



**SNAP E&T MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 10/2015**

2 (Glossary) in the definition for DEFER updates the section title to TEMP Manual TE02.05.70 (SNAP E&T WREG ABAWD Exemption/Participation) due to section title change. No policy was changed.

5.3 (SNAP E&T Services) in the 8th paragraph deletes all prior allowable activities and adds a new allowable activities. It also adds new 9th and 10th paragraphs about tracking activity hours.

5.6 (SNAP E&T Orientation) in the 2nd paragraph changes FSET to SNAP E&T. It also adds additional information about who can send the SNAP E&T Orientation and the DHS form that can be used to send to the SNAP participant. It also moves the final sentence and the list of SNAP E&T Orientation notice requirements that were formerly in the 2nd paragraph to a new 3rd paragraph.

6.3.3 (Who is Exempt From SNAP Work Registration) in the 2nd paragraph in the 1st bullet it revises professional qualification. It moves the NOTE to a new 2nd bullet. It also in the 10th bullet removes reference to applying for Unemployment Insurance as this is inaccurate.

6.6 (Able-Bodied Adults Without Dependents (ABAWDS)) changes household to unit throughout. Under the sub-heading ABAWD ELIGIBILITY in the 5th paragraph adds a new last bullet for people with a statement from a qualified professional which indicates inability to work 20 hours or more per week due to a mental or physical illness, injury or incapacity that is expected to last for a minimum of 30 days. It also under the sub-heading EARNING ADDITIONAL MONTHS in the 1st paragraph in the last bullet deletes reference to the state minimum wage because only the federal minimum wage is used.

6.12.3 (Good Cause for Failure to Comply) in the 3rd paragraph deletes the 4th bullet because inability to obtain child care for a child age 6-11 does not apply to ABAWDs.

6.15 (Sanctions for Failure To Comply) adds a new 6th paragraph that ABAWDs have until the end of the month prior to the effective date of the SNAP closing to cooperate with SNAP E&T Orientation/Work Requirements.

ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD)

Able-Bodied Adults Without Dependents. Supplemental Nutrition Assistance Program (SNAP) participants are limited to receiving SNAP for no more than 3 months in any 36-month period unless exempt from SNAP eligibility time limits or is meeting monthly work requirements. See [6.6 \(Able-Bodied Adults Without Dependents \(ABAWDs\)\)](#).

ABE

Adult Basic Education.

APPLICANT

A person who has submitted a request for assistance for whom no decision has been made regarding eligibility, and whose application has not been acted upon or voluntarily withdrawn.

CAF

See COMBINED APPLICATION FORM (CAF) below.

CLIENT

A person who is a PARTICIPANT.

COMBINED APPLICATION FORM (CAF)

The [Combined Application Form \(DHS-5223\)](#) is used by people to apply for multiple assistance programs including: CASH ASSISTANCE, SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), and EMERGENCY PROGRAMS. See [Combined Manual 0005.09 \(Combined Application Form \(CAF\)\)](#). For health care only applications, see the [Insurance Affordability Programs/Health Care Manuals](#). For child care applications, see the [Child Care Assistance Program Policy Manual](#).

COUNTY AGENCY

County human services agency; the local human services office.

DEED

The Department of Employment and Economic Development. The state agency responsible for the Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) program. DEED oversees many Employment & Training Providers who provide employment and training services to SNAP E&T participants.

DEFER

Defer a mandatory SNAP E&T participant if all of the SNAP E&T funding has been used. See POLI/TEMP Manual TE02.05.70 (SNAP E&T WREG ABAWD Exemption/Participation).

DHS

The Department of Human Services. The state agency that oversees county staff who determine eligibility for Supplemental Nutrition Assistance Program (SNAP), Cash and Medical Assistance. County staff make referrals for the Supplemental Nutrition Assistance Program (SNAP) Employment & Training Program.

DWP

DWP is a short-term, work focused program for families applying for cash benefits. It provides a maximum of 4 consecutive months in a 12-month period of necessary services and supports to families which will lead to unsubsidized employment, increase economic stability, and reduce the risk of needing longer term assistance under MFIP. See [Combined Manual 0013.05 \(DWP Bases of Eligibility\)](#).

ESL

English as a Second Language.

EMPLOYMENT SERVICES

Programs, activities, and services that help clients become employed and self-sufficient. Services may include job search, job placements, client assessments, and training.

EMPLOYMENT SERVICES PROVIDER (ESP)

An agency or organization that operates under formal agreement with the county agency to provide employment services to certain clients on behalf of the county agency. In some instances the ESP is another unit of the county.

EXEMPT FROM EMPLOYMENT SERVICES

A person who is not required to participate in Employment Service activities because he/she meets certain criteria. See [6.9.3 \(Who Is Exempt From SNAP E&T\)](#).

FOOD SUPPORT EMPLOYMENT AND TRAINING (FSET)

The former name of an employment and training program for some Food Support recipients. It is now known as SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING (SNAP E&T).

FOOD SUPPORT PROGRAM

The former name for the program now known as SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP).

FS

See FOOD SUPPORT PROGRAM.

FSET

See FOOD SUPPORT EMPLOYMENT AND TRAINING (FSET) PROGRAM above.

GA

See GENERAL ASSISTANCE (GA) below.

GED

GENERAL EDUCATION DEVELOPMENT CERTIFICATE. See GENERAL EDUCATION DEVELOPMENT CERTIFICATE (GED) below.

GENERAL ASSISTANCE (GA)

A program authorized under Minnesota Statutes 256D.01 through 256D.17 providing interim financial assistance to adults who are unable to provide for themselves due to illness, injury, disability or certain other significant barriers to employment.

GENERAL EDUCATION DEVELOPMENT CERTIFICATE (GED)

A certificate issued by the Minnesota Board of Education or a similar certificate from another state equivalent to a secondary school diploma.

GENERAL EQUIVALENCY DIPLOMA (GED)

See GENERAL EDUCATION DEVELOPMENT CERTIFICATE (GED) above.

IPP

Injury Protection Program. Provides medical treatment and compensation for injury or death for participants in a work experience placement.

MATCHING GRANT PROGRAM

The Matching Grant program is administered federally by the Office of Refugee Resettlement. The purpose of the program is to help eligible clients attain self-sufficiency within 120 to 180 days of becoming eligible for the program. The Matching Grant program will provide cash benefits for 4 months. The Matching Grant Program also provides Employment Services.

In Minnesota the Matching Grant Program is administered by the Voluntary Agencies (VOLAGs).

MAXIS

Minnesota's statewide automated eligibility system for public assistance programs administered by DHS.

MFAP

Minnesota Food Assistance Program. Minnesota's state-funded food support program for certain non-citizens who are ineligible for the federal Supplemental Nutrition Assistance Program (SNAP) program because of their non-citizen status.

MFIP

See MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) below.

MFIP EMPLOYMENT SERVICES (MFIP-ES)

MFIP Employment Services is the name of the program that provides employment services to current and former MFIP participants.

MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP)

Minnesota's TANF program.

MINNESOTA SUPPLEMENTAL AID (MSA)

A state-funded program that provides cash assistance to SSI recipients, blind people, people age 65 or older, and disabled people who are age 18 and older.

MSA

See MINNESOTA SUPPLEMENTAL AID (MSA) above.

OJT

See ON-THE-JOB TRAINING (OJT) below.

ON-THE-JOB TRAINING (OJT)

A program in which people are hired for a job and paid a subsidized wage while they are learning the job.

PARTICIPANT

A person who is receiving Supplemental Nutrition Assistance Program (SNAP) and who is required to participate with SNAP E&T.

PWE

The Principal Wage Earner in the Supplemental Nutrition Assistance Program (SNAP) assistance unit.

RCA

See REFUGEE CASH ASSISTANCE (RCA) below.

RECIPIENT

An applicant approved for SNAP.

REFUGEE CASH ASSISTANCE (RCA)

A program that provides financial help to refugees ineligible for SSI or MFIP for up to 8 months after arrival in the United States. See [Combined Manual 0030.03 \(Refugee Cash Assistance\)](#).

SNAP

See SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP).

SNAP E&T

See SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING (SNAP E&T).

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

The federal Food and Nutrition Service Program of the United States Department of Agriculture. Formerly known as Food Support or Food Stamps.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING (SNAP E&T)

The name of an employment and training program for some SNAP recipients.

TAA

See TRADE ADJUSTMENT ACT (TAA) below.

TANF

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GRANT. A federal grant which replaced the AFDC program in Minnesota.

TRADE ADJUSTMENT ACT

Federal law which provides payments to people whose employment was adversely affected by the importation of goods.

UNEMPLOYMENT INSURANCE (UI)

A state insurance benefit paid to unemployed people and considered UNEARNED INCOME for assistance programs. This benefit is more commonly called Unemployment Compensation in other states.

USDA

United States Department of Agriculture.

VOLAGs

RCA: See Voluntary Agencies (VOLAGs).

VOLUNTARY AGENCIES (VOLAGs)

RCA: Voluntary Agencies (VOLAGs) administer the provisions of RCA. VOLAGs are responsible, under contract with the U.S. Department of State, for providing refugees with initial housing, food, clothing and shelter immediately after arrival in the United States.

WF1

See WORKFORCE ONE (WF1) below.

WIA

Workforce Investment Act. WIA is a national workforce preparation and employment system designed to integrate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs delivered through the 1-stop (WorkForce Center) system. It replaces the JTPA (Job Training Partnership Act) and began in Minnesota on 7-1-2000.

WORK EXPERIENCE/WORKFARE

Paid or unpaid work experience at a designated work site designed to provide work activities to earn additional SNAP E&T months.

WORKFORCE ONE (WF1)

A consolidated web-based case management and management information system that enables the delivery of Employment and Training services within the Minnesota workforce development system. WORKFORCE ONE is used by Employment Counselors for the MFIP, DWP, and SNAP E&T programs. WORKFORCE ONE is also used by other Employment and Training program staff, DHS staff and DEED staff.

Supplemental Nutrition Assistance Program (SNAP) provides Employment Services (ES) to program participants. SNAP participants are served by the Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) program. SNAP E&T provides services to Non-Public Assistance SNAP participants whose participation is mandatory (Able-Bodied Adults Without Dependents (ABAWDs) between the ages of 18 and 50). For those who are not exempt or do not meet an exception criteria, participation in Employment Services is mandatory. See [6.9 \(Who Must Participate in SNAP E&T\)](#), [6.9.3 \(Who Is Exempt From SNAP E&T\)](#).

Some SNAP participants are required to register for work. The client registers all assistance unit members who are required to be work registered by signing the [Combined Application Form \(DHS-5223\) \(PDF\)](#) or the [Combined Application - Addendum \(DHS-5223C\) \(PDF\)](#). Some SNAP participants are NOT required to be referred for work, see [6.3.3 \(Who Is Exempt From SNAP Work Registration\)](#).

Sanction or disqualify people if they do not cooperate with Employment Services requirements. See [6.12 \(Failure to Comply With SNAP E&T Requirements\)](#).

An orientation must be provided to all SNAP E&T participants, see [5.6 \(SNAP E&T Orientation\)](#).

Each county must provide an Employment Services component or contract with Employment Services Providers (ESPs) for such services. The county agency may choose to use the same or different providers for each Employment Services activity. SNAP E&T services must be provided through a Workforce Development Center unless such services are not available through a local Workforce Development Center.

The ESP and the county agency must develop procedures to ensure that clients comply with Employment Services requirements. The county agency must refer, exempt, and sanction clients when they do not comply with the requirements, and oversee the ESPs.

Employment Services programs may pay for some client Employment Services related expenses. See [5.23 \(Support Services Allowed\)](#).

The following services may be provided and funded with the county's SNAP E&T allocation:

- Orientation: Participants must receive services within 30 days of SNAP eligibility determination. While this activity is not a 'countable' activity, it is required by state statute. The SNAP E&T Orientation Notice to attend Orientation must inform the participant of:
 - The ability to participate in SNAP E&T.
 - The date, time, and address to report to for services.
 - The name and telephone number of the ESP.
 - The services and support services available through the SNAP E&T program and other providers of similar services.
 - The need to view SNAP as a temporary means of supplementing the family's needs until the family achieves self-sufficiency through employment.

Orientations may be provided through audio-visual methods, but participants must have the opportunity for face-to-face interaction with program staff.

- Assessment and Employment Plan: Individualized employability assessments are mandatory for all participants within 30 days of eligibility determination. ESPs must consider the following when preparing an assessment: the person's literacy; ability to communicate in the English language; educational and employment histories; occupational and employment assets; and barriers to employment. This information is incorporated into an employment plan (EP). Assessments are completed in person with client input. Like Orientation, this activity is not countable but is required by state statute.

The results of individual assessments are used to develop EPs. Goals and overall work plans must be achievable and directly relate to participant self-sufficiency. Employment plans are completed in an interactive, face-to-face meeting with participants.

Both provider and participant sign the document. EPs must be written at or below the 7th grade reading level. Participants must receive a copy of the signed EP. Plans specify any support services necessary to achieve goals stated in the EP.

For volunteers who are determined functionally illiterate, the county agency or designated ESP must assign suitable participants to openings in literacy programs and provide transportation to ensure that participants have the opportunity to complete the required training.

- Job Seeking Skills/Job Club: Structured group sessions ranging from 4 to 20 total hours weekly, with schedules left to the discretion of ESPs. Sessions cover resume writing, finding job openings, telephone techniques, completion of applications, interviewing techniques (with mock interviews), and motivational issues. Sessions normally include out-of-class assignments.
- Job Search: Individual participant effort includes telephone calling, walk-in contacts, completion of applications, interviews, and record-keeping, with progress to be reviewed by staff. This segment will be tracked hourly. Certain aspects of this activity, such as the duration of each segment and the number of job contacts required, may vary among local areas.
- Education: ESL/LEP, high school equivalency, high school completion, Adult Basic Education programs, Minnesota Adult Diploma Program, Bridge type classes and credential attainments.
- Career/Technical Training: Post-secondary education designed to provide the participant with additional skills with which to gain employment. Training programs are selected based on the availability of jobs and the participant's ability to succeed in completion of course work. This activity includes FastTRAC/Career Pathways and Minnesota Job Skills Partnership. Vocational training is limited to 2 years or less. This activity may or may not result in credit based learning.
- Workfare: Non-paid work at contracted, supervised work sites to gain or enhance employment skills. Participants generally spend the first 30 days in job search and, in addition, receive job seeking skills and interviewing skills. Hours of participation are determined by dividing monthly SNAP allotment by federal minimum wage. This activity requires ESPs to enter into a worksite agreement which specifies days/hours of work, responsibilities of participant/supervisor and time card submission.
- Social Services: Non-work component consisting of referrals to agencies/programs designed to assist participants with overcoming personal/family barriers which impede successful transition to work. SNAP E&T case managers use other specialized providers to assist clients as part of meeting the goals of their employment plans. Social services must not exceed more than 49% of the monthly required 80 hours and must not be used to exempt a person from participation.
- Retention: This activity is used when participants gain employment and go off SNAP due to increased income. It is used to provide a legal basis for issuing support services and case management services to employed participants. In order for providers to claim reimbursement for supports and case management services, Retention must be opened in WF1 on the date employment commences. Services can be provided for no more than 90 days from the start date of the Retention activity. Service offered after that close date are not authorized or reimbursed by the state.

Activity hours are tracked in Workforce One by ESPs for ABAWDs. FNS is requesting that Minnesota track volunteer hours as well to determine performance measures which are being developed.

ABAWDs who are participating in Dislocated Worker programs, WIOA or Trade Adjustment Assistance programs are considered to be complying with the work requirements. No hour tracking is necessary but case notes should reflect their status with these programs.

When circumstances require intervention in areas outside the expertise of the ES Provider or require other resources, make referrals to the appropriate county or community agency. Issues, which often require a referral, include:

- Chemical dependency.
- Mental or emotional health problems.
- Family violence.
- Physical health problems.

- Legal problems.

The county agency or its Employment Services Provider (ESP) must provide an orientation to the SNAP E&T program for each Able-Bodied Adult Without Dependents (ABAWD) referred to the program. The purpose of the orientation is to explain participation requirements, describe available services, identify the ESP, explain that SNAP E&T can help ABAWDs meet their eligibility and work requirements, and encourage the participant to move to self-sufficiency through employment.

Mandatory participants must be notified of the requirement to participate in an orientation. Either the county or the Employment Service Provider must notify the SNAP participant of the SNAP E&T Orientation. The county agency may send the SNAP E&T Orientation Notice from the MAXIS system to the SNAP E&T participant. The county or the Employment Service Provider may send the [SNAP Employment & Training Program Notice To Attend Orientation \(DHS-6930\)](#).

The SNAP E&T Orientation notice must contain the following information:

- The requirement that the participant attend an orientation.
- Date of the orientation.
- Time the orientation.
- Place of the orientation.
- Name and telephone number of an ESP contact person.
- A statement that Supplemental Nutrition Assistance Program (SNAP) assistance will end if the mandatory participant fails, without good cause, to comply with SNAP E&T requirements.

An orientation must be provided to mandatory participants within 30 days of the county approving SNAP eligibility. Mandatory participants who fail to attend or comply with the orientation are subject to SNAP E&T program sanctions. See [6.12 \(Failure to Comply With SNAP E&T Requirements\)](#), [6.15 \(Sanctions for Failure to Comply\)](#).

An orientation must be provided at least once during any 12 consecutive calendar month period. The 12 consecutive calendar month period begins on the 1st of the month after the month of eligibility, and ends on the last day of the 12th consecutive month.

The orientation may be done either individually or in a group setting. It may be provided through audio-visual methods as long as the participant has the opportunity for face-to-face questions and answers.

The orientation must include:

- Work or work program activities that may enable ABAWDs to earn more than 3 months of SNAP benefits in a 36-month period.
- The requirement to participate in SNAP E&T program activities and services.
- The name, address, and telephone number of the ESP.
- The services, including support services, available through SNAP E&T and from other providers of similar services.
- The date, time, and address to report for SNAP E&T services.
- The consequences for failing, without good cause, to participate in SNAP E&T services or to comply with program requirements, including accepting suitable employment.
- Encouragement to view public assistance as a temporary means of supplementing the family's needs as the family moves toward self-sufficiency through employment.

WHO IS EXEMPT FROM SNAP WORK REGISTRATION

6.3.3

See Supplemental Nutrition Assistance Program (SNAP) program work registration requirements in [6.3 \(SNAP Work Registration Requirements\)](#).

SNAP participants who meet 1 or more of the following conditions are exempt from SNAP work registration:

- Having a mental or physical illness, injury, or incapacity which is expected to continue for at least 30 days, and which impairs the participant's ability to obtain or retain employment as evidenced by professional certification or the receipt of temporary or permanent disability benefits issued by a private or government source. Professional certification means a statement about a person's illness, injury, or incapacity that is signed by a Qualified Professional with training and experience to diagnose and to certify the person's condition. See [Combined Manual 0011.39 \(Qualified Professionals\)](#).
- SNAP applicants or participants may have their SNAP work requirements waived if they apply for SSI and provide proof of the SSI application. The work requirements will be waived until a determination about the SSI eligibility has been made. IF the SNAP applicant or participant is denied SSI they continue to be eligible for SNAP if proof of the appeal is provided. The determination of ineligibility for SSI will require a re-evaluation of the SNAP work requirements for each SNAP recipient. The determination of eligibility for SSI will require a review of the exemptions from the Work Registration requirements. See [6.6 \(Able-Bodied Adults Without Dependents \(ABAWDs\)\)](#).
- Responsible for the care of a household member who is professionally certified as having a mental or physical illness, injury, or incapacity. Usually, only 1 unit member may claim exemption under this provision. However, there may be an exception with medical documentation which specifies that more than 1 person is needed to provide the required care.
- Age 60 or older.
- Under age 16.
- Age 16 or 17 and living with a parent or caregiver, or attending school or enrolled in an employment training program at least half-time.
- Responsible for the care of a dependent child under age 6 (even if child care is available). In most instances only 1 unit member may claim exemption under this provision. However, there may be an exception with medical documentation which specifies that more than 1 person is needed to provide care.

When the child turns 6, the exemption ends at the unit's next annual SNAP program recertification. The household members may designate which person will use this exemption, but may not change the person designated until the next recertification period.

- Employed or self-employed and meets 1 of the provisions below:
 - Working at least 30 hours per week (regardless of wage level).
 - Receiving earnings at least equal to 30 hours a week at the federal minimum wage.

This provision includes migrant or seasonal farm workers under contract to begin employment within 30 days. The county agency may use a monthly average of these weekly requirements. For self-employed persons working less than 30 hours per week, the county agency will use the person's net weekly income (net profit after expenses).

- Receiving Unemployment Insurance (UI) and registered for work with Department of Employment and Economic Development (DEED). The participant must show proof of receipt of UI.
- Enrolled as a student at least half-time in a recognized school, training program, or institution of higher learning. This includes recipients attending high school at least half-time, but does not include recipients attending General Education Development Certificate (GED) or English as a Second Language (ESL) training only. When determining if the person is enrolled half-time, the school's or program's criteria for being enrolled half-time is used. An SNAP E&T participant who is placed in a training program under the provisions of an Employment Plan (EP) may not then use this provision to be exempt from SNAP E&T or

WHO IS EXEMPT FROM SNAP WORK REGISTRATION

6.3.3

ABAWD provisions.

- Participating regularly in a drug addiction or alcohol treatment and rehabilitation program. There is no minimum weekly amount of time that a person must be attending. If the person attends 1 hour or more per week, the exemption is available. This does NOT include participants in Alcoholics Anonymous (AA) or Narcotics Anonymous (NA).
- Refugees receiving the Matching Grant Program. For additional information about the Matching Grant Program, see MATCHING GRANT PROGRAM in [2 \(Glossary\)](#).

Participants who are exempt from SNAP work registration are also exempt from mandatory SNAP E&T participation. See [6.9 \(Who Must Participate in SNAP E&T\)](#), [6.9.3 \(Who Is Exempt From SNAP E&T\)](#).

ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)

6.6

ABAWD ELIGIBILITY

All non-exempt ABAWDs are mandatory participants and must be referred to SNAP E&T services where offered.

Unless exempt from SNAP eligibility time limits or is meeting monthly work requirements, Able-Bodied People Without Dependents (ABAWDs) are eligible for SNAP for only 3 months in any 36-month period. The 36-month period begins the 1st full month SNAP is received. Once started, the 36-month period continues to run uninterrupted, even during times the participant does not receive SNAP or is exempt from the time limit.

The 3 entitled months do not have to be consecutive. Do not count a month if for that month the person meets the 20 hour per week (80 hours per month) work requirement, is exempt from the 3-month time limit, or receives only prorated (partial month) benefits.

The 3-month entitlement limit applies only to adults receiving SNAP.

A person meeting any of the following exemptions is not subject to the 3-month limit:

- Receiving cash assistance.
- Under age 18, or age 50 or older.
- Responsible for the care of a child under age 18 in the SNAP unit. If there are 2 parents in the unit, both are exempt. If there is doubt as to whether non-parents should be given this exemption, determine if the child is under the parental control of the non-parent. An adult who has parental control of the child is entitled to this exemption.
- Medically certified as pregnant.
- Exempt from work registration. Code his/her work registration status carefully on the MAXIS STAT/WREG panel. This information is used by MAXIS when sending workers appropriate DAIL messages. It is also used for reporting and funding purposes.
- Lives in any of the counties or Indian reservations where all participants are exempt from ABAWD provisions. See TEMP Manual TE02.05.68 (ABAWD FSET Exempt Reservations), TE02.05.69 (ABAWD FSET Exempt Counties).
- People with a statement from a qualified professional which indicates inability to work 20 hours or more per week due to a mental or physical illness, injury or incapacity that is expected to last for a minimum of 30 days.

The county worker must retroactively count (or uncount) an ABAWD's month of benefits as 1 of the 3 months of entitlement to SNAP benefits if you later learn that your determination of the ABAWD's exemption status, or whether or not the ABAWD met monthly work requirements, was incorrect. You must make this change in MAXIS.

As long as the participant meets an exemption for some part of the month, he/she is exempt for the entire month.

EARNING ADDITIONAL MONTHS

ABAWDs may "earn" ADDITIONAL MONTHS of eligibility, or avoid using 1 of their 3 entitled months, when they work or participate in work activities an average of 20 hours per week (80 per month). These do not have to be consecutive months. For each month that the participant works or participates in work activities at this level, the participant "earns" a month of SNAP benefits. Countable work or work program activities are:

- Working in paid employment, including self-employment. This includes use of accrued sick or vacation time, if available.
- Participating in Workforce Investment Act (WIA) services.
- Participating in Trade Adjustment Act (TAA) services.

ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)

6.6

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- Participating in SNAP E&T activities. NOTE: SNAP E&T job search and job search training do not count toward the 20 hour per week/80 hour per month requirement unless the participant is co-enrolled in WIA.
 - Participating in Work Experience. However, instead of averaging 20 hours a week, the required number of hours of participation is the unit's monthly SNAP allotment divided by the federal minimum wage.

An ABAWD who has used up the initial or subsequent 3 months of SNAP eligibility can “earn” an additional month of benefits by working or participating in approved work activities for 80 hours in a calendar month. The ABAWD need not be a current SNAP participant to regain eligibility. (**NOTE:** SNAP E&T is available only to current SNAP participants.) The hours must be completed before eligibility can be granted. Once the participant has worked the required number of hours, eligibility can be granted back to the beginning of the month or the date of application, whichever is later. Once eligibility is granted, eligibility will continue as long as you prospectively anticipate that the participant will work the required number of hours for the next month. Track work hours per month. The Employment Services Provider (ESP) will track hours of participation in work program activities.

A participant who has lost SNAP eligibility by exhausting their initial 3 months out of 36 months may qualify for a second 3 month period if they have worked or participated in work activities for 80 hours in a month, as described above. If the participant's job or work activity ends, or if the hours are reduced below 80 hours per month, the participant qualifies for the additional 3-month period of eligibility. This provision does not apply if the participant voluntarily quits the job without good cause.

The second 3-month count starts the 1st day of the 1st full month in which SNAP benefits are provided under this 2nd 3-month eligibility period. A partial month is not a counted month. It runs uninterrupted until the 3-month period is completed, regardless of whether the participant received benefits all 3 of those months. This 2nd 3-month period is only available once in any 36-month period.

The county or the ESP must explain these provisions to ABAWDs during the intake and eligibility determination process.

GOOD CAUSE FOR FAILURE TO COMPLY

6.12.3

A participant will not be sanctioned for failing to participate or cooperate with SNAP E&T if he/she had good cause for the failure.

Good cause for not cooperating with SNAP E&T or for not participating means circumstances beyond the participant's control, including:

- Participant illness or injury.
- Illness or injury of another unit member that requires the participant's presence.
- A household emergency.
- Inability to obtain transportation needed to participate in SNAP E&T.

Good cause for leaving or not accepting employment includes:

- Participant illness or injury.
- Illness or injury of another unit member that requires the participant's presence.
- A household emergency.
- Inability to obtain needed transportation.
- The job did not meet suitable employment requirements.
- Employer discrimination based on age, race, sex, color, handicap, religious beliefs, national origin or political beliefs.
- Work demands or conditions that make working unreasonable, such as working without being paid on schedule.
- The participant accepts a new job of at least 30 hours per week at federal minimum wage, or fewer hours which are at least equal to the pay of 30 hours per week at federal minimum wage.
- The employment patterns of employment in which workers frequently move from 1 employer to another such as migrant farm work or construction work. There may be some circumstances where units will apply for Supplemental Nutrition Assistance Program (SNAP) between jobs particularly in cases where work may not be available at the new job site. Even though employment at the new site has not begun, the quitting of the previous job must be considered as having good cause if it is a pattern of that type of employment.
- The Principal Wage Earner (PWE) quits work so another unit member can accept employment or enroll at least half-time in any recognized school, training program, or institution of higher education.
- The PWE enrolls at least half-time in any recognized school, training program, or institution of higher education that requires the PWE to leave employment.
- A participant under age 60 resigns and the employer recognizes it as retirement.

SANCTIONS FOR FAILURE TO COMPLY

6.15

For information on whether or not to sanction clients, see [6.9.3 \(Who Is Exempt From SNAP E&T\)](#), [6.12 \(Failure to Comply With SNAP E&T Requirements\)](#). For information on sanctions for refusing or quitting suitable employment, see [6.15.6 \(Refusing or Terminating Employment\)](#), [7.6 \(Suitable/Unsuitable Employment\)](#).

The following sanction provisions apply to non-Public Assistance mandatory SNAP E&T participants who fail to participate, comply, accept employment, or voluntarily quit suitable employment while participating in SNAP E&T. When a mandatory participant fails, without good cause, to comply with these requirements, the county agency must determine if it must sanction the participant or the entire Supplemental Nutrition Assistance Program (SNAP) unit.

- If the participant is the Principal Wage Earner (PWE), the county agency will sanction the ENTIRE UNIT. NOTE: During a sanction the unit cannot designate someone else as the PWE simply to avoid the sanction.
- If the participant is NOT the PWE, the county agency will sanction ONLY the PARTICIPANT.

The county agency determines the Principal Wage Earner (PWE) at the time of application, recertification, and when unit composition changes.

If there is more than 1 adult, the county agency will give the adults in the unit the option to designate which adult is the PWE.

- For units with NO CHILDREN in the unit who do NOT designate which adult is the PWE: The PWE is the unit member with the most earned income in the 2 months before the date of application, voluntary quit, or work registration non-compliance.
- For units that include an adult parent(s) with children in the home OR an adult unit member(s) with parental control over children in the home who do NOT designate which adult is the PWE: The county will designate the PWE.
- If you cannot determine who to designate as the PWE based on the information above, the primary contact person is the PWE.

As a result of the sanction, the participant's or household's SNAP benefits will be terminated starting on the date specified in the county agency's 10-day notice to the participant.

Apply the length of the sanction for each occurrence as follows:

- **FOR THE 1ST OCCURRENCE:** Loss of SNAP for 1 month or until compliance, whichever is longer.
- **FOR THE 2ND OCCURRENCE:** Loss of SNAP for 3 months or until compliance, whichever is longer.
- **FOR THE 3RD AND ANY SUBSEQUENT OCCURRENCE:** Loss of SNAP for 6 months or until compliance, whichever is longer.

ABAWDs have until the end of the month PRIOR to the effective date of the SNAP closing to cooperate with SNAP E&T Orientation/Work Requirements.

Apply the sanction policy until the client does 1 of the following:

- Serves the minimum sanction period, and verbally agrees to comply with SNAP E&T during the SNAP application process.
- Leaves the unit's home.
- If a unit member who failed to comply joins another unit as that unit's PWE, the entire new unit is ineligible for the remainder of the sanction period.

SANCTIONS FOR FAILURE TO COMPLY

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- If a unit member who failed to comply joins another unit where that person is NOT the PWE, ONLY that person is ineligible for the remainder of the sanction period.
 - If a unit is disqualified because the PWE failed to comply and a new person who is not under SNAP E&T sanction joins the unit as the PWE, the county agency will end the sanction for the other unit members. The county will require a new application and prorate benefits from that date.
 - Becomes exempt from work registration or SNAP E&T participation. However, the sanction will not end for this reason until the minimum sanction period has been served.

Applicants for SNAP who have been in SNAP E&T sanction status continuously for at least 1 year do not have to comply with the previous requirements that caused the sanction.

After continuously being in SNAP E&T sanction status for at least 1 year, a participant who meets all other eligibility conditions qualifies for reinstatement of benefits by reapplying for SNAP.