

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. 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. This is tracked through RAPIDS.

EXAMPLE: An AG is approved for SNAP 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.

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 the appropriate RAPIDS screens 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.