

PART XV		WORK REQUIREMENT	
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A. GENERAL PROVISIONS

All individuals who are able to work must be working or actively engaged in a work activity in order to receive SNAP benefits. Unless an exemption to the work requirement exists, individuals may receive SNAP benefits for only three months during a 36-month period. Individuals must be evaluated for exemptions as allowed in Part XV.B. After the initial three-month period (Y1 benefits), an individual may receive benefits through a Special Exemption (E9) to allow certification up to six months. Special Exemption E9 months may also extend the certification period to six months for households with members who regain eligibility (Y2 benefits), as allowed in Part XV.C. The E9 allowance does not apply when an individual's status changes during an established certification period. After the initial and regained benefit months (Y1, Y2) have been exhausted, an individual may receive benefits only if there is an exemption to the work requirement.

In order to receive SNAP benefits beyond three months a nonexempt able-bodied household member must:

1. work for cash wages in any amount or for in-kind goods or services for 20 hours or more per week, averaged monthly;
2. participate in and comply with requirements of an employment services program operated by the Department of Social Services, other than job search, for 20 hours or more per week or for the number of hours assigned for the work experience component as calculated by the household's allotment divided by the federal minimum wage;
3. participate in and comply with non-departmental (VDSS) work programs for 20 hours or more per week;
4. serve in an unpaid, volunteer capacity for a public or private agency, at a minimum, for the number of hours that is equal to the household's allotment divided by the federal minimum wage; or
5. any combination of these activities.

If the member was unable to work, as described above, and is able to show good cause, the member will meet the work requirement as long as the absence is temporary and the member retains the job.

The 36-month period is a fixed period from the first of the month in which a household containing an individual between 18 and 49 years of age is certified in Virginia. The 36-month period will begin and continue for any household member who is at least 18 and under 50 years of age, even if an exemption from the work requirement exists for that member at the time of certification or other case action. Tracking must be completed for all individuals within the age range, even when they are exempt.

Any month in which an affected individual receives the full benefit month as part of a certified household will count toward the three-month limit.

Months in which a household receives prorated benefits will not count toward the three-month limit. Months in which the household does not receive an allotment because benefits are prorated to zero (i.e., less than \$10) will not count toward the limit however. Months in which a certified household is eligible to receive benefits but does not actually participate do not count toward the three-month period. Months for which a household repays benefits received erroneously also will not count toward the three-month limit once the household repays the claim in full.

For the purposes of this provision, a work program will include programs operated under the Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Assistance Act in addition to the agency-sponsored employment and training programs. Job search activities assigned through SNAPET or other state or local social services programs are not acceptable tasks to count toward establishing a household member's eligibility for continuing benefits beyond the initial three-month limit. Job search activities assigned through WIOA will be evaluated as an acceptable task however.

An unemployed (0 work hours) or underemployed (<30 work hours) individual is not entitled to additional benefits during the balance of the 36-month period after receiving benefits for three countable months, unless the individual meets an exemption from the work requirement or meets the regaining provisions of Part XV.C. The agency must send an advance notice to participating households when a member becomes ineligible to participate further because of the work requirement. Such a household member is a disqualified household member during any period in which the individual does not meet the work requirement. See Parts VI.C and XII.E for a discussion of disqualified household members.

Ongoing households with members who are not eligible because of the work requirement must continue to report changes involving these members.

B. WORK REQUIREMENT EXEMPTIONS

The following individuals are exempt from the work requirement:

1. Any individual who is under 18 years of age or 50 years of age or older. See Part XIII.A.2.
2. Any individual who is medically certified as mentally or physically unfit for work.
3. Any adult member of a SNAP household of which a child under age 18 is part of the SNAP household.
4. A pregnant woman.
5. Any resident of an exempt locality. The exemption may be based on the unemployment rate of the locality or its identification as a Labor Surplus Area.
6. Any individual who is otherwise exempt from work registration as outlined in Part VIII.A.1.

The local department must:

- assess each individual for exemption from time-limited benefits;
- assess fitness for employment at certification or recertification; and
- document that the household was informed of the exemptions or how to comply. Documentation may include that the SNAP Time-Limited Benefit flyer was provided.

The agency must establish the 36-month period and track the reasons for the exemption for each individual who meets an exemption other than age.

C. REGAINING ELIGIBILITY

Nonexempt individuals denied eligibility after being eligible for three months of Y1 initial benefits, or those who would have been denied if an application had been filed, can regain eligibility. These individuals may regain eligibility only under specific conditions for the balance of the 36-month period. Individuals who regain eligibility by being exempted from the requirement will remain eligible as long as the exemption exists. Individuals, who regain eligibility through work activities, as listed below, are eligible for a maximum of three months of regained benefits (Y2) if they are no longer working or involved in a work activity.

1. Eligibility Dependent on Changes in Circumstances

SNAP eligibility may be reestablished for an individual who loses eligibility because of the work requirement if the individual becomes exempt from the work requirement as listed in Chapter B. For participating households, an individual may regain eligibility the month following the month the change occurs. Reapplying households may regain eligibility on the date of application or a later date if the individual's status has changed.

2. Eligibility Dependent on Work Activities

Nonexempt individuals denied after being eligible for the initial three-month period of Y1 benefits, or any subsequent period of unemployment, may regain eligibility only if the individual:

- a. works 80 hours or more during a 30-calendar day period; or
- b. complies with requirements of work programs identified in Part XV.A for 80 hours or more during a 30-calendar day period.

The case record must be documented to show that the required work effort met the 80-hour/30-day requirement. The documentation must include the number of hours, place and period of employment. Households may not use any work activities performed before the three-month eligibility period for Y1 or Y2 benefits have expired to regain eligibility.

Nonexempt individuals who have received their three initial months of benefits (Y1) can receive SNAP benefits for up to three consecutive months (Y2) once the 80-hour, 30-day

requirement has been satisfied. Once the evaluation period for regained benefits begins, the period must continue even if the individual is ineligible for SNAP benefits during a portion of the period. Benefits for the second three-month period may be provided only if the qualifying work (a-b above) has terminated or is reduced below the qualifying standards of Chapter A. Once the worker establishes eligibility for Y2 benefits, the certification period must end.

If the qualifying work continues after the initial 80 hours, eligibility may continue under the normal work requirement rules. Entitlement to the Y2 benefits is postponed until a later time during which the household member is no longer working or is no longer exempt from the Work Requirement.

Applications filed for nonexempt household members before the completion of the 80 hours/30-day rule must be denied if the 80 hours will not be completed during the month of application. If the 80 hours will be completed during the month of application but after the application filing date, benefits must be prorated from the date after eligibility is established. See Part XIII.D.2 for additional information regarding the calculation of benefits.

Regaining and Maintaining Eligibility

After receipt or authorization of the second set of benefits (Y2), following subsequent periods of unemployment or under-employment (less than 20 hours per week), a nonexempt member must regain (a–b above) and maintain that eligibility by engaging in a work activity as required by Chapter A. During a period of unemployment or underemployment, a nonexempt member is not eligible for benefits. There is no limit to the number of times a member may engage in this regaining-maintaining eligibility cycle.

Localities Whose Residents Are Exempted from the Work Requirement*

May 2016- April 2017	May 2016- April 2017	May 2017- April 2018	May 2018 March 2020	May 2018- March 2020
Accomack	Prince Edward	Galax	Accomack	Pittsylvania
Alleghany/ Covington	Prince George	Grayson	Alleghany/ Covington	Portsmouth
Bland	Pulaski	Greensville/ Emporia	Bath	Prince Edward
Bristol	Rappahannock	Halifax	Bland	Prince George
Brunswick	Richmond County	Hampton	Bristol	Pulaski
Buchanan	Russell	Henry/ Martinsville	Brunswick	Richmond County
Buckingham	Scott	Hopewell	Buchanan	Russell
Carroll	Smyth	Lancaster	Buckingham	Scott
Charles City	Southampton	Lee	Carroll	Smyth
Charlotte	Surry	Lunenburg	Charles City	Surry
Craig	Sussex	Mecklenburg	Charlotte	Sussex
Cumberland	Tazewell	Northampton	Craig	Tazewell
Danville	Washington	Northumberland	Cumberland	Washington
Dickenson	Williamsburg	Norton	Danville	Westmoreland
Franklin City	Wise	Page	Dickenson	Williamsburg
Galax	Wythe	Patrick	Dinwiddie	Wise
Grayson		Petersburg	Franklin City	Wythe
Greensville/ Emporia	May 2017- April 2018	Pittsylvania	Galax	April 2020
Halifax		Portsmouth	Grayson	Statewide Exemption
Hampton	Accomack	Prince Edward	Greensville/ Emporia	
Henry/ Martinsville	Alleghany/ Covington	Prince George	Halifax	
Hopewell	Bath	Pulaski	Hampton	
Lancaster	Bland	Richmond County	Henry/ Martinsville	
Lee	Bristol	Russell	Highland	
Lunenburg	Brunswick	Scott	Hopewell	
Mecklenburg	Buchanan	Smyth	Lancaster	
Northampton	Buckingham	Surry	Lee	
Northumberland	Carroll	Sussex	Lunenburg	
Norton	Charles City	Tazewell	Mecklenburg	
Page	Charlotte	Washington	Northampton	
Patrick	Craig	Westmoreland	Northumberland	
Petersburg	Cumberland	Williamsburg	Norton	
Pittsylvania	Danville	Wise	Page	
Portsmouth	Dickenson	Wythe	Patrick	
	Franklin City		Petersburg	

*The agency must track the work requirement for all household members except those persons under 18 or over age 50.