



Office of Temporary and Disability Assistance

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Administrative Directive

Section 1

Transmittal:	16-ADM-01
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	January 25, 2016
Subject:	Supplemental Nutrition Assistance Program (SNAP) Employment Codes
Suggested Distribution:	Employment Coordinators Temporary Assistance Directors SNAP Directors Staff Development Coordinators
Contact Person(s):	OTDA Employment Services Advisor or Employment and Advancement Services, Policy and Operations Bureau, Keri Stark at (518) 402-3550 or Keri.Stark@otda.ny.gov
Attachments:	Attachment A: LDSS-5062, SNAP Employability Code/ABAWD Determination Desk Guide
Attachment Available Online:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
	none	18 NYCRR § 385.3		TA and SNAP Employment Policy Manual Section 3	

Section 2

I. Summary

Supplemental Nutrition Assistance Program (SNAP) employability codes are being revised in New York State and will be recorded distinctly from Temporary Assistance (TA) employability codes. The new SNAP codes will permit districts to record on the Welfare Management System (WMS) more descriptive employability codes. A separate code will also be applied to identify an individual's status with respect to federally mandated work-requirements for Able Bodied Adults Without Dependents (ABAWDs). The Office of Temporary and Disability Assistance (OTDA) is making available to social service districts (districts) a revised *SNAP Employability Code / ABAWD Determination*

desk guide to reflect the updated employability codes and ABAWD indicator status codes. This guide will help districts determine appropriate SNAP employability and ABAWD status codes for each SNAP applicant and recipient.

II. Purpose

The purpose of this administrative directive is to provide districts with the revised SNAP Employability Codes, the ABAWD indicator codes, and the *SNAP Employability Code / ABAWD Determination* desk guide.

III. Background

Federal regulations require that districts determine the employability (or work registrant) status of each SNAP applicant and recipient. An individual's SNAP employability status indicates if he or she is subject to SNAP work requirements. Additionally, ABAWDs are subject to specific work requirements to maintain SNAP benefits beyond a three month period. Currently districts use very general codes to identify the employability status for SNAP clients, and there is no separate SNAP employability code recorded on WMS for those SNAP clients who are also applying for or receiving Temporary Assistance. The newly established codes will permit districts to record on WMS specific employability codes and to record the individual's ABAWD status. These new codes will facilitate more appropriate case actions for those assigned to work activities and support tracking of ABAWD time limits for all recipients of SNAP benefits.

The policies applied to make SNAP employability and ABAWD determinations are not changed by this directive.

IV. Program Implications

Districts are required to correctly determine the employability status of each individual applying for or receiving SNAP benefits, including those individuals who are concurrently applying for or receiving Temporary Assistance. Districts enter employability codes on WMS to identify whether or not the individual is subject to SNAP employment and training (SNAP E&T) requirements. The employability status should also be reviewed at recertification and any time there is a reason to believe that the employability status may have changed. The criteria that would render an individual exempt from SNAP E&T requirements and the criteria for determining who is subject to ABAWD requirements is listed in 18 NYCRR § 385.3. All districts, including those that may be eligible for a temporary waiver of ABAWD work requirements, must determine and record on WMS each SNAP applicant or recipient's employability and ABAWD status.

With a few exceptions, the new SNAP employability codes are the same as the current TA employability codes. However, it should be noted that the SNAP employability code will not always be the same as the TA employability code because federal work exemptions for SNAP are not always consistent with TA work exemptions. For example, an employed TA recipient who is working could have an employability code of 27, *Employed Part time or Full time, Nonexempt*, for TA, but, for SNAP purposes based on the number of hours the client is working, may be coded either 27, *Employed or self-employed less than 30 hours per week and earning less than the federal minimum wage*

on a weekly basis (currently \$217.50 per week) – *Nonexempt*; or coded 28, *Employed or self-employed 30 or more hours per week OR earning at least the equivalent of 30 times the federal minimum wage on a weekly basis (Currently \$217.50 per week or higher) - Exempt*.

Another example would be a person with a TA employability code of 20, *Required to Work, Nonexempt*, could have a SNAP employability code of 20, *Required to Work, Nonexempt*. However, if this same person has an employability code of 20 for TA and receiving Unemployment Benefits, this person would have a SNAP employability code of 52, *Receiving or pending receipt of Unemployment Insurance Benefits (UIB) – Exempt* and be exempt from employment activities for SNAP purposes.

If a district assigns an employability code of 70, *Exemption claimed – pending medical documentation*, it is important that the district ensures appropriate follow-up to assign the proper employability code. An individual who fails to provide required documentation without good cause should be coded with an appropriate non-exempt employability code.

A mass conversion of SNAP employability codes for all recipients of SNAP benefits, including those receiving TA, will occur on February 21, 2016. In addition, the conversion will add the ABAWD indicator code for each SNAP recipient. OTDA will provide districts a copy of a matrix that identifies how each current employability code will be amended upon conversion based on the existing code as well as other individual information available on WMS. Please note that cases that are in pending status will not be part of the mass conversion. These pending cases will be included on an exception report.

After the conversion, TA cases with SNAP benefits will have a TA employability code as well as a SNAP employability code and ABAWD Indicator. The SNAP employability codes will generally be the same as the TA employability codes, but will permit distinction where appropriate based on federal SNAP regulations.

SNAP Employability Codes

The following codes are for SNAP clients who are **exempt** from employment requirements:

- 24 Pregnant (within 30 days of medically verified date of delivery)
- 28 Employed or self-employed 30 or more hours per week OR earning at least the equivalent of 30 times the federal minimum wage on a weekly basis (Currently \$217.50 per week or higher)
- 29 A parent or household member who is responsible for care of a child under age 6 in the household
- 30 Younger than age 16
- 31 Parent or Caretaker Relative of a child in the household under 12 months of age
- 32 60 Years of age or older
- 35 A person age 16 or 17 who is not the head of household OR 16 or 17 who is attending school or an employment training program on at least a half time basis
- 36 Incapacitated/disabled (more than 6 months)

- 38 Responsible for the care of an incapacitated person full-time (the incapacitated person does NOT need to live in the SNAP household)
- 41 Temporary illness or incapacity (1-3 months exemption)
- 42 Temporary illness or incapacity (4-6 months exemption)
- 43 Incapacitated/disabled (SSI application filed), OR an applicant for or pending SSI recipient (only under Joint Processing)
- 44 Incapacitated/Disabled (In Receipt of SSI)
- 52 Receiving or pending receipt of Unemployment Insurance Benefits (UIB)
- 54 In receipt of Social Security Disability Income (SSDI)
- 63 Regularly participating in an approved alcohol/substance abuse rehabilitation program and determined unable to work
- 70 Exemption claimed - pending medical documentation
- 72 A student enrolled in a recognized school (not high school), job skills training or institution of higher education at least half-time (meets student eligibility requirements in 18 NYCRR 387.1)

The following codes are for SNAP clients that may be required to engage in employment activities:

- 16 Has a documented medical condition that limits individual's ability to work
- 20 Required to work
- 27 Employed or self-employed less than 30 hours per week and earning less than the equivalent of 30 hours times the federal minimum wage on a weekly basis (currently \$217.50 per week)
- 40 Responsible for the care of an incapacitated person part-time (the incapacitated person does NOT need to live in the household)
- 64 Substance abuser required to work

ABAWD Indicator Codes

Each SNAP applicant and recipient must also be assigned an appropriate ABAWD indicator code. The new ABAWD indicator codes are: N, A, X, W, and G.

ABAWD Indicator of N (Non-ABAWD)

All SNAP clients that are exempt from SNAP work requirements would have an ABAWD indicator of N (Non-ABAWD) as these individuals are not subject to ABAWD work requirements.

Nonexempt SNAP clients who are not exempt from SNAP work requirements would also be assigned the ABAWD Indicator of N (Non-ABAWD) and not be subject to ABAWD requirements if the individual meets any of the following conditions:

- The parent or other adult residing in a SNAP household with a child under 18 years old;
- Under 18 OR 50 years of age or older;
- Pregnant; or,

- Unable to work in competitive employment at least 80 hours per month due to physical or mental limitation (medical statement or documentation required).

ABAWD Indicator of A (ABAWD)

All individuals who are subject to ABAWD work requirements should be assigned an ABAWD indicator of A (ABAWD). All SNAP applicants and recipients who are not exempt from SNAP E&T and who do not meet the ABAWD exemption (noted above) would have an ABAWD indicator of A (ABAWD) unless eligible for an exclusion (ABAWD Indicator of X), residing in an area of the state eligible for a waiver of ABAWD requirements (ABAWD indicator of W) or eligible for an additional three months of benefits based on the grace period (ABAWD indicator of G).

ABAWD Indicator of X (Excluded)

Each year districts without a waiver may be granted a limited number of individuals they may exclude from ABAWD work requirements. This number of individuals is limited based on federal rules and will change each year. Each year OTDA will provide districts with a number of exclusions and permit districts to establish reasonable policies for using the exclusions. Based on the district's approved ABAWD exclusion policy, staff will have to manually assign these individuals an ABAWD indicator of X. The ABAWD's who have been excluded will continue to be excluded until staff remove the X from the indicator.

ABAWD Indicator of W (Waived)

Any ABAWD who resides in an area of the State granted a federal waiver from ABAWD requirements due to high unemployment is waived from participation in SNAP employment activities. Districts are notified by OTDA if an area is eligible for a waiver of ABAWD requirements. See **System Implications** below for proper coding of clients that are waived from employment requirements depending on location in a district or jurisdiction.

ABAWD Indicator of G (Eligible for Grace Period)

ABAWDs are eligible for an additional three months of SNAP benefits based on being eligible for the federal grace period permitted by federal regulations. During the three month period, ABAWDS are assigned an ABAWD Indicator code of G. Specific policy governing eligibility for a 3-month grace period is provided in Section 3 of the OTDA TA and SNAP Employment Policy Manual. OTDA staff is planning on the automation of the grace period eligibility period and expect it to be operational during Summer of 2016.

V. Required Action

Following the conversion of existing employability and ABAWD status codes to the new codes identified in this ADM planned on February 21, 2016, districts are required to use the new SNAP Employability Codes and ABAWD indicator codes for each SNAP applicant and recipient. As described in the "System Implications" below, districts will be required to assign the SNAP Employability and ABAWD Status Codes for every

individual in the household. Districts will also be reminded of the date of the automated conversion of existing employability and ABAWD status codes to the new codes via a “Dear WMS Coordinator,” letter.

Questions regarding the use of the new SNAP employability and ABAWD status codes should be directed to the district’s assigned OTDA Employment Services Advisor and may also be directed to Keri Stark by email at Keri.Stark@otda.ny.gov or by phone at (518) 402-3550.

VI. Systems Implications

New York City

The downstate Welfare Management System (WMS) will have revisions to identify SNAP employability codes and an ABAWD indicator. Upon inquiry, the downstate WMS will display the new SNAP employability codes as well as TA employability codes.

There will be a one-time conversion of SNAP employability codes for all SNAP recipients, including those receiving TA, on February 21, 2016. The one time conversion will be based on current employability status of the SNAP recipient and certain other qualifying conditions, such as budgeted earned income and household composition. As noted above, in limited instances there will be cases that will not be included in the conversion, as such will require staff to manually change the employability code and assign an ABAWD indicator code as necessary. An exception list of individuals that were unable to convert will be provided to HRA staff at the conclusion of the conversion. Attached to this directive is an updated version of the *LDSS-5062 SNAP Work Registrant / ABAWD Determination* which was designed to assist front line workers with this determination. This determination of employability status should also be accompanied by a review of the ABAWD determination.

If the client is actively receiving TA during the conversion, the TA employability code and other information available on WMS will be used to populate the new SNAP employability code. The ABAWD indicator will also be set to N (not an ABAWD) or A (ABAWD) as appropriate based on individual circumstances. For those areas of the City with jurisdictional waivers, the conversion process will set the indicator code for all ABAWDS to W.

Individuals receiving SNAP who are not also receiving TA and assigned an employability code of WE (exempt from SNAP work requirements) for reasons other than paid employment or receipt of unemployment insurance will temporarily be assigned the SNAP employability code of 70 (exemption claimed - pending medical documentation). Staff will be required to update to the more definitive SNAP employability codes no later than the next recertification for the client. The ABAWD indicator code will also default to N for those exempt from SNAP work requirements.

After the conversion, NYC HRA staff will be required to review and update SNAP employability code and ABAWD indicator code at case opening/reopening, at recertification, and whenever there is a change to the individual’s circumstances.

Outside New York City (Rest of State)

After the above mentioned revisions to WMS for the rest of state, employability codes recorded on screen three for Temporary Assistance (TA) and SNAP cases will no longer be used for SNAP employability codes. The new SNAP employability code and the ABAWD indicator code will be located on screen four of WMS. TA cases with SNAP benefits will have a TA employability code on screen three, and all SNAP applicants and recipients, including those applying for or receiving TA, will have a SNAP employability code and an ABAWD indicator code on screen four of WMS.

myWorkspace will record the new SNAP employability code fields to be completed on the “Individual Tab” where the TA employability code currently appears.

Welfare to Work Case Management System (WTWCMS) will display the effective dates of the new SNAP employability codes, as well as TA employability codes. The employability codes on WTWCMS will be updated daily through the current overnight batch process.

There will be a mass conversion of SNAP employability codes for all SNAP recipients, including those receiving TA, on February 21, 2016. This conversion will be based on current employability status of the SNAP recipient and certain other qualifying conditions, such as budgeted earned income and household composition. As noted above, cases that are in pending status will not be included in the conversion, as such will require staff to manually change the employability code and assign an ABAWD indicator code as necessary. Additionally, TA recipients assigned TA/SNAP employability codes 17, 46 or 57, will not be assigned a SNAP employability code during the conversion process. An exception list of individuals that were unable to convert will be provided to staff at the conclusion of the conversion. Attached to this directive is an updated version of the LDSS-5062 *SNAP Work Registrant / ABAWD Determination* which was designed to assist front line workers with this determination. This determination of employability status should also be accompanied by a review of the ABAWD determination.

If the client is actively receiving TA during the conversion, the TA employability code and other information available on WMS will be used to populate the new SNAP employability code. The ABAWD indicator will also be set to N (not an ABAWD) or A (ABAWD) as appropriate based on individual circumstances. In counties that are eligible for district wide waivers, the ABAWD indicator will be set to N for those exempt from ABAWD requirements or A for ABAWDs with a district wide waiver granted to all those with A. ABAWDs who reside in districts that have been approved for a county wide ABAWD waiver will be excluded from the selection logic that OTDA will use to determine who is a trackable ABAWD for each report month. For those rest of state districts with jurisdictional waivers, the conversion process will only be able to set the indicator code to N or A and will require district action to enter an ABAWD indicator of W for those individuals residing in a waived area of the district.

Individuals receiving SNAP who are not also receiving TA and assigned an employability code of WE (exempt from SNAP work requirements) for reasons other than paid employment or receipt of unemployment insurance will temporarily be assigned the SNAP employability code of 70 (exemption claimed - pending medical

documentation). Districts will be required to update to the more definitive SNAP employability codes no later than the next recertification for the client. The ABAWD indicator code will also default to N for those exempt from SNAP work requirements.

After the conversion, districts will be required to review and update SNAP employability code and ABAWD indicator code at case opening/reopening, at recertification, and whenever there is a change to the individual's circumstances.

A 'Dear WMS Coordinator,' letter and myWorkspace release notes will be forthcoming.

VII. Additional Information (Optional)

The current LDSS-5062 *SNAP Work Registrant / ABAWD Determination* will be revised to include these updated employment codes and the ABAWD indicator codes and released as the *SNAP Employability Code / ABAWD Determination* desk guide. This form will be posted on the OTDA Intranet website at: http://otda.state.ny.net/ldss_eforms/default.htm and available for downloading by districts for local reproduction.

VIII. Effective Date

February 22, 2016

Issued By

Name: Phyllis Morris

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports, NYS OTDA