



Department of Human Services  
 311 West Saratoga Street  
 Baltimore MD 21201

**ACTION TRANSMITTAL MEMO**

Control Number: # 24 - 17

Effective Date: UPON RECEIPT

Issuance Date: October 4, 2023

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

**FROM: AUGUSTIN NTABAGANYIMANA, ACTING EXECUTIVE DIRECTOR** *Augustin*

**RE: ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) TIME-LIMITS, NEW 36-MONTH PERIOD, WAIVED JURISDICTIONS AND FISCAL RESPONSIBILITY ACT 2023**

**PROGRAM AFFECTED: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM ORIGINATING OFFICE:**

**OFFICE OF PROGRAMS**

**Summary**

In accordance with the Food and Nutrition Act (FNA), Able-bodied adults without dependents (ABAWDs) can receive Supplemental Nutrition Assistance Program (SNAP) benefits for only three countable months in a 3-year period if they do not meet certain work requirements and if they do not qualify for an exception or have good cause. The law allows states to ask FNS to temporarily waive the ABAWD time limit for areas that have an unemployment rate of over 10 percent or does not have a sufficient number of jobs. An ABAWD time limit waiver does not waive the general (SNAP) work requirements.

Maryland resumed ABAWD requirements on July 1, 2023, after a three year pause due to the COVID-19 pandemic. The pause was authorized under the Families First Coronavirus Response Act (FFCRA). The three year pause ended on June 30, 2023. Concurrently, the Fiscal Responsibility Act (FRA) authorized new exceptions for veterans, former foster care youth, and individuals experiencing homelessness. FRA also expanded ABAWD requirements to individuals age 50 (effective September 1, 2023), age 52 (effective October 1, 2023) and age 54 (effective October 1, 2024).

ABAWD compliance is tracked in 36-month (three year) periods. A new three year period began on July 1, 2023 and will end on June 30, 2026 for individuals subject to ABAWD work requirements.

**Waiver**

The United States Department of Agriculture Food and Nutrition Service (FNS) approved Maryland’s

request to waive ABAWD time-limits in five jurisdictions including Baltimore City, Prince George’s County, Somerset County, Wicomico County, and Worcester County. The waiver is in effect from July 1, 2023, through June 30, 2024. ABAWD time-limits will be imposed in the other 19 jurisdictions. The non-waived jurisdictions are listed below.

1. Allegany
2. Anne Arundel
3. Baltimore County
4. Calvert
5. Caroline
6. Carroll
7. Cecil
8. Charles
9. Dorchester
10. Frederick
11. Garrett
12. Harford
13. Howard
14. Kent
15. Montgomery
16. Queen Anne's
17. Saint Mary's
18. Talbot
19. Washington

While all jurisdictions must screen SNAP applicants for work eligibility and refer them to available employment and training programs, case managers in non-waived jurisdictions have the added responsibility to track work activities for ABAWDs in the WORKS system and take certain actions for recipients who are not compliant with ABAWD requirements. For SNAP applicants in a waived jurisdiction, the case manager must offer information about the availability of employment and training programs and explain to the SNAP applicant that participation is not required for SNAP eligibility.

**Final Rule Requirements**

**All** jurisdictions must follow the Action Transmittal 22-14 which describes screening and referral procedures for all SNAP applicants/recipients. The only difference that the waiver poses for the 5 jurisdictions, Baltimore City, Prince George’s County, Somerset County, Wicomico County, and Worcester County is there is no limit to the number of months that an ABAWD can receive SNAP benefits and penalties cannot be imposed on ABAWDs for non-compliance.

Case managers at the LDSS must provide SNAP customers at the application interview and during the redetermination interview an oral and written explanation of the work requirements. The household must be thoroughly screened to identify barriers that would prevent the customer from participating in a training program. The case manager should also encourage all able-bodied adults to leverage the resources of the SNAP Employment & Training (E&T) Program and allow the case manager to refer them to a training program. Keep in mind, all barriers do not prevent the customer from participating

in a training program. Most SNAP E&T vendors offer participant reimbursements such as providing transportation and funding for childcare. The Consolidated Work Notice is sent to each SNAP household with an individual who is a work registrant or ABAWD. The Consolidated Work Notice lists every individual who has been registered for work and indicates the type of work requirement they are subject to along with what is required to meet the requirements. Reference the SNAP E&T Partner Database which is attached to Action Transmittal 22-14 to identify available E&T providers and programs to guide the customer in selecting a suitable provider to enroll and work with.

### **Good Cause**

In accordance with federal law, if a customer who is subject to the work requirement missed some hours or work, the case manager must determine whether the customer had good cause to be absent. Good cause includes *but is not limited to*: circumstances beyond the individual's control, such as, illness, illness of another household member requiring the presence of the member, a household emergency, or the unavailability of transportation. If the customer had good cause, the customer shall be considered to have fulfilled the work requirement despite their absence. 7 C.F.R. § 273.24 (b)(2).

### **Fiscal Responsibility Act of 2023**

The Fiscal Responsibility Act of 2023 makes several major changes to work requirements rules for customers and significant policy revisions including:

### **New ABAWD Exceptions**

Effective July 1, 2023, the following additional groups are exempt from ABAWD time-limits:

- Individuals who experience homelessness
  - Homelessness means an individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:
    - (1) A supervised shelter designed to provide temporary accommodations (such as a welfare hotel or congregate shelter).
    - (2) A halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized.
    - (3) A temporary accommodation for not more than 90 days in the residence of another individual; or
    - (4) A place not designed for, or ordinarily used, as a regular sleeping accommodation for human beings (a hallway, a bus station, a lobby, or similar places).
- Veterans
  - Veteran means an individual who served in the United States Armed Forces (such as Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, and National Guard), including an individual who served in a reserve component of the Armed Forces, and who was discharged or released therefrom, regardless of the conditions of such discharge or release.
- Former foster care individuals up to 24 years of age
  - This includes any individual who was in a foster care program run by the State, District, Territory, or Indian Tribal Organization as of their 18th birthday or later and who is under 25 years of age.

Note: During a SNAP application or redetermination interview, the case manager must screen all customers for all ABAWD exceptions (new exceptions and prior exceptions discussed in Action Transmittal 22-14). The newly exempted populations listed above should not be registered for work. The case manager must select the appropriate exception in the ABAWD tab in E&E and run eligibility. If these individuals choose to participate in

SNAP E&T, the case manager must manually register them in WORKS. The case manager must narrate and code WORKS to ensure that an individual's SNAP case will not close if they qualify for an exception but choose to voluntarily participate in SNAP E&T and miss or stop participating for any reason.

### **No Verification Needed for New Exceptions**

No verifications are needed for a customer to receive the new exceptions for the ABAWD time limit. Because no verification is required, case managers should not ask for verification.

A case manager may only ask for verification in the rare exception that information provided by a customer is questionable, which is defined as information a customer provides that is inconsistent with either: 1) contradictory statements made by the customer, 2) information on an application or previous application, or 3) information received by the local department. COMAR 07.03.17.20G. The local Department must assist the customer in obtaining any necessary verification. COMAR 07.03.17.20B.

### **Expanded ABAWD Population**

Under the FNA, SNAP recipients were subject to ABAWD requirements if they are between 18-49 years old and did not live in a household with a minor child (under 18). FRA expanded ABAWD requirements to include individuals 50 -54 years old. This age expansion will be implemented according to the following schedule

1. Beginning September 1, 2023,  
Individuals 50 years of age will be considered ABAWDs and subject to work requirements and time-limits.
2. Effective October 1, 2023,  
ABAWD work and time limits will be extended to include individuals 51- 52 years old.
3. Effective October 1, 2024,  
ABAWD work and time limits will extend to include individuals 53- 54 years old.

### **Effective September 1, 2023**

Applications filed on or after September 1, 2023 - impose the ABAWD time-limits for individuals ages 18 - 50 years. During the interview process, provide applicants with a comprehensive oral explanation of the work requirements and complete a screening on all household members to capture any barriers that may exempt an individual from the time-limits.

Existing SNAP customers 18-50 years of age - ABAWD time-limits will be imposed the month after the customer reaches the age of 50.

- The E&E System will trigger a Consolidated Work Notice at the beginning of the month in which the customer turns 50 years of age to inform them that they are subject to the ABAWD time-limits.
- The E&E System will also trigger an alert to the case manager to inform them that the time-limits will be imposed beginning the next month. The case manager must review the case for any exceptions that may have been missed, enter exceptions and call eligibility to confirm the case.
- After the case is confirmed, the E&E System will automatically shorten the SNAP certification period to 3 months if the case manager has not entered any exceptions.
- It is imperative that the case manager completes a screening on all SNAP recipients to capture any barriers that may exempt an individual from the time-limits.

### **Effective October 1, 2023**

Applications filed on or after October 1, 2023 - impose the ABAWD time-limits for individuals ages 18 - 52 years. During the interview process, provide applicants with an oral explanation of the work requirements and complete

a screening on all household members to capture any barriers that may exempt an individual from the time-limits.

Existing SNAP customers 18-52 years of age - ABAWD time-limits will be imposed after the customer reaches age 52.

- The E&E System will trigger a Consolidated Work Notice at the beginning of the month for potential ABAWDs 51 and 52 years of age to inform them that they are subject to the ABAWD time-limits.
- The E&E System will also trigger an alert to the case manager to inform them that the time-limits will be imposed beginning the next month. The case manager must review the case for any exceptions that may have been missed, enter exceptions and call eligibility to confirm the case.
- After the case is confirmed, the E&E System will automatically shorten the SNAP certification period to 3 months if the case manager has not entered any exceptions.
- It is imperative that the case manager completes an extensive screening on all SNAP recipients to capture any barriers that may exempt an individual from the time-limits.

### **Effective October 1, 2024**

Applications filed on or after October 1, 2023 - impose the ABAWD time-limits for individuals ages 18 - 54 years. During the interview process, provide applicants with an oral explanation of the work requirements and complete an extensive screening on all household members to capture any barriers that may exempt an individual from the time-limits.

Existing SNAP customers 18-54 years of age - ABAWD time-limits will be imposed after the customer reaches age 54.

- The E&E System will trigger a Consolidated Work Notice at the beginning of the month in which the customer turns 54 years of age to inform them that they are subject to the ABAWD time-limits.
- The E&E System will also trigger an alert to the case manager to inform them that the time-limits will be imposed beginning the next month. The case manager must review the case for any exceptions that may have been missed, enter exceptions and call eligibility to confirm the case.
- After the case is confirmed, the E&E System will automatically shorten the SNAP certification period to 3 months if the case manager has not entered any exceptions.
- It is imperative that the case manager completes an extensive screening on all SNAP recipients to capture any barriers that may exempt an individual from the time-limits.

### **Use of Discretionary Exemptions**

FNS allocates the number of monthly discretionary exemptions to the ABAWD time limit each fiscal year (FY), based on 12 percent of a State's estimated number of covered individuals, as defined in section 6(o)(6)(A)(ii) of the Act. It is estimated that Maryland will have approximately 74,000 discretionary slots which the State will use to prevent SNAP disenrollments for ABAWDs who are unable to find suitable work activities. The discretionary slots will be used for ABAWDs in non-exempted jurisdictions only. Because each ABAWD is granted three countable months, Maryland is not expected to see any adverse actions related to non-compliance with ABAWD requirements until October 1, 2023. Beginning in October, E&E has been programmed to grant a discretionary slot to each ABAWD not meeting the work requirements. Based on the available slots, the State expects to run out the discretionary slots after December 31, 2023.

The case manager will not have to do anything related to discretionary exemptions. The system will handle all related actions.

**Exceptions:**

Case managers must properly screen, explore, and apply “exceptions” formerly known as “exemptions” to each case. FNS has referred to criteria that exclude certain individuals from the ABAWD work requirements as “exemptions,” FNS is now referring to these as “exceptions” to align with Section 6(o)(3) of the Food and Nutrition Act of 2008 (FNA) and program rules at 7 CFR 273.24(c).

**Note:** Please refer to the exceptions listed below and require the household to provide documentation to support their excuse from the general work requirements, *i.e.*, *paystubs, unemployment compensation award letter, medical statement of need, medical form 500-A or B, letter from A/D treatment program, FIA Verification of Program Attendance form, or a copy of the college student’s most recent transcript.*

**ABAWDs are excused from the general work requirements if they meet the following criteria:**

- Already working at least 30 hours a week (or earning wages at least equal to the federal minimum wage multiplied by 30 hours);
- Meeting work requirements for another program (TANF or unemployment compensation);
- Taking care of a child under 6 or an incapacitated person;
- Unable to work due to a physical or mental limitation;
- Participating regularly in an alcohol or drug treatment program;
- Studying in school or a training program at least half-time (but college students are subject to other eligibility rules).

**Identifying ABAWDs in E&E**

Each SNAP individual must be thoroughly screened to identify any possible exceptions. A check list has been provided listing all ABAWD exceptions (Addendum 1) that must be coded in E&E to ensure work requirements are not imposed on an individual who may be exempt from the ABAWD time-limits.

If the exception is not addressed in the Eligibility Determination stream, please follow the steps as illustrated below in, How-To-Guide “Enter ABAWD” in the E&E System to reflect the ABAWD exception.

If the customer claims a disability that can not be observed, request verification of the disability by using a 500-A form (Addendum 2).

**Note:** This guide will show you the steps to enter Able-Bodied Adults Without Dependent (ABAWD) information into the Eligibility and Enrollment System.

1. Enter the **Case ID (1)**, then *click* the **Magnifying Glass (2)** icon.



2. The **Case Home** screen will display. *Click* the **Additional Info (1)** tab on the **Left-Hand Navigation Menu**, then *click* the **ABAWD (2)** menu option.

**Eligibility Determination**

- Additional Info** 1
- ABAWD 2
- Appeal
- Audit Trail
- Case Documents
- Citizenship Sponsorship
- Individual Programs
- Medicare
- Non-Compliance
- Program Time Limits
- Relationship
- Roomer & Boarder
- Sanctions/Disqualifications
- Spousal Resource

Case Home

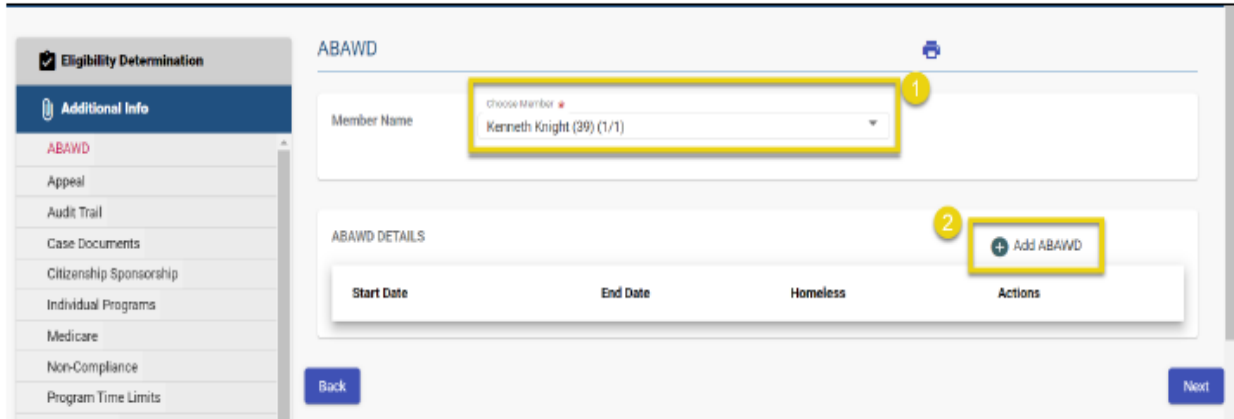
| Pending Work Items |                         |              |        |
|--------------------|-------------------------|--------------|--------|
| Type               | Subtype                 | Assigned To  | Action |
| Applications       | Elig Det                | Not Assigned | 🗄      |
| Document Uploaded  | Document Uploaded in WP | Not Assigned | 🗄      |
| Document Uploaded  | Document Uploaded in WP | Not Assigned | 🗄      |
| Case Alerts        | No action taken         | Not Assigned | 🗄      |
| Case Alerts        | No action taken         | Not Assigned | 🗄      |

1 - 5 of 5    << < > >>

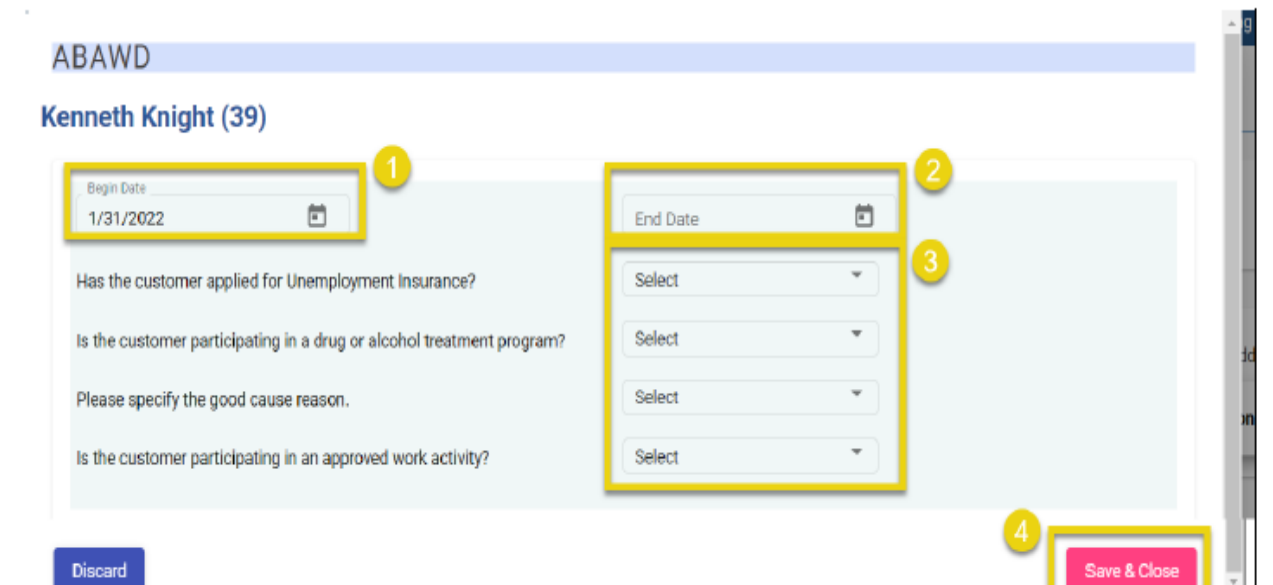
Additional Information

IRN: 461011423  
 Facility:  
 Interpreter: No  
 Penalty Period:  
 HoH PIN No.: 123707378

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

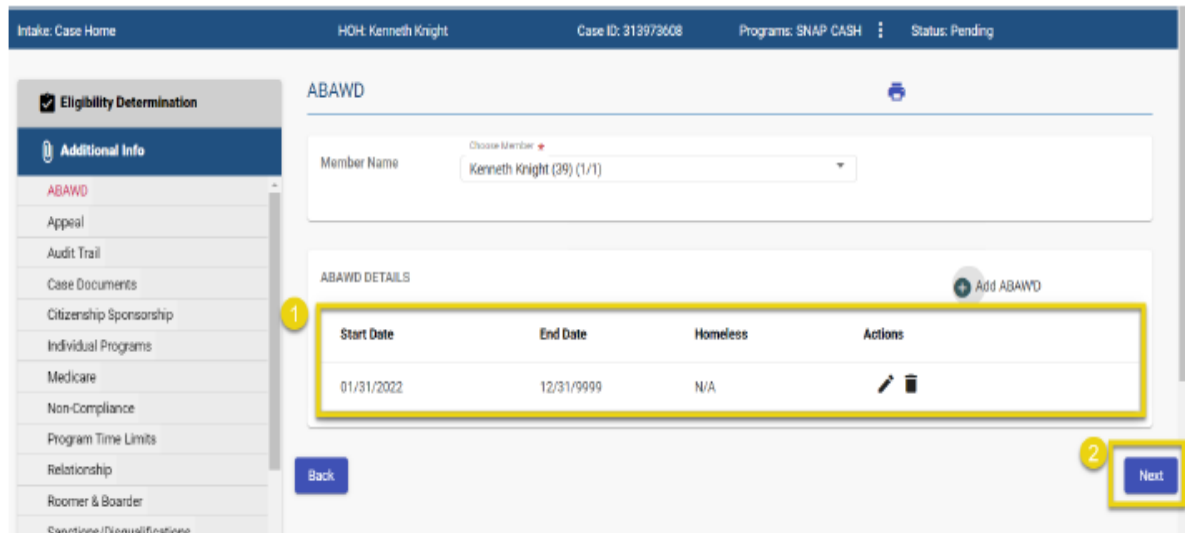




- The **ABAWD** entry window will display. *Enter the Begin Date (1) and End Date (2)* if applicable, then *select the ABAWD answers (3)* from their respective dropdown lists. Once complete, *click the Save & Close (4)* button.





5. You will be redirected to the **ABAWD** screen. The **ABAWD Details (1)** section will now display the entered ABAWD information. *Click the Next (2)* button to continue.



| Start Date | End Date   | Homeless | Actions   |
|------------|------------|----------|---|
| 01/31/2022 | 12/31/9999 | N/A      |   |

### ABAWD Warning Notices

The E&E System will track the 3 countable months of SNAP eligibility and will automatically send an ABAWD Warning Notice at the beginning of each countable month and will send out the 4th ABAWD Closing Notice in the third countable month informing the customer that the SNAP benefits will end if they are not engaged in a work activity or provide a reason for an exception. The E&E System will automatically close ABAWD cases at the end of the third countable month of SNAP eligibility.

### Tracking Work Activities

If an ABAWD is referred to a SNAP E&T vendor listed on the Third-Party Partner Database that is attached to Action Transmittal 22-14, the vendor is responsible for entering the activities into the WORKS System and for communicating the hours and/or non-compliance to the LDSS.

If an ABAWD is performing activities outside of the SNAP E&T programs, the case manager at the LDSS will have to request the 500-B Form (Addendum 3) weekly, to verify the activities. The case manager or SNAP E&T vendor must enter the work activities into WORKS. The customer is responsible for providing the completed 500-B form.

**Note:** System enhancements are being explored to automate WORKS to communicate back to the E&E System the number of activity hours to avoid cases closing or counting months towards the time-limits when an ABAWD may meet an exception.

### **Monitoring ABAWDs**

If the customer has been referred to a SNAP E&T Program, the case manager will need to look into the WORKS System to see if the ABAWD is engaged in a work activity and meeting the ABAWD work requirement. Work activities can be monitored by accessing the SNAP E&T (Qlik) Report to view the overall summary as well as reviewing the individual case details periodically to track program compliance.

The SNAP E&T Report will list active ABAWDs and exempt ABAWDs, along with the ABAWD counter. The report is located in the E&E\_FIA Program Operations stream and refreshes on a monthly basis.

### **Regaining Eligibility**

When a customer has already received his or her countable three months of benefits and is not exempt or meeting the work requirements, the E&E System will automatically close the case. The customer will receive the 3rd ABAWD Notice and then the 4th ABAWD Closing Notice at the end of the third month.

- ABAWD Notices explain how the customer can re-apply to regain eligibility.
- The customer must work or participate in a work activity or volunteer for a non-profit for an average of 20 hours per week for a minimum of 80 hours per month (or 120 hours per month if self-employed) before they regain eligibility.
- As long as the customer continues to meet the requirements, the customer is eligible for continued SNAP benefits.
- If the customer regains eligibility through employment but stops meeting the work requirements again, he or she is eligible for three additional months of consecutive benefits, beginning the next month. This is allowed one (1) time within the 36 month period.

### **Policy Reminders**

Meeting the ABAWD work requirement means:

- Working at least 80 hours per month, averaged to 20 hours per week.
- If self-employed, working at least 120 hours per month, averaged to 30 hours per week.
- Participating in and complying with a Workforce Investment Act program, Trade Adjustment Assistance Act program, or Employment and Training program (other than job search or job search training program) for 20 hours per week.
- Participating in a work experience program governed by the Fair Labor Standards Act (FLSA) requirements.
- Participating in a Workfare program.
- Volunteering at a non-profit organization for a minimum of 20 hours per week.
- Any combination of the above for a total of 20 hours per week.

**Note:** An employed or self-employed person working a minimum of 30 hours weekly or earning weekly wages at least equal to the federal minimum wage multiplied by 30 hours is exempt from the SNAP work provisions. Therefore, the caseworker must calculate if the customer's weekly wage is at least equal to the federal minimum wage times 30 hours. If the customer meets this exception, he or

she meets an exception from the ABAWD work requirements.

Since ABAWDs are eligible for only three countable months of benefits during the new fixed 36-month period (from July 1, 2023 - June 30, 2026), we must identify those months very carefully using the following guidelines:

- Countable months are months during which an ABAWD, who does not qualify for an exception or good cause, receives SNAP benefits for a full benefit month without meeting the work requirement (as described above).
- A prorated month does not count as one of the three countable months of eligibility.
- A countable month can occur at any time during the fixed 36-month period and the months do not need to be consecutive.
- If a customer is ineligible to receive SNAP due to ABAWD rules, XSNAP should also be denied.

**If the customer meets an exception for any portion of the month, the month should not be considered a countable month.**

**ABAWDs who are: 1) not exempt from ABAWD time-limits; 2) are not meeting the work requirements; 3) who have used their three countable months of SNAP eligibility between July 1, 2023 and June 30, 2026, may apply and receive another set of three countable months in the new 36-month period which will begin July 1, 2026 and extend through June 30, 2029.**

**REFERENCE:**

- E&E How-To-Guides
  - Enter ABAWD in E&E
  - WORKS1 - Capture Employment and Training
- Action Transmittal 22-14
- SNAP Manual Section 106 ABAWDs
- SNAP Manual Section 130 Work Requirements
- United States Department of Agriculture, Food and Nutrition Service, Guidance to State Directors dated June 30, 2023, "Implementing SNAP Provisions in the Fiscal Responsibility Act of 2023."

**Payment Accuracy**

Local departments must confirm that SNAP applicants have not used their three countable months in another state or another jurisdiction within Maryland. Issuing benefits to ABAWDs who are not in compliance with ABAWD requirements, and who have used their three countable months in another state or jurisdiction during the new 36-month period will result in an agency error.

**INQUIRIES:**

Please direct policy questions to FIA Policy by completing the [FIA Policy Information Request Form](#) found on Knowledge Base or via email at [fia.policy@maryland.gov](mailto:fia.policy@maryland.gov) for Montgomery County only. For systems questions, please email [fia.bsdm@maryland.gov](mailto:fia.bsdm@maryland.gov).

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

### ABAWD Exceptions Checklist

- Resides in a home with a child under 18 years of age
  - If the child turns 18 during the certification period, the case manager should create an alert as a reminder.
  - The child and the parents may be subject to ABAWD rules.
- Under 18 years old
- Over 49 years old
- Over 50 years old, \*effective September 2023
- Over 52 years old, \*effective October 2023
- Over 54 years old, \*effective October 2024
- Disability (Long term OR Short term) - verification not required if condition is obvious
  - Utilize Verification of Activity Form 500-A
- Receiving any Disability payment
  - What kind? Be sure to add the income in E&E.
- Caring for a disabled person in the home
- Applied for or Receiving Unemployment
- Pregnancy (verify only if questionable)
  - The number of weeks or trimester does not matter
- Participating in alcohol or drug treatment
  - There is no required number of hours.

#### **Effective September 2023 Include**

- Homeless
  - An individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:
    - 1) A supervised shelter designed to provide temporary accommodations (such as a welfare hotel or congregate shelter);
    - 2) (2) A halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized.
    - 3) (3) A temporary accommodation for not more than 90 days in the residence of another individual; or
    - 4) (4) A place not designed for, or ordinarily used, as a regular sleeping accommodation for human beings (a hallway, a bus station, a lobby, or similar places)
- Veteran
  - Full-time or Reserves
  - Disability rating and financial compensation do not matter
- Former foster care individuals up to 24 years of age
  - This includes any individual who was in a foster care program run by the State, District, Territory, or Indian Tribal Organization as of their 18th birthday or later and who is under 25 years of age.

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

**To verify disability/unable to work or participate in a work activity:**

Section 1 must be completed/signed by the Customer.

Section 2 must be completed/signed by the Health Care Provider.

**SECTION 1 – Customer:**

I am unable to work or participate in work activity because I have a physical or mental disability.

I am pregnant.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| SECTION 2 – Health Care Provider:   |                             |                           |
|---|-----------------------------|---------------------------|
| (Please print all the below)  |                             |                           |
| <b>Name of Provider:</b>  |                             |                           |
| <b>Medical Group:</b>   |                             |                           |
| <b>Street Address/Suite:</b>  |                             |                           |
| <b>City, State, Zip:</b>  |                             |                           |
| <b>Provider's phone number:</b>   |                             |                           |
| <b>Provider's MD. License#:</b>   |                             |                           |
| <b>The named individual is <u>unable to work or participate</u> in a work activity until:</b><br>(must indicate begin and end date – please do not use forever, indefinite, unknown for end date) | <b>Begin date:</b><br>_____ | <b>End date:</b><br>_____ |

My signature verifies the person named above is unable to work or participate in a work activity for the period of time reported due to a disability.

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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This form may be signed by any certified and licensed health care provider certified and licensed in Maryland providing health care to the named individual above. Acceptable non-physician health care providers include, but are not limited to: Licensed Clinical Social Workers (LCSW), midwives, Registered Nurse Practitioners (RNP), therapists, and acupuncturists.

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Return to:

Attn: \_\_\_\_\_

Fax: \_\_\_\_\_

**To verify participation in an activity, this form must be completed/signed by both the Participant and Supervisor and can be used for combined activity reporting.**

I take part in the activity or activities listed below.

**Participant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|   |   |                   |           |               |      |  |  |  |
|---|---|-------------------|-----------|---------------|------|--|--|--|
| <b>1</b>  | <b>To be completed by the Participant:</b> (complete for each volunteer, education, job readiness or work activity) |                   |           |               |      |  |  |  |
|   | Activity Type: (check one)  | Volunteer         | Education | Job Readiness | Work |  |  |  |
|   | Name of organization:   | Street Address:   |           |               |      |  |  |  |
|   |   | City, State, Zip: |           |               |      |  |  |  |
|   | Supervisor's name:  |                   |           |               |      |  |  |  |
|   | Supervisor's phone number:  |                   |           |               |      |  |  |  |
| <b>To be completed by the Supervisor:</b>   |   |                   |           |               |      |  |  |  |
| What are the individual's participation hours per week? (example: 8:00 a.m. to 1:00 p.m./3 days per week) |   |                   |           |               |      |  |  |  |

|  |                |
|--|----------------|
| Hours:   | days per week: |
| <p><b>My signature verifies that the information I have provided is true/correct and the individual named above currently participates for the reported number of hours/days per week.</b></p> |                |
| <p><b>Supervisor's Signature:</b> _____ <b>Date:</b> _____</p>   |                |

|  |   |           |  |                |  |               |  |      |
|--|---|-----------|--|----------------|--|---------------|--|------|
| <b>2</b>   | <b>To be completed by the Participant:</b> (complete for each volunteer, education, job readiness or work activity) |           |  |                |  |               |  |      |
| Activity Type: (check one)   |   | Volunteer |  | Education      |  | Job Readiness |  | Work |
| Name of organization:  | Street Address:   |           |  |                |  |               |  |      |
|  | City, State, Zip:   |           |  |                |  |               |  |      |
| Supervisor's name:   |   |           |  |                |  |               |  |      |
| Supervisor's phone number:   |   |           |  |                |  |               |  |      |
| <b>To be completed by the Supervisor:</b>  |   |           |  |                |  |               |  |      |
| What are the individual's participation hours per week? (example: 8:00 a.m. to 1:00 p.m./3 days per week)  |   |           |  |                |  |               |  |      |
| Hours per:   |   |           |  | days per week: |  |               |  |      |
| <p><b>My signature verifies that the information I have provided is true/correct and the individual named above currently participates for the reported number of hours/days per week.</b></p> |   |           |  |                |  |               |  |      |
| <p><b>Supervisor's Signature:</b> _____ <b>Date:</b> _____</p>   |   |           |  |                |  |               |  |      |



## AT A GLANCE

# SNAP WORK RULES

## What are the SNAP Work Rules?

The Supplemental Nutrition Assistance Program (SNAP) has two sets of work rules you may need to follow to receive SNAP benefits: the General Work Requirements and the Able-Bodied Adult Without Dependents (ABAWD) Work Requirement/Time Limit Rules. You do not have to follow any of the work rules if you meet an exemption or exception. (see page 2).

### General Work Requirements

These rules apply no matter where you live in the State.

- Register for work (most SNAP offices do this automatically for you).
- Accept a job if offered.
- If you have a job where you work 30 hours or more a week, do not voluntarily quit your job or reduce your weekly hours below 30.
- Participate in an Employment and Training or workfare program if assigned by your SNAP office.
- Tell your SNAP office about your job or availability to work if they ask.

### ABAWD Work Requirement/Time Limit Rules

These rules only apply if you live in a location where they are in effect.

If you must follow the ABAWD Work Requirement/Time Limit Rules, you must follow the General Work Requirements (see left) and one of the following to receive more than 3 months of SNAP benefits in a 3-year period:

- Spend at least 80 hours each month doing one or more of the following activities: working, participating in a work program, or volunteering.
- or
- Participate in workfare for the number of hours your SNAP office assigned to you each month.

## What happens if I do not follow the SNAP Work Rules?

You **may lose your SNAP benefits** if you do not follow these work rules and you do not have a good reason.

### General Work Requirements<sup>1</sup>

Contact your SNAP office if you think you have a good reason for not following the General Work Requirement Rules. Good reasons include issues you can't control, such as getting sick, not having childcare for a child younger than age 12, or work conditions that are unreasonable. These are some examples of good reasons but not all of them.

<sup>1</sup>7 CFR § 273.7(i) Good cause

### ABAWD Work Requirement and Time Limit Rules<sup>2</sup>

Your SNAP office will count each full month that you receive SNAP benefits but do not follow the ABAWD Work Requirement and Time Limit Rules without a good reason. Once the office has counted 3 full months, you may lose your benefits for the rest of your 3-year period. You may be able to regain eligibility through meeting the ABAWD work requirement or meeting an ABAWD exception.

Contact your SNAP office if you think you have a good reason for not following the ABAWD Work Requirement and Time Limit Rules in any month. Good reasons include issues you can't control, such as getting sick or not having transportation. These are some examples of good reasons, but there are others, too.

<sup>2</sup>7 CFR § 273.24(b) General Rule, 7 CFR § 273.24(b)(2) Good cause, 7 CFR § 273.24(d) Regaining eligibility

AT A GLANCE

# SNAP WORK RULES

## Does everyone need to follow the SNAP Work Rules?

No, only certain people do. You **may not** have to follow these rules if you meet the following:

### General Work Requirement Exemptions

You do not have to meet the **General Work Requirement Rules** and the **ABAWD Work Requirement** and **Time Limit Rules** if you are:



Younger than 16, or age 60 or older



Facing physical or mental barriers to work (determined by your SNAP office)



Responsible for the care of a child under age 6 or a person who needs help caring for themselves



Going to school, college, or training program at least half time



Receiving unemployment benefits or applied for unemployment benefits



Meeting the work rules for Temporary Assistance for Needy Families (TANF)



Working 30 hours or more a week or earning at least \$217.50 a week



Participating in a drug addiction or alcohol treatment and rehabilitation program

### ABAWD Work Requirement/Time Limit Exemptions

You do not have to meet the **ABAWD Work/Time Limit Rules** if you are:



Younger than age 18, or age 53 or older



A veteran



Experiencing homelessness



Living with someone under 18 in your SNAP household



Exempt from the General Work Requirement Rules (see left)



Pregnant



Experiencing physical or mental barriers to work (may need to be certified by a medical professional)



Age 24 or younger and in foster care when you were age 18

# SNAP Work Rules Screening Checklists

SNAP State agencies must establish procedures to screen for and apply the general work requirements and able-bodied adult without dependents (ABAWD) work requirement and time limit. This resource can help you determine if someone meets an exemption or exception or must meet work requirements.

## General Work Requirements Exemptions ([7 CFR § 273.7\(b\)](#))

An individual who does not meet an exemption must comply with the general work requirements.

- The individual is exempt from the general work requirements if they are any of the following:**
- Younger than age 16, or age 60 or older
- Responsible for the care of a child under age 6 or a person who needs help caring for themselves
- Working 30 hours or more a week or earning at least \$217.50 a week
- Receiving or have applied for unemployment benefits
- Experiencing physical or mental barriers to work (as defined by the State Agency)  
*Remember to discuss this exemption thoroughly and comprehensively with the household*
- Going to school, college, or training program at least half time
- Meeting the work rules for Temporary Assistance for Needy Families (TANF)
- Participating in a drug addiction or alcohol treatment and rehabilitation program

### Screening Tips

#### Avoid Over-Burdening Clients

Use information from the application, case file, and data matches to see if a client meets an exemption.

#### Listen to the Client

Follow interview best practices: prepare for the discussion with well-thought-out questions and actively listen. Learn more: [State SNAP Interview Toolkit](#).

## ABAWD Work Requirement/Time Limit Exceptions ([Fiscal Responsibility Act of 2023](#) and [7 CFR § 273.24\(c\)](#))

If the State agency determines a SNAP household is subject to the general work requirements, it must then determine if the individual is also subject to the ABAWD work requirement/time limit or if they meet an exception. Individuals that are subject to the ABAWD work requirement/time limit must either work (including volunteering and in-kind work) or participate in a work program, or any combination, for 80 hours a month, or participate in workfare for the number of hours assigned each month.

- The individual is exempt from the ABAWD work requirement if they are any of the following:**
- Exempt from the general work requirements (see checklist above)
- Living in an area where the ABAWD time limits are waived
- Under 18 years old or older than the age limit for the Federal fiscal year\*
- Living with someone under 18 in their SNAP household
- Experiencing homelessness
- A veteran
- Age 24 or younger and in foster care when they were age 18
- Receiving temporary or permanent disability benefits
- Experiencing physical or mental barriers to work (barrier may be observable)  
*Remember to discuss this exemption thoroughly and comprehensively with the household*
- Pregnant

### Screening Tips

#### ABAWDs Facing Physical/Mental Barriers

##### Screen for indicators of barriers.

- Periodic unemployment
- Needs medical or mental health care
- Recent hospitalization or injury

##### Ask follow-up questions.

- Identify if lack of employment is due to physical or mental conditions

**Consider collateral contacts if barrier is not obvious.**

### \*ABAWD Age-Based Exception Chart

|                               |                               |
|-------------------------------|-------------------------------|
| October 2023 – September 2024 | October 2024 – September 2030 |
| Age 53 or older               | Age 55 or older               |

# SNAP Work Rules Screening Flow

