



Date:  
Case Number:

## **SNAP Work Rules**

### ***You Must Follow These Rules to Receive SNAP Benefits***

Dear

This letter is to tell you about work rules for SNAP. **If you don't follow these rules, your SNAP benefits may decrease or end.** The people in your household may have different work rules or requirements to follow. This letter tells each of you what you need to do to keep your SNAP benefits.

### **What do you need to do?**

must follow the **SNAP Work Rules** listed below.

must follow the **SNAP Work Rules** and the **Able-Bodied Adults Without Dependents (ABAWD) Work Requirements** listed below.

### **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, or age 60 or older,
- 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 school, college, or training program at least half time,
- Meeting the work rules for the Family Investment Program (FIP), or
- 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 1-877-347-5678 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 or requirements in this letter.

## **SNAP Work Rules**

you must follow the **SNAP Work Rules**. Keep reading to find out what to do.

### **What do you need to do?**

You **must** follow these **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, if asked.

### **What happens if you don't follow these SNAP 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 SNAP Work Rules?**

**Call us as soon as possible at 1-877-347-5678** if you think you have a good reason for not following these SNAP 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 you may not have to follow any work rules or requirements.*

If we find that you have a good reason, there won't be a change to your SNAP benefits.

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

- The first time you don't follow these rules, without a good reason, you can't get SNAP for 2 months.
- The second time you don't follow these rules, you can't get SNAP for 3 months.
- The third time, you can't get SNAP for 6 months.
- And you must follow these work rules before you can get SNAP benefits again.

### **Information about the SNAP Employment and Training Program**

SNAP Employment and Training (E&T) is a voluntary, **NO COST** program that offers participants job seeking skills, classroom training, and structured job search. You may be able to complete a short-term certificate or diploma program for in-demand industry jobs, get your high school equivalency, and learn how to complete a job application, resume, and interview. You can learn more about the program by visiting the SNAP E&T website at <https://dhs.iowa.gov/food-assistance/related-programs/employment-and-training>. You can also call 515-281-3131 for more information.

## **ABAWD Work Requirements**

you must follow the **ABAWD Work Requirements**. These apply to you because you are between ages 18 and 52, don't live with a child under 18, and are considered physically and mentally able to work.

You can only get SNAP benefits for 3 months in 3 years unless you meet these ABAWD Work Requirements. Keep reading to find out what to do.

### **What do you need to do?**

You **must** follow these **ABAWD Work Requirements** to keep your SNAP benefits:

- **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
- Performing any combination of the two work and participation requirements stated above for a total of 80 or more actual hours in a month. **Please tell us** if you are doing one of these things. You can **call 1-877-347-5678**. If your work hours **drop below 80 hours** a month, **you must call us at 1-877-347-5678** by the 10<sup>th</sup> day of the month following the month in which the change occurs.

### **Does everyone need to meet these ABAWD Work Requirements?**

You **may not** have to follow **any** of these ABAWD Work Requirements if:

- You are younger than age 18, or age 53 or older,
- Someone in your house is younger than age 18,
- You are not working because of a physical or mental health reason, or
- You are pregnant.
- You are experiencing homelessness.
- You are a veteran.
- You aged out of foster care.
- *Reminder: Check page 1 of this letter for other reasons that may apply to you.*

**Call us at 1-877-347-5678 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 ABAWD Work Requirements.

### **What happens if you don't follow these ABAWD Work Requirements?**

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

### **What if you have a good reason for not following these ABAWD Work Requirements?**

**Call us as soon as possible at 1-877-347-5678** if you think you have a good reason for not following these ABAWD Work Requirements. 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 you may not have to follow any work rules or requirements.*

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

If you start meeting these ABAWD Work Requirements, **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 or requirements. 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 and page 3 of this letter.

## **What if you disagree with our decision?**

You have the right to ask us to do a formal review of our decision. We call this a *fair hearing*. Read the section on “You Have the Right to Appeal” below.

## **What if you need more help?**

If you have questions or need more information, please call us at 1-877-347-5678, Monday through Friday, 7:00 a.m. - 6:00 p.m. For more information, please visit our website [www.hhs.iowa.gov](http://www.hhs.iowa.gov)

## **You Have the Right to Appeal**

An appeal is a request for a hearing regarding a decision made by the Department. You can appeal in person, by telephone, or in writing. To appeal in writing, you must do one of the following:

- Complete an appeal electronically at <https://hhs.iowa.gov/appeals>, or
- Write a letter telling us why you think a decision is wrong, or
- Fill out an Appeal and Request for Hearing form. You can get this form at your county HHS office.

Send or take your appeal to the Department of Health and Human Services, Appeals Section, 321 E. 12th St., Des Moines, IA 50319-0114. If you need help filing an appeal, ask your county HHS office. You can represent yourself. Or, you can have a friend, relative, lawyer, or someone else act on your behalf. You may contact your county HHS office about legal services. You may have to pay for these legal services. If you do, your payment will be based on your income. You may also call Iowa Legal Aid at (800) 532-1275. If you live in Polk County, call (515) 243-1193.

## **SNAP Nondiscrimination Statement**

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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](mailto:FNCSIVILRIGHTSCOMPLAINTS@usda.gov)

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