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To: Eligibility Services – Regional Directors
Program Managers
Eligibility Services Supervisors
Regional Attorneys
Hearings Officers

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State Office 2090

Subject: **1. Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) County Change**
2. Change in Residential and Shelter Costs

This bulletin is being sent to supervisors and other regional managers. Supervisors must share this information with all Texas Works staff. Please ensure copies are provided to staff that do not have access to e-mail. If you have any questions regarding the policy information in this memo, follow regional procedures. Active bulletins are posted on the Texas Works Handbook (TWH) website at <http://www.dads.state.tx.us/handbooks/TexasWorks/>.

1. Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) County Change

Background

The Texas Workforce Commission (TWC) recently closed Workforce Solutions offices in Childress, Deaf Smith, Gray, Hutchinson, Moore and Swisher counties. Due to the closures, the SNAP E&T statuses of these counties are changing from SNAP E&T (full service) to SNAP Non-E&T (minimum service).

Current Policy

Childress, Deaf Smith, Gray, Hutchinson, Moore and Swisher counties are designated as SNAP E&T counties. All SNAP recipients are provided SNAP E&T services by the Workforce Solutions offices. Failure to respond to outreach or participate in SNAP E&T results in a sanction for individuals who are mandatory SNAP E&T participants. Additionally, ABAWDs are subject to federal time limits if they do not meet the 18-50 work requirements or an exemption listed in TWH [A-1940](#), SNAP Work Requirements.

New Policy

Childress, Deaf Smith, Gray, Hutchinson, Moore and Swisher counties have changed to SNAP Non-E&T counties. Staff must follow procedures listed in TWH [A-1832](#), Action in Minimum Service Choices Counties or Non-E&T counties, and [A-1942](#), Exemptions, when processing SNAP actions for benefit month December 2011 and ongoing. ABAWDs residing in Childress, Deaf Smith, Gray, Hutchinson, Moore and Swisher counties are exempt from federal time limits and the 18-50 work requirements listed in TWH [A-1940](#). Staff must ensure that ABAWDs residing in these counties are not disqualified due to federal time limits or disqualified for failure to comply with 18-50 work requirements.

Workforce Solutions offices in Childress, Deaf Smith, Gray, Hutchinson, Moore and Swisher counties are no longer required to outreach SNAP recipients for SNAP E&T. SNAP recipients residing in these counties may receive workforce services and voluntarily participate in SNAP E&T services provided by other Workforce Solutions offices near the affected counties. However, sanctions must not be imposed on SNAP recipients who do not participate after volunteering for SNAP E&T. Advisors must ensure that SNAP recipients residing in these counties are not denied or disqualified for failure to comply with SNAP E&T. Additionally, individuals residing in the affected counties who are disqualified for a SNAP E&T noncompliance or a household denied because the primary wage earner, or PWE, failed to comply with SNAP E&T, may re-establish eligibility using current policy described in TWH [A-1846](#), Re-establishing Eligibility During the Penalty Period, and [A-1847](#), Re-establishing Eligibility After the Penalty Period.

Automation

Beginning with benefit month December 2011 and ongoing, for any action affecting benefits on a SNAP case that contains a disqualified ABAWD in Childress, Deaf Smith, Gray, Hutchinson, Moore and Swisher counties, advisors must:

- no longer count months toward the initial or second three-month SNAP eligibility period, and
- remove any 18-50 work requirement disqualification upon household request or when any action is taken on the case.

Until automation changes are made in TIERS to revise the SNAP E&T county tables, staff must exempt ABAWDs residing in Childress, Deaf Smith, Gray, Hutchinson, Moore and Swisher counties from the 18-50 work requirements by answering “No” to the question “*Individual is fit to participate in E&T activities at least 20 hours per week?*” on the ABAWD- Details page. Staff must also document the reason for providing the exemption in TIERS Case Comments.

Effective Date

The policy is effective beginning with benefit month December 2011 and ongoing.

Handbook

This policy change will be included in the April 2012 TWH revision.

Training

There is no additional training requirement with the release of this policy change.

2. Change in Residential and Shelter Costs

Background

The Food and Nutrition Service (FNS) requires Supplemental Nutrition Assistance Program (SNAP) households to report changes in residence address and any related change in shelter costs.

Current Policy

Effective August 1, 2011, Streamlined Reporting (SR) and non-SR SNAP households reporting a change in residence address must also report any related change in shelter costs such as rent/mortgage expense and utility costs associated with the move.

When a change of residence is reported, staff must request information about the shelter costs at the new address. If the new shelter cost information is not provided, staff must send Form H1020, Request for Information or Action, requesting the amount of the new shelter cost.

Until Form H1019, Report of Change, is updated in TIERS, staff must also include a statement to the TF-0001, Notice of Benefits Change, Sustained, or Denied, notifying the client to report changes in shelter costs when reporting a change in address.

Revised Statements

The original statements contained within Texas Works Bulletin #11-13, 4, Changes in Residential and Shelter Costs, dated July 25, 2011 were too long to fit in the allotted space on the Forms H1020 and TF-0001. Therefore, the statements have been revised. Staff must include the revised statements on the following forms:

Form H1020, Request for Information or Action

Include the following in the comments section of Form H1020 when a change in residence is reported and the shelter costs are unknown:

“You must tell us what your housing costs are at your new home. Housing costs can include rent, home payment, home tax and insurance, water, sewer, electricity, gas, and phone.”

“Tiene que decirnos cuáles son sus gastos en la nueva casa. Los gastos de la casa pueden ser renta, pago de la casa (hipoteca), impuestos y seguro de la propiedad, agua, desagüe, electricidad, gas y teléfono.”

TF-0001, Notice of Benefits Change, Sustained, or Denied

Include the following comments in every eligibility notice's (certified or sustained) comment section until Form H1019 can be updated:

“If you move, you must tell us your new address within 10 days of moving. You also must tell us what your housing costs are at your new home. Housing costs can include rent, home payment, home tax and insurance, water, sewer, electricity, gas, and phone.”

“Si se muda, tiene que decirnos su nueva dirección dentro de 10 días de la fecha en que se mudó. También tiene que decirnos cuáles son los gastos en su nueva casa. Los gastos de la casa pueden ser su renta, pago de hipoteca, impuestos y seguros de la casa, agua, desagüe, electricidad, gas y teléfono.”