



**NJ DIVISION OF FAMILY DEVELOPMENT  
TRAINING**

# **Able-Bodied Adults Without Dependents (ABAWD) Work Rules**

**Supplemental Nutrition Assistance Program (SNAP)**

# Module Agenda

- SNAP Work Rules Overview

- Who is subject to the SNAP Basic Work Rules, and ABAWD Work Rules?

- ABAWD Rules

- Ways to meet requirements other than paid work
- Exemption Criteria
- ABAWD Clock and Time limit
- Discretionary Exemptions
- Waivers
- County Social Service Agency (CSSA) Responsibilities

- Coding

- Universal Application Process (UAP)
- Family Assistance Management Information System (FAMIS)
- Desk Guide

# Key Terms

- **Work Registrant** – A person subject to the SNAP Basic Work Rules
- **ABAWD** – Able-Bodied Adult without Dependents, and thus, a person subject to the ABAWD Work Rules
- **Exemption** – A reason why someone may not be subject to one set of work rules. This may also be called an exception
- **Screening** – An action performed by a merit-based staff member to determine if a SNAP recipient is subject to a set of work rules or if they are exempt

# Key Terms (cont.)

- **Countable Month** - A month in which an individual subject to the ABAWD Work Rules does not comply with those rules
- **Consecutive Months** - Applies to people subject to individuals who have regained eligibility after three countable months, but have subsequently stopped satisfying the work requirement. This allows the client to be given three additional months of benefits to be used consecutively
- **Good Cause** - Term used to excuse a person when they were unable to meet the work requirement because of a situation outside of their control

# SNAP Work Rules and Activities

The SNAP Work Rules consist of three distinct components:

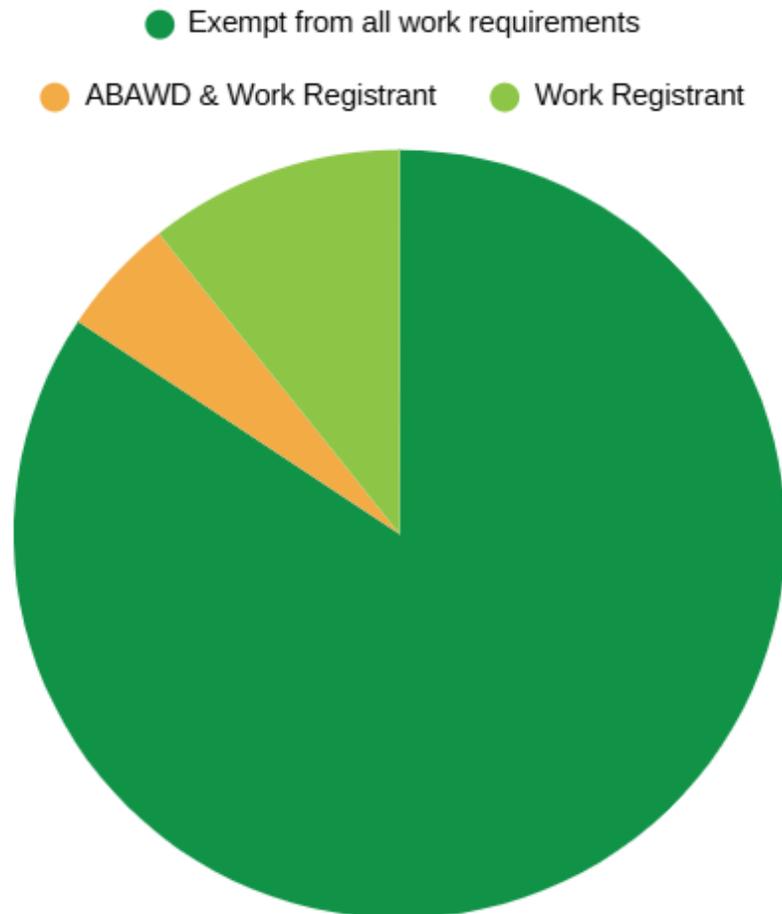
- The SNAP Basic Work Rules
- ABAWD Work Rules
- SNAP Employment & Training (SNAP E&T)

Each of these components have separate requirements but interact with each other.

- Some individuals may need to meet both the SNAP Basic Work Rules and the ABAWD Work Rules, while others may be exempt from one or both
- SNAP recipients may fulfill their work rule obligation through SNAP E&T, but do not have to

# Who is Subject to SNAP Work Rules?

## SNAP Recipients Subject to a Work Requirement

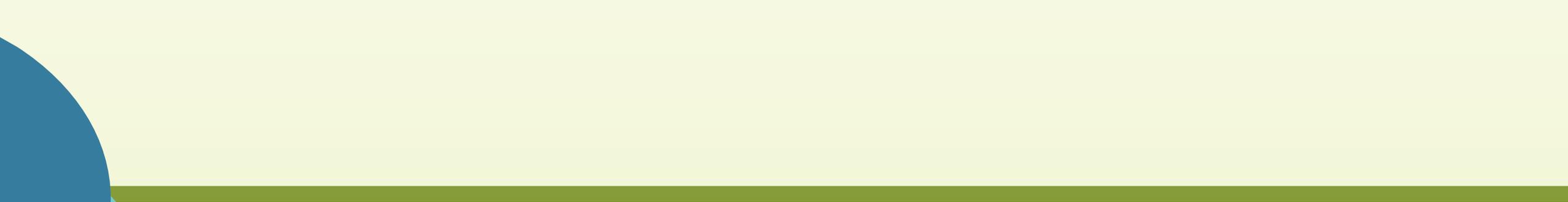


The SNAP Basic Work Rules are different from the ABAWD Work Rules. SNAP recipients can be subject to one set of rules, both, or neither.

Typically, about 30% of all SNAP recipients are subject to the SNAP Basic Work Rules and of those individuals, 10% are subject to the ABAWD Work Rules as well.

***This training will focus on the ABAWD Work Rules.***

\*A work registrant is any person who is not exempt from SNAP Basic Work Rules



# ABAWD Basics

# What are the ABAWD Work Rules and Time Limit?

If an individual is determined to be subject to the ABAWD Work Rules, they can receive SNAP benefits for only three months during a three-year period unless they meet one of the following:

- Meet the ABAWD work requirements; or
- Are exempt from the ABAWD time limit.

If meeting one of the above criteria, an individual can receive more than three months of SNAP benefits.

# What are the ABAWD Work Requirements?

There are many ways an individual can meet the ABAWD work requirements, such as:

- Working at least 80 hours a month, or an average of 20 hours a week
- “Work” includes:
  - a) Work in exchange for money (paid work)
  - b) Work in exchange for goods or services (in-kind work)
  - c) Unpaid work (volunteer)
  - d) Participate in a work program, such as SNAP Employment and Training (E&T)
  - e) Any combination of (a), (b), (c), or (d) above
- Participating in a Workfare program for the number of hours assigned each month.

\*Please Note: Workfare is not currently offered but may be in the future.\*

# Who is Subject to the ABAWD Work Rules?

A SNAP recipient may be subject to the ABAWD Work Rules if they are:

- Between ages 18 and 64
- Considered mentally and physically fit for work
- Not residing in a SNAP household with a child under the age of 14
- ABAWDs are a subset of work registrants, which is a subset of all SNAP recipients
- Most ABAWDs are work registrants, but all work registrants are not ABAWDs
- Individuals aged 60 - 64 may be subject to the ABAWD Time Limit, but not the Basic SNAP Work Rules

# Screening

Screening is an evaluation by the Eligibility Worker (EW) as to whether a recipient is subject to the SNAP Basic Work Rules and/or the ABAWD Work Rules.

The CSSA must screen all SNAP applicants and participants to determine whether they meet exemption criteria for one or both work rules.

- Must screen for every possible exemption and assign the one that lasts the longest

# Screening (cont.)

## Screening must occur:

- At certification and recertification
- When a household reports that a new member has joined the household
- When a household reports a change after certification that affects exemption status
- When an individual who has been complying with the ABAWD rules reports that their hours have fallen below 80 hours/month

# Informing Households

Households must be informed of ABAWD rules at:

- Application
- Recertification
- And when status changes

How?

- Through Consolidated Work Notice (SNAP 36), which is automatically sent through ONETrac
- Oral explanation and educational materials

# Informing Households (cont.)

ABAWDs must be informed of:

- The three-month time limit (ABAWD clock)
- The work requirement (average of 80 hours/month)
- The ways to regain eligibility
- Available exemptions and waivers

# Exemptions From ABAWD Work Rules

An individual is exempt from the ABAWD Work Rules if any of the below applies:

- Under age 18 or age 65 and over
  - The month after an individual turns 18 and the month they turn 65
- Living with a child under 14 in the SNAP household
- Exempt from SNAP Basic Work Rules
  - If aged 60 - 64, the exemption from the SNAP Basic Work Rules must be for a reason other than age to use it as an exemption from the ABAWD Work Rules

# Exemptions from ABAWD Work Rules (cont.)

An individual is exempt from the ABAWD Work Rules if any of the below applies:

- Physically or mentally unfit for work, as determined by the CSSA
  - This is more flexible than the exemption for the SNAP Basic Work Rules. A person may be unfit for work based on verification from a medical professional, CSSA worker observation, or through circumstances such as chronic homelessness or family violence
- Pregnant
- Indians (also referred to as Native Americans, Alaska Natives, Indigenous Peoples, Tribal Members), Urban Indians, or California Indians
- Residing in an area that has received a federally approved waiver from the ABAWD Work Rules

# ABAWD Work Rules and Time Limit Waiver

- A waiver may be granted to a state (or part of a state) that allows for the temporary suspension from enforcing the three-month time limit on SNAP benefits for ABAWDs
- The time limit may be waived for any group of individuals who reside in a geographic area that has an unemployment rate of over 10 percent
- The state agency (DFD) submits the waiver request to the United States Department of Agriculture, who must approve it prior to waiving any participant from the requirement

# Verification

Verification of meeting an ABAWD exception can occur in many ways, such as:

- Verification documentation
- Systematic verification
- Verbal statement from the individual or collateral contact, documented in the case record
- Written statement from the individual or collateral contact

A statement from the individual must be accepted unless it is “questionable,” as defined in NJAC 10:87-2.20(a).

# Reporting Rules

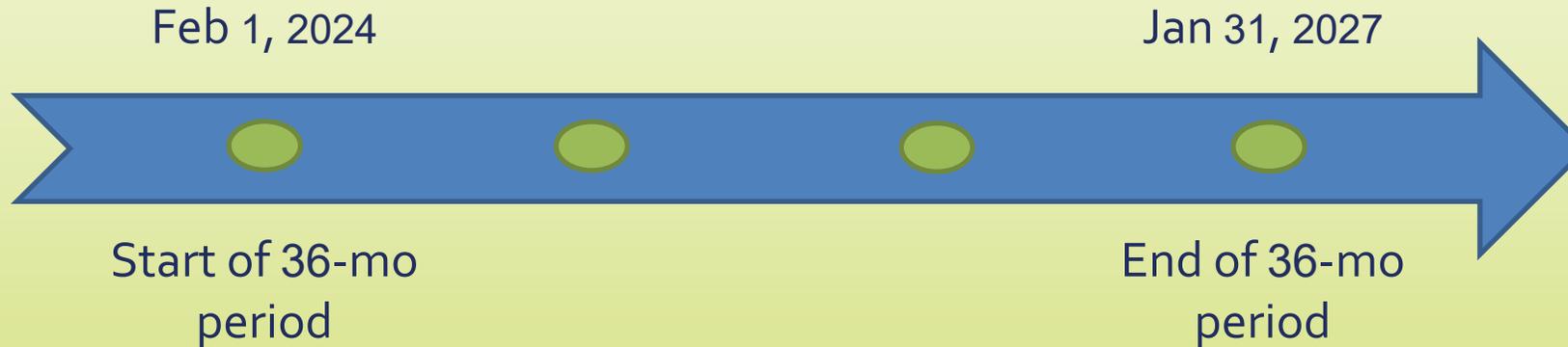
Individuals subject to the ABAWD Time Limit Rules must report:

- That they are working, participating in a job program or approved activity, or volunteering for at least 80 hours a month
- If their work hours drop below 80 hours a month, individuals must report within 10 days

Individuals may report that they meet an exemption to the ABAWD work requirement at any time, and the CSSA must act promptly to apply the exemption and not assign countable months.

# ABAWD Clock

New Jersey runs a universal statewide clock, where all individuals are subject to the same three-year period.



- **Start:** The clock starts on the first day of the state designated first month
- **Count:** Each non-compliant month = one countable month
- **Limit:** After three countable months (coded M1, M2, M3 in systems) benefits stop
- **Reset:** At the start of a new three-year cycle, the clock resets for the entire ABAWD population

# Failure to Meet the ABAWD Work Requirement

What if an individual who is subject to the ABAWD Work Rules does not meet the ABAWD Work Requirement?

- An individual will receive a “countable month” for each month in which they are subject to the ABAWD work rules and do not meet the ABAWD work requirement without good cause.
- After three countable months, an individual will lose their SNAP benefits.

# Good Cause

Prior to assigning a countable month, the CSSA must determine if there was good cause for the individual's noncompliance with the ABAWD Work Rules

Good cause shall include temporary circumstances beyond the individual's control, including, but not limited to:

- Illness
- Illness of a household member requiring the presence of the individual
- A household emergency
- Unavailability of transportation
- Lack of adequate childcare for children under age 12

# Good Cause (cont.)

Verification of good cause is not required if not questionable; however, the reason must be documented in the case record

The CSSA must roll back the individual's clock if good cause is determined after a countable month is assigned

# Countable Month

A “countable month” is any month in which an individual subject to the ABAWD Work Rules receives a full month of benefits while not:

- Meeting an exemption criterion for all or part of the month
- Meeting the ABAWD work requirement
- Receiving prorated benefits
- Receiving a discretionary exemption from DFD
- Living in an area covered by a federally approved ABAWD time limit waiver

An individual subject to the ABAWD Work Rules may only receive three countable months of SNAP in a three-year period before their benefits stop.

# Countable Months & Continued Eligibility

Individuals can accrue three countable months (M1, M2, & M3). After M3, the SNAP case will be closed, or the individual must be removed from the SNAP case.

If an ABAWD uses all three countable months, they may be able to regain eligibility by:

- Meeting the ABAWD work requirement for 30 consecutive days
- Meeting an exemption from ABAWD Work Rules
- Moving to a waived area
- The statewide 36-month clock resets

# How the Clock Works Example

- January (Month 1): Gets SNAP but not working 80 hours → clock = M1.
- February (Month 2): Same → clock = M2.
- March (Month 3): Same → clock = M3.
- April (Month 4): Closed for failure to comply with the ABAWD Work Requirement, code WA, (unless working/exempt/waived).
- October (Month 10): Gets a job → clock stays at M3.
- Following March (Month 15): Loses job, reapplies → Must be compliant with the ABAWD Work Rules or meet an exemption to become eligible.

# Time Limit/Countable Month Example

- **Jan:** Not working → counts as 1st month (M1)
  - **Feb:** Not working → counts as 2nd month (M2)
  - **Mar:** Finds part-time job (20 hrs/week). This month does not count.
  - **Apr–Jun:** Keeps working, so these months also don't count.
  - **Jul:** Loses job and does not meet requirement → counts as 3rd month (M3)
- Even though the months were not consecutive, they still reached three countable months in the three-year window, so the time limit is used up.

# Countable Month Example

|               | Jan                              | Feb | Mar                      | Apr                             | May                              | Jun                      | Jul                        | Aug | Sep | Oct | Nov | Dec |
|---------------|----------------------------------|-----|--------------------------|---------------------------------|----------------------------------|--------------------------|----------------------------|-----|-----|-----|-----|-----|
| <b>Year 1</b> | <b>ABAWD Waiver</b>              |     | <b>Countable Month 1</b> | <b>Meeting Work Requirement</b> |                                  |                          |                            |     |     |     |     |     |
| <b>Year 2</b> | <b>Meeting Work Requirement</b>  |     |                          |                                 | <b>Not Participating in SNAP</b> |                          |                            |     |     |     |     |     |
| <b>Year 3</b> | <b>Not Participating in SNAP</b> |     |                          | <b>Partial Month</b>            | <b>Countable Month 2</b>         | <b>Countable Month 3</b> | <b>Ineligible for SNAP</b> |     |     |     |     |     |

# Regaining SNAP Eligibility by Compliance

Individuals who regain eligibility are entitled SNAP benefits for the duration they comply with the ABAWD Work Requirements.

If the individual fails to comply with the ABAWD Work Requirement again within the same three-year period, they are eligible for an additional three consecutive months of benefits.

- Those months are coded A1, A2 and A3
- They begin in the first month after the client informs the county that they are no longer meeting the work requirement for a second time
- The three additional months must run consecutively and cannot be saved for the future
- The three additional months may only be received/used once in the three-year period

# Regaining SNAP Eligibility by Compliance

At the end of the three consecutive month period an individual will be discontinued unless they begin meeting the work requirement or qualify for an exemption.

After an individual receives the three countable months, and the three additional consecutive months, they must be compliant with, or exempt from, the ABAWD Work Requirement every subsequent month in order to maintain SNAP eligibility.

- If they stopped meeting the ABAWD requirements for a third time, or any time thereafter, that person would be discontinued from SNAP

# Consecutive Month Example

|               | Jan                      | Feb                      | Mar                                  | Apr                 | May                      | Jun                      | Jul                      | Aug             | Sep                                  | Oct                 | Nov                 | Dec |
|---------------|--------------------------|--------------------------|--------------------------------------|---------------------|--------------------------|--------------------------|--------------------------|-----------------|--------------------------------------|---------------------|---------------------|-----|
| <b>Year 1</b> | Meeting Work Requirement |                          |                                      | Countable Month 1   | Countable Month 2        | Meeting Work Requirement |                          |                 |                                      |                     |                     |     |
| <b>Year 2</b> | Countable Month 3        | Ineligible for SNAP      |                                      |                     | Meeting Work Requirement | SNAP Case Opens          | Meeting Work Requirement |                 | Reports Not Meeting Work Requirement | Consecutive Month 1 | Consecutive Month 2 |     |
| <b>Year 3</b> | Consecutive Month 3      | Meeting Work Requirement | Reports Not Meeting Work Requirement | Ineligible for SNAP |                          |                          | Meeting Work Requirement | SNAP Case Opens | Meeting Work Requirement             |                     |                     |     |

# Discretionary Exemptions

Each year, states are assigned a limited amount of discretionary exemptions

- Each discretionary exemption can extend the eligibility for one individual subject to the ABAWD for one month

CSSAs are required to accurately track individuals subject to the ABAWD time limit and code cases with their appropriate compliance or non-compliance status

- DFD will review each case that is scheduled to close for non-compliance to determine if they meet DFD's criteria to receive a discretionary exemption
- DFD will apply the discretionary exemption to the cases that meet criteria until all discretionary exemptions are exhausted

# Notice of Adverse Action (NOAA)

Written Notice of Adverse Action (NOAA) must be provided to ABAWDs, prior to closing the case, who use all their countable months

- This notice must be mailed at least 10 days prior to the date the action takes effect on the case
- The NOAA must explain in clear and understandable terms that the individual is ineligible because they are subject to the three-month ABAWD time limit and has failed to fulfill the ABAWD work requirement
- The NOAA is mailed out automatically, from the system, based on reason codes WA and WE

# Case Workers Actions

- Screen for exemptions
- Explain work requirements
- Track and verify participation (pay stubs, logs, attendance)
- Monitor time limit months

# What Needs to be Tracked Each Month for Each Individual ABAWD?

- Participation status
- Countable months
- Fulfillment of the work requirement
- Exemption status
- Discretionary exemption
- Good cause
- Additional three-month eligibility
- Referrals to E&T or other workforce partners

# ABAWD Key Points

## Who do they apply to?

- Adults ages 18 - 64 who do not have dependents under 14 and do not meet an exemption criteria

## What is the time limit?

- SNAP benefits are limited to three months in a three-year period for ABAWDS unless they are meeting work requirements

## To remain on SNAP, recipients must:

- Work (paid, unpaid or volunteer), participate in SNAP E&T or work program an average of at least 80 hours a month
  - A work program can be SNAP E&T or another federal, state or local work program
- Meet exemption criteria, e.g., be physically or mentally unfit for work

# ABAWD Key Points (cont.)

## Exemptions

May be exempt if:

- Physically or mentally unfit for work
- Living with a child under 14 who is in the SNAP household
- Indians (also referred to as Native Americans, Alaska Natives, Indigenous Peoples, and Tribal Members), Urban Indians, or California Indians
- Exempt from SNAP Basic Work Rules for a reason other than age

# ABAWD Key Points (cont.)

## Waived Areas

- The time limit may be waived for any group of individuals who reside in a geographic area that has an unemployment rate of over 10 percent.

## Reporting

- ABAWDS must report changes (like getting a job, losing hours, or moving) to stay eligible.



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# ABAWD Coding

# FAMIS Fields

| Field  | Definition  | Code                  |
|--|---|-----------------------|
| <b>Work Registration Field (required)</b>    | Work Registration status (active or inactive) or exemption code   | LQ 925, LP 926, RI 83 |
| <b>ABAWD Indicator (required)</b>            | Y or N indicating if the person is subject to the ABAWD time limit  | HR 673, HJ 680, RD 17 |
| <b>ABAWD Compliance Indicator (required)</b> | Identifies if the individual is compliant, not compliant, or meeting an exemption from the ABAWD time limit | ZA 490, ZF 495, YA 01 |
| <b>ABAWD Compliance Date</b>                 | Date the individual has complied or becomes non-compliant with the ABAWD work requirement                   | HU 816, HV 817, RT 08 |
| <b>ABAWD Work Start Date</b>                 | The start date of the individual's work or activity   | EM 683, EK 687, RN 28 |
| <b>ABAWD Work Stop Date</b>                  | The stop date of the individual's work or activity  | EL 688, EN 684, RO 93 |
| <b>ABAWD Work Activity Hours</b>             | Number of hours the individual is participating in work or activity   | JT 549, JS 550, SR 70 |
| <b>ABAWD Clock</b>                           | Identifies the months an individual is out of compliance within the three-year period                       | HO 910, HG 914, RB 22 |

# Work Registration Coding

The **First Position** indicates the activity status:

- A – Active in a work activity
- I – Inactive in a work activity

The **Second Position** indicates the month of re-registration:

1-January

4-April

7-July

O-October

2-February

5-May

8-August

N-November

3-March

6-June

9-September

D-December

The **Third Position** indicates the year of re-registration:

- 0 - 9 for years 2020 - 2029

# Work Registration Exemption Codes

If a recipient is exempt from the Basic SNAP Work Rules, they must be assigned an exemption reason

- If they meet multiple exemptions, they must be assigned the exemption that lasts the longest.

| Code | Description   |
|------|---|
| DIS  | Physically or mentally incapacitated  |
| AGE  | Age 60 or over  |
| UND  | Under age 16  |
| AAA  | A regular participant in a drug or alcohol program  |
| EMP  | A person who is employed and meets minimum FNS criteria   |
| STU  | A student between ages 18 and 50, who is enrolled at least half-time in an institution of higher education and otherwise meets student participation criteria |

| Code | Description  |
|------|--|
| SCH  | A student age 16 or 17 who is enrolled in secondary school               |
| PEN  | Work registration is waived pending determination of eligibility for SSI |
| KID  | A parent or caretaker of a dependent child under age 6                   |
| UIB  | A person receiving or having applied for unemployment benefits           |
| TNF  | A TANF recipient exempt because of participation in a TANF work activity |
| CTK  | Caretaker for an incapacitated person                                    |

# ABAWD Compliance Indicator Codes

- This field tracks an individual's work/activity participation, or exemption from the ABAWD Work Rules.
- This field must be completed for all recipients.
- If a recipient is exempt from the ABAWD Work Rules, they must be assigned an exemption reason
  - If they meet multiple exemptions, they must be assigned the exemption that lasts the longest.

| Code | Definition  |
|------|---|
| Y    | Compliant   |
| N    | Non-Compliant   |
| P    | Pending   |
| R    | Referred to SNAP E&T  |
| D    | Discretionary Exemption Assigned (DFD Approved)               |
| E    | Exempt From SNAP Basic Work Rules for a reason other than age |
| G    | Pregnant  |
| U    | Unfit for work  |
| I    | Native American   |
| A    | Under age 18, or over age 65 and over                         |
| C    | Caring/Responsible for a child under age 14                   |

# ABAWD Clock Codes

When an individual is non-compliant for a full month, the month should be counted using one of the following:

## Three Countable Months

Codes: M1, M2, M3

- Months can be separated
- Months should be removed or “rolled back” if good cause is established
- Months remain and carry over if the case closes and reopens

## Additional Three Consecutive Months

Codes: A1, A2, A3

- Months run consecutively
- Can only be assigned after individual receives M1-M3 and is removed from the case
- Can only be assigned once in a three-year period

Countable and Consecutive months follow individuals across cases within the three-year period.

# UAP Coding: Both Work Registrant Exempt & ABAWD Exempt

If an individual is between 18 and 64 and does not have any dependents under 14 in the SNAP household, the following indicates what fields are required

| Field                                     | Coding   |
|---|--|
| <b>Work Registration Field</b> (required) | Code with the appropriate exemption (AAA, AGE, KID, DIS, UIB, STU, EMP, TNF, UND, PEN, SCH, CTK)       |
| <b>ABAWD Indicator</b>                    | Y  |
| <b>ABAWD Compliance Indicator</b>         | Code with the appropriate exemption (E, G, U, I, A, C)   |
| <b>ABAWD Compliance Effective Date</b>    | The date the exemption went into effect (i.e., date of medical deferral, date of receipt of UIB, etc.) |
| <b>ABAWD Work Activity Start Date</b>     | Not required   |
| <b>ABAWD Work Activity Stop Date</b>      | Not required   |
| <b>ABAWD Work Activity Hours</b>          | Not required   |
| <b>ABAWD Clock</b>                        | Does not tick  |

# UAP Coding: ABAWD Exempt & Subject to SNAP Basic Work Rules

Certain ABAWD Exemptions are not exemptions from the SNAP Basic Work Rules, such as Native American:

| Field                              | Coding   |
|------------------------------------|--|
| Work Registration Field (required) | Code with the appropriate exemption (AAA, AGE, KID, DIS, UIB, STU, EMP, TNF, UND, PEN, SCH, CTK)       |
| ABAWD Indicator                    | Y  |
| ABAWD Compliance Indicator         | Exempt   |
| ABAWD Compliance Effective Date    | The date the exemption went into effect (i.e., date of medical deferral, date of receipt of UIB, etc.) |
| ABAWD Work Activity Start Date     | Not required   |
| ABAWD Work Activity Stop Date      | Not required   |
| ABAWD Work Activity Hours          | Not required   |
| ABAWD Clock                        | Does not tick  |

# UAP Coding: SNAP Basic Work Rules Exempt & Subject to ABAWD Work Rules

Individuals may be exempt from the SNAP Basic Work Rules, but still subject to the ABAWD time limit, such as individuals aged 60-64

| Field                                     | Coding   |
|---|--|
| <b>Work Registration Field</b> (required) | Code with the appropriate exemption (AAA, AGE, KID, DIS, UIB, STU, EMP, TNF, UND, PEN, SCH, CTK)       |
| <b>ABAWD Indicator</b>                    | Y  |
| <b>ABAWD Compliance Indicator</b>         | Work/Activity Status or exemption code (Y, N, P, R, E, G, U, I, A, C)                                  |
| <b>ABAWD Compliance Effective Date</b>    | The date the exemption went into effect (i.e., date of medical deferral, date of receipt of UIB, etc.) |
| <b>ABAWD Work Activity Start Date</b>     | Not required if exempt. If not exempt, consult compliant/non-compliant example                         |
| <b>ABAWD Work Activity Stop Date</b>      | Not required if exempt. If not exempt, consult compliant/non-compliant example                         |
| <b>ABAWD Work Activity Hours</b>          | Not required if exempt. If not exempt, consult compliant/non-compliant example                         |
| <b>ABAWD Clock</b>                        | will tick if exemption code not in ABAWD Compliance Indicator  |

# UAP Coding: Referred ABAWDs

An ABAWD who is in granted status (P03 = G, Person Indicator 4 or 8) and is referred for a work activity and notification of participation status is pending

| Field                              | Coding  |
|------------------------------------|---|
| Work Registration Field (required) | ABD   |
| ABAWD Indicator                    | Y   |
| ABAWD Compliance Indicator         | Referred  |
| ABAWD Compliance Effective Date    | The date the ABAWD was referred to a work activity            |
| ABAWD Work Activity Start Date     | Not required  |
| ABAWD Work Activity Stop Date      | Not required  |
| ABAWD Work Activity Hours          | Not required  |
| ABAWD Clock                        | Ticks. County can adjust ABAWD clock accordingly and document |

# UAP Coding: Pending ABAWDS

An ABAWD who is in application status (P03=A, Person Indicator 4 or 8) and pending completion of a work activity to regain SNAP eligibility. Cross edit exists to only allow this selection in application status

| Field                              | Coding   |
|------------------------------------|--|
| Work Registration Field (required) | Not required   |
| ABAWD Indicator                    | Y  |
| ABAWD Compliance Indicator         | Pending  |
| ABAWD Compliance Effective Date    | The date the ABAWD is eligible to regain eligibility |
| ABAWD Work Activity Start Date     | Not required   |
| ABAWD Work Activity Stop Date      | Not required   |
| ABAWD Work Activity Hours          | Not required   |
| ABAWD Clock                        | Does not tick  |

# UAP Coding: Compliant ABAWDs

An ABAWD who is in compliance with the work requirement, work activity, or a combination of a work activity and employment (where employment hours are less than 30 hours, or less than the wage equivalent of 30 hours X federal minimum wage).

| Field                              | Coding  |
|------------------------------------|---|
| Work Registration Field (required) | "A" for active in a work activity with the appropriate month and year                             |
| ABAWD Indicator                    | Y   |
| ABAWD Compliance Indicator         | Y   |
| ABAWD Compliance Effective Date    | The date the compliance started (date of app, date of cert, date of employment, etc.)             |
| ABAWD Work Activity Start Date     | The date the work or work activity started (date of app, date of cert, date of orientation, etc.) |
| ABAWD Work Activity Stop Date      | The date the work activity will end or the end of the cert  |
| ABAWD Work Activity Hours          | Total average weekly hours of employment and/or work activity                                     |
| ABAWD Clock                        | Does not tick   |

# UAP Coding: Non-Compliant ABAWDs

## Non-Compliant ABAWDs:

| Field                              | Coding  |
|------------------------------------|---|
| Work Registration Field (required) | "I" for inactive with the appropriate month and year  |
| ABAWD Indicator                    | Y   |
| ABAWD Compliance Indicator         | N   |
| ABAWD Compliance Effective Date    | The date when the ABAWD stopped complying with the work activity (or employment if ABAWD was employed and stopped working without notifying the agency) |
| ABAWD Work Activity Start Date     | The date the work activity or employment started (date of app, date of cert, date of orientation, date of employment, etc.)                             |
| ABAWD Work Activity Stop Date      | The date the work activity will end or the end of the cert  |
| ABAWD Work Activity Hours          | 0 or less than 20   |
| ABAWD Clock                        | Ticks. County can adjust ABAWD clock accordingly and document   |

# UAP Screens

|                    |                  |                   |                 |             |          |        |
|--------------------|------------------|-------------------|-----------------|-------------|----------|--------|
| Case               | B Person         | A Person          | Address         | Medicaid    | WFNJ     |        |
| Voter Opp          | Shelter Summary  | Auth Represent    | Notes           | PA1J Print  | End Case |        |
| <b>Food Stamps</b> | I & A            | Children/FS Adult | EA/SS           | VRP         | IMFS     |        |
| Add'l Persons      |                  |                   |                 |             |          |        |
| Action             | <b>Household</b> | Calculated        | Resources/Costs | Restoration | ATP      | Claims |

|                                  |  |
|----------------------------------|--|
| Household Definitions:           | 4, Individuals living together food/meals together |
| Household Type:                  | 1, Categorical Assistance Only                     |
| Substitute EBT Client Code:      |  |
| Number of Children in Household: |  |
| Number of Adults in Household:   | 02   |
| Number of Adults Age 60 or Over: |  |
| Student/Striker in Household:    |  |
| Guardian Indicator:              |  |

|            |  |
|------------|--|
| Work Re    |  |
| FS Disqual |  |
| Work Re    |  |
| FS Disqual |  |
| FS         |  |

- STU, Student 18-50 at least half time enrollment
- TNF, TANF Recipient exempt from FS requirement due to participation in TANF work activity
- UIB, A Person Receiving/Applied for UIB
- UND, Under 16 Years of Age

# UAP Screens cont.

The screenshot displays a software interface with a navigation menu at the top and a main content area. The navigation menu includes tabs for 'Voter Opp', 'Shelter Summary', 'Auth Represent', 'Notes', 'PA1J Print', and 'End Case'. Below these are sub-tabs for 'Food Stamps', 'I & A', 'Children/FS Adult', 'EA/SS', 'VRP', and 'IMFS'. The 'Case' tab is selected, showing 'B Person' and 'A Person' sub-tabs. The 'ABAWD' sub-tab is active, displaying the 'Able Bodied Adults without Dependents Information' form.

| Voter Opp   | Shelter Summary | Auth Represent    | Notes   | PA1J Print | End Case |
|-------------|-----------------|-------------------|---------|------------|----------|
| Food Stamps | I & A           | Children/FS Adult | EA/SS   | VRP        | IMFS     |
| Case        | B Person        | A Person          | Address | Medicaid   | WFNJ     |

Questions

Personal1 | Personal2 | Education | **ABAWD** | General | Income | Resources | Expenses

### Able Bodied Adults without Dependents Information

|                                  |   |                                 |   |
|----------------------------------|---|---------------------------------|---|
| ABAWD Indicator:                 | <input type="text" value="Y. Yes"/>             | ABAWD Work Activity Start Date: | <input type="text" value="04/01/2016"/> |
| ABAWD Compliance Indicator:      | <input type="text" value="Y. Notified of Com"/> | ABAWD Work Activity Stop Date:  | <input type="text" value="04/01/2017"/> |
| ABAWD Compliance Effective Date: | <input type="text" value="04/01/2016"/>         | ABAWD Work Activity Hours:      | <input type="text" value="20"/>         |
| SNAP Clock:                      | <input type="text" value="02"/>                 |                                 |   |
| ABAWD Clock:                     | <input type="text"/>                            |                                 |   |

# UAP Screens cont.

|             |                 |                   |         |            |          |
|-------------|-----------------|-------------------|---------|------------|----------|
| Voter Opp   | Shelter Summary | Auth Represent    | Notes   | PA1J Print | End Case |
| Food Stamps | I & A           | Children/FS Adult | EA/SS   | VRP        | IMFS     |
| Case        | B Person        | <b>A Person</b>   | Address | Medicaid   | WFNJ     |

P

|           |           |           |              |         |        |           |          |
|-----------|-----------|-----------|--------------|---------|--------|-----------|----------|
| Personal1 | Personal2 | Education | <b>ABAWD</b> | General | Income | Resources | Expenses |
|-----------|-----------|-----------|--------------|---------|--------|-----------|----------|

**Able Bodied Adults without Dependents Information**

ABAWD Indicator:       ABAWD Work Activity Start Date:

ABAWD Compliance Indicator:

ABAWD Compliance Start Date:

SNAP Clock:

ABAWD Clock:

# FAMIS Screens

```

SCRN ( 105A) CNTL (          )      FOOD STAMPS      CASE (          )      PAGE ( 06 )
          CTY P07 SUP WK DI CEC SGM      DLC  GRANT ALLOT ELU FSHH MEFSCA
DT-05/02/2025@09:26 09  92  BC 05 1      NP6 04192025 0000 0292 000 0001  G

574 FS ACTION TAKEN..... C 943 ACTION REASON..... GPX 523 FS EFF DATE 05012025
545 FS APPL DATE.. 01072025 548 FS CERT DATE.. 02012025 576 CERT PERIOD..... 06
581 HH DEFINITION..... 1 586 HH TYPE.. 7 555 NO. CHIL.. 00 830 CATEG ELIG.. E
573 NUMBER ADULTS..... 01 559 ADULTS OVER 60..... 0 588 STUDENT-STRIKER...
759 GUARDIAN IND..... 925 WORK REG MALE..... ABD 926 WORK REG FEMALE.
547 UA INDICATOR..... D 764 MED REDUCTION.. 0000.00 762 .....
729 CERTIFICATION TYPE... F 859 CHNG RPT IND.. C
585 RESOURCE AMOUNT 0000.00 903 EARNED INCOME.. 0000.00 580 RSDI..... 0000.00
582 SPECIAL SHEL T IND.... 733 VA BENEFITS... 0000.00 734 PENSION..... 0000.00
929 SSI..... 0000.00 930 GA..... 0185.00 904 UIB..... 0000.00
583 CONTRIBUTIONS... 0000.00 905 OTHER INCOME.. 0000.00 765 EXEMPT WFNJ.. 0000.00
587 DEP CARE.. 0000.00 832 CHILD SUP DED.. 0000.00 589 SHL 00 55.00 552 UA 0878.00
575 NET INCOME.... 00000.00 592 TOTAL DED ... 0185.00 703 FS GRANT... 0000.00
444 WORKMEN'S COMP.. 0000.00 445 TDI..... 0000.00 828 MARRIAGE DT 00000000
593 RESTOR TOT BAL 00000.00 937 RESTOR MONTH.. 0000.00 557 RESTOR TO DT00000.00

          831 CSP DISREGARD.. 0000.00 766 FS CLAIM IND.....
730 CLAIM BALANCE.. 00000.00 731 CLAIM MONTH... 0000.00 770 CLM COL DTE 00000.00
771 CLAIM BALANCE.. 00000.00 772 CLAIM MONTH... 0000.00 835 CLM COL DTE 00000.00
    
```

# FAMIS Screens cont.

```
SCRN ( 105A) CNTL (          ) ABAWD-A/B PERSON    CASE (          ) PAGE (07)
          CTY P07 SUP WK DI CEC SGM      DLC  GRNT ALLOT ELU FSHH MEFSCA
DT-05/02/2025@09:00 09   92   BC 05 1          NP6 04192025 0000 0292 000 0001  G

B-PERSON..529 NAME..                               552 BIRTH DATE...
666 SNAP CLOCK..... 776 MED ELIG IND..... 530 PAYEE INDICATOR....
845 PSC ID..... 416 GENDER.....
495 COMPLIANCE IND.... 663 ADD/REMOVE DATE 679 A/R IND.....
415 ALIEN TYPE..... 837 DTE OF ENTRY...
680 ABAWD INDICATOR... 685 HLTH INS NO 914 ABAWD CLOCK.....
822 PREGNANCY IND.... 816 COMP EFF DATE..

A-PERSON..517 NAME..                               520 BIRTH DATE...
660 SNAP CLOCK..... 05 773 MED ELIG IND..... 518 PAYEE INDICATOR.... P
815 PSC ID..... 420 GENDER..... M
490 COMPLIANCE IND.... N 657 ADD/REMOVE DATE 00000000 672 A/R IND.....
419 ALIEN TYPE..... 839 DTE OF ENTRY... 00000000
673 ABAWD INDICATOR... Y 681 HLTH INS NO 910 ABAWD CLOCK.....
848 PREGNANCY IND.... 817 COMP EFF DATE.. 02012025
```

# Key Takeaways

- All SNAP household members need to be screened for work registration and ABAWD work requirements at certification and recertification, regardless of ABAWD waiver status
- CSSAs **must** refer ABAWDs who are not otherwise meeting the work requirement to a work activity, track the compliance of all ABAWDs, and update coding

# QUESTIONS



# Thank You!

For other questions or concerns, contact your Office  
of Program Operations County Liaison