

DATE: March 21, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, Employment Coordinators, TA Directors, SNAP Directors and Staff Development Coordinators

FROM: Phyllis D. Morris, Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: Entering, Tracking, and Reporting of Able Bodied Adults Without Dependents (ABAWD) Exclusions and ABAWDs Residing in a Jurisdictional Area with an Approved ABAWD Waiver for Calendar Year 2016

EFFECTIVE DATE: Immediately

CONTACT PERSON: Employment and Advancement Services (518) 486-6106 or
Employment Services Advisor

The purpose of this GIS is to remind social service districts (districts) that the ABAWD indicator code "(AB/CD)" field was moved to production on the Welfare Management System (WMS) as of February 22, 2016, and to remind districts to take action to adjust codes as described in 16-ADM-01. This field is on screen 4 of Upstate WMS, the Individual Inquiry Screen NQIN2A-Client Information for NYC WMS and on the Individuals Tab on myWorkspace (myWorkspace is only available to districts outside of NYC).

Districts who are granting ABAWD exclusions should ensure that an ABAWD indicator code of "X"-(ABAWD/excluded) is being entered in the ABAWD indicator field when an ABAWD has been granted an ABAWD exclusion for the report (calendar) month. Also, districts that have an approved ABAWD waiver for a jurisdictional area, but not the balance of the county, should ensure that an ABAWD indicator code of "W"-(ABAWD/Waived Area) is entered in the ABAWD indicator field for those ABAWDs who the district has determined live in the jurisdictional area with an approved ABAWD waiver during the report month.

The presence of either of these ABAWD indicator codes on WMS during a report month will result in the ABAWD being removed from the ABAWD selection process that is used to determine which ABAWDs are trackable for each report month and thereby avoid the report month from being counted as a month that an ABAWD did not meet ABAWD requirements within the 36 month fixed period.

ABAWD Override Process

System limitations do not support the ability to retroactively report/change an individual's SNAP employability or ABAWD indicator code through WMS or myWorkspace. Therefore, an override must be completed when an adjustment needs to be made to an individual's ABAWD tracking information to add/remove a prior month that involved an ABAWD exclusion,

add/remove a month associated with an ABAWD residing in a jurisdiction with an approved ABAWD waiver, add/remove an ABAWD Grace Period month, or add/remove a month to adjust the ABAWD counter (Total Months Non-Participating) which identifies the number of months that an ABAWD was subject to, but did not meet ABAWD requirements during the 36 month fixed period. This includes adjustments to an individual's ABAWD counter to add or remove any month that the ABAWD was granted an ABAWD exclusion or lived in a jurisdictional area with an approved ABAWD waiver during the months of January or February 2016 and until the district has entered the ABAWD indicator code of "X" or "W" as appropriate in WMS or myWorkspace. Districts were advised via GIS 16 TA/DC010 to maintain a list of ABAWDs who were granted an ABAWD exclusion and a list of ABAWDs who lived in a jurisdictional area with an approved ABAWD waiver during this period.

OTDA expects to be able to provide instructions on the ABAWD override process and the timeframe in which to complete these overrides by the beginning of April 2016 to enable districts to make the adjustments needed to help ensure that individuals who have been granted an ABAWD exclusion or lived in a waived jurisdictional area from being inadvertently closed before the ABAWD has received 3 months of SNAP benefits in the 36 month fixed period without meeting ABAWD requirements.

Districts should also implement changes to local procedures to ensure that any changes to an ABAWD's status which would result in a change to the SNAP employment code or ABAWD indicator code are processed during the month that the change is reported. Otherwise, an override may need to be processed to adjust the individual's ABAWD tracking information consistent with the documentation in the case record.