

**OPS APPOINTMENT INFORMATION
REQUIRED BY PEOPLE FIRST**

People First has added a step to create a new OPS appointment in the system. They are requesting information to assist with determining if a new OPS hire is eligible for benefits under the Patient Protection and Affordable Care Act (PPACA). JAC will need this information in order to process the new OPS appointment paperwork.

Employee's Name: _____

Date of Hire: _____

Please provide answers to the questions below:

1. Is this a seasonal appointment? Yes _____ No _____

Please Note: The federal definition states that a seasonal employee is one who performs labor on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year (e.g., Christmas, summer employment.)

2. Please provide the total number of hours the employee is expected to work per week for this appointment: Hours per week: _____

3. The county where the employee will be assigned. _____

Please include this in your new employee packet that is forwarded to us. If you have any questions please contact Monica Thomas at Monica.Thomas@justiceadmin.org.