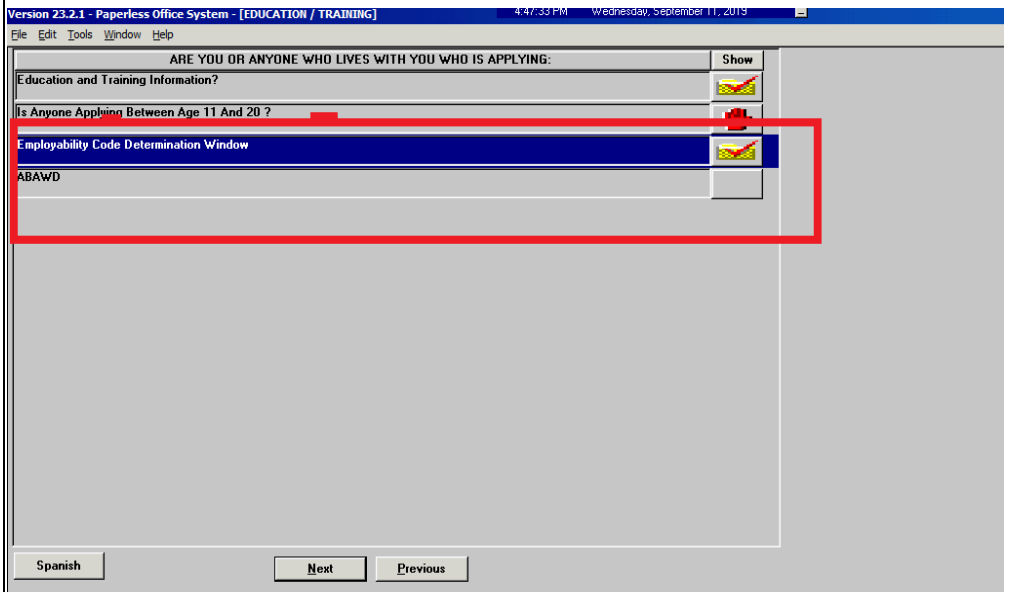


POLICY BULLETIN #20-05-OPE
(This Policy Bulletin Replaces PB #17-28-OPE)

INTRODUCTION TO THE ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) SCRIPT AND THE GENERAL SNAP REQUIREMENTS SCRIPT

<p>Date: February 13, 2020</p>	<p>Subtopic(s): Eligibility</p>
<p>Paperless Office System- [Education/Training] screen.</p>	<p>The purpose of this policy bulletin is to introduce Job Center, Supplemental Nutrition Assistance Program (SNAP) Center, HASA Center, and all other staff conducting eligibility interviews for SNAP, to the ABAWD Script (FIA-1021r), and the General SNAP Work Requirements Script (FIA-1021s). This policy bulletin is informational for all other staff.</p> <p>As part of the application eligibility or recertification interview, staff must now read to the applicant/participant the new FIA-1021r and FIA-1021s scripts. The scripts will display for the worker in the Paperless Office System (POS) as part of the Education and Training section after they “Run The Rules” in POS for the Employability Code Determination.</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

POS “Employability Code Determination”.

Instructions

The system has determined the employability status codes for the household members based on the answers entered in the interview. Please click on the 'Run Rules' button to see the system determined codes. These codes will be entered by the system on the TAD. If you disagree with system determinations, you must go back to the appropriate question and make the necessary updates. Click on the 'Run Rules' button upon return to the window in order for the changes to take effect.

Who	SNAP EmpCode	Employability Code Reason	Code Description	ABAWD Ind
Homer Simpson	20	Mandated to participate in work activities		W

Message

RUN THE RULE
OK
Cancel

ABAWD Script (FIA-1021r)

The **FIA-1021r** only needs to be read if POS indicates the individual is an ABAWD (ABAWD code **A**) or lives in a waived area (ABAWD code **W**). It does not need to be read if POS indicates the individual is not an ABAWD (ABAWD code **N**).

Note: As of April 1, 2020, there will no longer be any waived areas in New York City for the remainder of the calendar year. Any changes will be announced under separate cover.

General SNAP Requirements Work Script (FIA-1021s)

The **FIA-1021s** must be read to all applicants/participants between the ages of 16-59, regardless of any exemption status.

The **FIA-1021r** and **FIA-1021s** can be printed from the Electronic Documents System (eDocs) and must be kept readily available by all staff to read to applicants/participants if not available in POS.

Effective February 18, 2020

Attachments:

- FIA-1021r** ABAWD Script
- FIA-1021s** General SNAP Work Requirements Script



ABAWD Script

■ For Residents of the Bronx, Brooklyn or Staten Island:

You are waived from ABAWD requirements.

■ For Queens Residents only:

If you live in Queens Community District 10, 12, or 14 you are waived from ABAWD requirements.

Community District 10: 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 is also waived from ABAWD requirements.

Community District 12: The area that is south of Liberty Avenue/103rd Avenue and north of 165th Avenue and the JFK Airport, and between the Van Wyck Expressway on the east and the Brooklyn/Queens border on the west is waived from ABAWD requirements.

Community District 14: All neighborhoods on the Rockaway Peninsula as well as Broad Channel.

For Manhattan Residents only:

If you live above 96th Street on the East side of Manhattan or above 110th Street on the west side of Manhattan, you are waived from ABAWD requirements.

■ Script for Non-Waived ABAWDs:

Our records show that you, or someone in your household, are or might be an Able-Bodied Adult Without Dependents (ABAWD) because you are:

- between age 18 and 49;
- able to work;
- not living with someone under 18 in your SNAP household, **AND**
- not pregnant

If you are an ABAWD, you must take part in approved work activities, to receive SNAP for more than three (3) months between January 2019 through December 2021. Approved work activities are:

- Doing community service approved by HRA for the number of hours HRA assigned, **OR**
- For at least eighty (80) hours a month:
 - Working or volunteering, **OR**
 - Participating in an HRA-approved work/training activity; **OR**
 - Participating in a program under the Workforce Innovation and Opportunity Act or Trade Act; **OR**
 - Participating in any combination of the above.

If you did not meet the above requirements, without good cause, for three (3) or more months when you received SNAP benefits, you may become ineligible to receive SNAP benefits. If you become ineligible, you can receive SNAP benefits again if: (1) you met the requirement above for a 30-day period; **OR**, (2) show that you will meet those requirements within thirty (30) days of your SNAP application, and continue meeting the requirements to receive SNAP benefits.

(Turn Page)

■ **Script for Non-Waived ABAWDS (continued):**

You must tell us if your work hours go below twenty (20) hours weekly/eighty (80) hours monthly within ten (10) days after the end of that month.

If you do not think you are an ABAWD, and you meet one of the criteria below, you must tell us:

- A full-time caretaker of an incapacitated person
- Pregnant
- Physically or mentally unable to work at least eighty (80) hours per month
- A regular participant in a drug addiction or alcohol treatment or rehabilitation program
- Receiving disability benefits from Veterans Affairs, or NYS Disability, or elsewhere
- Receiving Unemployment Insurance Benefits or UIB
- A student enrolled in school or training at least half-time
- Working at least thirty (30) hours per week or earning at least \$217.50 per week

We may ask you for proof.

SAMPLE



General SNAP Work Requirements Script

Individuals between ages 16 to 59 are subject to SNAP work requirements unless they meet one or more of the following exemptions:

- Unable to work or engage in work activities due to a medical or mental health condition;
- Responsible for the care of a child under age six living in the household, or of an incapacitated individual;
- Is a student enrolled at least half-time in a recognized school (including high school), a job skills training program, or an institution of higher education;
- Applied jointly for SSI and SNAP;
- Incapacitated or disabled and receiving SSI or SSDI;
- Regularly participating in a drug or alcohol treatment or rehabilitation;
- Is 16 or 17 years of age, and who is not the SNAP head of household;
- Has application pending for or receiving Unemployment Insurance Benefits; **OR**,
- Employed or working 30 or more hours per week or earning at least \$217.50 weekly.

Individuals in the SNAP household who are between age 16 to 59 who are not exempt from the SNAP work requirements, must:

- Accept a job or a referral to a potential job opening;
- Provide information about an individual's employability and availability to work;
- Not voluntarily quit a job or reduce their hours of pay without good cause; **AND** Participate in work activities assigned by HRA.

SNAP participants who refuse or fail to comply with SNAP work requirements, or voluntarily quit a job or reduce work hours, without good cause may be ineligible for SNAP benefits for the following periods:

- First instance of non-compliance: one month and until compliance;
- Second instance of non-compliance: three months and until compliance;
- Third and subsequent instances of non-compliance: six months and until compliance.

SNAP applicants who without good cause voluntarily quit a job or reduce their hours of pay are subject to the following durational sanctions:

- For the first instance of voluntary quit or reduction of work hours, 30 days and until compliance;
- For the second instance of voluntary quit or reduction of work hours, 90 days and until compliance;
- For the third and subsequent instances of voluntary quit or reduction of work hours, 180 days and until compliance.

Individuals who have been sanctioned for failure to comply with the SNAP work requirements, can have their sanction lifted prior to the end of their durational sanction period, if the individual becomes exempt from SNAP work requirements during the sanction period.