

Program:	Branch:	Case number:	Worker ID:
Case name:			FILE

## **Your Rights and Responsibilities While in JOBS, JOBS Plus, and Refugee Employment Services**

Read this entire document and sign on page 4

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### **Your responsibilities: What you must do in JOBS, JOBS Plus, and Refugee Employment Services**

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If the Department of Human Services (DHS) determines you are “mandatory” for **JOBS, JOBS Plus, or Refugee Employment Services** this means you must do certain things to stay in the program. This is called “cooperating” with JOBS, JOBS Plus and Refugee Employment Services. You must cooperate unless DHS agrees that you have “good cause” (*a valid reason*) not to.

DHS wants to help you reach your goals. If you have a problem that keeps you from doing things that are required, talk to your DHS worker right away. They might be able to help you solve the problem. If you call your worker at a time they cannot talk, leave a message telling about the problem.

If you do not cooperate, even after DHS has tried to help you cooperate, you could be “disqualified.” This means your Temporary Assistance for Needy Families (TANF) benefits or REF cash could be reduced or stopped.

*Below is a list of things you are required to do if you are mandatory.*

#### **When you are in JOBS, JOBS Plus or Refugee Employment Services you must:**

- Help DHS figure out what you need to reach self-sufficiency.
- Help put together your case plan.
- Go to activities listed in your case plan, unless you have good cause not to.
- Go to appointments and interviews. You have to tell DHS if you miss one and why. You have to do this within three working days of missing it.
- Pay any child-care charges for hours when you were not in DHS-approved activities.
- Use JOBS or JOBS Plus payments correctly. You cannot keep them or spend them on something DHS has not approved.

- Report changes that might affect if you can stay on the program or how many benefits you get. These can be things like finding work, getting sick or pregnant, dropping out of school, or spending fewer hours in school or at work.

**The next six responsibilities are about working.** You *do not* have to do these if you are under 20 years old and DHS requires you to go to school.

- You must turn in valid job applications at places that are looking for workers.
- If DHS or JOBS staff refer you to a job opening, you have to follow up on it.
- If you are offered a job, you have to take it unless DHS agrees you have good cause not to. **Always talk to your worker before you turn down a job.**
- You can't quit a job. Talk to your worker if you have problems at work.
- You cannot reduce your work hours, unless DHS agrees you have good cause.
- You must accept more work hours, unless DHS agrees you have good cause not to.

### **If you are working in a JOBS Plus job:**

- You have to work the hours you are scheduled for. If you cannot, you must tell your employer the reason.
- You have to do the job you are assigned.
- You must follow the rules of the workplace. This includes wearing the right clothes for the job, following directions and being on time for work.
- You have to stay in a JOBS Plus job for 14 days before you can ask to move to another one. You need to have a good reason for asking to move.

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## **What happens if you do not cooperate in JOBS, JOBS Plus, and Refugee Employment Services?**

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If DHS has determined you have to be in JOBS or JOBS Plus and you don't cooperate, even after DHS has tried to help you cooperate, your cash benefits may be lowered or stop. This is called getting "disqualified." More than one person can get disqualified at a time if they don't work with JOBS.

- 1) In the first month, the entire family's cash benefits will be reduced by 25 percent.
- 2) In the second month, the entire family's cash benefits will be reduced by 50 percent.
- 3) In the third month, the entire family's cash benefits will be reduced by 75 percent.
- 4) In the fourth month, the entire family gets no cash benefits.
- 5) In the fifth and sixth months, your TANF will be closed and your family will not be eligible for TANF benefits.

*If you are applying for TANF and you do not cooperate in the Pre-TANF Program, when your TANF benefits begin:*

- For the first three months, they will be lower.
- In most cases if you don't work with JOBS by the third month you're on TANF your family will not get any cash.

The penalties go on until you meet with your worker and cooperate with your plan for two weeks. If you are disqualified for not cooperating, you may also be disqualified from food benefits.

If DHS has determined you have to be in Refugee Employment Services and you don't cooperate, even after DHS has tried to help you cooperate, your cash benefits may stop. This is called getting "disqualified."

For REF cash:

- 1) For the first time, your cash case will close for three complete months
- 2) For the second time, your case will close for six complete months

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## **Your Rights in JOBS, JOBS Plus, and Refugee Employment Services**

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### **While you are in JOBS, JOBS Plus, or Refugee Employment Services:**

- You can have input about your case plan.
- You can get a copy of your case plan.
- If you have a disability, you can ask for special items or services you need so you can take part in activities.
- You can volunteer for the JOBS or JOBS Plus programs. *(If you volunteer, you can leave JOBS or JOBS Plus and still be able to get TANF benefits. However, if you volunteer for JOBS and then leave it, your benefits may be lower.)*
- You can ask for a "JOBS support-service payment" to allow you to attend JOBS or other activities. You also have the right to refuse a JOBS support-service payment that DHS offers. You can ask for a hearing if you do not like the type or amount of the JOBS payments that DHS offers you.
- You have the right to work out disagreements about your case plan. This is called "re-engagement."
- You have a right to refuse a screening or evaluation that could disclose a disability.
- You can ask for a hearing if you get disqualified or if DHS denies, stops or reduces a JOBS support-service payment.
- You have a right to file a complaint if you were not treated with respect.

### **If you are in a JOBS Plus job, you have these other rights:**

- You will be paid at least the Oregon minimum wage.
- You will get the same sick leave and benefits your employer gives to other temporary workers.
- You cannot be made to work more than 40 hours a week.
- If your income at the JOBS Plus job is less than you would have gotten from TANF and food benefits, DHS will give you extra money. This is called a "supplement."
- You will receive the current child support payments that the Oregon Child Support Program collects for you.

- You can ask for emergency food benefits in months when your income falls below the “Thrifty Food Plan” amount.
- Since you will be getting wages instead of food benefits, your taxes may go up. DHS could help you pay those taxes.
- You have the right to an Individual Education Account. After you’ve worked 30 days, your employer will put \$1 for each hour you work into your account. It can be used after you leave JOBS Plus to get more job skills.
- After working four months, you may be paid for up to eight hours a week to look for another job.

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## **Your hearing rights in JOBS, JOBS Plus, and Refugee Employment Services**

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You may disagree with a decision by DHS or a JOBS service provider. If so, you have the right to talk with someone from DHS about the problem. This is called “re-engagement.” You can also ask for a hearing if you have been disqualified for not cooperating, if DHS denies, stops or reduces a support-service payment, or if you disagree with a support-service payment.

At a hearing, you can explain why you disagree with being disqualified. **If you want a hearing because of a disqualification, you have to ask for one within 90 days** from the date you get disqualified. You have to write your request on an Administrative Hearing Request Form (DHS 0443.) Someone in the DHS office can help you fill it out. You will get a copy of a brochure (DHS 9003) that explains how to prepare for your hearing.

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**I have read this entire form. I understand my rights and responsibilities in the JOBS and JOBS Plus programs. I agree to follow the rules of the programs. If I am in these programs, I understand that DHS will let me know about service providers and how to get the right services. They will help me succeed in these programs.**

**I have received a copy of this form.**

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Full legal signature of applicant

Date

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Full legal signature of other parent, spouse or adult

Date

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*The Department of Human Services (DHS) does not discriminate against anyone. This means that DHS will help all who qualify and will not treat anyone differently because of age, race, color, national origin, gender, religion, political beliefs, disability or sexual orientation.*

You may file a complaint if you believe DHS or OHA treated you differently for any of these reasons. To file a complaint with the state, you can call the Governor's Advocacy Office at 1-800-442-5238 (TTY 711) or write to their office at:

Governor's Advocacy Office  
500 Summer Street NE, E17  
Salem, OR 97301  
Fax: 503-378-6532  
Email: [DHS.info@state.or.us](mailto:DHS.info@state.or.us)

**“Equal Opportunity is the Law”**

**Auxiliary aids and services are available upon request to individuals with disabilities.**