



# Office of Temporary and Disability Assistance

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## Informational Letter

### Section 1

<b>Transmittal:</b>	25-INF-08
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	December 30, 2025
<b>Subject:</b>	Release of Informational Flyers about the Able-Bodied Adults Without Dependents (ABAWD) Work Rules
<b>Suggested Distribution:</b>	SNAP Directors and Staff, Employment Coordinators, Temporary Assistance Directors, HEAP Coordinators, Staff Development Coordinators, WMS Coordinators, Fair Hearing Staff, Medicaid Staff
<b>Contact Person(s):</b>	Employment and Advancement Services Bureau at: (518) 486-6106 or <a href="mailto:EASBureau@otda.ny.gov">EASBureau@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 - Pub-5012 "Keep Your SNAP Benefits: Three Ways to Meet the ABAWD Work Rules"</a> <a href="#">Attachment 2 - Pub-5026 "Helping ABAWDs Can Help Your Community Organization"</a> <a href="#">Attachment 3 - Pub-5050 "You're an ABAWD. Now What?"</a>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
23-ADM-08 22-ADM-01 21-ADM-05 20-INF-07 18-ADM-07 16-ADM-01 25-ADM-03P 25-INF-05		18 NYCRR 385.3	PRWORA of 1996 (P.L. 104-193) Sec. 6 of the Food Stamp Act Fiscal Responsibility Act (FRA) of 2023 (P.L. 118- 5) FY2025 Reconciliation	TA and SNAP Employment Policy Manual Section 358.3, Appendix A, Appendix B,	7 CFR 273.24

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
			Law (P.L. 119-21)	and Appendix C	

## Section 2

### I. Purpose

The purpose of this Informational Letter (INF) is to introduce social services districts (districts) to three new publications designed to increase awareness of Able-Bodied Adults Without Dependents (ABAWD) work rules for recipients of Supplemental Nutrition Assistance Program (SNAP). These resources include:

- Pub-5012 “Keep Your SNAP Benefits: Three Ways to Meet the ABAWD Work Rules”
- Pub-5026 “Helping ABAWDs Can Help Your Community Organization”
- Pub-5050 “You’re an ABAWD. Now What?”

These publications are intended to be used by stakeholders who interact and work with low-income households, such as districts, career center partners, government agencies, community-based organizations (CBOs), employers, and employer associations. Districts are strongly encouraged to share these resources with their local partners as appropriate.

### II. Background

Under federal law and regulations, an ABAWD is a SNAP applicant or recipient, aged 18 to 64, who is able to work, does not reside with a child under the age of 14 in the household and does not meet any of the criteria for an exemption from the general SNAP work requirements and the ABAWD time limit. An ABAWD’s eligibility for SNAP is limited to 3 months of benefits in a fixed 3-year period unless the person:

- meets the ABAWD work rules on a monthly basis;
- is exempt from the ABAWD time limit;
- resides in a district or an area within a district with a waiver of the ABAWD time limit;
- is granted an ABAWD exclusion consistent with the district’s exclusion policy; or
- qualifies for an additional set of three consecutive months of SNAP benefits referred to as a “grace period”.

To retain SNAP eligibility beyond the 3-month time limit, ABAWDs must:

1. Spend at least 80 hours every month doing one or more of the following activities:
  - Working (including “in-kind” work),
  - Participating in a qualifying work/training program approved by the district,
  - Participating in an employment and training program for veterans operated by the Department of Labor or the Department of Veterans Affairs,

- Participating in a program under the Workforce Innovation and Opportunity Act (WIOA) or the Trade Act which may include job search, job readiness, occupational skills training, and education activities,
- OR
- 2. Participate in a Work Experience Program (WEP) or volunteer in a community service activity for the number of hours per month equal to the household's SNAP benefit divided by the higher of the federal or State minimum wage.

For updated policies and procedures regarding the administration of the ABAWD time limit for SNAP applicants and recipients, please refer to [25-ADM-03-P - Able-Bodied Adult Without Dependents \(ABAWD\) Time Limit Policy Update and Guidance](#).

### III. Program Implications

#### **Overview of the Publications**

These publications are designed to raise awareness about the ABAWD work rules for SNAP recipients and promote compliance. As such, they offer clear information explaining the steps individuals need to take to keep receiving SNAP benefits and the conditions that render a person exempt from the ABAWD time limit. A brief overview of each publication is included below:

#### *Pub-5012 “Keep Your SNAP Benefits: Three Ways to Meet the ABAWD Work Rules”*

This publication is intended for the ABAWD population and uses plain language terms to:

- define who is an ABAWD and explain the ABAWD work rules;
- detail the three types of activities SNAP clients can participate in to meet the monthly ABAWD requirements;
- encourage compliance by directing clients to relevant online resources including [Virtual Career Center | Department of Labor](#) and [JobZone](#);
- outline the conditions that can exempt a person from the ABAWD time limit; and
- offer information on how to connect with local districts and career centers for assistance.

#### *Pub-5026 “Helping ABAWDs Can Help Your Community Organization”*

This publication is intended for community stakeholders who work with SNAP applicants and recipients and uses plain language terms to:

- define who is an ABAWD and explain the ABAWD work rules;
- detail the three types of activities SNAP clients can participate in to meet the monthly ABAWD requirements;
- provide information about relevant online resources to help ABAWDs retain their SNAP benefits;
- outline the conditions that can exempt a person from the ABAWD time limit; and
- show how nonprofits or public organizations can help ABAWDs by offering volunteer opportunities.

#### *Pub-5050 “You’re an ABAWD. Now What?”*

This publication is intended for individuals who are subject to the ABAWD work rules. It uses plain language terms to:

- explain the ABAWD time limit;
- describe the exemptions from the ABAWD work rules;
- provide information on what actions an individual should take to claim an exemption; and
- list the activities that satisfy the ABAWD work rules including the required number of hours an ABAWD must engage to avoid accumulating a countable month.

### ***Use of the Publications***

Pub-5012 *“Keep Your SNAP Benefits: Three Ways to Meet the ABAWD Work Rules”* is intended to raise awareness of the ABAWD work rules and explain how ABAWDs can meet the monthly requirement or claim an exemption from the ABAWD time limit.

Pub-5026 *“Helping ABAWDs Can Help Your Community Organization”* is designed to build understanding of the ABAWD work rules among organizations, outside agencies, and community stakeholders who work with districts to help SNAP recipients. Districts can determine how to use this publication to encourage partners to support SNAP participants by:

- offering volunteer opportunities;
- connecting individuals to qualifying activities; or
- helping them understand how to claim an exemption from the ABAWD time limit.

Pub-5050 *“You’re an ABAWD. Now What?”* is intended to provide clients with a clear understanding of the actions they must take to maintain their eligibility for SNAP benefits, including claiming an exemption or meeting the monthly requirement. Districts can provide this publication directly to clients or display it in areas where clients will see it.

OTDA recommends sharing the publications across all program lines (i.e., SNAP, Public Assistance, Medicaid, Child Support, Home Energy Assistance Program, etc.) and with community stakeholders such as Career Center partners, other government agencies (i.e., County Employment and Training, BOCES, etc.), community-based organizations (CBOs) that assist households with low incomes, local businesses, and employers. Sharing relevant information with local partners can help eligible individuals retain their SNAP benefits, access valuable employment and training opportunities, and gain work and community experience.

### ***Form Ordering***

- The above-referenced publications are Web Only documents and are available for downloading at [Publications | OTDA \(ny.gov\)](https://www.otda.ny.gov/publications) for reproduction locally; therefore, they are only available online and are not available in hard copy from OTDA. Questions concerning Web Only documents should be directed to BMS Document Services at (518) 474-9522.

- In addition to English, Pub-5012: “Keep Your SNAP Benefits: Three Ways to Meet the ABAWD Work Rules” and Pub-5050 “You’re an ABAWD. Now What?” are also available in the following languages: Arabic, Bengali, Chinese, French, Haitian-Creole, Italian, Korean, Polish, Russian, Spanish, Urdu, and Yiddish. Pub-5026 “Helping ABAWDs Can Help Your Community Organization” is available in English only.
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