

Service Chapter: SNAP Program 430-05

Effective Date: November 13, 2024

Overview

Work Registration Requirement: All SNAP applicants and recertifying households are required to acknowledge and agree to specific work registration requirements. These requirements will now be included on both paper (SFN 405) and SSP applications, as well as on review forms for cases due by December 31, 2024.

Updates to Employment and Training (E&T) reimbursement amounts.

TRANSITION PERIOD (Prior to 11/13/2024): While all household transition to the application or review form that contains the Work Registration (WR) wording the older stand-alone WR form may still be utilized. Households must have a signed WR form within the last 12 months to comply with basic work requirements. If an individual becomes a mandatory Work Registrant mid-certification period, the older stand-alone WR form may still be required. If versions prior to the 11/2024 SFN 405 or late reviews are submitted, follow the existing policy by requiring non-exempt participants to sign the separate WR Form, along with notice if required.

Example: Household reports a new household member who is non-exempt from Work Requirements. As there is no WR form on file from the last 12 months and the last application or review does not contain the new WR wording, the new individual will need to sign the stand alone WR form.

Description of Changes

1. **Special Procedure for Expediting Services 430-05-20-50-15-05 – Change**
2. **Delays in Processing 430-05-20-50-20-15 (Application Processing) – Change**
3. **Delays in Processing 430-05-35-20-20 (Recertifications) – Change**
4. **Register for Work 430-05-40-05-05 – Change**
5. **Exemptions from Basic Work Requirements 430-05-40-10 - Change**
6. **Loss of Exempt Status 430-05-40-10-05 – Change**
7. **Eligibility Worker Responsibilities 430-05-40-15 – Change**
8. **Regaining and Maintaining Eligibility 430-05-40-50-23 - Change**
9. **Employment and Training (E&T) 430-05-40-55 – Change to Participant Reimbursements**
10. **Adding a New Household Member 430-05-67-20 - Change**

Policy Section Updates

1. Special Procedures for Expediting Services 430-05-20-50-15-05 - Change

To expedite the certification process, a worker must use the following procedures.

Interviews

For a household that is entitled to expedited service, the worker must interview the household within the expedited processing standard. If the household states they cannot stay or cannot return for the interview dates and times offered to meet the expedited processing standard or 7-day timeframe, this must be clearly documented in the casefile. The application must then be processed under the 30-day processing standards. If the household fails to keep the scheduled interview, the worker must send Notice of Missed Interview. This notice informs the household that they are responsible to schedule a second interview.

Identity

In all cases, the applicant's or authorized representative's **identity must be verified** through readily available documentary evidence or a collateral contact.

Verification of identity cannot be postponed.

If verification of identity of the applicant is not provided at the interview, the expedited processing standard starts with the date of receipt of identity. **For expedited applications identity cannot be waived.**

Example:

The human service receives the application on May 10 and schedules an interview on May 11. Verification of identity was not provided. The household fails to show for this interview. The worker sends the Notice of Missed Interview to the household. On May 13 the household calls to set up an interview. Worker schedules an interview for May 14.

On May 14 the household comes in for the interview and provides verification of identity. As verification of identity and interview requirements were met on May 14, the worker has through May 16 to process the application and issue an EBT card, so benefits are available on May 17.

Verifications

All reasonable efforts must be made to verify within the expedited processing standards, the household's residency, income, alien status and all other factors, through readily available documentary evidence or a collateral contact. Benefits must not be delayed beyond the expedited processing standard because these eligibility factors have not been verified.

Postponed Verifications

Expedited households are the only households where the mandatory verifications can be postponed. All mandatory verifications including questionable information (i.e. income, deductible expenses, social security numbers, work requirements, citizenship, job quits, verification of participation in another state, determination of felony conviction parole or probation violators, etc.) must be postponed if unable to verify within expedited processing standard.

Exception:

The identity of the applicant or the authorized representative.

The worker must postpone the verification(s) which normally would be required, if necessary to meet the expedited processing standard.

A household reapplying must not be denied for failure to provide postponed verifications. However, they lose their entitlement to expedited service and are processed under 30-day processing standards.

Examples:

1. Household applied on October 17, was determined entitled to expedited services and certified for two months with postponed verifications. The household failed to provide postponed verifications or recertify.

The household reapplies on December 7, is expedite, however, is not entitled to expedited services because they failed to provide postponed verification in October and November. Mandatory verifications for the December application cannot be postponed and are required to process the application under 30-day processing standards.

If it is determined that benefits were issued incorrectly because verifications were postponed, in order to meet the expedited processing standard, a claim is not established.

Exceptions:

1. If the household failed to report information, a claim must be established.
2. Agency errors.

Issuance

Expedited households that apply on or before the 15th of the month and are certified will be issued the initial month benefits as an immediate issuance.

Expedited households that apply after the 15th of the month and are certified, will be issue the initial month benefit and the second full month benefit as an immediate issuance.

Example:

The human service zone receives an application on September 19th and screens the application eligible for expedited service. On September 20th the human service zone determines the application eligible and authorizes a pro-rated benefit for September as well as the next full month of benefits for October. Benefits for September and October are available on the household's EBT card September 21st.

Work Requirements

The worker must:

- ~~1. Require the applicant to complete the Affidavit for Supplemental Nutrition Assistance Program (SNAP) Work Registrants or Affidavit for SNAP Employment and Training Registrants unless exempt.~~
- ~~2. Require the applicant to complete the Affidavit for Supplemental Nutrition Assistance Program (SNAP) Work Registrants or Affidavit for SNAP Employment and Training Registrants for all non-exempt household members. Work requirements for non-exempt household members must be postponed, if necessary, to meet the expedited processing standard.~~
- ~~3. Require an authorized representative interviewing on behalf of a household to complete the Affidavit for Supplemental Nutrition Assistance Program (SNAP) Work Registrants or Affidavit for SNAP Employment and Training Registrants for all non-exempt household members.~~
4. Postpone questionable exemptions if the expedited processing standard cannot be met.

Social Security Numbers (SSN)

Expedited households are the only households in which individuals are allowed to participate without a SSN or without proof of application for a SSN for one **full** month of benefits. (If an expedited household applies after the 1st but on or before the 15th, and the only postponed verification is SSN, a two-month review period will be assigned to the household.)

In all cases, expedited households must be asked to provide a SSN for each individual in the household.

Exception:

A newborn is allowed to participate without a SSN or proof of application of SSN for six months following the month the baby is born or by the next review, whichever is later.

Examples:

The following examples do not include newborns.

1. A five-person expedited household applies May 1. Two of the five household members do not have a SSN or proof that they have applied. All five individuals are entitled to participate for the full month of May (May 1 through May 31).

In this example, the household must be certified for the month of May only and must reapply for June. If at the time of review the two individuals are unable to provide a SSN or proof of application for a SSN, they are ineligible household members when determining benefits for June or until the SSN is provided. June benefits would be for a three-person household.

2. A five-person expedited household applies May 2 (any time after the first of the month). Two of the five household members do not have a SSN or proof that they have applied. All five individuals are entitled to participate for the partial month of May (May 2 through May 31), and the full month of June (June 1 through June 30).

In this example, the household must be certified for no more than the months of May and June and must reapply. If at the time of July review the two individuals are unable to provide a SSN or proof of application for a SSN, they are ineligible

household members when determining benefits for July or until the SSN is provided. July benefits would be for a three-person household.

2. Delays in Processing 430-05-20-50-20-15 (Application Processing) - Change

When eligibility and an opportunity to participate within 30 days following the date of application is delayed, responsibility for the delay must be determined.

Determining cause for the delay dictates what action (deny or pend) must be taken on the case and whether or not the household is entitled to benefits retroactive to the date of the application.

Delays Caused by the Human Service Zone

When a delay in the initial 30-day determination period is caused by the human service zone:

1. Do not deny the application.
2. Notify the household by the 30th day following the application date that the application is pending and state the reason.

If the household is found eligible during the second 30 - day period, provide retroactive benefits to the date of application.

Delays Caused by the Household

If a household has failed to complete any part of the application process within the initial 30 - day period, the delay is the fault of the household if the worker took the following actions:

1. Failure to Complete the Application Form: The worker must have offered, or attempted to offer, assistance in completion of the application form.
2. ~~Failure of Household Member(s) to Register for Work: The worker must have informed the household of the need to complete the work registration form and given the household at least 10 days from the date of notification to work register household members.~~
3. 2. Failure to Provide Required Verification: The worker must have:
 - a. Provided the household with a statement of required verification, **and**

- b. Offered to assist the household in obtaining required verification, **and**
- c. Allowed the household at least 10 days from the date of request to provide the missing verification.

If it is determined the delay is the fault of the household, the worker must deny the application using the appropriate notice.

Exceptions:

1. **If an individual in the household fails to comply with **basic work requirements** ~~work registration requirements~~ and the remaining household members are otherwise eligible, the application can be approved and the noncomplying individuals would be ineligible.**
2. **If the household fails to provide verification of expenses, the application is processed without the unverified expenses.**

Examples:

1. A household's application was denied for failure to provide verification (other than expenses) on May 17 (30th day). On June 10 the household provides the requested verifications. The application that was denied must be registered with a benefit start date of June 10.
2. Household applies for benefits and is denied on the 30th day for failure to provide information.

Sometime during the second 30 days, (within 60 days from the application date), the household provides verification of some but not all of the verifications previously requested. In this instance, the original application is not re-registered as not all verifications requested have been provided. If the household is interested in future benefits, they must provide all the verifications or reapply.

3. Household applies for benefits and is denied on the 30th day for failure to provide verification of income and expenses. Sometime during the second 30 days, the household provides verification of income, but not the expenses previously requested. In this instance, the original application is not re-registered as not all verifications requested have been provided. If the household is interested in future benefits, they must provide ALL the verifications within the second 30 days (by the 60th day following the date of the original application) or reapply.
4. For households that have failed to appear for an interview: The worker must have sent the Notice of Missed Interview.

If the household failed to schedule a second interview or a subsequent interview is postponed at the household's request or cannot be rescheduled until after the 20th day but before the 30th day, the household must appear for the interview, bring verification and register members for work by the 30th day; otherwise, the delay is the fault of the household. As a result of not appearing for the interview until after the 20th day, the household has until the 30th day to provide the needed verifications (other than expenses).

If the household fails to appear for the interview or provide the needed verification (other than expenses), the application must be denied. If the required action is taken after the 30th day but before the 60th day following the date of application, the same application form is used and registered as a new application. The application date is the date required action was completed as benefits are prorated from that date and expedited processing standards may apply.

5. If the household has failed to appear for the first interview and a subsequent interview is postponed at the household's request until after the 30th day following the date of the application, the delay is the fault of the household.

The application must be denied on the 30th day. If the household appears for the interview after the 30th day but before the 60th day following the date of application, the same application form is used and registered as a new application. The application date is the date required action was completed as benefits are prorated from that date and expedited processing standards may apply.

Examples:

1. Household applies for benefits on January 3rd and is scheduled for an interview on January 10th. The household fails to show for the interview and the Notice of Missed Interview is sent on January 14th. The application is denied on February 2nd (the 30th day) for failure to complete the interview.

On February 22nd the household contacts the county and requests an interview. The application must be screened for expedited service and if the household is eligible an interview must be scheduled no later than the 3rd calendar day (February 25th) following the date the application is filed.

The interview is scheduled for February 25th and the January 3rd application is used for this request. If expedited, and the household is eligible, benefits are prorated from the interview date, postponing all verifications not received, with the exception of identity.

If not expedited, the application is registered effective with the interview date, CURRENT additional verifications are required and a Request for Verification

Notice is sent to the household. The household has 30 days from the interview date (March 27th) to provide the verifications needed. If the household is eligible, benefits are prorated from the interview date. If the household fails to provide the verifications, the application is denied on March 27th. If the household is interested in future benefits, a new application is required.

2. Household applies for benefits on January 3rd and is scheduled for an interview on January 10th. The household fails to show for the interview and the Notice of Missed Interview is sent on January 10th. The application is denied on February 2nd for failure to complete the interview.

On February 22nd the household contacts the county and requests an interview. The application must be screened for expedited service at that time using the January 3rd application and obtaining current information from the household. If the household is eligible for expedited service, an interview must be scheduled no later than the 3rd calendar day (February 25th) following the date the application is filed postponing all verifications not received, with exception of identity. If the household is eligible, benefits are prorated from the interview date.

3. Household applies for benefits on January 1st and is scheduled for an interview on January 10th. The household fails to show for the interview and the Notice of Missed Interview is sent on January 10th. On January 30th the household appears for the interview. The household provides verification of income, expenses, all questionable information, ~~and completes the work registration form on January 30th.~~ The application must be approved on day 30 or the delay is the fault of the county.
4. Household applies for benefits on January 1st and is scheduled for an interview on January 10th. The household fails to show for the interview and the Notice of Missed Interview is sent on January 10th. On January 25th the household appears for the interview. The household does not provide verification of income, or expenses. The application must be denied on day 30 for failure to provide information.

3. Delays in Processing (Recertification) 430-05-35-20-20 - Change

When a household files an [application for review](#) before the end of its current review period and takes the required action after the end of the current review period, responsibility for the delay must be determined.

Determining cause for the delay dictates what action (deny or pend) must be taken on the case and whether or not the household is entitled to benefits retroactive to the date of the application for review.

Delays Caused by the County

When a delay in the review determination period is caused by the county:

1. Do not deny the [application for review](#).
2. Notify the household by the 30th day following the date of the application for review that it is pending and state the reason.

If the household is found eligible during the second 30-day period, provide retroactive benefits back to the date the [review period](#) should have begun.

Delays Caused by the Household

If a household has failed to complete any part of the review process within 30-days of receipt of the review, the delay is the fault of the household if the worker took the following actions:

4. Failure to Complete the Application for Review: The worker must have offered, or attempted to offer, assistance in completion of the form.
2. Failure of Household Member(s) to Register for Work: The worker must have informed the household of the need to complete SFN 385 — Affidavit for Work Requirements or SFN 353 — Affidavit for BEST Registrants and given the household at least 10 days from the date of notification to register household members.
3. 2. Failure to Provide Required Verification: The worker must have:
 - a. Provided the household with a statement of required verification; **and**
 - b. Offered to assist the household in obtaining required verification; **and**
 - c. Allowed the household at least 10 days from the date of request to provide the missing verification.

If it is determined the delay is the fault of the household, the worker must deny the review using the appropriate notice.

Exceptions:

1. **If an individual in the household fails to comply with basic work requirements work registration requirements, the individual is disqualified and if the remaining household members are otherwise**

eligible, the review can be approved with the noncomplying individuals participation as DW.

- 2. If the household fails to provide verification of expenses, the review is processed without the unverified expenses.**

Examples:

1. A household certified through April 30th files an application for review on April 17 for May. The application for review is denied for failure to provide verification (other than expenses) on May 17 (30th day). If the household provides the verification after May 17 but on or before May 31, the application for review that was denied must be registered with a benefit start date equal to the date the verifications were provided.

If the household provides the verifications on June 1 or later, the household must file a new application.

2. A household certified through February 28th files an application for review on February 17 for March. The application for review is denied for failure to provide verification (other than expenses) on March 19 (30th day). If the household provides the verification after March 19 but on or before March 31, the application for review that was denied must be registered with a benefit start date equal to the date the verifications were provided.

If the household provides the verifications on April 1 or later, the household must file a new application.

4. For households that have failed to appear for an interview: The worker must have sent the F018— Notice of Missed Interview.

If the household failed to schedule a second interview or a subsequent interview is postponed at the household's request or cannot be rescheduled until after the 20th day but before the 30th day, the household must appear for the interview, bring verification and register members for work by the 30th day; otherwise the delay is the fault of the household. As a result of not appearing for the interview until after the 20th day, the household has until the 30th day to provide the needed verifications (other than expenses).

If the household fails to appear for the interview, provide verification (other than expenses), the review must be denied. If the required action is taken after the 30th day but before the end of the month following the last month of the review period, the same Application for Review form is used and registered as an application. The application date is the date required action was completed as benefits are prorated from that date and expedited processing standards may apply.

5. If the household failed to appear for the first interview and a subsequent interview is postponed at the household's request until after the 30th day following the date of application for review, the delay is the fault of the household.

The review must be denied on the 30th day using the ~~F205-Failure to Complete Interview at Review~~ **Notice of Eligibility**. If the household appears for the interview after the 30th day but before the end of the month following the last month of the review period, the same Application for Review form is used and registered as a new application. The application date is the date required action was completed as benefits are prorated from that date.

If the household takes the required action by the end of the month following the last month of the review period, do not require a review received after the expiration of the review period. The same Review form is used and registered as a new application. The application date is the date required action was completed as benefits are prorated from that date and expedited processing standards may apply.

Examples:

1. Household files an application for review on January 25th for February benefits and an interview is scheduled for February 1st. The household fails to show for the interview and the Notice of Missed Interview is sent on February 2nd. The review is denied on February 24th for failure to complete the interview.

On March 15th, the household contacts the county and requests an interview. Because the review period ended January 31st delays in processing do not apply. If the household is interested in future benefits, a new application is required.

2. Household files an application for review on January 28th for February benefits. No interview is required for this review and the ~~F301 pending notice~~ **Request for Verification** is sent to the household requesting verification of January income. The household fails to respond to the pending notice and the review is denied on February 28th for failure to provide information.

On March 22nd the household provides verification of January income. Because the review period ended January 31st, delays in processing do not apply. If the household is interested in future benefits, a new application is required.

3. Household files an application for review on March 1st for March benefits and an interview is scheduled for March 11th. The household fails to show for the interview and the notice of missed interview is sent on that date. On March 25th, the

household contacts the county and requests an interview. The household is interviewed on March 28th and the application is pending for verification of income. On March 31st (30th day) the review is denied for failure to provide information.

Because the review period ended February 28th, delays in processing do not apply. If the household is interested in future benefits, a new application is required.

4. Household files an application for review in the last month of the review period. The application for review is denied on the 30th day for failure to provide information.

Sometime prior to the end of the month following the last month of the review period, the household provides verification of some but not all of the verifications previously requested. In this instance, the review is not re-registered as not all verifications requested have been provided. If the household is interested in future benefits, they must provide all of the verifications or reapply.

4. Register for Work 430-05-40-05-05 - Change

Non-exempt work registrants agree to comply with the basic work requirements by registering for work (see section [430-05-40-05](#)). This must be done annually, ~~at application and review. Work registration occurs when the SNAP Work Registration Form is signed. A signed application does not work register an individual.~~

REGISTRATION PROCESS:

The signed application and review forms are the only verification needed to meet the requirement of registering for work. Unless otherwise exempt, all members of a SNAP household who are at least age 16 and not yet 60 are required to register for work.

Work registration disqualifications also apply to participants who lose their exempt status due to a violation (e.g., job quit or reduction in hours without good cause).

Participants who lose their exempt status must comply with basic work requirements when the change is reported or at their next Review.

Those persons who lose their exemption due to a change in circumstances that is not subject to the reporting requirements must register for employment at the next Review.

5. Exemptions from Basic Work Requirements 430-05-40-10 - Change

Individuals who meet an exemption, and do not need to work register must be notified verbally of the basic work requirements using the Work Requirement Verbal Script. This is to be completed at the time of application, review/recertification, and status changes. The date of verbal notification must be entered into the eligibility system.

The following individuals are exempt from the basic work requirements (client statement is acceptable unless questionable):

1. Individuals age 60 or older. If an individual turns age 60 during the month of application, they are exempt.
2. Individuals younger than 16 years of age.

If an individual reaches their 16th birthday and they are not exempt, they must register as part of the next scheduled review.

3. Individuals age 16 or 17 if:
 - a. Not the primary individual, or
 - b. Attending school, or
 - c. Enrolled in an employment or training program at least half-time.
4. An individual enrolled at least **half-time** in high school, in any recognized school, training program, or institution of higher education. Individuals working to obtain their GED are also exempt.

An individual remains **exempt** during normal periods of class attendance, vacation, and recess.

If an individual graduates, is suspended or expelled, drops out, or does not intend to register for the next normal term (excluding summer school), they are no longer considered a student and are not exempt.

Examples:

1. An individual who graduates from high school in May and anticipates or is accepted for the fall semester in an institution of higher education is not considered a student until the first day of the school term and is not exempt from the basic work requirements.
2. An individual, who has not attended the prior school term but anticipates or is accepted for the next term, is not considered a student until the first day of the school term and is not exempt from the basic work requirements.
5. Individuals physically or mentally unable to work 30 hours or more per week. If the physical or mental incapacity is obvious and known to the eligibility worker, it should be documented in the case file and no further verification is needed.

If the physical or mental incapacity is not obvious or known to the eligibility worker, verification is required.

Examples:

1. A physician's statement.
2. A statement from a licensed or certified psychologist or psychiatrist.
3. Application for, receipt of, or entitlement to temporary or permanent disability benefits.
4. Individuals who are appealing a SSA or SSI denial.
5. Individuals who are accepted and actively involved in services through Vocational Rehabilitation as verified by Vocational Rehabilitation.
6. Individuals who are receiving VA Disability regardless of the individual's disability percentage rating.
6. An individual subject to and complying with the TANF JOBS work compliance requirement, including the Tribal Work Experience Program (TWEPE).

Examples:

1. A TANF ineligible caretaker who is not a parent is not subject to the TANF JOBS work compliance requirements so they are subject to the SNAP basic work requirements.

2. If a non-recipient parent is subject to and complying with JOBS, such as a parent who is disqualified due to IPV or non-compliance with Child Support Enforcement, they are exempt from the SNAP basic work requirements.

7. A parent or other household member responsible for the care of a dependent child under six or an incapacitated individual residing with the household. The dependent household member or incapacitated individual(s) **do not** need to be participating in the same SNAP household. Only one member may claim an exemption as the primary person responsible for the care of dependents when the responsibility is shared.

If the child's sixth birthday is reached within a review period, the individual responsible for the child's care must register as part of the next regular review process unless otherwise exempt.

The exemption for the primary care giver can be changed during the household's review period.

'Responsible for the care of a dependent child,' is defined as a parent or other household member responsible for providing the actual physical care for a child. This could include a household member that is living in the same home but not part of the SNAP household. The determination must be based on documented discussion with the household.

Examples:

1. Household consists of Mom and her two children ages 23 and 5. Mom states that her 23-year-old child cares for her 5 year old while she is attending school. Based on this discussion, the 23-year-old can claim the exemption. This discussion with the household must be documented.

2. Boyfriend, girlfriend and girlfriend's 3-year-old child live in the same home but purchase and prepare meals separately. The boyfriend cares for the 3-year-old while the girlfriend works. The boyfriend can claim the exemption. The discussion with the household must be documented.

3. Household consists of Mom, Dad and their 4-year-old child. Dad works and Mom is not employed. Their 4-year-old child goes to day care while Dad is working. Mom cannot claim the exemptions as she is not providing the care for the child.

4. Two adult sisters live in the same home but purchase and prepare meals separately. One sister has a child and works outside the home. The other sister cares for her niece and can claim the exemption. The discussion with the households must be documented.

8. Individuals who are in receipt of unemployment compensation including Railroad Unemployment Benefits or one who has applied for, but has not yet started to receive unemployment compensation even if a determination has not yet been made on the claim. If questionable, verification must be obtained.
9. A **regular** participant (whether in or outpatient) in a drug addiction or alcohol treatment and rehabilitation program.
10. Individuals who are employed and working at least 30 hours weekly (can be averaged) or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours. This includes:
 - a. Self-employed individuals when the eligibility worker determines that the employment constitutes a full-time job.
 - b. Individuals receiving a training wage. The training wage must be substituted for the applicable federal or state minimum wage when determining if the individual is exempt from basic work requirements.
 - c. State certified individuals who home school their children a minimum of 30 hours per week. For state certification, the individual must file a SFN 16909 - Statement of Intent with the superintendent of the child's school district to do home schooling.
 - d. Individuals who, by contract, derive their annual income in a period of time shorter than one year.

If an individual is NOT an ABAWD and NOT exempt from the work requirements at the time of initial application, review, or the household reports a loss of the exemption, the individual is required to register for work by **complying with the Basic Work Requirements** ~~completing the SNAP Work Registration Form~~ at the time of application, review, and when a loss of exemption is reported. The individual is not required to work register again for 12 months.

11. A refugee participating in a refugee resettlement program.

6. Loss of Exempt Status 430-05-40-10-05- Change

If an individual is NOT an ABAWD and NOT exempt from the basic work requirements at the time of initial application, review, or the household reports a loss of the exemption, the individual is required to **follow basic work requirements** ~~register for work by completing the SNAP Work Registration Form and Training at~~

~~the time of application, review and when a loss of exemption is reported. The status is changed to non-exempt per the date of the application, or review, or when known to the agency. If an ABAWD was exempt in any part of the month they do not receive a countable month for that month.~~

A signed application or review with the SNAP Work Registration Form wording is valid for 12 months.

Individuals losing exempt status due to any change in circumstances must comply with the basic work requirements when the change is reported. ~~The previously signed application or review can serve as complying with basic work requirements.~~ Eligibility workers must verbally notify individuals who have lost their exemptions status of the basic work requirements using the Work Requirements Verbal Script. The date of verbal notification must be entered into the eligibility system.

~~If a change is reported by the household, the individual is required to register for work by completing the SNAP Work Registration Form at the time the change is reported.~~

Individuals must be informed of the basic work requirements verbally and in written form. The eligibility worker **must** use the Work Requirements Verbal Script to verbally explain the individual's rights, responsibilities, requirements and consequences of failure to comply. The date of this discussion **must** be entered in the eligibility system. The SNAP Consolidated Work Notice is the written notification of the basic work requirements.

~~The individual or responsible household member must return the SNAP Work Registration Form to the local human service zone within ten calendar days from the date the eligibility worker mailed it. If the household fails to return the form, the Notice of Eligibility must be sent stating the individual is ineligible.~~

~~Disqualification can be avoided, or eligibility restored by returning the form or complying with the basic work requirements prior to the disqualification being imposed. Once the disqualification is imposed, they must comply with the basic work requirements. Completing and returning the SNAP Work Registration Form does not end the disqualification.~~

7. Eligibility Worker Responsibilities 430-05-40-15 - Change

When it is determined that a member of the household is required to register for work, the eligibility worker must:

1. Explain the clients rights, responsibilities, requirements and consequences of failure to comply, by following the Work Requirements Verbal Script. The date of the verbal notification must be entered into the eligibility system.
- ~~2. Provide the SNAP Work Registration Form for household members required to register and permit the applicant (or other reasonable household member or authorized representative) to complete the affidavit for those member.~~
- ~~3. Provide a copy of the SNAP Work Registration Form to the household and document in the case file a copy has been given to the household.~~

Basic work requirements are complete when the **application or review** SNAP Work Registration Form has been signed. ~~and returned to the eligibility worker.~~ The work registration date of all members must be entered in the eligibility system.

8. Regaining and Maintaining Eligibility 430-05-40-50-23 - Change

Regaining eligibility applies to ABAWDS who:

- Received the three NE months; and
- Were closed or denied for failure to comply with the ABAWD work requirements (including failure to file an application for review).

Regaining eligibility does not apply to an individual exempt from the ABAWD provisions for a reason other than working 20 hours or more per week averaged monthly.

There is no limit to the number of times an ABAWD may regain eligibility.

In order to regain eligibility, these individuals must verify they are meeting one of the following requirements:

- Worked 80 hours or more in a 30 consecutive day period. This includes volunteer and in-kind work where an individual is not paid. (If an individual reapplies prior to the completion of working 80 hours in a 30-day period, benefits are prorated from the date the 80 hours are completed.)

A 30 day consecutive period is any 30 days since case closure or denial for failure to comply with ABAWD work requirements. (Including failure to file an application for review).

Volunteer work and in-kind work as explained in [430-05-40-50-05](#).

- Participate in and comply with a work program of 80 hours or more per month averaged. See section [430-05-40-50-05](#), paragraph 6 for the definition of a work program.

In addition, in order to maintain eligibility, these individuals must verify they are currently working at least 20 hours per week averaged monthly (regardless of the hourly wage). This includes volunteer and in-kind work where an individual is not paid.

- If working 20 hours or more per week but less than 30 hours, comply with work registration or the employment and training program, if not otherwise exempt.

Examples:

1. A single individual who is not exempt from the ABAWD requirements applies on June 25 and is certified for six months. The case is closed for non-compliance with ABAWD requirements September 30 (third NE month as June was a prorated month).

On December 5, the individual reapplies. The individual verifies they worked 80 hours between November 1 and December 1 and also verifies they are currently working 40 hours per week. The individual is eligible and certified for six months.

On January 10, the individual reports they were laid off. Since they were not work registered at the time of application, ~~after completing the work registration form~~, the individual receives their three EE months in January, February and March. The case is closed the end of March as the individual is not exempt from the ABAWD requirements for another reason.

In order to regain eligibility, the individual:

- Must work 80 hours in a 30 consecutive day period, and
 - Be exempt based on working 20 hours or more per week averaged monthly; unless
 - They are exempt for another reason.
2. A single individual received their three NE and three EE months. The individual reapplies on August 5, verifies they worked 80 hours between July

1 and July 31 and that they are currently working 20 hours per week. The individual is work registered and certified for six months.

On September 15, the household reports they were fired. The individual is not exempt from the ABAWD requirements for another reason so the case is closed the end of September. Since the case closed for failure to comply with the ABAWD work requirements, in order to regain eligibility, the individual must:

- Must work 80 hours in a 30 consecutive day period, and
- Be exempt based on working 20 hours or more per week averaged monthly; unless
- They are exempt for another reason.

9. Employment and Training (E&T) 430-05-40-55 - Change

The E&T program provides participating individuals opportunities to overcome barriers, gain skills, training or experience and participate in activities that will improve their employment prospects and reduce their reliance on SNAP benefits. All E&T participants must receive case management services, participate in at least one E&T component, along with receiving supportive services. There are two E&T programs BEST and NDWORKS.

- BEST is a voluntary program operated in Cass, Burleigh and Morton County.
- NDWORKS is a statewide voluntary program.

[Voluntary E&T Programs](#)

[Screening for E&T Referrals](#)

[Written and Verbal Rights and Responsibilities](#)

[Eligibility Worker Responsibilities](#)

Eligibility workers must carry out the following procedures for all E&T participants:

- ~~Complete the SNAP Work Registration Form. A copy must be given to the individual and a copy placed in the case file.~~
- If an individual wants to volunteer for E&T refer them to the appropriate E&T program using the program specific referral:
 - NDWORKS Employment and Training Orientation Referral, or
 - BEST Employment and Training Orientation Referral.
- If an individual volunteers in Cass or Burleigh human service zones, the eligibility worker will refer them to the BEST program, unless they specifically request to volunteer for NDWORKS.

- All individuals volunteering outside of Cass or Burleigh human service zones will be referred to NDWORKS.
- Notify the E&T case manager if a participant's SNAP case closes, along with adding a narrative to the case.
- Take action when a provider returns an ill-suited referral.

Participant Responsibilities

E&T Case Manager Responsibilities

Participant Reimbursements

Participants in the E&T program may be eligible for reimbursement for supportive services. To receive support services, participants need to be actively engaged and participating in an E&T component. Reimbursements will be made by the State Office directly to participating individuals during the month following participation and are excluded income.

Allowable expenses include the following:

- Up to \$150/month for transportation (receipts are not required).
 - Bus fare, voucher, or pass (if not provided by NDWORKS)
 - Gas
 - Taxi, Uber and/or Lyft Fees.
- Up to ~~\$75~~\$100/month for the following (receipts required)
 - Grooming and personal hygiene
- Up to \$125 /month for the following (receipts required)
 - Job Readiness
 - Phone cards, employment related clothing, work boots/shoes
- Up to ~~\$75/month~~ \$500/per Federal Fiscal Year (FFY)(10/1 -9/30) for License/Certification/Examination fees (receipts required)
 - GED, CAN, Professional
- Up to ~~\$75/month~~ \$200/per FFY year for books and training materials (receipts required)
- Other - TBD as needed on a case per case basis.
 - Up to \$200/per FFY year

10. Adding a New Household Member 430-05-67-20 - Change

When adding a new household member to an ongoing case, the individual is processed as a new applicant. The mandatory verifications apply to the new individual. Refer to policy sections 430-05-20-60 Mandatory Verifications. If the

individual is not exempt from the work requirements, **the individual is also required to comply with the Basic Work Requirements (430-05-40-05). sign the work registration form.**, **The previously signed application or review by the Primary Individual can serve as complying with basic work requirements for newly added individuals.**

If the individual being added has received benefits in another household, state, or through the Food Distribution Program, the individual cannot be added.

Exceptions:

- 1. Initial application proration does not apply to the individual being added to the household.**
- 2. Fleeing felon status is pursued at the next review completed after adding the new household member.**

If the household does not provide the mandatory verifications needed to add the individual, Request for Verification Notice is sent, ~~along with the Consolidated Work Notice and Work Registration Form, if appropriate,~~ allowing the household 10 days from the mailing date of the notice to provide the information needed.

If the household provides the mandatory verifications needed within the 10 days, and adding the individual results in an increase in benefits, the individual must be added to the household for the next benefit month. If because of when the change is reported, the 10 day timeframe extends into the next benefit month, a supplement must be issued.

If the household provides the mandatory verifications needed to add the individual and it results in a decrease in benefits, the worker must issue a Notice of Eligibility to decrease benefits allowing for a 10 day advance notice unless the change was reported in writing and signed by the household. If the worker does not have 10 days for the advance notice, the individual is not added for the next benefit month but must be added the month following the Notice of Eligibility.

If the household does not respond to the Request for Verification Notice within the 10 days from the mail date, the Notice of Eligibility to close the case, allowing advance notice must be sent and the case will close at the end of that month. If it is after advance notice deadline, the Notice of Eligibility to close the case must not be sent until the first working day of the following month. Benefits are authorized the same as the previous month.

Exceptions:

- 1. If the household reports their income exceeds the gross income limit for their household size with the addition of a new member and does not respond to the Request for Verification Notice, the case must be closed for excess income.**
- 2. If the household fails to provide verification of the individual's expenses, the individual is added and the expenses are not allowed.**

If the household provides the verification any time prior to case closing, the worker has 10 days to act on the change and the case cannot be closed.

The household is subject to the new gross income limit (GIL) once the individual has been added to the case. The worker must send Notice of Eligibility advising the household the individual has been added to the case.