

DATE: June 7, 2018

TO: Subscribers

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

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: Out-of-State SNAP Participation for Able-Bodied Adults Without Dependents (ABAWD) Tracking

EFFECTIVE DATE: Immediately

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

The purpose of this GIS is to remind social services districts (districts) of the requirement to verify the number of countable months an individual subject to the ABAWD time limit has used in another State if there is an indication that the individual participated in another State.

Federal statute and regulations limit an ABAWD's eligibility for SNAP benefits to three months in a 36-month period, unless the individual resides in an area that has an approved ABAWD waiver; the ABAWD has been granted an exclusion from the ABAWD requirement for the calendar month consistent with the district's ABAWD exclusion policy; or, the ABAWD is meeting the ABAWD requirements. The current 36-month period for New York State is a fixed period that started on January 1, 2016. Any month in which an ABAWD did not meet the ABAWD requirements, (and did not reside in a waived area or granted an exclusion from the ABAWD requirement), is considered an ABAWD countable month.

When an ABAWD applies for SNAP benefits and there is an indication that the individual has received SNAP in another State, the district must verify the number of countable months in the other State and document this information in the case record.

Districts are required, as part of the SNAP eligibility interview, to ask SNAP applicants if they have received SNAP benefits in another state. If the SNAP applicant is subject to ABAWD requirements, and has received SNAP benefits in another state since January 1, 2016, the district must:

- Obtain from the SNAP applicant the name of the State(s) in which each person on the SNAP application has applied for, is receiving, or has received SNAP benefits;
- Use the *National Directory of Human Services* (available in Centraport) and follow the directions for contacting each State that the ABAWD individual indicated they have received SNAP benefits in to verify if the individual has countable ABAWD months in that State; and,

- Process an override in the Welfare Management System (WMS) using 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) for individual(s) with countable ABAWD months in another State. Districts adding a countable ABAWD month in WMS should use an override reason code of “S” (Out of State) (see [GIS 16 TA/DC 028](#) for the list of ABAWD override reason codes).

When determining countable months in another State, districts must recognize that different States can have different trackers (i.e., fixed clock vs. rolling clock), or tracking start dates, which may make reconciling the number of countable months that would follow an ABAWD from one state to another complex. Since New York State is using a fixed 36-month period starting on January 1, 2016, districts must only consider countable months from another State that fall within this 36-month period.