



## Administrative Policies and Procedures: 24.16

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**Subject** Supplemental Nutrition Assistance Program (SNAP) Voluntary Quit

**Approved by**

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**Approval Date:** 12/18/2018

**Effective Date:** 01/15/2019

**Authority**

7 USC § 2015(d)(1)(A)(v)  
7 C.F.R. § 273.7  
Tenn. Comp. R. & Regs. 1240-1-3-.46

**Application**

All TDHS Employees and Contractors

### Policy Statement

The Tennessee Department of Human Services (TDHS) shall ensure that the voluntary quit provisions are applied to all Supplemental Nutrition Assistance Program (SNAP) recipients and applicants.

### Purpose

To provide procedures and guidelines for staff to ensure compliance with the voluntary quit provisions for Supplemental Nutrition Assistance Program (SNAP). This policy was created to inform staff of when to apply the voluntary quit penalty, how to explore for good cause, and when to end the voluntary quit penalty.

### Procedures

#### A. Voluntary Quit Determination

1. No individual who voluntarily quits his/her most recent job of at least thirty (30) hours per week or voluntarily reduces his/her work hours to less than thirty (30) hours per week will be eligible to participate in Supplemental Nutrition Assistance Program (SNAP), unless there is a good cause reason.
2. When the household (HH) files an application, or when a participating HH reports a job loss or reduction in the number of hours, the eligibility counselor must determine whether this is a voluntary quit or voluntary reduction in hours.

#### B. When to Apply the

1. The employment was for thirty (30) hours or more per week, or provided

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| <b>Voluntary Quit Provision</b>                                             | <p>weekly earnings at least equal to the federal minimum wage multiplied by thirty (30) hours.</p> <ol style="list-style-type: none"> <li>2. The voluntary reduction of hours caused employment to be less than thirty (30) hours per week by the individual.</li> <li>3. For applicant HHs, the quit or reduction of hours occurred within sixty (60) days prior to the date of application or anytime thereafter prior to the disposition of the case.</li> <li>4. For participating HHs, the quit or reduction occurred while the individual was participating in the program.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>C. Federal, State, or Local Government Employees</b>                     | <p>An employee, who participates in a strike against such governments and is dismissed from his/her job because of participation in the strike, shall be considered to have voluntarily quit his/her job without good cause.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>D. Good Cause for Quitting a Job or Reducing the Hours of Employment</b> | <p>Good cause for quitting a job or reducing the hours of employment includes, but is not limited to the following:</p> <ol style="list-style-type: none"> <li>1. The job is determined to be unsuitable, as described in <a href="#">Policy 24.11 SNAP Work Requirements</a>;</li> <li>2. Circumstances beyond the individual's control, such as illness, illness of another HH member which requires the individual's presence, a HH emergency, or unavailability of transportation;</li> <li>3. Discrimination by an employer based on age, sex, race, color, handicap, religious beliefs, national origin, or political beliefs;</li> <li>4. Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule;</li> <li>5. Enrollment at least half-time in any recognized school, training program or institution of higher learning that requires the HH member to leave employment or reduce work hours;</li> <li>6. Another HH member has accepted employment or enrolled at least half-time in a recognized school, training program, or institution of higher education in another county, which requires the HH to relocate;</li> <li>7. Resignation by a person under age sixty (60) which is recognized by the employer as retirement;</li> <li>8. The individual accepted a bona fide offer of employment of more than thirty (30) hours a week or in which the weekly earnings are equivalent to the Federal minimum wage multiplied by thirty (30) hours. However, because of circumstances beyond the individual's control, the new job does not materialize or results in employment of less than thirty (30) hours a week or weekly earnings of less than thirty (30) times the Federal minimum wage; or</li> <li>9. The individual left a job in connection with patterns of employment in which workers frequently move from one employer to another, such as migrant farm labor or construction work. The HH may apply for SNAP between jobs, particularly when work is not available at the new job site. In such instances, the individual will be considered to have quit for good cause if this is a normal pattern of that type of employment.</li> </ol> |
| <b>E. Verification of Voluntary</b>                                         | <ol style="list-style-type: none"> <li>1. The HH has the primary responsibility for providing verification of questionable information related to the voluntary quit/reduction and</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

- Quit/Reduction in Hours and Good Cause Determination** good cause determination.
2. Staff shall refer to [Sources to Aid in Verifying Voluntary Quit](#) for ways to verify voluntary quit, reduction of hours, and good cause determination.
- F. Implementing a Voluntary Quit/Reduction of Work Hours Disqualification** Staff shall refer to [Applying a Voluntary Quit/Reduction of Work Hours Disqualification](#) when disqualifying an applicant or participating HH from SNAP.
- G. Ending the Disqualification**
1. The disqualification of an individual shall be applied for the appropriate time period (Staff shall refer to [Applying a Voluntary Quit/Reduction of Work Hours of Disqualification](#)). To become exempt from the disqualification, the individual must meet one (1) of the following federal work requirement exemptions:
    - a. subject to and complies with a work registration requirement under Families First (FF) or Unemployment Compensation;
    - b. parent or other member of a household with responsibility for a dependent child under age six (6) or for an incapacitated person;
    - c. student enrolled at least half-time in any recognized school, training program or institution of higher education;
    - d. regular participant in a drug addiction or alcoholic treatment and rehabilitation program;
    - e. employed a minimum of thirty (30) hours per week or receives weekly earnings which will equal the minimum hourly wage rate multiplied by thirty (30) hours; or;
    - f. between the ages of sixteen (16) and eighteen (18) and who is not head of a household or is attending school or enrolled in an employment training program at least half-time.
    - g. physically or mentally unfit for employment
  2. Please be advised once the individual becomes exempt they are potentially eligible for SNAP again. They do not have to serve the minimum disqualification period.
- H. When the Voluntary Quit Provision Does Not Apply**
1. A voluntary quit or voluntary reduction for an applicant HH occurred more than sixty (60) days prior to the date of application, unless the HH was receiving benefits at the time of the quit or reduction, and TDHS did not learn about it until reapplication;
  2. The individual was on leave from a paid position of employment pursuant to the provisions of the Family Medical Leave Act of 1993, unless the individual does not return to work at the end of the period of leave;
  3. An involuntary reduction of work hours is imposed;
  4. The individual terminates a self-employment enterprise;
  5. The individual resigns from a job at the demand of the employer;
  6. The HH member who quits his/her job, secures new employment at comparable wages or hours, and is then laid off, or through no fault of his/her own loses the new job. In this instance the earlier quit will not

require his/her disqualification. Consideration must be given to new employment which might entail fewer hours or a lower salary, but which offers greater opportunities to improve job skills or for future advancement.

7. It is determined that the individual quit or reduced his/her hours with good cause; or
8. The individual is exempt from the work requirements provisions at the time of the quit, which are listed in [Policy 24.11 SNAP Work Requirements](#).

**Forms**

None

**Collateral Documents**

[Applying a Voluntary Quit/Reduction of Work Hours Disqualification Sources to Aid in Verifying Voluntary Quit](#)

**Additional Resources**

[Policy 24.11 SNAP Work Requirements](#)

**Retention of Records**

[RDA Summary for Policy 24.16 SNAP Voluntary Quit](#) (For internal use only)

**Glossary****Term****Definition*****Department***

Refers to the Tennessee Department of Human Services.

***Physical or Mental Fitness***

Physical or Mental Fitness Physical or mental fitness means that an individual is fit for employment and does not suffer from any disability which would prevent his/her being gainfully employed.

**Acronyms****Abbreviation****Expansion*****HH***

Household

***SNAP***

Supplemental Nutrition Assistance Program

**Supersedes**

SNAP Policy Manual, July 2017 , Chapter 12