

SNAP WORK RULES VOLUNTEER SITE GUIDE



Department of
Transitional
Assistance



What are the Work Rules for SNAP clients?

Federal regulations make work rules a condition of eligibility for SNAP benefits. Able Bodied Adults without Dependents (ABAWDs) are restricted to 3 months of eligibility for SNAP benefits during a 3-year period, unless these individuals qualify for exemption or comply with the ABAWD work rules. To meet the work rules, ABAWDs must:

- work or participate in an approved education/training activity for 20 hours per week, or
- perform volunteer work for a specified number of hours per month.

DTA informs clients what their specified number of hours are that they must volunteer for each month.

How can my agency help?

If a client is not exempt from these rules, one of the ways they can meet the SNAP work rules is to volunteer at a non-profit, quasi-public, or public organization for a specified number of hours each month. Your agency can support these individuals by becoming an **approved volunteer site**.

Who can be a Volunteer Site?

To qualify as an ABAWD volunteer site, you will need to be a public, quasi-public, or non-profit agency (no political organizations).



Volunteer Sites: What is Required?

- If a client is volunteering at your site, you will need to submit official documentation from the volunteer site or fill out the ABAWD Work Program Participation Report to let DTA know that the client has secured a volunteer placement with your agency.
- The client is responsible for submitting the documents to DTA.
- The client will need to send verification again when the client needs to recertify – typically every 12 months.

Getting Started

- We ask that you fill out this form: Volunteer Site Form and tell us more about your agency.
- If we have any questions, we will follow up with you, then we can list your agency on the SNAP Path to Work website as a volunteer site. Clients that want to perform volunteer work to help keep their SNAP benefits will use the website to find a site near them.
- The more partners we have, the greater the likelihood that Massachusetts residents will be able to keep their SNAP benefits for as long as they need them.

If you have questions about being a volunteer site, email
DTA-ABAWDVolunteersite@mass.gov

Frequently Asked Questions

Who should I contact if I have questions about being a volunteer site?

You can email: DTA-ABAWDVolunteersite@mass.gov

Will volunteer sites need to provide DTA with any additional information?

All the necessary information is captured on the volunteer form, which only needs to be completed once during a certification period. After the form is completed and provided to the client, they submit it to DTA. Neither the volunteer site nor the client will need to revisit it until the client is due for either an Interim Report or Recertification of their benefits.

Is there a way to fill out the participation form online and submit it without having to print it out?

Not currently, but we can look into setting that up in the future.

What does it mean for a site to be "CORI-friendly"?

In a legal context, CORI stands for Criminal Offender Record Information, a "CORI-friendly" site is one that does not perform a CORI check or that may be able to host a volunteer with a past criminal record.

Are participation forms due on a particular date each month?

No, it all depends on the individual client's date of application (or Interim Report or Recertification) due date, and it's only submitted once.

Who is ultimately responsible for submitting the participation form?

The client is.

May an ABAWD do community service/volunteer work at more than one site in a given month?

Yes, they can in order to meet the total requirement.

Are there state (or federal?) rules or definitions for what qualifies as volunteer/community service work that we should review?

Volunteer placements must not be used to substitute paid staff, limit promotional opportunities available to regular employees, or be connected in any way to political or partisan activities; we will follow up once we receive more guidance from Food and Nutrition Service (FNS) (the arm of USDA that manages SNAP) on the new bill.

Do you have recommendations about policies or best practices an organization might want to have in place prior to hosting volunteers?

For starters, a dedicated contact would be great and we can add to the website. Additional best practices and recommendations will be shared as we continue to engage with volunteer organizations and gather feedback from them.