

ADC Budgets Not Current
Verification of Participation from Employment

ADC has closed

Participation hours can be based on a SNAP or CC budget, without request for exception, if the ADC or TMA-G closes for the month after the reporting month and SNAP or CC budgets have been more recently updated.

When contractor is aware of employment change
and ADC is active but budget not updated

For the first month of employment or a change in employment, the contractor will continue to use client declaration to calculate participation hours if verification is not available in N-Focus scanned documents or budgets have not been updated.

For subsequent months, if budgets have not yet been updated when participation reports are due, the contractor must review N-FOCUS scanned documents in the Income category to determine if new verification is available.

If the verification is an employer statement, or Earned income Verification, and no pay periods are included, the contractor will calculate hours of participation based on average hours per week.

If the verification is pay stubs, or a pay ledger, the contractor must use all pay verifications available to calculate hours of participation.

Calculations will be based on average hours per week using the appropriate conversion factor:

Two times per month: Weekly hours X 2 X 2

Every two weeks: Weekly hours X 2 X 2.15

Every week: Weekly hours X 4.3

Documentation of the calculation will be made on the attached template that will be scanned into N-FOCUS Work Requirements.



[Documentation of Employment Participation.docx](#)

For new Self-Employment, or changes in Self-Employment the contractor must send a question to DHHS Policy Questions.