



**State of New Jersey**

DEPARTMENT OF HUMAN SERVICES  
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January 30, 2019

**TO:** COUNTY WELFARE AGENCY DIRECTORS  
COUNTY INCOME MAINTENANCE ADMINISTRATIVE SUPERVISORS  
COUNTY NJ SNAP SUPERVISORS  
COUNTY CASE MANAGEMENT SUPERVISORS  
COUNTY WELFARE AGENCY TRAINERS

**SUBJECT: New Jersey Supplemental Nutrition Assistance Program (NJ SNAP)  
Student Eligibility Update**

**DFD Instruction No.: 19-01-06  
(Revises DFDI 12-12-07)**

**Regulatory Reference: 7 CFR 273.5, N.J.A.C.10:87-3.14, 5.10(a) 4, and 10.2(b)3**

**This Instruction will impact the following program: NJ SNAP**

**A. Purpose**

The purpose of this Instruction is to update the County Welfare Agencies (CWAs) on NJ SNAP student eligibility criteria as it relates to the inclusion of Career and Technical Education programs under the Carl D. Perkins Act of 2006, as an acceptable equivalent to the NJ SNAP Employment and Training (E&T) component exclusion.

Additionally, this Instruction clarifies an existing exclusion as it relates to the employment requirement.

**B. Definitions**

Student - an individual who is between the ages of 18-50 and who is enrolled at least half-time in an institution of higher education (N.J.A.C. 10:87-3.14(a)). A student shall be considered "enrolled" in an institution of higher education beginning the first day of the school term. Such enrollment shall be deemed to continue through normal periods of class attendance, vacation and recess unless the student graduates, is suspended or expelled, drops out, or does not intend to register for the next normal school term (excluding summer school).

Institution of Higher Education (herein referred to as “college”) - a public or private educational institution which normally requires a high school diploma, or equivalency, for admission. Included in this definition are business, technical, trade and vocational schools. Colleges or universities are also included regardless of whether a high school diploma is required for admission (N.J.A.C. 10:87-3.14(b)).

### **C. Overview**

Students who are enrolled in post-secondary education are eligible to participate in NJ SNAP if they meet specific criteria, one which is a SNAP Employment & Training (SNAP E&T) component or a program whose requirements are equivalent to an accepted NJ SNAP E&T component.

Federal regulations allow a State to determine if such offered programs are equivalent to SNAP E&T components and allow such programs to meet the student exclusion criteria. The State has determined that Career and Technical Education programs under the Carl D. Perkins Act of 2006 (P.L. 109-270) are equivalent to SNAP E&T programs and meet the student eligibility requirement. **See** Section D, line 2.

Additionally, a previous Instruction detailed one of the allowable exclusions as allowing a student to “be employed for at least 20 hours per week and paid at least minimum wage.” However, in line with existing regulation, a student could “be employed for at least 20 hours per week and be paid for such employment or, if self-employed, be employed for a minimum of 20 hours per week and receive weekly earnings at least equal to the Federal minimum wage multiplied by 20 hours.” The minimum wage requirement only applies if the student is self-employed. **See** Section D, line 3.

### **D. Student Eligibility Requirements**

In addition to meeting the basic SNAP eligibility criteria, students must also meet one of the following exclusions:

1. Be age 17 and under or over age 50;
2. Be enrolled in an approved Career and Technical Education Program at a New Jersey Community College;
3. Be employed at least 20 hours per week and paid for such employment;
4. Be participating in a federal or state work study program during the school year;
5. Be participating in an on-the-job training program;
6. Be responsible for the care of a dependent household member under the age of 6;
7. Be a single parent enrolled full-time and responsible for a dependent under age 12;
8. Be unable to work due to a physical or mental disability;

9. Be receiving WFNJ/TANF benefits;
10. Be participating in a Job Opportunities and Basic Skills program under Title IV of the Social Security Act or its successor program;
11. Be assigned to or placed in an institution of higher education as part of the NJ SNAP E&T program.

**Please note:** Participation is defined as actively engaging in the program. Being solely assigned to or approved for the program, absent being actively engaged in the program does not meet the exclusion requirement (i.e. approved for work study but not yet assigned a work study activity).

In reference to exclusion (2) mentioned above, CWAs shall adhere to the following process when verifying a student's enrollment in an approved Career and Technical Education Program at a New Jersey Community College.

In reference to exclusion (6) mentioned above, caring for a dependent household member under the age of 6 may only be used by one adult per dependent in the same household.

**Ex:** A couple in the same NJ SNAP household with one child cannot both claim the child to satisfy the student exemption criteria. One adult in the household may claim the dependent, and the other adult would be an ineligible student unless meeting another allowable exemption.

In reference to exclusion (6) and (7) mentioned above, a SNAP household with a student exemption due to caring for a dependent under the age of 6 or as a single parent enrolled full-time and responsible for a dependent under age 12, may be eligible for the dependent care deduction.

**Ex:** A couple in the same NJ SNAP household has a child under age 6. One adult may be an exempt student, and the other adult may qualify for the dependent care deduction because of employment. For further details concerning dependent care deductions, **See** DFDI 17-08-02 "Farm Bill 2008 Update—Changes to Dependent Care Deduction."

#### **E. Student Eligibility Verification Form Process**

Upon determining whether the student meets general NJ SNAP eligibility, the CWA worker also determines if the student meets one of the exclusions outlined in Section D above. If the student's exemption pertains to exclusion (2), (4) and/or (11) in Section D, the NJ SNAP Student Verification Form should be used to verify the student's participation in said program. The CWA worker completes Section (1) of the form and includes the form with the Request for Contact (NJ SNAP-33), indicating that the student verification is needed for application processing. The student shall have the

remaining sections of the form completed by authorized school personnel. The CWA is not precluded from forwarding the form directly to the school on the student's behalf. However, the CWA still notifies the student of the verification needed for application processing by providing NJ SNAP-33 or NJ SNAP-34.

Sections (2) and (3) of the form must be completed and signed by an authorized school official from the Financial Aid Office, the Office of the Registrar, the Office for the Dean of Student Affairs or designated office determined by the school. Once the authorized school official certifies the student's information on the form, the student returns the completed form to the CWA, or the school may mail, email or fax the form directly to the CWA on the student's behalf. The school official may provide the student with a copy of the form for the student's personal records.

Additionally, if the student's application meets expedited criteria, the CWA must not delay the processing or issuance of benefits within the seven (7) day timeframe, pending the verification of student or other eligibility information.

#### **F. Forms and Attachments**

- NJ SNAP Student Eligibility Verification Form

#### **G. Training**

Please bring this Instruction to the attention of, and provide training to, all involved in the NJ SNAP student eligibility verification process to ensure that this form is appropriately implemented. Please direct questions to the SNAP field representative.

Sincerely,

*Natasha Johnson*

Natasha Johnson  
Director

NJ:TT:AE

c: Meghan Davey, Director  
Division of Medical Assistance and Health Services

Hugh Bailey, Assistant Commissioner  
Workforce Development

# New Jersey Supplemental Nutrition Assistance Program (NJ SNAP) Student Eligibility Verification Form

This form is used to help the County Welfare Agency (CWA) determine if the student listed below meets the NJ SNAP student eligibility criteria. This form must be completed and signed by a school official from the Financial Aid Office, Office of the Registrar, Office of the Dean of Student Affairs or other office designated by the College. The school or the student may return the completed form to the CWA by mail, email, fax or hand delivered. A copy of the form may also be given to the student for the student's personal records.

<b>Section 1: To be completed by CWA.</b>		
First Name      Middle Initial      Last Name	Date of Birth (MM/DD/YYYY)	Student Identification Number
SNAP Case Number	County of Residence	Phone Number

<b>Section 2: To be completed by School Official.</b>	
1. Is the student enrolled in school at least half-time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the student approved to participate in a federal or state work study? a. Date student was approved for work study _____ b. Semester(s) for work study participation _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the student enrolled in an approved Career and Technical Education Program? a. Course of study/major _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Section 3: To be completed by school official.</b>	
<b>Certification and Signature:</b> The person signing this form certifies that, to the best of one's knowledge, all information reported is accurate and correct.	
Printed Name of School Official	Signature of School Official
Title of School Official	Date
Name of School	School Phone Number