

**INFORMATIONAL LETTER REGARDING  
ABLE-BODIED ADULT WITHOUT  
DEPENDENTS (ABAWD) REQUIREMENTS**

**Date:**

**Case No:**

**District Contact No:**

You are receiving this letter as the designated contact of the SNAP household because you or someone in your household is an Able-Bodied Adult Without Dependents (ABAWD) and your Supplemental Nutrition Assistance Program (SNAP) household does not reside in an area that has a federally approved ABAWD waiver. Individuals who are ABAWD, must meet the federal ABAWD work requirement to maintain SNAP eligibility for more than three (3) months in a 36-month period.

This letter provides information to explain an individual's federal ABAWD requirement, identifies the conditions that may exempt an individual from the ABAWD requirement and provides examples of good cause reasons for not meeting the ABAWD requirement. The letter also informs individual ABAWDs that are included as part of your SNAP household that an ABAWD qualifying work activity will be made available upon the ABAWD's request to help him/her meet the federal ABAWD requirement.

**Which individuals in your SNAP household are ABAWD?**

The following individuals are ABAWD at the time that this letter was generated:


**What is an ABAWD required to do?**

To maintain eligibility for SNAP benefits for more than three (3) months in the 36-month period starting January 1, 2016, each ABAWD must complete and document one of the following each month:

- Work (including "in-kind" work and volunteer work) for at least 80 hours per month;
- Participate in a qualifying work/training program approved by the social services district for at least 80 hours per month;
- Comply with a Work Experience Program (WEP) assignment for the number of hours per month equal to your household's SNAP benefit divided by the higher of the federal or State minimum wage;
- Participate in a program under the Workforce Innovation and Opportunity Act or Trade Act which may include job search, job readiness, occupational skills training and education activities for at least 80 hours per month; or
- Participate in a combination of work or qualifying work programs for at least 80 hours per month.

**Note:** *The work requirements listed above apply to each ABAWD in the SNAP household.*

Failure to comply with these requirements without good cause may result in the ABAWD being ineligible for SNAP benefits. If the ABAWD is meeting any of the requirements listed above, but has not notified the social services district, the individual should immediately contact the social services district at the District Contact Number provided above to avoid becoming ineligible for SNAP benefits. **If the ABAWD is not participating in work or qualifying activities for at least 80 hours per month and he/she wants to continue to participate in the SNAP program beyond the three-month time limit, he/she should immediately contact the social services district at the District Contact Number provided above to discuss the work or work programs that are available to permit the ABAWD to meet his/her federal ABAWD requirement.**

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In addition, it is the ABAWD's responsibility to provide documentation of participation in unpaid work activities each month and to report to the social services district within 10 days after the end of the month if his/her work hours go below 80 hours per month.

If an ABAWD fails to meet the federal ABAWD work requirements and as a result loses eligibility for SNAP, he/she may be able to regain eligibility and resume participation in the SNAP program again, if otherwise eligible, and should immediately contact the social services district to reapply for SNAP benefits. The social services district will explain what he/she needs to do to regain SNAP eligibility.

### **Do you think any of the adults in your SNAP household are exempt from ABAWD requirements?**

Please contact the social services district through the District Contact Number provided above immediately if you believe that you or someone in your SNAP household should be exempt from these requirements because that individual meets one or more of the conditions listed below:

- A person under 18 years of age, or 50 years of age or older
- An adult in a SNAP household with a child under 18 years of age
- A full-time caretaker of an incapacitated person
- A pregnant woman
- Physically or mentally unable to work at least 80 hours a month
- Determined to be unable to work due to substance abuse
- A recipient of Veterans Affairs (VA) disability compensation
- A recipient of disability benefits from a public or private source, such as Social Security Disability Insurance (SSDI) or NYS disability benefits
- A recipient or pending receipt of Unemployment Insurance Benefits (UIB)
- A student enrolled in any recognized school, job skills training, or institution of higher education at least half-time and meeting the student eligibility criteria to receive SNAP
- An applicant for SNAP benefits and Supplemental Security Income (SSI) jointly or in receipt of SSI
- Employed or self-employed and working at least 30 hours per week or receiving weekly earnings at least equal to the federal minimum wage times 30 (currently \$217.50 per week)

**Note:** *Only the individual who meets one or more of the conditions listed above would be exempt from ABAWD requirements. Other ABAWDs in the SNAP household would still be required to comply with ABAWD requirements to continue to receive SNAP benefits for more than 3 months in the 36-month period.*

### **Good Cause**

*An ABAWD may also have a good cause reason that prevented the individual from working or participating in other ABAWD qualifying activities for at least 80 hours in the month. Good cause is an event or circumstance beyond an individual's control that prevents an ABAWD from meeting the ABAWD requirement during the month. Good cause examples may include, but are not limited to: a temporary illness or a household emergency.*

*An ABAWD is required to provide proof of any good cause or exemption from the ABAWD work requirement claimed by the ABAWD, when requested by the social services district. An ABAWD who claims, but does not document that he/she had good cause or is exempt from the ABAWD requirement would still be required to meet the ABAWD requirement each month, unless the ABAWD resides in an area with a federally approved ABAWD waiver or otherwise becomes exempt from the ABAWD requirement. Proof of good cause or exemption could include a statement from the ABAWD's doctor or medical professional providing care or other papers to document an exemption or good cause.*

If an ABAWD believes that he/she has good cause for not meeting the ABAWD requirement, believes that he/she should be exempt from the ABAWD requirement because he/she meets one of the conditions identified above or lives in an area with an approved ABAWD waiver, the ABAWD should immediately contact the social services district at the District Contact Number provided above and provide documentation to the social services district.