

E-JAS Component Codes

Updated 7/1/2011

WORKING

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
CJ	Paid Community Job	Subsidized job through Commerce. The up to 6 month time frame begins when the client becomes officially enrolled (on payroll & at a work-site).	6 months, 9 months with a rare exception
JC	Job Connection	Subsidized job through Commerce. The up to 3 month time ferame begins with the client becomes officially enrolled (on payroll & at a work-site).	3 months
FT	Working Full-Time	A subsidized or unsubsidized job 32 or more hours a week	None
PT	Working Part-Time	A subsidized or unsubsidized job less than 32 hours a week	None

Post-Employment

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
RS	Employment Retention/Wage Progression	Services to help the participants keep their job	6 months
PS	Post Employment Services	Post employment services	6 months

LOOKING FOR WORK

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
JS	Job search	Job Search activities	12 weeks
PE	Customized Job Skills Training	Skills training course for an identified job, with an employer/industry commitment to hire (or give hiring preference) to graduates	22 weeks

PREPARING FOR WORK

Education or Training

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
BE	Basic Education	For participants over 19 with no high school diploma or GED	None
DC	Degree Completion	Full-time training that leads to a certificate or degree that leads to employment in a high-wage, high-demand field provided by a 4 year college or university	12 months
ES	English as a Second Language	LEP pathway - Combined with another component	12 months
GE	General Education Diploma	Attending a GED program with other stacked activities per the school and making satisfactory progress	None
HS	High School	Attending high school full-time per the school and making satisfactory progress – over 19 year old needs another component	12 months
HW	High wage or High Demand	Used when client is enrolled in HW Program	12 months
JT	Skills Enhancement Training	Training in specific skills directly related to employment but not a specific occupation – must be combined with work activities or Job Search	None
OT	On the Job Training	Subsidized employment in which the employer provides training to the client that leads to full-time employment	6 months
VE	Vocational Education	Short term training for a specific occupation such CNA (Certified Nurses Assistant)	12 months

VU	Vocational Education – Unapproved	Used to track clients who are in an unapproved vocational educational component; we do not support with child care or support services	None
WE	Work Experience	Placement into a non-paying position to obtain work skills in a workplace setting or an Internship/Practicum to complete vocational education. (This includes Commerce Career Development: Designed to coincide with and support a parent’s education pathway for up to 12 months.)	Up to 6 months (Commerce: Up to 12 months)
XS	Structured Community Service	Approved volunteer work within a community agency to encourage the participant to learn new skills or get experience in a work setting and includes Traditional Tribal activities	Up to 6 months
VS	Voluntary Community Service	Approved self-initiated voluntary service at a childcare, preschool, or elementary school in which the recipient’s child is enrolled.	Up to 6 months
LS	Life Skills Training	Used for independent life skills training that is not taken as part of Job Search or other Job Preparation activities	12 weeks

RESOLVING ISSUES

Deferral from Job Search

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
CC	Caring for a child of a WF participant	Used when a WF participant is caring the child of another WF participant	None
II	Intensive In-Home Services Indicator	Participants who have been enrolled with an Intensive In-Home contractor. Must be accompanied by another activity code.	3 months
PI	Pregnancy to Employment Indicator	Indicates participants in the Pregnancy to Employment pathway. <i>This is not an activity code, it is an indicator.</i>	Up to 9 mos. - before birth <i>and</i> Up to 12 mos. - after birth
RI	Job Search Preparation	Used while a client is resolving issues prior to Job Search Entered - by DSHS worker	7 days
TP	Teen Parent Barrier Removal	Used to authorize support services when an ineligible teen parent is working with a social worker to secure appropriate living arrangements and/or enroll in high school or GED program	None
XB	Pursuing SSI/L&I/VA or other benefits	Meeting requirements, as agreed upon with case manager, for pursuing other benefits, being assessed for a facilitated SSI application or accepted for a facilitated SSI application.	6 months
XC	No child care available No available care for an incapacitated adult	Unable to locate necessary child care or caring for a disabled adult, as determined by the case manager	3 months
XD	In a DVR plan	Activities required by the participant’s current DVR case plan	6 months
XE	Alcohol/Substance Abuse Treatment	Used when client enters Alcohol/Substance Abuse Treatment	3 months
XF	Family violence intervention	FV counseling or other intervention for recent or current victim of family violence (when FV hampers their ability to work/look for work)	3 months
XG	Mental Health Services	Used when client is participating in Mental Health Services	3 months
XH	Resolution of Homelessness	Work to find shelter for homeless participant or participant in a temporary living arrangement (when housing hampers their ability to work/look for work)	2 months
XJ	Learning Disability Services	Used when client is receiving learning disabilities services	3 months
XM	Temporary physical incapacity, medical treatment	Participant is temporarily incapacitated or in medical assessment/treatment which impedes their ability to work/look for work	3 months
XN	Caring for a child with special needs	Needed in the home to care for a child with special needs. Requires medical, educational or mental health professional’s documentation	6 months
XP	Parenting skills, nutrition classes, and Family Planning for pregnant clients	For participants of WorkFirst who are pregnant	3 months

CV	Citizenship Verification	Used to identify parents who do not have Medicaid due to citizenship verification requirements and who have an activity requirement that is dependent on Medicaid coverage.	2-6 months
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EXEMPT

From participation and time limits

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
SU	Participation Suspended	Parents with a child under 2 or at least 2 children under 6 are temporarily suspended from WF requirements from 7/1/11 through 6/30/12. Only one parent in a 2-parent HH can be suspended in any given month.	None
IE	Infant Exemption	Parent can choose to be excused from participating in WorkFirst activities during months that they are needed in the home to personally provide care for their child(ren) under one year of age.	Up to 12 months in a lifetime
PD	Postpartum Exemption	Used to identify parents who have used their 12 month infant exemption and have another child.	Up to 84 days postpartum
ZA	55 & older caretaker relative	Needy relative (on TANF grant with relative child) age 55 or older who cares for the child full-time	3-12 months
ZB	Caring for an adult with disabilities	Used when caring for an adult with chronic and severe disabilities when no other care is available	3-12 months
ZC	Caring for a Child with Special Needs	Used when the child has severe and chronic disabilities or medical issues that are not expected to significantly improve within the next 12 months	3-12 months
ZD	Adult with severe and chronic disabilities.	<ul style="list-style-type: none"> ▪ Used when adult has a severe and chronic disability, or a mental, physical, emotional or cognitive impairment that is expected to last at least 12 months and is not amenable to treatment. ▪ 	3-12 months

REFERRALS

Refer To

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
LP	Limited English Pathway (This is an indicator code)	Limited-English proficient participant referred to LEP Pathway provider for language assessment/testing	None
OR	Obtaining Medical Evidence	Used on the IRP to require medical evidence	None
RA	Community/Technical college	Referral made to the college for services such as LD, vocational counseling, basic education, and other training opportunities, etc	7 days
RF	Food Stamp Referral to ESD	Referral to ESD for Food Stamp E&T	14 days
RO	Other	Referred to other professional staff for assessment/testing or services	7 days
RR	Review Medical Evidence	Used when a parent is referred to a social worker for deferral/exemption IRP and SSI decisions. The code is kept in place until the exemption or deferral IRP is completed.	
RT	Tribal Services	Client referred to the Tribe for services	7 days
SR	Drug/alcohol assessment	Referred to DASA for assessment	14 days

Refer Back

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
PR	Processing Referral Back	Case manager is currently processing the return referral (RB, RC, RE, RL, and RN)	14 days
RB	Referred back early	Client referred back before end of Job Search	7 days

SANCTIONS/PROTECTIVE PAYEES

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
DQ	Food Stamp	Disqualified for Food Stamps due to non-cooperation	None

SA	Sanction	Client refused but was able to participate in WorkFirst activity resulting in a grant reduction	None
SN	Child SafetyNet Payments	Family has reached 60 months on TANF and is in sanction status - Child SafetyNet Payment (TANF extension category #3)	None
FI	Food Stamp Employment and Training Indicator Code	Used to identify parents that are participating with a contractor in the Region 4 FS E&T Pilot Project	1 year
PU	PRUCOL	WorkFirst client in PRUCOL status	6 months

ACTIVE CLOSING REASON CODES [Release Date: August 2002]

CODE	DEFINITION
AC	Automated Component Closure
CS	Completed Satisfactorily
EE	Entered Employment
IC	Incomplete
LC	Loss of Contact
NS	No show for scheduled appointment

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