

## Keying ABAWD Compliance and Noncompliance

Participants must be given the opportunity to comply with ABAWD work requirements with the Supplemental Nutrition Assistance Employment and Training (SNA E&T) program. SNA E&T staff will notify FAA of the ABAWD participant's compliance when the participant becomes compliant. SNA E&T staff will also notify FAA when the participant falls out of compliance after initial compliance has been established. SNA E&T notifies FAA of compliance status via alerts in ACTS. The two alerts are as follows:

- ABAWD WORK REQ MET
- ABAWD WORK REQ NOT MET

### Key compliance with SNA E&T as follows:

- Key PC for the participant in the WERE EXEM RSN FS field.
- Key Y in the WERE TIME LIMIT DISPL FS column and press enter to review countable months in CODF. Ensure months are counted properly. Countable months are marked with an X, extension months are marked with an E, and exempt months are marked with an O. Change any months that are marked incorrectly. If an exemption occurs at any time during a month, that month should be exempt. Only full benefit months can be countable months.
- Key RA in the FS PAR/EXEM field as applicable on WORW.
- Process the determination through FSAD and authorize approval when the participant is otherwise eligible.
- Send the appropriate approval notice.

### When the participant is meeting the requirements through employment outside SNA E&T:

- Key EM in WERE when the individual is working and is paid for 80 hours or more per month (includes self-employment and in-kind employment).
- Key EV in WERE when the individual is meeting the hourly requirement through a volunteer position, or as a combination of two or more types of employment.
- Key Y in the WERE TIME LIMIT DISPL FS column and press enter to review countable months in CODF. Ensure months are counted properly. Countable months are marked with an X, extension months are marked with an E, and exempt months are marked with an O. Change any months that are marked incorrectly. If an exemption occurs at any time during a month, that month should be exempt. Only full benefit months can be countable months.

### Keying Compliance for Closed Cases

Reopen the participant's case when the case was closed because the participant reached their three month limit and one of the following are provided:

- An alert of compliance is received from SNA E&T or,
- The participant presents evidence of compliance

NOTE: The participant must have at least one month of eligibility left in their certification period to be eligible to have the case reopened. The requirements must be fulfilled within 30 days of the case closing to reopen the case. If the client has no full months left in the certification period, they must reapply to receive benefits.

Key Y in the WERE TIME LIMIT DISPL FS column and press enter to review countable months in CODF. Ensure months are counted properly. Countable months are marked with an X, extension months are marked with an E, and exempt months are marked with an O. Change any months that are marked incorrectly. If an exemption occurs at any time during a month, that month should be exempt. Only full benefit months can be countable months.

Key WERE with the appropriate participation code, PC, EM, or EV, and authorize the benefits. Send the appropriate approval notice.

### **Keying Noncompliance**

Key Y in the WERE TIME LIMIT DISPL FS column and press enter to review countable months in CODF. Ensure months are counted properly. Countable months are marked with an X, extension months are marked with an E, and exempt months are marked with an O. Change any months that are marked incorrectly. If an exemption occurs at any time during a month, that month should be exempt. Only full benefit months can be countable months.

Noncompliance should be keyed using the AB Denial or Closure Reason Code on SEPA when the budgetary unit is limited to the ABAWD and the ABAWD has three countable months in CODF. Keying this code allows the worker to send the ABAWD NA Closure (F231) Notice, allowing for NOAA.

When the customer has fewer than three countable months and is otherwise eligible, authorize benefits for the remaining months, Key NE in WERE and RA on WORW, and issue the ABAWD Participation and Referral (F035) Notice as a reminder of the need to comply to remain eligible for NA benefits.

### **Budgetary Units not Limited to the ABAWD**

Key Y in the WERE TIME LIMIT DISPL FS column and press enter to review countable months in CODF. Ensure months are counted properly. Countable months are marked with an X, extension months are marked with an E, and exempt months are marked with an O. Change any months that are marked incorrectly. If an exemption occurs at any time during a month, that month should be exempt. Only full benefit months can be countable months.

When the Budgetary Unit contains other members, disqualify the participant by changing the Participation code from IN to DI on SEPA. Send the appropriate notice, allowing for NOAA. See below for DI notices.

When an ABAWD participant is coded DI, has reached three month time limit, and is part of a budgetary unit containing more than one member, disqualifying the ABAWD may cause a decrease or closure for the remaining members. In these situations two notices will need to be sent to inform the budgetary unit of the changes.

For ABAWD income closures send the following two notices:

- NA Denial/Closure Income (F201) Notice
- NA ABAWD Informational (F033) Notice

For ABAWD benefit decreases send the following two notices:

- Decrease - NA Benefits (F701) Notice
- NA ABAWD Informational (F033) Notice

If the participant coded DI regains eligibility, change the DI to IN and authorize benefits, sending the appropriate notice.