POLICY	FITAP/KCSP ACTION	FITAP/KCSP L'AMI CODES	FITAP/KCSP NOTICE	SNAP ACTION	SNAP L'AMI CODES	SNAP NOTICE
Immunization B-700-FITAP	**FITAP Work Eligible:** If a child is not in compliance with the immunization requirement close the case for: STEP 1 at least 1 month STEP 2 at least 2 months STEP 3 at least 3 months or until compliance, whichever is later.	**FITAP Work Eligible:** Enter STEP Sanction (1, 2, or 3), Sanction Reason P3 on Member Sanction screen. Enter disposition reason 02.	An automated notice of closure will be sent.	**FITAP Work Eligible:** Apply FTC policy. FTC income equal to the amount of the FITAP grant prior to closure. The penalty will be applied to the SNAP case as follows: STEP 1- one month STEP 2- two months STEP 3- three months	Enter FTC income on unearned income for the appropriate sanction period. (CP, MD, <u>MU</u>).	No notice required since SNAP benefits do not change.
	FITAP Not Work Eligible: If a child is not in compliance with the immunization requirement, close the case for at least one month or until compliance, whichever is later.	**FITAP Not Work Eligible:** Enter disposition code 06, closure code 56.	An automated notice of closure will be sent.	**FITAP Not Work Eligible:** Apply FTC penalty to SNAP case for one month.		
	KCSP: Exclude the child that is not in compliance with the immunization requirement.	**KCSP:** Change inclusion code/ reason for member to 05/13 on CP MC screen. Enter disposition reason 02 with notice of suppression 1. If removal results in case ineligibility, enter disposition reason 06, closure code 56 with notice of suppression on 1.	A manual notice of closure must be sent.	**KCSP:** Apply FTC policy. If the KCSP grant is closed due to the exclusion of the only child, FTC income is equal to the amount of the grant prior to closure. If the grant remains open, FTC income is equal to the amount of the grant prior to removing child less the grant amount after removing the child. Count FTC income for one month.		

POLICY	FITAP/KCSP ACTION	FITAP/KCSP L'AMI CODES	FITAP/KCSP NOTICE	SNAP ACTION	SNAP L'AMI CODES	SNAP NOTICE
CSE B-1250-FITAP	**FITAP Work Eligible:** If the parent is not in compliance with CSE, close the case for: STEP 1 at least 1 month STEP 2 at least 2 months STEP 3 at least 3 months or until compliance, whichever is later.	**FITAP Work Eligible:** Enter STEP Sanction (1, 2, or 3), Sanction Reason S1, S2, S3, S4, S5, S6, or S7 on Member Sanction screen. If an adult fails to cooperate, the sanction is placed on all adult members. If the MUP fails to cooperate, enter the sanction on the MUP and all adult members. Enter disposition reason 02.	An automated notice of closure will be sent.	**FITAP Work Eligible:** Apply FTC policy. FTC income is equal to the amount of the FITAP grant prior to closure. The penalty will be applied to the SNAP case as follows: STEP 1- one month STEP 2- two months STEP 3- three months	**FITAP and KCSP Sanctions** Enter FTC income on unearned income screen for the appropriate sanction period. (CP, MD, MU)	**FITAP and KCSP Sanctions** No notice required since SNAP benefits do not change
	FITAP Not Work Eligible: If a member fails to cooperate with CSE, close the case for at least one month or until compliance, whichever is later.	**FITAP Not Work Eligible:** Enter disposition reason 06, closure code 58.	An automated notice of closure will be sent.	**FITAP Not Work Eligible:** Apply FTC penalty to the SNAP case for one month.		
	KCSP: Exclude the child if the qualified relative fails to cooperate with CSE concerning the child's parent(s). If the assistance unit includes other children, the grant remains open for those children.	**KCSP**: If all children are ineligible, close the case using disposition code 06, closure code 58, with notice suppression code 1 or 2. If other children remain eligible, exclude the children for whom the relative did not cooperate by using incl/ reason code 05/86. Disposition using disposition reason 02.	A manual notice is required.	**KCSP:** Apply FTC policy. If the KCSP grant is closed as a result of the failure to comply, FTC income is equal to the amount of the grant prior to closure. If the grant remains open, FTC income is equal to the amount of the grant prior to removing the child less the grant amount after removing the child. Count FTC income for one month.		

POLICY	FITAP/KCSP ACTION	FITAP/KCSP L'AMI CODES	FITAP/KCSP NOTICE	SNAP ACTION	SNAP L'AMI CODES	SNAP NOTICE
Parenting Skills B-1500-FITAP	**FITAP Work Eligible:** If a work-eligible adult or MUP fails to meet the parenting skills requirement, close the case for : STEP 1 at least 1 month STEP 2 at least 2 months STEP 3 at least 3 months or until compliance, whichever is later.	**FITAP Work Eligible:** Enter STEP Sanction (1, 2, or 3), Sanction Reason P4 on Member Sanction screen. If an adult fails to cooperate, the sanction is placed on all adult members. If the MUP fails to cooperate, enter the sanction on the MUP and all adult members. Enter disposition reason 02.	An automated notice of closure will be sent.	**FITAP Work Eligible:** Apply FTC policy. FTC income is equal to the amount of the FITAP grant prior to closure. The penalty will be applied to the SNAP case as follows: STEP 1- one month STEP 2- two months STEP 3- three months	Enter FTC income on unearned income screen for the appropriate sanction period (CP, MD, <u>MU</u>).	No notice required since SNAP benefits do not change.
	FITAP Not Work Eligible: If an adult or MUP fails to meet the parenting skills requirement, close the case for at least one month or until compliance, whichever is later.	**FITAP Not Work Eligible:** Enter disposition reason 06, closure code 57.	An automated notice of closure will be sent.	**FITAP Not Work Eligible:** Apply FTC penalty to the SNAP case for one month.		
	KCSP: Exclude the member who fails to meet the parenting skills requirement.	**KCSP:** Inclusion code/reason for member should be changed to 05/17 on CP MC screen. If removal of the member results in ineligibility, enter disposition reason 06, closure code 57.	A manual notice is required.	**KCSP:** Apply FTC policy. If the KCSP grant was closed as a result of the failure to comply, FTC income is equal to the amount of the grant prior to closure. If the grant remains open, FTC income is equal to the amount of the grant prior to removing the child less the grant amount after removing the child. Count FTC income for one month.		

POLICY	FITAP/KCSP ACTION	FITAP/KCSP L'AMI CODES	FITAP/ KCSP NOTICE	SNAP ACTION	SNAP L'AMI CODES	SNAP NOTICE
Drug Testing B-1800-FITAP	**FITAP Work Eligible:** If a work eligible adult fails to participate in the drug screening, testing, education, treatment, or rehabilitation program, close the case for: STEP 1 at least 1 month STEP 2 at least 2 months STEP 3 at least 3 months or until compliance, whichever is later. If the applicant fails to participate, reject the application.	**FITAP Work Eligible:** Enter STEP Sanction (1, 2, or 3), Sanction Reason P7 on Member Sanction screen. Enter disposition reason 02. Enter disposition reason 07, closure code 87.	An automated notice of closure will be sent.	**FITAP Work Eligible:** Apply FTC policy. FTC income is equal to the amount of the FITAP grant prior to closure. The penalty will be applied to the SNAP case as follows: STEP 1- one month STEP 2- two months STEP 3- three months	Enter FTC income on unearned income screen for the appropriate sanction period. (CP, MD, <u>MU</u>).	No notice is required since SNAP benefits do not change.
	Dependent Children: 18 year old child(ren) who fail to participate are excluded from the grant until they participate.	**Dependent Children**: Use excl. code/reason 02/17 (Parenting Skills exclusion) to remove the child for failure to participate. Note: Code 02/17 is being used as a work-around as LAMI coding is not available to exclude members for drug testing reasons.	Manual notice of removal is required.	**Dependent Children**: Apply FTC policy. If the FITAP grant remains open, FTC income equals the difference between the grant with the child included and the grant after the child has been excluded. Budget the FTC income as long as the child is excluded from the FITAP grant due to failure to comply with drug testing. If the FITAP case closed as a result of the child's exclusion, the FTC income equals the amount of the FITAP grant prior to closure. Budget FTC income for one month only if the FITAP case is closed due to the child's exclusion.		
	FITAP Not Work Eligible: If the recipient fails to participate in the drug screening, testing, education, treatment, and rehabilitation program close the case for at least one month or until compliance, whichever is later. If the applicant fails to participate, reject the application.	**FITAP Not Work Eligible:** Enter disposition reason 06, closure code 87. Enter disposition reason 07, closure code 87.	An automated notice of closure will be sent.	**FITAP Not Work Eligible:** Apply FTC penalty to the SNAP case for one month.		
	KCSP: N/A	**KCSP:** N/A	N/A	**KCSP:** N/A		

POLICY	FITAP/ KCSP ACTION	FITAP/ KCSP L'AMI CODES	FITAP/ KCSP NOTICE	SNAP ACTION	SNAP *** CODES	SNAP NOTICE
Work Registration B-1410-SNAP B-1430-SNAP B-1450-SNAP B-1460-SNAP	N/A	N/A	N/A	A Mandatory Work Registrant (MWR) who fails to comply is ineligible. *** Exclude the member by entering sanction. **NOTE:** Do not apply an E&T sanction if the MWR has met the minimum E&T participation requirement within 12 months. Length of Sanction: *1st occurrence* - * 1 months or until compliance, whichever is later *2nd occurrence* – 3 months or until compliance, whichever is later. *Subsequent occurrences* - 6 months or until compliance, whichever is later. LaJET sanction ends after mandatory disqualified period ** *** Voluntary reduction – must agree to increase work hours to at least 30 hours per week, if given opportunity. Refuse offer of employment – must agree to accept comparable offer. Refuse to provide sufficient information to determine employment status or job availability – must provide sufficient information. Voluntary Quit – must agree to search and accept comparable job. Sanction ends if the member becomes exempt anytime after non-compliance. If the member complies within the 13-day advance notice period, the sanction will not apply.	Sanction code/reason on the member sanctions screen (CP, MD, MS): *** • Voluntary Quit without good cause - VOL/Q1. • Voluntary Reduction of Work Effort - VOL/Q2. • Refusal to provide job status Information without good cause - VOL/Q3. • Refused job offer without good cause - VOL/Q4. • Failure to register for work by creating an active HiRE account (Non-ABAWDs) – E&T/L5. ***	* An automated notice is mailed **

POLICY	FITAP/ KCSP ACTION	FITAP/ KCSP L'AMI CODES	FITAP/ KCSP NOTICE	SNAP ACTION	SNAP L'AMI CODES	SNAP NOTICE
ABAWD Work Requirement B-1400-SNAP	N/A	N/A	N/A	<mark>* No **</mark> parishes are subject to the SNAP time limit.	Sanction code/Reason is entered on the Member Sanctions Screen (CP, MD, MS). Work Sanction W1 – Received 3 of 36/Doesn't meet work expectation. W2 – Received 3 months following required eligibility.	An automation notice will be sent.

POLICY	FITAP/ KCSP ACTION	FITAP/ KCSP L'AMI CODES	FITAP/ KCSP NOTICE	SNAP ACTION	SNAP L'AMI CODES	SNAP NOTICE
Failure to Comply (FTC) E-400-SNAP	N/A	N/A	N/A	SNAP benefits are not increased if FITAP, KCSP, or SSI benefits are reduced, terminated, or suspended due to the client's failure to comply with a public assistance (PA) program requirement. Refer to specific FITAP/KCSP noncompliance policy. This policy does not apply when the individual is sanctioned for failure to comply with a SNAP work registration or ABAWD work requirement, during the period of time the member is sanctioned under SNAP rules for the same offense for which a sanction is being imposed in the FITAP/KCSP case, when the Social Security Administration does not cooperate in providing the necessary information, when the individual was not certified for SNAP when the failure to comply occurred in the FITAP/KCSP, and when a SNAP household applied for FITAP/KCSP and was denied or certified for a reduced amount due to failure to comply with FITAP/KCSP. When notification is received from the PA program that the household's benefits will be reduced due to the IPV sanctions, the SNAP FTC penalty must be imposed at the same time.	FTC income is entered on the unearned income screen for the appropriate sanction period. (CP, MD, <u>MU</u>) FTC income amount is equal to: • PA grant prior to termination, or • the difference between grant prior to reduction and reduced grant. Budget the penalty amount for the duration of the IPV sanction.	No notice required since SNAP benefits do not change.

POLICY	FITAP/KCSP ACTION	FITAP/KCSP L'AMI CODES	FITAP/KCSP NOTICE	SNAP ACTION	SNAP L'AMI CODES	SNAP NOTICE
STEP Work Activity B-1410-FITAP P-500-STEP	**FITAP Work Eligible:** If an adult fails to cooperate with STEP without good cause, close the case for: STEP 1 at least 1 month STEP 2 at least 2 months STEP 3 at least 3 months or until compliance, whichever is later. If the applicant fails to comply, reject the application.	**FITAP Work Eligible:** Enter STEP Sanction (1, 2, or 3), Sanction Reason P1 or P6 on Member Sanction screen. Enter disposition reason 02. Use P1 for noncompliance occurring prior to completion of the FSA. Use P6 for noncompliance occurring after an FSA is completed.	An automated notice of closure will be sent.	*Apply FTC penalty to the SNAP case as follows: STEP 1- one month STEP 2- two months STEP 3- three months **	*Enter FTC income on unearned income screen for the appropriate sanction period. (CP, MD, MU). **	***
	FITAP Not Work Eligible: N/A	**FITAP Not Work Eligible:** N/A	**FITAP Not Work Eligible:** N/A	***		
	KCSP: N/A	**KCSP:** N/A	**KCSP:** N/A	***	***	***

POLICY	FITAP/KCSP ACTION	FITAP/KCSP L'AMI CODES	FITAP/KCSP NOTICE	SNAP ACTION	SNAP L'AMI CODES	SNAP NOTICE
IPV **F-300-** **SNAP/FITAP**	**IPV for FITAP/KCSP:** Individuals found guilty of IPV are ineligible and should be excluded from the grant. *1st violation* – 1 year *2nd violation* – 2 years *Subsequent violations* - Penalty is permanent.	**IPV for FITAP/KCSP:** The sanction code, occurrence, reason and decision date are entered on the Member sanction screen by Fraud & Recovery and a 99O tickler is written to the worker who must enter the begin date which is provided in the tickler. The end date is automatically populated based on the occurrence. Disposition with a notice suppression code 3, system notice with no adverse action. The member's incl. code/reason will automatically change to 02/99. The system tracks the disqualification period and dispositions the case to add the member back to the grant. The member's incl. code/reason will change to 01/00.	System sends notice of new benefit amount A system notice will be sent when the member is added back to the case at the end of the sanction period.	**IPV for SNAP only or SNAP & FITAP/KCSP:** Individuals guilty of IPV are ineligible. *1st violation* - 6 months - violations 6/83 - 9/96 12 months - violations after 9/96 *2nd violation* - 12 months - violations 6/83 - 9/96 24 months - violations after 9/96 *Subsequent violations* - Penalty is permanent.	**IPV for SNAP only or SNAP & FITAP/KCSP:** The sanction code, violation occurrence, reason & decision code are entered on the Member Sanction screen (CP, MD, <u>MS</u>) by Fraud & Recovery and a 99O tickler is written to the worker who must enter the begin date which is included in the tickler. The sanction end date is automatically populated based on the occurrence. Disposition with a notice suppression code 3, system notice with no adverse action. The member's inclusion code/reason will automatically change to 02/99. L'AMI tracks the disqualification period and dispositions the case to add the member back to case. The member's inclusion code/reason will change to 01/00.	**IPV for SNAP only or SNAP & FITAP/KCSP:** System sends notice of new benefit amount. A system notice will be sent when the member is added back to the case at the end of the sanction period.
				IPV for FITAP/KCSP only: The FTC penalty will be applied to the SNAP case for the duration of the FITAP/KCSP IPV sanction.	**IPV for FITAP/KCSP only:** Enter FTC income on unearned income screen for the appropriate sanction period. (CP, MD, <u>MU</u>). FTC income is equal to the amount of the FITAP grant prior to closure. If the FITAP grant remains open, FTC income is equal to the difference between the grant amount prior to the IPV sanction and the grant amount after the sanction.	**IPV for FITAP/KCSP only:** No notice required since SNAP benefits do not change.

POLICY	FITAP/KCSP ACTION	FITAP/KCSP L'AMI CODES	FITAP/KCSP NOTICE	SNAP ACTION	SNAP L'AMI CODES	SNAP NOTICE
Single MUP Education Requirement B-1900-FITAP	**FITAP Work Eligible:** If a work-eligible single MUP fails to meet the education requirement, close the case for: STEP 1 at least 1 month STEP 2 at least 2 months STEP 3 at least 3 months or until compliance, whichever is later.	**FITAP Work Eligible:** Enter STEP Sanction (1, 2, or 3), Sanction Reason P2 on Member Sanction screen. If a single MUP fails to cooperate, enter the sanction on the MUP and all adult members. Enter disposition reason 02. Note: Parent Indicator must be M for MUP.	An automated notice of closure will be sent.	**FITAP Work Eligible:** Apply FTC policy. FTC income is equal to the amount of the FITAP grant prior to closure. The penalty will be applied to the SNAP case as follows: STEP 1 – one month STEP 2 – two months STEP 3 – three months	Enter FTC income on unearned income screen for the appropriate sanction period. (CP, MD, MU).	No notice required since SNAP benefits do not change.
	FITAP Not Work Eligible: If a single MUP fails to meet the education requirement, close the case for at least one month or until compliance, whichever is later.	**FITAP Not Work Eligible:** Enter disposition reason 06, closure code 54, sanction reason P2.	An automated notice of closure will be sent.	**FITAP Not Work Eligible:** Apply FTC penalty to the SNAP case for one month.		
	KCSP: Exclude the single MUP who fails to meet the education requirement.	**KCSP:** Inclusion code/reason for member should be changed to 05/10 on CP MC screen. If removal of the member results in ineligibility, enter disposition reason 06, closure code 54.	A manual notice is required	**KCSP:** Apply FTC policy. If the KCSP grant was closed as a result of the failure to comply, FTC income is equal to the amount of the grant prior to closure. If the grant remains open, FTC income is equal to the amount of the grant prior to removing the child less the grant amount after removing the child. Count FTC income for one month. Note: Ensure that the SNAP case is dispositioned.		