availability of public transportation.

To provide JOBS services to working TANF participants to help them transition from TANF to employment, ODHS staff uses a strength-based engagement and case management approach that works holistically with the entire family. The intent of engagement and case management is to help families move forward based on their needs and become self-supporting. ODHS respects and empowers families by recognizing they are capable, have strengths, and have resources that can help them take control of their lives. Benefit delivery is integrated with self-sufficiency enhancing services. The outcome of engagement and case management is increased family accountability and success for individual families in reaching and sustaining their goals. Engagement and case management takes a team effort. The team consists of the participant, the Family Coach, branch staff and community partners the participant 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.

Job Preparation and Placement

The intent of these services is to determine which TANF participants are currently employable, then identify and address issues of employable participants that limit employment success and place the participant 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, engagement and case management, Pre-TANF Program, Life Skills, Job Skills, Job Readiness and Job Search, Basic Education (literacy and numeracy), GED or High School Diploma completion, Work Experience, JOBS Plus, Supported Work, Self-Initiated Training, Vocational Training and Wellness Services. The services are provided in coordination with JOBS contractors, Vocational Rehabilitation, Workforce partners and other community resources.

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.

Self-Sufficiency, Family Stability and Intervention

The intent of these services is to use partners to assess for participant and family issues that hinder employment and independence. Family Coaches 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, engagement, 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.

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, Workforce Innovation and Opportunity Act (WIOA) providers 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.

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.

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.

Note: No TANF Federal Funds are used to pay for medical services.

Adult Basic Education

Activities that address basic literacy or math skills for adults 20 years of age and older without a high school diploma or GED. Activities need to be related to an employment opportunity requiring a specific literacy or numeracy grade level.

Child Activities

Activities that enable the participant to gain skills to successfully parent, balance work and family and contribute to the well-being and health of the children in the family.

Community Service Program

Unpaid work that must be performed for the direct benefit of the community. Appropriate fields for this activity include health, social services, environmental protection, education, recreation, public facilities, safety and childcare.

Crisis Intervention

Short-term services to identify and address an immediate crisis needed to protect family stability and safety.

Drug and Alcohol Services

Activities to help participants identify and overcome substance use disorders that prevent or limit their employability and self-sufficiency.

Domestic Violence Services

Activities to help participants who are experiencing a domestic violence situation.

English as a Second Language

Activities for participants for whom English is not their first language to improve English proficiency.

Family Stabilization

Activities to focus on family stability situations.

Family Support and Connections

Contracted services to help families maintain the safety and well-being of their children, thus preventing Child Welfare involvement.

High school or GED

Activities for any participant who is working toward a high school diploma or GED.

Job Search

Activity to help participants prepare, locate and retain future employment.

Job Skills Training

Activity designed to provide unpaid training required by an employer and that is needed to gain the skills necessary to be hired or to retain or advance in employment.

JOBS Plus

A program under Oregon law that provides TANF participants with subsidized employment, while paying their benefits as wages from the work-site assignment. Each JOBS Plus participant receives a \$10 supplement in addition to their benefits that are paid as wages. Wage supplements, employer reimbursements and the \$10 supplement are funded with State funds and charged as MOE.

Life Skills

Activities and classes that offer development of skills that prepare participants to be successful in the workplace and daily living.

Medical-Related Services

Activities to assess and address health concerns that prevent or limit employment and self-sufficiency. These activities may include attending appointments with a qualified and appropriate professional such as a physician, physician's assistant, nurse practitioner, physical therapist or chiropractor to evaluate medical issues, attend medical screenings or assessments, or receive other services needed to identify and address medical conditions. Payments for medical-related services are limited to support services needed by the participant to go to the medical appointment, screening, assessment or other medical-related service. Support services may be issued to meet needs such as childcare and transportation. Support services are not issued to pay for the medical services themselves.

Mental Health

Activities to reduce barriers to employment caused by mental health issues. Activities must be determined to be necessary by a qualified medical professional.

On-the-Job Training

Activity for: paid employees who are in a non-JOBS Plus subsidized employment placement; for students in an unpaid internship; for students in a federal or state work study position; or for TANF teen parents, TANF young parents and TANF non-parenting teens participating in the Youth Employment Program.

Program Entry

Activities including JOBS Program appointments, assessments to identify a family's needs and strengths, determination of JOBS Program status and mutually development of a case plan.

Rehabilitation Activities

Activities to reduce barriers caused by ongoing physical, medical and/or other disabilities. These activities may be offered at any time during the TANF process when a barrier is identified. These activities include physical, speech or occupational therapy; support groups; pain management; or medication management. These activities must be determined necessary and be documented by a health professional. Payments for rehabilitation activities are limited to support services needed by the participant to go to the therapy appointment, support group or appointment related to pain management or medication management. Support services may be issued to meet needs such as childcare and transportation. Support services are not issued to pay for the rehabilitation activities themselves.

Self-Initiated Training

Activity in which participants are enrolled in a two- or four-year degree program, earning credit towards a college degree.

Supported Work

Activities for participants who need more intensive support, skills training and job-related intervention and counseling at an unpaid work site or work simulation activity.

SSI Application Process

Services through the Disability Liaisons and other resources to assist participants in the process of applying for or appealing SSI or SSDI.

Stabilized Living

Activities that enable a participant to stabilize housing concerns that prevent or limit employment or self-sufficiency.

Working

Unsubsidized employment for current TANF participants in the public or private sector.

Work Experience

Unpaid work to develop work habits, skills, training and knowledge to obtain permanent employment. Work is conducted at a work site and is available through private for-profit, non-profit or public sector.

Vocational Training

Activity that provides participants with up to 18 months access to specific vocational educational training that will lead to a certificate, job offer or career.

Transitional Benefits

As noted, JOBS participants may receive transitional benefits and services after they become employed and lose TANF eligibility due to income. If the participant loses TANF eligibility due to other reasons while participating in a JOBS activity, they may receive transitional benefits and services to finish that activity.

Transitional benefits and services include:

- **Employment Payments:** Three months of payments made to families who exit TANF due to obtaining unsubsidized paid employment and who remain at or below 350 percent of the Federal Poverty Level guidelines. Employment Payments are paid as follows: \$100 in the first month after TANF ends, \$75 in the second month and \$50 in the third month.
- **Job Participation Incentive (JPI):** \$10 food benefit 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.
- **Extended medical benefits** for twelve months upon losing TANF eligibility due to income. According to Oregon Health Authority (OHA) administrative rule, eligibility for extended medical benefits is determined by OHA. These medical benefits are not funded with TANF federal or State MOE funds.
- **SNAP benefits** remain the same for five months upon losing TANF eligibility due to income.
- Families may have access to employment-related day care (ERDC) benefits as long as they meet ERDC eligibility. For the first 90 days after TANF closes, the copayment is reduced to \$27.

Note: Families leaving TANF because of increased child support may be eligible for medical benefits, including extended medical.

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 Development Boards, 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 participants affect the entire community.

JOBS Program Participation

TANF recipients are encouraged to participate in the JOBS program in order to work towards employment and economic stability.

TANF recipients who are ineligible for the JOBS program and may not be disqualified include:

- SSI recipients.
- Non-needy caretaker relatives. This includes teen parents who are in foster care but receiving TANF for their children.
- Parents providing care for a family member who is an individual with a disability and is in the household with the parent. (Medical documentation to support the need for the care is required.)
- Noncitizens who are not authorized to work in the United States.

TANF recipients who meet one of the following state exemptions are federally mandatory and eligible to participate in the JOBS program but may not be disqualified. These recipients are considered JOBS program volunteers and include those who are:

- Pregnant and the pregnancy has reached the first of the calendar month prior to the month in which the due date falls.
- Pregnant and experiencing medical complications due to the pregnancy that prohibit participation in activities of the program and are documented by a qualified and appropriate professional.
- A parent, 20 years old and older, during the first six months after the birth of the parent's child except that the parent may be required to participate in parenting classes or a family stability activity.
- A parent under age 20 years old, during the first 16 weeks after the birth of the parent's child except that the Department may require the parent to participate in parenting classes, a family stability activity, or an educational track if the parent has not completed high school, GED or an equivalency program.
- An individual whose participation is likely to cause undue hardship or is contrary to the best interests of the dependent child or needy caretaker relative.
- Pregnant and participating more than 10 hours per week during the first two months of the third trimester.
- A VISTA volunteer.

TANF recipients required to participate in the JOBS program may occasionally be unable to participate in their assigned JOBS activities. It is the recipient's responsibility to provide evidence to establish good cause for non-cooperation and to work with ODHS 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 participant 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 participant 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 participant must attempt to get child care from another provider. "Appropriate child care" means that:
 - Both the provider and the place where care is provided meet health, safety and provider requirements as defined in Oregon Administrative Rule;
 - The care accommodates the parent's work schedule; and
 - The care meets the specific needs of the child such as age and special needs requirements.
- Child care cannot be obtained within a reasonable distance. "Reasonable distance" means the total travel time from home to the child care provider and the workplace or JOBS activity will be no more than one hour either way unless a longer commute time is customary in the community.
- Affordable child care cannot be obtained. "Affordable child care" means the expense to the participant is less than 10 percent of countable income of the financial group.

- The only child care available to the participant is considered informal and unsuitable. “Informal and unsuitable” means the Department has not approved a provider as meeting its background check and health and safety standards and the criteria for appropriate child care are not met.
- 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 participant to join a union and the participant has religious objections to unions.
- The participant belongs to a union and the employment goes against the conditions of the participant’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 participant 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 participant’s failure to participate is due to a circumstance beyond his/her reasonable control.
- The wage for the participant’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

ODHS supports the efforts of individuals to succeed in attaining economic stability by providing payments for items that individuals 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. ODHS also makes payments when individuals need help to get or keep a job. Support service payments are authorized in advance of the individual beginning the self-sufficiency activity, JOBS activity or employment, meaning that they should be issued in time for the individual to be able to participate in the planned activities. Support

service payments 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. Although support services are not issued to pay for the cost of medical services, support services may be issued for childcare and transportation when needed to allow an individual to attend a medical appointment.

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

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

Support Services Eligibility

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

- The individual has to be one of the following people:
 - TANF applicant or recipient required to meet TANF work participation requirements;
 - An individual participating in the Pre-TANF Program;
 - TANF recipient participating in substance abuse or mental health diagnosis, counseling or treatment programs;
 - 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;
 - Participant in the SFPSS program; or
 - An individual who is exempt from TANF work requirements as a one-parent household with a dependent child under six months of age.

- The individual 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 individual, or if the individual is requesting case plan activities that are outside of what ODHS wants or can provide, the Family Coach should work with the individual to find a mutually agreeable solution. This process is called re-engagement.
- The individual is eligible for support services payments due to being a TANF applicant or recipient meeting the financial criteria for TANF cash assistance financial eligibility. Individuals 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 Services

When an individual requests a JOBS support service payment, ODHS has 30 days in which to make an eligibility decision if the individual is receiving on-going TANF. If the individual 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. ODHS should act as quickly as possible to either approve or deny a request for a support service payment. ODHS will make adequate and timely support service payments available to individuals to ensure current participation in required activities. Individuals 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 an individual is or is not eligible for a support service payment. In those instances, it may be necessary to issue the individual 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 individual 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 individuals when they deny a request for a support service payment. Staff must also issue a notice to the individual if a payment that an individual 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 individual and the Family Coach are not able to agree on the type or amount of a support service payment, the

individual must be given a denial or closure/reduction notice and the individual does have the right to a hearing. If the Family Coach offers a support service payment that is different in any way from the item the individual requested, the individual must be given a notice of denial. This is true even if the individual has accepted the alternative payment the Family Coach has offered.

ODHS 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 individual 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 individuals if these payments are necessary for the individual 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.

Verification

ODHS 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. ODHS 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.

Support service payment types

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 Family Coach 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 individual were a TANF recipient.

Child Care: 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:

- The lesser of the actual rate charged by the care provider or the rate established in administrative rule. The ODHS rate for children in care less than full-time 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 full-time hours per month and appropriate care is not accessible to the individual at the hourly or part-time monthly rates or for 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. For the purpose of this section, full-time hours means 158 or more hours per month for standard providers and 136 or more hours per month for enhanced and licensed providers. Part-time hours means 63 to 135 hours per month for enhanced and licensed providers only.
- Child care provider must be approved and listed with the ODHS Direct Pay Unit.
- 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: Payments for housing and utility expenses. Payments are subject to the following:

- The individual must be engaged in a JOBS plan.
- Each payment type, such as rent, mortgage, utility bill or storage fees, is limited to two months per benefit group with a maximum allowable payment limit of \$3,000 per benefit group in any three-month period.
- With prior manager approval and upon verification that an individual has greater needs to stabilize a living situation or prevent homelessness, the Department may approve support payments that exceed the limits describe above.

Transportation: Payment for transportation costs incurred in travel to and from JOBS or other approved activities. Payment is made to support an individual's engagement in their plan. In considering transportation payment options, staff

evaluate the individual's transportation need and which method of transportation most appropriately meets that need. Transportation payments may include, but are not limited, to bus passes or other public transportation, gas vouchers and vehicle repairs.

Other Support Services: 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 or accept a job;
- Reasonable accommodations of an individual'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, supplies and tuition needed to complete a short term vocational training activity only with district 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 substance use disorders, medical, mental health and rehabilitation activities 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.

Expanded Support Services

Payments available through JOBS contractors as needed. These expanded services are for families who are not receiving TANF, have income at or below 250% of the Federal Poverty Level and include a parent or caretaker relative living with a dependent child under the age of 18. Expanded JOBS services are intended to help promote job preparation and employment and include services such as job placement

and job training. Expanded support services may be issued to help families address short-term, crisis situations that last no more than four months.

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.

ODHS 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 (ODHS 7814). This contract allows ODHS 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 TANF Emergency Assistance Program includes three types of services: Child Welfare Intervention Services for children, the Temporary Assistance for Domestic Violence Survivors (TADVS) Program and the Housing Stabilization Program (HSP). Child Welfare Intervention Services continue to be provided under the TANF Emergency Assistance program that was in effect on September 30, 1995. Expenditures for Child Welfare Intervention services are claimed as authorized and allowable under prior law.

TADVS and HSP services have been modified since 1995, While TADVS and HSP are described as part of the State's TANF Emergency Assistance Program, neither are provided under the TANF Emergency Assistance Program that was in effect on September 30, 1995. Rather, eligibility for TADVS and HSP follow current TANF federal law and state law. Expenditures for these two programs are not claimed as authorized and allowable under prior law.

To be eligible for services under the TANF Emergency Assistance Program, 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 services 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.

ODHS 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. State funds not counted towards TANF MOE are used to provide emergency medical services when other alternatives are not available, to provide program payments to victims whose citizenship and alien status are waived but otherwise meet TANF eligibility and high-risk cases (both TA-DVS and monthly TANF benefits) held outside of ONE due to domestic violence.
- Housing Stabilization Program payments, not to exceed \$8,000 over a four-month period will be made by the local services providers for:
 - Case management services.
 - Assistance in non-recurrent housing costs.
 - Employment-related, transportation-related or self-sufficiency-related expenses.

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:

- There is no requirement to participate in Oregon's JOBS program.
- For Child Welfare Intervention Services only, individual children under age 19 must live with or 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.
- Individual children under age 19 are not required to have a social security number (SSN) to establish eligibility. However, they must provide their SSN if they can.
- For TADVS only, 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 an individual 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 250 percent of the Federal Poverty Level.
- 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, Employment Payments 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. Effective April 1, 2016, the criteria that qualify for a hardship extension beyond 60 months were revised. These current hardship criteria include:

- Adult received TANF in another State prior to July 1, 2003;
- 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 who has a disability and who is in the home;
- 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)).

Each of the hardship extension criteria is time limited and must be reviewed periodically.

Oregon has also established conditions under which a temporary continuation of benefits may be granted to an individual during their sixtieth month of TANF receipt. These hardship conditions address immediate safety or crisis situations that the family is experiencing during which a benefit reduction or closure could harm the family. These temporary continuation of benefit situations are:

- Placement in a JOBS Plus activity; or
- Family crisis such as natural disaster, death of someone in the filing group or catastrophic accident.

The temporary continuation of benefits is limited to 90 days and must be staffed with and approved by a Central Office TANF Analyst.

Families may continue to receive TANF federally funded cash assistance past five years when an adult or teen parent 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 JOBS-Plus or SFPSS and who are not receiving JPI, J82 or Employment Payments. 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

Individuals have a grievance procedure available to resolve alleged violations of the displacement rule in 45 CFR 261.70.

- The aggrieved employee may attempt to resolve grievances through a local grievance resolution process with the employer.
- The employee may submit a written request for a hearing directly to ODHS or to the JOBS contractor, who will forward the request to ODHS within five working days.
- The hearings request must be in writing, specifying a grievance covered by 45 CFR 261.70 and giving the aggrieved employee's name, address and a daytime phone number (if available).
- ODHS will refer the hearings request to the Office of Administrative Hearings (OAH) who will issue a final order.
- An OAH final order may be appealed to the Oregon Court of Appeals.

Requirements – Work activities

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. ODHHS does this primarily because we believe that it is better for the parents and caretaker relatives 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 follows:

Unsubsidized Employment

The JOBS Program unsubsidized employment activity is Working, which includes self-employment. This activity is monitored as follows:

Working: This activity is supervised daily by the employer. Countable hours of participation in this activity are paid work time. Attendance is documented by projecting actual hours for up to six months or reporting current actual hours. Current or projected hours are verified with employer-issued documentation such as pay stubs, time cards or other employer produced documents with recorded work hours. Phone verification of work hours from an employer is acceptable if other documentation cannot be obtained and the verbal verification includes the name and phone number of the person verifying the work hours, the work week dates and the hours verified. For those who are self-employed, countable hours of participation are determined by calculating: (gross income minus allowed business expenses) divided by the Federal or Oregon minimum wage.

Subsidized employment

The JOBS Program subsidized employment activity is **JOBS Plus**. This activity is supervised daily by the employer. Countable hours of participation in JOBS Plus are paid work time, including paid hours not worked, and paid job search hours.

Attendance is documented by projecting actual hours for six months or reporting current actual hours. Current actual hours or projected actual hours will be documented with pay stubs, timecards or other employer produced documents with recorded hours of work.

JOBS Plus employers submit a monthly Wage Reimbursement Billing form to the Department's Direct Pay Unit (DPU). The employer certifies the number of hours paid for the reimbursement period.

Work Experience

The JOBS Program work experience activities are Work Experience and Supported Work. These activities are supervised daily at a worksite. Countable hours of participation are actual work time, holidays and excused absences. Attendance is documented with one of the following: timecards, sign-in/sign-out sheets; rosters or other employer documents with recorded hours of work; reporting by the JOBS contractor; or attendance reports from the worksite. Attendance documentation must be provided by the JOBS contractor or the participant to the department at least monthly.

On-the-Job Training

This activity is supervised daily by an employer. Countable hours of participation are paid work time and training time. Attendance is documented by projecting actual hours for up to six months or reporting current, actual hours with employer pay stubs, timecards, other employer-produced documents with recorded hours of work or employer verbal notification. Employer verbal verification is acceptable if it includes the name and phone number of the person verifying the information and the work week dates and the hours verified.

Job Search and Job Readiness

The JOBS Program Job Search and Job Readiness activities are: Job Search, Life Skills, Drug and Alcohol Treatment, Mental Health Treatment and Rehabilitation Services. Supervision is provided and attendance documented as follows:

Job Search is supervised daily by the responsible party. Attendance is documented by the participant or the JOBS contractor using the state-approved job search log. Documentation of attendance is submitted at least monthly to the department by the JOBS contractor or the participant.

Life Skills is supervised daily by the life skills activity provider. Attendance is documented by the participant, JOBS contractor or other contractor using timecards, sign-in/sign-out sheets or rosters with recorded hours. Documentation of attendance is submitted at least monthly to the department by the JOBS contractor or the participant.

Alcohol and Drug and Mental Health Treatment are supervised daily by an appropriate party. Attendance is documented by treatment provider, contractor or partner reporting; support group reporting; clinical or medical staff reporting; or treatment attendance forms. Documentation of attendance is submitted at least monthly to the department by the treatment provider, contractor or partner, clinic or medical staff or the participant.

Rehabilitation Services is supervised daily by the responsible party. Attendance is documented with treatment provider reporting, clinical or medical staff reporting or treatment attendance forms. Documentation of attendance is submitted to the department at least monthly by the treatment provider, clinical or medical staff or the participant.

Community Service Programs

This activity is supervised daily by a responsible party. Attendance is documented with time cards, rosters or other employer documents with recorded hours of work, JOBS contractor reporting or attendance reports from the worksite. Documentation of attendance is submitted to the department at least monthly by the JOBS contractor or the participant.

Vocational Education

This activity is supervised daily by a responsible party. Attendance is documented using school attendance records, educational provider reporting or a state approved education attendance form. Documentation of attendance is submitted to the department at least monthly by the JOBS contractor or the participant.

Jobs Skill Training Directly Related to Employment

This activity is supervised daily by a responsible party. Attendance is documented using school attendance records, educational provider reporting or a state approved education attendance form. Documentation of attendance is submitted to the department at least monthly by the JOBS contractor or participant.

Education Directly Related to Employment

The JOBS Program Education Directly Related to Employment activities are Adult Basic Education and English as a Second Language. These activities are supervised daily by a responsible party. Attendance is documented using school attendance records, educational provider reporting or a state approved education attendance form. Documentation of attendance is submitted to the department at least monthly by the JOBS contractor or the participant.

Secondary School or GED

This activity is supervised daily by a responsible party. Attendance must be submitted at least monthly and is documented using. Documentation of attendance is submitted to the department at least monthly by the JOBS contractor or the participant.

Requirements – Restrict use and disclosure of information

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 information about individuals and families is confidential. The agency will not release or disclose individual and family information, except as specifically authorized in administrative rule, or as ordered by a court.

Confidential information includes all verbal, written, printed or electronic display of data that can identify any specific individual'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 applicant and recipient 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 the information of individuals and families.

Information pertaining to Oregon's ONE system

The Centers for Medicare & Medicaid Services (CMS) is responsible for implementing the provisions of the health insurance reform law, that protects, and ensures the confidentiality, integrity, and availability (CIA) sensitive information. Oregon's ONE system, which is an integrated eligibility system that includes the TANF program, is being used statewide effective February 1, 2021, and is governed by these CMS requirements.

The controls in ONE are called the Minimum Acceptable Risk Standards for Exchanges (MARS-E). There are 316 controls covering the following categories:

- Access Control (AC)
- Awareness and Training (AT)
- Audit and Accountability (AU)
- Security Assessment and Authorization (CA)
- Configuration Management (CM)
- Contingency Planning (CP)
- Identification and Authentication (IA)
- Incident Response (IR)
- Maintenance (MA)
- Media Protection (MP)
- Physical and Environment Protection (PE)
- Planning (PL)
- Personnel Security (PS)
- Risk Assessment (RA)
- System and Services Acquisition (SA)
- Systems and Communication Protection (SC)
- Systems and Information Integrity (SI).

The status of each control is tracked in the System Security Plan (SSP). The ONE program is required to complete the SSP and document compliance with mandates in the MARS-e requirements.

The ONE System uses Active Directory as a master user repository that is used to create user accounts as well as the authentication and authorization for privileged user access to system infrastructure.

The IBM QRadar SIEM platform to provide security intelligence (i.e., real-time collection, normalization, and analysis) of the data generated by users and applications.

QRadar pulls logs from the individual components to create security transaction data which is used to do the following:

- Generating security reports
- Generating security alerts
- Retaining log transaction data to support audit requirements

All of these steps, and many more, ensure ONE compliance with the MARS-e requirements and create a secure environment for the protection of sensitive data.

Verbal and written information

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

Electronic data

To protect the TANF information of individuals 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 ODHS to perform ODHS-related activities such as JOBS are authorized to access information specified in their contract. Organizations that seek access to ODHS data to satisfy their own organizational needs must obtain a release of information. The form used is the ODHS 2099, which provide ODHS access to individual's data as much as possible within the limits of maintaining confidentiality. Organizations that access ODHS 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

ODHS 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 recipient and notifies the agency that the recipient 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 recipients from case records, conversations or sources obtained because the person is or has received services from ODHS. However, personal knowledge that does not come from the individual's interaction with the Department can be given.

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

Electronic Benefit Transfer (EBT)

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.

Effective July 1, 2015, Oregon updated administrative rule, policy and TANF-related materials 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.

Effective January 1, 2017, Oregon updated administrative rule, policy and TANF-related materials to clarify that the restrictions on use and access of TANF cash assistance in an electronic benefit transaction include retailers that primarily or exclusively sell beer or wine and retailers that primarily or exclusively sell or feature adult-oriented videos or movies. These updates also include language stating the restrictions apply when TANF benefits are used or accessed in Oregon, outside of Oregon or on Tribal lands and that the restrictions apply to using or accessing TANF cash benefits from a private bank account.

Each December, Oregon notifies affected merchants of these restrictions in an annual merchant mailing. The annual merchant mailing includes stickers for merchants to post on ATM or point of sale devices and indicate that Oregon's electronic benefit transaction card is not to be used in that location.

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 recipient's bank account or issuing TANF benefits via paper check when necessary. In addition, Oregon has worked with its electronic benefit transaction service provider so that TANF recipients are able to access their cash benefits at a location near their home. Oregon also provides individualized services as needed for TANF recipients with unique circumstances, including those recipients who have a disability.

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, POS cash purchase with cash back or POS cash withdrawal. TANF recipients who use ATM's to access their cash benefits are not charged a transaction fee but may be charged a bank surcharge. To alert TANF recipients of the possibility of surcharges related to accessing TANF cash benefits via ATM's, each recipient is given a pamphlet that includes this information. This information is also available on the ODHS website.

Maintenance of Effort (MOE) eligibility criteria

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).

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.

Oregon has implemented a number of programs that are connected to shared risk and protective factors for teen pregnancy. These programs are described below and are largely implemented in a universal model to ensure men as well as women are included in the conversations and in the educational outreach efforts. The work described below includes training and resources on responding to and preventing all forms of sexual violence across the lifespan. This includes sexual assault of youth and adolescents, including statutory rape. Specific efforts in Oregon include:

- Oregon's Department of Justice contracts with the Sexual Assault Task Force (SATF) to provide training to all law enforcement on sexual violence, investigations of sexual violence, trauma-informed services, statistical trends and helping officers identify their own biases. This training is provided through police academy basic training and in advanced detective training.
- The SATF administers a campus program to support higher education sexual violence response programming, services and training. This includes a focus on equitable services for all students, including men.
- Through OHA, SATF participated in a training project to help community colleges train and provide more services related to domestic violence and sexual assault to pregnant and parenting students. The Oregon Health Authority (OHA) has continued with this project.
- The Oregon Department of Education (ODE) and OHA work collaboratively on comprehensive sexuality education that includes child abuse prevention as well as sexual and relationship violence prevention.
- OHA administers the Pre-Exposure Prophylaxis (PREP) Program, which has historically been a grant program for local public health departments to implement sexual health and violence prevention programming in schools with the explicit intention of impacting pregnant and parenting students. This

program is currently transitioning away from public health and to young adults (18-22) with intellectual and developmental disabilities in transition programs throughout the state.

- ODHS administers the My Future My Choice program using federal abstinence funds to improve the health and safety of all students in Oregon. Teen pregnancy prevention is a focus of this program.
- ODHS, OHA and ODE partnered to implement the Oregon Teacher Training Institute, which trains educators across the state on how to implement violence/abuse prevention and health promotion programming.
- DOJ contracts with SATF to provide quarterly statewide Sexual Assault Task Force meetings. Task Force committees include Campus, Prevention and Education, Medical Forensic, Legislative and Public Policy, Criminal Justice, Offense Management, Advocacy Response, and Men's Engagement. These groups coordinate resources to help support/inform this work across the state.

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.

Oregon has a long-standing history of teen pregnancy prevention efforts. 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.

My Future-My Choice

Target Population: middle-school students and high school Teen Leaders. This program is funded with Title V program funding.

This curriculum teaches that early initiation of sexual involvement and the consequences involved with this decision can impact overall family stability. The lack of sexual health knowledge and negotiation 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. The curriculum also offers skills-based instruction for youth to learn how to navigate a decision-making model, setting boundaries, identifying traits of a healthy relationship, recognizing the influence of media, practicing consent, and respect.

EXECUTIVE CERTIFICATIONS***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.

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.

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 in order 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.

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. ODHS 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, ODHS historically has worked closely with tribes, among other organizations, to improve services to their members. ODHS 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.

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 action by an individual is referred to the Investigations Unit for follow up.

- ODHS recovers TANF overpayments from the following sources and any other source permitted by law:
- Any money due the debtor through the State Department of Revenue or any other State agency.
- Reimbursement from the individual by cash, money order, certified check or personal check.
- The amount of any retroactive payment or restoration of lost benefits otherwise payable to the individual, when the retroactive payment is to correct a past underpayment of benefits in the program in which the overpayment occurred.
- 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.

- Filing civil action to obtain a court judgment for the amount of the debt.
- Attaching income, resources and real property when a judgment has been obtained.
- The value of any liquid assets the individual currently has (i.e., cash and paper assets that can be quickly converted to cash).
- By allowing only one-half of the 50 percent earned income deduction.

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.

Certification that the state will provide information to victims of sexual harassment or survivors of domestic violence, sexual assault, or stalking.

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

- Ensure that applicants and potential applicants for TANF assistance are notified of state assistance made available to victims of sexual harassment and survivors of domestic violence, sexual assault, or stalking.

- Ensure that case workers and other agency personnel responsible for administering the state TANF program are trained in:
 - the nature and dynamics of sexual harassment and domestic violence, sexual assault, and stalking;
 - state standards and procedures relating to the prevention of, and assistance for, individuals who are victims of sexual harassment or survivors of domestic violence, sexual assault, or stalking; and
 - methods of ascertaining and ensuring the confidentiality of personal information and documentation related to applicants for assistance and their children who have provided notice about their experiences of sexual harassment, domestic violence, sexual assault, or stalking.
- Ensure the TANF program provides information about the options available to current and potential beneficiaries; and
- Ensure case workers and other agency personnel responsible for administering the TANF program are provided with training regarding state standards and procedures related to the Family Violence Option.

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.