SNAP Student Eligibility Tool

Note: Simplified Reporting applies to students, so be sure to act on changes according to reporting requirements for a specific household.

Not a Student if:	Individual is a Student if:	Included/Eligible Student if (273.5(b)):
Age: Not yet age 18 or age 50 and older. *B-4215.11 & 273.5(b)(1) & 273.5(b)(2).*	**Age:** Age 18 and not yet 50. B-4217	❑ Student receives BCA under CoWs; ❑ Has paid employment at least 20 hours a week (not an average); ❑ Is self-employed at least 20 hours a week (not an average) and earns federal minimum wage times 20 hours; ❑ *Approved for, accepted, and anticipate working through federal or state work study; ❑ Provides more than 50% of the care for a child in the home under age 6; ❑ Provides more than 50% of the care for a child in the home age 6 and not yet 12 and county has determined adequate care is not available; ❑ A fulltime student who is a single parent (natural, adoptive or step) caring for a child in the home not yet age 12; ❑ Enrolled in higher education (not self-initiated) through WIA, EF, an approved state or local training program, or a Trade Act of 1974 section 236 program; or ❑ Participating in OJT (not an internship, field work or practical experience related to the course of study).
Physically/mentally unfit for work: ❑ Person receives disability payments; ❑ If unfitness is not evident, is it verified; or ❑ Person is participating in an education program through the Division of Vocational Rehab. *B-4215.13*	**Physically/Mentally able to work:**	
Not Enrolled in an "Institution of Higher Education" if: ❑ Course or program does not require a High School Diploma or GED to participate (unless enrolled in a regular course at a college or university that offers a degree, but does not require a HSD or GED); ❑ English as a Second Language (ESL); ❑ High school completion or GED courses regardless of institution; or ❑ A WIA program contracted by the college.	**Enrolled in an "Institution of Higher Education" if:** ❑ The school requires a High School Diploma or GED to enroll in the curriculum, including: business, trade, technical or vocational schools or programs, as well as correspondence and online schools, programs or courses; or ❑ The person is enrolled in a regular curriculum at a college or university that offers degree programs regardless of whether a high school diploma is required (i.e., a two or four-year college or university that offers a degree but does not require a HS diploma or GED). B-4217 *273.5(a)*	
Enrollment Status: ❑ School/program verifies enrolled less than halftime; ❑ Person graduated; ❑ Person expelled or suspended; ❑ Person dropped-out; or ❑ Person does not intend to return/has not registered for the next class session (excluding summer). *B-4215.14*		**Excluded/Ineligible Student if:**
		❑ Do not meet any of the above criteria; or ❑ *If the only reason the student is eligible is due to work study, eligibility stops when the award expires (i.e., work study is approved 1/8 to 5/25 and 8/18 to 12/12, the student is not eligible from June to 8/17. Note: receiving UIB does not apply to student eligibility.

*The student must anticipate actually working during the award period. If it is questionable whether the student will actually work, documentation is required on a case-by-case basis as is verification of when work will begin such as the actual start date for the assignment. Students who participate in work-study are only eligible for the awarded period and not eligible when the work-study stops for one full month or more such as during the summer months unless the person continues the work study assignment during the break. The student must be re-evaluated for eligibility during breaks in work-study award periods. A student would have to meet another eligibility requirement to remain an eligible student (Title 7, section 273.5(b)(6)(ii).

CBMS Data Entry

Non-Student	Included/Eligible Student
Age: Individual Demographics – CBMS uses “Birth Information” section “Date.”	**Age:** Individual Demographics – CBMS uses “Birth Information” section “Date.”
Unfit for Work/Disabled: Medical Conditions window – “Able to Work” radio button must be “No,” AND Disability Determination window – “Result” field must be “Disabled,” “Blind,” or “Disability Continues.”	**Able to work:** Be sure the Unfit for Work/Disabled windows are blank or appropriately end dated.
Less than Halftime: Student Detail window – “School Type” must be “High School” or “GED” (can’t be coded as College, Trade School or University), AND “Enrollment Status” must be “less than halftime.”	**Halftime or More:** Student Detail window – “School Type” must be “Community College,” “Trade School,” or “University.” “Enrollment Status” must be “Halftime or More” or “Fulltime.”
Enrollment Status: If student has been expelled, suspended or dropped out: Student Detail Window – “Participant Status” must be coded “Suspended,” “Expelled,” or “Dropout.”	**Enrollment Status:** Student Detail window – “Participant Status” must be “attending” or most appropriate choice other than “Suspended,” “Expelled,” or “Dropout.”
	Eligibility Criteria: Student receives BCA – Individual eligibility summary window must show the student with an “Eligibility Status” for CoW’s as “pass” for the time period in question. Paid Employment – “Employment History” window – Employer Detail section field “Estimated Average hrs/week” must equal or exceed 20 and wages must be entered on the “Income Received Details” window. Self-Employed – Employment History” window - Employer Detail section “Self-employed” radio button must be “Yes.” The “Self-Employment Income” and the “Income Received Details” windows must be completed. Work Study – “Financial Aid” window – Detail section; field “Type” must be “Work Study Non-Title IV” (State) or “Work Study Title IV” (Federal). Caring for a child under 6 – must be a child entered on the “Individual Demographics” window and the “Household Relationships Details” must show the student as a “mother,” “father, “ “Stepmother,” or “Stepfather” of a child under age 6 and the “Parental Care and Control” box must be checked. Caring for a child 6 and not yet 12 – same as for child under six PLUS the “Individual Attributes” window Employment Section must show “Refused Work Training” as “YES” and the “Reason” field must indicate “Adequate Child Care.” Single Parent Caring for a child 6 and not yet 12 – same as for child under six PLUS the “Individual Demographics” window Marital Status section, field must show “Single,” “Divorced,” “Legally Separated,” “Pending Divorce,” “Separated,” or “Widowed.” Enrolled through a work program - “Financial Aid” window – Financial Aid Period section; field “Source” must be “WIA Training,” “State Employment Program” (other state and locally approved program), or “1974 Trade Act.” If enrolled through EF, the system will use the Workforce Development EF activity and the attending school type as “Post-secondary Education.” Participating in OJT – “Employment History” window – Detail Section: “employment type” field must be “On the Job Training OJT – Other” or “On the Job Training OJT – WIA.”