

TANF Policy 17– Entering the 5th Consecutive Week of Job Search Job Readiness (JSJR) into DCISII E&T System and DOL Internet Site

In accordance with the State Plan, Job Search Job Readiness is an activity that can be utilized for four consecutive weeks, then a break must occur in the 5th consecutive week. However, there is one established exception to this rule for payment and client participation:

- Clients enrolled with the Bridge contractor participating with in Bridge services in the 5th consecutive week

These JSJR activities will count in every week of participation for the client and for payment. However, in every 5th consecutive week of JSJR, the established exceptions above will not count towards the State’s federal participation rate.

In order to maintain compliance with this rule the following data entry instructions must be followed.

Enter JSJR Hours into **DCISII E&T System**

The data entry of the 5th consecutive week of JSJR hours is to be entered into the DCIS II E&T System by both Employment Connections and Keep A Job providers (other hours of participation are also to be entered). The DCIS II system is automated and has the capability to track and report the weeks of participation in JSJR to ensure no more than four consecutive weeks is being captured.

Enter “0” JSJR Hours into **DOL Internet Site**

The data entry of the 5th consecutive week of JSJR hours is not to be entered in the DOL Internet Reporting Site, “0” should be entered (other hours of participation are to be entered). JSJR hours with Bridge in the 5th consecutive week must be entered in “Other” in the DOL system for payment purposes. The DOL system does not have the capability to track and report the weeks of participation in JSJR to ensure no more than four consecutive weeks is being captured. Having more than 0 hours entered in the DOL Internet Reporting Site during any 5th consecutive week of JSJR will result in a disallowed cost at the time of an audit.

It is expected that DCIS II E&T system hours match DOL Internet Site hours. However, this policy allows an exception to that expectation since the actual amount of JSJR hours are to be entered in DCIS II in any fifth consecutive week, but “0” should be entered in DOL in any fifth consecutive week.