

## 13.5 OTHER WORK REQUIREMENTS (SNAP)

### A. WORK REGISTRATION

#### 1. Registration Requirements

All mandatory individuals must register **for employment** with **WORKFORCE WV/BEP**, referred to in this section as BEP, within 30 days of the date of the original approval, unless exempt according to Section 13.2, or referred to **SNAP** E&T. **Recipients** 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.

**Once the client registers with BEP for SNAP purposes, he cannot be required to register more often than every 12 months, even when the benefit is opened and closed within the 12-month period. RAPIDS screen AIBP must be completed to track this.**

**EXAMPLE:** An AG is approved for **SNAP** benefits on April 10<sup>th</sup>. The father registers with BEP as required by May 10<sup>th</sup>. 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.

**EXAMPLE:** A man registers with BEP in January. He later applies for SNAP in June and his BEP status is inactive. Since he has not registered for SNAP purposes in the last 12 months, he is required to register within 30 days of his SNAP approval.

**The Worker must complete RAPIDS screen AIBP at any point during the certification period when the recipient is due to register with BEP. Completion of this screen will send a verification checklist (CMOB) which gives the client 30 days notice prior to the due date to register.**

**When the Worker discovers that the client was not notified that he must re-register during the certification period and is not currently exempt, the Worker must follow the same steps as noted above to establish a new registration due date and to ensure the client is notified 30 days prior to the new due date.**

**The Worker must not delay completion of a redetermination due to BEP registration requirements.**

## Work Requirements

If the applicant is currently in a **SNAP** 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 **fails** 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.

**When an individual is added to the SNAP AG, or becomes subject to the SNAP work requirements due to the loss of an exemption listed below, he is required to register with BEP within 30 days of the date a DFA-6 or verification checklist (CMOB) is issued to the client, unless he has already registered for SNAP purposes within the past 12 months. See Section 13.2 for specific time requirements to complete registration.**

**SNAP EXEMPTIONS:**

- caring for an incapacitated person,
- receipt of Unemployment Compensation,
- regular participation in a drug addiction or alcoholic treatment and rehabilitation program,
- employment,
- self-employment, or
- receipt of WV WORKS.

**EXAMPLE:** A man reports on August 10<sup>th</sup> that his brother moved in with him and requests that he be added to the **SNAP** benefit. The brother is otherwise eligible and the Worker takes action on August 12<sup>th</sup> to add him to the **SNAP** benefit effective September 1<sup>st</sup>. The Worker sends a **DFA-6** on August 12<sup>th</sup> to notify the brother that he is required to register with BEP by September 12<sup>th</sup> **since he has not registered for SNAP purposes in the last 12 months.**

**The Worker is required to check an individual's status in the BEP MACC system :**

- Prior to requesting that an individual register; or
- Prior to imposing a penalty; or
- When an individual reports he registered.

**See item 2 below for MACC procedures.**

A recipient who fails to register by the due date established on the **DFA-6** or verification checklist is subject to a **SNAP** 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 **is** not imposed and any lost benefits **are** restored.

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

**If** the client agrees to be referred to **SNAP** E&T **where available**, the registration requirement is met, **otherwise**, he must register with BEP.

The client **may** register **by visiting a BEP office, register online or complete** BEP registration form WVETA 511, **available to the Worker on the DFA Intranet. The Worker must explain these options to the client and provide the WVETA 511 if that is the client's choice. The client may complete the form and give it to the Worker to forward to BEP or they may send it to BEP. The client is considered registered the date the completed form is date stamped into a DHHR office or a BEP office. The Worker must record the date the client is considered registered with BEP in case comments.**

## **2. Mid-Atlantic Career Consortium (MACC) System**

**The Worker is required to check the client's status in the MACC system prior to requesting registration, imposing a penalty, and when the client reports he has registered with BEP.**

**At application, if the client shows as "active" in the MACC system, the Worker considers the date of the SNAP application or last contact with BEP, whichever is later, as his registration date.**

**When an individual becomes subject to the work requirements during the certification period and shows "active" in the MACC system, his date of registration is either the date of the last contact with BEP or the date he became subject to the work requirements, whichever is later.**

If the client shows as "inactive" or is not in the MACC system, he must either update his status to "active" or register with BEP to satisfy the work requirement.

When the client is due to re-register, his status in MACC must be "active" to fulfill this requirement. The date of the re-registration is the date of the last contact with BEP or the due date of the re-registration, whichever is later.

B. INFORMATION ABOUT EMPLOYMENT STATUS AND JOB AVAILABILITY

All individuals must provide **SNAP E&T** 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.

**Failure to provide information about employment, such as income, which is required to establish eligibility, may result in ineligibility for the AG. However, no additional penalty is imposed.**

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. **This includes offers arranged by SNAP E&T, BEP or the clients.**