

023
East End Job Center
2322 Third Ave, 4th Fl
New York, NY 10035



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NEW YORK, NY 10039-3602



Department of
Social Services

Human Resources Administration
Department of Homeless Services

Family Independence
Administration

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LLF

023 East End Job Center

2322 Third Ave, 4th Fl

Date: 10/28/2023

Case Number: 00007103487A

New York

NY

10035

Case Name: CALDERON JOVAN

JOVAN

CALDERON

286 WEST 147 STREET

Apt 3C

NEW YORK

NY

10039-0000

IMPORTANT INFORMATION ABOUT SNAP WORK RULES (GENERAL AND MANDATORY E&T)

This letter is to tell you about work rules for the Supplemental Nutrition Assistance Program (SNAP). **If you don't follow these rules, your SNAP benefits may decrease or end.** Different people in your house may need to follow different work rules.

What do you need to do?

Listed below are the people in your house that must follow the **General SNAP Work Rules**:

CALDERON, JOVAN		

Listed below are the people in your house who must participate in a **SNAP Employment and Training (E&T) Assignment**:

CALDERON, JOVAN		

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General SNAP Work Rules: What do you need to do?

You **must** follow these **General SNAP Work Rules** to keep your SNAP benefits:

1. Accept any job offer you receive, unless there is a good reason you can't.
2. If you have a job, don't quit your job or choose to work less than 30 hours each week without having a good reason, such as getting sick, being discriminated against, or not getting paid.
3. Tell us about your job and how much you are working.
4. Participate in SNAP E&T work activities if assigned by HRA.

Does everyone need to follow these General SNAP Work Rules?

No. You **may not** have to follow these rules if you are:

- Younger than age 16, or age 60 years or older,
- A 16 or 17-year-old who is not the head of the household OR who is in school or in an employment program at least half-time,
- Unable to work because of a mental or physical reason,
- Taking care of a child younger than age 6,
- Taking care of an incapacitated person,
- Meeting the work rules under the Temporary Assistance for Needy Families (TANF) program,
- Receiving or applying for unemployment benefits,
- Participating in a drug or alcohol addiction treatment program,
- Enrolled in a school, training program or college at least half-time (students may be subject to other eligibility rules),
- Already working at least 30 hours a week,
- Already earning \$217.50 (30 times the federal minimum wage) or more a week, **OR**
- An SSI applicant or recipient.

Note: The SNAP caretaker of a child under 6 who is also receiving TANF and fails to comply with an assigned community activity may be subject to a SNAP work sanction.

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What should you do if you think one of these reasons applies to you?

If you think one of these reasons applies to you or someone in your household:



(718)557-1399

Call:

What are SNAP E&T assignments?

The SNAP E&T program can help you and people in your household gain skills and find work. People assigned to SNAP E&T may be required to participate in supervised job search, job readiness activities, community activities, job skills training, vocational training, educational training, apprenticeships, subsidized employment, or other work activities. SNAP E&T participants receive case management services which may include assessments, personalized employment plans, progress monitoring, and coordination with other service providers.

If HRA assigns you or someone in your house to participate in SNAP E&T, they cannot ask you to participate in work activities and/or employment to meet the SNAP work requirement for more than 30 hours per week (no more than 120 hours per month). A person may choose to participate in work activities for more than 30 hours per week but cannot be required to do so.

Note: If you or someone in your household is also receiving Cash Assistance (CA) benefits, you may be required to participate in work activities for up to 35 hours per week. The assigned work activity for those getting CA and SNAP is generally a combined CA and SNAP work assignment. A person who receives CA and SNAP and does not comply with assigned work activities willfully and without a good cause reason may be subject to a CA work sanction. However, if the person participates in the assigned work activities for at least 30 hours per week (120 hours per month), the house's SNAP benefits will not be affected.

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What if you have costs from doing the program?

HRA will pay costs for you or people in your house that are necessary and reasonable to participate in a SNAP E&T activity. These costs may include:

- Transportation (carfare)
- Child care
- Personal safety items or equipment
- Other reasonable required costs, such as tools, books, and uniforms

If HRA cannot pay a person's costs to participate in a SNAP E & T assignment, the person will be excused from participating.

If HRA tells you or someone in your household that you must participate in a SNAP E&T work activity, the person must participate. If the person does not participate in the SNAP E&T assignment or quits a job willfully and without a good cause reason, they may lose their SNAP benefits.

What if you have good cause for not following these rules?

Some good cause reasons for not following the rules include issues that a person cannot control such as:

- getting sick,
- having a household emergency, or
- not being assigned to a suitable activity by HRA

These are some examples of good cause reasons but there are others, too. A person must provide proof of any good cause reason when asked by HRA. A person who believes they should be excused from following the SNAP work rules must also provide proof, if requested by HRA. For example, HRA might ask for a statement from the person's healthcare provider, such as a doctor who is treating them or other documents showing the person had good cause for not following the rules or should be excused.

A person who believes that they have a good cause reason for not completing a SNAP E&T assignment or believes they should be excused from following the General SNAP Work Rules should call (718)557-1399 to discuss this information.

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What happens if you do not follow these General SNAP Work Rules?

You may lose your SNAP benefits if you don't follow these work rules or do not complete a mandatory SNAP E&T assignment and you don't have a good cause reason.

If a person does not follow the General SNAP Work Rules or does not participate in a SNAP E&T assignment, HRA will send a Conciliation Notification. The person will be offered an opportunity to explain to HRA why they did not participate.

A person who receives a Conciliation Notification must contact HRA by the date on the Conciliation Notification to explain why they did not participate. If HRA decides the person had a good cause reason for not following the rules, the household's SNAP benefits will not be reduced or stopped. If HRA decides the person did not have a good cause reason, the individual will be offered a chance to participate in the same activity they did not complete in order to not lose SNAP benefits. If HRA decides that the same activity is not available or is not a good fit for the person any longer, the person may be asked to complete another activity. If the person does not complete the activity or prove they had a good cause reason, their household's SNAP benefits may decrease or stop.

How long will you lose SNAP benefits if you don't follow these General SNAP Work Rules or do not complete a mandatory SNAP E&T assignment?

- The first time a person does not follow these rules or does not participate in a SNAP E&T assignment, they can't get SNAP benefits for 1 month.
- The second time a person does not follow the General SNAP Work Rules or does not participate in a SNAP E&T assignment, they can't get SNAP benefits for 3 months.
- The third time, and any more times after that, a person does not follow the General SNAP Work Rules or does not participate in a mandatory SNAP E&T assignment, they can't get SNAP benefits for 6 months.
- And the person must follow these work rules before they can get SNAP benefits again.

Note: If the person or household is also sanctioned for Cash Assistance (CA) they may be able to regain their CA eligibility by demonstrating compliance right away. The above time frames do not apply to CA.

A person who loses their SNAP benefits because they did not follow the General SNAP Work Rules or did not complete a mandatory SNAP E&T assignment, must be allowed to start receiving SNAP benefits before the end of the time period noted above if they prove they should be excused from following the General SNAP Work Rules.

What is a Fair Hearing?

If your SNAP application is denied, or your SNAP benefits are reduced or stopped because you or another person in your household did not follow the General SNAP Work Rules or you or another person did not comply with a mandatory SNAP E&T assignment and you disagree with the decision, you have the right to request a fair hearing.

You may appeal HRA's actions to reduce or discontinue SNAP benefits if you or another person in your household did not follow the General SNAP Work Rules or did not comply with a mandatory SNAP E&T assignment because they believe that they should be excused from SNAP Work Rules, the type of requirement imposed, or HRA did not make a finding of good cause. Information on how to request a fair hearing is available on all notices about changes to your benefits or eligibility for SNAP.

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MAIL:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, D.C. 20250-9410



FAX:

(202) 690-7442, or



EMAIL:

program.intake@usda.gov.

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