

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Sanction Desk Guide

Applicant Voluntary Quit or Reduced Earnings						
<p>An applicant who, without good cause, voluntarily quits his/her job of 30 or more hours per week or a job that provided weekly earnings at least equivalent to 30 hours per week multiplied by the federal minimum wage or greater, or reduced their work hours from 30 or more per week to less than 30 hours per week and after the reduction is not earning an amount equal to or greater than 30 hours per week multiplied by the federal minimum wage.</p> <p>In addition, the quit or reduction occurred within 30 days prior to the date of application, and the individual did not have good cause for quitting their job or reducing his/her hours of work/earnings.</p>						
Noncompliance Occurrence	Reason Code	Conciliation Required	Case Action	Denial/Sanction Result**	Regulatory Citation	Individual Disposition Status Codes (Screen 5 of WMS)
1 st occurrence	N31	No*	Individual ineligible	Individual ineligible for 30 days from date of application and until compliance	18 NYCRR 385.12(e); 18 NYCRR 385.13(b)	07, if HH is in receipt of TA & SNAP 10, if remaining SNAP household is eligible. 11, if SNAP household = 1 and SNAP application is denied
2 nd occurrence***	N32	No*	Individual ineligible	Individual ineligible for 90 days from date of application and until compliance	18 NYCRR 385.12(e); 18 NYCRR 385.13(b)	07, if HH is in receipt of TA & SNAP 10, if remaining SNAP household is eligible. 11, if SNAP household = 1 and SNAP application is denied.
3 rd and subsequent occurrences***	N33	No*	Individual ineligible	Individual ineligible for 180 days from date of application and until compliance	18 NYCRR 385.12(e); 18 NYCRR 385.13(b)	07, if HH is in receipt of TA & SNAP 10, if remaining SNAP household is eligible. 11, if SNAP household = 1 and SNAP application is denied.

Notes:

A SNAP durational sanction may be ended prior to the end of the durational sanction period if the individual documents that he/she has become exempt from SNAP work requirements.

* Conciliation is not required for applicant voluntary quit or reduction in earnings/work effort. However, the district must still consider whether or not the individual had good cause or was exempt from SNAP work requirements at the time of the voluntary quit or reduction in earnings/work effort. An applicant who is determined to have good cause or is exempt from SNAP work requirements would not be subject to a SNAP sanction for voluntary quit or reduction in work effort.

** An individual may be eligible for SNAP benefits before the end of the durational period if the individual documents that he/she is exempt from SNAP work requirements and is otherwise eligible for SNAP benefits.

*** Do not consider SNAP E&T sanctions initiated between August 3, 2009 and December 14, 2012 when determining the SNAP sanction progression.

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Recipient Non-compliance with SNAP Work Requirements (other than voluntary quit or reduction in earnings/work effort)						
<i>A recipient who is subject to SNAP work requirements and, willfully and without good cause, refuses or fails to comply with the completion of an employment assessment or an assignment to a SNAP work activity, including, but not limited to: job search, job readiness training, educational training, and work experience.</i>						
Noncompliance Occurrence	Reason Code	Conciliation Required*	Case Action	Denial/Sanction Results**	Regulatory Citation	Individual Disposition Status Codes (Screen 5 of WMS)
1 st Occurrence	WE1	Yes	Individual ineligible	Individual ineligible for 1 month and until compliance.	18 NYCRR 385.12(e);	07, if HH is in receipt of TA & SNAP 10, if remaining SNAP household is eligible. No action for SNAP Household = 1. System will automatically generate 20.
2 nd Occurrence***	WE2	Yes	Individual ineligible	Individual ineligible for 3 months and until compliance.	18 NYCRR 385.12(e);	07, if HH is in receipt of TA & SNAP 10, if remaining SNAP household is eligible. No action for SNAP Household = 1. System will automatically generate 20.
3 rd or Subsequent Occurrence***	WE3	Yes	Individual ineligible	Individual ineligible for 6 months and until compliance	18 NYCRR 385.12(e);	07, if HH is in receipt of TA & SNAP 10, if remaining SNAP household is eligible. No action for SNAP Household = 1. System will automatically generate 20.

Notes:

A SNAP durational sanction may be ended prior to the end of the durational sanction period if the individual documents that he/she has become exempt from SNAP work requirements.

* Consistent with 14-ADM-06, an individual must be offered the opportunity to demonstrate compliance to avoid a SNAP work sanction during the conciliation process, unless the individual documents good cause or that he/she is exempt from SNAP work requirements consistent with 18 NYCRR 385.3.

** An individual may be eligible for SNAP benefits before the end of the durational period if the individual documents that he/she is exempt from SNAP work requirements and is otherwise eligible for SNAP benefits.

*** Do not consider SNAP E&T sanctions initiated between August 3, 2009 and December 14, 2012 when determining the SNAP sanction progression.

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Recipient Voluntary Quit or Reduction in Earnings/Work Effort (includes applicant job quit or reduction in earnings/work effort that district is unaware of until the individual became a SNAP recipient)

A **recipient** who, willfully and without good cause, voluntarily quits his/her job of 30 or more hours per week or a job that provided weekly earnings at least equivalent to 30 hours per week multiplied by the federal minimum wage or greater, **or** reduced their work hours from 30 or more per week to less than 30 hours per week and after the reduction is not earning an amount equal to or greater than 30 hours per week multiplied by the federal minimum wage.

In addition, the quit or reduction occurred within 30 days prior to the date of application, and the individual did not have good cause for quitting their job or reducing his/her hours of work/earnings.

Noncompliance Occurrence	Reason Code	Conciliation Required*	Case Action	Denial/ Sanction Results**	Regulatory Citation	Individual Disposition Status Codes (Screen 5 of WMS)
1 st Occurrence	N41	Yes	Individual ineligible	Individual ineligible for 1 month and until compliance.	18 NYCRR 385.12(e); 18 NYCRR 385.13(b)	07, if HH is in receipt of TA & SNAP 10, if remaining SNAP household is eligible. No action for SNAP Household = 1. System will automatically generate 20.
2 nd Occurrence***	N42	Yes	Individual ineligible	Individual ineligible for 3 months and until compliance.	18 NYCRR 385.12(e); 18 NYCRR 385.13(b)	07, if HH is in receipt of TA & SNAP 10, if remaining SNAP household is eligible. No action for SNAP Household = 1. System will automatically generate 20.
3 rd or Subsequent Occurrence***	N43	Yes	Individual ineligible	Individual ineligible for 6 months and until compliance	18 NYCRR 385.12(e); 18 NYCRR 385.13(b)	07, if HH is in receipt of TA & SNAP 10, if remaining SNAP household is eligible. No action for SNAP Household = 1. System will automatically generate 20.

Notes:

A SNAP durational sanction may be ended prior to the end of the durational sanction period if the individual documents that he/she has become exempt from SNAP work requirements.

- * Consistent with 14-ADM-06, an individual must be offered the opportunity to demonstrate compliance to avoid a SNAP work sanction during the conciliation process, unless the individual documents good cause or that he/she is exempt from SNAP work requirements consistent with 18 NYCRR 385.3.
- ** An individual may be eligible for SNAP benefits before the end of the durational period if the individual documents that he/she is exempt from SNAP work requirements and is otherwise eligible for SNAP benefits.
- *** Do not consider SNAP E&T sanctions initiated between August 3, 2009 and December 14, 2012 when determining the SNAP sanction progression.