.02 Three Countable Months

Effective for benefit month 04/2020 until further notice, see Urgent Bulletin emailed 03/27/2020 regarding work requirements.

Complete the following when the participant has a total of three Xs displayed on CODF for any months since 01/01/19:

- Determine whether the participant meets an ABAWD Exemption for any of the months displaying an X. Ensure CODF reflects countable or not countable coding correctly. (See ABAWD – Countable Months.)

- 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 an ABAWD Exemption or qualify for an ABAWD extension:

- During the interview, inform the PI of ABAWD work requirements. Explain the requirements for NA participation as an ABAWD, include 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 work requirement for continuing NA eligibility

- When an interview is conducted in an FAA office, provide the PI with a copy of the ABAWD Participation and Referral

(FAA-1530A) form. Advise the PI to contact the SNA E&T office at the telephone number on the FAA-1530A. Explain the importance of maintaining compliance to be eligible for NA.

- When the PI is claiming an exemption and signs the FAA-1530A form place a copy of the FAA 1530A form in the case file(g)

- When an interview is conducted by telephone send the ABAWD Participation and Referral F035 notice to the PI. Advise the PI to contact the SNA E&T office at the telephone number on the F035. Explain the importance of maintaining compliance to be eligible for NA benefits.

- Key RA in the WORW PAR/EXEM FS field next to any ABAWD participant who does not meet an exemption. This creates a referral to SNA E&T.

Participants must be given the opportunity to meet the ABAWD work requirements with the SNA E&T program. On the day of the interview, send a request for verification to the PI or the representative. Use the Information Needed – NA (F011) notice or complete the Information Request and Pending Information Agreement (FAA-0077) form.

SNA E&T staff notify FAA of initial compliance for the ABAWD participant. Also, SNA E&T staff notify FAA of noncompliance status after compliance with SNA E&T has been established. SNA E&T staff notify FAA with the following alerts in ACTS:

- ABAWD WORK REQ MET (compliance)

- ABAWD WORK REQ NOT MET (noncompliance)

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

- Key PC for the participant in the WERE EXPT RSN FS field on WERE.

- Key RA in the WORW PAR/EXEM FS 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:

- Budgetary units with ABAWD participants only, key the AB Denial or Closure Reason Code to deny the application or stop NA benefit.

- Budgetary units with ABAWD participants and other participants, key the participation code DI in the PT field on SEPA to disqualify the ABAWD participant.

- Send the appropriate notice allowing for NOAA.

Due to changes, the ABAWD participant may meet an exemption or a work requirement. After the interview, the ABAWD participant has the responsibility to report these changes to FAA.