



POLICY CHANGE ALERT #16-004F

TITLE: ABAWD EXEMPTIONS

ISSUE DATE: 01/15/2016

EFFECTIVE DATE: EFFECTIVE IMMEDIATELY

Summary

Programs Impacted: NA

This Policy Change Alert (PCA) is being issued to inform staff that two new ABAWD Exemption Reasons have been added.

Able bodied adults without dependents (ABAWDs) are currently limited to three full months of Nutrition Assistance (NA) benefits unless they are complying with ABAWD work requirements or qualify for an exemption.

Exemption reasons have been expanded to include a Migrant or Seasonal Farm Worker Exemption and a Receipt of SSI Exemption. Individuals who qualify for these exemptions will not be subject to ABAWD time limits and will not be referred to Supplemental Nutrition Assistance Employment and Training (SNA E&T) as long as the exemption applies.

In addition to these changes, the disability exemption category has been renamed as the Mentally or Physically Unfit for Work Exemption to conform to the terms used in the Code of Federal Regulations. The criteria for this category has also been updated.

Please note that this PCA does not include ABAWD work requirements, which, when met, result in an exemption. These may be found in the FAA Policy Manual at FAA2.P10A.

Revision Details

The FAA Policy Manual will be updated to include the information in this Policy Change Alert during one of the next bimonthly revisions. Until then, an alert will be placed in each revised section with a link to this document as a reminder of the policy change.

POLICY REFERENCE: FAA2.P10B – ABAWD - EXEMPTIONS

ABAWDs are not subject to a three month time limit when any of the following work registration exemptions apply:

- Age
- Residing with a minor child
- Mentally or Physically Unfit for Work
- Geographically exempt area
- Caretaker for an incapacitated individual
- Participation in a drug or rehabilitation program
- Pregnant



POLICY CHANGE ALERT #16-004F

- Student
- Receipt of Unemployment Insurance
- Mandatory Jobs or Tribal NEW Referral
- Transitional Benefit Assistance (TBA)
- Homelessness
- Migrant and Seasonal Farm Worker
- Receipt of SSI

Consider an entire month exempt when an exemption occurs any time during the month.

An ABAWD may be determined to have more than one ABAWD exemption. When this occurs, apply the exemption reason that allows the participant an exemption for the longest period of time first.

If the exemption reason requires verification, the exemption may not be applied until verification is received.

When an ABAWD does not meet any of the previously listed ABAWD exemptions, key NE (No Exemption) in the WERE EXPT RSN FS field. Key RA in the WORW PAR/EXEM FS field. These codes will create a referral that will be sent to SNA E&T.

POLICY REFERENCE: FAA2.P10B.01 – AGE ABAWD EXEMPTION

Individuals are exempt from ABAWD work requirements when they meet either of the following:

- Under 18 years of age
The 18-year old is exempt through the month in which they turn 18.
- Age 50 and over
The 50-year old becomes exempt the month in which they turn 50.

Keying a WERE EXEMPTION REASON Code is not required. AZTECS allows the age exemption based on the participant's identified age.



POLICY CHANGE ALERT #16-004F

POLICY REFERENCE: FAA2.P10B.02 – RESIDING WITH A MINOR CHILD (UNDER AGE 18) EXEMPTION

Individuals who reside with a minor are exempt from ABAWD work requirements. The minor child is not required to be eligible for NA benefits but is required to be included in the same budgetary unit to qualify for this exemption.

When there is at least one minor in the home, adult budgetary group members may qualify for this exemption. This exemption applies through the month in which the minor turns 18.

Key CH in the WERE EXPT RSN FS field.

POLICY REFERENCE: FAA2.P10B.03 – MENTALLY OR PHYSICALLY UNFIT FOR WORK EXEMPTION

Unfitness for work may be temporary or permanent. When a temporary condition exists that could prevent an individual from working or impair functioning in employment, the individual is considered temporarily unfit for employment. These customers will be exempt until their next interview unless verification is received that specifies a different expected end date for the exemption reason.

When the unfitness is expected to be long-term or permanent, an individual will be exempt from work requirements and the ABAWD time limit.

Verification sources include, but are not limited to, the following:

- **An obvious reason for unfitness for work, documented by FAA staff. Examples include but are not limited to:
Use of an oxygen tank;
Broken limb; and
Use of a wheelchair for mobility.**
- **Receipt of temporary or permanent disability benefits from governmental or private sources, including receipt of VA disability benefits.**
- **Completed Verification of Disability (FAA-1249A) form**

An individual who is unfit for work may not be receiving a disability benefit, and the reason the individual is unfit for work may not be obvious. When a person is obviously unfit for employment or a disability is evident, adequate documentation by the eligibility worker must support the determination.



POLICY CHANGE ALERT #16-004F

Disability that is not obvious must be verified. When a disability is not obvious, obtain a written statement that supports the extent and anticipated length of the unfitness for work from a medically qualified source. Document CADO and the case file with the reason verification of the claimed disability was requested.

**Key DI in the WERE EXPT RSN FS field.
Key DI in the WORW PAR/EXEM FS Field.**

Participants that have a disability that is not obvious must be allowed 10 days to provide verification when it is not available at the interview.

- **For regular households, do NOT key WERE or WORW with the DI exemption until verification is received when verification is required. Leave the field as populated by AZTECS**
- **For NAX households, do NOT key WERE or WORW with the DI exemption until verification is received when verification is required. If there is no other appropriate exemption reason, key NE on WERE and RA on WORW. When verification of disability is provided, key DI on WERE and WORW.**
- **Upon receipt of verification and changing WERE/WORW, review CODF to ensure the months are counted correctly.**
- **If the initial month was prorated, it should display as not countable on CODF. No changes are needed.**
- **Review any additional months displayed on CODF. For months which were counted and should not be counted due to a verified exemption, change the X to an O.**

POLICY REFERENCE: FAA2.P10B.04 –GEOGRAPHIC EXEMPTION

Individuals who reside in a geographically exempt area are exempt from the ABAWD work requirements. This applies to participants who reside in the following geographically exempt areas:

- All American Indian Reservations
- All Arizona counties EXCEPT Maricopa, Pima and Yavapai
- Apache Junction

Key GE in the WERE EXPT RSN FS field.



POLICY CHANGE ALERT #16-004F

POLICY REFERENCE: FAA2.P10B.05 – CARETAKER FOR INCAPACITATED PERSON EXEMPTION

Individuals who provide care for an incapacitated individual are exempt from ABAWD work requirements. The person needing care is not required to reside with the customer.

The customer is not required to verify the person's need for care unless it is questionable.

Key NC in the WERE EXPT RSN FS field.

POLICY REFERENCE: FAA2.P10B.06 – PARTICIPATION IN A DRUG & ALCOHOL PROGRAM EXEMPTION

Individuals who are receiving treatment as an inpatient or outpatient in a drug or alcohol treatment or rehabilitation program are exempt from the ABAWD work requirements.

Contact the center to verify the anticipated length of participation in the program. From their response, determine the length of the exemption from ABAWD work requirements.

When the length of time is not known or cannot be anticipated, the customer is exempt until the next NA review. If the exemption period is expected to end prior to review, set an ACTS alert and document CADO.

Key DR in the WERE EXPT RSN FS field.

POLICY REFERENCE: FAA2.P10B.07 – PREGNANCY EXEMPTION

Individuals who are pregnant, in any trimester, are exempt from ABAWD work requirements.

The customer is not required to verify the pregnancy unless it is questionable.

Key PG in the WERE EXPT RSN FS field.

POLICY REFERENCE: FAA2.P10B.08 – STUDENT EXEMPTION

Individuals who attend a school, training program or college at least half time are exempt from ABAWD work requirements.

Half-time attendance in high school or college is defined by the institution. Half-time attendance in trade or technical schools involving shop is 15 hours a week. A program without shop practice is 12.5 hours a week.



POLICY CHANGE ALERT #16-004F

Verification of attendance at least half-time may be obtained as follows:

- Collateral contact documentation that includes the date of contact, name and title of the informant.
- Completion by the institution of the Verification of School Registration (FA-075) form.
- Completion by the institution of the School Attendance Verification (C014 notice) sent to the participant.

Key ST in the WERE EXPT RSN FS field.

POLICY REFERENCE: FAA2.P10B.09 –UNEMPLOYMENT INSURANCE APPLICANT EXEMPTION

Individuals who have applied for, or are receiving, Unemployment Insurance (UI), are exempt from ABAWD work requirements.

Individuals who have applied for UI, and whose application is in pending or in appeal status, are required to register for work with the Employment Service Program office as part of the UI application process.

Key UI in the WERE EXPT RSN FS field.

POLICY REFERENCE: FAA2.P10B.10 – PARTICIPANT IN OTHER WORK PROGRAM EXEMPTION

CA customers who are mandatory Jobs or Tribal NEW referrals are exempt from ABAWD work requirements.

Key WN in the WERE EXPT RSN FS field.

Refugees participating in approved training programs offered by the Refugee Resettlement Program (RRP) service providers are considered in compliance. The approved training programs are as follows:

- English Speakers of Other Languages (ESOL)
- Vocational training
- Job training
- Community service
- Volunteer work experience

Key RF in the WERE EXPT RSN FS field.

Key RF in the WORW PAR/EXEM FS field.



POLICY CHANGE ALERT #16-004F

POLICY REFERENCE: FAA2.P10B.11 – NA TRANSITIONAL BENEFIT ASSISTANCE (TBA) EXEMPTION

Individuals who are receiving NA TBA benefits are exempt from ABAWD work requirements.

NOTE Key TB in the WERE EXPT RSN FS field.

POLICY REFERENCE: FAA2.P10B.12 – HOMELESSNESS EXEMPTION

Individuals who are chronically homeless may be considered unfit for work and are exempt from the ABAWD work requirements.

A homeless budgetary unit is defined as a budgetary unit in which all participants meet one of the following criteria:

- They do not have a fixed or regular nighttime residence.
- The participants have as their primary nighttime residence one of the following:
 - A supervised shelter designed to provide temporary shelter to homeless persons.
 - A half-way house or similar institution that provides temporary residence.
 - A rent free accommodation in the residence of another person for not more than 90 days.
 - A place not designed, or ordinarily used, for sleeping. This includes, but is not limited to, a car, bus station, hallway, park, sidewalk, etc.

When considering a budgetary unit homeless due to temporarily living with others, have the applicant sign a statement regarding the following:

- The temporary nature of the residence.
- The date they expect to get their own residence.

Consider a residence temporary when the budgetary unit lives there for 90 days or less.

When a budgetary unit continues to live in the same residence for more than 90 days, do not consider the budgetary unit homeless.

Do not consider a person chronically homeless as an ABAWD if the person has not been homeless for more than 90 days.

Homeless customers may claim to purchase food and prepare it separately from those with whom they live. Require that the applicant sign a Separate Household Status Statement (FA-255).



POLICY CHANGE ALERT #16-004F

Key Y in the Homeless Indicator on INDA.
Key DI in the WERE EXPT RSN FS field.

POLICY REFERENCE: FAA2.P10B.13 – MIGRANT OR SEASONAL FARM WORKER EXEMPTION

Migrant or seasonal farm workers under contract or similar agreement with an employer or crew chief to begin employment within 30 days are exempt from ABAWD work requirements.

Key MS in the WERE EXPT RSN FS field.

POLICY REFERENCE: FAA2.P10B.14—RECEIPT OF SSI EXEMPTION

Individuals receiving SSI benefits are verified as unfit for employment and are exempt from ABAWD work requirements.

Key DI in the WERE EXPT RSN FS field.

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at FAAPolicyMgmt@azdes.gov with any questions or concerns regarding this broadcast.

Please consider the environment before printing this broadcast.

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