

DATE: February 22, 2016

TO: Subscribers

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

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

SUBJECT: Migration of Supplemental Nutrition Assistance Program Employability and ABAWD Indicator Code Fields to the Welfare Management System

EFFECTIVE DATE: February 22, 2016

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The purpose of this GIS message is to remind social services districts (districts) that the new Supplemental Nutrition Assistance Program (SNAP) employability code (FS/EM) and the Able-Bodied Adults Without Dependents (ABAWD) indicator code (AB/CD) fields are scheduled to be migrated into production on the Welfare Management System (WMS) as of February 21, 2016. These new fields will appear on screen 4 of Upstate WMS and also on Individual Inquiry Screen NQIN2A-Client Information for NYC WMS, and on the Individuals Tab on myWorkspace (my Workspace is only available to districts outside of NYC). Districts were informed of the new SNAP employability codes and ABAWD indicator codes through 16 ADM-01, Supplemental Nutrition Assistance Program (SNAP) Employment Codes.

16 ADM-01 also notified districts that a one-time conversion of active Temporary Assistance/SNAP and SNAP cases will take place on or about February 21, 2016. Districts should be aware that the SNAP employability and ABAWD indicator codes that are populated during the one-time conversion may not be viewable on the Welfare Reporting and Tracking System (WRTS) for up to two days after the conversion has completed. This delay should not impact a district's ability to open cases or process updates via WMS, but may result in blank fields on the FS ABAWD Tracking (selection P) and FS ABAWD Override (selection R) under Employment Tracking Inquiry that is accessible through the Time Limit Tracking Inquiry (selection 11 on the Host System Menu (NWMM00) of NYC WMS and selection 17 on the WMS Menu used by districts outside of NYC. These screens and screens on the Welfare-To-Work Caseload Management System are being updated to include the SNAP Employability and ABAWD indicator codes.

Additionally, districts should not use the FS ABAWD override function as currently described in Section 16 of the Temporary Assistance and SNAP Employment Policy Manual until the updates to the ABAWD override process have been completed and OTDA has issued updated instructions which include an exclusion related reason code to assist districts to identify overrides that are processed to remove/add a calendar month to the "Total Months Non-Participating (Total Mon N-P)" counter. This counter identifies the number of months that an ABAWD has received SNAP benefits without meeting ABAWD requirements in the fixed 36 month period that started January 1, 2016.