

E. Nonfinancial Eligibility

1. Identity

The applicant and their authorized representative ([SNAP-B.15](#)) (if any) and the alternate payee, if any, must establish and verify ([SNAP-B.11](#)) their identity.

✓ See [MP-WG#2.5](#) for examples of verification of identity.

Required Verification and When to Verify; SNAP Rule

[461-115-0651](#) — Required Verification and When to Verify; SNAP

Verification For SNAP Expedited Services; SNAP Time Limits Rule

[461-115-0690](#) — Verification For SNAP Expedited Services; SNAP Time Limits

2. Residency

- (A) The group must reside in Oregon and not be simply vacationing here. There is no minimum or maximum time that they are required to be in Oregon in order to be a resident. In addition, there is no requirement that they intend to reside here permanently.
- (B) Categorically eligible ([SNAP-F.1](#)) groups are assumed to meet residency when it has been established in the categorical program.

MAILING ADDRESS INFORMATION



Although clients are not required to have a fixed mailing address, they must provide a location to get notices from the department. This mailing address cannot be the branch address. To use the branch address means the department is sending the client notice to the department and not the client. For the homeless ([GP-A.44](#)), the mailing address may be General Delivery or the address of a shelter or a friend.



See [MP-WG#2.8](#) for examples of verification of residency.

Residency Requirements Rule

[461-120-0010](#) — Residency Requirements

Categorical Eligibility for SNAP Rule

[461-135-0505](#) — Categorical Eligibility for SNAP

3. Students of higher education

Who is subject to student eligibility criteria?

This policy addresses eligibility for students enrolled in higher education. An individual is considered a student when they are age 18 through 49 and enrolled in an institution of higher education at least half-time.

- Enrollment status of a student begins on the first day of the school term.
- A student is considered enrolled through normal periods of class attendance, vacation and recess, unless the student graduates, is suspended or expelled, drops out, reduces credit hours to less than half-time or does not intend to register for the next normal school term (excluding summer school).

An institution of higher education is any public or private educational institution that admits persons who are beyond the age of 16 or normally requires a high school diploma or equivalency certificate for enrollment. The institution must be legally authorized to provide an educational program beyond secondary education or to provide a training program that will prepare students for gainful employment.

An institution of higher education is any public or private educational institution that admits persons who are beyond the age of 16 or normally requires a high school diploma or equivalency certificate for enrollment. The institution must be legally authorized to provide an educational program beyond secondary education or to provide a training program that will prepare students for gainful employment.

Institutions of higher education include but are not limited to:

- Public or private colleges, universities or community colleges
- Correspondence schools

- Online schools
- Business, technical schools or vocational programs.

A student of higher education with a meal plan that is intended to provide for more than 50 percent of the student's meals is ineligible for SNAP.

Who is not subject to student eligibility criteria?

- (A) Student eligibility does not apply to individuals who are:
- (1) Under age 18 or age 50 or older
 - (2) Attending high school, Adult Basic Education (ABE), or a GED program
 - (3) Participating in a training program provided by an employer
 - (4) Enrolled in schools and training programs that are not institutions of higher education such as vocational, technical, business or trade schools that do not require a high school diploma or equivalency for enrollment in the program of curriculum
 - (5) Enrolled for the exclusive purpose of obtaining training in English as a Second Language (ESL), provided that the courses are not taken for credit as part of a total program
 - (6) Attending school less than half-time
 - (7) Physical or mental health reasons that create a barrier to employment
 - (8) New students who have enrolled but will start classes after the month the eligibility decision occurs
- (B) To be eligible for SNAP, a student must meet at least one of the following exemptions:
- (1) Be employed:
 - (a) For a minimum of 20 hours per week (averaged monthly) and be paid for such employment (verify with pay stubs or employer); or
 - (b) If self-employed, be working for a minimum of 20 hours per week averaged monthly and receive weekly earnings at least equal to the

federal minimum wage multiplied by 20 hours (verify with current income after allowable costs).

- (i) The self-employment income is at least \$1247 SEC and \$623.50 SEN.
- (2) Participate in a federally or state-funded work-study program (accept statement on funding).
 - (a) Student must be assigned Federal Work Study funding as part of their school's financial aid offer- at the time of application for SNAP, the work-study must be approved for the school term, and the student must anticipate actually working during that time.
 - (b) Once begun, the exemption shall continue until the end of the month in which the school term ends, or it becomes known that the student has refused an assignment.
 - (c) The exemption shall not continue between terms when there is a break of a full month or longer unless the student is participating in work-study during the break.
 - (3) In a one- or two-parent home, be responsible for the care of a dependent child in the filing group under the age of 6;
 - (4) In a one- or two-parent home, be responsible for the care of child in the filing group who has reached the age of 6 but is under age 12 when the state agency has determined that adequate child care is not available to enable the student to attend class and work at least 20 hours a week.
 - (5) Be a single parent enrolled in an institution of higher education on a full-time basis (as determined by the institution) and be responsible for the care of a dependent child in the filing group under age 12.
 - (a) This provision applies in those situations where only one natural, adoptive or stepparent (regardless of marital status) is in the same food stamp filing group as the child.
 - (b) If no natural, adoptive or stepparent is in the same SNAP household as the child, another full-time student in the same SNAP household as the child may qualify for eligible student status under this provision if he or she has parental control over the child and is not living with his or her spouse.
 - (6) Be receiving TANF.

- (7) Be assigned, placed or voluntarily enrolled in an institution of higher education through or in compliance with one of the following programs:
 - (a) A program as a result of participation in the Jobs Opportunities and Basic Skills Program (JOBS);
 - (b) Workforce Innovation Opportunities Act (WIOA). A complete list of approved training providers can be found here:
<https://www.wioainoregon.org/eligible-training-providers.html>
 - (c) A program under Section 236 of the Trade Act of 1974
 - (d) An employment and training program or course of study that would lead to employment under the Food and Nutrition Act. To qualify under this criteria, the employment and training program or course of study:
 - (i) Needs to have placed the individual in the higher education program or accepted the placement when the individual self-initiated enrollment; and
 - (ii) Must not be a post-baccalaureate program; and
 - (iii) The program or course of study is intended to be completed in not more than four years.
- (8) Be enrolled in school because of employer-sponsored on-the-job training.
- (9) Be receiving Unemployment Compensation (UC).
- (10) Be participating in at least one of the following Employment Department training programs. These can be identified with a code of 066, 067, 068, 070 or 088 on the ECLM screen and include the following programs:
 - (a) The Trade Readjustment Allowance (TRA) program serving displaced workers under the Trade Act.
 - (b) The Training Unemployment Insurance (TUI) program.
 - (c) The Self-Employment Insurance (SEA) program.
 - (d) The Apprenticeship Program (APT).

(C) Eligible students

- (1) If the student meets the eligible student criteria, they:
 - (a) Are included in the filing group and must meet all other eligibility criteria.
- (2) Students placed or voluntarily enrolled in a career and technical education program (CTE) or referred by a government employment and training program such as STEP or ABAWD. For these students, use work reg code “2.”
 - (a) If the student is eligible but does not meet the above criteria they are exempt from the SNAP work program, use work reg code “2.”
- (3) Have income and resources counted when determining eligibility. Refer to [\(CA-B.24\)](#) on student income to determine which federal funds may be excluded, [\(CA-B.81\)](#) provides information on educational benefits for veterans. Use the *Educational Income Calculation for ERDC and Food Stamps* worksheet ([DHS 7351](#)) to compute educational income. [MP-WG #14](#) provides examples of most types of educational income.

(D) Ineligible Students

- (1) If the student does not meet an exemption, they:
 - (a) Are excluded from the filing, financial, need and benefit groups. Code the student as an SH or ST.
 - (b) Any costs they pay for the household are not allowed as deductions.

(E) Changes in student status

- (1) When a student reduces their credit hours to less than half time (by dropping or withdrawing from classes) in a term or report that they are no longer attending, they are not considered a student and may be eligible for SNAP. Verification of withdraw or reduction in classes/hours is only needed if questionable. Treat this report as a request for benefits for the individual/household. Remember to consider if this person is an ABAWD and code appropriately.
- (2) If an ineligible student reports countable income on the *Interim Change Report for Supplemental Nutrition Assistance Program (SNAP)* ([DHS 852](#)) form, pend for information using the *Notice of Incomplete Information (SNAP)* ([DHS 487](#)) form.

- (3) Review student eligibility to determine if student meets any eligible student criteria. If so, a conversation may be needed to determine if there is countable educational income, all countable income must be verified.
- (4) If a SNAP recipient reports starting higher education, explain reporting requirements. Additional information may be needed if individual is reporting student status to meet ABAWD requirements.
- (5) When processing an application or [DHS 852](#) for a student before they have received an expected financial aid award, do not delay processing waiting for verification of future income. Explain reporting requirements, ways to report changes and provide the student with a change report form.
- (6) If an eligible student reports a change that indicates that they are no longer eligible under the original student criteria, review past narrations to determine if any other student eligibility criteria was identified. Send timely closure notice to close case.
 - (a) The student will need to reapply with a new application and is required to meet another student eligibility criterion-to continue to meet eligible student requirements for SNAP.
 - (b) If the student contacts branch before end of closure month and an eligible student criteria reason is identified, benefits may be reopened. Use a ROP action to prevent case from closing at the end of the month. Narrate action and what eligibility criteria the student meets. Allow case to continue in current certification period.

Example: *At application Sara reported and provided verification that she was working an average of 20 hours per week at Target. When the [DHS 852](#) was submitted, she reports that she is no longer working and is reporting no new employment. Since she no longer meets the previous student eligibility criteria, she is ineligible for SNAP benefits and must reapply unless other student eligibility criteria are readily identified in past narrations.*

4. Declaration of citizen/noncitizen status

An adult applying for SNAP or an authorized representative ([SNAP-B.15](#)) must sign a statement declaring under penalty of perjury that the reported citizen/noncitizen status of each person they are requesting SNAP for is true.

CITIZEN/NONCITIZEN STATUS



*Clients accomplish this by signing the application for **SNAP**.*

Declaration of Citizenship or Alien Status Rule

[461-120-0130](https://www.fns.gov/programs/snap/eligibility/declaration-of-citizenship-or-alien-status) — Declaration of Citizenship or Alien Status

5. Citizen status

- (A) To qualify for SNAP, the client must be a U.S. citizen or a qualified noncitizen. Only persons who want benefits are required to disclose their citizenship. Persons who do not want benefits or who do not want to give their status and who must be included in the filing group ([SNAP-C.2](#)) are treated as ineligible noncitizens.



SEE [SNAP-D](#) FOR DETAILS ON DETERMINING ELIGIBILITY IF A FILING GROUP MEMBER IS NOT A CITIZEN.

- (B) A U.S. citizen includes the following people:
- (1) A person born in the U.S.;
 - (2) A naturalized citizen;
 - (3) A person born outside of the U.S. but whose parents ([GP-A.63](#)) (both mother and father) are U.S. citizens;
 - (4) A person born outside of the U.S. who is over 18 years of age but who has at least one parent who is a U.S. citizen. The person must either have a certificate of U.S. citizenship or meet one of the following criteria:
 - (5) Born on or after December 24, 1952, and prior to November 14, 1986, and their citizen parent was physically present in the U.S. or its outlying possessions for 10 years or more, at least five of which were after age 14;
 - (6) Born on or after November 14, 1986, and their citizen parent was physically present in the U.S. or its outlying possessions five years or more, at least two of which were after age 14.

- (7) A child born outside of the U.S. who is under 18 years of age and has at least one parent who is a U.S. citizen. The child is residing in the U.S. in the legal and physical custody of the citizen parent after having been lawfully admitted into the U.S. as an immigrant for lawful permanent residence;
- (8) A child lawfully adopted by U.S. citizens;
- (9) A citizen of Puerto Rico, Guam, the Virgin Islands, the Northern Mariana Islands (Saipan, Tinian, Rota and Pagan), American Samoa and the Swains Islands.



SEE [MP-WG#2.2](#) FOR EXAMPLES OF VERIFICATION OF CITIZEN/ALIEN STATUS.

Citizenship and Alien Status Requirements Rule

[461-120-0110](#) — Citizenship and Alien Status Requirements

Alien Status Rule

[461-120-0125](#) — Alien Status

6. Social Security number

All clients in the benefit group ([SNAP-C.7](#)) must provide their Social Security number (SSN) if they have one. If they do not have an SSN, they must make a good-faith effort to apply for an SSN and provide it when it is received. Only those persons who want benefits are required to provide their SSN. Other persons living in the household who are not applying for benefits are not required to provide their SSN.



SEE [MP-WG#2.11](#) FOR EXAMPLES OF VERIFICATION OF SSN.

Applicants and recipients are required to provide documentary or collateral information that they have made every effort to supply the Social Security Administration (SSA) with the necessary information to get an SSN.

- (A) **Verification of SSN** – Workers are to verify the SSN using the W204 screen.
 - (1) If the client is not currently receiving other program benefits, a TPQY should be processed to receive a match from the SSA.
 - (2) When a match with the SSA’s file indicates a discrepancy with the client’s SSN, the client must provide evidence to resolve the discrepancy. If the

client does not, the member of the need group ([SNAP-C.6](#)) who fails to comply becomes ineligible if the failed without good cause. The disqualification continues until the person complies with an application for their SSN or provides the number.

- (B) **Expedited Service and SSN** – Applicants eligible for SNAP expedited services ([SNAP-B.6](#)) may receive their first allotment of SNAP benefits without meeting the SSN requirement, but they must meet the requirement before receiving a second allotment of SNAP benefits.
- (C) **Adding a person to a case** – A new person (other than a newborn) must provide their SSN or provide proof they have applied for their SSN before being added to an existing SNAP group. If no SSN or proof of application for SSN is received, they will be added to the case as a disqualified person coded ad a DH or DP.
- (D) **Newborns** – A newborn may be added to a SNAP group for six months or until the next redetermination, whichever is later, before meeting the SSN requirement. If no SSN or proof of application for SSN is received, the child will be added to the case as a disqualified person coded on the case as a DP and their income remains countable to the eligible benefit group members.

NO SSN



A person disqualified for no SSN is coded as a DP or DH; their income remains countable to the eligible benefit group members.

Requirement to Provide Social Security Number (SSN) Rule

[461-120-0210](#) — Requirement to Provide Social Security Number (SSN)

7. SNAP work program requirements; who must comply

By signing the application, the head of household registers all those people who must comply with the SNAP work program requirements. See [section 9](#) below for a list of the required activities for mandatory individuals. Persons who must comply with the work program requirements are:

1. SNAP clients aged 18 and not yet 60 years of age, and ages 16 and 17 if the primary person, must cooperate with the work requirements to be eligible.

2. Work requirements apply year-round.

JOB QUIT OR REDUCING WORK HOURS



Job quit and reducing work hours is a separate eligibility requirement for SNAP. The policy applies to any mandatory client including those who live in areas with no program.

See [SNAP-e.17](#).

DHS 7280F



All SNAP recipients in the age 18 – 59 group and those aged 16 or 17 and head of household should receive the [DHS 7280F](#). This form puts into writing the information which should be reviewed with each applicant in this age group regarding the exemptions and work requirements. Workers are to complete the form indicating all who are mandatory work registrants and/or ABAWDs, sign the form indicating they have given the applicant this information and narrate the discussion regarding the exemptions, work requirements and giving of the [DHS 7280F](#) to the customer.

8. Work requirement exemptions

The first step in deciding whether to apply SNAP work requirements is to determine which clients are exempt from the SNAP Employment and Training (E&T) work registration requirements. Some of the exemptions discussed below exempt the individual from the federal requirement to register for work and other E&T eligibility requirements, while others only exempt from the participation requirements.

- (A) The following clients are **exempt** from the work requirement to register for work. This also exempts them from disqualification for failing to accept a bona fide job offer, reduction in work hours or job quit rules.
 - (1) Heads of households who are age 16 or 17 and are either:
 - (a) Attending school; or
 - (b) Enrolled in an employment training program at least half time.

- (2) Client is unable to work due to a mental, physical or behavioral health condition that prevents them from working. There are several ways an individual may be exempt for medical reasons. They include:
- (a) Receiving disability income. This may be SSD or SSI, Veterans disability benefits (does not need to be 100 percent disability), SAIF or other types of disability income. This includes those who have applied for disability benefits pending a decision or is in appeal process.
 - (b) Pregnancy only if there are medical complications related to the pregnancy and her medical practitioner limits her work.
 - (c) Individual self-discloses a medical condition which makes it difficult to work.

Verify ([SNAP-B.11](#)) exemptions (b) and (c) with a statement from a medical practitioner only if their statements are questionable. (Use Work Registration Code “M” if pending medical for disability (use only if questionable). May code on the SNAP case for only three months using code M).

Be cognizant of HIPPA requirements – Narrate – “Exempt due to health reasons.”

- (d) Receiving wrap-around services focused on physical, behavioral or mental health conditions. Examples of these organizations include but are not limited to Outside In, Central City Concern, New Avenues for Youth, Union Gospel Mission, etc.). When a participant mentions they are working with an agency providing them with wraparound services narrate this and exempt them due to health reasons.

Homelessness and Exempt Status



Clients who state they are homeless cannot be automatically exempted from work requirements. The federal definition is linked to not being able to work due to behavioral, physical or mental health reasons.

Workers will need to have a more in-depth conversation with clients to determine if there is an underlying cause resulting in a person being homeless. The focus of the discussion needs to be on how the participant is not able to obtain or maintain employment or engage in work or work-related activities.

- (3) Clients regularly attending in- or out-patient alcoholic or drug addiction treatment and rehabilitation ([SNAP-C.4](#)) program (not including NA or AA).
- (4) Clients who are responsible for the care of a dependent child under age 6 in the filing group. In two-parent families, establish with the client who is the primary caretaker of the children.
- (5) Clients who are required to care for an incapacitated person. The care must impede the client's ability to obtain or maintain employment. The person receiving the care does not need to live in the client's household.
- (6) Clients enrolled at least half-time (as defined by the school) in:
 - (a) High school or an equivalent program, or
 - (b) A training program; or
 - (i) A refugee enrolled in training with a federal refugee resettlement program such as Immigrant and Refugee Community Organization (IRCO); or
 - (ii) Higher education. Establish that clients who are in higher education are eligible students ([SNAP-E.3](#)) before determining work program status.

STUDENT EXEMPT STATUS



Clients remain exempt during normal periods of vacation and recess, including summer vacation.

- (B) The following clients are **mandatory** for the requirement to register for work. This also means they can be disqualified for failing to accept a bona fide job offer, reduction in work hours or job quit rules. In the past, they have not been asked to do the work activities with the contractor because they are meeting that part through employment or another program. A complete list of the SNAP E&T eligibility requirements for mandatory individuals are in [SNAP-E.9](#).
- (1) Clients who are working a minimum of 30 hours a week for money or earning money equal to at least the federal minimum wage x 30 hours a week x 4.3 weeks ($\$7.25 \times 30 \times 4.3 = \935.25 as of 7/24/09).

- (a) Self-employed clients with allowable costs must meet the earnings threshold after allowing the 50 percent deduction (SEC of \$1,870.50 or SEN of \$935.25);
- (b) Migrant ([GP-A.55](#)) and seasonal ([GP-A.74](#)) farm workers ([SNAP-J.1](#)) meet this when they have a contract or agreement to work this amount and will begin work within 30 days.

NOTE

Clients who are working as unpaid volunteers or in exchange for services (bartering) cannot be exempt from the work requirements due to working. To be exempt, the client must be working for money.

- (2) TANF recipients and refugees receiving program benefits under title IV of the Social Security Act and participating in a JOBS Plan.
- (3) Clients who have applied for or are receiving unemployment compensation (UC) or are participating in at least one of the following Employment Department training programs (clients may or may not be getting UC benefits if in one of these programs):
 - (a) The Trade Readjustment Allowance (TRA) program serving displaced workers under the Trade Act.
 - (b) The Training Unemployment Insurance (TUI) program.
 - (c) The Self-Employment Insurance (SEA) program.
 - (d) The Apprenticeship Program (APT).

EXEMPTION NARRATION

All exemptions must be narrated.

JOB QUIT OR REDUCING WORK HOURS



Job quit and reducing work hours is a separate eligibility requirement for SNAP. The policy applies to any client who is mandatory for work registration. This means if the client does not meet one of the exemptions in subsection A, you need to review job quit policies in [SNAP-e.17](#).

Participation Classifications: Exempt, Mandatory, and Volunteer Rule

[461-130-0310](#) — Participation Classifications: Exempt, Mandatory, and Volunteer

SNAP Time Limit and Special Requirements for ABAWD; SNAP Rule

[461-135-0520](#) – SNAP Time Limit and Special Requirements for ABAWD; SNAP

9. SNAP work requirements for clients mandatory for Work Registration

SNAP applicants and recipients who do not meet an exemption in (7)(A) above are considered **mandatory work registrants**. Clients who are mandatory to register for work must do the following or be subject to disqualification:

- (A) Register for work. By signing the application, the head of household registers all adults in the filing group.
- (B) Cooperate in determining their mandatory or exempt status.
- (C) Accept a *bona fide* offer of employment, as long as the position is not vacant due to strike or lockout, and it pays the applicable minimum wage.
- (D) Maintain employment. For Job quit or reduction of work hours, see [SNAP-e.17](#).
- (E) TANF clients must cooperate with their JOBS requirements for the work-related activities.

NONCITIZENS



Ineligible noncitizens (NC1 or NC2) are not required to participate in any of the SNAP employment programs. Even though they are included in a SNAP case and possibly be work-authorized, they are not SNAP recipients and, therefore not eligible to receive support services.

Requirements for Mandatory Employment Program Clients; Pre-TANF, REF, SNAP, TANF Rule

[461-130-0315](#) — Requirements for Mandatory Employment Program Clients; Pre-TANF, REF, SNAP, TANF

SNAP Time Limit and Special Requirements for ABAWD; SNAP Rule

[461-135-0520](#) – SNAP Time Limit and Special Requirements for ABAWD; SNAP

Job Quit by Applicants; SNAP Rule

[461-135-0521](#) — Job Quit by Applicants; SNAP

10. Changes in work requirement status

Each client's mandatory or exempt Work Registration status is reviewed at the following times:

- Certification;
- Recertification;
- When processing the Interim Change Report For Supplemental Nutrition Assistance Program (SNAP) ([DHS 852](#));
- When a change is reported;
- When the youngest child in the home turns 18 years of age. This only applies to filing groups with adults 18 and not yet 50 residing in a time-limit area and as they are now ABAWDs subject to the SNAP time limit.

When status changes, update FSMIS coding and narrate the change.

(A) Status changes from exempt to mandatory:

- (1) On an ongoing case, including at interim report, notify the client of their new work program requirements within 10 calendar days. Discuss the work requirements, give/send the [DHS 7280F](#) and narrate both.
- (2) At recert, notify the client of their new work program requirements when eligibility is determined. Discuss the work requirements, give/send the [DHS 7280F](#) and narrate both.

Example: *A client is working 22 hours a week at \$11.00 an hour. The case is in SRS. He reported his income stopped. If the client is not exempt for another reason, evaluate for job quit. If a job quit, was there good*

cause? If the client has good cause, do not disqualify; ask the client if he would like to volunteer for the work activities. On the other hand, if the client does not have good cause, the client will be disqualified.

ABAWD AND WORK PROGRAMS



If an ABAWD client lives in a time-limit area (see [SNAP-E.19](#)) and becomes mandatory for the SNAP time limits during their certification period, refer the client to OED if they do not meet an exemption or are not meeting the work requirements. In all other areas of the state, use the STEP referral process.

(B) Status changes from mandatory to exempt:

- (1) Notify the client within 30 calendar days from receiving information on the change.

The two examples below will give you guidance of how to act and when to verify income:

Example 1: *When you need to verify income: Joe is a mandatory client on his own case. He is participating in job search and reports he has gone to work 30 hours a week at \$11.00 an hour. In addition, this places him over the Countable Income Limit, which he is required to report. Verify the income and the work hours and add it to the case using the appropriate 10-day notice. Narrate the report of the new job and the income. Follow up when processing the [DHS-852](#) or the next recert, whichever comes first.*

Example 2: *When you do not need to verify income: Isobel is a mandatory client on her own case. She is participating in job search and reports she has gone to work 22 hours a week at \$10.50 an hour. The job and hours are equal to 30-plus hours a week at federal minimum wage. However, the income is not over the Countable Income Limit and she is not required to report the income. There is no need to verify the income as she was not required to report the change. Follow up when processing the [DHS 852](#) or the next recert, whichever comes first.*

11. Referrals to the STEP Program

Work Registrant Mandatory clients are required to comply with the required employment activities listed in [section 9](#) above. However, they may choose to volunteer with a STEP (formerly 50-50) contractor. If volunteering, they are volunteering to do certain work-related activities in addition to the required activities. The intent of STEP is to provide short-term, focused resources to help individuals improve their employability.

STEPS are administered by local contractors. Contractors work directly with clients to assess their strengths, skills and support needs. The contractor and client together develop a case plan.

Follow local procedures to refer clients to a STEP. In most cases, this can be done by using the *SNAP Employment and Training Referral Letter* ([DHS 824F](#)).

1. Duties of local offices:

- a. Determine and narrate mandatory or exempt status;
- b. Explain the work registration requirements to mandatory clients;
- c. Review the *SNAP Employment and Training Programs Rights and Responsibilities* ([DHS 7280F](#)). Complete this form by adding the names of mandatory work registrants and ABAWDs and signing or typing your name. Keep a copy for the file and narrate this discussion with the client;
- d. Offer clients the opportunity to volunteer with a local contractor. If a client wants to do individual job search, let them know they will need to work with the contractor to qualify for support service payments. The local office will not track or monitor independent job search for SNAP;
- e. Determine good cause for the job quit or reduction of work hours or noncompliance with TANF or UC;
- f. Apply and lift disqualifications, as appropriate.

2. Duties of STEP contractors:

- a. Assess the client, which includes a review of work history;
- b. Write a case plan;

- c. Provide supervised job search;
- d. Issue support service payments to clients in need of help with transportation;
- e. Track client participation;
- f. Notify the local office if the client does not accept a *bona fide* offer of employment or start a job working at least 30 hrs/wk;
- g. Participate in conciliation, if requested.

Requirements for Mandatory Employment Program Clients; Pre-TANF, REF, SNAP, TANF Rule

[461-130-0315](#) — Requirements for Mandatory Employment Program Clients; Pre-TANF, REF, SNAP, TANF

Limits to SNAP Employment and Training Components and Activities Rule

[461-190-0310](#) — Limits to SNAP Employment and Training Components and Activities

Special Payments; SNAP Employment and Training Programs Rule

[461-190-0360](#) – Special Payments; SNAP Employment and Training Programs

12. Employment and Training (E&T) components

The availability of STEP components varies depending on location. These activities are supervised by the contractor. Work components may include the following:

1. Supervised job search – Exempt or mandatory clients may volunteer to do job search. The contractor may ask clients to do job search in combination with other work activities;
2. Job preparation training – Clients who need help developing skills to obtain employment may be assigned to job preparation training. This includes interviewing skills, writing a resume or basic skills education such as ABE, ESL and GED;
3. Vocational or educational training – Vocational or educational training is short term and is limited to no more than three months. As with other work program components, the intent is to provide in-demand skills that will improve employability.

4. Retention services – In some instances, STEP contractors may offer services to assist an individual keep a current job.

13. Support service payments

Support service payments may be authorized by the contractor to reimburse a client's transportation costs for program participation. This includes bus tickets, passes for other public transportation or gas vouchers. The reimbursement for support service payments will be determined by the STEP contractor. Contractors may also pay for costs directly related to job acceptance, such as uniforms, tools or certifications. Some STEPs can assist with the cost of tuition for short-term training sessions.

Special Payments, SNAP Employment and Training Programs

[461-190-0360](https://www.oregon.gov/OSR/REGISTRATION/REGISTRATION/Pages/461-190-0360) — Special Payments; SNAP Employment and Training Programs

14. E&T noncooperation

Mandatory clients must cooperate with their work registration requirements identified in [section 9](#) above. Noncooperation includes the following and results in a disqualification penalty if the client does not have good cause.

1. Failure to cooperate in determining mandatory or exempt status.
2. Failure to accept a bona fide offer of employment. A bona fide job offer means a position with a specific starting wage and date that is not vacant due to strike or lockout and pays the applicable minimum wage.
3. Quitting a productive job (see [461-135-0521](#)) in the 30 days before applying for SNAP benefits or while receiving SNAP. Voluntarily reducing hours of work to less than 30 per week is also considered a job quit. A productive job is one which is for 30 hours a week or pays the equivalent of 30 hours a week at federal minimum wage.
4. An individual who fails to cooperate with TANF JOBS requirements if they are exempt only because of JOBS participation. The JOBS activity must have an equivalent of the SNAP E&T Program (e.g., both have Job Quit; SNAP E&T does not have Life Skills).
5. An individual who fails to cooperate with the Oregon Employment Department in the required activities to maintain their UC benefits.

15. Conciliation; determining good cause

Conciliation is an opportunity for clients to establish good cause for noncooperation with SNAP work registration requirements. It can also be used to resolve disputes and misunderstandings.

- (A) Conciliation can be requested by the client, the department or the contractor. It includes:
 - (1) Informing clients of their Employment and Training rights and responsibilities and of potential disqualifications;
 - (2) Exploring whether good cause exists for noncooperation;
 - (3) Changing the case plan, if needed.
- (B) Mandatory clients must provide evidence to establish whether their reasons for not meeting the work registration requirements are acceptable. Consider clients to have good cause if they:
 - (1) Have a medical authority's statement that the task has an adverse effect on their physical or mental health.
 - (2) Left a worksite that violates health and safety standards.
 - (3) Have no means of transportation, such as: they lack the funds, have no vehicle, are not near a bus route or have no one to take them to their employment or to the employment-related activities. The person must show that they have made a good-faith effort to secure the needed transportation.
 - (4) Was not being paid at least minimum wage or the acceptable piecework rate.
 - (5) Left because the work hours are:
 - (a) Not customary to the occupation;
 - (b) More than customary to the occupation; or
 - (c) Interfere with religious observances or beliefs of the client.
 - (6) Do not have child care arrangements, those arrangements have broken down or cannot pay for the child care. Do not want a job that is vacant due to strike, lockout or other labor dispute.

- (7) Do not want a job that is vacant due to strike, lockout or other labor dispute.
- (8) Do not want to join a union due to religious objections.
- (9) Belong to a union and a potential job goes against the conditions of that union. Good cause does not exist if the employment is not governed by the rules of the union to which the client belongs.
- (10) Are offered a job within the first 30 days of participation and the job is not in the client's field of expertise. The department must determine that the job offered will not meet the goals of the client's case plan.
- (11) Have a job referral or employer that is discriminatory on the basis of age, sex, race, religious or political belief, marital status, disability, sexual orientation or ethnic origin.
- (12) Failed to cooperate due to circumstances beyond their control, such as a medical condition, court appearance, break down in transportation, inclement weather, family issues or a misunderstanding in the cooperation requirement.
- (13) Were subject to job quit provisions but they quit their job to stay with another filing group member who moved for employment or school.
- (14) Quit employment when they were under age 60 but the employer considers them retired.
- (15) Left a job to follow a type of employment that moves, such as migrant labor.
- (16) Accepted a new job that failed to materialize or resulted in fewer hours, if it was beyond the client's control.
- (17) Have unreasonable employment, such as not being paid on schedule or at all.

Good Cause Rule

[461-130-0327](#) — Good Cause

16. E&T noncooperation; disqualification penalties

Disqualification penalties are intended to motivate clients to comply with the SNAP work requirements. Do not disqualify applicants who withdraw their application before benefits are approved or denied.

These penalties apply for noncooperation with the work registration requirements identified in section 9(A) to (E) above. Mandatory or exempt SNAP clients are allowed to volunteer with a contractor for certain work-related activities. They may not be penalized for failing to perform these work-related activities. Mandatory clients are only subject to the penalties if they failed to perform section 9(A) through (E).

The disqualification penalties also apply to ABAWDs if they fail to do the work requirements identified in section 9(A) through (E). This includes ABAWDs in the time-limit areas. (See [SNAP-E.22](#).)

- (A) Penalties are imposed only after consideration of each client’s situation, which includes determining whether the client:
 - (1) Meets an exemption; or
 - (2) Had good cause for not cooperating.
- (B) A notice of disqualification must be sent before imposing the penalty, even if the certification period is ending. Use Notice Writer FSC1FJQ to close benefits and FSC2FJQ to reduce benefits. APD/AAA workers may also use the *Notification of Planned Action* ([SDS 540](#)). The notice must state:
 - (1) The action that resulted in disqualification;
 - (2) The length of the minimum disqualification period;
 - (3) The reduced benefit amount; and
 - (4) How they can end the disqualification after the minimum period.
- (C) The disqualification periods are in full calendar months.
- (D) The disqualifications are progressive as follows:
 - (1) The first disqualification is at least one calendar month. (Coded as LV1 on FSMIS.);
 - (2) The second disqualification is at least three calendar months. (Coded as LV2 on FSMIS.);
 - (3) Every time thereafter, the disqualification is at least six calendar months. (Coded as LV3 on FSMIS.)
- (E) Disqualification periods have minimum durations, but no maximum. They last at the imposed level until the client demonstrates cooperation or notifies the department of a change that makes them exempt. For example, a client could

be disqualified for the first time, never demonstrate cooperation and have the LV1 penalty last forever rather than just one month. See [SNAP-E.18](#) for information about demonstrating cooperation and lifting the disqualification period.

- (F) If there are other individuals in the filing group, the disqualified client remains in the SNAP filing group. Their income and resources count when determining eligibility for the group.

DISQUALIFICATION



When the only person on the case is disqualified, the SNAP case is closed. Do not use a DIS transaction. Use a CLO or DEN transaction.

If the head of household is serving a disqualification for job quit or voluntary reduction of work hours or refusing a job disqualification, the case is no longer categorically eligible. Change the Cat El code on FSMIS to N. Count the resources of the disqualified head of household.

Use of Income and Income Deductions When There Are Ineligible or Disqualified Group Members; SNAP Rule

[461-160-0410](#) — Use of Income and Income Deductions When There Are Ineligible or Disqualified Group Members; SNAP

Notice Situation; Disqualification Rule

[461-175-0220](#) — Notice Situation; Disqualification

17. Job quit and penalties

Job quit and reducing work effort is a separate nonfinancial eligibility requirement for SNAP. For SNAP, clients are not to quit a productive job unless they have a good reason. A *productive job* is paid work which averages at least 30 hours per week or pays at least 30 hours per week times the federal minimum wage. Clients must not quit these jobs within 30 days before applying for SNAP or while receiving SNAP. Reducing hours of work below the productive job standard is also considered job quit.

Mandatory work registrant clients are not eligible for SNAP if they voluntarily quit a productive job ([SNAP-E.9](#)) without good cause during their certification period or in the 30 days before applying for SNAP.

- (A) If an applicant had a disqualifying job quit, they are ineligible from the filing date. The appropriate disqualification penalty, level 1-3, is applied for full months only. If the filing date was not the first of the month, then the effective date of the disqualification is the first of the month following the filing date. Although not disqualified in the month of application the person is not eligible. No 10-day notice is required for applicants.
- (B) For ongoing clients, follow the same steps as for any other disqualification.
- (C) The disqualification penalties are listed in [SNAP-E.16](#).

Job Quit by Applicants; SNAP Rule

[461-135-0521](#) — Job Quit by Applicants; SNAP

JOB QUIT PENALTY



There is no job quit penalty when the client is fired, laid off or has hours cut at the employer's discretion. There is also no job quit penalty if there was good cause for a job quit.



REFER TO [EXAMPLES 20](#) OF JOB QUIT PENALTY.

18. E&T; showing cooperation and ending a work registration disqualification

NOTE



This policy applies to ending E&T Work Registration disqualifications only.

This policy applies to any client disqualified for failing to meet any of the requirements set forth in [section 9](#) (A) through (E).

- (A) Showing cooperation
- (1) When disqualifying a SNAP client, the worker must inform them of the requirement to demonstrate cooperation in order to regain eligibility. The

worker also needs to explain what task will meet the requirement and give the client the assignment in writing.

- (2) Local offices and districts have operational flexibility to decide what disqualified clients must do to demonstrate cooperation. They may decide this on a case-by-case basis or have a standard in their area. Local offices and districts may:
 - (a) Manage disqualification cooperation in-branch. Districts and branches may establish tasks for the client to complete that demonstrate cooperation. The local office must track completion of the task. For example: Local branch requires demonstration of two weeks of job search activity. Client is required to turn in a job search log showing a minimum of six job contacts over two weeks.
 - (b) In addition to independent job search, they may be asked to go to the local Work Source Center to register.
 - (c) Develop a partnership with the local contractor to manage disqualification cooperation. When there is such an agreement, clients who are disqualified are not receiving SNAP benefits. Therefore, clients should not be referred to the contractor as a STEP participant, but as part of disqualification resolution for a non-SNAP client.
- (3) Cooperation tasks should be:
 - (a) Something the client can complete during their minimum disqualification period;
 - (b) Reasonable, considering local labor market conditions. For example, a branch or area could decide all disqualified clients must complete two weeks of job search including at least two in-person contacts, in order to demonstrate cooperation.
 - (c) For job quits, cooperation is considered met if the client does any of the following:
 - (i) The client gets another job of similar wage or hours to the one they quit;
 - (ii) Gets work hours restored to more than 30 hours per week if they reduced their work hours;
 - (iii) Complies with the task determined by the local branch.

- (4) Disqualified clients cannot be given good cause for failure to demonstrate cooperation.

(B) Ending disqualifications

- (1) For ongoing open cases, the client is added back to the case the first of the month after they complete their minimum disqualification period and demonstrate cooperation. Follow add-a-person ([SNAP-I.10](#)) policy when adding the client to an open SNAP case.
- (2) For cases that were closed because the certification period ended or due to the disqualification, the client must show cooperation and serve the penalty period before becoming eligible for SNAP. The client will need to reapply for benefits. Open the case on the filing date or the date the client shows cooperation with the E&T activity, whichever is later.
- (3) Remove any disqualification applied in error, and do not count it as a time that the client failed to meet their work requirement.
- (4) The disqualification follows the person. If the person leaves the filing group, remove the disqualification from the case.
- (5) If a disqualified client becomes exempt:
- (a) On an ongoing case, remove the disqualification and add the person back to the case the first of the month after the change becomes known;
- (6) On a closed case, the client must reapply and can be SNAP eligible from the date they apply.

Disqualifications; Pre-TANF, REF, SNAP, TANF Rule

[461-130-0330](#) — Disqualifications; Pre-TANF, REF, SNAP, TANF

Removing Disqualifications and Effect on Benefits Rule

[461-130-0335](#) — Removing Disqualifications and Effect on Benefits

Use of Income and Income Deductions When There Are Ineligible or Disqualified Group Members; SNAP Rule

[461-160-0410](#) — Use of Income and Income Deductions When There Are Ineligible or Disqualified Group Members; SNAP

Effective Dates; Ending Disqualifications Rule

[461-180-0065](#) — Effective Dates; Ending Disqualifications



SEE EXAMPLES OF THE DISQUALIFICATION PENALTY AND LIFTING THE DISQUALIFICATION
([SNAP-E-EXAMPLES 18](#)).

19. Abled Bodied Adult without Dependents (ABAWD)

An ABAWD is a client who is age 18 years old but not yet 50, and there is no child under age 18 in the filing group. Oregon’s all-state ABAWD waiver ended as of 12/31/2015. Each year, Oregon must submit a new request to waive the SNAP time-limit work requirements in areas with high unemployment. Effective January 1, 2019, the Food and Nutrition Services approved a waiver for all counties except Benton, Clackamas, Clatsop, Deschutes, Jackson, Lane, Linn, Marion, Multnomah, Polk, Tillamook, Washington and Yamhill counties from the SNAP time limit. These counties are also referred to as “time-limit areas.”

ABAWDs residing in time-limit areas are subject to the SNAP time limit work requirements unless they are exempt from the SNAP time limit (See [SNAP-E.21](#)). In addition to the SNAP time limit requirements, ABAWDs are also asked to comply with the E&T Work registration requirements and the SNAP Job quit rules. Failure to meet the SNAP time limit requirements limits the ABAWD to receiving food benefits for only three months in a 36-month period unless they regain.

Time Limit and Special Requirements for ABAWD; SNAP Rule

[461-135-0520](#) — Time Limit and Special Requirements for ABAWD; SNAP

20. ABAWD assessment

The determination of whether or not an individual is an ABAWD is required statewide. If the ABAWD resides in a time-limit-exempt county subject to the SNAP time limit (see [SNAP-E.19](#)), follow local procedures when referring clients to the ABAWD contractor (OED).

1. Duties of local offices:
 - a. In addition to determining whether the client’s work registration status, also determine and narrate if an ABAWD or non-ABAWD;
 - b. Determine and narrate if the ABAWD is exempt from the SNAP time limits. See [SNAP-E.21](#) for the list of exemptions from the SNAP time limit.
 - c. Explain to ABAWD clients (not exempt from the SNAP time limit) what they need to do to meet the ABAWD work requirement if they are residing in a time-limit area;

- d. Review, give a copy and narrate the *Simplify Reporting Systems for Able-bodied adults without dependents (ABAWD)* ([DHS 854](#)) and the *SNAP Employment and Training Programs Rights and Responsibilities* ([DHS 7280F](#));
 - e. Determine if the mandatory ABAWD is working for pay or unpaid (such as volunteering or bartering) and verify the number of hours per week;
 - f. If working for pay or unpaid, create a non-JOBS case plan with the BF step and note two weeks of verified work hours. No referral to OED is needed if the work hours are verified at 80 hours or more per month;
 - g. Refer mandatory clients to an OED Work Source Center (if working less than 80 hours a month or work hours have not been verified) – Make the referral to the contractor using the iMatchSkills Scheduling tool. The referral information given to the client needs to include the date and time, location and a contact person;
 - h. Set up the PE Step in the non-JOBS case plan when making the referral to OED;
 - i. Review non-JOBS TRACS plan monthly and determine if the mandatory ABAWD is meeting the work requirements;
 - j. Apply and lift countable months (CTs), as appropriate and send proper Notice to the customer as appropriate;
 - k. Apply and lift E&T work registration disqualifications for failing to do SNAP-e.14(1) to (5), as appropriate and send the proper notice to the customer as appropriate.
2. Duties of the OED Work Source Center:
- a. Assess the client, which includes a review of work history;
 - b. Write an ABAWD non-JOBS case plan;
 - c. Refer the ABAWD to in-house or outside work-related activities;
 - d. Refer to appropriate community work-related training or seminar opportunities;
 - e. Refer to possible job openings;
 - f. Identify the need for Support Services and pay as agreed with the district; and
 - g. Track client participation.

21. SNAP time limit and fixed clock

Oregon's 36-month time period is set as a fixed clock which differs from other states. The new fixed clock period begins January 1, 2019, to December 31, 2021. Countable months coded prior to December 31, 2018, have been removed from cases, and starting January 1, 2019, all ABAWDs will have three new countable months they may use without having to meet the ABAWD work requirements.

- (A) The following clients are not subject to the SNAP Time Limit:
- (1) Client who resides for any part of the month in waiver-exempt area identified in a waiver approved by Food and Nutrition Services, which for 2019 are: Baker, Columbia, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Hood River, Jefferson, Josephine, Klamath, Lake, Lincoln, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler and tribal lands in time-limit areas.
 - (2) When a child under age 18 joins the filing group.
 - (3) When the ABAWD is pregnant.
 - (4) When food benefits were prorated for the month.
 - (5) The client meets one of the Work Registration exemptions for any part of the month ([SNAP-E.8](#)(A) or (B)).

22. ABAWD countable months

Countable months are assigned to a mandatory ABAWD when they fail to complete the required work participation hours in a month. These are activities required while the ABAWD is residing in a time-limit area. This also includes countable months cross state lines. This means a countable month may be assigned in Oregon or in another state.

A countable month is when a mandatory ABAWD receives a full month of benefits while not meeting the ABAWD work requirements ([SNAP-E.24](#)). An ABAWD is not eligible to receive food benefits as a member of any household after the client receives more than three countable months in a 36-month period. This time is applied for countable months used in Oregon or in any other state.

When not a countable month?



Do not give countable months when the ABAWD is exempt from the SNAP time limit. This may be due to being exempt from the work registration requirements ([SNAP-E.8\(A\)](#) or [\(B\)](#)), a child moving into the filing group, becoming pregnant, moving to a time-limit area or SNAP benefits being prorated.

Countable months are only assigned when an ABAWD does not meet the work participation hours in a month and they have received a full month of SNAP benefits. Do not assign a counting month in any month in which the filing group received prorated benefits. This may be at certification or recertification. In these instances, the filing date is not the first day of the month. If the filing date is the first day of the month, the ABAWD may earn a counting month even if their interview or orientation with OED was later in the month.

NOTE



Countable month coding is placed on the individual ABAWD. This coding must remain on that individual even if they move to an area that is not applying the SNAP time limit. This coding also follows the ABAWD when they move to a different household.

Check the client's TRACS non-JOBS case plan to verify the client is not performing the correct number of hours in their work activities before coding countable (CT) months. The SNAP time limit for an ABAWD is tracked on FSMIS and the SNAP Time Limit screen found on the client information (FIND) screen.

- (A) The first three countable months in the 36-month period are known as the first set of countable months. The first set of countable months does not have to be consecutive.
 - (1) The first countable month is coded and saved as CT1 on FSMIS first and then the SNAP Time Limit screen found on the client information (FIND) screen.
 - (2) The second countable month is coded and saved as CT2 on FSMIS and then the SNAP Time Limit screen found on the client information (FIND) screen.
 - (3) The third countable month is coded and saved as CT3 on FSMIS and then the SNAP Time Limit screen found on the client information (FIND) screen.

NOTE

Only the latest CT issued should be coded in FSUP. Type over the current CT to update it to the next level.

- (B) Following receipt of CT3, the ABAWD can only be eligible for SNAP if they are exempt from the SNAP time limits, they are meeting the work requirements, or they regain eligibility by meeting the work requirements through employment or by participating in a case plan set up through their local OED branch. (See [SNAP-E.24](#) for regaining policy.) The mandatory ABAWD may receive another set of countable months in certain circumstances. This is known as the second set of countable months. The second set of countable months is only allowable after the ABAWD has regained eligibility ([SNAP-E.25](#)). Under no circumstances can the second set of countable months immediately follow the CT3 month because the ABAWD must first lose eligibility and then regain eligibility. The second set is identified as CT4, CT5, and CT6 and must be consecutive. Months CT5 and CT6 follow CT4 even if the ABAWD becomes exempt or ineligible for another reason and their benefits end. In other words, the clock ticks for the months of CT5 and CT6 even if the ABAWD receives no SNAP benefits. CT5 and CT6 can only be lifted or removed if CT4 was incorrectly coded on the case.
- (C) The countable months starts when:
- (1) The participant who is working notifies the department that they are no longer in compliance with the ABAWD work requirement ([SNAP-E.23](#)), or
 - (2) The state determines the client who is participating in a work program or workfare program is no longer in compliance, or
 - (3) A change occurred which resulted in the client's becoming subject to the SNAP time limit and the change was required to be reported. If the report was not timely, the countable months starts when the change occurred. This could result in a collectable overpayment.
 - (4) If a change occurred which results in an individual becoming subject to the SNAP time limit and the change was not required to be reported, the countable months may start when the agency notifies the individual he or she must meet the work requirement. Any benefit the individual received while not eligible is not considered an overpayment.

- (D) You must notify the client when they earn a new countable month and when they become ineligible when they have exhausted their first set of countable months (month CT3). Notify them again when they begin CT4 or become ineligible when they have exhausted their second set of countable months (month CT6). ABAWD notices in NOTM may be used with APD/AAA participants.
- (1) To send a notice to a client when they have earned countable months CT1, CT2, or CT3, use Notice Writer FSWCT1I.
 - (2) To close or reduce food benefits because an ABAWD exhausted their first set of three countable months (CT3), use Notice Writer FSWCT3R to reduce benefits and FSWCT3C to close benefits.
 - (3) When a client fails to meet the work requirements after regaining eligibility, and they have earned a second set of countable months CT4, CT5 and CT6, use Notice Writer FSWCT4I to send the notice informing them they have started their second set of countable months. CT4-CT6 are never issued unless regain has occurred first.
 - (4) To close or reduce food benefits when an ABAWD has exhausted their second set of three countable months (CT6), use Notice Writer FSWCT6R to reduce benefits and FSWCT6C to close benefits. This notice is sent before the 10-day timely notice date on the month that has been assigned CT6.
 - (5) To deny an ABAWD applicant who has exhausted their countable months, use Notice Writer FSW0ABD. This normally occurs with someone who already has a CT3 or CT6 coded and:
 - (a) The case has been closed.
 - (b) The ABAWD is not now exempt; or
 - (c) The ABAWD has not regained eligibility (see [SNAP-E.24](#)).

COUNTABLE MONTHS AND OUT-OF-STATE VERIFICATION



The SNAP time limits are applied across state lines. If the ABAWD presents an out-of-state I.D., or if the client indicates they moved to Oregon January 1, 2019, or later, you must contact the other state to verify ABAWD Countable Months. As of January 1, 2019, all SNAP offices statewide (including time-limit-exempt areas) must check for countable months received in another state whenever an ABAWD applies for SNAP in their office. If countable months were received in the other state, the latest CT received must be coded on FCAS and all

the CTs received must be coded in the WEBM FIND SNAP Time Limits screen. (See [SNAP-B.12\(d\)](#).)

Oregon is on a fixed clock and will not count months used in another state prior to January 1, 2019.

Example 1: *Lisa is an ABAWD and she applied for SNAP benefits on March 3, 2019. She is not exempt and is subject to the SNAP time limit. She must comply with the ABAWD work requirements. She reports receiving benefits from the state of Washington from 10/1/2018 – 2/28/2019. She does not know if she was an ABAWD in Washington. You call the former state, and the Washington worker tells you that Lisa was an ABAWD subject to the SNAP time limits and she used three counting months in Washington for the months of 12/2018, 1/2019 and 2/2019.*

Oregon's clock began on 1/1/2019, two of the counting months in Washington were received 1/2019 or later. Therefore, two of the three-counting months count as CT months in Oregon. The worker should note 1/2019 and 2/2019 as countable months. The counting month received from the state of Washington for 12/2018 does not count in Oregon because it was applied before Oregon's current clock began.

Example 2: *Fred is an ABAWD and is applying for SNAP benefits on December 28, 2020. He is not exempt and is subject to the SNAP time limit. You explain that he can comply with the ABAWD work requirements or be limited to three months of SNAP benefits. He presents an out-of-state I.D. from California during your intake and you ask if he received benefits from that state. Fred tells you that he received SNAP benefits there, but they closed his benefits because he did not keep doing his job classes.*

You call the former state, and the California worker tells you that Fred was an ABAWD subject to the SNAP time limits and he used three counting months in California for the months of 9/2020, 10/2020 and 11/2020. All three-counting months count as CT months in Oregon because they were received after Oregon's clock began.

23. ABAWD work requirements

An ABAWD subject to the SNAP time limits will have an individualized non-JOBS case plan in TRACS. They must meet the ABAWD work requirements to be eligible for food benefits. These ABAWDs can only receive SNAP benefits for three months in a 36-month period without meeting the work requirements each month. Mandatory ABAWDs must meet their required hours unless they have good cause ([SNAP-E.24](#)).

When a counting month (CT) is given, the ABAWD must provide evidence to the department within 90 days following the last day of the CT month if they have proof they met the work requirements or were exempt that month.

The client must participate in one or more of the following work components and these work components can be combined to meet 20 hours a week. The weekly hours in a month may be averaged to 80 hours over the month (use Work Registration Code “C” or “T”):

1. Working for 20 hours or more a week. This can be Paid or unpaid, such as in-kind, bartering or volunteer work. (Use Work Registration code “T.”)
2. Self-employed with countable income equal to or greater than federal minimum wage x 20 hours per week, SEN of \$580.00 or SEC of \$1160.00. (Use Work Registration code “T.”)

NOTE



1. Self-employed ABAWDs are exempt from the SNAP time limit if they are working the equivalent of 30 hours a week at federal minimum wage. If the SEC income coded on FCAS is at least SEC of \$1870.50 or SEN of \$ 935.25, the individual is exempt. See [SNAP-E.8.B.1](#).
 - Use work reg code F5 on FCAS;
 - Do not refer to OED for additional services. The ABAWD may want to voluntarily go to a STEP provider if they need additional employment services.
2. If the ABAWDs self-employment income coded on FCAS is between the exempt level and SEC of \$1160, or SEN of \$580, they are meeting the 20 hour a week requirement.
 - Use work reg code T on FCAS;
 - Create the BF step in the non-JOBS case plan on TRACS noting 20 hours a week for two weeks;
 - Do not refer to OED for additional services. The ABAWD may want to voluntarily go to a STEP provider if they need additional employment services.

NOTE

3. If the self-employment income of the ABAWD is below the 20-hour a week level, a referral to OED to help them meet the 80-hour a month requirement is needed. Before doing that, calculate the self-employment hours they still need as follows:
- For: SEC income divided in 2 and divided again by the hourly federal minimum wage (\$7.25) = self-employment hours;
SEN income divided by the hourly federal minimum wage (\$7.25) = self-employment hours.
 - For the additional hours the ABAWD will need to meet the 80 hour a month requirement, calculate: 80 hours less the calculated self-employment hours. (80 – X = needed hours). To get to the weekly self-employment hours for the non-JOBS case plan BF step, divide the monthly self-employment hours by 4. Do not round down because they need to have 80 hours for the month to avoid a counting month.
 - *Use work reg code C on FCAS.*
 - *Create the BF step in the non-JOBS case plan on TRACS noting two weeks of the calculated self-employment hours.*
 - *Refer the ABAWD to OED for the additional hours. Note the additional hours needed on the I-MatchSkills Scheduling tool.*

3. Participate in a program under the Workforce Innovation and Opportunities Act of 1998, Pub. L. No. 105-220, 112 Stat. 936 (1998). (Use Work Registration code "C.")
4. Participating and complying with a work program under section 236 of the Trade Act of 1974 20 hours a week. (Use Work Registration code "2 or C.")
5. Participating at least half time in a training program due to participation in an Employment and Training Case Plan (STEP, ABAWD or another E&T program. (Use Work Registration code "2.")
6. Participate and comply with an E&T program, other than job search or job search training programs. This includes activities under the STEP E&T. **Job search activities must be combined with other work-related activities to equal 20 hours per week and may not exceed nine hours per week unless**

the job search activities are related to WIOA activities. (Use Work Registration code “C.”)

7. Workfare Program (use Work Registration Code “R”).
 - a. Workfare may begin with 30 days of job search or job search training. Workfare can start with a job site placement, if OED Work Source Center determines the labor market test is inappropriate.
 - b. ABAWDs approved for Workfare must participate the calculated FLSA hours over the month. Mandatory ABAWDS in the same household can share their monthly hourly obligation if both are assigned to Workfare.

NOTE



Use the FLSA calculator located on the SNAP Staff Tools Web page. The calculator gives the monthly hours an ABAWD participating in workfare is required to complete based on their SNAP benefits and the county they live in.

- c. Clients in a workfare job site placement must provide proof from the employer of workfare hours worked each month.
- d. Clients who have been placed in a workfare job site must meet their monthly hourly requirement in order to comply with the ABAWD work requirements; unless they have good cause ([SNAP-E.15](#)).
- e. Clients assigned to workfare may not combine their hours with other work-related activities.

NOTE



ABAWDS who exhausted their three counting months of benefits and do not comply with the work requirement lose their benefits for the remainder of the 36-month time period unless they regain eligibility (see [SNAP-E.25](#)) and comply with the ABAWD work requirements or become exempt.

Helpful Hints: TRACS coding for ABAWDs. DHS staff only do the PE and BF steps – OED uses and does all the other steps.

TRACS code	Work requirements
AF	Adult Basic Education; ESL and GED.
BF	<p>Working up to 20 hours per week, paid or unpaid, such as bartering or voluntary. Averaged to 80 hours over the month.</p> <p>NOTE: this is not earning the equivalent of 20 hours a week at federal minimum wage (must be actual hours) or self-employed for up to 20 hours a week <u>and</u> earning the equivalent of 20 hours a week at federal minimum wage (SEN \$580.00 or SEC \$1160.00). Work may be paid, bartering or voluntary (unpaid). Could be a student with federal work study. Code at least two weeks of actual verified hours into the BF-step.</p> <p>Note: <i>If work is less than 20 hours a week, the ABAWD needs to be doing other activities to make the weekly average 20 hours a week. Refer to OED using a PE & BF Step Combination.</i></p>
IF	<p>Supervised Job search or Job search training is a supplement to any of the other work activities, but this part cannot exceed nine hours a week.</p> <p><i>(Exception is the month prior to Workfare, or if part of WIOA participation or a partial month.)</i> Includes orientation, developing a plan, getting training and access to computers in a resource room, basic skills testing, interest surveys, etc.</p>
PE	Referral to OED only.
JF	Job readiness includes employment and training program (other than job search or job search training) operated by the state.
TF	In an approved training program.
VF	Vocational Education Activities; Includes a Displaced worker program under section 236 of the Trade Act of 1974.
WF	Workfare.

24. SNAP Time-Limit Good Cause

The SNAP time limit may be excused for a month for an ABAWD who are cooperating with their case plan but are unable to complete the requirements in a month due to one or more of the following unexpected circumstances. The circumstance must be beyond the control of the participant and occur during the countable month:

1. Inclement weather,

2. Transportation difficulties,
3. Illness impacting ability to work, or
4. Tragic loss.

NOTE



These good-cause criterion are for the SNAP time limit only. If an ABAWD residing in a time-limit area quits a job or voluntarily reduces their work hours below 30 hours a week ([SNAP-E.9](#)) or its equivalent, they may have a good reason based on the work registration good cause ([SNAP-E.15](#)). If the individual did not have good cause, they are subject to the Work Registration disqualification ([SNAP-E.16](#)).

NOTE



SNAP time limit good cause rules for not completing the required number of hours in a month require ABAWDs to be actively participating in work activities and due to a reason beyond their control, they were unable to meet the required hours. If no good cause, assign a CT month.

Do not grant good cause when the department failed to do something it was supposed to do, such as make a timely referral or not having enough orientation slots available. These are issues outside the control of the ABAWD, but they are within the control of the department.

25. ABAWD regaining eligibility

After becoming ineligible for food benefits due to exceeding the SNAP time limit, an ABAWD can regain eligibility during the 36-month time period. There is no limit to the number of times an ABAWD can regain eligibility. Regaining can occur anytime the ABAWD exhausts the first set of the three-month counting months (CT1, CT2, CT3), or the second set of counting months (CT4, CT5, CT6). Regaining can occur only after an ABAWD becomes ineligible due to the SNAP time limit and their benefits end. They cannot regain eligibility while their benefits remain open.

The process for regaining eligibility for SNAP is always the same. An ABAWD may choose to apply over and over again after receiving CT3 or CT6. Determine eligibility with the new application in the following order:

- (A) Is the ABAWD currently exempt from the SNAP time limit because they live in a waiver county, they are pregnant, a child under age 18 is in the SNAP filing group or they now meet one of the Work registration exemptions discussed in

[SNAP-E.8](#)? If they are currently exempt from the SNAP time limit, and otherwise eligible for SNAP, they qualify for benefits.

- (B) When an ABAWD reapplies for benefits and is not exempt from the SNAP time limit, the department will need to:
- (1) Determine if the person worked at all since they last received food benefits.
 - (2) If yes, was it for 80 hours in a 30-day period? If so, request verification from the customer of the work hours using a *Notice of Pending Status* ([DHS 210](#) or [SDS 539H](#)).
 - (3) If the mandatory ABAWD has not worked 80 hours in a 30-day period since last receiving SNAP benefits, refer the ABAWD to the contractor. They must complete 80 hours of work-related activities in a 30-day period to regain eligibility.

NOTE: *Workers may need to extend the application processing period beyond 30 days if there is not enough time remaining in the application process to allow for the ABAWD to complete the 80 hours. Also, if the ABAWD must perform work-related activities to gain the 80 hours before they qualify for benefits, they are not eligible for expedited service.*
 - (4) If requested verification is not received within 30 days or the customer does not meet an exemption or have worked 80 hours in a 30-day period, deny the SNAP request.
 - (5) If the requested verification is received and the ABAWD has proven to be eligible for program participation within the pending period, benefits must be prorated back to the filing date.
 - (6) For ongoing cases, add the ABAWD to the case effective to the first of the following month. Follow add-a-person policy ([SNAP-I.10](#)) when adding the client to an open SNAP case.
- (C) An ABAWD who regains eligibility but is no longer fulfilling the work requirements, can receive three additional months of benefits during the 36-month time period. The additional three-month period is called the “second set” and must be consecutive. This second set is coded as CT4, CT5 and CT6, and ABAWDs can only take advantage of this provision once during the 36-month period. Once the second set of countable months have been used, an ABAWD will need to meet the ABAWD work requirements or an exemption from the SNAP time limit to receive food benefits for any of the remaining 36 months.

However, there is no limit to the number of times they can go through the regaining process.

Disqualifications; Pre-TANF, REF, SNAP, TANF Rule

[461-130-0330](#) — Disqualifications; Pre-TANF, REF, SNAP, TANF

Removing Disqualifications and Effect on Benefits Rule

[461-130-0335](#) — Removing Disqualifications and Effect on Benefits

SNAP Time Limit and Special Requirements for ABAWD; SNAP Rule

[461-135-0520](#) — SNAP Time Limit and Special Requirements for ABAWD; SNAP

Use of Income and Income Deductions When There Are Ineligible or Disqualified Group Members; SNAP Rule

[461-160-0410](#) — Use of Income and Income Deductions When There Are Ineligible or Disqualified Group Members; SNAP

Effective Dates; Ending Disqualifications Rule

[461-180-0065](#) — Effective Dates; Ending Disqualifications



SEE EXAMPLES OF REGAINING ([SNAP-E.19-25](#)).

26. Moving in and out of time-limit counties

(A) Moving into areas subject to the SNAP time limit

When an ABAWD moves into an area subject to the SNAP time limit, the ABAWD will need to be contacted to determine if they meet an exemption from the SNAP time limit. Whether or not an ABAWD meets an exemption, workers will need to:

- (1) Code work registration on FSUP appropriately.
- (2) Provide Simplified Reporting System form ([DHS 854](#)); this explains ABAWD reporting requirements and the SNAP E&T Program's Rights and Responsibilities.
- (3) Make referral to OED if they are a Mandatory ABAWD.
- (4) Narrate the case on TRACS or Oregon ACCESS.
- (5) Setup pending case non-JOBS case plan in TRACS.

(B) Moving out of an area subject to the SNAP time limits

In some instances, the ABAWD may decide to move out of area subject to the SNAP time limits. They may have used some or all of their counting months prior to the move.

- (1) The receiving branch is to maintain the CT coding on the individual. Do not remove CTs issued in time limit areas.
- (2) Also determine if the individual is work registration exempt. If not exempt, ask the ABAWD if they wish to volunteer and proceed with the STEP referral process for their office.
- (3) If a person is ineligible due to the SNAP time limit when the case transfers out of a SNAP time limit area into a waiver area, they can again receive SNAP if otherwise eligible and request benefits. Only remove the CT coding if the counting month is for a month the client was living in waiver area for at least one day. Remember changes in the status must be reported within 90 days of the end of the CT month for it to be removed.

NOTE

Regardless of the client's reporting system, ABAWDS must report when their work hours fall below 20 hours per week ([see SNAP-I.3](#)) for more details. An ABAWD can also receive counting months and lose eligibility for reaching the SNAP time limit while in TBA.

Changes That Must Be Reported Rule

[461-170-0011](#) — Changes That Must Be Reported

27. Fleeing felon and violators of parole, probation or post-prison supervision

On August 22, 1996, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 became law. This law made fleeing felons and persons in violation conditions of parole, probation or post-prison supervision ineligible for the Supplemental Nutrition Assistance Program.



SEE [GP-L](#) FOR MORE INFORMATION ON HOW TO DETERMINE ELIGIBILITY AFTER A PERSON HAS BEEN IDENTIFIED AS A FLEEING FELON OR AS A PERSON WHO HAS NOT BEEN MEETING THE CONDITIONS OF THEIR PAROLE, PROBATION OR POST-PRISON SUPERVISION.

✓ SEE [SNAP-G.15](#) ON HOW TO TREAT THE INCOME AND DEDUCTIONS OF AN INELIGIBLE GROUP MEMBER.

Need Group Rule

[461-110-0630](#) — Need Group

Fleeing Felon and Violators of Parole, Probation, and Post-Prison Supervision; SNAP and TANF Rule

[461-135-0560](#) — Fleeing Felon and Violators of Parole, Probation, and Post-Prison Supervision; SNAP and TANF

28. SNAP E – Nonfinancial eligibility examples

Section 3. Student examples

Housing and utility deduction examples when there is an ineligible student:

Example 1: *Three students are sharing a residence and are applying for SNAP together. One of the students is ineligible. All three students pay an equal share of the housing and heating costs. The rent of \$600 is divided by the three that pay to arrive at \$200 share per person. There are two eligible persons in the filing group and so \$400 shelter costs plus the FUA are allowed.*

Example 2: *Three persons live in the same household, one adult and two children. The adult is an ineligible student. The children have child support income and the family is using their income to pay the \$650 rent. The two eligible persons are entitled to have a deduction for the amount of rent they pay, (\$650). They are not eligible for the FUA or LUA as their income is not being used to pay the utility costs.*

Section 18. Applying a penalty and lifting a penalty examples

One-person need groups

Example 1: Not meeting work requirements; disqualification notice sent

Facts:

Certification period: December through May

Household composition: John (age 40)

Work Registration Status: Mandatory

Situation: *The department on 1/20 that John refused to accept a bona fide job offer.*

Notices: *The FS00CON was sent offering conciliation. John did not contact his worker to offer any explanation. It was determined there was no good cause. The timely disqualification notice (FSC1FJQ) was sent in January and he was told what he must do to regain benefits.*

Disqualification effective: *2/1 as LV1*

Situation 1: *John turned in his application for recertification on 2/10. He received the Notice of Pending Status ([DHS 210](#)) telling him what he needed to do to show cooperation. On 2/24, John submitted proof he performed the assigned activities. John's SNAP case was recertified effective 3/1. Even though he demonstrated cooperation, he must serve the minimum disqualification.*

Situation 2: *John turned in his application for recertification on 3/3. He received a [DHS 210](#) showing what he must do to complete the application process. John was scheduled to do a week of job search with four contacts. He called his worker on 3/12 to say he had been sick and could not look for work. John's worker explains that he must do the job search to regain SNAP eligibility: DHS cannot give him good cause to lift a disqualification. John completed his activities on 3/17 and was recertified effective 3/3 (the filing date).*

Situation 3: *John reapplied on 4/6. Even though he has not received SNAP benefits for several months, he still needs to cooperate with the E&T requirements. He received the [DHS 210](#) informing him of the activity he needed to do to have his benefits recertified. On 5/8, John turned in proof he completed the assigned activities on 5/6. John's SNAP case was recertified effective 5/6.*

Example 2: Not meeting work requirements; disqualification notice not sent

Facts:

Certification period: *December through May*

Household composition: *Jake (age 28)*

Work Registration Status: *Mandatory*

Situation: *On 4/20, the contractor notified the department that Jake refused a bona fide job offer.*

Notices: *The FS00CON, offering conciliation, was sent to Jake. Jake did not contact his worker. It was determined no good cause exists, but the notice of disqualification was not sent to Jake as the certification was expiring 5/31.*

Situation 1: *On 6/5, Jake filed his application for recertification. Jake cleared all eligibility factors except the work requirement. He was recertified beginning 6/5 but was given a notice of disqualification effective 7/1 for a minimum of one calendar month and until he returned and performed at least one week of the assigned activities.*

Situation 2: *On 8/5, Jake came to the office about his recertification. He cleared all eligibility factors except the work requirement. He was recertified beginning 8/5 and agreed to do the assigned work activities. A disqualification was not applied as no notice was sent, and there was a break in receipt of benefits of more than one month (June 1 - August 5). Too much time has passed to apply the penalty and review for possible exemption during the months when Jake's case was closed.*

Example 3: Reduction in work hours without good cause; disqualification notice sent

Facts:

Certification period: *October through March*

Household composition: *Jerod (age 24)*

Work Registration Status: *Mandatory*

Situation: *He was working 26 hours a week at \$8.95 an hour, which equates to more than 30 hours a week at federal minimum wage.) On 11/2, he reported he was now working 16 hours a week. The employer verified that Jerod asked to work fewer hours. This is treated the same as job quit. Jerod told his worker that he asked for fewer hours because he works at night and he wants to spend more time with friends. This is not good cause.*

Notices: *The FS00CON (conciliation) and FSC1FIJQ (disqualification) notices were sent. The disqualification notice also told him the ways to*

comply and one way to comply with the work requirements was to ask his employer to restore his work hours.

Disqualification effective: 12/1

Situation 1: *On 11/26, Jerod reports his employer agreed to restore his hours. He is again working the equivalent of 30 hours a week. As Jerod started working equal to 30 hours a week in November, the LV cannot be imposed for December. Undo the 12/1 close action on FSMIS. Remove the LV1, LV2 or LV3.*

Situation 2: *On 1/5, Jerod reapplied for SNAP. He is still working 16 hours a week. His supervisor stated that the busy season is over and he cannot increase Jerod's hours. A [DHS 210](#) is given to Jerod asking him to do six job search contacts in two weeks. He did not turn in the required work activities in the 30-day application period and the benefits were denied 2/4. Jerod arrived in the office on 2/8 with a completed Job Search Verification ([DHS 475](#)) showing he had completed the requested job search activity. The disqualification can be lifted 2/8, the date he submitted proof he completed the required work activity, and the case is recertified using 2/8 as a new filing date.*

Example 4: Not meeting work requirements; disqualification notice sent

Facts:

Certification period: October through March

Household composition: Jose (age 32) and two children (ages 10 and 12)

Work Registration Status: Mandatory

Situation: Jose failed to accept a bona fide job offer without good cause in February.

Notices: The FS00CON (conciliation) notice was sent to Jose in February and FSC1FJQ (disqualification) notices were sent to Jose in March. On 3/17, Jose contacted his worker about his recertification. Benefits were recertified for April for the children only. The household is no longer categorically eligible and Jose's resources must be counted. He was given notice indicating the need to do six employer contacts in two weeks to have the disqualification lifted.

Disqualification effective: 4/1

Situation 1: Jose turned in his six employer contacts on 4/10. He was added back to the SNAP benefits effective 5/1. Review cat el status.

Example 5: TANF/SNAP client not meeting TANF JOBS requirement

Facts:

Certification period: January through June

Household composition: Louise (age 30) and two children (ages 10 and 12)

Work Registration Status: Mandatory

Situation: Louise was participating in JOBS. However, she failed to accept a bona fide job offer in February and began TANF disqualifications effective 3/1. Louise was work registration code 7 due to participating in JOBS, but as a mandatory work registrant, she must meet the SNAP work registration requirements.

Notices: Louise's worker sent a TANF disqualification notice only.

Situation 1: Louise was JOBS disqualified because she failed to cooperate with her JOBS plan. The requirement to accept a job is comparable to SNAP E&T, so SNAP E&T disqualifications also apply. The FSC1FJQ notice was sent to Louise informing her of the SNAP LV effective 3/1 and what she needed to do to show cooperation. In addition, DQI income was coded onto FSMIS for 3/1 and the case lost cat el status. On 3/1, Louise tells her TANF worker she wants to cooperate and the TANF disqualification is lifted. Follow add-a-person policy and lift the SNAP LV effective 4/1, after she serves the full LV period.

Situation 2: The JOBS disqualification was because Louise failed to cooperate with a referral for parenting classes. This TANF requirement is not comparable to SNAP E&T, so SNAP disqualifications cannot be applied. Code DQI income on the SNAP case effective 3/1. Louise's work registration code is no longer 7. Ask her if she would like a referral to the local STEP contractor.

Situation 3: The JOBS disqualification was because Louise failed to do the job search which was on her plan. This TANF

requirement is comparable to a SNAP E&T activity, however, as a voluntary activity. Louise cannot receive a SNAP disqualification for failing to do a voluntary activity. She is no longer participating in JOBS, so her Work Registration code should change from 7 to A or B unless she meets another exemption. Code DQI income on the SNAP case effective 3/1.

Example 6: SNAP client not meeting UC Work search requirement

Facts:

Certification period: January through June

Household composition: Janet (age 30)

Work Registration Status: Mandatory

Notices: Janet receives the SNAP E&T notice.

Situation 1: Janet lives in a SNAP time-limit area. On the application, she reported she was receiving UC. With UC, she is required to do the OED work requirements. At intake, she reports she stopped looking for work as there are no jobs she wants out there and her UC benefits are ending in January. She does not receive a counting month for January as she received UC in January so was exempt for the entire month. Refer Janet to OED. If she does not complete the required 80 hours in February, she will receive a counting month for February.

Example 7: SNAP recipient job quit

Facts:

Certification period: October through March

Household composition: Zane (age 28), Marilyn (age 26), and three children (ages 2, 4, and 7)

Work Registration Status: Zane is mandatory; Marilyn is exempt to care for a child under 6.

Situation: Zane reported in December he was no longer working. It was determined he quit his job without good cause.

Notices: NOTM FSC2FJQ was sent to Zane for a one-month penalty. The notice specifies Zane needs to do 12 job search contacts and leave four applications within a 30-day period before he could again receive SNAP.

Disqualification effective: 1/1 for Zane only. Marilyn and the children continued to receive benefits. Remember to change the cat el status to N if Zane is the HH on SNAP.

Situation 1: Zane arrives in the office on 1/24 with a completed Job Search Verification ([DHS 475](#)) showing he completed the requested job search. The disqualification was lifted, and Zane was added to the SNAP benefits as of 2/1 as he completed the one-month penalty.

Situation 2: Zane arrives in the office on 2/8 with a completed [DHS 475](#) showing he completed the job search. Following add-a-person policy, remove the disqualification effective 3/1.

Example 8: Not cooperating with voluntary activities

Facts:

Certification period: November through April

Household composition: Gertrudis (age 32).

Work Registration Status: Mandatory

Situation: Gertrudis agreed to do 12 job search contacts a month. In November, she did not turn in the Job Search Verification ([DHS 475](#)) and when questioned, she stated that she did not get around to doing the job search. It was determined in December that although she did not have good cause, she had volunteered to do the job search activities. Therefore, there is no disqualification.

Example 9: Ending the disqualification due to a change in status

Facts:

Certification period: October through March

Household composition: Harry (age 32) and Ginny (age 30)

Work Registration Status: Harry is mandatory. Ginny is mandatory. Ginny is pregnant with no complications affecting her ability work.

ABAWD status: Harry is mandatory ABAWD in a waiver area; Ginny is exempt from the SNAP time limit due to being pregnant.

Situation: Harry quit a productive job in November. He did not have good cause.

Notices: The FS00CON (conciliation) and FSC1FJQ notices were sent to Harry in late November.

Disqualification effective: 1/1.

Situation 1: Harry comes into the branch on 12/22 to report and verify he is now working 25 hours a week at \$9.50 an hour. He is now work registration code 4 and SNAP time limit exempt. Lift the disqualification and process SNAP benefits for January with Harry included. Remove the LV1 coding because his status changed to exempt prior to the effective date of the disqualification so it cannot be imposed. If including his anticipated earnings for January would result in a reduction in benefits, send 10-day notice before adding Harry and his income.

Situation 2: Harry comes into the branch on 1/15 to report and verify he is working 25 hours a week at \$9.50 an hour. He is now work registration code 4 and SNAP time limit exempt. Lift the disqualification for February after completing the penalty period (following add-a-person policy). Add both Harry and his anticipated earnings to FSMIS. Send a 10-day continuing benefit decision notice if this change results in less benefits for February than were issued in January. Do not remove the LV1 coding as Harry began to serve the disqualification before showing his new status.

Example 10: Job quit without good cause in 30 days prior to apply for SNAP, one-person filing group

Facts:

Filing date: 2/26

Household composition: Robert (age 35)

Work Registration status: Mandatory

SNAP time limit status: Mandatory.

Situation: During the interview it was determined that he walked off the job on 2/15. The branch determined he did not have good cause for the job quit.

Notices: Denial notice ([DHS 456](#)) stating he is not eligible due to a voluntary job quit and will not be eligible before 4/1 and until he shows cooperation.

One calendar-month period of ineligibility due to a job quit:

2/15 - 3/1 not eligible; 3/1 to 3/31 is the one-month LV1 disqualification.

Example 11: Job quit without good cause in 30 days prior to applying for SNAP, filing group greater than one

Facts:

Filing date: 3/10

Household composition: Elizabeth (age 32) and two children (ages 7 and 10)

Work Registration status: Mandatory

Elizabeth is not an ABAWD as the dependents are part of the filing group.

Situation: *Elizabeth was employed 40 hours a week in Iowa. She quit her job on 2/18 and moved her family to Oregon. It was determined that she did not have good cause for the job quit. The family meets all other eligibility factors.*

Notices: *FSC1FJQ notice stating she is not eligible before 5/1. However, the children are eligible during this period so the case is approved effective 3/10.*

One calendar-month period of ineligibility due to a job quit:

3/10 to 3/31 Elizabeth is not eligible; 4/1 to 4/30 is the one-month LV1 disqualification.

Example 12: Voluntary reduction in hours during 30 days prior to applying for SNAP

Facts:

Filing date: 4/19

Household composition: Richard (age 32)

Work Registration status: Mandatory

Situation: *During the certification interview it was determined his work hours were recently reduced. He was working 40 hours a week and is now working 20 hours a week. The branch determined that he asked to work fewer hours on 3/30 and he did not have good cause. This reduction is treated like a job quit.*

Notices: *Denial notice ([DHS 456](#)) stating he is not eligible before 6/1 and until he demonstrates cooperation.*

One calendar-month period of ineligibility due to voluntary reduction in work hours in the 30 days prior to applying for SNAP:

4/19 to 4/30 not eligible; 5/1 to 5/31 is the one-month disqualification.

Example 13: Involuntary reduction in hours during 30 days prior to applying for SNAP**Facts:****Filing date:** 1/21**Household composition:** Miguel (age 30)**Work Registration status:** **Mandatory**

During the interview, Miguel said he was fired on 1/15. The worker called the employer to verify and was told he did not show for work, so the employer considers it a job quit. The branch determined he caused his own dismissal but did not voluntarily quit his job. Miguel is not subject to disqualification due to voluntary job quit.

Sections 19 – 25 ABAWD:**Example 1: Regaining eligibility****Facts:****Case closed:** *Closed 5/31 – both adults earned First set of Countable months CT1, CT2 & CT3.***Household comp:** *Sarah (age 20) and Marcus (age 19) both purchase and prepare together.***Scenario:** *Sarah and Marcus come into the branch office 11/3, reapply for SNAP and establish a new filing date. Sarah is now almost two months pregnant and she reports no medical complications. Marcus was working but recently lost his job because the store he worked at went out of business. You explain the SNAP time limits, the work requirements and the reporting requirement and give him a copy of the [DHS 7280F](#) and [DHS 854](#).*

Marcus does not meet any exemption from the SNAP time limit, and you explain the process of regaining eligibility. You ask if Marcus worked at least 80 hours in a 30-day period since the last time he received food benefits. Marcus tells you he was employed full time from June to October and he received his last pay in October, but he did not bring proof of the hours with him.

This was not an expedited application. You would normally call his employer, but the business closed, so you explain and use the [DHS 210](#) to pend for proof that Marcus worked at least 80 hours in a 30-day period. Allow 30 days from the filing date as his due date.

Situation 1: *Five days later, you receive his paystub copies, which verifies his previous full-time employment, and that he averaged at least 80 hours in a 30-day period. No job quit in the last 30 days for either adults.*

Work Registration

status:

Both are mandatory.

SNAP time limit

status:

Marcus is mandatory and you setup an initial TRACS non-JOBS case plan to refer Marcus to the OED. Sara is exempt because she is pregnant.

Eligibility:

Marcus has regained eligibility, and both household members are eligible for SNAP. You open SNAP benefits back to the filing date and do a six-month SRS certification November through April. Sara has no participation requirements, so a plan is not needed. However, she can volunteer for STEPS.

Situation 2: *Five days later, you receive a phone call and Marcus reports that his paystub copies, shows that his previous employment was not full time, he did not work 80 hours in any 30-day period and he is not ready to comply with our work requirements. No job quit in last 30 days.*

Work Registration

status:

Both are mandatory.

SNAP time limit

status:

Marcus is an ABAWD subject to the time limit and you set up an initial TRACS non-JOBS case plan (PE Step) to refer him to OED. Sara is an ABAWD and not subject to the time limit because she is pregnant.

Eligibility:

Marcus has NOT regained eligibility by working 80 hours in 30 consecutive days. He must complete the 80 hours of work activities noted on his case plan with OED before he qualifies for SNAP benefits. (Or, he could complete the FLSA hours if OED sends him to Workfare during the regaining process.) If Marcus wants to continue with his SNAP application, pend for completion of the work-related activities identified in his case plan with OED in a 30-consecutive day period, extend the application period if

needed, and after completion of the case plan hours, he may be eligible for SNAP back to the filing date.

If Marcus does not want to continue with the application by participating in the work-related activities with OED, Sara is HH, Marcus is not included in the benefit group, and he is coded as DP. You open SNAP benefits back to the filing date and do a six-month SRS certification November through April.

Situation 3: *Marcus calls two weeks later and tells you that he applied for unemployment benefits and is in his waiting week. He applied the day after their intake because he remembered you mentioned something about unemployment benefits. He was glad to see that he is now in a waiting week, and he has even gone into the unemployment office and setup an I-Match account. No job quit in last 30 days for either adult.*

Work Registration

status:

No job quit in last 30 days for either adult.

SNAP time limit

status:

Both are exempt from the SNAP time limit.

Eligibility:

Marcus has regained eligibility because he is now exempt from the SNAP time limit. Both household members are eligible for SNAP. Assign a six-month SRS certification November through March. Since they live in a time-limit area, they can participate in STEPS.

Example 2: Second set of countable months (CT4, CT5 and CT6)

Facts:

Case closed:

Closed April 30 – earned First set of Countable months CT1, CT2 & CT3.

Household Comp:

Seth (age 42) lives with two roommates but purchases and prepares separately, and he is the only filing group member.

Scenario:

Seth applied for benefits online on 12/1 and he completed an intake the same day. During the intake, Seth reported that he knew his benefits were closing, but he did not bother to reapply because he got a job offer the end of April and did not start working until May.

He tells you he used to work a lot of hours, but now he is back to reapply because his hours were reduced to 15 hours a week at \$9.50 an hour. His hours were reduced because it is wintertime and it will remain slow until spring of next year.

You explain the SNAP time limits work requirements and give him a copy of the [DHS 7280F](#) and the [DHS 854](#).

Seth does not meet any exemptions from the SNAP time limit and you explain the process of regaining eligibility. Seth did not bring in any verification. You call his employer and they verify his current hours and rate of pay are the same as what Seth told you. To regain eligibility, his employer verifies that in the month of August, Seth worked 172 hours.

Work Registration

status: *Mandatory.*

SNAP time limit

status: *Seth is an ABAWD who is subject to the time limit. He is working 15 hours a week and needs an additional five hours to continue meeting the ABAWD work requirements. You setup an initial TRACS non-JOBS case plan (PE & BF Step) to refer Seth to the contractor.*

Eligibility: *Seth has regained eligibility and is found eligible for SNAP. You open SNAP benefits back to the filing date and do a six-month SRS certification December through May.*

Situation 1: *You check Seth’s attendance on his TRACS non-JOBS case plan each month and he continues to meet his participation and continues on with his certification until he has to reapply in May.*

Situation 2: *You check Seth’s attendance on his TRACS non-JOBS case plan and at the end of December, you determine that Seth did not comply with the ABAWD work requirements. He received a full month of benefits for December and Seth had previously used his first set of countable months; therefore, you now apply his second set of countable months. Before applying the CT4, attempt to make contact to see if there was a good cause.*

Coding on FSMIS and

SNAP Time Limit

Screen: *CT4 coded for December, CT5 coded for January and CT6 coded for February– the second set of countable months must be consecutive.*

Notices: *In the month of December, you send Notice Writer FSWCT4I– Notice that CT4 is beginning for ABAWD (info only). Because Seth is the only person on his case, in the month of February, you must check to see if he is again complying with the work requirements or possibly working more hours. If not complying and not working 20 hours a week, take action to close the case and send timely notice in his CT6 month to end benefits. Use Notice Writer FSWCT6C – SNAP Benefits End for ABAWD – CT6 (10-day). There is an exception to closing the case: If Seth becomes exempt, do not close the case. If Seth starts working at least*

20 hours per week and you verify this, he is working enough hours to meet the ABAWD work requirement: do not close the case. The CT months are not removed.

Example 3: Removing incorrect CT coding

Facts:

Household Comp: George (age 19).

Scenario: George came into the branch office 7/10 to apply for SNAP. George is a mandatory work registrant and is an ABAWD subject to the time limit. You explain the SNAP time limit work requirements and the reporting requirement and give him a copy of the [DHS 7280F](#) and [DHS 854](#). You assign a six-month certification period of July-December. George is not working and does not attend the orientation session and does not meet the work requirements. He is coded with CT1, CT2 and CT3 for August, September and October. Notice to end benefits was sent for 10/31.

Situation 1: On 10/25, George reports he has moved to a waiver area. He also reports he is a college student. A pending notice is sent regarding student status.

CT review: Remove the CT3 for October because George was living in a waiver county for at least part of October. Benefits are reopened for November due to now living in a waiver county.

Situation 2: Six days later, you learn he is a higher education student and attending classes half time. He began school in September. He does not meet any of the criteria to be an eligible student. Notice is sent to end his benefits as of 11/30.

CT review: Remove the CT2 and CT3 from September and October as George was attending school at least half time in these months. He was not required to report his student status and there is no overpayments for not reporting the change. He correctly received benefits in September and October and is exempt from the SNAP time limit based on his student status for those months. But now that it is reported, you must determine if he is eligible for future benefits based on student status. Note there are two reasons the CT3 can be removed: student exemption; and living in a waiver area.

Situation 3: *Six days later, you learn he is a higher education student and attending classes half time. He began school in June. He does not meet any of the criteria to be an eligible student. Notice is sent to end his benefits as of 11/30.*

CT review: *Lift the CTs for August, September and October because he was a student. However, because he failed to report his student status at certification, George was not eligible for any month of this certification period and, therefore, he is ineligible for SNAP and the entire certification period is an overissuance.*

Situation 4: *George did not immediately respond to the closure for 10/31. He reapplied 2/5. This is more than 90 days after the closure due to the SNAP time limit and the receipt of the last CT. He reports he is a higher education student and attending classes half time. He began school in September. He does not meet any of the criteria to be an eligible student. He lives in a time-limit area.*

CT review: *Do not lift the CTs as he reported the change in his status for more than 90 days ago. First determine if he is now an eligible student before looking at regaining rules for an ABAWD.*

Example 4: Removing incorrect CT coding

Facts:

Household Comp: *Kayla (age 22).*

Scenario: *Kayla came into the branch office 08/20 to apply for SNAP. She is a mandatory work registrant and an ABAWD and lives in a time-limit area. You explain the ABAWD work requirements and the reporting requirement and give her a copy of the [DHS 7280F](#) and [DHS 854](#). You assign a certification period of six months from August-January.*

At certification, Kayla was not working. She did not attend the orientation session with OED Work Source Center and does not meet the work requirements. She is coded with CT1 and CT2 for September and October. Notice of the CTs was sent.

Situation 1: *On 10/25, Kayla reports she has gone to work and expects the work hours to continue. She also provides two pay stubs: one for pay period 9/16 to 9/30 showing 33 hours at \$12.25 an hour and the other for pay period 10/1 to 10/15 showing 44 hours. The pay stubs show work hours in two months. Neither in itself verifies Kayla worked 80 hours in either month. However, she provided verification of income sufficient to calculate the income. The calculated income is equal to 30 hours a week at federal minimum*

wage, and therefore, she is exempt in October. Send notice to reduce benefits for Dec 1 and add the new income.

CT review: Lift the CT2 for October because Kayla was working and earning the equivalent of 30 hours a week at federal minimum wage. Change her work registration code to 4.

Situation 2: On 10/25, Kayla reports she has gone to work and provides two pay stubs: one for pay period 9/16 to 9/30 showing 33 hours at \$12.00 an hour, and the other for pay periods 10/1 through 10/15 showing 44 hours. The YTD on the pay stubs show there was pay prior to the 9/16 pay period. The pay stubs do not verify Kayla worked 80 hours in either month. If the income from these two pay stubs are averaged to anticipate income, it does not equate to 30 hours a week at federal minimum wage. Therefore, she is not exempt from the SNAP time limit.

CT review: Do not lift the CT for September or October because there is no proof Kayla worked 80 hours in either month and she was not exempt from the SNAP time limit. Give her a referral to OED for the hours she needs to have a total of 80 hours a month.

Example 5: Failure to code CT months

Facts:

Case certified: December for December through May. There are several ABAWDs in the home and they live in a time-limit area. Three adult children were coded as exempt students.

Household Comp: Theresa (age 48), John (age 23), Joseph (age 21) and Tammy (age 19).

Scenario: Theresa applied for SNAP benefits on 12/15 for herself and three children. Theresa was exempt due to a disability. All three children were coded as students. There was no narration regarding their schooling or if they were eligible students.

In November, Theresa applied for SNAP. The intake worker notes the three adult children are ABAWDs and were incorrectly coded as students in the prior certification. No one was referred to OED for work-related activities.

Situation 1: At intake, Theresa reports Tammy is a higher education student and has been in college full time since September of the prior year. Additional information is needed to determine if Tammy is an eligible student. Theresa reported John and Joseph were not

students last winter. Joseph broke his leg in a skiing accident in mid-February. He was laid up for three months. He recovered and went to work in June. He is now working 20 hours a week. You request proof of his work hours for each month. Theresa also reports John went to work January 5. He works 25 hours a week. His income did not result in the gross income for the filing group to exceed the countable income limit, therefore, it is not reportable. However, Theresa forgot to report John's income on the [DHS 852](#).

CT review: There is no CT for Tammy as she was a student. Joseph earned CT1 in January as he did not meet the work requirements. He became exempt in February and this lasted into May. Additional information is needed for June to see if Joseph worked the 80 hours in June and following months before determining if he earned other CTs. John went to work in January. Need verification of work hours in January to see if he meets the 80-hour rule or if he became exempt from the SNAP time limit. All of this information is needed before the recertification decision can be made.

Situation 2: On 11/25, Theresa provided proof Tammy is working in a work-study job. She is an eligible student. Theresa provided Joseph's pay stubs for June and July. They showed he work 38 hours in June and 82 hours in July. The income verification provided for November shows he continues to work at least 20 hours a week. Theresa provides John's pay slips for January and February. They show John worked more than 80 hours in January and February. The income verification provided for November indicates these work hours are continuing. His countable income exceeded the \$935.25 a month and he became exempt from the SNAP time limit in January.

CT review: No CTs are coded for Tammy. Joseph has CT1 for January and CT2 for June. The NOTM indicating CT1 and CT2 were given is sent. There are no CT months coded for John because he was working at least 80 hours each month and was exempt.

Additional

Information: There is an overissuance due to the failure to report John's earned income on the [DHS 852](#). The worker also needs to review Joseph's income for June and July to determine if his income along with other household income (including John's) exceeded the 130 percent level. If it did, this becomes a reportable change and possibly needs to be added to the overissuance.

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