

Department of Public Health  
and Human Services

Section:  
WORK REGISTRATION

SUPPLEMENTAL NUTRITION ASSISTANCE  
PROGRAM (SNAP)

Subject:  
Disqualification

**Supersedes:** FS 705-1 (10/01/09)

**References:** 7 CFR 273.7, Food Stamp Act Section 6 (D)(2)

**GENERAL RULE** -- A nonexempt individual who refuses or fails without good cause to comply with the SNAP work requirements is ineligible to participate in the Supplemental Nutrition Assistance Program and is considered an ineligible household member. Eligibility may be reestablished if the individual becomes exempt from work requirements and/or serves the ineligibility period.

**NON-COMPLIANCE SIGNING HCS 543-A** The HCS-543A (SNAP Work Registration Form) is used to register mandatory work registrants and informs all household members of work registration requirements. The form is mandatory for all households that include at least one mandatory work registrant (SNAP 701-1). **Only one signature from any responsible household member is required**, attesting to the registration of all mandatory registrants. If no one in the household age 16 or older will sign the HCS-543A, all **mandatory** individuals are ineligible to participate in the program.

**Example:** A household of two applies for SNAP benefits on May 5th and both refuse to sign the HCS 543-A. Mary is mandatory and John is exempt from work registration requirements due to disability. If the household is otherwise eligible, code Mary 'DQ WR'. John will be coded 'IN' for benefits in May. Mary will be added the month after the HCS 543-A form is signed (e.g., signs June 5th so she is added for July).

If Mary reports and is eligible for a work registration exemption, the HCS 543-A is no longer required since all household members are exempt from work registration. Mary is added to the SNAP case the month after reporting and being eligible for a work registration exemption.

**INELIGIBLE  
JOB QUIT/  
REDUCED HOURS**

Verification of job quit/reduced hours is not required when an individual reports a job loss more than 30 days prior to the application, recertification, and six month report date.

An individual is ineligible to participate in the program if that individual without good cause:

1. quits a job of 30 hours a week or more or a job with weekly

earnings equal to or greater than the federal minimum wage multiplied by 30 hours, **or**

2. reduces his/her work hours and after the reduction is working less than 30 hours per week and weekly earnings are less than federal minimum wage multiplied by 30 hours **and**,
3. the job quit or reduction of hours occurred 30 days prior to the date of application, recertification, six month report or any time it was reported thereafter. The 30 days begin with the day of the job quit.

**NOTE:** If an individual quits a job within 30 days of application, recertification, six month report, or any time it was reported thereafter and secures new employment at comparable wage or hours and is then laid off, through no fault of his/her own, the earlier quit will not form the basis of ineligibility.

**NOTE:** An application cannot be held beyond the normal processing time frame while a determination of voluntary quit is being made.

**DISQUALIFICATION  
TIME PERIOD  
FOR VOLUNTARY  
QUIT/REDUCED  
HOURS**

The disqualification time period for voluntary quit/reduced hours is one month.

**NOTE:** Eligibility may be reestablished during a work registration disqualification period if the individual becomes exempt from work requirements.

**NOTE:** In the case of an exemption for the receipt of Unemployment Insurance (UI) or TANF Cash Assistance, the individual must actually be receiving UI or TANF Cash Assistance before the disqualification can end.

**NOTE:** The minimum disqualification period cannot be avoided by requesting closure and reapplying. If the reapplication is during the disqualification period, the individual must be coded 'DQ' on SEPA until the minimum period is served. If all individuals are DQ, deny the reapplication.

**INELIGIBILITY  
PERIOD ONE-  
PERSON  
HOUSEHOLD  
APPLICATION,  
RECERTIFICATION,  
SIX MONTH REPORT**

When it is determined a one-person household voluntarily quit a job/reduced hours without good cause within 30 days prior to the date of application, recertification or six month report (counting from the day of the job quit), the application or recertification is denied or closed at the end of the six month report period. The ineligibility period is 30 days beginning from the date of application, or the first month of the recertification period or six month report.

**Example 1:** A one-person household applies for SNAP benefits on September 12th. He/she was working 30 hours a week and earning minimum wage and quit her job on September 1st without good cause. The application is denied and the individual may reapply on October 12th or after.

**Example 2:** A one-person household submits six month report August 3rd for September benefits. He/she was working 30 hours a week and earning minimum wage. It is determined he/she quit his/her job without good cause on July 23rd. SNAP benefits are closed for September with notice of adverse action. The household can reapply on or after October 1st.

**INELIGIBILITY PERIOD MULTIPLE HOUSEHOLD MEMBERS APPLICATION, RECERTIFICATION, SIX MONTH REPORT**

When it is determined a member of an applicant household voluntarily quit a job/reduced hours without good cause within 30 days prior to the date of within 30 days prior to the date of application, recertification or six month report (counting from the day of the job quit), the ineligibility period is 30 days beginning with the date of application or first month of recertification period or six month report.

**Example:** Mom, dad, and 15 year old child apply for SNAP benefits on September 12th. Mom was working 30 hours a week and earning minimum wage and quit her job without good cause on September 1st. Dad and child are determined eligible for benefits effective September 12th. The ineligibility period is 30 days from September 12th but since an individual cannot be added to the SNAP case in the middle of a month, she is added to the SNAP case effective November 1st.

**INELIGIBILITY PERIOD FOR ONGOING HOUSEHOLD**

The ineligibility period for an individual who is a member of an ongoing household is for one month and begins the month adverse action is given to the household.

**Example 1:** Ann and her two children over six years of age apply for SNAP benefits on January 1st. Ann was working 30 hours a week and earning minimum wage. On February 10th Ann quits her job without good cause. Ann is a six month reporter and does not report this quit until June 2nd. Verification is not required and there is no period of ineligibility because the job quit was more than 30 days from the six month report date. No overpayment or underpayment is established. Loss of employment is not a mandatory reportable change for six month reporting households and she is not an ABAWD subject to the time

limits. She is work registration mandatory and is required to sign the HCS-543A.

**Example 2:** Household is Ann and her two children over 6 years old. Ann was working 30 hours a week and earning minimum wage. She submits her six month report on June 2nd and reported she lost her job May 15th. It is determined she quit her job without good cause. She is ineligible for July benefits and is removed from the case for July benefits with adequate notice. An alert must be set to add her to the case for August benefits.

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