

Section I - Introduction of SNAP Employability and ABAWD Fields

A new 2 - character SNAP Employability Code field with the header FS/EM and a new 1 - character ABAWD Code field with the header AB/CD will appear to the right of the Date of Status (DOS) field and to the left of the Employer Purchased Insurance (EPI) field on WMS Screen 4. Due to space issues on WMS Inquiry Screen 4, (Case Comprehensive Screen - WINQ22) First and Last Name will no longer appear next to the Line Number.

The SNAP Employability Code (FS/EM) will be printed on the LDSS 3636 and the LDSS 3209 in Section 4 between the Date Entered Country and the Alien Number fields. ABAWD Codes (AB/CD) will be printed on the LDSS 3636 and the LDSS 3209 in Section 4 to the right of the TPHI field and to the left of the Individual Status field on Section 5.

Section II - Conversion of SNAP Employability and ABAWD codes

A one-time conversion will take place on 02/21/2016 for active Case Types 11, 12, 16 and 17 with a PA/FS Code of 01 (Authorized for PA-FS) and Case Types 31 and 32. The FS/EM codes will be populated based on the existing Employability Code (EMP CD), and an Individuals income as noted by the budget routine. The AB/CD field will be populated based on the Case Type, FS/EM code and age of household members as noted by the age routine. The attached charts display the FS/EM and AB/CD codes to be populated.

Case Types 31 and 32

Case Types 31 and 32 which complete the conversion process will have blanks entered in the EMP CD field on Screen 3. Data entry in the EMP CD field for these Case Types will be prohibited for Opening and Recertification Transactions.

Budget Routine

Individuals with an EMP CD of WA (NPA FS Work Registration Required ABAWD Exempt) or WR (NPA FS Work Registration Required ABAWD Required) on SNAP Case Types 31 and 32 will have the FS/EM and AB/CD codes populated based on the current stored ABEL SNAP budget and the criteria below:

- Earned Income equal to or greater than \$942.50 per month or hours equal to or greater than 130 for the month – set FS/EM Code to 28
- Earned Income less than \$942.50 per month and has hours less than 130 for the month – set FS/EM Code to 27
- FS budget has Unearned Income Source 49 set FS/EM Code to 52
- If there is no match on the FS Budget for the line number set FS/EM code to 20

Please note: Income Codes 49 - Earned Income of a Sponsor (FS Only) will not be considered in the budget routine.

Age Routine

All household members will have the AB/CD Code set to N if the household contains any Individual with an Individual Status of 07 or 10 that is less than 18 years of age or any Individual who is 50 years of age or older.

Case Types 11, 12, 16 and 17

For Case Types 11, 12, 16 and 17:

All codes currently entered in the EMP/CD field will be retained

Employment Codes 77 and 78 will be retained but will no longer be valid for data entry for Transaction Types 02, 06, 10 and 11

Budget Routine

Individuals with an EMP CD of 27 (Employed Part-time or Full-time - Non-Exempt) on TA Case Types 11 12, 16 and 17 will have the FS/EM codes populated based on the current stored ABEL TA budget and the criteria below:

- Earned Income equal to or greater than \$942.50 per month or hours equal to or greater than 130 for the month – set FS/EM Code to 28
- Earned Income less than \$942.50 per month and has hours less than 130 for the month – set FS/EM Code to 27
- Unearned Income Source 49 (Unemployment Insurance Benefit Compensation) set FS/EM Code to 52

Please Note: The Earned Income Codes below will not be considered in the budget routine.

12 - Lump Sum (PA Only)

13 - Lump Sum Received by Current Wage Earner (PA Only)

22 - Earnings of a LRR in Co-op Case (PA Only)

Age Routine

For Case Types 11 and 12: All household members will have the AB/CD Code set to N

For Case Types 16 and 17: All household members will have the AB/CD Code set to N if the household contains any Individual with an Individual Status of 07, 08 or 10 that is less than 18 years of age or any Individual who is 50 years of age or older.

Other Case Changes

Each case converted will display the following values:

- Transaction Type 05 – Change
- Reason Code 965
- Notice Indicator - Blank
- Unique Authorization Number 9****EMP

LDSS 3209's will not be produced as a result of this process.

No Eligible Report will be produced as a result of this process.

An Exception Report, WINR0985 - FS/EM – AB/CD Conversion Exceptions will be produced which will be available to Districts through the BICS queue. This report will include District, Office, Unit, Worker, Case Number, CIN, Exception Reason and totals by District with the page broken by: District, Office, Unit and Worker.

Exception Reasons:

CASE IN CLOCKDOWN

CASE IN PENDING STATUS

NO DEFAULT

BUDGET TO DATE IN PAST

NO STORED BUDGET

NO MATCH ON BUDGET LINE #

INVALID AUTH DATE

An example of the Exception Report appears below.
 Please note: There may be more than one Individual on a case who has an exception.

<u>DIST</u>	<u>OFFICE</u>	<u>UNIT</u>	<u>WORKER</u>	<u>CASE NUMBER</u>	<u>CIN</u>	<u>EXCEPTION REASON</u>
XX	PA11	FA	JANE	P123321		CASE IN CLOCKDOWN
XX	PA11	FA	HNS6	P192321		CASE IN PENDING STATUS
XX	PA12	FA	WRK1	P231888	AB98765C	NO DEFAULT
XX	PA17	SNF	JL	PA202838		INVALID AUTH DATE
XX	SNAP	FS1	AB69	FS168092	AZ12345B	NO STORED BUDGET
XX	SNAP	FS3	FD82	FS215044	BY23456C	NO MATCH ON BUDGET LINE #
XX	SNAP	FS3	SN85	FS215124	CX34567D	BUDGET TO DATE IN PAST
					EE56789F	BUDGET TO DATE IN PAST
<hr/>						
TOTAL - 08						

Section III – SNAP EMPLOYABILITY and ABAWD Codes and Default Process

A default process for FS/EM and AB/CD Codes will occur for Transaction Types 02 - Opening and 10 - Reopening. For TA Case Types 11, 12, 16 and 17, if no entry is made in these fields, the FS/EM and/or AB/CD fields will be populated based on the Conversion/Default Tables. For Case Types 31 and 32 If no entry is made in the AB/CD field this field will be populated based on the ABAWD Default Table.

Section IV - SNAP Employability and ABAWD Code transfer for Transitional Benefit Allowance (TBA)

The FS/EM and AB/CD codes that are present in the TA Case at the time of the system generated TBA Case opening will appear in the newly established Case Type 31. If the FS/EM and/or AB/CD fields are blank at the time of the TA closing the blank value will appear in the newly established Case Type 31. An error will be produced at the next transaction if no entry is made in these fields.

Section V - SNAP Employability and ABAWD Code transfer for 60 Month Conversion Cases

The FS/EM and AB/CD codes that are present in the TA Case Type 11 or 12 at the time of the 60 month Case Type conversion will system generate in the Case Type 16 or 17. The Warnings below have been added to the WINR5263 – 60 Month Conversion Eligible Report to identify Individuals who either have blanks in the FS/EM or AB/CD field(s) or whose AB/CD Code cannot be determined based on their FS/EM Code.

If any Individual has a FS Employability Code of blank set Warning Code - FS
 If any Individual has a FS Employability Code of 16, 20, 27, 40, or 64 set Warning Code – AB

SNAP Employability Codes (FS/EM)

- 16 Work limited/Non-exempt
- 20 Work required/Non-exempt
- 24 Pregnant (within 30 days of medically verified date of delivery)/Exempt
- 27 Employed or self-employed less than 30 hours per week and earning less than the equivalent of 30 hours times the federal minimum wage on a weekly basis (currently \$217.50 per week)/Non-exempt
- 28 Employed or self-employed 30 or more hours per week OR earning at least the equivalent of 30 times the federal minimum wage on a weekly basis (Currently, \$217.50 per week or higher)/Exempt
- 29 A parent or household member who is responsible for care of a child under age 6 in the household/Exempt
- 30 Younger than age 16/Exempt
- 31 Parent or Caretaker Relative of a child in the household under 12 months of age/Exempt
- 32 60 Years of age or older/Exempt
- 35 A person age 16 or 17 who is not the head of household OR 16 or 17 who is attending school or an employment training program on at least a half time basis/Exempt
- 36 Incapacitated/disabled (more than 6 months)/Exempt
- 38 Responsible for the care of an incapacitated person full-time (the incapacitated person does NOT need to live in the household)/Exempt
- 40 Responsible for the care of an incapacitated person part-time (the incapacitated person does NOT need to live in the household)/Non-exempt
- 41 Temporary illness or incapacity (1-3 months exemption)/Exempt
- 42 Temporary illness or incapacity (4-6 months exemption)/Exempt
- 43 Incapacitated/disabled (SSI application filed)/Exempt (based on medical documentation) OR, an applicant for or pending SSI recipient (only under joint processing)/Exempt
- 44 Incapacitated/Disabled (In Receipt of SSI) – Exempt
- 45 Full Employment Waiver – Exempt
- 52 Receiving or pending receipt of Unemployment Insurance Benefits (UIB)/Exempt
- 54 In receipt of Social Security Disability Income (SSDI)/Exempt
- 63 Regularly participating in an approved alcohol/substance abuse rehabilitation program and determined unable to work/Exempt
- 64 Substance abuse / Non-exempt
- 70 Exemption claimed pending medical documentation / Exempt
- 72 A student enrolled in a recognized school, job skills training or institution of higher education at least half-time (meets student eligibility requirements listed in 18 NYCRR387.1 / Exempt

ABAWD Codes (AB/CD)

- A ABAWD/non-waived area
- G ABAWD/Grace Period
- N Non-ABAWD
- W ABAWD/waived area
- X ABAWD/excluded

Section IV – Modification to Error 0326 and Addition of Errors 1449 - 1461

The Table associated with Error # 0326 has been adjusted to prohibit data entry in the Employability Code field for Case Types 31 and 32.

0326 – EMPLOYABILITY CODE OUT OF RANGE OR REQUIRED FOR THIS CASE TYPE – If Transaction Type is 02, 05, 06, 07, 08, 10 or 11 then Employability Code and Case Type must be one of the combinations marked YES as shown below: (F, E, U)

Employability Code	Case Type		
	11, 12, 16 & 17	20	31, 32
16, 17, 20, 24, 27, 29, 30, 31, 32, 35, 36, 38, 40, 41, 42, 43, 44, 45, 47, 48, 49, 54, 57, 58, 63, 64, 70, 77*, 78*, 99	Yes	Yes	No
WA, WE, WR		Yes	No**
BLANK		Yes	Yes

*Employability Codes 77 and 78 allowed for Transaction Types 05, 07 and 08 only.

**For Case Types 31 and 32, Employability Codes WA, WE, and WR will be allowed at Transaction Types 05, 07 and 08

The following Errors and Warnings have been added for SNAP Employability (FS/EM) and ABAWD (AB/CD) fields:

1449 – FS/EM CODE REQUIRED - FS/EM Code must be = 16, 20, 24, 27, 28, 29, 30, 31, 32, 35, 36, 38, 40, 41, 42, 43, 44, 45, 52, 54, 63, 64, 70, 72, WA, WE or WR. If Case Type is 31 or 32 and FS/EM Code is blank the Employability Code must = WA, WE, WR

1450 – ABAWD CODE REQUIRED - An ABAWD Code of A, G, N, W or X, must be entered

1451 – WARNING – FS/EM AND/OR AB/CD CODE NOT UPDATED - FS/EM and /or AB/CD code was not updated at recertification/reactivation

1452 – INVALID ABAWD CODE - ABAWD Code must be A, G, N, W or X

1453 – INVALID FS/EM CODE - FS/EM Code must be = 16, 20, 24, 27, 28, 29, 30, 31, 32, 35, 36, 38, 40, 41, 42, 43, 44, 45, 52, 54, 63, 64, 70, 72, WA, WE or WR.

1454 – ABAWD CODE MAY NOT BE CHANGED TO BLANK - An entry in the AB/CD field cannot be changed to blank

1455 – FS/EM FIELD MUST NOT BE CHANGED TO BLANK - An entry in the FS/EM field cannot be changed to blank

1456 – ENTRY OF FS/EM CODE PROHIBITED FOR UNBORN - Entry of Code in the FS/EM field is not allowed for Individuals with a Sex Code (SEX) of U-Unborn

1457 – ENTRY OF AB/CD CODE PROHIBITED FOR UNBORN - Entry of Code in the ABAWD field is not allowed for Individuals with a Sex Code (SEX) of U-Unborn

1458 – FS/EM CODE INVALID - Entry of WA, WE or WR is prohibited for this Transaction Type WA, WE and WR will be invalid for Transaction Types = 02, 06, 10 and 11

1459 – WARNING - EMP CD CHANGED, EXAMINE FS/EM CD AND ABAWD CD - (PA) EMP CD has been changed, examine FS/EM and AB/CD codes

1460 – WARNING – FS/EM CD CHANGED, EXAMINE ABAWD CD - FS/EM Code has been changed - examine AB/CD

1461 – EMPLOYMENT CODE INVALID - Entry of Employment Codes 77 or 78 is prohibited for Transaction Types = 02, 06, 10 and 11