

**IMPORTANT INFORMATION ABOUT  
SNAP WORK RULES (GENERAL AND  
MANDATORY E&T)**

**Date:**

**Case No:**

**District Contact No:**

This letter is to tell you about work rules for the Supplemental Nutrition Assistance Program (SNAP). **If you don't follow these rules, your SNAP benefits may decrease or end.** Different people in your house may need to follow different work rules.

**What do you need to do?**

Listed below are the people in your house that must follow the **General SNAP Work Rules:**


Listed below are the people in your house who must participate in a **SNAP Employment and Training (E&T) Assignment:**


**General SNAP Work Rules**

**What do you need to do?**

You **must** follow these **General SNAP Work Rules** to keep your SNAP benefits:

1. Accept any job offer you receive, unless there is a good reason you can't.
2. 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.
3. Tell us about your job and how much you are working.
4. Participate in SNAP E&T work activities if assigned by the district.

### **Does everyone need to follow these General SNAP Work Rules?**

No. You **may not** have to follow these rules if you are:

- Younger than age 16, or age 60 years or older,
- A 16 or 17-year-old who is not the head of the household OR who is in school or in an employment program at least half-time,
- Unable to work because of a mental or physical reason,
- Taking care of a child younger than age 6,
- Taking care of an incapacitated person,
- Meeting the work rules under the Temporary Assistance for Needy Families (TANF) program,
- Receiving or applying for unemployment benefits,
- Participating in a drug or alcohol addiction treatment program,
- Enrolled in a school, training program or college at least half-time (students may be subject to other eligibility rules),
- Already working at least 30 hours a week,
- Already earning \$217.50 (30 times the federal minimum wage) or more a week, OR
- An SSI applicant or recipient.

*Note: The SNAP caretaker of a child under 6 who is also receiving TANF and fails to comply with a work experience assignment may be subject to a SNAP work sanction.*

### **What should you do if you think one of these reasons applies to you?**

**Call the District Contact Number on the first page of this letter as soon as possible** if you think one of these reasons applies to you, or someone in your house.

### **What are SNAP E&T assignments?**

The SNAP E&T program can help you and people in your household gain skills and find work. People assigned to SNAP E&T may be required to participate in supervised job search, job readiness activities, work experience, job skills training, vocational training, educational training, apprenticeships, subsidized employment, or other work activities. SNAP E&T participants receive case management services which may include assessments, personalized employment plans, progress monitoring, and coordination with other service providers.

If the district assigns you or someone in your house to participate in SNAP E&T, they cannot ask you to participate in work activities and/or employment to meet the SNAP work requirement for more than 30 hours per week (no more than 120 hours per month). A person may choose to participate in work activities for more than 30 hours per week but cannot be required to do so.

**Note:** People who are also receiving Temporary Assistance (TA) benefits may be required to participate in work activities for up to 40 hours per week. The assigned work activity for these people is generally a combined TA and SNAP work assignment. A person who receives TA and SNAP and does not comply with assigned work activities willfully and without a good cause reason may be subject to a TA work sanction. However, if the person participates in the assigned work activities for at least 30 hours per week (120 hours per month), the house's SNAP benefits will not be affected.

**What if you have costs from doing the program?**

The district must pay costs for you or people in your house that are necessary and reasonable to participate in a SNAP E&T activity. These costs may include:

- Transportation
- Childcare
- Personal safety items or equipment
- Other reasonable required costs, such as tools, books, and uniforms

If the district cannot pay a person's costs to participate in a SNAP E&T assignment, the person will be excused from participating.

If the district tells you or someone in your house that you must participate in a SNAP E&T work activity, the person must participate. If the person does not participate in the SNAP E&T assignment or quits willfully and without a good cause reason, they may lose their SNAP benefits.

**What if you have good cause for not following these rules?**

Good cause reasons for not following the rules include issues that a person cannot control such as getting sick, having a household emergency, or not being assigned to a suitable activity by the district. These are some examples of good cause reasons but there are others, too. A person must provide proof of any good cause reason when asked by the district. A person who believes they should be excused from following the SNAP work rules must also provide proof, if requested by the district. For example, the district might ask for a statement from the person's healthcare practitioner, such as a doctor who is treating them or other documents showing the person had good cause for not following the rules or should be excused.

A person who believes that they have a good cause reason for not completing a SNAP E&T assignment or believes they should be excused from following the General SNAP Work Rules should call the District Contact Number on the first page of this letter to discuss this information.

**What happens if you do not follow these General SNAP Work Rules?**

You may lose your SNAP benefits if you don't follow these work rules or do not complete a mandatory SNAP E&T assignment and you don't have a good cause reason.

If a person does not follow the General SNAP Work Rules or does not participate in a SNAP E&T assignment, they will be sent a Conciliation Notification. The person will be offered a meeting with the district to explain why they did not participate.

A person who receives a Conciliation Notification must contact the district by the date on the Conciliation Notification to explain why they did not participate. If the district decides the person had a good cause reason for not following the rules, the household's SNAP benefits will not be reduced or stopped. If the district decides the person did not have a good cause reason, the individual will be offered a chance to participate in the same activity they did not complete in order to not lose SNAP benefits. If the district decides that the same activity is not available or is not a good fit for the person any longer, the person may be asked to complete another activity. If the person does not complete the activity or prove they had a good cause reason, their household's SNAP benefits may decrease or stop.

**How long will you lose SNAP benefits if you don't follow these General SNAP Work Rules or do not complete a mandatory SNAP E&T assignment?**

- The first time a person does not follow these rules or does not participate in a SNAP E&T assignment, they can't get SNAP benefits for 1 month.
- The second time a person does not follow the General SNAP Work Rules or does not participate in a SNAP E&T assignment, they can't get SNAP benefits for 3 months.
- The third time, a person does not follow the General SNAP Work Rules or does not participate in a mandatory SNAP E&T assignment, they can't get SNAP benefits for 6 months.
- And, the person must follow these work rules before they can get SNAP benefits again.

A person who loses their SNAP benefits because they did not follow the General SNAP Work Rules or did not complete a mandatory SNAP E&T assignment, must be allowed to start receiving SNAP benefits before the end of the time period noted above if they prove they should be excused from following the General SNAP Work Rules.

**What is a Fair Hearing?**

If your SNAP application is denied, or your SNAP benefits are reduced or stopped because you or another person in your household did not follow the General SNAP Work Rules or you or another person did not comply with a mandatory SNAP E&T assignment and you disagree with the decision, you have the right to request a fair hearing. You may appeal the district's actions to reduce or discontinue SNAP benefits if you or another person in your household did not meet SNAP work requirements or did not comply with a mandatory SNAP E&T assignment because they believe that they should be excused from SNAP Work Rules, the type of requirement imposed, or the district did not make a finding of good cause. Information on how to request a fair hearing is available on all sanction notices.

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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/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, 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:**

[FNCSIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNCSIVILRIGHTSCOMPLAINTS@usda.gov)

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