

# SNAP Employment Services

## Work Registration

### Definition of a Work Registrant:

An individual aged 18 and not yet 60, or ages 16 and 17 if they are the head of household and there is a signed SNAP application.

### Work Registrant Exemptions:

The following reasons exempt a SNAP participant from work registration. An exempt work registrant will not be disqualified from SNAP benefits.

- Being responsible for the care of a dependent child under age 6 in the filing group. In two-parent families, establish with the participant who is the primary caretaker of each of the children. (Code 1)
- Being a student enrolled at least half-time (as defined by the school). School for this purpose includes high school or an equivalent program (GED), training programs, a refugee enrolled in training with a federal refugee resettlement or Immigrant and Refugee Community Organization (IRCO), and higher education (college or university). If a participant is a higher education student, they must first meet SNAP student eligibility. (Code 2)
- Having a physical, mental, or behavioral health condition that prevents performance of work or the ability to obtain or maintain employment. (Code 3) Including:
  - Pregnancy qualifies as a work registration exemption if there is a complication that limits their ability to maintain employment.
  - Receiving disability benefits.
  - Receiving “wrap-around services” focused on physical or mental health. “Wrap around services” are a range of services provided by a Community Based Organization (CBO) addressing a participant’s needs and include medical or health conditions preventing a participant from obtaining or maintaining employment.
  - An individual with a medical condition preventing them from obtaining or maintaining employment, at least 20 hours a week.
- Regularly attending alcoholic or drug addiction treatment and rehabilitation program (not including NA or AA). (Code 6)

- Regularly caring for an individual that is incapacitated and providing the care prevents the participant from obtaining or maintaining employment. The individual receiving the care need not live in the participant's household. (Code 8)

### **Mandatory Work Registrants:**

Participants who do not meet one of the above exemptions are called “mandatory” work registrants. This includes people that meet the following situations:

- Working a minimum of 30 hours a week for money or earning money from employment equal to or greater than the federal minimum wage (\$7.25 as of April 2019) x 30 hours a week x 4.3 weeks. (Code 4)
- Self-employment and earning money (after considering 50% if there are costs) equal to or greater than the federal minimum wage (\$7.25 as of April 2019) x 30 hours a week x 4.3 weeks. (Code 5)
- Migrant and seasonal farmworkers if they have a contract or agreement to begin work within 30 days.
- TANF recipients that are actively participating in a JOBS Plan. (Code 7) when TANF is funded under Title IV of the Social Security Act.
- Participants who have applied for or are receiving unemployment compensation (UC). The individual must be completing the unemployment compensation requirements. (Code 9). The individual may also be participating in a program for displaced workers under the Trade Act. These include:
  - The Training Unemployment Insurance program (TUI)
  - The Self-Employment Insurance program (SEA)
  - The Apprenticeship Program (APT)

### **Mandatory Work Registrant Activities**

SNAP applicants and participants who are considered mandatory work registrants must do the following or be subject to SNAP benefit disqualification(s) (see [Mandatory Work Registrant noncooperation and disqualification](#)):

- Register for the SNAP Employment and Training Program. (When an application for SNAP benefits is signed, all current and future adults under age 60 receiving SNAP agree to be registered for the SNAP Employment and Training Program.)
- Cooperate in determining their work registration status (mandatory or exempt).
- Accept a bona fide offer of employment, as long as the position is not vacant due to strike or lockout, and it pays the applicable minimum wage.
- Not quit or voluntarily reduce hours at a productive job without good cause. A productive job is defined as working 30 or more hours per week or weekly earnings equaling or greater than 30 hours each week at federal minimum wage.

This includes:

- An individual who quit a productive job in the 30-days preceding the SNAP filing date
- Comply with the OED reporting and work-search activities if receiving UC.
- TANF clients are asked to cooperate with their JOBS plan for the work-related activities.

## **Duties of local offices**

The department follows local procedures when referring participants to the STEP contractor.

Duties of local offices:

- Determine and narrate if the participant is work registration exempt or mandatory.
- Explain to work registration mandatory participants what their responsibilities are (see Mandatory Work Registration) as a work registrant.
- Review the 7280F with each household and complete the form. Give a copy of the signed form to the household and retain a copy of at least page one (signed page) in the case file.
- Explain the type of training and work-related opportunities are available in the local area and provide referrals to the appropriate step provider.

## **Mandatory Work Registrant noncooperation, good cause, and disqualification**

### **Mandatory Work Registrant noncooperation**

Mandatory work registrants must cooperate with the Work Registration activities identified above, if they fail to do so, this is considered noncooperation and results in a disqualification penalty, if the participant does not have good cause.

### **Exploring good cause for noncooperation**

Mandatory work registrants must explain their reasons for not meeting the Work Registration Activities. When DHS determines good cause existed, there is no disqualification imposed on the SNAP participant or applicant. Good cause may be established based on the following criteria:

- The task has an adverse effect on their physical or mental health.
- Left a worksite that violates health and safety standards.

- Had no means of transportation, such as: they lack the funds, have no vehicle, not near a bus route or have no one to take them to their employment. The individual must have made a good-faith effort to secure the needed transportation.
- Were not being paid at least minimum wage.
- Left because the work hours are:
  - Not customary to the occupation;
  - Interfere with religious observances or beliefs of the participant.
- Do not have child care arrangements, those arrangements have broken down, or they cannot pay for the child care.
- Job is vacant due to strike, lockout or other labor dispute.
- Do not want to join a union due to religious objections.
- Belong to a union and a potential job goes against the conditions of that union. Good cause does not exist if the employment is not governed by the rules of the union to which the participant belongs.
- Are offered a job within the first 30 days of participation and the job is not in the participant's field of expertise.
- Have a job referral or employer that is discriminatory on the basis of age, sex, race, religious or political belief, marital status, disability, sexual orientation or ethnic origin.
- Failed to cooperate due to circumstances beyond their control, such as a medical condition, court appearance, break down in transportation, inclement weather, family issues or a misunderstanding in the cooperation requirement.
- Were subject to job quit provisions but they quit their job to stay with another filing group member who moved for employment or school.
- Quit employment when they were under age 60 but the employer considers them retired.
- Left a job to follow a type of employment that moves, such as migrant labor.
- Accepted a new job that failed to materialize or resulted in fewer hours, if it was beyond the participant's control.
- Have unreasonable employment, such as not being paid on schedule or at all.

### **Disqualification penalties**

Are imposed only after the department reviews if the individual meets an exemption and none is found; and there is no good cause for not cooperating.

There is no penalty when an individual who is exempt from work registration fails to accept a bona fide offer of employment, quits a job, or reduces work hours to less than 30 hours per week.

Applicants who withdraw their application before benefits are approved or denied are not disqualified. Applicants who are exempt from work registration or who have good cause are not disqualified.

Disqualification periods are progressive and are in full calendar months. Disqualification periods have minimum durations, but no maximum. They last until the participant demonstrates cooperation or notifies the department of a change that makes them exempt. The disqualified participant remains in the SNAP filing group. Their income and resources count when determining eligibility for the group.

- The first disqualification is at least one calendar month. (Coded as LV1 on FSMIS.);
- The second disqualification is at least three calendar months. (Coded as LV2 on FSMIS.);
- Every time thereafter, the disqualification is at least six calendar months. (Coded as LV3 on FSMIS.)

The department sends notice of disqualification before imposing the penalty, even if the certification period is ending. Notice Writer FSC1FJQ is used to close benefits and FSC2FJQ to reduce benefits. APD/AAA staff may also use the Notification of Planned Action (SDS 540). The notice must state:

- The action that resulted in disqualification;
- The length of the minimum disqualification period;
- The reduced benefit amount; and
- How they can end the disqualification (what task will meet the requirement) after the minimum period.
- If an applicant had a disqualifying job quit, they are ineligible from the filing date. The appropriate disqualification penalty, level 1-3, is applied for full months only. If the filing date was not the first of the month, then the disqualification period is the first of the month following the filing date. No 10-day notice is required for applicants.
- For ongoing participants, follow the same steps as for any other disqualification.
- The disqualification penalties are listed in E&T noncooperation; disqualification penalties.

### **Showing cooperation and ending disqualification**

Local offices and districts have operational flexibility to decide what disqualified participants must do to demonstrate cooperation. They will create a minimum standard in their area.

- Districts and branches may establish tasks for the participant to complete that demonstrate cooperation. The local office must track completion of the task. For example: Local branch requires demonstration of two weeks of job search activity. Participant is required to turn in a job search log showing a minimum of six job contacts over two weeks.

Cooperation tasks should be:

- Something the participant can complete during their minimum disqualification period;
- Reasonable, considering local labor market conditions. For example, a branch or area could decide all disqualified participants must complete two weeks of job search or seek job search assistance with OED.
- For job quits, cooperation is considered met if the participant does any of the following:
  - The participant gets another job of similar wage or hours to the one they quit;
  - Gets work hours restored to more than 30 hours per week if they reduced their work hours;
  - Complies with the task determined by the local branch.

Ending disqualifications:

- For ongoing cases, the participant is added back to the case the first of the month after they complete their minimum disqualification period and demonstrate cooperation.
- For cases that were closed because the certification period ended or due to the disqualification, the participant must show cooperation and serve the penalty period before becoming eligible for SNAP. Open the case on the filing date, the date the participant shows cooperation or the end of the disqualification period, whichever is later.
- The disqualification follows the individual if they change households. It should be added to their new case. If the individual leaves the filing group, the disqualification is removed from the case with the person.
- If a disqualified participant becomes exempt from work registration:
  - On an ongoing case, remove the disqualification. Leave the LV coding for history purposes. Add the individual back to the case the first of the month after the change becomes known;
  - On a closed case, the participant must reapply and can be SNAP eligible from the filing date.

## Work Registration Status Evaluation and Status Changes

An individual's work registration status (mandatory or exempt) is fully reviewed and determined at the following times:

- Certification,
- Recertification,
- Whenever a change is reported that changes the Work Registration status

When an individual's work registration changes, the Department updates the code in the Work Reg field of FSUP, sends any necessary forms, and narrates the information.

- **Change to Mandatory Work Registrant:** If an individual reports something during the certification period that makes them no longer exempt from work registration the Department informs them of their SNAP Employment and Training Program requirements by completing and providing form DHS 7280F within 10 days of receiving the information. The Department also shares information about volunteering for STEP.
- **Change to Exempt Work Registrant:** If an individual reports something that makes them exempt from work registration the Department shares information about volunteering for STEP.

## SNAP Employment and Training Programs (E&T)

Oregon provides SNAP Employment and Training programs. These programs are voluntary and discussed below.

- STEP
- ABAWD

## STEP (SNAP Training and Employment Program) (nationally called the SNAP 50/50 program).

The intent of the STEP program is for approved STEP providers to offer comprehensive E&T services to eligible SNAP participants to assist them in obtaining and maintaining living-wage employment.

Oregon currently has at least one STEP provider in every area offering a robust set of services and individualized support to SNAP participants who are interested in seeking additional education and employment training. Some STEP providers serve a targeted population such as homeless teens, veterans, individuals transitioning from dependency programs, and individuals who are homeless or formally homeless.

In the STEP program, the providers will receive 50 percent federal cost reimbursement for approved employment-related services provided to SNAP recipients. In other words, for every dollar in allowable costs, the provider would receive .50 cents reimbursed. The

most common funding sources are private donations, fundraising, and private source grants that are not used for other state or federal program funding purposes.

As this is a SNAP E&T program, Oregon Department of Human Services (DHS) retains oversight of this program to ensure services provided, budget/funding and program administration meet federal SNAP E&T guidelines. These contracts are currently managed by the Self-Sufficiency Program Central Office E&T team in coordination with the local DHS districts. The E&T team also provides technical assistance and consulting to both provider agencies interested in SNAP E&T programs and current providers.

### **WHO MAY PARTICIPATE IN STEP ACTIVITIES?**

Adult SNAP recipients 18 or older (16 and 17 years old if they are head of household) may participate in SNAP funded E&T activities. SNAP recipients currently receiving TANF funds are not eligible. In addition, in-patient drug treatment participants are ineligible.

### **WHAT E&T SERVICES ARE AVAILABLE WITHIN STEP?**

- Supervised Job Search training
- Supported Job Search
- Unpaid Supported Work Experience (please note, SNAP cannot reimburse wages for participants but can for the managers/supervisors)
- Short-term vocational and educational training
- Job retention (For up to 90 days following SNAP case closure. Another E&T service is required to be received within 90-days prior to participating in Job retention).
- GED preparation (please note, over age 21 only. State and local school districts provide GED related services for students age 21 and under)
- Internship
- On-the-Job Training
- Pre-Apprenticeship/Apprenticeship programs
- Self-Employment Training
- English Language Acquisition (ELA) formerly known as ESL
- Integrated Education and Training/Bridge Program
- Work Readiness Training

To be considered a SNAP E&T participant, an individual must knowingly volunteer for the SNAP E&T program, receive an orientation, assessment, and a case plan by the provider. In addition, they must be placed in an approved and appropriate SNAP E&T component that the provider administers or purchases.

Because the SNAP E&T participant is voluntarily in the STEP program, they cannot be disqualified for failing to complete the activities in their case plan.



## Support service payments

Support service payments may be authorized by the STEP provider to cover the costs of the participant's transportation for program participation. This includes bus tickets, passes for other public transportation or gas vouchers. Other costs directly related to participating in the STEP program or when obtaining or maintaining employment are also allowed. These things may include training fees, books, clothing, tools,

## OFSET (Oregon Food Stamp Employment and Training) Program

The OFSET Program ended in all areas of Oregon on September 30, 2019.

## Referral Process

Each department area follows local procedures to refer participants to their local STEP provider(s).

## Duties of local offices

- Determine and narrate if the participant is work registration exempt or mandatory.
- Explain to work registration mandatory participants what their responsibilities are (see Mandatory Work Registration) as a work registrant.
- Explain to participants their opportunity to obtain help through various STEP providers available in their area. The participant has the option to participate or not.
- Complete, review, and give a copy of the SNAP Employment and Training Programs Rights and Responsibilities (DHS 7280F);
- Refer all participants who wish to volunteer to the STEP.

## Duties of the contractors

- Assess the participant, which includes a review of work history;
- Write a case plan;
- Refer the participant to in-house or outside work-related activities or appropriate community work-related training or seminar opportunities;
- Refer to possible job openings;
- Identify the need for Support Services and pay as agreed with the district;
- Provide ongoing case management services to the participant;
- Track participant participation and report to the department as agreed in the contract.

## ABAWDs

### ABAWD Definition:

**An Able-Bodied Adult Without Dependents (ABAWD) is an individual who is age 18 through 49 and there are no persons under age 18 in the SNAP filing group. ABAWDs can be work registrant exempt or work registrant mandatory depending on their circumstance. Individuals that are not ABAWDs include:**

- Those age 50 and older,
- Those age 17 and younger, and
- Those on a SNAP case with any child in the filing group (age 17 or younger).

### SNAP time limit three-year clock

Federal law requires ABAWDs to fulfill special work-related activities. They are given three months during this three-year period where they do not need to perform certain work-related activities at 80 hours a month. The exception to this is if they meet one of the following:

- Live in a waived area,
- Are pregnant, or
- Meet one of the mandatory or exempt work registration items listed below.

Areas in Oregon that are not waived are called “time limit” areas.

Oregon’s three-year SNAP time clock:

- January 1, 2019 to December 31, 2021

### Exemptions from the SNAP Time Limit

An individual that is an ABAWD is considered “exempt” from the SNAP time limit if one of the following circumstances applies to them.

- Lives in a waived area,
- Pregnant (including pregnancy with no health complications) (Use Code 3),
- Meets one of the Work Registration exemptions identified above. An exception is with students.
- ABAWD Work Registrants who are enrolled in higher education due to their SNAP Employment and Training Case Plan (the higher education is on their case plan with the contractor) need to continue to comply with the work-related activities. Their case plan must be verified. (Code V)

- Working a minimum of 30 hours a week for money or earning money from employment equal to or greater than the federal minimum wage (\$7.25 as of July 2019 [7/24/2009]) x 30 hours a week x 4.3 weeks. (Code 4)
- Self-employment and earning money (after considering 50% if there are costs) equal to or greater than the federal minimum wage (\$7.25 as of July 2019 [7/24/2009]) x 30 hours a week x 4.3 weeks. (Code 5)
- TANF recipients that are participating in a JOBS Plan. (Code 7)
- Participants who have applied for or are receiving unemployment compensation (UC) . (Code 9)

### ABAWD Work-Related Activities

All ABAWDs who do not meet one of the SNAP time limit exemptions stated above, are given a choice to do one of the following:

- Choose to not fulfill the monthly ABAWD Work-related activities and receive three months of SNAP benefits during the three-year SNAP time clock, or
- Choose to fulfill the monthly ABAWD Work-related activities and be eligible to receive more than three months of SNAP during the three-year SNAP time clock.

The ABAWD is asked to participate in one or more of the following work components (these work components can be combined) to meet 80 hours a month averaged to 20 hours a week. The 80 hours must be completed in a calendar month for monthly work-related activities to be considered met.

- Paid or unpaid work (including employment, bartering or volunteering),
- Self-employed work, which is determined by gross income rather than hours worked (80 hours is equal to Gross of \$580 or more if no costs (SEN) and gross of \$1160 or more with costs (SEC)), or
- Completing their assigned work-related activities contained within their case plan through Oregon Employment Department (OED).

OED also offers some ABAWDs the opportunity to gain work experience under the Workfare program. Workfare hours cannot be combined with the other work-related activities listed above. The hours under workfare are limited to the FLSA figure. ABAWDs who are placed in workfare will be participating less than 80 hours a month. See Workfare below.

Verifying and tracking of the work-related activities is performed by both the department and OED. They each have separate and unique roles.

- The department verifies and tracks work hours when an ABAWD reports working in paid or unpaid employment. The department verifies the work hours in the same manner it verifies earned income. Except during the middle of a certification period, it is recommended use of the DHS7450 as this form requests proof of work hours and does not request proof of income. Once reported and verified, the individual only needs to provide proof of work hours at certification, recertification or interim change report. They are asked to report a change in work hours in-between only when the work hours drop below 20 hours a week. This report needs to be made within 10 days of occurrence to be timely.
- OED tracks the weekly non-work activities according to the case plan. They note these reported and verified hours on non-JOBS TRACS. The department uses non-JOBS TRACs to determine if each ABAWD who is not exempt from the SNAP time limit is meeting the required hours or if they earned a counting month.
- OED also provides support services to ABAWDs who are participating in the activities in their case plan.

### Failure to meet the work requirements

When an ABAWD is not exempt from the SNAP Time Limit and chooses not to complete their 80-hours of work-related activities during a calendar month, they will earn one of their three counting months.

### SNAP time limit good cause

The Good cause criteria for the SNAP time limit is a little different from the good cause used for work registration. Good cause may be granted when an ABAWD is attempting to complete the work-related activities in a month but cannot due to circumstances beyond their control. These circumstances are:

- Inclement weather;
- Transportation difficulties;
- Illness impacting the ability to work;
- Tragic loss.

It is important to note that ABAWDs are a sub-group of the work registration group above. ABAWDs are asked to do all of the work registration activities in addition to the application of the SNAP time limit rules. This means an ABAWD who quit a job without good cause could receive an LV disqualification. However, they will not receive an LV disqualification and a counting month in the same calendar month.

### ABAWD Procedures

The department follows local procedures when referring participants to the ABAWD contractor.

Duties of local offices:

- Determine and narrate if the participant is work registration exempt or mandatory.
- Determine and narrate if the participant meets any exemptions from the SNAP Time Limit.
- Explain to work registration mandatory ABAWD participants what their responsibilities are (see Mandatory Work Registration) as a work registrant.
- Explain to ABAWDs not exempt from the SNAP Time Limit that they have the choice of receiving SNAP without fulfilling the special ABAWD work-related activities for three-months, or that they may choose to do the special work-related activities and not be limited to three months of SNAP during the three year time clock.
- Complete, review, and give a copy of the Simplify Reporting Systems for Able-bodied adults without dependents (ABAWD) (DHS 854) and the SNAP Employment and Training Programs Rights and Responsibilities (DHS 7280F);
- Refer all ABAWDs living in a time limit area to OED if they are not exempt from the SNAP time limit and not completing the 80 hours by working in a paid or unpaid job. This is a formal referral and the department creates an appointment in iMatchSkills Scheduling tool and provides the participant with an appointment notice (date, time, address of appointment).
- Creates a non-JOBS TRACS plan
  - PE step if meeting no activity hours on their own
  - BF step if working in a paid or unpaid job 80 hours a month (no referral to contractor)
  - PE and BF step if working but less than 80 hours a month and still need a referral to contractor to fulfill the monthly requirement.
- Review the non-JOBS TRACS plan monthly of all ABAWDs not exempt from the SNAP time limit to determine if the individual is performing the assigned work-related activities. The names of these ABAWDs will appear on the monthly ABAWD list in the BI Center (SNAP 2059);
- Also, review each month the list of persons turning 18 next month (SNAP 2060). All persons in these SNAP households are becoming ABAWDs in a month. Determine if they are exempt from the SNAP time limit and if not, refer to OED so they may begin to participate in the work-related activities.
- Apply and lift countable months, as appropriate, and send proper notice.
- Duties of the contractors:
  - Assess the participant, which includes a review of work history;
  - Write an ABAWD non-JOBS case plan;

- Refer the ABAWD to in-house or outside work-related activities;
- Refer to appropriate community work-related training or seminar opportunities;
- Refer to possible job openings;
- Identify the need for Support Services and pay as agreed with the district;
- Provide ongoing case management services to the ABAWD;
- Track participant participation and report to department each month.

## Countable Months and Regaining Eligibility

A countable month is earned when an ABAWD receives a full month of SNAP benefits while not performing the work-related activities identified on their case plan for the month. Federal law limits ABAWDs to no more than three months of SNAP in a three-year period, except when the ABAWD is exempt from the SNAP time limit or if the ABAWD is performing the approved work-related activities.

A counting month is never assigned when, during any part of the month, any of the following were true:

- The SNAP allotment was prorated.
- The SNAP allotment was \$0.
- The participant resided in a waived area
- A child (under age 18) joined the SNAP filing group.
- The participant turned 50 years of age.
- The participant was exempt from the SNAP time limit.

The participant's TRACS non-JOBS case plan is checked monthly by the department to see if the participant is fulfilling the required number of hours in their work activities. If they are not, their SNAP case is coded with a countable (CT) month.

When a counting month (CT) is given, the ABAWD has 90 days following the last day of the CT month to show they met the work-related activities for that month, to explain why they believe they were exempt from the SNAP time limit, or believe they meet the circumstances for ABAWD good cause.

Countable months cross state lines. This means a countable month may be assigned in another state and count in Oregon as long as the counting month was earned in the other state during the current Oregon three-year time clock. States choose how their three-year clock falls and they are often different from one another.

## The First Set of Counting Months

The first three counting months (CT1, CT2, CT3) in the three-year time clock are known as the first set of countable months. The first set of countable months do not need to be consecutive.

- The first countable month is coded as CT1 on FSMIS and the SNAP Time Limit screen found on the participant information (FIND) screen. Send NOTM FSWCT1i
- The second countable month is coded by replacing CT1 with CT2 on FSMIS and entering it in the SNAP Time Limit screen found on the participant information (FIND) screen. Send NOTM FSWCT1i
- The third countable month is coded by replacing CT2 with CT3 on FSMIS and entering it in the SNAP Time Limit screen found on the participant information (FIND) screen. Send NOTM FSWCT1i

Following receipt of CT3, the SNAP case is usually closed or reduced. To continue benefits after CT3, the ABAWD needs to be meeting the required number of work-related activities or have a circumstance that makes them exempt from the SNAP time limit. If they do not meet any of these situations, they are disqualified for exceeding the SNAP time limit. The notice for exceeding the SNAP time limit at the CT3 level is FSWCT3C (to close) or FSWCT3R (to reduce).

### **Regaining SNAP Eligibility and the Second Set of Counting Months**

After becoming ineligible for food benefits due to exceeding the SNAP time limit, an ABAWD can regain eligibility during the 36-month time period. There is no limit to the number of times an ABAWD can regain eligibility. Regaining can occur anytime the ABAWD exhausts the first set of the three-month counting months (CT1, CT2, CT3), or the second set of counting months (CT4, CT5, CT6).

An ABAWD who has received counting month 3 and their benefits ended and they regained eligibility may qualify for another set of three counting months (a bonus). Under no circumstances can the second set of countable months immediately follow the CT3 month. An ABAWD must first lose eligibility and then regain eligibility.

Regaining can occur only after an ABAWD becomes ineligible due to the SNAP time limit and their benefits end. They cannot regain eligibility while their benefits remain open. They may regain eligibility anytime they become exempt from the SNAP time limit, or by performing one of the required work-related activities:

- Working 80 hours in a 30-consecutive day period after their SNAP benefits ended, or

- Completed the work-related activities required in the case plan with OED over a 30-day period after the SNAP filing date. Generally, this is 80 hours of work-related activities but could also be workfare participation.

The second set is identified as CT4, CT5, and CT6. These counting months must be consecutive. Months CT5 and CT6 follow CT4 even if the ABAWD becomes ineligible for another reason and their benefits end for another reason. In other words, the clock ticks for the months of CT5 and CT6 even if the ABAWD receives no SNAP benefits, was working, or met an exemption from the SNAP time limit. CT5 and CT6 can only be lifted or removed if CT4 is lifted. As with CT1, CT2, and CT3, there are special notices in NOTM to inform the ABAWD they are receiving CT4, CT5 and CT6. This is NOTM FSWCT4i. At the end of CT6, they should receive a timely notice announcing the closure or reduction of their benefits due to the SNAP time limit (FSWCT4C to close and FSWCT4R to reduce).

In some instances, an ABAWD may reapply after they have exhausted their countable months, and they do not complete the regain activities in a 30 consecutive day period. The Notice Writer FSW0ABD should be used to issue the denial regarding having exceeded the SNAP time limit.

### **ABAWD Status Evaluation and Status Changes**

Small changes in an individual's life can create large changes in their ABAWD status or SNAP time limit requirements.

During certification and recertification time, the department conducts a full review of the applicant's ABAWD status and SNAP time limit exemptions. When processing the Interim Change Report and during ongoing months, the department only acts on information that is volunteered to the department or found during its required course of business (for example which checking IEVS screens during the processing of an ICR).

### **Minor moving into the filing group**

When a minor moves into the SNAP the filing group, there are no longer any ABAWDs in the SNAP filing group.

- The department leaves any CT's coded for the current SNAP time clock. They must remain until the new time clock begins.
- If any ABAWDs are not receiving SNAP on the case due to a SNAP time limit disqualification, the department asks if they would like SNAP for that individual and restores them to the case effective the first of the following month.

### **Moving to a Waived Area**



When a filing group containing ABAWDs moves to a waived area, there are no longer SNAP time limits for that group based on fulfilling work-related activities.

- The department leaves any CT's coded for the current SNAP time clock. They must remain until the new time clock begins.
- If any ABAWDs are not receiving SNAP on the case due to a SNAP time limit disqualification, the department asks if they would like SNAP for that individual and restores them to the case effective the first of the following month.

### **Reporting Exemptions from the SNAP Time Limit**

When an ABAWD reports a change in circumstance that qualifies as an exemption from the SNAP Time Limit, there is no longer a need for that individual to fulfill the work-related activities for the SNAP time limit.

- The department reminds the individual they may continue to work with a STEP in pursuing their training or career goals.
- The department leaves any CT's coded for the current SNAP time clock. They must remain until the new time clock begins.
- The department updates any coding, especially Work Registrant coding, to match the new circumstance.
- If that individual ABAWD is not receiving SNAP on the case due to a SNAP time limit disqualification, the department asks if they would like SNAP and restores them to the case effective the first of the following month.

### **Moving into a SNAP Time Limit area, Youngest child turns 18, SNAP TL exemption ends, all minors move out of the filing group**

When an individual has no exemption from the SNAP Time Limit due to a change, the department uses the following evaluation process:

Make a courtesy contact to screen individuals for exemption from the SNAP Time Limit.

- If exemption found, Work Reg code is updated and narrated.
  - Any retroactive CT months remain coded on this person on the FSUP and SNAP TL screens.
- If exemption not found (including not being able to reach the individual), based on the information known and reported to DHS:
  - Step 1: If reached the ABAWD, discuss the SNAP time limit, its exemptions and if not exempt, the choice to use three counting months or to do the work-related activities.
  - Step 2: Work Reg code updated to a C,

- Step 3: Code any retroactive CT months on FSUP and SNAP TL screens and NOTM FSWCT1I is sent (if applies),
- Step 4: Create the appropriate non-JOBS case plan in TRACS,
- Step 5: The OED referral is completed in iMatchSkills Scheduling tool (with workfare hours per FLSA),
- Step 6: Mail the forms 7280F, 854, and OED appt notice with the DHS210ABW informing the ABAWD you have attempted to reach the.
- Step 7: The above is narrated.

If the customer indicates they received SNAP benefits in another state January 1, 2019, or later, ask them questions regarding their status in that state. Include questions on whether or not they were an ABAWD in that state; ; were they told about the SNAP time limit; were they required to do work-related activities of 20 hours a week; did they receive any counting months for not doing those activities; if yes, what months? You must make at least two attempts to contact the other state and verify if the customer received any countable months after January 1, 2016, or later. Please narrate each of the attempts and the results of the call. It is important to note this activity for ABAWDs is required statewide in both waived counties and time limit counties.

- If the ABAWD resides in an area applying the time limits ([SNAP-e.19](#)), inform them of the need for verification if they used counting months in that state on the pending notice (DHS 210 or the SDS 539H). This in addition to your making the two attempts to verify the information.
  - If the client tells you they tried and could not obtain the information, and you could not obtain the verification after two attempts, make a reasonable determination based on their answers to the questions about ABAWD in the other state.
- If the client does not respond with the needed information or does not tell you they attempted to obtain the information but could not get it and you were unsuccessful after two attempts, deny the application at the end of the application process for failure to provide the requested information.

If the ABAWD resides in any of the other counties in Oregon, inform them of the need for verification if they used counting months in that state on the pending notice, Notice of information or verification needed for an Able-Bodied Adult Without Dependents (DHS 210ABW). The DHS 210ABW is a special pending notice which does not end in denial or case closure if the client fails to provide the requested information. This in addition to your making the two attempts to verify the information. Whether or not the client tells you they tried and could not obtain the information, and you could not obtain the verification after two attempts, make a reasonable determination based on their answers to the questions about ABAWD in the other state.

- Enter any of the out-of-state ABAWD countable months on to the SNAP FSUP screen, TRACS and the SNAP Time Limit screen found on the client information (FIND) screen (CT1, CT2, CT3, CT4, CT5 or CT6). Narrate whom you contacted and the month in which the ABAWD earned the countable month.

**Counting months received in another state count towards the three-year clock in Oregon if received during Oregon's current time clock.**

Helpful tips:

In the rare circumstance when you are unable to verify ABAWD countable months from the other state after you have made two attempts to validate countable months:

ABAWD Interview questions:

- Were an ABAWD in your previous state?
- Did they have to do any work-related activities as part of receiving food benefits?
- Did you ever lose food benefits due to not complying with a work program or activity?
  - If no to the questions above, accept the client's statement, narrate your contact attempts, and certify the case if they are otherwise eligible.
- If yes to any of the above questions, a pending notice can be issued to the applicant (after you have attempted to validate the countable months yourself) in order to have them provide something showing what countable months they may have earned from the other state. For expedited cases only, follow the verification requirements for expedited service. (Under expedited service, client statements and limited verification are used to determine eligibility for SNAP for a short period of time. All verification except identity may be postponed until later.)
- When an ABAWD reapplies for benefits, the department will need to:
  - Determine if the individual is still an ABAWD, and if so, does the ABAWD meet one of the exemptions.
  - If not, determine if the participant worked at all since they last received food benefits.
  - If yes, was it for 80 hours in a 30-day period? If so, request verification from the customer of the work hours using a Notice of Pending Status (DHS 210 or SDS 539H).

- If the mandatory ABAWD has not worked 80 hours in a 30-day period since last receiving SNAP benefits, refer the ABAWD to the contractor. They must complete 80 hours of work-related activities in a 30-day period to regain eligibility.

The Department may need to extend the application processing period beyond 30 days if there is not enough time remaining in the application process to allow for the ABAWD to complete the 80 hours.

- If requested verification is not received within 30 days or the customer does not meet an exemption or have worked 80 hours in a 30-day period, the SNAP request is denied.
- If the requested verification is received and the ABAWD has proven to be eligible for program participation within the pending period, benefits must be prorated back to the filing date.
- For ongoing cases, add the ABAWD to the case effective to the first of the following month.
- An ABAWD individual who regains eligibility but is no longer fulfilling the work-related activities, can receive three additional months of benefits during the 36-month time period. The additional three-month period is called the “second set” and must be consecutive. This second set is coded as CT4, CT5 and CT6, and ABAWDs can only take advantage of this provision once during the 36-month period. Once the second set of countable months have been used, an ABAWD will need to meet the ABAWD work-related activities or an ABAWD exemption to receive food benefits for any of the remaining 36 months.