

## D CA Jobs Mandatory Referrals

**REVISION 51**  
(01/01/23 – 12/31/23)

Refer the following CA participants to the Jobs Program (unless [Jobs exempt](#)):

- [Employed](#) (EM Jobs Referral Code)
- [Felony Drug Conviction](#) (FE Jobs Referral Code)
- [Fleeing Felon](#) (FE Jobs Referral Code)
- [Referred Hopi](#) (RH Jobs Referral Code)
- [Referred Mandatory](#) (RM Jobs Referral Code)
- [Referred Pascua Yaqui](#) (RT Jobs Referral Code)
- [Refugee](#) (RP Jobs Referral Code)
- [Victims or Survivors of Domestic Violence, Sexual Harassment, Sexual Assault, or Stalking](#) (RB Jobs Referral Code)

(See [JPPO FAA Requirements](#))

AZTECS may display a message that the participant is active in the Jobs Automated System (JAS) and a referral is not created.

When this occurs, send an email to [DERSHelpDesk@azdes.gov](mailto:DERSHelpDesk@azdes.gov).

Complete the following when sending the email:

- In the email subject line, add the following: "JAS referral issue - Active in JAS".
- In the body of the email, include the case number and name of the participant.