

Department of Social and Health Services

Olympia, Washington

EAZ Manual

Revision #952  
Category Basic Food Work Requirements - Unsuitable Employment and Quitting a Job  
Issued  
Revision Author: Corinna Adams  
Division CSD  
Mail Stop 45440  
Phone 360-725-4640  
Email corinna.adams@dshs.wa.gov

Summary

Following a WAC Revision 388-444-0075 regarding the number of days we look back for a job quit. Clarifying that the penalty applies to benefit months. Other updates for clearer communication.

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Revised ~~April 28, 2016~~ November 18, 2016

**Purpose:**

**WAC 388-444-0060 What is unsuitable employment for Basic Food work requirements?**

**WAC 388-444-0065 Am I eligible for Basic Food if I quit my job or reduce my work effort?**

**WAC 388-444-0070 What is good cause for quitting my job or reducing my work effort?**

## WAC 388-444-0075 What are the penalties if I quit a job or reduce my work effort without good cause?

- Clarifying Information and Worker Responsibilities

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### Clarifying Information - WAC 388-444-0075

The rules for quitting a job or reducing work effort below thirty hours per week apply to both Basic Food applicants and ~~benefit~~-recipients.

#### General Requirements

1. The following requirements apply to all Basic Food clients 16 through 59 years old who:
  1. Quits a job or reduces ~~the- their~~ work effort within ~~360~~ days of application.
  2. Quits a job or reduces ~~the- their~~ work effort after an application for benefits was submitted but before ~~Basic-Food~~ benefits are certified.
  3. Quits a job or reduces ~~the-their~~ work effort during certification.
  4. ~~Would have been required to register for work a~~At the time of quit or reduction of work effort ~~would have been required to register for work.~~
2. The following situations are not considered a voluntary job quit:
  1. Terminating a self-employment enterprise; and
  2. Resigning at the request of the employer.
3. ~~A-We cannot~~ disqualify ~~ication cannot- a recipient or applicant can't be for~~ less than the ~~appropriate~~ penalty ~~time period~~ unless they ~~client becomes become~~ exempt from work registration as described in WAC 388-~~444-0075~~ (5).

The penalties for quitting a job or reducing hours are:

1. First time - one ~~benefit~~ month;
2. Second time ~~—~~ three ~~benefit~~ months;
3. Three or more times - six ~~benefit~~ months.

#### ~~NOTE:~~

~~Do not delay benefits to an otherwise eligible person beyond the normal processing time awaiting a good cause determination.~~

~~NOTE: ACES does not support the current job quit/reduction rules. Please see the Processing Alternatives List for the current processing alternative.~~

#### EXAMPLE:

~~Sherry applies for benefits on December 20<sup>th</sup>, she quit her last job on November 30<sup>th</sup> without good cause. This is her first offense. Sherry will not receive December as Sherry's benefits as her one-month penalty even though the benefits are prorated. It will still count as a penalty month~~

~~even though the benefits are prorated. ACES will approve ongoing benefits as long as Sherry is otherwise eligible, ongoing benefits will approve.~~

~~If it was Same as above but it's Sherry's second offense. ACES will deny all three months current; current, ongoing, and the third month (December – February) will deny. Sherry can reapply at any time but will not be eligible for benefits again until March.~~

## Worker Responsibilities - [WAC 388-444-0075](#)

### Verifying and Documenting a Voluntary Job Quit or Reduction in Work Effort

1. Verify the client's claim of good cause if questionable.
- ~~2. The client has the primary responsibility for verifying questionable statements.~~
- ~~3. Provide assistance if verification is difficult to attain.~~
- ~~4.2.~~ Whenever possible, verification should be accepted from but not limited to:
  1. The previous employer;
  2. An employee organization or union; or
  3. A grievance committee or organization.
- ~~5.3.~~ For an applicant without good cause, ~~d~~Disqualify a client that doesn't have good cause the client from the date of **application** following ACES procedures below.
4. For a recipient without good cause, send the notice of adverse action and apply the disqualification the first of the month following the 10-day advance notice.

**NOTE:**

Do not delay benefits to an otherwise eligible person beyond the normal processing time while awaiting a good cause determination.

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## ACES PROCEDURES

See [Disqualified / Sanctioned Assistance Unit / Individual - Quitting a Job Without Good Cause](#)