

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
BISMARCK, NORTH DAKOTA  
August 15, 2018**

**IM 5336**

**TO:** County Social Service Directors  
Economic Assistance Policy Regional Representatives  
Economic Assistance Policy Quality Control Reviewers

**FROM:** Michele Gee, Director, Economic Assistance

**SUBJECT:** SNAP Employment & Training Program (NDWORKS) policy

**PROGRAMS:** Supplemental Nutrition Assistance Program (SNAP)

**EFFECTIVE:** August 15, 2018

**SECTIONS  
AFFECTED:** New Section 430-05-40-60 NDWORKS SNAP Employment  
and Training Pilot Program

A new SNAP pilot employment and training program (NDWORKS) will be implemented to expand the SNAP Employment and Training Program into Grand Forks and Ramsey Counties. Applications or Reviews received on or after August 15, 2018 will be considered for referral to the NDWORKS program. New notices have been created and will be added to the Notice Hard Card. This will not replace the BEST Program. As a result of the pilot, a new policy section is being created in the SNAP Policy Manual.

**430-05-40-60 NDWORKS SNAP Employment and Training Program**

The goal of NDWORKS SNAP Employment and Training Program is to provide SNAP households with opportunities to overcome barriers, gain skills, training or experience that will improve their employment prospects and be supported through job placement and retention services to reduce their reliance on SNAP benefits.

## **430-05-40-60-05 Mandatory Participants**

Mandatory work registrants Individuals who do not meet the NDWORKS exemption criteria listed in section 430-05-40-60-10 are mandatory participants and must be referred to the NDWORKS program.

## **430-05-40-60-10 Exemptions from NDWORKS**

The following individuals are not required to participate in NDWORKS:

1. Geographic (individuals not living in Grand Forks or Ramsey Counties) (EX)
2. Migrants in the job stream. (MI)
3. Individuals exempt for good cause as determined by sound, professional judgment of the worker. The case must be thoroughly documented to support the exemption. (GC)
4. Individuals who are participating in the Parental Responsibility Initiative for the Development of Employment (PRIDE) Program. (PP)
5. Individuals where public transportation is limited because of where and when the public transportation is available. (LT)
6. Individuals with a temporary disability such as a broken leg, illness, etc. (DI)
7. Individuals who do not have a permanent residence and are 'homeless' (MA)
8. Limited or non-English speaking individuals (NE)
9. Pregnant Women (PG)
10. ABAWDs (AB)

### **430-05-40-60-15 Voluntary Participants**

Individuals exempt from the NDWORKS may choose to participate on a voluntary basis. Voluntary participants are not subject to the work disqualification.

### **430-05-40-06-20 County Procedures**

County Workers must:

- Determine if the individual is required to participate in NDWORKS. This must be documented in the case narrative.

**NOTE:**

Once the individual is determined to be required to participate in NDWORKS, they are considered a participant in the program.

- If the individual is exempt, enter the exemption reason and the date exempted in the eligibility system. Document in the case narrative the reason the individual is exempt.
- If the individual is not exempt, refer them to the NDWORKS program using Form SFN679 – SNAP Employment and Training Program Affidavit and Referral.

The participant must sign the SFN679 and a copy must be given to the participant, and a copy placed in the case file. The worker must document in the case narrative that the individual was referred to NDWORKS and that a copy of the SFN679 was given to the participant.

- Inform the NDWORKS case manager of the referral by emailing the signed SFN679 – SNAP Employment and Training Program Affidavit and Referral to them. The date the SFN679 was emailed to the NDWORKS case manager must be documented in the case narrative.
- If notified by the NDWORKS case manager that a participant has failed to comply with the participant's responsibilities, begin the good cause and conciliation procedures by sending the F851 – SNAP Non-Compliance NDWORKS Notice to the participant. Document the date

of the NDWORKS case manager notification and the reason for non-compliance in the case narrative.

- If the participant is no longer required to participate in the NDWORKS Program, notify the NDWORKS case manager and document the notification and reason in the case narrative.

### **430-05-40-60-25 NDWORKS Case Manager Responsibilities**

NDWORKS Case Managers must:

- Contact the participant within 7 days of the receipt of Form SFN679 - SNAP Employment and Training Program Affidavit and Referral.
- Schedule the orientation and provide the date and time of orientation to the participant.
- Notify the county worker via email of the date and time the participant is scheduled for orientation.
- Complete a formal assessment and develop an employment plan specific to the participant. The employment plan must be updated monthly, at a minimum.
- Provide case management, including weekly contact with the participant.
- Contact with the county worker monthly to verify a participant continues to receive SNAP. Monthly contact can be via telephone or email.
- Inform the county worker via email of a participant's non-compliance.
- Inform the county worker via email when a participant gains employment.
- Track all participation and outcome measures and report these to the State Office monthly.
- Regularly submit participant reimbursement requests along with receipts to the State Office using the SFN471 – Vendor Payment Authorization and Request For Payment For Goods and Services.

### **430-05-40-60-30 Participant Responsibilities**

NDWORKS participants must do the following:

- Attend the NDWORKS orientation session on the day and time scheduled.
- Contact the NDWORKS case manager to reschedule if necessary.
- Cooperate and comply in all activities assigned by the NDWORKS case manager.
- Communicate weekly with the NDWORKS case manager.
- Report any change in employment or work hours to the NDWORKS case manager.
- Provide receipts to the NDWORKS case manager for any supportive service reimbursements that the participant may be eligible to receive.

Participants failing to comply with these responsibilities will be subject to disqualification in SNAP.

### **430-05-40-60-35 Participant Reimbursement**

Participants in the NDWORKS program may be eligible for reimbursement for supportive services. Reimbursements will be made by the State Office directly to participating individuals during the month following participation and are excluded as income.

Allowable expenses include the following:

- Transportation up to \$50/month. Transportation includes the following:
  - Bus fare, voucher or pass (if not provided by NDWORKS);
  - Gas;
  - Taxi fee.
- Up to \$25/month for the following:
  - Grooming and personal hygiene;
  - Clothing or tools needed for employment;
  - Licensing and testing fees necessary for employment;

- Books/training materials necessary for individuals to complete an educational component.

Participant reimbursements for supportive services should be submitted to the State Office via SFN471 – Vendor Payment Authorization and Request For Payment For Goods And Services, along with any receipts provided by the participant.

#### **430-05-40-60-40 Good Cause for Non-Compliance – NDWORKS**

The eligibility worker is responsible for determining good cause when the participant has failed to comply with the NDWORKS Program. The NDWORKS case manager may be able to provide reason(s) why the participant failed to participate, however the determination must be made by the eligibility worker.

When the NDWORKS case manager notifies the eligibility worker of non-compliance, the eligibility worker must send notice F850 - SNAP Good Cause Determination - NDWORKS to the participant. The participant must establish if good cause exists within 10 days of the notice. If good cause does not exist or the participant does not respond, the eligibility worker must begin the conciliation procedure. The eligibility worker must document if good cause exists, the good cause reason or if the participant fails to respond to the F850 in the case narrative.

Good cause for non-compliance with the NDWORKS Program includes circumstances beyond the participant's control, including but not limited to:

- a. Illness.
- b. Illness of another household member requiring the presence of the individual.
- c. A household emergency.
- d. Short-term or temporary unavailability of transportation.

#### **EXAMPLES:**

1. The bus was behind schedule.

2. The participant's car broke down.
- e. Short-term or temporary unavailability of child care for children who have reached age six but are under age 12.

**EXAMPLE:**

1. The participant did not have daycare on a specific day.
- f. Acceptance of employment of more than 30 hours a week which doesn't materialize or results in employment of less than 30 hours a week.

Transportation, dependent care or other necessary participation expenses that are a more chronic issue may be reason to exempt a participant from NDWORKS.

Good cause for non-compliance can also include good cause reasons as outlined in Good Cause 430-05-40-25-10.

**430-05-40-60-45 Conciliation Procedure**

The conciliation period is used to provide the mandatory NDWORKS participant with an opportunity to comply with the program.

Once it has been determined good cause does not exist for non-compliance, the conciliation period begins for 30 calendar days. The eligibility worker must contact the participant by using F851 – SNAP Non-Compliance - NDWORKS Notice and use the following steps to determine the next action to take:

- If the participant responds within the 30-day period and it is determined the participant did not comply or is not exempt, begin disqualification procedures by issuing Notice F450 – SNAP Closing Non-Compliance with NDWORKS or the F743 – SNAP Decrease in Benefits Non-Compliance with NDWORKS. The worker must enter the

reason for noncompliance in the space provided on the notice. The reason for disqualification must be documented in the case narrative.

- If it is apparent that the participant will not comply (i.e. the participant refused to comply and does not have good cause or is not exempt), issue Notice F450 or F743.
- If Notice F450 or F743 is issued before the end of the 30-day conciliation period, and it is verified that the participant complied, has good cause or is exempt, the 30-day conciliation period ends.
- To avoid Notice of Adverse Action (issuance of Notice F450 or F743), the participant must perform a verifiable act of compliance, such as attending the orientation session or NDWORKS activity assigned to the participant. Verbal commitment by the participant is not sufficient commitment, unless the participant is prevented from immediately complying by circumstances beyond their control. The eligibility worker must document the verifiable act of compliance in the case narrative.
- If the participant does not respond within the 30-day period, issue Notice F450 or F743 at the end of the 30-day period. The eligibility worker must enter the reason for noncompliance in the space provided on Notice F450 or F743. The eligibility worker must document in the case narrative the reason for non-compliance.

### **430-05-40-60-50 Disqualification Time Frames for NDWORKS**

The following disqualification time frames apply for failure to comply with NDWORKS. Before disqualifications are applied to NDWORKS participants, the conciliation period must be followed. The disqualification must be entered in the eligibility system and documented in the case narrative.

#### **1. First Violation:**

A one-month disqualification must be served (from the date the disqualification becomes effective). If the participant complies or becomes exempt during the disqualification period, the disqualification can be ended, and eligibility re-established.

## 2. Second Violation:

A three-month disqualification must be served (from the date the disqualification becomes effective). If the participant complies with the NDWORKS requirements for which the disqualification was imposed, the disqualification period must be served. If a participant becomes exempt during the disqualification period eligibility must be reestablished.

## 3. Third Violation:

A six-month disqualification must be served (from the date the disqualification becomes effective). If the participant complies with the NDWORKS requirements for which the disqualification was imposed, the disqualification period must be served. If a participant becomes exempt during the disqualification period, eligibility must be reestablished.

Once a disqualification is imposed:

- If a participant in an ongoing case is disqualified and:
  - Complies during the disqualification period, they must serve the one, three or six-month disqualification before they can become eligible.
  - Becomes exempt, the participant can be eligible the following month.
- If the case closed and the participant is reapplying and:
  - Has complied, they must serve the one, three or six-month disqualification before they can become eligible.
  - Is exempt, the participant is eligible at the point of application.

A NDWORKS disqualification may be imposed after the end of a review period. Notice F450 – SNAP Closing Non-Compliance - NDWORKS must be sent whenever the county becomes aware of a participant's noncompliance with the NDWORKS Program, even if the disqualification begins after the review period expires and the household has not completed their review.