

02 NA Work Requirements - Overview

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

Effective for all applications registered 07/01/2020 and after, DCSS Cooperation restarts using the Virtual Pre-Approval Cooperation process. For instructions see, [Interview Requirements for DCSS Cooperation](#).

Effective for benefit month 04/2020 until further notice, see the [Urgent Bulletin](#) emailed 03/27/2020 regarding work requirements and the [Urgent Bulletin](#) emailed 03/31/2020 regarding Temporary Suspension of Jobs Work Requirements, Cooperation with DCSS, and Federal and State Time Limits.

As a condition of eligibility for NA benefits, all household members must meet the work requirements unless [exempt](#).

Participants who are work registrants, without [good cause](#) must not:

- Quit a job of 30 or more hours per week
- Reduce work hours under 30 hours per week
- Refuse to accept a job offer
- Be disqualified from participating in [Unemployment Insurance \(UI\)](#) by the UI State agency

During the interview, the worker must register the budgetary unit (BU) members, unless exempt for work.

The NA Work Registration script FAA-1786A-FLY-PD (10-20) includes detailed information about the NA work requirements. The FAA-1786A-FLY-PD (10-20) script must be used during the interview to explain the NA work

requirements. The FAA-1786A-FLY-PD (10-20) script is found in the Documents 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.

When NA benefits are approved at initial, renewal, and reported change the worker must request and send the NA Work Requirements Notice (F040).

[NA disqualifications](#) are imposed when a non-exempt participant fails to comply with the NA work requirements.

When a reported change causes a participant to no longer be eligible for a work exemption see [Registered and Referred](#).