

01 Voluntary Quit, Striker, Reduced Work Effort, Refusal of Job Offer

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

Both CA and NA programs require participants to comply with [work requirements](#), unless they meet an exemption.

Voluntary Quit, Reduction of Work Effort and Refusal of Job Offer policies apply when the voluntary quit, reduced work effort, or refusal of job offer occurs during the following:

- Within 30 days before the date of application.
- Any time between the application date but prior to determination.
- Any time during the certification period.

When a CA or NA participant voluntarily quits a job, reduces their work effort, or refuses a job offer, determine whether there is good cause.

When a CA or NA participant within the budgetary unit voluntarily quits a job or reduces their work effort or refuses a job offer without good cause, the following applies:

- The entire CA budgetary unit may be ineligible when the participant who voluntarily quits, reduces their work effort, or refuses a job offer is the CA PI or the TPEP Primary Wage Earner
- The entire NA budgetary unit may be ineligible when the participant who voluntarily quits, reduces their work effort, or refuses a job offer is the NA Lead Participant.
- For NA, when the individual participant who voluntarily quits, reduces their work effort, or refuses a job offer is not the NA lead participant, that participant is disqualified.
- For CA, when the participant who voluntarily quits, reduces their work effort, or refuses a job offer is not the PI, the budgetary unit is sanctioned. (See [VQ PRA Sanction](#))

Policy and procedures for Voluntary Quit and Reduction in Work Effort are outlined as follows:

- [VQ/RWE/Refusal of Job Offer Requirements](#)
- [VQ/RWE Exemptions](#)
- [VQ/RWE Date](#)
- [VQ/RWE Primary Wage Earner \(VQ/RWE PWE\)](#)

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- [NA Work Requirements Good Cause Reasons](#)
- [VQ/RWE Disqualification](#)
- [VQ PRA Sanction](#)
- [VQ/RWE Appeals](#)

A **VQ/RWE/Refusal of Job Offer – Requirements**

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VQ/RWE requirements are as follows:

- The participant cannot have quit or refused a job, without [good cause](#), in which one of the following applies:

The participant was employed at least 20 hours per week.

The participant earned income equal to the federal minimum wage multiplied by 20 hours per week.

NOTE This requirement also applies to a [TPEP Primary Wage Earner](#) when they have refused a bona fide offer of employment or training within 30 days before the period for which TPEP is to be paid.

- The participant cannot have reduced their work effort without good cause. A reduction in work effort occurs when a participant who was working at least 30 hours per week cuts their work hours down to less than 30 hours per week.
- The participant cannot be a local, state, or federal government employee who takes part in a strike against their government employer. (See [CA Participants Not Considered Strikers](#) and [NA Participants Not Considered Strikers](#))

EXCEPTION

Reduced Work Effort provision does not apply to NA participants who reduce their work hours to less than 30 hours a week but continue to earn weekly wages that exceed the Federal minimum wage multiplied by 30 hours. (See WORW for work registration status)

B **VQ/RWE/Refusal of Job Offer Exemptions**

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Participants are exempt from VQ/RWE/Refusal of Job Offer

requirements when the following applies:

- The CA participant currently is or was exempt from [Jobs Participation](#) at the time of the voluntary quit, reduction in work effort or refusal of job offer.
- The NA participant currently is or was exempt from [NA Work Registration](#) at the time of the voluntary quit, or reduction in work effort, or refusal of job offer.

EXCEPTION

Participants who are employed are exempt from NA work requirements or CA Jobs participation requirements. These participants are not exempt from VQ/RWE requirements. (See WORW for work registration status)

- The voluntary quit or reduction in work effort results from one of the following:
 - Reduction of work hours by the employer, while working for that same employer
 - Terminating a self-employment enterprise
 - Resigning from a job or reducing work hours at the demand of the employer
- For NA, the participant reduces work hours to less than 30 hours a week but continues to earn weekly wages that exceed the Federal minimum wage multiplied by 30 hours.
- The participant who voluntarily quits or reduces work effort accepts other employment of comparable hours or salary.

WARNING

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.

C VQ/RWE and Refusal of Job Offer Good Cause

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When the CA or NA participant that voluntarily quits a job or reduces

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their work effort has the EM exemption code in WORW, determine first whether the participant meets another [NA Work Requirement exemption](#) or [CA Jobs exemption](#) work reason based on information already in the case file.

When information in the case file indicates the participant meets another exemption reason, they are exempt from VQ/RWE requirements. Key the appropriate exemption reason code in the PAR/EXEM field on WORW. Document the case file accordingly.

When the participant does not meet another exemption reason, review the case for good cause for the VQ/RWE.

Policy and procedures regarding VQ/RWE Good Cause are outlined as follows:

- [Determining VQ/RWE/Refusal of Job Offer Good Cause](#)
- [VQ/RWE Good Cause Reasons](#)
- [Verification of VQ/RWE Good Cause](#)

.01 Determining VQ/RWE/Refusal of Job Offer Good Cause

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The participant's work requirements status on WORW indicates whether NA E&T, Jobs, Tribal NEW or FAA is responsible for determining VQ/RWE/Refusal of Job Offer good cause. Complete the following:

- When the CA or TPEP participant is a [Jobs Basic](#) participant, an alert displays in ACTS. FAA is advised to impose the required penalty when the Jobs administration staff determine the participant does not have good cause for VQ/RWE/Refusal of Job Offer.

NOTE Status changes are interfaced from the Jobs system (JAS) into ACTS.

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- When the [TPEP Primary Wage Earner](#) participant is a Jobs BASIC or Tribal NEW participant, FAA is advised by ACTS to start withholding TPEP benefits. FAA makes the changes on AFPD that are required to withhold benefits.

When the CA participant is not a Jobs or Tribal NEW participant, or when the NA participant is not exempt from the NA work requirements, complete the following:

- Review [VQ/RWE/Refusal of Job Offer Good Cause Reasons](#).
When the participant meets the good cause requirements, document the [case file\(g\)](#).
- Key Y in the GD CAUSE CODE Y/N field on VOQS.
- Key the participant's Work Registration Code for the applicable programs on WORW.
- When the participant did not have good cause and the VQ/RWE/Refusal of Job Offer took place during the appropriate [VQ/RWE/Refusal of Job Offer Time frames](#), impose the disqualification. (See [VQ/RWE/Refusal of Job Offer Disqualification](#))

.02 VQ/RWE/Refusal of Job Offer Good Cause Reasons

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NA and CA good cause reasons apply to the following:

- Voluntary Quit (VQ)
- Reduced Work Effort (RWE)
- Refusal of Job Offer (RJ)
- UI Disqualification
- [Able bodied adults without dependents \(ABAWD\)](#) for noncompliance with a work requirement or work program

Good cause reasons include, but are not limited to, the following:

- Circumstances beyond the participant's control, such as the following:
Illness or incapacity of another person that requires the presence of the participant.
Distance to the job was unreasonable due to either of the

following:

- No public or private transportation and the distance to the job is too far to walk. Determine good cause on a case-by-case basis.
- Commuting time exceeds two hours, not including time to take a child to a childcare facility.
- Unanticipated emergency, such as the following:
 - A court-ordered appearance or incarceration that stops a participant from reporting for work.
 - Severe weather that 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 CA, under the age of 12
 - For NA, between the ages of six and 12
- Participant's inability to write or speak a language necessary for employment.
- Employer discrimination based on any of the following:
 - Age
 - Race
 - Sex
 - Color
 - Handicap
 - Religious beliefs
 - National origin
 - Political beliefs
- Work demands or conditions that render continued employment unreasonable, such as but 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:
 - Fails to materialize.

Results in a layoff.

Employment of less than 20 hours per week.

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

- Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another. Examples are migrant farm labor or construction work.
- Employment that is unsuitable. Employment may be suitable at the time a participant accepts a job but 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 the training wage must be less than the federal minimum wage multiplied by 20 hours per week.

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

Both of the following apply to the job being offered:

- The job is on a piece-rate basis.
- The average weekly income that the employee can reasonably be expected to earn is less than 80% of 20 hours per week at federal minimum wage.
- The employee is required to join, not join, or quit a labor organization, as a condition of employment.
- The job offered is at a location subject to strike or lockout, unless the strike has been enjoined 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 it can be determined, 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.

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

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

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

- The NA participant was required to leave a job due to either of the following:

Accepting other employment of comparable hours or salary.

Becoming enrolled at least half-time in any recognized school, training program, or institution of higher education.

- The NA participant was required to leave a job due to another participant in the budgetary unit in either of the following situations:

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

Enrolling at least half-time in any recognized school, training program, or institution of higher education in another city or county.

.03 Verification of VQ/RWE/Refusal of Job Offer Good Cause

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Verification of VQ/RWE/Refusal of Job Offer good cause is only required when the information received from the participant is questionable.

The PI has the primary responsibility for providing the verification. Offer assistance when it is difficult or impossible for the PI to obtain written verification timely.

Acceptable sources of verification include, but are not limited to, the following:

- The previous employer
- Employee associations

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- Union representatives
- Grievance committees or organizations

Place all verification in the [case file\(g\)](#).

When written verification cannot be obtained, use a [collateral contact](#).

The job quit may result from circumstances that cannot be verified. (See Example [VOQS Good Cause Verification](#))

Key the Verification Code in the VR field to indicate the type of verification received.

D VQ/RWE/Refusal of Job Offer Date

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

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

- When the voluntary quit, reduction in work hours or refusal of a job offer 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 or refusal of a job offer 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 or refusal of a job offer 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/Refusal of Job Offer disqualifications. (See [VQ/RWE/Refusal of Job Offer 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.

E VQ/RWE/Refusal of Job Offer - Primary Wage Earner (PWE)

Determine from the [case file\(g\)](#) who is designated as the [NA Lead Participant](#), or the CA or [TPEP Primary Wage Earner](#). The CA PI is always considered the CA PWE.

NOTE The NA LP, and the CA or TPEP PWE may be different

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participants. When they are the same participant, key Y in the PWE Y/N field.

F VQ/RWE or Refusal of Job Offer Disqualification

When it is reported that a participant refused a job offer, voluntarily quit a job or reduced work hours, determine the following:

- Whether the participant was the CA PI, [NA Lead Participant](#), or the [TPEP Primary Wage Earner](#). (See [VQ/RWE](#))
- When the VQ/RWE occurred. (See [Date of VQ/RWE](#))
- The number of hours worked. (See [VQ/RWE Requirements](#))
- The amount of the weekly salary prior to the job quit.
- Whether there was good cause. (See [VQ/RWE Good Cause](#))

The actions to disqualify the participant, deny the application, or to close the case depend on the following factors:

- Whether the participant is an applicant or currently receiving benefits.
- Whether or not the participant is or was the NA LP, the CA PI, or the TPEP PWE.

Policy and procedures regarding VQ/RWE Disqualification are outlined as follows:

- [VQ/RWE Disqualification Periods](#)
- [VQ/RWE Disqualification Actions](#)
- [Disqualification Notices for VQ/RWE](#)
- [Ending the VQ/RWE Disqualification](#)
- [VQ/RWE Appeals](#)

.01 VQ//RWE/Refusal of Job Offer Disqualification Periods

Review the [case file\(g\)](#), VOQS, PRAP, and DISA for information about previous VQ/RWE/Refusal of Job Offer disqualifications for each participant.

The disqualification time frames are as follows:

- 1st violation.....One month
- 2nd violation.....Three months

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- Every additional violation.....Six months

To determine when the disqualification period ends, count the following months:

- Months for which benefits are not paid.
- Months for which [overpayments](#) are written.

.02 VQ/RWE/Refusal of Job Offer Disqualification Actions

Consider the following disqualification actions when a participant voluntarily quits, reduces work efforts or refuses a job offer:

- [VQ/RWE/Refusal of Job Offer Denials or Closures](#)
- [VQ/RWE/Refusal of Job Offer Participant Disqualifications](#)

.03 VQ/RWE/Refusal of Job Offer Denials or Closures

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Deny the CA application or stop benefits when the participant who voluntarily quits, reduces work effort or refuses a job offer without good cause is one of the following: the CA PI or the TPEP Primary Wage Earner.

Deny the NA application or stop benefits when the participant who voluntarily quits, reduces work effort or refuses a job offer without good cause is the NA Lead Participant.

Complete the following when this occurs:

- Key VQ on PRAP in the appropriate PROGRAM ALERT TYPE field.
- Key Y in the FS or AF column, whichever is appropriate, to access DISA.
- Key the following in the DOC field on DISA:
 - The start date of the disqualification.
 - The length of the disqualification.
 - The reason for the disqualification.
- Deny or stop benefits by keying QJ on AFED or FSED.

When the participant is eligible for CA in the month after disqualification see [CA Initial Month Special Rules - Not Eligible Determination Month/Eligible Following Month](#).

When an application for NA is turned in during the final month of the disqualification period complete the following:

- Use the application for denial of benefits in the remaining month of disqualification.
- Use the same application for approval of any subsequent months when all other eligibility factors are met.
- Send the F124 notice.

NOTE The application must be within the 60 calendar day time frame that a NA application can be used.

WARNING

The [NOAA](#) period must expire before the first calendar day of the month in which benefits are stopped.

- Send the appropriate [VQ/RWE Disqualification Notice](#) to inform the PI of the following:
 - Case denial or closure.
 - Reason for the denial or closure.
 - The minimum length of the disqualification period.
 - Their right to request an Appeal.
 - They may reapply when the disqualification period ends.

(See Examples [VQ/RWE Denial](#) and [VQ/RWE Closure](#))

.04 VQ/RWE/Refusal of Job Offer Participant Disqualifications

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For NA, when the participant who voluntarily quit, reduced their work effort, or refused a job offer is not the [NA Lead Participant](#), disqualify the participant. Complete the following:

- Key DE in the FS PT field next to the participant's name on SEPA. Key QJ in the FS INELIG RSN field.
- Key Y in the appropriate program column in the DISA WKSN AF/FS/MA field, and press ENTER to access DISA. When Y is keyed in the CONTINUE NEXT SCREEN field, press ENTER. DISA (PAGE 2) displays. Key the following on DISA (PAGE 2):

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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 an ACTS alert to add the participant back to the benefit at the end of the disqualification period.

Send a notice to inform the PI of the disqualification period. (See [VQ/RWE Disqualification Notices](#))

For CA, when the participant who voluntarily quits, reduces their work effort or refuses a job offer is not the PI, the budgetary unit is sanctioned. (See [VQ PRA Sanction](#))

.05 Disqualification Notices for VQ/RWE/Refusal of Job Offer

The effective date of the disqualification is the first possible month allowing for [NOAA](#).

The NOAA must include the following:

- The action that caused the disqualification.
- The length of the disqualification period.
- The actions that the participant may take to avoid or end the disqualification.
- The participant may reapply at the end of the disqualification period.

Send one of the following notices, as applicable, to the CA PI:

- For the CA PWE and the NA LP, send the [C205 notice](#).
- For a CA non-PWE and the NA non-LP, send the [C726 notice](#).

.06 Ending the VQ/RWE/Refused a Job Offer Disqualification

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The following apply to ending the VQ/RWE/Refused a Job Offer disqualification:

- When the disqualification period ends, the following apply:

When the budgetary unit was disqualified, they may reapply for benefits.

When the participant is disqualified, add the participant back in the budgetary unit. Send the appropriate notice ([A703 notice](#) or [F703 notice](#)) informing the PI of increased benefits.

Update WORW with the proper Work Registration Code.

- When eligibility is reestablished, stop the balance of the disqualification period when both of the following apply:

The budgetary unit is otherwise eligible.

One of the following occurs:

- The participant who voluntarily quit, reduced work efforts or refused a job offer meets [NA work requirement exemptions](#) or is exempt from [Jobs](#) or [Tribal NEW](#) requirements.

- The participant who caused benefits to be denied or stopped leaves the budgetary unit, and the budgetary unit reapplies. When this occurs, the following apply:

The disqualification follows the participant who voluntarily quit or reduced work efforts. When the participant joins another budgetary unit as their CA PI, [NA Lead Participant](#), or [TPEP Primary Wage Earner](#), that budgetary unit becomes ineligible for the balance of the participant's disqualification period.

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When a participant joins another budgetary unit, and is not their CA PI, NA Lead Participant, or TPEP PWE, the participant continues to be disqualified as an individual for the remainder of the disqualification period.

NA EXCEPTION

A new participant who is not currently disqualified for VQ/RWE may join the budgetary unit as the NA Lead Participant by turning in a new application for the budgetary unit.

G VQ/RWE - Appeals

When the participant requests an [Appeal](#) and FAA's determination is upheld, the disqualification period begins the first applicable month after the Appeal decision is made.