

## WORK FOCUS

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***The purpose of the SNA E&T Program is to improve the employability of household members through actual work experience and/or training, enabling individuals to move promptly into suitable unsubsidized employment. It is designed to place emphasis on financial independence through employment. The guiding principles of the “Work Focus” are:***

- People are better off working than receiving Supplemental Nutrition Assistance Program (SNAP) benefits.
- Adults who receive SNAP benefits who can work, must work.
- The best way to succeed in the labor market is to enter it.
- Activities should promote employment at the earliest opportunity, with the labor market as the initial test of employability.

### WORK REQUIREMENTS

***SNAP recipients subject to the federal work requirements are mandated, as a condition of eligibility, to participate in work related activities through the SNA E&T Program. Federal work requirements:***

- Participate in the SNA E&T Program work activities.
- Provide information to determine employment status and availability to work.
- Report to an employer when referred by the SNA E&T Program or a provider/agency working with the SNA E&T Program.
- Accept a bona fide offer of suitable employment; and
- Do not voluntarily quit a job of 30 or more hours per week or reduce work hours to less than 30 hours per week without good cause.

### WORK ACTIVITIES

***SNA E&T participants are required to participate in specific work related activities for a minimum of 20 hours averaged per week during a month. The work activities included in the SNA E&T Program are:***

- Job Search – an intensive structured activity in which participants are required to actively look for employment.
- Job Readiness – focuses on providing skills to the participant that will prepare them in obtaining and maintaining employment.
- Education and/or Training which includes:
  - Vocational Training – designed to improve the employability of participants by providing training in a skill or trade allowing the participant to move directly into employment.
  - High School Equivalency Diploma – skills taught include, but are not limited to improving written and/or oral communication, increasing self-esteem and preparing for the GED exam.
  - English for Speakers of Other Languages (ESOL) – participants receive instruction to improve written and/or oral communication skills in order to compete in the labor market.
  - Remedial Education – provides participants basic literacy skills or other basic education.
- Work Experience – any unpaid work performed in the public or private sector that is meant to improve or to update or gain skills, develop good work habits and establish a recent work history of the participant.
- Unsubsidized Employment – all full or part-time employment with wages paid totally by the employer.
- Community Service – unpaid activities in the public or private non-profit sector that are for the good of the community.
- Registered Apprenticeship – Individuals learn how to do a task by performing it on the job and also learn why it is done that way through related technical instruction.

**PENALTIES/DISQUALIFICATIONS**

***Each month an individual fails or refuses to comply with the SNA E&T Program requirements without a good reason; the household may lose all or part of its SNAP benefits. Progressive penalties/disqualifications will apply as follows:***

<u><b>Lead Participant</b></u>	<u><b>Non-Lead Participant</b></u>
<p><u><b>The household may lose:</b></u></p> <ul style="list-style-type: none"> <li>• All SNAP benefits for 1 month for the 1st noncompliance;</li> <li>• All SNAP benefits for 3 months for the 2nd noncompliance;</li> <li>• All SNAP benefits for 6 months for the 3rd and all months of noncompliance after that.</li> </ul>	<p><u><b>The individual may loss</b></u></p> <ul style="list-style-type: none"> <li>• SNAP benefits for 1 month for the 1st noncompliance;</li> <li>• SNAP benefits for 3 months for the 2nd noncompliance;</li> <li>• SNAP benefits for 6 months for the 3rd and all months of noncompliance after that.</li> </ul>

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