

# *E-JAS Component Codes*

Updated XX/XX/10/19/2017

## WORKING

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

## ~~Post-Employment~~ POST EMPLOYMENT

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

## LOOKING FOR WORK

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
JS	Job search	Job Search activities	Work	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	Work	22 weeks

## PREPARING FOR WORK

Education or Training

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services *	TIME FRAMES
BE	Basic Education	For participants <b>20 years of age or older</b> with no high school diploma or	Other	None

		GED – Use for High School Completion or High School 21  March 1, 2017 – Effective date of the clarified BE definition		
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	Other	12 months
ES	English as a Second Language	LEP pathway - Combined with another component	Other	12 months
GE	High School Equivalency	For participants <b>20 years old or older</b> with no high school diploma or GED - Use for High School Equivalency programs.  *See High School below for coding high school equivalency for participant that are 19 years of age or younger  March 1, 2017 – Effective date of the clarified GE definition	Other	None
HS	High School	For participants <b>19 years of age or younger</b> attending high school or high school equivalency full-time per the school and making satisfactory progress.  March 1, 2017 – Effective date of the clarified HS definition	Other	12 months
HW	High wage or High Demand	Used when client is enrolled in HW Program	Other	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	Other	None
OT	On the Job Training	Subsidized employment in which the employer provides training to the client that leads to full-time employment	Work	6 months
VE	Vocational Education	Short term training for a specific occupation such as CNA (Certified Nursing Assistant)	Other	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	None
WC	Community Works	Approved volunteer work through Department of Commerce	Work	Up to 12 months
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.)	Work	Up to 6 months  (Commerce: Up to 12 months)
XS	Structured Court-Ordered Community Service	Approved Court ordered community service	Work	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.	Work	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	Work	12 weeks

### RESOLVING ISSUES

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services *Type of Support Services*	TIME FRAMES
CC	Caring for a child of a WF participant	Used when a WF participant is caring the child of another WF participant	Work	None
DI	Disaster Impact	Indicates that the WF participant lives or works in an area that has been impacted by a declared disaster.	None	90 days
II	Intensive In-Home Services Indicator	Participants who have been enrolled with an Intensive In-Home contractor. Must be accompanied by another activity code.	None	3 months
NC	No-cost Contracted Services	Used for program coordination to indicate a Paratransit or no-cost contracted service. NC will have a contract code assigned to it.	Work	365 days
P2	Pend Part 2 CE	Pend completion of Part 2 of the CE for up to 30 days.	None	30 days
P3	Pend Part 3 CE	Pend completion of Part 3 of the CE for up to 12 months.	None	365 days
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>	None	Up to 9 mos. - before birth <i>and</i> Up to 24 <del>42</del> mos. - after birth
RI	Job Search Preparation	Used while a client is resolving issues prior to Job Search Entered - by DSHS worker	Work	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 completion program	Other Safety	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.	Other Safety	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	Other Safety	3 months
XD	In a DVR plan	Activities required by the participant's current DVR case plan	Other Safety	6 months
XE	Alcohol/Substance Abuse Treatment	Used when client enters Alcohol/Substance Abuse Treatment	Other Safety	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)	Other Safety	3 months

XG	Mental Health Services	Used when client is participating in Mental Health Services	Other Safety	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)	Other Safety	2 months
XJ	Learning Disability Services	Used when client is receiving learning disabilities services	Other Safety	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	Other Safety	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	Other Safety	6 months
XP	Parenting skills, nutrition classes, and Family Planning for pregnant clients	For participants of WorkFirst who are pregnant	Other Safety	3 months
CV	Citizenship Verification	Used to identify parents who do not have Medicaid due to citizenship verification requirements <b>and</b> who have an activity requirement that is dependent on Medicaid coverage.	None	2-6 months

### PILOT

Pilot sites only

<u>CODE</u>	<u>COMPONENT TITLE</u>	<u>DEFINITION</u>	<u>Type of Support Services*</u>	<u>TIME FRAMES</u>
EL	Employment Pipeline	Scheduled to attend training under the Employment Pipeline pilot. <i>This is not an activity code, it is an indicator.</i>	None	365 days
EM	Community Resources Mandatory – Parental Education	Referred for Parental Education Project pilot mandatory community parental education. <i>This is not an activity code; it is an indicator for the Parental Education Project Pilot.</i>	None	None
EV	Community Resources Voluntary – Parental Education	Referred for Parental Education Project pilot voluntary community parenting education. <i>This is not an activity code; it is an indicator for the Parental Education Project Pilot.</i>	None	None
HM	Home Visit Mandatory – Parental Education	Referred for Parental Education Project pilot mandatory home visit parental education. <i>This is not an activity code; it is an indicator for the Parental Education Project Pilot.</i>	None	None
HV	Home Visit Voluntary – Parental Education	Referred for Parental Education Project pilot voluntary home visit parental education. <i>This is not an activity code; it is an indicator for the Parental Education Project Pilot.</i>	None	None
HP	WorkFirst Housing Pathway Indicator	Indicates participants in the WorkFirst Housing Pathway. <i>This is not an activity code, it is an indicator.</i>	None	365 days

LF	WorkFirst Transportation Initiative Pilot – Licensing and Fees	Indicates cases that are participating in the <b>statewide expansion of licensing and fees</b> for the Transportation Initiative to assess impact on WorkFirst participation and client progress or success by increased focus on transportation barriers. <i>This is not an activity code, it is an indicator.</i>	None	None
SH	Systems To Family Stability Indicator	Indicates cases that are being tracked for the participation of individual coaching to clients as a part of the Systems To Family Stability Project Pilot. <i>This is not an activity code, it is an indicator.</i>	None	365 days
TI	Workfirst Transportation Pilot Indicator	Indicates clients who are participating in the Workfirst Transportation Pilot to assess the impact on Workfirst participation and client progress or success by increased focus on transportation barriers. <i>This is not an activity code, it is an indicator.</i>	Work	None
SW	Strategies for Success WorkFirst	Indicates participants in the Strategies for Success WorkFirst program in the 23 participating CSOs statewide. <i>This is not an activity code, it is an indicator.</i>	None	None

**EXEMPT**

From participation and time limits

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
SU	Participation Suspended	<del>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.</del>	None	None
IE	Infant Exemption	Parent-Participant 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.	None	Up to <del>24</del> 2 months in a lifetime <u>total combined with TE</u>
PD	Postpartum Exemption	Used to identify parents who have used their 12 month infant exemption and have another child.	None	Up to 84 days postpartum
PU	PRUCOL	WorkFirst client in PRUCOL status	None	6 months
<u>SU</u>	<u>Participation Suspended</u>	<u>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.</u>	<u>None</u>	<u>None</u>
<u>TE</u>	<u>Toddler Exemption</u>	<u>Participant can choose to be excused from participating in WorkFirst activities during months they are needed in the home to personally provide care for their child(ren) up to <del>one</del>two year of age.</u>	<u>None</u>	<u>Up to 24 months in a lifetime total combined with IE</u>
ZA	55 & older caretaker relative	Needy relative (on TANF grant with relative child) age 55 or older who cares for the child full-time	None	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	None	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	None	3-12 months
ZD	Adult with severe and chronic disabilities.	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.	None	3-12 months

### REFERRALS

#### ~~Refer To~~ REFER TO

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
AP	Appointment Pending	Pending an IRP, CE, engagement or other appointment	None	14 days
LP	Limited English Pathway (This is an indicator code)	Limited-English proficient participant referred to LEP Pathway provider for language assessment/testing	None	None
OR	Obtaining Medical Evidence	Used on the IRP to require medical evidence	Other	None
RA	Community/Technical college	Referral made to the college for services such as LD, vocational counseling, basic education, and other training opportunities, etc	Other	7 days
RO	Other	Referred to other professional staff for assessment/testing or services	Other	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.	Other	
RT	Tribal Services	Client referred to the Tribe for services	Work	7 days
SR	Drug/alcohol assessment	Referred to DASA for assessment	Other	14 days

#### ~~Refer Back~~ REFER BACK

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services* ( <del>Work, Safety,</del> Other)	TIME FRAMES
PR	Processing Referral Back	Case manager is currently processing the return referral (RB, RC, RE, RL, and RN)	None	14 days
RB	Referred back early	Client referred back before end of Job Search	Work	7 days

### SANCTIONS/PROTECTIVE PAYEES

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services *	TIME FRAMES
SA	Sanction	Client refused but was able to participate in WorkFirst activity resulting in a grant reduction	None	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	None

### CLOSING REASON CODES



CODE	DEFINITION	INACTIVE DATE
AC	Automated Component Closure	04/16/2009
CS	Completed Satisfactorily	
DE	Good Cause Determined	08/01/2002
EE	Entered Employment	
FE	Funding Exhausted	08/01/2002
GR	Graduated	08/01/2002
IC	Incomplete	
IR	Incomplete, Reassigned	08/01/2002
IU	Incomplete, Unsatisfactory	08/01/2002
LC	Loss of Contact	
LP	Left Program	08/01/2002
NE	Application Not Eligible for TANF	08/01/2002
NP	Good Cause Not Present	08/01/2002
NS	No show for scheduled appointment	
PR	Participant Requested Closing	08/01/2002
SL	Sanction Lifted	08/01/2002
SU	Showed up for scheduled appointment	08/01/2002
ZA	Do Not Use	09/17/2014
12	Unable to Document Eligibility (WorkFirst Housing Pathway)	

NOTE: This Component Code List **does not** include other component codes from other programs such as: BF E&T, ABD, RCA.

\*This column shows staff what type of support services they **can** issue for an eJAS code or indicator. (See also the [Support Services Directory](#) )