NEW YORK STATE OF OPPORTUNITY. | **Office of Temporary and Disability Assistance**

DATE: October 27, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, Employment Coordinators, Temporary Assistance Directors, SNAP Directors, Staff Development Coordinators, WMS Coordinators

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: Grace Period for Able Bodied Adults Without Dependents (ABAWDs) Who Reestablish SNAP Eligibility by Meeting the ABAWD Requirement

EFFECTIVE DATE: Immediately

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

The purpose of this general information system (GIS) message is to provide information to social services districts (districts) on the Able Bodied Adult Without Dependents (ABAWD) 3-month grace period of eligibility for Supplemental Nutrition Assistance Program (SNAP) benefits and the importance of recording the date a previously ineligible ABAWD reestablishes eligibility for SNAP benefits by meeting the ABAWD work requirement. The date an ABAWD who became ineligible for SNAP benefits because of noncompliance with the ABAWD requirement reestablishes SNAP eligibility by meeting the ABAWD requirement, is referred to as the reestablish date. Districts should refer to GIS 16 TA/DC028 for further information on the override process for ABAWDs.

ABAWD Reestablish Date

Use of a reestablish date will help districts identify when an ABAWD who was previously determined ineligible for SNAP benefits because of noncompliance with the ABAWD requirement has reestablished eligibility for SNAP benefits by meeting the ABAWD requirement through one of the methods described below (see Section 385.3 of the TA and SNAP Employment Policy Manual for detailed information):

- Applicant Prospective Compliance within 30 consecutive days from the date of application;
- 80 Hours of Participation in ABAWD qualifying activities within 30 consecutive days;
- 30 Day Job Search (minimum of 12 hours, but additional hours may be required based on district policy) followed by a work experience assignment; or,
- Recipient Prospective Compliance within 30 consecutive days.

An ABAWD who re-establishes eligibility for SNAP in this manner becomes eligible for an additional consecutive 3-month period of SNAP eligibility without meeting ABAWD work requirements, which is referred to as the 3-month grace period.

Notes:
1. The ABAWD reestablish date is only used to identify when an ABAWD who was previously determined ineligible for SNAP benefits because of noncompliance with the ABAWD requirement has reestablished eligibility by meeting the ABAWD requirement through one of the methods identified above.

2. The reestablish date should not be used when an individual reestablishes eligibility for SNAP benefits by documenting that he/she is exempt from the ABAWD requirement, is granted an ABAWD exclusion or documents that he/she resides in an area with an approved ABAWD waiver.

3. The "Removed Due to ABAWD" indicator will display an "X" on screen WTRK31 which is available on the Employment Tracking Inquiry, Selection P – FS ABAWD Tracking (accessed via the Time Limit Tracking Menu, Upstate WMS Menu Selection 17, NYC WMS Menu Selection 11) when a district has previously processed a transaction on WMS which includes a SNAP individual reason code of "F94" (ABAWD Ineligible) on Screen 3 of WMS (through the Paperless Office System (POS) or Paperless Alternate Module (PAM) for NYC).

The screen shot below shows an "X" in the "Removed Due to ABAWD" field:

```
WTRK31  ** FS ABAWD TRACKING **            Dist ALBA           09/28/2016
CIN       SSN       Name                   DOB
BA98419R 145644444 A        EMPFAFP17      02/01/71      SNAP
Case Name                   Case No.  Suf  CT  CS SNAP-IS Emp CD  36 MonStart
A EMPFAFP17                 EMPFAFP17  01  SNCA  AC   AC     20      1/01/2016

Total Mon N-P 3  Mon Non-Part: 01/16, 02/16, 03/16

Grace Period Used:                    Grace Period Months:

Removed Due To ABAWD: X  Reestablished Date:  / /      ABAWD Indicator
                                                       Status      : A
        *** CURRENT ENROLLMENTS ***
          Activity   Hours Per Week   Effective Date
        1.
        2.
        3.
        *** EARNINGS ***
          Type            Hours Per Month   Effective Date   Gross Amount
        1.
        2.

F17 - FS ABAWD Override Input
```

<u>System Generated ABAWD Reestablish Date</u>

The ABAWD tracking logic has been modified to generate the reestablish date in those instances when a F94 SNAP reason code is present on their Welfare Reporting and Tracking System (WRTS) record (the "Removed Due to ABAWD" indicator on WTRK31 screen displays an "X") and the ABAWD tracking process determines that the ABAWD met the ABAWD

requirement for a calendar month. The system generated reestablish date will appear on the WTRK31 and WTRK43 screen and will also generate and display a record with an Employment Counter Code of "AR" (reestablish date) on the WTRK43 screen. The WTRK43 screen is available through the Employment Tracking Inquiry, Selection R – FS ABAWD Override (accessed via the Time Limit Tracking Menu, Upstate WMS Menu Selection 17, NYC WMS Menu Selection 11). For example, an ABAWD whose SNAP case was closed 5/31/16 with a SNAP reason code of F94 started a job working 22 hours per week effective 7/22/16. He applies for SNAP benefits on 8/1/16 and provides documentation that he will work at least 80 hours in the next 30 consecutive day period.

The district determines that the household is eligible for SNAP benefits and immediately opens the SNAP case effective 8/1/16 and enters the hours of paid work on the stored ABEL budget and WTWCMS by 9/15/16. The ABAWD tracking logic determines that the ABAWD met the ABAWD requirement for August because he worked at least 80 hours during the month and system generates a date of 8/1/16 in the designated field on screen WTRK31 and WTRK 43.

The screen shots below show WTRK31 and WTRK 43 for the above example:

```
WTRK31   ** FS ABAWD TRACKING **          Dist ALBA          09/27/2016
CIN      SSN      Name                     DOB
BB04059W 505406451 A         ABATRK120     07/01/89    SNAP
Case Name                Case No.  Suf  CT   CS SNAP-IS Emp CD  36 MonStart
A ABATRK120              ABATRK120  01  SNCA  AC   AC      16    01/01/2016

┌─────────────────────────────────────────────────────┐
│Total Mon N-P  3 Mon Non-Part: 05/16 , 04/16 , 03/16 │
└─────────────────────────────────────────────────────┘

Grace Period Used:              Grace Period Months:

Removed Due To ABAWD:  ┌──────────────────────────────┐  ABAWD Indicator
                       │Reestablished Date: 08/01/16  │  Status       : A
                       └──────────────────────────────┘

       *** CURRENT ENROLLMENTS ***
         Activity   Hours Per Week   Effective Date
      1.
      2.
      3.
      *** EARNINGS ***
         Type           Hours Per Month    Effective Date       Gross Amount
      ┌────────────────────────────────────────────────────────────────────┐
      │Salary/Wage           95           07/22/2016-9/30/2016      760     │
      └────────────────────────────────────────────────────────────────────┘

   F17 - FS ABAWD Override Input
```

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA              PAGE   1 OF 1

                         ABAWD OVERRIDE TRACKING
                                                       ┌─────────────────────┐
       CIN              Name                            │ ABAWD REESTAB DT    │
       BB04059W         A            ABATRK120          │  (mmddyyyy)         │
                                                        │   08012016          │
                                                        │   ────────────      │
    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   3
                                                    EMP                      OVR
RSN   DIST   CASE NO.   SUF    CIN    MM/YY          CNT  CHANGEDATE  USERID  RSN
  ┌── ALBA   ABATRK120  01   BB04059W  08/16         AR   09/27/2016           ┐
  │   ALBA   ABATRK120  01   BB04059W  05/16         AB   09/27/2016           │
  .   ALBA   ABATRK120  01   BB04059W  04/16         AB   09/27/2016
  .   ALBA   ABATRK120  01   BB04059W  03/16         AB   09/27/2016
  .



    _    ____  _____  __  BB04059W  __/__/    __   09/27/2016
                                                                          _ XMT
F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
```

Districts are reminded that the hours of paid employment must be documented and entered on the Automated Eligibility Budgeting Logic (ABEL)/WTWCMS and the actual hours of participation in unpaid ABAWD qualifying work activities (and any hours of excused absence) must be documented as part of the case record and entered on the WTWCMS by the 15th of the month following the report month for the ABAWD tracking logic to consider this participation when evaluating whether or not a trackable ABAWD met the ABAWD requirement during the report month. NYC HRA reports ABAWDs who did not meet the ABAWD requirement for the report month separately to OTDA.

Manual Entry of the ABAWD Reestablish Date

Districts should manually enter an ABAWD reestablish date when the reestablish date is not system generated, provided that the ABAWD reestablished eligibility for SNAP by meeting the ABAWD requirement through one of the methods described above. Examples of when the district will be required to manually enter an ABAWD reestablish date include, but are not limited to, the following:

- An ABAWD had previously received SNAP benefits for 3 months in the 36 month period without meeting the ABAWD requirement, but a SNAP reason code of "F94" was not entered on WMS because the individual or SNAP household was determined ineligible for SNAP benefits for another reason before the F94 reason code could be entered. The ABAWD reestablishes eligibility for SNAP benefits by meeting the ABAWD requirement through one of the methods described above. However, the district must manually enter the reestablish date because the ABAWD tracking logic will not generate the reestablish date because the individual's WRTS record does not display a SNAP reason code of "F94".

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For example, an ABAWD's SNAP case is closed because he/she did not recertify. The district subsequently determines that the ABAWD had received SNAP benefits for 3 months and was subject to, but did not meet the ABAWD requirement for 3 months. The F94 reason code was not entered through WMS because the SNAP case had already closed for failure to recertify. The district will need to manually enter the ABAWD reestablish date in the field on the WTRK43 screen when the ABAWD applies for SNAP benefits and documents that he/she has or will reestablish eligibility by meeting the ABAWD requirement through one of the methods described above.

Display of a "Blank" Reestablish Date field before entering a date:

Display of the "Reestablish Date" field after entering a date:

Once the district enters the date and transmits to complete the transaction, the date entered will appear in the (mmddyyyy) field. An "AR" record will also display in the section below the "Total Months Non-Participating in Present 36 Month Period" (see example below).

After the Reestablish Date entry:

```
WTRK43  ** FS ABAWD OVERRIDE INPUT **      DIST ALBA              PAGE  1 OF 1

                          ABAWD OVERRIDE TRACKING

                                        Reestablish      ABAWD REESTAB DT
                                        Date displays       (mmddyyyy)
        CIN            Name             after
        BB02756B       A        ABATRK36  transmitted    →08012016
                                                        _____
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: 3
                                                    EMP                    OVR
RSN    DIST   CASE NO.    SUF    CIN     MM/YY       CNT  CHANGEDATE  USERID  RSN
 _     ALBA   ABATRK36    01   BB02756B  08/16       AR   09/29/2016        M

 _     ALBA   EMPSNAP12   01   BA97404Y  05/16       AB   07/15/2016
 _     ALBA   EMPSNAP12   01   BA97404Y  04/16       AB   07/15/2016
 _     ALBA   EMPSNAP12   01   BA97404Y  03/16       AB   09/12/2016




        _   ____  _____  __   BB02756B  __/__/    __   09/29/2016
                                                                  _  XMT
F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
Update complete
```

- An ABAWD meets the ABAWD requirement through applicant prospective compliance, but the record is not picked up by the ABAWD selection and/or tracking logic for the month. For example, the record may not be picked up by the ABAWD selection and/or ABAWD tracking logic if the individual meets the ABAWD requirement as an applicant by participating in job search during a consecutive 30 day period followed by a work experience assignment or when the SNAP benefits following application and compliance with the ABAWD requirement were issued for a full month, but after the SNAP payment file for the calendar month was created.

- Retrospective compliance (an individual met the ABAWD requirement during a consecutive 30-day period, but the individual was not receiving SNAP benefits) or through recipient prospective compliance where the ABAWD documents that he/she will meet the ABAWD requirement within a consecutive 30 day period, but does not include 80 hours of participation in ABAWD qualifying activities in a calendar month.

  For example, an individual's SNAP benefits were discontinued at the end of June for noncompliance with the ABAWD requirement. The individual worked 100 hours in a consecutive 30-day period during the month of July and then reapplied for SNAP benefits on September 5th. The ABAWD tracking logic will not generate the reestablish date because the month of application is less than a full calendar month and the hours of work were not entered on ABEL or WTWCMS before the 15th of August to be included in the ABAWD tracking process for the month of July. In this example, a manual

reestablish date of July 1, 2016 would be entered in the field on screen WTRK43 because the individual reestablished eligibility by meeting the ABAWD requirement during the month of July.

Notes:

1. Entry of an ABAWD reestablish date will establish a record on the WTRK43 screen with an Employment Counter Code of "AR", but does not automatically result in the use of the ABAWD grace period. The ABAWD grace period will start in the first month that an ABAWD is subject to, but does not meet the ABAWD requirement after reestablishing eligibility for SNAP benefits by meeting the ABAWD requirement through one of the four methods described above.

2. The "Removed Due to ABAWD" indicator field which is displayed on the WTRK31 screen will become null (as displayed in the screen shots provided above) when the individual has reestablished eligibility for SNAP benefits and the reestablish date is displayed on WTRK31/WTRK43 screens.

Grace Period

An ABAWD who has become ineligible for SNAP benefits because of noncompliance with the ABAWD requirement, but who reestablished eligibility through one of the four methods described in 18 NYCRR § 385.3 during a consecutive 30-day period and subsequently losses a job or is otherwise not meeting the ABAWD requirement is eligible to receive SNAP benefits for one additional consecutive 3-month period even though the individual may not be meeting ABAWD requirements during that time period.

This additional period of SNAP eligibility is referred to as the "grace period." The 3-month grace period occurs during the same 36 month period as the initial 3 months that an ABAWD may receive SNAP benefits without meeting the ABAWD requirement and begins the month that an ABAWD who had reestablished eligibility for SNAP benefits, but subsequently does not meet the ABAWD requirement for that month. The grace period must be used consecutively, unlike the first 3-month period that an ABAWD may receive SNAP benefits in the 36 month period without meeting ABAWD requirements. Once the individual has used one month of the grace period, the remainder of the 3-month grace period continues regardless of whether or not the individual is actually receiving SNAP benefits or meeting the ABAWD requirement.

Note: An individual who was previously determined to be ineligible for SNAP benefits because of not meeting the ABAWD requirement and who reestablishes eligibility for SNAP benefits by documenting that he/she has become exempt the ABAWD requirement, has been granted an ABAWD exclusion consistent with the district's exclusion policy and to the extent that the district has not exhausted the number of exclusions provided to the district, or by documenting that he/she resides in an area with an approved ABAWD waiver is not eligible for the grace period, but remains exempt, excluded or waived from ABAWD requirements until the exemption, exclusion or waiver no longer applies. The ABAWD may qualify for the one-time, consecutive 3-month grace period if he/she becomes ineligible for SNAP benefits for failure to comply with the ABAWD requirement, reestablishes eligibility by meeting the ABAWD requirement through one of the four methods described above and subsequently loses a job or is otherwise not meeting the ABAWD requirement.

System Generated Grace Period

OTDA has modified the ABAWD tracking logic (which occurs after the 15th of the month following the report month) to system generate the grace period when certain conditions are met. The conditions that must be met for the ABAWD tracking logic to generate the grace period are as follows:

- There is an ABAWD reestablish date on the WTRK43 screen, as described above;
- The ABAWD is subject to the ABAWD requirement (is not exempt, waived, and was not granted an exclusion), but is determined through the ABAWD tracking logic **not** to have met the ABAWD requirement for a calendar month following the ABAWD reestablish date; and
- The individual has not already received the one-time grace period during the current 36 month period.

The grace period information is displayed on the WTRK31 Screen. If the grace period is initiated, the field "Grace Period Used" would be set to "Y" and the field "Grace Period Months" would be set to 3 consecutive months and the year (e.g., 7/16, 8/16, and 9/16) on the WTRK31 screen. Additionally, the month will display on the WTRK43 screen with an Employment Counter Code of "AG" to identify the month as a grace period after the ABAWD tracking process has completed for that calendar month. For example, a grace period month of September would show as an "AG" record on the WTRK43 screen after the ABAWD tracking logic for September has completed (after October 15th.) If the grace period for an ABAWD is not system generated, districts can manually enter the reestablish date and then add grace period months via the override process described below.

Screen shot of WTRK31 and WTRK43 for the above example:

```
WTRK31    ** FS ABAWD TRACKING **           Dist ALBA          09/28/2016
CIN        SSN        Name                    DOB
BA98401N 454165645 A              EMPSNAP15    03/01/70     SNAP
Case Name                  Case No.   Suf  CT   CS SNAP-IS Emp CD  36 MonStart
A EMPSNAP15                EMPSNAP15   01  NPA-  AC   AC            01/01/2016
                                                              20
 Total Mon N-P  3 Mon Non-Part: 03/16 , 02/16 , 01/16

 Grace Period Used: Y              Grace Period Months: 07/16 , 08/16 , 09/16

Removed Due To ABAWD:      Reestablished Date: 05/01/16     ABAWD Indicator
                                                            Status       : A
        *** CURRENT ENROLLMENTS ***
          Activity   Hours Per Week   Effective Date
        1.
        2.
        3.
        *** EARNINGS ***
          Type           Hours Per Month   Effective Date    Gross Amount
        1.
        2.


 F17 - FS ABAWD Override Input
```

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA              PAGE   1 OF 1

                          ABAWD OVERRIDE TRACKING
                                                          ┌─────────────────────┐
        CIN               Name                            │  ABAWD REESTAB DT    │
        BA98401N          A             EMPSNAP15         │    (mmddyyyy)        │
                                                          │     05012016         │
                                                          └─────────────────────┘
      TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:    3
                                                      EMP                        OVR
  RSN   DIST   CASE NO.    SUF    CIN      MM/YY       CNT   CHANGEDATE  USERID   RSN
  _     ALBA   EMPSNAP15   01   BA98401N   08/16       AG   09/27/2016           G
  _     ALBA   EMPSNAP15   01   BA98401N   07/16       AG   09/27/2016           G

  _     ALBA   EMPSNAP15   01   BA98401N   05/16       AR   09/27/2016           M

  _     ALBA   EMPSNAP15   01   BA98401N   03/16       AB   09/27/2016

  _     ALBA   EMPSNAP15   01   BA98401N   02/16       AB   09/27/2016

  _     ALBA   EMPSNAP15   01   BA98401N   01/16       AB   09/27/2016

  F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

Note: As noted above the "AG" record for September 2016 will not display on the WTRK43 screen until after the ABAWD tracking logic has completed (after October 15[th.])

Overriding/Adding an ABAWD Reestablish Date and/or Grace Period Months:

If adjustments need to be made to override/enter the ABAWD reestablish date or to add/delete a calendar month that involved an ABAWD grace period month, districts must use the override function available through the WTRK43 screen to reflect an accurate reestablish date or use of grace period months during the 36 month period. The ability to process ABAWD related overrides is limited to staff who have been designated by the district to process ABAWD related overrides.

Override Transaction to Change the ABAWD Reestablish Date

To override an ABAWD reestablish date, the district needs to enter the correct ABAWD reestablish date in the upper right hand corner of the WTRK43 screen on the line under "ABAWD REESTAB DT (mmddyyyy)". Once the district enters the corrected date and transmits, the new ABAWD reestablish date entered will appear in the "(mmddyyyy)" field. This new date will also show in the "Reestablish Date" field on WTRK31 and the WTRK43 screen will update to display a record with an Employment Counter Code of "AR", the WMS USERID of the individual processing the override, the date of the override transaction and an "OVR RSN" code of "M" to document that the ABAWD reestablish date was overridden.

Original ABAWD REESTAB DT entered for 05/31/2016 in error:

```
 TRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA                PAGE  1 OF 1

                          ABAWD OVERRIDE TRACKING
                                         Current         ┌─────────────────────┐
                                         ABAWD           │ ABAWD REESTAB DT    │
             CIN              Name        Reestablish     │   (mmddyyyy)         │
             BB02401K         A          ABATRK34  Date entered ──────► 05312016 │
                                                         └─────────────────────┘
        TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   3
                                                       EMP                      OVR
   RSN   DIST   CASE NO.    SUF    CIN      MM/YY       CNT   CHANGEDATE  USERID  RSN
   _     ALBA   ABATRK34    01   BB02401K   05/16       AR    09/28/2016          M
   _     ALBA   ABATRK34    01   BB02401K   04/16       AB    09/28/2016
   _     ALBA   ABATRK34    01   BB02401K   03/16       AB    09/28/2016
   _     ALBA   ABATRK34    01   BB02401K   02/16       AB    09/28/2016




       _    ____  _____  __   BB02401K  __/__/    __   09/28/2016
                                                                          _ XMT
   F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

The new date of 06/01/2016 entered in the ABAWD REESTAB DT field, then transmit:

```
 WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA               PAGE  1 OF 1

                          ABAWD OVERRIDE TRACKING
                                        The New        ABAWD REESTAB DT
                                        ABAWD            (mmddyyyy)
             CIN              Name        REESTAB DT      05312016
             BB02401K         A          ABATRK34  of 06/01/2016
                                         to be entered ──────► 06012016
        TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   3
                                                       EMP                      OVR
   RSN   DIST   CASE NO.    SUF    CIN      MM/YY       CNT   CHANGEDATE  USERID  RSN
   _     ALBA   ABATRK34    01   BB02401K   05/16       AR    09/28/2016          M
   _     ALBA   ABATRK34    01   BB02401K   04/16       AB    09/28/2016
   _     ALBA   ABATRK34    01   BB02401K   03/16       AB    09/28/2016
   _     ALBA   ABATRK34    01   BB02401K   02/16       AB    09/28/2016




       _    ____  _____  __   BB02401K  __/__/    __   09/28/2016
                                                                   ┌────────┐
                                                                   │ _ XMT  │
                                                                   └────────┘
   F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

The new ABAWD REESTAB DT of 06/01/2016 now displays:

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA              PAGE  1 OF 1

                            ABAWD OVERRIDE TRACKING

        CIN              Name           The new date of      ABAWD REESTAB DT
        BB02401K         A         ABATRK34  06/01/2016 now    (mmddyyyy)
                                             displays        → 06012016

    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:    3
                                                        EMP                    OVR
RSN   DIST   CASE NO.   SUF    CIN      MM/YY    CNT   CHANGEDATE   USERID    RSN
 _    ALBA   ABATRK34   01   BB02401K   06/16    AR   09/28/2016              M
 D    ALBA   ABATRK34   01   BB02401K   05/16    AR   09/28/2016              M
 _    ALBA   ABATRK34   01   BB02401K   04/16    AB   09/28/2016
 _    ALBA   ABATRK34   01   BB02401K   03/16    AB   09/28/2016
 _    ALBA   ABATRK34   01   BB02401K   02/16    AB   09/28/2016


    _    ____   _____   __   BB02401K  __/__/    __   09/28/2016
                                                                      _ XMT
F1 - Pg1   F2 - Fwd   F3 - Back    F17 - FS ABAWD TRACKING
 Update complete
```

Override Transaction to Add a Grace Period Month

A reason code "RSN" of "G – Grace Period" would be used on the WTRK43 screen to remove a month that tracked as a countable month ("AB" records), but should be tracked as a grace period month based on information maintained in the case record.

To override a countable month ("AB" record) and add a calendar month as a grace period month, districts need to enter "G" in the "RSN" field on the WTRK43 screen on the line of the month they want to override. After transmitting the override transaction, the line will show a "D" in the "RSN" field and the "OVR RSN" field on the right side of the screen will display a "G". The district can then process an override transaction to add the grace period month by adding an "AG" record (see section below regarding manually entering grace period month.)

Use a Reason Code of "G" on WTRK43 screen to delete the "AB" record for 6/16:

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA              PAGE  1 OF 1

                            ABAWD OVERRIDE TRACKING

                                                       ABAWD REESTAB DT
        CIN              Name                             (mmddyyyy)
        BB02403F         A            ABATRK35            05312016
                                                        _____
    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:    4
                                                        EMP                    OVR
RSN   DIST   CASE NO.   SUF    CIN      MM/YY    CNT   CHANGEDATE   USERID    RSN

 _    ....   .........   ..   ........   ../..    ..   ..........              _
 G    ALBA   ABATRK35   01   BB02403F   06/16    AB   09/29/2016
 _    ALBA   ABATRK35   01   BB02403F   05/16    AR   09/28/2016              M
 _    ALBA   ABATRK35   01   BB02403F   04/16    AB   09/28/2016
 _    ALBA   ABATRK35   01   BB02403F   03/16    AB   09/28/2016
 _    ALBA   ABATRK35   01   BB02403F   02/16    AB   09/28/2016


    _    ____   _____   __   BB02403F  __/__/    __   09/29/2016
                                                                   _ XMT
F1 - Pg1   F2 - Fwd   F3 - Back    F17 - FS ABAWD TRACKING
```

Screen shot after use of "G" code to delete the AB record for 6/16:

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA              PAGE  1 OF 1

                              ABAWD OVERRIDE TRACKING
                                                          ABAWD REESTAB DT
        CIN              Name                                (mmddyyyy)
        BB02403F         A            ABATRK35               05312016

    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: [ 3 ]
                                                    EMP                         OVR
RSN   DIST   CASE NO.    SUF    CIN       MM/YY     CNT   CHANGEDATE  USERID    RSN

 [D    ALBA   ABATRK35    01   BB02403F   06/16     AB   09/29/2016             G ]
  _    ALBA   ABATRK35    01   BB02403F   05/16     AR   09/29/2016             M
  _    ALBA   ABATRK35    01   BB02403F   04/16     AB   09/28/2016
  _    ALBA   ABATRK35    01   BB02403F   03/16     AB   09/28/2016
  _    ALBA   ABATRK35    01   BB02403F   02/16     AB   09/28/2016


  _    ____   _____    __   BB02403F   __/__/    __   09/29/2016  .
                                                                             _ XMT
F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
Update complete
```

Note: This screen shows that the month of June 2016 was removed as a countable month. Entry of the reason code "G" in the override transaction to delete a month from the ABAWD counter as displayed above does not designate or report the month as a grace period month. A separate override transaction must be processed to report the month as part of the grace period, as shown below.

Override Transaction to Add (or Manually Enter) Use of Grace Period Month:

Add the following to the "entry" line at bottom of the WTRK43 screen to add/manually enter a grace period month to the participant's ABAWD tracking record:

- "G" (Grace Period) in the 'RSN' field;
- Case Number;
- Suffix (required for NYC only);
- CIN;
- MM/YY of grace period month (06/16 in the example); and,
- "AG" as the EMP CNT and then transmit.

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA                    PAGE  1 OF 1

                         ABAWD OVERRIDE TRACKING
                                                        ABAWD REESTAB DT
         CIN            Name                               (mmddyyyy)
         BB02403F       A            ABATRK35               05312016
                                                           _____
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  3
                                                    EMP                        OVR
RSN   DIST   CASE NO.    SUF    CIN     MM/YY        CNT   CHANGEDATE  USERID   RSN


 D    ALBA   ABATRK35    01   BB02403F  06/16        AB   09/29/2016           G
 _    ALBA   ABATRK35    01   BB02403F  05/16        AR   09/28/2016           M
 _    ALBA   ABATRK35    01   BB02403F  04/16        AB   09/28/2016
 _    ALBA   ABATRK35    01   BB02403F  03/16        AB   09/28/2016
 _    ALBA   ABATRK35    01   BB02403F  02/16        AB   09/28/2016


   ┌─────────────────────────────────────────────────────────────────┐
   │ G    ALBA   ABATRK35__  01   BB02403F  06/16/      AG  09/29/2016 │
   └─────────────────────────────────────────────────────────────────┘
                                                                   ┌─────────┐
                                                                   │ _ XMT   │
                                                                   └─────────┘
F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

"AG" record, Grace Period month entered for 6/16:

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA                    PAGE  1 OF 1

                         ABAWD OVERRIDE TRACKING
                                                        ABAWD REESTAB DT
         CIN            Name                               (mmddyyyy)
         BB02403F       A            ABATRK35               05312016
                                                           _____
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  3
                                                    EMP                        OVR
RSN   DIST   CASE NO.    SUF    CIN     MM/YY        CNT   CHANGEDATE  USERID   RSN
   ┌───────────────────────────────────────────────────────────────────────────┐
   │      ALBA   ABATRK35    01   BB02403F  06/16        AG   09/29/2016      G  │
   └───────────────────────────────────────────────────────────────────────────┘
 D    ALBA   ABATRK35    01   BB02403F  06/16        AB   09/29/2016           G
 _    ALBA   ABATRK35    01   BB02403F  05/16        AR   09/28/2016           M
 _    ALBA   ABATRK35    01   BB02403F  04/16        AB   09/28/2016
 _    ALBA   ABATRK35    01   BB02403F  03/16        AB   09/28/2016
 _    ALBA   ABATRK35    01   BB02403F  02/16        AB   09/28/2016



            ___                         / /         09/29/2016
                                                                   ┌─────────┐
                                                                   │ _ XMT   │
                                                                   └─────────┘
F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

Deleting a Grace Period Month

If a district would like to delete a grace period month that was reported/entered in error, the district must delete the prior "AG" record on the WTRK 43 screen before processing another status for that month. To delete a grace period month, the district would enter "G" in the "RSN" field to the left of the month to be deleted on the WTRK43 screen. After the district transmits the override transaction, the line will show a "D" in the "RSN" field and an "OVR RSN" of "G".

Enter a "G" in the "RSN" field, to delete "AG" record for 06/16 and then hit transmit:

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA              PAGE   1 OF 1

                          ABAWD OVERRIDE TRACKING
                                                        ABAWD REESTAB DT
       CIN                  Name                          (mmddyyyy)
       BB02403F             A           ABATRK35           05312016
                                                        _____
       TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  3
                                                   EMP                         OVR
  RSN    DIST   CASE NO.    SUF    CIN    MM/YY     CNT   CHANGEDATE   USERID   RSN
   G     ALBA   ABATRK35    01   BB02403F  06/16    AG   09/29/2016            _

   D     ALBA   ABATRK35    01   BB02403F  06/16    AB   09/29/2016            G
   _     ALBA   ABATRK35    01   BB02403F  05/16    AR   09/28/2016            M
   _     ALBA   ABATRK35    01   BB02403F  04/16    AB   09/28/2016
   _     ALBA   ABATRK35    01   BB02403F  03/16    AB   09/28/2016
   _     ALBA   ABATRK35    01   BB02403F  02/16    AB   09/28/2016



                            ___                   / /        09/29/2016
                                                                         __ XMT
  F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

A "D" is now displayed in the "RSN" field with an "OVR RSN" code of "G":

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA              PAGE   1 OF 1

                          ABAWD OVERRIDE TRACKING
                                                        ABAWD REESTAB DT
       CIN                  Name                          (mmddyyyy)
       BB02403F             A           ABATRK35           05312016
                                                        _____
       TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  3
                                                   EMP                         OVR
  RSN    DIST   CASE NO.    SUF    CIN    MM/YY     CNT   CHANGEDATE   USERID   RSN
   D     ALBA   ABATRK35    01   BB02403F  06/16    AG   09/29/2016            G

   D     ALBA   ABATRK35    01   BB02403F  06/16    AB   09/29/2016            G
   _     ALBA   ABATRK35    01   BB02403F  05/16    AR   09/28/2016            M
   _     ALBA   ABATRK35    01   BB02403F  04/16    AB   09/28/2016
   _     ALBA   ABATRK35    01   BB02403F  03/16    AB   09/28/2016
   _     ALBA   ABATRK35    01   BB02403F  02/16    AB   09/28/2016



                            ___                   / /        09/29/2016
                                                                         __ XMT
  F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

Note: A separate "Add" transaction must be processed if the prior grace period month was deleted to correct the calendar months that the grace period was used by the participant or if a different status (countable or excluded) must be reported for the month.

Tracking ABAWD Grace Period

Districts must track the use of the grace period for each ABAWD and take timely action to reduce or discontinue SNAP benefits by the end of the 3rd grace period month if the ABAWD is subject to, but not meeting, the ABAWD requirement by the end of the grace period. The ABAWD ineligible notice must provide timely and adequate notice before reducing or discontinuing SNAP benefits, unless the action occurs at the time of application or recertification for SNAP benefits.