



SNAP 700 WORK REGISTRATION Overview

Supersedes: SNAP 700 (10/01/2022)

Reference: 7 CFR 273.7, Food Stamp Act Section 6(d)(2)

Overview: At application and recertification, the eligibility staff member must explain to the applicant/participant the consequences of a household member quitting a job, reducing hours of employment or failing to comply with other work registration requirements. As a condition of eligibility the household must also cooperate in providing sufficient information regarding employment status and availability for work. Work Registration Requirements are included on the self-service portal application, paper application, and the recertification form. These forms indicate that when a responsible member of the household signs these, they are attesting to the registration of all mandatory registrants and acknowledging the work requirements for all mandatory registrants.

REGISTRATION PROCESS:

The signed application and recertification forms are the only verification needed to meet the requirement of registering for work. Unless otherwise exempt, all members of a SNAP household who are at least age 16 and not yet 60 are required to register for work. Work registration disqualifications also apply to individuals who lose their exempt status due to a violation (e.g., job quit or reduction in hours without good cause). Individuals who lose their exempt status must register for employment when the change is reported or at their next Recertification or Simplified Report if the change is not reported (SNAP 1501-1). Those persons who lose their exemption due to a change in circumstances that is not subject to the reporting requirements must register for employment at the next Recertification or Simplified Report.

SNAP E&T:

In addition to the basic work registration requirement, in counties where there is SNAP Employment and Training (SNAP E&T), (Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis and Clark, Lincoln, Missoula, Silver Bow and Yellowstone Counties), eligibility staff members may refer mandatory work registrants to SNAP E&T if the client elects to do so. Referrals for mandatory Work Registrants are not required. Able Bodied Adults Without Dependents (ABAWDS) who have time limited benefits may lose benefits by not fulfilling the work requirement (SNAP 801-1).

NOTE: Once referred to SNAP E&T, the individual may choose not to participate. This may affect benefits of ABAWDS who do not have any exemptions to the ABAWD time limits.

Effective Date: May 4, 2023