

The Delaware Department of Labor, Division of Employment and Training utilizes Delaware Joblink (DJL) to monitor and track compliance with the TANF program.

General Rules for DJL:

- A. DJL can be found at the following web link: <https://joblink.delaware.gov/ada/r/>
- B. Access as a TANF Provider must be requested through your contract manager.
- C. The specific DJL functions on how to create clients and how to enter services can be found in the Delaware Job Link (DJL) Training Manual. User Guides can be found on the Resource tab.
- D. Before creating a new client in DJL, always perform a client search to confirm the client does not already have a Joblink account. Notify your contract manager of any duplicate entries.
- E. Excused Hours and Holiday Hours - For clients active in Unsubsidized Employment, excused hours and holiday hours should be counted as time worked and entered as Unsubsidized Employment.
- F. The “Other” category must be used in the following situations:
 - a. Deeming - meaning for those individuals who have a 20 hour activity requirement an additional ten hours must be entered in “Other” to equal 30 hours of participation.
 - b. Two Parent Families
 - i. if both parents are participating 20 hours a week to meet the 40 hour requirement the contractor must utilize “Other” to capture the additional 10 hours for each parent to reach the 30 hours of participation requirement.
 - ii. If both parents are participating but only one parent is working more than 20 hours then the contractors must utilize “Other” to capture the additional hours to make the required 30 hours for that one parent. Contractor would only enter actual hours of participation for the second parent.
 - iii. See Policy 31 Two Parent Families for more detail.
 - c. 5th week of JSJR: Because of the rule that stipulates a break in Job Readiness and Job Search must occur after four consecutive weeks – for those contractors who have clients working with The Bridge Program - Job Readiness and Job Search hours must be entered in “Other”.

- d. Work Experience – for clients who are participating in Work Experience contractors must first look at required hours, then at the FLSA hours. Contractor must ensure FLSA hours are being met through Work Experience then the remaining required hours should be completed through Job Search. “Other” would be utilized for those clients who have a 20 hour requirement by entering the additional ten hours to make the 30 hour requirement.
- e. Managing estimated end dates: whenever a client participates past the expected end date in DJL, extend the expected end date by another year so the system does not close the TANF Enrollment automatically.