

Head of HH: _____

Case ID: _____

Date Given: _____

Responsibilities of Mandatory Work Registrants

Name of Registrant: _____

As a Mandatory Work Registrant, you must comply with the following work requirements:

- 1) Register for work with the Louisiana Workforce Commission (LWC) by registering for a Helping Individuals Reach Employment (HiRE) account.
- 2) Accept a job offer that pays at least the minimum wage,
- 3) Report to an employer when referred,
- 4) Respond to requests from the Department of Children and Family Services for information regarding employment status or availability for work,
- 5) Participate with LWC if the Mandatory Training (LaJET) Program, where available, and
- 6) Participate with LWC if the Mandatory Work Registrant is an Able-Bodied Adult Without Dependents (ABAWD).

An ABAWD is an individual who is:

- Physically or mentally fit for employment,
- Age 18 (beginning the month after their eighteen birthday) through 49, (ending the month prior to their fiftieth birthday),
- Not pregnant, and
- Not living in a Supplemental Nutrition Assistance Program (SNAP) household with a child who is under age 18, even if the child is not eligible to receive SNAP benefits.

If you are an ABAWD, you must comply with the following requirements:

- 1) When contacted by LWC, report to the local LWC office,
- 2) Attend the mandatory orientation scheduled by LWC, and
- 3) Cooperate and complete all requirements determined by LWC.

If LaJET is available in your area and you are not an ABAWD, you must also comply with the following requirements:

- 1) Report to the LaJET Office in your parish when you are notified,
- 2) Attend required job training sessions,
- 3) Complete the required number of Job Search contacts,
- 4) Report to an employer to whom referred by the LaJET Office, and
- 5) Cooperate and complete all requirements of the LaJET Program.

If you refuse or fail without good cause to comply with the above work requirements, voluntarily quit your job, or reduce your work effort to less than 30 hours per week, you cannot get SNAP benefits for **3 months** for the first violation and **6 months** for subsequent violations.

If you are the head of the household, your entire household cannot get SNAP benefits for **3 months** for the first violation and **6 months** for subsequent violations.

For purposes of failure to comply with work requirements,

- If there are no children in the home, the head of the household is the person in the household who:

- Had the greatest source of earned income in the two months prior to the violation and the employment involved at least 20 hours per week or provided weekly earnings at least equal to the federal minimum wage multiplied by 20, or
 - Is listed in the case record as the head of the household at the time of the violation, if there is no principal source of earned income in the household.
- If there are parents and children in the home, the adult who was designated as the head of household continues to be head of the household.

The head of the household cannot be a person who is living with a parent, or person fulfilling the role of a parent, if that parent is:

- Employed or self-employed (at least 30 hours per week), or
- Subject to and participating in the Strategies to Empower People (STEP) Program, or
- Receiving UCB.

You can participate in SNAP after the end of the 3 or 6 month sanction period if you have complied with the requirement you violated and if you apply again and are determined eligible.

You have the right to appeal if you disagree with the decision concerning your exemption status, the type of requirement imposed, or good cause determination.