C   Registered For Work And Referred To SNAP E&T Services

REVISION 49
(01/01/21 - 12/31/21)

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 SNAP E&T services.

Key the RR referral code in the PAR/EXM field on WORW for all non-exempt participants. At the interview, inform the participant of SNAP E&T services.

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.

- 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   When working a change on WORW, benefits may not deauthorize. When this occurs and at least one participant in the budgetary unit is nonexempt, send the NA work Requirements (F040) notice on NORE.