DIVISION OF EMPLOYMENT & REHABILITATION SERVICES

TANF Jobs Program

IB #21-001

New JAS Support Services Codes

*Effective Immediately*

This Informational Broadcast serves to inform all Jobs Program staff of the addition of two (2) new Support Services codes available in the JAS Employment and Career Development Plan Screen. The Support Service Codes “DAT” for Data Communications Support Services (such as Internet services) and “WIF” for the direct provision of WiFi enabled devices to participants are now available for use in JAS. This IB provides instruction on recording Support Services codes DAT and WIF into JAS.

Please reference IB #20-014 for more information on the policy for providing Internet Connectivity for Jobs Program participants.

How to add DAT and WIF to the Employment and Career Development Plan

Activities and services are recorded on the Employment and Career Development Plan Screen (NIS060) in JAS.

As noted in section 403 of the Jobs Program User Guide, the ACTV/SRVC field is used to record work activities assigned to a client and the supportive services that will be provided. Work activities and supportive services are identified by a three-character alpha code. A list of activity codes is in the Activities by Alpha Key Table (NIS14)* and a list of support service codes is in the Support Services – Alpha Key Table (NIS27)*. A list of all the activity codes and their descriptions can also be viewed by pressing <F1> when the cursor is resting on the ACTV/SRVS field.

*see section 1001 of the Jobs Program User Guide.

When an activity is added, key the weekly scheduled hours in the HRS/CONT field. Hours are not needed for support services.

Beginning and ending dates of activities and support services are identified in the BEGINNING and ENDING date fields.

The PROVI-ID/LOC fields reflect the provider ID and location code for each contracted provider.

Two new support service codes will be added to JAS and assigned to each Jobs Program contractor’s Provider ID and location codes to ensure each contactor can add the new service codes to a client’s Employment and Career Development Plan:

- **DAT** (Data Communications)
- **WIF** (WiFi Devices)
Below is an example of how to add the two new support service codes to the Employment and Career Development Plan Screen (NIS060).

Access the Employment and Career Development Plan screen from the Case Management Menu.

Enter the new service codes as shown below along with the beginning date, ending date, and contracted provider’s respective provider ID and location code. The provider ID and location code in the example is one used by Equus.
The following screen indicates the services have been added.

** PLAN AND RELATED FILES ARE UPDATED **
TERM:  J94B                     JOBS AUTOMATED SYSTEM           DATE: 01/20/2021
V6NMM28N                CASE MANAGEMENT MENU                  TIME: 11:58:03
VANTA408-00
JOBS ID 4005785   AZTECS ID 0000046685    SSN 010046685   AZTECS CASE 00011752
TRANS ID           COST CENTER 001   CASEWORKER 997    PROV ID       LOC
EMP & CAREER DEVELOPMENT PLAN       CASEWORKER ASSIGN/UPDATE
REFERRAL TO CHILD CARE              NOTICE SELECTION/DISPLAY
CLIENT PARTICIPATION UPDATE        ** RECORD DISPLAY **
EMPLOYMENT                          CASE PLAN HISTORY
CLIENT REGISTRATION UPDATE          CLIENT STATUS HISTORY
STATUS CHANGE                       CLIENT PARTICIPATION HISTORY
NAME SEARCH                         CHILD CARE REFERRAL INQUIRY
CLIENT PROFILE                      ACTION HISTORY
FII HELP(SYSTEMS USE ONLY)          POST EMPLOYMENT SUMMARY
PF4 MAIN MENU

Now the services are visible on the screen.