

04 Work Requirement Disqualifications



The subject of this section is about the reduction of NA and CA benefits due to a participant voluntarily quitting a job, reducing work hours, refusing a job offer, or receiving an NA UI-comparable disqualification without a good cause reason.

Policy

Quick Access Menu:

- [Reasons for Work Requirement Disqualifications](#)
- [Exceptions to the Work Requirement Disqualification](#)
- [Good Cause Reasons](#)
- [Disqualification or Benefit Reduction Time Frames](#)
- [NA Reinstatement During Disqualification](#)
- [Reinstatement After Disqualification](#)

Reasons for Work Requirement Disqualifications

Unless a participant is exempt from the work requirements or has a good cause reason, **all** of the following are reasons for disqualification and may cause benefits to decrease or stop:

- Quitting a job when **all** of the following apply:
 - The participant is employed at least 20 hours per week.
 - The participant's earned income is equal to the [federal minimum wage\(g\)](#) multiplied by 20 hours per week.
- Refusing a job offer when **all** of the following apply:
 - The job offer is for at least 20 hours per week.
 - The job offer includes income equal to the federal minimum wage multiplied by 20 hours per week.
- Reducing work hours when **all** of the following apply:
 - The participant is employed at least 30 hours per week.
 - The participant voluntarily reduces work hours to less than 30 hours per week.
 - NOTE Reduced work hours do not apply when work hours are reduced to less than 30 hours per week, and weekly earnings continue to exceed the federal minimum wage multiplied by 30 hours.
- Receiving an Unemployment Insurance (UI) disqualification may cause an NA work disqualification called an NA UI-comparable disqualification. FAA requests the participant's statement about the circumstance of a UI disqualification. **Any** of

the following [system interface\(g\)](#) information may indicate an NA UI-comparable disqualification:

Ability to work and refuses to work

Available for employment and does not appear for work

Failure or refusal to accept a job

Refusal to accept a referral for a job

Voluntary quit employment

Discharged from employment for misconduct

UI overpayment penalties

Failed to meet reporting requirements for UI or Job Service

See [NA Work Requirement Exemptions](#) or [CA Jobs Exemptions](#) for work requirement exemption reasons.

FAA considers good cause reasons for noncompliance with the work requirements before reducing or stopping benefits. When a participant has a good cause reason and provides reasonable verification, FAA does not reduction or stop benefits. See [Work Requirement Good Cause Reasons](#) for a list of possible good cause reasons.

Work requirement exemptions do not apply to strikers. See [Striker Eligibility](#) to determine how participation in a strike against a local, state, or federal government employer may affect eligibility for benefits.

FAA reduces or stops benefits when a reason for disqualification happens without a good cause reason during **any** of the following time frames:

- Within the 30 [calendar days](#) before the date of the most current application for benefits.
- Any time between the application date and before the eligibility determination is completed.
- Any time during a benefit approval period.

For NA, FAA is required to reduce benefits when an NA participant voluntarily quits, reduces work hours, refuses a job offer, or receives an NA UI-comparable disqualification without good cause. **One** of the following applies:

- When the participant is the NA lead participant, NA benefits stop for the budgetary unit. See [NA Lead Participant Selection](#) for how the lead participant is selected.
- When the participant is not the NA lead participant, benefits stop for that participant.

For CA, when a CA participant voluntarily quits, reduces work hours, or refuses a job offer, FAA stops CA benefits for the budgetary unit allowing for [notice of adverse action\(g\)](#) when the participant is the [Primary Informant\(g\)](#) or the TPEP [Primary Wage Earner\(g\)](#). The CA budgetary unit is subject to benefit reductions when the participant is

not the Primary Informant (PI) or the TPEP Primary Wage Earner (PWE). See [Voluntary Quit Noncompliance Notification](#) and [CA PRA Graduated Sanctions](#) for more information about how graduated sanctions consist of two levels of CA benefit reductions and can cause benefits to stop.

See [Reasons for Work Requirements Disqualifications](#) for details about what causes a disqualification.

Exceptions to the Work Requirement Disqualification

Exceptions to a work requirement disqualification include **any** of the following:

- The NA participant currently is or was exempt from NA work registration at the time of the disqualifying reason.
- The CA participant currently is or was exempt from Jobs participation at the time of quitting a job, reducing work hours, or refusing a job offer.

NOTE Participants need to meet an NA work requirement exemption and CA Jobs participation exemption other than employed for these exceptions to be applicable.

FAA does not reduce benefits under **any** of the following circumstances:

- Reduction of work hours by the employer.
- Terminating a self-employment enterprise.
- Resigning from a job or reducing work hours at the demand of the employer.
- For NA, reducing work hours to less than 30 hours a week and the participant continues to earn weekly wages that exceed the federal minimum wage multiplied by 30 hours.
- The participant who voluntarily quits or reduces work hours accepts other employment of comparable hours or salary.

NOTE Do not consider a job incomparable simply because the number of hours or the salary of the new job is lower than the job that is quit. A participant can quit a job for one that might offer more opportunity.

Refusing a job offer does not apply to a TPEP Primary Wage Earner when they have declined an offer of employment or training within 30 [calendar days\(g\)](#) before the period for which TPEP benefits are to be paid because TPEP requires participation before benefits are issued.

Work Requirement Good Cause Reasons

NA and CA good cause reasons apply to **all** of the following voluntary actions:

- Quitting a job.
- Reducing work hours.
- Refusing a job offer.
- NA UI-comparable disqualification.

- Able-bodied adults without dependents (ABAWD) work requirements. (See [ABAWD Eligibility and Requirements](#) for more information.)

Good cause reasons are based on circumstances beyond the participant's control and are determined on a case-by-case basis. Good cause reasons include, and are not limited to, **any** of the following:

- Illness or incapacity of another person that requires the presence of the participant.
- Distance to the job was unreasonable due to **one** of the following:
No public or private transportation, and the distance to the job is too far to walk.
Commuting time exceeds two hours per day, not including time to take a child to a childcare facility.
- Unanticipated emergencies that include, and are not limited to, **any** of the following:
A court-ordered appearance or incarceration that stops a participant from reporting for work.
Severe weather stops the participant and other people from going to work.
- Lack of adequate childcare when the participant is responsible for the care of a child who is **one** of the following:
For NA, age six through 11
For CA, under the age of 12
- Inability to write or speak a language necessary for employment.
- Employer discrimination based on **any** of the following:
Age
Race
Sex (including gender identity and sexual orientation)
Color
Handicap
Religious beliefs
National origin
Political beliefs
- Work demands or conditions that render continued employment unreasonable, such as, and not limited to, working without being paid on schedule.
- Resignation by a participant under age 60 who is recognized by the employer as retired.
- Quitting a job to accept new employment of similar hours and salary. Through no

fault of the participant, **one** of the following occurs with the new job:

It fails to materialize.

Results in a layoff.

Employment of fewer than 20 hours per week.

Weekly earnings are less than the federal minimum wage multiplied by 20 hours per week.

- Leaving a job in connection with employment patterns in which employees frequently move from one employer to another. Examples include migrant farm labor or construction work.
- Unsuitable employment. Employment may be suitable when a participant accepts a job and becomes unsuitable later. This can occur for **any** of the following conditions:

When the employment is subject to the federal minimum wage laws, weekly earnings or training wages have to be less than the federal minimum wage multiplied by 20 hours per week.

When employment is not subject to federal minimum wage laws, weekly wages have to be less than 80% of the federal minimum wage multiplied by 20 hours per week.

- A job offer includes **one** of the following:

The job pays on a piece-rate basis.

The average weekly income the employee can reasonably be expected to earn is less than 80% of 20 hours per week at the federal minimum wage.

- The employee is required to join, not join, or quit a labor organization, as a condition of employment.
- The location of the job offered is subject to strike or lockout unless the strike is prohibited under **one** of the following:

The Taft-Hartley Act (Section 208 of the Labor Management Relations Act (29 U.S.C. 178).

An injunction issued under Section 10 of the Railway Labor Act (45 U.S.C. 160).

NOTE A striker who belongs to a union may not refuse work just because the job offered is non-union.

- When the participant can demonstrate, or FAA can determine, that **any** of the following is true:

The participant is physically or mentally incapable of performing the assigned tasks of the job. Documented medical evidence or reliable verification from other sources is required.

The degree of risk to health and safety is unreasonable.

The work hours or type of job interferes with the participant's religious convictions, beliefs, or practices.

- The participant has reasonable fear that retaining employment could result in harm to themselves, or their family, as a victim or survivor of **any** of the following:
Domestic violence
Sexual Harassment
Sexual assault
Stalking

For NA, in addition to the reasons previously listed, good cause reasons also include **any** of the following:

- A job is offered in the first 30 calendar days of work registration that is not in the participant's field of experience.

NOTE After the first 30 calendar days of registration, the participant may be required to accept a job outside the field of experience.

- The NA participant is required to leave a job due to **one** of the following:

Accepts other employment of comparable hours or salary.

Enrolls at least half-time in any recognized school, training program, or [institution of higher education\(g\)](#).

- An NA participant leaves a job because of another budgetary unit participant in **any** of the following situations:

Accepts employment in another city or county that requires the budgetary unit to move.

Enrolls at least half-time in any recognized school, training program, or institution of higher education in another city or county that requires the budgetary unit to move.

NOTE When a participant states that they have a good cause reason for not meeting the work requirements, FAA discusses the situation with the participant. (See [Example 4](#))

Disqualification or Benefit Reduction Time Frames

An NA disqualification includes **one** of the following periods:

- One month for the first violation
- Three months for the second violation
- Six months for every additional violation

The length of an NA disqualification period depends on the number of disqualifications a participant has received for **any** of the following work requirement disqualifications without a good cause reason:

- Quitting a job
- Reducing work hours
- Refusing a job offer
- NA UI-comparable disqualification

For information about work requirement disqualifications, see [Reasons for Work Requirement Disqualifications](#).

Regardless of whether a disqualification period extends beyond the end of an NA [approval period\(g\)](#), disqualifications begin with **one** of the following:

- The first month allowing for [notice of adverse action\(g\)](#).

NOTE There is no overpayment for the months when FAA did not impose the disqualification in a timely manner.

- With the first month, an NA budgetary unit is not receiving benefits pending a hearing decision.
- With the first month, the first allotment is issued following the hearing decision when **any** of the following applies:

The hearing decision is upheld.

The budgetary unit did not waive receipt of continuing benefits pending the hearing decision.

To determine the month an NA disqualification ends, FAA reviews **all** of the following information:

- The number of months the participant did not receive benefits.
- The number of months of the overpayment is issued based on **any** of the following:

Quitting a job

Reducing hours

Refusing a job offer

NOTE FAA treats overpayment months as months a budgetary unit did not receive benefits to determine disqualification months.

The participant's NA benefit disqualification ends when the total of months equals the length of the disqualification period. During periods of non-receipt of benefits, **any** of the following could apply toward the disqualification period:

- When a budgetary unit waives rights to continue receiving benefits during an appeals process
- NA benefits stopped for reasons unrelated to the NA work requirements disqualification.

Non-receipt of NA benefits for any reason for a period equal to the disqualification period

satisfies the disqualification requirement.

The non-receipt of benefit can only be applied when FAA issues the participant a notice that includes the disqualification period.

When FAA discovers a disqualification occurred within 30 calendar days of the date of a new NA application and before an eligibility determination. FAA takes **all** of the following actions:

- For NA:

The application is denied when the disqualified participant is the NA lead participant.

NOTE For a disqualification of one month, the PI does not need to complete another application or interview. The same application and interview can be used for benefits. When the disqualification is for more than one month, a new application is required.

When the participant is not the NA lead participant, the participant is disqualified for the appropriate number of months.

NOTE When the disqualification period ends, FAA adds the participant to the NA benefit amount.

- For CA:

An application is denied when the disqualified participant is the PI or the TPEP Primary Wage Earner (PWE).

NOTE The PI is required to turn in another application and complete an interview. The budgetary unit is not eligible until the disqualification period ends.

When the participant is not the PI or the TPEP PWE, FAA imposes an appropriate graduated sanction of 50% or 100%. See [CA sanctions](#) for complete information about graduated sanctions.

When FAA discovers a reason for disqualification after approval of benefits and within 30 [calendar days\(g\)](#) before the application date, and the participant does not have a good cause reason, **all** of the following disqualification start dates are applied:

- For NA, FAA imposes a disqualification for the first month possible, allowing for [Notice of Adverse Action\(g\)](#).
- For CA, FAA imposes a graduated sanction the first month possible, allowing for Notice of Adverse Action (NOAA).

A work disqualification occurring in the last month of the approval period is too late to allow for NOAA. When this happens, FAA completes **all** of the following:

- For NA, when the participant reapplies, the disqualification begins on the first calendar day after the current approval period ends.
- For CA, when the participant does not reapply, FAA determines the month the disqualification would have been effective, allowing for NOAA.

When the decision is upheld in an appeal, the disqualification period begins the first applicable month after the hearing decision is rendered. (See [Right to an Appeal Hearing](#) for information about the appeal rights of a participant.)

NA Reinstatement During Disqualification

The NA budgetary unit or the participant may attempt to reestablish eligibility at any time, following the notification of disqualification and during the disqualification period.

The budgetary unit may reestablish eligibility when **any** of the following occurs:

- The disqualified NA lead participant moves out of the budgetary unit.
- The noncompliant NA lead participant becomes exempt from NA Work Requirements. (See [NA Work Requirement Exemptions](#) for all applicable exemptions)
- The budgetary unit applies for benefits with a new participant who is eligible to be the NA lead participant. The disqualified participant continues to be ineligible for the remainder of the disqualification period.
- The NA nonlead participant may reestablish eligibility when the budgetary unit reports a change that exempts the participant from the NA work requirements.

A disqualification follows a participant who moves to another budgetary unit. The disqualification only affects the disqualified participant when the disqualified participant does not become the NA lead participant.

The participant may become the NA lead participant of the new budgetary unit. When this occurs, the new budgetary unit is disqualified from receiving NA benefits for the remainder of the disqualification period.

Reinstatement After Disqualification

For disqualification of an NA lead participant, following a disqualification period of more than one month, an NA budgetary unit has to reapply and be determined eligible.

NOTE For a disqualification period of one month, FAA uses the same application.

For disqualification of an NA participant who is not a lead participant, FAA redetermines the participant's eligibility. When this occurs, **all** of the following apply:

- The participant is added to the budgetary unit when otherwise eligible.

NOTE For NA UI-comparable disqualification of a participant who is not a lead participant, the budgetary unit needs to submit a request for the participant to be added to the benefits. For more information about an NA UI-comparable disqualification, see [Reasons for Work Requirement Disqualifications](#).

- The participant's work requirements status is updated.
- When possible, the participant is screened for a Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) referral.

To end an NA UI-comparable disqualification, **all** of the following apply:

- Disqualified budgetary units have to reapply.
- The budgetary unit has to submit a request for the participant to be added to the NA benefits.
- The noncompliant participant needs to be exempt from, or in compliance with, the unemployment Insurance registration and participation requirements.
- FAA has to verify a NA work requirement exemption or UI compliance before NA work disqualification reinstatement.

See [CA Sanctions](#) and [Reapplication After CA Sanction](#) for more information about ending CA graduated sanctions that result from a work requirement disqualification.

Procedures

Quick Access Menu:

- [CA Disqualification Alert](#)
- [Before Imposing a Work Disqualification](#)
- [How to Determine an NA UI-Comparable Disqualification](#)
- [Imposing a Work Requirement Disqualification](#)
- [Ending a Work Requirement Disqualification](#)

CA Disqualification Alert

The participant's work requirements status on WORW indicates whether Jobs, Tribal NEW, or FAA is responsible for determining a good cause reason. When the ACTS Alert JB/Client Failed to Comply is received, complete **all** of the following:

- Job staff has determined the participant does not have a good cause reason. Impose the CA sanction allowing for [Notice of Adverse Action\(g\)](#).
- For the TPEP Primary Wage Earner, a Jobs Basic or Tribal NEW participant, stop CA benefits allowing for notice of adverse action (NOAA).

NOTE Before imposing a sanction, ensure the CA Jobs Program staff sent a NOAA for the appropriate month and sanction level. When a notice is not sent, see [Sanction Notice – Jobs Program Noncompliance](#) for additional instructions.

See [CA Sanctions](#) for policy and procedure for imposing CA sanctions.

Before Imposing a Work Disqualification

Before imposing a disqualification, determine **all** of the following as applicable to the disqualification:

- Is the participant the NA lead participant
- Is the participant the CA [primary informant\(g\)](#) or the TPEP [primary wage earner \(g\)](#)
- The date the participant quit a job, refused a job offer, or reduced hours

- The number of hours the participant worked before reducing hours
- The amount of the weekly salary before reducing hours
- The reason for the NA UI-comparable disqualification
- Is there a good cause, see [Good Cause Reasons](#) for details about what is, and is not limited to, a good cause reason.

Discuss the situation with the participant and determine **all** of the following:

- Whether the participant has a good cause reason.

NOTE Use a participant statement verification for a good cause reason when not questionable.

- Review the [case file\(g\)](#) to determine whether the participant meets a work requirement exemption, including and not limited to, **all** of the following:

Review PRAP and DISA to ensure a disqualification has not already been imposed for the same disqualifying reason.

Review the VOQS, PRAP, and DISA for information about previous disqualifications to determine the correct disqualification period.

- When the participant provides a good cause reason, or the participant meets a work requirement exemption, complete **all** of the following:

Document the case file.

Review and as needed update the participant's Work Registration status.

The actions to disqualify a participant depend on **all** of the following factors:

Whether the participant has a pending application or currently receiving benefits.

Whether the participant is or was the NA lead participant, the CA primary informant (PI), or the TPEP primary wage earner (PWE).

(See [Example 1](#) and [Example 2](#).)

How to Determine an NA UI-Comparable Disqualification

Consider the participant noncompliant with NA work requirements when the participant fails to comply with the Unemployment Insurance (UI) work requirements.

Review with the participant the situation before taking any action to impose a work requirement disqualification. Use the participant's statement. See [Work Requirement Good Cause Reasons](#) to determine whether or not to impose a disqualification.

When a participant's UI is denied or terminated, a code on HOSC indicates that the participant may have violated a UI requirement. Determine the reason for that decision by discussing the situation with the participant.

To determine why UI was denied or terminated, review the codes displayed in the DISQ CODE field under the UNEMPLOYMENT INFORMATION heading on HOSC. **Any** of the following codes may be an indicator of an NA UI-comparable disqualification:

- 01 for ability to work or able to work.
- 02 for available for work and did not avail themselves to work.
- 08 for refusal of work
NOTE 08 indicates a failure or refusal to accept work.
- 09 for refusal of referral
NOTE 09 indicates a refusal to accept a referral for work.
- 10 for voluntary quit
- 20 for discharge
NOTE 20 indicates the participant was discharged for misconduct.
- 53 or 54 for reporting requirements
NOTE 53 and 54 indicate the participant did not report to UI or Job Service, as required.
- 70 for vacation, sick, or holiday pay
- 80 or 81 for administrative penalties due to overpayment

Do not disqualify the participant when any code appears on HOSC, and the participant's statement is reasonable and not questionable.

Document the case file with the UI disqualification found on HOSC and the participant's statement.

Imposing a Work Requirement Disqualification

The NA disqualification periods are **one** of the following:

- One month for the first violation
- Three months for the second violation
- Six months for every additional violation

For CA, a disqualification period is a sanction that must last a minimum of one month. See [Imposing a New CA Sanction](#) for information and procedures on how to impose a CA-graduated sanction.

To impose a disqualification for quitting a job, reducing work hours, refusing a job offer, or an NA UI-comparable disqualification without a good cause reason, for each program complete **all** of the following actions:

- Deny the NA application or stop benefits, allowing for [NOAA\(g\)](#), when the participant is the NA lead participant.

NOTE When the disqualification period is longer than 60 [calendar days\(g\)](#), deny a new NA application on the NA timely denial date.

- Deny the CA application or stop benefits, allowing for NOAA, when the participant is **one** of the following:

The CA primary informant

The TPEP primary wage earner

- Send the appropriate disqualification notice to inform the PI of **all** of the following:

Case denial closure.

Reason for the denial closure.

The minimum length of the disqualification period.

Their right to request an appeal.

They may reapply when the disqualification period ends.

Impose a work requirement disqualification for the first month allowing for NOAA.

Complete the Potential Overpayment (OP) Referral (FAA-0526A) for any month for which benefits were overpaid.

NOTE There is no overpayment for the months when FAA fails to impose a disqualification in a timely manner.

Ending a Work Requirement Disqualification

When an NA-disqualified participant moves out of the budgetary unit, complete **all** of the following:

- Remove the disqualified participant from the case for the first month possible.
- Redetermine and authorize benefits when the budgetary unit is otherwise eligible.
- Update and document PRAP and DISA.
- Send the appropriate notice.
- Document the case file with the reason for the reinstatement during the disqualification.

See [NA Reinstatement During Disqualification](#) for the eligibility requirements to end a disqualification.

When a new NA application is turned in during the final month of the disqualification period, complete **all** of the following:

- Use the application for denial of benefits in the remaining month of disqualification.
- Use the same application for approval in subsequent months when all other eligibility factors are met.
- Prorate NA benefits to the first day of the first eligible month.
- Send the Approve Elig Month-Deny Inelig Month (F124) notice.

NOTE The end of the disqualification period and the application date must be within the 60 calendar days that an NA application can be used. Otherwise, deny an application on the NA timely denial date.

The budgetary unit is ineligible for the first month and eligible for the second. (See [NA First Month's Eligibility](#) for completing a determination.)

When a CA sanction ends, approve the CA benefits according to **one** of the following:

- For a 50% sanction, end the sanction on DISA, and restore the benefits to the 100% level.
- For a 100% sanction, the participant must reapply.

When a new CA application is turned in during the final month of the disqualification period and the budgetary unit is eligible in the month after the disqualification ends, see [CA Initial Month Special Rules - Not Eligible Determination Month/Eligible Following Month](#).

Verification

When the information received from the participant is questionable, verification of a good cause reason is required for **all** of the following:

- Quitting a job
- Reducing work hours
- Refusing a job offer
- Receiving an NA UI-comparable disqualification

Document the [case file\(g\)](#) with the participant statement verification.

The job quit may result from circumstances that cannot be verified. (See [Example 3](#))

The [Primary Informant\(g\)](#) is responsible for providing the verification. FAA offers assistance when it is difficult for the PI to obtain written verification.

Sources of verification include, and are not limited to, **any** of the following:

- The previous employer
- Employee associations
- Union representatives
- Grievance committees or organizations
- FAA can use a collateral contact when written verification cannot be obtained
- Participant's statement when not questionable

AZTECS Procedures

Quick Access Menu:

- [Keying Work Requirement Good Cause Reasons](#)
- [Imposing a Work Disqualification for an NA UI-Comparable Disqualifications](#)
- [NA and CA Work Disqualifications](#)
- [Reinstatement During Disqualification](#)

Keying Work Requirement Good Cause Reasons

When a participant has a good cause reason for a possible work requirement disqualification, complete **all** of the following on VOQS:

- Key **one** of the following in the VOL QUIT DATE FIELD next to the participant's name:
 - The date the participant voluntarily quite their job
 - The date the participant reduced their work hours
 - The date the participant refused a job offer
- Key Y in the GD CAUSE CODE Y/N field.
- Key the appropriate Verification Code in the VR field.
- Key Y in the PWE Y/N field when the participant is **one or more** of the following:
 - The NA lead participant
 - The CA Primary Informant (PI)
 - The TPEP Primary Wage Earner (PWE).

When the participant meets the work requirement or an exemption, complete **all** of the following:

- Key the appropriate Work Requirement Exemption Reason Code in the PAR/EXEM field on WORW. See [NA Work Requirement Exemptions](#) and [CA Jobs Exemptions](#) to determine the correct exemption for the participant.

NOTE For CA, to allow the CA Jobs staff to determine when a deferral is appropriate, key the RB Referral Code in the PAR/EXEM field on WORW when the participant is a victim or survivor of **any** of the following:

- Domestic violence
 - Sexual harassment
 - Sexual assault
 - Stalking
- Document the [case file\(g\)](#).

Imposing a Work Disqualification for an NA UI-Comparable Disqualifications

For an NA lead participant, complete **all** of the following:

- Key WR on PRAP in the FS PROGRAM ALERT TYPE field.
- Key Y on PRAP in the FS column to access DISA.
- Press ENTER to access the DISA (page 2).
- Key **all** of the following in the DOC field on DISA:
 - The start date of the disqualification.

The length of the disqualification.

The reason for the disqualification including the UI disqualification code found on HOSC.

- Key WR on FSED in the DENIAL CLOSURE REASON field.
- Send the UI Disqualification (F202) notice on NORE.

For an NA nonlead participant, complete **all** of the following:

- Key W1, W2, or W3 as applicable in the first available ALERT TYPE field on PRAP next to the participant's name.
- Key Y in the FS column on DISA, next to the participant's name.
- Key the start date and the length of the disqualification in the DOCUMENT lines on DISA (page 2).
- Key DE in the PT field on SEPA next to the participant's name.
- Key the effective date of the disqualification in the INELIG DATE field on SEPA.
- Determine eligibility for the new NA budgetary unit on FSAD for the effective month of the disqualification.
- Send the NA Decrease – (Non LP) NA Work Req Non-CMP (F720) notice on NORE.

NA and CA Work Disqualifications

For voluntarily quitting reducing work hours, or refusing a job offer disqualifications, complete **all** of the following:

- For the NA lead participant, CA primary informant, or the CA primary wage earner complete **all** of the following;

Impose the disqualification with an effective date of the first month, allowing for [NOAA\(g\)](#).

Key the VQ Disqualification Code on PRAP in the appropriate PROGRAM ALERT TYPE field.

Key Y in the appropriate program column in the DISA WKSN AF/FS/MA field on PRAP and press ENTER to access DISA.

Key **all** of the following in the DOC field on DISA:

- The start date of the disqualification.
- The length of the disqualification.
- The reason for the disqualification.

Key the QJ Denial Closure Reason Code on AFED or FSED.

Send the Denial Closure – Quit Job/Reduced Hrs (C205) notice.

- For NA, when imposing a disqualification for a participant who is not the NA lead participant, complete **all** of the following:

Key the DE Participation Code in the FS PT field next to the participant's name on SEPA.

Key the QJ Denial Closure Reason Code on SEPA in the FS INELIG RSN field.

Key Y in the appropriate program column in the DISA WKSN AF/FS field on PRAP and press ENTER to access DISA.

Key Y in the CONTINUE NEXT SCREEN field, and press ENTER. DISA (PAGE 2) displays.

Key **all** of the following on DISA (PAGE 2):

- The number (01, 02, 03) of the disqualification in the VQ NBR field.
- The first month of the disqualification period in the VQ START DT field.
- The number of months (1, 3, 6) in the DISQ PERIOD (IN MONTHS) field.
- Thoroughly document the reason for the action in the documentation section.
- Press ENTER to access PRAP. Key VQ on PRAP next to the participant's name.

Set the 30-day NL ACTS alert to add the NA nonlead participant to the benefits at the end of the disqualification period.

Send the Nonpwe/LP Quit Job/Reduce Hrs/Refuse Job (C726) notice.

- For CA, when the participant is not the PI or PWE, complete **all** of the following:

See [CA Sanctions](#) for procedures on imposing graduated sanctions, ending sanctions, and reapplication after sanctions.

Send the Nonprimary Wage Earner Quit Job/Redu HRS (C726) notice.

Reinstatement During Disqualification

When eligibility is reestablished, stop the balance of a disqualification period when the budgetary unit is otherwise eligible, and complete **one** of the following, as appropriate for the reinstatement reason:

- For a disqualified participant who becomes exempt from the NA Work Requirements, complete **all** of the following:

Key IN in the PT field on SEPA for the first month possible.

NOTE See [Adding a Participant to an Active Case](#) when the budgetary unit requests that the disqualified participant be added to the NA benefits.

Update PRAP and DISA with the disqualification ending information.

- When the participant is no longer in the home, remove the disqualified participant from the case for the first month possible. (See [Removing a Participant – Overview](#) for policy and procedures on removing participants.)

When an NA application is submitted in the final month of a disqualification period, complete **all** of the following:

- Change the benefit proration date to the first day of the following month on APMA in the BEN PRORATION DATE field.
- Update PRAP and DISA with the disqualification ending information.
- Send the Approve Elig Month Deny Inelig Month (F124) notice.

NOTE The end of the disqualification period and the benefit proration date must be within the NA new application time frame of 60 calendar days. Otherwise, deny an application on the NA timely denial date.

Examples

- 1) Harry turned in a new application for NA on 08/15/20. Harry is the NA lead participant. Harry voluntarily reduced his work hours from 37 to 25 hours a week on 07/30/20 without good cause.

Deny the application for the month of 08/2020 and send the C205 notice advising Harry of the disqualification.
- 2) Jennifer, the NA lead participant, quit her job without good cause on 06/03/20 while receiving NA benefits (the approval period is 03/10/20 through 09/30/20).

On 06/05/20, Jennifer's NA benefits are stopped effective 07/01/20 after sending [NOAA\(g\)](#).

Jennifer may reapply when the disqualification period has ended.
- 3) The participant quit a job claiming the working conditions were unsafe. All attempts to contact the employer or other employees have failed. Accept the participant's statement as verification. Thoroughly document the case file with good cause circumstances.
- 4) Peter, the lead participant, quit his job on 05/01/22 while receiving NA benefits (the approval period is 05/15/22 through 05/30/23). The worker asks Peter for the reason he quit his job and documents what the participant stated. Peter stated he quit his job due to hostile working environment conditions.

The worker determines that good cause can be given for voluntarily quitting his job. The worker's documentation supports that the reason for having quit was due to circumstances beyond the participant's control. Good cause has been explored and documented. There is nothing in the case file that makes the participant's statement questionable. A participant's statement can be used as the primary source of verification and no disqualification is applied.

Legal References

7CFR 273.7(f)(7)

[Prior Policy](#)

last revised 04/29/2024

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