Department of Human Services 311 West Saratoga Street Baltimore MD 21201	**FIA ACTION TRANSMITTAL**
Control Number: #21-11	**Effective Date: Immediately** **Issuance Date: February 18, 2021**

TO: **DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT, FAMILY INVESTMENT SUPERVISORS, AND CASE MANAGERS**

FROM: **LA SHERRA AYALA, ACTING EXECUTIVE DIRECTOR**

RE: **ABAWD WAIVER EXTENSION AND REFERRAL GUIDANCE**

PROGRAM AFFECTED: **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)**

ORIGINATING OFFICE: **OFFICE OF PROGRAMS AND OPERATIONS**

SUMMARY:

Effective April 1, 2020, through June 30, 2021, an Able-Bodied Adults Without Dependents (ABAWD) waiver is in effect statewide. A customer identified as an ABAWD individual should be appropriately coded in CARES and WORKS. The State of Maryland must continue to track ABAWD individuals; therefore, it is imperative ABAWDs are properly coded for federal funding and reporting purposes. The work activity referral should be made. However, **ABAWDs should not be closed during this time for not choosing to participate or non-compliance with work activity**. Case Managers should process the SNAP cases with countable ABAWDs as a regular SNAP 6-month certification. ABAWD individuals are not subjected to time-limited benefits through June 30, 2021.

Action Transmittal 20-11 is obsolete.
Action Transmittal 19-06 is suspended through June 30, 2021.

REQUIRED ACTION:

ABAWD Mandatory Jurisdictions: Anne Arundel County, Baltimore County, Calvert County, Carroll County, Charles County, Frederick County, Howard County, Montgomery County, Prince George's County, St. Mary's County, and Washington County.

These 11 jurisdictions will:

A. Continue to screen all SNAP applicants to determine if they meet the requirements of an ABAWD.
B. Continue to track all ABAWDS via CARES/E&E and WORKS.
C. Continue to refer all willing and able SNAP recipients (ABAWDS and Non-ABAWDS) to a SNAP E&T partner/vendor.
D. Do not take adverse action if an ABAWD chooses not to participate or is not cooperating with the SNAP E&T partner/vendor.

Non-ABAWD Mandatory Jurisdictions: Allegany County, Baltimore City, Caroline County, Cecil County, Dorchester County, Garrett County, Harford County, Kent County, Queen Anne's County, Somerset County, Talbot County, Wicomico County, and Worcester County.

These 13 jurisdictions will: (in preparation of June 2021)

A. Review the ABAWD Policy and WORKS training materials and ensure all staff are refreshed on ABAWD policy.
B. Develop an internal process to screen and identify ABAWDS.
C. Develop an internal process of referring customers to DHS' Third Party SNAP E&T Partners if partners are in their jurisdiction.

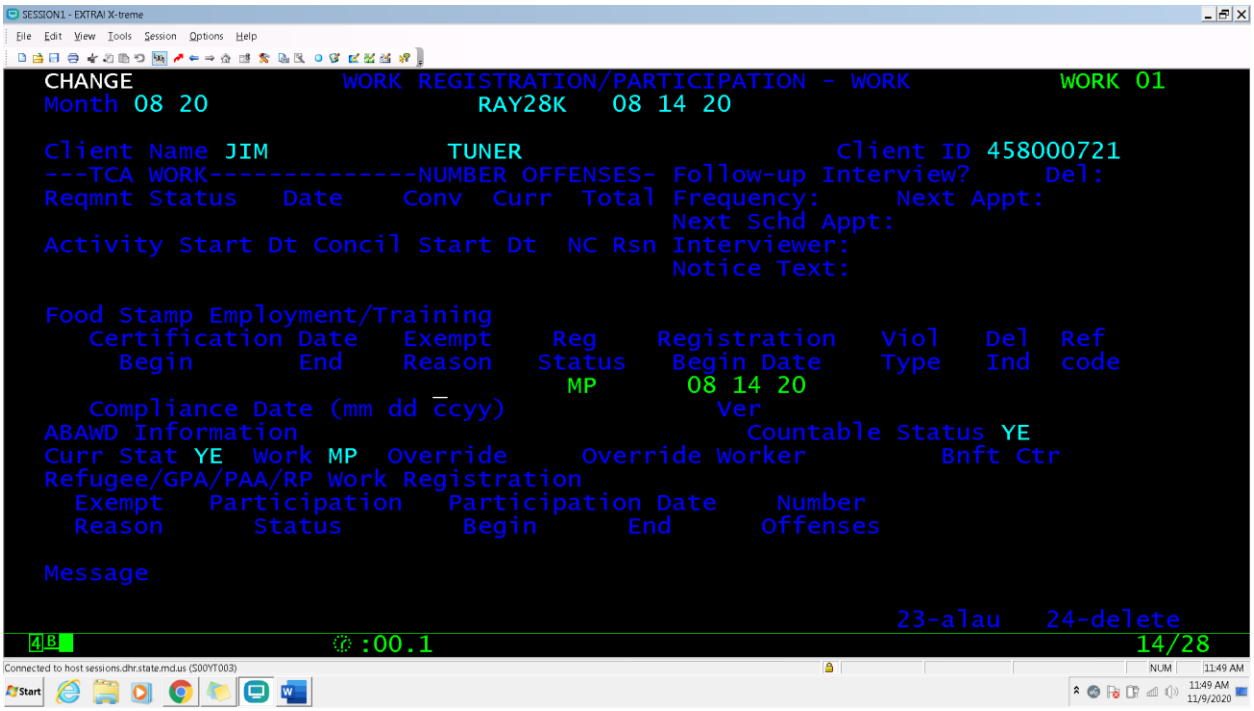
Note: Non-ABAWD mandatory jurisdictions that process cases within the Statewide Processing Management for ABAWD counties must properly code ABAWD cases in CARES/E&E.

All Jurisdictions:

1. LDSSs must screen all SNAP applicants for ABAWD status and enter the required information into CARES/E&E and WORKS.
2. Refer SNAP recipients (ABAWD or Non-ABAWD) <u>who are willing and able to participate,</u> to any of the DHS third-party partners or your local vendor/contractor to participate in training. Attached is a list of all the current DHS third party partners and their provider subcodes. Referrals can be made directly into WORKS using the partners' provider subcode.

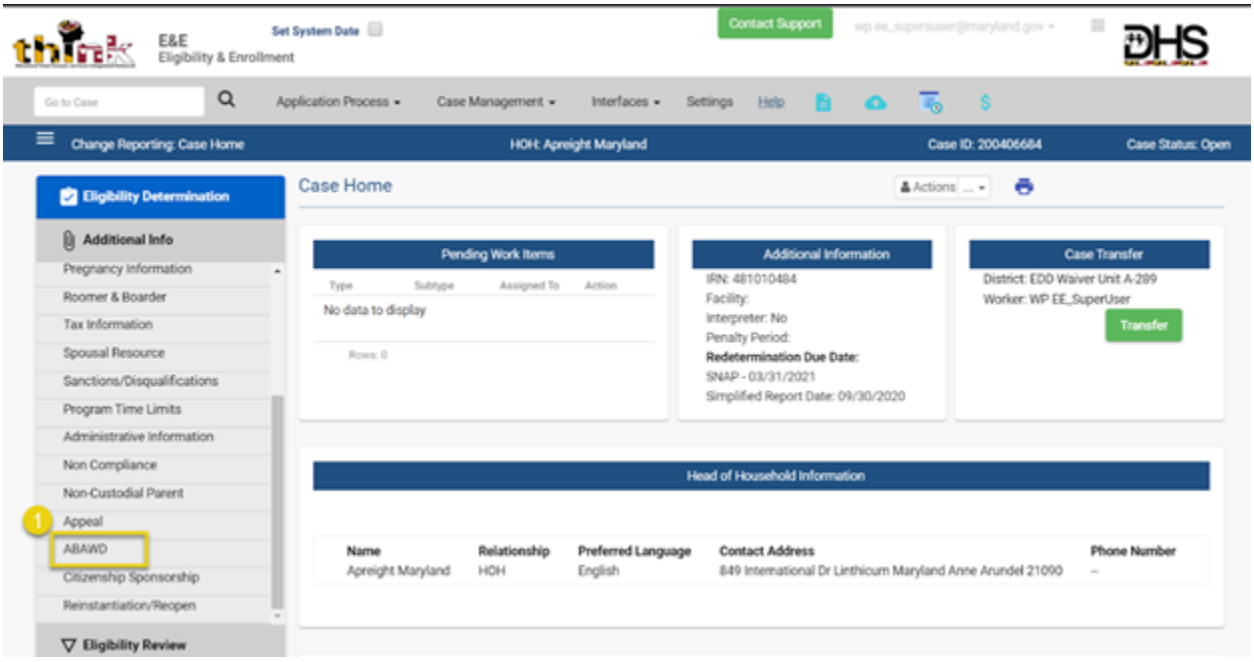
CARES Procedures:

- Code the WORK Screen "MP" for ABAWD individuals
- See CARES WORKS SNAP-ABAWD Process (updated 3-5-2020) PowerPoint attached.

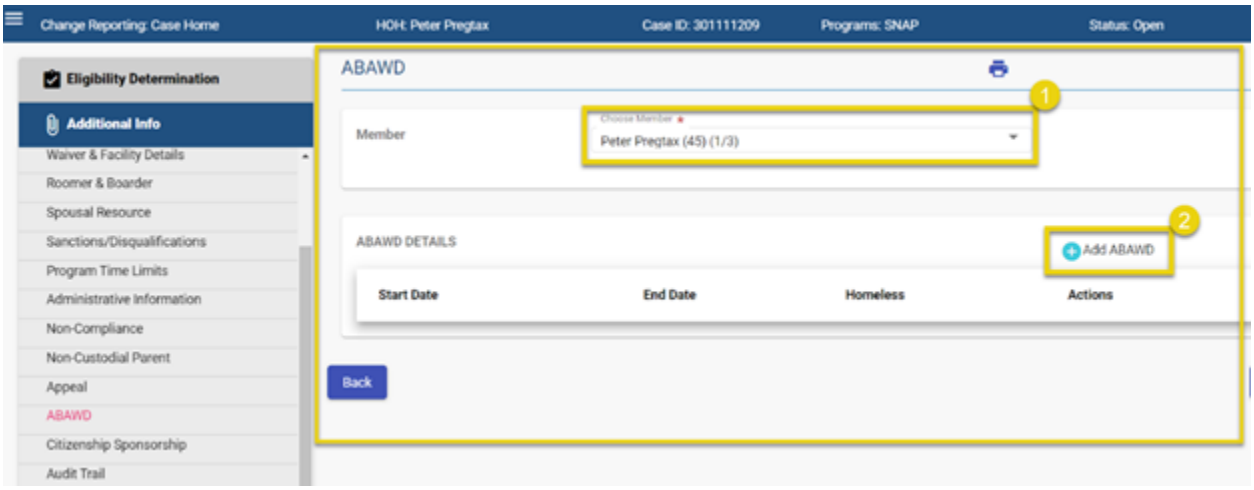


E&E Procedures:

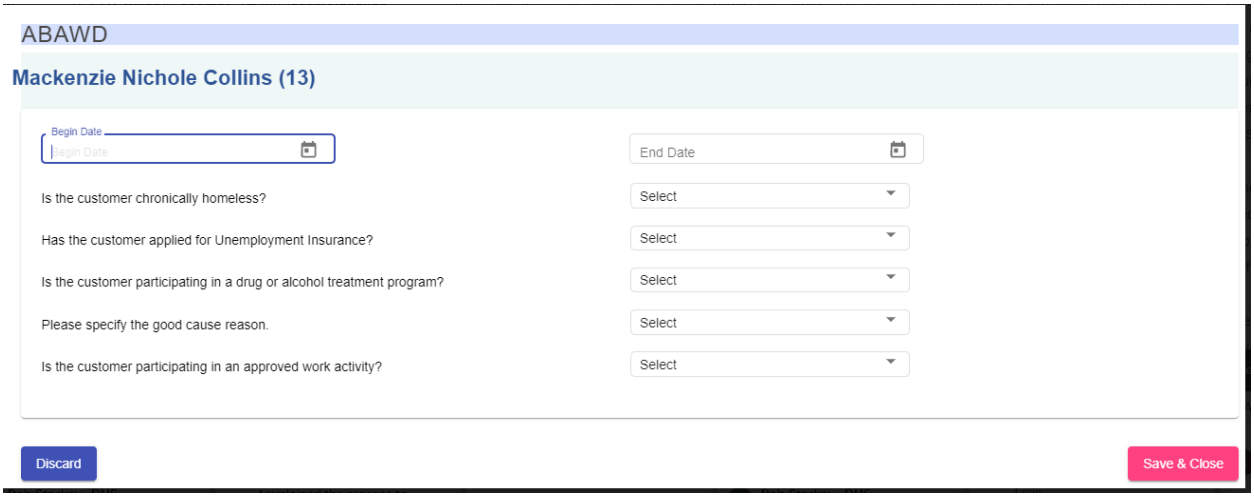
1. The Additional Info menu item will expand to show the other available functions. Locate and *select* the ABAWD (1) option.



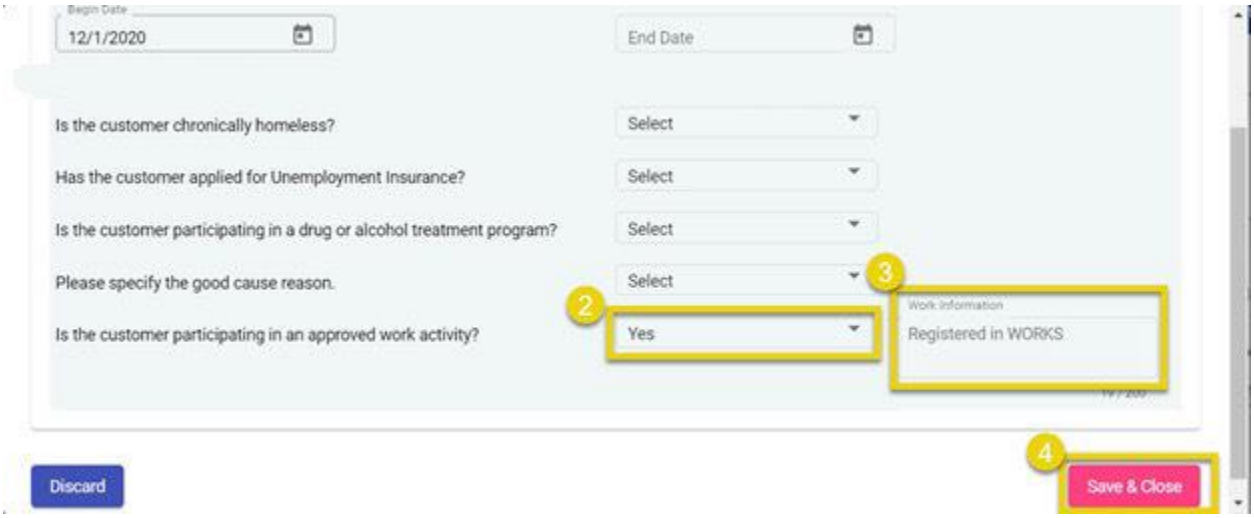
2. The ABAWD screen will display. *Select* Member (1) from the dropdown list. *Click* the Add ABAWD (2) button to add ABAWD information.



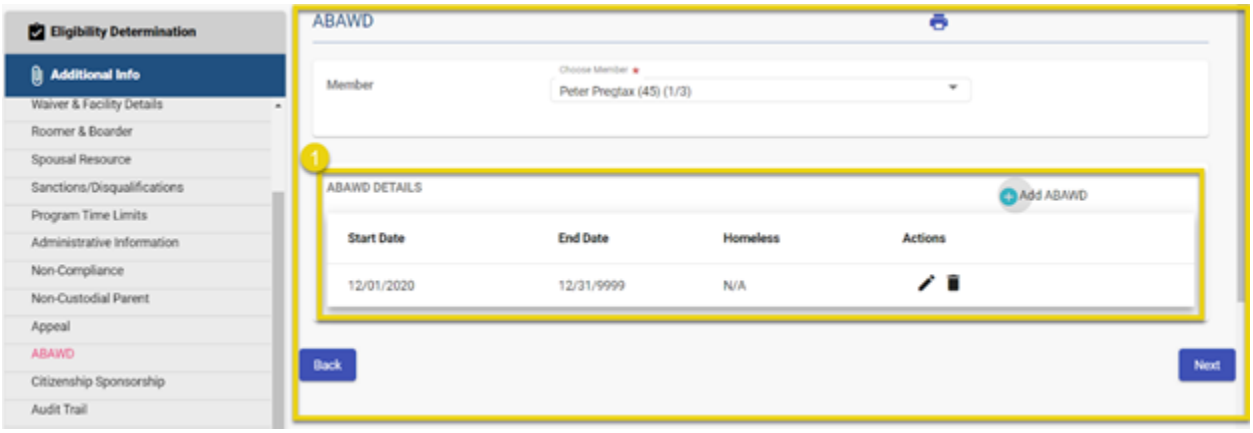
3. The ABAWD (1) entry window will display. *Enter* the Begin Date and answer the questions by selecting answers from the respective dropdown list.



4. If you answered Yes (2) to the last question, the WORKS Information (3) prompt will display prompting you to enter work details. *Click* the Save & Close (4) button.



5. You will be redirected to the ABAWD screen. The ABAWD Details (1) section will now display the entered ABAWD information.

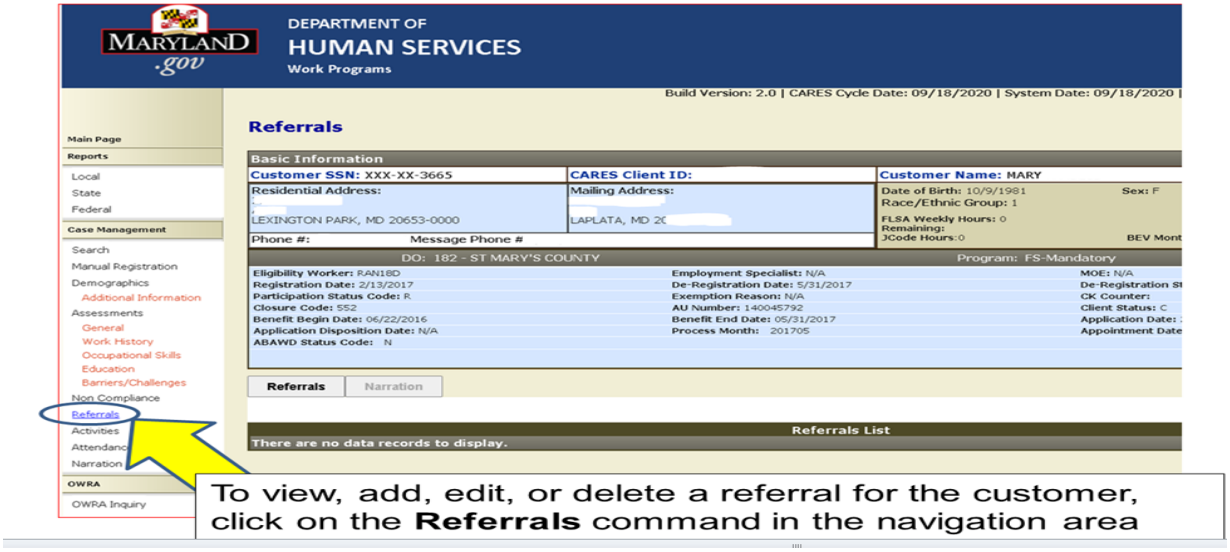


ABAWD Direct Procedures:

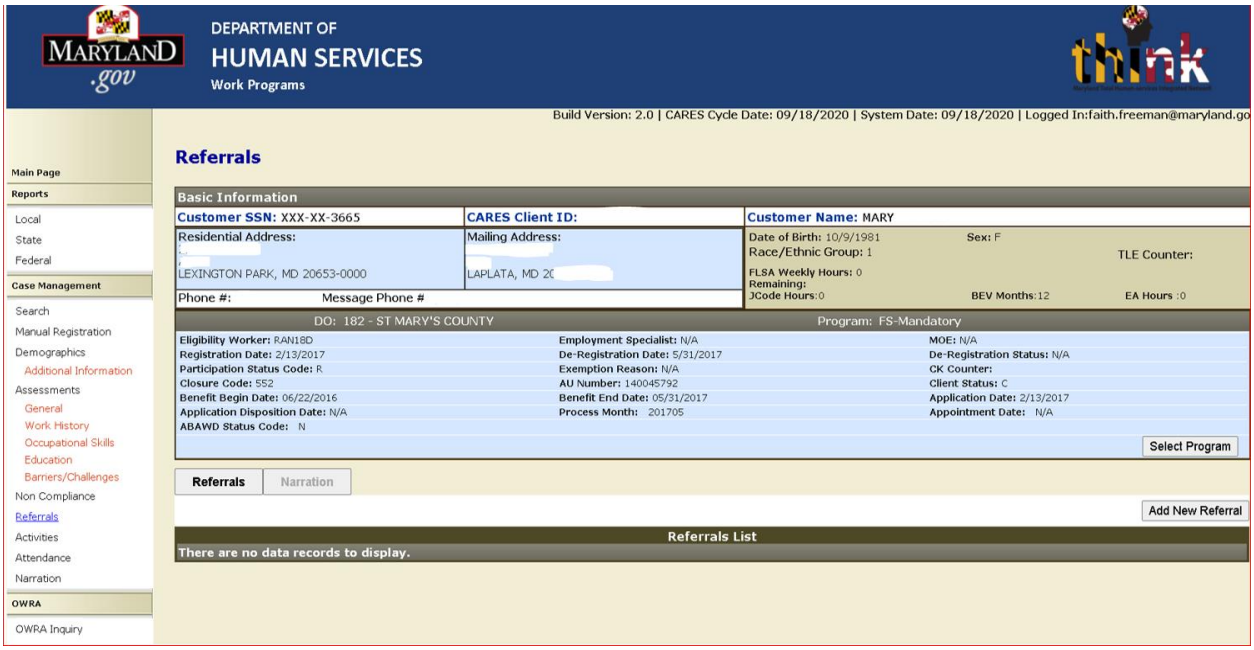
- No action is needed or required in ABAWD Direct through June 30, 2021.

MD WORKS Referral Procedures:

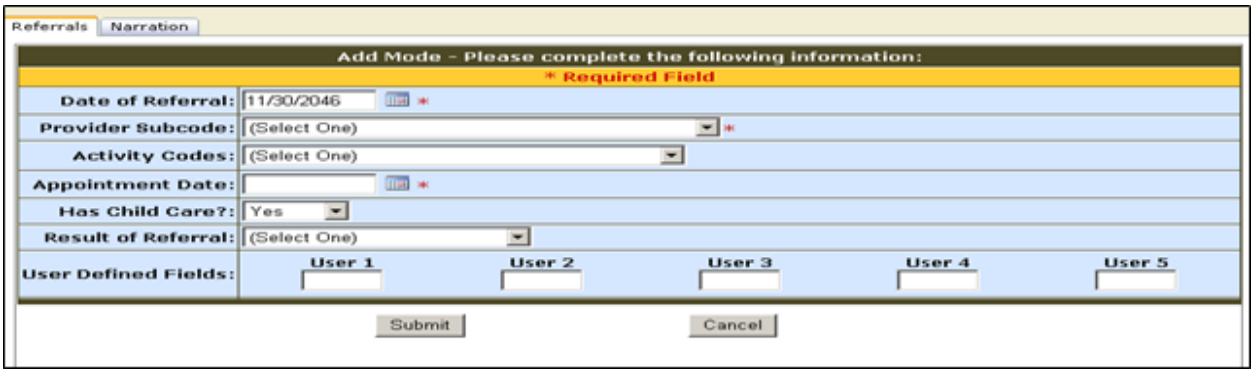
Once logged into WORKS on the left navigation panel, select the "Referrals" option to go to the Referral List page.



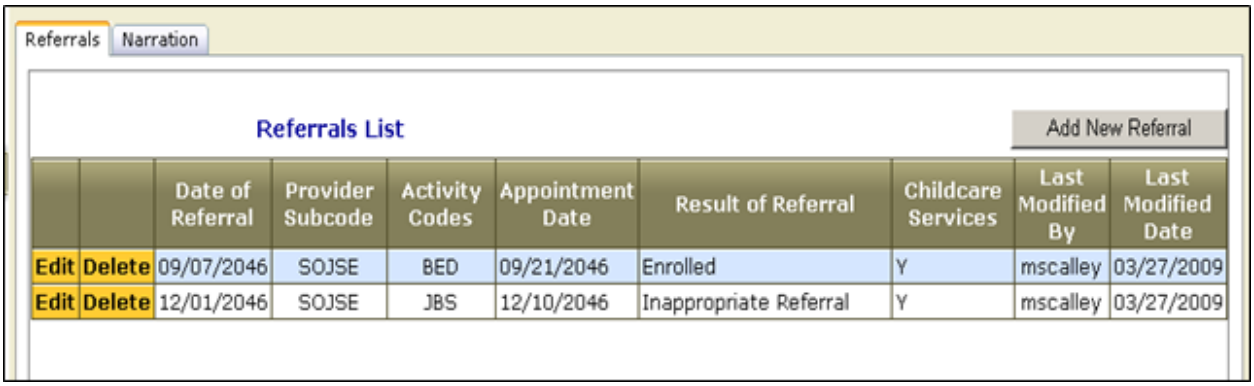
On the Referrals List page, click on the "Add New Referral" button.



Complete the date of referral using the date you are making the referral.
Complete the Appointment Date with the next available Monday date.
Complete the provider subcode with the appropriate provider subcode for the partner/vendor.
Complete all the mandatory fields with an asterisk and click the "Submit" button.



After submitting the new referral it will return you to the Referrals list page where the new referral will appear.



		Date of Referral	Provider Subcode	Activity Codes	Appointment Date	Result of Referral	Childcare Services	Last Modified By	Last Modified Date
Edit	Delete	09/07/2046	SOJSE	BED	09/21/2046	Enrolled	Y	mscalley	03/27/2009
Edit	Delete	12/01/2046	SOJSE	JBS	12/10/2046	Inappropriate Referral	Y	mscalley	03/27/2009

The referral has now been placed in WORKS and the SNAP E&T partner will know to expect the customer.

WORKS CODING:

OSA - Age 18 - 50
OSB - Caring for a Child Under age 6
OSM - Illness or Incapacity/Wellness Rehabilitation < 12 months ok
OSO - Court Ordered Work Program
OSV - Domestic/Family Violence
REF - Inactive-Refused to Participate

If an ABAWD individual is not able or willing to participate in a work activity there is no action required in WORKS.

VENDOR PROTOCOL DURING ABAWD WAIVER:

During a Statewide waiver, the vendors should still be treated as if there is no waiver. ABAWD customers must be referred to the vendor and the vendor will continue to provide services to all ABAWD customers they enroll. All vendors must be trained and be utilizing WORKS to track and monitor the customers' activities and hours of participation.

REQUIRED ACTION:

LDSS Role:

- Maintain a List of 3rd Party Partners available in your County.
- Maintain each Partner's flyer with available services, eligibility, and enrollment info.
- Offer available E&T services to SNAP customers at the time of application and re-determination.
- Enter a referral in WORKS for partners, using assigned WORKS provider sub codes if a customer chooses to participate. A phone call to the partner should also be made.
- Develop a Data Tracking system to monitor referrals, enrollment, and participation of SNAP customers.
- Receive a "Referral" from the partner for customers, who are enrolled in the Partner's program, but do not have an active SNAP case for application and eligibility screening.
- Assign a Contact person for communication with vendors, partners, and the central office SNAP E&T Team.
- Develop a plan, which outlines all programs and services for 100% of allocated funds.
- Refer customers to the 3rd Party Partners without using budget allocation. (All 50/50 contracts are monitored and paid by Central OWD).
- Complete timely SNAP E&T Quarterly Performance reports. The instructions for the report are included in the template. The schedule for submitting the SNAP E&T Quarterly Performance report is as follows:
    - Q1 - October, November, and December - Report due last Monday of January
    - Q2 - January, February, and March - Report due last Monday of April
    - Q3 - April, May, and June - Report due last Monday of July
    - Q4 - July, August, and September - Report due last Monday of October

LDSS Third Party Role:

- Provide updated referral information to LDSS.
- Accept and enroll customers referred by LDSS, if they meet eligibility criteria.
- Enter/input result of referral in Works.
- Monitor and manage customer participation and compliance in WORKS, by entering activities, attendance, results of referrals, and narratives.
- Make reverse referrals to LDSS for benefits screening.

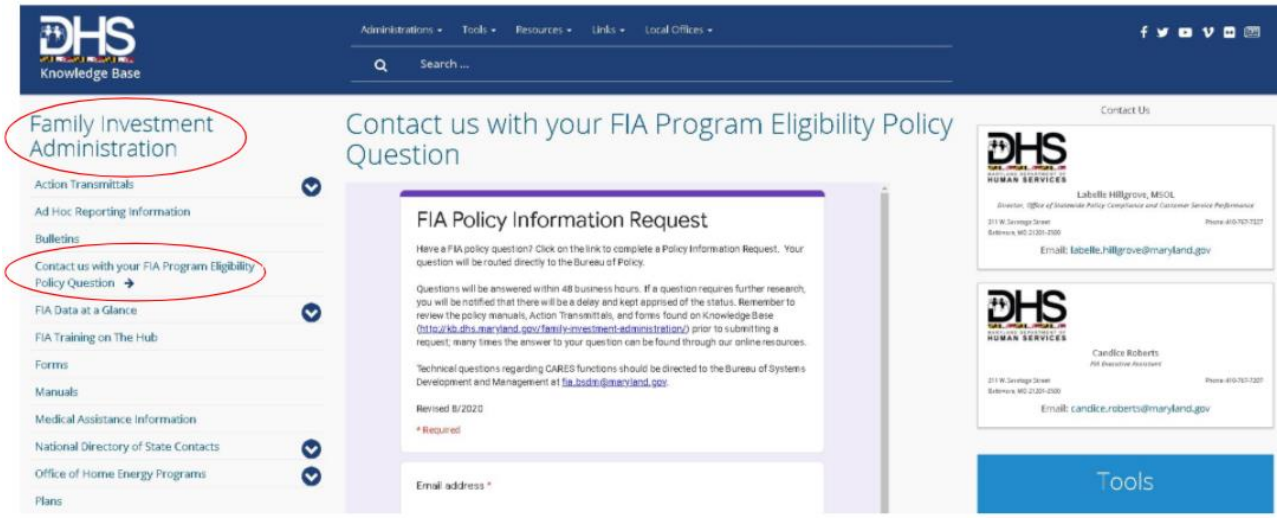
The future of ABAWD:

- Prior to the expiration of the waiver, refresher training will be administered.
- A brand new clock will be implemented.

ATTACHMENTS:

SNAP E&T Partners FFY 2021-2023
SNAP E&T Third Party Partner Provider Sub-code List

INQUIRIES:
Please direct policy questions to the Office of Statewide Policy Compliance and Customer Service Performance by completing the FIA Policy Information Request Form found on Knowledge Base as shown in the screenshot below.



For systems questions, please email fia.bsdm@maryland.gov.
For Workforce Development vendor related questions, please contact Jacqueline Turner at jacqueline.turner@maryland.gov.

c: DHS Executive Staff
Constituent Services
DHS Help Desk
FIA Management Staff
Office of Administrative Hearings

SNAP E&T Partners

(General Public)

PER SCHOLAS	**Per Scholas**	➔ Job Readiness ➔ Vocational Training ➔ Retention Services	❑ IT Support, earning CompTIA A+ certification ❑ Network Support, earning ❑ CompTIA A+ and Network+ certifications ❑ IT Security, earning Network+ and Security+certifications ❑ Cyber Ops, earning CYSA+ certification.	Montgomery County	**Address**: 1400 Spring Street, Suite 501, Silver Spring, MD 20910 **Phone**: 301-557-9200
Light House	**Light House**	➔ Job Readiness ➔ Vocational Training ➔ Work experience ➔ Retention Services	❑ Introductory Culinary Arts Training	Anne Arundel County	**Address**: 10 Hudson St., Annapolis, MD 21401 **Phone**: 443-569-4208
JCA	**Jewish Council for Aging**	➔ Job Readiness ➔ Basic Education ➔ Vocational Training ➔ Workfare ➔ Job Retention ➔ Case Management	❑ ESOL and GED	Montgomery County	**Address**: 12320 Parklawn Drive, Rockville, MD 20852 **Phone**: 301-25-.4200
INTERNATIONAL RESCUE COMMITTEE	**International Rescue Committee**	➔ Work Readiness ➔ Education ➔ Vocational Training ➔ Job Retention ➔ Supervised Job Search		Montgomery County	**Address**: 8719 Colesville Rd., 3rd floor, Silver Spring, MD 20910 **Phone**: 301-562-8633
Goodwill Horizon Goodwill Industries	**Horizon Goodwill Industries**	➔ Job Readiness ➔ Case Management ➔ Work Experience ➔ Basic Education ➔ Job Placement	❑ Forklift Training ❑ Computer 101 ❑ Custodial ❑ Customer Service	Washington County	**Address**: 14515 Pennsylvania Ave, Hagerstown, MD 21742 **Phone**: 301-733-7330

	Human Services Programs of Carroll County	➔ Job Readiness ➔ Vocational Training ➔ Job Retention	❑ Customer Service ❑ Office Administration ❑ Inventory Control ❑ Data Entry	Carroll County	**Address**: 10 Distillery Drive, Suite G1, Westminster, MD 21157 **Phone**: 410-857-2999
	Garrett County Community Action Committee	➔ Job Readiness ➔ Supervised Job Search ➔ Job Skills Coaching	❑ External Referral for career Training	Garrett County	**Address**: 1014 East Center St. Oakland, MD 21550 **Phone**: 301-334-9431
	Community College of Baltimore County	➔ Job Readiness ➔ Work Experience ➔ Self-Employment Training ➔ Basic Education (GED)	❑ Certified Apartment Maintenance (CAMT) ❑ Medical Front Office training ❑ Phlebotomy Certification ❑ Patient Care Technician ❑ CNA/GNA ❑ Pharmacy Tech ❑ Construction and Welding ❑	Baltimore County	**Address**:800 Rolling Road Baltimore Maryland 21228 **Phone**: 443-840-1614
	Baltimore City Community College (BCCC)	➔ Vocational Training ➔ Basic Education ➔ Retention Services	❑ Forklift Operation and Safety ❑ First Aid/ CPR ❑ EKG Technician Certification ❑ Certified Nurse Assistant (CNA) ❑ Warehouse Inventory Control Sp.	Baltimore City	**Address**: 2901 Liberty Heights Ave. Baltimore, MD 21215 **Phone**: 410-986-3219
	Goodwill Industries of the Chesapeake	➔ Job Readiness ➔ Case Management ➔ Work Experience ➔ Basic Education ➔ Job Placement	❑ Microsoft Technology Associate certification ❑ Retail Skills Certification ❑ Google IT Support Professional Certification ❑ Pharmacy Technician Cert.	Baltimore City & Wicomico County	**Address**:222 E Redwood St. Baltimore, MD 21202 **Phone**: 410-837-1800
	National Center on Institutions and Alternatives (NCIA)	➔ Vocational Training ➔ Job Readiness ➔ Certifications ➔ Employment	❑ Automotive repair ❑ (CDL-B) ❑ (HVAC/R) Heating/ ventilation ❑ (UAV) FAA Certified Drone Pilot License Certification	Baltimore City	**Address**:Center 301 S. Central Avenue Baltimore, MD 212022 **Phone**: 410-622-5082

United Way	**United Way**	➔ Job Readiness ➔ Basic Education ➔ Vocational Training ➔ Work Experience ➔ Job Retention Services	❑ Apprenticeship Readiness Program ❑ Certified Nurse Assistant Training ❑ Comptia A+ Certified PC Repair Technician	Howard County Anne Arundel County Baltimore City Baltimore County Carroll County	**Address**:1201 Cambria Street, Baltimore, MD 21225 **Phone**: 410-547- 8000
JARC JANE ADDAMS RESOURCE CORPORATION BALTIMORE	**Jane Addams Resource Corporation (JARC)**	➔ Job Readiness ➔ Case Management ➔ Job Placement ➔ Retention Skills	❑ OSHA 10 Hour for General Industry ❑ National Institute for Metalworking Skills (NIMS) ❑ CNC Milling ❑ NIMS CNC Turning	Baltimore City & Baltimore County	**Address**:4910 Park Heights Ave., Baltimore, MD 21215 **Phone**: 410-900-1441
cfuf CENTER FOR URBAN FAMILIES HELPING FATHERS AND FAMILIES WORK	**Center for Urban Families (CFUF)**	➔ Job Readiness ➔ Basic Education ➔ Vocational Training ➔ Work Experience ➔ Job retention ➔ Case Management	❑ CNA/GNA ❑ Multi-Skills Medical Technician ❑ Construction (OSHA 10) ❑ Manufacturing (CNC Milling Level I, CNC) ❑ Turning Level I ❑ CompTIA A+ Certification ❑ Transportation (CDL – Class B).	Baltimore City	**Address**:2201 N. Monroe Street, Baltimore, MD. 21217 **Phone**: 410-367-4246
Civic Works	**Civic Works**	➔ Job Readiness ➔ Vocational Training ➔ Job Retention	❑ Utility Infrastructure Trainings ❑ Energy Retrofit Training ❑ Solar Training ❑ Stormwater Training	Baltimore City	**Address**:2701 St. Lo Drive, Baltimore, MD, 21213 **Phone**: 410-366-8533
HUMANIM HUMAN PURPOSE. HUMAN IMPACT.	**Humanim**	➔ Job Readiness ➔ Job Placement	❑ Microsoft Office Skills (MOS) Certificate ❑ Professional Administrative Certificate of Excellence (PACE) Training	Baltimore City	**Address**:1701 N Gay St.Baltimore, MD 21213 **Phone**: 410-381-7171
MARYLAND FOOD BANK	**Maryland Food Bank**	➔ Job Readiness ➔ Supervised Job Search ➔ Job Placement ➔ Job retention ➔ Job Training	❑ Culinary Foundations I through III ❑ ServSafe Manager ❑ ServSafe Food Handler	Baltimore City & Baltimore County	**Address**:2200 Halethorpe Farms Road, Baltimore, MD 21227 **Phone**: 410- 737-8282
npower	**NPower**	➔ Vocational Training ➔ Work Readiness ➔ Case Management	❑ Tech Fundamentals Training	Baltimore City	**Address**:1101 West Pratt Street, Suite 1A Baltimore, MD 21223 **Phone**: 443-863-7252

Our Daily Bread	**Our Daily Bread**	➔ Supervised Job Search ➔ Job Placement ➔ Job Retention ➔ Work Readiness	❑ Automotive Service Excellence (ASE) classroom training ❑ Jump Start for construction training ❑ Johns Hopkins Hospital Intern Program for Facility and Janitorial Training.	Baltimore City	**Address**:725 Fallsway, Baltimore, MD 21202 **Phone:** 667-600-2254
WorkFirst FOUNDATION	**Work First**	➔ Job Readiness ➔ Vocational Training ➔ Job Placement ➔ Job Retention ➔ Basic Education ➔ Supervised Job Search ➔ Case Management	❑ ServSafe Certification ❑ OSHA-10 Certification ❑ Referral to Career Center	Baltimore City & Howard County	**Address**:22 Light Street, Suite 600, Baltimore, MD 21202 **Phone**: 410-837-1800
JOTF JOB OPPORTUNITIES TASK FORCE	**Job Opportunity Task Force (JOTF)**	➔ Training ➔ Credentialing ➔ Case Management	❑ Construction Training ❑ OSHA 10 Certification ❑ Electrica (Entry Level Training) ❑ Plumbing (Entry Level Training) ❑ Carpentry (Entry Level Training)	Baltimore City	**Address**:201 N. Charles Street, Suite 2404, Baltimore **Phone**: 410-234-8040
VEHICLES FOR® change	**Vehicles for Change**	➔ SkillsTraining ➔ Case Management	❑ Entry level Auto Repair Training ❑ Advanced level Auto Repair Training	Baltimore City	**Address**:4111 Washington Blvd 21227 **Phone**: 410-242-9674

LDSS SNAP E & T Quarterly Performance Reports

LDSS:

Quarterly/Year:

Quarterly Performance Report	Annual Goal (Based on Proposal)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to Date
LDSS Referrals / Outreach		__/__	__/__	__/__	__/__	__/__
Intake/ Recruitment/ Orientation						
Enrollment						
Assessment / IEP						
Admission into **Vocational Trainings/Basic Education** Components						
Admission into **Work Experience/ Workfare** Components						
Admission into **On the Job Training / Apprenticeship** component						

Admission into **Self-Employment** Training Components						
Admission into **Job Readiness/ Barrier removal**						
Admission into **Supervised Job Search** Components						
Completed/ Earned Credential/Certificate						
Obtained employment/ Job Placement						
Retention						
How many participants are being Tracked in WORKS with case notes, component details, hours, and status updates (These persons must be present in WORKS if you requested payment for participation).						

Definitions	
LDSS Referrals / Outreach	Provide the number of participants that were referred by the Local Department of Social Services/ agency outreach. Ex. 3/5
Intake/ Recruitment/ Orientation	Provide the number of participants that have completed the intake process this quarter. (Appeared for intake and orientation)

Enrolled in program	Provide the number of participants that have enrolled in the program this quarter.
Assessment/ IEP	Provide the number of participants that have completed the assessment process & have an established IEP this quarter.
Admission into Vocational Trainings/Educational Components	Provide the number of participants who were enrolled, referred, and admitted in **vocational** training & **educational** components
Admission into On the Job Training/ Apprenticeship Components	Provide the number of participants who were enrolled, referred, and admitted in **Work Experience/ Workfare**.
Admission into Work Experience/ Workfare Components	Provide the number of participants who were enrolled, referred, and admitted in **Work Experience/ Workfare**.
Admission into Self-Employment Training	Provide the number of participants who were enrolled, referred, and admitted in **Self- Employment Training.**
Admission into Work Readiness/ Barrier Removal	Provide the number of participants who were enrolled, referred, and admitted in **Work Readiness/ Barrier Removal**
Admission into Supervised Job Search	Provide the number of participants who were enrolled, referred, and admitted in **Supervised Job Search.**
Completed program & Earned Credential/Certificate (if applicable)	Provide the number of participants that completed the training and/or earned a credential and/or certificate this quarter.

Obtained employment/ Job Placement	Provide the number of participants that have obtained employment and/or placed in jobs. Separate the number of participants that obtained employment as a result of the SNAP program or by self initiated efforts.
Retention	Provide the number of participants that have retained employment for 30, 60, & 90 days.
Tracking in WORKS	Provide the number of participants that have been entered into WORKS.

SNAP 3rd Party Partners Provider Subcode List

3rd Party Partner Name	Works subcode	County Served
Baltimore City Community College	FSTBC	Baltimore City
Center for Urban Families (CFUF)	FSTCF	Baltimore City
Civic Works	FSTCW	Baltimore City
Community College of Baltimore County	FSTCB	Baltimore County
Garrett County Community Action Committee	FSTGC	Garett County
Goodwill Industries of the Chesapeake	FSTCH	Baltimore City
Horizon Goodwill Industries	FSTGH	Washington County
Human Services Programs of Carroll County	FSTHS	Carroll County
Humanim	FSUHU	Baltimore City,
	FSHU1	Baltimore County
International Rescue Committee (IRC)	FSTIR	Baltimore City
	FSTIM	Montgomery County
Jane Adams Resource Center (JARC)	FSTJA	Baltimore City
Jewish Counsel for Aging (JCA)	FSTJC	Montgomery County,
	FSJC1	Frederick county

Job Opportunities Task Force (JOTF)	FSTJO	Baltimore City			
Light House	FSTLH	Anne Arundel County			
The National Center on Institutions and Alternatives (NCIA)	FSNCI	Baltimore City			
	FSNC2	Baltimore County			
	FSNC3	Anne Arundel County			
	FSNC4	Howard County			
	FSNC5	Hartford County			
Per Scholas	FSTPS	Montgomery County,			
	FSTP1	Prince George's County			
The Work First	FSTWF	Baltimore City			
United Way	FSUW1	Baltimore City			
	FSUW2	Baltimore County			
	FSUW3	Anne Arundel County			
	FSUW4	Carroll County			
	FSUW5	Howard County			
	FSUW6	Hartford County			
Vehicle For Change	FSVC1	Baltimore City			
	FSVC2	Baltimore County			
Our Daily Bread employment center of Catholic Charities	ODBEC	Baltimore City			
N-Power	NPOWE	Baltimore City			
MD Food Bank	MFOBK	Baltimore City			