

Date: _____

Case ID: _____

Case Name: _____

Worker #: _____

Work Registration Requirement with Louisiana Workforce Commission (LWC)

Name of Mandatory Work Registrant: _____

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The individual identified above has been determined to be a Mandatory Work Registrant. All Mandatory Work Registrants who apply for or receive Supplemental Nutrition Assistance Program (SNAP) benefits **must** register for work with the Louisiana Workforce Commission (LWC) by registering for a Helping Individuals Reach Employment (HiRE) account. All Mandatory Work Registrants **must** also maintain an active work registration in HiRE. 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 keep 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 with LWC by maintaining an active work registration is a violation of SNAP work requirements.

Each Mandatory Work Registrant listed above must register for work with LWC by creating a HiRE account, no later than _____. Any MWR who fails to register for work by the deadline will be disqualified and ineligible for SNAP benefits for the time periods listed below.

If the head of household fails to register with LWC, the SNAP application will be rejected or the SNAP case will be closed. If the head of household does not register with LWC, the entire household cannot get SNAP benefits for at least **3 months** for the first violation and at least **6 months** for subsequent violations.

If a household member fails to register with LWC, that member will be disqualified and cannot get SNAP benefits for at least **3 months** for the first violation and at least **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 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 earning at least equal to the federal minimum wage multiplied by 20, or
 - Is listed in the case as the head of the household at the time of the violation, if there is no primary 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 Unemployment Compensation Benefits (UCB).

If a member of your household is disqualified that member can participate in SNAP after the end of the 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 rejected or closed for failure to register for work with LWC, you can participate in SNAP after the end of the 3 or 6 month sanction period if you register for work, apply for SNAP, and are determined eligible.