




OFFICE OF POLICY, PROCEDURES, AND TRAINING

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Office of Procedures

POLICY BULLETIN #17-04-ELI

CHANGE IN THE ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) WAIVER STATUS FOR CERTAIN QUEENS HOUSEHOLDS

Date:	Subtopic(s):
January 6, 2017	SNAP, Employment
<p> This procedure can now be accessed on the FIAweb.</p> <p>New Information</p> <p>See PD #16-11-ELI</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that as of January 1, 2017 all Able-Bodied Adults Without Dependents (ABAWD) who reside in Queens, with the exception of those living in Community District 12, are subject to the ABAWD requirements.</p> <p>In Queens, ABAWDs who reside in Community District 12 have been granted a waiver of the ABAWD requirements for 2017. Queens Community District 12 covers the area that is south of Hillside Avenue and north of the Belt Parkway, and between the Van Wyck Expressway on the west and Francis Lewis Boulevard and Springfield Boulevard on the east.</p> <p>Additionally, staff are reminded that all ABAWDs who reside in Manhattan, below West 110th Street and below East 96th Street remain subject to ABAWD requirements. ABAWDs who reside on or above the north side of West 110th Street or on or above the north side of East 96th Street in Manhattan remain waived for 2017 along with all of the Bronx, Brooklyn and Staten Island.</p> <p>Staff must refer to PD #16-11-ELI for the full ABAWD policy including necessary case actions. That policy will be updated at a later date to include these waiver changes.</p>

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

OTDA Letter

Notification

To inform SNAP participants of these changes, a letter titled, “Informational Letter Regarding Able-Bodied Adult Without Dependents (ABAWD) Requirements For Calendar Year 2017” was sent out by the Office of Temporary and Disability Assistance (OTDA) to households identified as having ABAWDs as household members. These notices were sent to both Cash Assistance/SNAP households as well as NCA SNAP only households.

This letter informed the SNAP participants that residents in the borough of Queens, with the exception of Community District 12 are now required to meet the ABAWD work requirements to continue receiving SNAP benefits. It also notified residents of Southern Manhattan (below West 110th Street and below East 96th Street) that they remain subject to ABAWD work requirements for calendar year 2017.

The letter also stated that ABAWDs that live in the Bronx, Brooklyn, Staten Island and Northern Manhattan (above West 110th Street and above East 96th Street) continue to have a federally-approved waiver from the ABAWD work requirements. The letter included two maps, one of Queens and one of Manhattan. The maps were designed to help SNAP participants in those boroughs identify whether they live in an area which is waived or if they are subject to ABAWD requirements.

Finally, the letter also gave the participant information on what he/she must do if required to comply with ABAWD work requirements.

A sample of the letter is attached.

Refer to [PD #16-11-ELI](#)
for ABAWD Policy

Definition

ABAWD Definition and Requirements

ABAWDs are individuals who are subject to the SNAP work requirements and are:

- 18 years of age or older, but under 50 years of age;
- not pregnant;
- not residing in a SNAP household that contains a child under 18 years of age; and physically and mentally able to work for at least 80 hours per month.

Requirements

ABAWDs are required to meet certain work requirements in order to remain eligible to receive SNAP benefits for more than three months in a 36 month period. The ABAWD work requirements are:

- working (including in-kind and volunteer work) for at least 80 hours per month;
- participating in a work/training program approved by the Human Resources Administration (HRA) for at least 80 hours per month;
- working and participating in an approved program for a combined total of at least 80 hours per month;
- participating in a program under the Workforce Investment Opportunity Act (WIOA) for at least 80 hours per month; or
- complying with a work activity offered by HRA at a not-for-profit organization for the number of hours equal to their SNAP grant divided by the higher of the federal or state minimum wage.

Effective Immediately

Related Item:

[PD #16-11-ELI](#)

Attachment:

Informational Letter Regarding Able-Bodied Adult Without Dependents (ABAWD) Requirements For Calendar Year 2017

New York City Human Resources Administration
Family Independence Administration
P.O. Box 982
New York, NY 10276-0982

INFORMATIONAL LETTER REGARDING
ABLE-BODIED ADULT WITHOUT DEPENDENTS
(ABAWD) REQUIREMENTS FOR
CALENDAR YEAR 2017

Date: December 28, 2016

Case Name
Mailing Address
City, NY ZIP

Case No: <Case Number>
District Contact Number: 718-557-1399

Our records show that no one in your Supplemental Nutrition Assistance Program (SNAP) household is under the age of 18, and that you or someone in your household is between the age of 18 and 49 and is able to work. This person is called an Able-Bodied Adult without Dependents (ABAWD). Federal law requires an ABAWD to participate in qualifying work activities, as described below to maintain SNAP benefits for more than three (3) months in a 36-month period, unless the ABAWD is determined to be exempt, or resides in one of the areas with an approved ABAWD waiver from the United States Department of Agriculture (USDA) identified below.

IMPORTANT: NEW FOR JANUARY, 2017:

Effective **January 1, 2017**, ABAWDs who live in, or in Queens County outside of Community District 12 (see enclosed map) are required to meet the ABAWD work requirement each month to maintain SNAP benefits for more than 3 months in the 36-month period, as described below. ABAWDs who reside in Manhattan below West 110th Street and below East 96th Street, will continue to be required to meet the ABAWD work requirement.

ABAWDs who live in the Bronx, Brooklyn, Staten Island, in Manhattan, but only above West 110th Street and above East 96th Street and in Queens County, but only in Community District 12 (south of Hillside Avenue and north of Belt Parkway, and between Van Wyck Expressway (on the west) and Francis Lewis Boulevard. and Springfield Boulevard (on the east)) continue to have a federally-approved waiver from the ABAWD work requirement for calendar year 2017. Queens Community District 12 is the area within the bold street lines in the map on page 4. If it is not clear if you reside in an area where individuals must meet ABAWD work requirements, you should call the contact number at the top of this notice.

We are sending this letter to all SNAP households that include an ABAWD, even those that live in areas with a federally-approved ABAWD waiver.

If I am an ABAWD who lives in an area of New York City that does not have an ABAWD waiver, what am I required to do?

To maintain eligibility for SNAP benefits for more than three (3) months in the 36-month period that started January 1, 2016, an ABAWD must complete and document one of the following each month:

- Work (including "in-kind" work and volunteer work) for at least 80 hours per month;
- Participate in an HRA-approved work/training activity for at least 80 hours per month;
- Participate in a community service work activity approved by HRA for the number of hours per month equal to your SNAP grant divided by the higher of the federal or State minimum wage;
- Participate in a program under the Workforce Innovation and Opportunity Act or Trade Act which may include job search, job readiness, occupational skills training and education activities for at least 80 hours per month; or
- Participate in a combination of work or qualifying work programs for at least 80 hours per month.

Note: The work requirements listed above apply to each ABAWD in the SNAP household.

Continued on Next Page

If the ABAWD is already working or participating in an activity listed above for the required number of hours, he/she should immediately call the district number above to get information about the documentation you need to send us. The ABAWD will need to provide documentation of participation in unpaid work activities each month to show us that he/she is meeting the ABAWD requirement. If the ABAWD's hours of work or work activity fall below 80 hours for a month, he/she must notify HRA within 10 days after the end of that month.

If the ABAWD is **NOT** already working or participating in the above listed activities for the required number of hours and he/she would like to maintain SNAP eligibility for more than 3 months, he/she should immediately call the District Contact number provided above to discuss participating in an available activity.

If you do not believe you or the adults in your household are subject to the ABAWD work requirement (see information provided below), or your situation has changed, notify HRA immediately by calling HRA InfoLine at 718-557-1399. For example, the ABAWD has moved to an area of NYC with an approved ABAWD waiver. The ABAWD must provide documentation to confirm that he/she is not subject to the ABAWD requirement before his/her status can be changed.

What if an ABAWD is not working and not otherwise meeting the required hours of participation each month?

Failure to comply with these requirements without good cause may result in the ABAWD being ineligible for SNAP benefits. If the ABAWD is meeting any of the requirements listed above, the individual should immediately contact HRA at the District Contact Number provided above. Good cause includes temporary illness that prevents the individual from working at least 80 hours a month or another situation that is beyond the individual's control.

Do you think any of the adults in your SNAP household are exempt from ABAWD requirements?

If someone in your SNAP household should be exempt from the federal ABAWD requirement because that adult individual meets one or more of the conditions listed below, the individual should immediately contact HRA at 718-557-1399:

- A person under 18 years of age, or 50 years of age or older
- An adult in a SNAP household with a child under 18 years of age
- A full-time caretaker of an incapacitated person
- A pregnant woman
- Physically or mentally unable to work at least 80 hours a month
- Determined to be unable to work due to substance abuse
- A recipient of Veterans Affairs (VA) disability compensation
- A recipient of disability benefits from a public or private source, such as Social Security Disability Insurance (SSDI) or NYS disability benefits
- A recipient or pending receipt of Unemployment Insurance Benefits (UIB)
- A student enrolled in any recognized school, job skills training, or institution of higher education at least half-time and meeting the student eligibility criteria to receive SNAP
- An applicant for SNAP benefits and Supplemental Security Income (SSI) jointly or in receipt of SSI
- Employed or self-employed and working at least 30 hours per week **or** receiving weekly earnings at least equal to the federal minimum wage times 30 (currently \$217.50 per week)

Note: Only the individual who meets one or more of the conditions listed above would be exempt from the ABAWD requirement. Other ABAWDs in the SNAP household would still be required to comply with the ABAWD requirement to maintain SNAP eligibility for more than 3 months in the 36-month period.

Upper Manhattan Map

People who live in the neighborhoods **north** of the bolded lines in Manhattan **do not** have to meet the ABAWD work requirements. If it is not clear if you reside in an area where individuals must meet ABAWD work requirements, you should immediately call the contact number on page one of this notice.



Queens Community District 12 Map

People who live in neighborhoods **within** the bolded lines in Queens **do not** have to meet the ABAWD work requirements. If it is not clear if you reside in an area where individuals must meet ABAWD work requirements, you should immediately call the contact number on page one of this notice.

