

SNAP CERTIFICATION MANUAL – SECTION 3000

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0B3100 Work Registration Requirements – Summary

Voluntary Quit Work Registration

3100 Work Registration Requirements – Summary General Work Registration Requirements

SNAP Manual 01/01/2024 03/01/2026

SNAP applicants who do not meet an exemption from the General Work Registration Requirements (listed below) will be registered for work at initial application and at each renewal when the SNAP application form is signed. Registration must also occur at the time of a reported change when a member of an active case loses an exemption OR when an eligible, nonexempt individual enters a household currently certified to participate in SNAP. Household members subject to the work registration requirement will be notified via a *Notification of SNAP Work Requirements* (DCO-0260).

Requirement to Work (RTW) General Work Registration Requirements

Individuals sixteen (age 16) — fifty-nine (59) years of age and able to work will generally need to meet the General Work Requirement in order to receive SNAP benefits. The general requirements include the following:

1. Registering to work upon application and each renewal every 12 months after initial registration (this occurs automatically when an individual signs the application for SNAP).
2. Participating in SNAP Employment and Training (E&T) to the extent required by the agency.
3. Accepting a bona fide offer of suitable employment at a wage not less than the higher of the applicable state or federal minimum wage. Taking a suitable job
4. Not voluntarily quitting a job or reducing work hours below thirty (30) hours per week or one hundred twenty (120) hours per month without good cause..
5. Responding to any request from an eligibility worker for information regarding employment status or availability for work.

Individuals Excused from Registering to work:

Already working at least 30 hours per week (or earning wages at least equal to the federal minimum wage multiplied by 30 hours);

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Voluntary Quit Work Registration

— Meeting the work requirement from such program as TEA or Unemployment;

— Taking care of a child under age 6 or an incapacitated individual;

~~Able Bodied Adult Without Dependents (ABAWD) is limited to any three (3) months in a three~~

~~(3) year period of receiving benefits. Any individual subject to the Requirement to Work (RTW) will be ineligible to receive Supplemental Nutrition Assistance Program (SNAP) benefits if, during a three (3) year period, he or she received SNAP benefits for at least three (3) months while he or she did not work at least an average of eighty (80) hours per month or participate in and comply with a specified work program or was otherwise exempt. See SNAP 3500.~~

~~The three (3) month time limit does not apply to individuals who are:~~

- 1) ~~Seventeen (17) or younger;~~
- 2) ~~Fifty two (52) or older; (See age increases below)~~
- 3) ~~Medically certified as physically or mentally incapacitated for employment;~~
- 4) ~~Responsible for a dependent child or residing in a SNAP household where a household member is age seventeen (17) or younger;~~
- 5) ~~Pregnant or~~
- 6) ~~Otherwise exempt from the work registration requirements;~~
- 7) ~~Homeless~~
- 8) ~~A Veteran~~
- 9) ~~Individuals who are twenty four (24) years of age or younger and who aged out of foster care at eighteen (18) under the responsibility of a state.~~

The *Fiscal Responsibility Act of 2023 (FRA)* gradually increases the age of those subject to the able-bodied adults without dependents who are exempted from the ABAWD time limit. The groups include:

- ~~Effective September 1, 2023, the ABAWD time limit increases to age fifty (50).~~
- ~~Effective October 1, 2023, the ABAWD time limit increases to age fifty two (52).~~
- ~~Effective October 1, 2024, the ABAWD time limit increases to age fifty four (54).~~
- ~~Effective October 1, 2025, the ABAWD time limit increases to age fifty five (55).~~

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Voluntary Quit

Any individual who is not otherwise exempt from the work registration requirements will be subject to sanction if he or she voluntarily quits a job without good cause or voluntarily reduces his or her work effort to less than 30 hours per week. See [SNAP 3401.1](#).

Requirement to Work (RTW)

Able Bodied Adult without Dependents or Able Bodied Adult eligibility is limited to any 3 months in a 3-year period of receiving benefits. Any individual subject to the Requirement to Work

(RTW) will be ineligible to receive SNAP benefits if, during a 3-year period, he or she received SNAP benefits for at least three months while he or she did not work at least an average of 80 hours per month or participate in and comply with a specified work program or was otherwise exempt. See [SNAP 3500](#).

The 3-month time limit does not apply to individuals who are: 1) 17 or younger; 2) 54 or older; 3) medically certified as physically or mentally incapacitated for employment; 4) responsible for a dependent child or residing in a SNAP household where a household member is age 17 or younger; 5) pregnant or 6) otherwise exempt from the work registration requirements.

Employment & Training Program

In certain locations the SNAP E&T Program is available to household members subject to the Requirement to Work. See [SNAP 3600](#).

Workfare Program

Certain non-exempt work registrants may perform public service activities as a condition of receiving SNAP benefits. See [SNAP 3700](#).

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0B3100 Work Registration Requirements – Summary

Voluntary Quit Work Registration

~~The 3 month time limit does not apply to individuals who are: 1) 17 or younger; 2) 50 or older; 3) medically certified as physically or mentally incapacitated for employment; 4) responsible for a dependent child or residing in a SNAP household where a household member is age 17 or younger; 5) pregnant or 6) otherwise exempt from the work registration requirements.~~

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3100 General Work Requirements

3100 General Work Requirements

~~Under 18 or disabled~~

Employment & Training Program

~~In certain locations the SNAP E&T Program is available to household members subject to the Requirement to Work. See [SNAP 3600](#).~~

Workfare Program

~~Certain non-exempt work registrants may perform public service activities as a condition of receiving SNAP benefits. See [SNAP 3700](#).~~

SNAP 3110 Mandatory E&T

[SNAP Manual](#)??/??/????

Participants not otherwise exempt from the general work requirements and the requirement to work, also known as Able-Bodied Adults Without Dependents (ABAWDs) are subject to the Employment and Training (E&T) program participation requirements. The agency must refer ABAWDs to E&T and explain how to access the E&T program as well as what will be expected for compliance.

How can someone comply with Mandatory E&T?

1. Work with a SNAP E&T provider at orientation to find appropriate employment, education, or training activity opportunities.
2. Complete the activities every month

Does every ABAWD have to comply with Mandatory E&T?

No, a participant will not have to comply with Mandatory E&T if they are:

- Temporarily laid off from employment
- Lives more than 35 miles from a job search or training center

Is a domestic violence survivor

3100 General Work Requirements**3100 General Work Requirements**~~Under 18 or disabled~~

If there is not an appropriate and available opening in an E&T program, the agency must determine whether the participant has a good cause reason for failing to comply with the mandatory E&T requirement.

Mandatory participants are required to comply with SNAP E&T, or they face disqualification. DHS must provide good cause for mandatory E&T participants if there is not an available and appropriate E&T opening. This form of good cause is only for mandatory E&T and will not prevent a time-limited participant from accruing a countable month if they did not participate in another qualifying activity. Good cause information can be found in SNAP 3411.

3200 Who is Individuals Exempt from General Work Registration Requirements

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Eligible household members are exempt from General Work registration Requirements if the household member is:

1. Under age sixteen (16) years of age or age sixty (60) years of age or older.
2. Age sixteen (16) years of age or seventeen (17) years of age and living with a parent or attending a school or training program on at least a half-time basis.
- 2.3. Individuals living with a disability
3. Receiving Transitional Employment Assistance (TEA) Cash Assistance.
4. Caring for a dependent child under age six (6) years of age or an incapacitated person.
4. Receiving Transitional Employment Assistance (TEA) cash assistance
5.
- 5.6. Receiving or having applied for unemployment for unemployment benefits.
7. Currently participating in a treatment program for alcoholism or drug addiction drug and/or alcohol treatment program

3100 General Work Requirements**3100 General Work Requirements**~~Under 18 or disabled~~

6. —

7.—Employed or self-employed on a full-time basis (thirty (30) hours or more weekly OR one hundred twenty (120) hours monthly) OR earning wages at least equal to the federal minimum wage multiplied by thirty (30) 30-hours

8. —

8.—A student enrolled at least half-time in any recognized school, training program, or institution of

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3100 General Work Requirements**3100 General Work Requirements**Under 16 or 60 or Older

—higher education (See SNAP 1622).

9.

—

—Being physically or mentally unfit for employment:

—Receiving services from Arkansas Rehabilitation; or

—Having a medical condition verified by a medical professional; or

—Receiving temporary or permanent disability benefits issued by governmental or private sources such as workman's compensation; or

1. Proof of receipt of or application for SSA/SSI; or

2. Veterans who are rated as disabled.

9.

An exemption from general work registration means certain individuals are not required to fulfil the work requirements. ~~Other recipients are exempt from work registration because the work requirement is being met.~~ A full explanation of each exemption appears below in SNAP 3210-3290.

3210 Under 16 Years of Age or 60-6600 Years of Age or Older

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 Household members younger than sixteen (16) years of age or sixty (60) years of age or older are exempt from the general work registration requirements.

 **NOTE:** If a child reaches his sixteenth (16th) birthday within a certification period, he/she will be registered for work at the next scheduled renewal recertification unless he or she qualifies for another exemption.

3200 Individuals Exempt from General Work Requirements**3210 Under 16 Years of Age or 6605 Years of Age or Older****3220 Certain Household Members Aged 16 or 17 Years of Age**

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A household member who is age-sixteen (16) or seventeen (17) years of age is exempt from the general work registration requirements if any of the following apply:

- Is living with a parent or a person who is acting as a parent;
- Is attending school ~~a high school or a school of higher education;~~
- Is enrolled in an employment training program on at least a half-time basis as determined by the school or training program;



NOTE: If a child who is exempt from the general work registration requirement solely because he/she is living with a parent or person who is acting as a parent reaches his/her eighteenth (18th) birthday within a certification period, he/she will be registered for work the month following their eighteenth (18th) birthday unless he or she qualifies for another exemption.

~~Is otherwise exempt – e.g. – individual living with a disability, or cares for a dependent child under age six, etc.~~

~~② Note: If a child who is exempt from the work registration requirement solely because he/she is living with a parent or a person who is acting as a parent reaches their 18th birthday within a certification period, he/she will be registered for work the month following their 18th birthday unless he/she qualifies for another exemption.~~

3230 Individuals Aged 60 or Older and/or Living with a Disability Unfit for Employment

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Household members who are unable to work because ~~of~~they are being physically or mentally unfit for employment ~~or~~mental incapacitation are exempt from the general work registration requirements.

See the Glossary definition of “an Individual Aged 60 or Older/Individuals with Disabilities ~~older and/or Individual Living with a Disability~~.” In addition to the individuals who meet the definition of an Individual Living with a Disability found in the Glossary, the following individuals may be considered individuals Living

3200 Individuals Exempt from General Work Requirements

3210 Under 16 Years of Age or 6605 Years of Age or Older

with a Disability:

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3200 Individuals Exempt from General Work Requirements**3210 Under 16 Years of Age or 6605 Years of Age or Older**

- Individuals receiving services through Arkansas Rehabilitation Services (ARS).
•
• Individuals receiving Worker's Compensation or other "sick pay" type benefits.
•
- Individuals living with a medical condition that causes them to be physically or mentally unfit for employment as verified by a medical provider
- Individuals receiving temporary or permanent disability benefits issued by governmental or private sources such as workman's compensation
•
- Individuals with proof they receive or have a pending application for SSA/SSI or receipt or application for SSA/SSI
- Veterans who are rated as disabled

When a member is not receiving disability benefits, the worker will determine if the member's disability is obvious or if verification is required.

An obvious disability is one where the worker can easily determine that the individual is incapable of gainful employment. An obvious disability is one where the easily identifiable for the worker can easily to determine that the individual is incapable of gainful employment. Individuals with obvious disabilities include, but are not limited to, individuals who are:

1. Recovering from major surgery within the last six (6) weeks; or

SNAP CERTIFICATION MANUAL – SECTION 3000**3200 Individuals Exempt from General Work Requirements****3240 Household Member Caring for Dependent Child Under 6 Years of Age or Incapacitated Person**

Housebound or wheelchair bound:

2.

When the disability is not obvious or ~~an obvious disability~~ is questionable, the household will be asked to furnish verification.

Acceptable verification includes, but is not limited to:

1. A statement from a medical professional indicating the cause of disability and, if known, how long the disability is expected to last;
2. A decision by the Medical Review Team that the individual is currently living with a disability; or
or
3. Collateral evidence (written or oral) that the individual receives services through Arkansas Rehabilitation Services.

Documentation should appear in the case record regarding:

- a. The nature of any disability which results in an exemption; and
- b. The anticipated length of the disability; and
- c. The type of verification obtained if the exemption was verified.

 **NOTE: Services for an Individual Living with a Disability are available through Arkansas Rehabilitation Services (ARS). If appropriate, the worker may refer the Individual Living with a Disability to ARS through normal office procedures.**

3240 Household Member Caring for Dependent Child Under 6 Years of Age or Incapacitated Person

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An adult household member who is responsible for the care of a dependent child under the ~~age of six (6) years of age~~ or is responsible for the care of an incapacitated person of any age is exempt from the ~~general work registration~~ requirements. Exemptions for the care of an incapacitated person should be fully documented. Documentation Verification from a medical professional must include the name of the person providing care and a description of the incapacitating condition.

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If a child reaches ~~his their~~his/her sixth (6th) birthday within a certification period, the household member responsible for the care of the child will be ~~registered for work~~work registered during the next scheduled ~~renewal~~recertification or case action unless the member qualifies for another exemption.

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3200 Individuals Exempt from General Work Requirements

3250 Receiving TEA Cash Assistance

3250 Receiving TEA Cash AssistanceTransitional Employment Assistance (TEA)

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All able-bodied adults (age eighteen (18) years of age or older) who receive Transitional Employment Assistance TEA eCash aAssistance are required to work or participate in TEA Program work activities designed to lead to work. These individuals will be exempt from the SNAP general work registration requirements due to compliance with TEA work requirements.

3260 Receiving or Having Applied for Unemployment

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Household members who are currently receiving unemployment insurance benefits are exempt from the general work registration requirements. A household member who has applied for, but not yet begun to receive, unemployment insurance benefits is also exempt if he or she was required to register for work with the state's workforce agency, Arkansas Workforce Connections (AWC)Department of Workforce Services (DWS), as a part of the unemployment insurance application process.

An applicant for unemployment would not be required by AWC DWS to register for work when:

- He or she is job attached and laid off for less than eight (8) weeks; or
- He or she is a member of a trade union that assists members in finding employment.

 **NOTE:** Verification of whether the individual was registered through AWC DWS may be obtained from Arkansas Workforce ConnectionsDepartment of Workforce Services. The worker will not contact AWC DWS to determine if a household member is registered for work through AWC DWS. This determination will be based upon correspondence (letters, forms, system interfacesWESD through ARFinds, etc.) from AWC DWS that is provided to the household member, or any other information available. In situations where there is no available information, the registrant's statement will be used. The case record will be documented accordingly.

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3200 Individuals Exempt from General Work Requirements

3250 Receiving TEA Cash Assistance

If an individual who is exempt from general work registration requirements solely due to receipt of unemployment benefits fails or refuses to comply with AWC DWS work requirements, a sanction may be imposed (see SNAP 3414). See SNAP 3414.

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3200 Individuals Exempt from General Work Requirements

3250 Receiving Transitional Employment Assistance (TEA)

3270 Addicts and Alcoholics Participating in a Drug and/or Alcohol Treatment Program

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Household members who are currently participating in a drug and -or -alcohol drug addiction or alcoholism treatment and rehabilitation program on an in-patient or out-patient basis are exempt from the general work registration requirements.

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3200 Individuals Exempt from General Work Requirements3250 Receiving Transitional Employment Assistance (TEA)**3280 Employed Persons and Self-Employed Persons**SNAP Manual 01/01/1703/01/2026

Household members who are employed and either working a minimum of thirty (30) hours weekly (one hundred twenty (120) hours monthly) or receiving weekly earnings at least equal to the ~~state or federal minimum wage, whichever is greater~~, multiplied by thirty (30) are exempt from ~~general work registration~~ requirements.

This exemption includes any migrant or seasonal farm worker who is under a contract or similar agreement with an employer or crew chief to begin employment within thirty (30) days. A migrant or seasonal farm worker who does not have such an agreement and is not otherwise exempt will be registered for work.

The number of hours of employment may be verified from ~~via~~:

1. ~~Wage Pay stubs; stubs.~~
2. ~~Employer statements; or~~
2. ~~_____~~
3. The current amount of verified income divided by thirty (30).

A household member solely engaged in a hobby, volunteer work or another activity for which little or no payment is received is not considered gainfully employed regardless of the length of time spent in such activity.

A self-employed household member who works a minimum of thirty (30) hours per week (one hundred twenty (120) hours monthly) or who receives weekly earnings at least equal to the federal minimum wage, multiplied by thirty (30) hours is exempt from the ~~general work registration~~ requirements. This exemption may be established through verification of the amount of earnings if the earnings are at least equal to the federal minimum wage, multiplied by thirty (30) hours per week.

If the income is not sufficient to conclude full-time employment, the household must cooperate with the worker in verifying hours worked.~~establishing that:~~

1. ~~The gross income reported is at least sufficient to be considered gainful employment; or~~

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3200 Individuals Exempt from General Work Requirements

3270 Persons with Substance Abuse and/or Alcohol Disorder

~~The volume of work performed by the household member justifies the self-employment enterprise as a full-time job.~~ For example, some farmers work more than forty (40) hours per week yet make no profit.

3290 Students

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A student aged eighteen (18) years of age or older who is enrolled at least half-time as defined by the school in a high school or in a GED program is exempt from the general work registration requirements. If a student is enrolled in an institution of post-secondary education at least half-time as defined by the school in SNAP 1622 .SNAP 1622.1 and the student is eligible to participate as per 1622.3SNAP 1622.3, the student is exempt from the general work registration requirements. The exemption continues to apply through periods of school recess but is lost when the student graduates, drops out, is expelled, or otherwise terminates enrollment.

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3200 Individuals Exempt from General Work Requirements

3280 Employed Persons and Self-Employed Persons

3300 Individuals to be Registered for Work

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3200 Individuals Exempt from General Work Requirements

3280 Employed Persons and Self-Employed Persons

~~All eligible household members who are not exempt for work registration will be registered for work.~~

3310 Work Registration at Case Actions

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Section deleted 03/01/2026

3310.1 Work Registration at Initial and/or Recertification Applications

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~~All eligible, nonexempt household members are automatically registered when the SNAP application form is signed. A household must be notified which members are subject to the work registration requirements. A Notification of Work Registration (DCO-260) must be issued to let the household know which members are subject to the work registration requirements.~~

~~The eligibility worker must work register household members for work when:~~

- ~~1. An eligible, nonexempt individual enters a household currently certified to participate in SNAP; or~~
- ~~2. An eligible household member in a participating household loses an exemption due to a change that must be reported as specified in SNAP 11200.~~

3310.2 General Work Registration at Reported Change

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At the time of a reported change or semi-annual report, general work registration must be completed for all nonexempt members who enter the household or for members who loses an exemption as a result of a reported change which is required to be reported per SNAP 11200SNAP 11200.

A Notification of SNAP Work Requirements Notification of General Work Registration (DCO-0260) must be sent when:

1. A nonexempt member enters the household; or; or

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3200 Individuals Exempt from General Work Requirements

3280 Employed Persons and Self-Employed Persons

2. An eligible household member loses an exemption due to a reported change; ~~or on the semi-annual report; or~~
3. A nonexempt member turned sixteen (16) years of age since the last case action.

If the worker cannot determine based solely on information available on the change report or in the case record that the member must be work registered, the household will be contacted.

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3300 Individuals to be Registered for Work

3310.2 General Work Registration at Reported Change

If the needed information cannot be obtained by telephone, the household will be issued a ~~request for contact using a Notice of Action Request for Contact (DCO-0191C) following Unclear Information policy SNAP 12400.~~

~~The request for contact will advise the household that if the information needed to complete the work registration is not provided, the non-compliant household member will be disqualified as per SNAP 3412. See SNAP 12400 for instructions on issuing a request for contact.~~

3310.3 Work Registration at Periodic Report and Annual Review

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Section deleted 03/01/2026

A. Semi-Annual Report

~~If the worker cannot determine if a member should be work registered based on the information on semi-annual report, the worker should attempt to contact the household by telephone to avoid a delay in form processing. If the needed information cannot be obtained by telephone, a Notice of Required Verification (DCO-218) will be issued to the household. The household must have at least 10 days to respond to the request for information. Therefore, the DCO-218 must be returned before the end of the report month or within 10 days, whichever is later. The eligibility worker must work register household members for work and a Notification of Work Registration (DCO-260) must be completed when:~~

- ~~1. An eligible, nonexempt individual enters a household currently certified to participate in the SNAP; or~~
- ~~2. An eligible household member in a participating household loses an exemption due to a change that must be reported as specified in SNAP 11200.~~

~~If the household does not return the information requested on the DCO-218 within the specified time frames, the member will be disqualified per SNAP 3412. An adequate notice will be issued to the household to advise the household of the effects of the disqualification.~~

~~Once work registration status has been determined, the worker will issue a DCO-260 to the household to~~

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3300 Individuals to be Registered for Work

3310.2 General Work Registration at Reported Change

advise who will be work registered.

B. Annual Review

~~A household composed entirely of members aged 60 or older and/or individuals living with disabilities with minor dependent children age 15 or younger may also be assigned a 36-month certification period if no household member has earnings or a child support deduction.~~

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SNAP CERTIFICATION MANUAL – SECTION 3000**3300 Individuals to be Registered for Work****3320 General Work Requirement Exemption Priority**

Note: If an individual who should be work registered is included in a household certified for 36 months then the certification period must be shortened per [SNAP11660](#). A *Notification of Work Registration* (DCO-260) must be completed and issued to the household.

3320 General Work Registration Requirement Exemption Priority

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General work registration exemptions will be assigned in the following order:

1. Age Physically or mentally unfit for employment
2. Age
2. Physically or mentally unfit for employment incapacitated.
3. Care of a dependent child under age six (6) years of age or an incapacitated person.
4. In receiving or applied for receipt of unemployment compensation.
5. Participating in a drug addiction or alcoholic treatment program.
6. Employed or self-employed full time full-time (thirty (30) hours or more weekly, (one hundred twenty (120) hours monthly) or earning the federal minimum wage multiplied by thirty (30) hours per week.
7. A student enrolled at least half-time in any recognized school, training program, or institution of higher education. (The student applicant must meet the student definition per eligibility requirements. (see SNAP 3290).

Receiving Transitional Employment Assistance (TEA). TEA Cash Assistance.

8.

THIS SECTION SHOULD BE RESEARCHED FOR ANY UPDATES TO PRIORITIES

EXAMPLE: A household member is age sixty-two sixty-two six (62626) years of age and/or living with a disability. The general work registration requirement exemption assigned is for age.

EXAMPLE: —A household member who receives is receiving Transitional Employment

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3300 Individuals to be Registered for Work

3320 General Work Requirement Exemption Priority

Assistance ~~TEA~~ cash assistance has a dependent child age ~~two~~ (2) years of age. The general work registration requirement exemption assigned is for dependent care.

3400 Compliance with General Work Requirements

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3400 Mandatory Employment & Training (E&T)

3400 Mandatory Employment & Training (E&T)

3400 Compliance with Work Registration General Work Requirements

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Individuals subject to General Work Requirements (Work registrants/individuals) must:

1. Respond to any request from an eligibility worker for information regarding employment status or availability for work; or
2. Accept a bona fide offer of suitable employment at a wage not less than the higher of the applicable state or federal minimum wage.
3. Continue employment at a suitable job.
4. Avoid voluntarily reducing one's/their work effort to less than thirty (30) hours per week (one hundred twenty (120) hours per month).

An individual who is exempt from the General Work Requirement work-registration solely due to application for or receipt of unemployment benefits (see SNAP 3260SNAP 3260) and who fails to comply with comparable Arkansas Workforce Connections (AWC) Department of Workforce Services (DWS) work registration requirements will be subject to sanction in the Supplemental Nutrition Assistance Program.

3401 Work Registration Violation Failure to Comply with General Work Requirements

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A work registration violation Failure to comply with General Work Requirements are include is:

- Refusal, without good cause, to accept an offer of employment at a site or plant that is not subject to a strike or lockout at the time of the refusal at a wage not less than the applicable federal or state minimum wage; or
- Refusal, without good cause, to provide sufficient information to allow a determination of employment status or job availability; or program or

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- Voluntarily and without good cause, reducing one's work effort to less than thirty (30) hours per week (OR one hundred twenty (120) hours per month); or
- Voluntarily quitting a job without good cause within thirty (30) days prior to the date of application or at any time while the individual who quit was participating in the Supplemental Nutrition Assistance Program.

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3400 Mandatory Employment & Training (E&T)

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3400 Compliance with General Work Requirements

3401 Failure to Comply with General Work Requirements

3401.1 Special Instructions for Voluntary Quits

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A voluntary quit is defined as the intentional departure of an employee from a suitable job without good cause. The voluntary quit provisions do not apply to changes in employment resulting from:

- ~~Reducing hours of employment while working for the same employer;~~
- ~~Resignations recognized by the employer as retirement;~~
 - Resignations recognized by the employer as retirement; or

~~Termination of a self-employment enterprise; or~~

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3400 Compliance with General Work Requirements

3401 Failure to Comply with General Work Requirements

- Resigning at the demand of the employer

Resigning at the demand of the employer

3401.2 Verification of Voluntary Quit

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When a loss of earned income is reported, the eligibility worker must verify the last date of employment and the last ~~date of pay~~month's pay. Information provided by the household about the reasons for leaving employment must be verified if questionable.

The household has the primary responsibility for providing verification. However, in situations where it is difficult or impossible for the household to obtain the needed verification in a timely manner, the worker will ~~provide assistance to help~~ the household. Acceptable sources of verification include the previous employer, employee associations, union representatives, grievance committees, or other organizations that represent employees who are aggrieved.

The worker may substitute collateral contacts as described in the Glossary under "Collateral Contacts" when documentary evidence cannot be obtained.

The household will not be denied access to the Program when the requested verification cannot be obtained due to the circumstances surrounding the quit. Examples of such situations are:

1. Resignation from employment as a result of ~~because of~~ discriminatory practices or sexual harassment; or
2. Resignation due to unreasonable demands by an employer; or
3. Being unable to locate the employer.

The case record will be thoroughly documented to reflect all efforts by the household and the ~~county office~~eligibility worker to obtain the needed verification.

SNAP 3405 Mandatory Employment and Training (E&T)

SNAP Manual ??/??/????

~~Participants not otherwise exempt from the General Work Requirements and the Requirement to Work, also known as Able-Bodied Adults Without Dependents (ABAWDs) are subject to the Employment and Training (E&T) program participation requirements. The agency must refer ABAWDs to E&T and explain how to access the E&T program as well as what will be expected for compliance.~~

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3400 Compliance with General Work Requirements

3401 Failure to Comply with General Work Requirements

~~How can someone comply with Mandatory E&T?~~

- ~~1. Work with a SNAP E&T provider at orientation to find appropriate employment, education, or training activity opportunities.~~
- ~~2. Complete the activities every month.~~

~~Does every ABAWD have to comply with Mandatory E&T?~~

~~No, a participant will not have to comply with Mandatory E&T if they are:~~

- ~~• Temporarily laid off from employment (6 months or less)~~
- ~~• Lives more than thirty five (35) miles from a job search or training center (this includes DHS county offices when virtual services are available)~~
- ~~• A domestic violence survivor~~

~~Mandatory participants are required to comply with SNAP E&T, or they face disqualification. DHS must provide good cause for mandatory E&T participants if there is not an available and appropriate E&T opening. This form of good cause is only for mandatory E&T and will not prevent a time-limited participant from accruing a countable month if they did not participate in another qualifying activity. Good cause information can be found in SNAP 3411.~~

SNAP CERTIFICATION MANUAL – SECTION 3000

3400 Mandatory Employment & Training (E&T)

3401.2 Verification of Voluntary Quit

Voluntary Quit Special Instructions for Mandatory E&T Non-

34015.314005. (See SNAP 3622 for more information).

3410 Sanctions

SNAP Manual ??/??/????03/01/202601/01/19

The following sanctions will apply to all work registration violations individuals who fail to comply with General Work Requirements including voluntary quits and intentional work reductions:

First Violation: The individual who failed to comply without good cause will be disqualified from receiving SNAP benefits for one (1) month or until he or she becomes exempt from the General Work registration Requirements.

Second Violation: The individual who failed to comply without good cause will be disqualified for six (6) months or until he or she becomes exempt from the General Work registration Requirements.

Third Violation: The individual who failed to comply without good cause will be disqualified for twelve (12) months or until he or she becomes exempt from the General Work registration Requirements.

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3400 Compliance with General Work Requirements

3401.2 Verification of Voluntary Quit

Voluntary Quit Special Instructions for Mandatory E&T Non-

The household's benefits may not increase as the result of a disqualification for failure to comply with General Work Requirements~~a work registration violation~~. See SNAP 1623.2 SNAP 1623.2 for instructions on calculating a budget when there is a

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3400 Compliance with General Work Requirements

3401.2 Verification of Voluntary Quit

Voluntary Quit Special Instructions for Mandatory E&T Non-

disqualified member. If all members are disqualified or if after sanctions are applied the household's income exceeds the maximum allowed for the eligible household members, the case will close.

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3400 Compliance with General Work Requirements

3401.2 Verification of Voluntary Quit

Voluntary Quit Special Instructions for Mandatory E&T Non-

3411 Good Cause

SNAP Manual ??/??/????03/01/2026 11/01/02

It is not possible to enumerate each individual situation that should or should not be considered good cause for failure to comply with General Work Requirements a work registration violation. For this reason, the eligibility worker should consider all facts and circumstances including information provided by both the household and the employer when determining good cause. All facts and circumstances, including information submitted by the individual registrant involved and the employer, will be considered in determining good cause.

Good cause includes circumstances beyond the household member's control. Examples of good cause include but are not limited to:

- A household emergency (this could include house fire, disaster or hospitalization of a household member that requires the individual to care for them. These are only examples and not an exhaustive list.),
- Illness
- Lack The unavailability of transportation
- Lack of adequate childcare for children between six (6) years of age and twelve (12) years of age
- When agency determines that there is not an appropriate and available opening with the E&T program to accommodate the individual
- n,
- Lack of adequate child carechildcare for children between six years of age and twelve years of age, or

Unsuitable employment.

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3400 Compliance with General Work Requirements3411 Good Cause

Under no circumstances will an individual subject to the General Work Requirement ~~work registrant~~ be required to accept or be penalized for failure to accept or continue employment that is determined unsuitable. The case record must contain documentation of the reason the employment was determined unsuitable.

Employment will be considered unsuitable if:

3.1. The wages are less than the highest of:

- The applicable Federal minimum wage; or
- The applicable State minimum wage; or
- Eighty percent (80%) of the Federal minimum wage if neither the Federal nor State minimum wage is applicable.

4.2. The employment offered is on a piece-rate basis and the hourly yield the employee can reasonably be expected to earn is less than the applicable hourly wages specified above.

2. The ~~individual registrant~~, either to be hired or to continue employment, is required to join, resign from, or refrain from joining any legitimate labor organization..

SNAP CERTIFICATION MANUAL – SECTION 3000

3400 Compliance with General Work Requirements3411 Good Cause

3. This applies to situations where the prospective employer specifically prohibits membership, and also to situations where ~~the individual~~~~the registrant~~ will not be able to retain his union membership if a nonunion job is accepted. A union member can be required to accept full-time, nonunion employment if he or she will not be dropped from the union rolls as a result or if he or she voluntarily drops his or her union membership.

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3400 Compliance with General Work Requirements3411 Good Cause

4. The employment offer is located at a site subject to a strike or a lockout at the time of the offer. This does not apply when the strike has been enjoined under S208 of the Labor Management Relations Act (29 U.S.C. 78, commonly known as the Taft Hartly Act), or when an injunction has been issued under Section 10 of the Railway Labor Act (45 U.S.C. 160).

Any other employment offered to a particular registrant will be considered suitable unless an individual registrant can demonstrate, or the local office otherwise becomes aware that:

- The degree of risk to health and safety is unreasonable;
- The individual registrant is physically or mentally incapacitated (as established by documentary medical evidence or other documented and reliable information) to perform the employment;
-
- Employment offered within the first thirty (30) days of registration is not in the individual's registrant's major field of experience employment;
-
- The working hours or nature of employment interferes with the member's religious observances, convictions, or beliefs – for example, e.g., a Sabbatarian could refuse to work on the Sabbath; or
-

SNAP CERTIFICATION MANUAL – SECTION 3000

3400 Compliance with General Work Requirements

3411 Good Cause

Voluntary Quit Applying Sanctions

- The distance between the individual's registrant's residence and the place of employment is unreasonable considering the expected wage and the time and cost of commuting. In any case, employment will not be considered suitable if daily commuting time exceeds two hours per day not including the transportation of a child to and from a childcare facility. Employment is also considered unsuitable if the distance from the individual's registrant's residence is not within reasonable walking distance and neither public nor private transportation is available.

When evaluating a voluntary quit, good cause may also be:

1. Acceptance of any bona fide offer of employment that subsequently fails to materialize.
2. Resignation of a household member when another household member accepts an offer of employment resulting in a need for the household to relocate.
3. Enrollment at least halftime in any recognized school, training program, or institution of higher education.
4. Any resignation recognized by the employer as retirement.
5. Discrimination by the employer based on age, race, sex, color, handicap, religious beliefs, national origin, or political beliefs.
- 5.
6. Work demands or conditions that render continued employment unreasonable such as, but not limited to, working without being paid on schedule.
- 6.
7. Employment that becomes unsuitable, as defined above, after the acceptance of such employment.

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3400 Compliance with General Work Requirements

3411 Good Cause

Voluntary Quit/ Applying Sanctions

7.

—Leaving a job in connection with a pattern of employment where a worker frequently moves from one employer to another —for example e.g., migrant farm labor or construction work.

8.

8.

There will be situations not specifically mentioned where the worker feels that there was good cause for a voluntary quit. In such situations the county office will seek a policy interpretation through the normal chain of command. All such situations will be documented in the case record.

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3400 Compliance with General Work Requirements

3411 Good Cause

Voluntary Qui Applying Sanctions

3412 Applying Sanctions

SNAP Manual 1/01/9903/01/2026??/??/????

As soon as the agency learns of an individual's non-compliance, steps must be taken to determine whether if the individual is still subject to General Work Requirements and whether if good cause exists for the non-compliance. See SNAP 3411 for more information on good cause. -If good cause exists, document the good cause in the case record and take no additional action.

If it is determined that the non-compliance was without good cause, follow instructions in SNAP 3420 AND 3430.

When an eligible household member fails to comply with a work registration requirement while the household was participating in SNAP, the eligibility worker will complete the following steps.

Step 1: Determine if the household member is still subject to the work registration requirements. Use SNAP 3200 – 3300. If no, document in the case record.

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3400 Compliance with General Work Requirements

3412 Applying Sanctions

Voluntary Quit Applying Sanctions

Document any verification obtained if verification of the exemption is necessary. Take no additional action. No sanction will be applied. If yes, go to Step 2.

Step 2: Determine if the member had good cause for failure to comply. If yes, document the good cause in the case record. Take no additional action. No sanction will be applied. If no, then good cause exists. See SNAP 1623.2.

3413 Applying Sanctions at Voluntary Quit or Reduction of Work Hours

SNAP Manual ??/??/????03/01/202601/01/19

Whenever a loss of earned income is reported at initial application, renewal/reapplication, or as on a reported change, or on a semi-annual report the the worker must determine if sanctions are to be applied. Sanctions may be applicable when a household member voluntarily quits a job within thirty (30) days of the date of application or at any time while the individual is participating in the program.



NOTE: A federal, state or local government employee dismissed from a job as the result of a strike is considered to have voluntarily quit the job without good cause. Sanctions may be applicable when a household member voluntarily reduces his or her their work effort to less than thirty (30) hours per week or one hundred twenty hours (120) hours per month.

Sanctions are also applicable when a voluntary quit or voluntary reduction in work hours occurs but is not reported in a timely fashion. This includes, but is not limited to the following instances:

- A voluntary quit or reduction in work hours occurs thirty (30) days or less before the date of application, is not reported at application and is discovered after application approval.
- A voluntary quit or reduction in work hours occurs after the date of the initial application interview and is reported after the approval notice is issued.
- A voluntary quit or reduction in work hours occurs while the household is participating but is not reported in a timely fashion.

The following steps must be completed to determine if a voluntary quit has occurred and if whether a sanction should be applied.

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3400 Compliance with General Work Requirements

3412 Applying Sanctions

Voluntary Qui-Applying Sanctions

Step 1: Determine if the employment involved thirty (30) hours or more per week (one hundred twenty hours (120) hours per month) or provided weekly earnings equivalent to the Federal minimum wage multiplied by thirty (30) hours. If yes, go to step 2. If no, the household will not be sanctioned.

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Step 2: Determine if the member who quits is between sixteen (16) years of age and sixty (60)~~sixty-four-six (6406)~~ years of age. If this member is less than sixteen (16) years of age or sixty (60)~~sixty-five-six (6506)~~ years of

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3400 Compliance with General Work Requirements3412 Applying Sanctions

age or older, a sanction will not be applied. If this member is between sixteen -(16) years of age and fifty-nine (59) years of agesixty-four-six (6406) years of age, go to step 3.

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3400 Compliance with General Work Requirements

3412 Applying Sanctions

Step 3: Determine if the member who quit or reduced work hours is subject to the General Work Requirements ~~work registration requirements~~ (see SNAP 3200-3290). If this member was exempt from the requirements at the time the quit occurred (excluding the exemption for employment) or is presently exempt, no sanction will be applied. If the member who ~~quit~~quits is subject to ~~work registration~~ the General Work Requirements, go to step 4.

Step 4: Determine if the quit or reduction in hours was for good cause (see SNAP 3411). Use SNAP 3411. If yes, the member will not be sanctioned. If no, the member will be sanctioned. See SNAP 3420 ~~SNAP 3420~~ for the applicable sanction.

The sanction will apply not only to the individual or individuals who failed or refused to comply with the General Work Requirement. The SNAP case will close if all individuals are sanctioned. The household's budget must be recalculated when a sanction is applied to an individual household member.

~~The sanction will apply only to the individual or individuals who failed or refused to comply. Only if all individuals are sanctioned will the worker close the household's SNAP case. The worker will only close the household's SNAP case if all individuals are sanctioned. To sanction an individual household member, the worker must recalculate the household's budget as instructed in SNAP 1623.2.~~

3414 Applying Sanctions for Failure to Comply with Arkansas Workforce Connections (AWC) DWS

SNAP Manual ??/??/????03/01/202606/01/05

 **NOTE:** This policy will not apply in situations where AWC DWS benefits are denied or suspended ~~because~~ because a household member's employment was terminated by the employer. This policy will apply when a household member has failed or refused to meet an AWC DWS requirement such as, but not limited to, failure to complete the mandatory job search.

When a worker becomes aware that entitlement to unemployment ~~checks~~ benefits ~~has~~ve been denied or terminated or that Transitional Employment Assistance ~~TEA~~ cash assistance has been reduced or terminated, the following steps will be taken:

Step 1: Determine if the member was exempt solely due to receipt of unemployment benefits or ~~TEA cash assistance~~ Transitional Employment Assistance. If the member is otherwise exempt from the work registration requirements ~~General Work Requirements~~, no action will be taken. (For example, a member responsible for the care of a dependent child ~~4~~ four (4) years of age fails to comply with a ~~TEA~~ Transitional Employment Assistance work requirement. Since the member is exempt under the dependent care provisions, no sanction will be applied to the SNAP household.) If not, go to step 2.

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3400 Compliance with General Work Requirements3414 Voluntary QuitVoluntary Quit Applying Sanctions for Failure to Comply with DWS

Step 2: If the member was exempt solely due to receipt of unemployment benefits or TEA cash assistance Transitional Employment Assistance, determine if the registrant had good cause for failure to comply with the General Work Requirement. (See SNAP 3411 SNAP 3411 for an explanation of good cause.) If the member had good cause for failure to comply, no action will be taken. If not, go to Step 3.

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3400 Compliance with General Work Requirements

3414 Applying Sanctions for Failure to Comply with AWC

Voluntary QuiApplying Sanctions for Failure to Comply with DWSt

Step 3: If the member did not have good cause, sanction the member. See SNAP 1623.2. SNAP 1623.2.

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SNAP CERTIFICATION MANUAL – SECTION 3000

3400 Compliance with General Work Requirements3414 Applying Sanctions for Failure to Comply with AWCVoluntary QuiApplying Sanctions for Failure to Comply with DWSt**3420 When to Impose a Sanction**SNAP Manual ??/??/????03/01/2026 10/01/03

At application, the sanction will be imposed effective with the month of application regardless of whether the application is approved or denied. For a participating household, a Notice of Adverse Action Notice of Action (DCO-0001) must be

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3400 Compliance with General Work Requirements**3414 Applying Sanctions for Failure to Comply with AWC****Voluntary Qui Applying Sanctions for Failure to Comply with DWSt**

issued to the household at least ten (10) days prior to the imposition of a sanction (see SNAP 3430), giving the household adequate notice of an adverse action. See SNAP 3430. Unless the household is in the last month of certification

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3400 Compliance with General Work Requirements

3414 Applying Sanctions for Failure to Comply with AWC

Voluntary Quit Applying Sanctions for Failure to Comply with DWST

and has not been recertified, the sanction will be imposed beginning the month following the month in which the Notice of Adverse Action ten (10) day notice period expires.

EXAMPLE: ~~EXAMPLE: A~~ — A household is certified for from July through December. On August 16th, the eligibility worker becomes aware of a voluntary quit. On August 23rd, the worker takes action to apply the sanction by determining the reduced benefit amount and sending the advanced ten (10) day notice to the household. The notice expires on September 2nd, authorizes a budget with a sanction for the household member who violated the General Work Requirement. Ten (10) days from this authorization date is issued a ten-day advance Notice of Adverse Action expiring on September 2nd. The system will begin ~~The disqualification period will begin in~~ will be October, November and December, as October is the month following the month in which the ten (10) day notice period expired.

If a household is subject to semi-annual reporting (SR), and is in the sixth month of the certification period, the sanction will be imposed beginning the following month if possible. If the semi-annual report has been received but not processed when the worker learns of the noncompliance, the semi-annual report will not be processed until the ten-day period has lapsed. If the semi-annual report has already been processed, an advance notice of adverse action must be issued. The sanction will be imposed beginning the month following the month in which the notice of adverse action expired.

If the household is in the last month of certification and an application for renewal recertification has not been approved, the sanction will be imposed for beginning the first month of the certification period. This is true even when the household has not submitted an application for recertification renewal.

EXAMPLE:

EXAMPLE: — A household is certified for July and August. On August 28th, the worker becomes aware of a voluntary quit. On August 31st, the worker approves the household's application for recertification renewal, but ~~renewal~~ but disqualifies the noncompliant member for the months of September, October and November starting in September. A manually issued Notice of Action (DCO-0001) is used sent so the household may be advised of the disqualification.

A notice must be issued to the household within ten (10) days of establishing that any participating household member did not comply with the requirements for Employment and Training (E&T). A Notice of Action (DCO-0001) must be sent when the agency becomes aware of the noncompliance with SNAP work requirements, even if the disqualification begins after the certification period has ended and the household has not renewed their benefits.

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3400 Compliance with General Work Requirements

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SNAP Manual 01/01/19??/??/????03/01/2026

A notice must be issued to the household within ten (10) days of establishing that any participating household member failed or refused to comply with a General Work registration Requirement without good cause.

The notice must be sent at least ten (10) days before the effective date of the imposition of the sanction unless the household is in the last month of certification. If the household is in the last month of certification, the timing of the notice will depend on the case's status.

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3400 Compliance with General Work Requirements

3430 Notices for General Work Requirement Non-Compliance

Voluntary Quit/Avoiding or Ending a Sanction

If the household has submitted an application for renewal recertification that has already been approved, a Notice of Action (DCO-0001) must be issued to the household at least ten (10) days prior to the imposition of a sanction, giving the household adequate notice of an adverse action. a ten-day advance Notice of Adverse Action must be sent. If the household has submitted an application for recertification renewal that has not yet been approved, the sanction will be imposed before action is taken on the application renewal and a Notice of Action (DCO-0001) manually will be issued to explain the effects of the sanction.

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3400 Compliance with General Work Requirements

3430 Notices for General Work Requirement Non-Compliance

Voluntary Quit/Avoiding or Ending a Sanction

Even if no application renewal has been submitted, a Notice of Action (DCO-0001) must be issued to the household to explain the sanction period and the effects of the sanction.

If the household is composed entirely of noncompliant members, the notice will specify:

1. That the entire household is being sanctioned and the household's case is being closed;
2. Why the household is being sanctioned

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3400 Compliance with General Work Requirements

3430 Notices for General Work Requirement Non-Compliance

Voluntary Quit/Avoiding or Ending a Sanction

2. ;
3. When the sanction will be imposed;
3. ;
4. ; The months to be included in the sanction; and
5. Any action which the household may take to avoid the sanction (See SNAP 3411); and. (See SNAP 3441.)
- 5.6. The right to a fair hearing.

If only the individual who failed to comply is to be sanctioned, the notice will specify:

1. That only one member is being sanctioned;
2. Why this member is being sanctioned;
3. How this sanction will affect the household's SNAP benefit amount (See- SNAP 1623.2SNAP 1623.2);
4. When the sanction will be imposed;
5. The months to be included in the sanction; and
5. ;
6. Any actions which the member may take to avoid the sanction; and.
- 6.7. The right to a fair hearing.

3440 Avoiding or Ending a Sanction

SNAP Manual 01/01/19??/??/???203/01/2026

A disqualification due to failure to comply with a General Work registration Requirement may be avoided or ended if the individual becomes exempt from work registration. A list of actions that cause

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3430 Notices for General Work Requirement Non-Compliance

Voluntary Quit/Avoiding or Ending a Sanction

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disqualification is shown below. Also shown is the action which the individual may take to avoid the disqualification.

3441 Ending a Sanction When Household Composition Changes

SNAP Manual ??/??/????03/01/202601/01/19

See SNAP 3410 SNAP 3520 for an explanation of the sanctions imposed for failure to comply with General Work Requirements a work registration violation.

If a sanctioned member leaves a household, the member's income and/or resources will be dropped from the original household's SNAP budget. The member who refused or failed to comply continues to be sanctioned. If he or she joins another household, he or she he or she will remain continue to be sanctioned for any months remaining in the original sanction period. See SNAP 16223.22 SNAP 1622.2 for instructions on handling the income and resources of ineligible household members.

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3430 Notices for General Work Requirement Non-Compliance

Voluntary Quit/Avoiding or Ending a Sanction

3442 Reestablishing Eligibility

SNAP Manual 01/01/1903/01/2026??/??:????

After the sanction has ended, eligibility for a one (1) person household may be re-established with a new

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3400 Compliance with General Work Requirements**3440 Avoiding or Ending a Sanction****Voluntary Quit Avoiding or Ending a Sanction**

application. By reporting a change with an open SNAP case, A sanctioned household member may be permitted to resume participation effective the month following the last month of the sanction if otherwise eligible. A sanctioned individual may be permitted to resume participation during the sanctioned period (if otherwise eligible) by becoming exempt from the General Work Requirements.

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At the beginning of the last month of the sanction, the worker will issue a DCO 1 to the household. The household will be advised to contact the worker to clarify the sanctioned member's current status and/or to be work registered before the member can be re-added. If the requested information is not provided by the last day of the last month of the sanctioned period, the member will not be re-added. The worker will shorten the household's certification period as instructed in SNAP 11430.SNAP 11341.

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3500 The SNAP Requirement to Work (RTW)

3500 The SNAP Requirement to Work (RTW)

3500 The SNAP Requirement to Work (RTW)

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SNAP participants who do not meet an exemption to the General Work Requirements are considered to be subject to the SNAP Requirement to Work (RTW) and are coined referred to as Able-Bodied Adults Without Dependents (ABAWDs). ABAWDs must meet all the general SNAP work and eligibility requirements as well as additional requirements to continue receiving SNAP benefits beyond a three (3) month time limit.

NOTE: The Requirement to Work is an additional work requirement that is separate from the General Work Requirements, which include the following: registering for work, participating in SNAP E&T to the extent assigned, accepting suitable offers of employment, and avoiding voluntarily quitting a job or reducing work hours below thirty (30) hours per week (or one hundred twenty hours (120) per month) without good cause. See SNAP 3412 for applying sanctions if a SNAP participant fails to comply with these requirements. However, no SNAP participant who is exempt from the General Work Requirements as listed in SNAP 3100 will be subject to the Requirement to Work.

Unless exempt from the RTW, discussed in SNAP 3502, Able Bodied Adults Without Dependents (ABAWDs), or able-bodied adults, are ineligible to receive SNAP benefits if, during a designated three-year period, they received SNAP benefits for at least three (3) months (consecutively or otherwise) while they did not:

- Work at least twenty (20) hours per week (or an average of eighty (80) hours a month). Work can be for pay, for goods or services (for something other than money), unpaid, or as a volunteer; or
. This can be verified with the Volunteer Agreement Form (DCO-0261).
- Participate in and comply with a Workforce Innovation and Opportunities Act (WIOA) Program (see Note 1 below); or-
- Participate in a SNAP Employment and Training (E&T) Program twenty (20) hours per week (or an average of eighty (80) hours a month unless the individual is assigned to Work Experience (see Note 2 below); Participate in an Employment and Training Program for Veterans that is operated by Department of Labor or Department of Veterans Affairs; or
- Participate in an Employment and Training Program, other than a job search or job search training program, operated or supervised by the State or political subdivision of the State that meets standards approved by the Governor. The program may contain job search or job search training as a subsidiary component as long as such component is less than half the requirement; or

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- Participate in and comply with a Workfare Program (see Note 2 below); or
- Participate at least half-time (as defined by the program) in a recognized refugee training program approved, funded, or operated by the Office of Refugee Resettlement (ORR) under

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- §Section 236 of the Trade Adjustment Act of 1974.

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SNAP CERTIFICATION MANUAL – SECTION 3000

3500 The SNAP Requirement to Work (RTW)**3500 The SNAP Requirement to Work (RTW)**

NOTE 1: WIOA is a qualifying component for an Able-Bodied Adult, therefore if the individual is participating in any WIOA component, they are considered to meet the RTW.

NOTE 2: For E&T Work Experience and Workfare Programs, the household's obligation of work hours required to meet the RTW will be calculated by dividing the household's authorized monthly SNAP benefit amount (before recoupment) by the current state or federal minimum wage, whichever is greater. Fractions are rounded down.

An individual who is self-employed and works at this enterprise for an average of eighty (80) hours per month or more, meets the RTW. There is no requirement that the self-employment enterprise show a profit. The decision of whether an individual is self-employed will be made on a case-by-case basis. See SNAP 5600 for general explanation of what a self-employment enterprise is. When an individual declares that they are self-employed but maintains no records of their income and expense, the eligibility worker may ask for some type of collateral verification. These verifications could include collateral contact, *Odd Job Income Expense Record* (DCO-0096) or Schedule C. For example, if an individual claims to be self-employed collecting and selling cans, the household may be asked to furnish a collateral contact from the company or person who buys the cans.

The definition for working to meet RTW means:

- Work in exchange for money
- Work in exchange for foods or services
- Unpaid work; or
- Any combination of the above.

An individual who receives in-kind benefits for work is considered to be compensated.

EXAMPLE: An individual works twenty (20) hours each week in a coin laundry. In return, the individual is allowed to live in an apartment above the laundry free of charge. This person meets RTW.

Anyone who is currently employed by a company or an individual and who works at least eighty (80) hours per month has complied with RTW. For individuals subject to the time limit who are fulfilling the work requirement by working, by combining work and participation in a work program, or by participating in a work program that is not operated or supervised by the State, the individual's work hours must be verified. The eligibility worker must also verify the number of countable months that were used in another state if there is evidence that the individual participated in SNAP in the other state. The State Agency may use information received from the other state as verified information.

Unless exempt, Able-Bodied Adults Without Dependents, or able-bodied adults, are ineligible to receive SNAP benefits if, during a designated 3 year/three period, they received SNAP benefits for at least three (3) months (consecutive or otherwise) while they did not:

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- Work at least twenty (20) hours per week (or an average of eighty (80) hours a month); or
- Participate in and comply with a Workforce Investment Innovation and Opportunities Act (WIOA) Program (see Note 1 below); or
- Participate in a SNAP Employment and Training (E&T) Program twenty (20) hours per week (or an average of eighty (80) hours a month unless the individual is assigned to Work Experience (see Note 2 below); or
- Participate in an Employment and Training Program for Veterans that is operated by Department of Labor or Department of Veterans Affairs. Participate in an Employment and Training Program, other than a job search or job search training program, operated or supervised by the State or political subdivision of the State that meets standards approved by the Governor. The program may contain job search or job search training as a subsidiary component as long as such component is less than half the requirement; or
- Participate in and comply with a Workfare Program (see Note 2 below); or
- Participate at least half time (as defined by the program) in a recognized refugee training program approved, funded, or operated by the Office of Refugee Resettlement (ORR) under section 236 of the Trade Adjustment Act of 1974.

NOTE 1: WIOA is a qualifying component for an Able-Bodied Adult, therefore if the individual is participating in any WIOA component, he or she is considered to meet the RTW.

NOTE 2: For E&T Work Experience and Workfare Programs, the household's obligation of work hours required to meet the RTW will be calculated by dividing the household's authorized monthly SNAP benefit amount (before recoupment) by the current state or federal minimum wage, whichever is greater. Fractions are rounded down.

3500 The SNAP Requirement to Work (RTW)**3500 The SNAP Requirement to Work (RTW)**

EXAMPLE: The household receives \$194 monthly SNAP benefits.

~~194 ÷ \$8.50 (2017 State Minimum Wage) = 22.82~~

~~The individual needs 23 hours per month to meet the RTW rather than 80.~~

~~An individual who is self-employed and actually works at this enterprise for an average of eighty (80) hours per month or more, meets the RTW. There is no requirement that the self-employment~~

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3500 The SNAP Requirement to Work (RTW)

3501 Waivers

~~enterprise show a profit. The decision of whether an individual is self employed will be made on a case-by-case basis. See [SNAP 5516 SNAP 5516](#) for general explanation of what a self employment enterprise is. When an individual declares that they are he or she is self employed but maintains no records of their his or her income and expense, the eligibility worker may ask for some type of collateral verification. These verifications could include collateral contact, Odd Job Income/Expense Record (DCO-96) or Schedule C. For example, if an individual claims to be self employed collecting and selling cans, the household may be asked to furnish a collateral contact from the company or person who buys the cans.~~

The definition for working in order to meet RTW means:

- ~~Work in exchange for money or~~
- ~~Work in exchange for foods or services or~~
- ~~Unpaid work or, verified under the standards established by the State agency and or~~
- ~~Any combination of the above.~~
- ~~Any combination of the above.~~

~~An individual who is employed by a company or another individual must be compensated although there is no minimum wage amount the individual must earn. An individual who receives in kind benefits for work is considered to be compensated.~~

EXAMPLE: ~~An individual works twenty (20) hours each week in a coin laundry. In return, the individual is allowed to live in an apartment above the laundry free of charge. This person meets RTW.~~ ~~An individual works 20 hours each week in a coin laundry. In return, the individual is allowed to live in an apartment above the laundry free of charge. This person meets the RTW.~~

~~Anyone who is currently employed by a company or an individual and who annually works at least eighty (80) hours per month has complied with RTW. This includes people whose work is seasonal, those who cannot work due to extended periods of bad weather and school employees who do not work in the summer or other periods of school vacation.~~

~~For individuals subject to the time limit who are fulfilling the work requirement by working, by combining work and participation in a work program, or by participating in a work program, that is not operated or supervised by the State, the individual's work hours must be verified. The eligibility worker must also verify the number of countable months that were used in another state if there is evidence that the individual participated in SNAP in the other state. The State Agency may use information received from the other state as verified information.~~

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3500 The SNAP Requirement to Work (RTW)3501 Waivers**3501 Waivers**SNAP Manual ??/??/????03/01/202601/01/17

The Sstate of Arkansas is currently not under a waiver and RTW applies as of January 1, 2016. The U.S. Department of Agriculture, Food and Nutrition Service, may grant permission for ~~the~~ states to waive the SNAP (RTW) in certain areas where the current unemployment rate is higher than ten 10-percent (10%).

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3500 The SNAP Requirement to Work (RTW)

3501 Waivers

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3500 The SNAP Requirement to Work (RTW)

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3500 The SNAP Requirement to Work (RTW)

3502 RTW Exemptions

3502 RTW Exemptions

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01/01/2024

3502.1 Exemptions from RTW

SNAP Manual ??/??/????

The following individuals are exempt from the RTW:

1. Anyone ~~seventeen (16)sixteen~~^{seventeen (17)} years of age or younger.
2. Anyone ~~fifty-sixty-fivesix~~^{fifetwo (5265656)} years of age or older.
3. Anyone Medically certified as physically or mentally ~~incapacitated~~^{unfit} for employment. This includes any individual who:
 - ~~Meets the definition of an individual living with a disability;~~ or
 - ~~Receives services through Arkansas Rehabilitative Services;~~ or
 - ~~Receives Worker's Compensation or sick pay benefits;~~ or
 - ~~Found to be disabled through a decision of the Medical Review Team (MRT);~~ or
 - ~~Provides a statement from a physician, licensed psychologist or other licensed healthcare provider indicating the cause of the disability and anticipated duration of the disability. A statement that does not provide the anticipated duration of disability may be accepted but will be valid for no longer than four-six (64) months.~~
 - The incapacitation may be obvious and would not require verification or certification.
4. An individual has responsibility for a dependent child under eighteen (18)fourteen (14) years of age who resides residing in the SNAP household. If there is a dependent child under eighteen (18)fourteen (14) years of age residing in the SNAP household with the able-bodied adult,

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3500 The SNAP Requirement to Work (RTW)

3502 RTW Exemptions

~~the~~The able-bodied adult must be responsible for or have parental control of this dependent child to receive this exception~~n~~ all adults are exempt regardless of Prelationship.

5. Anyone who is pregnant. This exemption covers all trimesters of pregnancy. If the pregnancy is not obvious, verification may be requested from a medical professional such as a physician, a certified nurse midwife or an employee of the Health Department.
 - ~~Homeless Individuals~~ An Indian or an Urban Indian (as per PL 119-21 signed into law July 4, 2025). Acceptable verifications include Tribal Enrollment/Membership card, Certificate of Degree of Indian Blood (CDIB), Letter from the US Department of Health and Human Services, Letter from Tribe, or other acceptable information.)
6.
 - Indian is defined as any person who is a member of an Indian tribe. ~~Per the Indian Health Care Improvement Act 25 US Code Chapter 18 Indian is defined as “any person who is a member of an Indian tribe. Such terms shall mean any individual who, irrespective of whether they live on or near a reservation, is a member of a tribe, band, or other organized group of Indians, including those tribes, bands, or groups terminated since 1940 and those recognized now or in the future by the State in which they reside, or who is a descendant, in the first or second degree, of any such member, or is an Eskimo or Aleut or other Alaska Native, or is considered by the Secretary of the Interior to be an Indian for any purpose, or is determined to be an Indian under regulations promulgated by the Secretary.”~~
 - An Indian Tribe is defined as “any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or group or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.”
 - ~~Urban Indian is defined as “any individual who resides in an urban center, which is any~~

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3500 The SNAP Requirement to Work (RTW)**3502 RTW Exemptions**

- community which has a sufficient urban Indian population with unmet health needs to warrant assistance under Subchapter IV, as determined by the Secretary, and who meets one (1) or more of these four (4) criteria:
 - Irrespective Regardless of whether they live on or near a reservation, is a member of a tribe, band, or other organized group of Indians, including those tribes, bands or groups -

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3500 The SNAP Requirement to Work (RTW)3502 RTW Exemptions

- terminated since 1940 and those recognized now or in the future by the State in which they reside, or who is a descendant, in the first (1st) or second (2nd) degree, of any such member; or
- Is an Eskimo or Aleut or other Alaska Native; or
- Is considered determined to be an Indian for any purpose under regulations promulgated by the Secretary of the Interior; or by the Secretary of the Interior to be an Indian for any purpose; or
- Is determined to be an Indian under regulations promulgated by the Secretary of Health and Human Services

6.—

7.—

8. A Veteran is an individual who served in any branch of the military for any length of time with any type of discharge status. A California Indian is an individual who is (as per PL 119-21 signed into law July 4, 2025.) described in section 809 (a) of the Indian Health Care Improvement Act.

7.—

- A member of a federally recognized Indian Tribe
- Are a descendant of an Indian who was residing in California on June 1, 1852, if such descendant; “California Indian” is defined by the Indian Health Care Improvement Act as any Indian who is a member of a federally recognized Indian Tribe, any descendant of an Indian who was residing in California on June 1, 1852 if such descendant is a member of the Indian community served by a local program of the Service and is regarded as an Indian by which the descendant lives, any Indian who holds trust interests in public domain, national forests, or reservation allotments in California, and any Indian of California who is listed on the plans for distribution of assets of rancherias and reservation located within the State of California under the Act of August 18, 1958 (72 Stat. 619), and any descendant of such an Indian.
 - Is a member of the Indian community served by a local program of the Indian Health Service; and
 - Is regarded as an Indian by the community in which such descendant lives
 - Are an Indian who holds trust interest in public domain, national forest, or reservation allotments in California; or
 - Are an Indian of California who is listed on the plans for distribution of the assets of rancherias and reservations located within the State of California under the Act of Augst 18, 1958, and any descendant of such an Indian.

9.—

10. Individuals who are twenty-four (24) years of age or younger and who aged out of foster care or younger and were in foster care in any state on their eighteenth (18th) birthday under the responsibility of a state.

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3500 The SNAP Requirement to Work (RTW)**3502 RTW Exemptions**

8. —Is otherwise exempt from work registration as outlined at SNAP 3200. Individuals sixty (60) to sixty-four (64) years of age must qualify for an exemption that is not based on age to be exempt from the Requirement to Work.

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3500 The SNAP Requirement to Work (RTW)

3502.1 Discretionary Exemptions**3502.12 Discretionary Exemptions**SNAP Manual ??/??/????03/01/202601/01/2024

FNS provides for each State Agency an allotted number of discretionary exemptions equal to a percentage ~~eight percent (8%)~~ of the State's SNAP participation caseload. The State Agency may use these exemptions to extend SNAP eligibility to individuals who are no longer eligible to participate in SNAP due to the three (3) month Able-Bodied Adult RTW time limit. ~~Discretionary exemptions are granted to one able-bodied adult for one (1) month. The decision to exempt an individual from RTW must be documented in the case record.~~ Discretionary exemptions allow certain individuals an opportunity to establish or to re-establish themselves into the community, and may be assigned to the following groups:

- Individuals who are currently in Foster Care
- Individuals who are in Domestic Violence Shelters.

Individuals who are currently in Foster Care or Domestic Violence Shelters may be exempt from the RTW until they exit Foster Care or the Domestic Violence Shelter.

Discretionary exemptions are granted to one able-bodied adult for one (1) month. The decision to exempt an individual from RTW must be documented in the case record.

~~The Division of County Operations (DCO) is required to track and report the number of discretionary exemptions used each quarter via the FNS-583 form. The report must include the total number of exemptions used and the name of the individual that was granted the exemption. Discretionary exemptions do not expire and any unused exemptions from the previous fiscal year can carry over from year to year.~~

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3500 The SNAP Requirement to Work (RTW)

3502.1 Discretionary Exemptions

3502.3 Assignment of Discretionary Exemptions

SNAP Manual ??/??/????03/01/202601/01/2024

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3500 The SNAP Requirement to Work (RTW)

3502.1 Discretionary Exemptions

~~Discretionary exemptions allow certain individuals an opportunity to establish or to re-establish themselves into the community, dDiscretionary eExemptions and~~ may be assigned to the following groups:

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3500 The SNAP Requirement to Work (RTW)

3502.1 Discretionary Exemptions

- Individuals who are currently in Foster Care
- Individuals who are in Domestic Violence Shelters.

Individuals who are currently in Foster Care or Domestic Violence Shelters may be exempt from the RTW until they exit Foster Care or the Domestic Violence Shelter.

3503 Able-Bodied Adult Work Requirements and SNAP Work Requirement

SNAP Manual ??/??/????03/01/202601/01/17

~~SECTION DELETED AND MERGED WITH SNAP 3500~~Section deleted ??/??/???? 03/01/2026 and merged with SNAP 3500 ??/??/????, SNAP participants who are not specifically exempted by law are subject to work requirements as a condition of eligibility. Able Bodied Adults WD are a subset of this population and must meet additional requirements in order to continue receiving SNAP benefits beyond the 3-month time limit. Able-bodied adults must meet all the general SNAP work requirements (such as like registering for workM and not voluntarily quitting a job) as well as the additional requirements for able-bodied adults. The table following compares general SNAP work requirements to the additional responsibilities placed only on able-bodied adult participants.

3500 The SNAP Requirement to Work (RTW)

3502.1 Discretionary Exemptions

Rules SNAP Participants are subject to:	Requirement Exemptions:
<p><u>The Work Registration Requirements nor the Requirement to Work apply to participants who are:</u></p>	<p><u>Under sixteen (16) years of age or sixty (60) years of age or older</u> <u>Physically or mentally disabled</u> <u>Complying with other work requirements of another program (TANF or unemployment compensation)</u> <u>Sixteen (16) years of age to seventeen (17) years of age, and living at home and attending school/training program at least half time</u> <u>Responsible for a child under six (6) years of age</u> <u>Receiving TEA Cash Assistance</u> <u>Caring for an incapacitated individual</u> <u>Receiving or having applied for Unemployment benefits</u> <u>Already working more than thirty (30) hours per week, OR receiving weekly wages at least equal to the Federal minimum wage multiplied by thirty (30) hours</u> <u>Participating in a drug or alcohol rehab program</u> <u>Students enrolled at least half time</u></p>
<p><u>SNAP participants who meet the following criteria are exempt from the Requirement to Work but are subject to Work Registration requirements:</u></p>	<p><u>Exempt from General SNAP Work Requirements</u> <u>Seventeen (17)Sixteen (16) years of age or younger or fifty five (55)Sixty six (66) years of age or older</u> <u>Living in a household with a child seventeen (17)fourteen (14) years of age or younger</u> <u>Pregnant</u> <u>Homeless</u> <u>Veteran</u> <u>Twenty four (24) years of age or younger and were in foster care in any state on their eighteenth (18th) birthday</u> <u>Indians (as per PL 119-21)</u> <u>Urban Indians (as per PL 119-21)</u> <u>California Indians as these terms are defined by the Indian Health Care Improvement Act (as per PL 119-21)</u></p>

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3500 The SNAP Requirement to Work (RTW)

3502.1 Discretionary Exemptions

<p><u>SNAP participants that do not meet any exemptions listed above are subject to both Work Registration requirements and the Requirement to Work. When subject to the Requirement to Work, SNAP participants are subject to Time Limit Rules, meaning they can only receive three (3) months of SNAP benefits in a thirty-six (36) month period unless fulfilling the Requirement to Work by doing one or a combination of the following:</u></p>	<p><u>Working an average of twenty (20) hours per week or an average of eighty (80) hours per month</u></p> <p><u>Participating in SNAP E&T for twenty (20) hours per week or an average of eighty (80) hours per month</u></p> <p><u>Participating in a work program for twenty (20) hours per week or an average of eighty (80) hours per month</u></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

NOTE: Work registration requirements include the following: registering for work, participating in SNAP E&T to the extent assigned, accepting suitable offers of employment, and avoiding voluntarily quitting a job or reducing work hours below thirty (30) hours per week without good cause. See SNAP 3412 for applying sanctions if a SNAP participant fails to comply with these requirements.

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3500 The SNAP Requirement to Work (RTW)3503 Able-Bodied Adult Work Requirements – Voluntary Quit

<u>Neither the Work Registration requirement nor the RTW applies to SNAP participants who are:</u>	<u>Under the age of 16 or over the age of 60; Physically or mentally disabled; Complying with the work requirements of another program; Responsible for a child under the age of six; Already working more than 30 hours per week; Participating in a drug or alcohol rehab program; Students enrolled at least half time</u>	<u>Exempt from general SNAP work requirements; Age 17 or younger or age 55 or over; Living in a household with a child aged 17 or younger; Physically or mentally incapacitated for employment; Pregnant; Veteran; Experiencing homelessness; Age 24 or younger and in foster care on their 18th birthday</u>
<u>Activities that meet the requirements are:</u>	<u>Register for work; Participate in a SNAP E&T program to the extent required (up to 120 hours); Participate in workfare if assigned; Accept suitable employment if offered; and</u>	<u>Working an average of 20 hrs./week (or an average of 80 hours per month); Participating in a work program for 20 hrs./week (or an average of 80 hours per month); Combination of working and</u>
	<u>Do not voluntarily quit a job of 30 or more hours a week or reduce work effort to less than 30 hours per week</u>	<u>participating in a work program for 20 hrs./week (or an average of 80 hours per month); or</u>
<u>The penalty for failure to comply with the</u>	<u>Ineligible for SNAP benefits anywhere from one month to</u>	<u>Participating in a workfare program Ineligible for SNAP for the remainder of a 36 month</u>

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3500 The SNAP Requirement to Work (RTW)3503 Able-Bodied Adult Work Requirements – Voluntary Quit

<u>requirements is:</u>	<u>12 months depending on the number of occurrences (see SNAP 3410)</u>	<u>period after exhausting the 3 months of time limited eligibility. Unless an exemption or work requirement is met.</u>
The Work Registration requirement or the RTW does not apply to SNAP participants who are:	<p>Under the age of 16 or over the age of 60;</p> <p>Physically or mentally disabled;</p> <p>Complying with the work requirements of another program;</p> <p>Responsible for a child under the age of six;</p> <p>Already working more than 30 hours per week;</p> <p>Participating in a drug or alcohol rehab program;</p> <p>Students enrolled at least half time</p>	<p>Additional Able-Bodied Adult Work Requirements</p> <p>Exempt from general SNAP work requirements;</p> <p>Age 17 or younger or age 50 or over;</p> <p>Living in a household with a child aged 17 or younger;</p> <p>Physically or mentally incapacitated for employment;</p> <p>Pregnant</p>
Activities that meet the requirements are:	<p>Register for work;</p> <p>Participate in a SNAP E&T program to the extent required (up to 120 hours);</p>	<p>Working an average of 20 hrs./week (or an average of 80 hours per month);</p> <p>Participating in a work</p>

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3500 The SNAP Requirement to Work (RTW)3503 Able-Bodied Adult Work Requirements – Voluntary Quit

Participate in workfare if assigned; Accept suitable employment if offered; and Do not voluntarily quit a job of 30 or more hours a week or reduce work effort to less than 30 hours per week	program for 20 hrs./week (or an average of 80 hours per month); Combination of working and participating in a work program for 20 hrs./week (or an average of 80 hours per month); or Participating in a workfare program
The penalty for failure to comply with the requirements is:	Ineligible for SNAP benefits anywhere from one month to 12 months depending on the number of occurrences (see SNAP 3410)

3510 Establishing the RTW Three (3) Year Compliance Period

SNAP Manual 01/01/1603/01/2026??/??/????

Section deleted ??/??/????-03/01/2026 and moved to SNAP 3511

~~NOTE: It is possible for an ABAWD to be completing Mandatory E&T to satisfy the general work requirements, and for that ABAWD to still be considered out of compliance with the Requirement to Work, thus using one of their countable 3 in 36 months. This could happen for the following reasons:~~

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3500 The SNAP Requirement to Work (RTW)

3503 Able-Bodied Adult Work Requirements – Voluntary Quit

The hours required to satisfy the general work requirement are less than 80 hours per month.

The ABAWD participated in non-qualifying components (job search training/ supervised job search) to satisfy the general work requirements.

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3500 The SNAP Requirement to Work (RTW)

3502.3 Assignment of Discretionary Exemptions

The ~~3-year RTW compliance period must be established for each SNAP recipient unless the individual is exempt (see SNAP 3502)~~. Once established, the ~~3-year RTW compliance period runs continuously regardless of whether the individual participates in the Supplemental Nutrition Assistance Program~~.

3511 Three (3)3-Year Compliance Period

SNAP Manual 01/01/17 ~~??/??/????~~03/01/2026

The three (3)-year RTW compliance period runs continuously regardless of whether the individual participates in the Supplemental Nutrition Assistance Program.

The state has elected to use a fixed time period of three (3) years. The three (3)3 year period started~~will start~~ on January 1, 2016, and runs continuously for three (3) years even if there are breaks in the individual's SNAP participation. At the end of the three (3)3 year period, the count is reset, and a new compliance period will begin.

EXAMPLE 1: An individual applies for SNAP on January 4, 202516. ~~Their~~His three (3)3-year compliance period began on January 1, 202516, and runs continuously through December 31, 202718 (three~~3~~ years). A new three (3)3-year compliance period will begin on January 1, 202819.

EXAMPLE 2: An individual applies for SNAP on May 18, 202518. ~~Her~~Their three (3)3-year compliance period began on January 1, 202516, and runs continuously through December 31, 202718 (three~~3~~ years). A new three (3)3-year compliance period will begin on January 1, 202819.

3512 Countable Months

SNAP Manual ~~??/??/????~~03/01/202601/01/17

A countable month is any month in which an ~~able-bodied adult~~Able-Bodied Adult ~~W~~without ~~Dependents~~(ABAWDs) receives a full month of SNAP benefits. Any months that a household received partial month's benefits, including prorated and retroactive benefits, unless the retroactive months are not prorated, are not included in the three (3)3-month requirement. State Agencies must track countable months over the three (3)3-year period even if there are breaks in an ~~able-bodied~~able-bodied adult's participation.

EXAMPLE: —John applies for SNAP on January 2, 202516. He received SNAP benefits for January.

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3500 The SNAP Requirement to Work (RTW)3502.3 Assignment of Discretionary Exemptions

Since January was a partial month, it will not be counted as a participating month for RTW purposes. The three (3)-month count for John begins February 202516 and ends April 202516.

Beginning May 202516, John is no longer eligible for SNAP benefits since he has received three (3) full

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3500 The SNAP Requirement to Work (RTW)3502.3 Assignment of Discretionary Exemptions

months of benefits without meeting an exemption. He will

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3500 The SNAP Requirement to Work (RTW)**3510 Establishing the RTW Three (3) Year Compliance Period**

remain ineligible until December 31, 2027~~18~~, unless he later meets an exemption or can reestablish eligibility by meeting the RTW.

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3500 The SNAP Requirement to Work (RTW)3510 Establishing the RTW Three (3) Year Compliance Period

The following cChart provides an explanation of John's RTW Status:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>2025</u> ¹⁶	P	M1	M2	M3	I	I	I	I	I	I	I	I
<u>2026</u> ¹⁷	I	I	I	I	I	I	I	I	I	I	I	I
<u>2027</u> ¹⁸	I	I	I	I	I	I	I	I	I	I	I	I

W = Working at least 20 hours; **ET** = Participating in qualifying work activity; **B1, B2, B3** = Bonus months; **M1, M2, M3** = Countable month; **N** = Not participating in SNAP; **I** = Ineligible for SNAP because ABAWD able-bodied adult is not does not meeting work requirements and has used countable months. **P**=Partial month of benefits. **EX** = Exemptions.

EXAMPLE: —It's now July 2025¹⁷ and John reapplys for SNAP benefits. We discover that he has a temporary disability due to a surgery he had earlier this month. His doctor provided a statement that he will be able to return to work on October 1, 2025¹⁷.

Since John now meets an exemption due to a disability, he canwill be able to receive SNAP benefits for July-August-September-October 2025¹⁷ (he will become ineligible the month after it has been established that the disability has ended). John will not be eligible for SNAP benefits again until January 2028¹⁹ because he has already exhausted his three (3) months out of thirty-six (36) months based on the date established back in January 2025¹⁶. He cancould only be eligible before January 2028¹⁹ if he meets another RTW exemption or complies with the RTW.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>2025</u> ¹⁶	P	M1	M2	M3	I	I	I	I	I	I	I	I
<u>2026</u> ¹⁷	I	I	I	I	I	I	EX	EX	EX	EX	I	I
<u>2027</u> ¹⁸	I	I	I	I	I	I	I	I	I	I	I	I

W = Working at least 20 hours; **ET** = Participating in qualifying work activity; **B1, B2, B3** = Bonus months; **M1, M2, M3** = Countable month; **N** = Not participating in SNAP; **I** = Ineligible for SNAP

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because ABAWD able bodied adult is not meeting does not meet work requirements and has used countable months.

P=Partial month of benefits. **EX** = Exemptions.

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3500 The SNAP Requirement to Work (RTW)

For individuals who have been living in another state, the RTW compliance period will be the same as if they were residing in the State of Arkansas. Verification of their participation in SNAP in the state in which they resided is required prior to~~will have to be verified before the individual's certification is certified to receive SNAP benefits in Arkansas. This applies regardless of whether the individual received or did not receive SNAP benefits. It also applies to individuals who previously lived in Arkansas and had a 3-year period established during the previous Arkansas residency.~~

EXAMPLE 1: Sally lived in Hawaii until June 13, 2025~~16~~, then she moved to Arkansas and applied for SNAP. She received SNAP benefits in Hawaii for the months of January, February and March 2025~~16~~ and was subject to the RTW in Hawaii and met no exemptions. Since Sally has already received three (3) months of benefits from another state while not meeting an exemption, she is not eligible for SNAP in Arkansas until she meets an RTW exemption, complies with RTW, or a new three (3)-year compliance period begins.

EXAMPLE 2: Bob lived in Arkansas January through June 2025~~16~~ and received SNAP benefits. He was subject to the RTW and had a three (3)-year compliance period established beginning January 1, 2025~~16~~. He received three (3) countable months for January through March 2025~~16~~. Bob moved out of the state and returned in July 2026~~17~~. He applied for SNAP benefits and does not meet the RTW or any exemption. Since Bob has already received three (3) months in the three (3)-year compliance period, he will not be eligible until he does meet an RTW exemption, complies with RTW, or a new three (3) -year compliance period begins. ~~the requirement or an exemption or the compliance period ends.~~

For individuals added to existing SNAP cases, the eligibility caseworker will verify have to check for any previously countable months within the current three (3)-year compliance period before the individual may be added to the existing SNAP case. If an individual moves from one household to another, any countable months within the current compliance period will move with the individual.

The cChart below describes when to begin considering the three (3) countable months when an exemption changes or when an individual is added to an existing SNAP case.

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3500 The SNAP Requirement to Work (RTW)**3500 The SNAP Requirement to Work (RTW)**

Situation	RTW Compliance Period
Individual turns <u>18</u> 16 8.	The month after the <u>18th</u> 186 th 18 th birthday.
Individual's dependent turns <u>18</u> 14 5 or all dependent children leave the home.	The month after the child turns <u>18</u> 14 5 or leaves the home.
Individual no longer disabled.	The month after it has been established that the disability has ended.
Woman no longer pregnant but there is not a dependent child in the home.	The month after the woman becomes able to work.

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3500 The SNAP Requirement to Work (RTW)**3512 Countable Months**

Any period of participation in SNAP while an individual is exempt from the RTW will not count toward the individual's three (3)-month participation limit. However, once a thirty-six (36) 36-month compliance period has been established it runs continuously ~~regardless of whether even if~~ if the individual later becomes exempt from the RTW and then loses that exemption.

EXAMPLE: On May 25, 202617, Sara applies for SNAP. Sara's three (3)-year compliance period began on January 1, 202516. Her application is approved the same day, and she receives a prorated benefit amount for May. ~~Therefore~~, May does not count toward her three (3) months in three (3) years count. In July 202617, she reports that she is pregnant, ~~therefore~~ and she meets an exemption. In August 202617, she reports that she miscarried, and she is released to return to work ~~from~~ on September 1, 202617. Sara no longer meets an exemption, and she is not meeting the RTW. Sara used 1 month in June 202617. She was exempt for July and August and used two (2) months in September and October. Unless Sara becomes eligible by meeting an exemption or complying with the RTW she ~~will not be able~~ ~~is not eligible~~ ~~eligible~~ to participate in SNAP again until January 1, 202819.

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3500 The SNAP Requirement to Work (RTW)

3512 Countable Months

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3500 The SNAP Requirement to Work (RTW)

3512 Countable Months

The following chart provides an explanation of Sara's RTW Status.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2025¹⁶	N	N	N	N	N	N	N	N	N	N	N	N
2026¹⁷	N	N	N	N	P	M1	EX	EX	M2	M3	N	I
2027¹⁸	I	I	I	I	I	I	I	I	I	I	I	I

W = Working at least 20 hours; **ET** = Participating in qualifying work activity; B1, B2, B3 = Bonus months; **M1, M2, M3** = Countable month; **N** = Not participating in SNAP; **I** = Ineligible for SNAP because ~~able-bodied adult ABAWD is not meeting~~^{does not meet} work requirements and has used countable months.

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3500 The SNAP Requirement to Work (RTW)3520 Establishing Good Cause

P=Partial month of benefits. EX = Exemptions.

3520 Establishing Good Cause

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If an Able-Bodied Adult Without Dependents (ABAWD)'s circumstances change in a way, that potentially causes them to lose their eligibility, good cause must be determined. The eligibility worker should consider all facts and circumstances including information provided by both the household and/-or the employer when determining good cause.

- If the individual would have worked twenty (20) hours ~~20hrs~~/week (or an average of eighty (80) hours per month) but missed work for a good cause, the individual would ~~shall~~ be considered to have met the work requirement if the absence from work is temporary and they intend to return to work.

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3500 The SNAP Requirement to Work (RTW)

3520 Establishing Good Cause

Good cause includes circumstances beyond the household member's control, such as, but not limited to illness, household member illness requiring the presence of the member, and/or household emergency, or the unavailability of transportation.

- The individual is considered to have met the work requirement if the circumstance is temporary and they intend to return to work, including lack of transportation.

Good cause will be determined on a case-by-case basis.

3530 Disqualifying Individuals Who Fail to Comply

SNAP Manual ??/??/????03/01/202601/01/17

At application, ~~at recertification/renewal, or when processing a semi-annual report~~ or reported change, the eligibility worker must evaluate the Requirement to Work (RTW) status of all nonexempt household members. See SNAP 3502 for an explanation of RTW exemptions. Any nonexempt member who has participated in the Supplemental Nutrition Assistance Program for three (3) months, consecutive or not, since the beginning of ~~three (3)~~ year RTW compliance period without meeting the RTW will be ineligible to participate in the Supplemental Nutrition Assistance Program.

3500 The SNAP Requirement to Work (RTW)**3520 Establishing Good Cause**

If the individual who is disqualified due to failure to comply with the Requirement to Work (RTW) is the only household member, the SNAP case will be closed. If other household members remain eligible, the instructions in SNAP 1623.2SNAP 1623.2, items 1-3, will be used to determine the household's monthly SNAP benefit amount. The

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3500 The SNAP Requirement to Work (RTW)3520 Establishing Good Cause

disqualification will continue until the end of the designated three (3) year period or until the member regains eligibility (See SNAP 3520-3530).

3531 Evaluating Whether to Impose a Penalty RTW Status

SNAP Manual ??/??/????03/01/202601/01/17

The following checklist may be used to evaluate if client is exempt from or complying evaluate whether a penalty must be imposed against an individual for failure to comply with the Requirement to Work (RTW).

Step 1: Identify RTW/Able-Bodied Adult Without Dependents (ABAWD) Individuals:

Use the checklist below to help determine RTW/ABAWD Able-Bodied Adult Status for each household member between and including the ages of eighteen (18) to sixty-four (64). Members seventeen (17) sixteen seventeen (176) years of age or younger or fifty five 55 sixty-five (65) years of age or older are not subject to RTW or the time limit or any penalty:

If a “YES” is answered to any of the questions below, that individual is exempt from the RTW, and no penalty should be imposed.

- Is this individual exempt from normal General Work Registration Requirements and not between sixty (60) to sixty-four (64) years of age? (See SNAP 3200)
- Is there a child in the SNAP household 17 fourteen (14) years of age the able-bodied adult responsible for a dependent child under fourteen (14) years of age who resides in the SNAP household or under?
- Is this individual mentally or physically unable to work? (If so, request task for a statement from a healthcare provider. This should only be requested if it is not obvious.)
- Is this individual pregnant? (self-attestation acceptable)

Is this individual experiencing homelessness?

Is this individual a veteran?

3500 The SNAP Requirement to Work (RTW)3531 Evaluating RTW Status

-

Is this individual twenty-four (24) years of age or younger and aged out/were in of f foster care in any state at age 18 on their eighteenth (18th) birthday?

Does this individual belong to one of the following groups:: -Indian, Urban Indian or California Indians (as these terms are defined by the Indian Health Care Improvement Act)?

The individual is also exempt if he/she is already meeting one of the work requirements below.

If the answer to any of the questions below is “YES,” the individual ~~meets the RTW, and no penalty should be imposed~~ ~~is meeting~~ complying with the RTW.

Is this individual already working at least twenty (20) hours per week (or an average of (80) hours per month)? Work can be for pay, for goods or services (for something other than money), unpaid, or as a volunteer.?

Is this individual participating in a work program for at least eighty (80) hours per month?

Is this individual doing a combination of work, Employment and Training, and/or a work program at least twenty (20) hours per week (or an average of eighty (80) hours/month)?

If none of the above are checked, then the individual and he or she has already received the three (3) countable months, g. Go to go to Step 2:

Step 2: Impose the Penalty and notify the household Client is not eligible until they comply with RTW and must be notified with a Notice of Action.

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3500 The SNAP Requirement to Work (RTW)

3531 Evaluating RTW Status

3532 Notices for Non-Compliance with the Requirement to Work

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If any member is disqualified for failure to comply with the RTW, the household will be notified via a DCO-0001 Notice of Action, and the notice will include:

- Why the member has been disqualified
-
-
- When the disqualification will be imposed
- Period of disqualification
- How the member may comply with the RTW;
- That the household must advise the county if this member complies with the RTW;
- Who is exempt from the RTW; and
- Fair hearing info??Right to fair hearing
 - That the household must advise the county if this member becomes exempt from or complies with the RTW, as the disqualification may be avoided if compliance or exemption occurs before the specified date.

If any member is disqualified presumptively, the household will also be notified via a DCO-1 Notice of Action and the notice will include:

- When the disqualification will be imposed; and
- That the disqualification may be avoided if the household member complies with the RTW or becomes exempt from the RTW before the specified date.

3540 Regaining Eligibility

SNAP Manual ??/??/????03/01/202601/01/19

Individuals who have used their three (3) countable months may regain eligibility at any time by:

- Verifying that he or she is meeting will meet one of the requirements: work an average of eighty (80) hours per month, participate in a work program or a qualifying Employment and Training component, a qualifying combination of the first two (2), or will meet an exemption within the thirty (30) days subsequent to after application. The client must provide verification

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that they are meeting the requirement or must wait until the three (3) year period ends to receive benefits. The client must verify that they will meet the requirement, or the 3-year periods ends.

•

SNAP-eligibility may be regained for an additional three (3) countable Bonus months (months must be consecutive) if during a thirty30-day period the individual has eighty (80) hours of work within a thirty (30)30-day period.

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SNAP CERTIFICATION MANUAL – SECTION

3500 The SNAP Requirement to Work (RTW)3531 Evaluating RTW Status**3540.1 Meeting an Exemption**

SNAP Manual ??/??/????03/01/2026

Individuals who have used their three (3) countable months may regain eligibility at any time by meeting an exemption from the RTW. See SNAP 3502200 SNAP 3200 for a list of individuals who are exempt from RTW.

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3532 Notices for Non-Compliance with the Requirement to Work

3540.2 Three Consecutive Bonus Months

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Individuals who have already received three (3) countable months during the current thirty-six (36) month RTW compliance period may be eligible for three (3) bonus months if he or she worked eighty (80) hours or more during any thirty (30) day consecutive day period. ~~regain eligibility if during any 30 consecutive day period they~~ ~~he or she~~ ~~worked 80 hours or more~~. The individual must meet the following criteria ~~in order to~~ to receive bonus months:

- The ~~ABAWD Able-Bodied Adult~~ must have gained eligibility but is no longer fulfilling the work requirement.
- If the individual was working, the consecutive three (3) bonus months must start when the

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- ~~p~~articipant notifies the State agency that he or she ~~is~~ no longer meeting the Requirement to Work.
- If the individual was participating in a work program ~~or welfare program~~, the consecutive three (3) bonus months must start when the State determines the ABAWD Able-Bodied Adult is no longer in compliance.
- The ABAWD Able-Bodied Adult must not have received an additional three (3) consecutive bonus months more than once in the same three (3) year period.

The three (3) additional bonus months must be used consecutively.

EXAMPLE: Bill applied for SNAP on October 10, ~~2025~~ 16, and is determined to be meet requirements for expedited SNAP benefits. October is

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3500 The SNAP Requirement to Work (RTW)

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not a countable month since he only received a partial benefit amount.

On November 3, 2025~~11/3/2016~~ Bill is recertified; ~~however, however,~~ he reports he is now working twenty (20) hours/week making minimum wage/~~hour~~hr. Since he meets RTW then he will be eligible to participate in SNAP.

In February 2026~~17~~, Bill's case ~~closes~~closed because he failed to complete his ~~renewal~~recertification. He reapplies for SNAP on July 2, 2026~~17~~, and reports that he is no longer working and meets no other exemption. Bill receives a partial month of benefits in July and full benefits for August-September-October. He has received his three (3) countable months as of October 2026~~17~~. However, he's eligible for three (3) consecutive bonus months of November, December and January because he had eighty (80) hours of work for thirty (30) consecutive days within the compliance period.

His case will close effective February 2027~~18~~, and he will be ineligible until January 2028~~19~~ unless he complies with the RTW or meets an exemption.

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3500 The SNAP Requirement to Work (RTW)3540.3 Qualifying Work Activity

The following chart provides an explanation of Bill's RTW Status:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>2016</u> <u>202</u> <u>5</u>	N	N	N	N	N	N	N	N	N	P	W	W
<u>2017</u> <u>202</u> <u>6</u>	W	W	N	N	N	N	P	M1	M2	M3	B	B
<u>2018</u> <u>202</u> <u>7</u>	B	I	I	I	I	I	I	I	I	I	I	I

W = Working at least 20 hours; ET = Participating in qualifying work activity; B1, B2, B3 = Bonus months; M1, M2, M3 = Countable month; N = Not participating in SNAP; I = Ineligible for SNAP because ABAWD does not meet work requirements and has used countable months. P=Partial month of benefits. EX = Exemption; B=3 Consecutive Months Bonus

3540.3 Qualifying Work Activity

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The household ~~must~~ notify DHS the county office when a disqualified individual goes to work or otherwise meets RTW. The household is the primary source of information about any member meeting RTW. The worker must determine compliance within ~~ten~~ (10) days from the date of the reported change. If the individual has complied with the RTW or has met an exemption, then the individual will be ~~added back to the case~~ eligible to participate.

If during a thirty (30)-day period, the individual has:

- Worked at least eighty (80) hours per month; or
- ~~(this can be verified with the Volunteer Agreement (DCO-0261))~~ Participated in and complied with a Workforce Investment Opportunity Act (WIOA) Program eighty (80) hours per month; or
- Participated in ~~a~~ qualifying SNAP Employment and Training (E&T) Program components.

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3500 The SNAP Requirement to Work (RTW)3540.3 Qualifying Work Activity

- - Participated in and complied with a Workfare Program; or
 - - Participated and complied with a program under section 236 of the Trade Adjustment Act of 1974
 - Participated and complied with a program under section 236 of the Trade Adjustment Act of 1974—at least half-time (as defined by the program) in a recognized refugee training program approved, funded, or operated by the Office of Refugee Resettlement (ORR).

 **NOTE:** If an individual is participating in a Workforce Investment Opportunity Act Program (WIOA), then they are he/she is considered to be meeting the RTW regardless of the number of hours he/she is they are completing.

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3500 The SNAP Requirement to Work (RTW)

3540.3 Qualifying Work Activity

EXAMPLE: Judy applied January 3, 2025~~16~~, and received SNAP for January. She participated in a qualifying RTW activity for February, March and April and reported she went to work in May and worked ~~thru~~through August 2025~~16~~. Her case closed on ~~???????~~Judy's case closed on September 1, 2025. She did not participate in SNAP from September ~~thru~~through December 2025~~16~~. She reapplied on January 15, 2026~~17~~, and received a partial month of benefits for January. January did not count as one (1) of her ~~three~~(3) months. She received February, March and April which counted as her M1, M2 & M3. We verified that she had ~~eighty~~(80) hours of work within ~~thirty~~(30) days back in May through August 2025~~16~~, therefore she is eligible for ~~three~~(3) consecutive Bonus Months for May-July 2026~~17~~. She is ineligible effective September 2026~~17~~ until January 1, 2028~~19~~, unless she meets an exemption, or she participates in RTW.

She reapplys on November 4, 2026~~17~~, and she verifies that she has participated with a WIOA (Workforce Innovation and Opportunity Act) program through Arkansas Workforce Connections DWS for the past ~~thirty~~(30) days. Judy becomes eligible at application and may participate as long as she complies with RTW.

The following chart provides an explanation of Judy's RTW status.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Year 1	P	WIOA	WIOA	WIOA	W	W	W	W	N	N	N	N
Year 2	P	M1	M2	M3	B1	B2	B3	I	I	I	WIOA	WIOA
Year 3	WIOA											

W = Working at least 20 hours; **ET** = Participating in qualifying work activity; **M1, M2, M3** = Countable month; **B1, B2, B3** = Bonus months; **N** = Not participating in SNAP; **I** = Ineligible for SNAP because ~~ABAWD does not meet able bodied adult is not meeting work requirements~~ and has used countable months; **P**=Partial month of benefits. **EX** = Exemptions.

WIOA=Workforce Innovation and Opportunity Act

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3540.3 Qualifying Work Activity

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3600 SNAP E&T Programs

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3600 SNAP E&T Programs

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The Food and Nutrition Act of 2008 requires all states to operate an Employment and Training (E&T) Program to gain skills, training, work, or experience that will increase their ability to obtain regular employment and meet State or local workforce needs to assist eligible recipients in obtaining skills necessary in order to gain employment. In Arkansas, SNAP recipients who are subject to the requirement may participate in a SNAP Employment and Training (E&T) Program operated by various E&T Providers throughout the State.

Participation in the SNAP E&T Program is voluntary. No individual will be penalized for failure or refusal to participate in the SNAP E&T Program.

All SNAP recipients who are subject to the Time Limit Rules will be referred to the E&T Program. This includes all able-bodied adults without dependents who are not employed at least eighty (80) hours per month. Specifically, able-bodied adults, eighteen (18) years of age to sixty-four (64) years of age.

These individuals will be systematically referred to the E&T Program unless one of the following conditions are met if they do not meet an RTW exemption:

- The able-bodied adult has responsibility for a dependent child under fourteen (14) years of age residing in the SNAP household;
- The able-bodied adult individual is a pregnant woman;
- The able-bodied adult is working twenty (20) hours per week (or an average of eighty (80) hours per month); or
- The able-bodied adult individual is otherwise exempt from the general work requirements of SNAP 3100.

The State agency is responsible for screening each able-bodied adult to determine whether it is appropriate to refer the individual to the E&T program. If the State agency determines the individual is fit to participate in an E&T program, the State agency must provide the participant with the written notice and the comprehensive oral explanation. The State agency must refer participants to E&T and all participants must receive both case management services and at least one (1) E&T component while participating in the program. The State agency must determine the order in which the participant will receive the elements of an E&T program. The

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State agency must explain to the participant's next steps for accessing the E&T program. If there is not an appropriate and available opening in an E&T program, good cause for non-participation will be assigned.

Clients who are referred to the E&T Program may participate in one (1) or more of the following components:

3610 RClients who are referred to the E&T Program may participate in one or more of the following components.: Establishing if E&T is Appropriate

3620 E&T Program Referral

3621 Automated Referral

3621.1 State Agency Responsibilities

Independent Job Search – Participants make a pre-determined number of inquiries to prospective employers over a specified period.

Job Search Training – Participants undergo a job skills assessment. Resume development, interview coaching and job leads may be provided. Skills testing may be conducted.

Participants may be provided employment counseling, motivational techniques, and effective job search methods and instructions in a group setting. Participants may be assigned an employment counselor or case manager who works with the participant on a one-to-one basis.



NOTE: Placement in Independent Job Search and Job Search Training are not qualifying components on their own and must not be combined to meet the total hours needed to meet the E&T requirement. Each can only account for less than half the total hours needed to meet

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the requirement for ABAWDsable bodied adults.

Education – Participants may be enrolled in education programs or activities designed to help the participant improve basic skills including reading and math, acquire a high school diploma or GED, learn the English language, or gain occupational skills including but not limited to work keys and self-guided computer-assisted learning programs. Participants may also be enrolled in programs such as, but not limited to, certified nursing assistant training or post-secondary vocational training.

 **NOTE:** Placement in a post-secondary component is limited to twenty-four (24) months.

Work Experience – Participants participate in unpaid or subsidized work experience or on-the- job training to prepare them for unsubsidized employment.

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On the Job Training—Participants receive training that provides knowledge or skills pertaining to a specific job. Under OJT, participants can be hired by a private or public employer and will be paid at the same rate as other employees performing the same or similar jobs.

Job- Retention—Participants who find employment, which makes them ineligible for the E&T program, will be placed in the Job Retention Component for a period of ninety days commencing when employment is verified ~~and be eligible for the services outlined in~~.

SNAP 3632.**3610 Registration**

SNAP Manual ??/??/????03/01/2026

Section deleted ??/??/????03/01/2026

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3610 Registration

SNAP Manual 10/01/03

Work registration of SNAP recipients is completed at initial certification and at each recertification when the SNAP application form is signed. Registration must also occur at the time of a reported change, semi-annual report, or recertification when a member of an active case loses an exemption. Household members subject to the work registration requirement will be notified via a *Notification of Work Registration* (DCO 260).

3610.1 Establishing If E&T Is Appropriate

SNAP Manual 01/01/2024??/??/????03/01/2026

Section deleted ??/??/????03/01/2026

The State agency is responsible for screening each work registrant to determine whether or not it is appropriate to refer the individual to the E&T program. If the State agency determines the individual is required to participate in an E&T program, the State agency must provide the participant with the written notice and the comprehensive oral explanation. The State agency must refer participants to E&T and all participants must receive both case management services and at least one (1) E&T component while

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3600 SNAP E&T Programs3610.1 Voluntary Quit Establishing If E&T Is Appropriate

~~participating in the program. The State agency must determine the order in which the participant will receive the elements of an E&T program. The State agency must explain to the participant's next steps for accessing the E&T program. If there is not an appropriate and available opening in an E&T program, good cause for non-participation will be assigned.~~

3620_E&T Program Referral

~~SNAP Manual ??/??/????03/01/2026-01/01/24~~

~~Section deleted 03/01/2026??/??/????~~

~~All SNAP recipients who are subject to the Requirement to Work (RTW) will be referred to the E&T Program. This includes all able bodied adults without dependents who are years of age are sixteen (16) to sixty five (65) years of age not employed at least eighty (80) hours per month.~~

- ~~o Specifically, able-bodied adults, age eighteen (18) years of age to sixty four (64) years of age, forty-nine (49) Age eighteen (18) – fifty (50) effective 09/01/2023~~
- ~~Age eighteen (18) – fifty two (52) effective 10/01/2023~~
- ~~o Age eighteen (18) – fifty four (54) effective 10/01/2024~~
- ~~o Age eighteen (18) – fifty five (55) effective 10/01/2025~~

~~These individuals will be systematically referred to the E&T Program unless one of the following seven (7) conditions are met if they do not meet an RTW exemption:~~

- ~~• The able-bodied adult resides in the same SNAP household with a minor seventeen fourteen (17)(14) years of age or younger; or has responsibility for a dependent child under fourteen (14) years of age residing in the SNAP household;~~
- ~~• The able-bodied adult individual is a pregnant woman; or~~
- ~~• The able-bodied adult is working twenty (20) hrs. per week (or an average of eighty (80) hours per month); or~~
- ~~• The able-bodied adult individual is otherwise exempt from the general work registration requirements of SNAP 3100; or~~
- ~~• Homeless Individuals; or~~
- ~~• A Veteran an individual who served in any branch of the military for any length of time with any type of discharge status; or~~

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- ~~Individuals who are twenty-four (24) years of age or younger and who aged out of foster care under the responsibility of a state.~~

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An ABAWD individual may be otherwise exempt if he or she cares for an incapacitated person of any age, receives unemployment benefits, participates in a drug and alcohol treatment substance abuse treatment and rehabilitation program, or attends a school or an institution of post secondary education on at least a half-time basis.

See SNAP 3502.13500, item 3 for a definition of an individual with disabilities physically or mentally unfit for employment as applicable to the RTW.

Volunteers: Any other household member who is subject to the Supplemental Nutrition Assistance Program work registration requirements of SNAP 3100 may be referred to the E&T Program as a volunteer unless he or she receives TEA or Unemployment benefits.

Referrals will be made at application (initial and recertification) and reported change. Referrals will also be made at reported change if a household member has become subject to the requirement to work (RTW).

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3600 SNAP E&T Programs3610.1 Voluntary Quit Establishing If E&T Is Appropriate

~~A *Notification of General Work Registration (DCO-260)* will be sent~~ given to the household to serve as the registrant's written explanation and to explain the E&T Program to the registrant. The written explanation does not relieve the agency of the requirement to provide an oral explanation at interview.

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3600 SNAP E&T Programs

3610.1 Voluntary Quit Establishing If E&T Is Appropriate

3621 Automated Referrals

SNAP Manual 01/01/19

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, and reported changes/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 aged 17 or younger.

Eligibility staff must ensure that the proper characteristics are assigned to the individual when eligibility is determined and before authorization. DCO county office workers must use the proper characteristic for work registrants who are not

Work Participation Characteristic Systematically Assigned	Description
Pregnant Woman Indicates a work registrant who is exempt from the RTW.	Use this characteristic to exempt a woman from the RTW due to pregnancy (regardless of trimester).
Work 20<30 Hours Indicates a work registrant who is subject to the RTW but fulfilling due to employment.	Use this characteristic for a work registrant who is working at least twenty (20) hours per week, but less than thirty (30) hours per week.
SNAP E&T Participating Indicates that an individual is participating and complying with an E&T Program.	This code is used to show that an individual is participating and complying with a SNAP E&T Program.
Age 55-6066 or older Indicates a work registrant who is not subject to the RTW.	They are not subject to RTW. They are not automatically referred to the E&T Provider. Use this characteristic for work registrants who are at least fifty five (55)sixty-six (66) years of age, but no older than age fifty nine (59) years of age.
SNAP Cares for Child Indicates an individual who is subject to the RTW but is exempt because they live in a SNAP HH with a minor child fourteen (14) years of age or younger.	Use this characteristic for an able-bodied adult when they reside in the same SNAP HH with a minor child regardless of the child's dependency or relationship to the able-bodied adult.
Discretionary Exemptions Indicates a work registrant who is subject to the RTW but is granted an exemption.	Use this characteristic for able-bodied adult work registrants who are granted a Personal Exemption from the RTW.
Mandatory SNAP Indicates that an individual is subject to the RTW but not participating in an E&T Program.	This code is used when an individual meets no work registration or RTW exemptions. These individuals are automatically referred to the E&T Program.

subject to the RTW. The characteristics to be used are shown in following chart:

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<u>RTW 550-60 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 550 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 815% 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 815% Personal Exemption from the RTW. 815% 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>RTW</u> <u>SNAP/RTW-Work 20 to 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

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subject to the RTW but is exempt because he or she lives in a SNAP HH with a minor child regardless of dependency of the minor on the individual.	household with a minor child regardless of the child's dependency or relationship to the able-bodied adult.
Mandatory SNAP Indicates that an individual is subject to the RTW but not participating in an E&T Program.	<ul style="list-style-type: none"> — This code should be used when an individual meets no Work Registration or RTW exemptions. — These individuals are automatically referred to the E&T Program in E&T counties.
RTW/Workfare	<ul style="list-style-type: none"> — This code is to be used when an individual is assigned to Formal Workfare or is participating in an Comparable Workfare position.

~~The E&T Provider will be provided a list of referrals containing the following information about each household member selected as a Mandatory – SNAP referral:~~

Member Name

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- Member SSN
- Case head Name
- Case head SSN
- Address
- Telephone Number (If available)
- Beginning month in certification period
- Ending month in certification period
- Total by county

~~Each County Office will be provided a list of the Mandatory - SNAP~~

~~A list of individuals who are no longer Mandatory - SNAP referrals will be provided to each E&T Provider.~~
~~This list will be compiled by comparing the list of current SNAP recipients to the current file of E&T~~
~~referrals. If a member who was a mandatory referral no longer appears on the list of current SNAP~~
~~recipients OR a member no longer meets the criteria to be a mandatory referral, that member will be listed~~
~~as an "E&T Closure" on the list of closures. This information will appear on the list of closures:~~

- Member SSN

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- Case_head Name
- Case_head SSN
- Beginning month in certification period
- Ending month in certification period
- Total by county

~~The report will be provided to the Supplemental Nutrition Assistance Program Section and to the DHS County Office.~~

3621.1 County Office Responsibilities

~~SNAP Manual 8/1/05 ??/??/????~~

3621.1 State Agency Responsibilities

~~SNAP Manual ??/??/????~~

~~The E&T Provider will not be reimbursed for costs incurred by an E&T Program participant who is no longer participating in the Supplemental Nutrition Assistance Program. Therefore, it is extremely important that the E&T Provider be notified when a SNAP case containing an E&T Program participant is closed because the household is ineligible. A closure task is generated in SNAP Works, because the semi-annual report was not processed, or for any other reason. A list of closures is provided to the E&T Provider as described in SNAP 3621. The following changes must be reported to the E&T Provider:~~

- ~~Address changes must be reported if a household member is participating in the E&T Program and the household reports the address change during the household's certification period. (This includes address changes reported on the semi-annual report.)~~
- ~~Changes in household composition must be reported if an E&T Program participant, either a mandatory referral or a volunteer, is dropped from an active case during a certification period. (This includes individuals whose status is changed from an eligible to an ineligible member due to disqualification, etc.)~~

~~The DHS eligibility worker will use the Employment and Training Program Routing Form (DCO-205) to notify the E&T Provider within 10 days of these changes.~~

~~DHS eligibility workers must continue to manually refer the following individuals to the E&T Provider:~~

- ~~Able-bodied adults added to a SNAP case as the result of a reported change including those changes reported on the Semi-Annual Report.~~
- ~~E&T participants Able-bodied adults who live in a household that contains a minor household member if the individual chooses to volunteer. During the automated referral selection process,~~

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3600 SNAP E&T Programs

3610 Registration

~~these members are bypassed and will not be automatically referred to the E&T Program. The worker must do this manually.~~

~~Any SNAP recipient who is work registered but not classified as an able-bodied adult may participate in the E&T Program as a volunteer. For example, a parent of a minor child could be referred to the E&T Program if he or she is work-registered and wishes to volunteer. A child aged 16 or 17 who is not in school and who is work registered could be referred to the E&T Program if he or she wishes to volunteer. Volunteers who are work registered may be reimbursed for any expenses related to E&T participation. The reimbursement is rate for work-registered volunteers is the same as the reimbursement rate for able-bodied adults who participate in the program: a maximum of \$900 per fiscal year per participant/50.00 per calendar month for all reimbursements. County offices must continue to manually refer work registrants other than able-bodied adults to the E&T Program if the individual wishes to volunteer.~~

336622 Provider Determination

SNAP Manual ??/??/????03/01/202601/01/2024

A provider determination is when an E&T provider determines that an E&T participant is not a good fit ~~not appropriate or is ill-suited~~ for a particular E&T component. Only the E&T provider has the authority to determine if an individual is ~~ill-suited~~not a good fit for the E&T component at any point between~~from~~ the time an individual is referred to an E&T component until completion of the component.

The State agency is responsible for ensuring all E&T providers are informed of their authority and responsibility to determine if an individual is not a good fit ~~ill-suited~~ for a particular E&T component.

Such determinations shall be referred to as provider determinations. The E&T provider must notify the State agency of the provider determination within ten (10) days of the date the determination is made. This notification must include the reason for the provider determination. If an E&T provider finds an individual is not a good fit ~~ill-suited~~ for one (1) component offered by the E&T provider, the provider may switch the individual to

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3600 SNAP E&T Programs**3610 Registration**

another component and inform the agency of the new component without need for the agency to act further on the determination.

The E&T provider may also provide input on the most appropriate next step for the individual with a provider determination. If the State agency is unable to obtain the reason for the provider determination from the E&T provider, the agency must continue to act on the provider determination.

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3600 SNAP E&T Programs3622 Provider Determinations**3622.1 State Agency County Office Response to Provider Determinations responsibilities**

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When the agency receives notification that an individual has received a provider determination, and the individual is not exempt from the work requirement, the agency must:

- Notify the E&T participant, within ten (10) days of receiving notification from the E&T provider, of the provider determination. This notification will:
 - Explain what provider determination is.
 - Explain next steps that the agency will take as a result of the provider determination
 - Explain that the individual is not being sanctioned as a result of the provider determination.
- Re-screen the individual for participation in the SNAP E&T program.
- Provide the individual with information about workforce partnerships.

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- _____
 - Reassess the individual for any mental or physical impairments

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- If the individual is found to be physically or mentally unfit, the individual will be exempt from the work requirement.

If the participant is an ABAWD ~~able-bodied adult without dependents~~ and has received a provider determination, the individual must be notified that they will accrue countable months toward their three (3) month participation time limit. The months will begin to accrue the next full benefit month after the month during which the participant has been notified of the provider determination, unless the individual fulfills the work requirements, has good cause, or is

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3600 SNAP E&T Programs

3610.1 Establishing If E&T Is Appropriate

otherwise exempt.

The participant may be notified verbally or in writing, and ~~the eligibility worker~~ it must document when the notification occurs in the participant's case file.

3630 Reimbursement/Payments

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Each E&T participant will be eligible to receive reimbursement for transportation necessary to enable the individual to comply with required component activities. Reimbursement for

transportation will be based on actual expenses ~~(for example mileage to and from the SNAP E&T service component site) of the current allowable state mileage reimbursement rate or the actual costs (for example, e.g., for bus service or transportation provider) whichever is greater but not to exceed the maximum of nine hundred dollars (\$900) per fiscal year~~⁵⁰ allowed per calendar month per participant.

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E&T reimbursements for transportation may include transportation costs such as:

- Bus tokens
- Gas vouchers
- Prepaid gas cards
- Automobile repairs
- Carpools

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3600 SNAP E&T Programs3630 Reimbursement/Payments

- Mileage reimbursements
- Taxicab services
- Contracts with private entities, such as transit providers who provide shuttle services
- Purchase of tires or automobile batteries
- Driver license fees (including renewals)

Other expenses related to E&T Program participation such as uniforms, boots, tuition as examples and, these expenses may be reimbursed when necessary, and reasonable for participation in the E&T program when such reimbursements are requested by the local E&T Provider. These requests must be handled on a case-by-case basis and may include:

- GED test payments, uniforms, personal safety items, or other necessary equipment, and books or training manuals;
- _____
- Suitable clothing for job interviews;
- _____
- Licensing and bonding, or background check fees for a work experience placement;
- _____
- Vision needs (such as eyeglasses and eye exams)

3600 SNAP E&T Programs3630 Reimbursement/Payments

~~Vision needs (such as eyeglasses and eye exams).~~

~~Payment must be authorized through the Wise system and paid directly to the vendor, unless verification is provided by the E&T Provider that this was indeed an out-of-pocket expense paid by the participant. The worker will utilize instructions contained in the Online Wise Help when authorizing reimbursement payments and generating checks for customers and providers for expenses other than transportation. See SNAP 3631 for instructions on authorizing transportation costs. If a provider is providing services for more than one participant, a separate entry for each person must be keyed to RSRP in order for a check to be generated.~~

~~Total monthly annual E&T reimbursement may not exceed nine hundred dollars (\$900) per fiscal year per participant~~50~~ per client per calendar month. This includes both transportation costs and other costs. This reimbursement will not be counted as income in the SNAP budget (see SNAP 5411). See SNAP 5411.~~

~~Questionable claims for reimbursement should be referred to the Supplemental Nutrition Assistance SNAP E&T Program Manager for resolution.~~

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3600 SNAP E&T Programs3630 Reimbursement/Payments**3631 Transportation Reimbursement Payments**SNAP Manual-01/01/17 ??/??/????03/01/2026

Each month that an E&T Program participant incurs a transportation expense, the E&T Program participant must complete and submit a *Travel Reimbursement Documentation (DCO-0243)* form. ~~and page one of the Billing and Routing Sheet (DHS-0187)~~. It will not be necessary to complete page 2 of the ~~DHS-0187~~. The ~~DCO-243 and DHS-0187 may be completed in the E&T Provider's office when the client goes there for E&T Program services.~~

~~When an E&T Program participant uses his or her own car for E&T related travel, sections A, B, and C of the DHS-0187 must be completed by the participant. The DCO-243 will be attached as~~

~~documentation of the travel. When an E&T Program participant pays someone else to transport him or her, Sections A, B and C of the DHS-0187 must be completed and documentation of transportation cost must be attached. If public transportation is used, a copy of the bus ticket or a receipt should be attached. If the participant pays another individual to furnish transportation, that individual must provide a signed statement indicating the dates on which transportation was provided and the amount paid for the transportation.~~

~~The E&T Provider will not sign or date the DHS-0187. Instead, the form will be forwarded to the DHS county office. The DCO eligibility worker will sign the form in the area entitled "DHS Authorized Signature" and will authorize the payment via the Wise system. Instructions may be accessed via Online Wise Help.~~

~~NOTE: Each time a reimbursement is to be authorized, the worker must check the client's mailing address displayed on WISE to be sure it is the current/correct one. The Wise mailing address needs to be corrected before a reimbursement check is authorized.~~

3600 SNAP E&T Programs**3631 Transportation Reimbursement Payments****3640 Information Supplied to DHS by the Provider**

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~~Participation in the SNAP E&T Program is voluntary. No individual will be penalized for failure or refusal to participate in the SNAP E&T Program even if the E&T Provider furnished this information to the DHS county office.~~

~~The only adverse action that may be taken is when an able-bodied adult has received the maximum months of eligibility within the current three year compliance period.~~

When an E&T Provider becomes aware that an E&T Program participant has gone to work, the provider worker will notify ~~the State Agency via an Employment/Income Change task from SNAP Works~~~~the DHS county office via non-compliance task.~~ the DCO-205. The E&T

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3600 SNAP E&T Programs

3631 Transportation Reimbursement Payments

Provider will transmit this information to the designee at the local DHS County office within ten (10) days of the reported change. This information will be processed according to the household's reporting requirements and work registration status.

3650

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Section deleted 06/01/2005 DELETED EFFECTIVE 06/01/05

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~~3700 Welfare~~~~3600 SNAP E&T~~

3631 Transportation Reimbursement Payments

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5100 Income - Summary**5411 Reimbursements****5411 Reimbursements****5411 Reimbursements**

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Payments which cover past or future expenses are excluded as income if the payment does not exceed the actual expense and does not represent a gain or benefit. This does not apply to reimbursements for normal living expenses such as rent, utilities, personal clothing, etc.

 **NOTE:** No portion of a TEA cash assistance payment will be excluded as a reimbursement for past or future expenses.

To be excluded, the payment must be for a specifically identified expense and used for the purpose intended. Any portion of the payment that exceeds the actual incurred expense or covers normal living expenses is considered income. A payment is not considered excessive unless the provider or the household indicates the amount is excessive. When a payment covers several expenses, each expense does not have to be separately identified provided the payment covers only normal living expenses.

5100 Income - Summary**5411 Reimbursements****5412 Third Party Beneficiary**

Some, but not all, excludable reimbursements are listed below.

1. Reimbursements or flat allowances for job related expenses such as travel, per diem, uniforms, or transportation to and from a job or a training site.
2. Reimbursements for out-of-pocket expenses incurred by volunteers during the course of volunteer work.
3. Medical or dependent care reimbursements.
- 3.
4. Reimbursements received by households to pay for services provided by Title XX of the Social Security Act.
- 4.
5. Utility reimbursements made by the Department of Housing and Urban Development (HUD) – or third-party energy assistance payments (for example, LIHEAP) do not count as income if the SNAP household contains an aged or disabled member and the Farmers Home Administration (FMHA). If the household does not contain an aged or disabled member, the third-party energy assistance payments will count as income for SNAP.

See [SNAP 1622.3](#) for information about handling reimbursements received by students. See [SNAP 5714](#) for information about handling reimbursements for normal living expenses.

SNAP CERTIFICATION MANUAL – SECTION 6000

6600 Shelter Deductions

6600 The Excess Shelter Deduction6610 Allowable Shelter Costs

6600 The Excess Shelter Deduction

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The excess shelter deduction is the amount of the household's allowable shelter costs in excess of fifty percent (50%) of the household's adjusted SNAP income. The excess shelter deduction must be calculated after the household's adjusted SNAP income has been determined. The household's adjusted SNAP income is their income after all other allowable deductions, such as earned income, standard, dependent care, child support, and medical. To apply the deduction, one-half (1/2) of the adjusted SNAP income must be calculated. Then, this figure is subtracted from the household's total shelter costs. The result is the household's excess shelter. Unless the household contains a person aged sixty (60) years of age or older or individuals living with a disability, the shelter deduction cannot exceed a maximum allowable figure. See the Standards Appendix (Appendix D) for this figure. See the Glossary definition of "Age 60 or Older/Individuals with Disabilities." Aged or Disabled – Households with a person aged sixty (60) years of age or older or individuals living with a disability may deduct all shelter costs in excess of fifty percent (50%) of its their adjusted SNAP income.

6610 Allowable Shelter Costs

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A shelter is defined as a household's principal place of residence. Shelter costs are only deductible if the service is provided by someone outside of the household and the household makes a monetary payment for the service. Allowable shelter costs are listed below:

1. Continuing charges for the shelter occupied by the household

≡

1. The cost of rent or continuing charges leading to the ownership of the shelter occupied by the household are allowable when the household incurs such costs. This includes, but is not limited to, the cost of mortgage payments, condominium or association fees, payments of liens against the property (e.g. second mortgages made to repair the home or personal loans made using the property as collateral), or payments on loans for the purchase of a mobile home. Interest costs for on all such payments will also be an allowable cost. When a household moves into a new residence and incurs the cost of the "first and last month's rent," the cost of both months' rent will be allowed as a shelter cost in the month in which the household is billed for the two (2) months of rent.

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6600 Shelter Deductions

2. Property taxes on the household's shelter.

3. The Property taxes and the cost of state and local assessments and voluntary road or other improvement taxes will be allowed when incurred by the household. The cost of identifiable personal property or real estate taxes on mobile homes used as a permanent residence will also be allowed when incurred by the household. Personal property taxes other than those on mobile homes used as a permanent residence are not allowable.

2. Under Arkansas Code Annotated § 26-26-1118, households may receive a tax credit reducing real property taxes if the property is a homestead. Homeowners who claim a homestead tax credit receive a credit on their real estate for the assessment year (See Appendix H). The full cost incurred amount due by the household for real estate taxes after the application of the homestead tax credit.

6600 The Excess Shelter Deduction**6610 Allowable Shelter Costs****6610 Allowable Shelter Costs**

~~will be allowed as a shelter deduction.~~

~~Homeowners who claim a homestead tax credit receive a three hundred seventy five dollar (\$375.00) credit on their real estate for the assessment year (refer to Arkansas Code 26-26-1118 for current amount). These bills must have been paid on or before October 15th of each year, and unless the household moves, changes in shelter costs are not required to be reported. Therefore, if the household becomes qualified for the homestead tax credit during their certification period, the county office~~eligibility~~ worker will not adjust the household's real estate tax bill ~~expense~~ to reflect this credit until the household's next recertification renewal unless the household moves and reports a change in shelter costs or otherwise reports a change in the tax bill. At that time, the household will be asked to furnish proof of the household's current real estate tax bill. This bill should reflect the amount of real estate taxes after the credit was allowed.~~

~~If the household's real estate taxes are included in the household's mortgage payment, the county office~~eligibility~~ worker will not attempt to adjust the amount of the household's mortgage payment to allow for the tax credit. Instead, the county office~~eligibility~~ worker will continue to use the cost incurred for the current mortgage payment in the budget. After the tax credit is allowed, the mortgage company should adjust the amount of the mortgage payment to reflect the tax credit. Under Arkansas Code Annotated § 26-26-1118, households may receive a tax credit reducing real property taxes if the property is a homestead. Homeowners who claim a homestead tax credit will receive credit on their real estate for the assessment year (see Appendix H). The amount due by the household for real estate taxes after the application of the homestead tax credit will be allowed as a shelter deduction. These bills must have been paid on or before October 15th of each year, and unless the household moves, changes in shelter costs are not required to be reported. Therefore, if the household become qualified for the homestead tax credit during their certification period, the eligibility worker will not adjust the household's real estate tax expense to reflect this credit until the household's next renewal unless the household moves and reports a change in shelter costs or otherwise reports a change in shelter costs or otherwise reports a change in the tax bill. At that time, the household will be asked to furnish proof of the household's current real estate tax bill. This bill should reflect the amount of real estate taxes after the credit was allowed.~~

~~However, since the household is not required to report changes in shelter costs unless the household moves, the change in the mortgage cost will most likely be reported at the next recertification renewal.~~

~~If the household's real estate taxes are included in the household's mortgage payment, the eligibility worker will not attempt to adjust the amount of the household's mortgage payment to allow for the tax credit. Instead, the eligibility worker will continue to use the cost incurred for the current mortgage payment in the budget. After the tax credit is allowed, the mortgage company should adjust the amount of the mortgage payment to reflect the tax credit.~~

6600 The Excess Shelter Deduction**6610 Allowable Shelter Costs****4.3. Insurance on the household's shelter:**

The cost of insurance on the structure itself, but not separate costs for insuring furniture or personal belongings, are allowable when incurred by the household. If homeowner's insurance is sold as a "package" and the company does not identify the cost incurred for coverage on the contents of the home, the entire premium is allowable. The case record must contain documentation to this effect. Membership charges paid to organizations offering insurance to members are not an allowable shelter cost.

5.4. Utility costs:

The following utility expenses will be considered when determining eligibility for a utility standard:

- The cost of cooking fuel;
- The cost of heating fuel;
- The cost of cooling (a verifiable utility expense relating to the operation of air conditioning systems, room air conditioners, or evaporative water coolers);
- The cost of electricity;
- Water and sewer costs;
- Well installation and maintenance;
- Septic tank installation and maintenance;
- Garbage and trash collection fees; and

3700 Welfare6600 The Excess Shelter6610 Allowable Shelter Costs6620 Utility Expenses

- Fees charged by the utility provider for initial installation of the utility.
- Telephone cost

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3700 Workfare 6600 The Excess Shelter6610 Allowable Shelter CostsInternet costs5. Shelter costs for a home temporarily unoccupied by its owners:

Shelter costs will be allowed for those homes that are temporarily unoccupied by the owners because of employment or training away from home, illness, or abandonment caused by a natural disaster or casualty loss.

In order to include the costs of a home temporarily unoccupied by the owners, all four (4) of the following criteria must be met:

- The household must be incurring these shelter costs.
- The household must intend to return to the home.
-
- The home must not be leased or rented during the absence of the owners.
- If there are occupants currently in the home, these occupants must not be claiming the shelter costs for SNAP purposes.
-

Verification: If a household claims expenses for a temporarily unoccupied home, the eligibility worker will verify the household's actual utility expenses for the unoccupied home in every case and will not use the standard utility allowance.

6. Charges for Repair of Home:

Charges for the repair of the home which was damaged or destroyed due to a natural disaster such as, but not limited to, a fire or a flood, are deductible when such charges are billed or otherwise become due. Shelter costs will not include charges for repair or repairing the home that have been or will be reimbursed by private or public relief agencies, insurance companies, or from any other source.

6620 Utility Expenses

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- Fees charged by the utility provider for initial installation of the utility.

— Telecommunication costs (telephone and/or basic internet service) Telephone Cost

— Internet costs

7. Shelter costs for a home temporarily unoccupied by its owners.

~~Shelter costs will be allowed for those homes that are temporarily unoccupied by the owners because of employment or training away from home, illness, or abandonment caused by a natural disaster or casualty loss.~~

~~In order to include the costs of a home temporarily unoccupied by the owners, all four (4) of the following criteria must be met:~~

- ~~The household must be incurring these shelter costs.~~
- ~~The household must intend to return to the home.~~
- ~~The home must not be leased or rented during the absence of the owners.~~
- ~~If there are occupants currently in the home, these occupants must not be claiming the shelter costs for SNAP purposes.~~

~~Verification: If a household claims expenses for a temporarily unoccupied home, the worker will verify the household's actual utility expenses for the unoccupied home in every case and will not use the standard utility allowance.~~

8. Charges for Repair of Home.

~~Charges for the repair of the home which was damaged or destroyed due to a natural disaster such as, but not limited to, a fire or a flood are deductible when such charges are billed or otherwise become due. Shelter costs will not include charges for repair of the home that have been or will be reimbursed by private or public relief~~

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agencies, insurance companies, or from any other source.

6620 Utility Expenses

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At initial application, utility expenses will be verified to determine the type of utility allowance the household will receive. For households receiving in-kind assistance, verification of the dollar value of that assistance is required. At recertificationrenewal or, a reported change, or at the time of the semi-annual report, utility costs will be verified if the source has changed, as when the household has moved, or the household becomes ineligible for the current utility allowance.

The utility allowances are predetermined amounts assigned to eligible households based on the utility expenses incurred by the household. Actual utility costs are not allowable even if the expenses are higher than the standard. At application, a household will be assigned one (1) of the following based on eligibility:

- Standard Utility Allowance (SUA), if eligible;
- Basic Utility Allowance (BUA), if eligible;
- Homeless Living Allowance (HLA); or, if eligible; or
- Telephone Standard
 -  **NOTE:**
 - Telephone Standard.

6620 Utility Expenses
6600 Shelter Deductions**6600 The Excess Shelter Deduction****6620 Utility Expenses****6620.1 Standard Utility Allowance (SUA)**

Note: Refer to Appendix D for the value for each standard listed above as this may change annually.

Households may change standards at any point during the certification, no matter the length of the certification period, depending on eligibility for such allowances. For example, if the household reports a change in eligibility

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6620.1 Standard Utility Allowance (SUA)
6600 Shelter Deductions**6600 The Excess Shelter Deduction**

for the SUA, but still has utility expenses, the standard must be changed to the Basic Utility Allowance or-

Telephone Standard.

If the Basic Utility Allowance (BUA), Standard Utility Allowance (SUA,) Homeless Living Allowance (HLA), or the Telephone Standard is chosen for a deduction, but required verification is not furnished, the deduction will be disallowed.

All unverified utility costs will be disallowed if the household fails to provide verification by the date shown on the Request for Information or the Notice of Action. If the household wishes to claim expenses for an unoccupied home, the utility standard will be disallowed for an unoccupied home. See SNAP 4410.

6620.1 Standard Utility Allowance (SUA)

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Any household that incurs and is billed for, or expects to ~~Households must incur and be billed for, or expect to~~ incur during the next heating and cooling season, the actual cost of heating or cooling ~~separate from their rent or mortgage to be~~ eligible for the Standard Utility Allowance (SUA). ~~Households must incur heating and cooling expenses separate from their rent or mortgage.~~ Households billed less than monthly for heating costs, such as butane or propane, are entitled to the Standard Utility Allowance between billing months.

The ~~A~~ household with at least one (1) ~~elderly~~ aged or disabled member may also be ~~automatically~~ eligible for the SUA if the household receives or expects to receive ~~quantifiable~~ low-income energy assistance payments from the Low-Income Home Energy Assistance Program (LIHEAP) ~~during the next heating and cooling season, or similar energy assistance programs~~ in an amount of more than twenty dollars (\$20) in the current month or in the immediately preceding twelve (12) months. ~~whether an actual heating or cooling cost is incurred.~~ A similar energy assistance program is a program designed to provide heating and cooling assistance through a ~~payment~~ payment directly to or on behalf of low-income households. A quantifiable payment is one that the State agency quantifies in dollars. This includes measures set by LIHEAP to determine a household's benefit amount for energy assistance. In-kind energy assistance, such as firewood or coal, may be considered another ~~similar energy assistance program~~ payment if such assistance can be quantified. The eligibility worker must document such was received or scheduled to be received in the current month and the amount and date received. ~~If the payment is not received or scheduled to be received during the current month, the household will not meet the LIHEAP qualification for the SUA.~~ If the payment is not received or scheduled to be received during the current month or in the preceding twelve (12) months, the household will not meet the LIHEAP qualifications for the SUA.

6620.1 Standard Utility Allowance (SUA)
6600 Shelter Deductions**6600 The Excess Shelter Deduction**

NOTE: A household that does not include at least one (1) elderlyaged or disabled member is no longer eligible for the SUA based upon receipt of payment in any amount from LIHEAP or other similar energy assistance programs. If the household receives the SUA when not entitled, the eligibility worker must determine whether an overissuance has occurred.

Eligibility for LIHEAP implies out-of-pocket expenses, or the household must receive energy assistance of at least that exceeds twenty dollars (\$20.00) per year under federal law. Households billed less than monthly for heating costs, such as butane or propane, are entitled to the Standard Utility Allowance between billing months. If the household reports a change in eligibility for the SUA, but still has a utility expense, the standard must be changed to the Basic Utility Allowance or Telephone Standard. To use the Basic Utility Allowance, the household must have two

A household is also eligible for the Standard Utility Allowance if they are living in a multi-unit dwelling or an individual unit and receiving a qualifying weatherization program payment. The household must verify the weatherization payment in order to receive the SUA.

The standard utility allowance must not be prorated when households who share a dwelling share utility cost. When households share a dwelling and utility costs, both SNAP households will be allowed to claim the full Standard Utility Allowance.

6600 The Excess Shelter Deduction**6620.1 Standard Utility Allowance (SUA)**

A ~~For households that receives reimbursement for utility expenses, or if the expense is paid through an excluded payment, such as a vendor payment from Housing and Urban Development HUD or Farmers Home Administration (FMHA), the Standard Utility Allowance may be used when the heating or cooling costs exceed the excluded payment amount. For households without at least one (1) aged or disabled household member, The portion of the expenses paid by an excluded reimbursement or vendor payment is not deductible and is not counted toward the excess shelter costs. For any household with one (1) aged or disabled household member, the household can deduct the entire utility amount incurred. This deduction will count toward the excess shelter cost.. The amount left after deducting the excluded payment is deductible and includes HUD or FMHA rent, and utility payments.~~

6620.2 Utility Expenses of Expedited Households

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There are special provisions which apply to the choice of Standard Utility Allowance (SUA) by households entitled to expedited services. If an expedited household chooses to use the Standard Utility Allowance (SUA), but the expenses are not verified within the expedited timeframes, the household may be certified using the Basic Utility Allowance (BUA). If the verification is later provided, the household's budget may be recalculated using SUA for the following months.

In the absence of any choice by the expedited household, it should be assumed that the household has chosen to use the Basic Utility Allowance (BUA).

6620.3 Specific Costs

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Heating

Households must incur and be billed for the cost of its primary source of heating, separate and apart from its rent or mortgage costs, in order to use the Standard Utility Allowance. Incurring a cost only for supplemental

6620.2 Utility Expenses of Expedited Households
6600 Shelter Deductions**6600 The Excess Shelter Deduction**

heating, such as, but not limited to, space heaters, electric blankets, heat lamps, or cook stoves, does not qualify a household for the utility standard. Incurring only a cost for an electric blower for an oil or gas furnace also does not qualify a household for the utility standard.

The cost of wood is an allowable shelter cost. When wood is used as the primary heating source, the cost of purchasing wood does qualify the household for the utility standard. If a household purchases some wood and cuts the rest, that household will qualify for the utility standard. Costs associated with cutting wood such as hiring labor, the purchase of a chain saw, or the purchase of gas for running the saw are not allowable shelter costs nor do they entitle a household to elect the utility standard.

Cooling

A household that incurs the full cost of running a central air conditioning unit, a room air conditioner, or a water cooler (evaporative cooler) is entitled to elect the utility standard. Incurring only a cost for running a fan, including attic fans, does not qualify a household for the utility standard. The utility standard is based on cooling costs. Just owning an air conditioner does not qualify a household for the utility standard. The household must use the air conditioner. Use of an air conditioner on an as-needed basis will qualify a household for the utility standard.

6622 Basic Utility Allowance

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The Basic Utility Allowance (BUA) includes utility charges that a household incurs other than for heating and cooling. Households which have no heating/cooling expenses and are not eligible for the SUA but incur two (2) non-heating/cooling expenses such as sewage, trash fees, water, garbage, telephone, etc., are eligible for the BUA. The costs for a telephone are included in the Basic Utility Allowance (BUA) and may not be allowed as a standalone deduction if using the BUA.

6624 Homeless Living Allowance
6600 Shelter Deductions**6600 The Excess Shelter Deduction****6624 Homeless Living Allowance**SNAP Manual 03/01/2026

The Homeless Living Allowance (HLA) is a predetermined amount which is updated annually and is meant to provide a standard expense amount for households who are considered homeless and have expenses that may include, but are not limited to, hotel and motel rooms, homeless shelters, payments to relatives or friends, or the cost of laundry. Households must meet the definition of a homeless household and cannot receive free shelter throughout the month to be eligible for the deduction. This living allowance also includes telephone expenses. Individuals living in their vehicles who make payments for ownership or a portion of insurance that covers vehicle damage are also eligible for this deduction. The homeless household must provide a statement declaring expenses or provide proof of payment made for hotel and motel rooms, to friends or relatives, to laundry mats, etc.

6625 Telephone Standard AllowanceSNAP Manual 03/01/2026

The telephone standard is for households who incur expenses for any type of telephone service regardless of the number or type of telephone used by the household. The standard costs for telephone expenses will apply across the board to all areas of the state. No more or no less will be allowed for the telephone costs regardless of the household's actual costs. Telephone fees include but are not limited to basic service fees, wire maintenance fees, subscriber line charges, relay center surcharges, 911 fees, and taxes.

If the household is assigned the Standard Utility Allowance (SUA), Basic Utility Allowance (BUA), or the Homeless Living Allowance (HLA), a separate deduction for telephone will not be allowed, because telephone expenses are included in the Standard Utility Allowance, Basic Utility Allowance, and the Homeless Living Allowance.

6626 Households with HUD or FMHA Utility ReimbursementsSNAP ManualSection deleted 03/01/2026**6627 Verification and Documentation of Shelter Costs**SNAP Manual 03/01/2026

At any case action, verification of expenses incurred for the shelter occupied by the household (for example, rent/mortgage, property taxes or homeowner's insurance) will be requested. At any case action, entitlement to the utility standard will be verified if the information is outdated or household's statements regarding the household's primary source of heating or cooling are contradictory.

6624 Homeless Living Allowance
6600 Shelter Deductions

6600 The Excess Shelter Deduction

6628 Applying the Excess Shelter Deduction

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Section deleted ??/??/???? 03/01/2026 Expenses are only deductible if the service is provided by someone outside of the household and the household makes a monetary payment for the service.

A household is eligible for the Standard Utility Allowance if living in a multi-unit dwelling or an individual unit and receiving a qualifying weatherization program payment. The household must verify the weatherization payment in order to receive the SUA.

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