

<FSET-101>
<(R. 1/18)>

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
<Department for Community Based Services>
<Division of Family Support>

Date:<Date>
Case Number:<Case No.>

<Client First MI Last Name>
<Care of (c/o)>
<To Street Address Line 1>
<To Street Address Line 2>
<To City, State, Zip>

WORK REGISTRATION AND SNAP EMPLOYMENT AND TRAINING FACT SHEET

WORK REGISTRATION

Household members age 18-59 are required to register for work unless exempt. Exemptions include working the equivalent of 30 hours at minimum wage, receiving UIB or KTAP, being the primary caregiver to a child under age 6 or a disabled person, verified regular participation in a drug or alcohol treatment program, enrolled at least ½ time in a training or higher education program or being unfit for work. Members are registered when the SNAP application is signed.

ABAWD

Able-Bodied Adults Without Dependents (ABAWD) household members age 18-49 who do not have a child under age eighteen (18) in the household, are subject to additional work requirements.

If you are an ABAWD who must work register and you live in a county that must comply with the ABAWD time-limits, to continue receiving SNAP benefits you must:

- Work at least 20 hours per week (paid or unpaid);
- Participate in the SNAP Employment and Training (E&T) program; or
- Combine work and E&T participation to meet the 20 hour per week work requirement.

If an ABAWD fails to meet these work requirements for any 3 months in a 36 month period, the individual will be ineligible for SNAP benefits for the remainder of the 36 month period unless they have an exemption. Other than the work registration exemptions listed above, pregnancy will also exempt an ABAWD from work requirements.

Ask a DCBS worker if your county must comply with the ABAWD time-limits.

PARTICIPATION IN E&T IS AN OPTION

You may choose to participate in the E&T Program in order to meet work requirements. If you choose E&T as your way to meet work requirements, your education, prior work history and any barriers to employment will be reviewed in order to find the best path for you. All E&T activities require 20 hours per week of participation, except for Workfare. Participation hours for Workfare, which is an unpaid work experience component, are based on the amount of SNAP benefits received. The other options for E&T activities are:

- Work Experience;
- Vocational Education Skills (VES),
- Adult Education,
- Job Skills Training,
- Job Search,
- Job Search Training, and
- Job Retention Services.

Participation hours are monitored for compliance on a monthly basis.

KENTUCKY CAREER CENTERS

If you choose to participate in SNAP E&T to meet your work requirements, you will be contacted by a Career Coach to get started with your assessment and to find an activity. Prior to meeting with your Career Coach, please register with Focus/Career at:

<https://focuscareer.ky.gov/careerexplorer/home>

You can call <Tier 2 #- statewide KCC> or visit your local Kentucky Career Center office if you have questions. You can locate your nearest Kentucky Career Center at:

<https://kcc.ky.gov/Pages/Locations.aspx>

PARTICIPANT EXPENSES

When you participate in E&T, you will receive a payment for transportation expenses you incur in order to participate. Up to \$25 per month is paid for transportation expenses.

If you are not an ABAWD, but choose to participate in E&T, you may also be eligible for assistance with childcare expenses you incur while participating in E&T.

NON COMPLIANCE AND REGAINING ELIGIBILITY

For an ABAWD subject to the time-limit, failure to comply without good cause, may decrease or discontinue your SNAP benefits. If you fail to comply, contact your Career Coach if you think you have good cause. Each month that you do not comply without good cause, will be considered as a non-compliant month. Contact your Career Coach who will explain what you need to do next to comply. Before ABAWD compliance can be determined, you must complete the activity that you did not do, unless you become ABAWD exempt. For example: if you did not complete the number of hours you were required to complete, you will have to complete the hours before you are considered compliant. Once you have completed the activity, you must continue to comply with the work requirements.

When you have received 3 non-compliant months in a 36-month period, you will not be eligible to receive SNAP benefits. You may regain eligibility by fulfilling the ABAWD work requirement for 30 consecutive days, becoming exempt, or when the 36-month period ends. If you re-establish eligibility by becoming employed for at least 20 hours per week or complying with E&T for 30 days, and later lose the employment or become non-compliant, you may be eligible for 3 bonus months of eligibility in the 36-month period.

SNAP E&T participants that are not subject to the ABAWD time-limit, are not penalized and do not lose eligibility for failure to comply.

REPORTING CHANGES

If a household member, who is 18-49 years old, working and subject to the time-limits, begins to work less than 20 hours per week, it must be reported to DCBS no later than 10 days after the end of the month in which the change occurred.

HEARING RIGHTS

If you are denied benefits or have benefits stopped or reduced because of your failure to comply, you have a right to a fair hearing. Requests for a fair hearing must be made within 90 days of the date of the notice of action taken on your SNAP benefits case. If the hearing request is received within 10 days of the date on the notice, SNAP benefits may be continued until the hearing decision is made. If you request a hearing on your SNAP benefits and request continuation of benefits, and the hearing does not rule in your favor, you will owe the value of the extra benefits you received.

A fair hearing may be requested by calling or writing your worker or you may write to the Mail to:

Cabinet for Health and Family Services, Division of Administrative Hearings,
Families and Children Administrative Hearings Branch
105 Sea Hero Rd, Suite 2
Frankfort, KY 40601

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 1-800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 1-866-632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;

(2) fax: 202-690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

You may also file your complaint with the Cabinet for Health and Family Services, Office of Human Resource Management, EEO Compliance Branch, 275 East Main Street, 5C-D, Frankfort, Kentucky 40621 or call (502) 564-7770 EXT 4107.

If you have other complaints about your SNAP case, you can call the Ombudsman's Office at 1-800-372-2973 or (TTY) 1-800-627-4702.