

02 NA Work Requirements – Overview

REVISION 50
(01/01/22 - 12/31/22)

All NA participants aged 16 to 59, who do not meet a work requirement [exemption](#) are [Work Registrants\(g\)](#). As a condition of eligibility for NA, Work registrants must comply with all of the following work requirements:

- Register for work with FAA at new and renewal applications once every 12 months.
- Continue work without voluntarily quitting or voluntarily reducing work hours below 30 hours per week.
- Accept a job offer paying average weekly earnings equal to or exceeding the Federal Minimum Wage times 30 hours.
- Not disqualified from receiving Unemployment Insurance.
- Provide FAA information about employment status and availability to work.

During the interview register the participants for work, unless exempt from the NA work requirements. (See [NA Work Registration](#) for more information on how to register a participant for work.)

[NA disqualifications](#) are imposed when a work registrant fails to comply with the NA work requirements. FAA reviews [Good Cause Reasons](#) before imposing an NA disqualification.

Use the NA Work Registration and SNAP CAN Script (FAA-1786A) to explain the NA work requirements and review the NA work requirement exemptions when any of the following occur:

- When conducting an NA interview and at least one member of the budgetary unit is a Work Registrant.
- When a change is reported that causes a participant to no longer be eligible for an NA work requirement exemption.
- When adding an NA participant aged 16 to 59 to the budgetary unit.

NOTE It is not necessary to explain the NA work requirements when the entire household is exempt from the NA work requirements.

When screening NA participants for NA work registration, also screen each participant to determine whether a referral to SNAP CAN is appropriate. (See [SNAP CAN Referral Screening](#) for more information.)

C NA Work Requirement Exemptions

REVISION 50
(01/01/22 - 12/31/22)

During the interview, review the NA work requirement exemptions for all NA participants aged 16 to 59.

A participant may qualify for more than one NA work requirement exemption. When this occurs, apply the exemption reason that allows the participant the longest exemption period.

All participants screened for NA work requirement exemptions are also screened to determine whether a referral to SNAP CAN is appropriate. When an NA participant states they would like to participate in the Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN), determine whether it is appropriate to refer the participant to SNAP CAN. (See [SNAP CAN Referral Screening](#) for more information.)

NA work requirements exemptions are as follows:

- [Age](#)
- [Care of a Child Under Age 6](#)
- [Unfit for Work](#)
- [Addiction](#)
- [Employed](#)
- [Caretaker](#)
- [Refugee](#)
- [Tribal](#)
- [Student](#)
- [Unemployment](#)
- [Participants in the CA Jobs Program](#)

When a participant does not meet an exemption, the participant is a [Work Registrant\(g\)](#) and must comply with the [NA Work Requirements](#).

When a reported change causes a participant to no longer be eligible for a work requirement exemption, update the PAR/EXEM field on the WORW screen in AZTECS. (See [NA Work Registration](#) for more information on how to register a participant for work.)

.02 NA Work Requirement Exemption-Age

REVISION 48
(01/01/20 - 12/31/20)

A participant who meets either of the following is exempt from the [NA work requirements](#):

- Under age 18
- Age 60 or older

Key AG in the WORW PAR/EXEM FS field.

EXCEPTION

A participant age 16 or 17 is exempt only when the participant is one of the following:

- A non-NA Lead Participant.
- Attending school at least half-time, as designated by the school.
- Enrolled in an employment training program on at least a half-time basis.

.03 NA Work Requirement Exemption-Care of a Child Under Age 6

REVISION 48
(01/01/20 - 12/31/20)

A participant who is responsible for the care of a dependent child under the age of six is exempt from [NA work requirements](#).

NOTE Only one parent or budgetary unit participant can be exempt using this code.

Key CH in the WORW PAR/EXEM FS field.

.04 NA Work Requirement Exemption-Unfit for Work

REVISION 48
(01/01/20 - 12/31/20)

A participant who is mentally or physically unfit for work and incapable of engaging in gainful employment is exempt from the [NA work requirements](#).

Verification of the extent of limitations and anticipated length of the disability includes, but is not limited to, the following:

- Receipt of temporary or permanent disability benefits.

EXCEPTION

VA disability benefits must be rated or paid as total disability by the Veterans Administration (VA) to qualify.

- Observation by the worker. Thoroughly document the [case file\(g\)](#) when using this option.
- A written statement that supports the extent and anticipated length of the disability, from a [U.S. medically qualified source\(g\)](#).
- A completed Verification of Disability (FAA-1249A) form.
- Participation with Sheltered Workshop.
- Participation with Vocational Rehabilitation.
- Participation with Rehabilitation Service Administration (RSA).

Document thoroughly in the case file when and why written verification is requested.

Key UF in the WORW PAR/EXEM FS field.

.05 NA Work Requirement Exemption-Addiction

REVISION 49
(01/01/21 - 12/31/21)

A participant who meets the following criteria is exempt from [NA work requirements](#) and the [ABAWD](#) work requirement.

FAA5.A Work Registration (WORW) : 02 NA Work Requirements - Overview through FAA5.A Work Registration (WORW) : 02 NA Work Requirements - Overview : D NA Work Requirements Disqualification : .11 NA Work Requirements Related Appeals Process

A participant who is either inpatient or outpatient and taking part in a drug or alcohol treatment or rehabilitation program is exempt from NA work requirements. Contact the rehabilitation program to verify participation.

For the NA work requirements exemption, key DR in the PAR/EXEM FS field on WORW.

For the ABAWD exemption, key DR in the EXPT RSN FS field on WERE.

.06 NA Work Requirement Exemption-Employed

REVISION 48

(01/01/20 - 12/31/20)

A participant who meets one of the following employment criteria is exempt from the [NA work requirements](#):

- Employed or self-employed for a minimum average of 30 hours weekly. Do not use conversion factors when determining the weekly 30-hour exemption.
- Employed with averaged weekly earnings that equal or exceed an amount that is 30 hours multiplied by the [Federal Minimum Wage](#). Do not use conversion factors when determining the earnings exemption.

See [Determining Employment Exemption Examples](#).

Use the following information, as necessary, to determine when a participant meets the employed exemption:

- Consider a migrant or seasonal farm worker as employed when all of the following apply to the farm worker:
 - Is following the job stream
 - Is not living in the participant's home project area
 - Meets either of the following:
 - Is working a minimum of 30 hours weekly
 - Is under contract or agreement to begin employment within 30 days

- Some self-employed participants work fewer than 30 hours weekly. To be considered employed, net self-employed weekly income must equal the Federal Minimum Wage multiplied by 30 hours. Self-employment net income is the gross income minus the allowable costs of producing the income.
- Include the hours for which an employed participant receives in-kind income when determining the 30 hours per week.
- Do not include hours employed in voluntary work in which no wages or in-kind income are paid when determining the 30 hours per week.

NOTE Use the NA work requirement exemption employed only when the participant does not qualify for any other exemption.

Key EM in the WORW PAR/EXEM FS field.

.07 NA Work Requirement Exemption-Caretaker

REVISION 49
(01/01/21 - 12/31/21)

A participant responsible for the care of an incapacitated person is exempt from [NA work requirements](#) and the [ABAWD](#) work requirement.

The incapacitated person is not required to be in the budgetary unit or residing in the same living quarters.

Verify the person's need for care when it is questionable.

For the NA work requirement exemption, key NC in the PAR/EXEM FS field on WORW.

For the ABAWD exemption, key NC in the EXPT RSN FS field on WERE.

.08 NA Work Requirement Exemption-Refugee

REVISION 49
(01/01/21 - 12/31/21)

A participant who meets either of the following criteria is exempt from [NA work requirements](#) and the [ABAWD](#) work requirement:

- Eligible for the [Refugee Resettlement Program \(RRP\)](#).
- Subject to the work or training programs provided by the RRP's private sector providers or the Refugee Job Service.

The approved training programs are as follows:

- English Speakers of Other Languages (ESOL)
- Vocational training
- Job training
- Community service
- Volunteer work experience

For the NA work requirement exemption, key RF in the PAR/EXEM FS field on WORW.

For the ABAWD exemption, key RF in the EXPT RSN FS field on WERE.

.09 NA Work Requirement Exemption-Tribal

[REVISION 49](#)

(01/01/21 - 12/31/21)

A participant who is subject to mandatory participation in a CA [Tribal Native Employment Works](#) (NEW) Program or a [Tribal TANF Employment Program](#) is exempt from NA work requirements.

For the [NA work requirement](#) exemption, key RT in the PAR/EXEM FS field WORW.

For the [ABAWD](#) exemption, key RT in the EXPT RSN FS field on WERE.

.10 NA Work Requirement Exemption-Student

[REVISION 49](#)

(01/01/21 - 12/31/21)

A participant who meets all of the following criteria is exempt from [NA work requirements](#) and the [ABAWD](#) work requirement:

- Enrolled in any recognized school, including training programs, or institutions of higher education.
- Attending at least half-time, as defined by the institution.
- Is an [NA Eligible Student](#).

Consider the participant exempt during normal periods of class attendance, vacation, and recess, until the participant meets one of the following:

- Graduates

FAA5.A Work Registration (WORW) : 02 NA Work Requirements - Overview through FAA5.A Work Registration (WORW) : 02 NA Work Requirements - Overview : D NA Work Requirements Disqualification : .11 NA Work Requirements Related Appeals Process

- Is suspended
- Is expelled
- Drops out
- Expresses an intention not to register for the next normal school term (excluding summer sessions)

For the NA work requirement exemption, key ST in the PAR/EXEM FS field on WORW.

For the ABAWD exemption, key ST in the EXPT RSN FS field on WERE.

See [NA Students](#) for policy and procedure requirements.

.11 NA Work Requirement Exemption-Unemployment

REVISION 49
(01/01/21 - 12/31/21)

A participant who meets one of the following criteria is exempt from [NA work requirements](#) and the [ABAWD work requirement](#):

- Participants currently receiving Unemployment Insurance (UI).
- Participants who have applied for but are not yet receiving UI, when the participant is required to register for work with the Job Service office as part of the UI application process.
- A participant who is appealing a UI decision. Continued UI eligibility during the UI appeals process requires ongoing participation with the Job Service office.

For the NA work exemption, key UI in the PAR/EXEM FS field on WORW.

For the ABAWD exemption, key UI in the EXPT RSN FS field on WERE.

FAA5.A Work Registration (WORW) : 02 NA Work Requirements - Overview through FAA5.A Work Registration (WORW) : 02 NA Work Requirements - Overview : D NA Work Requirements Disqualification : .11 NA Work Requirements Related Appeals Process

.12 NA Work Requirement Exemption Participants in the CA Jobs Program

REVISION 49

(01/01/21 - 12/31/21)

Participants who are participating in the CA Jobs Program are exempt from the [NA work requirements](#).

When a participant meets this exemption, key WN in the WORW PAR/EXEM field.

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