

3.5.3 NCS Reapplications

Revised on: ~~September 20XX~~ July 1, 2021

Note: If a participant re-applies, is determined financially eligible, and their case closed due to NCS Termination prior to July 1, 2021, TANF/SFA opens without any NCS penalty or cure requirement.

~~Effective March 16, 2020, due to the COVID-19 outbreak, WorkFirst participants are temporarily suspended from:~~

- ~~• **Mandatory participation**~~
- ~~• **Non-Compliance Sanction (NCS) penalties**~~

Legal References:

- [RCW 74.08.090; 74.08A.260 & .270](#)
- [WAC 388-310-1600](#)

The *Non-Compliance Sanction Policy* section is divided in three separate sub-sections:

- [Section 3.5.1- Entering Non-Compliance Sanction \(NCS\)](#) describes how to make the NCS decision.
- [Section 3.5.2 - Ending Non-Compliance Sanction \(NCS\)](#) describes what happens when a participant stays in NCS.
- [Section 3.5.3 - NCS Reapplications](#) describes how to process reapplications from NCS terminations. This section includes:
 - [3.5.3.1](#) Can a participant reapply for TANF cash assistance after Non-Compliance Sanction (NCS) termination penalty?
 - [3.5.3.2](#) Consolidated Emergency Assistance Program (CEAP) for NCS case closures.
 - [3.5.3.3](#) What if a participant reappplies before their case is terminated in NCS?
 - [3.5.3.4](#) How do I decide and track an applicant's participation requirements?
 - [3.5.3.5](#) What if the applicant stops participating?
 - [3.5.3.6](#) How is the NCS reapplication approved?
 - [3.5.3.7](#) What if a participant's NCS reapplication is approved and they stop participating again?
 - [3.5.3.8](#) NCS reapplication - step-by-step guide

3.5.3 NCS Reapplications

3.5.3.4 How are an applicant's participation requirements determined and tracked?

When a participant applies after the NCS termination, the intake worker:

- Determines financial eligibility.
- Pends application approval for WorkFirst participation.
- Refers the case to WorkFirst staff to find out whether the participant must participate before they receive cash.

Once that decision is made, the -ACES WorkFirst Participation - TANF Pending (85-06) letter is updated as needed. Once the participant is in pending status, they appear on the 'NCS Reapplicant report' on the Caseload Management Report. Only the participant who caused the termination appears on the report.

The participant must participate, if able, four weeks (28 consecutive days) in a row before they're eligible for cash benefits.

- The 4-week participation requirement is waived, (and the SA or SN code removed) when the participant enters the third trimester of pregnancy if they:
 - Have completed a Pregnancy to Employment assessment and;
 - Don't have a mental health and/or chemical dependency treatment requirement.
- The requirement is waived if their situation is now severe enough that they're exempt.
- Notify the application intake worker if the participation requirement is lifted so they can update the pend letter or approve the application.

If the participant is able to participate, the WFPS/WFSSS:

- Tracks the participation in eJAS.
- Completes a re-engagement appointment.
- Develops the IRP with the participant and authorizes necessary support services needed to participate, such as transportation.

If both participants in a 2-parent household refused to participate and caused their case to close, both participants need to meet the 28-day participation requirement. The application shouldn't be approved until both participants meet this requirement.

Day one of participation begins when the participant completes the Re-engagement appointment -and their IRP. Excused absences count towards meeting the 28-day requirement. If TANF is closing at the end of the month due to NCS termination, participation in month 10 of NCS reduction should be credited -towards meeting the 4-week participation requirement. WFPS/WFSSS must follow comprehensive evaluation [and Pathway Development Tool \(PDT\)](#) guidelines in WorkFirst Handbook 3.2.1 [and 3.2.3.7-3.2.3](#) every time a participant reapplies for benefits.

After the [comprehensive evaluation-, any needed ~~or~~ assessment, CE](#) and Sanction Re-engagement interview is completed, the participant must be referred to other approved activities until the full 4 weeks (28 days) of participation is completed.

WorkFirst staff track when the four week participation requirement is met. TANF benefits start on the date the participant meets all other financial eligibility factors.

Resources

Related WorkFirst Handbook Sections

- [3.1 Tools - Overview](#)
- [3.2.1 Comprehensive Evaluation](#)
- [3.2.3 Pathway Development Tool](#)
- [3.4 Case Staffing](#)
- [6.1 Resolving issues](#)