

### Discrimination Prohibited:

State and federal laws require that the Department of Human Services provide services to all eligible or otherwise qualified persons without regard to age, race, color, religion, sex, national origin, disability, or status with respect to marriage or public assistance.

If you feel you have been unlawfully discriminated against for any of these reasons, a written complaint may be filed with the county social service office, the North Dakota Department of Human Services Civil Rights Officer, or the Office for Civil Rights, Department of Health and Human Services, Federal Office Building, 1961 Stout Street, Denver, CO 80294.

PLEASE KEEP THIS PAMPHLET FOR FUTURE USE

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North Dakota Department of Human Services

# JOBS

Jobs Opportunities and Basic Skills Program



## WORK REQUIREMENTS FOR RECIPIENTS OF THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM (TANF)

### WORK REQUIREMENTS

If you are an adult who receives a TANF benefit, you are required by law to work or to participate in approved work activities. Please read this brochure carefully. It describes your work requirements.

Time is important; you are limited to 60 months of TANF benefits in your lifetime!

### WHO MUST WORK OR DO WORK ACTIVITIES?

- Any work-ready caretakers or parents who receive a TANF benefit:

Unless they are over age 65 or

Unless they are parents or caretakers of children who are under four months of age

- Any dependent child who is over age 16 and is not in school.

"Work Ready" means you are capable of performing tasks that prepare you to work or do work activities. Approved work activities are outlined in this brochure.

### TRIBAL NATIVE EMPLOYMENT WORKS (NEW) PROGRAM

If you are enrolled in or eligible for enrollment in a federally recognized tribe, and are attending college, vocational education, or GED classes, you may be eligible to work with one of the Tribal NEW programs in the state to meet your TANF work requirements. There are

Tribal NEW programs located on the Three Affiliated Tribes, Spirit Lake Sioux, Standing Rock Sioux, and Turtle Mountain Band of Chippewa reservations.

### WHAT IS EXPECTED IF THE WORK REQUIREMENT APPLIES TO YOU?

- Your TANF eligibility worker will send you a referral to the JOBS or Tribal NEW program. You must contact the JOBS or Tribal NEW program within 7 days from the date of the referral and schedule an appointment for orientation.

**Please note:** JOBS and Tribal NEW offices are not open on Saturdays, Sundays, or legal holidays. To set up your appointment, you must speak directly with a JOBS or Tribal NEW staff person on or before 5 p.m. on the last working day in this 7-day period.

- You must arrange for child care and transportation as needed to attend the orientation and do work activities.
- You must attend the orientation and meet with your JOBS or Tribal NEW coordinator to review the requirements of that program.
- You must work with your JOBS or Tribal NEW coordinator to assess your work skills for the job market and to complete a plan that outlines how you will meet work requirements as soon as possible.

## WHAT IS AN ALLOWABLE JOBS WORK ACTIVITY?

Full-time, paid employment is the first priority. If full-time, paid employment is not available, other allowable work activities are required. Allowable JOBS work activities include:

- Paid employment
- On-the-job training
- Unpaid work experience
- Community service
- Job search-job readiness activities
- Job skills training directly related to employment
- High school/GED or education directly related to employment
- Child care services for another recipient doing [community service](#)
- Vocational training

Limited vocational training may be available through the JOBS program for individuals who meet the approval criteria. Contact your JOBS coordinator to find out if you qualify

Participation in more than one JOBS work activity may be required.

## WHAT ARE MY JOBS WORK REQUIREMENTS?

If full-time, paid employment is not available, your JOBS coordinator will work with you to develop a plan to help you find and keep a job. Your plan may contain a number of different work or job readiness activities. You are responsible to participate in the assigned activities for a minimum number of hours each week as instructed by your JOBS coordinator.

## SPECIAL HELP FOR JOBS WORK ACTIVITIES

Special assistance may be available to help you get a job or do work activities, including money for gas, car repairs, taxi or bus fares, or paying others for rides. Other funds are available to help with interview expenses, clothing, or even a haircut. Relocation assistance to accept a job is available to help with utility hookups or other moving expenses. [No payments can be paid without prior approval.](#) Child care for approved activities may be reimbursed up to the maximum limits allowed by the Child Care Assistance Program if it is provided by a licensed or registered child care provider. If you are working in paid employment, you may choose to have your childcare expenses treated as an earned income disregard.

## WHAT HAPPENS IF YOU CAN'T GET TO WORK?

If you have problems in arranging childcare or transportation, you must show how you tried to resolve those issues. You must follow through with suggestions made by your JOBS coordinator or TANF eligibility worker. You may also be referred for other services to help you resolve barriers to employment. You must cooperate in resolving barriers.

## WHAT IF YOU ARE NOT WORK READY?

Work requirements may be temporarily postponed if you are not capable of working or doing at least one of the JOBS approved work activities. You must provide your TANF eligibility worker proof that you are unable to work. The State Medical Review Team will evaluate your request. Any approved work postponement is temporary and frequent reassessment is required.

Consideration may be requested when:

- You are unable to participate due to serious illness or disability
- You must care for a household member who is seriously ill or disabled
- You have been unable to find childcare despite extensive attempts to do so

## CONSEQUENCES

Your cooperation is required. If you do not contact the JOBS or Tribal NEW program within 7 days of your referral and schedule an initial appointment, your TANF application will be denied. If you do not keep your appointment and cooperate with the JOBS or Tribal NEW program, you may be sanctioned. This means your TANF benefits will be reduced. If a sanction is not corrected within a short period of time, your entire TANF case will be closed. Your food stamps may also be affected by the sanction.

You may be sanctioned if you:

- Fail to keep your initial appointment with the JOBS or Tribal NEW program
- Miss a scheduled appointment for any program or approved work activity
- Are absent from a program or approved work activity when scheduled to be there
- Refuse to participate in any program or approved work activity
- Refuse to maintain satisfactory progress in any program or approved work activity
- Fail to follow the requirements of your employment plan
- Refuse a job, quit a job, or reduce hours at work without a good reason