

Local Office Use (Optional)
Head of HH: _____
Case ID: _____
Date Given: _____

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). **If you don't follow these requirements, your SNAP benefits may decrease or end.** This letter tells each of you what you need to do.

What do you need to do?

- _____, you must follow the **Basic Work Requirements** in the next section.
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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 help 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 should you do if you think one of these reasons applies to you?

Call us at 1-888-LAHELPU (1-888-524-3578) as soon as possible if you think one of these reasons applies to you. If we find that it does, you **will not** need to follow any of the work requirements in this letter.

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 Workforce Commission (LWC) 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.

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

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" that follows.

SNAP Employment and Training (E&T) Program

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.dcfslouisiana.gov/page/snap-et). You can also email us at SNAPET.dcfslouisiana.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 Workforce Commission: 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

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 54, you do not live in a SNAP household with a child under age 18, 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:

- Live in a parish exempt from the SNAP Time Limit,
- Follow one of the work requirements listed on page 1, 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 55 or older,
- Someone in your SNAP household is younger than age 18,
- You are not working because of a physical or mental health reason,
- You are pregnant,
- You are a veteran,
- You are a homeless individual, or
- You are 24 years old or younger and were in foster care under the responsibility of the state and aged out of foster care.

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 listed on page 1 and page 4 of this letter.

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), 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 (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-05_08-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to:

1. mail: Food and Nutrition Service
USDA, 1320 Braddock Place, Room 334,
Alexandria, VA 22314; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: FNSCIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.

You may file a civil rights complaint with the Department of Children and Family Services (DCFS) by completing the Civil Rights Complaint Form. Turn the form in to a local office; mail it to DCFS Civil Rights Section, P O Box 1887, Baton Rouge, LA 70821; email DCFS.BureauofCivilRights@LA.GOV, or; call (225) 342- 0309. You may file a civil rights complaint with DCFS and USDA or only DCFS.

A program complaint may be filed with the Department of Children and Family Services (DCFS) by emailing LAHelpU.DCFS@LA.GOV or by calling 225-342-2342.

Note: Please do not send any application materials to the address above. The address above is for civil rights complaints only. Please send application materials to the address below:

By Mail: Department of Children and Family Services ES
Document Processing Center
P.O. Box 260031
Baton Rouge, LA 70826-9918

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: DCFS Family Support/Economic Stability, P O Box 260031, Baton Rouge, LA 70826-0031, or
- Visit a local DCFS 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: DCFS Family Support/Economic Stability, P O Box 260031, Baton Rouge, LA 70826-0031