

SNAP Work Rules

You Must Follow These Rules to Receive SNAP Benefits

Date _____

Dear _____, _____, _____,

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. This letter tells each of you what you need to do.

What do you need to do?

_____, you must follow the **Basic Work Rules** on **page 2**.

_____, you must follow the **Basic Rules** and the **Time Limit Rules** on **pages 2, 4, and 5**.

_____, please refer to the **Time Limit Rules** on **pages 4 and 5**.

_____, please refer to information on **Job Search and Training** on **page 3**.

Does everyone need to follow these work rules?

No, only certain people do. You **may not** have to follow these rules if you are:

- Younger than age 16,
- Taking care of a child younger than age 6 or someone who needs help caring for themselves,
- Already working at least 30 hours a week,
- Already earning \$217.50 or more per week,
- Receiving unemployment benefits, or you applied for unemployment benefits,
- Not working because of a physical or mental health reason,
- Going to a school, college, or training program at least half-time,
- Meeting the work rules for Temporary Assistance for Needy Families (TANF),
- Participating in a drug or alcohol addiction treatment program,

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

Call us at 1-877- 423-4746 as soon as possible if you think one of these reasons applies to you. If we find that it does, you **will not** need to follow any of the work rules in this letter.

Basic Work Rules

_____, you must follow the **Basic Work Rules**. Keep reading to find out what to do.

What do you need to do?

You **must** follow these **Basic 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, if asked.
4. If we ask you to do a workfare program, complete your hours each month.

What happens if you do not follow these Basic Work Rules?

You may lose your **SNAP benefits** if you don't follow these work rules and you don't have a good reason.

What if you have a good reason for not following these Basic Work Rules?

Call us as soon as possible at 1-877-423-4746 if you think you have a good reason for not following these Basic Work Rules. Good reasons include issues you can't control, such as getting sick, not having childcare for a child younger than age 12, or work conditions that are unreasonable. These are some examples of good reasons, but not all of them. *Reminder: Check page 1 of this letter for other reasons and any work rules you may not have to follow.*

If we find that you have a good reason, there will be no change to your SNAP benefits.

How long will you lose SNAP benefits if you don't follow these Basic Work Rules?

- The first time you don't follow these rules, and you don't have a good reason, you can't get SNAP benefits for **1 month**.
- The second time you don't follow these rules, you can't get SNAP benefits for **3 months**.
- The third time, you can't get SNAP benefits for **6 months**.
- And you must follow these work rules before you can get SNAP benefits again.

Job Search and Training Rules

_____, you must follow the **Job Search and Training Rules**. Keep reading to find out what to do.

What do you need to do?

The SNAP Works Program is a voluntary employment and training program that offers:

- supervised job search,
- work readiness training,
- GED,
- vocational training for specific jobs; and
- work experience (a short-term, unpaid work assignment).

If you choose to **volunteer** to participate in the SNAP Works Program, this program makes it easier for you to find or keep a job.

To **enroll** in the SNAP Works Program, please follow the below steps:

1. Work with your SNAP Works Employment Services Eligibility Specialist during the program orientation to determine the right program for you.
2. Complete the activities of the program each month (we will tell you what to do).
3. Please call us at **1-877-423-4746** for more details.

What if you have costs from doing the program?

We may pay for your costs to participate in this program. These costs include:

- Transportation
- Childcare
- Personal safety items or equipment
- Other reasonable required costs, such as tools, books, and uniforms

If we can't pay your costs, we must excuse you, and you will not need to follow the Job Search and Training rules.

If you have costs that are necessary for participation, please be sure to discuss this with the SNAP Works Employment Services Specialist.

Time Limit Rules

_____, you do not have to meet the Time Limit Rules because you are aged 60 through 65.

_____, must follow the Time Limit Rules. These apply to you because you are aged 18 through 65, not responsible for the dependent care of a child under 14 in the household and are considered physically and mentally able to work. This is often called the Able-Bodied Adult Without Dependents (ABAWD) work requirement.

You can only get SNAP benefits for 3 months in 3 years unless you meet these Time Limit Rules. Keep reading to find out what to do.

What do you need to do?

You **must** follow these **Time Limit Rules** to keep your SNAP benefits:

1. **Spend at least 80 hours each month** doing one or more of the following activities:
 - Working,
 - Participating in a job program or similar activities we approved, or
 - Volunteering.

OR

2. **Participate in workfare** for the number of hours we assigned to you each month. **Please call us at 1-877-423-4746** and tell us if you are doing one of these things. If your work hours **drop below 80 hours** a month, **you must call us at 1-877-423-4746** within 10 days.

Does everyone need to meet these Time Limit Rules?

You **may not** have to follow **any** of these Time Limit Rules if:

- You are younger than age 18, or age 66 or older,
- You are responsible for the dependent care of a child under age 14 in the household,
- You are not working because of a physical or mental health reason,
- You are pregnant,

Reminder: Check page 1 of this letter for other reasons that may apply to you.

Call us at 1-877-423-4746 as soon as possible if you think one of these might describe you. If we find that it does, you **will not** need to follow these Time Limit Rules.

What happens if you do not follow these Time Limit Rules?

We will count each full month that you receive SNAP benefits but do not meet these Time Limit Rules without a good reason. Once we have counted 3 full months, you will lose your benefits until December 1, 2026.

What if you have a good reason for not following these Time Limit Rules?

Call us as soon as possible at 1-877-423-4746 if you think you have a good reason for not following these Time Limit Rules. Good reasons include issues you can't control, such as getting sick or not having transportation. These are some examples of good reasons, but there are others, too. If we determine that you have a good reason, there will be no change to your SNAP benefits. *Reminder: Check page 1 of this letter for other reasons and any work rules you may not have to follow.*

If you lose your SNAP benefits, how can you get them back?

If you start meeting these Time Limit Rules, **you can get SNAP benefits again.**

You can also get SNAP benefits again if something changes in your life, and there are reasons you no longer need to follow these rules. For example, you may get SNAP benefits back if you have a new physical or mental health reason for not working or because of other reasons listed on **page 1**.

What else does an ABAWD need to know?

ABAWDs must report when their monthly gross income goes over the income limit for their household size. They must report this change no later than 10 days from the end of the month in which the change occurred.

ABAWDs must report when a household member receives lottery or gambling winnings in the amount of \$4500 or more. They must report this change no later than 10 days from the end of the month in which the household received the winnings.

What if you disagree with our decision?

You have the right to ask for a fair hearing before a state administrative hearings officer if you do not agree with this decision. You may be represented at the hearing by a lawyer, relative, friend, or anyone you choose. If you want a hearing, you must ask for the hearing in writing or by contacting the agency within 90 days from the date of this notice for SNAP.

What if you need more help?

If you have questions or need more information, **please call us at 1-877-423-4746.**

Your Right to a Fair Hearing

What is a fair hearing?

If you disagree with a decision made on your SNAP application or case, you have the right to request a fair hearing. A fair hearing means that an official will review the facts of your case in a fair and objective manner as required by law.

In what situations can you ask for a fair hearing?

You may ask for a fair hearing if any of the following apply to you:

- You applied for SNAP benefits and were denied.
- You disagree with a decision on your case.
- You believe your SNAP benefits were not calculated correctly.

When is the deadline to request a fair hearing?

- If you want a hearing, you must ask for the hearing in writing or by contacting the agency within 90 days from the date of this notice for SNAP benefits.
- You may choose to continue receiving SNAP benefits only if your certification period has not ended. If you choose to do this, you may be required to pay those SNAP benefits back if the hearing officer does not rule in your favor.
- Please understand that benefits may not be continued if your case closed at the end of a certification period or if your application to receive benefits was denied.

How do you ask for a fair hearing?

1. A fair hearing can be submitted by a client and/or the client's authorized representative by:
 - Mail
 - Fax
 - Email
 - Made by phone **1-877-423-4746**
 - Dropped off at any DFCS office

Can you get free legal help?

You may be able to get legal help at no cost. If you want a lawyer to help you, you may call one of the numbers below.

1. Georgia Legal Services Program
1-800-498-9469 (Statewide Legal Services, EXCEPT for the Counties served by Atlanta Legal AID)
2. Office of the State Long Term Care Ombudsman
Division of Aging Services
47 Trinity Ave. SW,
Atlanta, GA 30334
866-552-4464
3. Atlanta Legal Aid
404-377-0701 (DeKalb County)
678-376-4545 (Gwinnett County)
770-528-2565 (Cobb County)
404-524-5811 (Fulton County)
404-669-0233 (South Fulton/Clayton County)
4. Georgia Senior Legal Hotline
1-888-257-9519
(Statewide Legal Services for elderly persons)

Do Not Send Applications to the USDA

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

1. **mail:**
Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
FNCSIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.

Under the Department of Human Services (DHS), you may also file other discrimination complaints by contacting your local DFCS office, or the DFCS Civil Rights and ADA/Section 504 Coordinator at 47 Trinity Ave. SW, Atlanta, GA 30334, 877-423-4746. For complaints alleging discrimination based on limited English proficiency, contact the DHS Limited English Proficiency and Sensory Impairment Program at 47 Trinity Ave. SW, Atlanta, GA 30334 or call 877-423-4746 (voice).

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