

C Registered for Work and Referred to SNA E&T

REVISION 48
(01/01/20 – 12/31/20)

At each NA interview, complete the following:

- Determine which participants are included in the NA benefit (coded IN on SEPA).
- Evaluate these participants to determine who is exempt from [NA Work Requirements](#). (See [NA Work Requirement Exemptions](#))
- Key the correct exemption code in the PAR/EXEM field on WORW for each NA participant coded IN on SEPA.
- Key Y in the VOL Y/N field on WORW when a participant voluntarily wants to participate with the SNA E&T Program.

Key the RR referral code in the PAR/EXM field on WORW for all non-exempt participants. At the interview, inform the participant of the [SNA E&T Voluntary Program](#).

When a reported change results in a participant losing their NA work requirement exemption, complete the following:

- Determine whether the participant meets another work requirement exemption.
- Update WORW with the new exemption code.
- Request and send the NA Work Requirements Notice ([F040](#)) notice on NORE.
- Document the [case file\(g\)](#) with the new exemption.
- When the participant does not meet a work requirement exemption the participant is registered for work.
- Document the case file that the participant is non-exempt from the work requirements and is registered for work.

NOTE Case file documentation is sufficient for work registration.