

Definitions of Terms, Components, and Activities; JOBS, Pre-TANF, TANF

In the JOBS, Pre-TANF, and TANF programs, the following definitions apply to rules in OAR chapter 461 unless the context indicates otherwise.

- (1) "Activity" means an action or set of actions to be taken by a participant, as specified in the *case plan* (see section (6) of this rule). An "activity" is intended to reduce barriers and:
 - (a) Increase the likelihood of self-sufficiency, employment, job retention, wage enhancement, and financial independence; or
 - (b) Promote *family stability* (see OAR [461-001-0000](#)).
- (2) "Adult Basic Education" means an *activity* (see section (1) of this rule) in the *basic education* (see section (5) of this rule) *component* (see section (9) of this rule) that involves remedial education coursework intended to ensure functional literacy and numeracy.
- (3) "Assessment" means an *activity* of the *program entry* (see section (30) of this rule) *component* that involves gathering information to identify the strengths, interests, family circumstances, status in the JOBS program, and vocational aptitudes and preferences of the participant and to mutually determine an employment goal, the level of engagement of the participant in the JOBS program, and which *support services* (see section (37) of this rule) are needed. This *activity* includes providing screenings and evaluations (if appropriate) to determine the level of engagement, accommodation, and modification for the participant in the JOBS program. The screenings include, but are not limited to, physical and mental health needs, substance use, *domestic violence* (see OAR [461-001-0000](#)), and learning needs.
- (4) "Barrier" means a personal condition or circumstance that reduces the likelihood the participant will become employed or the ability of the participant to engage in an *activity* listed in the *case plan*.

(5) "Basic education" means a *component* intended to ensure functional literacy for all JOBS participants. "Basic education" activities are high school attendance, *English language learner* (see section (15) of this rule) instruction, *job skills training* (see section (21) of this rule), *adult basic education* (see section (2) of this rule) instruction, and services that result in obtaining a general equivalency diploma (GED). The *component* is discussed in OAR [461-190-0171](#) and [461-190-0181](#).

(6) "Case plan" (also known as a personal development plan) means a written outline, developed in partnership by the participant and family coach, with input from community partners as appropriate, listing activities and goals for the individual. The "case plan" also identifies the support service payments, accommodations, and modifications to help the participant complete the plan. The DHS 1543 - Domestic Violence Assistance Agreement - is the "case plan" for participants with safety concerns about *domestic violence*.

(7) "Child activities" means an *activity* that enables participants to gain skills in successful parenting, balancing work and family, and contributing to the well-being and health of the *child* (see OAR [461-001-0000](#)).

(8) "Community service program" means an *activity* in the *unpaid employment* (see section (40) of this rule) *component* in which the participant works without pay at a job site to enhance the likelihood the participant will become employed and perform work for the direct benefit of the community. This *activity* is available through nonprofit organizations or public agencies.

(9) "Component" means a set of one or more activities of the JOBS program including *paid unsubsidized employment* (see section (29) of this rule), *paid subsidized employment* (see section (28) of this rule), *unpaid employment*, *vocational training* (see section (41) of this rule), *job search and readiness* (see section (20) of this rule), and *basic education activities*.

(10) "Core activities" means federally defined countable work activities including *paid unsubsidized employment*; *paid subsidized employment*; *work experience* (see section (42) of this rule); *job search and readiness*; *community service program* (see section (8) of

this rule); *supported work* (see section (38) of this rule); and *vocational training*.

- (11) "Crisis intervention" means short-term services to protect *family stability* and safety due to an immediate crisis need.
- (12) "Drug and alcohol services" means an *activity* in the *job search and readiness component* to help participants identify and overcome addiction and substance use disorders that prevent or limit their employability and self-sufficiency.
- (13) "Employer contact" means participant communication with an employer or employer's representative through a visit, phone call, or mail to request consideration for employment.
- (14) "Employment Payments" means three transitional payments totaling \$225.00 paid as provided in OAR [461-135-1270](#) to a *benefit group* (see OAR [461-110-0750](#)) with employment income to help transition families off TANF program services.
- (15) "English Language Learner" (also known as English as a Second Language) means an *activity* in the *basic education component*. *English Language Learner* classes are designed to give participants with limited English proficiency better working skills in the language.
- (16) "Fair Labor Standards Act (FLSA)" means the law that applies to subject employers with participants working in the *unpaid employment component*. "FLSA" requires that participants engaged in *unpaid employment*, in effect, may not work more hours than the combined value of the TANF and SNAP benefits divided by Oregon minimum wage.
- (17) "Federally required participation rates" means the participation rates required by section 407 of the Social Security Act (42 USC 607).
- (18) "High School or GED Completion Attendance" means an *activity* in the *basic education component* that involves attendance at a secondary school or in a course of study that leads to the completion of the GED.

(19) "Job search" means an *activity* in the *job search and readiness component* that focuses on participants looking for and obtaining employment designed to improve skills in locating and competing for employment in the local labor market and may include writing resumes, receiving instruction in interviewing skills, and engaging in group and individual "job search". There are two categories of "job search": "initial job search" and "regular job search". "Initial job search" may occur during the Pre-TANF program. "Regular job search" begins not later than the day after the Department finds the individual eligible for TANF benefits.

(20) "Job search and readiness" means a *component* designed to prepare participants to compete in the local labor market. *Job search* (see section (19) of this rule), *life skills* (see section (23) of this rule), *drug and alcohol services* (see section (12) of this rule), *mental health services* (see section (25) of this rule), and *rehabilitation activities* (see section (32) of this rule) are the activities of the "job search and readiness" *component*.

(21) "Job skills training" means an *activity* in the *basic education component* in which unpaid training required by an employer is needed to gain the skills necessary to be hired, retain or advance in employment.

(22) "JOBS Plus program" means an *activity* in the *paid subsidized employment component* that provides TANF participants with employment. The participant receives their TANF and SNAP benefits as wages from the JOBS Plus employer (see OAR [461-190-0401](#) to [461-190-0426](#)).

(23) "Life skills" means an *activity* of the *job search and readiness component*. The *activity* develops employment-preparation skills and skills and attitudes that are commonly found in the workplace; and offer development of skills that prepare participants to be successful in daily living.

(24) "Medical Related Services" means activities to assess and address health concerns that prevent or limit employment and self-sufficiency.

- (25) "Mental health services" means an *activity* in the *job search and readiness component* that provides mental health screenings and assessments, counseling, medication management, and support groups.
- (26) "Non-core activities" means federally defined countable work activities that include *job skills training* directly related to employment; education directly related to employment; and satisfactory school attendance at a secondary level or leading to a GED.
- (27) "On-the-Job Training" means an activity for paid employees who are in non-JOBS Plus subsidized employment placement, or for students who are in an unpaid internship or a federal/state funded work study position.
- (28) "Paid subsidized employment" means a *component* in which participants are employed in a subsidized public or private sector job. *JOBS Plus program* (see section (22) of this rule) and *on-the-job training* (see section (27) of this rule) are the activities in the "paid subsidized employment" *component*.
- (29) "Paid unsubsidized employment" means a *component* in which participants are employed full- or part-time in an unsubsidized job and receiving TANF benefits. Unsubsidized employment is a job that is not subsidized by TANF or any other public program. *Working* (see section (42) of this rule) is the activity in the *paid unsubsidized employment component*.
- (30) "Program entry" means an *activity* that captures JOBS appointments, assessments (see section (3) of this rule) to identify a family's needs and strengths, determines JOBS status, and mutually develops a *case plan*.
- (31) "Progress (good or satisfactory)" means a participant engaging in an education or training *activity* makes "good progress" or "satisfactory progress" by receiving a passing grade and progressing toward completion of their course of study at no less than the normal rate of a half-time student.

- (32) "Rehabilitation activities" means an *activity* in the *job search and readiness component* that provides medical or therapeutic screenings, assessments, and treatment. This *activity* also includes medical management and support groups.
- (33) "Self-initiated training" means an *activity* in which participants are enrolled in a two or four year program, earning credit toward an undergraduate college degree.
- (34) "Social Security application" means the activities associated with the process for individuals who are applying for Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI).
- (35) "Stabilized living" means an *activity* intended to stabilize participant housing concerns that prevent or limit employment or self-sufficiency.
- (36) "Stabilization, intervention, and other activities" means activities that are non-countable for federal participation purposes including child health and development, *crisis intervention* (see section (11) of this rule), *domestic violence services*, *medical related services* (see section (24) of this rule), retention services, services to child welfare families, *social security application* (see section (34) of this rule), and *stabilized living services* (see section (35) of this rule).
- (37) "Support services" means services that participants need to engage successfully in activities outlined in their *case plan*, seek and maintain employment, or remove barriers.
- (38) "Supported work" means an *activity* in the *unpaid employment component* that gives participants intensive staff support, skill training, intervention, and counseling that will enable them to function independently at work.
- (39) "Transition services" means services offered when the participant becomes employed or becomes ineligible for cash benefits because of an increase in income or resources.
- (40) "Unpaid employment" means a *component* in which a participant is placed in an unpaid job to develop good work habits, training, and knowledge to obtain employment. Employment may be in the private

or public sector or through a work simulation program. *Work experience* (see section (42) of this rule), *community service program*, and *supported work* (see section (38) of this rule) are the activities of the "unpaid employment" *component*.

- (41) "Vocational training" means an *activity* and *component* of the JOBS program that provides JOBS participants with up to 18 months access to specific "vocational training" that will lead to a career with an appropriate wage level and opportunity for employment.
- (42) "Work experience" means an *activity* in the *unpaid employment component* in which the participant works without pay at a job site to develop good work habits and basic vocational skills that enhance the likelihood the participant will become employed. "Work experience" is available through private for-profit businesses, nonprofit organizations, or public agencies.
- (43) "Working" means an *activity* in the *unsubsidized employment component* in which a participant is working full- or part-time in the public or private sector.

Statutory/Other Authority: ORS [409.050](#), [411.060](#), [411.070](#), [411.878](#), [412.006](#), [412.009](#), [412.016](#), [412.049](#)

Statutes/Other Implemented: ORS [409.010](#), [409.050](#), [411.060](#), [411.070](#), [411.878](#), [412.001](#), [412.006](#), [412.016](#), [412.009](#), [412.049](#)

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