



Administrative Policies and Procedures: 24.15

Subject Supplemental Assistance Nutrition Program (SNAP) Failure to Comply with Work Requirements

Approved by

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Authority

7 U.S. C. § 2015(o)
Tenn. Comp. R & Regs. 1240-01-03-.45

Application

All TDHS Employees and Contractors

Policy Statement

This policy explains the Supplemental Nutrition Assistance Program (SNAP) Work requirements and the process to follow if an individual is non-compliant with the requirements. This policy further details how non-compliance with Families First work requirements affects SNAP benefits dependent upon their SNAP Work Requirements.

Purpose

To provide procedures and guidelines for staff to identify who has failed to comply with the Supplemental Nutrition Assistance Program (SNAP) work requirements and assist them in determining the appropriate action needed.

Procedures

A. Non-Compliance by a Mandatory Household Member

1. An individual is considered non-compliant with work requirements if they refuse any of the work components listed below:
 - a. to register for employment at application and every 12 months thereafter;
 - b. to participate in an employment and/or training program if considered a mandatory participant;
 - c. to accept an offer of employment (Note: To ensure the offer is suitable, please refer to [Administrative Policies and Procedures: 24.11 SNAP Work Requirement](#), Section G);
 - d. to provide TDHS or its designee, Tennessee Department of Labor and Workforce Development (TDLWD) with sufficient information to

determine the employment status or the job availability of the individual; or

e. voluntarily quits a job or reduces work hours to less than thirty (30) hours per week.

2. If the individual refuses or fails to comply with the above requirements, the eligibility counselor must evaluate the individual to determine the next appropriate steps.

B. Determining Good Cause for Failure to Comply with the Work Requirements

1. When a voluntary participant or an individual who is exempt from the work requirements fails to comply with their work requirement, the eligibility counselor does not have to determine good cause for failure to comply with the work requirements.

2. When a mandatory Supplemental Nutrition Assistance Program (SNAP) E&T or work registrant fails to comply with his/her work requirement, the eligibility counselor must contact the household (HH) and determine whether good cause exists for failure to comply.

Staff shall refer to [Determining Good Cause](#) on whether good cause exists for failure to comply with the work requirements.

C. Disqualification

1. When a mandatory participant who does not have good cause fails to cooperate with the SNAP work requirements, he/she will be disqualified.

a. Staff shall refer to [SNAP Disqualifications](#) on how to disqualify an individual in ACCENT for not cooperating with the work requirements.

b. Before applying the appropriate penalty review the circumstances to determine if good cause exists for failure to comply with the work requirements, using the [Determining Good Cause](#) collateral document.

c. Staff shall refer to [Registering and Deregistering Clients from E&T](#) when an individual stops participating with E&T needs to be deregistered.

2. A voluntary participant who does not have good cause will not be disqualified.

3. Staff shall refer to [Registering and Deregistering Clients from E&T](#) when a mandatory or voluntary individual stops participating with E&T.

D. Ending the Disqualification for a Mandatory Participant

1. An individual shall be disqualified for the appropriate time period listed in [SNAP Disqualifications](#).

2. If an individual has failed to comply at the end of the minimum disqualification period, the disqualification shall continue until the individual cures the disqualification or becomes exempt from work registration requirements.

3. To cure the disqualification, the individual must comply with the work requirement. The minimum period of the disqualification must be served, even if the individual complies before the time period expires.

4. The disqualification will end, regardless of whether the minimum disqualification period has been served, when the individual meets one of the following exemptions found in: [Policy 24.11 SNAP Work](#)

[Requirements](#) and [SNAP Work Codes](#).

E. Non-Compliance with Work Requirements in Families First

1. When an individual fails to comply with the Families First (FF) work requirements, the eligibility counselor must evaluate the individual to determine if a ten percent (10%) penalty or sanction should be applied.
2. If the individual is a voluntary participant or meets another exemption to the SNAP Work Requirement, the SNAP allotment will be reduced by a ten percent (10%) penalty. Since a ten percent (10%) penalty was applied, a sanction would not be applied.
3. If the individual is a mandatory SNAP E&T participant and they do not meet any other exemption in the SNAP E&T Program, the participant will be sanctioned and removed from the SNAP budget. Since a sanction was applied, a ten percent (10%) penalty would not be applied.
4. The FF HH which does not comply with the FF work requirement will not have both a SNAP sanction and a SNAP ten percent (10%) penalty.

Forms

None

Collateral Documents

[Determining Good Cause](#)
[SNAP Disqualifications](#)
[Registering and Deregistering Clients from E&T](#)
[Administrative Policies and Procedures: 24.11 SNAP Work Requirements](#)
[SNAP Work Codes](#)

Additional Resources

[Families First Sanctions That Cause a Penalty in SNAP](#)

Retention of Records

[RDA Summary for Policy 24.15 SNAP Failure to Comply with Work Requirements](#) (For internal use only)

Glossary

Term

Definition

Disqualified

Ineligible due to non-compliance.

Good Cause

Situation where the participant has a valid reason for not participating in a SNAP work requirement program requirement.

Non-Compliance

Failure to perform requirements for continued participation in a program.

Acronyms

Abbreviation

Expansion

E&T

Employment and Training

FF

Families First

HH

Household

SNAP

Supplemental Nutrition Assistance Program

TDLWD

Tennessee Department of Labor and Workforce Development

Supersedes

SNAP Policy Manual, July 2017: Chapter 11: Failure to Comply
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