

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.