

Department of Public Health and Human Services	Section: ABLE BODIED ADULTS WITHOUT DEPENDENTS
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)	Subject: Disqualification/Regaining Eligibility

Supersedes: SNAP 803-1 (04/01/08)

References: 7 CFR 273.7, 7 CFR 273.24, 7 CFR.11, P.L. 104-193 Section 824, Food Stamp Act Section 6 (D)(2)

GENERAL RULE-- Individuals who have exhausted all Able Bodied Adults Without Dependent (ABAWD) months are coded 'DS' on the SEPA screen (code 'IS' under DQN RSN as there is not a code designated specifically for ABAWD). TEAMS will count the prorated share of income and count all resources of the disqualified individual, but will not include that person in the household size when determining eligibility and allotment. Households must report changes of the disqualified individual according to the household's reporting requirements. **ABAWDS who have exhausted all initial ABAWD months** are disqualified from receiving SNAP until they meet one of the following:

1. A new ABAWD span begins (SNAP 800).
2. Qualifies for extended ABAWD months (see page 2 of this section).
3. Participates in the SNAP Employment and Training Program (SNAP E&T) (SNAP 701-2).
4. Meets an individual exemption (SNAP 801-1).
5. Lives in a geographically exempt county (SNAP 802-1).
6. Gains a work registration exemption (SNAP 700).

► **ABAWD SPAN**

Montana has determined the 36 month period to be a fixed period starting 12/01/08 and ending 11/30/11.

Example: An ABAWD is living in a county with SNAP E&T and is not geographically exempt from ABAWD time limits. His case has been closed because all ABAWD months have been exhausted. He comes in on December 1, 2008 and reapplies. He is eligible since a new ABAWD span has begun. The individual is also referred to SNAP E&T and complies in December.

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The individual leaves the E&T program on January 16, 2008. On January 17, 2008 the SNAP E&T office notifies the Office of Public Assistance (OPA) that the ABAWD is no longer attending SNAP E&T. December is not counted as an ABAWD month because the individual was complying with SNAP E&T during the month of December. January is not counted as an ABAWD month because the ABAWD attended SNAP E&T for a partial month. February, March and April are counted as his three ABAWD months and the case is closed the end of April 2008.

EXTENDED MONTHS

A person can be authorized for up to an additional three **consecutive** months of SNAP benefits after receiving the initial three months **once** in a 36 month period. In order to receive this extension the individual must meet one of the following requirements.

1. Worked 80 or more hours in any 30 consecutive day period after exhausting the initial three months benefits;
2. Participated/complied with SNAP E&T, Workforce Investment Act (WIA), or Trade Adjustment Assistance Act (TAA) program an average of 20 hours a week for 80 hours in a 30 day period after exhausting the initial three months benefits;

NOTE: SNAP E&T includes information in their closure notice that participation in SNAP E&T may have qualified the individual for extended benefits and that the OPA Case Manager will determine that eligibility. When an ABAWD requests extended months due to participation in SNAP E&T, the OPA Case Manager must contact the SNAP E&T Case Manager for verification. This request must be sent by e-mail for documentation.

3. Any combination of work, in-kind work, and/or participation in a work program for a total of 80 hours in a 30 day period after exhausting the initial three months benefits; or,
4. Worked in exchange for goods or services ("in kind" work) or performed unpaid (volunteer) work for more than 80 hours in a 30 day period after exhausting the initial three months benefits.

NOTE: The additional three consecutive months benefits apply to those individuals who met the above criteria, and are no longer fulfilling those work requirements.

NOTE: An individual is not eligible for a three month extension if all eligibility requirements are not met. For example, an individual cannot receive extended ABAWD months if he/she is currently disqualified for a probation or parole violation.

NOTE: The individual does not have to be receiving SNAP at the time the employment or participation in the work program ends. The individual could have had a closed case or be coded 'OU' due to separate household status during the employment or participation in the work program.

Example: An individual resides in a county without SNAP E&T and is not geographically exempt from ABAWD time limits. The case is closed May 31st due to ABAWD months expiring. The individual reapplies on July 6th and verifies he started working 30 hours a week on June 22nd. The OPA Case Manager certifies the case and prorates benefits from July 6th. July is a non-ABAWD month due to employment

On October 10th, the participant provides an employer statement verifying that his hours have been reduced to 15 hours per week effective October 5th. November is his first of the three consecutive extended ABAWD months because he had worked a total of 80 hours in a 30 day period.

On November 2nd, he verified hours will increase to an average of 30 per week on November 15th. November still counts as an extended ABAWD month due to prospecting to the best of our ability at the time of issuance. He now has a work registration exemption because he is working at least 30 hours. However, he is not eligible for any more extended months since they have to be consecutive.

On January 1st he verifies that his hours will decrease to 15 per week in February. His case closes January 31st due to already exhausting all initial ABAWD months and extended ABAWD months. He cannot receive additional

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extended SNAP ABAWD months as they must be consecutive (i.e., November, December and January).

Example: Tom is an ABAWD who exhausted his three initial ABAWD months. Tom lived in a SNAP E&T county and participated in SNAP E&T for two months after having used the three original months. Tom then moved to a county that is not geographically ABAWD exempt and does not have a SNAP E&T Program. He is eligible for extended ABAWD months as the SNAP E&T Case Manager verified that Tom had participated in SNAP E&T an average of 20 hours a week for more than 80 hours in a 30 consecutive day period.

SNAP E&T

If an ABAWD applies in one of the four SNAP E&T counties listed in SNAP 701-2, he/she may regain eligibility by participating in the SNAP E&T Program. (See 'Expedite' page 4 of this section.) When an ABAWD individual, who has **not used** up his/her three initial ABAWD months, applies in one of the SNAP E&T counties, and is eligible for SNAP, do not withhold SNAP for verification of enrollment in SNAP E&T. The ABAWD individual will be referred to SNAP E&T and, as long as he/she complies with SNAP E&T, the ABAWD time clock will not increment (SNAP 700).

NOTE: If an ABAWD living in a SNAP E&T county chooses not to enroll in SNAP E&T and has no other exemptions, he/she will be limited to three months of benefits in a 36 month period.

INDIVIDUAL AND GEOGRAPHIC EXEMPTIONS

If an ABAWD gains an individual exemption according to those listed in section SNAP 801-1 or moves to a geographically ABAWD exempt area listed in section SNAP 802-1, he/she would regain eligibility as long as he/she continues to have the exemption.

NOTE: When an ABAWD chooses not to enroll in SNAP E&T and has no other exemption, he/she will be limited to three months of benefits in a 36 month period.

WORK REGISTRATION EXEMPT

When an ABAWD gains a work registration exemption (SNAP 701-1), the ABAWD time limited provision does not apply. The exemption is effective in the month following the month it is reported and verified.

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OPEN CASES

When an individual gains an exemption after exhausting his/her ABAWD months and the remaining members are still open on SNAP, he/she will be added according to the household's reporting requirements one of the following dates:

1. If the ABAWD exemption is due to employment -

The month after the individual reports and verifies that he is working 20 hours a week.

2. If it is an ABAWD exemption for attending a work program (SNAP E&T, WIA or TAA) -

The month after the individual reports and verifies enrollment.

3. If it is any other ABAWD exemption -

The month after the exemption is reported and verified.

CLOSED CASES

When an ABAWD gains an exemption after his/her initial and extended ABAWD period has expired and the case has been closed, he/she must reapply and verify the exemption.

EXPEDITE

An ABAWD with time clock limits who has exhausted all of his/her months is not eligible for SNAP benefits including expedited services.

NOTE: In any one of the four SNAP E&T counties, ABAWD individuals who have exhausted their months must be allowed the opportunity to establish eligibility by participating in SNAP E&T. If the applicant agrees to comply with the SNAP E&T program at the time of the interview, he/she will be given a referral to SNAP E&T. In the event that an applicant cannot schedule an immediate intake appointment with SNAP E&T, he/she will be instructed by OPA to begin job search activities an average of 20 hours per week, keeping a log of employer contacts, until the enrollment date. SNAP benefits **will not** be authorized until the SNAP E&T Case Manager verifies the applicant has complied by enrolling in the program; and, when appropriate, submitting job search verification to SNAP E&T. Upon verification, if otherwise eligible, SNAP will be authorized following expedited policy effective the date of application.

The date of discovery for entitlement to expedited service will be the date SNAP E&T verifies compliance and benefits

will be paid back to the date of application. Benefits must be authorized the date of notification from SNAP E&T.

NOTE: When a one-person ABAWD household, who has exhausted time limits, **is eligible for expedited services**, but states he/she does not intend to comply with SNAP E&T, the application must be denied. Use code 'ABC' on EXAD. In a case where there are other eligible household members, the application will be approved, but the ABAWD is ineligible (code 'DS' on SEPA).

SIX MONTH REPORTING

At the time of the interview OPA Case Managers must inform all ABAWDS of the ABAWD time limited provision and that the ABAWD households are only required to report when their household income exceeds the GMI or when their hours of work decrease below 20 hours a week. The OPA Case Manager will determine if the ABAWD has an individual exemption to the time limit. If the ABAWD has no exemptions, an alert will be set to close the case after the ABAWD has exhausted his/her ABAWD months. If the ABAWD household reports any other changes, the OPA Case Manager will act on the change. Refer to Six Month Reporting Requirements, SNAP 1501-3.

Example: Jane is an ABAWD and is part of a SNAP household living in a county that is not geographically exempt. There is not a child under 18 years of age in the SNAP household. Jane is working 20 hours a week and is exempt from the ABAWD time clock. The household applies on May 3rd. On June 13th Jane reports that her job ended June 10th. This report must be acted on because it appears the SNAP benefits will increase. Her wages are removed from the case for July and Jane's ABAWD months are July, August and September. She will be coded 'DS' on the SEPA screen for October.

Example: Bob applies for benefits May 3rd in a county that is geographically exempt from the ABAWD provision. Bob is an ABAWD, but is working 30 hours a week. On June 13th Bob reports that his job decreased to 15 hours per week beginning June 1st due to a reduction in work force. Income will be adjusted for July because the decrease in wages will result in an increase to benefits and Bob will continue to receive benefits since he is residing in an exempt county.

Example: Bill applies for benefits on April 5th. He is an ABAWD and resides in a county that does not have SNAP E&T and is not geographically exempt. Bill has no ABAWD exemptions. His initial ABAWD months are May, June and July. The OPA Case Manager will set an alert for the first part of July to check for any new exemption. If he has no exemptions, the case must be closed July 31st.

Example: Janet is an ABAWD living in a county that is not geographically exempt. Janet has not used any ABAWD months and applies for benefits on March 1st. She enrolls in SNAP E&T in March. On April 15th the OPA Case Manager receives notification from SNAP E&T that Janet is no longer participating in SNAP E&T. The OPA Case Manager sends Janet Notice F035. Janet verifies within 10 days that she is working 20 hours a week at \$5.50 an hour. Janet will continue to receive an ABAWD exemption due to employment and the wages will be included in the benefits calculations even if it causes a decrease in benefits. Timely notice is required.

NOTE: Other information, e.g., new household member or employment data, received from SNAP E&T is not verified upon receipt.

Example: Nancy, who is an ABAWD with no exemptions, applies for SNAP benefits in Silver Bow County. Nancy does not enroll in SNAP E&T. The OPA Case Manager must set an alert to close the case at the end of the first three full months of benefits if Nancy does not have any other exemptions.

NON-REPORTABLE CHANGES DURING REPORT PERIOD

When a non-reportable change occurs and is not reported that causes an ABAWD to lose an exemption, the ABAWD months are re-calculated retrospectively. However, when re-calculating retrospectively, if the ABAWD exhausted his/her ABAWD months and continued to receive more than three months benefits, an overpayment is not established.

Example: Clint applied for benefits on April 3rd and he is not subject to ABAWD time limits due to a child under the age of 18 residing in the home. In May the child leaves the home, **but this is not reported**. In September the six month report is submitted. Clint's

ABAWD months are June, July and August. Clint was not required to report the change, therefore, an overpayment does not exist for September.

When a non-reportable change occurs and is reported, the change is acted on.

Example: Clint applied for benefits on April 3rd and he is not subject to ABAWD time limits due to a child under the age of 18 residing in the home. On May 3rd, the child leaves the home **and this is reported**. Clint's reporting a household member leaving the household is considered verified upon receipt; therefore, the OPA Case Manager will act on the reported change. Clint will be sent the courtesy Notice F035 and ABAWD months will begin counting in June if he has no other ABAWD exemptions.

Example: Ann is an ABAWD with no exemptions living in a county that is not geographically exempt and does not have SNAP E&T. Ann applies on July 1st as a single family household and an alert is set to close her case September 30th. On August 20th, Ann reports that she began a part time job working 20 hours per week on August 1st. The OPA Case Manager requests verification of wages. Upon receipt of verification, Ann is allowed the ABAWD exemption beginning September 1st and wages are used to calculate October benefits due to timely notice. Ann's ABAWD months are July and August.

STATUS CHANGE

When a six month report is processed and it is determined that the client's ABAWD status changed, the OPA Case Manager will re-calculate the ABAWD months.

Example: Sue completed her recertification on July 15th verifying she is caring for a disabled individual and has an ABAWD exemption. Beginning August 1st Sue no longer was caring for the disabled individual. In October Sue began working 20 hours per week and this job continued through January. These changes were not reportable changes and Sue did not report them until her six month report. At her six month report review in January, it is determined that July is an ABAWD exempt month.

August, September and October are ABAWD months. November, December and January are ABAWD exempt months due to regaining an exemption by working 20 hours a week. ABAWD status is determined forward from the six month review and Sue has exhausted her ABAWD months.

ADDING 'DS' INDIVIDUAL

In a multiple member household when an ABAWD is coded 'DS' and later reports employment, this change is acted upon under the rules of adding a household member (SNAP 1501-5).

Example: Jim, Mary and Bill apply for benefits on April 3rd. Bill is an ABAWD who already used two ABAWD months prior to application. April is a partial month and not counted as an ABAWD month, May is an ABAWD month and Bill is coded 'DS' for June. At the six month review it is discovered that Bill began working 20 hours per week in June. The income did not put the household over the GMI. Bill is not retrospectively given the ABAWD exemption. He is coded 'IN' and his income is included prospectively at the six month review.

Example: Jim, Mary and Bill apply for benefits on April 3rd. Bill is an ABAWD who already used two ABAWD months prior to application. In June Bill is coded 'DS'. On July 1st Bill reports that he is working. The reported change is acted on and his income is added.

NOTE: When an ABAWD has been coded 'DS', the OPA Case Manager cannot just verify hours because the change is acted upon under the adding a household member rule.

BENEFITS RECEIVED IN ERROR

If ABAWD months are counted for an individual and it is later discovered that benefits were received in error, the benefits are considered to have been received until the overpayment is paid back in full.

NOTE: The OPA Case Manager will inform the participant in the the notice that when benefits are repaid the ABAWD months will be restored. An alert will be set.

Example: Pat is an ABAWD who received benefits for May, June and July. These were his first three ABAWD months. It was later discovered Pat was not eligible

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because he was disqualified for an IPV. May, June and July are still considered as being Pat's first three ABAWD months and he is not eligible for benefits until the overpayment is paid in full or he meets an exemption.

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