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	Part No./Name	E – Special Households
	Section No./Name	E-200-FITAP-SNAP Special Households
	Document No./Name	E-220-SNAP Disqualified Members and Households
	Effective Date	August 1, 2024

I. STATEMENT OF POLICY

E-221-SNAP - PO MEMBERS DISQUALIFIED BECAUSE OF SOCIAL SECURITY NUMBERS, INELIGIBLE ALIENS, FAILURE TO ATTEST TO CITIZENSHIP OR ALIEN STATUS, ABAWDs FAILURE TO MEET THE ABAWD WORK REQUIREMENT * AND FAILURE TO RESPOND TO A NATIONAL ACCURACY CLEARINGHOUSE (NAC) MATCH.

E-221-1-SNAP - PO Reasons for Disqualification

The agency disqualifies a member of a household who:

- Fails to provide or apply for a Social Security Number,
- Is an ineligible alien (including aliens awaiting sponsor information or proof of sponsor information),
- Fails to sign the application attesting to citizenship or alien status,
- Is an ABAWD who fails to meet the ABAWD work requirement **or**
- **Fails to respond to a NAC Match**

E-221-2-SNAP - PO Resources

Count all nonexempt resources of the disqualified member.

Do not count the disqualified member when determining which resource limit applies to the household.


E-221-3-SNAP - PO Income and Earned Income Deductions

E-221-3-1-SNAP - PO Income

Prorate the disqualified person's countable income equally among all members (including the disqualified person). This is called pro rata share. Include all but the disqualified member's share in the household budget.

Example: In a five person household, two are disqualified and one of them has income; therefore, 3/5 of the disqualified person's income is counted.

Exception: The full amount of child support income received by the disqualified person for children in the SNAP household must be counted and not prorated. The income must be budgeted on the youngest child's unearned income screen in LITE. **

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E-221-3-2-SNAP - PO Earned Income Deduction

Determine the part of the disqualified member's earned income that is counted in the household. Add this amount to other earned income. Apply the earned income deduction to the total.

E-221-4-SNAP - PO Household Deductions

E-221-4-1-SNAP - PO Standard Deduction

Allow the full standard deduction to the household.

E-221-4-2-SNAP - PO Utility Standard

Allow the full appropriate utility allowance to the household.

E-221-4-3-SNAP - PO Dependent Care and Other Shelter Costs

Prorate expenses billed to or paid by the disqualified member equally among everyone. Subtract the disqualified person's prorated share and allow the remaining deductions for the household. Count in full if deductions are billed to or paid by a member who is not disqualified.

E-221-5-SNAP - PO Medical/Excess Shelter Deductions

E-221-5-1-SNAP - PO Medical

Do not count medical bills of a disqualified member. If the disqualified member is billed for or pays medical bills of an eligible household member who is eligible for a medical deduction, prorate this expense.


E-221-5-2-SNAP - PO Uncapped Excess Shelter

The household is not eligible for this special provision if the disqualified member is the only person who is elderly or disabled. If another member in the household is elderly or disabled, the household is entitled to the special deduction.

E-221-6-SNAP - PO Income Test and Household Size

The household must pass both the gross and net income eligibility tests if the disqualified member was the only elderly or disabled person in the household.

Do not count the disqualified member in determining the household's income limits or the amount of the household's allotment.

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E-221-7-SNAP - PO Adverse Action

Give advance notice of adverse action to the household before disqualifying a person during a certification period. This notice must explain why the disqualification is occurring, what the person must do to become qualified, and the eligibility and benefits of remaining members. A concurrent notice of adverse action must be sent when disqualifying a person at the end of the certification period.

E-221-8-SNAP - PO Ending Disqualification

Add the disqualified member to the household the month after he complies with the missing requirement.

Continue budgeting the disqualified member's income, but do not continue prorating his income when he is added to the household.

If there is an interruption in the household's certification, continue the disqualification until the person complies with the missing requirement.

E-221-9-SNAP - PO Verification

The disqualified person's circumstances, including income and resources, are subject to the same verification requirements as any other member.

E-221-10-SNAP - PO Child Support Payment/Deduction


The amount of child support paid or expected to be paid would be divided evenly among the household members, including the ineligible member and all of the ineligible member's share would be *** included in **** the household income when determining gross income eligibility. If the household is eligible, the same prorated amount would be allowed as a deduction.

E-222-SNAP - PO MEMBERS DISQUALIFIED BECAUSE OF INTENTIONAL PROGRAM VIOLATION (IPV), SNAP WORK REGISTRATION REQUIREMENTS NON-COMPLIANCE, FLEEING FELON RESTRICTIONS OR PROBATION/PAROLE VIOLATION, AND CERTAIN CONVICTED FELONS

E-222-1-SNAP - PO Reason for Disqualification

The agency disqualifies a member found to have committed IPV

- through an administrative disqualification hearing,

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- by signing a waiver of right to an administrative disqualification hearing,
- by a court of appropriate jurisdiction, or
- by a disqualification consent agreement in cases referred for prosecution.

The agency disqualifies an individual for work registration requirements when he has:


- refused to register for work,
- failed to participate in an Employment and Training Program,
- refused to accept an offer of employment,
- refused to provide sufficient information to determine his employment status or job availability, or
- voluntarily quit a job or reduces their work effort and, after the reduction, works less than 30 hours per week and makes less than the federal minimum wage multiplied times 30 hours per week.

The agency disqualifies a member who is fleeing to avoid prosecution, custody or confinement after conviction for committing a crime or attempting to commit a crime that is a felony under the law of the place from which the individual is fleeing (or a high misdemeanor in New Jersey). Refer to [E-240-SNAP](#).

The agency disqualifies a member who is violating a condition of probation or parole imposed under a federal or state law. The determination that a person has violated his or her probation or parole can only be made by the Louisiana Parole Board or the court system. Refer to [E-240-SNAP](#).

The agency disqualifies a member who has been convicted as an adult for a felony that occurred after February 7, 2014, for one of the following crimes:

- Aggravated sexual abuse under section 2241 of title 18, United States Code;
- Murder under section 1111 of title 18, United States Code;
- Sexual exploitation and other abuse of children under chapter 110 of title 18, United States Code;
- A Federal or State offense involving sexual assault, as defined in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)); or

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- An offense under State law determined by the Attorney General to be substantially similar to an offense listed above; and
- The individual is not in compliance with the terms of their sentence.

The disqualified person's circumstances, including income and resources, are subject to the same verification requirements as any other member. The remaining members may participate if eligible. See Section F-300-SNAP for IPV penalties and Section B-1400-SNAP for Work Registration Requirements penalties.

E-222-2-SNAP - PO Resources

Count all nonexempt resources of a disqualified member.

E-222-3-SNAP - PO Income and Deductions

Count all income and expenses of a disqualified member.

E-222-4-SNAP - PO Medical Deductions and Uncapped Shelter Deductions

The household is entitled to medical deductions and an uncapped shelter deduction even if the disqualified person is the only elderly or disabled person in the household.

E-222-5-SNAP - PO Income Test and Household Size


The household must still pass both the gross and net income tests if the disqualified person is the only elderly or disabled person in the household.

Do not count the disqualified person in the household's size for determining the resource or income limits or the amount of the allotment.

E-222-6-SNAP - PO Adverse Action

Do not give advance notice of adverse action when disqualifying a member for Intentional Program Violation. Send a concurrent notice.

Send advance notice of adverse action during the certification period when disqualifying a member for work registration requirements non-compliance, fleeing felon restrictions, probation/parole violation, and for a conviction as an adult for a felony that occurred after February 7, 2014 listed above. A concurrent notice of adverse action must be sent when disqualifying a person at the end of the certification period.

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E-222-7-SNAP - PO Ending Disqualification

Add the disqualified member to the household the month after his disqualification ends. See [B-1463 - SNAP](#) for ending the disqualification of an individual for noncompliance with work registration requirements. Continue budgeting the disqualified member's income.

NOTE: Once a disqualification penalty has been imposed against a currently participating household member, the period of disqualification continues uninterrupted until completed regardless of the eligibility of the disqualified member's household.

E-222-8-SNAP - PO Verification

The disqualified person's circumstances, including income and resources, are subject to the same verification requirements as any other member.

E-222-9-SNAP - PO Child Support Payment * Deduction**

The total amount of child support paid or expected to be paid would be allowed as a *** deduction.

II. PROCEDURES

E-221-SNAP-PR MEMBERS DISQUALIFIED BECAUSE OF SOCIAL SECURITY NUMBERS, INELIGIBLE ALIENS, FAILURE TO ATTEST TO CITIZENSHIP OR ALIEN STATUS, ABAWDS FAILURE TO MEET THE ABAWD WORK REQUIREMENT * AND FAILURE TO RESPOND TO A NATIONAL ACCURACY CLEARINGHOUSE (NAC) MATCH **


If the member is disqualified for failure to provide a Social Security Number, to exclude the member in LITE,

1. Access the Person Demographic – SSN Application page for the person failing to provide a Social Security Number.
2. Select No for the question “Has a SSN been provided for this person”.
3. Select Refusal/Good Cause Not Established for question “Reason SSN not applied for”.

The member will be disqualified when eligibility is determined and the case authorized. LITE will send an automatic notice of decision.

If the member is disqualified for ineligible aliens, failure to attest to citizenship, or alien status to exclude the member in LITE,

1. Access the member's Alien Details Page
2. Select “No” for the question “Do you to DCFS contacting United States Citizen and Immigration Services (USCIS) to verify your immigration status?”
3. Select a verification type from the Immigration Status Verification drop-down menu.

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4. Click next.

The member will be disqualified when eligibility is determined and the case authorized. LITE will send an automatic notice of decision.

If an ABAWD is disqualified for failure to meet ABAWD work requirement,

1. Access the LITE Non-Financial Questions Page.
2. Select “Yes” from the dropdown menu to the question “Are there any Able-Bodied Adults Without Dependents (ABAWD) mandatory individuals residing in the SNAP household?”
3. Select “No” from the dropdown menu for the question “Is there anyone in the household that has applied for, but is not yet receiving UCB OR has any barrier that prevents them from participating with LaJET?”
4. Click next.
5. Click “Add ABAWD” on the ABAWD summary screen.
6. Select the disqualified member from the “Name” dropdown menu.
7. Enter the ABAWD dates.
8. Select “No” from the dropdown menu to the question “Individual is participating in and complying with work program activities (SNAP E&T, WIOA, or Trade Act) 20 hours per week, average monthly”.
9. Select “No” from the dropdown menu to the question “Individual is working the question (employment, self-employment, in-kind services, or employment- related volunteering) at least 20 hours per week, average monthly”.
10. Select “No” from the dropdown menu is to the question” meeting the work requirements by a combination of working and participating in a work program described above at least 20 hours per week, average monthly”.
11. Click “Add ABAWD”


The member will be disqualified when eligibility is determined and the case authorized. LITE will send an automatic notice of decision.

*** If an individual fails to respond to a NAC Match and Louisiana is the Initiating State,**

1. Access the LITE Household Individuals – Questions Page and navigate to the Out of State Benefits – Details screen.
2. Information from the NAC Match is automatically added to the Out of State Benefits - Details screen.
3. If NAC verification is not provided for a HH member, run EDBC and authorize the case to exclude the member. If NAC verification is not provided for the case head, LITE will automatically close the case.

If an individual fails to respond to a NAC Match and Louisiana is the Matching State,

1. Access the LITE Person Demographics – Details Page.

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2. Update residency verification to “NAC Match – Pending Verification”.
3. If NAC verification is not provided for a HH member, run EDBC and authorize the case to exclude the member. If NAC verification is not provided for the case head, LITE will automatically close the case. **

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If the member is disqualified for Intentional Program Violation (IPV) on an active case, the Fraud and Recovery Unit will enter the sanction on the Non-Compliance Details Page in LITE by,

1. Selecting the name of the member with an IPV from the drop-down menu,
2. Entering the Non-Compliance Dates,
3. Selecting the Non-Compliance Violation Type from the drop-down menu,
4. Selecting Non-Compliance Reason from the drop-down menu,
5. Entering a decision date and,
6. Clicking the Add Non-Compliance button.


The Fraud and Recovery Unit will send an email marked High Priority to the Parish Office where the worker assigned to the case is housed via the generic email address, with a request that the email be acknowledged when read. The worker must run EDBC, authorize the case, and cancel the notice. The member will be disqualified when eligibility is determined and the case authorized. A copy of the email received from the Fraud and Recovery Unit must be filed in OnBase, and a case note made stating when the case was authorized.

Note: After all actions have been completed, an email must be sent to the Fraud and Recovery Unit advising that the IPV sanction has been imposed. See [F-350-SNAP PR](#).

If the member is disqualified for SNAP Work Registration for non-compliance with Work Registration Requirements, refer to [B-1462-SNAP PR](#).

If the member is disqualified for Fleeing Felon Restrictions, Probation/Parole Violations, or certain convicted felons as identified in E-222-1-SNAP-PO, to exclude the member,

1. Access the LITE Person Demographics Summary Screen.
2. Click the edit pencil next to the member to be disqualified.
3. Click continue on the Person Demographics - Details Screen.
4. Click continue on the Person Demographics - SSN Application Screen.
5. Click continue on the Person Demographics – Conviction.
6. Enter the Conviction Information for the member.
7. Click Next

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The member will be disqualified when eligibility is determined and the case authorized. LITE will send an automatic notice of decision.

III. FORMS AND INSTRUCTIONS

SNAP 13A [Form](#) / [Instructions](#) Action Taken on Your Supplemental Nutrition Assistance Case

IV. REFERENCES

[7CFR 273.7 and 273.11](#)