



## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	24-LCM-18
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	November 27, 2024
<b>Subject:</b>	Revisions to the LDSS-5062A <i>SNAP Employability/ABAWD Code Desk Guide</i>
<b>Contact Person(s):</b>	Employment and Advancement Services Bureau 518-486-6106 or <a href="mailto:EASBureau@otda.ny.gov">EASBureau@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 – LDSS-5062A SNAP Employability/ABAWD Status Screening and Code Assignment Desk Guide</a>

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of revisions to the LDSS-5062A *Supplemental Nutrition Assistance Program (SNAP) Employability/Able-Bodied Adults Without Dependents (ABAWD) Code Desk Guide* made to reflect the increase to the age of those subject to the ABAWD time limit to age 54 effective October 1, 2024. Additionally, the LCM announces that the form has been retitled to *SNAP Employability/ABAWD Status Screening and Code Assignment Desk Guide* to capture its function as a tool to assist district staff in screening SNAP applicants and recipients for exemptions from SNAP work requirements including the general SNAP work rules and the ABAWD time limit.

#### II. Background

Districts are required to establish procedures to screen each SNAP applicant and recipient for exemptions from SNAP work requirements including the general work requirements and the ABAWD work requirements. The information obtained through the screening process must be used to determine the employability status and to document the ABAWD status of each SNAP household member. An individual’s SNAP employability status indicates if they are subject to the general SNAP work requirements. Individuals who do not meet an exemption must comply with the general work requirements. All individuals who are exempt from the general work requirements are also exempt from the ABAWD time limit. If the district determines a SNAP applicant or recipient is subject to the general work requirements, it must then document whether the individual is also subject to the ABAWD

work requirements or if they meet an exemption from the ABAWD time limit. It is important to note that an individual who is exempt from the ABAWD work requirements is not necessarily exempt from the general SNAP work requirements, including participation in SNAP Employment and Training (E&T) activities. ABAWDs who reside in an area that does not have a federally approved ABAWD waiver and are not excluded from the ABAWD requirements consistent with the district's ABAWD exclusion policy are subject to additional special work requirements to maintain their SNAP benefits beyond three months in a given 36-month period.

Districts were informed in [23-ADM-08 - Modifications of the Able-Bodied Adults Without Dependents \(ABAWD\) Time Limit Exemptions Mandated by the Fiscal Responsibility Act of 2023](#) of changes to the ABAWD exemptions that resulted from the Fiscal Responsibility Act (FRA) signed into law on June 3, 2023. The LDSS-5062A has been updated to reflect the increase to the age of those subject to the ABAWD time limit from age 52 to age 54.

The Office of Temporary and Disability Assistance (OTDA) strongly encourages districts to use the LDSS-5062A as a tool to assist staff with making correct SNAP employability determinations and assigning appropriate ABAWD status codes.

### III. Program Implications

Districts are required to screen all household members for exemptions from the general work requirements and from the ABAWD time limit in order to correctly determine the SNAP employability status and to document the ABAWD status of each individual applying for or receiving SNAP benefits, including those who are concurrently applying for or receiving Temporary Assistance (TA). Each individual's SNAP employability status must be evaluated and ABAWD status documented at initial certification, at recertification and as appropriate, when changes in the household's circumstances are reported.

In addition, districts must adhere to the guidance outlined in [22-ADM-01 - Oral and Written Requirements to Inform SNAP Applicants and Recipients of SNAP Work Rules](#) to provide a written notice and a comprehensive oral explanation of the SNAP work requirements to all households where at least one member is subject to a work requirement. As a reminder, during the period of the statewide waiver of the ABAWD requirements (currently in effect through February 28, 2025) districts should use the LDSS-5193A *Important Information about SNAP Work Rules (General and Mandatory E&T)* for all households including those containing individuals who are identified as an ABAWD and assigned an ABAWD status code "A". Additionally, only ABAWD status codes "A" and "N" should be entered into the system while under the statewide waiver. The ABAWD status code "A" should be assigned to individuals who are identified as ABAWDs, and "N" should be assigned to those who are identified as non-ABAWDs. ABAWD status codes "X" (Assigned to individuals who are excluded based on the district exclusion policy) and "W" (Assigned to individuals residing in the area covered by a jurisdictional ABAWD waiver within a district) should not be utilized throughout the duration of the statewide waiver.

The LDSS-5062A has been modified to include the following adjustments:

- The title of the form on the first page has been updated to *SNAP Employability / ABAWD Status Screening and Code Assignment Desk Guide* to capture the form's function as a tool to assist district staff in screening SNAP applicants and recipients for exemptions from SNAP work requirements including the general SNAP work rules and the ABAWD time limit.

- In the section listing the ABAWD exemptions on the second page the exemption criterion “Under age 18 OR over age 52” has been revised to read “Under age 18 OR, age 55 or older”. This revision reflects the increase to the age of those subject to the ABAWD time limit to age 54 effective October 1, 2024.
- The title of the section *ABAWD EXEMPT* on the second page has been modified to read *ABAWD EXEMPT (Non-ABAWD)*.
- The title of the section *ABAWD NON-EXEMPT* on the second page has been modified to read *ABAWD NON-EXEMPT (ABAWD)*.
- The section *Household Assignment Chart* on the second page has been revised to include the statement “(Please use additional forms for households with more than 5 household members.)”

TA eligibility workers should continue to utilize the [LDSS-4925](#) *Employability Code Desk Guide TANF and SNA MOE (Households with Dependent Children) (Rev. 9/19)* and the [LDSS-4926](#) *Employability Code Desk Guide SNA non-MOE (Household without Dependent Children) (Rev. 9/19)* for assigning the appropriate TA employability code. TA eligibility workers should use the revised LDSS-5062A for assigning the appropriate SNAP employability and ABAWD status codes.

#### IV. Forms Ordering Information

- The revised English version of the LDSS-5062A *SNAP Employability/ABAWD Status Screening and Code Assignment Desk Guide (Rev. 10/24)* is a Web Only form.
- The above referenced document has been posted on the OTDA Intranet website at [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) and is available for downloading by local districts for reproduction locally.
- The LDSS-5062A is available in Intelligent Auto Fill (IAF). Copies of the LDSS-5062A when generated through IAF will be stored in the Imaging and Enterprise Document Repository (IEDR) for districts using IEDR for electronic case files.
- Upon the release of this LCM, all previous versions of the LDSS-5062A **must immediately be destroyed**.
- Any future requests for master camera ready copies of the English version should be submitted to the New York State OTDA. Please use OTDA Form 876 (PDF) and email it to: [forms.orders@otda.ny.gov](mailto:forms.orders@otda.ny.gov).
- Questions concerning ordering forms should be directed to BMS Document Services at: (518) 474-9522.

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