



Program:	Branch:	Case number:	Worker ID:
Case name:			Date of notice:

Notice of Entering Job Opportunities and Basic Skills (JOBS) Plus Program

Oregon Administrative Rules:

OAR 461-190-0401; 461-190-0406;
 461-190-0416; 461-190-0421
 and 461-190-0426

You will start working under a Job Opportunities and Basic Skills (JOBS) Plus agreement. Your JOBS Plus agreement starts on _____ and ends on _____. Your first pay date will be _____.

Starting _____, the Department of Human Services (DHS) will not pay you regular Temporary Assistance for Needy Families (TANF) cash or food benefits. Instead, you will get TANF and food benefits paid as wages from your JOBS Plus employer. If DHS is getting child support for your family, we will send this money directly to you. Usually your wages and child support will be more than your TANF and food benefits. If not, DHS will pay you a supplement. If you miss work without having a good reason, you may get less income than you would get from TANF and food benefits.

If you disagree with this action, you have the right to a hearing.

You also have the right to continued benefits.

Read Parts 1 & 2 on the back of this form for more information.

DHS worker signature:	DHS branch office:	Phone number:
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“Equal Opportunity is the Law”

What You Can Do When You Do Not Agree with This Decision

Please contact your local office if you need this form in another language or alternate format

- You have the right to challenge this decision by requesting a hearing. Hearings are held by the Office of Administrative Hearings, which is independent from the Department of Human Services (DHS). **If you want a hearing, you must request it on time.** For more information, see part 1 below.
- You can also talk with a manager. Ask for a meeting by contacting your local office. Call **1-800-442-5238** if you do not know who to call. Your deadline to request a hearing (*part 1 below*) does not change even if you are in contact with a manager or trying to reach one.

Part 1 – Ask for a hearing

What must I do to get a hearing? For all benefits except food stamps, you must fill out an Administrative Hearing Request form (DHS 0443) and return it to a DHS office. You can get this form at a DHS office or on the web at <http://dhsforms.hr.state.or.us/Forms/Served/DE0443.pdf>. For food stamps, you can ask for a hearing on DHS form 0443, by phone, in writing or by asking a DHS employee in person. Your local office can help you. In most cases, DHS must receive your request within **45 days** from the date identified as the sending date on the decision notice. You have **90 days** for food stamps and for TANF reductions for not cooperating with your case plan. You may request a hearing at any time if you disagree with the current amount of your food stamps.

Who can help with my hearing? In the Food Stamp and medical programs, any adult may represent you. In all other programs, you must represent yourself or have a lawyer or a legal assistant (*supervised by a Legal Aid attorney*) represent you. You may call the Public Benefits Hotline (*a program of Legal Aid Services of Oregon and the Oregon Law Center*) at **1-800-520-5292** for advice and possible representation.

What are my other hearing rights? At the hearing, you can tell why you do not agree with the decision. You can have people testify for you. The laws about your hearing rights and the hearing process are at OAR 137-003-0501 to 0700, 410-120-1860, 410-141-0264, 461-025-0300 to 0375, ORS 183.411 to 183.470 and ORS 411.095.

What happens if there is no hearing? If you do not ask for a hearing on time, or if you withdraw the hearing request or miss your hearing, you may lose your right to a hearing. This notice will be the final DHS decision (*called a “final order by default”*). You will not get a separate final order by default. The case file, along with any materials you submitted in this matter, is the record. The record is used to support the DHS decision upon default. You may appeal the final order by default by filing a petition in the Oregon Court of Appeals. (ORS 183.482) If you do not ask for a hearing, this appeal must be filed within **60 days** of the date this notice becomes a final order by default. If you withdraw a hearing request or miss your hearing, the appeal deadline is set out in the dismissal order.

Part 2 – How can I keep getting benefits until my hearing?

- You can ask for your benefits to stay the same until the hearing decision (*“continuing benefits”*). In all programs other than Food Stamps, you must ask on the Administrative Hearing Request form (DHS 0443). For food stamp benefits, use DHS form 0443, phone, write or ask a DHS employee in person.
- You must ask your branch for continuing benefits by either the “effective date” on the notice or **10 days** after the date identified as the sending date of the notice. To keep getting benefits, you must ask by whichever date is *later*.
- If you keep getting benefits but lose the hearing, you must pay back the benefits you should not have received.
- If you don’t keep getting benefits and win the hearing, DHS will give you the benefits you should have received.

Part 3 – Can I have my hearing within five working days?

You may have the right to an “expedited hearing” for any of the following types of benefits or events:

- Expedited or emergency food stamps
- JOBS and Pre-TANF payments
- Temporary Assistance for Domestic Violence Survivors (TA-DVS) eligibility and payments
- While receiving medical benefits, you are denied a medical service for an immediate, serious threat to your life or health
- DHS denied your request to keep getting benefits until your hearing

DHS will not discriminate against anyone. This means DHS will help all who qualify. DHS will not deny help to anyone based on age, race, color, national origin, sex, sexual orientation, religion, political beliefs, or disability.

You can file a complaint if you think DHS discriminated against you because of any of these reasons.

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