

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services

OPERATION MANUAL
Volume IIA

OMTL-[497](#)

Supplemental Nutrition Assistance Program (SNAP) Work Requirements

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MS 1050

FREQUENTLY USED TERMS

(1)

Several terms are frequently used in connection with SNAP work registration and ETP. These items are detailed here and are used without further explanation throughout this volume.

1. ABAWD Able-Bodied Adults Without Dependents
2. DCBS Department for Community Based Services
3. ETP Employment and Training Program
- [4. GED General Education Development
- 5.] IPV Intentional Program Violation
6. KTAP Kentucky Transitional Assistance Program
7. KAMES Kentucky Automated Management Eligibility System
8. KWP Kentucky Works Program
9. KYIMS Kentucky Information Management System
10. NAB Nutrition Assistance Branch
11. OJT On the Job Training
12. OTIS Online Tracking Information System
13. SSI Supplemental Security Income
14. SSA Social Security Administration
15. TAA Trade Adjustment Assistance
16. UIB Unemployment Insurance Benefits
17. VES Vocational Education Skills
18. WEP Work Experience Program
19. [WIOA Workforce Innovation and Opportunity Act]
20. WPP WEP Placement Pending

MS 1100

OVERVIEW

(1)

- A. Work registration is a technical eligibility factor for participation in the Supplemental Nutrition Assistance Program (SNAP). Every able-bodied household member age 18-59, must work register unless otherwise exempt. In some situations head of household members age 16 or 17 may be required to work register.
- B. Nonexempt members are work registered annually at application, recertification, or member add.

[Work registration is completed annually (12 months). Ineligibility of the member or correct discontinuance of the member's case for any reason does not void the member's work registration, as the member is registered with the Office of Employment and Training (OET) and will continue to be registered with OET for 12 months. The member is considered work registered once confirmation of work registration is received from OET. The member who is required to register for work or the person making application can agree to register the member for work; however, each member is responsible for completing the on-line registration with OET for themselves.]

- C. Excluded household members are required to register for work unless otherwise exempt. This includes ineligible aliens, members who are serving an IPV disqualification or individuals removed from the case for failure to provide a verified Social Security number.
- D. In selected counties, some work registrants are required to participate in work activities in order to be eligible for benefits.

MS 1550 WORK REGISTRATION PROCEDURES (1)

- A. [At initial application, reapplication, recertification, member add or case change, determine which household members are required to register for employment. A member is required to work register annually unless participation is interrupted by discontinuance, ineligibility or a change in the member's exemption status.

If a member is required to register for work, an RFI will be issued advising the household. The RFI will instruct the member to register for work on the Office of Employment and Training's (OET) website or in a local OET office. When a member work registers they will fill out a resume on the OET program, Focus. When the resume is finished, the client is required to print the resume review screen to turn in as verification of registering to work.

The household is required to provide verification of each member's work registration. The worker will process the verification by accessing the work registration screen in the application.

If a member agrees to register for work:

1. Explain and provide form FSET-101, SNAP Employment and Training Fact Sheet, to the member at application, member add and at each recertification. This form explains work registration requirements, participant expenses, component choices, the recipient's rights and responsibilities, and the consequences of failure to comply with work registration requirements. Document comments with information, such as refusal of a member to work register or the reason a currently registered member becomes exempt.
 2. Active members must not be registered more than once in a 12-month period.
 3. If an expedited member refuses to work register due to disability, indicate that the member has a disability pending in order for the application to be approved with postponed verification. This will also prevent the member from being disqualified pending postponed verification.
 4. If the head of household refuses to register for work, answer "No" to indicate that the member is not agreeing to work register on the Expedited question screen, as this makes the household ineligible for expedited service.
- B. If the household's benefits were incorrectly terminated and a reinstatement is completed through the case change or application process, DO NOT change the ORIGINAL work registration date. This includes members who were incorrectly discontinued and were reinstated per instructions from the Division of Family Support.]

MS 1555 [SNAP WORK REGISTRATION FOR KTAP APPLICANTS] (1)

[Recipients are required to meet SNAP work registration requirements until the KTAP application is approved or denied. The following procedures explain how this is accomplished.

- A. If the mandatory work registrant has a KTAP application pending:
1. Answer "Yes" to indicate that the member agrees to work register; and
 2. Select "Pending" as the work registration status.

Explain to the household, that if the KTAP application is not approved and a member is not otherwise exempt, that the member will have to register for work in order to not have a disqualification and be eligible for SNAP.

- B. When the KTAP application is approved prior to disposal of the SNAP action, the SNAP member's information will be updated by the system as it will recognize that the member is now exempt.
- C. When the KTAP application is denied prior to the disposal of the SNAP action, the member will be required to register for work.
- D. When the SNAP application is disposed prior to the KTAP application, process a case change to update the SNAP member's information.]

MS 1650 EXEMPTIONS (1)

Exempt the following household members from work registration. If the exemption is questionable require verification.

A. Persons age 17 or under as follows:

1. Persons under 16 years of age. If the child's 16th birthday falls within a certification period, the child is registered for work at the next scheduled recertification, unless qualified for another exemption.

If the child's 16th birthday is on the first day of the new certification period, do not delay work registration. Work register the member during the last month of the current certification period with an effective date of the first month of the new certification period. If the child's 16th birthday is on ANY OTHER day of the month, wait until the next scheduled recertification to complete work registration;

2. A 16 or 17 year old who is NOT the head of household; or
3. The 16 or 17 year old head of household who is attending school or enrolled in an employment and training program at least half time.

B. Persons who are 60 years of age or older.

- C. [Persons who are physically or mentally unfit. If a mental or physical disability is claimed and the disability is NOT evident, verification is required. Answer "YES" to the gatepost question which asks if anyone is incapacitated or unable to work. Request verification if not provided. Document the case record concerning the verification used to support the member's determination of disability. Appropriate verification consists of but is not limited to:

1. Receipt of temporary or permanent disability benefits including SSI or SSA; or
2. A statement or form FS-704, Statement of Disability or Incapacity, from a physician, a licensed certified psychologist, a chiropractor who is licensed by the Kentucky State Board of Chiropractic Examiners, a social worker, or a certified, licensed health professional commenting on a disability within the realm of his expertise.

A chronically homeless person may be considered physically or mentally unfit if:

1. The person has been continuously homeless for a year or more; and
2. It is obvious to the worker that the person is unfit for work.

- D. All adult KTAP recipients. These members are required to participate in KWP unless otherwise exempt. However, members who apply for SNAP and KTAP simultaneously must work register to meet the SNAP requirements. This

exemption cannot be used to cure a disqualification imposed because the member failed to comply with KWP or UIB work requirements.]

- E. A parent or other household member who is ACTUALLY RESPONSIBLE FOR THE CARE of:
1. A dependent child UNDER six. If the child's sixth birthday falls within a certification period, the individual responsible for the care of the child is registered for work at the next scheduled recertification; or
 2. An incapacitated person. The case record must contain verification from a certified medical provider that the incapacitated individual requires care from the person seeking the exemption.

Item E. 1 or 2 applies even if the child or incapacitated person is NOT a household member in the SNAP case.

Example: John lives with his Aunt Susie and her 4 yr old daughter, Kelly. They request and are eligible for separate household status. John babysits Kelly while Aunt Suzie works full time. John is exempt work registration due to care of child under age 6.

- F. Persons in receipt of UIB or who have applied for but have not yet begun to receive UIB. If the member appeals a UIB denial, they remain exempt work registration during the appeal process.
- G. A regular participant in drug addiction or alcoholic treatment and rehabilitation program. Regular participation is both determined and verified by the center.
- H. Persons employed or self-employed, including in-kind income, who are working a minimum of 30 hours per week or have earnings at least equal to the Federal minimum wage multiplied by 30 hours. This includes migrant and seasonal farmworkers under contract or similar agreement with an employer or crew chief to begin employment within 30 days.
- I. Persons enrolled at least half-time in any recognized school, training program, or institution of higher education, provided that person meets the conditions of being an eligible student. This includes aliens who are participating in training programs approved, funded or authorized by the Office of Refugee Resettlement. This does not include members enrolled in a GED, Adult Basic Education, Literacy Program, Vocational Education program, or institution of higher education through placement by ETP.

A student remains exempt during normal periods of class attendance, vacation and recess unless the student graduates, is suspended or expelled, drops out, or does not intend to register for the next normal school term excluding summer school.

Persons who are not enrolled at least half-time or who experience a break in their enrollment status due to graduation, expulsion, suspension or who drop out or otherwise do not intend to return to school are NOT considered students for the purpose of qualifying for this exemption.

- J. Household members who are applying jointly for SSI and SNAP through the SSA office have requirements for work registration waived until:
1. They are determined eligible for SSI and thereby become exempt from work registration; or
 2. They are determined ineligible for SSI and, where appropriate, a determination of their work registration status occurs at the next certification action.
- K. [Work registration exemption at application/recertification and member add is determined by the system based on how applicable questions are answered. It is very important that each member's information is carefully reviewed at each case action that may affect work registration status.]

MS 1700

LOSS OF EXEMPTION

(1)

When a work registration exemption no longer exists do the following:

- A. Individuals who lose work registration exemption status due to any change in circumstances are required to register for employment at the time the change is reported.

[The member is considered work registered when the work registration is confirmed by the Office of Employment Training (OET).]

- B. Recipients who lose work registration exemption may also be subject to additional work requirements if he/she is an ABAWD. Review each member's information screens when work registering the member to ensure ABAWD status is correctly determined based on system entries.

- C. When a change is reported that results in a loss of SNAP work registration exemption, the member must be work registered according to the following:

1. [If the change in work registration status is reported in person or phone, by either the household member required to register or by another member who is willing to register the individual, explain that the member must work register through OET and document case comments.

2. If a household reports a loss of work registration exemption and the member required to register is unavailable and another member is unwilling to register the individual:

- a. Answer "No" that the member does not agree to register.
- b. Enter the work registration status as "Pending" so the system will pend the change for 10 days and produces an RFI requesting the member register for work.
- c. If the member fails to register by the end of the 10 day period the member will be disqualified and a notice will be generated to inform the member of the disqualification. If the member registers for work within the 10-day timely notice period, adverse action is avoided.]

MS 1705 LOSS OF EXEMPTION FOR 18-YEAR-OLDS (1)

[When a child in a SNAP case turns 18 years old during the certification period, the member must be work registered as part of the next scheduled recertification process, unless the member qualifies for another exemption.]

MS 1750

CHANGE IN EXEMPTION

(1)

- A. Work registered members who are required to comply with work requirements, are not subject to those requirements if the member becomes EXEMPT from work registration, unless K-TAP or UIB noncompliance is involved. Refer to [MS 4500](#).
- B. Members whose change in age exempts them from work registration requirements are exempted at the household's next recertification, unless another change is reported which is subject to reporting requirements.

MS 2000

ABAWD OVERVIEW

(1)

[The following provides a general overview of the work requirements for ABAWDs.

- A. ABAWDs are able-bodied individuals between 18-49 years of age who do not have a person under age 18 as a member of their SNAP household. For this policy a dependent child is defined as a person under age 18 who is a member of the SNAP household. ABAWDs are exempt from these provisions when they reach age 50.
- B. ABAWDs may receive benefits for 3 months, consecutive or otherwise within a 36-month period, if not in compliance with work requirements. ABAWD provisions became effective 12/1/96.
- C. The system tracks the compliant and noncompliant months for participants who must meet these requirements. A compliant month is a month in which an ABAWD is either exempt as specified in [MS 2105](#) or by complying with the requirements as specified in [MS 2100](#). A noncompliant month is a month in which an ABAWD is not exempt and not meeting the requirements. This is considered a BA month. In addition, an ABAWD can receive bonus months after accumulating 3 noncompliant (BA) months as specified in [MS 2750](#). Pro-rated months DO NOT count as a BA month.]

MS 2100 ABAWD WORK REQUIREMENTS (1)

- A. [ABAWDs must comply with specific eligibility criteria and provide verification if required, to maintain eligibility for SNAP benefits. To be eligible the ABAWD must:
1. Be exempt from ABAWD work requirements due to residing in an ABAWD waiver county;
 2. Be working 80 hours per month. The employment can be working for money (this includes self-employment), in-kind work or unpaid (volunteer) work, or any combination of these. This would also include when someone works for rent instead of paying. The hours of in-kind/unpaid income must be verified. Individuals on strike or on temporary layoff are not considered employed. ABAWDs who are on sick leave from a job, whether paid or unpaid, are in compliance as long as they continue to be considered an employee of the business;
 3. Participate at least 20 hours per week in a work program funded by WIOA or TAA. Households are required to report within 10 days any change in work hours that brings them below the required 20 hours per week. Participation verification is required; or
 4. Participate in and comply with the requirements of WEP or VES. WEP and VES are components of ETP. Verification is required.
- B. Nonexempt ABAWDs who fail to comply with the above requirements accumulate noncompliant months. An ABAWD can accumulate only 3 noncompliant months in a 36 month period before becoming ineligible for benefits. Noncompliant months are not to be confused with months in which an ABAWD is disqualified due to not complying with the ETP work requirements.
- C. ABAWDs are assigned compliant months if exempt from ABAWD provisions or in compliance with ABAWD requirements.
- D. The following procedures apply to system questions related to determining ABAWD eligibility.
1. Verification of ABAWD eligibility questions is optional. If not verified, the case does not deny or discontinue solely for lack of this verification. At the end of the timely processing timeframe the case will process without this verification and any month for which ABAWD eligibility is not established is considered a noncompliant month.
 2. Hours will be systematically converted in order to determine if the member is working 80 hours or more/month.
 3. When self-employment, farm or earned income is end-dated, review the case for ABAWD bonus period eligibility.
- E. Ineligible aliens are not required to cooperate with ABAWD activities.]

MS 2250 COMPONENTS (1)

There are two ETP components: The Work Experience Program (WEP) and Vocational Education Skills (VES).

A. [WEP: The goal of this component is to assist participant's transition from unpaid to paid employment. In addition, it provides on the job experience for participants. Participation is required on a year-round basis to meet ABAWD provisions. The ETP worker develops WEP slots with public and private non-profit agencies. Complete form KWET-241, WEP Training Site Agreement, when a participant is placed at a WEP site. Encourage ABAWDs to choose this component if they are not otherwise meeting work requirements.]

1. WEP participants must complete an initial 30-day job search prior to placement at a WEP site. Participants who fail to comply with the 30-day job search are considered not compliant and are subject to disqualification.
2. WEP participants do not receive wages. The value of their SNAP allotment is worked off in lieu of wages.
3. Each ABAWD is responsible for earning his/her own share of the SNAP allotment.
4. The minimum monthly number of hours that each WEP participant is required to volunteer shall be determined by:
 - a. Dividing the SNAP allotment by the number of ABAWDS who are subject to the work requirement; and
 - b. Comparing the individual pro-rata share of the SNAP allotment to the chart below.

PRO-RATA SHARE OF ALLOTMENT	NUMBER OF HOURS REQUIRED TO WORK PER MONTH
\$0 through 49	5 hours;
\$50 through 99	10 hours;
\$100 through 149	15 hours;
\$150 through 199	25 hours;
\$200 through 249	30 hours;
\$250 through 299	35 hours;
\$300 through 349	40 hours;

\$350	through	399	50 hours;
\$400	through	449	55 hours;
\$450	through	499	65 hours;
\$500	through	549	70 hours;
\$550	through	599	75 hours;
\$600	through	649	85 hours;
\$650	through	699	90 hours;
\$700	through	749	100 hours;
\$750	through	799	105 hours; and
\$800		and up	110 hours

5. [ABAWDs must participate in WEP. ABAWDs who refuse a WEP placement are considered to be in noncompliance and are subject to disqualification. ABAWDs who wish to sign up for VES must participate in WEP until they can enter VES training.]
 6. The WEP component lasts for 12 months; unless the ABAWD enters VES, becomes otherwise exempt from ABAWD requirements or meets ABAWD requirements in another way. At the end of the 12th month, review KWET-241 with the WEP site agency to determine if the agency wants to continue to provide a placement for the participant. If the placement will continue, complete a new KWET-241.
 7. The Department for Community Based Services carries accident insurance on WEP participants. Refer to Volume IIIA, [MS 4300](#).
- B. [VES: This component is offered to build skills that lead to full-time employment. The nature of the training course determines the length of participation. VES is a referral for the Workforce Innovation and Opportunity Act (WIOA) related or vocational training courses for ABAWDs.]
1. Participation in a vocational school must be a minimum of 20 hours per week. If the ABAWD does not complete 20 hours per week they are not in compliance. However, if the ABAWD is assigned a course for less than 20 hours, the ABAWD can participate in WEP to make up the difference. The VES component can last from 9 to 12 months.
 2. [ABAWDs who select the VES component must complete the 30-day job search and are placed in WEP until they actually begin classes. Once VES is completed, the ABAWD is returned to the WEP component, unless otherwise exempt or meeting ABAWD requirements.]

3. If a WIOA funded training course is not available, make a direct referral to the vocational school in order for the participant to apply for financial aid. Contact the local vocational schools to determine the deadline for financial aid applications.]
4. To avoid interruption in vocational training, participants in VES are not required to keep a face-to-face follow-up interview. The required verification of participation may be mailed each month to the ETP worker.
5. VES placement procedures:
 - a. [Ensure that the ABAWD is referred for WIOA certification if appropriate. Follow procedures outlined by the local workforce investment area concerning WIOA certification. Contact the local Department for Workforce Investment office for the nearest agent. If WIOA funding is not available in your county, refer the ABAWD directly to the vocational school.]
 - b. Complete form FSET-104, SNAP Employment and Training Referral.
 - c. Explain to the participant the requirements for form FSET-145, Employment and Training Program Activity Report, and the mailing procedures for the follow-up review.
 - d. If form FSET-104 is returned stating that the participant cannot be enrolled, the participant remains in WEP.
 - e. If form FSET-104 is returned indicating enrollment, change the WEP component to VES.
6. [Document all actions on the Activity Progress Screen.]

MS 2300 ABAWD TRACKING (1)

[All questions relating to ABAWD policy must be answered accurately and entered timely to monitor work requirement compliance. Statistics are accumulated based on system entries.

- A. ABAWD compliance is internally tracked based on responses to the member's information questions. Compliant and noncompliant months are tracked based on the data entered for each member. The member will not appear on tracking for any month in which the member is disqualified due to not meeting ETP work requirements as the member will not be active.
- B. ABAWD tracking codes are system applied. They are as follows:
1. AD Individual is age 60 or older;
 2. AG Exempt for Individual less than 16 years old;
 3. AH Exempt for 16 or 17 year old that is not head of household;
 4. AO Individual needs to work register during next recertification;
 5. AS Exempt for 16 or 17 year old that attends school or employment training program at least half time;
 6. BA Noncompliant ABAWD Month;
 7. BM Bonus Month;
 8. CC Cares for a dependent child under 18 years old;
 9. CI Cares for an incapacitated individual in home;
 10. DA Participant in drug addiction or alcoholic treatment and rehabilitation program;
 11. DI Disabled individual;
 12. ER Exempt from Work Registration;
 13. FP Living in a 15% exemption county;
 14. KT Receives KTAP;
 15. OT Other;
 16. PC Providing care for a child under age 6;
 17. PG Pregnant;
 18. PM Prorated Month;
 19. SA SNAP application received from SSA;
 20. SI Receiving SSI/RSDA benefits;
 21. SS Student Status;
 22. UD Appealing UIB;
 23. UI Applied for/receiving UIB;
 24. VE VES component;
 25. WC Living in a Waiver County exempt from ABAWD requirements;
 26. WE Work Experience Program; and
 27. WF Works 80 hours per month;
- C. An ABAWD tracking code is assigned for every SNAP recipient age 18- 49, regardless of the county of residence, each time the case is recalculated. These codes are collected when that month's benefits are issued. It may be necessary to change the tracking code because of information received at a later date.

When a recipient reports or you otherwise become aware of an ongoing change in ABAWD eligibility:

1. Enter the appropriate information for the member on the system. This ensures that the correct tracking code is assigned for future months.]
 2. Determine when the ABAWD change took place.
 - a. Review the ABAWD tracking code already system-assigned for that time period.
 - b. The Field Services Supervisor or principal worker manually corrects the tracking code as needed.
- D. [After each issuance, a tracking code is accumulated for that benefit month. Non-complaint months can be viewed through "Individual Summary"

To change or add a non-complaint month, select "Manage ABAWD Months" and add the month.]

Example: ABAWD reports at 3/08 recertification interview that a 13-year-old child has moved into the household 2/20/08. February becomes a compliant month and the member is exempt from ABAWD work requirements for as long as this situation exists, or until the child turns 18. Access the member's ABAWD months off of the Individual Summary page and correct the member's tracking code for February.]

- D. Change in the tracking code which changes a month from a compliant month to a noncompliant month may result in member ineligibility.

If the tracking code is the only change and the change does not affect ongoing eligibility, the case does not pend for adverse action. However, the case does pend for adverse action if an ABAWD becomes ineligible and there are less than 10 days left in the month.

EXAMPLE: At application in 9/08, a member is credited with being employed 20 hours per week. In 2/09 at the recertification interview it is discovered that the member was fired in 12/08. He did not work at least 80 hours in 12/08 and did not otherwise meet ABAWD requirements. When the tracking codes for 12/08, 1/09 and 2/09 are corrected to reflect noncompliance, the member becomes ineligible for SNAP effective 3/09, unless otherwise exempt.

MS 2355

RETURNING ABAWD

(1)

[Returning ABAWDs are processed as follows:

- A. This involves ABAWDs who:
 - 1. Reapply or are added to a SNAP case;
 - 2. Already have 2 noncompliant (BA) months; and
 - 3. The application/member add month is the third BA.
- B. If you have this case situation, the member will be determined an eligible ABAWD for the application/member add month and removed effective the next administratively feasible month.]

MS 2450 OUT OF STATE ABAWD (1)

Do the following for household members subject to ABAWD requirements if they received SNAP in another state:

- A. Contact the other state(s) concerning the member's ABAWD status. Any month in the last 36 months for which the individual received SNAP must be determined as a compliant, noncompliant or bonus month as follows:
 1. Send form PAFS-28, Out-of-State Inquiry, or contact the agency by phone;
 2. Determine if the applicant received SNAP for any month in the last 36 months, and was not exempt from ABAWD requirements;
 3. Accept the other state's documentation. It is the responsibility of the other state to verify the member's ABAWD status; and
 4. Document the case record thoroughly.
- B. [Update the ABAWD's months on the system to reflect the information provided by the out-of-state agency. Go to the Individual Summary page for the member and click on "Manage ABAWD Months" to make updates.]
- C. If the other state refuses to supply this information, contact NAB and provide the address and phone number of the out-of-state agency.
- D. Do not hold the application pending past the 30 day timeframe to verify noncompliant months. Assume compliance and correct the member's tracking report when verification is received from the out-of-state agency.

MS 2500 PROCEDURES FOR NON-EXEMPT ABAWD (1)

[The following are the procedures for when an individual who is a non-exempt ABAWD applies for SNAP.

- A. The individual must agree to be assessed at the time of application.
1. Assess the ABAWD for job readiness and explain the employability plan. Update the member's "Activity Progress." Enter the participant's job or vocational goal, and anticipated expenses. If the assessment is done via phone, have the individual sign the form in person or via Voice Signature.
 2. Provide forms FSET-101, SNAP Employment and Training Fact Sheet, and FS-500.1, Able-Bodied Adults without Dependents-Fact Sheet.
 3. Explain the ABAWD requirements, including Job Search and WEP/VES placement, to the individual. In addition, explain that form FSET-108, Job Search Contact Report, will when the case is approved.
 4. Explain that individuals are eligible for a transportation payment up to \$25 based on anticipated expenses. Client statement is accepted as verification of the amount. The transportation payment is issued in advance. Transportation payments are issued as a manual issuance from Benefit Management.
 5. Advise the individual that failure to comply with the ABAWD requirements will result in a disqualification.
- B. The assessment can only be completed by the individual for whom it is required. The head of household or authorized representative cannot complete the assessment for members that are not present either in the office or on the phone.
- The assessment must be mailed for completion by members who are not available to complete it at the time of certification or case change via form FSET-614, Counseling Record/Employability Plan. Forms FSET-614 and FSET-108 are issued to those members once the case is approved.
- When form FSET-614 is returned, update the assessment by clicking the ETP Assessment button on the member's Individual Summary screen.
- C. The individual must make 12 job contacts within 30 days and document the contacts on form FSET-108. The ABAWD is in compliance during the 30-day job search. The system will schedule a follow-up appointment for 30 days from the date that the application is approved. Each member must provide the form at the follow-up appointment.
- D. The transportation payment up to \$25 is based on anticipated participation expenses.

- E. If the individual fails to keep the follow-up appointment or to provide a completed form FSET-108, initiate conciliation. Refer to [MS 3700](#) for conciliation procedures.
- F. If the individual keeps the follow-up appointment, review form FSET-108 to verify WEP compliance. Randomly select at least one job contact to verify that the ABAWD made contact with an employer. If a job contact cannot be verified, initiate conciliation.
- G. During this follow-up appointment, if the individual is not currently working or not ABAWD exempt for any other reason, have the individual sign form KWET-241, WEP Training Site Agreement, and refer the individual to WEP work sites or VES providers. Issue a transportation payment up to \$25 based on anticipated participation expenses for the next month.
 - 1. Access Benefit Management to determine the amount of benefits received by the household and refer to Volume IIA, [MS 2250](#) to determine the number of hours required for the individual(s) to participate in WEP.
 - 2. Give and review with the ABAWD form FSET-145, Employment and Training Program Activity Report. Ensure that the ABAWD understands that the form must be completed correctly each month to remain in compliance with ABAWD policy and to receive up to \$25 transportation payment.
 - 3. Once the KWET-241 has been signed by the training site representative and the WEP placement is completed, an FSET-145 will be system generated each month to track compliance.
 - 4. If the ABAWD is in compliance each month, authorize a transportation payment up to \$25 based on anticipated expenses for the next month within 7 work days.
- H. If the individual is currently working 80 hours or more per month at the first follow-up appointment, and once the worker verifies the number of hours, the member will be exempt from ABAWD provisions. When doing this change, the ABAWD questions must be updated to show the exemption.
- I. If at any time, an ABAWD becomes noncompliant, initiate conciliation.
- J. Update the "Activity Progress" screen with all case actions.
- K. Complete member adds as follows:
 - 1. If the ABAWD is in the office, complete the assessment; or
 - 2. If the household requests an ABAWD member added over the phone, complete the member add and generate the assessment, FSET-108, FSET-101 and FS 500.1. The assessment must be returned within 10 days. If the assessment is returned timely, the system will automatically schedule a follow up appointment for 30 days from the date the signed assessment is received. During this 30 day period, the member must

complete the job search. The member can come in any time between receiving the FSET-108 and the 30 day follow up appointment if they have completed the job search.

3. If the member keeps the appointment, update "Activity Progress" screen and print it off for signature. Issue a transportation payment of up to \$25.
 4. Repeat steps F-K.
- L.] If the application is denied, no further action is required.

MS 2550 GOOD CAUSE DETERMINATION (1)

When a member fails to comply with a work related requirement, determine if the member has good cause.

[Good cause exists when circumstances beyond the member's control prevent compliance. Good cause can only last 30 days. If good cause is expected to last less than 30 days, this short term status must be re-evaluated at the end of 30 days. If the member's circumstances require good cause placement for more than 30 days, review the member's work registration status for possible exemption.]

Accept the member's statement for verification unless questionable. Good cause circumstances include but are not limited to the following:

1. Illness or incapacity of the member;
2. Illness of another household member, requiring the presence of the member;
3. A household emergency;
4. Unavailability of transportation, with no other readily accessible alternative means of transportation;
5. Lack of adequate child care for children ages 6-12;
6. Inclement weather which prevents the participant from traveling;
7. Temporary incarceration or court appearance; or
8. [Excessive expense for transportation. Refer to [MS 2600](#) for determination procedures.

When an ABAWD has good cause for failure to fulfill the required number of hours in a given month, that month is NOT considered a noncompliant (BA) month.]

MS 2700

ABAWD NONCOMPLIANCE

(1)

- A. Noncompliant (BA) months accumulate when the member is NOT meeting ABAWD work requirements. Pro-rated months are not counted as a noncompliant month. A month in which an ABAWD is disqualified for not meeting the ETP work requirement is not counted as a noncompliant month as the member is not active.
1. [ABAWDs who accumulate 3 BA months within a 36-month period are ineligible for future benefits unless the member complies or becomes exempt from ABAWD requirements. BA months do not have to be consecutive.
 2. The system tracks compliant and noncompliant months for all ABAWDs who are issued benefits. Manual tracking of these months is not required.
 3. At each issuance the system determines the number of BA months an ABAWD has at that particular issuance. The system recalculates cases on the first work day of the issuance month. ABAWDS who are identified as having accumulated 3 BA months are generated a notice of ineligibility.

ABAWDs must be reviewed to ensure BA months have not been accumulated erroneously. If the ABAWD was not initially given the opportunity to comply before accumulating BA months, they must be allowed to do so. Complete a reinstatement, application or a member add as appropriate. The ABAWD does not need to be present to complete this action. Review tracking codes and change as appropriate. If BA months are appropriate, document the case record.]

- B. ABAWDs accumulating 3 BA months are:
1. Ineligible household members;
 2. Removed from the case effective the following month or discontinued if there are no remaining eligible household members;
 3. Included in income and resource consideration of the remaining household member's eligibility; income and deductions of ineligible ABAWDS are to be pro-rated; and
 4. Mailed a notice of ineligibility.

MS 3050

ETP OVERVIEW

(1)

[ETP is a work program that includes job search, work experience training and education to assist ABAWDs in obtaining employment. Kentucky's work programs are offered in counties which demonstrate the greatest opportunity for recipients to acquire employment. These counties are active ETP/ABAWD counties. Each county's designation as an active ETP/ABAWD county is based on its unemployment rate and job availability.]

MS 3250* COMPONENT CHOICES (1)

ABAWDs may only participate in the following allowable components to maintain SNAP eligibility. ETP funding is based on ABAWD participation.

The components listed below have been approved for ABAWD participation:

1. VOCATIONAL EDUCATION (VES) – This component is offered to build skills that lead to full-time employment. The worker refers participants through WIOA to a vocational school or any other available WIOA or TAA related employment and training course. The nature of the training course determines the length of participation. If placement is not available within 45 days of referral, refer the participant to a WEP component. If WIOA does not accept the referral, refer directly to a training program. Twenty hours of participation weekly is required to comply with component requirements.
2. WORK EXPERIENCE PROGRAM (WEP) – This component assists participants in meeting ABAWD requirements. Encourage ABAWDs to choose this component if they are not otherwise meeting work requirements. WEP participants must complete an initial 30-day job search prior to being placed at a WEP site. Failure to comply with the initial 30-day job search is considered noncompliance and makes the participant subject to disqualification. Participants must complete a specific number of hours of volunteer work per month based on the household's SNAP allotment. To determine the number of hours the recipient is required to work, see [MS 2250](#). The goal of this component is to assist participants in transitioning from unpaid employment to paid employment. Participation is required on a year-round basis to meet ABAWD provisions.

MS 3400

REPORTING CHANGES

(1)

[Changes that impact ETP participation MUST be reported.

The following changes in ETP participation status are automatically processed by the system when action is taken on a SNAP case.

1. Participant becomes ineligible;
2. Mandatory registrant becomes exempt;
3. Address change; and
4. Participant is disqualified.]

MS 3500 TRANSPORTATION PAYMENT PROCEDURES (1)

Transportation payments are paid in advance based on anticipated expenses an ABAWD expects to incur. All ETP participants are eligible for a transportation payment up to \$25 based on anticipated expenses each month, as long as the ABAWD is participating. The client's statement is accepted as verification. The payment will not exceed \$25 regardless of the amount the ETP participant spends. 30 days has to lapse between payments.

Transportation payments are authorized as follows:

1. [ABAWDS who complete the up-front assessment are eligible for up to \$25 transportation payment based on anticipated expenses. As long as the participant signs the assessment agreeing to the employability plan and anticipates having a transportation expense to complete the job search, they are eligible for a payment.]
2. ABAWDS who keep follow-up reviews each month are eligible for up to \$25 transportation payment based on anticipated expenses for the following month. This includes when the follow-up review is conducted by phone or mail. The participant signs form FSET-108, Job Search Contact Report, or form FSET-145, Employment and Training Program Activity Report, whichever is applicable, to request this payment.

MS 3600 AUTHORIZING TRANSPORTATION PAYMENTS (1)

[Transportation payments are issued as a manual issuance off of "Benefit Management" under "Tools", as a "SNAP E&T" benefit type.

- A. Authorize up to \$25 transportation payments.
- B. 30 days has to lapse between payments.
- C. For follow-up reviews which are not conducted face-to-face, use form PAFS-2, Application Letter or Notice of Expiration, to send incomplete or incorrect forms back to the participant, allowing 10 days for the return of completed/corrected forms.
- D. Document the "Activity Progress" screen with all case actions.]

MS 3700 CONCILIATION DUE TO NONCOMPLIANCE (1)

Conciliation is the process that is used to determine why the ABAWD is not participating in ETP, if there is a good cause reason for noncompliance, and to determine if any barriers exist.

- A. [Conciliation begins when the ETP worker becomes aware that there is noncompliance by the participant. This includes when the individual does not keep an appointment. If good cause does not exist, the system will do the following:
 - 1. Generate notice of conciliation contact and Request for Information.
 - 2. If the participant has not responded by the 14th calendar day, a disqualification will be imposed.
 - 3. If the participant responds on the 15th calendar day and noncompliance is resolved, the disqualification is also removed.

- B. The ETP participant must do one of the following to resolve the noncompliance and cancel the conciliation:
 - 1. Participants who fail to complete assessment, complete job search, or keep their follow-up appointment must keep an appointment within the 15-day conciliation period;]
 - 2. Participants who fail to comply with their component requirements must do so within the 15-day conciliation period; or
 - 3. Participants who fail to complete the required number of hours in WEP or VES must make up the hours within the 15-day conciliation period, and continue to meet the required number of hours ongoing.

MS 3800 IMPOSING ETP DISQUALIFICATIONS (1)

If conciliation is not successful, a disqualification is recommended.

- A. [The system will automatically apply disqualifications as appropriate based on system entry.
- B. Once it is determined that the disqualification is appropriate, DO NOT DELETE the disqualification. It must remain on the system.
- C.] Once the disqualification is imposed appropriately, the worker must change the previous months tracking to reflect noncompliant (BA) months as appropriate. Refer to [MS 2300](#) for procedures on how to change tracking.

MS 3850 ET CONCILIATION MET (1)

[If the member complies after the disqualification has been entered on the system, do the following IMMEDIATELY:

- A. If the disqualification is pending for adverse action, delete the disqualification and annotate comments.
- B. If the case has been discontinued due to imposing the disqualification and it is the month of discontinuance, do the following:
 - 1. Delete the disqualification;
 - 2. Reinstate the case using the information previously verified in the case record. The member need not be present in this situation;
 - 3. DO NOT change the previous certification end date or work registration date;
 - 4. If the original certification end date is the month the reinstatement needs to be processed, a reinstatement cannot be done. Instead, delete the disqualification and send a recertification appointment letter using form PAFS-2, Application Letter or Notice of Expiration, advising the member of the expiring certification.

If the household shows for the interview, process an application, backdating if necessary to ensure full benefits for the month of discontinuance. The application serves as the household's recertification and an interview is required.]

If the household fails to show for the interview, document case comments that the disqualification was incorrectly imposed and the household failed to appear for the scheduled recertification interview. Send the household form PAFS-2, advising that the disqualification was in error, has been deleted, and they are eligible to reapply for benefits. Do not backdate the application when the household reapplies; and

- 5. Document comments concerning case actions.
- C. If the case has been discontinued due to imposing the disqualification and it is the month after discontinuance, it is no longer possible to use the reinstatement function, do the following:
 - 1. Delete the disqualification;
 - 2. [Process an application to activate the case, backdating to the 1st day of the discontinuance effective month to prevent a loss of benefits. The member need not be present in this situation;
 - 3. If the original certification end date is the month the application is entered, a two month certification period must be given. The certification end date cannot be changed during the application, it must be shortened

through case change and there must be 10 days left in the current month. Send a recertification appointment letter using form PAFS-2 advising the member of the expiring certification; and]

4. Document comments concerning case actions thoroughly.
- D. If the case is active but the member has been removed due to the disqualification, do the following:
1. Delete the disqualification;
 2. Process a member add using the old work registration date and verification. The member need not be present;
 3. Restore benefits to the member, if appropriate; and
 4. Document comments concerning case actions.

MS 3900 CURING DISQUALIFICATIONS (1)

A disqualified member who fails to cooperate with work requirements in an active ETP/ABAWD county must serve the disqualification period, unless they become exempt from work registration during that period.

[Once the member serves the disqualification period and they have notified DCBS that they want to be added back in to a case or they have re-applied for SNAP, they must complete the activity which caused the disqualification, unless the member becomes exempt from work registration. This has to occur before eligibility can be determined.]

A. Procedures for the member who wishes to cure the disqualification, and what actions the worker must take to accomplish this process are as follows:

1. [If the member is exempt from or complying with ABAWD requirements, consider the disqualification cured. Process an application or member add, as appropriate;
2. If the member is not exempt from ABAWD requirements, the worker must first update the address/county, if changed;
3. The worker completes a case change;
4. The worker must inquire tracking to determine if 3 noncompliant (BA) months have been accumulated in the current 36 month period, and if so, follow procedures in [MS 4000](#);

If 3 BA months have not been accumulated, the ETP worker schedules an appointment for the member, to take place within 10 days;

5. If the member does not keep the appointment, they remain disqualified;
6. If the member keeps the appointment, explain what actions must be taken to cure the disqualification. The member must complete the activity that caused the disqualification within 15 calendar days;
7. If the member shows good cause for non cooperation, enter the good cause reasons, and advise the member that good cause DOES NOT cure the disqualification;
8. Once the member cures the disqualification by completing the activity, the member may reapply for benefits;
9. If the member fails to cure the disqualification, the member remains disqualified; and
10. Document comments and update "Activity Progress".

B. If the member becomes exempt from work registration during the disqualification period, the procedures are as follows:

1. Change the member's information screens to reflect the exemption;
 2. Process an application or member add, as appropriate; and
 3. Document comments and update "Activity Progress".
- C. If the member becomes exempt after the disqualification is imposed, but before the first effective month, the procedures are as follows:
1. Change the member's information screens to reflect the exemption;
 2. Delete the disqualification;
 3. Process the application or member add, as appropriate; and
 4. Document comments and update "Activity Progress".]

MS 4000 COMPLIANCE REFERRALS (1)

Compliance with ABAWD requirements is not anticipated if the member has accumulated 3 noncompliant (BA) months. If the non-exempt ABAWD wishes to comply, they must do so within 30 days. Transportation payments can be resumed once the member is placed in WEP, as long as 30 days has lapsed between payments. Use the appropriate form for the payment request.

Process ABAWD compliance referrals as follows:

- A. When the case and member are inactive, and the non-exempt ABAWD wishes to comply after accumulating 3 BA months, do the following:
 1. [Accept the application and pend;
 2. Advise the ABAWD that a WEP placement has to be completed within 30 days for ABAWD compliance, explain placement procedures if not previously done so;
 3. Once the WEP placement has been completed, enter the component type WEP;
 4. Process the pending application, if all other verification is present. If the WEP placement is not completed in 30 days, deny the application if a one member household or if more than one household member, process the application for the other members, if all other verification is present; and
 5. Document comments and update "Activity Progress".]
- B. When the case is active, without the non-exempt ABAWD and they wish to comply after accumulating 3 BA months, do the following:
 1. [Follow steps A. 4-5 above;
 2. Complete a member add; and
 3. Follow step A. 5 above.]
- C. When the case and member are inactive, and the non-exempt ABAWD wishes to comply after accumulating 3 BA months AND who also has a disqualification (which must first be served) for failing to comply with ETP work requirements, do the following:
 1. [The worker inquires tracking to determine if 3 BA months have been accumulated. Enter DCP (Disqualification Component Pending) code as the tracking code until the member completes the activity which caused the disqualification;
 2. Once the activity is completed, enter type WPP as the tracking code or enter type WEP, if the activity was a WEP placement;
 3. Advise the ABAWD that a WEP placement has to be completed within 30

- days for ABAWD compliance. Once the member complies, change WPP to WEP, if appropriate; or advise if already in a WEP placement, participation is continued for ongoing eligibility;
4. Once the ABAWD is placed in WEP, change the cure the disqualification and send form PAFS-2, Application Letter or Notice of Expiration, advising the ABAWD he/she can reapply for benefits
 5. Document comments and update "Activity Progress".
- D. When the case is active without the non-exempt ABAWD and they wish to comply after accumulating 3 BA months AND who also has a disqualification imposed (which must first be served) for failing to comply with ETP work requirements, do the following:
1. Follow steps C. 1-3 above; and
 2. Cure the disqualification and process a member add; and
 3. Document comments and update "Activity Progress".]

MS 4150* IMPOSING ETP DISQUALIFICATIONS (1)

Noncompliance occurs when an individual fails to comply with ETP requirements without good cause and conciliation is unsuccessful. A disqualification is automatically imposed based on system entries. If the disqualification is imposed in error after conciliation is successful, the case must be reinstated IMMEDIATELY.

Once a disqualification is correctly imposed, a disqualified member's ineligibility continues until the minimum period is served; the disqualification is cured; or the member becomes exempt from work registration. See [MS 2100](#).

MS 4205 VOLUNTARY QUIT/REDUCTION OF WORK HOURS IDENTIFICATION (1)

At application, recertification or case change when the worker becomes aware of a loss of employment, determine if the member subject to work registration quit a job. For applications, look back 30 days from the date of application. For active cases, review for job quits anytime during receipt of benefits.

Voluntary quit does not apply if the member is exempt from work registration requirements. The SNAP household is allowed to change the work registration exemption for who is responsible for the care of a dependent child under age 6 at any time.

Consider reduction of work hours to less than the equivalent of the Federal minimum wage multiplied by 30 hours per week, the same as voluntary quit. Use the same good cause criteria for both.

- A. To be considered a voluntary quit/reduction of work hours, the employment must meet the following criteria:
 - 1. Involve 30 hours or more per week or provide earnings equivalent to the Federal minimum wage multiplied by 30 hours per week; and
 - 2. The quit was without good cause. Refer to [MS 4250](#) for good cause criteria.
- B. Consider employees of a Federal, State or local government who participate in a strike against such government and are dismissed from the job due to participation in the strike, to have voluntarily quit a job without good cause.
- C. Consider contract employees, who choose not to renew their contract with terms comparable to those of a previous contract, although it is offered, to have voluntarily quit a job without good cause.
- D. Once a voluntary quit/reduction of work hours is verified, the work related disqualification is imposed based on system entries.
- E. Primary Wage Earner designation has no bearing on identification of voluntary quit/reduction of work hours.
- F. Do NOT consider the following changes in employment status as voluntary quit:
 - 1. Termination of a self-employment enterprise;
 - 2. Resignation of a job at the request of the employer; or
 - 3. Loss of a job through no fault of their own if the job was obtained to cure a previous voluntary quit.

- G. Consider refusal to provide sufficient information to allow a determination of employment status as non-compliance with a work requirement and a disqualification is imposed for that member.
1. If the statements or information concerning a member's loss of employment or reduction in work hours is questionable, request verification of the questionable information.
 2. Assist the member in obtaining the requested information if needed.
 3. [If all the information has been received to determine the household's ongoing eligibility except the questionable information concerning loss of employment or reduction of work hours, and that member is required to register for work, approve the application, recertification, etc., but identify that the member voluntary quit the job on the Earned Income Details screen and the system will automatically apply a disqualification for the member.]
 4. If the household provides the information after the disqualification has been imposed, and this information indicates that a voluntary quit/reduction of work hours is not appropriate, delete the disqualification in this situation. The Supervisor or Principal worker can delete the disqualification. Add the member back to the case the first effective month, and provide a supplement, if appropriate.
 5. While serving an appropriate disqualification, if the member becomes exempt from work registration requirements, the disqualification period does not have to be served, and is considered cured. The member is added back to the case the first effective month. Supplements are not appropriate if the member ends the disqualification period by becoming exempt from work registration requirements in the month of the reported change.
- H. Do not delay benefits beyond the normal processing timeframe pending determination of a voluntary quit.
- I. Once a voluntary quit/reduction of work hours disqualification has been imposed, the member must serve the disqualification period, unless the member becomes exempt work registration. After the member has served the disqualification period, he/she DOES NOT have to comply before eligibility can be redetermined.

- C. Verify good cause for voluntary quit, if questionable. The primary responsibility for providing verification rests with the household. Offer assistance if the member indicates it is impossible to obtain verification. When documentary evidence cannot be obtained, substitute a collateral contact.
1. Acceptable sources of verification include but are not limited to:
 - a. Previous employer;
 - b. Employee association;
 - c. Union representatives;
 - d. Grievance committees; or
 - e. Other organizations.
 2. If the household and local office are unable to obtain the requested verification, but the quit resulted from circumstances that for good reasons cannot be obtained, the household is not denied access to the program. Document the case for review purposes.

MS 4300 EVALUATING ACCEPTABLE EMPLOYMENT (1)

A good cause reason for voluntary quit or reduction in work hours can be due to unsuitable employment conditions. Use the following criteria:

- A. Consider employment unsuitable if the wage offered is less than the highest of the following:
 1. The applicable Federal minimum wage;
 2. The applicable State minimum wage; or
 3. 80% of the Federal minimum wage if neither the Federal nor State minimum wage is applicable. The Federal or State minimum wage is not applicable when the following applies:
 - a. Federal minimum wage - The retail business has less than \$500,000.00 in sales annually;
 - b. State minimum wage - The retail business has less than \$95,000.00 in sales annually; or
 - c. Federal or State minimum wage - The member is employed as a domestic, live in companion, or has odd job income, etc.

- B. Consider employment unsuitable if:
 1. Offered on a piece-rate basis and the average hourly yield the employee can reasonably expect to earn is less than the applicable minimum wage;
 2. The member is required to join, resign from or refrain from joining any legitimate labor organization as a condition of employment; or
 3. Work offered is at a site subject to a strike or lockout at the time of the offer, unless the strike has been enjoined under Section 208 of the Labor Management Relations Act (Taft-Hartley Act) or Section 10 of the Railway Labor Act.

Eligible strikers are subject to regular work registration procedures. If the strike is enjoined under Section 208 of the Labor-Management Relations Act (Taft-Hartley Act) or if an injunction is issued under Section 10 of the Railway Labor Act and the striker refuses to return to work, the striker has failed to comply with the requirement of acceptance of suitable employment.

- C. Consider employment unsuitable if the household member involved can demonstrate or the worker otherwise becomes aware that:
 1. The degree of risk to health and safety is unreasonable;

2. The member is physically or mentally unfit to perform the employment. This must be documented by medical evidence or by reliable information from other sources;
3. The employment offered within the first 30 calendar days of registration is not in the member's major field of experience;
4. The distance from the member's home to the place of employment is unreasonable considering the expected wage and the time and cost of commuting;
5. Daily commuting time exceeds two hours per day, not including transporting a child to and from a child care facility;
6. The distance to the place of employment prohibits walking and neither public nor private transportation is available to transport the member to the job site; or
7. The working hours or nature of the employment interferes with the member's religious observances, convictions, or beliefs.

MS 4350 NONCOMPLIANCE WITH OTHER WORK PROGRAMS (1)

[If a SNAP member fails to comply with another program's work requirements, a disqualification is imposed for the noncompliant SNAP member. The disqualification will be system imposed based on the action taken in the other program. The member must be in receipt of SNAP at the time the noncompliance occurred, for this to apply.

The other programs include, but are not limited to the following:

1. KWP (KTAP work requirement); and
2. UIB.

If noncompliance occurs, notification can be received by any of the following methods:

1. System imposed 310 or 316; or]
2. UIB verification including Program 4B, UIB worker contact or information provided by the member.

The types of disqualifications to impose are as follows:

1. 310 - Noncomply with other PGRM (25 % reduction); or
 2. 316 - KWP/UIB Sanction/Refuse Job Offer (member removed).
- A. [A 310 disqualification is imposed for member's who are exempt work registration, other than for the receipt of KTAP.

EXAMPLE: Mother, age 42 and one child age 4. Mother fails to comply with KWP in a KTAP case. A disqualification is imposed in the KTAP case, which imposes a 310 or 316 in the SNAP case.

- B. A 316 disqualification is imposed for member's who are exempt work registration, based solely on the receipt of KTAP.

EXAMPLE: Mother, age 42 and one child age 14. Mother fails to comply with KWP in a KTAP case. A disqualification is imposed in the KTAP case, which imposes a 310 or 316 in the SNAP case.]

- C. A 316 disqualification is imposed for member's who are exempt work registration, based solely on a pending UIB application or the receipt of UIB.

EXAMPLE 1: Mother, age 42 and one child age 14. Mother is in receipt of UIB and fails to comply with job search required by UIB. This can be verified by Program 4B, UIB worker contact or information provided by the member.

EXAMPLE 2: Mother, age 42 and one child age 14. Mother applies for UIB and is subsequently denied; the reason for denial is job quit, refusal to accept a job offer or noncompliance with UIB. This can be verified by Program 4B, UIB

worker contact or information provided by the member.

Members currently serving a 310 or 316 disqualification due to compliance with another program must comply with the requirements of the other program, regardless of work registration exemption.

[Once requirements of the other program are met, verification of compliance occurs by any of the following methods:

1. A system imposed action; or
2. UIB verification.

If the SNAP case is discontinued after the 310 disqualification is imposed, the disqualification would still apply at reapplication if the KTAP noncompliance is still in effect.

Document comments concerning any disqualifications.]

MS 4450 IMPOSING WORK-RELATED DISQUALIFICATIONS (1)

- A. Impose the appropriate work related disqualification once noncompliance is verified. Imposing a work related disqualification has the following effect on the member:
1. The disqualification begins the month the adverse notice is effective;
 2. Only the member is disqualified, and the disqualification follows the member;
 3. The member's income and resources continue to count toward the remaining household members; and
 4. A notice is generated to the household explaining the number of months disqualified how it affects the benefits, the right to a hearing and requirements to reapply once the disqualification period ends.
- B. If the household requests a hearing after being disqualified the member may request that benefits be continued. See Volume I, [MS 0580](#).

If the Agency is affirmed as a result of the hearing, the disqualification is imposed prospectively (ongoing), and a claim is not filed for the months benefits were continued.

If the disqualification cannot be imposed prospectively, a claim is appropriate for benefits received while the hearing decision was pending. The reasons a disqualification would not be imposed prospectively may include the member's SNAP eligibility was not continued for other reasons, or the member may be exempt from work registration.

- C. An agency error claim exists if a disqualification is not imposed TIMELY due to the agency's delay and the member becomes exempt work registration prior to imposing the disqualification.
- D. Disqualifications are imposed regardless of the active or inactive status of the case or county. The member must have been in receipt of benefits at the time the noncompliance occurred, to impose the disqualification.
- E. Separate work related disqualifications are NOT imposed simultaneously. Each disqualification must first be served, and then cured, and eligibility reestablished, before another disqualification can be imposed.
- F. [Document comments regarding the circumstances of all work related disqualifications.]

MS 4500 ENDING WORK-RELATED DISQUALIFICATIONS (1)

- A. For the following work related disqualifications, the member must first serve the mandatory disqualification period and then establish compliance, prior to reestablishing eligibility, unless the member becomes exempt from work registration. To establish compliance, do the following:
1. If the member refused to work register (313), the member must work register;
 2. If the member failed to complete the ETP assessment (314), the member must complete the ETP assessment; or
 3. If the member failed to comply with ETP requirements (315), the member must comply with ETP requirements.
- B. [For a voluntary quit/reduction of work hours disqualification (330), the member must first serve the mandatory disqualification period prior to reestablishing eligibility, unless the member becomes exempt from work registration. A 330 disqualification does not require the member to comply prior to re-establishing eligibility. Once the disqualification period is served, the member can reapply or a member add can be completed.
- C. For a KWP or UIB disqualification (316), the member must comply with the KWP or UIB requirement which caused the SNAP disqualification, in order to establish compliance with the SNAP work requirements. The entire disqualification period does not have to be served once the member complies with the other program. Ensure the member is shown as having a UIB Claim pending to exempt the member from work registration.

For the 316, the disqualification period must be served unless the member becomes exempt work registration. If the member becomes exempt for a reason other than complying with the other program, add the 310 disqualification to prevent an increase in SNAP benefits due to decrease in KTAP benefits caused by noncompliance.

- D. After the disqualification period is served the member can reapply for benefits or a member add can be completed. Add the member to an active case effective the month following compliance. Supplemental benefits are only issued for the month of CURE if the disqualification is not acted on timely or it is after cut-off. Supplementals are NOT issued if the member ended the disqualification by becoming exempt from work registration requirements.
- E. Except for voluntary quit/reduction of work hours (330) disqualifications, if the member does not comply, the disqualification is not considered cured.
- The member remains ineligible ongoing until compliance is established. Document comments concerning the member's status at any subsequent application, recertification, or member add.
- F. If the member is currently serving a work related disqualification, other than a 316, and becomes exempt, do the following:

1. Verify the exemption, if questionable;
 2. Cure the disqualification;
 3. The system automatically uploads and protects the current date in the Date Cured field;
 4. Process an application or member add as appropriate; and
 5. Correct ABAWD tracking if applicable.
- G. If a work related disqualification other than a 316 has been entered but is NOT YET EFFECTIVE, and the member becomes exempt from work registration, do the following:
1. Verify the exemption, if questionable;
 2. Delete the disqualification; and
 3. Thoroughly document comments concerning the member becoming exempt work registration prior to the disqualification becoming effective.
- H. Discontinuance of the KTAP case cures the 310/316 FS disqualification.
- I. The member is responsible for contacting the local office to reapply for benefits after the disqualification period ends.
- J. DO NOT DELETE THE DISQUALIFICATIONS, unless otherwise advised, even if the member becomes exempt work registration. Disqualifications remain on the system in order to track occurrences, regardless of the active or inactive status of the case or county.
- K. Document comments concerning actions taken on all work related disqualifications.]

MS 4550 PENALTIES FOR NONCOMPLIANCE (1)

Failure to comply with work requirements result in SNAP disqualification for the noncompliant member.

Work related disqualifications for noncompliance are for a specified time, depending on the occurrence. Once imposed appropriately disqualifications are NOT DELETED, unless otherwise advised. Disqualifications can limit a member's participation in a particular program or prevent the member from receiving benefits.

- A. Work-related disqualifications are tracked by the system for multiple occurrences.
- B. Disqualifications imposed based on system entries:
 - 1. 313 – Fail/Refuse to Work Register; and
 - 2. 330 – Voluntary Quit/Reduced Hrs, or refusal to provide sufficient information to allow a determination of employment status.
- C. [Disqualifications imposed based on system imposed information:
 - 1. 314 – ETP Assessment Interview;
 - 2. 315 – ETP Requirement; and
 - 3. 316 – KWP/UIB Sanction/Refuse Job Offer (If the member is not complying with KWP, a 316 disqualification is imposed if the member is exempt from work registration only because of KWP participation. If the member is otherwise exempt from work registration, then a work disqualification is not appropriate. A 310 disqualification would be imposed, as per Volume II, [MS 2370](#), Non-compliance with other Programs.]
- D. Penalties are as follows:
 - 1. 1st violation = 2 months;
 - 2. 2nd violation = 4 months; and
 - 3. 3rd and subsequent violations = 6 months.

MS 4800 MOVE FROM COUNTY TO COUNTY (1)

- A. [When a work registered member moves from an inactive ETP county to an active ETP county, form KIF-ET1, must be sent to the member within 10 days to be completed.
- B. When a work registered member moves from an active ETP county to an inactive ETP county, once the address/county is changed ETP activity will stop.

If it is later discovered, after the address/county code is changed, that transportation had not been issued, forward the payment information to the Nutrition Assistance Branch for manual processing. This should be a rare occurrence.

If the member is ineligible due to receipt of 3 noncompliant (BA) months, process an application or member add, as appropriate.

Moving to an inactive ETP county does not exempt the member from work registration requirements or prevent a disqualification from being served.

If the member has a current work related disqualification already imposed, the disqualification period **MUST** be served, unless otherwise exempt from work registration. There are no procedures for curing an ETP disqualification in an inactive county. Once the member has served the disqualification period and the end date is in the past, consider the disqualification cured. Process an application or member add, as appropriate.]

MS 4850 REINSTATING AFTER ERRONEOUS ETP DISQUALIFICATION (1)

[If a disqualification has been imposed erroneously, delete the disqualification, reinstate the case and/or add the member and restore benefits as necessary. A reapplication or member add must be completed on the disqualified member using previous verification and the old work registration date. Document comments for review purposes.]