

.02 Three Countable Months

REVISION 07
(01/01/09 – 03/31/09)

Complete the following when the participant has a total of THREE countable months displayed on CODF for any months since 12/01/08:

- 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 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.
- Ask the PI to review and sign the ABAWD Personal Responsibility Agreement (PRA) (FAA-1029A) form.

NOTE Completing and signing the [ABAWD PRA](#) is NOT an eligibility requirement.

- Key RA in the PAR/EXEM field on **WORW** next to the ABAWD participant with three countable months.

- Provide the original copy of the ABAWD PRA to the PI and advise the PI to take the ABAWD PRA to the nearest NA E&T office.

NOTE Advise the ABAWD participant of the importance of presenting the ABAWD PRA to the NA E&T office as soon as possible. When the ABAWD participant does not go to the NA E&T office, compliance becomes the responsibility of the participant.

- 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

Participants must be afforded the opportunity to comply with ABAWD work requirements. NA E&T will notify FAA of the ABAWD participant's compliance within 30 days of the ABAWD participant's application. NA E&T 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 NA E&T, 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 EM or PC for the participant in the WERE EXEM RSN FS field on **WERE**.
- Key RR or EM 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](#).