FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-11-SYS

SNAP POS RELEASE NOTES VERSION 7.1

Date: February 14, 2013	**Subtopic(s):** POS
🖥 This procedure can now be accessed on the FIAweb.	This policy bulletin is to inform Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that the latest version of the Paperless Office System (POS) will migrate to production on February 19, 2013. Descriptions of the changes can be found in SNAP POS Release Notes Version 7.1 (**Attachment A**), and SNAP POS Release Notes - ABAWD Appendix A (**Attachment B**).
	These release notes can also be found on the HRA Intranet at:
	http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx
	Effective February 19, 2013
	Attachments:
🖥 Please use Print on Demand to obtain copies of forms.	**Attachment A** SNAP POS Release Notes Version 7.1
	Attachment B SNAP POS Release Notes - ABAWD Appendix A

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: *(917) 639-0298*

Distribution: X

Attachment A

SNAP POS Release Notes
Version 7.1 February 19, 2013

These Release Notes contain descriptions of changes in Supplemental Nutrition Assistance Program (SNAP) POS Release 7.1 scheduled for Monday, February 19, 2013. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact **Sandra Hilton**. These and prior Release Notes may also be found on the HRA Intranet at http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx

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1. SNAP Able Bodied Adults Without Dependents (ABAWD) Tracking

POS has been updated to track compliance with the ABAWD requirements, effective February 28, 2013. Please see the POS ABAWD Appendix A for more details.

2. Updates to Eligibility Determination Window in SNAP Application Interview

The **Eligibility Determination** window in the **SNAP Application Interview** was updated to add additional business rules to assist the Eligibility Specialist (ES) in making a decision on the application, pre-set the individual status based on the Supplemental Nutrition Assistance Program (SNAP) case decision and pre-fill fields on the **TAD** window.

The following tabs now appear in the window:

- Decision
- Documents

Decision Tab
In the Decision tab, the ES will indicate the final determination for the case (**Accept** or **Deny**).

If the ES selects **Accept** in **Final Determination,** s/he clicks **Yes** or **No** for **Are All Individuals Being Activated**. If the final determination is to accept, POS pre-fills the **Status** field with a value of **Accept** and the ES selects the opening code in the **Status Reason** field. If all individuals are activated, POS pre-fills a new status of **Active** for all individuals. If they select **Accept,** but all individuals are not activated, the ES will select a status for each individual.

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If the ES selects **Deny** in **Final Determination**, POS makes the appropriate status available in the **Status** field, based on the current status in WMS. If the current WMS status is Applying (**AP**), then the Rejected (**RJ**) statuses from the POS TAD (Rejected-Compliance, Rejected-Financial and Rejected-Other) are available. If the current WMS status is Single Issue (**SI**), then the **Closed** statuses from the POS TAD (Closed-Compliance, Closed-Financial, Closed-Recert and Closed-Other) are available. The ES selects the new status in the **Status** field and the denial reason in the **Status Reason** field. POS will also pre-fill the new status field for the individuals on the case.

Documents Tab
In the **Documents** tab, POS will list the following eligibility factors for the case if they are pending and will allow the ES to record collateral contacts attempted:

- Identity
- Citizenship/Alien Status
- Residence/Household Composition
- Social Security Number
- Income
- Resources
- Rent/Mortgage/Shelter Expense
- Utility Expense
- Fuel or Air Conditioning Expense
- Medical Bills/Expenses
- Child Care/Dependent Expenses
- Pays Child Support
- Pending RFI

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3. New NCA SNAP Child Support Window

POS was updated to track Child Support Case Information from the Office of Child Support Enforcement (OCSE) in the POS SNAP Application and **Recertification** interview. The information displayed is received directly from OCSE to POS and identifies whether anyone applying for or receiving SNAP benefits has been named as the non-custodial parent on at least one OCSE child support case.

For Phase One, the question will only be displayed for households that meet the criteria and have a household size of 1 (one). The information displayed on this window identifies the applicant or participant as the Non-Custodial parent (NCP) on at least one OCSE child support case. At the time of the SNAP Application or Recertification, POS requires the ES to click on the question, "Does anyone on the case have a Child Support obligations and/or arrears?"

Child Support Case Information Response Window

POS sends an inquiry to the OCSE database to determine whether anyone on the case 18 years old or older is a NCP on an OCSE child support case.

If the match is not found POS displays a "Red Hand" symbol and the child support information response window does not open. The ES can continue processing the case.

If a match is found, the Child support case information window opens for processing by the ES, with the following *exceptions* exist on the SNAP case the window will not appear:

- Domestic violence indicator on OCSE case
- Case has a Court order and Arrears amount of $0 (Zero amount) and the Monthly Obligation = (equals) $0 and Paternity has been established.

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On the top of the window the ES should follow the instruction listed below:

"The participant below has been named as the non-custodial parent in at least one child support case. If that participant is present at the interview, hand the OCSE Child Support Program Services Informational Flyer and the OCSE Customer Service Walk-in Center referral to participant. If participant is not present at the interview, mail the OCSE Child Support Program Services Informational Flyer and the OCSE Customer Services walk-in Center referral to that participant. Have participant contact the Office of Child Support at 1-888-208-4485, address 151 West Broadway, NY, NY for any questions he/she might have."

If the identified non-custodial parent (participant) named on the child support case is present at the interview, the ES prints out the following forms and hand them directly to the applicant/participant:

* OCSE Child Support Program Informational Flyer – **OCSE-179**
* OCSE Customer Services Walk-in referral – **OCSE-181**

If the applicant/participant is not present, the ES must mail the forms directly to the applicant/participant.

4. Human Trafficking Window

A new **Human Trafficking Victims** window was added to track Human Trafficking Victims (**HTV**) who are also United States citizens or have Alien Type of **K** (Persons lawfully admitted for permanent residence), **S** (Persons lawfully admitted for permanent residence who have worked or can be credited with 40 qualifying quarters of coverage as defined under Title II of the Social Security Act), **G** (Persons paroled into the US for at least one year) or **B** (Certain battered aliens who are the immediate relatives (spouse or child) of a US citizen or lawful permanent resident alien who have been battered or subject to extreme cruelty by the spouse or parent]) with 5 or more years.

Window Instructions
The window includes the following instructions:

* Human Trafficking Victims (**HTV**) may have difficulty with specific program requirements due to safety implication. The Family Violence Option (**FVO**) must be considered for those victims who complete the Domestic Violence Screening Form (LDSS-4583). Please do not ask the HTV any questions regarding the Victims trafficking circumstances. You must answer all questions listed below for each individual in the household.

The following questions appear in the window when the ES clicks Yes for **Human Trafficking Victims**:

* Is this individual a Human Trafficking Victim?
* Is this individual NYS – Confirmed HTV?
* Does the individual have the NYS Confirmation letter for HTV OR have the NYS – Minor Individual Referred as a Human Trafficking Victim (HTV) letter?
* Is the individual willing to complete the LDSS-4583 (Domestic Violence Screening form) or accept a Referral to the Domestic Violence Liaison)?

The ES provides an answer each question based on the referral or other HTV documentation. If the ES doesn't complete the questions, they will receive the following error message:

* You have indicated that one or more Immigrant on the case is a Human Trafficking Victim. Please return to the Alien Checklist and reevaluate for Federal Human Trafficking Victim (NHTV) status eligibility.

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Human Trafficking Victim Window

This window appears after the **Other Information** window in the **SNAP Application Interview** and **SNAP Change Case Data** activities, and after the **Individual Details** window in the **SNAP Recertification Interview**.

The window is available to the supervisor for the following approval activities:

- **Approve SNAP Application Interview**
- **Approve SNAP Recertification Interview**
- **Approve SNAP Change case Data**

The HTV window is also displayed in **Review Case** activity.

NYCWAY
POS transmits Action Code **991T** (Human Trafficking Victim) to NYCWAY for individuals with an answer of "Yes" for the questions "Is this individual a Human Trafficking Victim?" and "Is this individual NYS – Confirmed HTV?"

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Re-evaluation of Alien Eligibility

Aliens type **K**, **S**, **B**, **G** with less than 5 years and aliens type **E** (Non-qualified aliens eligible for emergency Medicaid), **O** (PRUCOL individual who may be eligible through TANF/Safety Net), and **T** (Persons paroled into the US for less than one year) who affirmed they were HTV's will have their alien code and eligibility re-evaluated during their recertification.

5. Employment Window Update

The **Employment Information** window was updated with new labels for the "**Is Employed?**" and "**Is Unemployed?**" questions, to move the "**Has Child or Dependent Care Expenses**?" question to this window and to update the completeness edit for the window.

The updates are as follows:

- **Update** 'Is Employed?' to **"Is Employed? (Including Babysitting)"**
- **Update** 'Is Unemployed?' to **"Is Unemployed? (Currently Not Working)"**

The question "**Has Child or Dependent Care Expenses**?" question was moved from the **Other Expenses** window to the **Employment Information** window in order to determine categorical eligibility for households with child or dependent expenses.

If the ES does not answer the questions they receive the following message:

- **You must answer all questions in order to continue. You should indicate who is Employed/Self Employed. All other participants must be Unemployed. Please enter employment information for (applicant/participant names).**

6. Other Income Window Update

POS has added additional edits and validations to the following **Other Income** windows when the ES answers **Yes** to the other Income questions and identifies the Income type as "Private Disability Insurance-Health/Accident Insurance Policy income.

If no person is chosen for "Who" POS displays the following error message:

- Please **select** the **name of the person**.

If "Who" is selected and the **Income Type** is "Private Disability Insurance-Health/Accident Insurance and the amount is blank, POS displays the following message:

- Please enter **amount** for Private Disability Insurance--Health/Accident Insurance.

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If "Who" is selected and the **Income Type** is "Private Disability Insurance-Health/Accident Insurance and the amount is not blank but Frequency is blank , POS displays the following message:

- Please select a "**Frequency"** for Private Disability Insurance-Health/Accident Insurance.

If "Who" is selected and the **Amount** is not blank and **Frequency** is selected but **Start date** is blank:

- Please enter a **Start date** for Private Disability Insurance-health Accident Insurance.

The ES is not be able to exit the **Response** window without inserting the necessary information.

Other Income Window

7. Department Of Education Match in Education and Training Window

The **Education and Training** window in POS was updated to add information from the Department of Education (DOE). The new fields included were added to the window:

- Age
- Status
- Required Action

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The Department of Education (DOE) provides a monthly file to HRA with updates to student discharge codes. The window has been updated to display the DOE information and provide the ES with instructions on the required action for the student.

Department of Education Match – Students who are not marked as discharged
For students who are marked as discharged in the DOE records, the following possible statuses and required actions appear:

Status	Required Action
Obtained Full-Time Employment Certificate	Records from the DOE show individual is not in school any longer,
Under 6 Years Old (Not Yet 6 By 12/31)	No action needed.
Admitted to NYC Parochial School	Records from the DOE show individual is not in a public school any longer, please request new school verification.
Admitted to NYC Private School	Records from the DOE show individual is not in a public school any longer, please request new school verification.
In Institution (Non DOE)	Records from the DOE show individual is not in school any longer, please verify if the child has temporarily left the household.
Transferred to School Outside of NYC	Records from the DOE show individual is not in school any longer, please verify if the child has temporarily left the household.
Address Unknown (Auth by Attendance Teacher)	Please have the applicant/participant contact the DOE in order to correct/update this individual's address information
Deceased	Records from the DOE show individual is Deceased, please verify this Information and if needed remove individual from case
Satisfactory Completion Of Home School	Records from the DOE Education show individual has graduated or has obtained a GED.
Enrolled In College Early Adm. Program Prior to Grad	Records from the DOE show individual is not in a public school any longer, please request new school verification
Over 21 Years Old (Incl. SP ED OMRDD/OMH)	No action needed.
Receive H.S. IEP Diploma (Special Ed)	Records from the DOE Education show individual has graduated or has obtained a GED.
Proof of Receipt of HS Diploma	Records from the DOE Education show individual has graduated or has obtained a GED.
H.S. Local Diploma (Not Regent, IEP, Cert)	Records from the DOE Education show individual has graduated or has obtained a GED.
H.S. Regents Diploma	Records from the DOE Education show individual has graduated or has obtained a GED.
H.S. Regents Diploma With Honors	Records from the DOE Education show individual has graduated or has obtained a GED.
Previously Received Local Cert/IEP DIP/HS	Records from the DOE Education show individual has graduated or has obtained a GED.
H.S. Equivalency Diploma	Records from the DOE Education show individual has graduated or has obtained a GED.
Entered Military Service	Records from the DOE show individual is not in school any longer,
Voluntary Withdrawal or/disc after 20 Consecutive absc.	Records from the DOE show individual is not in school any longer,

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Status	Required Action
H.S. Advanced Regents Diploma	Records from the DOE Education show individual has graduated or has obtained a GED.
Advanced Regents Diploma W/Honors	Records from the DOE Education show individual has graduated or has obtained a GED.
Expulsion – Over 17 Prior to July 1 GEN ED	Records from the DOE show individual is not in school any longer, please make an Employability Assessment

Department of Education Match – Students who are not marked as discharged
For students who are not marked as discharged by DOE, the following statuses and required actions appear:

Status	Required Action
School Registration Verified By DOE	DOE information has been verified (No action Needed)
Invalid student ID Number (DPA Determined)	Please have the applicant/participant contact the DOE in order to correct/update this individual's Student ID Number
Unknown To DOE	Records from the DOE show this individual is not known in their system, please request new school verification
Name Does Not Match	Please have the applicant/participant contact the DOE in order to correct/update this individual's Name information
Sex Does Not Match	Please have the applicant/participant contact the DOE in order to correct/update this individual's Sex information
Date of Birth Does Not Match	Please have the applicant/participant contact the DOE in order to correct/update this individual's Date of Birth
Pending	Records from the DOE show Verification for this individual still pending (No action Needed)
Transferred	Records from the DOE show individual is not in a public school any longer, please request new school verification
BOE Biographical Data Incomplete	Please have the applicant/participant contact the DOE in order to correct/update this individual's Biographical information
Address Match Failure (DPA Determined)	Please have the applicant/participant contact the DOE in order to correct/update this individual's Address information

8. Opening Code Sort Order in POS TAD Window

The opening codes on the TAD (Turnaround Document) are sorted in alphabetical order, with numerical codes listed after the codes beginning with a letter.

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9. Update to Tuition and Fees Window

The **Response to Question** window for "**Pays Tuition and Fees?**" in the **Other Expenses** window has been updated as follows:

- The label for the **Who** field has been updated to **Who Has the Expense;**
- The label for the **How Tuition to be paid** field has been updated to **Paid by;**
- A new option of **Pays for Self** has been added to the **Paid By** field;
- The ES is required to answer the fields **Who Has the Expense** and **Paid by.**

10. Updates for SNAP Text in Front Door Reception and MONIQ

Labels in Front Door Reception and MONIQ were updated from "Food Stamp" to "SNAP" and from "FS" to "SNAP".

11. Updates for SNAP Text in POS Interview

Labels in the POS interview were updated from "Food Stamp" to "SNAP" and from "FS" to "SNAP" in the following windows:

- Case Action menu
- POS Queue
- POS Enrollment
- Current Income
- Other Information
- Expedited SNAP Questions
- Alien SNAP Summary
- ESNAP Eligibility Determination
- Print Forms

12. MONIQ Language Indicator

A new column named **Language Indicator** was added in the **MONIQ Ticket List** window. This column displays the spoken language selected for the case at Front Door Reception.

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13. Update to Apartment/Private House Window

The **Apartment/Private House** window in the **Rent/Mortgage Expense** section was updated to add **Maintenance Amount** and **Frequency** fields when the ES selects **Own Home** as the Shelter Type:

14. Change to SNAP Application Registration of CBO-submitted Cases

In order to prevent duplicate registration of application cases when there are connection issues at a community-based organization (CBO) site that submits SNAP applications through the Facilitated Intake interface, the registration of the SNAP case will only take place when the ES starts the **SNAP Application Interview** or the **FTK - SNAP Application Interview** activity.

15. WMS Updates 2013.1

POS will reflect the following WMS changes effective February 2013:

Removal of Lifeline Indicator
The Lifeline Indicator was removed from WMS and has been removed from the POS TAD and the **Additional Suffix Level Information** windows.

Update to Standard Utility Allowance (SUA) Rules for Shelter Type 11 (Room Only)
Participants in Shelter Type **11** (Room Only) are now only eligible for full SUA when they pay for fuel or air conditioning separately from their rent or mortgage expense, and are eligible for level 2 if they pay for gas/electric separately from their rent or mortgage expense, regardless of the rent amount. The **POS Budget** windows were updated accordingly.

When Shelter Type **11** is entered and there is no entry in FSUA, Fuel Type or FSUT when transmitting from the **Household/Suffix Financial Data** (**NSBLO2)** screen the warning message below appears in WMS:

"A0324 – FSUA ENTRY REQD FOR SHELT TY 11 TO GET FULL SUA" .

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Change in distribution of 7 WINRO Reports from Responsible to Originating Center for NCA SNAP Centers
Currently there are two SNAP Change Centers that submit eligibility, undercare and change actions for all SNAP Home Centers for telephone interviews. The two Change Centers are **SNAP 24** (Brooklyn Change Center), which is responsible for Brooklyn only, **SNAP 43** (Long Island City Change Center), which is responsible for the remaining Boroughs.

The following list of seven WINRO Reports are currently being sorted by the Responsible Center. Beginning with WMS Release 2013.1, these WINRO Reports be sorted and distributed to only the Originating Centers.

These requested changes apply only to the NCA SNAP portion of the report. The seven WINRO Reports are as follows:

- **WINRO 125** – Daily Error Report- list of cases processed the previous day in error status
- **WINRO 135** – WMS Application Register- Listing of Applications Assigned to Application Worker by Application Date
- **WINRO 291** – Daily Cumulative Error Report
- **WINRO 322**– Single Issue SNAP Cases Not Receiving Benefits for One or More Months
- **WINRO 349** – Daily Outstanding Error Report by Office and Job Type
- **WINRO 406** – Weekly Cumulative Report of Outstanding Errors
- **WINRO 411** – Weekly Top Ten Outstanding Errors by Office

16. E-Form Updates

New LDSS-3152 Edits
If the ES selects SNAP denial code **Y99** (Other), a manual Action Taken On Your Supplemental Nutrition Assistance Program [SNAP] Benefits Case [NYC] (**LDSS-3152**) is required.

If the ES attempts to print the form in POS when using SNAP denial code **Y99** for the case, the following error message appears:

- SNAP Denial Code Y99 (Other) is selected for the case. You must complete a manual LDSS-3152 notice. Scan and index the completed form into POS.

If the ES attempts to print the form in POS when using SNAP denial code **Y99** for an individual on the case, the following error message appears:

- SNAP Denial Code Y99 (Other) is selected for at least one individual on the case. You must return to the TAD to select a different denial code for the individual or you must complete a manual LDSS-3152 notice if Y99 is the appropriate denial code. Scan and index the completed manual notice into POS.

W-532 Update
The Letter to Past and Present Employer (**W-532)** form was updated to include the employer's name and address.

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Updated E-Forms
The following forms have been updated to reflect recent changes:

- **LDSS-3152 NYC**, Action Taken On Your Supplemental Nutrition Assistance Program (SNAP) Benefits Case (NYC)
- **LDSS-3938 NYC**, Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Summary Sheet
- **LDSS-4753**, Supplemental Nutrition Assistance Program (SNAP) Request For Contact/Missed Interview
- **M-3mm**, Notification of Application Withdrawal (Cash Assistance, Supplemental Nutrition Assistance Program (SNAP) and Medical Assistance)
- **W-119D**, Eligibility Factors and Suggested Documentation Guide
- **W-186C**, Fair Hearing Compliance Statement
- **W-519**, Photo Identification for Supplemental Nutrition Assistance Program (SNAP) / Finger Imaging for Cash Assistance Notice
- **W-680FF**, Language Questionnaire
- **W-908F**, Notice of Rescheduled Supplemental Nutrition Assistance Program (SNAP) Telephone Recertification Interview
- **WINRO-153**- SNAP Budget Calculation for NCA and NCA-SSI cases.

Attachment B

SNAP Release Notes- ABAWD Appendix A
Version 7.1 February 28, 2013

These Release Notes contain descriptions of changes in the Supplemental Nutrition Assistance Program (SNAP) POS Release 7.1 scheduled for Monday, February 28, 2013. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact **Sandra Hilton**. These and prior Release Notes may also be found on the HRA Intranet at http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx.

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SNAP Release Notes- ABAWD Appendix A
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1. ABAWD 36 Month Tracking Phase I Overview

The ABAWD provisions require that employable Supplemental Nutrition Assistance Program (SNAP) participants who are classified as Able Bodied adults without dependents (ABAWD) are required to comply with work requirements. POS has been updated to reflect the compliance and tracking of these individuals.

ABAWD status must be determined at the time of application, reviewed at the time of recertification and reported on the periodic mailer. These individuals have an Employment Status Code of Work Required (**WR**), are between the ages of 18 and 49, and live alone or are part of a SNAP household without children under the age of 18.

The ABAWD individual must work, volunteer or perform in-kind work for an average of 80 hours per month or participate in an agency approved Work Experience program (WEP) for the number of hours determined by their allocated SNAP benefit divided by the national minimum wage, or participate in a combination of work and Food Stamp Employment and Training (FSET) vendor activities.

ABAWDs who do not comply with the work requirement are eligible for 3 months of SNAP benefits out of a 36 month period. These participants can regain eligibility by attesting to comply in the near future. Based on their attestation, they will be eligible to receive an additional 3 months of SNAP benefits.

The Eligibility Specialist (ES) will access the **ABAWD Compliance Calendar** by clicking on the **ABAWD Show** button in the **Education/ Training** window during the **SNAP Application Interview**, the **SNAP Recertification Interview** or the **SNAP Change Case Data** activity. The ES can also access the **ABAWD Compliance Calendar** by clicking on the **Tools Menu** and selecting **ABAWD.**

2. Employability Code Determination Window

All SNAP participants between the ages of 16 and 59 who are deemed employable (non-exempt) must comply with the SNAP Program work requirements as a condition of SNAP eligibility.

To help ensure compliance with these requirements, a window was added in the SNAP interviews to automate the determination of the employability code for SNAP cases. The window lists the name of the household member, their employability code and the reason for the code.

The window appears in the **Education and Training** window below the Education Information question. POS retrieves the following information in order to determine the employability code for each household member:

- Household composition;
- Age for all household members;
- Disability status;
- Employment and self-employment;
- Unearned income received;
- Unemployment insurance application;
- Drug and alcohol treatment;
- Eligibility outcome for non-citizens;
- Caretaker of incapacitated person;
- Education; and
- Pregnancy.

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3. ABAWD Tracking Exclusions

Applicants/participants who meet one or more of the following criteria are excluded from being called into the vendor/from performing WEP:

- The individual has an Employment Status Code of Work Required (**WR**) and is 49 years old;
- The individual has an Employment Status Code of Work Required (**WR**), is employed and works between 1 and 79 hours per month.
- The individual has an Employment Status Code of Work Required (**WR**) and is not the casehead/payee for the case; or
- Employment Status Code of Work Required (**WR**) and is undomiciled or is in one following shelter types: homeless shelter, congregate care, hotel and residential treatment centers.

These individuals are excluded from the ABAWD 3/36 rule and look back.

Shelter types for ABAWD Exclusions

Shelter Code – Description

06 - Hotel Motel Temporary
15 - Congregate Care Level 1 (NYC, Nassau, Suffolk & Westchester)
16 - Congregate Care Level 2-- State Certified (NYC, Nassau, Suffolk, Westchester & Rockland)
23 - Undomiciled
27 - Residential Treatment Center -- Non-Level 2 Facility
28 - Congregate Care Level 1-Rest of State
29 - Congregate Care Level 2-State Certified-Rest of State
30 - Scatter Site Housing - Non Tier I or II (less than 3 meals per day)
31 - Residential Treatment Center -- Level 2 Facility (NYC, Nassau, Suffolk, Westchester or Rockland)
**32** - Residential Treatment Center -- Level 2 Facility (Rest of State)

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33 - Homeless Shelter -- Tier I or Tier II (Less than 3 meals per day)
34 - Homeless Shelter -- Tier II (3 meals per day)
35 - Homeless Shelter -- Non Tier I or II
42 - Congregate Care Level 3 - Adult Home and DOH Enriched Housing
43 - Congregate Care Level 2- OMH/OMRDD Apartments

4. ABAWD Question in Education and Training Window

A new ABAWD question was added to the **Education and Training** window.
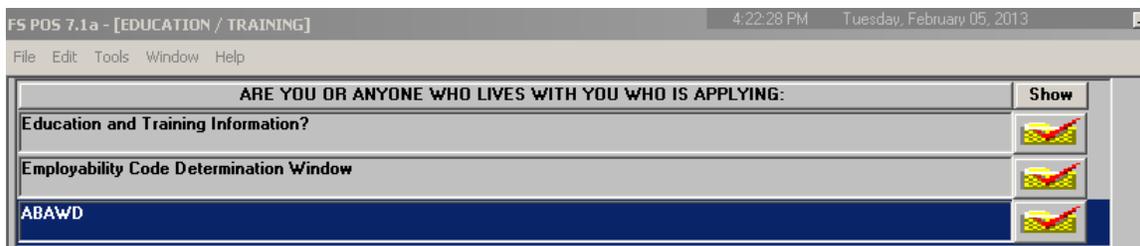
When the Worker clicks on the **Show** button for this question, the **ABAWD Compliance Calendar** will open if at least one ABAWD individual in the households fits the following criteria:

- The individual is between 18 and 49 years of age;
- The **Employability Code** for individual is **WR** (NCA SNAP Work Required); and
- The individual has at least three months of non-compliance.

If none in the household fits the criteria above, the **ABAWD Compliance Calendar** will not open.

To determine if the criteria exist on the case POS will connect to the Web service to establish the criteria. If the individual meets the criteria the ABAWD Compliance calendar will open for review.

If the ABAWD criteria is not found the red-hand will be displayed. Once the red hand is displayed, the ES can continue the POS SNAP activity.

5. ABAWD Compliance Calendar

The Calendar can be retrieved from the **Tools Menu** or from the ABAWD response window. The ES can access the ABAWD Compliance calendar to review and track the ABAWD individual's compliance history. To review the **ABAWD Compliance Calendar** from the **Tools Menu** choose 'ABAWD'. In the event that there is no data to display for the Individual with the employment code **WR**, POS will display a message "No Calendar Data Exists".

For those non-compliant ABAWD individuals (of 3 or more months), the calendar will automatically open over top of the **ABAWD Response** window.

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Instructions:

The following items will be listed on the **ABAWD Compliance Calendar** window:

- **Current Employment Status**- Current Employment status in POS.
- **Compliance Review Date**- Date of the ABAWD Compliance calendar call
- **Months not in Compliance**- total amount of months not in compliance within the 36 month period.
- **Grace period in effect** - An additional 3 months of eligibility, without working or participating in a work program, can be given only once in a 36 month period and must be used consecutively. If a participant re-establishes their eligibility and loses their job or is unable to participate in an assigned work program through no fault of their own, they are eligible for an additional 3 month period. This 3 month period does not require a work assignment or employment.

    - ABAWD individuals who are eligible for the grace period and return to work prior to the expiration of the three-month period cannot save the unused portion of their three month period for future use.

- Eligibility Re- established - For those ABAWD individuals who have three months (or more) of non-compliance and must re-establish eligibility, the ES will click on the **Close** button at the bottom of the calendar to retrieve the **ABAWD Response** window.

    - The **ABAWD Response** window will open to allow the ABAWD non-compliant individual to re-establish eligibility or agree to the Attestation process.

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6. ABAWD Response window

The new **ABAWD Eligibility Re-Establishment Response** window will open when the ES clicks on the **Close** button of the **ABAWD Compliance Calendar**. The **Response** window will communicate with a web service to retrieve ABAWD data if there are at least one individual on the case that has an employability code of **WR** and has at least 3 non-compliance months.

ABAWD Response window:

Instructions:

The Individual below has been disqualified for failing to meet ABAWD requirement. The Individual may re-establish eligibility for SNAP benefits if he/she agrees to provide documentation of future employment or documentation of past employment since disqualification. Applicants may also re-establish eligibility by agreeing to do independent job search for the 30 days. If proof of employment is not submitted then job search should be assigned for applicants. Active individuals who cannot document employment will be closed and must re-apply for SNAP.

The ES will choose the ABAWD individual from the **WHO drop-down** list. If the ES does not select the individual POS will display the following:

"You must select the name of a person from the WHO dropdown list box ".

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- Answer Yes or No to the following questions:

  - Have you worked at least 80 hrs in a consecutive 30 day period since disqualification?
    If the ES does not answer the question POS will display "You must answer Yes or No to the question.
  - Will you be working 80 hrs or more in the next 30 days?
    If the ES does not answer the question POS will display "You must answer Yes or No to the question.
  - Will you perform a Job search for the next 30 days (while application is pending)?
    If the ES does not answer the question POS will display "You must answer Yes or No to the question.

The ES must select the document(s) that will be submitted based on the answers provided from the questions.

If the worker answers **Yes** to the questions "Have you worked at least 80 hrs in a consecutive 30 day period since disqualification?" or "Will you be working 80 hrs or more in the next 30 days?" and the Documentation to Re-Establish Able-Bodied Adult without Dependents (ABAWD) Eligibility is not selected in the Document box, POS will display the following error message:

"You must select the Documentation to re-establish ABAWD eligibility" in the Document box.

If the worker answers **Yes** to the question "Will you perform a Job search for the next 30 days (while application is pending)?" and the **FIA 1021b**- Declaration of Job Search Activities is not selected in the Document box, POS will display the following error message:

"You must select the **FIA 1021b**- Declaration of Job Search Activities in the Document box.

If the ES needs to return back to **ABAWD Compliance Calendar** (may need to see the name of the individual or check additional individuals on case information (using the scroll bar) etc.) they can click on the **ABAWD Compliance Calendar** button in the response window.

7. ABAWD W-113K Update

POS was updated to fill in Documentation Requirements and/or Assessment Follow-Up Form (**W-113K**) with a deferral for ABAWD eligibility re-establishment documentation when the Worker selects **Documentation to re-establish ABAWD eligibility** or **FIA 1021b Declaration of Job Search Activities** in the **Document** box in the **ABAWD** window and does not check the **Scan** checkbox.

The selected document(s) will appear in the **Outstanding Documentation** section of the **W-113K**, with the name of the individual in the **Who** list box.

8. ABAWD Periodic Mailer Update

The new ABAWD category will be added to the Periodic mailer for ABAWD compliance and tracking purposes. The ICP Web Service will identify those individuals who fit the ABAWD criteria. These cases will be sent to an ABAWD queue and require prompt attention.

The ES will access the **ABAWD Compliance Calendar** by clicking on **Tools** and selecting **ABAWD** or selecting **ABAWD** from the **Education/ Training** window when processing the SNAP periodic mailer.

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9. ABAWD ESNAP Eligibility Determination Update

The **ESNAP Eligibility Determination** window was updated to track whether the individual is ineligible for SNAP due to non-compliance with ABAWD eligibility and whether the individual has re-established their eligibility.

10. ABAWD E-Forms

The following ABAWD E-forms have been added to POS:

- **FIA 1021**- Notice of Able-Bodied Adult without Dependents (ABAWD) Status
- **FIA 1021a**- Notice of Need to Reestablish ABAWD Eligibility
- **FIA 1021b**- Declaration of Job Search Activities