

**STATE OF ALASKA  
DEPARTMENT OF HEALTH & SOCIAL SERVICES  
DIVISION OF PUBLIC ASSISTANCE**

**NOTICE TO FOOD STAMP HOUSEHOLDS  
EMPLOYMENT & TRAINING PROGRAM and WORK REQUIREMENTS**

To get food stamps, all household members between the ages of 16 and 59 must:

- Provide the Division of Public Assistance with employment status and job availability information
- Accept an offer of employment
- Stay employed
- Not reduce work hours

A household member is excused from the Food Stamp Program work requirements if the person is getting Alaska Temporary Assistance, Native Family Assistance, or Unemployment Insurance benefits. However, the person must comply with the work requirements of that program or may be disqualified from the Food Stamp Program.

Household members may also be excused from the work requirements if they are unable to work because of illness or disability, or they need to be home to care for a household member, or they are getting drug or alcohol treatment, or they are subsistence hunting or fishing, or they are currently enrolled in a college or university or a training program.

**EMPLOYMENT & TRAINING PROGRAM**

In addition to the requirements above, most adults living in Anchorage, Fairbanks, Juneau, the Kenai Peninsula, Ketchikan, and the Matanuska-Susitna Valley must take part in the Employment & Training (E&T) Program.

The E&T Program offers:

- Job search assistance and help in setting employment goals
- Local job market information and tips on seasonal job openings for all seasons
- Referrals to suitable work
- Information about job fairs, workshops, and new jobs
- Help with job search transportation costs

**YOUR RESPONSIBILITIES**

If you are required to take part in the Employment & Training Program, you must:

- Attend an E&T orientation with an E&T case manager and develop an employment plan based on your experience, job skills, and current work situation
- Participate in the E&T Job Search activity for a period of time and report for a second appointment if you do not find suitable work
- Report to an employer when you are referred to one by your E&T case manager
- Accept and continue suitable employment you get through the E&T Program

**YOUR RIGHTS**

If you think that an action taken by your E&T case manager or an eligibility caseworker is wrong, you have the right to have your case reviewed by another staff person who was not involved in the case action.

You have the right to ask for a fair hearing when your food stamp benefits go down or stop because of a Food Stamp Program work requirement or Employment & Training Program penalty.

**PENALTIES**

If you do not comply with these work requirements after being asked to do so, you will be disqualified from the program and you will not get food stamps for one month (first time), three months (second time), and six months (third time and beyond).

*Note:* If a person serving a food stamp disqualification moves into your household, they will not be added to your food stamp case until their disqualification period ends.