

CAO NAME AND ADDRESS**CASE RECORD NUMBER**

CO:	RECORD NUMBER	CAT	CSLD	DIST
RECORD NAME				DATE

EMPLOYMENT AND TRAINING PROGRAM - RIGHTS AND RESPONSIBILITIES

NAME:

A. Enrollment

You will be enrolled in the Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program (SNAPETP) if you are receiving SNAP benefits, unless your circumstances meet any of the exemption criteria listed in Section G of this form. If you are not exempt, you are subject to disqualification if you withdraw or drop out without good cause.

B. Volunteers:

You may volunteer if you are exempt. If you volunteer to enroll and later withdraw and are still exempt for one of the reasons listed in Section G, your benefits will not be affected by your withdrawal. If you are not exempt, you are subject to disqualification if you withdraw or drop out without good cause.

C. Program Activities:

If you volunteer or are required to enroll, an assessment will be made of your employment experience, education, and job skill training to determine if you will be sent to the job center or to the county assistance office for services. If you are referred to the job center, you will be required to participate in job search activities. If you are referred to the CAO, you and the case manager will establish an employment development plan which identifies your employment goal and any steps you must follow to accomplish it. The plan will also identify any child care or supportive service needs, such as transportation, necessary for you to achieve your goal and the steps to be taken by you and the case manager to ensure the needs are met. You will receive a copy of the employment development plan.

D. Responsibilities:

As a participant in the SNAPETP, unless you have a good cause, you are required to:

- register for employment;
- provide sufficient information to your county assistance office about your employment status and job availability;
- report changes in your circumstances that affect the special allowances for child care and supportive services you receive to the CAO. For SNAP benefits you must report changes within 10 days;
- accept employment;
- participate in an employment and training program to the extent required by the CAO;
- In addition, you must not voluntarily quit your job or reduce the number of hours you are working to less than 30 hours per week.

E. Disqualifications:

If you are required to be enrolled in the SNAPETP and you fail to comply with program requirements without good cause, your benefits will be discontinued. The disqualification periods are as follows:

- for the first violation - a minimum of one month, and thereafter until compliance.
- for the second violation - a minimum of three months, and thereafter until compliance.
- for the third or subsequent violation - a minimum of six months, and thereafter until compliance.

F. Rights:

Prior to imposing a disqualification you have the right to receive a conciliatory review of the circumstances causing your failure to comply; a right to receive written notice; and a right to request a fair hearing regarding your exemption status or proposed disqualification. If you have requested and been denied SNAPETP services or benefits, you have the right to appeal. You also have the right to appeal your employment development plan if you disagree with it.

CLIENT'S SIGNATURE

DATE

WORKER'S SIGNATURE

DATE

**pennsylvania**

DEPARTMENT OF PUBLIC WELFARE

G. Exemptions:

You will not be required to enroll in the SNAPETP if you are receiving SNAP benefits and your circumstances meet any of the following criteria:

- under 16 years of age;
- age 60 or older;
- ill or incapacitated, including being referred to or participating in a Drug/Alcohol program;
- needed in the home to care for another household member who is ill or incapacitated;
- full-time VISTA volunteer;
- pregnant in 2nd or 3rd trimester and medical verification has been provided;
- mandatory or volunteer in the C or U cash category;
- 16 or 17 years of age and meeting one of the following conditions: not head of household, enrolled in an employment training program at least half-time, or attending school;
- applied for or receiving unemployment compensation;
- expected to return to work within 60 days;
- homeless;
- receiving weekly earnings equal to or greater than Federal minimum wage times 30 hours per week or working 30 hours per week or more;
- caring for a child under 6 regardless of child care;
- travel time is more than two hours, round trip, from an employment, education or training site;
- enrolled in school or training at least half-time;
- migrant or seasonal farmworker under contract with an employer or crew chief to begin work within 30 days;