DATE: September 15, 2017

TO: Subscribers

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

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: Update to the Override Process for Able Bodied Adults Without Dependents (ABAWDs)

EFFECTIVE DATE: Immediately

CONTACT PERSON: John James and Stephanie Boshart, EAS, at: (518) 486-6106

The purpose of this GIS is to inform social services districts (districts) that the process to complete Able Bodied Adults Without Dependents (ABAWD) related override transactions has been updated. This GIS details the updates that were made and the specific action districts need to take to process these transactions appropriately. Information regarding the process for completing ABAWD related override transactions was previously provided to districts by GIS 16 TA/DC028.

An override transaction is necessary to make the following adjustments to data elements that are used as part of the ABAWD tracking process:
- Add or delete a calendar month from the ABAWD counter (Total Number of Months Non-Participating);
- Add or delete a calendar month that involved an ABAWD exclusion;
- Add or delete a calendar month that involved an ABAWD grace period; and,
- Add or delete an ABAWD re-establish date.

ABAWD related overrides are processed using the WTRK43 – FS ABAWD OVERRIDE INPUT screen (selection R) on the Employment Tracking Inquiry, (accessed via the Time Limit Tracking Menu, Upstate WMS Menu Selection 17/NYC WMS Menu Selection 11). The ability to process ABAWD related overrides is limited to staff who have been designated by the district to process ABAWD related overrides.

Overrides involving the use of an ABAWD exclusion:

Previously, two-steps were required to process an ABAWD related override transaction to add an ABAWD exclusion for a calendar month to the WTRK43 screen. This process has been revised and the new process is described as follows:

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Adding an ABAWD Exclusion to the WTRK43 Screen:

1. If the user needs to process an override transaction to report the use of an ABAWD exclusion for a calendar month, the user will first look to see if there is an active employment counter code of 'AB' (countable month where the individual was not compliant with ABAWD requirements) or 'AG' (month counting toward the ABAWD three-month consecutive grace period) record that exists for that calendar month. (For example: if the user is looking to modify the calendar month of 4/17, an 'AB' or 'AG' record must be present for the month of 4/17.)

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

                         ABAWD OVERRIDE TRACKING
                                                      ABAWD REESTAB DT
        CIN              Name                            (mmddyyyy)
        BC39583S         A            ABATRK135

        TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  0
                                                     EMP                      OVR
RSN    DIST  CASE NO.     SUF    CIN     MM/YY        CNT  CHANGEDATE  USERID  RSN




        _    ____  _____  __  BC39583S __/__/    __  06/07/2017  JM579
                                                                         _ XMT
F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

2. If there is no active countable 'AB' or 'AG' record on the WTRK43 screen for that calendar month, as in the example above, the user will need to add a countable 'AB' record row for that month using the "add" line located at the bottom of the screen (see "Before" screenshot below). A user will enter an appropriate override reason code when adding an ABAWD countable month ('X' and 'G' are not permitted in the override RSN code field because the user is trying to add a countable month), district code, case number, suffix, the month/year of the trackable month, "AB" in EMP CNT, and hit transmit. The new 'AB' record will now populate as a new row.

Before Screen:

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

                          ABAWD OVERRIDE TRACKING
                                                            ABAWD REESTAB DT
         CIN                Name                              (mmddyyyy)
         BC54897V           A            ABATRK140
                                                            _____
    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: 0
                                                      EMP                   OVR
RSN    DIST  CASE NO.     SUF    CIN     MM/YY        CNT   CHANGEDATE  USERID  RSN




     I    ALBA  ABATRK140_  01  BC54897V  04/17/       AB  07/18/2017  JM579
                                                                              _ XMT
 F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
```

After Screen:

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

                          ABAWD OVERRIDE TRACKING
                                                            ABAWD REESTAB DT
         CIN                Name                              (mmddyyyy)
         BC54897V           A            ABATRK140
                                                            _____
    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  1
                                                      EMP                   OVR
RSN    DIST  CASE NO.     SUF    CIN     MM/YY        CNT   CHANGEDATE  USERID  RSN
  □    ALBA  ABATRK140    01  BC54897V   04/17         AB   07/18/2017  JM579   I




     _    ____ _____  __  BC54897V  __/__/     __  07/18/2017  JM579
                                                                             _ XMT
 F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
Update complete
                                                 Row 11 Col   2              ROLL
```

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3. Now there is an active countable 'AB' or 'AG' record that exists for that calendar month. The user will enter an 'X' in the Override RSN code field for the row of the 'AB' or 'AG' record that they want to override to report that month as an exclusion and hit transmit. This will delete the current record ('AB' or 'AG') and replace it with an 'AX' row which designates this as an excluded month.

In the example below we would like to override the 'AB' record associated with the month of 4/17 and replace it with an 'AX' record to designate this month as being reported as excluded. An 'X' has been placed in the RSN field associate with the 4/17 'AB' record.

Note: It is not necessary to add the ABAWD countable month "AB" in this example because the status for this month already appears on the WTRK43 screen (see screen shot on prior page).

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

                         ABAWD OVERRIDE TRACKING
                                                      ABAWD REESTAB DT
        CIN              Name                            (mmddyyyy)
        BC39583S         A              ABATRK135

    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  1
                                                EMP                      OVR
  RSN    DIST  CASE NO.   SUF   CIN      MM/YY   CNT  CHANGEDATE  USERID  RSN
   X     ALBA  ABATRK135  01    BC39583S 04/17   AB   06/07/2017  JM579.   I




          _    ____ _____  __   BC39583S __/__/    __  06/07/2017  JM579
                                                                          _ XMT
  F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
```

After the user hits transmit, as displayed in the example below, the 'AX' row will automatically be generated when the user is overriding an 'AB' or 'AG' record with an Override RSN code of 'X'. 'D' will display for the overridden 'AB' record row and a new 'AX' row will appear.

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

                          ABAWD OVERRIDE TRACKING
                                                            ABAWD REESTAB DT
          CIN                Name                              (mmddyyyy)
          BC39583S           A            ABATRK135

                                                            _____
    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: | O |
                                                   EMP                        OVR
  RSN    DIST   CASE NO.    SUF     CIN    MM/YY    CNT   CHANGEDATE   USERID  RSN
   _     ALBA   ABATRK135   01   BC39583S  04/17    AX    06/07/2017   JM579
   D     ALBA   ABATRK135   01   BC39583S  04/17    AB    06/07/2017   JM579    X



          _    _____  _____  __  BC39583S  __/__/    __  06/07/2017  JM579
                                                                              _ XMT
  F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

> Note: The user would need to process additional override transactions if there are other calendar months that were reported as an ABAWD countable month, but the month should not have tracked because the individual was granted an ABAWD exclusion.

4. Processing overrides to add or delete a month associated with an ABAWD exclusion must be completed **no later than 30 days after the end of the calendar quarter** which contains the month the record is being entered/modified. (For Example: An exclusion record being modified for July 2017 would need to be entered by October 30th, 2017. If the exclusion is entered after the 30th day, an error message will display stating the exclusion is not allowed more than 30 days after the quarter.)

Overrides involving an ABAWD Grace Period:

Previously, two-steps were required to process an ABAWD related override transaction to add a grace period month ('AG' record) for a calendar month. This process has been revised and the new process is described as follows:

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Adding an ABAWD Grace Period to the WTRK43 screen using the following steps:

1. To add a new record, the user will first look to see if there is an ABAWD re-establish date present on the WTRK43 screen. If there is no ABAWD re-establish date present, the user will be unable to add a grace period until an ABAWD re-establish date has been added to the WTRK43 screen (see GIS 16 TA/DC056 for additional information regarding the ABAWD re-establish date). If there is an ABAWD re-establish date present, then the user will need to see if there is an active countable 'AB' record that exists for that calendar month that needs to be overridden. For example: if the user is looking to modify 4/17 to report the month as part of the ABAWD grace period, an 'AB' record must be present for the month of 4/17 before processing the override transaction.

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

                        ABAWD  OVERRIDE  TRACKING
                                                        ABAWD REESTAB DT
       CIN              Name                                (mmddyyyy)
       BC40615F         A            ALBATRK136
                                                        _____
    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  0
                                                    EMP                     OVR
 RSN    DIST   CASE NO.     SUF    CIN     MM/YY     CNT   CHANGEDATE  USERID  RSN




     _    ____   _____   __  BC40615F  __/__/      __  06/23/2017  JM579
                                                                      _ XMT
 F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
```

2. If there is no active countable 'AB' record on the WTRK43 screen that exists for that month, as in the example above, the user will need to add a countable 'AB' record row for that month using the "add" line at the bottom of the WTRK43 screen (see "Before" screenshot below). A user will enter an appropriate override reason code ('X' and 'G' are not permitted in the override RSN code field because the user is trying to add a countable month), district code, case number, suffix, the month/year of the trackable month, AB in EMP CNT, and hit transmit. The new 'AB' record will now populate as a new row.

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Before Screen:

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

                        ABAWD OVERRIDE TRACKING
                                                        ABAWD REESTAB DT
         CIN              Name                            (mmddyyyy)
         BC78520C         A            ABATRK155           01012017
                                                         _____
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   0
                                                    EMP                 OVR
RSN    DIST  CASE NO.     SUF    CIN     MM/YY       CNT  CHANGEDATE  USERID  RSN




      I     ALBA   ABATRK155_  01  BC78520C  04/17/     AB  09/13/2017   JM579
                                                                          _ XMT
F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
```

After Screen:

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

                        ABAWD OVERRIDE TRACKING
                                                        ABAWD REESTAB DT
         CIN              Name                            (mmddyyyy)
         BC78520C         A            ABATRK155           01012017
                                                         _____
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   1
                                                    EMP                 OVR
RSN    DIST  CASE NO.     SUF    CIN     MM/YY       CNT  CHANGEDATE  USERID  RSN
 _     ALBA  ABATRK155    01  BC78520C  04/17         AB  09/13/2017   JM579   I




      _     ____  _____  __  BC78520C  __/__/     __  09/13/2017   JM579
                                                                          _ XMT
F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
Update complete                                                           ▮
```

3. Now there is an active countable 'AB' record that exists for that month. The user will enter a 'G' in the Override RSN code field for the row of the 'AB' record that they want to override to report as a grace period month and hit transmit. This will delete the current record ('AB') and replace it with an 'AG' row which designates this as a grace period month.

    In the example below, we would like to override the 'AB' record associated with the month of 4/17 and replace it with an 'AG' record to designate this month as being reported as a grace period. A 'G' has been placed in the RSN field associated with the 4/17 'AB' record.

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

                          ABAWD OVERRIDE TRACKING
                                                        ABAWD REESTAB DT
       CIN             Name                             (mmddyyyy)
       BC78520C        A            ABATRK155              01012017
                                                        _____
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   1
                                                        EMP                      OVR
 RSN   DIST   CASE NO.    SUF    CIN      MM/YY          CNT  CHANGEDATE  USERID  RSN
  G    ALBA   ABATRK155   01   BC78520C   04/17          AB   09/13/2017  JM579    I




      _     ____  _____  __   BC78520C  __/__/     __  09/13/2017  JM579
                                                                            _ XMT
 F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
 Update complete
```

After the user hits transmit, as displayed in the example below, the 'AG' row will automatically be generated when the user is overriding an 'AB' record with an Override RSN code of 'G'. A 'D' will display for the overridden 'AB' record row and a new 'AG' row will appear.

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

                         ABAWD OVERRIDE TRACKING
                                                              ABAWD REESTAB DT
        CIN                Name                                 (mmddyyyy)
        BC78520C           A            ABATRK155                01012017
                                                               _____
    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   0
                                                        EMP                    OVR
 RSN    DIST    CASE NO.    SUF    CIN      MM/YY        CNT  CHANGEDATE  USERID  RSN
  _     ALBA    ABATRK155    01   BC78520C  04/17         AG  09/13/2017  JM579   G
  D     ALBA    ABATRK155    01   BC78520C  04/17         AB  09/13/2017  JM579   G




    _     ____   _____   __    BC78520C  __/__/      __  09/13/2017  JM579
                                                                               _ XMT
 F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
```

Changes to the Process for Overriding or Deleting the ABAWD Re-establish Date:

To override an ABAWD re-establish date, as per GIS 16 TA/DC056, the user needs to enter the correct ABAWD re-establish date in the upper right hand corner of the WTRK43 screen on the line under "ABAWD REESTAB DT (mmddyyyy)". Once the user enters the corrected date and hits transmit, the new ABAWD re-establish date entered will appear in the "(mmddyyyy)" field. This new date will also show in the "Re-establish Date" field on WTRK31 and the WRTK43 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" (Manual) to document that the ABAWD re-establish date was overridden. Previously, districts were only able to override an ABAWD re-establish date with another date as just discussed, but this process has been updated so that districts are able to not only override an ABAWD re-establish date with another date, but also able to delete an ABAWD re-establish date that was entered in error.

To delete an ABAWD re-establish date the user needs to enter an 'O' – "Overridden in Error" in the override RSN code field affiliated with the 'AR' records they want to delete in Section 1 of the WTRK43 screen. After the user hits transmit, this will enter a 'D' in the override RSN code field and the ABAWD re-establish date field will be nullified.

For example, if a user wants to delete a manually entered ABAWD REESTAB DT of 4/30/2017 because a user accidentally entered that date in error, they must:

Enter an 'O' in the override RSN code field of the 4/17 'AR' record

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

                          ABAWD OVERRIDE TRACKING
                                                            ABAWD REESTAB DT
         CIN            Name                                  (mmddyyyy)
         BC59111S       A            ABATRK142                 04302017

    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   O
                                                      EMP                  OVR
 RSN   DIST   CASE NO.    SUF    CIN     MM/YY         CNT  CHANGEDATE  USERID  RSN
  O    ALBA   ABATRK142   01   BC59111S  04/17         AR  07/19/2017  JM579    M




     ▮    ____  _____  __  BC59111S  __/__/    __  07/19/2017  JM579
                                                                              _ XMT
 F1 - Pg1   F2 - Fwd   F3 - Back    F17 - FS ABAWD TRACKING
```

After the user hits transmit the following will display:

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

                        ABAWD OVERRIDE TRACKING
                                                        ABAWD REESTAB DT
        CIN             Name                              (mmddyyyy,
        BC59111S        A               ABATRK142

                                                         _____
    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  O
                                                 EMP                         OVR
RSN    DIST  CASE NO.    SUF    CIN     MM/YY     CNT  CHANGEDATE  USERID   RSN
 D     ALBA  ABATRK142   01   BC59111S  04/17     AR  07/19/2017  JM579     O




     _     ____  _____  __   BC59111S  __/__/    __  07/19/2017  JM579
                                                                      _ XMT
F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
Update complete
```

Note:

- If a user needs to enter an ABAWD re-establish date override, it MUST be done before the 15th of the following month to trigger the automated grace period for the report month. If a user is unable to do this, they should add the grace period manually through the override process. An ABAWD re-establish date should not be entered if an individual re-established eligibility benefits by documenting that he/she has become exempt from the ABAWD requirement or resides in an area with an approved ABAWD waiver at the time of application for SNAP benefits (see 16 GIS TA/DC056).