

DATE: February 2, 2016

TO: Subscribers

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

FROM: Phyllis Morris, Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: Tracking and Reporting of Able Bodied Adults Without Dependents (ABAWD) exclusions and ABAWDs residing in a jurisdictional area with an approved ABAWD waiver for calendar year 2016

EFFECTIVE DATE: Immediately

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

The purpose of this GIS message is to inform social services districts (districts) that do not have an approved county based ABAWD waiver of the requirement to track the use of ABAWD exclusions that are granted during the months of January and February 2016. Additionally, districts that have an approved ABAWD waiver for a jurisdictional area, but not the balance of the county are also required to track ABAWDs who reside in the waived jurisdictional area during the month of January and February 2016.

16-ADM-01 informed districts of changes to the Supplemental Nutrition Assistance Program (SNAP) employability codes and the establishment of new fields on screen 4 of the Welfare Management System (WMS) to identify an individual's SNAP employability status and ABAWD status separately from the individual's employability status for Temporary Assistance purposes. The new fields are scheduled to be moved to production on or about February 21, 2016.

Once the ABAWD indicator code field has been moved to production, districts will be able to report ABAWDs who have been granted an exclusion during the report month consistent with the district's local ABAWD exclusion policy by entering an ABAWD indicator code of "X"-(ABAWD/Excluded) on screen 4 of WMS or through the drop down list that is being added to the Individuals Tab on myWorkspace. Districts will also use the ABAWD indicator code field to report ABAWDs who are living in a jurisdictional area with an approved ABAWD waiver by entering an ABAWD indicator code of "W"-(ABAWD/Waived Area) on screen 4 of WMS or through the Individuals tab on myWorkspace.

The presence of either of these ABAWD indicator codes on WMS/myWorkspace during a report month will result in the ABAWD being removed from the ABAWD selection process that will be used to determine which ABAWDs are trackable for each report month based on system information maintained by each district and thereby avoid the report month from being counted as a month that an ABAWD did not meet ABAWD requirements within the 36 month fixed period. However, system limitations do not support the ability to retroactively report the use of an ABAWD indicator code through WMS or myWorkspace.

Tracking ABAWD exclusions until the district has entered an “X” on WMS/myWorkspace

Districts who are granting ABAWD exclusions for the month of January and February 2016 (before the ABAWD indicator code field is available on WMS) and until the district has entered the ABAWD indicator code of “X” in WMS or myWorkspace must keep a list of ABAWDs who are granted an ABAWD exclusion during this period. Districts will be required to use the list to process overrides through the WTRK43 screen which is accessed through Screen 17 of WMS to remove excluded months from the “Months Non-Participating” tracker, which identifies the number of months that an ABAWD was subject to, but did not meet ABAWD requirements during the 36 month fixed period based on system information maintained by the district.

Districts should review the use of ABAWD exclusions monthly to confirm that the individual continues to meet the district’s local ABAWD exclusion policy and update the case record as appropriate.

Tracking ABAWDs who reside in a jurisdictional area (less than the full county) with an approved ABAWD waiver

Districts with a jurisdictional area that has been approved to waive ABAWD requirements during calendar year 2016 will also need to keep a list of ABAWDs who lived in the jurisdictional area until the ABAWD indicator code field is available on WMS/my Workspace and the district has entered the ABAWD indicator code of “W” on screen 4 of WMS or through the Individual Tab on myWorkspace for ABAWDs who the district determines reside in the waived jurisdiction. Districts will be required to use the list to process overrides through the WTRK43 screen which is access through Screen 17 of WMS to remove months that an ABAWD lived in a jurisdictional area with an approved ABAWD waiver from the “Months Non-Participating” tracker.

Districts with a jurisdictional area that has been approved to waive ABAWD requirements during calendar year 2016 must re-evaluate an ABAWD’s waived status each time the ABAWD reports a change of address. Districts are required to update the individual’s ABAWD indicator code when an ABAWD moves out of the waived jurisdictional area. ABAWDs that reside outside of a waived area and are not otherwise exempt from ABAWD requirements and have not been granted an ABAWD exclusion for the month would be subject to ABAWD requirements from the beginning of the month that he/she moved out of the waived jurisdictional area.

ABAWD Override Process to remove or add a month to the “Months Non-Participating” tracker

OTDA will be providing detailed instructions on the override process separately and the timeframe in which to complete these overrides to prevent individuals who have been granted an ABAWD exclusion from being inadvertently closed before the ABAWD has received 3 months of SNAP benefits in the 36 month fixed period.