

Summary of Changes for Act 566, Helping Our People Excel (H.O.P.E.)

SNAP 1620 Evaluating Eligibility of Members: Having committed a certain type of drug related felony as explained in SNAP 1622.20 has been deleted from number three point e.

SNAP 1622.20 Disqualification for a Certain Drug Manufacture or Distribution Felonies: The entire section has been deleted including the chart listing common charges that were determine eligible or ineligible.

SNAP 1920 Categorically Eligible Household: Provision stating “or any member of the household has been disqualified for a drug related felony under the provisions in SNAP 1622.20” has been deleted.

SNAP 3621 Automated Referrals: Felony Drug Conviction has been deleted from bullet point stating “Felony Drug Conviction, Fleeing Felon, Fraud-IPV Conviction, Ineligible Student, Parole Violator, or Probation Violator;”

SNAP 17351 Household Information: The phrase “or a felony drug conviction” has been deleted from provision stating “Household members who are disqualified from the regular SNAP for an IPV or a felony drug conviction may participate in a DNSAP.

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1600 Process 4 – Determining Household Composition

1610 Declaration of Household Members

1610 Declaration of Household Members

SNAP Manual 12/01/00

The county office worker will carefully review the household members listed on the application.

If the actual presence of any declared member is questionable, verification of household composition will be requested. Verification of household composition is normally accomplished through collateral contact. See the Glossary, definition of "Collateral Contact."

1620 Evaluating Eligibility of

Members SNAP Manual 08/01/18

The county office worker will evaluate each household member listed on the application to determine if that member is eligible to participate in the Supplemental Nutrition Assistance Program. The categories of individuals who are not eligible to participate in the Supplemental Nutrition Assistance Program are listed below.

1. Ineligible Aliens-Undocumented aliens - See SNAP 1621 for details regarding qualified aliens.



Note: Ineligible-Undocumented aliens are those who are unable or unwilling to verify immigration status.

2. Certain Students Enrolled in an Institution of Post-Secondary Education - See SNAP 1622.2 for an explanation of which students are ineligible to participate in the program.
3. Disqualified Individuals - This includes people disqualified for any of the following reasons:
 - a. An intentional program violation (IPV) as defined in SNAP 15410
 - b. Failure to comply with the social security number (SSN) requirement as explained in SNAP 2100
 - c. Failure or refusal to comply with the work registration requirements explained in SNAP 3400
 - d. Noncompliance with the Workfare requirement explained in SNAP 3700
 - f. Being currently classified as a fleeing felon as explained in SNAP 1622.10
4. Boarders - See SNAP 1624 for an explanation of boarder policy.
5. Residents of Institutions - See SNAP 1800 for a definition of an institution and the exceptions to this rule.

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1622 Determining Eligibility of Students

The ineligible student’s resources (except for jointly owned resources) will not be considered available to the eligible household members. Resources owned jointly by ineligible students and eligible household members are considered available to the household in their entirety. See SNAP 4910.

1622.10 Fleeing Felons
SNAP Manual 10/01/08

A fleeing felon is an individual who is avoiding prosecution or custody for a crime, or an attempt to commit a crime that is classified as a felony. This provision also applies to individuals who are violating a condition of probation or parole under a Federal or State law. Fleeing felon status is usually determined by the existence of a warrant, and the individual is assumed to be fleeing as of the date the warrant is issued.

If law enforcement is not actively seeking to apprehend the individual in Arkansas, an individual assumed to be fleeing due to the existence of a warrant is eligible to participate in the Supplemental Nutrition Assistance Program. Identification as a fleeing felon based on SOLQ or from a source other than the law enforcement agency the individual is fleeing from is not considered verified upon receipt. The county office must contact the appropriate law enforcement agency for verification of fleeing felon status. If contact cannot be made with law enforcement officials, the individual will retain eligibility to participate in the Supplemental Nutrition Assistance Program. The county office worker must document each attempt to contact law enforcement officials.

Fleeing felons and probation/parole violators are ineligible to participate in the Supplemental Nutrition Assistance Program during any period while the individual is fleeing to avoid prosecution or custody. The presence of a fleeing felon or probation/parole violator will not make the entire household ineligible. Anyone identified as a fleeing felon or a probation/parole violator will be treated as an ineligible household member and his or her income and resources will continue to be shown in the SNAP budget. See SNAP 1623.2 for instructions.

1622.20 Disqualification for Certain Drug Manufacture or Distribution Felonies
SNAP Manual 08/01/18

DELETED 06/01/18

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SNAP CERTIFICATION MANUAL – SECTION 1000

1900 Classifying Households

PROPOSED

1910 Aged/Disabled Household

1900 Classifying Households

SNAP Manual 06/15/98

Households will be classified in accordance with the provisions of this section.

1910 Aged/Disabled Household

SNAP Manual 08/01/04

An aged/disabled household contains at least one member who is age 60 or over or is disabled as defined in the Glossary under "Aged/Disabled". The household member who is aged or disabled is entitled to a medical deduction as provided in SNAP 6500. Households with an aged/disabled member are entitled to unlimited excess shelter costs. They are not subject to the gross income pretest but must meet the net income standards. See SNAP 7600 for an explanation of net income eligibility.

When all household members are aged or disabled (as defined in the Glossary) or a dependent child age 15 or younger and no household member has earnings, the household may be assigned a 24-month certification period. Each household assigned a certification period in excess of 12 months will be subject to a mid-point review at the end of the first 12-month period. See SNAP 11600.

See SNAP 8720 for additional information about certification periods.

1920 Categorically Eligible Household

SNAP Manual 8/01/18

A categorically eligible household is any household in which all members receive (or are authorized to receive) Supplemental Security Income (SSI) or at least one member receives (or is authorized to receive) a Transitional Employment Assistance (TEA) benefit as defined in SNAP 1920.2. "Authorized to receive" means that an individual has been determined eligible for benefits and has been notified of this determination even though the benefits have not yet been received. The fact that TEA or SSI benefits have been suspended, recouped, or are less than the minimum amount paid will have no impact on a determination of categorical eligibility.

No household may be classified as a categorically eligible household if:

1. The entire household is institutionalized and the institution is not listed at SNAP 1800 as an institution where residents may participate in the Supplemental Nutrition Assistance Program.

OR

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1900 Classifying Households

SNAP Manual 06/15/98

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SNAP Manual 08/01/04

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When all household members are aged or disabled (as defined in the Glossary) or a dependent child age 15 or younger and no household member has earnings, the household may be assigned a 24-month certification period. Each household assigned a certification period in excess of 12 months will be subject to a mid-point review at the end of the first 12-month period. See SNAP 11600.

See SNAP 8720 for additional information about certification periods.

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SNAP Manual 8/01/18

A categorically eligible household is any household in which all members receive (or are authorized to receive) Supplemental Security Income (SSI) or at least one member receives (or is authorized to receive) a Transitional Employment Assistance (TEA) benefit as defined in SNAP 1920.2. "Authorized to receive" means that an individual has been determined eligible for benefits and has been notified of this determination even though the benefits have not yet been received. The fact that TEA or SSI benefits have been suspended, recouped, or are less than the minimum amount paid will have no impact on a determination of categorical eligibility.

No household may be classified as a categorically eligible household if:

1. The entire household is institutionalized and the institution is not listed at SNAP 1800 as an institution where residents may participate in the Supplemental Nutrition Assistance Program.

OR

SNAP CERTIFICATION MANUAL – SECTION 1000

1900 Classifying Households

PROPOSED

1920 Categorically Eligible Household

2. Any member of the household is disqualified for an intentional program violation as defined in SNAP 16600 and SNAP 16800.

No household member will be included as an eligible member of a categorically eligible household if that member is:

- An eligible alien as defined in SNAP 1621.
- An eligible student as defined in SNAP 1622.2.
- Disqualified for failure to comply with a work registration requirement as defined in SNAP 3400.

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1920.1 Categorically Eligible Households-SSI Recipients

See SNAP 1920 for restrictions to classifying households as categorically eligible.

Unless otherwise restricted, a household will be classified as a categorically eligible household if all household members (eligible and ineligible) receive or are certified to receive SSI benefits.

EXAMPLE: A household is composed of a mother and her son. The mother receives SSI benefits, but the son does not. The son is an ineligible student. The household will not be classified as a categorically eligible household.

1920.2 Categorically Eligible Households-TEA Recipients

See SNAP 1920 for restrictions to classifying households as categorically eligible. Unless otherwise restricted, a household will be classified as a categorically eligible household if at least one household member receives (or is authorized to receive) one of the following Transitional Employment Assistance (TEA) benefits:

- **Child-care assistance:** This is limited to child-care assistance paid to current TEA cash assistance recipients and child-care assistance paid to former TEA cash assistance recipients through extended support services. If a TEA case closes due to employment, the former TEA recipient can receive child care assistance through extended support services for up to 36 months after the date of closure.
- **TEA cash assistance:** These monthly payments are available to help meet the family's basic needs while the parent or other adult relative works toward increasing his or her earning potential. An eligible family may receive cash assistance for no longer than 24 months. TEA cash assistance is also available to help meet the needs of children who are being cared for by adult relatives other than a parent. Assistance to such relatives is available without regard to a specified time limit.
- **Mentoring services:** This service is designed to provide clients with the support needed to move from welfare to work. Mentoring services will be provided as long as it is deemed appropriate by the worker, coordinator and mentee. If the TEA case closes due

SNAP CERTIFICATION MANUAL – SECTION 3000

PROPOSED

3600 SNAP E&T Programs

Voluntary Quit

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3621 Automated Referrals

SNAP Manual 08/01/18

DHS provides the E&T Provider a system-generated list of able bodied adults who are subject to the requirement to work (RTW) each week. E&T referrals occur at certification, recertification and reinstatement of SR cases. Household members with the work participation code "Mandatory – SNAP" are selected for automated referral if none of the following General Client Characteristics were selected:

- Fleeing Felon, Fraud-IPV Conviction, Ineligible Student, Parole Violator, or Probation Violator;
- The member status code is "Active";
- No disability indicator has been selected for the member;
- The member is at least age 18 but no older than age 49; and
- There are no household members age 17 or younger.

DCO county office workers must use the proper characteristic for work registrants who are not subject to the RTW. The characteristics to be used are shown in following chart:

| <u>Work Participation Characteristic</u> | <u>Description</u> |
|---|--|
| <u>RTW 50-60 yrs old</u> Indicates a mandatory work registrant who is not subject to the RTW. | <ul style="list-style-type: none"> • Use this characteristic in all counties. • Use this characteristic for work registrants who are at least age 50 but no older than age 59. • They are not subject to the RTW. They are not automatically referred to the E&T Provider |
| <u>RTW 15% Exemption</u> Indicates a mandatory work registrant who is subject to the RTW but is granted an exemption. | <ul style="list-style-type: none"> • Use this characteristic for able bodied adult work registrants who are granted a 15% Personal Exemption from the RTW. • 15% Personal Exemptions are assigned by priority and on a case by case basis |
| <u>RTW-Pregnant Woman</u> Indicates a mandatory work registrant who is exempt from the RTW | <ul style="list-style-type: none"> • Use this characteristic to exempt a woman from the RTW due to pregnancy (regardless of trimester). |
| <u>SNAP/RTW-Work 20 no 30 hrs</u> Indicates a mandatory work registrant who is subject to the RTW but exempt due to employment. | <ul style="list-style-type: none"> • Use this characteristic in all counties. • Use this characteristic for a work-registrant who is working at least 20 hours per week but less than 30 hours per week. |
| <u>RTW – Minor Child in the SNAP HH</u> Indicates an able bodied adult who is | <ul style="list-style-type: none"> • This characteristic is to be used to exempt an able bodied adult when he or she resides in the same SNAP |

17351 Household Information

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17351 Household Information

SNAP Manual 08/01/18

The SNAP household will include those members who are living and eating together during the disaster benefits period. The SNAP household WILL NOT include members of any household with whom the applicants are temporarily staying during the disaster.

The citizenship and alien status provisions of the regular SNAP WILL NOT apply during a DSNAP. The eligible student provisions of the regular SNAP WILL NOT apply during a DSNAP.

Failure to provide the social security number of household members WILL NOT result in a disqualification in a DSNAP.

The work registration and/or work requirements of the regular SNAP WILL NOT apply during a DSNAP. (Sanctions imposed for work registration violations WILL NOT apply to DSNAP applicants.)

Household members who are disqualified from the regular SNAP for an IPV may participate in a DSNAP. However, if an individual is found to have committed an IPV in a DSNAP, he or she WILL be disqualified from participating in the regular SNAP.

17352 Income and Resource Test

SNAP Manual 09/01/06

The household's take home pay for the designated disaster period added to the household's accessible cash resources (cash on hand and accessible funds in checking and savings accounts) must be less than or equal to the maximum income limits for the household size after disaster related expenses are deducted.

17353 Income

SNAP Manual 09/01/06

Only income that the household has received or can reasonably expect to receive during the disaster period will be considered. Income will include the following:

- Take Home Pay-Wages received by a household member after taxes or other deductions are withheld.

SNAP CERTIFICATION MANUAL – SECTION 1000

1600 Process 4 – Determining Household Composition

1610 Declaration of Household Members

1610 Declaration of Household Members

SNAP Manual 12/01/00

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The county office worker will carefully review the household members listed on the application.

If the actual presence of any declared member is questionable, verification of household composition will be requested. Verification of household composition is normally accomplished through collateral contact. See the Glossary, definition of "Collateral Contact."

1620 Evaluating Eligibility of Members

SNAP Manual 081/01/1418

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The county office worker will evaluate each household member listed on the application to determine if that member is eligible to participate in the Supplemental Nutrition Assistance Program. The categories of individuals who are not eligible to participate in the Supplemental Nutrition Assistance Program are listed below.

1. Ineligible Aliens-Undocumented aliens - See SNAP 1621 for details regarding qualified aliens.

L Note: Ineligible-Undocumented aliens are those who are unable or unwilling to verify immigration status.

2. Certain Students Enrolled in an Institution of Post-Secondary Education - See SNAP 1622.2 for an explanation of which students are ineligible to participate in the program.
3. Disqualified Individuals - This includes people disqualified for any of the following reasons:
 - a. An intentional program violation (IPV) as defined in SNAP 15410
 - b. Failure to comply with the social security number (SSN) requirement as explained in SNAP 2100
 - c. Failure or refusal to comply with the work registration requirements explained in SNAP 3400
 - d. Noncompliance with the Workfare requirement explained in SNAP 3700
 - e. ~~Having committed a certain type of drug-related felony as explained in SNAP 1622.20~~
 - f. Being currently classified as a fleeing felon as explained in SNAP 1622.10
4. Boarders - See SNAP 1624 for an explanation of boarder policy.
5. Residents of Institutions - See SNAP 1800 for a definition of an institution and the exceptions to this rule.

SNAP CERTIFICATION MANUAL – SECTION 1000

1600 Process 4 – Determining Household Composition

1622 Determining Eligibility of Students

The ineligible student's resources (except for jointly owned resources) will not be considered available to the eligible household members. Resources owned jointly by ineligible students and eligible household members are considered available to the household in their entirety. See SNAP 4910.

1622.10 Fleeing Felons

SNAP Manual 10/01/08

A fleeing felon is an individual who is avoiding prosecution or custody for a crime, or an attempt to commit a crime that is classified as a felony. This provision also applies to individuals who are violating a condition of probation or parole under a Federal or State law. Fleeing felon status is usually determined by the existence of a warrant, and the individual is assumed to be fleeing as of the date the warrant is issued.

If law enforcement is not actively seeking to apprehend the individual in Arkansas, an individual assumed to be fleeing due to the existence of a warrant is eligible to participate in the Supplemental Nutrition Assistance Program. Identification as a fleeing felon based on SOLQ or from a source other than the law enforcement agency the individual is fleeing from is not considered verified upon receipt. The county office must contact the appropriate law enforcement agency for verification of fleeing felon status. If contact cannot be made with law enforcement officials, the individual will retain eligibility to participate in the Supplemental Nutrition Assistance Program. The county office worker must document each attempt to contact law enforcement officials.

Fleeing felons and probation/parole violators are ineligible to participate in the Supplemental Nutrition Assistance Program during any period while the individual is fleeing to avoid prosecution or custody. The presence of a fleeing felon or probation/parole violator will not make the entire household ineligible. Anyone identified as a fleeing felon or a probation/parole violator will be treated as an ineligible household member and his or her income and resources will continue to be shown in the SNAP budget. See SNAP 1623.2 for instructions.

1622.20 Disqualification for Certain Drug Manufacture or Distribution Felonies

SNAP Manual ~~07088/2001/09187~~

~~DELETED 067/3101/178 Deleted 7/31/17~~

~~Each Supplemental Nutrition Assistance applicant must state in writing on the Supplemental Nutrition Assistance application form whether any household member has been found guilty or has plead guilty or nolo contendere (no contest) to any State or Federal offense classified as a felony by the law of the jurisdiction involved, and which has as an element of the offense, the distribution, manufacture, or the intent to manufacture or distribute a controlled substance.~~

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SNAP CERTIFICATION MANUAL – SECTION 1000

1600 Process 4 – Determining Household Composition

1622 Determining Eligibility of Students

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No individual who has been found guilty or plead guilty or no contest to any felony offense, which has as an element of the offense, the distribution or manufacture or the intent to manufacture or distribute a controlled substance, as defined in section 102(6) of the Controlled Substances Act, will be eligible to receive SNAP benefits. This is a permanent disqualification unless the individual's record is expunged of the charges. If the individual's record is expunged of these charges, the individual may once again receive SNAP benefits if he or she is otherwise eligible to participate in the Program.

- This provision will not apply to findings of guilt or pleas of guilty or no contest for offenses occurring on or before July 1, 1997.
- This provision will not be applied to individuals who have been charged with, but not convicted of the manufacture or distribution of controlled substances.
- This provision will not be applied to individuals who have been convicted of drug-related charges other than the manufacture or distribution of a controlled substance.

Since this is a permanent disqualification, workers must make every effort to verify the circumstances surrounding the individual's conviction. If the applicant or any other household member has declared that he or she has been found guilty or has plead guilty to any drug-related felony, the worker will ask the household to furnish court documents that establish the offense date, the status of the charge (felony or misdemeanor) and the disposition of the charge. Acceptable documents include, but are not limited to: a judgment and commitment order or a judgment and disposition order. If the household states that this information cannot be provided, the DHS county office worker will contact the court with jurisdiction over the charges and verify the required information:

- The date of the offense,
- The exact charges,
- The status of the charge (misdemeanor or felony),
- The disposition of the charges.

The following guide has been provided to assist the county with determining if a drug conviction for an offense occurring after July 1, 1997 will result in a disqualification from the Supplemental Nutrition Assistance Program. The information in this guide has been provided by the DHS Office of the Chief Counsel. In the instance the eligibility worker cannot determine if the specific charge falls under one listed in the chart on the following page, then a request for an OCC opinion should be sent via OPPD.

| Conviction or Plea | SNAP Eligible/Ineligible | Authority |
|--------------------------------------|--------------------------|--------------|
| Possession of a controlled substance | Eligible | SNAP 1622.20 |
| Maintaining a drug premise | Eligible | SNAP 1622.20 |

SNAP CERTIFICATION MANUAL – SECTION 1000

1600 Process 4 – Determining Household Composition

1622 Determining Eligibility of Students

Markup

| Conviction or Pled | SNAP-Eligible/Ineligible | Authority |
|---|--------------------------|--------------|
| Possession of drug paraphernalia | Eligible | SNAP-1622-20 |
| Delivery of counterfeit substance | Eligible | OCC Opinion |
| Possession of a counterfeit substance with intent to deliver or distribute | Eligible | OCC Opinion |
| Possession of a controlled substance with intent to deliver, or manufacture, or distribute | Ineligible | OCC Opinion |
| Attempted possession of paraphernalia to manufacture a controlled substance | Ineligible | OCC Opinion |
| Attempted possession with intent to manufacture a controlled substance. | Ineligible | OCC Opinion |
| Criminal attempt to manufacture or Attempt to manufacture or Conspiracy to manufacture a controlled substance | Ineligible | OCC Opinion |
| Delivery or distribution of a controlled substance | Ineligible | OCC Opinion |
| Trafficking a controlled substance | Ineligible | OCC Opinion |
| Conspiracy to import, or deliver, or distribute a controlled substance | Ineligible | OCC Opinion |

If the DHS county office can determine based on the documentation that a household member has been convicted of or plead guilty to any State or Federal offense classified as a felony by the law of the jurisdiction involved which has as an element of the offense, the distribution or manufacture of a controlled substance, a disqualification may be imposed. Other charges must be submitted to Office of Program Planning and Development, Supplemental Nutrition Assistance Program (SNAP) Section, before an individual is disqualified. If necessary, the SNAP Section will submit the documents to the Office of Chief Counsel to determine if the member should be disqualified.

If the worker cannot determine the status of an individual's drug-related charges and that individual refuses to provide the required documentation and/or refuses to provide information about the proper court of jurisdiction, that member will be disqualified. However, if that individual later provides documentation establishing that he or she has not committed a drug-related felony as described in this policy, that individual may be added back to the SNAP Case if otherwise eligible.

If an individual is cooperating with the DHS county office and has provided all available paperwork and/or the name of the court with jurisdiction, but the county office cannot establish whether or not he or she should be disqualified, the individual will not be disqualified. If the DHS county office is later able to establish that the individual should be disqualified, the disqualification will be imposed at that point but will not be retroactive.

SNAP CERTIFICATION MANUAL – SECTION 1000

1900 Classifying Households

1910 Aged/Disabled Household

1900 Classifying Households

SNAP Manual 06/15/98

Households will be classified in accordance with the provisions of this section.

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SNAP Manual 08/01/04

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When all household members are aged or disabled (as defined in the Glossary) or a dependent child age 15 or younger and no household member has earnings, the household may be assigned a 24-month certification period. Each household assigned a certification period in excess of 12 months will be subject to a mid-point review at the end of the first 12-month period. See SNAP 11600.

See SNAP 8720 for additional information about certification periods.

1920 Categorically Eligible Household

SNAP Manual 8/01/05¹⁸

A categorically eligible household is any household in which all members receive (or are authorized to receive) Supplemental Security Income (SSI) or at least one member receives (or is authorized to receive) a Transitional Employment Assistance (TEA) benefit as defined in SNAP 1920.2. "Authorized to receive" means that an individual has been determined eligible for benefits and has been notified of this determination even though the benefits have not yet been received. The fact that TEA or SSI benefits have been suspended, recouped, or are less than the minimum amount paid will have no impact on a determination of categorical eligibility.

No household may be classified as a categorically eligible household if:

1. The entire household is institutionalized and the institution is not listed at SNAP 1800 as an institution where residents may participate in the Supplemental Nutrition Assistance Program.

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Markup

SNAP CERTIFICATION MANUAL – SECTION 1000

1900 Classifying Households

1920 Categorically Eligible Household

Markup

2. Any member of the household is disqualified for an intentional program violation as defined in SNAP 16600 and SNAP 16800.
3. ~~OR~~
4. ~~2. Or any member of the household has been disqualified for a drug-related felony under the provisions in SNAP 1622.20.~~

No household member will be included ~~as~~ an eligible member of a categorically eligible household if that member is:

- An eligible alien as defined in SNAP 1621.
- An eligible student as defined in SNAP 1622.2.
- Disqualified for failure to comply with a work registration requirement as defined in SNAP 3400.

1920.1 Categorically Eligible Households-SSI Recipients

See SNAP 1920 for restrictions to classifying households as categorically eligible.

Unless otherwise restricted, a household will be classified as a categorically eligible household if all household members (eligible and ineligible) receive or are certified to receive SSI benefits.

EXAMPLE: A household is composed of a mother and her son. The mother receives SSI benefits, but the son does not. The son is an ineligible student. The household will not be classified as a categorically eligible household.

1920.2 Categorically Eligible Households-TEA Recipients

See SNAP 1920 for restrictions to classifying households as categorically eligible. Unless otherwise restricted, a household will be classified as a categorically eligible household if at least one household member receives (or is authorized to receive) one of the following Transitional Employment Assistance (TEA) benefits:

- **Child-care assistance:** This is limited to child-care assistance paid to current TEA cash assistance recipients and child-care assistance paid to former TEA cash assistance recipients through extended support services. If a TEA case closes due to employment, the former TEA recipient can receive child care assistance through extended support services for up to 36 months after the date of closure.
- **TEA cash assistance:** These monthly payments are available to help meet the family's basic needs while the parent or other adult relative works toward increasing his or her earning potential. An eligible family may receive cash assistance for no longer than 24 months. TEA cash assistance is also available to help meet the needs of children who are being cared for by adult relatives other than a parent. Assistance to such relatives is available without regard to a specified time limit.

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SNAP CERTIFICATION MANUAL – SECTION 3000

3600 SNAP E&T Programs

Voluntary Quit

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Markup 3621 Automated Referrals

SNAP Manual 018/01/17

DHS provides the E&T Provider a system-generated list of able bodied adults who are subject to the requirement to work (RTW) each week. E&T referrals occur at certification, recertification and reinstatement of SR cases. Household members with the work participation code "Mandatory – SNAP" are selected for automated referral if none of the following General Client Characteristics were selected:

- ~~Felony Drug Conviction, Fleeing Felon, Fraud-IPV Conviction, Ineligible Student, Parole Violator, or Probation Violator;~~
- The member status code is "Active";
- No disability indicator has been selected for the member;
- The member is at least age 18 but no older than age 49; and
- There are no household members age 17 or younger.

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DCO county office workers must use the proper characteristic for work registrants who are not subject to the RTW. The characteristics to be used are shown in following chart:

| <u>Work Participation Characteristic</u> | <u>Description</u> |
|---|--|
| <u>RTW 50-60 yrs old</u> Indicates a mandatory work registrant who is not subject to the RTW. | <ul style="list-style-type: none"> • Use this characteristic in all counties. • Use this characteristic for work registrants who are at least age 50 but no older than age 59. • They are not subject to the RTW. They are not automatically referred to the E&T Provider |
| <u>RTW 15% Exemption</u> Indicates a mandatory work registrant who is subject to the RTW but is granted an exemption. | <ul style="list-style-type: none"> • Use this characteristic for able bodied adult work registrants who are granted a 15% Personal Exemption from the RTW. • 15% Personal Exemptions are assigned by priority and on a case by case basis |
| <u>RTW-Pregnant Woman</u> Indicates a mandatory work registrant who is exempt from the RTW | <ul style="list-style-type: none"> • Use this characteristic to exempt a woman from the RTW due to pregnancy (regardless of trimester). |
| <u>SNAP/RTW-Work 20 no 30 hrs</u> Indicates a mandatory work registrant who is subject to the RTW but exempt due to employment. | <ul style="list-style-type: none"> • Use this characteristic in all counties. • Use this characteristic for a work-registrant who is working at least 20 hours per week but less than 30 hours per week. |
| <u>RTW – Minor Child in the SNAP HH</u> Indicates an able bodied adult who is | <ul style="list-style-type: none"> • This characteristic is to be used to exempt an able bodied adult when he or she resides in the same SNAP |

SNAP CERTIFICATION MANUAL – SECTION 17000

17300 The Application Process

17351 Household Information

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17351 Household Information

SNAP Manual XX/XX/XX

The SNAP household will include those members who are living and eating together during the disaster benefits period. The SNAP household WILL NOT include members of any household with whom the applicants are temporarily staying during the disaster.

The citizenship and alien status provisions of the regular SNAP WILL NOT apply during a DSNAP. The eligible student provisions of the regular SNAP WILL NOT apply during a DSNAP.

Failure to provide the social security number of household members WILL NOT result in a disqualification in a DSNAP.

The work registration and/or work requirements of the regular SNAP WILL NOT apply during a DSNAP. (Sanctions imposed for work registration violations WILL NOT apply to DSNAP applicants.)

Markup

Household members who are disqualified from the regular SNAP for an IPV ~~or a felony drug conviction~~ may participate in a DSNAP. However, if an individual is found to have committed an IPV in a DSNAP, he or she WILL be disqualified from participating in the regular SNAP.

17352 Income and Resource Test

SNAP Manual 09/01/06

The household's take home pay for the designated disaster period added to the household's accessible cash resources (cash on hand and accessible funds in checking and savings accounts) must be less than or equal to the maximum income limits for the household size after disaster related expenses are deducted.

17353 Income

SNAP Manual 09/01/06

Only income that the household has received or can reasonably expect to receive during the disaster period will be considered. Income will include the following:

- Take Home Pay-Wages received by a household member after taxes or other deductions are withheld.