13.5   OTHER WORK REQUIREMENTS (SNAP)

A.   WORK REGISTRATION

1.   Registration Requirements

All mandatory individuals must register for employment with WORKFORCE WV/BEP, referred to in this section as BEP, within 30 days of the date of the original approval, unless exempt according to Section 13.2, or referred to SNAP E&T. Recipients must register every 12 months thereafter, regardless of the length of time that BEP considers the registration valid. Actions which constitute a registration are defined by BEP.

Once the client registers with BEP for SNAP purposes, he cannot be required to register more often than every 12 months, even when the benefit is opened and closed within the 12-month period. **This is tracked through RAPIDS.**

EXAMPLE: An AG is approved for SNAP benefits on April 10th. The father registers with BEP as required by May 10th. In June, a change is reported which makes the AG ineligible and the benefit is closed effective for July. The AG reapplies in September and is determined to be eligible. Because the father registered with BEP in May, he cannot be required to register again until the following May.

EXAMPLE: A man registers with BEP in January. He later applies for SNAP in June and his BEP status is inactive. Since he has not registered for SNAP purposes in the last 12 months, he is required to register within 30 days of his SNAP approval.

The Worker must complete **the appropriate** RAPIDS screen**s** at any point during the certification period when the recipient is due to register with BEP. Completion of this screen will send a verification checklist (CMOB) which gives the client 30 days notice prior to the due date to register.

When the Worker discovers that the client was not notified that he must re-register during the certification period and is not currently exempt, the Worker must follow the same steps as noted above to establish a new registration due date and to ensure the client is notified 30 days prior to the new due date.

The Worker must not delay completion of a redetermination due to BEP registration requirements.

A recipient who fails to register by the due date established on the DFA-6 or verification checklist is subject to a SNAP penalty and the Worker must send an adverse action notice. See Section 13.6. If the Worker discovers or the client notifies the Worker that he registered anytime before the end of the month in which the adverse notice expires, the penalty is not imposed and any lost benefits are restored.

EXAMPLE: Using the example above, if the brother does not register by September 12th, the Worker must send notification that he is subject to a penalty beginning October 1st. If he registers by September 30th, the penalty is not imposed. Any lost benefits are restored.

The client may register by visiting a BEP office, register online or complete BEP registration form WVETA 511, available to the Worker on the DFA Intranet. The Worker must explain these options to the client and provide the WVETA 511 if that is the client's choice. The client may complete the form and give it to the Worker to forward to BEP or they may send it to BEP. The client is considered registered the date the completed form is date stamped into a DHHR office or a BEP office. The Worker must record the date the client is considered registered with BEP in case comments.

2.   Mid-Atlantic Career Consortium (MACC) System

The Worker is required to check the client's status in the MACC system prior to requesting registration, imposing a penalty, and when the client reports he has registered with BEP.

At application, if the client shows as "active" in the MACC system, the Worker considers the date of the SNAP application or last contact with BEP, whichever is later, as his registration date.

When an individual becomes subject to the work requirements during the certification period and shows "active" in the MACC system, his date of registration is either the date of the last contact with BEP or the date he became subject to the work requirements, whichever is later.