

C Voluntary Quit (VQ) Date or Reduction in Work Effort (RWE) Date

[REVISION 37](#)

(08/01/15 - 09/30/15)

Effective for benefit month 04/2020 until further notice, see [Urgent Bulletin](#) emailed 03/27/2020 regarding work requirements.

When it is reported that a participant voluntarily quits a job or reduces work effort, determine when the quit or the work reduction occurred.

The following time frames apply regarding the date of voluntary quit or reduction in work hours:

- When the voluntary quit or reduction in work hours occurred within 30 days of the date of application, and is discovered before approval, complete one of the following, as applicable:
Deny the application. (See [VQ/RWE Denials or Closures](#))
Disqualify the participant. (See [VQ/RWE Participant Disqualification](#))
- When the voluntary quit or reduction in work hours occurred within 30 days of the date of application, but is not discovered until after approval, complete the following:
For CA, effect the disqualification period the first month possible allowing for [NOAA](#).
For NA, do not delay the disqualification period for a budgetary unit or participant when an unrelated change simultaneously results in benefit reduction or case closure.

The voluntary quit or reduction in work hours may occur in the last month of the approval period or is discovered too late in the approval period to allow for NOAA. When this occurs, complete the following:

- When the participant reapplies, disqualify the participant beginning with the first day after the current approval period ends.
- When the participant does not reapply, determine the month in which the disqualification would have been effective, allowing for NOAA.
- Key the disqualification information on the participant's PRAP and DISA screens.
- Document all actions taken on DISA.
- Write an overpayment for any month for which benefits were overpaid. (See [Overpayments](#))

In order to determine whether the disqualification period is ended both of the following must be reviewed:

- The number of overpayment months based on the VQ or RWE
- The number of months the participant did not receive benefits

When the total of months equals the length of the disqualification period the participant is no longer disqualified.

The length of the disqualification period varies depending on the participant's prior VQ/RWE disqualifications. (See [VQ/RWE Disqualification Periods](#))

The budgetary unit may request an appeal. When the decision is upheld, begin the disqualification period the first applicable month after the hearing decision is rendered.

Key the date of the voluntary quit or reduction in work hours next to that participant's name in the VOL QUIT DATE field.