

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

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 go down or stop.** Different people in your household may need to follow different work rules.

Listed below are the people in your household who must follow the **General SNAP Work Rules:**

First and Last Name	First and Last Name	First and Last Name

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

First and Last Name	First and Last Name	First and Last Name

Listed below are the people in your household who must follow the **Able-Bodied Adults without Dependents (ABAWD) Rules:**

First and Last Name	First and Last Name	First and Last Name

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.
Note: You will not lose your SNAP benefits if your hours fall below 30 hours a week and you are still earning \$217.50 per week (30 times the federal minimum wage).
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 (Please read the important note below about people aged 60 to 64.),
- 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 health 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.

A person aged 60 to 64 is not required to follow the general SNAP work rules. However, they must comply with the ABAWD work rules unless they qualify for another exemption that is not based on their age.

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 household.

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, 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 household 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 household'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 household 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 household 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 a job 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, facing a household emergency, or not having childcare. 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 doctor or other documents showing the person had a good cause for not following the rules or should be excused.

A person who believes they have a good cause reason 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 follow the rules.

A person who receives a Conciliation Notification must contact the district by the date on the Conciliation Notification to explain why they did not follow the work rules. If the district decides the person had a good cause reason, the household's SNAP benefits will stay the same. If the person did not have a good cause reason, the district will offer the person 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 go down 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, and any additional time after that, 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 and you disagree with the decision, you have the right to ask for a fair hearing. You may appeal the district's actions to reduce or stop your SNAP benefits if you or another person in your household did not follow the General SNAP Work Rules or did not comply with a mandatory SNAP E&T assignment because they believe they should be excused from the work rules or the district did not make a finding of good cause. Information on how to ask for a fair hearing is available on all notices about changes to your benefits or eligibility for SNAP.

What are the rules for Able-Bodied Adults Without Dependents (ABAWDs) who receive SNAP?

A person who is aged 18 to 64, does not live with a child under 14 in the SNAP household, and is considered physically and mentally able to work must follow the rules for ABAWDs. If the person does not follow these rules, they can receive SNAP benefits for only 3 months in a 3-year period.

What do you have to do?

You must follow these ABAWD Rules to keep your SNAP benefits:

1. Spend **at least 80 hours every month** doing one or more of the following activities:
 - Working (including “in-kind” work),
 - Participating in a qualifying work/training program approved by the district,
 - Participating in an employment and training program for veterans operated by the Department of Labor or the Department of Veterans Affairs,
 - Participating in a program under the Workforce Innovation and Opportunity Act (WIOA) or Trade Act which may include job search, job readiness, occupational skills training, and education activities,

OR

2. Participate in a Work Experience Program (WEP) or volunteer in a community service program for the number of hours per month equal to the household’s SNAP benefit divided by the higher of the federal or State minimum wage.

Please tell us if you are already doing one of these things. Call the District Contact Number on the first page of this letter.

If your work hours drop below 80 hours a month, you must call the District Contact Number on the first page of this letter within 10 days after the end of the month.

Does everyone need to follow these ABAWD Rules?

No. You might not have to follow the ABAWD Rules if you are excused from the General SNAP Work Rules, live in an area that has an ABAWD waiver, or receive an exclusion from the ABAWD Rules. In addition, you may not have to follow the ABAWD Rules if:

- You are younger than age 18, or age 65 or older,
- Someone in your household is younger than age 14,
- You are a recipient of disability benefits from a public or private source, such as Veterans Affairs or New York State disability benefits,
- You are pregnant,
- You are unable to work at least 80 hours a month because of a physical or mental health reason,
- You are an Indian, Urban Indian, California Indian, or other Indian eligible for the Indian Health Services, or
- You are excused from the General SNAP Work Rules (see page 2 of this letter to find out who is excused from following the General SNAP Work Rules.)

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 household.

What happens if you do not follow these ABAWD Rules?

If you do not follow these rules without a good cause reason, you may lose your SNAP benefits. If you are already doing one of these things, but have not told the district, you should call the District Contact Number on the first page of this letter to avoid losing your SNAP benefits. We will count each full month that you receive SNAP benefits but do not meet the ABAWD Rules without a good cause reason. Once we have counted 3 full months, you will lose your benefits until October 1, 2026. Other people in the household may still get SNAP. To learn how you can regain your SNAP benefits before October 1, 2026, see the section titled “If you lose your SNAP benefits, how can you get them back?” below.

You must tell us if your hours of work go below 80 hours monthly. You must report these changes within 10 days after the end of the month and will be asked to provide proof.

If you are not following the ABAWD Rules and you want to continue getting SNAP beyond the 3-month time limit, you should call the District Contact Number on the first page of this letter for help. The district must offer you help in meeting the ABAWD Rules so you can avoid losing your SNAP benefits.

What if you have a good cause reason for not following these ABAWD Rules?

You may receive SNAP benefits beyond the 3-month time limit if you have a good cause reason for not following the ABAWD Rules or you prove that you should be excused from following the ABAWD Rules because you meet one or more of the conditions above or live in an area with an ABAWD waiver. To check if you live in a waived area, visit <https://otda.ny.gov/programs/snap/qanda.asp#why-abawd>.

Good cause reasons for not following the rules include issues that a person cannot control such as getting sick or having a household emergency. These are some examples of good cause reasons but there are others, too. If you claim to have a good cause reason for not following the ABAWD Rules or believe you should be excused from following the rules, you must provide proof if the district asks you to do so.

If you believe that you have a good cause reason for not following the ABAWD Rules, that you should be excused, or that you live in an area with an approved ABAWD waiver, you should call the District Contact Number on the first page of this letter to provide proof.

If you lose your SNAP benefits, how can you get them back?

If you lose your SNAP benefits, because you did not follow the ABAWD Rules, you should call the District Contact Number on the first page of this letter. The district will explain what you need to do to start getting SNAP benefits again. The district must offer you help in meeting the ABAWD Rules so you can start receiving SNAP benefits again.

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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:** FNSCIVILRIGHTSCOMPLAINTS@usda.gov

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