




HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Brent Earnest, Secretary
Mary Brogdon, Director

Manual Revision Memorandum

ISD-MR 17-16

TO: ISD Employees
FROM: Mary Brogdon,  Director, Income Support Division
DATE: October 20, 2017
RE: Update to FSP 003 - E&T and ABAWD Requirements revised 9/30/17

The FSP 003 - E&T and ABAWD Requirements has been updated in ASPEN to incorporate federal and state compliant language. This form provides triggers for General SNAP Work Requirements, E&T requirements and ABAWD time limit requirements for the SNAP program. This notice is available for both central and local print in ASPEN.

Instruction:

New- FSP 003 - E&T and ABAWD Requirements revised 9/30/17

If you have questions regarding this MR, please contact Gavino Archuleta at (505) 827-7244 or by e-mail at Gavino.Archuleta@state.nm.us.

Attachment: FSP 003 - E&T and ABAWD Requirements revised 9/30/17



Income Support Division

Central ASPEN Scanning Area

PO Box 830

Bernalillo, NM 87504

Phone Number: (800) 283-4465

Fax Number: (855) 804-8960



Case Number: 0123456789

Date: January 1st, 2015

Revision Date: FSP 003 September 30th, 2017

Tom Smith
1600 Pennsylvania Avenue
Santa Fe, NM 87505

Notice for SNAP Recipients

Dear Tom Smith,

WHAT YOU MUST DO TO CONTINUE TO RECEIVE SNAP (Supplemental Nutrition Assistance Program)

Trigger #1: Populated for Individuals Mandatory to do SNAP General Work Requirements ("Rules")

The General Work Rules

To get SNAP you must do all of these things:

- Register for work, or be registered by the State agency, when you apply and then every 12 months after. Signing the SNAP application automatically registers you. You do not have to be the one who signs the form;
- Be in an Employment & Training or workfare program, if Income Support Division (ISD) assigns you to a program;
- Tell ISD if you are working or available to work;
- Go to a job that ISD finds for you;
- Accept a real job offer; and
- If you have a job of 30 hours or more per week, keep working. You cannot voluntarily quit a job of 30 or more hours a week or work less than 30 hours a week without good cause for doing so.

If you have questions about the general work rules, call ISD at (800) 283-4465.

You may be excused from the General Work Rules if you are any of the following:

- Under age 16 or 60 years of age or older. If you are 16 or 17 and not the head of your household or if you are attending a school or training program at least half-time, then you are excused;
- Unable to work because of a physical or mental concern. ISD may ask you to provide proof that you cannot work, for example disability paperwork or a note from a doctor or nurse;
- Taking care of a dependent child under age 6;
- Taking care of someone who cannot care for themselves and needs a caregiver or home aide;
- Applied for or receiving unemployment
- Already meeting the work rules of another program such as NM works or unemployment;
- Applying for Supplemental Security Income (SSI) and for SNAP through the Social Security Administration (SSA);
- Participating in a drug or alcohol treatment and rehabilitation program on a regular basis;
- Already working 30 hours or more a week or getting weekly pay equal to or more than the federal minimum wage multiplied by 30 hours (for example migrant or seasonal farm workers); or
- A student enrolled half time or more in a school, training program, college or university.

If you think you might be excused for one of these reasons, call ISD at (800) 283-4465.



What if I have to follow the General Work Rules but don't?

You will stop getting SNAP benefits if you do not follow the general work rules, unless you have good cause. If you are the only person on your case, your case will be closed. You will not get SNAP until your "disqualification" period (DQ) ends. However, you may reapply to receive SNAP before the DQ period ends if you become excused from the general work rules (reasons for being excused are listed above).

DQ periods for the General Work Rules:

- 1st time = 3 months
- 2nd time = 6 months
- 3rd time, and any time after = 12 months

What if I can't do the SNAP general work rules?

If you can't do the SNAP general work rules for a good reason, contact ISD at (800) 283-4465, or visit your local ISD office to let us know. You may have "good cause" for not following the general work rules; ISD will decide. Good cause includes things out of your control like illness, no child care for a child under 12, or work conditions that are unreasonable. These are some but not all of the examples of good cause. If ISD decides you have good cause, there will be no change to your SNAP benefits.

Trigger #2: Populated for Individuals subject to ABAWD time limit

The 3-month Time Limit for Able-Bodied Adults without Dependents (ABAWD). This is also called the "ABAWD Rule"

In addition to the general work rules, you must work half-time. ISD talked to you during your interview about what you must do. If you don't, then you will lose your SNAP after 3 months in a 3-year period. To keep getting SNAP for more than 3-months, you must:

- Work half-time (for pay, in exchange for something other than money, or as a volunteer)

Half-time is 20 hours per week or 80 hours total per month. Work can be paid or unpaid.

Please refer to the ABAWD checklist that was mailed to you. If you have questions about what you have to do, call ISD at (800) 283-4465.

You may be excused from the ABAWD rule, but still have to complete general work rules, if you are any of the following:

- Under age 18 or 50 years old or older;
- Have someone under 18 in your household, even if the household member under 18 is not eligible for SNAP; or
- Pregnant.

If you think you might be excused for one of these reasons, call ISD at (800) 283-4465.

What if I can't work for a short time?

If you can't work for a short time, with a good reason, contact ISD at (800) 283-4465, or visit your local ISD office to let us know. You may have "good cause" for not doing your ABAWD work hours for a short time; ISD will decide. Good cause includes things out of your control like illness, no child care for a child under 12, or work conditions that are unreasonable. These are some but not all of the examples of good cause. If ISD decides you have good cause, there will be no change to your SNAP benefits.

Trigger #3: Populated for Individual Mandatory to do E&T

Employment and Training Program

In addition to the general work requirements, you must participate in an Employment and Training Program (E&T). ISD talked to you during your interview about what you must do. Please refer to the E&T checklist that was mailed to you. If you have questions about what you have to do, call ISD at (800) 283-4465.

You may be excused from E&T, but not the General Work Rules, if you are any of the following:

- Pregnant;
- Living in a county with more than 20 percent unemployment rate as defined by ISD;
- Living in a tribe, pueblo or Indian nation with not enough available jobs for the population;
- An Able Bodied Adults Without Dependent (ABAWD) subject to the 3 month time limit;
- Caring for a dependent child under age 13; or
- In an Action or Vista Program for an average of at least 30 hours a week.

If you think you might be excused for one of these reasons, call ISD at (800) 283-4465

What happens if I don't follow the E&T program?

You will stop getting SNAP benefits if you do not follow E&T program, unless you have good cause. If you are the only person on your case, your case will be closed. You will not get SNAP until you start following the E&T rules and your disqualification period (DQ) ends. However, you may reapply to receive SNAP before the DQ period ends if you become excused from E&T (reasons for being excused are listed above).

DQ periods for E&T program:

- 1st time = 3 months and until you follow the rules, whichever is later
- 2nd time = 6 months and until you follow the rules, whichever is later
- 3rd time = 12 months and until you follow the rules, whichever is later

What if I can't follow the E&T rules?

If you can't do E&T for a good reason, contact ISD at (800) 283-4465, or visit your local ISD office to let us know. You may have "good cause" for not meeting the E&T rules; ISD will decide. Good cause includes things out of your control like illness, no child care for a child under 12, or work conditions that are unreasonable. These are some but not all of the examples of good cause. If ISD decides you have good cause, there will be no change to your SNAP benefits.

ISD 626 – NOTICE OF RIGHTS

Trigger: Special Needs**Trigger:** Your Civil Rights Nondiscrimination Statement**Trigger:** Confidentiality

ISD 215 Fair Hearing Request

Trigger: Fair Hearing Request**Trigger:** YOUR RIGHT TO A FAIR HEARING