ABAWD Questions and Answers (as of 2/15/16)

The following are questions we received in training and the weekly Q and A sessions. This merges SS-IM-15-035, SS-IM-16-00 and SS-AR-16-001.

There is confusion about what policies apply to ABAWDs living in Multnomah or Washington counties versus the rest of the state.

Policy	Multnomah/Washington County	Rest of the state
Determine if a person is an ABAWD if age 18 and not yet 50 with no child under age 18 in the filing group	Yes	Yes
Use E&T Exemption reason codes 1 - 9	Yes	Yes
Use E&T Exemption reason codes J, K, L	No	Yes (if number codes do not apply)
ABAWD required to report when work hours go below 20 hours a week	Yes	No
SRS Change Report form	Use DHS 854 for ABAWDs (mandatory or exempt). Use DHS 853 for non-ABAWDs.	Use DHS 853
Must do the ABAWD work requirements	Yes	No (do OFSET)
Must do the OFSET work requirements	No	Yes (for SSP) No (for APD/AAA)
Apply CT if received in another state	Yes	Yes
Apply a job quit disqualification	Yes	Yes
Apply CT if does not do the ABAWD work requirements in Oregon	Yes	No
Apply the SNAP time limits	Yes	No
Fixed clock of 1/1/16 to 12/31/18 applies to ABAWD	Yes	Yes

Q – There is confusion between when to use working 30 hours a week and when to use working 20 hours a week.

A – 30 hours and 20 hours a week have different purposes.

1. A client is exempt from having to do the work requirements and the ABAWD is exempt from the time limits if they are working for pay 30 hours or more a week or if they are earning the

equivalent of $935.25 a month. This determination should be made first before looking at the work requirements, etc. This is because if a person is exempt – they do not need to do the work requirements and there is no SNAP time limit. One caution, if the ABAWD lives in Multnomah or Washington County – remind the ABAWD of the requirement to report when their work hours drop below 20 hours a week.

2. A mandatory ABAWD living in Multnomah or Washington County must do certain work requirements. One of these is working. They may be working for pay, for in-kind goods or services or as a volunteer. The dollars do not enter in here. It is simply the number of hours they are working. If they are working 20 hours a week, they should receive a case plan telling them to continue to work the 20 hours a week. If less than 20 hours a week, they will need a plan with a second activity so the total in combined work-related activities is 20 hours a week.
3. A self-employed ABAWD who is not exempt due to working the equivalent of 30 hours a week, can be working the equivalent of 20 hours a week to meet the work requirements if they are earning $580 SEN or $1160 SEC.

Are they an ABAWD?

Q – Client is exempt because she has a child under age 6 in her filing group and because she is receiving TANF. She reports her brother has moved in and wants to add him to her SNAP case. He is currently not employed. However, he is temporarily disabled and will be exempt from ABAWD. I am not sure of his Work Reg code. I believe I can apply either N3 on him as he has a broken neck and back due to being hit by a drunk driver (not questionable) or N1, now in a filing group with children under age 6. Is there a preference for which code I use?

A – Yes, only one person in the case should be coded a 1 for taking care of a child under age 6. This should be the primary care giver which is probably the child's mother. Although she could also be exempt due to receipt of TANF. There is a child under age 18 in the filing group and so, there is no ABAWD. The brother has a broken neck – he should have an exempt work reg code of 3. It is also reasonable to expect him to have a long recovery period. Code 3 is most applicable in this scenario.

Q - SNAP filing group consists of 3 people> Mom and her 2 dependents (20 year old son & 13 year old son). Are MOM & 20 year old son *BOTH* exempt from ABAWD as there is a CH under 18 in the filing group?

A - Neither mom nor the 20 year old are ABAWD as long as the 13 year old is in the filing group. You will still need to look at their mandatory or exempt work registration status for OFSET. But you do not need to be concerned about the SNAP time limits.

SNAP Time Limits

There are no specific questions to date. See SS-IM-15-035 and SS-IM-16-004 regarding SNAP time limits.

Moved to Oregon from another state

Q – Currently we only contact the other state when a person has moved here in the last 6 months. Will we need to change this for ABAWDs?

A – Yes. Need to do this statewide. If they moved to Oregon from another State Jan 1, 2016 or later and if an ABAWD - ask Questions:

1. What state? When did benefits end? Reason the benefits ended?
2. Were they told they are an ABAWD in the other state?
3. Did they need to work with someone about looking for work or other work related activities? Did they work with them each month?
4. Were they told they were using counting months because they were not doing the required number of hours with the employment and training program? If yes, what months?
5. Did they lose SNAP benefits because they did not work with the employment and training program? If yes, when?
6. Does the client have the name and phone number of their former worker in the other state?

Ask the client if they can contact their worker to get their counting months information. If yes, note on the 210 or 539H if in Multnomah or Washington Counties. Do not put on 210 or 539H if in a waived county.

Worker to also, attempt to contact the other state to learn if counting months were used and if yes to obtain the dates for the counting months. Make at minimum 2 contacts. Allow at least three business days between each contact.

If the need to contact the other state was noted on the 210 or 539H, make sure the client understands they need to attempt twice and if no response, to call worker and report there was no response. If the client does not provide the requested information or let the agency know there was no response from the other state – deny at the end of the pending period.

If the client notifies the worker of the lack of response and/or the worker also did not receive a response from the other state, narrate the attempts. Determine eligibility based on the answers the ABAWD provided at intake regarding the counting months. Assign counting months if any were accrued and code on FCAS and SNAP time limits screen. The information from the other State can impact eligibility. Incorrect determinations may result in overissuances.

In Multnomah or Washington County - If the ABAWD received 3 or 6 counting months in the other state, they need to regain eligibility before eligible for benefits again.

Q – Will branches with ABAWD clients who do not live in Multnomah or Washington Counties need to deal with the CT coding?

A – Yes, they may have to. ABAWDs in these areas are not subject to the SNAP time limits. However, the CT coding must follow the individual in case they move into Multnomah or Washington Counties. In addition, ABAWDs moving into Oregon from another state may have used some or all counting months in the other state. The intake worker will need to verify with the other state if counting months were used and the month/year of its use. Any counting months earned January 1, 2016 or later must be counted in Oregon also. When these months are identified, the worker will need to ensure the CT coding is on the individual.

In addition, no one knows what areas in Oregon will have to do time limits as of January 2017. At that time, any CTs earned in 2016 will continue to count for the person.

Work Registration Exemptions (Caution, the coding has the same meaning regardless of whether exempt from OFSET or an exempt ABAWD.) Additional information about work registration coding is located in the SNAP Manual, section E.8 and SS-AR-15-014. DHS 1467 may assist with the exemption decision. See SS-IM-16-001:

Q – When should exemptions be reviewed on a person?

A – Review the exemption at certification, recertification, when a person moves in or out of the filing group and anytime a change is reported that could impact an exemption. For example, a person is exempt due to working and they report they are no longer working.

Q - Code 1 - Caring for dependent CH under 6: if the child in the home is 13 years of age and the parent in the filing group is NOT working nor meets any other exemption to ABAWD, would this parent be coded

a) N/1

b) N/G (if they are mandatory for OFSET in D2 or D16)

A - Exemption code 1 is only about exempting from work requirements if caring for a child in the filing group under the age of 6. If the youngest child in the group is over age 6 you need to find a different exemption for the adult. In this discussion there is no ABAWD in the household because there is a child under age 18 in the filing group. If there is no other exemption, the adult is mandatory of employment and training – OFSET. If the SNAP case is in D2 or D16, the adult should be coded as N/G as there is no OFSET program available in these two districts.

Q – Code 2 - There is confusion between Student eligibility and student exemption.

A – Student eligibility and the student exemption have different purposes and may not include the same individual. Whenever an individual indicates they are a student, ask questions to determine the school, the course of study, and the number of hours a week in class. When did the schooling begin and how long do they plan to remain in school? The answers to these questions will assist you in determining if the person needs to meet student eligibility criteria or if they are exempt.

1. Student eligibility is needed when a person is a higher education student at least half time. It is necessary to determine if the student meets the special student criteria to be eligible for SNAP.
2. The student exemption may be given to any person who is a student at least half time. The most common students are the following:
    a. An eligible higher education student.
    b. A student attending a technical or trade school.
    c. A student attending high school classes or a GED program.

Q – Code 2 - Student (higher education, trade school or attending HS). From the latest conference call, in order to get this exemption and coding, the customer would have to be attending “half time” as determined by their institution.

A - This is correct.

Q – Code 2 - A client is calling regarding ABAWD and they indicate they meet an exemption because they are a student. However, they are in the middle of the cert. Are we pending for verification?

A – First check to be sure they are not exempt in another way. If the person appears to be a mandatory ABAWD you need to pursue the student status. Are they in higher education or high school or GED? Is it at least half time? If it is higher education, are they an eligible student? Verify the same as if you are processing an application at certification or recertification. Per policy, you accept their statement unless it is questionable. If the ABAWD does not meet the eligible student criteria, they become ineligible.

Q - Code 2 – At certification, the ABAWD indicates they are attending vocational school, can any vocational school make them exempt?

A –Yes, attending vocational school can make the ABAWD exempt. First determine if the vocational school is higher education. If the vocational school is not higher education and they are attending school at least half time, they may be exempt for being a student attending vocational school. If it is higher education, determine if they are a student at least half time. Next determine if they are an eligible student. This must all occur before granting the exemption if the vocational school is higher education.

Q – Code 3 – Unable to work due to physical or mental disability. If a person is stating they are applying for disability benefits, is that enough to give this exemption?

A – Whenever an ABAWD states they are not able to work, ask them questions regarding the reason(s) they are not able to work. Make a decision regarding probable disability for the exemption based on this information. Only request verification of the disability if the information is questionable. A person does not need to be applying for or receiving disability benefits to receive this exemption.

Q – Code 3 - An ABAWD reports he had surgery and will not be able to return to work for 7 weeks. The case is certified for 12 months in SRS. How do we reconcile this now?

A – If a new certification, the case should be certified for 4 months. That will allow the worker time to determine if any countable months were used at recertification.

If an ongoing case, the client should be reporting employment income on the 852 if it is after the 7 weeks off period. However, there are variables. They may have had complications and so they did not return to work as expected. The individual is coded as exempt due to medical reasons (work reg code 3). The return to work by itself or the ability to return to work is not a reportable change. If they have not returned to work by 852 time, they will probably remain exempt for the balance of the certification period.

Q – Code 3 - Incapacitated. Includes pregnant women. This would also include “chronically homeless people” and people who are medically/mentally unfit for employment, is that correct?

A – This is correct.

Q – Code 3 - Please review Chronic Homeless. See SS-IM-15-036.

A – A person who is currently homeless based on the department definition of homeless can also be chronic homeless if they meet one of the following:

- They have been homeless for more than 6 months.
- They are homeless now but for less than 6 months and have been homeless one other time in the last 12 months.
- They state they are not able to meet the basic necessities of everyday living. (The basic necessities of everyday living include a roof over the head, heat, lights, running water, food, and clothing.) This is based on their statement.

Some homeless individuals do not want to tell us they are homeless. You may be able to make the homeless determination by asking some additional questions if they report they do not have a stable nighttime residence, or they are paying nothing for rent or utilities or they get their mail in a location different from where they live or they have no residence address. If it appears they are homeless, ask the additional questions needed to determine if it is chronic homelessness. A caution: not all homeless persons will be chronic homeless.

Q – Code 4 - Working 30+ hrs/week; a student (higher ed "half-time" and working 20 hrs/wk or in a work study program) or earning $935.25 gross/month. Just wanting to make sure that it applies to all other customers, not just students, that if a customer that is NOT a student is earning EML of $935.25 gross/month, they would also get this code?

A - Correct, all customers that are working for pay 30 hours a week or the equivalent of 30 hours at federal minimum wage fall into this exemption. You raise a good question about working students. Why are they distinguished here when they can be exempt using code 2? Therefore the wording about Students is being removed from the help window to place the focus on working for pay.

Q – Code 4 – Employed 30 hours or more a week or the equivalent of 30 hours a week. Can this code be used if a person is volunteering 30 hours a week?

A – No, this code is intended for a person who is working for pay at 30 hours or more a week. They need to have EML or HCW of at least $935.25 a month coded for the person. Volunteer work does not have dollars associated with it and this ABAWD needs to be coded as mandatory with a case plan to continue to do the voluntary activities 20 hours a week. Remind the client of their reporting requirements and use Work reg code "T".

Q – Code 4 - Customer is working as a babysitter and states they work 40 hours/week and are paid $500/month. The customer states that they are NOT self-employed as they do not meet at least 4 of the self-employment criteria and they have an employer/employee relationship w/the parent of the child they care for. The parent determines hours, pay, etc…and the "employee" is not soliciting any other business. The parent provides a signed statement confirming gross pay and hours. Would this customer be ABAWD EXEMPT based on working 40 hours/week although EML is less than $935.25?

A - Yes, they are exempt because they are working more than 30 hours a week for pay and they are not self-employed. Code the person as exempt (Work reg code 4) and because they may appear on a

possibly ABAWD mandatory list due to the dollar amount of the EML, also note a reminder at the end of the line "CC job".

Q – Code 4 or 5 – Employed or self-employed, Can more than one income source be combined to determine if a person is exempt due to working?

A – Yes, you can add the earned income amounts for a person from EML, HCW and SEN to arrive at a total earned income for the exemption determination. If the combined income is $935.25 or greater, the individual is exempt. If SEC income, deduct 50% before adding to the other income types for the exemption calculation. Use Work reg code "4" or "5", depending on the income source which is greater.

Q - Code 5 - Self-employed 30+ hours/week, or migrant/seasonal farm worker with work contract to begin work within 30 days. For self-employed customers, they would meet this exemption for ABAWD if earnings were equivalent to or greater than SEN $935.25 /month or SEC $1870.50/month?

A – This is correct.

Q – Code 6 - In drug/alcohol treatment/rehab program. Does this also include customers that are NOT in a facility but are attending AA/NA meetings?

A – Yes, this is correct.

Q – Code 7 - TANF/REF recipient who is JOBS participant (no clarification needed for this one)

A – Not all REF recipients are exempt based on code. Individuals receiving REF benefits without children are not receiving REF benefits funded by Title IV of the Social Security Act and they are not JOBS participants. These individuals are not exempt using this code.

Q – Code 8 - Caring for an incapacitated or disabled filing group member. See SS-AR-15-014.

a. We received some clarification that the disabled/incapacitated member does NOT have to be in the filing group, they can just be in the household group- is that correct?

   A – Yes. Good catch, we are correcting the help window.

b. If the customer is caring for a disabled/incapacitated household member, do we need verification?

   A - Only if questionable. Your interview with them should tell you what services they are providing for the other individual which that person cannot perform for themselves. It could be they need to prepare meals, do laundry, clean house, and provide personal care or transportation for the disabled person.

c. If the customer is caring for a disabled/incapacitated person that is NOT in the home or in the filing group, they would be mandatory for ABAWD?

   A – The person cannot be exempt for this reason. However, it is possible they are being paid for the services and if working more than 30 hours a week, they are exempt for another reason. If a mandatory ABAWD, the number of hours they spend a week caring for the person could count towards their 20 hours per week as a volunteer if unpaid.

Q – Code 8 – Caregiver for an incapacitated person, is proof required?

A – Ask the ABAWD questions about how long they have been providing the services for this person who also lives in the same household. What services are they providing? If it appears reasonable and is not questionable, use exempt code 8 and narrate the conversation and decision.

Q – Code 9 – Applied for or receiving Unemployment Compensation, is proof required?

A – If taking an application or processing the 852, yes verify the application or receipt of UC. If in the middle of the certification period and the ABAWD is reporting the exemption, ask clarifying questions. Ask the date of application, has a decision been received, does the total monthly amount exceed the 130% level for the case? Make a reasonable determination based on the answers to these questions. Only check ECLM if the responses are questionable. Remember if ECLM is checked, you have verified and will need to code the income.

Q – Code 9 - Receiving UC benefits. We received clarification that this also includes customer's that have applied for UC (within 30 days) - is that correct?

A – Yes. Ask them what day they applied.

Q – Code 9 – Client reports applying for UC from another State? How is this verified?

A – Ask the date they applied and the State. How long did they work in this state and when did they last work there? Ask if they received a response from the State. Unless questionable, accept their statement that they applied for UC in that state.

Q – Code G - OFSET Mandatory, ABAWD exempt which would be customers

a. under 18 or 50-59;
b. what about customers with children over 6 but under 18 years, would this coding apply instead of "1" ? (See SS-AR-15-018)

A – Code G is used by D2 and D16 plus AAA and APD offices. It is the code used when an individual does not meet one of the Work Reg exemptions, is not an ABAWD and therefore is OFSET Mandatory. As there is no OFSET program in these areas, this code identifies those individuals who are mandatory but not participating because there is no OFSET program. This code is not an exemption. A customer with a child between the ages of 6 and 18 is not an ABAWD. Unless they are otherwise exempt, they are OFSET mandatory. Code 1 should never be used to exempt a person when there is no child under age 6 in the filing group.

Certification Periods – See SS-AR-15-018 regarding 4 month certification periods.

Q – When can we start to do a 4 month certification period for ABAWDs in SRS?

A – As of December 1, 2015, workers were able to use a 4 month certification period for ABAWDs living in Multnomah or Washington counties. If the case currently exists on FSMIS and has an "S" report code, first change the report code to "N" and save the action. Second, complete the recertification action using "N" in the report code field, "SRS" HH type, and the 4 month certification period. A special certification notice will be sent for SRS. This coding is only available if the case is using county codes 051 or 067.

Q – Are we required to only use 4 month certification periods for ABAWDs?

A – As always, the length of the certification period depends on the stability of the situation. Use the 4 month certification period when the ABAWD is mandatory and must work with the contractor to do work activities at 20 hours a week. If the ABAWD is working (for pay, barter or volunteer) 20 hours a week and the situation is stable, you may use up to a 12 month certification period.

Q – Should the ABAWD households with 4 month certification periods be in SRS?

A – Yes. There is special coding for households with Multnomah or Washington county codes, in "N" report system and a 4 month certification. If the HH type of SRS is present, the applicant will receive an approval notice which says the case is in SRS with the 4 month certification period and special ABAWD wording will be present.

Q – Should all ABAWDs applying for SNAP and living in Multnomah or Washington Counties be given 4 month certification periods?

A – No, the 4 month certification periods should be given to SNAP households with an ABAWD who is not exempt and needs to be doing the work requirements. The intent is to assist with the monitoring because there is such a high potential for errors or overissuances.

Q – How do we code a case with one person who is an ABAWD and another adult who is not an ABAWD? Can we do a 12 month certification period?

A –If the case has a mandatory ABAWD who is required to work with the contractor to do the 20 hours a week in work activities, use a 4 month certification period.

Q - New SNAP applicant, filing date is 01/01/16 and is determined to be ABAWD Mandatory. Worker accidentally certified case for 12 months (01/01/16-12/31/2016) and notices were sent informing customer that they are approved for 12 months. Are we able to SHORT cert them after notices were sent? And if YES, what notice would we send if any? And what OAR # would be applicable?

A - No, you are unable to shorten the certification period once you have certified for 12 months. You will need to set your own ticklers to check on the CT months and close manually if need be.

Q – At intake an ABAWD states he has applied for unemployment, I can verify the UC application on ECLM. Can I use a 12 month certification period?

A – Yes, you can use a 12 month certification period. As always, the worker sets the cert period based on the situation. The most stable situations earn a 12 month certification. If unstable, set the certification period based on the individual situation.

Q - At certification the ABAWD is exempt and is given a 12 month certification period. Later in the certification period, the ABAWD becomes mandatory, is there an overpayment?

A – It depends. Was the change in exemption status the result of a reportable change?

1. If exempt due to working 30 hours a week and work hours went below 20, it was a reportable change. If the change was not reported timely and the now mandatory ABAWD did not do the required work requirements, counting months need to be applied. If they have used the counting months already there may be an overpayment.

2. If the change was not reportable, for example child left the household, refer the ABAWD to the contractor and have them begin to meet the work requirements. None of the months after the change are countable and there is no overpayment.

Extending Certification Periods

Q - If a mandatory ABAWD goes to work, can we extend their cert period based on their word about the employment information (assuming the hours/rate meet the criteria), or must we get proof of hours and pay rate?

A -If the ABAWD goes to work you need to ask the client for the hours and rate of pay. Do not ask for proof unless the expected income exceeds the 130%. No, you should only extend the certification period if the job is expected to continue and you have received proof of work hours.

Q – An ABAWD is mandatory and is certified for 4 months in SRS. In the third month of the certification period, they report they are now receiving UC income. Can the certification period be extended to 12 months based on this reported information?

A – No. This is too error prone. They have reported information which now makes them exempt. It is okay to extend the certification period only if the information is verified upon receipt. For example, the client may provide a check stub with the report. However, if you have not verified the income, do not extend the certification period. At recertification, you will verify and code the new income and code the person as exempt for receiving UC. At that point you may establish a 12 month certification period.

Q - An ABAWD is mandatory and is certified for 4 months in SRS. In the third month of the certification period, they report they are now working 30 hours a week or earning at least $935.25 a month. They indicate their income does not exceed the 130% FPL. Can the certification period be extended to 12 months based on this reported information?

A – Yes, after you verify the hours they are working. If the work hours are not verified, do not extend the certification period. At recertification, you will verify the work hours and wages and code the new income. At that point they may be exempt due to receipt of earned income. Be sure to remind the ABAWD of the need to report if the work hours go below 20 hours a week.

Work Requirements - Working for pay, bartering or volunteering

Q - We have several SNAP clients that live in Corbett OR zip code 97019. D2 carries the cases at 1403. The county code is 005 Clackamas county. Are they mandatory to participate in the ABAWD program?

A- No, they are not subject to the time limits. They do not live in Multnomah or Washington counties. It doesn't matter what branch has their case. The key is where they live.

Q - I have a question regarding ABAWD. Yesterday I had an intake and customer missed his appointment. For that reason his case was not open. However, I was instructed by my manager to send customer to ABAWD Orientation and open his plan in TRACS. Is this the procedure we need to follow with ABAWD customers when they are not working and do not have an open case?

A – Please do not refer to the contractor for orientation prior to conducting an intake because they don't know if they will complete the intake process, if they are even eligible for SNAP, or if they are mandatory. It is important to refer to the contractor at the time of the interview to maximize the amount of time they have to show participation.

Q – We need clarification on the total monthly hours needed for ABAWDS starting the work related activities mid-month. Ie., for Jan., we have three more ABAWD orientations this week & one more on 1/20. Does the total of 80 hours per month, in whatever combination of work activities they're doing, still apply if they don't attend an orientation until the third or even fourth week of the month?

A – If this is an ongoing case, unfortunately it does. All mandatory ABAWDs living in Multnomah or Washington Counties must do the 80 hours of work activities in January. If they do not, CT1 is to be given for January. There is no implementation period on this. FNS has stated there is no lead up period. As of January 1, they must do the 80 hours each month. The fact the ABAWD did not get into an Orientation session until mid-January is not an allowed excuse to delay implementation of the policy. If this is a new case and January is a partial month of benefits, they should have the referral to the contractor and should begin to comply but they do not need to do the 80 hours in the partial month. The 80 hours will be required in February.

Q - It does not seem reasonable for an ongoing mandatory ABAWD, who attends their orientation in the 4th week of the month, to be told that they're required to do 80 hours of work participation in 1 week or less--& while I understand there will be those whom we can credit for hours they're working or bartering, etc. There will also be those who we aren't eligible to credit w/those hours & will have to be told they must do 80 hours, which could be as much as 10 hours per day. They may not be able to do this and it could cause some real upset for those participants. In this kind of situation can the DHS case worker make an allowance if the ABAWD calls & asks for one?

A - If they cannot do the work activities for a good cause reason, the worker may grant good cause – but there is no good cause allowed for not coming to an orientation session due to the holidays or because the department did not get the sessions started earlier. Perhaps we can explain to the customer they can only receive 3 months in a 2 year period without doing these work activities. They have already received benefits this month without doing the activities so caution –you have used one month already and only have two left.

Q – How should we code FMSIS when ABAWDs are bartering/volunteering. How do workers put a $ amount that reflects a monetary value if known? How would the worker code the bartering/volunteering – as EML?

Example 1: A mandatory ABAWD declares she is baby-sitting for a friend. In lieu of payment, the friend cleans her home. Would we count that as bartering and if so, would the worker need to determine a monetary value for the exchange?

Example 2: A mandatory ABAWD declares he is helping a community organization by doing minor repairs and cleanup on the organization's grounds. The organization gives the ABAWD free services. Would the worker need to determine the monetary value of the services being given to the client?

A – Both examples are in-kind income or bartering. This has no dollar value for SNAP and there is no need to determine the monetary value. But please verify the hours with the friend or the agency. The

hours are used to help the ABAWD meet the required work hours. So, if working is 20 hours each week the ABAWD is meeting the work requirements. If less, they need to do an additional work related activity to make up the difference. Do not use Work Reg code 4 or code EML as if the person is working. The Work reg code is C (other work related activities) or T (working 20 hours a week) because this person is mandatory and subject to the time limits.

Q - At certification, the ABAWD indicates they are working for 40 hours a week but it is work in exchange for rent (i.e, bartering). Can they be coded as exempt? If not exempt, what do we do?

A – They are not exempt because they are not working for pay. Write a case plan indicating they are to continue to work at least 20 hours each week. Ask for proof they are working these hours. The verification may be in writing or over the phone. Once verified, note two weeks of verification on the TRACS BF step. After these two entries, the plan will automatically enter the hours each week without further verification. If the hours are verified at 20 or more a week, and they are expected to continue, you may do a 12 month certification period. Make sure the client understands the need to report if their work hours go below 20 hours a week.

Q – An ABAWD reports they have started a job and are working 30 hours a week, it is mid certification period. Do we need to get verification?

A – Ask questions regarding where working, date began, hours a week, rate of pay and if the monthly income exceeds the 130% level. If below the 130% level you do not want to obtain verification of the income. If you question their responses, you may request proof of work hours only. If they report working 20 hours or more a week, use Work reg code "T". Give them a case plan to continue to work 20 hours a week and remind of the reporting requirements. If less than 20 hours a week, refer to the contractor to have the ABAWD do another work related activity so the combination will be 20 hours a week. If the person is exempt due to earning more than $935.25 an hour, use Work reg code 4 and Income code EML with $0.00, in the benefits space at the end of the line note "wrk 30 hrs". Caution, this person may appear on future ABAWD lists because there is not enough EML dollars coded on the case for an exemption.

Q - If an ABAWD is employed and only working 20 hours per week, would we have them participate in 10 hours of work search activities each week?

A – No, the ABAWD is mandatory if their earnings are not equal to 30 hours a week or $935.25 a month. So, they need to be working or participating in the work requirements 20 hours a week. Your example is a person working 20 hours a week. They do not need to do more work activities. Set up a case plan to keep working 20 hours a week and tell them about the new reporting requirement.

Q - I heard we do not need proof of the client's work hours. Is this correct?

A - You are correct. We will get proof of work hours at cert, recert and 852 time. In-between time we only need proof if the worker questions the client's statements or income goes over the 130% level.

Q – We are confused. Sometimes the weekly hours are calculated and multiplied by 4 and at other times by 4.3. What is correct?

A - For participation we are looking at 20 hours a week /80 hours over the month. We do not want to do 4.3 in our calculations on this one. FNS requires us to use 4.3 in most calculations but for ABAWD

participation in work activities they have specifically stated we use the 4 not 4.3. I realize this can get confusing.

Q - If an ABAWD customer is self-employed without costs (SEN) and we have to calculate their hours for "work requirement" credit, which calculation should we be using? Please choose one.

a) SEN $500 /9.25/4= 13.51 HOURS CREDIT toward "work requirement"
b) SEN $500/7.25/4= 17.24 HOURS CREDIT toward "work requirement"
c) SEN $500 /9.25/4.3= 12.57 HOURS CREDIT toward "work requirement"
d) SEN $500 /7.25/4.3= 16.03 HOURS CREDIT toward "work requirement"

A – b.

Q - If an ABAWD customer is self-employed with costs (SEC) and we have to calculate their hours for "work requirement" credit, which calculation should we be using? Please choose one.

a) SEC $1000/2/9.25/4= 13.51 HOURS CREDIT toward "work requirement"
b) SEC $1000/2/7.25/4= 17.24 HOURS CREDIT toward "work requirement"
c) SEC $1000/2/9.25/4.3= 12.57 HOURS CREDIT toward "work requirement"
d) SEC $1000/2/7.25/4.3= 16.03 HOURS CREDIT toward "work requirement"

A - b

Q – ABAWD with recertification due 03/31/16. He works as a basketball coach with Parks and Recreation from November through the end of the season in February, for 15 hours a week. He will not be paid until March and receives $1500 in March for the season. He works a second job as a coach at a local high school, 8 hours a week during the school year. How are the hours treated for ABAWD?

A – If he is mandatory, his case plan should show the BF step. From November to February he is working 15 hours a week in one job and there is a second job for the school year at 8 hours a week. For November through February the total working hours a week is 23. The two jobs must be totaled and coded on one BF line. Set a tickler to end the one job that is only November to February. Also, refer the client to the contractor in February so he may do other work related activities in March to meet the 20 hour a week requirement. In March the 23 hours of BF should change to 8 hours a week.

Verification

Q - If we have to verify hours for students and work hours for those reporting work….should we not also be verifying A & D treatment as an opt out? This would be service equity thing…it seems that picking and choosing who we want additional verification from should also include A & D treatment? Or can we, just as with medical and mental health, take verbal statement because of HIPPA and privacy?

A – Look at verification in the application chapter (B.11) of the SNAP manual. Do not add verification requirements. Continue to verify at certification and recertification in the same manner as in the past. So, if we always accepted the individual's statement we will continue to do so. Only verify if questionable? When the client reports a change in status mid certification, verify it similar to at

certification. The one difference is if they report working. Verify hours for ABAWD status and not the wage unless over the 130% level. If an individual indicates they are now exempt due to being a student, determine if a higher education student. If a higher education student, you must determine if they meet the criteria to be an eligible student first. If the student could be exempt due to another reason, pursue that first. Only pursue student if that is the only possible exemption.

Q – An ABAWD reports they are now working. For the work requirements, we are to verify the number of hours but not the rate of pay or wages. Could a pay stub for one week be sufficient?

A – Yes, ask questions of the ABAWD about the job, date started, number of hours a week, if they expect this to continue, etc. The one week pay stub will help support their statements. It is not a month's wages and probably not adequate to verify ongoing income.

Q – An ABAWD reports they just began to work in a self-employment venture last month. At that time they earned $1800 SEC. Is this sufficient to support meeting the work requirements?

A – Ask the ABAWD some questions about their new self-employment venture. When began the business? What is the business? What are the costs? If they received $1800 this last month, what do they expect to receive this month? Do, they expect the business to stay the same, go up or go down? Based on this information, determine if they are meeting the work requirements and draft the case plan accordingly. They are meeting the 20 hours a week requirement if their income is $580 SEN or $1160 SEC. Also, give the 858 and narrate this along with the discussion.

Q - If a mandatory ABAWD gains stable employment during the 4 month certification, are we able to extend the certification for up to 12 months?

A - Yes, you can extend to 12 months if they are meeting either the exemption for 30 hours or the 20 hour work requirements. Remind them of their reporting requirement to report if their hours go below 20 hours in a week. Extend the certification period only after you have verified the work hours for ABAWD.

Q – If we receive word an ABAWD has gone to work, do we need to verify the hours? What if we request proof of the hours but the ABAWD does not respond.

A – Yes, we need to verify the work hours to the point we can determine if they are working 20 hours or more a week. This may be done by a call to the employer or by talking to the client and requesting one weekly pay stub or a note from the employer, etc. We only want to verify the wage or the income if their income is exceeding the 130% FPL. If the ABAWD does not respond, they should be asked to continue to work with the contractor.

Q – 18 year old is living with his parents. All three are ABAWDs. The 18 year old says he is not paying rent to the parents. Instead he is doing chores around the house. Does he need to do the work requirements also?

A – The 18 year old is reporting he is bartering. You need to ask questions about what chores the ABAWD is doing around the house for his parents. The activities should not include hours spent doing things for himself (ie, clean own room, do his own laundry, prepare his own meals, etc.) Also the number of hours a week. Verify this is a work arrangement with the parents. For example; he may be expected to mow the lawn at 2 hours a week, etc. The reported information verified by the parents is

acceptable as long as it is not questionable. For example, if he says he is doing dishes for his mother 20 hours a week, the number of hours would be questionable with this sole activity. The number of hours a week can be part of the work requirement. If they do not total 20 hours a week, he must do additional work-related activities to total the 20 hours a week. Make sure he understands the reporting requirements if the number of hours drop below 20 a week.

Q – Verification of work hours for bartering, in-kind or volunteering at certification may be difficult. If pended for this information and it is not provided what is the reason for denying the case?

A – This is a fine line. The hours are needed to show work participation. They are not needed for eligibility. In addition, work hours for bartering or non-pay volunteer activities are not needed for an exemption. Do not deny benefits for failure to provide verification of bartering or volunteer hours. The ABAWD will need to verify the number of hours to show participation for the case plan on TRACS. If the hours are not verified, the TRACS record will show they are not meeting the work requirements and the mandatory ABAWD will use one of the three counting months. Do not delay opening the SNAP case if the only item needed is proof of the non-pay work hours. Based on local processes, refer to the contactor for a case plan or worker creates the plan. Initially, determine the number of hours based on the ABAWDs statements. Make sure they understand the need to report their hours and the needed verification. They only need to provide this once. This proof allows you to code the hours worked in the BF step and prevents use of a counting month.

Q – Does the working ABAWD (for pay, bartering, volunteer, etc) need to provide proof of the number of hours each month? Or once verified, is it considered verified until 852 time, recert or if a change is reported?

A – ABAWDs who are doing any work activity other than working must provide proof of the hours on a regular basis. However, the working ABAWD must provide proof of hours once. This proof is valid until they report a change in the hours or until the 852 is processed or until recertification. Verifying work hours is treated differently from the other work activities because the working ABAWD is required to report a change in their work hours if the number of hours a week goes below 20.

Job Quit

Q – Is it true we are to look at job quit for ABAWDs? Do they receive a counting month or the same disqualification they would receive if on OFSET?

A – Yes, Job Quit applies to all persons who are mandatory for employment and training programs. This may be OFSET or ABAWD. If the individual is found to have quit a job without good cause, you need to apply a disqualification. The disqualification applied to an ABAWD is the same one you would apply if they are in OFSET. So, it will be LV1, 2 or 3 as appropriate. The disqualification is lifted in the same manner as with OFSET. The ABAWD will not receive a counting month in the same month they receive a job quit disqualification.

Counting Months

Q – What should I do with the monthly list of ABAWDs after I checked to see if any should be coded as exempt?

A – Each month a list of mandatory ABAWDs is sent to the local offices on view direct. This identifies those ABAWDs who may be currently working with the contractor and those who should be working with the contractor – but maybe are not. ABAWDs coded as exempt as of the end of the month were not included on this list. Each ABAWD should be checked on TRACS to see if they have a non-JOBS case plan and if they did the 80 hours in work-related activities or 20 hours of Workfare. If there is no plan, and not already referred, the ABAWD should receive a referral to the contractor. The first possible counting month is January 2016. The contractor will be logging activity hours onto the plans in February and all should be logged by 2/10. These will be mostly January hours. If the mandatory ABAWD did not complete the 80 hours in January and January was not a prorated benefit month, CT1 for January should be coded. Yes this is retroactive. The notice informing the ABAWD of receipt of CT1 is FSWCT1I and is in Notice writer. The worker will need to send the notice, it is not automated in FCAS. In March, the worker will be able to view the February hours. If the mandatory ABAWD did not do the required work activity hours in February and nothing is noted showing they are doing the hours in March, both CT2 and CT3 can be coded for February and March. Again use FSWCT1I to give notice of these to CT's. If no response by March 10-day notice deadline, send a close or reduction notice following receipt of CT3 for March 31, 2016. We cannot wait until April 10 to see if the ABAWD complied in March because April will be an overissuance if they earned CT3 in March. Therefore, we are determining the ABAWD received CT3 in advance based on known activities. This response is based on the contractor only noting activity hours once a month. There may be more information available, if the contractor notes the activities more than once a month.

Q - Does the counting month CT coding need to be placed on the FCAS case in the month it is earned or can it be coded retroactively?

A – CT coding should be placed on FCAS as soon as the worker determines the ABAWD is not exempt and they did not do the 80 hours of work activities in the month. This may be in the current month or a later month. Send the client the Notice the CT is starting from Noticewriter (FSWCT1I).

Q – An ABAWD living in Washington County requests to close his case the end of January because he does not want to do the work requirements. Does January count as a counting month?

A – Yes, if the mandatory ABAWD is not doing the work activities and January is a full month of SNAP benefits, the month is a counting month.

Q – Is the ABAWD automatically ineligible at the end of the month they receive CT3?

A – No, there are instances when the mandatory ABAWD will not be ineligible the month following the receipt of CT3. It could be they gained employment and will be working 20 hours a week. They did not work the 80 hours in the current month but are expected to meet the 80 hours the next month.

Q – Will the FSMIS system automatically advance the CT coding on FCAS?

A – No, FSMIS is an old and fragile system. It will not automatically advance the CT coding for the next month. Even if it could, we do not want that because the counting months 1, 2 and 3 do not need to be consecutive. An ABAWD may get a counting month and have several months where they are participating or are exempt. Therefore, workers must code all CT's.

Q – I heard I will need to code each CT twice. Once on page 2 of FCAS and the other on a CI screen. Is this correct?

A – See SS-IM-16-004. Yes, you will code the CT on page 2 of FCAS for the ABAWD and the question will appear about coding it onto CI. You can go automatically to the CI SNAP time limits screen to code on that screen also. It is important the CT coding be on both screens because the CT coding follows the ABAWD when they move from case to case.

Q – Can we overwrite the CT on FCAS or does each one need to be a new line?

A – Please see SS-IM-16-004 for a detailed discussion on coding CT and the SNAP time limit screen. Systems would like workers to OVERWRITE the same CT income type line on FSUP, as opposed to adding several CT lines on the SNAP case there. CT4, 5 and 6 need to be sequential. Technically it MAY be more convenient to add them all at once, so long as they're not running into the end of the 3 year fixed period. This will depend on which method is easiest for the worker. For example, my client is getting CT4. This means they must also get CT5 and CT6.
month for each. CT5 and CT6 are probably future-effective. This is the streamlined version.

1. The worker may code CT4, CT5 and CT6 with the month for each on separate lines on FCAS, Page 2. This would show on FSUP the actual month for each CT. Also, code each month on the time limits screen.
2. Or the worker may code CT6 on FCAS page 2 with the date for that CT. On the time limits screen, CT4, CT5 and CT6 will all need to be coded with the

Workers may always tickle and code CT4, CT5 and CT6 separately each month. This will allow coding separately on the time limits screen also.

Q – Do I need to send a notice every time I give an ABAWD a counting month?

A – Yes, a notice is required each time CT1, CT2, or CT3 are given. The notice will allow you to code each CT separately or all at once. This notice is in Noticewriter and is FSWCT1I. For CT4, you only need to send the notice once. This is because CT4, 5 and 6 are always consecutive. Send the notice when you determine the ABAWD has earned CT4. The CT4 notice is FSWCT4I.

Q – At intake in February, the ABAWD is working and earning $950.00 a month and therefore exempt. In July, they turn in the 852 and report their hours have reduced and now they are earning $750 a month. They are now working less than 80 hours a month. This change occurred in early April and they did not report the change as required for ABAWDs. When do the CT's start?

A – This was a reportable change. Therefore the CT begins the first month the ABAWD was working less than 80 hours for the month. The CT's will begin in either or April or May depending on the number of hours worked in April.

Q – The filing date is 1/1/16 with the interview of 1/15/16. The ABAWD reports getting a job on 1/20 and works 30 hours in January. Is January a counting month?

A – It depends. If the ABAWD is not now exempt due to working, and they did less than 80 hours in work related activities in January, January is a CT month. However, if they are now exempt due to the work, they are exempt and January is not a CT month.

Q – What if the ABAWD disagrees with the receipt of the counting month? Do they have the right to a hearing?

A – They may disagree with your decision. ABAWDs have 90 days from the date on the CT notice to provide you with proof they met the 20 hours a week work requirement or to show they were exempt in that month. They can always request a hearing when they disagree with your decision. If they show proof they met the work requirement of 80 hours over the month or were exempt, you can remove the CT coding from FCAS and contact the help desk to remove the CT coding from the SNAP Time Limit Screen.

Q – When can a CT be lifted?

A – The ABAWD is allowed 90 days from the end of the counting month to provide proof that they were exempt that month or that they did meet the work requirements. For example, an ABAWD is given CT1 for January. They have 90 days from January 31 to give proof they were exempt in January or to give proof they were working 80 hours in January, etc. In addition, the CT may be lifted anytime it is determined the department incorrectly assigned a CT for the month. Workers may remove the CT coding from FSAC, but must contact the Service Desk for assistance with removing the CT from the SNAP time limits screen.

Q – An ABAWD has received CT2. He moves in with this girlfriend and her 1 year old child. She adds him to her SNAP case. Does the CT2 coding go with him?

A – Yes. The receipt of counting months follows the individual when they change households. It even follows a person when they move to a new state.

Q – If need to try to determine good cause before applying the time limit disqualification by reducing or closing benefits at CT3 or CT6, what if they do not respond to your messages? Do we send a pending notice and wait for a response?

A – Do not send a pending notice. Narrate the attempts to call the ABAWD and messages left. Send notice to reduce or close the benefits. They have 90 days to provide you with proof they were exempt or met the work requirements from the end of the month for the CT. This time may also be used to establish good cause.

Regaining Eligibility

Q – Can we use prospective 80 hours to regain?

A – No, to regain the ABAWD must have already worked the 80 hours in a 30 day period between the date their SNAP benefits ended to date of application or they need to perform the 80 hours in work related activities in the 30 days after the filing date. Do not open benefits before the 80 has been performed.

Q - An ABAWD's case closed due to not meeting the 80 hour requirements. He re-applies and meets expedited criteria. Does the ABAWD requirement of participating 80 hours before re-opening the benefits override the 7-day expedited requirement to issue benefits?

A – Yes, the ABAWD must meet the work requirements before the SNAP case can be reopened. Expedited service does not override ABAWD policies because the ABAWD has timed out and is ineligible until they have completed the 80 hours of work activities in a 30 day period. The 30-day participation period must have occurred since the ABAWD became ineligible due to the time limit. If they went to work after their SNAP benefits ended and are now reapplying, they may have already met the 80 hours in a month requirement.

Q – What is the process when the ABAWD is at CT3 and the SNAP case closes? The ABAWD doesn't comply for January, February and March. CT3 is coded on FCAS and the worker sends the closure notice by 10-day deadline. The client calls in April and wants to "re-instate" his benefits and says he wants to cooperate. The worker conducts an intake, pending the client for proof that he has participated for 80 hours.

Scenario 1: The client doesn't participates the full 80 hours in April. Does the worker deny the application after 30 days?

Scenario 2: The client participates the full 80 hours in April. Does the worker issue benefits back to the filing date?

A - Scenario 1: Yes, deny the application. However, if the client does not have an intake right away or cannot get into the contractor within the week, you might want to consider extending the application pend period beyond 30 days to give them enough time. This must be done before the end of the first 30 day period. This could be considered when the intakes are scheduled into a second week and you can see the client is doing the work requirements. They would still need to do the 80 hours in 30 days. Scenario 2: Yes, if the client meets the 80 hours in the pending period, you go back to the filing date. There are no changes to the application process other than referring ABAWDs immediately to the E&T contractor instead of waiting until the case is opened.

Q – Applicant meets the criteria for expedited. The customer is an ABAWD with CT3 and has been disqualified for being over the time limit. Does the expedited over write the time limit disqualification?

A – It depends. The ABAWD must first regain eligibility before receiving SNAP benefits. Regaining may look like one of the following:

1. The ABAWD is now exempt. If exempt, they may qualify for expedited benefits.
2. The ABAWD moved out of Multnomah or Washington Counties and no longer has a time limit.
3. The ABAWD may have worked 80 hours in a month while off SNAP benefits after receiving the disqualification. If they have already worked the 80 hours and regained eligibility, you may issue expedited with the request for proof of hours on the pending notice. Only continue benefits following the expedited period if the proof of 80 hours is received.
4. If they have not already worked the 80 hours, they must receive a referral to the contractor, perform the 80 hours before receiving SNAP benefits again. They would not qualify for expedited services because they are ineligible due to being over the time limit.

Q – After receiving a disqualification for exceeding the time limits, can the ABAWD receive SNAP again in the 36 month time frame?

A – Yes, they may. There is more than one way:

1. The ABAWD may become exempt. The time limit is not applied when they are exempt.
2. The ABAWD may move out of Multnomah or Washington County. The time limit does not apply when they live in other counties in Oregon.
3. The ABAWD may have gone to work and worked 80 hours during a 30 day period following the disqualification. The 80 hours of work (pay or volunteer or bartering) allows the ABAWD to come back on SNAP benefits. They must continue to meet the work requirements each month.
4. The ABAWD may say they are ready to participate in the work requirements. They need to meet with the contractor and perform 80 hours of work related activities in a 30 day period to regain. They must continue to perform the work activities to receive continued SNAP benefits.

Q – If after regaining SNAP benefits, the ABAWD again fails to meet the work requirements, they may receive a second set of counting months. This second set is consecutive. If they become exempt in counting month 5 or meet the work requirements in counting month 5, can the CT 5 and 6 be lifted?

A – No. Once CT4 begins, CT5 and CT6 follow. They automatically follow CT4. These two counting months are received even if the SNAP benefits are closed. The only way to lift CT5 and 6 is if you later determine the CT4 was incorrectly assigned and CT4 is lifted.

Reporting

No questions have been received regarding the ABAWD reporting requirement. See SS-AR-15-021 for the ABAWD Reporting form.

Notices

Q - I am testing a few cases for CT1 coding. The notice that I will use is FSWCT1. What is the date that I would put here? Today's date. The first of the first month CT1
Start? ,

,|,X,| You will receive the first of the three months starting ,01,/,01,/,2016,;

,|, ,| You will receive the second of the three months starting , ,/, ,/, ,

,|, ,| You will receive the third of the three months starting , ,/, ,/, ,

, Your benefits will end after this month and you will not be eligible,

, until January 1, 2019. ,

A – The CT is for an entire month, so code the first of the month. Ct coding may be coded for the current month, prior month or the next month.

852 Processing

Q - Are ABAWD time limits determined from the home or mailing address?

A - The residence address determines which county an ABAWD lives in. If the individual is residing in Clackamas County but is getting their mail in Multnomah County, the FCAS case should have the Clackamas county code.

However, if the ABAWD resides in Multnomah County and gets their mail in Clackamas County, the FCAS case county code should be Multnomah and they are subject to the time limits.

Q – We are helping with 852's for Washington County Processing center, how do we treat ABAWD's after we process the customer's 852?

A - When you are processing an 852 for a client living in Washington or Multnomah counties, you need to determine their ABAWD status. If an ABAWD, are they exempt? If they are mandatory, you need to have the local office follow their procedure to refer the ABAWD to the contractor for the work requirements

Q – At application, an ABAWD is exempt due to being an eligible higher education student. There are no questions about this on the 852, is the case pended to determine if the ABAWD is still exempt?

A – No, the individual is exempt at intake and unless they also told you they would only be going to school a couple months, there is no reason to believe their situation has changed. A change in student status in not a reportable change. Unless the ABAWD reported a change in student status, do not pend the 852 for this information. Continue with the ABAWD coded as exempt for student status.

Q – We are uncertain of what needs to be done when a 852 comes in and you are determining if the ABAWD is exempt or mandatory. The customer tells you they are a student. Since you have to verify for ABAWD, at that point do we take action on the SNAP also, determining if they are an eligible student.

A – The 852 does not ask about student. If they volunteer the information, please make contact to find out why. Do they want to use student as an exemption for ABAWD? Is there another possible exemption? If no other possible exemption, explain you will need to determine if they are an eligible student first. You will need to know if they are a student in higher education at least half time. If yes, you will need to determine if they are an eligible student. This must be done before you can determine if the ABAWD is exempt or mandatory because if they are ineligible student, their ABAWD status does not matter. This situation is similar to verifying the work hours. You want enough information to make that determination but not so much you need to add the income for the benefit calculation. So, for student get enough information to see if a student determination is needed and attempt to exempt in another manner before having to do a student status determination.

Q – At application an ABAWD is exempt due to receipt of UC. The client is required to report income on the 852. He reports no UC income. Is the case pended to determine if the ABAWD is still exempt?

A – No, you want to process the 852 to continue the benefits. Do not pend the 852 for ABAWD exemption reasons. However, you will want to follow up with the client because they are no longer exempt due to receipt of UC, but they could be exempt for another reason. If unavailable or cannot determine if they are still exempt, refer the ABAWD to the contractor for the Work Requirements. You may want to send them a copy of the ABAWD FAQ so they have the ABAWD information.

Q – At certification, an ABAWD was determined to be exempt due to employment of 30 hours a week. Six months later, the 852 is turned in and the ABAWD is no longer working. Is he now mandatory or is he exempt for the balance of the certification period?

A – The exemption no longer applies because the ABAWD is no longer working. There are two issues to look at here. One is eligibility based and the other is about reporting. First, what is the reason the job ended? If a job quit, determine if there was good cause. If no good cause, the individual may be ineligible. You could pend the 852 for the job quit information. If they do not respond to the pending notice, you can end benefits because they need to assist you in this eligibility determination. Second, the case is in SRS, was this a reportable change? When did the job end? If the job ended January 1, 2016 or later, the reduction in work hours was a reportable change. If the job ended before January 1, 2016, it was not a reportable change. The answers to these questions drive the actions to be taken.

- Change occurred before January 1, 2016 – the reduction in work hours was not required to be reported. Ask the client if they meet another exemption. If not a job quit and no other exemption applies, refer to PCC so he can begin to meet the work requirements. Begin to track work participation beginning month 7 of the certification period.
- Change occurred on or after January 1, 2016 – the change was required to be reported. It was to be reported within 10 days of the date the job ended. Determine the date the job ended. Determine if the client is now exempt. If mandatory and not a job quit, code a CT on the month following the date the job ended. Depending on the number of months between the end of the job and the processing of the 852, the ABAWD could receive one or all three CT's. If it was not a job quit, do not send a pending notice on the 852 to obtain this information. If he has not used all of the CT's, refer to PCC to begin to meet the work requirements. Yes, CT1 – 3 can be given retroactively when a client fails to report a required change or when we fail to act timely.

If the case is closed for failure to respond to the request for information, and the client later applies, the intake worker will need to obtain the needed information to determine not just job quit but if CT months should have been given and the months. Recommend a sticky note be placed in TRACS to alert future workers about the need to gather this information. Remember, receipt of counting months affects eligibility. If the counting months were used but not coded, they still apply and failure to use them can result in overissuances or QC errors.

Q - If processing an 852 and the ABAWD is mandatory - do we shorten the cert to end in 4 months?

A - No, we can't shorten the certification after it has been assigned. Once the certification period is assigned we have to live with it. This means we may need to set ticklers or more closely monitor these cases.

Specific Policy Situations

Q – *Americorp*: How is an ABAWD in Americorp coded?

A – First determine if their Americorp income is counted or excluded based on policy. If the income is counted, code the same as any other case with countable earned income. If the EML if equal to $935.25 a month or greater, they have Work reg code 4. Also, determine the amount of monthly income even if the income is excluded. If greater than $935.25, the ABAWD is exempt. You can use Work reg code 4 and Income of EML with $0.00. In the benefit number space enter "Americorp". If not exempt, the ABAWD is mandatory. Determine the number of hours a week. If 20 hours or greater, develop a case

plan to continue to work 20 hours a week, remind the ABAWD of the reporting requirement for working and use Work reg code "T".

Q - ***DV clarification***: If an applicant states he/she is currently in a DV situation and we determine he/she is unable to participate due to the situation, would we code the client as ABAWD mandatory and use the OFSET "good cause" to temporarily excuse the client from having to meet the 80 hours?

A - DV is touchy, Good cause is really month by month. Instead, they may be exempt. You may be able to say they are not employable due to physical or mental health issues. Depends on the stress they are under and the impacts on the person. In this instance, they are exempt due to Work reg code 3.

Q – *Foster Care Parent*: Is a foster parent an ABAWD if they choose to exclude the foster care child with the foster care income from SNAP benefits?

A – In this situation, the parent is excluding the foster care child from the filing group. Also, if there is no child in the filing group under age 18, the foster care parent is an ABAWD. Unless they are otherwise exempt, they are mandatory and must do the 20 hours a week in work activities.

Q – *NC1 or NC2:* How are noncitizens coded when they are an ABAWD? Are they required to participate in the work activities?

A – NC1 and NC2's are ineligible noncitizens. In some instances an NC2 is coded as though they are eligible because of the two calculation process which the computer is not able to complete for us. However, even though the NC2 is coded as though they are eligible for benefits, they are not. NC1 and NC2's are not considered ABAWDs. They are not required to do the work activities and are not subject to the time limits. If an NC2 is coded as HH or AD, use Work reg code "L". NC2's coded as HH or AD will be excluded from the mandatory ABAWD lists in the future.

Q – *Residence:* At intake a homeless ABAWD tells their worker they live in Portland but are getting their mail in Beaverton. What do we do with these cases?

A – Under no wrong door, a client is allowed to apply for benefits in any office of their choice. For ABAWD the key is where they are living. In this instance, they state they are living in Multnomah County and therefore, they are subject to the time limit. If they are not exempt refer them to the contractor. They may want their case transferred to an office in Multnomah County to make it easier to participate in the work activities.

Q – *Returned Mail* - D2 has closed several ABAWD cases due to returned mail, if the returned mail is the orientation letter, should we re-schedule them for orientation while they are on the phone?

A – Yes.

Q – *Transitional Benefits (TBA)*: In rare instances the child is removed from the SNAP case when in TBA. In this instance, the parent becomes an ABAWD. Do they remain exempt until the end of the TBA period or must they begin to do the work requirements?

A – In this situation, the parent becomes an ABAWD and they must begin to do the work requirements. If they fail to do the 20 hours a week work activities, the month becomes a counting month and after

three counting months, the parent can become ineligible for SNAP. This is true even if the TBA period has not ended.

Q – *TRACS Access* - If a AAA client is an ABAWD in Multnomah county, how does the worker get a TRACS record?

A – Look at the agreements between the AAA/DHS District to determine who these ABAWD cases will be handled. It may be there is a need for additional discussion and agreements. It may also be that the contractor will be the person who sets up the TRACS record when they write the case plan.

Transferring ABAWD households in and out of Multnomah or Washington counties

Q – What is needed to transfer cases when the ABAWD is moving outside of Multnomah or Washington Counties?

A – The transferring notice should include the term "ABAWD" in the subject line. The receiving branch should closely look at the case. If the ABAWD is currently being disqualified due to exceeding the SNAP time limit, the disqualification should be lifted. Follow existing policy on the effective date to lift a disqualification. Check their mandatory or exempt status to ensure it is still accurate. Possibly refer the individual for OFSET. Note, if they have completed 8 weeks of work activities during the current certification, they have met the OFSET requirements for the year.

Q – What is needed to transfer SNAP cases when the ABAWD is moving into Multnomah or Washington counties?

A – The transferring notice should include the term "ABAWD" in the subject line. The receiving branch should closely look at the case. Check the ABAWDs mandatory exempt status. You may want to make contact to further clarify their status. Refer the mandatory ABAWD to the contractor for Work-related services as quickly as possible. Send the DHS 854 to the ABAWD and possibly the Frequently Asked Questions to assist them with understanding the new requirements for ABAWDs living in Multnomah or Washington counties. The mandatory ABAWD must be performing the 80 hours a month in work-related activities starting the month following the move. Failure to do this will result in the receipt of counting months or possibly disqualification for exceeding the time limit.

Q – The ABAWD lives in Portland and earns CT3 in March. At 10-day notice deadline it does not appear they are doing the work requirements and notice is sent to close the benefits 3/31/16. On 3/28/16 they report they have moved to LaGrande. What action should the worker take?

A – The ABAWD reported the move before the close effective date. Restore the benefits for 4/1 as they are no longer living in Multnomah or Washington County. So, the time limit does not apply. If they reported the move 4/1 or later, take a new application and determine eligibility because the report is after the closure date. Also, lift the CT3 coding for March as the ABAWD moved to a waived area during the month of March.

Q - When a customer leaves Multnomah and Washington County, will the ***transferring branch*** extend the 4 month cert out to a full, 12 month cert ***prior*** to transferring the case to a county that does not impose SNAP ABAWD time limits?

A – Upon receipt of a case transferring out of a branch in Multnomah or Washington County, the receiving branch needs to look at the case. If the ABAWD is serving a time limit disqualification, the DQ needs to be lifted. If the ABAWD is not exempt, they may need an OFSET referral. If there are no changes, or the ABAWD is exempt, the certification period may be extended to the 12 months.

Q – In St Helens Branch we sometimes have a client applying for benefits who lives in Multnomah County. What do we do with this application when they are a mandatory ABAWD?

A – This may also occur in branches in Clackamas County. Complete the courtesy intake. Explain they are an ABAWD and what that means to them. Share the DHS 854 (SRS reporting for ABAWDs) and the Frequently Asked Questions (DHS 0867). This will assist them with understanding the new requirements for ABAWDs. Explain they will need to go to an orientation session in Portland to find out what work-related activities they are expected to do. Immediately share the case information with the new branch in Portland. The Portland branch will need to send the ABAWD the information about their orientation session. When complete, transfer the case to the new office.

TRACS Non-JOBS Coding – See SS-IM-15-034 for ABAWD activity steps in Non-JOBS Plans:

Q - BF step code - Will the BF step attendance auto-populate with just a planned start date (like the JOBS FA step)? Or, do staff have to enter actual attendance – and if so, can they enter the attendance in advance for a week or two-week period before it auto-populates?

A – BF will work like the FA code in TANF. BF should be used for working (for pay, bartering or volunteering). If someone enters the number of hours for two weeks, it will begin to auto populate each of the following weeks. These ABAWDs need to be reminded they are to report if/when their work hours drop below 20 a week.

Q - When clients are not exempt from ABAWD but is meeting the work requirement, we still need to set up non-JOBS TRACS steps. Some of us were under the impression that BF is only for client working 1-19 hrs wk and others are thinking it should be for all customer that are ABAWD mandatory working 1-29 hrs so that we can still get credit for the hours.

A – BF is one of the non-JOBS case plan steps – BF is used for working. The work may be for pay or for bartering or in-kind or unpaid as a volunteer. There is no limit on the number of hours they can code. In this scenario, the person is an ABAWD and is working but not enough to be exempt. The worker or the contractor (whoever is setting up or modifying the case plan) should note the actual hours a week they are working. If it is 20 hours a week or more, this should be the only active step. Their plan would be to continue to work the 20 hours a week. If less than 20 hours a week, there should be an additional step for the remaining hours.

If you have questions about the ABAWD policies, please talk with your supervisor or use these resources:

- Review the attached Frequently Asked Questions document (DHS 0867) for a refresher
- See Self-Sufficiency Transmittals: https://www.dhs.state.or.us/policy/selfsufficiency/all_trans/2015.htm

- See the ABAWD section of the Family Services Manual: http://www.dhs.state.or.us/policy/selfsufficiency/em_firstpage.htm
- SNAP Policy Box