

Policy Transmittal Office of Self-Sufficiency Programs



Belit Burke, Self-Sufficiency Program Design
Administrator

Authorized signature

Number: SS-PT-18-014
Issue date: 06/15/2018

Topic: Food Benefits

Due date: 06/15/2018

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children’s Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Student Policy Change		
Policy/rule number(s):	OAR 461-135-0570	Release number:	
Effective date:	07/01/2018	Expiration date:	
References:			
Web address:	https://apps.state.or.us/cf1/caf/arm/A/461-135-0570.htm		

Discussion/interpretation:

New student eligibility criteria for SNAP benefits

A student attending an institution of higher education half-time or more must meet an exemption reason to be eligible for SNAP benefits. Due to flexibility with federal requirements, Oregon is expanding eligibility to students by adding a new exemption reason:

- The student is enrolled, either voluntarily or as part of an employment and training plan, or in a Career and Technical Education Program (CTE) in

accordance with Carl D. Perkins Career and Technical Improvement Act of 2006, also referred to as Perkins IV.

What is a CTE

An Oregon Career and Technical Education Program of Study is a sequence of CTE courses, aligned to industry standards at the secondary and post-secondary level that integrates technical and career skill proficiencies with academic content. A CTE program of study prepares students for the workplace, further education, training and community roles.

All Oregon's 17 community colleges offer eligible CTE programs. These colleges include:

Blue Mountain CC	Klamath CC	Rogue CC
Central Oregon CC	Lane CC	Southwestern Oregon CC
Chemeketa CC	Linn-Benton CC	Tillamook Bay CC
Clackamas CC	Mt Hood CC	Treasure Valley CC
Clatsop CC	Oregon Coast CC	Umpqua CC
Columbia Gorge CC	Portland CC	

Students enrolled at a community college do not automatically meet this exemption. To meet the exemption, students must be enrolled in a CTE program.

IMPORTANT: Universities in the state of Oregon currently do not have any CTE programs that meet the requirements of Perkins IV. Students attending university in the state of Oregon would not meet the requirements for this exemption.

Verification of CTE enrollment

The community college **must verify** that the program the student is enrolled in meet the Perkins IV requirements for a CTE program. The *Community College Verification Form* (DHS 934) must be given to the student to have the school administrator complete.

Implementation/transition instructions:

Who is a student?

When an applicant indicates that they are a student, determine if the individual is subject to student eligibility requirements. Student eligibility does not apply to individuals who are:

- Under age 18, or age 50 or older
- Attending high school, Adult Basic Education (ABE) or a GED program

- Participating in a training program provided by an employer
- Enrolled in schools and training programs that are not institutions of higher education such as vocational, technical, business or trade schools that do not require a high school diploma or equivalency for the enrollment in the program of curriculum
- Enrolled for the exclusive purpose of obtaining training in English as a Second Language (ESL), provided that the courses are not taken for credit as part of a total program
- Attending school less than half-time
- Reporting physical or mental health reasons that create a barrier to employment
- New students who have enrolled but will start classes after the month the eligibility decision occurs

If student eligibility applies to the individual, review the list of exemptions to determine if the student is eligible for SNAP. Narrate **all** exemptions that the student meets. If the student attends a community college, be sure and review for eligibility including the new criteria.

Community College Verification form (DHS [934](#) (available on the forms server 07/01/18)):

- Specifically, for students enrolled in community college, even if the community college is not located in Oregon.
- A school administrator must sign the form verifying that the student is enrolled in an approved CTE program.

Processing cases with community college students:

- If a student's SNAP eligibility is dependent on meeting the CTE program criteria, the case must be pended. Use a *Notice of Pending Status* (DHS [210](#)) form to request a completed DHS 934.
- If the form is not returned and the student meets no other exemption, they are ineligible for SNAP.
- Deny the application if the ineligible student is the only one in the filing group.

NOTE: If there are other eligible members in the filing group, code the student as SH or ST, and exclude any income and costs they pay from the household. The ineligible student is excluded from the filing, financial, need and benefit groups.

Able Bodied Adult Without Dependents (ABAWD)

A student enrolled in higher education at least half-time meets exemption reason “2.” They are not subject to ABAWD time limits while they meet an exemption reason.

Acting on change during certification period

If an eligible student reports a change that indicates they are no longer eligible for the original exemption and another exemption is not readily identified, send timely notice to close or reduce SNAP benefits.

Acting on changes in student status on *Interim Change Report* (DHS [852](#))

An individual is no longer a student when they report a reduction in school hours to less than half-time or they are no longer attending school. Review eligibility to determine if they are still SNAP eligible. Update work registration codes and review for work registrant and ABAWD criteria.

If a student reports a change indicating they are no longer eligible for an exemption, review past narration to identify if any other exemption reason is listed. If unable to determine that they meet a new exemption reason, the student is ineligible for benefits and is coded SH or ST. If the student is the only individual receiving SNAP benefits send timely notice of closure.

EXAMPLE #1: *Jill submits her Interim Change Report (ICR) on 7/5 and reports that she is no longer working. At the time of application in January, she was a full-time student and was working 20 hours per week. No other exemption was identified at the time of application, per narration. Since Jill is the only one in the filing group and no other exemption reason is identified: close SNAP benefits 7/30 and send notice because she is an ineligible student. Jill’s reported change is considered verified upon receipt and required to be acted on. Do not pend Jill for verification of another exemption reason.*

EXAMPLE #2: *Jack calls and reports that his son has moved in with his mother in Washington and she would like to add the child to her SNAP benefits. He states that he is attending Mt Hood Community College full-time for the next two years, so he will only have his child on the weekends to allow him to focus on school. When Jack applied three months ago, he was allowed an exemption as a student due to his 5-year-old son living with him.*

Jack is not sure if he is in a CTE program. Close SNAP benefits with timely notice after removing his son.

- *Do not pend Jack for verification that he meets another exemption.*
- *Do inform Jack of CTE eligibility at community colleges, mail the DHS 934 to him, and let him know he may choose to have it completed and return it, if he is interested in possibly receiving SNAP for himself.*
- *Inform him that his SNAP case will be closing.*
- *If he chooses to turn in Community College Verification form (DHS 934) before his case closes, benefits can be reopened.*

Local/branch action required: Share this information with staff who are responsible for determining eligibility for Self Sufficiency Programs and take the above-listed actions.

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): SNAP POLICY TEAM	
Phone:	Fax:
Email: SNAP.POLICY@dhsosha.state.or.us	