

Department of Social and Health Services
Olympia, Washington
EAZ Manual

Revision # 1316
Category Basic Food Work Requirements – Work Registration
Issued 01/31/2025
Revision Author: Alexis Miller
Division CSD
Mail Stop 45440
Phone 253) 579-3144
Email alexis.a.miller@dshs.wa.gov

Summary

Updated clarifying information for WAC 388-444-0005 to reflect the current age group for ABAWDs. Also made minor cosmetic changes (e.g., correcting numbers and spacing).

Updated Jan. 31, 2025

See below for edited text:

See below for edited text:

Revised: ~~September 1st, 2023~~ January 31. 2025

Purpose:

WAC 388-444-0005 Am I required to work or look for work in order to be eligible for Basic Food?

Clarifying Information - [WAC 388-444-0005](#)

Exempt clients (per [WAC 388-444-0010](#)) ~~are not~~aren't required to register for work, so they ~~are~~aren't work registrants.

Non-exempt clients are people who receive Basic Food and must be registered for work. They are considered work registrants, and further divided into **two** groups:

Work Registrants	<ul style="list-style-type: none">• Clients age 16 through 59 who do not meet an exemption listed in WAC 388-4440010 must register for work and meet Work Registration requirements.• There are no time limits for nonNon-ABAWD work registrants <u>do not have time limits</u>.• Participation in Employment & Training is voluntary in Washington State.• Work registrants who voluntarily quit a job or reduce their work hours below 30 hours a week without good cause will face a penalty.• DSHS registers the clients for work by completing the Work Registration page in ACES/3G.
Work Registrants Who are ABAWDs	<ul style="list-style-type: none">• Able Bodied Adult Without Dependents (ABAWD) are a subset of Work Registrants who must meet further requirements in order toto remain eligible for benefits.• Able-bodied adults, ages 18 through 50 beginning September 1, 2023 (and 52 beginning October 1st, 2023 <u>September 30, 2024 and age 18 through 54 beginning October 1, 2024</u>), without dependents, and without a physical or mental disability preventing them from working, and who live in an non-waived area, are required to participate in specific activities <u>outlined in the ABAWD WACs to stay eligible/retain eligibility</u> for Basic Food and avoid<u>beyond</u> the three month time limit <u>unless they have an exemption or exception to participation rules. See ABAWDs- Able-Bodied Adults Without Dependents for information on exemptions and exceptions.</u>• ABAWD clients are referred to options to meet their participation requirements.

Worker Responsibilities - [WAC 388-444-0005](#)

1. During application, add a person, ~~or~~ eligibility review, or ~~another a~~ change that impacts work registration, ~~determine if~~screen members of the Basic Food household to determine exempt or are non-exempt ~~work registrants or exempt~~status.
2. For any exempt work registrants, code the most appropriate exemption per current procedure.
3. For any non-exempt work registrant, determine if the client(s) is considered ABAWD.
4. If a WorkFirst household is sanctioned, determine ~~whether or not~~whether the sanctioned ~~persons individual is~~are exempt from Basic Food work requirements. Disqualify nonparticipating members of the TANF household from receiving Basic Food unless they are exempt under WAC 388-444-0010.
5. Read the Work Registration and BFET Script(s), ~~referring to any~~ household members in the assistance unit that are work registrants. Perform-Complete any necessary referrals to employment and training opportunities.
6. Ensure the Consolidated Work Registration Notice populates in the letters for the household.