Maintaining SNAP Benefits and Recertification

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LDSS-3151 Change Report Form

25-INF-05 ABAWD Medical Statement

25-ADM-03 ABAWD Qualifying Work Programs

Pub-5050 You are an ABAWD. Now What?

Pub-5012 Keep Your SNAP Benefits Fact Sheet

Maintaining SNAP Benefits and Recertification

General SNAP Work Rules

EMPLOYMENT AND TRAINING REQUIREMENTS NYS TEMPORARY ASSISTANCE AND SNAP EMPLOYMENT MANUAL

GIS 12 TA/DC035

19-ADM-02

20 TA/DC105

20-ADM-15

21 TA/DC014

21-ADM-05

22-ADM-01

22-ADM 08

23-ADM-09

25-LCM-14

Helpful resource at the back of this section:

LDSS-5193 Important Information About SNAP Work Rules

SNAP requires certain participants to meet work requirements to keep their benefits, unless they qualify for an exemption. There are three categories of SNAP work requirements: General SNAP Work Rules (including "Voluntary Quit"), Employment and Training (E&T), and Able-Bodied Adults Without Dependents (ABAWD).

SNAP participants who are subject to SNAP General Work Rules are required to:

- Accept any job offer received unless there is a good reason not to.
- Not quit their job, if they have one, or work fewer than 30 hours a week without having a good reason. See *Voluntary Quit* section for details.
- Tell the SNAP office about their job and how many hours they are working.
- Participate in SNAP E&T work activities, if assigned by the SNAP office or district. ***Note: SNAP offices are not currently assigning E&T activities.***

Exemptions from General SNAP Work Rules

SNAP participants are **not** required to follow SNAP general work rules if they are:

- Under age 16 or age 60 and over
  - Although they are exempt from general work rules, individuals aged 60 to 64 must comply with the ABAWD time limit rule or document an exemption.
- Age 16 or 17 and not the head of the household
- Attending high school, training, or college at least half-time
  - College students between the ages of 18 and 49 must meet the student eligibility criteria listed in the *Eligibility Rules* section to receive SNAP.
- Working at least 30 hours a week or earning $217.50 or more per week
- Meeting TANF work requirements
- Receiving or applying for unemployment benefits
- Participating in a drug or alcohol treatment program
- Taking care of a child under six
- Taking care of an incapacitated person
- An SSI applicant/recipient (see 26-INF-03 pages 5-6)
- Physically or mentally unable to work (less documentation is required than for a disability; doctor or other health care provider certification is sufficient)

General SNAP Work Rules, cont.

SNAP offices are required to provide a written notice (LDSS-5193) informing SNAP households about work requirements. If anyone in the household meets any of the above exemptions, they should contact their SNAP office and provide the necessary information and documentation.

If a SNAP household member is exempt from SNAP general work rules, they are also exempt from voluntary quit and ABAWD rules, with the exception of people aged 60 to 64, who are exempt from the general work rules but must meet the ABAWD time limit rule unless they qualify for an exemption.

Good Cause Under General Work Rules

SNAP applicants/recipients may have a "good cause" reason for not following the general work rules. These reasons are usually outside the individual's control.

Good Cause can include, but is not limited to:

- Being sick/injured
- Facing a household emergency
- Not having childcare for children younger than 12
- Working in unreasonable conditions
- Transportation issues

If a SNAP applicant/recipient thinks they have a "good cause" reason for not following the general work rules, they must let the SNAP office know right away and provide proof of the reason. For example, the district might request a statement from the person's doctor or documents showing that the individual has good cause for not following the rule or needs to be excused.

NYS TEMPORARY ASSISTANCE AND SNAP EMPLOYMENT MANUAL, SECTION 13

18-ADM-08

Voluntary Quit

The voluntary quit rule was instituted to prevent people from deliberately reducing their income to get SNAP benefits. The rule disqualifies such people from receiving SNAP benefits for a specified length of time, called a sanction period. This rule often comes into play when someone quits their job for some other reason, such as a decision to relocate, and immediately applies for SNAP.

SNAP offices may ask questions about the reasons for leaving a job during the application process. In these cases, the applicant must show a valid reason for leaving a job to prove good cause and avoid a voluntary quit sanction.

Applicants who were fired for any reason are never assumed to have left their jobs to obtain SNAP benefits. The NYS Temporary Assistance and SNAP Employment Policy Manual states that "provoked discharge" termination situations, in which employees cause themselves to be fired, are not subject to a voluntary quit disqualification.

Those without a valid reason for quitting their job will likely be subject to a voluntary quit sanction.

General SNAP Work Rules, cont.

Exemptions from Voluntary Quit Sanctions

Individuals in the following situations are exempt from voluntary quit sanctions:

- Exempt from the work rules at the time of job quit
- Laid off or fired for any reason
- Worked less than 30 hours/week before quitting, unless the person earned more than $217.50/week gross
- Worked less than 30 hours/week prior to reducing their hours
- Reduced work hours below 30 hours/week, but still earns at least $217.50/week gross
- Had been self-employed
- Resigned at the employer's demand

See the NYS OTDA Employment Policy Manual for specific rules and policies: otda.ny.gov/resources/employment-manual/

Who Can be Sanctioned for a Voluntary Quit

Anyone who is:

- Working 30 or more hours/week ***or*** earning at least $217.50/week who quits a job without good cause, or
- Working 30 or more hours/week who voluntarily reduces their work hours without good cause, if the person's earnings fall below $217.50/week

Voluntary quit sanctions begin at the SNAP application date. The look-back period for voluntary quit extends to 30 days before the application.

- For the first instance, ineligibility applies for a period of at least 30 days
- For the second instance, ineligibility applies for a period of at least 90 days
- For the third and all additional instances, ineligibility applies for a period of at least 180 days.

See 18-ADM-08 for more information on voluntary quit sanction time frames.

Employment and Training (E&T)

EMPLOYMENT AND TRAINING REQUIREMENTS NYS TEMPORARY ASSISTANCE AND SNAP EMPLOYMENT MANUAL

22-ADM-01

25-LCM-14

The SNAP E&T program helps SNAP households gain skills, training, or work experience that will increase their ability to enter or move ahead in the workforce. Currently, SNAP offices in New York are not assigning E&T activities to SNAP participants who are required to follow general work rules. If a SNAP office reaches out concerning a work activity, the SNAP participant should immediately respond to the SNAP office listed on their notice.

Employment & Training, cont.

The following activities and services are available on a **voluntary** basis to adults receiving SNAP:

- Financial literacy or personal finance instruction, including career advice, credit counseling, using savings/checking accounts, and cash management techniques
- Job skills training and educational work activities directly related to employment and training
- Job readiness classes
- Subsidized employment and apprenticeships, including internships, customized training, transitional jobs, and on-the-job training, as defined under the Workforce Innovation and Opportunity Act
- Educational and or vocational training programs, including but not limited to a two-year post-secondary degree program
- Vocational education

23-ADM-09

Post-Secondary Education as an E&T Activity

Post-secondary education: any formal learning that takes place after high school or earning a High School Equivalency (HSE). It can include a variety of options, such as colleges, universities, trade schools, vocational schools, and continuing education programs.

The New York State 2023-24 Enacted State Budget included an amendment of social services law to require SNAP offices to approve participation in an educational and/or vocational training program, which includes, but is not limited to, a two-year post-secondary education program as a work activity under E&T rules for both SNAP and TANF participants.

Previously, SNAP offices were authorized to approve employment plans for those seeking to participate in educational and/or vocational training programs. Under the new law, the SNAP office **must approve** such plans for those seeking to participate in educational and/or vocational training programs. Additionally, the educational and/or vocational program must be necessary for the participant to:

- Obtain their individual employment goal, and
- Achieve a degree or certificate in sustained employment.

Educational and/or vocational training programs under this provision include, but are not limited to:

- Post-secondary credential-bearing programs up to a four-year degree.
- Post-secondary educational providers, including:
  - Community colleges
  - Public and private colleges
  - Business, technical, trade, or vocational schools

Employment & Training, cont.

Implementing Post Secondary and/or Vocational Placements

SNAP offices are now encouraged to provide information about, recommend participation in, and make referrals to appropriate and available educational and/or vocational training programs.

SNAP offices must be aware of which education providers offer services in their county and provide information to participants about scholarships, tuition support, and academic advising services for low-income students, adult learners, or workforce development. This includes referrals to:

- One-stop career centers
- On-campus advising services
- Workforce development services

E&T Requirements for SNAP Offices

Under SNAP E&T rules, each district is required to:

1. Coordinate their SNAP E&T components and services with available community resources, including job training and related employment services available through the local WIOA partners.
2. Coordinate with NYS Career Center System partners to align and improve access to local employment, training, and supportive services, thus ensuring SNAP recipients benefit from the Career Center System's full array of services.
3. Inform SNAP applicants and recipients about work requirements and available employment and training services.

Advising Households of Available E&T Services

At recertification, SNAP offices must advise adult SNAP recipients in households without elderly or disabled members and with no earned income of the availability of employment and training services within the district or region. This is not limited to SNAP E&T and should include E&T opportunities provided by:

- Local career centers
- Community-based organizations
- Local education providers

SNAP offices must, at a minimum, provide a list of available employment and training services electronically or in print.

Able-Bodied Adults Without Dependents (ABAWD)

NYS TEMPORARY ASSISTANCE AND SNAP EMPLOYMENT POLICY MANUAL, SECTION 3
GIS 16 TA/DC044
GIS 18 TA/DC020
20-INF-07
21-ADM-05
25DC055
25-ADM-03-P
25-INF-05
25-INF-08
25-LCM-14
26-ADM-02
26DC037
26-INF-03
26-ADM-06

The federal Able-Bodied Adults Without Dependents (ABAWD) time limit rule limits how long some adults can receive SNAP benefits if they are not working. Under this rule, unemployed, non-disabled adults ages 18 to 64 living in households without a child under age 14 can only receive SNAP benefits for a total of three full months in a 36-month period unless they live in an area with a waiver, meet an exemption, are granted an exclusion, or meet work requirements.

The current 36-month period began on October 1, 2026, and ends on September 30, 2029. NYS uses a "fixed statewide clock," meaning the 36-month period has the same start and end dates across all counties. See the *ABAWD Time Clock Reset section* below and 26-ADM-06 for more details.

Congress Made Changes to the ABAWD Rules

Passed as part of H.R.1, these changes:

- Limit waivers that allow states to waive work-reporting requirements in areas with insufficient jobs, restricting them to areas with an unemployment rate of over 10%.
- End exemptions for veterans, people experiencing homelessness, and youth aging out of foster care.
- Expand ABAWD time limits to new populations, including seniors ages 55 to 64, and parents with children ages 14 and older.

26DC012

Waived Areas in NYS

USDA approved NYS's request to waive two Reservations within the state.

Helpful online resources:

OTDA SNAP WORK RULES: otda.ny.gov/abawd

HUNGER SOLUTIONS NEW YORK ABAWD PAGE: HungerSolutionsNY.org/abawd

The waiver runs from March 1, 2026, through February 28, 2027. During this period, the ABAWD rule does **not** apply to individuals who reside in the following areas:

- Tuscarora Nation Reservation in Niagara County/Buffalo area
  - The Tuscarora Nation Reservation is primarily served by the 14092 (Lewiston/Stella Niagara) and 14132 (Sanborn) ZIP codes.
- Poospatuck (State) Reservation in Suffolk County
  - The Poospatuck Reservation is in Mastic, New York, and is primarily associated with the ZIP code 11950.

25-ADM-03-P
25-INF-05
25-INF-08
26-INF-03

Exemptions from the ABAWD Rule

Individuals who are exempt from the general SNAP work rules (except for those ages 60-64—see full list in *General SNAP Work Rules*), live in a waived area, or are granted an exclusion from the SNAP office do not have to follow the ABAWD rule.

ABAWD, cont.

Exemptions from the ABAWD rule include:

- Younger than age 18, or age 65 or older
- Household includes a child younger than 14 years old
- Pregnant
- Medically certified as physically or mentally unfit for employment for one of the following reasons:
  - Receives disability benefits from a public or private source (Veteran Affairs or NYS disability benefits)
  - Unable to work 80 hours a month due to physical or mental health reasons
  - Obviously mentally or physically unfit for employment
- An Indian, Urban Indian, California Indian, or other Indian eligible for the Indian Health Services

Visit otda.ny.gov/abawd for an ABAWD medical statement template.

Visit HungerSolutionsNY.org/abawd for a checklist that provides more information on each of the above exemptions.

25-ADM-03-P
25-INF-08
25-LCM-14
26-ADM-02
26-INF-03

Screening for Exemptions

SNAP offices must screen adults applying for or participating in SNAP for exemptions from the general work rules and the ABAWD time limit, in accordance with federal law. SNAP offices do not need to screen every adult in the household individually. A screening only needs to be completed by one adult household member or the household's authorized representative for all adult members.

OTDA mandated the use of a tool, the LDSS-5062A, to screen SNAP applicants and recipients at application, recertification, and when changes are reported, if applicable. In NYC, the screening is automated and integrated into HRA's online system.

To strengthen the screening process at SNAP offices outside of NYC, OTDA developed a list of questions to help assess whether a person may be exempt from the ABAWD work rules under the "obviously mentally or physically unfit for employment" exemption. This exemption includes a broad range of circumstances that limit an individual's ability to work beyond mental or physical unwellness, such as housing instability, language barriers, or difficulty accessing public transit.

The questions are outlined in 26-ADM-02 and are included in the LDSS-5062A.

26-INF-03

Changes During a Certification Period and Screening

SNAP offices have limited authority to require information from a household during the certification period. Although households can report/verify information voluntarily, the SNAP office must review each case before assigning an ABAWD status to an individual.

ABAWD, cont.

Changes reported during a periodic report:

- If the periodic report indicates that an individual may no longer qualify for an ABAWD exemption, the SNAP office must attempt to re-screen the individual.
- If the SNAP office is unable to reach an individual during the certification period, a screening must be completed at the next required contact (for example, recertification). If a SNAP office attempts to screen an individual and is not successful, it must not assign countable months until a screening is conducted.
- If an individual reports a change that would result in a loss of exempt status due to changes in circumstances that are *not* subject to the reporting rules, the individual must be re-screened for ABAWD exemptions at the next recertification.

Changes reported during the certification period that may result in an exemption:

- Once the SNAP office receives information that an individual may be exempt and determines it is not questionable, it must promptly apply the exemption.
- If the information is questionable, the SNAP office must promptly request verification.
- Once the exemption is verified, the SNAP office must apply the exemption to the individual's case and may not assign additional countable months while the exemption is in effect.

Examples:

- Household reports pregnancy during the certification period, and the information is clear; the SNAP office must exempt the individual from the ABAWD time limit in the month the change was reported.
- SNAP office becomes aware that an individual has turned 56 years old, and therefore no longer qualifies for an age exemption under the ABAWD time limit rule based on changes from H.R.1, the district may not apply the ABAWD time limit rule or assign countable months to the individual until they are screened at the next recertification or periodic report.

For more information on screening, see 25-ADM-03-P Able-Bodied Adult Without Dependents (ABAWD) Time Limit Policy Update and Guidance, pages 4–6, and 26-INF-03, pages 1-4.

26-INF-03

Changes During a Recertification and Screening

When a household reports a change in circumstances at the recertification interview, that results in an individual becoming subject to the ABAWD work rules:

- The SNAP office should screen the individual for additional exemptions from the work rules during the recertification interview.
- If they do not qualify for any exemptions, the individual will be subject to the work rules beginning in the month after the change is reported.

Example: A SNAP household completes a recertification interview on April 12 for a June 1 recertification and reports that the only child on the SNAP case is moving out of the household at the end of April, resulting in the adult having to comply with the ABAWD rule. This individual would then be subject to the work rules on May 1.

ABAWD, cont.

Verification of Exemptions from the ABAWD Time Limit

26-INF-03

Individuals who meet an exemption from the ABAWD time limit should tell their SNAP office right away. SNAP offices must accept an individual's self-attestation that they or another household member meets an exemption from the ABAWD rule, unless the information is questionable.

For questionable information, the SNAP offices must review each case individually and use all available information, including data from other public assistance programs, before requiring proof to qualify for an ABAWD exemption. Recipients have at least 10 days to provide verification, if needed.

For more information on acceptable verification for exemptions, visit HungerSolutionsNY.org/abawd for our ABAWD Time Limit Checklist.

Meeting the ABAWD Work Requirement

25-ADM-03-P
25-INF-05
26-DC-037
26-INF-03

To meet the ABAWD work requirements, an individual must do one of the following. *Note:* The 80-hour-a-month work requirement allows flexibility in the number of hours worked per week. Individuals can have hours equaling less or more than 20 hours in a week, as long as the result equals 80 hours a month. This is true for all types of work activities.

- **Paid or unpaid work for at least 80 hours a month** (20 hours/week), including:
  - Having a job for at least 20 hours a week, or earning at least $217.50 per week, even if working fewer than 20 hours.
  - Doing in-kind work by exchanging services for something other than money. Example: cleaning apartments in exchange for a reduction in monthly rent. See 26-DC-037 for more information on in-kind work.
- **Job skills for 80 hours a month** (20 hours a week), including:
  - Job searches, resume writing, or other training approved by the SNAP office. Some activities can be done online at the NYSDOL Job Zone website.
  - Job skills training programs and/or educational activities, including college courses, certifications, or credentialed programs that help prepare people for work, including English language instruction.
- **Volunteer or Comply with a Work Experience Program**
  - Volunteer with a community service program.
    - Individuals may self-initiate a volunteer placement in a community service program.
    - Volunteer placements should be at community service program sites serving a useful community purpose in the field of health, social service, environmental protection, education, urban and rural development, recreation, public facilities, public safety, childcare, and other fields.
  - For volunteering, the number of hours needed to fulfill the work requirement is the SNAP benefit divided by the minimum wage.
    - Example: Mary receives $298 in SNAP benefits. Where Mary lives, the state minimum wage is $17.00/hour; Mary must complete 17 hours of community service or volunteer work each month. 298 ÷ 17 = 17 hours (Number of hours needed are rounded down to the nearest whole hour.)
  - Comply with a Work Experience Program (WEP) assignment.

ABAWD, cont.

SNAP applicants/participants who must follow the ABAWD rule should contact their SNAP office immediately if they are currently doing any of these activities.

For more information on meeting work requirements, see 25-ADM-03-P Able-Bodied Adult Without Dependents Time Limit Policy Update and Guidance, pages 12–14, Attachment 2 ABAWD Qualifying Work Programs Chart, and 25-INF-05, introducing work activity documents and forms for SNAP offices, CBOs, and individuals to use.

25-ADM-03-P

Good Cause Under the ABAWD Rule

Earlier in this section, we reviewed good cause under SNAP's general work rules. The same concepts apply here.

If a SNAP applicant/recipient has a "good cause" reason for not following the ABAWD work requirements, they must tell the SNAP office right away and may need to provide proof.

Under the ABAWD work requirements, good cause must be determined on a case-by-case basis. The month in which good cause is applied does not count toward the 3-month time limit, even though the individual did not meet the monthly 80-hour work requirement.

Requirement to Offer and Provide an ABAWD Qualifying Activity

SNAP offices must help SNAP applicants/participants identified as ABAWDs who are not engaged in work, training, or volunteering. This includes offering a slot in a qualifying ABAWD work activity at certification, recertification, and at any time during the certification period when an individual's ABAWD status changes and they become subject to the rule.

SNAP offices must issue the LDSS-5127 ABAWD Work Activity Letter or a locally developed equivalent approved by OTDA. This notice provides those determined to be an ABAWD with a scheduled appointment to meet with an employment provider who will offer opportunities to engage in a qualifying work activity assignment. This may be in a group or individual setting, and may occur via telephone or through a virtual format. If an individual requests an in-person or phone appointment instead of a virtual meeting, the district must accommodate the request.

By attending the appointment, an individual can:

- Explore local jobs that offer better pay
- Find out about opportunities to learn new skills
- Get help finding work

Following through with the work activity letter is not mandatory, and failure to attend the appointment will not result in any negative action.

ABAWD, cont.

GIS 18 TA/DC020

25-ADM-03-P

Countable Months

SNAP offices must track the monthly work activities of adults who are required to comply with the ABAWD work rules.

Countable Month: a calendar month in which an adult found to be an ABAWD does not complete 80 hours of work. Each month in which the adult does not comply is counted toward the 3-month time limit.

A month is not considered countable under the following conditions:

- A month in which the household did not receive SNAP benefits for the full month, including the month of application (unless the SNAP application was filed on the first of the month)
- A month in which the individual is exempted from the ABAWD work requirements for the entire month or any part of a month
- A month in which an individual is granted an exclusion from the work rules by the SNAP office
- A month where there is a provider determination (individual is not a good fit for a work activity)
- A month in which the individual has good cause for temporarily missing work or work assignment hours, and in which the individual keeps their job and intends to return to the ABAWD qualifying work activity

When determining countable months during the 36-month period, SNAP offices must verify whether or not the individual has received SNAP benefits in another county in New York or in any other state.

Upon applying for SNAP benefits, if there is proof that the individual has received SNAP in another state, the SNAP office must verify the number of countable months applied to the individual and document them in the case file. If an adult receives a countable month(s) in another state (during New York's 36-month period), the month(s) will be counted toward their three-month limit in New York.

25-ADM-03-P

ABAWD Exclusions

Federal law requires that each state be granted individual exemptions equal to a percentage of its annual SNAP caseload, subject to the ABAWD time limit. While these individual exemptions are called discretionary exemptions at the federal level, they are called ABAWD exclusions in New York.

OTDA is responsible for distributing the ABAWD exclusions granted to New York to all counties without an ABAWD waiver at the start of each federal fiscal year, which begins on October 1.

An ABAWD exclusion allows the SNAP office to exclude an individual from the ABAWD work requirements for one calendar month. The SNAP office can also exclude a portion of its non-exempted ABAWD population from the ABAWD work requirements as long as it has enough exclusions available. The total number of exclusions used by a county can not exceed the number granted by OTDA each year.

ABAWD, cont.

All counties must have a developed exclusion policy and criteria for granting ABAWD exclusions to individuals. The criteria selected by the county must be applied equally across the ABAWD caseload and must not exceed the limited number of exclusions granted for the year. The SNAP office can limit the number of months an individual is eligible for under the exclusion policy, but that limit must be uniformly enforced. It is recommended that SNAP offices base their exclusion policies on the unique characteristics of their ABAWD caseload.

To guide SNAP offices in developing effective local exclusion policies to maximize use, OTDA provides a recommended statewide exclusion criterion, as outlined below. The recommended statewide exclusion criteria include:

- Special circumstances
  - Lack of a high school diploma or GED;
  - Limited English proficiency;
  - Ongoing transportation barriers;
  - Current or past involvement in the justice system.
- Making an effort to comply with the work requirements
  - This exclusion is granted to anyone who makes an effort to meet the work requirements but falls short of the required hours. For example, someone working 10–14 hours per week might be granted an exclusion.
- Age Exclusion
  - If an adult subject to the time limit is close to no longer being considered an ABAWD (due to age), they may be granted an exclusion. For example, an individual may be excluded during the month(s) before their 65th birthday.

25-ADM-03-P
25-LCM-14
26-INF-03

Tracking Compliance with the ABAWD Work Requirements

SNAP offices must track individuals who must meet the work requirements every month to confirm they have completed 80 hours of work or work activities, and take timely action when an individual has three countable months.

The SNAP office must send a Notice of Adverse Action (NOAA) when an individual has reached three countable months in the 36-month period (LDSS-5085/LDSS-5085-NYC: Notice of Intent to Change Benefits for Non-Compliance with ABAWD Work Requirements).

The notice must be issued at least 10 days before the end of the third month to inform the household that an individual is now ineligible for SNAP because they did not comply with the ABAWD work requirements. The notice must be sent before the fourth month of SNAP benefits are issued to the individual.

Adults determined to be ABAWDs must follow specific reporting requirements when their work hours fall below 80 hours a month:

- Notify the SNAP office and provide documentation within 10 days after the end of the month in which the change took place.
- Provide a reason why the individual was not able to meet the work requirements, including changes in the individual's circumstances (good cause or newly exempt).

ABAWD, cont.

If the individual takes any of the following actions before the end of their third countable month, the SNAP office may need to reevaluate the individual's eligibility for SNAP and issue benefits for the following month. These actions may include:

- Verifying that the individual meets an exemption
- Providing proof that the individual is meeting the ABAWD work requirements
- Requesting a fair hearing and continuation of benefits (pending the decision)

If the information or necessary documentation is provided after the SNAP case is closed for not following the ABAWD work rules, the individual must reapply for SNAP benefits, unless they meet the requirements for the case to be reactivated (see *Case Reactivation Waiver* later in this section).

25-INF-05
26-INF-03

Resources for Tracking Work Activities

SNAP offices must track an individual's monthly participation in work activities, such as education, training, work experience, or a combination of these. Often, the SNAP office receives this information directly from the activity provider/worksite supervisor, but not always.

OTDA has templates to help track participation in qualifying work activities:

- WIOA Job Search Activity Record
- Education and Training Participation Record
- Volunteer Participation Record

These forms can be found at otda.ny.gov/abawd

25-ADM-03-P

Restoring Eligibility for SNAP Benefits Under ABAWD Rules

An individual subject to the ABAWD time limit who has not fulfilled the work requirements and has used all three of their countable months may restore their SNAP eligibility in several ways. There is no limit on the number of times an individual can regain eligibility under these provisions.

- Applicant Prospective Compliance—Eligibility is restored if the individual who lost SNAP reapplies and verifies that they will meet the ABAWD work requirement within the 30 calendar days following the application.
  - Example: An individual who lost eligibility due to not meeting the ABAWD work requirements has started a new job and is applying for SNAP again. If the individual can verify that they will work enough hours in the 30 days following application to meet the ABAWD work requirements, eligibility will be restored.
- 80 Hours of Participation—Eligibility is restored by participating in one or more ABAWD qualifying activities for at least 80 hours within any consecutive 30-day period since losing SNAP benefits.
  - Example: An individual who lost eligibility nine months ago for not meeting the ABAWD work requirements begins volunteering at a local food pantry for 80 hours per month and reapplies for SNAP. By verifying that they have volunteered for 30 days or more before reapplying, eligibility will be restored.

ABAWD, cont.

- 30 Day Job Search/Work Experience—SNAP offices can allow an individual to participate in 30 days of job search/supervised job search, followed by a work experience placement if the individual does not find a job by the end of the 30 days.
  - The individual is required to complete a job search or supervised job search for a minimum of 12 hours during the 30-day period. No other work activity can be substituted for work experience under this option.
- Recipient Prospective Compliance—Eligibility is restored if, before the end of the third countable month, the individual provides proof to the SNAP office that they will meet the ABAWD work requirement in the following 30 days.

If a NOAA (LDSS-5085) has already been issued, the SNAP office must rescind the notice upon verification from the individual that they are enrolled in a qualifying work program, work experience activity, or a volunteer slot for the number of hours required under ABAWD rules.

Additionally, individuals who lose their SNAP eligibility for not meeting the ABAWD work requirement and who later become exempt from the general SNAP work rules or the ABAWD work requirements can have their SNAP benefits restored, provided they are otherwise eligible for SNAP.

When a case is closed, or an individual is removed from a SNAP case for not following the ABAWD work requirement and eligibility is being restored due to one of the above, the following applies:

- A household of one must file a new application.
- A multi-person household must request that the member be added back to the SNAP case. The household member should then be added to the SNAP case on the first day of the month following the month the change was reported.

25-ADM-03-P

ABAWD Grace Period

A grace period is when the SNAP office provides an individual with three additional consecutive months of SNAP benefits, after the original three countable months in the 36-month period have been used.

To receive a grace period, an individual must have:

- Used their three countable months in the 36-month period, and
- Re-established eligibility by meeting the ABAWD work requirements for 30 consecutive days or more, and then stopped participating.

Granting of a "grace period" has strict limitations, including:

- Must be granted consecutively; they cannot be split up throughout the 36-month period, even if the ABAWD becomes exempt or starts to meet the work requirement during the three months.
- Only available once during the 36-month period.

ABAWD, cont.

26-ADM-06

ABAWD Time Clock Reset

A new 36-month ABAWD period began on October 1, 2026, clearing all countable months from the previous period and allowing anyone subject to the ABAWD rule to receive up to three countable months during the new 36-month period.

Beginning in October 2026, each month an ABAWD receives a full month of SNAP benefits and does not meet the ABAWD work rules, without good cause, will be tracked as a countable month in the new 36-month period.

Regaining Benefits under the Clock Reset

For people who used three countable months before September 30, 2026, the October 1 clock reset provides an opportunity to receive SNAP again.

Households with a member removed from SNAP during the previous ABAWD period may submit a change report on or after October 1, 2026, requesting that the excluded member be added back. If the household does not submit a change report, the SNAP office will review the person's eligibility at the household's next recertification.

Individuals in one-person households who lost eligibility during the previous period can reapply after October 1, 2026.

People who return to SNAP in either of these ways will be screened for exemptions from the ABAWD time limit. Individuals subject to the ABAWD time limit must meet work requirements to keep their benefits for more than three months.

25-ADM-03-P

26-INF-03

Supportive Services for Training-Related Expense

SNAP offices must provide supportive services to individuals participating in an ABAWD-qualifying activity as part of the SNAP E&T program (both voluntary and mandatory). The cost must be reasonably necessary and directly related to participation in the E&T program.

Supportive services include, but are not limited to:

- Dependent care costs,
- Transportation, or
- Other work, training, or education-related expenses, such as uniforms, personal safety items, and books and training materials.

Case management services must be offered remotely and in person. Time spent in case management, including completing an employment assessment, and time spent with a case manager counts towards the participant's work hours.

Intentional Program Violations

GIS 13 TA/DC005
GIS 13 TA/DC048
14-ADM-06
18-ADM-08

People who commit an Intentional Program Violation (IPV) will be removed from the household's SNAP case for a period specified by the SNAP office. The duration of the sanction is based on the circumstances of the individual client.

Recertification and Reporting Requirements

SNAPSB SECTIONS 6 AND 14
04-INF-25
07-ADM-05
GIS 08 TA/DC018
08-ADM-09
11-INF-07
13-ADM-04

A household is only eligible for SNAP benefits for a specified, limited period of time, called the certification period. At the end of that period, the SNAP case is automatically closed unless the LDSS authorizes a new certification period.

6-month certification period:

- Households with income that changes frequently

12-month certification period:

- Most households with income
- Households with no income
- Homebound individuals
- Group home residents receiving SSI/SSD
- People who are homeless

36-month certification period:

- Elderly Simplified Application Program (ESAP) households where all members are seniors or disabled and there is no earned income
- NYS Combined Application Project (NYSCAP) households—SSI recipients with live-alone status who receive SNAP automatically

Before the end of the certification period, the household will receive a recertification packet with documents to be submitted and information on their recertification interview. If the household does not send back the updated recertification packet and complete an interview in the time frame designated, the case will close at the end of the certification period.

Telephone Recertification

During the recertification process, existing SNAP participants must complete an additional interview to determine continued eligibility. The interview can be by phone, or the participant can request to have it in person. Households should return their completed recertification application as soon as possible. The SNAP office will not make contact or go through with the scheduled interview if the household has not sent in their signed recertification form.

Recertification and Reporting Requirements, cont.

The interview time is included with the recertification packet; however, the SNAP office may attempt to call up to three times to try to complete the interview before the scheduled date.

In New York City, SNAP households can call 1-800-SNAPNOW (or 718-762-7669) to access an on-demand telephone recertification interview without needing a scheduled interview time.

If the household sends in their recertification form, but the SNAP office cannot reach them for their interview, a "notice of missed interview" will be mailed. This notice advises the household to contact the SNAP office immediately to reschedule their interview if they wish to have their recertification application processed. See *Notice of Missed Interview* in the *Applying for SNAP* section.

4-INF-25
11-INF-07
GIS 17 TA/DC053

Changes Between Certification Periods

In addition to participating in the recertification process, SNAP households must follow detailed reporting rules.

Helpful resource at the back of this section:

LDSS-3151 Change Report Form

Any failure to report required information may result in an overpayment. The SNAP office will try to recoup the overpayment from future benefits or through a claims process, which can result in the overpaid amount being taken from tax refunds.

Reporting Rules

Households with Six-Month Reporting Rules:

The only thing these households must report during the six-month period is a change in income that causes the household to be over 130% of the FPL. If this happens, they must report it immediately.

Households with Certification Periods Longer than Six Months:

- Will receive a change report form to be filled out at the six-month point of their SNAP certification; the change report form is mailed at the end of the fifth month of certification.
- Must complete the form and return it to the local SNAP office to continue receiving benefits.

These households must do the following under reporting rules:

- Return the six-month report form.
- Report any change in household income above 130% of poverty.

These households do not have to report any other changes in circumstances until their next SNAP recertification interview.

07-ADM-05

Households that Are 10-Day Reporters:

Some households are required to report almost all changes in household information by the tenth day of the month following the month of the change.

Recertification and Reporting Requirements, cont.

Ten-day reporting households include:

- Households with unearned income where all the adults are elderly or disabled
- Group home residents receiving SSI/SSD
- Households with no income
- Migrant workers
- Homeless households
- Households with a certification period of less than four months

These households do not have to report certain changes between certification periods. For example, it is not necessary for elderly households to inform the SNAP office when their Social Security benefits increase each January, as long as the increase is less than $50 per month.

04-INF-25 is a helpful source of information on reporting rules.

13-ADM-04

Case Reactivation Waiver

This waiver enables SNAP offices to reinstate SNAP benefits during the certification period for households that reestablish their eligibility. Households can do that by:

- Reporting and verifying any change in circumstances, and/or
- Complying with an unfulfilled program requirement within 30 days of the date their SNAP case was closed.

Households that reestablish their eligibility in such a manner are not required to file a new SNAP application or to complete an eligibility interview.

A common situation where case reactivation is used: a household's SNAP case is closed for failure to submit or complete a periodic report, but the household then provides the needed information.

How Households Can Be Reinstated Under the Case Reactivation Waiver

Affected households must do the following within 30 days of their case closing:

- Report and verify all changes in circumstances that have occurred,
- Provide any outstanding information that may be missing, and
- Continue to meet SNAP eligibility rules.

Upstate Counties: households should have at least three full months remaining in their certification period following the date of fulfilling all the above requirements for reactivation.

NYC: households should have at least four full months remaining in their certification period following the date of fulfilling all the above requirements for reactivation.

These time frames are necessary due to the requirements districts must follow for generating timely recertification notices and scheduling and completing recertification interviews.

Recertification and Reporting Requirements, cont.

OTDA reserves the right to permit exceptions to that last requirement and permit reactivation during the last three or four months of the certification period if case circumstances merit the exception.

When the Case Reactivation Waiver Cannot Be Used

Case reactivations are not re-applications for SNAP. Therefore:

- Consideration for expedited processing is not part of the reactivation process.
- Households that provide missing information or comply with eligibility requirements 30 days or more after their SNAP certification end date must file a new SNAP application.

Transitional Benefits

02 ADM-07

09-ADM-22

Most households that leave TANF are now automatically eligible for transitional SNAP benefits, called the Transitional Benefits Alternative (TBA).

Households that are **eligible for TBA**:

- Newly employed households
- SNAP households with children who leave TANF or Safety Net Assistance (SNA). For more information on this policy change, see 09-ADM-22.

Households that are **not eligible for TBA**:

- Temporary assistance households without children who leave SNA. These households may be eligible for regular SNAP benefits.
- Households that miss their TANF/SNAP recertification interview.
- Households that have their SNAP case closed due to a violation.

When the TANF case is closed, if a household is eligible for TBA, the caseworker will:

- Authorize TBA for five months—even if a household had less than five months left in its SNAP certification period.
- Freeze the TBA benefit at the SNAP benefit level issued prior to the TANF case closing. There is no income "cap" for TBA; even households with gross incomes above 130% of poverty are eligible.

The household is not obligated to report any change in income, resources, or household composition during the TBA period.

Before the TBA period expires, households are sent a recertification notice to allow them to certify for ongoing SNAP benefits.

To "unfreeze" the SNAP benefits during the five-month TBA period—for example, if a household's income dramatically decreases or a new member joins the household—the household would have to undergo early recertification.

Resources for This Section

On the following pages, you will find these resources:

LDSS-5193 Important Information About SNAP Work Rules (General, Mandatory E&T, and ABAWD)

LDSS-3151 Change Report Form

25-INF-05 ABAWD Medical Statement

25-ADM-03 ABAWD Qualifying Work Programs

Pub-5050 You are an ABAWD. Now What?

Pub-5012 Keep Your SNAP Benefits Fact Sheet

LDSS-5193 (Rev. 10/26)

Important Information About SNAP Work Rules (General, Mandatory E&T, and ABAWD)

Date:

Case No:

District Contact No:

This letter is to tell you about work rules for the Supplemental Nutrition Assistance Program (SNAP). **If you do not follow these rules, your SNAP benefits may go down or stop.** Different people in your household may need to follow different work rules.

Listed below are the people in your household who must follow the **General SNAP Work Rules:**

First and Last Name	First and Last Name	First and Last Name

Listed below are the people in your household who must participate in a **SNAP Employment and Training (E&T) Assignment:**

First and Last Name	First and Last Name	First and Last Name

Listed below are the people in your household who must follow the **Able-Bodied Adults without Dependents (ABAWD) Rules:**

First and Last Name	First and Last Name	First and Last Name

General SNAP Work Rules

What do you need to do?

You **must** follow these **General SNAP Work Rules** to keep your SNAP benefits:

1. Accept any job offer you receive, unless there is a good reason you cannot.

2. If you have a job, do not quit your job or choose to work less than 30 hours each week without having a good reason, such as getting sick, being discriminated against, or not getting paid. **Note: You will not lose your SNAP benefits if your hours fall below 30 hours a week and you are still earning $217.50 per week (30 times the federal minimum wage).**

3. Tell us about your job and how much you are working.

4. Participate in SNAP E&T work activities if assigned by the district.

Does everyone need to follow these General SNAP Work Rules?

No. You **may not** have to follow these rules if you are:

- Younger than age 16, or age 60 years or older (Please read the important note below about people aged 60-64),
- A 16 or 17- year-old who is not the head of household **or** who is in school or in an employment program at least half-time,
- Unable to work because of a mental or physical health reason,
- Taking care of a child younger than age 6,
- Taking care of an incapacitated person,
- Meeting the work rules under the Temporary Assistance for Needy Families (TANF) program,
- Receiving or applying for unemployment benefits,
- Participating in a drug or alcohol addiction treatment program,
- Enrolled in a school, training program, or college at least half-time (students may be subject to other eligibility rules),
- Already working at least 30 hours a week,
- Already earning $217.50 (30 times the federal minimum wage) or more a week, **or**
- An SSI applicant or recipient
  Note: The SNAP caretaker of a child under 6 who is already receiving TANF and fails to comply with a work experience assignment may be subject to a SNAP work sanction.

A person aged 60 to 64 is not required to follow the general SNAP work rules. However, they must comply with the ABAWD work rules unless they qualify for another exemption that is not based on their age.

What should you do if you think one of these reasons applies to you?

Call the District Contact Number on the first page of this letter as soon as possible if you think one of these reasons applies to you or someone in your household.

What are SNAP E&T assignments?

The SNAP E&T program can help you and people in your household gain skills and find work. People assigned to SNAP E&T may be required to participate in supervised job search, job readiness activities, work experience, job skills training, vocational training, educational training, apprenticeships, or other work activities. SNAP E&T participants receive case management services which may include assessments, personalized employment plans, progress monitoring, and coordination with other service providers.

If the district assigns you or someone in your household to participate in SNAP E&T, they cannot ask you to participate in work activities and/or employment to meet the SNAP work requirements for more than 30 hours per week (no more than 120 hours per month). A person may choose to participate in work activities for more than 30 hours per week but cannot be required to do so.

Note: People who are also receiving Temporary Assistance (TA) benefits may be required to participate in work activities for up to 40 hours per week. The assigned work activity for these people is generally a combined TA and SNAP work assignment. A person who receives TA and SNAP and does not comply with assigned work activities willfully and without a good cause reason may be subject to a TA work sanction.

However, if the person participates in the assigned work activities for at least 30 hours per week (120 hours per month), the household's SNAP benefits will not be affected.

What if you have costs from doing the program?

The district must pay costs for you or people in your household that are necessary and reasonable to participate in a SNAP E&T activity. These costs may include:

- Transportation
- Childcare
- Personal safety items or equipment
- Other reasonable required costs such as tools, books, and uniforms

If the district cannot pay a person's costs to participate in a SNAP E&T assignment, the person will be excused from participating in that assignment. If available, the district will assign the person to another activity where the person's costs to participate can be covered. If no such program exists, the person will be excused from participating in E&T until an assignment becomes available or their costs for participation go down.

If the district tells you or someone in your household that you must participate in a SNAP E&T work activity, the person must participate. If the person does not participate in the SNAP E&T assignment or quits a job willfully and without a good cause reason, they may lose their SNAP benefits.

What if you have good cause for not following these rules?

Good cause reasons for not following the rules include issues that a person cannot control such as getting sick, facing a household emergency, or not having childcare. These are some examples of good cause reasons but there are others, too. A person must provide proof of any good cause reason when asked by the district. A person who believes they should be excused from following the SNAP work rules must also provide proof, if requested by the district. For example, the district might ask for a statement from the person's doctor or other documents showing the person had a good cause for not following the rules or should be excused.

A person who believes they have a good cause reason or believes they should be excused from following the General SNAP Work Rules should call the District Contact Number on the first page of this letter to discuss this information.

What happens if you do not follow these General SNAP Work Rules?

You may lose your SNAP benefits if you do not follow these work rules or do not complete a mandatory SNAP E&T assignment and you do not have a good cause reason.

If a person does not follow the General SNAP Work Rules or does not participate in a SNAP E&T assignment, they will be sent a Conciliation Notification. The person will be offered a meeting with the district to explain why they did not follow the rules.

A person who receives a Conciliation Notification must contact the district by the date on the Conciliation Notification to explain why they did not follow the work rules. If the district decides the person had a good cause reason, the household's SNAP benefits will stay the same. If the person did not have a good cause reason, the district will offer the person a chance to participate in the same activity they did not complete in order to not lose SNAP benefits. If the district decides that the same activity is not available or is not a good fit for the person any longer, the person may be asked to complete another activity. If the person does not complete the activity or prove they had a good cause reason, their household's SNAP benefits may go down or stop.

How long will you lose SNAP benefits if you do not follow these General SNAP Work Rules or do not complete a mandatory SNAP E&T assignment?

- The first time a person does not follow these rules or does not participate in a SNAP E&T assignment; they cannot get SNAP benefits for 1 month.
- The second time a person does not follow the General SNAP Work Rules or does not participate in a SNAP E&T assignment they cannot get SNAP benefits for 3 months.
- The third time, and any additional time after that, a person does not follow the General SNAP Work Rules or does not participate in a mandatory SNAP E&T assignment, they cannot get SNAP benefits for 6 months.
- And the person must follow these work rules before they can get SNAP benefits again.

A person who loses their SNAP benefits because they did not follow the General SNAP work rules or did not complete a mandatory SNAP E&T assignment, must be allowed to start receiving SNAP benefits before the end of the time period noted above if they prove they should be excused from following the General SNAP Work Rules.

What is a Fair Hearing?

If your SNAP application is denied, or your SNAP benefits are reduced or stopped because you or another person in your household did not follow the General SNAP Work Rules and you disagree with the decision, you have the right to ask for a fair hearing. You may appeal the district's actions to reduce or stop your SNAP benefits if you or another person in your household did not follow the General SNAP Work Rules or did not comply with a mandatory SNAP E&T assignment because they believe they should be excused from the work rules, or the district did not make a finding of good cause. Information on how to ask for a fair hearing is available on all notices about changes to your benefits or eligibility for SNAP.

What are the rules for Able-Bodied Adults Without Dependents (ABAWDs) who receive SNAP?

A person who is aged 18 to 64, does not live with a child under 14 in the SNAP household, and is considered physically and mentally able to work must follow the rules for ABAWDs. If the person does not follow these rules, they can receive SNAP benefits for only 3 months in a 3-year period.

What do you have to do?

You must follow these ABAWD Rules to keep your SNAP benefits:

1. Spend **at least 80 hours every month** doing one or more of the following activities:

- Working (including "in-kind" work),
- Participating in a qualifying work/training program approved by the district,
- Participating in an employment and training program- for veterans operated by the Department of Labor or the Department of Veterans Affairs,
- Participating in a program under the Workforce Innovation and Opportunity Act (WIOA) or Trade Act which may include job search, job readiness, occupational skills training, and educational activities,

Or

2. Participate in a Work Experience Program (WEP) or volunteer in a community service program for the number of hours per month equal to the household's SNAP benefit divided by the higher of the federal or State minimum wage.

Please tell us if you are already doing one of these things. Call the District Contact Number on the first page of this letter.

If your work hours drop below 80 hours a month, you must call the District Contact Number on the first page of this letter within 10 days after the end of the month.

Does everyone need to follow these ABAWD Rules?

No. You might not have to follow the ABAWD Rules, if you are excused from the General SNAP Work Rules, live in an area that has an ABAWD waiver, or receive an exclusion from the ABAWD Rules. In addition, you may not have to follow the ABAWD Rules if:

- You are younger than age 18, or age 65 or older,
- Someone in your household is younger than age 14,
- You are a recipient of disability benefits from a public or private source, such as Veterans Affairs or New York State disability benefits,
- You are pregnant,
- You are unable to work at least 80 hours a month because of a physical or mental health reason,
- You are an Indian, Urban Indian, California Indian, or other Indian eligible for the Indian Health Services, or
- You are excused from the General SNAP Work Rules (see page 2 of this letter to find out who is excused from following the General SNAP Work Rules.)

Call the District Contact Number on the first page of this letter as soon as possible if you think one of these reasons applies to you or someone in your household.

What happens if you do not follow these ABAWD Rules?

If you do not follow these rules without a good cause reason, you may lose your SNAP benefits. If you are already doing one of these things, but have not told the district, you should call the District Contact Number on the first page of this letter to avoid losing your SNAP benefits. We will count each full month that you receive SNAP benefits but do not meet the ABAWD Rules without a good cause reason. Once we have counted 3 full months, you will lose your benefits until October 1, 2029. Other people in the household may still get SNAP. To learn how you can regain your SNAP benefits before October 1, 2029, you should call the District Contact Number on the first page of this letter. The district will explain what you need to do to start getting SNAP benefits again. If you think you did not get SNAP for at least three months without meeting the ABAWD work rules or want more information on which three months are counted, you can contact the district. The district must offer you help in meeting the ABAWD Rules so you can start receiving SNAP benefits again.

You must tell us if your hours of work go below 80 hours monthly. You must report these changes within 10 days after the end of the month and will be asked to provide proof.

If you are not following the ABAWD Rules and you want to continue getting SNAP beyond the 3-month time limit, you should call the District Contact Number on the first page of this letter for help. The district must offer you help in meeting the ABAWD Rules so you can avoid losing your SNAP benefits.

What if you have a good cause reason for not following these ABAWD Rules?

You may receive SNAP benefits beyond the 3-month time limit if you have a good cause reason for not following the ABAWD Rules or you prove that you should be excused from following the ABAWD Rules because you meet one or more of the conditions above or live in an area with an ABAWD waiver. To check if you live in a waived area, visit https://otda.ny.gov/programs/snap/qanda.asp#why-abawd.

Good cause reasons for not following the rules include issues that a person cannot control such as getting sick or having a household emergency. These are some examples of good cause reasons but there are others, too. If you claim to have a good cause reason for not following the ABAWD Rules or believe you should be excused from following the rules you must provide proof if the district asks you to do so.

If you believe that you have a good cause reason for not following the ABAWD Rules, that you should be excused, or that you live in an area with an approved ABAWD waiver, you should call the District Contact Number on the first page of this letter to provide proof.

If you lose your SNAP benefits, how can you get them back?

If you lose your SNAP benefits, because you did not follow the ABAWD Rules, you should call the District Contact Number on the first page of this letter. The district will explain what you need to do to start getting SNAP benefits again. The district must offer you help in meeting the ABAWD Rules so you can start receiving SNAP benefits again.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: USDA Food and Nutrition Service, 1320 Braddock Place, Room 334, Alexandria, VA 22314; or (2) email: FNACIVILRIGHTSCOMPLAINTS@usda.gov.

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New York State Office of Temporary and Disability Assistance

Supplemental Nutrition Assistance Program (SNAP) Change Report Form

(Please Print Clearly)

Case Number

You Must Report Any Changes in Your Circumstances According To the Rules Listed Below.

Date: _____

To: _____

Address: _____

_____

_____

Complete This Form And Mail To:

Local District Name, Address And Telephone Number:

Your Responsibility To Report Changes

Please read the questions and rules carefully. If you fail to report any changes that you are required to report under the rules, we may have to establish a claim for overpayment of Supplemental Nutrition Assistance Program (SNAP) benefits and collect the amount of the overpayment from you.

The changes that you MUST report are explained below. You may still voluntarily report any change about your SNAP household and, if this change will increase your benefit level and you verify this change, we will increase your benefit.

Are You A "Simplified Reporter" (6 Month) or A "Change Reporter"? You May Answer These Questions to Find Out Whether You Are A "Simplified Reporter" Or A "Change Reporter".

1. Do you receive transitional SNAP benefits (TBA)?	☐ **Yes – Go to "TBA" on page 3** (Skip questions 2 through 8)	☐ **No –** Go to Question #2, below
2. Do you receive New York State Combined Application Project (NYSCAP) benefits? Do you receive Elderly Simplified Application Project (ESAP) benefits?	☐ **Yes – Go to "NYSCAP" on page 3** (Skip questions 3 through 8) ☐ **Yes – Go to "ESAP" on page 3** (Skip questions 3 through 8)	☐ **No –** Go to Question #3, below
3. Are you certified for SNAP benefits for three months or less at a time?	☐ **Yes –Go to "Change Reporting" on page 2** (Skip questions 4 through 8)	☐ **No –** Go to Question #4, below
4. Does anyone in your household have earned income that is being counted in your SNAP benefit amount?	☐ **Yes –Go to "Simplified Reporting" on page 2** (Skip questions 5 through 8)	☐ **No –** Go to Question #5, below
5. Are all of the adults (18 or older) in your household either permanently disabled or 60 or older?	☐ **Yes –Go to "Change Reporting" on page 2** (Skip questions 6 through 8)	☐ **No –** Go to Question #6, below
6. Does your household receive $0 income (including $0 Temporary Assistance)	☐ **Yes –Go to "Change Reporting" on page 2** (Skip questions 7 and 8)	☐ **No –** Go to Question #7, below
7. Are you without shelter (undomiciled) or a migrant/seasonal farmworker?	☐ **Yes – Go to "Change Reporting" on page 2** (Skip question 8)	☐ **N0 –** Go to Question #8, below
8. You answered "NO" to all 7 questions above	☐ **Go to "Simplified Reporting" on the top of page 2**	

Simplified Reporting Rules: As a SNAP household under the "Simplified Reporting" rules, you are only required to report changes at the time of your next recertification, except for the following three situations:

1. **If your household's gross monthly income exceeds 130% of the poverty level, you must report this monthly amount to your social services district by telephone, in writing, or in person within 10 days after the end of the calendar month in which you exceed the 130% level**. Gross income is the amount of income before taxes and other deductions are taken out, not the amount you receive when you cash your check. We must use the gross income in figuring your eligibility for SNAP benefits. Your worker will explain what 130% of the poverty level means for a family of your size. Any other kind of income that you receive besides earnings must be added to your gross earned income to know if you are over 130% of the poverty level. Examples of other sources of income that count include child support you receive, Unemployment Insurance, Temporary Assistance (TA) payments, Workers Compensation, Social Security Benefits, Supplemental Security Income (SSI) and private disability payments.

   If you fail to report that your gross income is above 130% of the poverty level in any calendar month, all benefits received after that month may be considered an overpayment. This is true even if your gross income falls below the 130% poverty level in a future month.

2. **If your household's certification period is longer than 6 months:** At a six-month checkpoint into your certification period, you will receive a Periodic Report form that you **must** return within ten days after you receive the form. If your household has any of the changes listed below, you **must** report them on the report form that is sent to you at the six-month checkpoint.

   List of Changes you must report at the six-month checkpoint:

- Changes in any **source of income** for anyone in your household
- Changes in your household's total **earned income** when it goes up or down by more than $150 a month
- Changes in your household's total **unearned income from a public source** such as Social Security Benefits or Unemployment Insurance Benefits when it goes up or down by more than $150 a month
- Changes in your household's total **unearned income from a private source** such as Child Support Payments or Private Disability Insurance when it goes up or down by more than $150 a month
- Changes in the amount of legally obligated **child support you pay** to a child outside of your SNAP household
- Changes in **who lives with you**
- **If you move**, your new address and your new rent or mortgage costs, heat/air-conditioning costs and utility costs
- **A new or different car**, or other vehicle
- Increases in your household's **cash, stocks, bonds, money in the bank** or savings institution if the total cash and savings of all household members now amounts to more than $3,000 (more than $4,750 if anyone in your household is disabled or 60 years old or older)
- Any changes in your household that would result in a penalty as described on page 6

3. If anyone in your SNAP household is an Able-Bodied Adult Without Dependents (ABAWD), the ABAWD MUST tell the district if their work hours go below 80 hours each month within 10 days after the end of that month. The district will offer and provide the ABAWD a qualifying work activity to help them meet the federal ABAWD requirement. If anyone in your SNAP household is an ABAWD, the ABAWD should also report if your household has moved to an area with a federally approved ABAWD waiver or if the ABAWD believes they should be exempt from the ABAWD requirement.

Change Reporting Rules:

As a SNAP household under the "Change Reporting" rules, you **must** report the following changes within 10 days after the end of the month in which the change happened:

- Changes in any **source of income** for anyone in your household
- Changes in your household's total **earned income** when it goes up or down by more than $150 a month
- Changes in your household's total **unearned income from a public source** such as Social Security Benefits or Unemployment Insurance Benefits when it goes up or down by more than $150 a month
- Changes in your household's total **unearned income from a private source** such as Child Support Payments or Private Disability Insurance when it goes up or down by more than $150 a month
- Changes in the amount of legally obligated **child support you pay** to a child outside of your SNAP household
- Changes in **who lives with you**
- **If you move**, your new address and your new rent or mortgage costs, heat/air-conditioning costs and utility costs
- **A new or different car**, or other vehicle
- Increases in your household's **cash, stocks, bonds, money in the bank or savings institution** if the total cash and savings of all household members now amounts to more than $3,000 for a household **without** an elderly or permanently disabled household member **or** $4,750 for a household **with** an elderly or permanently disabled household member.
- If anyone in your SNAP household is an Able-Bodied Adult Without Dependents (ABAWD), the ABAWD MUST tell the district if their work hours go below 80 hours each month within 10 days after the end of that month. The district will offer and provide the ABAWD a qualifying work activity to help them meet the federal ABAWD requirement. If anyone in your SNAP household is an ABAWD, the ABAWD should also report if your household has moved to an area with a federally approved ABAWD waiver or if the ABAWD believes they should be exempt from the ABAWD requirement.
- Any changes in your household that would result in a penalty as described on page 6

Simplified Reporters and Change Reporter households:

- Must report if any household member receives substantial lottery/gambling winnings of $4,750 or more won as a cash prize in a single game before taxes or withholding

TBA Change Reporting for household in receipt of transitional benefits:

- Transitional SNAP benefits can continue for up to five months after your Temporary Assistance case closes.
- You are not required to report changes during the transition period. If you have changes that may increase your benefits you can contact your worker to file an early recertification application at any time during your transitional period to receive the increase. The increase cannot be done until a signed recertification application is filed, and the entire recertification process is completed.
- You must recertify near the end of your transitional period to see if you can continue to receive SNAP benefits after your transitional period ends. We will send you a notice reminding you of this recertification requirement. If you do not recertify, we will not send you any other notice and must close your SNAP case.

NYSCAP Change Reporting for participants in NYSCAP:

- About halfway through your certification in NYSCAP, you will receive an "Interim Contact" form that you must complete and return.
- You must report substantial lottery or gambling winnings of $4,750 or more as a cash prize in a single game, before taxes or other withholding.
- Other than the interim contact letter, and the lottery/gambling winnings described above, you are not required to report changes during your certification period. You may voluntarily report increases in your medical expenses, shelter expenses, heat/air-conditioning costs, or utility costs, or decreases in your income. If you report and verify these changes, you may be eligible for more SNAP benefits. You are not required to, but should report your new address if you move, so that you continue to receive any notices we send to you.

ESAP Change Reporting for participants in ESAP:

- ESAP households are considered Simplified Reporters but MUST also report the following changes within 10 days after the end of the month in which the change happened:
  - Changes in who lives with you
  - If anyone in the household begins receiving earned income
  - If any household member receives substantial lottery/gambling winnings of $4,750 or more won as a cash prize in a single game before taxes or other withholdings.
- You will receive a contact letter 18 months after beginning ESAP. You are **not** required to return this contact letter, but may do so voluntarily, and must document any changes prior to having your SNAP benefits increased.

Temporary Assistance (TA) Reporting Rules: The rules listed above apply only to SNAP. If you also receive TA, you are still required to report changes for TA within 10 days of the change, on TA Eligibility Questionnaires and at recertification.

When to use this form:

This form may be used to report any required or voluntary changes. You can also use this form to report changes in the cost of caring for children or disabled adults, or changes in shelter costs even if you haven't moved. If these expenses go up you may be eligible for more SNAP benefits.

If anyone in your SNAP household is an Able-Bodied Adult Without Dependents (ABAWD), the ABAWD MUST tell the district if their work hours go below 80 hours each month within 10 days after the end of that month. The district will offer and provide the ABAWD a qualifying work activity to help them meet the federal ABAWD requirement. If anyone in your SNAP household is an ABAWD, the ABAWD should also report if your household has moved to an area with a federally approved ABAWD waiver or if the ABAWD believes they should be exempt from the ABAWD requirement.

This form should be mailed, faxed or brought to the agency listed above. If for some reason you can't mail, fax or bring in this form, you can also report the changes on-line through myBenefits.ny.gov or by calling us at the telephone number listed on Page 1 of this form.

Withdraw From SNAP - If you no longer want to receive SNAP benefits, sign here to withdraw from participation in SNAP. Your SNAP benefits will stop. You have the right to contest this withdrawal if you feel that you were given incorrect or incomplete information about your eligibility for SNAP benefits by requesting a Fair Hearing within 90 days. You may re-apply for SNAP benefits at any time after your withdrawal.

X_____

If You Withhold Information About Changes in Your Household That You Are Required To Report, You Will Owe Us The Value Of Any Extra Snap Benefits You Receive as a Result. If You Intentionally Withhold Information When You Are Required To Report It, You May Also Be Disqualified from SNAP and Could Be Subject to Criminal Prosecution (See Attached "SNAP Penalty Warning" On Page 6).

Use the Form Below to Report Changes

Change In Income Or Source Of Income – If you are a Simplified Reporter, your reporting rules are explained beginning on Page 2. If you are a Change Reporter, your reporting rules are also explained on Page 2.

Name Of Person Receiving Income	Name Of Employer Or Source Of Income	New Amount	Total Number Of Hours Worked **Per Week**, If Working	How Often Received
1.		$		
2.		$		
3.		$		

Change In Household - List below all new members to your household including newborn children. Also list members who have moved in or out or have died.

Name	Date Of Birth	Relationship	Change (Check One)	Date	How Often Received (Weekly, Bi-Weekly, Monthly)	Total Number Of Hours Worked **Per Week**, If Working	Source Of Income
1.			☐ CAME INTO HOUSEHOLD ☐ LEFT HOUSEHOLD		$		
2.			☐ CAME INTO HOUSEHOLD ☐ LEFT HOUSEHOLD		$		
3.			☐ CAME INTO HOUSEHOLD ☐ LEFT HOUSEHOLD		$		
4.			☐ CAME INTO HOUSEHOLD ☐ LEFT HOUSEHOLD		$		

Change Of Address

New Mailing Address	City	State	Zip Code

If You Don't Have A Street Address, Give Directions To Your Home (If You Are Homeless, Leave Blank)	Telephone Number Where You Can Be Reached ( ) Area Code

Change In Housing Costs - If you have moved, you must list your new costs below. Even if you have not moved, you can use this section to tell us that your rent, mortgage payment or other costs have changed.

Are you a roomer or boarder? ☐ Yes ☐ No If Yes, are meals ☐ Included ☐ Not Included

Rent	Yes	No	If Yes, Give Monthly Amount	Change (Check One)
Do you pay **rent?**	☐	☐	$	☐ Same ☐ More ☐ Less
Do you pay for the following **separate** from your **rent?**	YES	NO		
• Heat and/or air conditioning	☐	☐		
• Utilities (electricity, cooking gas, garbage, etc.)	☐	☐		
Mortgage Payment	Yes	No	If Yes, Give Monthly Amount	Change (Check One)
Do you have a **mortgage** payment?	☐	☐	$	☐ Same ☐ More ☐ Less
Do you pay for the following **separate** from your **mortgage:**	Yes	No	If Yes, Give Monthly Amount	Change (Check One)
• Property taxes	☐	☐	$	☐ Same ☐ More ☐ Less
• House Insurance	☐	☐	$	☐ Same ☐More ☐ Less
• Heat and/or air conditioning	☐	☐		
• Utilities (electricity, cooking gas, garbage, etc.)	☐	☐		

Are you living in section 8 or other subsidized housing? ☐ YES ☐ NO

Are you living in public housing? ☐ YES ☐ NO

Change In Number Of Cars or Vehicles - Has anyone in your household purchased, sold or traded a car, truck, boat, camper, motorcycle or other vehicle since the last time you told us about vehicles?

Make	Model	Year	If Sold, Amount Received
1.			$
2.			$
3.			$

MAINTAINING SNAP BENEFITS & RECERTIFICATION

Change in Savings - List the **total** amount of money that the members of your household now have. Include cash, savings accounts, checking accounts, stocks, bonds or other investments. You must tell us if your household savings have **increased** to more than $3,000 (more than $4,750 if anyone in your household is 60 years old or older or been determined to be disabled).	**$**

Change In Child Care, Dependent Care Costs Or The Amount Of Child Support Paid - Have your childcare or dependent care costs changed? If so, you may be eligible for more SNAP benefits.

Change (Check One)	For Whom?	Whom Do You Pay?	New Amount	How Often Do You Pay?
1. ☐ No Longer Have Cost ☐ Have Cost			**$**	
2. ☐ No Longer Have Cost ☐ Have Cost			**$**	
3. ☐ No Longer Have Cost ☐ Have Cost			**$**	

CHANGE IN MEDICAL COSTS (Doctors, Dentists, Hospitals, Prescriptions, etc.) – You are only required to report changes in your medical expenses at recertification. However, you may voluntarily report changes in your medical expenses at any time for household members who are:

- 60 years old or older
- disabled spouse or children of a deceased veteran
- getting Supplemental Security Income (SSI)
- getting Social Security Disability payments
- getting veterans' disability benefits
- getting government disability retirement benefits
- getting Railroad Retirement disability benefits
- getting disability-based medical assistance

If you report and verify an increase in your medical expenses, you may be eligible for more SNAP benefits.

Name	Type Of Cost	Amount	How Often Is Each Payment Due?
		$	
		$	
		$	
		$	

Do You Expect The Changes You Have Reported To Continue Next Month?	☐ Yes ☐ No

If **"No"** Explain**:**

Check Here If You Have <u>No Changes To Report</u> About Your Snap Household	☐ No Changes

Change Of Benefits

We will use your answers on this form to see if your household's benefits will change. Before we change your benefits, we will send you a notice explaining what will happen. If you don't agree with our decision, you have the right to a fair hearing to challenge our decision.

Be Sure To Read And Sign Page 6 ➔

Supplemental Nutrition Assistance Program (SNAP) Penalty Warning

SNAP Penalty Warning – Any information you provide in connection with your application for SNAP will be subject to verification by Federal, State and local officials. If any information is incorrect, you may be denied SNAP. You may be subject to criminal prosecution if you knowingly provide incorrect information which affects eligibility of the amount of benefits. Anyone who is violating a condition of probation or parole or anyone who is fleeing to avoid prosecution, custody or confinement for a felony and is actively being pursued by law enforcement is not eligible to receive SNAP benefits.

If a SNAP household member is found to have committed an Intentional Program Violation (IPV), the member will not be able to get SNAP benefits for a period of:

- 12 months for the first SNAP-IPV;
- 24 months for the second SNAP-IPV;
- 24 months for the first SNAP-IPV, that is based on a court finding that the individual used or received SNAP benefits in a transaction involving the sale of a controlled substance (Illegal drugs or certain drugs for which a doctor's prescription is required);
- 120 months if found to have made a fraudulent statement about who you are or where you live in order to get multiple SNAP benefits simultaneously, unless permanently disqualified for a third IPV;

Additionally, a court may bar an individual from participation in SNAP for an additional 18 months.

Permanent disqualification of an individual for:

- The first SNAP-IPV based on a court finding of using or receiving SNAP benefits in a transaction involving the sale of firearms, ammunition or explosives;
- The first SNAP-IPV based on a court conviction for trafficking SNAP benefits for a combined amount of $500 or more (Trafficking includes the illegal use, transfer, acquisition, alteration or possession of SNAP authorization cards or access devices);
- The second SNAP-IPV based on a court finding that an individual used or received SNAP benefits in a transaction involving the sale of controlled substances (Illegal drugs or certain drugs for which a doctor's prescription is required);
- All third SNAP Intentional Program Violations.

Any person convicted of a felony for knowingly using, transferring, acquiring, altering or possessing SNAP authorization cards or access devices may be fined up to $250,000, imprisoned up to 20 years or both. The individual may also be subject to prosecution under the applicable Federal and State laws.

You may be found ineligible for SNAP or found to have committed an IPV if:

- You make a false or misleading statement, or misrepresent, conceal or withhold facts in order to qualify for benefits or receive more benefits; or
- Purchase a product with SNAP benefits with the intent of obtaining cash by intentionally discarding the product and returning the container for the deposit amount; or
- Commit or attempt to commit any act that constitutes a violation of Federal or State law for the purpose of using, presenting, transferring, acquiring, receiving, possessing or trafficking of SNAP benefits, authorization cards or reusable documents used as part of the Electronic Benefit Transfer (EBT) system.

Additionally, the following is not allowed and, you may be disqualified from receiving SNAP Benefits and/or be subject to penalties for actions that include:

- Using or have in your possession EBT cards that do not belong to you, without the card owner's consent; or
- Using SNAP benefits to buy nonfood items, such as alcohol or cigarettes, or to pay for food previously purchased on credit; or
- Allowing someone else to use your electronic benefit transfer (EBT) card in exchange for cash, firearms, ammunition or explosives, or drugs or to purchase food for individuals who are not members of the SNAP household.

If you get more SNAP benefits than you should have (overpayment), you must pay them back. If your case is active, we will take back the amount of the overpayment from future SNAP benefits that you get. If your case is closed, you may pay back the overpayment through any unused SNAP benefits remaining in your account, or you may pay cash.

If you have an overpayment that is not paid back, it will be referred for collection, including automated collection by the federal government. Federal benefits (such as Social Security) and tax refunds that you are entitled to receive may be taken to pay back to the overpayment. The debt will also be subject to processing charges.

Any SNAP benefits expunged from your EBT account will be used to reduce current overpayments. If you apply for SNAP again, and have not repaid the amount you owe, your SNAP benefits will be reduced if you begin to get them again. You will be notified, at that time, of the amount of reduced benefits you will get.

Certification

I understand the penalty for hiding or giving false information. I also understand I will owe the value of any extra SNAP benefits I receive because I don't fully report changes in my household. I agree to prove any changes reported if necessary. The answers on this form are correct and complete to the best of my knowledge. I understand that my signature authorizes federal, state and local officials to contact other persons or organizations to verify the information I have provided.

SIGNATURE **X**	DATE

ABAWD Medical Statement

Client/Patient Information

Client/Patient Name:

Address:

Case #: CIN: DOB:

The person named above requests verification of their health condition or program participation. Please fill out this form.You or the person should send the completed form to the local Department of Social Services at the address listed below.

Client/Patient Authorization

I authorize the release of medical information and/or documentation of participation in a substance use rehabilitation program requested to the Department of Social Services. I understand that this information will be treated as confidential.

Client Signature: Date:

Please answer any of the questions below that apply. Please sign and date this form. Include your profession or position in your organization.*

1) Is this person pregnant?

☐ Yes ☐ No ☐ Unknown ☐ NA

If yes, due date:

2) Is this person participating in a substance use treatment, rehabilitation, or counseling program?

☐ Yes ☐ No

If yes, what is the expected program end date:

3) Does this person have a temporary or permanent mental and/or physical health condition, which limits their ability to work 20 or more hours each week (80 hours monthly)?

☐ Yes ☐ No

If yes, please state the time frame the person will not be able to work 20 or more hours a week (80 hours monthly) because of this condition:

☐ less than 30 days ☐ 1-3 months ☐ 4-6 months

☐ 6-12 months ☐ more than 12 months/or indefinitely

I certify that the information provided above is true and accurate.

Name (please print)

Title/profession*

Date form signed

Signature

Address

Phone

*This form may be signed by any of the following: physician, physician's assistant, nurse practitioner, osteopath, licensed or certified psychologist, substance use counselor, certified mental health counselor, licensed independent clinical social worker, licensed certified social worker, and certified midwife. For purposes of verifying a person's participation in a rehab or counseling program (Question #2), the director of the program or the individual's counselor may also sign this statement.

Please forward the completed form to the Department of Social Services:

Contact: **Phone #:**

Address:

Health Care Professionals:

You can help adults who have low income keep their Supplemental Nutrition Assistance Program (SNAP) benefits

SNAP benefits (formerly food stamps) allow people with low incomes to buy the food they need. Many SNAP recipients aged 18 to 64 who do not live with a child under 14 in the SNAP household are at risk of losing their SNAP benefits due to a SNAP rule referred to as Able-Bodied Adult Without Dependents (ABAWD) time limit. This rule restricts SNAP

eligibility to three months unless the person is working or participating in certain work activities for at least 20 hours per week.

With just a few minutes of your time, you can easily help.

A person who cannot work 20 or more hours a week because of a physical or mental health issue is not considered an ABAWD.

Frequently Asked Questions

What is the definition of someone who is physically or mentally "unfit for work" under the ABAWD rule?

Being determined physically or mentally unfit for work is a broader exemption than being disabled. A person is considered physically or mentally unfit for work if they have an illness, injury, or some other mental or physical limitation, whether temporary or permanent, that does not allow them to work at least 20 hours per week as required pursuant to federal ABAWD time limit rules. Some patients have mental or physical health conditions that prevent them from working altogether; others have conditions that allow them to work but they may not be able to work full time, or even 20 hours per week. This standard is much less strict than the Social Security standard for disability and does not require a specific diagnosis.

How do I verify that my patient is "physically or mentally unfit for work" based on their condition?

Fill out the one-page ABAWD Medical Statement Form. Include the expected time frame of the condition and your signature. **A variety of healthcare professionals can sign this form** including: a doctor, doctor's assistant, a nurse, nurse practitioner, licensed or certified psychologist or social worker.

ABAWD Qualifying Work Programs

Workforce Innovation and Opportunity Act (WIOA) Title I Programs
Description: Programs and activities that support job training and related services to unemployed and underemployed individuals including WIOA Adult, Youth, and Dislocated Worker programs. Participation in job search and job readiness training delivered through WIOA counts fully toward meeting the ABAWD work requirements and is not limited to less than one-half of the total monthly hours. WIOA Title I services offered through local Career Centers are a particularly important resource for ABAWDs as participation in workforce programs under WIOA Title I is considered a qualifying activity for the purposes of helping ABAWDs maintain SNAP eligibility. Additionally, expanding SNAP participants' access to employment and training services offered under WIOA Title I is critical to helping them gain access to good jobs and greater economic security in the long term. **Hours Required:** 80 hours per month, alone or combined with other work program or work hours, including paid and unpaid work. **Funding:** Department of Labor.
Programs Under Section 236 of the Trade Act of 1974
Description: Training programs for workers who lose their jobs or whose hours of work and wages are reduced because of increased imports. Training under Trade Adjustment Assistance (TAA) can include a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Workers may be eligible for training, job search and relocation allowances, income support, and other reemployment services. **Hours Required:** 80 hours per month, alone or combined with other work program or work hours, including paid and unpaid work. **Funding:** Department of Labor.
Veteran Programs
Description: Any employment and training program serving veterans and other eligible persons offered by the Department of Labor or the Department of Veterans Affairs. New York State Department of Labor (NYSDOL) offers priority of service to veterans and their eligible spouses. Among other benefits, this includes receiving first priority for jobs and training for which they are eligible and qualified. For more information on NYSDOL services available to veterans and other eligible persons, please visit: Services for Veterans | Department of Labor. **Hours Required:** 80 hours per month, alone or combined with other work program or work hours, including paid and unpaid work. **Funding:** Department of Labor or Department of Veterans Affairs.

Qualifying Work or Training Program Assigned by the District Including a SNAP E&T Program

Description: SNAP E&T work activity components include supervised job search, job readiness training, work experience, education, and work-based learning programs including pre-apprenticeships, apprenticeships, on-the-job training, and transitional jobs. Job search activities and/or job readiness training delivered through PA or SNAP E&T must be less than half of the required hours to count toward meeting the ABAWD work requirements. SNAP E&T work activities must be approved by the district. Individuals participating in SNAP E&T must receive case management and necessary supportive services directly related to their engagement in work activities.

Various E&T components may be combined along with hours worked in paid employment to comply with the 80 hours per month requirement. For example, an individual could meet the ABAWD work requirements by working 52 hours per month in paid employment and participating in a qualifying E&T activity 28 hours per month.

Districts may consider implementing third-party partnerships to expand the array of employment and training services available to ABAWDs. For more information on third-party partnerships, please see 24-ADM-08 - Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Third-Party Partnerships.

Hours Required:

- **E&T Work Activity Components Other than Work Experience:** 80 hours per month, alone or combined with other activities (please note the limitations related to participation in supervised job search and job readiness training outlined above).
- **Work Experience:** Hours equal to the result obtained by dividing a household's SNAP allotment by the higher of the applicable federal or State minimum wage.

Funding: State funds, Local funds, SNAP E&T funds, etc.

Volunteering in a Community Service Program

Description: Volunteering in a community service program is one of the ways an ABAWD can meet the ABAWD work requirements. ABAWDs may self-initiate a volunteer placement in a community service program. Volunteering provides participants with opportunities to develop basic work habits, practice skills, and demonstrate the ability to learn new skills to a prospective employer. Volunteer placements should be at community service program sites that are serving a useful community purpose in the field of health, social service, environmental protection, education, urban and rural development, recreation, public facilities, public safety, childcare, and others.

Hours Required: Hours equal to the result obtained by dividing a household's SNAP allotment by the higher of the applicable federal or State minimum wage.

Funding: SNAP E&T funds cannot be used to pay for self-initiated volunteer placements in community service programs. Self-initiated volunteer placements are not considered a SNAP E&T program activity component. As a result, districts cannot use SNAP E&T administrative funds to supervise these activities or pay for participant supportive services. Similarly, districts cannot use SNAP E&T administrative funds for case management services when a SNAP E&T participant is only volunteering through a self-initiated placement.

You're an ABAWD. Now what?

ABAWD stands for Able-Bodied Adult Without Dependents. An ABAWD is a person between 18 to 64 years old who can work and who doesn't live with any children under age 14. Your local social services district will tell you if you are an ABAWD.

If you are an ABAWD, you can only get SNAP benefits for 3 months unless you meet the federal ABAWD work rules.

If you think you should be exempt from the federal ABAWD work rules, talk to your social services district.

Are You Exempt?

You may not need to meet the ABAWD work rules if you are:

- Younger than age 18, or age 65 or older
- Living with a child under 14
- A recipient of disability benefits from a public or private source, such as New York State disability benefits
- Pregnant
- Someone with a physical or mental health condition that limits your ability to work
- Taking care of an incapacitated person
- Meeting the work rules under the Temporary Assistance for Needy Families (TANF) program
- Receiving or applying for unemployment benefits
- Participating in a drug or alcohol addiction treatment program
- Going to school, college, or a training program at least half time (students may be subject to other eligibility rules)
- Already working at least 30 hours a week
- Already earning $217.50 (30 times the federal minimum wage) or more a week
- Receiving or applying for SSI
- An Indian, Urban Indian, California Indian, and/or other Indian who is eligible for the Indian Health Services

*** Please let your worker know if any of these exemptions apply to you.**

Don't Lose Your SNAP Benefits!

To keep getting SNAP beyond 3 months, you must:

1. **Work (paid or unpaid)** and/or do an approved **Employment and Training (E&T) activity** for 20 hours per week (80 hours per month);

OR

2. **Volunteer** or do a **Work Experience Program (WEP)** at a non-profit or public organization. The number of hours you must do per month depends on your monthly SNAP benefit amount and the local minimum wage.*
3. **Submit proof** of how many hours you are working, volunteering, or doing an approved E&T activity. Talk to your local social services district to make sure you know what kind of proof to show and where you should submit it.

*Example: If you get $155 per month in SNAP and you live upstate where the minimum wage is $15.50, then you must do 10 hours of volunteering or WEP each month.

Scan QR code
to go to otda.ny.gov/ABAWD

Keep Your SNAP Benefits

If you are between 18 and 64 years old and do not live with a child under age 14, you will lose your SNAP benefits unless you meet new rules from the Federal government. These new work requirements apply to "Able-Bodied Adults Without Dependents" (ABAWDs).

If you do not meet these work rules, you will only be able to receive Supplemental Nutrition Assistance Program (SNAP) benefits for three months in a three-year period. We want to help you continue to receive your SNAP. You can act to keep your SNAP by doing one of three items listed below.

Three Ways to Meet the ABAWD Work Rules and Keep Your SNAP Benefits:

1. **Paid or unpaid work for at least 20 hours per week (80 hours per month)**

   Examples include:

   - Having a job where you work at least 20 hours per week or earn at least $217.50 per week, even if you work less than 20 hours a week.
   - Doing in-kind work by exchanging your services for something other than money for at least 80 hours a month (for example, doing building maintenance in exchange for a reduction in rent).

2. **Learn job skills for 20 hours per week (80 hours per month) that can help you earn more money.**

   Examples include:

   - Doing job searches, workshops on resumé writing, or other training approved by your local social services district. Some of these activities can be done online at websites like JobZone.labor.ny.gov and dol.ny.gov/virtual-career-center-ind.
   - Participate in job skills training programs and/or educational activities including college courses, certifications, or credential programs that help you prepare for work and English language instruction.

3. **Community Service/Volunteer**

   - The number of hours you would need to participate in community service or volunteer work is based on your SNAP benefit divided by the state minimum wage. For example, if you get $300

in SNAP and the state minimum wage in your area is $16.50, then you have to complete 18 hours of community service or volunteer work each month. ($300 ÷ $16.50 = 18 hours).
- Volunteer or do a Work Experience Program (WEP) assignment with local nonprofit or public service organizations, such as food pantries, parks, or libraries.

*** Please let your worker know if you are doing any of these activities, and they will tell you how to report your activities each month to help you keep your SNAP benefits.**

Are You Exempt?

You may not need to meet the ABAWD work rules if you are:

- Younger than age 18, or age 65 or older
- Living with a child under 14
- A recipient of disability benefits from a public or private source, such as New York State disability benefits
- Pregnant
- Someone with a physical or mental health condition that limits your ability to work
- Taking care of an incapacitated person
- Meeting the work rules under the Temporary Assistance for Needy Families (TANF) program
- Receiving or applying for unemployment benefits
- Participating in a drug or alcohol addiction treatment program
- Going to school, college, or a training program at least half time (students may be subject to other eligibility rules)
- Already working at least 30 hours a week
- Already earning $217.50 (30 times the federal minimum wage) or more a week,
- Receiving or applying for SSI
- An Indian, Urban Indian, California Indian, and/or other Indian who is eligible for the Indian Health Services

*** Please let your worker know if any of these exemptions apply to you.**

Additional Resources:

Find your Local Department of Social Services by visiting: https://otda.ny.gov/workingfamilies/dss.asp

Find the Career Center nearest you by visiting: dol.ny.gov/career-centers

Scan QR code
to go to otda.ny.gov/ABAWD