



POLICY CHANGE ALERT #15-006F

TITLE: NA VOLUNTARY QUIT TIME FRAME CHANGE

ISSUE DATE: 03/12/2015

EFFECTIVE DATE: EFFECTIVE IMMEDIATELY

Summary

Programs Impacted: NA and CA

This Policy Change Alert is being issued to inform staff of a policy change regarding the Voluntary Quit (VQ) and Reduced Work Effort (RWE) timeframes. The Voluntary Quit timeframe will begin 30 days prior to the application date. This change will benefit our customers and assist with HEAplus system updates.

Revision Details

The FAA Policy Manual will be updated to include the information in this Policy Change Alert during one of the next bimonthly revisions. Until then, an alert will be placed in each revised section with a link to this document as a reminder of the policy change.

POLICY REFERENCE: FAA3.H03 – VOLUNTARY QUIT AND REDUCED WORK EFFORT - OVERVIEW

When a CA or NA participant voluntarily quits a job, or reduces their work effort (VQ/RWE), without good cause, the following applies:

- The entire CA or NA budgetary unit may be ineligible when the participant who voluntarily quits or reduces their work effort is one of the following:
 - The CA PI
 - The [NA E&T Lead Participant](#)
 - The [TPEP Primary Wage Earner](#)
- The individual participant who voluntarily quits or reduces their work effort **is** disqualified when they are not one of the three previously listed participants.

VQ/RWE policies apply when the reduced work effort occurs within **30** days before, and any time after the date of application.

Policy and procedures for Voluntary Quit and Reduction in Work Effort are outlined as follows:

- [VQ/RWE Requirements](#)
- [VQ/RWE Exemptions](#)
- [Date of VQ/RWE](#)
- [VQ/RWE Primary Wage Earner \(VQ/RWE PWE\)](#)
- [VQ/RWE Good Cause](#)
- [VQ/RWE Disqualification](#)
- [VQ/RWE Fair Hearings](#)



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POLICY REFERENCE: FAA3.H03C – VOLUNTARY QUIT (VQ) DATE OR REDUCTION IN WORK EFFORT (RWE) DATE

When it is reported that a participant voluntarily quits a job or reduces work effort, determine when the quit or the work reduction occurred.

The following time frames apply regarding the date of voluntary quit or reduction in work hours:

- When the voluntary quit or reduction in work hours occurred within 30 days of the date of application, and is discovered before approval, complete one of the following, as applicable:
 - Deny the application. (See [VQ/RWE Denials or Closures](#))
 - Disqualify the participant. (See [VQ/RWE Participant Disqualification](#))
- When the voluntary quit or reduction in work hours occurred within 30 days of the date of application, but is NOT discovered until after approval, complete the following:
 - For CA, effect the disqualification period the first month possible allowing for NOAA.
 - For NA, do not delay the disqualification period for a budgetary unit or participant when an unrelated change simultaneously results in benefit reduction or case closure.

The voluntary quit or reduction in work hours may occur in the last month of the approval period or is discovered too late in the approval period to allow for NOAA. When this occurs, complete the following:

- When the participant reapplies, disqualify the participant beginning with the first day after the current approval period expires.
- When the participant does not reapply, determine the month in which the disqualification would have been effective, allowing for NOAA.
- Key the disqualification information on the participant's PRAP and DISA screens.
- Document all actions taken on DISA.
- Write an overpayment for any month for which benefits were overpaid. (See [Overpayments](#))

In order to determine whether the disqualification period is ended both of the following must be reviewed:

- **The number of overpayment months based on the VQ or RWE.**
- **The number of months the participant did not receive benefits**



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When the total of months equals the length of the disqualification period the participant is no longer disqualified.

The length of the disqualification period varies depending on the participant's prior VQ/RWE disqualifications. (See [VQ/RWE Disqualification Periods](#))

The budgetary unit may request a fair hearing. When the decision is upheld, begin the disqualification period the first applicable month after the hearing decision is rendered.

Key the date of the voluntary quit or reduction in work hours next to that participant's name in the VOL QUIT DATE field.

Please contact the FAA Policy Support Team by phone at **(602) 774-5523** or by e-mail at **FAAPolicyMgmt@azdes.gov** with any questions or concerns regarding this broadcast.

Please consider the environment before printing this broadcast.

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