

Date: _____

Client Name: _____

Case Number: _____

Able-Bodied Adult Without Dependents (ABAWD) Work Activity Letter

Why are you getting this letter?

You are getting this letter because you applied for or currently receive SNAP benefits, and you are an ABAWD as defined by the federal SNAP rules. This applies to you whether you are getting benefits alone or with others.

An ABAWD is a person who is:

- Aged 18 to 54,
- Not living with a child under 18, and
- Able to work.

There are important ABAWD work rules you must follow if you want to continue getting SNAP. To help you keep your SNAP benefits and find new opportunities, we scheduled the following appointment for you.

Appointment Date: _____ Time: _____

Contact Name: _____ Contact Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

By attending this appointment, you could:

- Explore jobs in your area that offer better pay
- Find out about opportunities to learn new skills
- Get help finding work

Get ready for this appointment!

1. Mark your calendar.
2. Plan how you will get to the appointment.
☐ Drive ☐ Get a ride ☐ Use public transport
3. See you soon!

If you can't keep this appointment, please call us at the contact phone number to reschedule.

IMPORTANT: Not meeting the ABAWD work rules without a good reason for more than 3 months in a 3-year period will result in the reduction or termination of your household's SNAP benefits.

What do you have to do?

The ABAWD work rules are specific requirements you must meet. If an ABAWD does not follow these rules, they can only get SNAP benefits for 3 months in a 3-year period unless they are excused. Your SNAP worker tracks your countable months. If you get SNAP benefits for a full month but don't follow the ABAWD work rules and don't have a good reason, this will use up one countable month. If you do not meet the ABAWD work rules, you will lose your SNAP benefits after your third countable month.

To get SNAP benefits for more than 3 months in a 3-year period, you must follow the ABAWD work rules by:

1. Spending at least 80 hours every month doing one or more of the following activities:
 - Working (including “in-kind” work and volunteer 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 Trade Act, which may include job search, job readiness, occupational skills training, and education activities,

OR
2. Participating in a Work Experience Program (WEP) 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.

Contact us right away if you believe you should be excused from the ABAWD work rules. This applies if you are already meeting the work rules by working or taking part in an ABAWD work activity or if you live in an area with an ABAWD waiver. To check if you live in a waived area, visit <https://otda.ny.gov/programs/snap/ganda.asp#why-abawd>. When you call us, we will explain what you need to do.

If your work hours drop below 80 hours a month, you must contact us within 10 days after the end of the month.

Does everyone need to follow the ABAWD work rules?

You may not have to follow the ABAWD work rules if you live in an area that has an ABAWD waiver or you receive an exclusion from the ABAWD work rules. In addition, you may not have to follow the ABAWD work rules if:

- You are younger than age 18, or age 55 or older,
- Someone in your household is younger than age 18,
- You are homeless,
- You are 24 years of age or younger and were in foster care on your 18th birthday,
- You served in the US Armed Forces or a Reserve Component of the US Armed Forces,
- You are a recipient of disability benefits from a public or private source, such as New York State disability benefits,
- You are pregnant,
- You are unable to work at least 80 hours a month because of a physical or mental health reason, or
- You are excused from the general SNAP work rules because you are:
 - Younger than age 16, or age 60 years or older,
 - A 16 or 17-year-old who is not the head of the household OR who is in school or in an employment program at least half-time,
 - Unable to work because of a mental or physical health reason,
 - Taking care of a child younger than age 6,
 - Taking care of an incapacitated person,
 - Meeting the work rules under the Temporary Assistance for Needy Families (TANF) program,
 - Receiving or applying for unemployment benefits,
 - Participating in a drug or alcohol addiction treatment program,
 - Enrolled in a school, training program or college at least half-time (students may be subject to other eligibility rules),
 - Already working at least 30 hours a week,
 - Already earning \$217.50 (30 times the federal minimum wage) or more a week, OR
 - An SSI applicant or recipient.

If you think you should be excused from the ABAWD work rules, call the contact phone number on the first page of this letter.