B **NA Work Registration**

To register NA participants for work during the interview, the worker must complete the following:

- Explain the NA work requirements to the responsible budgetary unit (BU) member when at least one BU member is nonexempt from the NA work requirements.

- Ensure that documentation in the case file(g) is sufficient for work registration. Documentation must include all of the following:

  Work requirements were explained

  NA participants are registered for work, unless exempt

The worker uses the Nutritional Assistance (NA) Work Registration FAA-1786A form to explain the NA work requirements. Reading the FAA-1786A form to the participant is not required however, all the information in the form must be verbally explained to the participant.

NOTE   It is not necessary to explain the NA work requirements when the entire BU is exempt from the NA work requirements.

Document the case file with the name of the NA Lead Participant.

Provide the participant with the SNAP E&T services contact information. Inform the participant to contact SNAP E&T services for help finding employment and training.

When benefits are approved at new or renewal NA application, the NA Work Requirements (X640) notice is automatically sent to the following:

- All NA BUs that include at least one member who is nonexempt from the NA Work Requirements.

- When adding a nonexempt participant to the BU.

- When an exempt participant becomes nonexempt.

NOTE   To ensure the X640 notice is sent the correct referral or exemption codes must be entered on the WORW screen.

Consider a participant exempt when an NA Work Requirement exemption is met. Participants who are nonexempt from the NA Work Requirements are referred to the SNAP E&T services. (See Registered for Work and Referred to SNAP E&T services)

The X640 notice provides required information to the budgetary unit about the NA Work Requirements and the SNA E&T opportunities.