

INTERPRETIVE MEMO

Rule Interpretation

3SquaresVT Procedural Instruction

This memo remains effective statewide until it is specifically superseded – either by a subsequent memo or by a contradictory rule with a later date.

Please file in your manual facing the page indicated below.

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This memo: is new Replaces one dated _____

Work Registration Process Simplification for Initial Application and Recertification

Federal rules allow either the head of household or the department to work register nonexempt household members. To simplify the process, the head of household is no longer required to complete and return a signed 218FSWR. The following procedure is effective immediately:

At Initial Application:

1. The Benefit Programs Specialist (BPS) determines the work registration status for all household members and enters the correct codes in each ACCESS Member Panel.
2. The BPS completes the 218FSWR by writing the names of mandatory work registrants on the form.
3. The District Office scans the form to the ADPC as a work completed document, where it is indexed into the OnBase case record.
4. The BPS mails the completed original form to the Head of Household. This form may be included with a request for verification, an interview appointment request, or a grant notice.
5. During the interview, the BPS must:
 - a. explain work registration requirements, including which household members have been registered
 - b. explain that the applicant does not need to sign and return the form
 - c. explain the form is meant to be kept as the household's record of work registration
6. Document in CATN: "Work Registration complete"

This will meet the federal requirement to register all nonexempt members of the household.

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4/22/2011

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At Recertification:

A new work registration form is no longer needed at recertification unless there has been a change in a member’s exemption status or a new member has joined the household. The following procedure is effective immediately:

1. The BPS must review household composition on the 202 to determine any changes to each member’s work registration status.
2. When a new member joins the household who is a mandatory work registrant, or an existing household member’s status changes from exempt to nonexempt, the BPS completes a new, updated 218FSWR with that person’s name on it, scans it to the ADPC as a work completed document and sends the original form to the household to keep for their records.
3. The BPS updates the codes in each ACCESS Member Panel to reflect each household member’s current status.
4. Document in CATN: “Work Registration updated”

Whenever a New Member is Reported to have Joined the Household

When a new member joins the household, the BPS must determine work registration status for that member. If the new member is a mandatory work registrant, the BPS completes steps 2 – 4 above.

Note: Interviewers must review work registration exemption criteria with applicants and advise them of their responsibility to report changes in the exempt status of any household member. Households are only required to report changes in work requirement status on the Interim Report or on the 202 at recertification, but they may choose to report such changes at any time.

Handwritten signature and date: 4/22/2011