

DATE: April 12, 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: Override Process for Able Bodied Adults Without Dependents (ABAWDs)

EFFECTIVE DATE: Immediately

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

The purpose of this GIS message is to inform social services districts (districts) of the process that must be used to complete Able Bodied Adults Without Dependents (ABAWD) related override transactions to adjust certain data elements that are used as part of the ABAWD tracking process based on specific case circumstances. Districts should follow these instructions to process ABAWD related override transactions until the instructions included in Section 16 of the Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Policy Manual have been updated and released by OTDA.

An override transaction is necessary to make the following adjustments to data elements that are used as part of the ABAWD tracking process:

- Add or delete a calendar month from the ABAWD counter (Total Number of Months Non-Participating); and
- Add or delete a calendar month that involved an ABAWD exclusion.

Note: The override process will also be used to add or delete a calendar month that involved an ABAWD grace period month. Information on the use of the grace period, including overrides will be provided separately.

Processing overrides to add or delete a month associated with an ABAWD exclusion during the months of January, February or March 2016 must be completed no later than **May 27, 2016**. In future quarters, districts must process overrides to add or delete a month associated with an ABAWD exclusion no later than the 30th day after the end of the calendar quarter.

ABAWD related overrides are processed using the WTRK43– FS ABAWD OVERRIDE INPUT screen (selection R) on the Employment Tracking Inquiry, (accessed via the Time Limit Tracking Menu, Upstate WMS Menu Selection 17/NYC WMS Menu Selection 11). The ability to process ABAWD related overrides is limited to staff who have been designated by the district to process ABAWD related overrides.

The information displayed on the WTRK43 screen is based on case information maintained by districts, including ABAWD related tracking information reported by the NYC Human Resources Administration. In addition to demographic information, such as case name, name of the individual, and CIN, the WTRK43 screen displays the individual's ABAWD counter, a summary of the calendar months that the ABAWD did not meet ABAWD requirements during the 36-month fixed period and any deletions/additions made to the individual's ABAWD tracking record. The upper portion of the WTRK43 screen (Section 1 in the screenshot provided below) contains up to ten lines in descending order that represent months that have been applied/deleted to the ABAWD counter. Multiple screens are available by use of the special function keys listed on the bottom of the screen. The WTRK43 screen will also display the months that an individual was reported as having an ABAWD exclusion (based on the use of the ABAWD Indicator Code of "X" on screen 4 of Upstate WMS and also on 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) during the current 36 month period. Districts should note that the WTRK43 screen will only display a month as excluded if the ABAWD tracking logic used by OTDA (determined separately by HRA) determines that the ABAWD did not meet ABAWD requirements during the same calendar month that the exclusion was reported.

DATA ENTRY ALLOWED ON SCREEN WTRK43

Section 1 →

Section 2 →

Deletions

An override transaction must be processed when a district determines that one of the calendar months included in the ABAWD counter should be deleted because the ABAWD met the ABAWD requirement during the month or was not subject to ABAWD requirements during the calendar month, but the case record did not reflect this information for the calendar month. For example, a “deletion”

override transaction would be appropriate when the district determines that the individual was not subject to ABAWD requirements in a prior month, including those instances where the individual was exempt from ABAWD requirements or the district granted an ABAWD exclusion or determined that the individual lived in a jurisdictional area with an approved ABAWD waiver during the calendar month. The deletion of a countable month would also be appropriate if the district has documentation to demonstrate that the individual had at least 80 hours of paid work, actually participated in unpaid ABAWD qualifying activities for at least 80 hours in the month or a combination of work and actual participation in unpaid ABAWD qualifying activities for at least 80 hours during the calendar month, but this information was not entered into ABEL/WTWCMS by the 15th of the following month.

A deletion override transaction would also need to be processed in those instances where the use of an ABAWD exclusion was reported in error. For example, the ABAWD indicator code for an individual was entered on WMS or myWorkspace as an “X”. However, the district subsequently determined that the ABAWD exclusion was reported in error for the calendar month. In this instance, the district must process an override to remove the ABAWD exclusion from the individual’s ABAWD tracking record.

Note: The district may need to process a separate override transaction following the completion of a “deletion” override transaction to add a countable calendar month or to report the use of an ABAWD exclusion, as explained in the note on page 5.

Deletions are completed by accessing the WTRK43 screen and using the following steps:

1. Select the appropriate reason code from the list provided below and enter the code in the “RSN” field to the left of the month to be deleted.

Note: When the field is blank, the column labeled RSN (Override Reason Code) is the only enterable field for any line displayed in this section (labeled Section 1 in the screen shot provided above).

The allowable entries for RSN are:

<u>Code:</u>	<u>Description:</u>
C	Conversion Error
F	Fair Hearing Decision
I	Incorrect Coding
J	Jurisdictional / District Waiver
O	Overridden in Error
S	Out of State (Section 2 only)
W	Wrong Individual
X	Exclusion

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WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA      04/05/2016      PAGE 1 OF 1
                                     ABAWD OVERRIDE TRACKING

      CIN      Name
      BB03752T      A      ABATRK116

TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: 0

RSN  DIST  CASE NO.  SUF  CIN  MM/YY  EMP  CHANGEDATE  USERID  OVR
     ALBA  ABATRK116  01  BB03752T  03/16  CNT  04/05/2016  JM5793  RSN
     X
    
```

Enter RSN here.
 In this example,
 "X" is used to
 override a month
 reported in error
 as excluded

2. Tab to the "XMT" field and press "enter" key on keyboard to transmit override transaction.

Successful deletion will result in all four of the following:

- 1) entry in the RSN field will change to "D",
- 2) the "OVR RSN" field will display the original code entered in the "RSN" field,
- 3) a line 24 message "**Update Complete**",
- 4) the number of months non-participating in current 36 month fixed period will change, if applicable, to reflect the new number of months (after the month is deleted).

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WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA      04/05/2016      PAGE 1 OF 1
                                     ABAWD OVERRIDE TRACKING

      CIN      Name
      BB03752T      A      ABATRK116

TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: 0

RSN  DIST  CASE NO.  SUF  CIN  MM/YY  EMP  CHANGEDATE  USERID  OVR
     ALBA  ABATRK116  01  BB03752T  03/16  CNT  04/05/2016  JM5793  RSN
     D                                           X
    
```

The "D" will automatically
 populate in the "RSN" field
 since this screen is showing a
 deleted transaction

This screen shows a
 successful transaction
 as the "OVR RSN" field
 displays an "X" to
 delete a month reported
 as excluded

Update complete

Notes:

1. A separate “Add” override transaction must be completed (after the deletion of the countable month has been completed) if the deleted calendar month is because the district granted an ABAWD exclusion for the calendar month. This includes instances where the district granted an ABAWD exclusion during the month of January, February or March and until the worker entered an ABAWD indicator code of “X” on WMS (or through myWorkspace and transmitted the change through WMS). A separate override transaction for each calendar month that an ABAWD exclusion was granted by the district, but not reported to OTDA (entered on WMS during the calendar month) must be processed to ensure that the number of ABAWD exclusions used are accurately reported to USDA.
2. A separate “Add” override transaction must be completed (after the deletion of the ABAWD exclusion month has been completed) if an ABAWD exclusion was reported in error and the district determines that the calendar month should have been included in the ABAWD counter because the ABAWD was subject to, but did not meet ABAWD requirements for the calendar month.
3. A separate “Add” override transaction does not need to be completed when the deleted calendar month is because the ABAWD lived in a jurisdictional area with an approved ABAWD waiver during the calendar month. Districts can directly remove a month that should not have been counted towards the ABAWD’s three months because the district determined that the ABAWD lived in a jurisdictional area with an approved ABAWD waiver during the calendar month through a “deletion” override transaction and no “additional” override transaction to report an ABAWD in a “waived area” by entering a reason code of “J”-(Jurisdictional/District Waiver) and documenting the reason for the override (lived in jurisdictional area with an approved ABAWD waiver during the calendar month) in the case record.

Corrections to a Deleted Month

If a month was deleted (RSN = D) erroneously and that month needs to be re-applied to the ABAWD counter, the calendar month must be entered by a designated staff member as a transaction at the bottom of WTRK43 screen (labeled Section 2 in the screen shot provided above). Successful correction will result in an additional (line) being displayed in Section 1, listed immediately above the original month.

Additions

An entry line is displayed along the bottom of the WTRK43 screen which supports the entry of additional months in the following instances:

- Add a calendar month to the ABAWD counter;
- Add a calendar month to report the use of an ABAWD exclusion for a prior month; or

Only one “Add” override transaction may be processed at a time. Districts must also ensure that the reason for the adjustment is documented in the case record.

To complete an “Add” transaction, a designated staff member must complete the following fields in the entry line provided at the bottom of WTRK43 screen:

- RSN (same reason codes as those used to delete a month),
- District (DIST),
- Case Number (CASE NO.),
- SUFF (only required for NYC cases);
- Month/Year (MM/YY) for calendar month being added; and,
- Employment Counter Code (EMP CNT CD).

The EMP CNT CD will vary based on the reason for the “Add” override transaction:

- “AB”-to add a calendar month to the Total Months Non-Participating counter;
- “AX”-to report a prior calendar month as ABAWD excluded (see note below for time limit associated with entering overrides attributed to the use of an ABAWD exclusion); or,

WTRK43 ** FS ABAWD OVERRIDE INPUT ** DIST ALBA 04/05/2016 PAGE 1 OF 1

ABAWD OVERRIDE TRACKING

CIN BB03752T Name A ABATRK116

TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: 0

DIST	CASE NO.	SUF	CIN	MM/YY	EMP CNT	CHANGEDATE	USERID	OVR RSN
ALBA	ABATRK116	01	BB03752T	03/16	AX	04/05/2016	JM5793	X

A “01” is entered in Section 2 to add the countable month (in this example 3/16) and the EMP CNT CD of “AB”

This example shows the addition of a countable month *before* transmitting. In this example, the “O” indicates that the record is “Overridden in Error”

 O ALBA ABATRK116_ 01 BB03752T 03/16/ AB 04/05/2016 JM5793 _ XMT

- Pg1 F2 - Fwd F3 - Back F17 - FS ABAWD TRACKING

After entering the required information identified above to add a month, the designated staff member should tab to the “XMT” field and press enter to transmit the change.

SYSTEM RESPONSE: A line 24 message: **Update Complete**

WTRK43 ** FS ABAWD OVERRIDE INPUT ** DIST ALBA 04/05/2016 PAGE 1 OF 1

ABAWD OVERRIDE TRACKING

CIN BB03752T Name A ABATRK116

TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: 1

RSN	DIST	CASE NO.	SUF	CIN	MM/YY	EMP CNT	CHANGEDATE	USERID	OVR RSN
D	ALBA	ABATRK116	01	BB03752T	03/16	AB	04/05/2016	JM5793	O
	ALBA	ABATRK116	01	BB03752T	03/16	AX	04/05/2016	JM5793	X

BB03752T / / 04/05/2016 JM5793

F1 - Pg1 F2 - Fwd F3 - Back F17 - FS ABAWD TRACKING XMT

Update Completed Row=11 Col= 2 POLL

This screen shows what WTRK43 will look like after an "ADD" transaction has completed

The deleted line will automatically populate a "D" in the "RSN" field

In this example, the added line shows an EMP CNT CD of "AB"

Upon successful completion of the override to add a calendar month, the added month will be displayed chronologically on the screen. If the addition is to add a calendar month to the ABAWD counter, the "Total Months Not Meeting ABAWD Requirement" field will also be incremented by 1. The updated ABAWD counter will also display on the WTRK31 screen and the ABAWD tracking screen that is being added to the Welfare-To-Work Caseload Management System.

Note: Processing overrides to add or delete a month associated with an ABAWD exclusion during the months of January, February or March 2016 must be completed no later than **May 27, 2016**. In future quarters, districts must process overrides to add or delete a month associated with an ABAWD exclusion no later than the 30th day after the end of the calendar quarter. For example, overrides that are attributed to an ABAWD exclusion for the months of April, May or June must be completed before July 30th. This limit is necessary to ensure that the number of ABAWD exclusions used each month is accurately reported to USDA.