

Why should I contact my eligibility specialist?

You need to let your eligibility specialist know why you didn't keep your appointment with the Division of Workforce Development.

What happens if I don't contact my eligibility specialist?

You will be removed from the Food Stamp benefits and/or your case will be closed.

What if I must pay a babysitter so I can look for work?

If you have young children, you may be eligible to receive child care assistance while you are actually doing job search or job search training. Ask your eligibility specialist for a Child Care application.

CIVIL RIGHTS LAW

In accordance with Federal Law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

Any person who believes s/he may have been the object of such discrimination may file a written complaint with the County office, the Family Support Division, or with the United States Department of Agriculture, giving the specific details as to how and when the discrimination took place.

Send complaints to the Office of Civil Rights, P. O. Box 1527, Jefferson City, Missouri 65102.

For more information, contact your local Family Support Division office.

Missouri Department of Social Services
P. O. Box 1527
Jefferson City, MO 65102

To file a complaint of discrimination write:

USDA
Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
or call
(800) 795-3272 (voice) or
(202)720-6382 (TTY)

USDA is an equal opportunity provider and employer

Food Stamp



Work

Registration

What is work registration?

Work registration is registering with the Division of Workforce Development to find a job.

Who must register for work?

Job ready Food Stamp participants over the age of 15 and under age 60 who are unemployed or under-employed must register for work.

How do you decide who is job ready?

An assessment is completed at every Food Stamp application interview with your eligibility specialist. At that time you and your eligibility specialist determine who in your household is job ready and who is exempt or excluded from work registration.

Reasons members of your household may be exempt or excluded from work registration include, but are not limited to:

- s/he is caring for a child under age 6,
- s/he is disabled (receiving disability payments such as Social Security or SSI),
- s/he is 60 years of age or older,
- s/he is already employed and working at least 30 hours per week, or earning income that is more than 30 hours times the federal minimum wage,
- s/he has a temporary mental or physical disability such as an individual recovering from surgery,
- she is in her third trimester of pregnancy, and
- s/he has no personal car, no available public transportation, or no other means of transportation to the DWD office.

Those who are job ready, are not exempt or excluded, and are unemployed or under-employed are **mandatory work registrants**.

How do mandatory work registrants become registered for work?

Mandatory work registrants are subject to the Missouri Employment and Training Program (METP) participation requirements. These individuals are automatically referred to the Division of Workforce Development (DWD). The Division of Workforce Development sends mandatory work registrants an appointment letter telling them the date, time, and place to report.

What happens when I go to the Division of Workforce Development?

The Division of Workforce Development screens you against their job bank for employment opportunities. You must also look for work by contacting a specified number of employers and reporting back to the Division of Workforce Development.

The Division of Workforce Development will give you another appointment to return with your completed job search log.

Is there any help for me to cover my expenses?

If you have transportation expenses because you are looking for a job, you may be eligible for a \$25 check after you complete your first four weeks of job search.

Upon successful completion of your second four weeks of job search, you may be eligible to receive a second \$25 check.

Who do I contact if I don't get my check?

Contact your Family Support Division (FSD) eligibility specialist.

What if I can't keep my appointment?

If you can't keep your appointment with the Division of Workforce Development, contact the person who sent you the letter before your scheduled appointment. **Don't wait until after your scheduled appointment.** Remember they have set aside time for you and it is important that you let them know you cannot keep your appointment.

What happens if I miss my appointment?

If you miss your appointment, the Division of Workforce Development automatically sends that information to the Family Support Division. You will receive a notice from the Family Support Division telling you to contact your eligibility specialist.

Mandatory work registrants who fail to participate in the Missouri Employment and Training Program when called in by the Division of Workforce Development are disqualified from the Food Stamp Program:

- until s/he complies the first time,
- a minimum of three months or until compliance whichever is longer the second time, and
- a minimum of six months or until compliance, whichever is longer the third or more times.

