

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
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AMENDED IM 5464

TO: Human Service Zones
Policy and System Support
Economic Assistance Policy Quality Control Reviewers

FROM: Michele Gee, Director, Economic Assistance

SUBJECT: Basic Work Requirements

PROGRAMS: Supplemental Nutrition Assistance Program

EFFECTIVE: Immediately

**SECTIONS
AFFECTED:**

**430-05-40-05 Basic Work Requirements
430-05-40-05-05 Register for Work
430-05-40-05-10-05 Suitable Employment
430-05-05-15-30 Voluntary Quit
430-05-40-10 Exemptions from Basic Work
Requirements
430-05-40-10-05 Loss of Exempt Status
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430-05-40-15 Eligibility Worker Responsibilities
430-05-40-20 Household Responsibilities
430-05-40-25 Failure to Comply
430-05-40-40 Disqualifications for Failure to Comply
430-05-40-40-05 Disqualification Time Frames
430-05-40-45 Job Opportunities and Basic Skills
(JOBS) and Unemployment Compensation
430-05-40-50-05 ABAWD Exemptions from Basic
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430-05-40-50-07 Loss of Exempt Status
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430-05-40-50-27 Extended Three Month Benefit
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430-05-40-55-05 Mandatory E&T (Basic Employment Skills Training Program BEST)
430-05-40-55-05 Voluntary E&T (NDWORKS)
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430-05-40-60-15 Voluntary Participants
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2018 Farm Bill contains changes to a SNAP regulation for Basic Work Requirements and Employment & Training. These changes include the requirement for a Consolidated Work Notice along with requirements for verbally notifying individuals of all work requirements. Policy is being updated to reflect these changes.

NOTE: The Work Requirements Verbal script referenced throughout policy updates can be found on the DHS Insider

Additional clarifications and policy corrections were added to Exemptions from Basic Work Requirements 430-05-40-10, Exemptions from Basic Work Requirements 430-05-40-10, Loss of Exemptions Status 430-05-40-10-05, Eligibility Worker Responsibilities 430-05-40-15, Disqualification Time Frames 430-05-40-40-05, ABAWD Exemptions from Basic Work Requirements 430-05-40-50-05, Loss of Exempt Status 430-05-40-50-07, and Employment and Training (E&T) 430-05-40-55. These policy clarifications are highlighted in the policy sections below.

Basic Work Requirements 430-05-40-05

All non-exempt SNAP recipients must comply with the basic work requirements, regardless of program design (mandatory vs voluntary E&T) or status (ABAWD vs non-ABAWD). Eligibility workers must verbally inform SNAP recipients of the work requirements using the Work Requirements Verbal Script at the time of application, review/recertification, and status changes. The date of verbal notification must be entered into the eligibility system.

The basic work requirements require all non-exempt SNAP recipients. Individuals are required to:

- Register for work by completing the SFN 385—Affidavit for SNAP Work Requirements or SFN 353—Employment and Training Affidavit at the time of application and every 12 months (see section 430-05-40-05-05), and:
- Respond to a request for supplemental information regarding employability status or availability for work, and
- Report to an employer for potential suitable employment, if referred, and
- Seek and accept a bona fide offer of suitable employment (see section 430-05-40-05-10), and suitable employment.
- Not voluntarily quit a job of 30 hours or more a week or reduce work effort to less than 30 hours a week, and Have good cause when quitting suitable employment.
- Comply with mandatory E&T, if referred (see section 430-05-40-55-05). Job Opportunities and Basic Skills (JOBS) and Basic Employment Skills Training (BEST) requirement and NDWORKS requirements.
- Comply with Unemployment Insurance Benefits (UIB). Based on discussion with the State Job Service Office and requirements for receipt of unemployment benefits, there is no failure to comply with UIB requirements. The individual simply does not receive a benefit.

Individuals are **not** required to:

- Register for work at Job Service.
- Apply for Unemployment Benefits.

Register for Work 430-05-40-05-05

Non-exempt work registrants agree to comply with the basic work requirements by registering for work (*see section 430-05-40-05*). This must be done annually, at application and review. Work registration occurs when the SNAP Work Registration Form is signed. A signed application does not work register an individual.

Suitable Employment 430-05-40-05-1025-05

Employment ~~is~~ **will be considered** suitable ~~unless~~ **if**:

1. The wage offered is ~~not~~ less than the highest of the applicable Federal minimum wage, the applicable State minimum wage, or 80% of the Federal minimum wage if neither the Federal nor State minimum wage is applicable (~~waiters/waitresses~~).
2. The employment **offered** is on a piece-rate basis, and the average hourly yield the employee can reasonably be expected to earn is ~~not~~ less than the highest of the applicable Federal minimum wage, the applicable State minimum wage or 80% of the Federal minimum wage if neither the Federal **nor** State minimum wage is applicable.
3. **The household member, a** As a condition of employment or continuing employment ~~the individual is not~~ required to join, resign from, or refrain from joining any legitimate labor **organization** ~~union~~.
4. The employment **work offered** is ~~not~~ at a site subject to a strike or lockout at the time of the offer unless the strike has been enjoined under the Taft-Hartley Act, or **unless** an injunction has been issued under Section 10 of the Railway Labor Act.
5. **It fails to meet additional suitability criteria established by State agencies.**

In addition, employment will be considered suitable unless the household member involved can demonstrate or the State agency otherwise becomes aware that:

5. ~~1. The individual cannot demonstrate or the worker is not aware that~~
~~the degree of risk to health and safety is unreasonable.~~
6. ~~2. The individual is cannot demonstrate or the worker is not aware~~
~~that they are physically or mentally unable to work, as documented~~
~~by medical evidence or by reliable information from other sources.~~

7. ~~3.~~ The individual cannot demonstrate or the worker is not aware that the distance from their home to the place of employment is unreasonable considering the expected wage and the time and cost of commuting. Employment is not suitable if daily commuting time exceeds two hours per day, not including transporting a child to and from a child care facility. **Nor will employment be considered suitable if the distance to the place of employment prohibits walking and neither public nor private transportation is available to transport the member to the jobsite.** This applies to moves within state as well as from state to state.

Examples:

1. A household moves from Moorhead, Minnesota to Fargo, North Dakota. The commuting time to the current job remains under 2 hours, but an individual quit this job to move. This is considered suitable employment and good cause would not be granted even though the household has moved from one state to another.
2. A household moves from Fargo to Bismarck, North Dakota. The commuting time to the current job exceeds 2 hours daily and the individual quit this job to move. This is not considered suitable employment and good cause would be granted.

~~Employment is not suitable if the distance to the place of employment prohibits walking and neither public nor private transportation is available.~~

8. ~~4.~~ The individual cannot demonstrate or the worker is not aware that ~~t~~**The working** hours or nature of the employment interferes with the individual's religious observances, convictions or beliefs.

Example:

A Seventh Day Adventist could refuse to work on Saturday.

9. ~~5.~~ The employment offered within the first 30 days of registration is **not** in the individual's major field of experience.

Voluntary Quit 430-05-05-1540-30

When an individual quits or loses a job through their own actions or reduces their work effort voluntarily and after the reduction is working less than 30 hours per week, the **eligibility** worker must explore whether the

voluntary quit provisions apply. **The voluntary quit provisions do not apply to individuals exempt from the work requirement.**

Exception:

Individuals who are exempt from the **basic** work requirements due to employment of 30 hours per week or receiving weekly earnings at least equivalent to the federal minimum wage currently in effect multiplied by 30 hours.

An individual is disqualified if all of the following voluntary quit provisions are met:

1. If the quit or reduction in hours occurred:
 - within 30 days prior to the date of initial application.
 - within 30 days prior to the date of receipt of the application for review.
 - within 30 days prior to the date of when an individual is added to an on-going case.

Example:

Household reports an individual moved into their home on April 15. Individual is being added to the case for May benefits. If the quit occurred within 30 days prior to May 1, voluntary quit provisions would apply if all other provisions are met.

- After the initial application or application for review was filed and the household reports the quit or reduction prior to the application or review being processed.
2. If the individual was a **mandatory** work registrant at the time of the quit or reduction in hours.
 3. If the individual was **hired** for employment of 30 hours or more per week (can be averaged), regardless of the length of employment or if the individual received weekly earnings at least equivalent to the federal minimum wage currently in effect multiplied by 30 hours.

Example:

A mandatory work registrant was hired to work 30 hours per week. The individual quit the second day of employment

without good cause. This would be considered a voluntary job quit.

4. If the quit was without [good cause](#).

Benefits must not be delayed beyond expedited processing [time frames](#) pending the outcome of the determination.

If it is determined that a voluntary quit or reduction in hours occurred after benefits have been issued and verifications were postponed in order to meet the expedited time frames, a claim must NOT be established however, the individual would be disqualified (~~DW~~).

Example:

A SNAP application was received; verification of last paycheck, last day of work and reason for termination was postponed to meet the expedited processing time frame. The SNAP review, and postponed verifications were provided. If the verified information indicates the individual quit the job within 30 days of the initial application without good cause, voluntary quit provisions apply.

A disqualification [penalty](#) is applied to a voluntary quit when an individual:

1. Voluntarily quits or reduced hours without good cause.
2. Simply leaves a job unannounced or does not return to work without good cause.
3. Had been warned by the employer and continues the objectionable behavior after the warning and is terminated.

Example:

An individual is continually late for work or does not show up for work.

4. Is terminated without prior warning.

Examples:

Stealing from the employer or drinking on the job.

If the individual states they quit a job or reduced their hours and are not claiming good cause, an employer contact is not required. This must be thoroughly documented in the case file.

A disqualification penalty **is not applied** to a voluntary quit when:

1. The reason for the termination/reduction was beyond the individual's control.
2. Terminating a self-employment enterprise.
3. Resigning a job at the demand of an employer when an individual has been given the option of resigning or being terminated due to circumstances beyond the individual's control.
4. Terminating employment through a training program such as WIA.
5. An individual quits a job, secures new employment at comparable wages or hours and is then laid off, or through no fault of their own loses the new job, the earlier quit will not form the basis of a disqualification.

Example:

An individual quits a full-time job without good cause and several days later applies for SNAP. At the time of application, the individual has secured new employment and is exempt from **basic** work requirements. A disqualification would not be imposed against the individual as at the time of application, the individual is exempt from the **basic** work requirements.

6. An individual reduces their work hours to less than 30 hours a week but continues to earn weekly wages that exceed the Federal minimum wage multiplied by 30 hours.

Exemptions from Basic Work Requirements 430-05-40-10

Individuals who meet an exemption, and do not need to work register must be notified verbally of the basic work requirements using the Work Requirement Verbal Script. This is to be completed at the time of application, review/recertification, and status changes. The date of verbal notification must be entered into the eligibility system.

The following individuals are exempt from the **basic** work requirements (client statement is acceptable unless questionable):

1. Individuals age 60 or older. If an individual turns age 60 during the month of application, they are exempt.

2. Individuals younger than 16 years of age. If an individual reaches their 16th birthday and they are not exempt, they must register as part of the next scheduled review.
3. Individuals age 16 or 17 if:
 - a. Not the primary individual, or
 - b. Attending school, or
 - c. Enrolled in an employment or training program at least half-time.
4. An individual enrolled at least **half-time** in high school, in any recognized school, training program, or institution of higher education. Individuals working to obtain their GED are also exempt.

An individual remains **exempt** during normal periods of class attendance, vacation, and recess.

If an individual graduates, is suspended or expelled, drops out, or does not intend to register for the next normal term (excluding summer school), they are no longer considered a student and are not exempt.

Examples:

1. An individual who graduates from high school in May and anticipates or is accepted for the fall semester in an institution of higher education is not considered a student until the first day of the school term and is not exempt from the **basic** work requirements.
2. An individual, who has not attended the prior school term but anticipates or is accepted for the next term, is not considered a student until the first day of the school term and is not exempt from the **basic** work requirements.
5. Individuals physically or mentally unable to work 30 hours or more per week. If the physical or mental incapacity is obvious and known to the **eligibility** worker, it should be documented in the case file and no further verification is needed.

If the physical or mental incapacity is not obvious or known to the **eligibility** worker, verification is required.

Examples:

1. A physician's statement.

2. A statement from a licensed or certified psychologist or psychiatrist.
 3. Application for, receipt of, or entitlement to temporary or permanent disability benefits.
 4. Individuals who are appealing a SSA or SSI denial.
 5. Individuals who are accepted and actively involved in services through Vocational Rehabilitation as verified by Vocational Rehabilitation.
 6. Individuals who are receiving VA Disability regardless of the individual's disability percentage rating.
6. An individual subject to and complying with the TANF JOBS work compliance requirement, including the Tribal Work Experience Program (TWEPP).

Examples:

1. A TANF ineligible caretaker who is not a parent is not subject to the TANF JOBS work compliance requirements, so they are subject to the SNAP **basic** work requirements.
 2. If a non-recipient parent is subject to and complying with JOBS, such as a parent who is disqualified due to IPV or non-compliance with Child Support Enforcement, they are exempt from the SNAP **basic** work requirements.
7. A parent or other household member responsible for the care of a dependent child under six or an incapacitated individual residing with the household. The dependent household member or incapacitated individual(s) **do not** need to be participating in the same SNAP household. Only one member may claim an exemption as the primary person responsible for the care of dependents when the responsibility is shared.

If the child's sixth birthday is reached within a review period, the individual responsible for the child's care must register as part of the next regular review process unless otherwise exempt.

The exemption for the primary care giver can be changed during the household's review period.

'Responsible for the care of a dependent child,' is defined as a parent or other household member responsible for providing the actual physical care for a child. This could include a household member that is living in the same home but not part

of the SNAP household. The determination must be based on documented discussion with the household.

Examples:

1. Household consists of Mom and her two children ages 23 and 5. Mom states that her 23 year old child cares for her 5 year old while she is attending school. Based on this discussion, the 23 year old can claim the exemption. This discussion with the household must be documented.
 2. Boyfriend, girlfriend, and girlfriend's 3 year old child live in the same home but purchase and prepare meals separately. The boyfriend cares for the 3 year old while the girlfriend works. The boyfriend can claim the exemption. The discussion with the household must be documented.
 3. Household consists of Mom, Dad and their 4 year old child. Dad works and Mom is not employed. Their 4 year old child goes to day care while Dad is working. Mom cannot claim the exemptions as she is not providing the care for the child.
 4. Two adult sisters live in the same home but purchase and prepare meals separately. One sister has a child and works outside the home. The other sister cares for her niece and can claim the exemption. The discussion with the households must be documented.
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8. Individuals who are in receipt of unemployment compensation including Railroad Unemployment Benefits or one who has applied for but has not yet started to receive unemployment compensation even if a determination has not yet been made on the claim. If questionable, verification must be obtained.
 9. A **regular** participant (whether in or outpatient) in a drug addiction or alcohol treatment and rehabilitation program.
 10. Individuals who are employed and working at least 30 hours weekly (can be averaged) or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours. This includes:
 - a. Self-employed individuals when the **eligibility** worker determines that the employment constitutes a full-time job.
 - b. Individuals receiving a training wage. The training wage must be substituted for the applicable federal or state minimum wage when determining if the individual is exempt from **basic** work requirements.

- c. State certified individuals who home school their children a minimum of 30 hours per week. For state certification, the individual must file a SFN 16909 - Statement of Intent with the superintendent of the child's school district to do home schooling.
- d. Individuals who, by contract, derive their annual income in a period of time shorter than one year.

Tips are not included in the calculation when determining if an individual is exempt from the **basic** work requirements due to the fluctuation in tips the individual may receive. If the individual is employed as a server, the appropriate federal minimum wage for servers must be used.

If an individual is NOT an ABAWD and NOT exempt from the **basic** work requirements at the time of initial application, review, or the household reports a loss of the exemption, the individual is required to register for work by completing the ~~SFN 385 – Affidavit for SNAP Work~~ **Registration Form** ~~Requirements or SFN 353 – Employment and Training Affidavit~~ at the time of application, review, and when a loss of exemption is reported. The individual is not required to work register again for 12 months.

- 11. A refugee participating in a refugee resettlement program.

Loss of Exempt Status 430-05-40-10-05

If an individual is NOT an ABAWD and NOT exempt from the **basic** work requirements at the time of initial application, review, or the household reports a loss of the exemption, the individual is required to register for work by completing the ~~SFN 385 – Affidavit for SNAP Work~~ **Registration Form** ~~Requirements or SFN 353 – Employment and Training Affidavit~~ at the time of application, review and when a loss of exemption is reported.

The ~~SFN 385 and 353~~ **SNAP Work Registration Form** ~~is~~are valid for 12 months.

Individuals losing exempt status due to any change in circumstances must comply with the **basic** work requirements when the change is reported.

Eligibility workers must verbally notify individuals who have lost their exemptions status of the basic work requirements using the Work Requirements Verbal Script. The date of verbal notification must be entered into the eligibility system.

If a change is reported by the household, the individual is required to register for work by completing the ~~SFN 385~~ **SNAP Work Registration Form** or the ~~SFN 353~~ at the time the change is reported.

Individuals must be informed of the basic work requirements verbally and in written form. The ~~county~~ **eligibility** worker **must** use the **Work Requirements Verbal Script** to verbally explain the individual's rights, responsibilities, requirements and consequences of failure to comply. ~~The date of this discussion must be entered in the eligibility system documented in the case file.~~ **The SNAP Consolidated Work Notice F846 – Affidavit/Notice for Work Registrants or F847 – SNAP Employment and Training Registration Form** ~~is the written notification used to inform the individual of the basic work requirements. If notice F846 or F847 is sent this serves as documentation the individual was notified of their rights, responsibilities, requirements, and consequences of failure to comply.~~

The individual or responsible household member must return the ~~SFN 385~~ **SNAP Work Registration Form** or the ~~SFN 353~~ to the **local human service zone** ~~county~~ within ten calendar days from the date the **eligibility** ~~county~~ worker mailed it. If the household fails to return the form, **the Notice of Eligibility** ~~a 10-day advance notice~~ must be sent stating the individual is ineligible.

Disqualification can be avoided, or eligibility restored by returning the form or complying with the **basic** work requirements prior to the disqualification being imposed. Once the disqualification is imposed, they must comply with the **basic** work requirements. Completing and returning the ~~SFN 385~~ **SNAP Work Registration Form** or the ~~SFN 353~~ does not end the disqualification.

Verification 430-05-40-10-1035

Verification is the use of documentation or a contact with a third party to confirm the accuracy of statements ~~or If the information provided by the household is questionable, the worker must request verification.~~ The primary responsibility for providing verification rests with the household. The **eligibility** worker must offer assistance in obtaining the needed verification if necessary. **The household has at least 10 days to provide verification.** Types of verification include but are not limited to:

- The previous employer.
- Employee associations.
- Union representatives.
- Previous co-workers.

A household will not be denied access to the program when a quit resulted from circumstances that cannot be verified, including but not limited to:

- Discrimination practices.
- Unreasonable demands by an employer.
- The employer cannot be located.

Eligibility Worker Responsibilities 430-05-40-15

When it is determined that a member of the household is required to register for work, the **eligibility** worker must:

1. Explain the client's rights, responsibilities, requirements, and consequences of failure to comply, **by following the Work Requirements Verbal Script. The date of verbal notification must be entered into the eligibility system.**
2. Provide ~~the SFN 385—Affidavit for SNAP Work~~ **Registration Form** ~~Requirements or SFN 353—Employment and Training Affidavit~~ for household members required to register and permit the applicant (or other responsible household member or authorized representative) to complete the affidavit for those members.
3. Provide a copy of the ~~SFN 385—Affidavit for SNAP Work~~ **Registration Form** ~~Requirements or SFN 353—Employment and Training Affidavit~~ to the household and document in the case file a copy has been given to the household.

Basic Work requirements are complete when ~~the SNAP Work Registration Form~~ **SFN 385 or SFN 353** has been signed and returned to the **eligibility** worker. The work registration date of all members must be entered **in the eligibility system** ~~on the WORE screen in TECS and the completed SFN 385 or SFN 353 filed in the household case file.~~

Household Responsibilities 430-05-40-20

Individuals required to register for work must **follow the Basic Work Requirements (see section 430-05-40-05).**÷

1. ~~Participate in the SNAP Basic Employment and Skills Training (BEST) Program (Burleigh and Cass counties) or NDWORKS (Grand Forks and Ramsey counties), if referred.~~
2. ~~Respond to a request from the county or Job Service North Dakota or Community Options for supplemental information regarding employability status or availability for work.~~

- ~~3. Report to an employer to whom referred if the potential employment meets the [suitable employment](#) criteria described in this chapter.~~
- ~~4. Accept a bona fide offer of suitable employment described in this chapter at a wage not less than the Federal minimum wage.~~
- ~~5. Not voluntarily and without good cause quit a job of 30 hours or more a week or reduce work effort to less than 30 hours a week.~~

Failure to Comply 430-05-40-25

All **non-exempt** individuals between age 16 and 60 are ineligible to participate if the individual:

- ~~1. Refuses to register for work by failing to complete **the SFN 385—Affidavit for SNAP Work Registration Form** Requirements or SFN 353—Affidavit for SNAP BEST Work Registrants.~~
2. Refuses without [good cause](#) to participate in the [BEST](#) program (Burleigh and Cass **human service zones** counties) or [NDWORKS](#) (Grand Forks and Ramsey counties).
3. Refuses, without good cause, to accept an offer of employment not subject to strike or lockout at the time of refusal, at a wage equal to the higher of the federal or state minimum wage, or 80% of the wage that would have governed had the minimum hourly rate of the Fair Labor Standard Act been applicable to the offer of employment.

Example:

An employer contacts a **human service zone** county with a job opportunity. The **human service zone** county refers an individual who does not contact the potential employer or refuses a job offer of 30 hours or more per week. A disqualification would be imposed.

4. Refuses without good cause to provide the **eligibility worker** with sufficient information to allow a determination of the employment status or the job availability of the individual.
5. Voluntarily and without good cause:
 - a. Quits a job.
 - b. Reduces work hours and after the reduction, the individual is working less than 30 hours per week. The reduction in hours must be initiated by the individual, not the employer.

Exception:

A temporary voluntary reduction in earnings in order to eventually obtain a higher rate of pay at a different job with the same employer or a new employer does not subject the individual to disqualification. Current rules recognize that job changes occur and allows the individual to avoid disqualification.

Example:

A gas station attendant quits a 35-hour a week job to accept employment of 20 hours per week as an assistant manager at a retail store. The new employment will become a 40-hour a week position within three months.

Disqualification for Failure to Comply 430-05-40-40

An individual who fails to comply with **basic** work requirements for participation is ineligible to participate. A disqualification for non-compliance with work requirements and/or mandatory employment and training programs are progressive based on occurrence.

Joining Another Household

If the individual who failed to comply with the **basic** work requirements joins another household, the individual is an excluded household member. The disqualification continues until the individual complies or becomes exempt. The individual may be eligible to participate during the disqualification period by becoming exempt from **basic** work requirements.

Moving from a BEST or NDWORKS Human Service Zone

If an individual disqualified from **BEST** moves from a BEST **human service zone** to a non-BEST **human service zone**, the individual is an excluded household member. The disqualification period must be served in its entirety before eligibility can be re-established. If the disqualification wasn't imposed prior to the individual moving, the disqualification must be imposed in the new **human service zone** the individual moved to.

If the individual becomes exempt from the **basic** work requirements, the individual can be eligible beginning the month after the exemption is reported and verified.

If the individual is not **exempt** from the **basic** work requirements for participation, ~~the Form SFN 385—Affidavit for SNAP Work~~ **Registration Form** Requirements must be completed.

Disqualification Time Frames 430-05-40-40-05

A disqualification for non-compliance with **basic** work requirements and/or mandatory employment and training programs are progressive and based on occurrence.

For new applicants, the disqualification period will begin with the date of application.

The disqualification time frames are as follows:

1. First Violation:

A one-month disqualification must be served (from the date the disqualification becomes effective). The disqualification continues until the individual complies or becomes exempt.

2. Second Violation:

A three-month disqualification must be served (from the date the disqualification becomes effective) and continues until the individual complies with the requirements for which the disqualification was imposed. If an individual becomes exempt during the disqualification period eligibility must be reestablished.

3. Third and any subsequent violations:

A six-month disqualification must be served (from the date the disqualification becomes effective). The disqualification continues until the individual complies with the requirements for which the disqualification was imposed or becomes exempt. If an individual becomes exempt during the disqualification period eligibility must be reestablished.

Examples:

1. An individual quits a job without good cause for their first offense. The individual is disqualified for 1 month. The individual serves the 1 month disqualification period and regains employment and becomes exempt. Eligibility is reestablished.
2. An individual is exempt from work registration for working more than 30 hours/week. The individual loses the exemption due to a job quit without good cause. The individual is disqualified for failure to comply with **basic** work requirements and a 1 month disqualification is imposed. The individual serves the disqualification period

and reapplies. The individual work registers and is referred to the mandatory employment and training program but fails to attend orientation. The second penalty for non-compliance is imposed and the individual is disqualified for 3 months.

3. An individual is exempt from work registration for working more than 30 hours/week. The individual loses the exemption due to a job quit without good cause. The individual is disqualified for failure to comply with **basic** work requirements and a 1 month disqualification is imposed. The individual serves the disqualification period and reapplies. The individual work registers and is referred to the mandatory employment and training program but fails to attend orientation. The second penalty for non-compliance is imposed and the individual is disqualified for 3 months. The 3 month disqualification is served. One year later, the individual reapplies but fails to work register. The third penalty for non-compliance is applied and the individual is disqualified for 6 months.

If the **eligibility** worker fails to act timely to disqualify an individual for non-compliance with a work requirement, the **eligibility** worker must implement the full disqualification and establish a [claim](#) based on 10-10-10 procedures.

The disqualification continues until the individual complies with the **basic** work requirements for participation or becomes exempt. Completion of **the Affidavit for SNAP Work Registration Form Requirements or Employment and Training Affidavit** **does not** negate the disqualification.

A disqualified individual may be permitted to resume participation during the disqualification period (if otherwise eligible) by becoming exempt from **basic** work requirements or complying with the **basic** work requirements. Completion of **the Affidavit for SNAP Work Registration Form Requirements or SFN 353 – Employment and Training Affidavit** **does not** negate the disqualification.

The disqualification continues on closed cases until the individual becomes exempt from the work requirement or complies with the work requirement.

Examples:

1. An individual quits a job without good cause. The individual must obtain employment of at least 30 hours

per week, obtain employment that is equal to 30 hours per week times the federal minimum wage or become exempt.

2. An individual initially applied on December 27 and is interviewed on January 15. During the interview it was determined that the individual quit a job without good cause on December 20 but has obtained employment on January 3.

The application must be denied for the month of December as the individual quit a job without good cause and applied in the month of December. As the individual obtained new employment in January, the same application must be used for the month of January.

3. An individual quits a job without good cause and is disqualified. At a later date the household (including the disqualified individual) applies for and is found eligible for TANF. The individual is exempt from the **basic** work requirements based on receipt of TANF and may be eligible for SNAP.
4. At the time of review, an individual reports they have quit a job without good cause 10 days prior to the review being filed. The client is not exempt for another reason and is disqualified. The review is denied.

At a later date, the individual reapplies, is not working, and is not exempt for another reason. During the interview the household reports they had worked a full time job (40 hours per week) three months ago. The individual remains disqualified and the application is denied as the individual is not exempt at the time of application.

5. At the time of review, an individual is required to sign the ~~SFN 385, Affidavit for SNAP Work~~ **Registration Form** Requirements and they also report they have quit a job without good cause 10 days prior to the review being filed.

During the interview the client signs the ~~SFN 385, Affidavit for SNAP Work Registration Form~~ Requirements. The client is not exempt from **basic** work requirements or complying with the **basic** work requirements. A disqualification is applied and the client is ineligible to participate until they are complying with the **basic** work requirements or become exempt for another reason **(see Basic Work Requirements 430-05-40-05)**.

Job Opportunities and Basic Skills (JOBS) and Unemployment Compensation 430-05-40-45

An individual in receipt of TANF or an individual in receipt of UIB is disqualified from SNAP for failure to comply with JOBS/Tribal NEW or UIB requirements. Based on discussion with the **North Dakota** State Job Service Office and requirements for receipt of unemployment benefits, there is no failure to comply with UIB requirements. The individual simply does not receive a benefit.

TANF related disqualifications are only applied in SNAP if the client was in receipt of TANF and SNAP at the time the TANF sanction was imposed.

Exception:

If an individual is exempt from the ~~SNAP~~-basic** work requirements for a reason other than receipt of TANF.**

If a Pay After Performance individual fails to comply with JOBS/Tribal NEW and a sanction is imposed for TANF, the individual must be disqualified for SNAP unless they are exempt from the **basic** work requirements for another reason. If a sanction is imposed during any of the Pay After Performance months or the first month following Pay After Performance, as the individual's needs were not included in the grant, the grant for the children's needs only will continue to be counted.

If an individual is sanctioned for TANF due to non-compliance with JOBS/Tribal NEW and they do not fully complete a proof of performance (POP) prior to or on the second to the last working day of the sanction penalty month, a TANF benefit must not be anticipated for the next month.

If an individual fully completes a POP prior to or on the second to the last working day of a month, a TANF benefit must be anticipated for the next month.

Examples:

1. An individual is scheduled to complete their POP on August 28 (the second to the last working day of the

month). At 4:00 p.m. on August 28, the JOBS/Tribal NEW coordinator calls to inform the county that the client successfully completed their POP that day. Because the client fully completed a POP prior to or on the second to the last working day of the month, a TANF benefit must be anticipated for the next month.

2. An individual is scheduled to complete their POP on August 29, (the last working day of the month). Because the client has not fully completed the POP prior to or on the second to the last working day of the month, and the client may not be successful in completing the POP, a TANF benefit must not be anticipated for the next month.
3. An individual begins their POP on August 29, (the last working day of the month). Even though JOBS policy allows a client's TANF case to be reverted to open if they successfully complete the POP that started in the sanction penalty month, a TANF benefit must not be anticipated for the next month.

If an individual is sanctioned by TANF, the TANF grant prior to the reduction is counted in calculating the SNAP benefits.

Example:

Mom is sanctioned for non-compliance with a JOBS/Tribal NEW requirement. Mom's needs are removed from the grant and the grant is reduced from \$500 to \$400. When calculating SNAP level of benefits, a disqualification is imposed and the grant amount of \$500 is counted as unearned income.

An individual disqualified from SNAP for failure to comply with TANF or UIB can regain eligibility during the disqualification period if they comply with the TANF or UIB requirements or become exempt.

Examples:

1. Ongoing TANF only case. Mom fails to comply with JOBS/Tribal NEW and is sanctioned for TANF effective December. January 3 the household applies for SNAP. Mom remains sanctioned for TANF. There is NO TANF related disqualification for SNAP because Mom was not in receipt of SNAP at the time the TANF sanction was imposed. Mom is subject to the ~~SNAP~~ **basic** work

requirements as her needs are NOT included in the TANF grant due to the sanction. Mom must register for work unless otherwise exempt.

2. Ongoing TANF only case. In November Mom fails to comply with JOBS/Tribal NEW and is sanctioned for TANF effective December. December 23 the household applies for SNAP. There is NO TANF related disqualification for SNAP because Mom was not in receipt of SNAP at the time the TANF sanction was imposed. Mom is subject to the SNAP **basic** work requirements as her needs are NOT included in the TANF grant due to the sanction. Mom must register for work unless otherwise exempt.
3. Ongoing SNAP only case. Mom is work registered for SNAP. January 3 Mom applies for TANF and is eligible. Mom is now exempt from the **basic** work requirements. In February Mom fails to comply with JOBS/Tribal NEW. A sanction is imposed for TANF effective March. Mom is disqualified for SNAP effective March, as she does not meet any other work requirement exemptions. The TANF case closes effective March 31. The JOBS/Tribal NEW related disqualification continues for SNAP until Mom either becomes exempt from a SNAP work requirement or reapplies for TANF and complies with JOBS/Tribal NEW.

The SNAP case closes effective May 31 for failing to provide information. Mom reapplies for SNAP only on June 20. The JOBS/Tribal NEW related disqualification continues for SNAP until Mom either becomes exempt from a SNAP work requirement or reapplies for TANF and complies with JOBS/Tribal NEW.

4. Ongoing TANF/SNAP case. In December Mom fails to comply with JOBS/Tribal NEW and is sanctioned for TANF effective January. Mom is also disqualified for SNAP effective January, as she does not meet any of the exemptions from the **basic** work requirements.

On December 27 Mom requests in writing her SNAP case close effective December 31. TANF remains open. On January 3 Mom reapplies for SNAP. There is NO TANF related disqualification for SNAP because Mom was not

in receipt of SNAP at the time the TANF sanction was imposed.

5. Ongoing TANF/SNAP case. In December Mom fails to comply with JOBS/Tribal NEW and is sanctioned for TANF effective January. Mom is also disqualified for SNAP effective January, as she does not meet any of the exemptions for the **basic** work requirements. On December 27 Mom requests in writing her TANF and SNAP case close effective December 31. On January 3 Mom reapplies for both SNAP and TANF. TANF imposes a TANF JOBS/Tribal NEW related disqualification. There is NO TANF related disqualification for SNAP because Mom was not in receipt of SNAP at the time the TANF sanction was imposed.
6. Ongoing TANF/SNAP case. In December Mom fails to comply with JOBS/Tribal NEW and is sanctioned for TANF effective January. Mom is also disqualified for SNAP effective January, as she does not meet any of the exemptions from the **basic** work requirements.

TANF case closes the end of February as the only child in the case turns age 18. Mom remains disqualified for SNAP until she meets an exemption from the **basic** work requirements.

Notices Used for JOBS/Non-Compliance

The following ~~TECS~~ notices are used for combination TANF/SNAP cases where a SNAP disqualification is being imposed:

- ~~Notice F223 Work Requirements~~
- ~~Notice F731 Decrease Benefit TANF Non-Compliance~~ this notice must be sent by the 10-day advance notice deadline.

~~BEST counties (Burleigh and Cass) and NDWORKS (Grand Forks and Ramsey counties) must use the following notices when a SNAP disqualification is being imposed:~~

- ~~Notice F225 Non-compliance with BEST, for households whose applications for review are denied for failure to comply with BEST requirements (denial/closure reason RW).~~

- ~~Notice F247 — Non-compliance with NDWORKS, for households whose applications for review are denied for failure to comply with NDWORKS requirements (denial/closure reason RW).~~
- ~~Notice F425 — BEST Non-Compliance for individuals or households disqualified for failure to comply with the BEST requirements.~~
- ~~Notice F450 — NDWORKS Non-Compliance for individuals or households disqualified for failure to comply with the NDWORKS requirements.~~
- ~~Notice F733 — Non-Compliance with BEST.~~
- ~~Notice F743 — Non-Compliance with NDWORKS.~~

~~The BEST and NDWORKS notices must be sent to households as they are automatically counted and reported to United States Department of Agriculture (USDA).~~

ABAWD Exemptions from Basic Work Requirements 430-05-40-50-05

An ABAWD who meets one of the following is exempt from the ABAWD provisions and not subject to limited benefits.

Verification of work hours is mandatory for items 5, 6 and 7.

1. Exempt from the SNAP basic work requirements.

ABAWDS exempt from ABAWD provisions based on the SNAP work requirement exemption for working 30 hours or more per week are also coded as exempt.

2. All adult household members are exempt any time there is a child under the age of 18 in the same SNAP household.

Example:

A five-person SNAP household consists of mom, dad, child under the age of 18, an aunt to the child, and an unrelated adult. All four adults are exempt.

3. State 12% discretionary exemption criteria.
4. A pregnant woman. Client statement is acceptable.

5. Working at least 20 hours per week averaged monthly (regardless of the hourly wage) but less than 30 hours or more per week. This includes volunteer and in-kind work where an individual is not paid.

Volunteer work is when arrangements have been made with a school, hospital, public service agency, library, nursing home, church or other community organizations.

In-kind work is when an individual works in exchange for goods or services.

This **does not include** court ordered community services or work done for family members or friends when the individual is not paid.

Example:

An individual managing an apartment building in exchange for free or reduced rent.

6. Participating in (and complying with) a work program of 20 hours or more per week averaged monthly. Work program means:
 - a. A program under the Workforce Investment Act of 1998 (WIA), this is administered by Job Services and can be verified by contacting that office. This includes the WIA administered by the Tribes as long as it meets the 20 hour or more per week averaged monthly requirement. (JT)
 - b. A program under Section 236 of the Trade Act of 1974 (Trade Adjustment Assistance Act Program). This is administered by Job Services and can be verified by contacting that office. (TA)
 - c. An Employment and Training Program containing components other than job search or job search training.

NOTE: ABAWDS participating in a SNAP Employment and Training program enrolled in the education/vocational training or job retention components may meet this requirement.

ABAWDS participating in a SNAP Employment and Training program may not meet the requirement if enrolled in only the job search training or job search components. However, the requirement may be met if they are enrolled in one of these components in addition to the above.

7. Any combination of paid, volunteer, in-kind work, or work programs that equals 20 hours per week averaged monthly.

An ABAWD exempt from the ABAWD provisions for working an average of 20 hours or more per week is required to report if their hours fall below 20 hours per week. This includes ABAWDS exempt from the SNAP work requirement for working 30 hours or more per week.

If an individual is exempt from the ABAWD provisions at initial application or review the individual remains exempt from the ABAWD provisions until the next review.

Exceptions:

1. Individuals exempt due to working 20 hours or more per week averaged monthly who report their work hours have fallen below 20 hours.
2. When the household reports a loss of an exemption for an individual determined to be exempt at application or review.
3. An individual will lose exempt status during the review period, and it is known to the agency.

An individual exempt from the ABAWD provisions at initial application or review is required to work register if the following occurs:

1. The household reports they are no longer working 20 or more hours per week averaged monthly but less than 30 hours per week.
2. A loss of an exemption is reported, even if the household is not required to report.
3. It is known to the agency the exemption will end.

Eligibility workers will need to verbally inform individuals of the Basic Work Requirements using the Work Requirements Verbal Script. The date of verbal notification must be entered into the eligibility system. The SNAP Consolidated Work Notice will be mailed when ABAWD status changes.

If an individual is not exempt from the ABAWD provisions at initial application or review and the individual reports an exemption while receiving benefits, the individual must be made exempt in the month in which the exemption occurred, and the countable month removed.

Example:

Individual applies on March 1st and is a non-exempt ABAWD. March is a countable ABAWD month. April 10th the individual reports that they are pregnant and therefore exempt from ABAWD provisions. The exemption needs to be applied for the month of April and the countable month removed for April.

Loss of Exempt Status 430-05-40-50-07

When an individual is identified as an ABAWD and the individual's eligibility is based on working 20 hours or more per week averaged monthly, the household must report if the ABAWD's hours decrease below 20 hours weekly.

When an individual is exempt from the ABAWD provisions at initial application or review for working 20 hours or more per week averaged monthly, but less than 30 hours per week, the individual must be work registered.

If during the review period, the household reports the individual's work hours have fallen below 20 hours per week, because this is a mandatory reportable change, Request for Verification Notice must be sent to determine if the individual is exempt for another reason. If the household does not respond within 10-days or responds and reports the individual is not exempt for another reason, the ABAWD provisions apply. If the individual has used all of their NE and EE months, they are ineligible.

When an individual is exempt from the ABAWD provisions at initial application or review for working 30 hours or more per week, the individual is also exempt from the **basic** work requirements.

If during the review period, the household reports the ABAWD's work hours have fallen below 20 hours per week, because this is a mandatory reportable change, Request for Verification Notice must be sent to determine if the individual is exempt for another reason, along with the **SNAP** Work Registration ~~or Employment and Training Registration~~ form. If the individual does not respond within 10-days or responds and is not exempt for another reason, the ABAWD provisions apply. If the individual has used all of their NE and EE months, they are ineligible.

If the household responds and indicated the ABAWD is exempt from the ABAWD provisions, but not exempt from the **basic** work requirements and does not return the **SNAP** Work Registration ~~or Employment and Training Registration~~ form, **the Notice of Eligibility** ~~10-day advance notice~~ must be sent stating that the individual is ineligible and that ineligibility can be

avoided by returning the form. Eligibility workers will need to verbally inform individuals of the Basic Work Requirements using the Work Requirements Verbal Script. The date of verbal notification must be entered into the eligibility system. The SNAP Consolidated Work Notice will be mailed when ABAWD status changes.

Exemptions known to the agency

When an individual is identified as exempt from the ABAWD work requirements at the time of application or review and it is known to the agency the exemption will end sometime during the review period, the household becomes subject to the ABAWD work requirements and time limit of benefits unless they are fulfilling the ABAWD work requirements or are otherwise exempt.

The eligibility worker~~county~~ should advise the household at the time of application or review they will become subject to the ABAWD time limit, at which point during the review period each household member's eligibility for SNAP will be limited to three months if they are not fulfilling the ABAWD work requirements or are otherwise exempt. The eligibility worker~~county~~ should also inform the household they should report if a household member starts fulfilling the ABAWD work requirement or a change that would exempt them from the time limits. It is the responsibility of the household to report the change.

Once the known exemption ends, Request for Verification Notice, must be sent to the household to determine if the individual is exempt for another reason, along with the SNAP Work Registration ~~or Employment and Training Registration Form~~, if required. If the household does not respond within 10-days or responds and is not exempt for another reason, the ABAWD provisions apply and the individual who is no longer exempt. If the individual has used all of their NE and EE months, they are ineligible. If the household responds and indicates they are exempt from the ABAWD provisions, but not exempt from the basic work requirements and does not return the SNAP Work Registration ~~or Employment and Training Registration Form~~, the Notice of Eligibility a 10-day advance notice for failure to comply must be sent stating that the individual is ineligible and that ineligibility can be avoided by returning the form.

Example:

A household consisting of a mother age 40 and her son age 17 complete a review in April and remain eligible. During the review process the Work Registration is signed and the eligibility worker explains the ABAWD exemptions and when the exemption will end since the son will be turning 18 on June 2nd.

On June 3, the Request for Information is sent to the household to determine if another ABAWD exemption exists. The household does not respond. Both household members would become subject to the ABAWD time limit for July.

In August, the mother reports she has started a job working 30 or more hours per week and provides verification of the new employment. The mother is considered exempt and the income is acted on at the next review.

Households reporting loss of an exemption

When an individual is exempt from the ABAWD provisions at initial application or review and reports the loss of the exemption, the household becomes subject to the ABAWD work requirements and time limit of benefits unless they are fulfilling the ABAWD work requirements or are otherwise exempt.

If the household reports the loss of an ABAWD exemption, the Request for Verification Notice, must be sent to the household to determine if the individual is exempt for another reason, along with the **SNAP** Work Registration ~~or Employment and Training Registration~~ **f**Form, if required. If the household does not respond within 10-days or responds and is not exempt for another reason, the ABAWD provisions apply, and the individual is no longer exempt. If the individual has used all of their NE and EE months, they are ineligible.

If the household responds and indicates they are exempt from the ABAWD provisions, but not exempt from the **basic** work requirements and does not return **the SNAP** Work Registration ~~or Employment and Training~~ **Registration f**Form, **the Notice of Eligibility** ~~a 10-day advance notice~~ must be sent stating that the individual is ineligible, and that ineligibility can be avoided by returning the form.

At any time during the review period the household reports a loss of exempt status and ABAWD provisions apply, the exemption must be removed for the month following the month the loss of exemption occurred and the ABAWD countable months must start with that month.

Example:

1. Individual applies on March 1 and is exempt from the ABAWD provisions because they have a 5 year old child in the household. On April 10th the individual reports that the 5 year old child moved out of the household on April 10th. The exemption must

be removed for the month of May and the ABAWD countable months begin with the benefit month of May.

2. Individual applies on March 1 and is exempt from the ABAWD provisions because they have a 5 year old child in the household. A six month review is assigned and due July for August. Individual submits the review July 15th and reports that the 5 year old child moved out of the household March 20th. The exemption must be removed back to April and ABAWD countable months applied for April, May, and June. Overpayments must not be established for July as this is not a mandatory reportable change.

Waivers 430-05-40-50-10

The SNAP Unit may request the Secretary of Agriculture to waive the ABAWD work requirement for any group of individuals that reside in an area that demonstrates an unemployment rate and a lack of sufficient jobs as set by USDA – Food and Nutrition Services.

Federal regulations also provide states with a calculated number of exemptions on a yearly basis. These exemptions are considered the state's 12% exemptions.

The able-bodied provisions do not apply to an individual living in waived or 12% exemption criteria counties and benefits received do not count toward the three ABAWD months. **SNAP General Work Requirements must still be met (see section 430-05-40-05).**

Regaining and Maintaining Eligibility 430-05-40-50-23

Regaining eligibility applies to ABAWDS who:

- Received the three NE months; and
- Were closed or denied for failure to comply with the ABAWD work requirements (including failure to file an application for review).

Regaining eligibility does not apply to an individual exempt from the ABAWD provisions for a reason other than working 20 hours or more per week averaged monthly.

There is no limit to the number of times an ABAWD may regain eligibility. In order to regain eligibility, these individuals must verify they are meeting one of the following requirements:

- Worked 80 hours or more in a 30 consecutive day period. This includes volunteer and in-kind work where an individual is not paid. (If an individual reapplies prior to the completion of working 80 hours in a 30-day period, benefits are prorated from the date the 80 hours are completed.)

A 30 day consecutive period is any 30 days since case closure or denial for failure to comply with ABAWD work requirements. (Including failure to file an application for review).

Volunteer work **and in-kind work as explained in 430-05-40-50-05.** ~~is when arrangements have been made with a school, hospital, public service agency, library, nursing home, church, or other community organizations.~~

~~In-kind work is when an individual works in exchange for goods or services.~~

~~-~~

~~This does not include court ordered community services or work done for family members or friends when the individual is not paid.~~

Example:

~~An individual managing an apartment building in exchange for free or reduced rent.~~

- Participate in and comply with a work program of 80 hours or more per month averaged. **See section 430-05-40-50-05, paragraph 6 for the definition of a** ~~A work program means:~~
 - ~~A program under the Workforce Investment Act of 1998 (WIA), this is administered by Job Services and can be verified by contacting that office. This includes the WIA administered by the Tribes as long as it meets the 20 hour or more per week averaged monthly requirement.~~
 - ~~A program under Section 236 of the Trade Act of 1974 (Trade Adjustment Assistance Act Program).~~
 - ~~An Employment and Training Program containing components other than job search or job search training.~~

NOTE:

~~ABAWDS participating in a SNAP Employment and Training program enrolled in the education/vocational training or job retention components may meet this requirement.~~

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~~ABAWDS participating in a SNAP Employment and Training program may not meet the requirement if enrolled in only the job search training or job search components. However, the requirement may be met if they are enrolled in one of these components in addition to the above.~~

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~~The BEST program would not meet this requirement as the only components offered are job search and job search training.~~

In addition, in order to maintain eligibility, these individuals must verify they are currently working at least 20 hours per week averaged monthly (regardless of the hourly wage). This includes volunteer and in-kind work where an individual is not paid.

- If working 20 hours or more per week but less than 30 hours, comply with work registration or the employment and training program, if not otherwise exempt.

Examples:

1. A single individual who is not exempt from the ABAWD requirements applies on June 25 and is certified for six months. The case is closed for non-compliance with ABAWD requirements September 30 (third NE month as June was a prorated month).

On December 5, the individual reapplies. The individual verifies they worked 80 hours between November 1 and December 1 and also verifies they are currently working 40 hours per week. The individual is eligible and certified for six months.

On January 10, the individual reports they were laid off. Since they were not work registered at the time of application, after completing the work registration form, the individual receives their three EE months in January, February and March. The case is closed the end of March as the individual is not exempt from the ABAWD requirements for another reason.

In order to regain eligibility, the individual:

- Must work 80 hours in a 30 consecutive day period, and
- Be exempt based on working 20 hours or more per week averaged monthly; unless

- They are exempt for another reason.
2. A single individual received their three NE and three EE months. The individual reapplies on August 5, verifies they worked 80 hours between July 1 and July 31 and that they are currently working 20 hours per week. The individual is work registered and certified for six months.

On September 15, the household reports they were fired. The individual is not exempt from the ABAWD requirements for another reason so the case is closed the end of September. Since the case closed for failure to comply with the ABAWD work requirements, in order to regain eligibility, the individual must:

- Work 80 hours in a 30 consecutive day period, and
- Be exempt based on working 20 hours or more per week averaged monthly; unless
- They are exempt for another reason.

Extended Three Month Benefit Period 430-05-40-50-27

Once an ABAWD has received the three ABAWD months, extended benefits may be granted for three full consecutive months if the individual has regained eligibility and stopped being able to meet the **basic** work requirements while on SNAP. **See section 430-05-40-50-23 for Regaining and Maintaining Eligibility.**

~~Eligibility for the extended three months can be determined by the following:~~

- ~~1. If the individual regains eligibility and are no longer working 20 hours or more per week or;~~

~~If the individual reapplies, is not exempt and has not voluntarily quit a job without good cause within the 30 days prior to the date of initial application, and the individual meets one of the following:~~

- ~~• Worked 80 hours or more in any 30 consecutive day period.~~
- ~~• Work can include volunteer or in-kind work.~~

- ~~Volunteer work is when arrangements have been made with a school, hospital, public service agency, library, nursing home, church, or other community organizations.~~
- ~~In-kind work is when an individual works in exchange for goods or services.~~
- ~~This does not include court ordered community services or work done for family members or friends when the individual is not paid.~~

Example:

~~An individual managing an apartment building in exchange for free or reduced rent.~~

- ~~Participated in and complied with the requirements of a work program for 80 hours or more in any 30 consecutive day period. Work program means:~~
 - a. ~~A program under the Workforce Investment Act of 1998 (WIA), this is administered by Job Services and can be verified by contacting that office. This includes the WIA administered by the Tribes as long as it meets the 20 hour or more per week averaged monthly requirement.~~
 - b. ~~A program under Section 236 of the Trade Act of 1974 (Trade Adjustment Assistance Act Program). This is administered by Job Services and can be verified by contacting that office.~~
 - c. ~~An Employment and Training Program containing components other than job search or job search training.~~

NOTE:

~~ABAWDS participating in a SNAP Employment and Training program enrolled in the education/vocational training or job retention components may meet this requirement.~~

~~ABAWDS participating in a SNAP Employment and Training program may not meet the requirement if enrolled in only the job search training or job search components. However, the requirement may be met if they are enrolled in one of these components in addition to the above.~~

~~The BEST program would not meet this requirement as the only components offered are job search and job search training.~~

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~~Any combination of paid, volunteer, in-kind work, or work programs for 80 hours or more in any 30-day consecutive period.~~

~~A 30-day period means any 30 consecutive days since the individual was closed or denied for failure to comply with the ABAWD requirements or failed to file a review. It does not have to be a calendar month—it may be a combination of two months.~~

The extended three month benefit period can only be approved once in a 36-month period. The three months run consecutively. Once approved, the individual has received the extension regardless of whether they receive benefits for all three months. Case closings, disqualifications or zero benefits will not stop the three month count.

Examples:

1. An individual received the three ABAWD months in April, May and June and the case closed June 30 for failure to comply with the ABAWD work requirements. On August 16, the individual reapplies and verifies having worked 80 hours in a consecutive 30 days and lost the employment through no fault of their own. This individual is eligible for the extended three-month benefit period, September, October, and November. August does not count as one of the three months due to proration.
2. An individual received the three ABAWD months in April, May and June and closed June 30 for failure to comply with the ABAWD work requirements. On August 16, the individual reapplies and verifies having worked 80 hours in 30 days and lost the employment through no fault of their own. This individual is eligible for the extended three-month benefit period, September, October, and November.

On September 10 the individual reports new employment and income that exceeds the GIL, they expect the income to continue and their case closed September 30 for excess income. Even though the individual is no longer receiving benefits, the extended three month benefit period continues through the month of November. This individual

would not be eligible for an additional extended ABAWD three-month benefit period during this individual's 36-month period.

3. A single individual who is not exempt from the ABAWD requirements applies and is certified for six months. The case is closed for non-compliance with ABAWD requirements at the end of the third NE month. The individual reapplies after starting a job working an average of 20 hours per week and regaining eligibility (meeting the 80 hours of work in a 30 day period). Sometime later during the review period, the individual is laid off by the employer. This individual can receive the three EE months before case closure.

ABAWD Exemptions 430-05-40-50-30

During any of the three ABAWD months or after the three ABAWD months have been received, if an individual becomes exempt the ABAWD provisions no longer apply.

Examples:

1. Exempt from ~~SNAP~~-basic work requirements, turning age 50, physically or mentally unable to work, a dependent child enters the household or pregnancy.
2. An individual received the three ABAWD months in January, February and March and the case closed. On April 18, the individual reapplies and reports they have worked 80 hours in a 30 consecutive day period since their case closed and also and verifies employment of 20 hours per week. The application is approved.

Employment and Training (E&T) ~~Basic Employment Skills Training Program (BEST)~~ 430-05-40-55

~~The Basic Employment Skills Training (BEST) Program is intended to expose participating individuals to job seeking and retention skills. It is operational in Burleigh and Cass counties.~~

The E&T program provides participating individuals opportunities to overcome barriers, gain skills, training or experience and participate in activities that will improve their employment prospects and reduce their reliance on SNAP benefits. There are two E&T programs BEST and NDWORKS.

- BEST is a mandatory program operated in Cass and Burleigh human service zones (see section 430-05-40-55-05).
- NDWORKS is a statewide voluntary program (see section 430-05-40-55-10).

Eligibility Worker Procedures

The ~~Eligibility~~ workers must carry out the following procedures for BEST participants:

- Determine if the work registrant is required to participate in BEST.
- If the work registrant is exempt, enter the exemption reason in the SNAP Work Registration - Details screen in the eligibility system.
- If the work registrant is not exempt, refer them to the SNAP Employment and Training program using the SNAP Employment and Training **Orientation Referral**". The date, time and place of orientation sessions are listed on the SNAP Employment and Training **Orientation Referral** notice.
- If notified by the BEST case manager that an individual has failed to comply with BEST participant responsibilities determine if the participant has good cause, if good cause cannot be determined send the Notice of Eligibility indicating the disqualification for failure to comply with BEST to the client (see section 430-05-40-25-10 for Good Cause). Refer to "Good Cause 430-05-40-25-10" in SNAP policy for determining good cause.
- Notify the BEST case manager via email if the work registrant is no longer required to participate in the BEST Program.

~~Human Service Zone~~ Eligibility workers must carry out the following procedures for individuals volunteering to participate in NDWORKS:

- If the participant is not exempt from Basic Work Requirements (See section 430-05-40-05), cComplete the Affidavit for SNAP Work Registration Form-Employment and Training Registrants (SFN 353). The individual must sign the Affidavit for SNAP Employment and Training and a A copy must be given to the individual and a copy placed in the case file. The worker must document in the case narrative that the individual was given a signed copy of the Affidavit for SNAP Employment and Training.

- Refer them to the NDWORKS program electronically through the eligibility system using the SNAP – NDWORKS Employment and Training Orientation Referral.
- If an individual client volunteers in Cass or Burleigh human service zones, County the eligibility worker will refer them to the NDWORKS program. If NDWORKS is serving their maximum participant slots clients and has a wait list, the individual client will then be referred to the BEST program. NDWORKS is the first referral option for all voluntary clients.
- ~~The human service zone should complete the electronic SNAP Employment and Training Referral and a copy must be given to the participant if they are in the office, 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 SNAP Employment and Training Referral was given to the participant.~~

Written and Verbal Rights and Responsibilities

Eligibility workers must notify all individuals in a household who are required to comply with the Basic Work Requirements (see section 430-05-40-05). The Work Requirements Verbal Script must be used at the time of application, review/recertification and at case status changes and during interviews. This serves as the verbal notification of individuals rights and responsibilities of the basic work requirements. The date of verbal notification must be entered into the eligibility system. The SNAP Consolidated Work Notice is sent as the written notification.

Participant Reimbursements

Participants in the E&T 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 income.

Allowable expenses include the following:

- Up to \$150/month for transportation. Transportation includes the following (receipts are not required):
 - Bus fare, voucher, or pass (if not provided by NDWORKS)
 - Gas
 - Taxi, Uber and/or Lyft Fees.
- Up to \$25/month for the following (receipts required):
 - Grooming and personal hygiene
 - Job Readiness

- Phone cards, employment related clothing, work boots/shoes
- Up to \$50/month for License/Certification/Examination fees (receipts required)
 - GED, CAN, Professional
- Up to \$75/month for books and training materials (receipts required)

Mandatory E&T (Basic Employment Skills Training Program BEST) Participants 430-05-40-55-05

~~Mandatory work registrants who do not meet the BEST [exemption](#) criteria are mandatory participants for the BEST program.~~

The Basic Employment Skills Training (BEST) Program is intended to expose participating individuals to job seeking and retention skills. It is operational in Burleigh and Cass human service zones. Mandatory work registrants who do not meet the BEST exemption (see section 430-05-40-55-10) criteria are mandatory participants for BEST. Individuals exempt from the BEST requirements may volunteer to participate. Voluntary participants will be referred to the NDWORKS program. If the NDWORKS program has a waitlist in Burleigh or Cass human service zones, the voluntary participant will be referred to BEST. Voluntary participants are not subject to the work disqualification.

Exemptions from BEST

The following individuals are not required to participate in BEST

1. Geographic (individuals not living in Burleigh and Cass human service zones)
2. Migrants in the job stream.
3. Individuals exempt for good cause as determined by sound, professional judgment of the eligibility worker. The case must be thoroughly documented to support the exemption.
4. Individuals who are participating in the Parental Responsibility Initiative for the Development of Employment (PRIDE) Program.
5. Individuals where public transportation is limited because of where and when the public transportation is available.
6. Individuals with a temporary disability such as a broken leg, illness, etc.

7. Individuals who do not have a permanent residence and are 'homeless'
8. Limited or non-English speaking individuals
9. Pregnant Women

Participant Responsibilities

BEST participants must do the following:

- Attend the orientation session assigned.
- Contact the BEST case manager to reschedule if necessary.
- Participate and follow the BEST responsibilities provided by the BEST case manager on the BEST Responsibilities form.

Participants failing to meet these responsibilities will be subject to program disqualification.

BEST Case Manager Responsibilities

The local BEST case manager must:

- Conduct orientation sessions.
- Inform the eligibility worker of participant non-compliance.
- Inform the eligibility worker when a participant gains employment.
- Submit monthly program tracking spreadsheets to the State Office.
- Submit monthly participant reimbursements to the State Office.

Good Cause for Non-Compliance – BEST

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

When the BEST case manager notifies the eligibility worker of non-compliance, the eligibility worker must send notice Supplemental Nutrition Assistance Program (SNAP) – E&T Good Cause Determination to the individual. The individual must establish if good cause exists within 10 days of the notice. If good cause does not exist or the individual does not respond, the eligibility worker must begin the disqualification process found in "Disqualification Time Frames for BEST 430-05-40-55-45".

Good cause for non-compliance with the BEST Program includes circumstances beyond the individual'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. Unavailability of transportation.
- e. Lack of adequate childcare for children who have reached age six, but are under age 12.
- 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.

Good cause is appropriate for instances where the lack of transportation or dependent care is short-term or temporary.

EXAMPLES:

- 1. The bus was behind schedule
- 2. The individual's car broke down
- 3. The individual did not have adequate childcare to participate.

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

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

Disqualifications for BEST

Before disqualifications are applied to BEST participants, the good cause period must be followed. Disqualifications for failure to comply with employment and training and/or non-compliance with basic work requirements are progressive based on occurrence. The disqualification must be entered in the eligibility system and the reason for the disqualification **must** be documented in the case narrative.

The disqualification begins the first day of the month after the Notice of Eligibility denying for non-compliance in the mandatory E&T program was sent to the household, unless the individual requests a fair hearing. For the disqualification time frames see section 430-05-40-40-50.

If the individual complies with work registration and or employment and training requirements for which the disqualification was imposed, the individual can be eligible after the disqualification time frame has been served.

If the individual becomes exempt during the disqualification time frame, the disqualification time frame must be ended and the individual can be eligible beginning the month following the month they became exempt. The reason the individual became exempt must be documented in the case narrative.

Once a disqualification is imposed:

- If an individual 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 individual can be eligible the following month. The reason the individual became exempt must be documented in the case narrative.
- If the case closed and the individual is reapplying and:
 - Has complied, they must serve the one, three or six month disqualification before they can become eligible.
 - Is exempt, the individual is eligible at the point of application. The reason the individual is exempt must be documented in the case narrative.

A work registration and or employment and training disqualification may be imposed after the end of a review period. A notice of eligibility for non-compliance in SNAP Employment and Training must be sent whenever the human service zone becomes aware of a client's noncompliance with work registration and or employment and training, even if the disqualification begins after the review period expires and the household has not completed their review. The disqualification must be for non-compliance while the case was open.

Non-Compliance Notices for BEST

Burleigh and Cass human service zones must use the following notices generated out of the eligibility system when a SNAP disqualification is being imposed:

- SNAP Employment and Training Good Cause Determination
- SNAP Employment and Training Non Compliance

BEST notices must be sent to households as they are automatically counted and reported to USDA – Food and Nutrition Services.

Voluntary E&T (NDWORKS) Exemptions from BEST 430-05-40-55-10

The following individuals are not required to participate in BEST:

1. Geographic (individuals not living in Burleigh and Cass human service zones)
2. Migrants in the job stream.
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.
4. Individuals who are participating in the Parental Responsibility Initiative for the Development of Employment (PRIDE) Program.
5. Individuals where public transportation is limited because of where and when the public transportation is available.
6. Individuals with a temporary disability such as a broken leg, illness, etc.
7. Individuals who do not have a permanent residence and are 'homeless'
8. Limited or non-English speaking individuals
9. Pregnant Women

The purpose of the NDWORKS Program is to provide participating individuals opportunities to overcome barriers, gain skills, training or experience and participate in supervised job search activities that will improve their employment prospects and reduce their reliance on SNAP benefits. NDWORKS is a statewide voluntary program. Voluntary participants are not subject to the non-compliance disqualification.

Individuals are referred to NDWORKS based on the human service zone in which they reside.

NDWORKS Case Manager Responsibilities

NDWORKS Case Managers must:

- Contact the participant within 7 days of the receipt of Form SNAP Employment and Training Program Referral.
- Schedule the orientation and provide the date and time of orientation to the participant.
- Notify the eligibility 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 monthly case management, including weekly contact with the participant.
- Contact with the eligibility worker monthly to verify a participant continues to receive SNAP. Monthly contact can be via telephone or email.
- Inform the eligibility worker via email when a participant gains employment.
- Track all participation and outcome measures and report these to the State Office no later than 15 calendar days after the end of each calendar month.
- 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 no later than 15 calendar days after the end of each calendar month.
- If a client become disengaged for a period of 30 days, they will be removed from the NDWORKS SNAP E&T program. If at any point after those 30 days the participant engages, a new referral will be made. If the contractor has a wait list, the re-referred individual will be placed on it.

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 on a weekly and monthly basis 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 by the close of business on the last working day of the month.

Voluntary Participants 430-05-40-55-15-

Individuals exempt from the BEST requirements may volunteer to participate. Voluntary participants will be referred to the NDWORKS program. If the NDWORKS program has a waitlist in Burleigh or Cass Counties, the voluntary participant will be referred to BEST. Voluntary participants are not subject to the work disqualification.

Human Service Zone Procedures 430-05-40-55-20

The workers must carry out the following procedures:

- Determine if the work registrant is required to participate in BEST.
- If the work registrant is exempt, enter the exemption reason in the SNAP Work Registration—Details screen in the eligibility system.
- If the work registrant is not exempt, refer them to the SNAP Employment and Training program using the SNAP Employment and Training Referral". The date, time and place of orientation sessions are listed on the SNAP Employment and Training Referral notice.
- If notified by the BEST case manager that an individual has failed to comply with BEST participant responsibilities determine if the participant has good cause, if good cause cannot be determined send the Notice of Eligibility indicating the disqualification for failure to comply with BEST to the client. Refer to "Good Cause 430-05-40-25-10" in SNAP policy for determining good cause.
- Notify the BEST case manager via email if the work registrant is no longer required to participate in the BEST Program.

BEST Case Manager Responsibilities 430-05-40-55-25

The local BEST case manager must:

- Conduct orientation sessions.
- Inform the worker of participant non-compliance.
- Inform the worker when a participant gains employment.
- Submit monthly program tracking spreadsheets to the State Office.
- Submit monthly participant reimbursements to the State Office.

Participant Responsibilities 430-05-40-55-30

~~BEST participants must do the following:~~

- ~~• Attend the orientation session assigned.~~
- ~~• Contact the BEST case manager to reschedule if necessary.~~
- ~~• Participate and follow the BEST responsibilities provided by the BEST case manager on the BEST Responsibilities form.~~

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~~Participants failing to meet these responsibilities will be subject to Program [disqualification](#).~~

~~Participant Reimbursement 430-05-40-55-35~~

~~Participant in the BEST 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 income.~~

~~Allowable expenses include the following:~~

- ~~• Up to \$150/month for transportation. Transportation includes the following (receipts are not required):~~
 - ~~• Bus fare, voucher or pass (if not provided by NDWORKS);~~
 - ~~• Gas;~~
 - ~~• Taxi, Uber and/or Lyft Fees.~~
- ~~• Up to \$25/month for the following (receipts required):~~
 - ~~• Grooming and personal hygiene;~~
 - ~~• Job Readiness~~
 - ~~• Phone cards, employment related clothing, work boots/shoes~~
- ~~• Up to \$50/month for License/Certification/Examination fees (receipts required)~~
 - ~~• GED, CAN, Professional~~
- ~~• Up to \$75/month for books and training materials (receipts required)~~

~~-~~

~~BEST Program participants are reimbursed a flat rate of fifty dollars for transportation related costs to participate in BEST.~~

~~-~~

~~Reimbursements will be made by the State Office directly to participating individuals during the month following participation and are excluded as income.~~

~~Good Cause for Non-Compliance BEST 430-05-40-55-37~~

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

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When the BEST case manager notifies the worker of non-compliance, the worker must send notice Supplemental Nutrition Assistance Program (SNAP) — E&T Good Cause Determination to the individual. The individual must establish if good cause exists within 10 days of the notice. If good cause does not exist or the individual does not respond, the worker must begin the disqualification process found in "Disqualification Time Frames for BEST 430-05-40-55-45".

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

- g. Illness.
- h. Illness of another household member requiring the presence of the individual.
- i. A household emergency.
- j. Unavailability of transportation.
- k. Lack of adequate child care for children who have reached age six, but are under age 12.
- l. 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.

Good cause is appropriate for instances where the lack of transportation or dependent care is short term or temporary.

EXAMPLES:

- 4. The bus was behind schedule
- 5. The individual's car broke down
- 6. The individual did not have adequate child care to participate.

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

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

Disqualification Time Frames for BEST 430-05-40-55-45

The following disqualification time frames apply for failure to comply with BEST. Before disqualifications are applied to BEST participants, the good cause period must be followed. Disqualifications for failure to comply with employment and training and/or non-compliance with work requirements are progressive based on occurrence. The disqualification must be entered

in the eligibility system and the reason for the disqualification ~~must~~ be documented in the case narrative.

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The disqualification begins the first day of the month after the Notice of Eligibility denying for non-compliance in the mandatory E&T program was sent to the household, unless the individual requests a fair hearing.

1. ~~First Violation:~~

A one-month disqualification must be served (from the date the disqualification becomes effective). The disqualification continues until the individual complies with the BEST requirements for which the disqualification was imposed or becomes exempt.

2. ~~Second Violation:~~

A three-month disqualification must be served (from the date the disqualification becomes effective) and continues until the individual complies with the BEST requirements for which the disqualification was imposed. If an individual becomes exempt during the disqualification period eligibility must be reestablished.

3. ~~Third and any subsequent violations:~~

A six-month disqualification must be served (from the date the disqualification becomes effective). The disqualification continues until the individual complies with the BEST requirements for which the disqualification was imposed or becomes exempt. If an individual becomes exempt during the disqualification period eligibility must be reestablished.

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If the individual complies with work registration and or employment and training requirements for which the disqualification was imposed, the individual can be eligible after the disqualification time frame has been served.

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If the individual becomes exempt during the disqualification time frame, the disqualification time frame must be ended and the individual can be eligible beginning the month following the month they became exempt. The reason the individual became exempt must be documented in the case narrative.

Once a disqualification is imposed:

- If an individual 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 individual can be eligible the following month. The reason the individual became exempt must be documented in the case narrative.~~
- ~~If the case closed and the individual is reapplying and:

 - ~~Has complied, they must serve the one, three or six month disqualification before they can become eligible.~~
 - ~~Is exempt, the individual is eligible at the point of application. The reason the individual is exempt must be documented in the case narrative.~~~~

~~A work registration and or employment and training disqualification may be imposed after the end of a review period. A notice of eligibility for non-compliance in SNAP Employment and Training must be sent whenever the human service zone becomes aware of a client's noncompliance with work registration and or employment and training, even if the disqualification begins after the review period expires and the household has not completed their review. The disqualification must be for non-compliance while the case was open.~~

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

~~The purpose of NDWORKS SNAP Employment and Training Program is to provide participating individuals opportunities to overcome barriers, gain skills, training or experience and participate in supervised job search activities that will improve their employment prospects and reduce their reliance on SNAP benefits. DHS contracts for the administration of the NDWORKS SNAP Employment and Training program. NDWORKS is a statewide voluntary program.~~

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~~Individuals are referred to NDWORKS based on the county in which they reside.~~

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~~Example:~~

~~A household lives in Cass County, but their case is maintained in Richland County. Participating individuals must be referred to BEST as their residence county is Cass~~

Voluntary Participants 430-05-40-60-15

~~NDWORKS is a statewide voluntary program. Voluntary participants are not subject to the non-compliance disqualification.~~

Human Service Zone Procedures 430-05-40-60-20

~~Human Service Zone Workers must:~~

- ~~• Complete the Affidavit for SNAP Employment and Training Registrants (SFN 353). The individual must sign the Affidavit for SNAP Employment and Training and a copy must be given to the individual and a copy placed in the case file. The worker must document in the case narrative that the individual was given a signed copy of the Affidavit for SNAP Employment and Training.~~
- ~~• Refer them to the NDWORKS program electronically through the eligibility system using the SNAP Employment and Training Referral.~~
- ~~• If a client volunteers in Cass or Burleigh County the worker will refer them to the NDWORKS program. If NDWORKS is serving their max clients and has a wait list, the client will then be referred to the BEST program. NDWORKS is the first referral option for all voluntary clients.~~
- ~~• The human service zone should complete the electronic SNAP Employment and Training Referral and a copy must be given to the participant if they are in the office, 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 SNAP Employment and Training Referral was given to the participant.~~

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

~~NDWORKS Case Managers must:~~

- ~~• Contact the participant within 7 days of the receipt of Form SNAP Employment and Training Program Referral.~~
- ~~• Schedule the orientation and provide the date and time of orientation to the participant.~~
- ~~• Notify the human service zone 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 monthly case management, including weekly contact with the participant.~~
- ~~Contact with the human service zone worker monthly to verify a participant continues to receive SNAP. Monthly contact can be via telephone or email.~~
- ~~Inform the human service zone worker via email when a participant gains employment.~~
- ~~Track all participation and outcome measures and report these to the State Office no later than 15 calendar days after the end of each calendar month.~~
- ~~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 no later than 15 calendar days after the end of each calendar month.~~
- ~~If a client become disengaged for a period of 30 days, they will be removed from the NDWORKS SNAP E&T program. If at any point after those 30 days the participant engages, a new referral will be made. If the contractor has a wait list, the re-referred individual will be placed on it.~~

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Participant Responsibilities 430-05-40-60-30

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 on a weekly and monthly basis 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 by the close of business on the last working day of the month.

Participant Reimbursement 430-05-40-60-35

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:

- Up to \$150/month for transportation. Transportation includes the following (receipts are not required):
 - Bus fare, voucher or pass (if not provided by NDWORKS);
 - Gas;
 - Taxi, Uber and/or Lyft Fees.
- Up to \$25/month for the following (receipts required):
 - Grooming and personal hygiene;
 - Job Readiness
 - Phone cards, employment related clothing, work boots/shoes
- Up to \$50/month for License/Certification/Examination fees (receipts required)
 - GED, CAN, Professional
- Up to \$75/month for books and training materials (receipts required)

NDWORKS is required to submit participant reimbursements for supportive services and 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, no later than 15 calendar days after the end of each calendar month.