

Policy Clarifications - Employment & Training - Policy/Procedures EPP664135

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Agency: Headquarters

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Subject: Applying the Limited Enrollment Policy when Cash is closed and the Client is terminated during Retention with a Contractor

How do we apply the Limited Enrollment Policy when the client loses a job during the retention phase with a contractor and reapplies for TANF/SNAP?

Response By: Dale Rosenblat

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When a job loss or a decrease in earnings results in the need to re-apply for TANF/SNAP, the CAO must review CQPREN history to determine whether the client remains open in retention with a contractor. If the retention phase is opened, the client will be referred back to the contractor. The referral is one continuous enrollment. If the contracted program termination is a negative non-compliance (Code 3) then further discussion with the contractor is needed.

When the retention has been terminated and the cash is closed, the CAO must determine through discussion with the contractor why the contractor terminated the client and evaluate if good cause applies.

If good cause is found, the CAO must notify the contractor that good cause has been determined and refer the client back to the same contractor. The referral remains a continuous enrollment.

If good cause is not found, the client is required to participate in CAO-directed activities and may **not** participate with a contractor until the next program year. A referral to a contractor would then be a 2nd enrollment.