B **NA Work Registration**

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

To register NA participants for work, during the interview the worker must complete the following:

- Explain the NA work requirements to the responsible budgetary unit (BU) member.

- Document the case file(g) that BU members are registered for work, unless exempt.

The worker must explain that unless exempt NA work registrants must comply with the NA work requirements.

To explain the work requirements at the interview, the NA Work Registration FAA-1786A script must be read to the participant. The FAA-1786A script is located in the Document Center.

Case file(g) documentation is sufficient for work registration. Documentation by the worker must include: NA work requirements explained, and NA participants are registered for work, unless exempt.

Document the case file with the name of the NA Lead Participant.

Provide the participant with the SNA E&T program contact information. Inform the participant to contact SNA E&T for help finding employment.

Upon approval of the NA application or the processing of a change that results in a participant losing their work requirement exemption, the General Work Requirement F040 notice must be mailed to the household. The NA Work Requirements (F040) notice provides the client with a hard copy of the NA Work Requirements.