

25.2 AREAS OF RESPONSIBILITY

To operate the **SNAP** E&T Program, the DHHR Worker and the **SNAP** E&T Worker are responsible for duties as outlined in this section. Referrals are made to the FSE&T Worker through RAPIDS. The focus of the **SNAP** E&T Worker is on providing non-exempt ABAWDs with opportunities to meet the work requirement. They may work with other mandatory and volunteer **SNAP** recipients who request to participate and who are referred to them by a DHHR Worker.

A. DHHR WORKER RESPONSIBILITIES

The Income Maintenance Worker is responsible for:

- Processing **SNAP** applications and determining eligibility;
- Management of the **SNAP** case;
- Determining work registration exemptions;
- Making decisions on determination of exemption from participation based on recommendations from the **SNAP** E&T Worker;
- Informing those exempt from registration that it is possible to volunteer for **SNAP** E&T;
- Referring the case to the **SNAP** E&T Worker through RAPIDS;
- Referring exempt ABAWDs and other individuals subject to the **SNAP** work requirements to BEP
- Determination of failure to comply with **SNAP** E&T requirements and good cause, if applicable, and all required notifications; and
- Representing the Department in hearings, pre-hearing conferences and providing testimony and documentation.

B. **SNAP** E&T WORKER RESPONSIBILITIES

The **SNAP** E&T Worker is responsible for:

- Accept referrals for non-exempt mandatory ABAWDs and volunteers who request **SNAP** E&T services;
- Notification of appointments for orientation/enrollment, initial assessment, and development of the Personal Responsibility Plan (PRP);
- Screening and scheduling clients for **SNAP** E&T activities;

SNAP E&T Activities & Requirements

- Supporting and following up on **SNAP** E&T activities, including reviews of contact reports or participation documentation;
- Data entry into RAPIDS of appropriate reporting for all **SNAP** E&T cases after referral;
- Preparing information for the Department for hearings and pre-hearing conferences and providing testimony as appropriate.
- Notifying DHHR Worker when **SNAP** E&T participant is out of compliance with program requirements with the **SNAP** E&T Notification form, DFA-**SNAP** E&T-2; and
- Completing a monthly report which lists ABAWD individuals served in the third month of eligibility and the amount of money spent for each individual.

Non-exempt ABAWDS, other mandatory registrants, and volunteers may all be served. Individuals who meet the definition of a non-exempt ABAWD must be given priority.

For ABAWDS, a placement must be offered during the first full month of eligibility.

Individuals who are exempt from the ABAWD time limits, but who are subject to the **SNAP** work requirement, must meet the **SNAP** work requirement. This is the responsibility of the DHHR Worker, unless the individual volunteers for **SNAP** E&T services. When an individual volunteers, the **SNAP** E&T Worker must serve the training needs of that individual in the same manner as a non-exempt ABAWD.