



**SNAP E&T MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 01/2014**

5.12 (Employment Plan (EP)) updates the form name of Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Employment Plan due to title change.

6.12 (Failure to Comply With SNAP E&T Requirements) deletes the 1st paragraph because the American Recovery and Reinvestment Act (ARRA) and the statewide ABAWD waiver ended September 30, 2013.

6.15.6 (Refusing or Terminating Employment) deletes the 1st paragraph because the American Recovery and Reinvestment Act (ARRA) and the statewide ABAWD waiver ended September 30, 2013.

The Employment Plan (EP) is a written plan specifying in detail the services to be provided to a participant, the requirements with which the participant must comply and the consequences for failure to comply. An EP must be developed within 30 days of the person being referred to SNAP E&T and must be based on the employability assessment conducted for the participant. The employability assessment and EP must be done in consultation with the participant. The participant must sign and receive a copy of the EP. Participants who refuse to cooperate with development of the plan or to sign the plan are considered non-compliant with SNAP E&T.

Use the [Supplemental Nutrition Assistance Program Employment and Training \(SNAP E&T\) Employment Plan](#) developed for SNAP E&T clients.

Counties may develop their own Employment Plan form. The county designed EP form must contain these standard components:

- A specific employment objective that the participant is working toward.
- The specific services to be provided that will lead to that objective.
- The dates, times, and locations of where services will be provided.
- The hours of activity required each week.
- Requirements for daily activity.
- Job search, job acceptance, and job retention requirements.
- Information about the consequences of failing to comply with the EP.
- The name and telephone number of an Employment Service Provider (ESP) contact person.

The plan of services must address the need to work or participate in work activities at least 80 hours per month in order to earn additional months of Supplemental Nutrition Assistance Program (SNAP) eligibility. Except for SNAP E&T job search and job club, all SNAP E&T activities count toward the 80-hour per month Able-Bodied-Adults Without Dependents (ABAWD) work requirement. Participation in Workforce Investment Act (WIA) job search WILL count toward the 80-hour requirement, if participants are co-enrolled in WIA for job search. The ESP is responsible for co-enrolling a participant.

An EP must be developed for each episode of SNAP eligibility.

FAILURE TO COMPLY WITH SNAP E&T REQUIREMENTS

6.12

When the Employment Service Provider (ESP) determines that a mandatory participant has failed, without good cause, to participate in and cooperate with SNAP E&T or to accept any bona fide offer of suitable employment, the ESP must provide timely notice to the participant. The ESP must mail or hand deliver the notice to the participant within 24 hours of the determination of non-compliance. See [6.12.3 \(Good Cause for Failure to Comply\)](#).

The ESP must also send a copy of this notice to the county agency at the same time it is provided to the participant. The ESPs and county agencies must establish and maintain effective communication regarding SNAP E&T program operations and sanction procedures to assure that both are informed of all relevant facts and circumstances.

If the ESP is unable to use a DHS notice and instead uses an alternate notice, the alternate notice must be approved through the county plan process and must contain all of the following:

- The specific requirement(s) that were not complied with.
- The factual basis for determining that the participant failed to participate or comply with the requirement(s).
- A statement that the county agency will terminate Supplemental Nutrition Assistance Program (SNAP) benefits due to the failure to participate or comply.
- A request that the participant explain his/her failure to participate or comply.
- A statement that a sanction will not be imposed or will be lifted if the participant had good cause for failing to participate or comply.
- A request that the participant inform the county agency or ESP if he/she had good cause for failing to participate or comply.
- A statement of the participant's appeal rights.

Using information provided by the ESP and any information the participant presents, the county agency must make the final determination of good cause for non-compliance with SNAP E&T requirements. If the county agency determines that the participant had good cause for failing to participate or comply, or for refusing to accept suitable employment, a sanction must not be imposed.

If the county agency determines that the participant did not have good cause for failure to participate or comply or for refusing to accept suitable employment, the county agency must send or give the participant a 10-day notice of termination from assistance. See [6.12.3 \(Good Cause for Failure to Comply\)](#).

REFUSING OR TERMINATING EMPLOYMENT

6.15.6

Federal regulations specify that households will be subject to disqualification from receipt of Supplemental Nutrition Assistance Program (SNAP) benefits if the Principal Wage Earner (PWE), without good cause, quits employment of 30 or more hours per week (or employment that weekly paid a wage equal to 30 hours times federal minimum wage) within 60 days of applying for SNAP benefits.

Disqualify only the client when a non PWE fails to participate, cooperate, accept employment, or voluntarily quits suitable employment within the 60 days before application or while receiving SNAP.

In the case of an **applicant** PWE who is determined to have quit employment without good cause, the household's eligibility will be denied and the household will be disqualified from receiving SNAP benefits for 90 days, starting from the date of quit. For a non-PWE applicant, disqualify only the individual for 90 days from the date of quit.

In the case of a **participant** PWE who is determined to have quit employment without good cause, the household must be disqualified from receiving SNAP benefits for 3 calendar months, starting with the 1st of the month following timely notice. If you are unable to disqualify the unit for 3 months because the quit or determination of the quit occurs in the last month of the certification, cite overpayments for SNAP benefits issued the month following the month the PWE quit. Apply this provision to non-PWE participants but only disqualify the individual.

This provision does not apply if the client meets any of the following:

- The PWE is exempt from work registration or SNAP E&T participation, EXCEPT that the exemption for a person working 30 or more hours per week may not be used in this situation.
- The PWE quits self-employment.
- The PWE reduced his/her hours while working for the same employer, or quits a job at the employer's demand. However, a federal, state, or local government employee who is dismissed because of participating in a strike is considered to have quit employment.
- The PWE accepted equivalent employment.

A PWE disqualified for quitting a job carries the sanction from 1 assistance unit to another if the person joins another unit as that unit's PWE.

Once started, the disqualification period runs without interruption unless any of the following happen:

- The PWE returns to the same job.
- The PWE accepts equivalent employment.
- A new member joins the unit as the unit PWE.
- The PWE becomes exempt from work registration or SNAP E&T participation, for a reason other than receiving unemployment compensation.

A leave of absence is NOT considered refusing or terminating employment.

