

eJAS WorkFirst Component Codes

| WORKING | | | |
|---------|--------------------|--|--------------|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| CJ | Paid Community Job | Subsidized job through Commerce. The up to 9-month time frame begins when the participant becomes officially enrolled (on payroll & at a work-site). | 9 months |
| FT | Working Full-Time | A subsidized or unsubsidized job 32 or more hours a week. | 12 months |
| PT | Working Part-Time | A subsidized or unsubsidized job less than 32 hours a week. | 12 months |

| LOOKING FOR WORK | | | |
|------------------|------------------------|---|--------------|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| JS | Job Search | Job Search activities. | 12 weeks |
| RI | Job Search Preparation | Preparing for Job Search. Referral to ESD entered by DSHS worker. | 7 days |

| PREPARING FOR WORK – EDUCATION OR TRAINING | | | |
|--|------------------------------|---|--------------|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| BE | Basic Education | Participants 20 years of age or older with no high school diploma or GED – Use for High School Completion or High School 21. | 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 determined by SBCTC. | 12 months |
| ES | English as a Second Language | LEP pathway paired with LP. | 12 months |
| GE | High School Equivalency | Participants 20 years old or older with no high school diploma or GED – Use for High School Equivalency programs. **BE is used for High School Completions** | None |

**Timeframes listed are suggestions or based on EJAS programming. Component timeframes should always reflect the needs of the participant and specific activity.*

***Support services may not be issued under exempt or indicator codes, however, adding relevant activity components may be appropriate to assist families with support services when indicated.*

NOTE: This Component Code List **does not** include other component codes from other programs such as BFET, ABD, or RCA.

eJAS WorkFirst Component Codes

Revised February 7, 2025

eJAS WorkFirst Component Codes

| PREPARING FOR WORK – EDUCATION OR TRAINING | | | |
|--|--|---|---|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| HS | High School | Participants 19 years of age or younger attending high school or high school equivalency full-time per the school and making satisfactory progress. | 12 months |
| HW | High Wage or High Demand | Participant is enrolled in HW Program determined by SBCTC. | 12 months |
| JT | Skills Enhancement Training | Training for specific skills directly related to employment but not a specific occupation – must be combined with work activities or Job Search. | None |
| LS | Life Skills Training | Independent life skills training that is not taken as part of Job Search or other Job Preparation activities. | 12 weeks |
| OT | On the Job Training | Subsidized employment in which the employer provides training to the participant that leads to full-time employment. | 6 months |
| PE | Customized Job Skills Training (CJST) | Skills training course for an identified job, with an employer/industry commitment to hire (or give hiring preference) to graduates. | 22 weeks |
| VE | Vocational Education | Organized educational program directly related to the preparation of individuals for employment in current or emerging occupations. | Up to 24 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 |
| VU | Vocational Education – Unapproved | Unapproved vocational educational component; we do not support with child care or support services. | None |
| WC | Community Works | Approved, unpaid work experience program through Department of Commerce to provide work skills, training and experience towards the participant's chosen career field. | 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.) | Up to 6 months (Commerce: Up to 12 months) |
| XS | Structured Court-Ordered Community Service | Approved court-ordered community service. | Up to 6 months |

**Timeframes listed are suggestions or based on EJAS programming. Component timeframes should always reflect the needs of the participant and specific activity.*

***Support services may not be issued under exempt or indicator codes, however, adding relevant activity components may be appropriate to assist families with support services when indicated.*

NOTE: This Component Code List **does not** include other component codes from other programs such as BFET, ABD, or RCA.

eJAS WorkFirst Component Codes

Revised February 7, 2025

eJAS WorkFirst Component Codes

| RESOLVING ISSUES | | | |
|------------------|--|--|--------------|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| NC | No Cost Contracted Services | Program coordination to indicate a Paratransit or no cost contracted services. NC has a contractor code assigned. | 365 days |
| TP | Teen Parent Barrier Removal | Used to authorize support services when an ineligible teen parent is working with a social service specialist to secure appropriate living arrangements and/or enroll in high school completion program. | None |
| XB | Pursuing SSI/L&I/VA or other benefits | Pursuing SSI/LI/VA or other benefits. Used to indicate cases being assessed for a facilitated SSI application or accepted for SSI facilitation. | 6 months |
| XC | No child care available or No available care for an incapacitated adult | Trying to locate necessary child care or caring for a disabled adult. | 3 months |
| XD | In a DVR plan | Activities required by the participant's current DVR case plan. | 6 months |
| XE | Alcohol/Substance Abuse Treatment | Engaged in Alcohol/Substance Abuse Treatment services. | 3 months |
| XF | Family violence intervention | Engaged in family violence services based on a service plan, which also includes hours and duration of family violence activities. | 3 months |
| XG | Mental Health Services | Participating in Mental Health Services. | 3 months |
| XH | Resolution of Homelessness | Looking for shelter or in a temporary living arrangement (when housing hampers their ability to work/look for work). | 2 months |
| XJ | Learning Disability Services | Engaged in learning disabilities services. | 3 months |
| XM | Temporary physical incapacity, medical treatment | Temporarily incapacitated, verified by medical evidence, while engaging in a medical assessment or ongoing treatment. | 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 participants | Pregnant participant and/or has a child in the home, and engaged in parenting and/or nutrition classes. | 3 months |

**Timeframes listed are suggestions or based on EJAS programming. Component timeframes should always reflect the needs of the participant and specific activity.*

***Support services may not be issued under exempt or indicator codes, however, adding relevant activity components may be appropriate to assist families with support services when indicated.*

NOTE: This Component Code List **does not** include other component codes from other programs such as BFET, ABD, or RCA.

eJAS WorkFirst Component Codes

Revised February 7, 2025

eJAS WorkFirst Component Codes

| INDICATORS** | | | |
|--|---|--|--|
| <i>Note: These are indicator codes only - no hours are entered</i> | | | |
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| CV | Citizenship Verification | Participants 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 |
| FC | Financial Capabilities | Engaged in financial literacy services including coaching with the case manager. | 365 days |
| HV | Home Visit Voluntary – Parental Education | Referred for Parental Education Project pilot voluntary home visit parental education. | None |
| LP | Limited English Pathway | Limited-English proficient participant referred to LEP Pathway provider for language assessment/testing | 365 days |
| PI | Pregnancy to Employment | Pregnancy to Employment pathway. | Max 273 days before birth and 730 days after birth |
| PU | Lawfully Residing Individuals | Lawfully Residing Individual status (formerly PRUCOL). | 6 months |
| RW | Within Reach Referral | Referred to Within Reach for Parental Education and Home Visiting. | 180 days |
| SW | Strategies for Success | Strategies for Success WorkFirst program in participating CSOs statewide. | None |

| REFERRALS | | | |
|-----------|-----------------------------|--|--------------|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| AP | Appointment Pending | Pending an IRP, CE, engagement or other appointment. | 90 days |
| OR | Obtaining Medical Evidence | Referred to obtain medical evidence. | 90 days |
| RA | Community/Technical college | Referral made to the college for services such as LS, vocational counseling, basic education, and other training opportunities, etc. | 7 days |

**Timeframes listed are suggestions or based on EJAS programming. Component timeframes should always reflect the needs of the participant and specific activity.*

***Support services may not be issued under exempt or indicator codes, however, adding relevant activity components may be appropriate to assist families with support services when indicated.*

NOTE: This Component Code List **does not** include other component codes from other programs such as BFET, ABD, or RCA.

eJAS WorkFirst Component Codes

Revised February 7, 2025

eJAS WorkFirst Component Codes

| REFERRALS | | | |
|-----------|-------------------------|---|--------------|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| RO | Referral - Other | Referred to other professional staff for assessment/testing or services. | 7 days |
| RR | Review Medical Evidence | Referred to a social service specialist for deferral/exemption IRP and SSI decisions. The code is kept in place until the exemption or deferral IRP is completed. | 90 days |
| RT | Tribal Services | Referred to the Tribe for services. | 7 days |
| SR | Drug/alcohol assessment | Referred for a Substance Abuse assessment. | 14 days |

| EXEMPT FROM PARTICIPATION** | | | |
|-----------------------------|---|---|--|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| IE | Infant Exemption | 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. | Up to 24 months in a lifetime total combined with TE |
| PD | Postpartum Exemption | Parents who have used the infant exemption or toddler exemption and have another child. | Up to 84 days postpartum |
| TE | Toddler Exemption | 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 two years of age. | Up to 24 months in a lifetime total combined with IE |
| 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 | 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 | A 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. | An 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 |

**Timeframes listed are suggestions or based on EJAS programming. Component timeframes should always reflect the needs of the participant and specific activity.*

***Support services may not be issued under exempt or indicator codes, however, adding relevant activity components may be appropriate to assist families with support services when indicated.*

NOTE: This Component Code List **does not** include other component codes from other programs such as BFET, ABD, or RCA.

eJAS WorkFirst Component Codes

Revised February 7, 2025

eJAS WorkFirst Component Codes

| REFER BACK | | | |
|------------|--------------------------|---|--------------|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| PR | Processing Referral Back | Case manager is currently processing the return referral. | 14 days |
| RB | Referred back early | Referred back before end of Job Search. | 7 days |

| SANCTIONS | | | |
|-----------|--------------------------|--|--------------|
| CODE | COMPONENT TITLE | DEFINITION | TIME FRAMES* |
| SA | Sanction | Refusal to 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 |

| CLOSING REASON CODES | |
|----------------------|--|
| CODE | DEFINITION |
| CS | Completed Satisfactorily |
| EE | Entered Employment |
| IC | Incomplete |
| LC | Loss of Contact |
| NS | No show for scheduled appointment |
| 12 | Unable to Document Eligibility (WorkFirst Housing Pathway) |

**Timeframes listed are suggestions or based on EJAS programming. Component timeframes should always reflect the needs of the participant and specific activity.*

***Support services may not be issued under exempt or indicator codes, however, adding relevant activity components may be appropriate to assist families with support services when indicated.*

NOTE: This Component Code List **does not** include other component codes from other programs such as BFET, ABD, or RCA.

eJAS WorkFirst Component Codes

Revised February 7, 2025