

**Louisiana Department of Children and Family Services
Supplemental Nutrition Assistance Program (SNAP)**

Case ID: _____

Date: _____

Work Registration Requirement with Louisiana Workforce Commission (LWC)

Name of Mandatory Work Registrant: _____

Name of Mandatory Work Registrant: _____

The individual(s) identified above has been determined to be a Mandatory Work Registrant. All Mandatory Work Registrants **must** register for work with the Louisiana Workforce Commission (LWC) by registering for a Helping Individuals Reach Employment (HiRE) account to be eligible to receive Supplemental Nutrition Assistance Program (SNAP) benefits. Another member of your SNAP household may complete the work registration on behalf of the Mandatory Work Registrant.

To register for a HiRE account, the Mandatory Work Registrant **must**:

- Go online to the LWC website at www.louisianaworks.net
 - Click on “Register for your HiRE account”.
 - Create a User account by clicking on “individual”.
 - Answer questions provided until registration is complete.

OR

- Go to your local DCFS office and register by using a kiosk located at the office. Click on the LWC link on the kiosk and register.

OR

- Go to a local LWC Business and Career Solutions Center and register. You may call 1-888-LAHELPU (1-888-524-3578) to get the address of a local LWC office.

To have an active HiRE account or reactivate a HiRE account, the Mandatory Work Registrant **must** log into their HiRE account and:

- Search for a job,
- Look at a list of available jobs, or
- View details on a job.

Failure to register for work at application or recertification with LWC by having an active HiRE account is a violation of SNAP work requirements.

Each Mandatory Work Registrant listed above must register for work with LWC by having an active HiRE account, no later than _____ . Any Mandatory Work Registrant who fails to register for work by the deadline will be disqualified and ineligible for SNAP benefits.

Time periods to Register with LWC:

If a household member fails to register with LWC at application, the member will be excluded from the SNAP case and cannot get SNAP benefits.

Households with very little income may qualify for faster application processing called expedited service. If the head of the household is a Mandatory Work Registrant, he/she must register with LWC no later than 7 days from the date you submitted your application to be eligible for expedited service.

If a household member fails to register with LWC at recertification, that member will be disqualified and cannot get SNAP benefits for at least **1 month** for the first violation, **3 months** for the second violation, and at least **6 months** for subsequent violations.

That member can participate in SNAP after the end of the 1, 3, or 6-month sanction period if that member registers for work with LWC and you report that the member registered for work.

If your case is closed for failure to register for work with LWC, you can participate in SNAP after the end of the 1,3 or 6-month sanction period if you register for work, apply for SNAP, and are determined eligible.