

Date:
Case Number:

SNAP Work Rules

You Must Follow These Rules to Receive SNAP Benefits

Dear

This letter contains information that will determine if you keep receiving SNAP benefits. It is very important that you read and understand what you must do to keep getting SNAP benefits.

This letter gives you information 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 SNAP 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 school, college, or training program at least half time,
- A Family Investment Program (FIP) recipient,
- Participating in a drug or alcohol addiction treatment program,
- Age 60 or older *Does not apply to ABAWDs

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

Call us at 1-877-347-5678 right away. If we determine you meet one of the bullets above, you won't be required to follow the SNAP Work Rules or requirements in this letter.

SNAP Work Rules

you must follow **SNAP Work Rules**.

What do you need to do?

You **must** follow the **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.

What if you have a good reason for not following the SNAP Work Rules?

Call us as soon as possible at 1-877-347-5678. 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 the SNAP Work Rules?

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

Information about the FREE SNAP Employment and Training Program

SNAP Employment and Training (E&T) is a voluntary, FREE 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://hhs.iowa.gov/programs/programs-and-services/job-training/employment-training> or by scanning the QR code below. You can also call 515-281-3131 or email etverification@hhs.iowa.gov for more information.



ABAWD Rules

you must follow the **ABAWD Work Requirements listed below**. These requirements apply to you because:

- You are between ages 18 and 64,
- You do not live with a child under 14
- You are not pregnant, or
- You are not considered physically or mentally unable to work.

As an ABAWD, you can only get SNAP benefits for 3 months in 3 years unless you meet ABAWD Work Requirements.

We count each month you receive SNAP benefits and don't meet the ABAWD Work Requirements. Once we have counted 3 full months, you will lose your SNAP benefits until December 2026.

ABAWD Work Requirements

You can keep receiving SNAP benefits as an ABAWD if you follow the ABAWD Work Requirements.

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
 - Volunteering, or
 - Doing work-in-kind

Important! If you are working and your work hours **drop below 80 hours** a month, **you must call us at 1-877-347-5678** by the 10th day of the month after the change occurs.

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

Good reasons include issues you can't control such as getting sick, not having transportation, or a household member is sick and requires your care. If we determine that you have a good reason for not following the work requirements, you will continue receiving SNAP benefits with no time limit. If you think you have a good reason for not following the ABAWD Work Requirements, call us right away at 1-877-347-5678.

If your SNAP benefits close because you didn't meet work requirements, how can you get them again?

If you start meeting the 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 again 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. This is called a Fair Hearing. Read the section “You Have the Right to Appeal” below for more information.

What if you have questions?

Please call us at 1-877-347-5678, Monday through Friday.

You Have the Right to Appeal

Which is a request for a hearing about a decision you disagree with made by the Iowa Department of Health and Human Services (HHS). [441 Iowa Administrative Code Chapter 7] You can appeal in person, by phone, or in writing for SNAP, Child Care Assistance (CCA), Family Investment Program (FIP), and Medicaid. To appeal in writing, you must do one of the following:

- Complete an appeal electronically at <https://hhs.iowa.gov/programs/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.

Mail your appeal to HHS, Appeals Bureau, 321 E. 12th St., Des Moines, IA 50319. If you need help filing an appeal, ask your county HHS office. You can represent yourself or you can have someone else act on your behalf. Iowa Legal Aid provides free civil legal assistance. Their phone number is (800) 532-1275.

SNAP Nondiscrimination Statement

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** USDA Food and Nutrition Service, 1320 Braddock Place, Room 334 Alexandria, VA 22314; or
2. **Email:** FNSCIVILRIGHTSCOMPLAINTS@usda.gov.

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