
 <p>DHS MARYLAND DEPARTMENT OF HUMAN SERVICES Department of Human Services 311 West Saratoga Street Baltimore MD 21201</p>	<p>FIA ACTION TRANSMITTAL</p>
<p>Control Number: # 22-21 Revised</p>	<p>Effective Date: October 1, 2021 Issuance Date: August 1, 2022</p>

(Revised text appears in bold and italics)

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT,
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF**

FROM: LA SHERRA AYALA, EXECUTIVE DIRECTOR 

RE: JOB RETENTION BONUS (JRB)

PROGRAM IMPACTED: TEMPORARY CASH ASSISTANCE (TCA)

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 into law. Now Public Law 117-2, it establishes the Pandemic Emergency Assistance Fund (PEAF) in section 403(c) of the Social Security Act (the Act).

With the use of the PEAF, DHS has developed the Job Retention Bonus (JRB). The JRB pilot will support our TCA customers and assist with a smooth transition to post pandemic normalcy. The dates for the Job Retention Bonus (JRB) pilot are October 1, 2021, through September 30, 2022.

JOB RETENTION BONUS

TCA customers will be eligible to receive the Job Retention Bonus if their TCA case has closed due to employment, their TCA case has transitioned into the Transitional Support Services (TSS) status, and they received all three consecutive months of TSS payments. The job retention bonus will be split into two payments;

- The first payment will be issued after the customer has received 3 months of the TSS payments. When the customer is still employed at month 4, the bonus will be issued in the amount of \$350.
- When the customer is still employed at month 6, the second payment will be issued in the amount of \$400.

NOTE: Customers who become employed effective October 1, 2021, and are still working are eligible to receive the job retention bonus. **The JRB pilot will end September 30, 2022.**

Additional language has been added to TCA income overscale case closure letters to inform customers about the potential for receiving the JRB. The notice will state:

“You may be eligible to receive a job retention bonus when you keep your job for a total of 6 months. If you are determined eligible, the job retention bonus will be split into two payments. The first payment will be \$350 when you remain employed for four months. The second payment will be \$400 when you remain employed for six months. Contact your local department of social services for more information.”

The E&E system will automatically generate a notice to the customer when they reach two months of TSS. The notice will inform the customer of their potential eligibility to receive the JRB and it will state:

“You can receive a Job Retention Bonus when you continue to be employed. You may be asked to verify your employment for you to get the Job Retention Bonus. You could qualify for an additional \$350 payment in (appropriate month will be inserted), and an additional payment of \$400 in (appropriate month will be inserted) if you are still employed. If you begin to receive cash assistance, you will not be eligible for this Job Retention Bonus. This Job Retention Bonus will not reduce your SNAP benefits.”

REQUIRED ACTIONS:

- TSS/Job Retention -Verify Employment work item will be created on the 1st business day of the 4th month, and 1st business day of the 6th month.

Case Home

Type	Subtype	Assigned To	Action
Cash Starts	TSS/Job Retention-Verify Employment	Jobin George	

Head of Household Information

Name	Relationship	Preferred Language	Residential Address	Phone Number	Email
Jeremy Gregory	HCH	English	3252 Normandy Woods Dr Ellicott City MD 21043	N/A	N/A

Program Status

Due date for the work item will be 10 days.

My Dashboard

Worker Entered Changes

CASE ID	TYPE	SUBTYPE	HOH NAME	CREATE DATE	DESCRIPTION	DUE DATE	DISPOSE ALERT	ACTION
317184013	CA	WCA	MONICA LEHMAN	03/01/2022	Test	03/31/2022		
317184013	CA	WCA	MONICA LEHMAN	03/01/2022	Test Test	03/31/2022		
317184757	CA	JRB	JERAMY GREGORY	06/01/2022	TSS/Job Retention-Verify Employment	06/11/2022		
317184636	CA	JRB	JUNE WILTSHIRE	06/01/2022	TSS/Job Retention-Verify Employment	06/11/2022		
317184169	CA	JRB	ARTHUR FAWCETT	06/01/2022	TSS/Job Retention-Verify Employment	07/09/2022		

TCA Retention Job Details are displayed on the Individual program screen (It's displayed under Additional info Tab).

The screenshot shows the 'Individual Programs' screen for member Jeremy Gregory (42) (102). The 'Additional Info' tab is active, showing a table of EIDICs (Eligibility Determination Information) and TCA Retention Job Details.

EIDICs Start Date	EIDICs End Date	EIDICs Payment Status	EIDICs Type	Actions

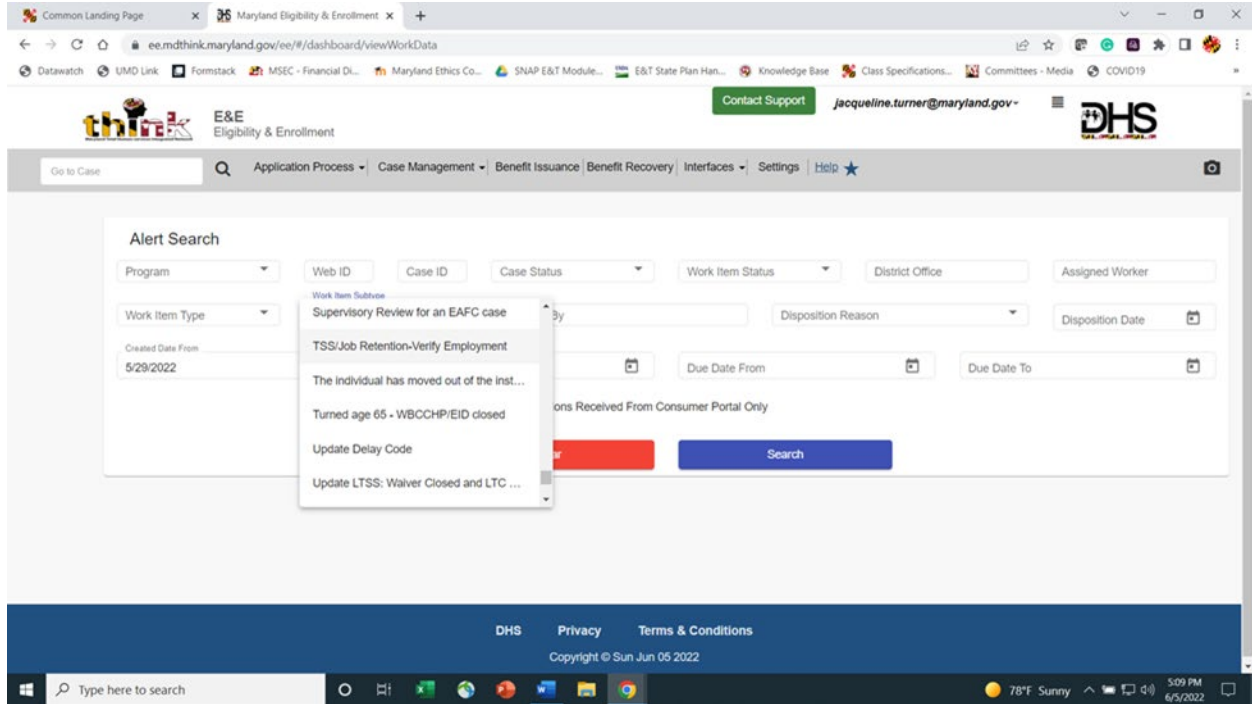
#	Begin Date	End Date	4th Month Job Verification	6th Month Job Verification	Program Code	Actions
1	03/01/2022	09/30/2022	Yes	No	Cash Assistance	

Click on the 3rd button on the right (View Alerts).

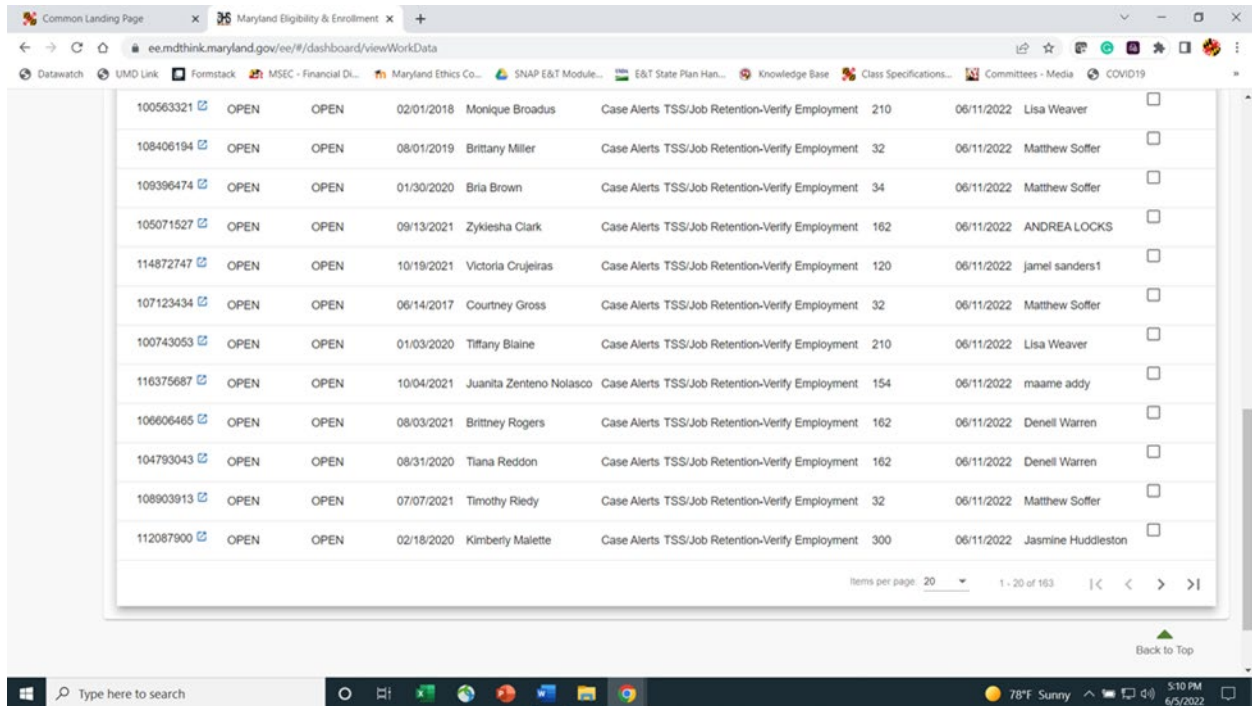
The screenshot shows the dashboard for 'Medicaid Redetermination applications due March 31, 2020 -December 31, 2021 have been extended to July 31, 2022 per gui'. The dashboard includes a 'WORK ITEM CATEGORIES' sidebar and a main table of applications. A red arrow points to the 'View Alerts' button on the right side of the dashboard.

WEB ID	SOURCE	CASE ID	STATUS	LOSS	PROGRAMS	HOH NAME	DAYS REMAINING	TYPE	DUE DATE	ACTION

When the Alert Screen comes up select the Work Item Subtype “TSS/Job Retention-Verify Employment”.



Delete the Created Date From field and the Created Date To field and select Search.





The JRB alerts will be listed to include the JRB retro alerts.

Case managers must verify employment information that is currently in our system through utilizing the Work number (TWN), BEACON, or ECM for submission of pay stubs and/or employment documentation, and/or collateral contact with the employer directly.

- Case manager will answer yes to “4th Month Job Verification”.
 - Case manager will run eligibility.
 - Once eligibility is run the alert will automatically be disposed of, and the system will issue the job retention bonus of \$350.
 - If the case manager answers no to “4th Month Job Verification” the job retention bonus will not be issued, and the alert will be dispositioned.
 - Repeat the same steps above for the 6th month.
 - Narrate all actions taken in E&E.
- **Retro Job Retention Bonus Alerts**
- *If customers are eligible for the 4th month and the 6th month bonus, the 4th month and 6th month alerts can be answered at the same time.*
 - *Update the Individual Program Page to answer the job retention alert for the 4th month and 6th month if applicable.*
 - *Case managers must manually update the run month to the first month of the TSS period after completing the Individual Programs page.*
 - *For example: TSS began 11/1/2021 and received TSS payments in Nov, Dec and Jan. Alert is set for the 4th month (Feb) and 6th month (April). Case manager says Yes to both months on the Individual Programs pages and goes to the eligibility page - before running eligibility, the case manager should modify the start date by changing the date to the first month of the TSS period - 11/1/2021 - then run eligibility.*

Eligibility Details

ELIGIBILITY CALCULATION MONTHS

Start  To 

Waive Adverse Action

INQUIRIES:

Please direct policy questions to FIA Policy by completing the [FIA Policy Information Request Form](#) found on Knowledge Base or via email at fia.policy@maryland.gov for Montgomery County only.

For systems questions, please email fia.bsdm@maryland.gov.

cc: DHS Executive Staff
FIA Management Staff
Constituent Services
DHS Help Desk
Office of Administrative Hearings

