

## Consolidated Work Requirements

### **(Must read to any household with Work Registrants and/or ABAWDs)**

There are work rules for the Food Assistance Program. If you don't follow these rules, your Food Assistance benefits may decrease or end. Different people in your household may need to follow different work rules.

Not everyone needs to follow these rules.

You may not have to follow them 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 30 hours a week,
- Already earning \$217.50 or more per week,
- Receiving unemployment benefits, or you applied for unemployment benefits,
- Not able to work because of physical or mental reason,
- Going to school, college, or training program at least half-time (but college students are subject to other eligibility rules),
- Meeting work rules for Temporary Assistance for Needy Families (TANF), or
- Participating in a drug or alcohol addiction treatment program.

### **Work Registrant Rules (Must read to any household with anyone 18-59 who is not exempt from work requirements)**

If you are a Work Registrant, you must follow these Basic Work Rules to keep your Food Assistance benefits:

1. Register for work.
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.

### **Job Search and Training Rules (Must read to any household with a non-exempt ABAWD who is not working 30 hours or more per week)**

[Name 2] and [Name 3], you must follow the Job Search and Training Rules. Keep reading to find out what to do.

You must participate in the Mandatory Employment & Training program. This program can make it easier for you to find or keep a job.

You must follow these rules to keep your food assistance benefits:

1. Go to a program orientation. You will receive a letter with the appointment date, time & location. If you cannot make it to the orientation at this time or date, you must call the number on the letter to reschedule.
2. Work with your career navigator at orientation to determine the right activities for you.
3. Complete the activities of the program each month (we will tell you what to do).

We may 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

If we can't pay your costs, we must excuse you, and you will not need to follow the Job Search and Training rules. If you think you have costs we need to pay, contact the DCF Office.

If you do not follow these rules without a good reason, you may lose your food assistance benefits.

We will be referring you to the E&T program and you will be receiving an appointment notice. It is very important that you attend your appointment or contact the number on the appointment notice right away if you need to reschedule.

E&T is a mandatory program to help people 18 and over who are receiving food assistance find employment or find better employment. They can assist with: Job Search, Job Search Training, GED and/or high school diploma completion, ESL classes or short-term trainings.

They also may be able to assist you with certain costs associated with attending class or obtaining employment, such as work or interview clothing or transportation.

If you fail to attend your E&T appointments, or if you do not meet the participation requirements, your food assistance case will close for up to one year.

Is there any reason you may not be able to participate in this program? (If they answer yes and do not meet an ABAWD exemption, refer to non-compliance coordinator)

Send client name, case number and contact information to the E&T mailbox for the office:

[DCF.KansasCitySNAPET@ks.gov](mailto:DCF.KansasCitySNAPET@ks.gov); [DCF.WichitaSNAPET@ks.gov](mailto:DCF.WichitaSNAPET@ks.gov); [DCF.EastSNAPET@ks.gov](mailto:DCF.EastSNAPET@ks.gov); [DCF.WestSNAPET@ks.gov](mailto:DCF.WestSNAPET@ks.gov)

### **Time-Limits Rules (Must read to any household with anyone 18-49 who is not exempt from ABAWD requirements)**

Any ABAWDs on this case must follow the Time Limit Rules. These apply to you because you are between ages 18 and 49, do not live with a child under 18, and are considered physically and mentally able to work. This is often called the Able-Bodied Adult Without Dependents (ABAWD) work requirement.

You can only get Food Assistance benefits for 3 months in 3 years unless you meet these Time Limit Rules.

You must follow these Time Limit Rules to keep your Food Assistance benefits:

- Spend at least 80 hours each month doing one or more of the following activities:
- Working,
- Participating in a job program or similar activities we approved, or
- Volunteering.

Please tell us if you are doing one of these things.

If your work hours drop below 80 hours a month, you must call us.

You may not have to follow any of these Time Limit Rules if:

- You are younger than age 18, or age 50 or older,
- Someone in your house is younger than age 18,
- You are not working because of a physical or mental health reason, or
- You are pregnant.

Call us as soon as possible if you think one of these might describe you. If we find that it does, you will not need to follow these Time Limit Rules.

We will count each full month that you receive Food Assistance benefits but do not meet these Time Limit Rules without a good reason. Once we have counted 3 full months, you will lose your benefits until October 2025.

If you start meeting these Time Limit Rules, you can get Food Assistance benefits again. You can also get Food Assistance 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 Food Assistance benefits back if you have a new physical or mental health reason for not working or because of other reasons we discussed.

You may lose your Food Assistance benefits if you don't follow any of the rules discussed and you don't have a good reason. If you have good reason for not following these rules, Call us as soon as possible. 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 Food Assistance benefits.

How long will you lose Food Assistance benefits if you don't follow these rules?

- The first time you don't follow these rules, and you don't have a good reason, you can't get Food Assistance benefits for 3 months.
- The second time you don't follow these rules, you can't get Food Assistance benefits for 6 months.
- The third time, you can't get Food Assistance benefits for 1 year and you must follow these work rules before you can get Food Assistance benefits again.

You have the right to ask DCF to do a formal review of your case decision. DCF calls this a fair hearing. You can contact DCF for information about requesting a fair hearing. If you have questions or need more information, please call DCF at 1-888-369-4777. Monday through Friday between 8am and 5pm.