

13.5 OTHER WORK REQUIREMENTS (FS)

A. WORK REGISTRATION

All mandatory individuals must register with BEP for employment within 30 days of the date of the original approval, unless exempt according to Section 13.2, or referred to FSE&T. They must register every 12 months thereafter, regardless of the length of time that BEP considers the registration valid. Actions which constitute a registration are defined by BEP.

The client cannot be required to register with BEP more often than every 12 months, even when the benefit is opened and closed within the 12-month period.

EXAMPLE: An AG is approved for Food Stamp benefits on April 10th. The father registers with BEP as required by May 10th. In June, a change is reported which makes the AG ineligible and the benefit is closed effective for July. The AG reapplies in September and is determined to be eligible. Because the father registered with BEP in May, he cannot be required to register again until the following May.

When the recipient is due to re-register with BEP at any point during the certification period, the Worker must send an ES-6 or verification checklist which gives the client at least 10 days to register. When the registration is due in the same month the redetermination is due, the Worker must give the client at least 10 days to register as part of the redetermination process.

If the applicant is currently in a FS penalty for failure to register and has completed his minimum penalty time, he must be given the opportunity to register prior to benefit approval. If he continues to refuse or fail to register, his penalty continues. See Section 13.6.

Prior to approval, an individual who verbally refuses to register with BEP is ineligible until he registers or meets an exemption to the work requirements.

An individual, who is added to an AG after benefit approval, must register within 30 days of the date the change is acted on and an ES-6 or verification checklist is issued to the client.

EXAMPLE: A man reports on August 10th that his brother moved in with him and requests that he be added to the Food Stamp benefit. The brother is otherwise eligible and the Worker takes action on August 12th to add him to the Food Stamp benefit effective September 1st. The Worker sends an ES-6 on August 12th to notify the brother that he is required to register with BEP by September 12th.

A recipient who fails to register by the due date established on the ES-6 or verification checklist is subject to a Food Stamp penalty and the Worker must send an adverse action notice. See Section 13.6. If the Worker discovers or the client notifies the Worker that he registered anytime before the end of the month in which the adverse notice expires, the penalty must not be imposed and any lost benefits must be restored.

EXAMPLE: Using the example above, if the brother does not register by September 12th, the Worker **must send** notification that he is subject to a penalty beginning October 1st. If he registers by September 30th, the penalty is not imposed. **Any lost benefits must be restored.**

If the client agrees to be referred to FSE&T the registration requirement is met by the agreement. Otherwise, he must register with BEP, even when there is no BEP office in the client's county of residence. When possible, the Worker must direct the client to the closest BEP office.

The Worker must make every effort to insure that the client is able to register with BEP, when required to do so. The Worker or Receptionist may give the client the BEP registration form WVETA 511 to complete during the application and/or redetermination. The client may return this completed form to either the Worker, who must then forward the form to BEP, or to the local BEP office. If the form is returned to the Worker, the client is considered registered on the date a signed registration form is received in the local office.

B. INFORMATION ABOUT EMPLOYMENT STATUS AND JOB AVAILABILITY

All individuals must provide the Department and BEP with sufficient information to allow the determination of their employment status and their availability for a job, unless exempt according to Section 13.2,A,2, or they have good cause for not doing so.

C. REFUSAL OF EMPLOYMENT OFFER

No non-exempt applicant or recipient may refuse without good cause to accept an offer of employment unless the employment does not meet the suitability requirements outlined in Section 13.3,C.