
Work Requirements

If the applicant is currently in a SNAP penalty for failure to register and has completed his minimum penalty time, he must register prior to benefit approval. **A second verification checklist is not required.** 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 WorkForce West Virginia 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 **reported** loss of an exemption, he is required to register with WorkForce West Virginia 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, **General SNAP Work Requirements and Exemptions.**

EXAMPLE: A man reports on August 10th 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 12th to add him to the SNAP benefit effective September 1st. The Worker sends a DFA-6 on August 12th to notify the brother that he is required to register with WorkForce West Virginia by September 12th since he has not registered for SNAP purposes in the last 12 months.

Work Requirements

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 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 are restored.

The client may register by visiting a WorkForce West Virginia office, **or by registering** online. The Worker must explain these **requirements** to the client **and record the registration date in RAPIDS**.

2. Mid-Atlantic Career Consortium (MACC) System

The Worker **may** 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 WorkForce West Virginia.

At application, if the client shows **any action in the last 12 months**, the Worker considers the date of the SNAP application or last contact with WorkForce West Virginia, whichever is later, as his registration date.

When an individual becomes subject to the work requirements during the certification period and shows **any action in the last 12 months**, his date of registration is either the date of the last contact with WorkForce West Virginia or the date he became subject to the work requirements, whichever is later.

When the client is due to re-register, **he must show activity** to fulfill this requirement. The date of the re-registration is the date of the last **action** with WorkForce West Virginia 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 WorkForce West Virginia with sufficient information to allow the determination of their employment status and their availability for a job, unless exempt according to Section 13.2, 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. This includes offers arranged by SNAP E&T, WorkForce West Virginia or the clients.