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Special Households

410 **BOARDERS** [\(toc\)](#)

411 **ELIGIBILITY REQUIREMENT** [\(toc\)](#)

A boarder is a person residing with a household that provides meals or meals and lodging in exchange for money (reasonable compensation).

To receive SNAP, a boarder must participate with the household. A boarder cannot participate as a separate household.

A boarder may be eligible as part of the household providing the board if:

- they are otherwise eligible, and
- the household requests the boarder be included.

Note: Boarders living in a commercial boarding house cannot participate in SNAP.

411.1 **Individuals Not Considered Boarders** [\(toc\)](#)

Do not consider the following people as boarders:

- children of the household under age 22; however, this provision does not apply to foster children,
- siblings,
- spouses, and
- individuals furnished both meals and lodging but paying less than reasonable compensation. They are members of the household providing meals.

Exception: A child or adult in foster care may be a boarder unless they are included in the household with other members.

411.1.1 **How to Determine Reasonable Compensation** [\(toc\)](#)

Reasonable compensation is a monthly amount

- equal to the full SNAP allotment for the number of boarders, or
- equal to two-thirds of the full allotment for the number of boarders if the household furnishes two meals or less a day.

Count only the amount paid for meals if it can be separated from lodging. If the amount cannot be separated from lodging, evaluate the total payment.

412 BOARDERS AS HOUSEHOLD MEMBERS [\(toc\)](#)

If the household includes a boarder (including a child or adult in foster care) as a household member,

- count all of the boarder's income, resources, and deductions, but
- do not count the payment from the boarder as income.

413 BOARDERS THAT ARE NOT HOUSEHOLD MEMBERS [\(toc\)](#)

- Do not count their income and resources; and
- Count the boarder's payment as self-employment income for the household (except foster care payments as stated in E&P MS A-735).

420 DISQUALIFIED/EXCLUDED/INELIGIBLE MEMBERS [\(toc\)](#)

421 MEMBERS DISQUALIFIED, EXCLUDED OR INELIGIBLE BECAUSE OF INELIGIBLE NON-CITIZEN STATUS, SSN DISQUALIFICATION OR INELIGIBLE ABAWD STATUS [\(toc\)](#)

421.1 Reasons for Disqualification/Exclusion [\(toc\)](#)

Disqualify/Exclude household members who are ineligible because they

- Do not meet Social Security enumeration requirements (noncompliance or voluntary request to comply other than for religious beliefs or good cause reasons)
- Are a non-qualified non-citizen (including non-citizens awaiting sponsor information or proof of sponsor information).
- Are an ineligible ABAWD due to 3-month time limit.

421.2 Resources [\(toc\)](#)

Count all nonexempt resources in full of the disqualified/excluded members listed in E&P MS B-421.1 who would otherwise be a required household member.

Do not count the disqualified/excluded member when determining which resource limit applies to the household.

421.3 Income and Earned Income Deductions [\(toc\)](#)

421.3.1 Income [\(toc\)](#)

Enter the countable gross income of the disqualified/excluded member(s) who is an otherwise required household member in the system in the same way as for other household members. The disqualified/excluded household members' income is prorated among all members, including those disqualified, and only the eligible members' portion is budgeted.

421.3.2 Earned Income Deduction [\(toc\)](#)

Apply the deduction only to the portion of a disqualified/excluded member's countable earned income that is prorated in the household. Apply all but the ineligible members portion to the earned income of remaining members.

421.4 Household Deductions [\(toc\)](#)**Standard Deduction —**

The household is entitled to this deduction in full.

Child Support expenses, Dependent care, shelter costs except the Standard Utility Allowance (SUA)

Prorate if expenses (other than SUA) are billed to or paid by the disqualified/excluded member, or they are jointly responsible for the expenses. The expenses are divided equally among all household members. Count the eligible members' share in the household budget.

Count in full (do not prorate) if an eligible member pays the expenses.

Do not prorate the Utility Allowance (UA). Assign the UA to an eligible member (age is not a factor). See E&P MS A-660.5.1.1, Utility Allowance (UA), for examples.

Homeless Shelter Standards - Prorate the standard if the household claims the standard allowance, regardless of whom the expense is billed to or paid by.

421.5 Medical/Excess Shelter Deductions [\(toc\)](#)**Medical —**

Prorate the medical bills of a disqualified/excluded member listed in E&P MS B-421.1.

Unlimited Excess Shelter —

The household is eligible for this special provision if the disqualified/excluded member is the only person who qualifies for it.

421.6 Income Test and Household Size [\(toc\)](#)

Do not include the disqualified/excluded members in determining the household's income limits or the amount of the allotment

421.7 Adverse Action [\(toc\)](#)

If a member is disqualified/excluded while certified, notify the household allowing adverse action before disqualifying/excluding a person for failure to comply with SSN requirements, being an ineligible non-citizen or an ineligible ABAWD. The 13-day adverse action notice must explain the reason for the disqualification/exclusion and what the person has to do to become qualified, and the benefits of remaining members. All SNAP household benefits are from the 1st through the last day of the month so the adverse action date will be the same date for all cases. Ongoing benefits are available in the EBT account on the first day of each month. The adverse action date is displayed on the Statement of Needs screen on the Case Info BAP. See E&P MS C-260 SNAP Adverse Action Dates.

The adverse action date count begins with the last day of the month and counts backward (e.g., issuance ends 3/31/02, adverse action cut-off is 3/19/02). Computer action must take place no later than this date. However, to meet adverse action notification requirements, computer posting must occur 14 days prior to the affected benefit, unless a local print is done on the actual adverse date. Include holidays and weekends in the adverse action count.

421.8 Reserved [\(toc\)](#)**421.9 Ending Disqualification [\(toc\)](#)**

When a disqualified/excluded member becomes eligible, add them to the household the month following the end of the disqualification/exclusion. Depending upon the type of change in circumstances, a supplemental issuance may be applicable.

To add a previously disqualified member:

- change the disqualified/excluded member to a participating member code in the computer, which also stops proration of their income and expense; and
- complete/update other necessary computer screens.

421.10 Verification [\(toc\)](#)

Disqualified/Excluded members (otherwise required members) are considered part of the household although not allowed to participate. Their circumstances, including income and resources, are subject to verification the same as any other member.

422 MEMBERS DISQUALIFIED BECAUSE OF INTENTIONAL PROGRAM VIOLATION (IPV), FLEEING FELON, INELIGIBLE ABAWDS, AND INELIGIBLE NON-CITIZENS [\(toc\)](#)

Members disqualified because of Intentional Program Violation (IPV), status as a fleeing felon, ineligible ABAWDS, and ineligible non-citizens income and resources, are subject to verification the same as any other member. The remaining members may participate if eligible.

422.1 Resources [\(toc\)](#)

Count all nonexempt resources of a disqualified member listed in E&P MS B-422.

422.2 Income and Earned Income Deductions [\(toc\)](#)

Count all income and expenses of a disqualified member. The disqualified member is entitled to the 20% earned income deduction.

422.3 Shelter and Medical Deductions [\(toc\)](#)

The household receives the excess shelter and medical deductions even if the disqualified person listed in E&P MS B-422 is the only elderly or disabled person in the household. Even though the household can receive uncapped shelter deductions, both the gross and net income tests must be passed if the disqualified/excluded person was the only elderly or disabled person in the household.

Do not count the disqualified/excluded person in determining the household's size, resource or income limits.

422.4 Adverse Action [\(toc\)](#)

A notice of adverse action is not required when disqualifying a member for intentional program violation (IPV); however, notify the household, allowing adverse action, when disqualifying a member for fleeing felon status. To meet the advance notice requirements, notice of an action to reduce or terminate benefits must be taken (posted) in the computer at least 14 days in advance to ensure the computer-generated notice is mailed on time. If the case circumstances require a local notice print, posting can be done on the 13th advance notice date. When counting the 13-day advance adverse action notification period, weekends and holidays must be included.

422.5 System Entries for Intentional Program Violations (IPVs) [\(toc\)](#)

Refer to the AMPS User Task Guides instructions to end a disqualification period for Intentional Program Violation (IPV),

- change the disqualification code in the system to an eligible code for the applicable footer months; and
- update other applicable computer screens to reflect the newly eligible member.

422.6 Ending IPV Disqualifications [\(toc\)](#)

The person previously disqualified for an IPV is added to the household the month after their disqualification ends.

423 MEMBERS DISQUALIFIED BECAUSE OF CERTAIN FELONY CONVICTIONS [\(toc\)](#)

Individuals who are not in compliance with the terms of their sentence after being convicted of certain violent and severe felonies as an adult after February 7, 2014, will be ineligible to receive SNAP benefits. The remaining household members may participate if eligible.

423.1 Reasons for Disqualification/Exclusion [\(toc\)](#)

Any household member must be excluded from SNAP benefits if they:

- Have been convicted as an adult after February 7, 2014, of one of the serious violent crimes listed below, and
- Are not complying with the conditions of their sentence (e.g. Probation, parole or other court-ordered requirements).

The qualifying convictions include:

- Aggravated sexual abuse
- Murder
- Sexual exploitation and other abuse of children
- Sexual Assault

423.2 Resources [\(toc\)](#)

Count all nonexempt resources in full of the disqualified/excluded members listed in E&P MS B-423.1 who would otherwise be a required household member.

423.3 Income and Earned Income Deductions [\(toc\)](#)

Count all income and expenses of a disqualified member. The disqualified member is entitled to the 20% earned income deduction.

423.4 Shelter and Medical Deductions [\(toc\)](#)

The household receives the excess shelter and medical deductions even if the disqualified person listed in E&P B-423 is the only elderly or disabled person in the household. Even though the household can receive uncapped shelter deductions, both the gross (130%) and net income (100%) tests must be passed if the disqualified/excluded person was the only elderly or disabled person in the household.

Do not count the disqualified/excluded person in determining the household's size, or income limits.

423.5 Verifications [\(toc\)](#)

Verification of compliance is only required when the household states they are unsure whether they are in compliance with the terms of their sentence. In these situations, do not delay application processing and include the individual in the initial eligibility determination. Issue Insufficient Information form (2429) if the individual indicates they are able to provide verification. If the individual indicates they are unsure or unable to provide verification, refer the case to Investigations and Recovery following the normal referral process.

423.6 Adverse Action [\(toc\)](#)

If a member is disqualified while certified, staff must impose the disqualification and post the case allowing for adverse action. The system will generate the required notice to the household.

430 ELDERLY OR DISABLED HOUSEHOLDS [\(toc\)](#)**430.1 Definition of Elderly [\(toc\)](#)**

SNAP defines an elderly person as someone who will be age 60 or older as of the last day of the month of application. If the customer turns 60 years of age during the certification period, the system will automatically update the case. These households are allowed specialized budgeting (see E&P MS B-430.3) and their resource limit increases to \$4,250.

430.2 Definition of Disabled [\(toc\)](#)

The following individuals are considered disabled:

- Individuals receiving or approved to receive SSI or Social Security disability payments.
- Veterans receiving Veterans Affairs (VA) benefits because they have a 100% service-connected disability according to the VA, need regular aid and attendance or are permanently housebound.
- Surviving spouses of deceased veterans who meet one of the following criteria according to the VA
 - need regular aid and attendance,
 - permanently housebound, or
 - approved for VA benefits because of the veteran's death and could be considered permanently disabled for Social Security purposes. (See E&P MS B-432.1 for Social Security's criteria for permanent disability.)
- Surviving children (any age) of a deceased veteran who the VA
 - has determined are permanently incapable of self-support, or
 - has approved for benefits because of the veteran's death and considered permanently disabled for Social Security purposes. (See E&P MS B-430.2.1.)
- Individuals receiving federal, state or public disability retirement benefits for a disability considered permanent under Social Security standards.
- Individuals receiving Railroad Retirement Disability and are also covered by Medicare.
- Individuals receiving interim assistance (IA) benefits pending the receipt of SSI.
- Individuals approved for Medical Assistance to the Aged, Blind and Disabled (MAABD).
- Individuals receiving disability benefits from any other state or private employment source, which uses criteria at least as stringent as those used by the Social Security Administration.

Note: Those who qualify for a disability benefit but due to an overpayment recoupment receive no payment, are considered disabled.

Households with a disabled member are allowed specialized budgeting the same as households with elderly members and have a resource limit of \$4,500

430.2.1 Reserved

430.3 Special Provisions for Elderly or Disabled Households [\(toc\)](#)

Households with an elderly or disabled member receive special treatment. The special provisions are

- **Income tests** — households with elderly or disabled members are exempt from the gross income test.
- **Medical deduction** — households with an elderly or disabled member who has medical bills that exceed \$35 a month are entitled to a medical deduction.
- **Excess shelter** — households with elderly or disabled members receive an excess shelter deduction for the full monthly amount that exceeds 50% of the household's monthly income after the allowed deductions.
- **Resources** — households with a disabled or elderly person have a resource limit of \$4,500

430.4 Verifications [\(toc\)](#)

An elderly or disabled person who claims separate household status must provide the information needed to determine if they are elderly or disabled.

431 RESERVED [\(toc\)](#)

432 RESERVED [\(toc\)](#)

433 RESERVED [\(toc\)](#)

434 RESERVED [\(toc\)](#)

440 RESERVED [\(toc\)](#)

450 PARTICIPANTS IN SPECIAL PROGRAMS [\(toc\)](#)

451 ALCOHOL/NARCOTIC TREATMENT CENTERS [\(toc\)](#)

451.1 Eligibility Requirements [\(toc\)](#)

Individuals with substance use disorders who live at and regularly participate in a treatment center may apply if the center meets one of the following criteria:

- The center is authorized by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) to accept SNAP benefits, or
- The center is a private, nonprofit organization, a public institution, or a publicly operated community mental health center approved by the Nevada State Substance Abuse Prevention and Treatment Agency (SAPTA).

Eligibility should be determined using the same income and resource standards applied to other households.

Note: Include the child(ren) in the household if they live together at the treatment center. However, children residing in the center who receive treatment must apply as a one-person household.

The center must act as authorized representative.

Residents who are not regular participants in a treatment or rehabilitation program are not eligible. Document/Narrate the reason for ineligibility in the CLOG or other designated computer screen(s).

451.2 I&R Worker Responsibilities [\(toc\)](#)

For individuals with alcohol use disorder or substance use disorder participating in treatment centers,

1. Verify the center meets one of the criteria in manual section E&P MS B-451.1.
2. Give the center application and change reporting forms, etc.
3. Obtain a signed list of participants monthly.
4. Conduct periodic random on-site reviews of the centers to ensure the accuracy of the monthly listings. During these visits, document:
 - date of the visit,
 - number of residents, and
 - proof of certification.
5. Report any suspected misuse of SNAP benefits by the center to the supervisor or Office Manager.

451.3 Office Manager Responsibilities [\(toc\)](#)

1. Report misuse of SNAP benefits in centers certified by USDA to

Officer in Charge, Supplemental Nutrition Assistance Program
Food and Nutrition Service, USDA
360 East 2nd Street, Ste. 705
Los Angeles, California 90012

Do not take any further action on a facility certified by USDA before USDA's action. Compute over issuances for the individual residents as appropriate.

2. Report misuse in centers certified by state agencies to the Investigations and Recovery (I&R) Specialist, SNAP Program Specialist or the Chief of Eligibility and Payments in Central Office.

Note: If the I&R staff handling the investigation confirms the report is valid, they refer the facts to:

Regional Administrator
Food and Nutrition Service, USDA
90 7th Street, Suite 10300
San Francisco, California 94103.

The investigative unit sends a copy of the referral to the Social Services Manager responsible for the case record and the Chief of Eligibility and Payments.

451.4 Processing Applications [\(toc\)](#)

Application processing time frames and procedures are the same for residents except

- **Household size** — Use the following procedures to certify treatment center residents and their families if they live together:
 - Single residents are certified as one-person households.
 - Certify all adult residents and their children, who are not receiving treatment themselves, as one household.
- **Authorized Representative** — The center must act as authorized representative for residents until they leave.
- **Expedited Service** — Benefits must be provided to eligible residents by the seventh day from the application date. The application date is the first day of the expedited time frame.
- **Adverse Action** — If the center loses its certification from the certifying agency or agencies of the state or has its status as an authorized representative suspended due to a Food and Nutrition Service (FNS) disqualification as a retailer, residents shall be notified they are no longer eligible to participate, but NO adverse action is required. However, residents of group living arrangements applying on their own behalf are still eligible to participate.
- **Work registration** — The resident is exempt.

451.5 Center Responsibilities as Authorized Representatives (AR) [\(toc\)](#)

The center acting as AR must:

- report to the district office loss of income or certification.
- apply for, receive and use individual household Electronic Benefits Transfer (EBT) card at authorized stores or other FNS certified establishments for the residents.
- report changes, losses, misuse and over issuance of SNAP benefits.
- buy and prepare food for eligible residents.
- buy meals delivered to the individual residents; and
- report residents leaving the center.

The resident and AR both must sign the application form, unless the resident designates the AR on another form. The center acting as AR is liable if it knowingly commits a program violation to obtain SNAP benefits for residents.

Note: A center disqualified by USDA as a retailer or has lost its license from a state agency cannot be an AR.

451.6 Residents Leaving the Center [\(toc\)](#)

1. Once the participant leaves the center, the center must:
 - a. Give the residents their EBT Card (if it is in possession of the center);
 - b. Return any **un-transacted** EBT benefits, or the household's full SNAP allotment if already issued and no benefits have been spent on behalf of that individual.
 - c. Cease using the resident's EBT card, which will be deactivated upon reports the customer has left the center.
2. If the SNAP allotment becomes available in an EBT account using the EBT QUEST card, the center must:
 - a. Provide the resident the full allotment if no food assistance has been provided regardless of when the resident leaves.
 - b. Provide one-half of the benefits/allotment if any portion of the benefits have been accessed using the EBT QUEST card on their behalf and the customer leaves the center before the 16th day of the month. The residents receive no benefits if they leave the center after the 15th day of the month and SNAP benefits have been issued and used.
3. The center must give the residents a change report form and tell them to report their new address to the local office within 10 days.
4. If a resident leaves unannounced, the center must return their EBT card, and any benefits received or accessed via EBT after the departure to the local district office.
5. EBT benefits will remain in the EBT account and may be accessed by the recipient up to one (1) year after reissuance.
6. The center must provide the local district office with the resident's forwarding address, if known.
7. The center may not act as AR for participants who leave the facility.

If a resident, with a pending application, leaves the treatment center (with or without notification) and their whereabouts are unknown and there is no subsequent contact with the agency, do not deny. Hold the application until the 30th day after the date of application before taking a denial action for loss of contact.

452 GROUP LIVING ARRANGEMENTS [\(toc\)](#)**452.1 Definition** [\(toc\)](#)

A group living arrangement is a public or private nonprofit residential facility which serves no more than 16 residents. The facility must be certified by any Division of the Nevada Department of Human Services as a group home or group care facility, or Food and Nutrition Service to redeem SNAP benefits.

Note: Group home policy does not apply when the majority of meals are not provided by the home.

452.2 Eligibility Requirements [\(toc\)](#)

Disabled residents, as defined in E&P MS B-430.2 may be certified in a group living arrangement. Eligibility is determined using the same income and resource standards as other households.

The residents of group living arrangements may

- apply for themselves.
- apply through an authorized representative of their choosing; or
- apply through an authorized representative employed by the center.

The residents in the group living arrangement decide if they want to apply as a group, as individuals, or through an AR. If a member of the group wants to apply on their own, the facility's decision to let the individual apply is based on the resident's physical and mental ability to handle his own affairs. Accept applications from any individual the center allows to apply as a one-person household or for any group of residents applying as a household, regardless of whether one or all have an AR.

452.3 Worker Responsibilities [\(toc\)](#)

Take the following actions when certifying individuals in a group living arrangement:

1. Verify the group living arrangement meets both criteria below:
 - certified by a state agency as required. This certification may be verified by contract documents or certificates of eligibility or a published listing from USDA/FNS or the Nevada Department of Human Services.
 - Operated as a nonprofit facility. Verify nonprofit status. If the center is authorized by USDA to accept SNAP benefits, the group living arrangement's eligibility is verified.
2. Give the Authorized Representative the application, Rights and Obligations and Authorized Representative forms.
3. Obtain a signed listing of participants monthly from the group care facilities' AR.
4. Conduct periodic random on-site visits.

During these visits document

- a. date of the visit,
 - b. number of residents, and
 - c. proof of certification and nonprofit status.
5. Report any suspected misuse of SNAP benefits by the center to the supervisor or Office Manager.

452.4 Office Manager Responsibilities [\(toc\)](#)

1. Report misuse of SNAP benefits in centers certified by USDA to

Officer in Charge, Supplemental Nutrition Assistance Program
 Food and Nutrition Service, USDA
 360 East 2nd Street, Ste. 705
 Los Angeles, California 90012
 Telephone: (213) 894-7834
 Toll Free: (877) 823-4369

Do not take further action on a facility certified by USDA before USDA's action but correct over issuances as needed.

2. Report misuse in centers certified by state agencies to the Investigations and Recovery Specialist, SNAP Program Specialist or the Chief of Eligibility and Payments. If the investigative unit determines the report is valid, they refer to the facts to:

Officer in Charge, Supplemental Nutrition Assistance Program
 Food and Nutrition Service, USDA
 360 East 2nd Street, Ste. 705
 Los Angeles, California 90012
 Telephone: (213) 894-7834
 Toll Free: (877) 823-4369

A center disqualified by FNS or loses its state license cannot serve as an Authorized Representative.

452.5 Processing Applications [\(toc\)](#)

Most time frames and procedures for certifying households apply to residents of group homes. The exceptions are:

- **Household size** — Use the following procedures to certify group home residents and their families if they live together:
 - If the group home applies, single residents are certified as one-person households.
 - If the residents apply together, 16 is the largest household.
- **Expedited Service** — Group home residents are eligible for expedited service if otherwise eligible. The expedited time frame (7 days) begins the date the application is date stamped in the Division of Social Services (DSS) district office.
- **Adverse Action** — If the center loses its certification from the certifying agency or agencies of the state or has its status as an authorized representative suspended due to a Food and Nutrition Service (FNS) disqualification as a retailer, residents shall be notified they are no longer eligible to participate, but NO adverse action is required. However, residents of group living arrangements applying on their own behalf are still eligible to participate.

- **Work Registration** — The resident is exempt.

452.6 Center Responsibilities as Authorized Representatives [\(toc\)](#)

The group home acting as AR must

- report to the local office about loss of income or certification.
- apply for, receive and redeem SNAP benefits for residents.
- report changes, losses, misuse and over issuance of SNAP benefits.
- buy and prepare food for eligible residents.
- buy meals delivered to the individual residents; and
- report residents leaving the group home.

The resident and AR both must sign the application form, unless the resident designates the AR on another form. The center acting as AR is liable if it knowingly commits a program violation to obtain SNAP benefits for residents.

Note: A group home disqualified by USDA as a retailer or has lost its license from a state agency cannot be an AR.

If the Group Home is Not the Authorized Representative:

- Residents may apply as a one-person household, or groups of residents may apply as a household.
- If the household retains use of their EBT benefits and a member leaves the group home, all unused EBT benefits are retained by the household.
- If a group of residents have applied as one household and the benefits have been given to the group home as payment for meals, the home shall return a pro-rata share of one-half of the allotment/EBT benefits to the departing resident(s) and instruct them to contact the local district office to update their case and EBT account information, if the residents leave prior to the 16th of the month.

452.7 Residents Leaving the Group Home [\(toc\)](#)

1. If the resident has left or is leaving the Group Home the Group Home must:
 - a. Give the residents their EBT card if it was in possession of the center.
 - b. Return any un-transacted benefits, or the household's full SNAP allotment if already issued and if no benefits have been spent on behalf of that individual household and return any **unused** SNAP benefits when they leave the home.
 - c. If applicable, cease acting as the authorized representative and using the authorized representative EBT card.
2. If the SNAP benefits have been redeemed or become available in an EBT account through the use of the EBT QUEST card, Group Home must:
 - a. Provide the residents with the full benefits if already issued and unused less when they leave, unless the EBT account has not been accessed.

- b. Report on the customer who has left the facility. Any unauthorized representative EBT card will be deactivated.
 - c. Provide one-half of the benefits/allotment if any portion of the benefits have been accessed using the EBT QUEST card on their behalf and the customer leaves the facility before the 16th day of the month. The residents receive no benefits if they leave the facility after the 15th day of the month and benefits have been issued and used.
3. The group home must give the residents a change report form and tell them to report their new address to the local office within 10 days. If the resident does not report the change and cannot be located, terminate assistance allowing adverse action.
4. If a resident leaves unannounced, the group home must return their EBT QUEST card and benefits received after the departure to the local office
5. The group home must return to the Division of Social Services (DSS) any unused SNAP benefits that were not given to departing resident. EBT benefits will remain in the individual's EBT account and may be accessed by the recipient up to one (1) year from issuance.
6. The group home must provide the local DSS office with the residents' forwarding address.
7. The group home may not **act as** an authorized representative for participants who leave the facility. If a resident, with a pending application, leaves the group home/center (with or without notification) and their whereabouts are unknown and there is no subsequent contact with the agency, do not deny. Hold the application until the 30th day after the date of application before taking a denial action for loss of contact.

453 PREPARED MEALS SERVICE [\(toc\)](#)

453.1 Communal Dining or Meal Services [\(toc\)](#)

Eligible households may use their EBT QUEST card (if the center has a point of sale (POS) device) to purchase prepared meals through communal dining or non-profit meal delivery services authorized by FNS.

To be eligible, household members must be

- 60 years of age or older; or
- housebound, physically disabled, or unable to prepare their own meals. The disabled household member who is under 60 must be receiving SSI to participate in communal dining.

453.2 Prepared Meals for the Homeless [\(toc\)](#)

Homeless households may use EBT QUEST card to purchase prepared meals from authorized meal providers or food dispensers approved by FNS for that purpose (see policy in manual section B-455.1).

454 RESIDENTS IN SHELTERS FOR BATTERED PERSONS [\(toc\)](#)**454.1 Eligibility Requirements [\(toc\)](#)**

Residents in approved shelters for battered persons may receive SNAP benefits. They must meet the same income and resource standards as other households, except duplicate participation.

The special procedures for residents in shelters for battered persons apply to people living in private or public nonprofit residential facilities that usually serve meals.

If the shelter does not serve meals, it is not classified as an institution. Residents of this type of shelter may receive SNAP benefits as individual household units or as part of a group of individuals like any other household.

Residents in shelters for battered persons may apply for SNAP and use SNAP benefits on their own behalf. They may also appoint a shelter representative or another person to act as authorized representative.

454.2 Approved Centers [\(toc\)](#)

Shelters for battered persons must be public or private nonprofit residential facilities that serve persons. If a facility serves other people, part of the facility must be set aside on a long-term basis to serve only battered women and children.

If nonprofit status is questionable, verify the shelter's status as a nonprofit organization by seeing a current certificate from the Internal Revenue Service, or if USDA/FNS has certified the shelter as a retailer, then eligibility of the shelter is confirmed.

454.3 Buying Meals [\(toc\)](#)

Resident households may use their EBT QUEST card (if the center has a point of sale (POS) device) to purchase meals prepared at a shelter authorized by FNS to redeem SNAP benefits

454.4 Processing Applications [\(toc\)](#)

The same processing standards and time frames for initial and ongoing eligibility decisions, handling reported changes and other actions, including verification and documentation requirements apply to residents in shelters for battered women.

454.5 Expedited Service [\(toc\)](#)

Shelter residents are eligible for expedited service if otherwise eligible. The expedited time frame (7 days) begins the date the application is date stamped in the Division of Social Services (DSS) district office.

454.6 Participation Twice in Same Issuance Month [\(toc\)](#)

Shelter residents who are members of a currently certified household may participate as a separate household for one month, even if the former household has already received stamps if:

- the former household's allotment was based on a household size that included the battered individual and children.
- the former household includes the person who abused them or threatened to abuse them. See E&P MS B-454.1; and
- the sheltered resident was not designated as the head of household in the former residence they left.

454.7 Determination of Eligibility [\(toc\)](#)

Determine eligibility for shelter residents based on their income, resources, and expenses. The income and resources of their former household and jointly held resources are not counted. Consider room payments to the shelter as shelter expenses.

454.8 Adverse Action [\(toc\)](#)

A shelter resident has the same right to adverse action notices, hearings, and lost benefits as other households.

454.9 Work Requirements [\(toc\)](#)

Residents must cooperate with work requirements unless otherwise exempt.

455 HOMELESS HOUSEHOLDS [\(toc\)](#)

Homeless households are defined as those who have no regular nighttime residence, or whose primary residence is

- a supervised shelter that provides temporary living quarters,
- a halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized,
- A place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings (e.g., hallways, park bench, bus station, lobby or similar places), or
- temporary quarters in another person's residence is limited to 90 days.

Note: Homeless meal providers may not be authorized representatives for homeless individuals.

455.1 Eligibility Requirements [\(toc\)](#)

Homeless households can apply for SNAP benefits even if they are living in a shelter for the homeless. They must meet the same household composition, income, and resource standards as other households. If the household pays for room in a shelter, consider the payments as shelter expenses.

Homeless households can apply for and use SNAP benefits the same as other households. They can also use their SNAP benefits to purchase prepared meals from establishments that have been

- approved by Division of Social Services (DSS) as providers of meals to the homeless, and
- authorized by USDA/FNS to accept (redeem) SNAP benefits.

455.2 Worker Responsibilities [\(toc\)](#)

If a meal-provider representative contacts Division of Social Services (DSS) about certification procedures, the local district office will be responsible for evaluating the establishments serving meals to homeless persons and granting the State-certification.

The designated Division of Social Services (DSS) employee must ensure, through discussion with the meal provider, the establishment:

1. Is seeking State-certification as a homeless meal provider.
2. Completes and submits Form 2724, Application for Certification as a Homeless Meal Provider.
3. Is a public or private nonprofit organization which serves meals to the homeless.
4. If the meal provider does not meet the requirements in #3, deny the application, or if the meal provider meets the requirements, the designated Division of Social Services (DSS) staff will
 - a. schedule a visit with the establishment's operator at a time convenient for both parties; and
 - b. review the establishment's abilities to, and methods of, providing meals to homeless persons; and
 - c. resolve, if questionable, any doubts about the provision of meals to the homeless at the visit.
5. The office manager makes the final decision as to whether the establishment serves meals to homeless individuals.
6. If the establishment is a public or private nonprofit organization which serves meals to the homeless, Form 2723, Certification as a Homeless Meal Provider, will be mailed to the establishment.
7. If either criterion in #6 above is not met, Form 2722, Denial of Certification as a Homeless Meal Provider, will be mailed to the establishment.

8. Forms 2723 and 2722 must be signed by the office manager.
9. Notice of Certification or Denial of Certification must be sent to the provider within 30 days of the date of application.
10. The local office must maintain a current listing of certified homeless meal providers and provide a copy to Central Office Eligibility and Payments.
11. A state certification remains in effect indefinitely.
12. Once certified, no further action is taken, unless information is received indicating the provider no longer serves meals to the homeless. At that time, contact the provider to determine whether they are still eligible as homeless meal providers. The office may require an on-site visit.
13. If the state withdraws its certification of a homeless meal provider, complete Form 2725 and forward it to the Food and Nutrition Service (FNS) office:

SNAP Program Specialist
USDA/FNS
360 East 2nd Street, Ste. 705
Los Angeles, California 90012
Telephone: (213) 894-7834
Toll Free: (877) 823-4369

455.3 Meal Provider Responsibilities [\(toc\)](#)

Authorized meal providers for the homeless

- are responsible for determining if a household may use SNAP benefits to purchase prepared meals;
- must require the household to produce its EBT QUEST card which entitles them to purchase meals with SNAP benefits;
- must allow SNAP households the option of paying for their meal if this option is afforded by non-SNAP households.
- cannot charge the SNAP household more than the average cost of meals for other patrons;
- must ensure meals provided are not totally from donated foods.

Note: Some Homeless Meal Providers are certified as a non-traditional retailer with FNS to receive a POS device. A retailer may not pre-charge meals/ products, nor can they allow credit (give services and charge the customer later after benefits are approved). They are required to charge at the time services are rendered.

456 HOMELESS YOUTH [\(toc\)](#)

To ensure homeless youth can access healthy food, SNAP benefits will be made available providing they meet the following requirements:

A homeless youth is defined as an individual under the age of 18 who does not live with his/her parents who purchases and prepares his/her own food.

- The homeless youth may be living:
- on the streets;
- in a shelter;
- in a vehicle;
- in a motel; or
- in a temporary situation without a permanent address.

Homeless youth are not required to have a photo ID or permanent address to apply for SNAP benefits.

If they are younger than 18 and living on their own, they are not required to apply as part of their parent's "household".

If the homeless youth is staying temporarily with others, she/he can apply independently from the other household members if she/he purchases and prepares their own food. If the homeless youth is temporarily staying with others and they purchase and prepare food together, they must apply as part of the household in which they are staying.

456.1 Identification [\(toc\)](#)

Examples of acceptable identification evidence which the applicant may provide include, but are not limited to, a driver's license, a work or school ID, and ID for health benefits or from another assistance or social services program, a voter registration card, wage stubs, or a birth certificate.

Any documents which establish the applicant's identity must be accepted, and no requirement for a specific type of document, such as a birth certificate, maybe imposed.

460 HOUSEHOLDS WITH SPECIAL CIRCUMSTANCES [\(toc\)](#)**461 SPONSORED NON-CITIZENS [\(toc\)](#)**

Eligible legal non-citizens may be sponsored by an individual meeting sponsorship requirement.

461.1 Definition [\(toc\)](#)

A sponsored non-citizen is a non-citizen for whom a person (the sponsor) has executed an affidavit of support (USCIS Form I-864 or I-864A) on behalf of the non-citizen pursuant to section 213 of the INA.

Sponsored non-citizens entering the country on or after August 22, 1996, are sponsored under a legally enforceable affidavit of sponsorship. This sponsorship remains in effect and the sponsor's income must be deemed until one of the following conditions are met:

- The non-citizen gains U.S. Citizenship;
- The non-citizen has worked or can receive credit for 40 qualifying quarters or;
- The sponsor dies.

Note: Not all non-citizens must obtain a sponsor before being admitted into the United States.

461.2 Non-Citizens Not Affected by Sponsor Deeming [\(toc\)](#)

Sponsor deeming rules do not apply to the following individuals:

- Non-citizens who are not required by USCIS to have a sponsor;
- Non-citizens who are refugees, parolees, asylum grantees, or Cuban/Haitian entrants.
- Non-citizens whose sponsors receive TANF or SSI.
- Non-citizens admitted to the United States before April 1, 1980, under Section 203(a)(7) of the Immigration and Naturalization Act.
- Non-citizens who are not required to have a sponsor under the Immigration and Nationality Act, such as refugees, parolees, asylum grantees or Cuban/Haitian entrants.
- Non-citizens who are members of their sponsor's SNAP case.
- Non-citizens who are sponsored by an organization or group as opposed to an individual.

- Non-citizens admitted to the United States after March 31, 1980, under Section 207 (c) of the Act.
- The dependent child of the sponsor.
- The dependent child of the sponsor's spouse.
- Non-citizens who the agency has determined to be unable to obtain food and shelter considering:
 1. The sum of the eligible non-citizens household income
 2. Cash on hand
 3. Food
 4. Housing or other assistance
 5. Cash contributions from the sponsor or others
 6. The value of any in-kind assistance provided by the sponsor or others.

The sum of the income may not exceed 130% of the federal poverty level in the application month.

If the non-citizen is determined to be indigent, the only amount that the agency can deem is the amount provided for the period beginning on the date of such determination and ending 12 months after this date. Indigent determination may be renewed for 12-month periods.

The local office **MUST** notify the USCIS* of each indigent determination, including the name of the sponsors and the sponsored non-citizen involved

- Non-citizens who the agency has determined to be unable to obtain food and shelter considering:
 1. The sum of the eligible non-citizens household income
 2. Cash on hand
 3. Food
 4. Housing or other assistance
 5. Cash contributions from the sponsor or others
 6. The value of any in-kind assistance provided by the sponsor or others.

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If the non-citizen is determined to be indigent, the only amount that the agency can deem is the amount provided for the period beginning on the date of such determination and ending 12 months after this date. Indigent determination may be renewed for 12-month periods.

The local office **MUST** notify the USCIS* of each indigent determination, including the name of the sponsors and the sponsored non-citizen involved.

- Battered non-citizen spouses, non-citizen parents of a battered child, or child of a battered non-citizen, for 12 months after the agency determines that the battering is substantially connected to the need for benefits, and the battered individual does not live with battered. After 12 months, the agency must not deem the batterer's income and resources if the battery is recognized by a court or the USCIS and has a substantial connection to the need for benefits, and the non-citizen does not live with the batterer

* See E&P MS A-640.6.2 for the address of the United States Citizenship and Immigration Services.

461.3 Responsibility to Provide Information [\(toc\)](#)

The sponsored non-citizen is required to obtain all information from the sponsor and sponsor's spouse and for reporting changes in the sponsor's situation as any other change is reported.

Failure of the sponsor to submit information necessary to determine non-citizen and sponsorship status, income and resources, will result in ineligibility for the entire TANF household

Non-citizens waiting for proof of information from the sponsor are disqualified until the information is provided. Remaining household members may participate if eligible.

When verification is not submitted timely, the non-citizen is considered an ineligible non-citizen. The non-citizen's income and resources are counted using the disqualified non-citizen rules.

If the disqualified non-citizen later provides the information, process the information as a reported change.

461.4 **Reserved** ([toc](#))

461.5 **Reserved** ([toc](#))

461.6 **Sponsors' Liability in Overpayments** ([toc](#))

Sponsors and non-citizens are jointly liable for overpayments resulting from incorrect information provided by the sponsor unless the sponsor can show good cause or that he was not at fault for the error. The sponsor or non-citizen, or both, can appeal the amount or fault of an overpayment. If an overpayment is suspected involving the sponsor or non-citizen refer both to Investigations and Recovery (I&R).

461.7 **Reserved** ([toc](#))

462 **STRIKERS** ([toc](#))

462.1 **Definition of Strikers** ([toc](#))

A striker is anyone who participates in a slow-down or stoppage of work with one or more other employees. However, once a company hires a replacement for a striker, an individual is no longer considered a striker.

A person's status as a striker ends only when they return to the job, retire, quit, get locked out or fired, or the company is forced out of business regardless of the length of the strike.

Exception: Apply the voluntary quit penalty to striking federal, state, or local government employees who are dismissed because they strike.

462.2 **People Not Considered Strikers** ([toc](#))

People not considered strikers are those who are

- exempt from work registration on the day before the strike for any reason other than employment (such as child care).
- not participating in the strike but cannot work because of the strike. **Example:** Airline pilots strike, and baggage handlers cannot work because there is no work.
- afraid to cross the picket line because of threatened harm.
- locked out of their jobs by employers, including people who were on strike before the lockout

462.3 Eligibility Requirements [\(toc\)](#)

Deny the household's application or terminate ongoing benefits for any month in which a legal parent with whom the child is living is participating in a strike on the last day of the month.

When determining eligibility and grant amount, do not include the needs of other members of the household who participate in a strike on the last day of a month.

Note: Calculate overpayments when applicable

A household with strikers is ineligible for SNAP benefits, unless the household is eligible the day before the strike and is otherwise currently eligible.

462.4 Resources [\(toc\)](#)

If resources are over the maximum limit either the day before the strike or currently, the household is ineligible.

Exempt any property necessary to produce income, such as tradesman's tools.

Prestrike Eligibility — Use the income of all household members (including the striker) as of the day before the strike. If the household is ineligible, deny or terminate the case.

If the household would have been eligible before the strike, compute current eligibility.

Current Eligibility

1. Compare the striker's income for the 30 days prior to the day the strike began with their current income (including union benefits and part-time jobs). Count the higher of the two incomes

2. Add the striker's higher income to the current income of the other household members.

If the household is not eligible, deny or terminate benefits.

If the household is eligible based on current income and income before the strike, determine if the household meets all other eligibility criteria. Other eligibility criteria must be considered the same as income, e.g., the household must be eligible both currently and before the strike.

The household WILL NOT receive an increased allotment because of a decrease in the household's income due to the strike.

462.5 **Reserved** [\(toc\)](#)

462.6 **Reserved** [\(toc\)](#)

462.7 **Verification** [\(toc\)](#)

Contact union and company officials to find out the probable length of the strike and to verify wages from the struck company, striker's benefits, or other help from the union.

Do not use the services of people or organizations who are parties to a strike or lock-out to interview applicants involved in the strike or lock-out.

463 **RESERVED** [\(toc\)](#)

470 **ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDs)** [\(toc\)](#)

Effective 07/04/2025, all ABAWD individuals ages 18 through 64 are ineligible to continue to receive SNAP benefits after receiving three (3) full issuances (do not count or track prorated benefits for the initial month of application or benefits calculated to be under the minimum allotment and not paid for the month of application), if during a 36 month fixed period they did not either:

- Worked at least 20 hours or more per week (averaged monthly).

Note: receiving earnings equal to 20 hours per week multiplied by the federal minimum wage does not apply here as it does in the SNAPET exemptions, or

- participate in and comply at least 20 hours or more per week with on-the-job training programs under section 129(c)(2)(C)(iv) or section 134(c)(3)(D)(ii) of WIOA, Trade Adjustment Assistance Act (TAAA) program; or
- participate in community service at least 20 hours or more per week.

For the purposes of this section, work is defined as:

- work in exchange for money.
- work in exchange for goods or services (work “in kind”); or
- a combination of work for money and work “in kind.”

Eligibility for another three (3) months can be regained under certain conditions. The additional three (3) months must be consecutive. See E&P MS B-473.

470.1 ABAWD Exemption Provisions [\(toc\)](#)

An applicant/recipient meeting one of the following conditions is **exempt** from the ABAWD provisions.

To be **exempt** from the ABAWD provisions, the applicant/recipient must be:

- under age 18 or age 65 and over (an individual is no longer considered an ABAWD the month following their 65th birthday, unless their birthday falls on the 1st).
- medically certified as physically or mentally unfit for employment as follows:
 1. is receiving temporary or permanent disability benefits issued by governmental or private sources;
 2. is obviously mentally or physically unfit for employment as determined by the Division of Social Services (DSS);
 - a. if the unfitness is not obvious, applicant/recipient provides a statement from a physician, psychologist, medical personnel or social worker that he or she is physically or mentally unfit for employment.
- SNAP household includes a child under age 14.
 - Allow exemption if the child is a required participant but is ineligible due to citizenship or failed enumeration.
 - Do not allow for shared custody, a child cannot be a participant in more than one household at a time.
- Applicant/recipient is pregnant.
- A high school student age 18 or 19.
- Applicant/recipient meets a Federal SNAPET exemption (EXCLUDING SNAPET CODE 03).
- ABAWD living in a waived area. See E&P MS B-472 for the current list of waived areas.
- Individual is a member of an Indian Tribe.

470.1.2 State Discretionary Exemptions [\(toc\)](#)

A provision of the Fiscal Responsibility Act of 2023 allows states to apply discretionary exemptions to up to 8 percent of ABAWDs based upon the state's prior fiscal years ABAWD caseload. These exemptions must only be used for ABAWD individuals who do not qualify for any other exemption. Nevada Revised Statute (NRS) 422A.339 identifies the only circumstances in which the State of Nevada discretionary exemptions may be applied. Office Managers, or their designee, are responsible for reviewing and posting cases in which a discretionary exemption may be granted.

Nevada's statewide ABAWD waiver was terminated FY2026. Due to the statewide waiver being in place, Nevada currently does not have any discretionary exemptions for use. Once discretionary exemptions are made available by FNS, a memo will be released. Unused state discretionary exemptions cannot be carried into the next fiscal year.

Apply a discretionary exemption to ABAWD individuals who do not meet any other exemption, and:

1. Have worked more than 20 hours per week (80 hours per month) for part of the year, and are currently working but working less than 20 hours per week for the remainder of the year.
2. Been discharged from the Armed Forces of the United States or National Guard for one (1) year after discharge.
3. Does not have custody of his or her child but is responsible for child support.
Note: The child support does not have to be court-ordered, and the individual does not have to be paying the support obligation to qualify for this exemption.
4. Are unpaid caregivers for a parent, child or sibling, living outside the home, who is elderly or disabled.

Decisions regarding ABAWD status for Simplified Reporting households will be delayed until the next recertification, unless the change is reported by the customer.

470.2 ABAWD Certifications [\(toc\)](#)

SNAP cases with:

- A single individual or household in which all members are identified as an ABAWD will be certified for a 6-month certification period but will only receive 3-months of eligible benefits. For initial applications, if the first month is a prorated month the individual will receive the prorated month plus the initial 3 months of benefits. To ensure proper eligibility, TREL and POST the prorated month first, then POST out as far as the system will allow.
- For combination households, a household that has ABAWDs and non-ABAWDs, they will be given a certification period (e.g., 6, 12) based on household reporting requirements. To ensure proper eligibility, if any household member's ABAWD limit will be reached within the date range in which benefits may be posted, eligibility must be triggered and posted separately for each month. If multiple months

have been triggered, the worker must delete the future month(s) before posting the first month of eligibility (i.e., the application month for intake or the month the change is effective for an ongoing case). After posting the first eligibility month, trigger eligibility for the next month then POST benefits out as far as the system allows.

471 SNAPET WORK CODES TO SCREEN AND USE IN DETERMINING SNAPET STATUS [\(toc\)](#)

The ABAWD requirements and SNAPET participation are two separate determinations:

- An individual receiving Unemployment Insurance Benefits (UIB) is exempt from both the ABAWD requirement and SNAPET participation.
- Individuals age 18 through 60 are subject to both ABAWD requirements and SNAPET participation, unless otherwise exempt.
- Individuals living in waived areas are exempt from ABAWD requirements.
- An individual who is working between 20 and 29 hours a week is exempt from ABAWD requirements (ABAWD code W).

For SNAPET work participation requirements, see E&P MS A-800.

FEDERAL SNAPET EXEMPTIONS

An individual meeting a federal SNAPET exemption is NOT an ABAWD excluding 03 (age 60) (see E&P MS B-470). When an individual no longer meets a federal SNAPET exemption, determine if the individual is then considered an ABAWD and update the E&T code (mandatory or state exemption).

For Federal SNAPET Exemption codes see E&P MS A-816.

STATE SNAPET EXEMPTIONS

An individual meeting a state SNAPET exemption may or may not be an ABAWD.

For state SNAPET exemption codes see E&P MS A-816.

SNAPET PARTICIPATION DEFERRALS

For SNAPET Participation Deferral codes see E&P MS A-816.

MANDATORY CATEGORY CODES – SNAPET

Mandatory Codes	Definitions
M	Mandatory
(Y) in Vol Sts field	Volunteer
E	Exempt

472 LABOR SURPLUS AND HIGH UNEMPLOYMENT RATE WAIVER AREAS [\(toc\)](#)

ABAWD Individuals who reside in or move to a waiver area are exempt from the ABAWD work requirements. This exemption does not exempt individuals living in these waived areas from SNAPET requirements.

Effective February 1, 2026, the waived areas in Nevada are:

- Reservation/Tribal Areas with Unemployment Rate Over 10%

Reservation/Tribal Areas

- | | |
|--|-----------------------------------|
| • Battle Mountain and Off-Reservation Trust Land | • Lovelock Indian Colony |
| • Campbell Ranch | • Pyramid Lake Paiute Reservation |
| • Dresslerville Colony | • Reno-Sparks Indian Colony |
| • Elko Colony | • Stewart Community |
| • Fort McDermitt Indian Reservation | • Walker River Reservation |
| • Las Vegas Indian Colony | • Yerington Colony |

Note: With the passage of H.R.1, individuals age 18-64 who are members of an Indian Tribe are exempt from ABAWD work requirements and will continue to be coded as “N” (NOT AN ABAWD) under their ABAWD code on their MEMBER BAP. Individuals who **are not** members of an Indian Tribe living within the boundaries of the above reservation areas should be coded as “Z” (MEMBER LIVING IN A WAIVER AREA) on their MEMBER BAP.

- Nevada Counties with Unemployment Rate More than 10% Above National Average Rate

Mineral County (includes):

- | | |
|-------------|---------------|
| • Hawthorne | • Schurtz |
| • Luning | • Walker Lake |
| • Mina | |

473 ABAWD TIME LIMITS AND TRACKING [\(toc\)](#)

Able-Bodied Adults Without Dependents (ABAWD) who do not meet work requirements can only receive SNAP benefits for 3 months in a 36-month period. An ABAWD denied/terminated because they exhausted the first three months may regain eligibility as indicated below.

- **Regaining Eligibility and Application of the Second 3-Month Period**

If an individual had eligibility denied/terminated for exhausting all their ABAWD months, they can regain eligibility.

To regain eligibility, an ABAWD must work or participate in a work program (or a combination of both) for 80 or more hours within a thirty-day period. The individual did not have to be participating in the SNAP program when the 80-hour criteria was met. **Note:** An individual who regains eligibility may **remain eligible** to receive SNAP benefits if meeting the work requirements listed in E&P MS B-470. The requirement of working or participating in a

program for a minimum of 80 hours in a thirty-day period to regain eligibility does not have to be recent. An individual ABAWD may meet this requirement while receiving SNAP or during the period they are off SNAP or during the 30-day application process. To regain eligibility for three (3) consecutive months, an individual must have had eligibility denied/ terminated.

A person who regains eligibility and subsequently can **no longer** meet the ABAWD work requirements, remains eligible for 3 consecutive months beginning on the date the individual notifies the division they no longer meet the requirements. The second 3-month eligibility period can be given only once in the 36-month period.

- **36-Month Period**

The State of Nevada uses a fixed 36-month ABAWD calendar. Under this system, all ABAWD time limits are tracked using the same statewide 36-month period, rather than individual rolling clocks. Each ABAWD is limited to 3 countable months of SNAP benefits within this fixed period unless they meet work requirements or qualify for an exemption.

- **Out of State ABAWD Status**

If it is verified a person received SNAP benefits in another state in ABAWD status, this must be counted and tracked, except as noted below:

NOTES:

- If one of the three-month issuances expires and the customer later reapplies for benefits, they are entitled to an additional month(s) of benefits, if otherwise eligible, because the expired issuance cannot be counted as one of the three issuances in a 36-month period because it was not redeemed.
- If only one or two issuances in the three-month count are received out of state, the customer may receive the additional issuance(s) in Nevada, if otherwise eligible.
- Do not include (track/count) **an initial application month's prorated issuance** received in **any** state as one of the three months.

- **Tracking ABAWDS**

An individual's ABAWD status is tracked in the case record from the MEMBER BAP. The MEMBER BAP will identify an **individual's** ABAWD status by the "N" or "Y" or other applicable codes (see below) selected from the ABAWD drop down. Once recorded, the corresponding code will be tracked on the individual's ABAWD calendar. **The ABAWD status must be updated on the MEMBER BAP and/or ABAWD calendar when there is a change that impacts the individual's ABAWD status.** When eligibility is regained for receipt of the three (3) consecutive months, use ABAWD code **"R"** in the ABAWD drop down.

The "ABAWD" calendar is used to capture and track ABAWD status by using one of the following codes:

ABAWD CODE	DEFINITION
I (system generated)	Individual meets the definition of ABAWD but is ineligible to receive SNAP due to an Intentional Program Violation (IPV).
N	Individual is Not an ABAWD
O	Individual is an ABAWD and qualifies for a state discretionary exemption (8% exemption). The reason for the discretionary exemption must be clearly narrated in the case notes and reviewed and posted by the Office Manager or designee.
R	Requalified ABAWD (see E&P MS B-473)
V (system generated)	Individual meets the definition of a Requalified ABAWD but is ineligible to receive SNAP due to an Intentional Program Violation (IPV).
W	Individual meets the definition of ABAWD and is meeting work requirements of 80 hours or more a month.
X (system generated)	Ineligible for SNAP for any reason including ineligible non-citizen, fleeing felon, non-cooperation with SNAPET or when a case is closed.
Y	Individual meets the definition of ABAWD and does not meet the work requirements
Z	Individual meets the definition of an ABAWD but is currently living in a waived area.

When the ABAWD flag on the MEMBER BAP is set to N, or O, an exemption reason code must be selected. Use the following Exemption Reason Codes when N or O ABAWD code is selected:

ABAWD CODE	REASON CODE	DEFINITION
O	C	Caregiver (<i>of a parent child or sibling who is elderly or disabled</i>)
	D	Discharged (<i>from the Armed Forces or National Guard</i>)
	E	Child Support (<i>responsible for but unable to pay</i>)
	S	Employed less than 20 hours (<i>for the remainder of the year and was employed more than 20 hours part of the year</i>)
N	1	Member under age 18 or 65 and older
	2	Child under age 14 in the household
	3	Member meets Federal SNAP E&T Exemption
	4	Member meets – Indian, Urban Indian or CA Indican (Individual is a member of an Indian Tribe)
	5	Member is 18-19 enrolled in high school
	6	Member is pregnant
	7	Member is an ABAWD, but the benefit month is prorated. (can only be used for the initial month of eligibility)
	8	Member is an ABAWD, eligible for Zero benefit (in a mixed household)

Update ABAWD status no later than the next issuance cycle following the change in circumstance. If the adverse action date has passed, update the case for the next issuance cycle. Do not count months the customer was not an ABAWD when applying the 3 in 36-month rule. If there is a coding or tracking problem and/or system correction is needed, submit a Help Desk Ticket through OTRS to update the ABAWD calendar with the correct ABAWD indicator.

480 STUDENTS IN HIGHER EDUCATION [\(toc\)](#)**480.1 Definitions [\(toc\)](#)**

For the purpose of this section, a student is between the ages of 18 through 49 and enrolled at least half time in an institution of higher education. An individual is considered to be enrolled in an institution of higher education if the individual is enrolled in a business, technical, trade or vocational school that normally requires a high school diploma or equivalency certificate for enrollment in the curriculum, or if the individual is enrolled in a regular curriculum at a college or university that offers degree programs, regardless of whether a high school diploma is required.

Note: Business, trade, vocational or technical schools who require an individual to take and pass an entrance “equivalency test” in lieu of a high school diploma or GED are considered an institution of higher education.

Enrollment — Enrollment begins the first day of the first school term. Once enrolled, the student is considered enrolled through the regular school year and vacation; unless the student graduates, is suspended/expelled, drops out or does not intend to register for the normal school term (excluding summer school).

Note: Refugee training programs approved, funded or operated by the Office of Refugee Resettlement (ORR), Department of Health and Human Services (HHS), are federally recognized training programs.

480.2 Student Eligibility Requirements [\(toc\)](#)

A student qualifies for SNAP by meeting any one of these requirements:

- Enrolled in the school less than half-time, suspended from school, or not planning to register for the next normal school term/course, if another term is available for the student’s curriculum.
- Medically certified as physically or mentally unfit for employment as follows:
 - a. is receiving temporary or permanent disability benefits issued by governmental or private sources;
 - b. is obviously mentally or physically unfit for employment as determined by Division of Social Service (DSS);
 - c. if the unfitness is not obvious, provides a statement from a physician, psychologist, medical personnel or social worker that he or she is physically or mentally unfit for employment.
- Employed for pay at least 20 hours a week OR, if self-employed, work a minimum of 20 hours a week and receive weekly earnings at least equal to the federal minimum wage multiplied by 20 hours.
- Participates during the regular school year in a state or federally funded work/study program.

- Is assigned or placed in an institution of higher education in compliance with one of the following programs:
 - Workforce Innovation & Opportunity Act of 2014 (WIOA), formerly known as Workforce Investment Act of 1998 (WIA);
 - NEON;
 - SNAPET;
 - 236 of the Trade Act of 1974;
 - Other state and local government employment training program (approved by Central Office).
- Approved for TANF NEON.
- Responsible for the care of a dependent household member who is
 - under the age of 6; or
 - above the age of 5 and under 12 years old, and there is no available or adequate child care, or the other adult household members are working, or physically incapable of providing adequate child care;
 OR
 - under 12 years old and the single parent is enrolled full time in an institution of higher education (e.g., enrolled in a business, technical, trade, beauty or vocational school, or enrolled in regular curriculum at a college or university that offers degree programs regardless of whether a high school diploma is required. This includes correspondence and off-campus home-study enrollment. This exemption only applies in those situations where only one natural, adoptive or stepparent (regardless of marital status) is the same SNAP household as the child.

NOTE: If both parents are students, both cannot obtain student eligibility by caring for the same child.

480.3 Ineligible Students [\(toc\)](#)

An individual who does not meet the student eligibility requirements is not a member of the household. Do not count their income and resources for the remaining household members.

480.4 Work Requirements [\(toc\)](#)

Eligible students may be exempt from work requirements during the semester and regular school vacations if they remain enrolled.

480.5 Student Income [\(toc\)](#)

Determine the countable amount of all types of educational assistance, following policy in E&P Manual MS A-733.

Note: Student income is not exempted upon reaching 18 years of age.

480.6 Student Resources [\(toc\)](#)

Follow resource policy in E&P MS A-547 to determine resources.

480.7 Verification [\(toc\)](#)

Verify money from scholarships, loans, grants, and cash. Verification sources include but are not limited to:

- A statement from the grantor.
- A statement from the educational institution.
- Budget worksheets, or the like, from the educational institution.
- Form 2020 completed by the grantor or educational institution.
- Receipts for allowable costs.

481 RESERVED [\(toc\)](#)

482 RESERVED [\(toc\)](#)

483 RESERVED [\(toc\)](#)

484 RESERVED [\(toc\)](#)

485 RESERVED [\(toc\)](#)

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487 RESERVED [\(toc\)](#)

490 RESERVED [\(toc\)](#)