

.02 Three Countable Months

REVISION 39
(12/01/15 - 01/31/16)

Complete the following when the participant has a total of THREE countable months displayed on CODF for any months since 01/01/16:

- Determine whether the participant meets an [ABAWD Exemption](#) for any of the months. Ensure CODF reflects countable or not countable coding correctly.
- When the participant meets any of the following, the participant is eligible for any remaining months:
 - HAS NOT received three full countable months of NA
 - Meets exemptions
 - Has not had months counted correctly

NOTE Approve the NA benefits for remaining months and assign the applicable approval period, depending on the circumstances of the case.

- When the participant HAS received three full months, see [ABAWD Extensions](#) when one of the following is reported:
 - Loss of employment
 - Loss of participation in a work program

Complete the following when the participant has a total of three Xs displayed on CODF and does not meet ABAWD Exemptions or qualify for an ABAWD extension:

- Inform the PI of [ABAWD work requirements](#) and the importance of maintaining compliance to be eligible for NA.
- Provide the customer with a copy of the ABAWD Personal Responsibility Agreement (PRA) (FAA 1029A) form and explain the requirements for participation as an ABAWD. When an interview is conducted by telephone, the [PRA](#) must be sent to the participant through AZTECs.
- Key RA in the PAR/EXEM field on WORW next to any ABAWD participant who does not meet an exemption.
- Provide the original copy of the ABAWD PRA to the PI and advise the PI to take the ABAWD PRA to the nearest [SNA E&T](#) office.

- Place a copy of the ABAWD PRA in the [case file\(g\)](#).
- Send the [F001 notice](#) to the PI. The F001 informs the PI of the following:

The three month ABAWD time limit

The ABAWD 80 hour work or training requirement

Where to receive assistance to complete the 80 hour requirement for continuing NA eligibility

That the participant must take the notice to the nearest SNA E&T office within 5 days of the mailing date

Participants must be given the opportunity to comply with ABAWD work requirements with the Supplemental Nutrition Assistance Employment & Training (SNA E&T) program. SNA E&T staff will notify FAA of the ABAWD participant's compliance when the participant becomes compliant and when the participant falls out of compliance after initial compliance has been established. SNA E&T staff notifies FAA of compliance status via alerts in ACTS. The two available alerts are as follows:

- ABAWD WORK REQ MET
- ABAWD WORK REQ NOT MET

NOTE When the participant does not contact the SNA E&T program, the participant assumes the responsibility to notify FAA that they are meeting ABAWD work requirements.

Complete the following when the local office receives notification that the ABAWD work requirement is met:

- Key PC for the participant in the WERE EXEM RSN FS field on WERE.
- Key RA in the FS PAR/EXEM field as applicable on WORW.
- Process the determination through FSAD and authorize approval when the participant is otherwise eligible.
- Send the appropriate approval notice.

Complete the following when the local office receives notice that the ABAWD work requirement is not met:

- When the budgetary unit is limited to the noncompliant ABAWD participant, deny the application or close the case by keying the AB Denial or Closure Reason Code.
- When the budgetary unit is not limited to the ABAWD participant, disqualify the participant by changing the Participation Code from IN to DI on SEPA.
- Send the appropriate [notice](#) allowing for [NOAA](#).