

## Do I need to Complete a Work Registration

- **Unemployed** Household Members between the **ages of 18-49** years must register with the Department of Workforce Services and provide a completed and signed **Work Registration Agreement Form**, unless you meet one of the exemptions listed below.
  - Applicants can register online at <https://hire.wyo.gov/home>.
  - **A Department of Workforce Services Caseworker must sign and date the form.**
  - A new form must be submitted each season.
  - Parents who homeschool their children are still required to Work Register.
  - Applicants who receive **unearned income**, such as, Child Support or Per Capita Income must still work register.
    - This does not include applicants who receive Social Security Income.

## Exemptions from Work Registration

- Persons who are exempt from work requirements include:
  - Applicants enrolled in **POWER/TANF**.
  - Applicants receiving **Unemployment Benefits or Worker's Compensation**.
  - Single parents with a child **aged 5 or under**.
  - Households with 2+ adult Household Members and a child or children aged 5 and under, **1 adult is exempt**.
  - Household Members **age 50 and older**.
  - Household Members **aged 18 and over** who are attending High School.
    - **Proof of good standing in school is required.**
      - ★ Current Report Card
      - ★ Registration Information
      - ★ Statement from/contact with School Authorities
  - **College Students** attending college **Full-Time**.
    - Includes students enrolled in Training Programs (i.e. Wyoming Technical Institute, Workforce Innovation and Opportunity Act (WIOA), and certain Employment and Training (E&T) programs which include education).
    - **Proof of full-time college registration is required.**
      - ★ At least **12 Credit Hours** per semester are required to be considered a full-time college student.
      - ★ Current Class Schedule
      - ★ Statement from/contact with School Authorities
      - ★ Registration Information
  - **Pregnant Women**
  - **Non-US Citizens**
  - Persons with a verified **medical disability** that prevents them from working.

- The applicant must submit the **LIEAP Statement of Incapacity Form**.
  - ★ This document must be completed and signed by a Licensed Physician or Psychologist.
    - If the Medical Professional indicates that the client is “Able to work with limitations/restrictions” OR “Able to work in any capacity”, the client needs to provide a **Work Registration Agreement Form**.
- A written statement from the client’s Physician/Psychologist stating that the client cannot work due to a medical disability can be used in the absence of the Statement of Incapacity form.
  - ★ Statements must be dated within 1 year of the application submitted date.
- Client(s) between the ages of 18-49 who are receiving **Social Security Disability** have been deemed disabled and do **not** need to Work Register or provide a Statement of Incapacity.
  - ★ Applicants who are **applying** for Social Security Disability must provide the LIEAP Statement of Incapacity or a written statement from a Medical Professional while awaiting a decision.