

921 KAR 3:042. Supplemental Nutrition Assistance Program Employment and Training Program.

RELATES TO: 7 C.F.R. 273.7, 273.24, 7 U.S.C. 2015(d)

STATUTORY AUTHORITY: KRS 194A.050(1), 7 C.F.R. 273.7

NECESSITY, FUNCTION, AND CONFORMITY: The Cabinet for Health and Family Services is required by 7 C.F.R. 273.7 to administer a Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program. KRS 194A.050(1) requires the secretary of the Cabinet for Health and Family Services to promulgate administrative regulations necessary to implement programs mandated by federal law or to qualify for the receipt of federal funds and necessary to cooperate with other state and federal agencies for the proper administration of the cabinet and its programs. This administrative regulation establishes technical eligibility requirements used by the cabinet in the administration of the SNAP Employment and Training (E&T) Program.

Section 1. Definitions.

- (1) "Basic education" means an activity necessary to attain a high school diploma or equivalent and may include:
 - (a) Adult basic skills;
 - (b) English as a Second Language; and
 - (c) Foundational skills instruction.
- (2) "Employment readiness training" means an intensive program focusing on skill assessment and educational remediation services that prepare an individual for the workforce.
- (3) "Integrated education and training" means a program that provides adult education and literacy activities alongside training for a specific occupation for the goal of obtaining self-sufficiency.
- (4) "Job retention services" means continuous ongoing case management for a period of thirty (30) to ninety (90) days while the participant is transitioning into employment.
- (5) "Vocational training" means a component that improves the employability of participants by providing training in a skill or trade to meet the needs of current or emerging industries and occupations.
- (6) "Work experience" means a program in which a participant receives occupational experience and may include:
 - (a) Job training;
 - (b) An internship;
 - (c) An apprenticeship; and
 - (d) Job shadowing.
- (7) "Workfare" means an unpaid activity that provides an individual with an opportunity to gain work experience and useful workplace skills at a supervised worksite.

Section 2. E&T Participation.

- (1)
 - (a) An individual may volunteer to participate in the E&T Program.
 - (b) A voluntary participant in the E&T shall not be penalized by a discontinuance or reduction of SNAP benefits.
- (2) An E&T participant shall:
 - (a) Complete an initial assessment interview;
 - (b) Be placed in an approved SNAP E&T component; and
 - (c)
 1. Complete and return to the cabinet a SNET-145 Employment and Training Participation Report, in order to verify participation; or

2. Enter participation information in the case management system to be verified by a SNAP E&T provider.
- (3) Payment for transportation, up to twenty-five (25) dollars per month, shall be provided to an individual participating in the E&T program if the individual:
 - (a) Incurs or plans to incur a transportation expense in order to participate; and
 - (b) Completes and returns to the cabinet verification of the job search in accordance with Section 3(3)(b) and (c) of this administrative regulation or reports participation in accordance with subsection (2)(c) of this section stating the anticipated need.
- (4) The ongoing transportation payment shall be requested by the individual by submitting the completed SNET-145 form and indicating the amount of the request. If the participant does not request the transportation payment, the payment shall not be issued.
- (5) Case management shall be provided by an E&T provider or partner.

Section 3. Components.

- (1) The E&T program shall contain components from the following federally-approved services and activities:
 - (a) Employment readiness training;
 - (b) Work experience;
 - (c) Vocational training;
 - (d) Basic education;
 - (e) Integrated education and training;
 - (f) Job retention services; or
 - (g) Workfare.
- (2) An individual participating in the E&T program shall actively participate in a component weekly. All components shall be built for twenty (20) hours per week or eighty (80) hours per month.
- (3) An individual participating in workfare shall:
 - (a) Complete an initial assessment and develop an employability plan;
 - (b) Participate in the initial thirty (30) days of job search, including twelve (12) contacts with prospective employers;
 - (c) Complete and file with the cabinet verification of the job search in accordance with paragraph (b) of this subsection;
 - (d) Provide written verification by the workfare provider of E&T Program activities to the cabinet; and
 - (e) Satisfy the work requirement, in accordance with 921 KAR 3:027, Section 3(8), by:
 1. Accepting the offer of a work site placement; and
 2. Working at the assigned work site placement for the minimum monthly number of hours required by subsection (4) or (5) of this section.
- (4) The minimum number of hours that a workfare participant shall perform each month to satisfy the work requirement of 921 KAR 3:027, Section 3(8), shall be determined by the participant's monthly SNAP allotment divided by the current federal minimum wage.
- (5) If the SNAP household's active members include more than one (1) individual who wants to satisfy the work requirement of 921 KAR 3:027, Section 3(8), through workfare, the minimum monthly number of work hours that each individual is required to perform shall be determined by dividing the:
 - (a) SNAP allotment by the number of individuals who are subject to the work requirement; and
 - (b) Individual pro rata share of the SNAP allotment by the current federal minimum wage.

Section 4. Hearing Process. If aggrieved by an action or inaction that affects participation, a SNAP participant may request a hearing in accordance with 921 KAR 3:070.

Section 5. Reimbursement. An individual shall complete and file with the cabinet a written request to have a reimbursement check for employment or training replaced after loss or theft.

Section 6. Incorporation by Reference.

(1) "SNET-145, Employment and Training Participation Report", 9/20, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Community Based Services, 275 East Main Street, Frankfort, Kentucky 40621, Monday through Friday, 8 a.m. to 4:30 p.m.

(23 Ky.R. 1304; Am. 1600; eff. 9-18-1996; 24 Ky.R. 215; 600; eff. 8-20-1997; 25 Ky.R. 922; 1371; eff. 11-18-1998; Recodified from 904 KAR 3:042, 2-1-1999; 29 Ky.R. 586; 977; eff. 10-16-2002; 2563; 2897; eff. 6-16-2003; TAm eff. 10-27-2004; TAm eff. 1-27-2006; 33 Ky.R. 998; 1334; eff. 11-15-2006; 35 Ky.R. 1937; 2076; eff. 3-11-2009; 39 Ky.R. 1331; eff. 3-8-2013; 40 Ky.R. 2914; eff. 9-5-2014; 42 Ky.R. 617; eff. 11-18-2015; 44 Ky.R. 158, 544; eff. 10-11-2017; 47 Ky.R. 873; eff. 2-11-2021; TAm eff. 6-24-2021.)