

Name of Local Agency _____

Address _____

Phone _____

Fax _____

Case Identifier _____

Worker _____

Date Generated _____

Name _____

Address _____

**NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES**

Work Registration Responsibilities

On this date, _____, the following person/s are registered for work, but do not have to go to a work program at this time; however, he/she may be asked to do so later _____

On this date, _____, the following person/s are no longer registered for work _____

On this date, _____, the following person/s have been referred to the Food and Nutrition Services (FNS) E&T work program _____

On this date, _____, the following person/s are no longer participating in a FNS E&T work program _____

Responsibilities for individuals ages 16 through 59 who are not exempt from work requirements are:

See page 2 of this form for work requirement exemptions

1. Register for work at the time of application or change in situation, and every 12 months after initial registration.
2. Participate in a Food and Nutrition Services (FNS) Employment and Training (E&T) program, if required to participate.
3. Take suitable job if offered. See page 2 of this form for job suitability and good cause reasons.

Disqualifications for individuals ages 16 through 59 who are not exempt from work requirements:

1. Voluntarily quit or voluntarily reduce hours - If you are working at least thirty (30) hours per week and quit your job or cut your work hours to less than thirty (30) hours per week (or 30 hours multiplied by minimum wage) without a good reason. See page 2 of this form for good cause and job suitability reasons.
2. Fail to comply with Unemployment Insurance Benefits (UIB), work program requirements and do not meet another work requirement exemption other than UIB or WFFA.
3. Fail to comply with Work First Family Assistance (WFFA) Employment Services and do not meet another work requirement exemption other than UIB or WFFA.

You may request a fair hearing to appeal the denial, reduction, or termination of FNS benefits due to the local agencies determination of non-exempt status or the determination of non-compliance with work registration rules.

FNS Caseworker's Name _____ Caseworker's Telephone Number _____

Case Identifier:

If you fall under one of these categories, you will not be registered for work:

- A. Under the age of 16 or over the age of 60;
- B. Physically or mentally disabled
- C. Complying with the work requirements of another program;
- D. Responsible for a child under the age of six;
- E. Already working more than 30 hours a week;
- F. Participating in a drug or alcoholic rehab program
- G. Student enrolled at least half time

Good Cause Reasons for Leaving a Job

- A. Being discriminated against because of your race, color, national origin, gender, religion, age, disability, or political beliefs.
- B. Not being paid on schedule or being required to work overtime and not being paid for the overtime.
- C. Taking another job as long as the new job is thirty (30) or more hours per week or the job pays federal minimum wage multiplied by thirty (30) hours.
- D. If the household has to move because a FNS household member is going to school half time, in a training program, or college.
- E. If you are under the age of 60 and leave a job and the employer sees this as retirement.
- F. Accepting a job of thirty (30) hours or more per week but due to no fault of your own, the job does not take place or is not a suitable job (see below).
- G. Often going from one employer to another because you are a migrant farm worker or a construction worker.
- H. Things not in your control. This can include your illness or the illness of another family member needing you to be there. A household emergency, no transportation, or the lack of good childcare for children who have reached age 6 but are under age 12.

A Job is Not Suitable if:

- A. The job pays less than the federal minimum wage, State minimum wage, or training wage, whichever is highest.
- B. The job is on a piece rate basis and the average hourly yield is less than the minimum federal, State, or training hourly wage.
- C. To keep your job, you have to join, resign from, or not join any legal labor organization.
- D. The work offered is at a site subject to a strike or lockout at the time of the offer.
- E. The degree of risk to health and safety is unreasonable.
- F. The member is physically or mentally unfit to perform the employment. A doctor has to prove this.
- G. The job offered within the first thirty (30) days of registration is not in the members' major field of experience.
- H. The distance from the member's home to the job is unreasonable due to pay, time, and cost of commuting. Distance is unreasonable when commuting is more than two hours per day. This does not include the transportation of a child to day care. A job is also not suitable if neither public nor private transportation is available and walking distance to the job is more than two miles round trip.
- I. The working hours or nature of the job interferes with religious observances or beliefs.