

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	Y – Forms and Forms Instructions
	Section No./Name	Y-3000 SNAP Forms and Forms Instructions (Forms 1 – 9)
	Document No./Name	SNAP 4RW_SP Work Registration Requirement with Louisiana Workforce Commission (LWC)
	Effective Date	April 1, 2021

CURRENT VERSION OF FORM: * 04/21 REPLACING: 0/18 Issue Obsolete **

STOCKED: Issued manually; copy as needed/On-line Policy Management system

UNIT OF ISSUE: N/A (8 ½ “ X 11”, front and back)

➤ PURPOSE

Use when it is necessary to provide correspondence from the Agency in Spanish.

Explains the work registration requirement for mandatory work registrants with Louisiana Workforce Commission (LWC).

➤ PREPARATION

Complete the head of household's full name and mailing address in the box. Complete the *** case ID, *** * the date, ** and list the mandatory work registrant (s) who must register with LWC in the spaces provided. Enter the deadline date that the household must register for work in the blank provided. ***

* The deadline to register for work at application is 3:00 PM on the 30th day from the application date. The deadline to register for work at redetermination is 3:00 PM on the last workday of the redetermination month. **

➤ DISPOSITION

The original must be mailed to the household and a copy scanned into OnBase, if not generated In *** * LITE. ** When indexing, select the Document Type Group – Correspondence (CORR) and the Document Type – Request for Information. Document all activity.