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Louisiana Department of Health

Local Office Use (Optional)
Head of HH: _____
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SNAP Work Requirements

(You Must Follow These Requirements to Receive SNAP Benefits)

Dear ,

This letter is to tell you about work requirements for the Supplemental Nutrition Assistance Program (SNAP) that apply to you and/or members of your household.

Please review the information below carefully. Failure to follow the required rules may affect your household's SNAP benefits.

You and/or members of your household's name will be listed in the work requirement section(s) that applies to you. Read the section(s) because it tells you what you and/or members of your household must do.

Basic Work Requirements

_____, you must follow the **Basic Work Requirements**. Keep reading to find out what to do.

What do you need to do?

You **must** follow these **Basic Work Requirements** to keep your SNAP benefits:

1. Register for work with the Louisiana Works (LA Works) by registering for a Helping Individuals Reach Employment (HiRE) account.
2. Accept any job offer you receive, unless there is a good reason you can't.
3. If you have a job, don't quit your job or choose to work less than 30 hours each week without having a good reason, such as getting sick, being discriminated against, or not getting paid.
4. Tell us about your job and how much you are working, if asked.

What happens if you do not follow these Basic Work Requirements?

You may lose your SNAP benefits if you don't follow these work requirements and you don't have a good reason.

Does everyone need to follow these work requirements?

No, only certain people do. You **may not** have to follow these requirements if you are:

- Younger than age 16, or age 60 or older,
- Taking care of a child younger than age 6 or someone who needs helps caring for themselves,
- Already working at least 30 hours a week,
- Already earning $217.50 or more per week,
- Receiving unemployment benefits, or you applied for unemployment benefits,
- Not working because of a physical or mental health reason,
- Going to school, college, or training program at least half time,
- Meeting the work rules for Temporary Assistance for Needy Families (TANF), or
- Participating in a drug or alcohol addiction treatment program.

What if you have a good reason for not following these Basic Work Requirements?

Call us as soon as possible at 1-888-LAHELPU (1-888-524-3578) if you think you have a good reason for not following these Basic Work Requirements**.** Good reasons include issues you can't control such as getting sick, not having childcare for a child younger than age 12, or work conditions that are unreasonable. These are some examples of good reasons but not all of them.

If we find that you have a good reason, there will be no change to your SNAP benefits.

How long will you lose SNAP benefits if you don't follow these Basic Work Requirements?

- The first time you don't follow these requirements, and you don't have a good reason, you can't get SNAP benefits for **[1 month]**.
- The second time you don't follow these requirements, you can't get SNAP benefits for **[3 months].**
- The third time, you can't get SNAP benefits for **[6 months]**.
- And you must follow these work requirements before you can get SNAP benefits again.

What if you disagree with our decision?

You have the right to ask us to do a formal review of our decision. We call this a *fair hearing*. Read the section on “Your Right to a Fair Hearing”.

ABAWD Work Requirement

_____ must meet the **Able-Bodied Adult Without Dependents** (**ABAWD) Work Requirement**. This applies to you because you are between ages 18 and 64, you do not live in a SNAP household with a child under age 14, and you are considered physically or mentally able to work. As an ABAWD, you can only get SNAP benefits for three months in a 36-month period unless you meet the **ABAWD Work Requirement or qualify for an exemption**. This is called the SNAP Time Limit. Keep reading to find out what to do.

What do you need to do to qualify for an exemption from the SNAP Time Limit?

You may qualify for an exemption from the SNAP Time Limit if you:

- Follow one of the work requirements listed on page 2, or
- Meet the ABAWD Work Requirement.

What do you need to do to meet the ABAWD Work Requirement?

You **must spend at least 20 hours per week or 80 hours each month** doing one or more of the following activities to keep your SNAP benefits:

- Working, including paid and unpaid work,
- Participating in a job program or similar activities we approve, or
- Participating in any combination of the activities described above.

Please tell us if you are participating in one of these activities or think you qualify for an exemption from the SNAP Time Limit. You can **call 1-888-LAHELPU (1-888-524-3578)**. If your work hours **drop below 80 hours** a month, **you must call us at 1-888-LAHELPU (1-888-524-3578)** within 10 days.

Does everyone need to meet the ABAWD Work Requirement?

You **may not** have to meet the ABAWD Work Requirement if:

- You are younger than age 18, or age 65 or older,
- Someone in your SNAP household is younger than age 14,
- You are not working because of a physical or mental health reason,
- You are pregnant, or
- You are an Indian, Urban Indian or California Indian.

Call us at 1-888-LAHELPU (1-888-524-3578) as soon as possible if one of these describes you. If we find that it does, you **will not** need to meet the ABAWD Work Requirement.

What happens if you do not meet the ABAWD Work Requirement?

We will count each full month that you receive SNAP benefits, but do not meet the ABAWD Work Requirement without a good reason. Once we have counted three full months, you will lose your benefits until you meet the ABAWD work requirement or [Insert Date Here].

What if you have a good reason for not following the ABAWD Work Requirement?

Call us as soon as possible at 1-888-LAHELPU (1-888-524-3578) if you think you have a good reason for not following these Time Limit Requirements. Examples of good reasons include issues you can't control, such as getting sick or not having transportation. If we determine that you have a good reason, there will be no change to your SNAP benefits.

Reminder: Check page 1 of this letter for other reasons you may not have to follow any work rules.

If you lose your SNAP benefits, how can you get them back?

If you start meeting the ABAWD Work Requirement, **you can get SNAP benefits again**.

You can also receive SNAP benefits again if something changes in your life, and there are reasons you no longer need to follow these rules. For example, you may get SNAP benefits back if you have a new physical or mental health reason for not working or because of other reasons.

SNAP Employment and Training (E&T) Program

SNAP Employment and Training (E&T) is open to all eligible SNAP recipients. The program offers free training, employment services, and support to help you prepare for, find, and keep a good job. For ABAWDs, participation may also help meet the ABAWD work requirement. Keep reading to learn how SNAP E&T can support your employment goals.

What is SNAP Employment and Training (E&T)?

The SNAP Employment and Training (E&T) program helps people that receive SNAP benefits gain skills, training, work, or experience to get a job or get a better job.

Who can participate in the program?

People that receive SNAP benefits can volunteer to participate.

What is the cost from doing the program?

There is no cost to participate in the SNAP E&T program. We pay for your costs to participate in this program. These costs include:

- Transportation
- Childcare
- Personal safety items or equipment
- Other reasonable required costs, such as tools, books, and uniforms

Does it affect your SNAP benefits if you stop participating with SNAP E&T?

No, it does not affect your SNAP benefits if you stop participating with the SNAP E&T program.

How do you find out more information about these programs?

We offer different programs to help you develop your work skills and to help you find and keep a good job. You can learn more about the different types of programs available by visiting our website (www.dcfs.la.gov/page/snap-et). You can also email us at SNAPE&T.dcfs@la.gov to find out more.

Are you interested in other Employment and Training programs?

Listed below are some Employment and Training programs available throughout the state:

- Louisiana Works (LA Works): www.laworks.net
  - American Job Centers
  - Workforce Development Program
  - Search for work through HiRE account
- Louisiana State Civil Service: www.civilservice.louisiana.gov
- Indeed Job Search: www.indeed.com
- Goodwill: www.goodwill.org
- Job Corps (ages 16 – 24): www.jobcorps.gov

Non-Discrimination Statement

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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 (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: USDA Food and Nutrition Administration, George Washington Carver Center, 5601 Sunnyside Avenue, Beltsville, MD 20740; or (2) Email: FNACIVILRIGHTSCOMPLAINTS@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

You may file a civil rights complaint with the Louisiana Department of Health (LDH) by completing the Civil Rights Complaint Form. Turn the form in to a local office; mail it to LDH Bureau of Legal Services, P.O. Box 3836, Baton Rouge, LA 70821-3836; email LDH.CivilRightsComplaints@la.gov; or call 1-888-524-3578. You may file a civil rights complaint with LDH and USDA or only LDH. Additionally, a program complaint may be filed with the LDH/Economic Stability Section, by mailing to P.O. Box 260031, Baton Rouge, Louisiana, 70826, by emailing LAHelpU@La.gov, or by calling 1-888-524-3578.

Your Right to a Fair Hearing

What is a fair hearing?

Any time you disagree with a decision taken on your SNAP, FITAP case, you have the right to request a fair hearing with an official who is required by law to review the facts of every case in a fair and objective manner.

When can you ask for a fair hearing?

You can ask for a fair hearing if:

- You applied for benefits and are denied, or
- You disagree with a decision on your case, or
- You believe your benefits were not calculated correctly.

Deadline to ask for a fair hearing?

For SNAP decisions:

- If we closed your case or denied your request for benefits, you must appeal within 90 days following the date of the notice.
- If we changed your benefit amount, you can appeal anytime within your certification period.

For FITAP/KCSP decisions, you must request a hearing within 30 days of the date this notice was mailed.

Can you get free legal help?

Yes. For free legal advice call (800) 256-1175

How do you ask for a fair hearing?

To request a fair hearing:

- Call 1-888-LAHELPU (1-888-524-3578) and request a fair hearing, or
- Complete and sign the section below and mail it to: LDH/ Economic Stability, P O Box 260031, Baton Rouge, LA 70826-0031, or
- Visit a local LDH office and speak to a supervisor

Please explain your reason for requesting a fair hearing:

By signing this document and returning it, I am requesting a fair hearing.

Signature Date Phone Number

Return to: LDH/ Economic Stability, P O Box 260031, Baton Rouge, LA 70826-0031