

13.5 OTHER WORK REQUIREMENTS (FS)

A. WORK REGISTRATION

All **mandatory individuals** must register with BEP for employment **within 30 days of the date of** the original **approval**, unless exempt according to Section 13.2, or referred to FSE&T. They 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.**

The client cannot be required to register with BEP more often than every 12 months, even when the benefit is opened and closed within the 12-month period.

EXAMPLE: An AG is approved for Food Stamp **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**.

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.

An individual, who is added to an AG after benefit approval, must register within 30 days of the date the change is acted on and an ES-6 or verification checklist is issued to the client.

EXAMPLE: A man reports on **August 10th** that his brother moved in with him and requests that he be added to the Food Stamp benefit. The brother is otherwise eligible and the Worker takes action on **August 12th** to add him to the Food Stamp benefit effective **September 1st**. The Worker sends an **ES-6 on August 12th** to notify the brother that he is required to register with BEP by **September 12th**.

EXAMPLE: Using the example above, if the brother does not register by **September 12th**, the Worker sends notification that he is subject to a penalty beginning **October 1st**. If he registers by **August 31st**, the penalty is lifted.

If the client agrees to be referred to FSE&T the registration requirement is met by the agreement. Otherwise, he must register with BEP, even when there is no BEP office in the client's county of residence. When possible, the Worker must direct the client to the closest BEP office.

B. INFORMATION ABOUT EMPLOYMENT STATUS AND JOB AVAILABILITY

All individuals must provide the Department 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.

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.