APPENDIX B - EMPLOYMENT TRACKING INQUIRY and WELFARE REPORTING AND TRACKING SYSTEM (WRTS)

EMPLOYMENT TRACKING INQUIRY

The etracking inquiry screens (Section 17, Time Limit Tracking Menu, from the Welfare Management System (WMS) main menu), were designed to aid local district workers in tracking mandated employment requirements for TA and SNAP recipients. The information displayed on the screens is based on Welfare Reporting and Tracking System (WRTS) information derived from the Welfare Management System (WMS) and the Welfare-to-Work Caseload Management System (WTWCMS) or reported by the New York City Human Resources Administration.

There are four screens available from the main menu selection (WTRK00).

- Screen WTRK31 supports SNAP ABAWD (Able-Bodied Adults Without Dependents) tracking requirements;

- Screens WTRK32 and WTRK 42 support TA employment tracking;

- Screen WTRK42 has a limited override function for TA employment;

- Screen WTRK43 allows for the override of ABAWD tracking fields;

New York City Work Accountability and You (NYCWAY), the source of employment activity data for NYC clients, is not part of the WRTS database. However, each month OTDA receives an ABAWD data report from the New York City Human Resource Administration (HRA) and this information is added to the WRTS database.

Rev. 3/2022

WTRK00 EMPLOYMENT TRACKING INQUIRY MENU

Selections P through S located in the lower portion of the WTRK00 screen allow access to the Employment Tracking Inquiry series of screens (see Fig. 1). For information about the the upper portion of the screen and the Time Limit Tracking actions, please refer to Time Limit Tracking Manual available on CentraPort.

Fig. 1 W TRK00 Time Limit and Employment Tracking Inquiry Menu Screen

```
 WTRK00                              Dist                   Date 02/12/2021

                    TIME LIMIT TRACKING INQUIRY

   Selection _    CIN _____    OR  SSN _____
                             Starting month/year _____ (Selections B and C only) _

      A - Individual Tracking Summary      |  G - Tracking Override Input
      B - Monthly Tracking Summary         |  H - Print ALL Tracking Details
      C - Tracking Payment Detail          |  I - Produce Out-of-State Report
      D - PA Individual Status History     |  J - Heap Individual History
      E - FS Individual Status History     |  K - SDX-SSI Individual Status
      F - Tracking Override History        |

                    EMPLOYMENT TRACKING INQUIRY

   Selection _    CIN _____    Case# _____   Suf __  Dist ____  _

          P - FS ABAWD Tracking
          Q - PA Individual Employment Tracking
          R - FS ABAWD Override
          S - PA Employment Override
```

Access

Entering selection 17 – TIME LIMIT TRACKING INQUIRY on the WMS Menu - WMSMNU screen will display the TIME LIMIT TRACKING INQUIRY (WTRK00) screen.

Selection P

Entry of a valid CIN returns the WTRK31 – FS ABAWD TRACKING screen. The case number must be entered if client is in multiple cases. This screen displays detailed information related to tracking an individual's compliance with the ABAWD requirements.

Selection Q

Entry of a valid CIN returns the WTRK32 – PA INDIVIDUAL EMPLOYMENT TRACKING screen. This screen displays detailed employment tracking data for a TA individual. including information about an individual's current enrollments in work activities, earnings, and hours of employment.

Selection R

Entry of a valid CIN returns the WTRK43 – FS ABAWD OVERRIDE INPUT screen. This screen is used to adjust ABAWD tracking data. The user may delete existing months or add new months to the ABAWD counter. Case Number must be entered if the client is in multiple cases.

Selection S

Entry of a valid CIN returns the WTRK42 – PA EMPLOYMENT OVERRIDE INPUT screen. This data entry screen allows the user to make changes to the Welfare-to-Work Assessment Date and to the history of any of the four employment tracking categories.

If the case being accessed through the above four selections is in NYC, a suffix is required. District is a required entry when the case being accessed is from a district other than the worker's designated district.

Data Element Fields for Screen WTRK00

Screen Caption	Data Element Name (size)	Remarks
Selection	None	The selections supported on the Employment Tracking section of this screen are P – S. A selection is required to access the Employment Tracking Inquiry.
CIN	Client Identification Number (8)	The CIN of the individual for which a system search will be initiated. The entry of CIN is required.
Case #	Case Number (10)	The local district assigned Case Number for which a system search will be initiated.
Suf	Suffix (2)	The case suffix number used for NYC cases. ROS (Rest of State) cases will display "01".
Dist	District (4)	The first 4 letters of the local district name. For New York City enter NYC.

WTRK31 FS ABAWD TRACKING

This inquiry screen(see Fig. 2) displays ABAWD participation, enrollment, and earnings information for an individual.

Fig. 2 WTRK31 FS ABAWD TRACKING SCREEN

```
WTRK31   ** FS ABAWD TRACKING **                Dist ALBA              09/09/2019
CIN       SSN       Name                        DOB
AY06911R 611111111 AMY          EMPFAFP17        01/01/76       SNAP
Case Name                     Case No.  Suf  CT   CS SNAP-IS Emp CD  36 MonStart
NIAA                          NU1        01  SNCA  AC    AC      20     01/01/19

Total Mon N-P 3  Mon Non-Part: 05/19 , 04/19

Grace Period Used:                   Grace Period Months:

Removed Due To ABAWD:      Reestablished Date:   /  /       ABAWD Indicator
                                                            Status         : A
          *** CURRENT ENROLLMENTS ***
            Activity    Hours Per Week   Effective Date
          1.
          2.
          3.
          *** EARNINGS ***
            Type            Hours Per Month   Effective Date    Gross Amount
          1.
          2.

  F17 - FS ABAWD Override Input
```

Background

Federal statute and regulations limit an ABAWD's eligibility for Supplemental Nutrition Assistance Program (SNAP) benefits to 3 months in a 36-month period, unless the individual resides in an area that has a federally approved ABAWD waiver; the ABAWD is granted an exclusion from the ABAWD requirement for the calendar month consistent with the exclusion policy established by the district; or is meeting the ABAWD requirement each month.

Districts that do not have a federally approved ABAWD waiver for all residents of the district must verbally review the ABAWD requirements during the eligibility interview, monitor each ABAWD's compliance with the ABAWD requirement on a monthly basis, offer and provide an ABAWD qualifying work activity to each ABAWD to maintain SNAP eligibility, and notify a SNAP household when an ABAWD becomes ineligible for SNAP benefits due to not meeting the ABAWD requirements. Districts are responsible for monitoring compliance with the ABAWD work requirements by monitoring countable tracked months in the ABAWD Tracking Screen (WTRK31) in WMS.

Access

Selection P from WTRK00 EMPLOYMENT TRACKING INQUIRY MENU

Function Keys Supported

Key	Description
F6	TERMINAL INACTIVE/LOGOFF
F15	(F15) returns WTRK00 – TIME LIMIT TRACKING and EMPLOYMENT TRACKING INQUIRY MENU with original search data entered
F16	(F16) returns WTRK00 – TIME LIMIT TRACKING and EMPLOYMENT TRACKING INQUIRY MENU with all entry fields blank
F17	WTRK43 - FS ABAWD OVERRIDE INPUT

Data Element Fields for Screen WTRK31

Screen Caption	Data Element Name (size)	Remarks
CIN	Client Identification Number (8)	The CIN of the individual.
SSN	Social Security Number (9)	The Social Security Number of the individual associated with the CIN.
NAME	Name (28)	The name of the individual associated with the CIN.
DOB	Date of Birth (6)	The Date of Birth of the individual associated with the CIN. (MM/DD/YY)
CASE NAME	Case Name (28)	The case name of the case through which the screen was accessed.
CASE NO.	Case Number (10)	The case number through which the screen was accessed.
SUF	Suffix (2)	The case suffix number. Used for NYC cases. Upstate cases will display "01".
CT	Case Type (4)	The 4 character mnemonic indicating the case type.
CS	Case Status (2)	The 2-character mnemonic indicating the case status.
IS	Individual Status (2)	The 2-character mnemonic indicating the status of the individual.
EMP	Employability Code (2)	The 2-character code for the current employability code as stored on WMS.
36 MON START	36 Month Starting Date (6)	The beginning date of the current 36-month fixed period used to track ABAWD compliance in New York State.
TOTAL MON N-P	Total Months Non-Participating (2)	The total number of months within the current 36-month fixed period when the ABAWD was receiving SNAP but not participating in an ABAWD qualifying work activity as required.
MON NON-PART	Months Non-Participating (4)	The actual month and year that the client was considered to be non-participating. The last 6 months tracked as non-participating will be displayed. Further months may be viewed on the WTRK43 FS ABAWD OVERRIDE INPUT screen.
REMOVED DUE TO ABAWD	Removed Due to ABAWD (1)	The one character code (X) indicating that the FS Individual Reason Code for the individual is F94 – ABAWD Ineligible.

Screen Caption	Data Element Name (size)	Remarks
REESTABLISHED DATE	Reestablished Date (6)	The date on which the client's SNAP eligibility was reestablished. This date is set when an individual who was previously identified as Removed Due to ABAWD becomes active for SNAP again and the months non-participating counter shows that the individual has accrued at least three tracked months during the current 36-month fixed period.
ABAWD INDICATOR STATUS	ABAWD Status Code (1)	The current ABAWD status code assigned to the individual: A – ABAWD N – Non-ABAWD X - Excluded based on the district exclusion policy W -Waiver from the ABAWD work requirements granted to the district by OTDA
CURRENT ENROLLMENTS (Upstate Only)		
ACTIVITY	Employment Activity (8)	The activity mnemonic indicating what employment activities an individual is currently enrolled in. The three most recent activities will be displayed from the current Welfare-to-Work Caseload Management System record.
HOURS PER WEEK	Hours Per Week (3)	The hours per week associated with each activity from the current Welfare-to-Work Caseload Management System record.
EFFECTIVE DATE	Effective Date (6)	The effective date associated with each activity from the current Welfare-to-Work Caseload Management System record.
EARNINGS (Upstate Only)		
TYPE	SNAP Earned Income Source (5)	The individual's source of earned income from the current SNAP budget.
HOURS PER MONTH	Hours Per Month (3)	The hours per month associated with the earned income source from the current SNAP budget.
EFFECTIVE DATE	Effective Date From (6) – To (6)	The FROM and TO dates of the earnings received by the individual. The Effective FROM Date of earnings will reflect the date on which earnings were first applied to the individual's SNAP case. The Effective TO Date will reflect the current effective TO date of the SNAP budget stored with earnings.
GROSS AMOUNT	Gross Income (7)	The gross amount of earned income for the individual from the current SNAP budget.

WTRK32 PA INDIVIDUAL EMPLOYMENT TRACKING INQUIRY

This inquiry screen (see Fig 3) displays detailed employment tracking data for an individual. Access is also allowed to the WTRK43 – PA TRACKING OVERRIDE INPUT screen by transmitting in front of the 5 employment tracking elements listed on the screen.

Fig. 3 WTRK32 PA Individual Employment Tracking Inquiry Screen

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WTRK32 **PA INDIVIDUAL EMPLOYMENT TRACKING INQUIRY**      Dist ALBA      02/15/2021

CIN        SSN         Name                          DOB
BA92461R   090090900   C                             09/30/00
Case Name                        Case No.     Suf CT    CS   IS   Emp Par   ST   SN
C                                ABATEST03    01  FA    AC   AC   16  1     50   13

   _ Assessment Req'd End Date 04/06/20   Assessment Date 01/20/20
   _ Sanction Months    0              3-Month Exclusion Applied N
   _ Child Caretaker Months Exempted    0
   _ Job Search/Job Readiness Weeks Used In FFY  12   Countable N
   _ Vocational Education Months Used   0             Countable N

        *** CURRENT ENROLLMENTS ***
          Activity    Hours Per Week     Effective Date
        1.
        2.
        3.
        *** EARNINGS ***
        Type           Hours Per Month   Effective Date        Gross Amount
      1.
      2.

                  Transmit From Detail/Override Selection
```

Federal and state law require minimum participation rate requirements for recipients of each category of Temporary Assistance (TA). Timely and accurate data entry into the Welfare to Work Caseload Management System (CMS) is critical for participation rates to be accurately calculated for official reporting purposes. Conducting appropriate overrides in the WTRK43 – PA TRACKING OVERRIDE INPUT screen when errors occur is also necessary to maintain an accurate participation rate.

ASSESSMENT REQ'D END DATE

Districts are required to provide employment assessments within 90 days of the date on which eligibility is determined for households with dependent children and one year from the application date for households without dependent children. More specific employment assessment requirements are outlined in section 385.6 and 385.7. The WTRK42 – PA EMPLOYMENT OVERRIDE INPUT can be used to update the Assessed Date for Federal Requirements date field to ensure proper tracking and monitoring of assessments.

SANCTION MONTHS

TANF/SNA MOE All Families and SNA non-MOE participation rates require districts to correctly track and monitor the number of months an individual remains sanctioned to effectively calculate both participation rates. Adults sanctioned for no more than 3 months during the preceding 12-month period are excluded from the TANF/SNA MOE All Families participation rate, unless an

adult is participating in a countable manner. Adults referred for sanction, within the report month or prior three months, for not participating in activities, are included in the participation rate numerator for the SNA non-MOE participation rate. When sanction months track for an imposed sanction that must be removed due to a fair hearing decision or other reason, an override on WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen can be completed.

CHILD CARETAKER MONTHS EXEMPTED

True single parent families are those in which the parent or single caretaker relative is providing care for a child under one year of age (subject to a 12-month lifetime limit) and are being exempted by assigning an employability code of 31 (Parent or Caretaker Relative of a Child in the Household Under 12 Months of Age/Exempt). Instances of incorrect assignment of employability code 31 that resulted in tracked months can be corrected using the WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen.

JOB SEARCH/JOB READINESS WEEKS USED IN FFY

Participation in the following work activities: job search, job readiness training (JRT), substance abuse treatment, and treatment other than substance abuse count fully toward participation rates but are limited to a combined 6 weeks during a 12-month period, unless the State is currently designated as a "Needy State", in which case the number of allowable weeks in the 12-month period is extended to 12 weeks. More specific information about the countability of these activities is available in section 385.8 and 385.9. The tracking logic is run weekly, with a daily process that causes the WRTS counter to increment if the activity is entered after the week has been completed, retroactively. The weekly process runs each Sunday. The daily process runs every day and picks up newly entered activity that is trackable for Job Search/JRT activities tracking for a previous week.

District staff must be mindful of the start date for schedules for job search and JRT (or the activities that are treated like JRT for TANF and SNA MOE cases including substance abuse treatment, physical health treatment, and rehabilitative services). The WRTS tracker for these activities is a weekly tracker. All weekly schedules will be picked up on tracking, even if the schedule is for a partial week or if the schedule is deleted later in the month as the initial weekly schedule has already caused the WRTS counter to increment. If the schedule has been entered in error or if the schedule needs to be deleted for any other reason, the worker must complete an override using the WTRK43– PA TRACKING OVERRIDE INPUT screen to delete any weeks of job search or JRT tracked in error.

VOCATIONAL EDUCATION MONTHS USED

All actual hours of vocational education are fully countable but are limited to only 12 months in an individual's lifetime for both the TANF/SNA MOE All Families and SNA non-MOE participation rates. Once an individual has reached their 12-month lifetime limit participation in vocational

education, the activity only counts towards hours above the 20 hours participated in other core activities. The logic for the Vocational Education Months Used counter is run after the end of the month and will be generated if the criteria apply at any time during the month.

The individual must be active (WMS/ myWorkspace individual status code 07) in a TA case (case types 11, 12, 16, or 17 regardless of State/Federal Charge code) and must have been enrolled in Vocational Education at some point during the month. (The counter will only increment if the client was enrolled in Vocational Education while the individual was active in the case).

It is important to note that none of the counters is ever systematically decremented. To decrement a counter that was incremented in error, the worker must use the Override function via WRTS override screens (Screen 17 in WMS).

Access
Selection Q from WTRK00 - EMPLOYMENT TRACKING INQUIRY MENU

System Response
Transmitting from in front of each employment tracking element:

- ASSESSMENT REQ'D END DATE will return WTRK42 – PA EMPLOYMENT OVERRIDE INPUT screen

- SANC MONTHS will return WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen with the heading: SANCTIONED MONTHS COUNTED:

- CHILD CARETAKER MONTHS EXEMPTED will return WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen with the heading: EXEMPTED CARETAKER OF A CHILD UNDER 12 MONTHS – TOTAL MONTHS COUNTED:

- JOB SEARCH/JOB READINESS WEEKS USED IN FFY will return WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen with the heading: JOB SEARCH/ READINESS WEEKS USED DURING PRESENT FFY:

- VOCATIONAL EDUCATION MONTHS USED will return WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen with the heading: VOCATIONAL EDUCATION MONTHS COUNTED

Function Keys Supported

Key	Description
F6	TERMINAL INACTIVE/LOGOFF

Key	Description
F15	(F15) returns WTRK00 – TIME LIMIT TRACKING and EMPLOYMENT TRACKING INQUIRY MENU with original search data entered
F16	(F16) returns WTRK00 – TIME LIMIT TRACKING and EMPLOYMENT TRACKING INQUIRY MENU with all entry fields blank

Data Element Fields for Screen WTRK32

Screen Caption	Data Element Name (size)	Remarks
CIN	Client Identification Number (8)	The CIN of the individual.
SSN	Social Security Number (9)	The Social Security Number of the individual.
NAME	Name (28)	The name of the individual.
DOB	Date of Birth (6)	The Date of Birth of the individual.
CASE NAME	Case Name (28)	The case name of the case through which the screen was accessed.
CASE NO.	Case Number (10)	The case number through which the screen was accessed.
SUF	Suffix (2)	The case suffix number. Used for NYC cases, for Upstate cases "01" will be displayed.
CT	Case Type (4)	The four-character mnemonic indicating the case type.
CS	Case Status (2)	The two-character mnemonic indicating the case status of the case.

Screen Caption	Data Element Name (size)	Remarks
IS	Individual Status (2)	The two-character mnemonic indicating the individual status of the individual.
EMP	Employability Code (2)	The two-character employability code as stored on WMS.

Screen Caption	Data Element Name (size)	Remarks
PAR	Number of Parents (1)	The number of parents in the household for federal reporting purposes. Code = Definition 0 = No parents in the household (child only case). 1 = One parent in the household (includes two parents cases in which a parent is incapacitated as determined by Employability code). 2 = Two parents in the household (both parents nonexempt).
ST	State 60 Month Count (2)	The total number of months applied to the individual's State 60 Month time limit, as reported on the PA Time Limit Tracking screens.
SN	Safety Net Count (2)	The total number of months applied to the individual's Safety Net time limit, as reported on the PA Time Limit Tracking screens.
ASSESSMENT REQ'D END DATE	Assessment Req'd End Date (6)	This date is the date by which a TANF, Safety Net MOE Families (State/Federal Charge Code 60, 63 or 64) or SN non-MOE individual must be assessed for Welfare-to-Work programs. The date is reset each time an individual goes from an inactive to an active status excluding reactivations.
ASSESSMENT DATE	Assessment Date (6)	The date the client was actually assessed based on the Effective date of a completed assessment as entered in the Welfare-to-Work Caseload Management System.
SANCTION MONTHS	Sanction Months (2)	The number of months that the TANF or Safety Net MOE Families (State/Federal Charge Code 60, 63 or 64) individual is in an employment sanction or sanction process during the last 12 months.
3 MONTH EXCLUSION APPLIED	3 Month Exclusion Applied (1)	A code (Y) indicates that the TANF or SN MOE case (due to sanction status of the individual) is currently excludable from the Federal and State participation rate calculation. A code of (N) indicates that the case is not currently excludable since the case has been previously excluded for more than three months in the preceding 12 months based on an individual in the case being sanctioned or in the sanction process.

Screen Caption	Data Element Name (size)	Remarks
CHILD CARETAKER MONTHS EXEMPTED	Child Caretaker Months Exempted (2)	The number of months that the TANF individual or Safety Net MOE Families individual (State/Federal Charge Code 60, 63 or 64) has been coded with an Employability Code (31) indicating that the individual is the exempted caretaker of a child under 12 months of age.

Screen Caption	Data Element Name (size)	Remarks
JOB SEARCH /JOB READINESS WEEKS USED IN FFY	Job Search / Job Readiness Weeks Used in FFY (2)	The total number of weeks within a Federal Fiscal Year that a TANF or a Safety Net individual was enrolled in Job Search and / or Job Readiness activities or a TANF or SN MOE (State / Federal Charge code 60, 63 or 64) individual was enrolled in Substance Abuse Treatment and / or Treatment Plan Other Than Substance Abuse activities, as entered on the Welfare-to-Work Caseload Management System.
COUNTABLE	Countable Job Search / Job Readiness Weeks (1)	A code of (Y) indicates that the TANF, SN MOE or Safety Net individual's time in any of the activities (or combination) can be counted for the federal and state participation rate.
VOCATIONAL EDUCATION MONTHS USED	Vocational Education Months Used (2)	The total number of months a TANF, SN MOE or Safety Net individual has been enrolled in vocational education activity during the individual's lifetime as reported on the Welfare-to-Work Caseload Management System. This counter is never reset.
COUNTABLE	Voc Ed Months Countable (1)	A code of (Y) indicates that an individual has been enrolled on the Welfare-to-Work Caseload Management System in vocational education and has not completed 12 months as a TANF, SN MOE or Safety Net case member while enrolled in that activity. After a total of 12 months during the individual's lifetime have been reached, this indicator will change to "N".
CURRENT ENROLLMENTS		
ACTIVITY	Employment Activity (8)	The mnemonic for the Employment Activities in which an individual is currently enrolled from the current Welfare-to-Work Caseload Management System.
HOURS PER WEEK	Hours Per Week (3)	The hours per week associated with each activity line from the current Welfare-to-Work Caseload Management System record.
EFFECTIVE DATE	Effective Date (6)	The effective date associated with each activity line from the current Welfare-to-Work Caseload Management System record.
EARNINGS		
TYPE	Public Assistance Earned Income Source (5)	The source of earned income for the individual from the current PA budget.

Screen Caption	Data Element Name (size)	Remarks
HOURS PER MONTH	Hours Per Month (3)	The hours per month associated with the earned income from the current PA budget.

Screen Caption	Data Element Name (size)	Remarks
EFFECTIVE DATE	Effective Date From (6) – To (6)	The FROM and TO dates of the earnings received by the individual. The Effective FROM Date will reflect the date on which earnings were first applied to the individual's PA case. The Effective TO Date will reflect the current effective TO date of the PA budget stored with earnings.
GROSS AMOUNT	Gross Income (7)	The gross earned income amount associated with this individual is displayed.

WTRK43 FS ABAWD OVERRIDE INPUT

Data displayed on the WTRK43 screen (see Fig. 3) is based on case information maintained by districts, including ABAWD related tracking information reported by NYC Human Resources Administration. In addition to demographic information, such as the name of the individual and CIN, the WTRK43 screen displays the individual's ABAWD counter that is a list of the calendar months during which the ABAWD did not meet the ABAWD requirements within the current 36-month fixed period and any additions/deletions made to the individual's ABAWD tracking record.

The top part of the WTRK43 screen may contain up to ten lines representing months that have been added to or deleted from the ABAWD counter. Multiple pages can be accessed using the function keys listed at the bottom of the screen. The WTRK43 screen also displays the months for which an individual was reported as having an ABAWD exclusion based on the use of the ABAWD code "X" on screen 4 of Upstate WMS, on Individual Inquiry Screen NQIN2A-Client Information for NYC WMS, and on the Individuals Tab in myWorkspace (available to districts outside of NYC).

Fig 3. WTRK43 FS ABAWD Override Input Screen
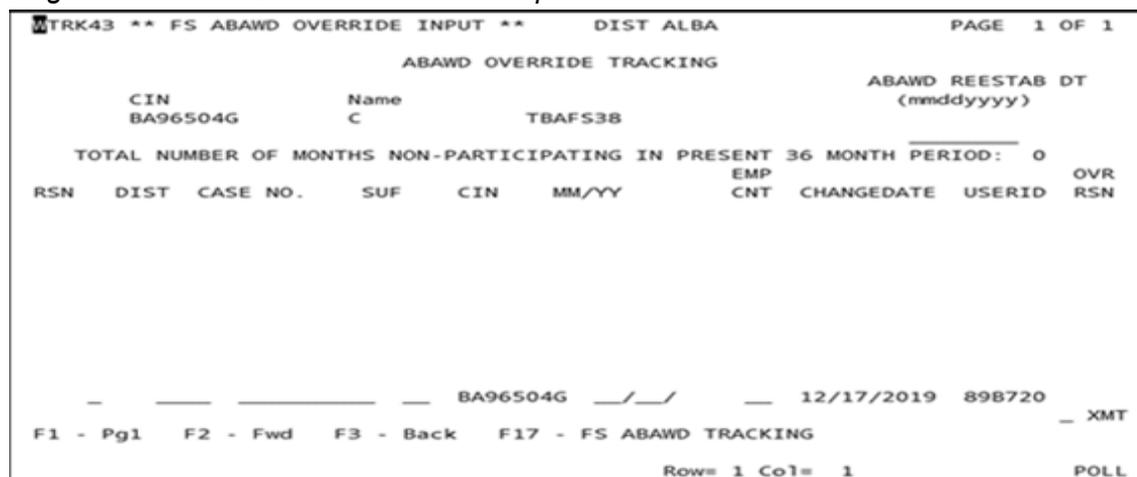
Background

Districts must process an override transaction when an adjustment needs to be made to an ABAWD's tracking record. The following adjustments to data elements that are used as part of the ABAWD tracking process may be made through the ABAWD override process:

- Add or delete a calendar month from the ABAWD counter (Total Number of Months Non-Participating);

- Add or delete a calendar month associated with an ABAWD exclusion;
- Add or delete an ABAWD re-establish date; and,

- Add or delete a calendar month associated with an ABAWD grace period.

Districts were previously instructed in 17-ADM-01 Requirements for Able Bodied Adults Without Dependents (ABAWDs) that overrides related to the use of ABAWD exclusions must be completed no later than 30 calendar days after the end of the calendar quarter. In order to give districts greater flexibility and report ABAWD exclusions applied throughout the federal fiscal year (FFY), the systems edit which required districts to delete or add a month associated with an ABAWD exclusion within 30 days after the end of the calendar quarter has been lifted. Districts may add a month for which an ABAWD exclusion should have been applied or delete a month for which an ABAWD exclusion was applied, at any time during the FFY. The Office of Temporary and Disability Assistance (OTDA) is responsible for accurately reporting the number of exclusions applied by districts each month to the United States Department of Agriculture (USDA) on a quarterly basis. For this reason, districts must maintain their current procedure to process exclusion transactions by the 30th of the month following the end of the quarter and overrides that are processed after the quarter ends, but still within the FFY should be kept to a minimum. For example, override transactions to add or delete an ABAWD exclusion for April, May, or June should still be completed before July 30th.

Access

ABAWD related override transactions are processed using the WTRK43 – FS ABAWD OVERRIDE INPUT screen (selection R) on the Employment Tracking Inquiry, accessed via the Time Limit Tracking Menu (Upstate WMS Menu Selection 17/NYC WMS Menu Selection 11). Only staff designated by the district should process ABAWD related override transactions. Districts must ensure that the reason for the override is clearly documented in the case record.

Override Transactions - Deletions

When it is determined that one of the calendar months on the ABAWD counter has been tracked in error, that month must be deleted. A month is deleted with a deletion override transaction.

To complete a deletion override transaction via the WTRK43 screen, the worker should select the appropriate reason code from the table below and enter it in the **RSN** field to the left of the month to be deleted. When the **RSN** field is blank, it is the only field that can be populated for any record displayed in the top part of the WTRK43 screen.

The allowable entries for the **RSN** field are listed in the table below:

Reason Code (RSN)	Description
I	Incorrect Coding
O	Overridden in Error
X	Exclusion
J	Jurisdictional/District Waiver
F	Fair Hearing
G	Grace Period
D	District Good Cause
V	COVID-19 Mass Override

The following information provides guidance on the use of a specific reason code when completing a deletion override transaction:

- **I – Incorrect Coding** would be used when the SNAP employability code and/or ABAWD status code on Screen 4 in WMS was incorrect, or the absence of income/hours in the Automated Eligibility Budgeting Logic (ABEL) or Welfare-to-Work Caseload Management System (WTWCMS) results in the generation of an AB, AX, AR or AG record. For example, an individual assigned an ABAWD status code of "A" with two tracked months with an AB record provides verification they are six months pregnant. The documentation covers the months tracked with an AB record. The district must use an "I" to remove the AB record for each month so that the months track correctly as months the individual was exempt from the ABAWD requirements.

- **O – Overridden in Error** would be used when a worker manually enters an AB, AX, AR or AG record on the WTRK43 screen and subsequently discovers that the override action was incorrect. For example, if a worker competed an override to add an exclusion to the WTRK43 screen and then subsequently realizes that the action was incorrect and needs to remove the AX record from the tracker, the worker would use the "O" to remove the AX record and then process a separate override transaction to add an AB record so that the month tracks correctly as a countable month.

- **X – Exclusion** would be used when the district determines that the ABAWD met one of the district's exclusion policy criteria, but the district failed to apply the exclusion before the month was tracked.

- **J – Jurisdictional Waiver** would be used when the district determines that the ABAWD resides in a municipality of the state with an approved jurisdictional waiver or moved from a non-waived county to a waived county and the month tracked in error.

- **F – Fair Hearing** would be used when an ABAWD's claimed issue is upheld in a Fair Hearing. The district must override months that are included in the Fair Hearing decision and during the Fair Hearing process.

- **G – Grace Period** would be used when an ABAWD reestablish date was not system generated and the AG record must be manually entered.

- **D – District Good Cause** would be used to override an ABAWD non-participating tracked month when the district determines that the ABAWD had a good cause reason that prevented them from working or participating in an ABAWD qualifying work activity for at least 80 hours in the month. Good cause is an event or circumstance beyond an individual's control that prevents an ABAWD from meeting the ABAWD requirement during the month. Good cause examples may include, but are not limited to, a temporary illness or a household emergency. Documentation to support the district's good cause determination must be maintained in the case record.

- **V – COVID-19 Mass Override** was used by OTDA to conduct state-level overrides of individual records for all ABAWDs with an AB record (ABAWD months non-participating) for March 2020, (in accordance with the guidance provided in GIS 20 TA/DC016 instructing districts to grant good cause for individuals who fail to meet the ABAWD requirements in

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March 2020). Additionally, this code was used by OTDA to conduct state-level overrides during the time period of the temporary suspension of the ABAWD time limit due to the COVID-19 crisis, (beginning with the month of April 2020 and until the month following the end of the emergency declaration), as described in GIS 20 TA/DC021.

Two additional override reason codes exist, W (wrong individual) and C (conversion error), however, use of these reason codes is not appropriate at this time.

The following screenshots and descriptions provide examples of how deletion override transactions should be completed.

Deletion of a Tracked Month to be Reported as ABAWD Excluded

The steps for deleting an ABAWD tracked month that should be reported as ABAWD excluded are as follows:

1. Enter the code "X" in the **RSN** field of the tracked month that should be reported as excluded (see Fig. 4)
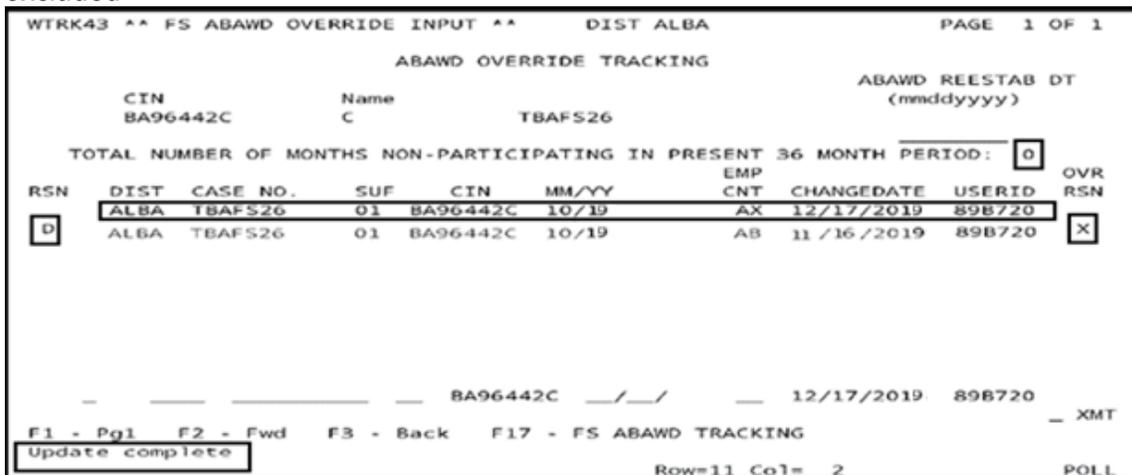
Fig. 4 WTRK43 screen before the deletion of a tracked month to be reported as ABAWD excluded

2. Tab to the **XMT** field and press Enter to transmit (see Fig. 5).

Fig. 5 WTRK43 screen after the deletion of a tracked month to be reported as ABAWD excluded


```
WTRK43 ** FS ABAWD OVERRIDE INPUT **        DIST ALBA                    PAGE   1 OF 1

                            ABAWD OVERRIDE TRACKING
                                                              ABAWD REESTAB DT
         CIN                    Name                             (mmddyyyy)
         BA96442C               C               TBAFS26

    TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  [0]
                                                  EMP                              OVR
 RSN   DIST   CASE NO.    SUF    CIN     MM/YY    CNT   CHANGEDATE   USERID      RSN
       ALBA   TBAFS26     01   BA96442C  10/19    AX    12/17/2019   89B720
 [D]   ALBA   TBAFS26     01   BA96442C  10/19    AB    11/16/2019   89B720      [X]



    _    _____  _____  __   BA96442C  __/__/   __    12/17/2019  89B720
                                                                              _ XMT
 F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
 [Update complete]
                                              Row=11 Col= 2                    POLL
```

The successful deletion of a tracked month that should be reported as ABAWD excluded will result in all of the following:

- The entry in the **RSN** field of the deleted tracked month will change to "D" (deleted).

- The **OVR RSN** field of the deleted record will display the code originally entered in the **RSN** field.

- A line 24 message "Update complete" will appear at the bottom of the screen.

- The number of months non-participating in the current 36-month period will change, if applicable, to reflect the updated record (after the month is deleted).

- A new AX record will be generated indicating the proper designation of the deleted tracked month as excluded.

Deletion of an ABAWD Reestablish Date

The steps for deletion of an ABAWD reestablish date are as follows:

1. Enter the code "O" (Overridden in Error) in the **RSN** field of the AR record to be deleted (see Fig. 6).

Fig. 6 WTRK43 screen before the deletion of an ABAWD reestablish date

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **       DIST ALBA                PAGE   1 OF 1

                      ABAWD OVERRIDE TRACKING
                                                          ┌──────────────────────┐
         CIN                Name                          │ ABAWD REESTAB DT      │
         AY06911R           AMY          C NIAA           │   (mmddyyyy)          │
                                                          │    07012019           │
                                                          └──────────────────────┘
       TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   3
                                                      EMP                        OVR
  RSN    DIST   CASE NO.   SUF    CIN     MM/YY        CNT   CHANGEDATE  USERID   RSN
 ┌────────────────────────────────────────────────────────────────────────────────┐
 │ O    ALBA   NU1        01   AY06911R  07/19         AR   09/18/2019  TY4420   M  │
 └────────────────────────────────────────────────────────────────────────────────┘
  _    ALBA   NU1        01   AY06911R  05/19         AB   06/15/2019
  _    ALBA   NU1        01   AY06911R  04/19         AB   05/15/2019
  _    ALBA   NU1        01   AY06911R  03/19         AB   04/15/2019



  _    ____  _____  __   AY06911R  __/__/       __   09/18/2019  TY4420
                                                                           _ XMT
  F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
                                             Row= 1 Col=  1                   POLL
```

2. Tab to the **XMT** field and press Enter to transmit (see Fig. 7).

Fig. 7 WTRK43 screen after the deletion of an ABAWD reestablish date

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **       DIST ALBA                PAGE   1 OF 1

                      ABAWD OVERRIDE TRACKING
                                                          ┌──────────────────────┐
         CIN                Name                          │ ABAWD REESTAB DT      │
         AY06911R           AMY          C NIAA           │   (mmddyyyy)          │
                                                          │                       │
                                                          └──────────────────────┘
       TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   3
                                                      EMP                        OVR
  RSN    DIST   CASE NO.   SUF    CIN     MM/YY        CNT   CHANGEDATE  USERID   RSN
 ┌────────────────────────────────────────────────────────────────────────────────┐
 │ D    ALBA   NU1        01   AY06911R  07/19         AR   09/18/2019  TY4420   O  │
 └────────────────────────────────────────────────────────────────────────────────┘
  _    ALBA   NU1        01   AY06911R  05/19         AB   06/15/2019
  _    ALBA   NU1        01   AY06911R  04/19         AB   05/15/2019
  _    ALBA   NU1        01   AY06911R  03/19         AB   04/15/2019



  _    ____  _____  __   AY06911R  __/__/       __   09/21/2019  TY4420
                                                                           _ XMT
  F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
 ┌──────────────────┐
 │ Update complete  │
 └──────────────────┘          Row= 1 Col=  1                   POLL
```

The successful deletion of the ABAWD reestablish date will result in all of the following:

- The entry in the **RSN** field of the AR record will change to "D" (deleted).

- The **OVR RSN** field will display the original code entered in the **RSN** field.

- A line 24 message "Update complete" will appear at the bottom of the screen.

- The **ABAWD REESTAB DT** field will become blank.

Override Transactions - Additions

If a tracked month was deleted in error and it must be re-applied to the ABAWD counter, the transaction should be completed via the entry line located at the bottom of the WTRK43 screen. If the transaction is successful, an additional record will be displayed above the

original record for the month in the top part of the WTRK43 screen.

Months can be added to the ABAWD history via the entry line located at the bottom of the WTRK43 screen in the following instances:

- Add a calendar month to the ABAWD counter;

- Add a calendar month to report the use of an ABAWD exclusion for a prior month;

- Add an ABAWD reestablish date; and

- Add a Grace Jurisdictional/District Waiver Period.

Reason Code (RSN)	Description
I	Incorrect Coding
O	Overridden in Error
S	Out of State
J	**Jurisdictional/District Waiver**

- **I – Incorrect Coding** would be used if adding an AB, AX, AR, or AG record when an error in coding on Screen 4 in WMS or the presence of income/hours in ABEL or WTWCMS prevents the system from generating an AB, AX, AR or AG record.

- **O – Overridden in Error** would be used when adding an AB record after a worker generated an AX or AG record in error.

- **S – Out of State** would be used when an ABAWD received tracked months in another state during the current New York State 36-month period, and the district must add an AB record for those months.

- **J – Jurisdictional/District Waiver** would be used when an AB record must be added because it was determined that the individual did not reside in a municipality of the state with an approved jurisdictional waiver.

Two additional override reason codes exist, W (wrong individual) and C (conversion error). However, use of these reason codes is not appropriate at this time.

Only one override transaction to add a month to the ABAWD counter may be processed at a time. The reason for the adjustment must be clearly documented in the case record. To complete an override transaction to add a month to the counter, a designated staff member must complete the following fields in the entry line located at the bottom of the WTRK43 screen:

- RSN as described in the table above

- DIST (District)

- CASE NO (Case Number)

- SUFF (only required for NYC cases)

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- MM/YY (Month/Year for calendar month being added)

- EMP CNT (Employment Counter Code)

When completing an ABAWD override transaction via the entry line located at the bottom of the WTRK43 screen, the only allowable entry for the **EMP CNT** field is AB.

Addition of a Trackable Month to the ABAWD Counter

The steps to add a trackable month to the ABAWD counter are as follows:

1. Enter required information in the entry line located at the bottom of the WTRK43 screen. Enter the code "AB" in the **EMP CNT** field (see Fig. 8).

Fig. 8 WTRK43 screen displaying the data entry process for addition of a trackable month

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA                  PAGE   1 OF 1

                          ABAWD OVERRIDE TRACKING
                                                             ABAWD REESTAB DT
        CIN                Name                                 (mmddyyyy)
        BA96442C            C              TBAFS26
                                                               _____
      TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   O
                                                         EMP                    OVR
  RSN    DIST   CASE NO.     SUF    CIN    MM/YY         CNT   CHANGEDATE  USERID RSN




      ┌───────────────────────────────────────────────────────────────────┐
      │ I     ALBA   TBAFS26____   01   BA96442C   10/19     AB  12/17/2019  89B720 │
      └───────────────────────────────────────────────────────────────────┘ _ XMT
  F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD TRACKING
                                                  Row=22 Col= 76            POLL
```

2. Tab to the **XMT** field and press Enter to transmit.

Upon the successful completion of the override transaction, the added trackable month is displayed chronologically, the **TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD** field is incremented by 1, and a line 24 message "Update complete" is displayed at the bottom of the WTRK43 screen (see Fig. 9). The ABAWD counter on the WTRK31 screen and the ABAWD tracking screen in WTWCMS are also updated.

Fig. 9 WTRK43 screen after the addition of a trackable month

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **        DIST ALBA                PAGE   1 OF 1

                         ABAWD  OVERRIDE  TRACKING
                                                       ABAWD  REESTAB  DT
        CIN              Name                             (mmddyyyy)
        BA96442C          C              TBAFS26
                                                        _____
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:  [1]
                                                     EMP                      OVR
RSN    DIST   CASE NO.    SUF    CIN      MM/YY      CNT   CHANGEDATE  USERID  RSN
 _     ALBA   TBAFS26     01   BA96442C   10/19      AB   12/17/2019  89B720   I




        _    ____   _____  __  BA96442C  __/__/    __  12/17/2019  89B720
                                                                             _ XMT
 F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
 |Update complete|
                                               Row=11 Col=  2              POLL
```

Addition of an ABAWD Exclusion

If the worker needs to process an addition override transaction to report the use of an ABAWD exclusion for a calendar month, the worker should first review the record to determine if there is an active AB (countable month during which the individual was not compliant with the ABAWD requirement) or AG (month counted toward the ABAWD grace period) record for that calendar month. If an active AB or AG record for that calendar month does not exist on the WTRK43 screen (see Fig.10), the worker should create an AB record.

Fig. 10. WTRK43 screen before the addition of a month to be reported as ABAWD excluded

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **        DIST ALBA                PAGE   1 OF 1

                         ABAWD  OVERRIDE  TRACKING
                                                       ABAWD  REESTAB  DT
        CIN              Name                             (mmddyyyy)
        BB00919E          C              F31ALN2
                                                        _____
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: 0
                                                     EMP                      OVR
RSN    DIST   CASE NO.    SUF    CIN      MM/YY      CNT   CHANGEDATE  USERID  RSN




        _    ____   _____  __  BA96442C  __/__/    __  12/17/2019  89B720
                                                                             _ XMT
 F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
                                               Row= 1 Col=  1              POLL
```

The worker should add an ABAWD countable month via the entry line located at the bottom of the WTRK43 screen (see Fig. 11).

Fig. 11 WTRK43 screen showing data entry of a countable month as a step in the process of adding a month to be reported as ABAWD excluded

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **        DIST ALBA                PAGE   1 OF 1

                             ABAWD  OVERRIDE  TRACKING
                                                                ABAWD  REESTAB  DT
        CIN               Name                                      (mmddyyyy)
        BA96442C           C                 TBAFS26
                                                                _____
     TOTAL  NUMBER  OF  MONTHS  NON-PARTICIPATING  IN  PRESENT  36  MONTH  PERIOD:   O
                                                        EMP                        OVR
 RSN   DIST   CASE NO.     SUF     CIN      MM/YY       CNT   CHANGEDATE   USERID   RSN




      ┌──────────────────────────────────────────────────────────────────────────┐
      │ I     ALBA   TBAFS26____   01   BA96442C   10/19/     AB   12/17/2019   89B720 │
      └──────────────────────────────────────────────────────────────────────────┘
                                                                             _ XMT
 F1 - Pg1    F2 - Fwd    F3 - Back    F17 - FS ABAWD  TRACKING
                                              Row=22 Col= 76                   POLL
```

After entering the information in the entry line located at the bottom of the WTRK43 screen the worker should press Enter to transmit. A new AB record will be generated (see Fig. 12).

Fig. 12 WTRK43 screen after the data entry of a countable month as a step in the process of adding a month to be reported as ABAWD excluded

After creating the active countable AB record for the calendar month, the worker should enter the reason code "X" in the **RSN** field of the record for the added month (see Fig. 13), tab to the **XMT** field and press Enter to transmit.

Note: The worker does not have to add a countable AB record for the month to be reported as ABAWD excluded if the AB record for that month already appears on the WTRK43 screen.

Fig. 13 WTRK43 screen displaying the conversion of the countable AB record to an AX record to designate the month as ABAWD excluded

The AX record for the month to be reported as excluded will be generated automatically because the worker is overriding an active countable AB record with the reason code "X". The code "D" (deleted) will populate the **RSN** field of the overridden AB record (see Fig. 14).

Fig. 14 WTRK43 screen displaying the final phase of the addition of a month to be reported as ABAWD excluded

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA                PAGE  1 OF 1

                      ABAWD OVERRIDE TRACKING
                                                       ABAWD REESTAB DT
     CIN                Name                              (mmddyyyy)
     BA96442C            C            TBAFS26         _____
                                                                    _____
   TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD: |O|
                                                       EMP                 OVR
RSN   DIST  CASE NO.    SUF   CIN      MM/YY  CNT  CHANGEDATE  USERID    RSN
 _    ALBA  TBAFS26     01  BA96442C   10/19   AX  12/17/2019  898720
 D    ALBA  TBAFS26     01  BA96442C   10/19   AB  12/17/2019  898720    X




 _    ____  _____   __  BA96442C   __/__/   __   12/17/2019  898720
                                                                       _ XMT
F1 - Pg1   F2 - Fwd   F3 - Back   F17 - FS ABAWD TRACKING
Update complete
                                                   Row=11 Col= 2        POLL
```

Note: The worker must process a separate override transaction for each calendar month that was reported as a countable month but should not have been tracked because the individual was granted an ABAWD exclusion.

Addition of an ABAWD Reestablish Date

The use of an ABAWD reestablish date will help districts identify when an ABAWD, who was previously determined ineligible for SNAP benefits due to noncompliance with the ABAWD requirement, has reestablished eligibility by meeting the ABAWD requirement through one of the methods described below (for additional information, see 18 NYCRR 385.3):

- Applicant prospective compliance in the 30 calendar days following the date of application;

- Recipient prospective compliance within 30 consecutive days;

- Participation in ABAWD qualifying activities for 80 hours within any consecutive 30-day period since losing SNAP eligibility; or,

- 30 days of job search (minimum of 12 hours, but additional hours may be required based on district policy) which must be followed by a work experience assignment unless the individual finds adequate employment during the job search period.

If an ABAWD who reestablishes eligibility for SNAP using any one of the methods listed above subsequently stops meeting the ABAWD requirement, the ABAWD becomes eligible for an additional consecutive 3-month period of SNAP benefits without meeting the ABAWD requirement. This is referred to as the grace period.

Note: The ABAWD reestablish date is only used to identify when an ABAWD who was previously determined ineligible for SNAP benefits due to noncompliance with the ABAWD requirement has reestablished eligibility by meeting the ABAWD requirement through one of the methods identified above. The reestablish date should NOT be used when an individual reestablishes SNAP eligibility because they have become exempt from the ABAWD requirement, documents that they reside in an area with an approved ABAWD waiver or is granted an ABAWD exclusion by the district.

Information about the reestablish date is available on the WTRK31 screen, which is accessed through the Employment Tracking Inquiry, Selection P – FS ABAWD Tracking (via the Time Limit Tracking Menu, Upstate WMS Menu Selection 17, NYC WMS Menu Selection 11). An "X" will be displayed next to the **Removed Due to ABAWD** field on the WTRK31 screen when a district has previously processed a transaction including the SNAP reason code F94 (ABAWD Ineligible) on Screen 3 of WMS [or through the Paperless Office System (POS) or Paperless Alternate Module (PAM) for NYC] (see Fig. 15).

*Fig. 15 WTRK31 screen displaying an "X" in the **Removed Due to ABAWD** field*

```
WTRK31   ** FS ABAWD TRACKING **          Dist ALBA            09/09/2019
CIN      SSN        Name                   DOB
AYO6911R 611111111 AMY        EMPFAFP17     01/01/76      SNAP
Case Name                   Case No.   Suf  CT   CS SNAP-IS Emp CD  36 MonStart
NIAA                        NU1        01   SNCA  AC   AC      20      01/01/19

Total Mon N-P 3   Mon Non-Part: 05/19 , 04/19 , 03/19

Grace Period Used:               Grace Period Months:

Removed Due To ABAWD: [X]  Reestablished Date:   / /       ABAWD Indicator
                                                            Status       : A
        *** CURRENT ENROLLMENTS ***
          Activity   Hours Per Week   Effective Date
        1.
        2.
        3.
     *** EARNINGS ***
          Type          Hours Per Month   Effective Date    Gross Amount
        1.
        2.

  F17 - FS ABAWD Override Input
```

System Generated ABAWD Reestablish Date

The ABAWD tracking logic generates a reestablish date when a SNAP reason code F94 (ABAWD ineligible) is present on an individual's Welfare Reporting and Tracking System (WRTS) record, the **Removed Due to ABAWD** field on the WTRK31 screen displays an "X", and the ABAWD tracking process determines that the ABAWD has met the ABAWD requirement for a calendar month. The system generated reestablish date is displayed on the WTRK31 and WTRK43 screens. In addition, a record with the Employment Counter Code "AR" is generated on the WTRK43 screen.

Example

An ABAWD whose SNAP case was closed as of 05/31/19 with a SNAP reason code F94 (ABAWD ineligible) begins volunteering 22 hours per week effective 07/22/19. The individual applies for SNAP benefits on 08/01/19 and provides documentation that they will volunteer at least 80 hours within 30 consecutive days from the date of application, (applicant prospective compliance). The district concludes that the individual has re-established ABAWD eligibility and, if otherwise eligible, may receive SNAP benefits beginning from the date of application, (08/01/19). When processing the case opening, the worker enters a confirmed enrollment in community service with a schedule of 22 hours per week in WTWCMS. The ABAWD tracking logic determines that the ABAWD has met the ABAWD requirement for the month of August based on the hours of volunteering entered in WTWCMS, and the system generates a reestablish date of 08/01/19 which is displayed on the WTRK31 and WTRK43 screens (see Fig. 16 and Fig. 17).

Fig. 16 WTRK31 screen after a reestablish date is generated by the system

```
WTRK31    ** FS ABAWD TRACKING **            Dist ALBA           09/09/2019
CIN        SSN        Name                    DOB
AY06911R 611111111 AMY              C NIAA    01/01/76       SNAP
Case Name                    Case No.   Suf  CT   CS SNAP-IS Emp CD  36 MonStart
NIAA                         NU1        01   SNCA  AC   AC      2 0     01/01/19

 Total Mon N-P  3 Mon Non-Part: 05/19 , 04/19 , 03/19

Grace Period Used:                      Grace Period Months:

Removed Due To ABAWD:       Reestablished Date: 08/01/19      ABAWD Indicator
                                                              Status        : A
         *** CURRENT ENROLLMENTS ***
            Activity    Hours Per Week    Effective Date
         1.
         2.
         3.
         *** EARNINGS ***
            Type             Hours Per Month   Effective Date    Gross Amount
         1.
         2.

   F17 - FS ABAWD Override Input

                                                                            
                                              Row=24 Col= 80            POLL
```

*Note: Please note that when the individual reestablishes SNAP eligibility, and the Reestablish date is generated by the system, the **Removed Due to ABAWD** field on the WTRK31 screen becomes blank.*

Fig. 17 WTRK43 screen after a reestablish date is generated by the system

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **       DIST ALBA               PAGE   1 OF 1

                        ABAWD OVERRIDE TRACKING
                                                        ABAWD  REESTAB  DT
        CIN              Name                             (mmddyyyy)
        AY06911R         AMY         C NIAA                08012019

   TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   3
                                                  EMP                      OVR
RSN    DIST  CASE NO.   SUF    CIN     MM/YY       CNT   CHANGEDATE  USERID RSN
 _     ALBA  NU1        01   AY06911R  08/19        AR   09/16/2019
 _     ALBA  NU1        01   AY06911R  05/19        AB   06/16/2019
 _     ALBA  NU1        01   AY06911R  04/19        AB   05/16/2019
 _     ALBA  NU1        01   AY06911R  03/19        AB   04/16/2019




        _    ____  _____      __   AY06911R  __/__/     __   09/18/2019  TY4420
                                                                           _ XMT
 F1 - Pg1    F2 - Fwd   F3 - Back    F17 - FS ABAWD TRACKING

                                              Row= 1 Col= 1            POLL
```

As a reminder, the hours of paid employment must be documented and entered on the SNAP budget/WTWCMS, and the actual hours of participation in unpaid ABAWD qualifying work activities (and any hours of excused absence) must be documented and entered on the WTWCMS by the 15th of the month following the report month for the ABAWD tracking logic to consider the client's participation when evaluating if an ABAWD has met the ABAWD requirement during the report month. NYC HRA reports data regarding individuals in noncompliance with the ABAWD requirement separately.

Manual Addition of an ABAWD Reestablish Date

Districts should manually enter an ABAWD reestablish date when it is not system generated, provided that the ABAWD reestablished SNAP eligibility by meeting the ABAWD requirement through one of the methods described previously. Districts will be required to enter an ABAWD reestablish date manually in the following situations:

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- An ABAWD has previously received SNAP benefits for 3 months in a 36-month fixed period without meeting the ABAWD requirement, but a SNAP individual reason code F94 (ABAWD ineligible) was not entered on WMS because the individual or SNAP household was determined ineligible for SNAP benefits for a different reason before the code F94 individual reason code could be entered. If the individual reestablishes SNAP eligibility under these circumstances the district must enter the reestablish date manually. The ABAWD tracking logic will not generate a reestablish date because the individual's WRTS record does not contain a SNAP individual reason code F94. For example, an ABAWD's SNAP case is closed due to failure to recertify at the end of May. The district subsequently determines that the ABAWD has received SNAP benefits for 3 months and during those months they were subject to but did not meet the ABAWD work requirement. The SNAP individual reason code F94 was not entered on WMS because the SNAP case was already closed for failure to recertify. The client reapplies July 1 and re-establishes eligibility by participating in a qualifying activity for at least 80 hours within any consecutive 30-day period. The district will need to manually enter the ABAWD reestablish date of July 1 on the WTRK43 screen (see Fig. 18 and Fig. 19) if the ABAWD re-applies for SNAP benefits and documents that they have met or will meet the ABAWD requirement through one of the methods described above.

- An ABAWD meets the ABAWD requirement through applicant prospective compliance, but the case record for the month is not picked up by the ABAWD selection and/or ABAWD tracking logic. For example, the record may not be picked up by the ABAWD selection and/or ABAWD tracking logic if the individual meets the ABAWD requirement as an applicant by participating in job search during a consecutive 30-day period followed by a work experience assignment or when the SNAP benefits following application and compliance with the ABAWD requirement are issued for a full month, but after the SNAP payment file for the calendar month was created.

- An ABAWD meets the ABAWD requirement through participation in ABAWD qualifying activities for 80 hours within any consecutive 30-day period since losing SNAP eligibility or through recipient prospective compliance when an ABAWD documents that they will meet the ABAWD requirement within a consecutive 30-day period but their 80 hours of participation in ABAWD qualifying activities are not completed in a single calendar month. For example, an individual's SNAP benefits are discontinued for noncompliance with the ABAWD requirement at the beginning of May 2019. The individual subsequently reapplies and provides proof they will meet the 80-hour requirement within a consecutive 30-day period spanning May and June. The ABAWD tracking logic will not generate a reestablish date because the 80 hours were not completed within a single calendar month. Under these circumstances a manual reestablish date of July 1, 2019 should be entered in the **ABAWD REESTAB DT** field on the WTRK43 screen because the individual reestablished eligibility by meeting the ABAWD requirement during July.

*Fig. 18 WTRK43 screen with a blank **ABAWD REESTAB DT** field*

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA                  PAGE   1 OF 1

                           ABAWD OVERRIDE TRACKING
                                                          ┌──────────────────────┐
        CIN                 Name                          │  ABAWD REESTAB DT     │
        AY06911R            AMY         C NIAA            │     (mmddyyyy)        │
                                                          │                      │
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   3
                                                          EMP                        OVR
  RSN   DIST  CASE NO.    SUF    CIN      MM/YY          CNT  CHANGEDATE   USERID   RSN
   _    ALBA  NU1         01   AY06911R   05/19          AB   06/16/2019
   _    ALBA  NU1         01   AY06911R   04/19          AB   05/16/2019
   _    ALBA  NU1         01   AY06911R   03/19          AB   04/16/2019




   _    ____  _____  __  AY06911R   __/__/          __   08/18/2019  TY4420
                                                                                _ XMT
  F1 - Pg1   F2 - Fwd    F3 - Back   F17 - FS ABAWD TRACKING

                                              Row= 1 Col=  1                   POLL
```

When the worker enters the date and presses Enter to transmit, the reestablish date will be displayed in the **ABAWD REESTAB DT** (mmddyyyy) field, and an AR record will appear in the **TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD** field (see Fig. 19).

Fig. 19 WTRK43 screen after the ABAWD reestablish date was entered manually

```
WTRK43 ** FS ABAWD OVERRIDE INPUT **      DIST ALBA                  PAGE   1 OF 1

                           ABAWD OVERRIDE TRACKING
                                                          ┌──────────────────────┐
        CIN                 Name                          │  ABAWD REESTAB DT     │
        AY06911R            AMY         C NIAA            │     (mmddyyyy)        │
                                                          │      07012019        │
     TOTAL NUMBER OF MONTHS NON-PARTICIPATING IN PRESENT 36 MONTH PERIOD:   3
                                                          EMP                        OVR
  RSN   DIST  CASE NO.    SUF    CIN      MM/YY          CNT  CHANGEDATE   USERID   RSN
   _    ALBA  NU1         01   AY06911R   07/19          AR   09/18/2019  TY4420    I
   _    ALBA  NU1         01   AY06911R   05/19          AB   06/16/2019
   _    ALBA  NU1         01   AY06911R   04/19          AB   05/16/2019
   _    ALBA  NU1         01   AY06911R   03/19          AB   04/16/2019



   _    ____  _____  __  AY06911R   __/__/          __   09/18/2019  TY4420
                                                                                _ XMT
  F1 - Pg1   F2 - Fwd    F3 - Back   F17 - FS ABAWD TRACKING

                                              Row= 1 Col=  1                   POLL
```

Note: The entry of an ABAWD reestablish date will create a record with an employment counter code of AR on the WTRK43 screen but will not trigger the use of the ABAWD grace period. The ABAWD grace period will start in the first month that the ABAWD is subject to but does not meet the ABAWD requirement after reestablishing SNAP eligibility by meeting the ABAWD requirement through one of the methods described previously.

The **Removed Due to ABAWD** field on the WTRK31 screen will become blank when the individual reestablishes SNAP eligibility, and the reestablish date will be displayed on the WTRK31 and WTRK43 screens.

Addition of an ABAWD Grace Period

To add a month as a part of an ABAWD grace period, the worker will first have to determine if there is an ABAWD reestablish date on the WTRK43 screen. If the **ABAWD Reestablish Date** field is blank, the worker will be unable to add a grace period until an ABAWD reestablish date has been added to the WTRK43 screen (for additional information, see the section *Manual Addition of an ABAWD Reestablish Date*). If an ABAWD reestablish date is present, the worker will need to determine if there is an active countable AB record for the calendar month that should be overridden. For example, if the worker needs to modify the record for October 2019 to report the month as a grace period month, an AB record must be present for that month before the override transaction can be completed (see Fig. 20).

Fig. 20 WTRK43 screen before the addition of a grace period month

If there is no active countable AB record on the WTRK43 screen for that month the worker must add a countable AB record for the month using the entry line located at the bottom of the WTRK43 screen (for additional information, see the *section Addition of a Trackable Month to the ABAWD Counter*). After creating a countable AB record for the month to be reported as a grace period month, the worker should enter the code 'G' in the **RSN** field of that record and press Enter to transmit. This will convert the countable AB record to an AG record and designate the month as a grace period month. For example, if the worker needs to override the AB record associated with October 2019 and replace it with an AG record to designate October as a grace period month, the code 'G' should be entered in the **RSN** field associated with the 10/19 AB record (see Fig. 21).

Fig. 21 WTRK43 screen displaying the conversion of the countable AB record to an AG record to report the month as a grace period month

After the worker transmits, the AG record will be generated automatically (see Fig. 22). The code "D" (deleted) will populate the **RSN** field of the overridden AB record, a new AG record will appear, and a line 24 message "Update complete" will be displayed at the bottom of the screen.

Fig. 22 WTRK43 screen displaying the final phase of the addition of a month to be reported as a grace period month

Note: *If the worker is adding a grace period of fewer than three months an informational message stating "Incorrect number of grace period months entered" will be displayed at the bottom of the screen. This message is a reminder that the grace period must be 3 consecutive months, and the information entered in the system will be processed despite the message.There is also a business rule associated with this screen that will prevent the entry of 3 non-consecutive grace period months.*

Function Keys Supported

Key	Description
F1	Return Page 1
F2	Page Forward
F3	Page Backward
F6	TERMINAL INACTIVE
F15	(F15) returns WTRK00 – TIME LIMIT TRACKING and EMPLOYMENT TRACKING INQUIRY MENU with original search data entered
F16	(F16) returns WTRK00 – TIME LIMIT TRACKING and EMPLOYMENT TRACKING INQUIRY MENU with all entry fields blank
F17	WTRK31 – FS ABAWD Tracking

Data Element Fields for Screen WTRK43

Screen Caption	Data Element Name (size)	Remarks
CIN	Client Identification Number (8)	The individual's Client Identification Number
NAME	Name (28)	The name of the individual associated with the CIN
RSN	Reason Code (1)	The reason code for the completion of the override transaction.
DIST	Transaction District (4)	The first 4 letters of the local district name. New York City is coded "NYC". This is an enterable field on the data entry line.
CASE NO.	Case Number (10)	The case number of the active case in which the individual was a member at the time the line was generated. This is an enterable field on the data entry line.
SUF	Suffix ID (2)	The case suffix number. Used for NYC cases, for Upstate cases "01" will be displayed. This is an enterable field on the data entry line.
MM/YY	Month / Year (4)	The calendar month (month/year) described in the specific line of the ABAWD's tracking record. This is an enterable field on the data entry line.
EMP CNT	Employment Counter Code (2)	The code used to designate a calendar month as one of the following: • (AB) a month reported as ABAWD requirement not met; • (AX) a month reported as ABAWD excluded; • (AG) a month reported as part of the three-month grace period. An employment counter code AR indicates that the individual reestablished SNAP eligibility by meeting the ABAWD requirement during that month.
CHANGE DATE	Date (8)	The date the change was entered on the Employment Tracking System (System generated).
USER ID	User Identification Number (6)	The user ID of the individual who has signed on when the override transaction was completed. (System Generated)
OVR RSN	Override Reason (1)	The override reason code, based on the reason code entered for this line. (System Generated)

WTRK42 PA EMPLOYMENT OVERRIDE ENTRY

This data entry screen (see Fig. 23) allows changes to be made to the Welfare-to-Work Assessment Date, and access to the history of any of the four employment tracking categories for override or review.

Fig. 23 WTRK42 PA Employment Override Entry Screen

```
WTRK42       **PA EMPLOYMENT OVERRIDE ENTRY**              DIST ALBA      02/15/2021

                .

            CIN             Name
            BA92461R         C

            Assessment Date: 11/13/2020     Change To: __/__/_____

            Override Code: __

                        EC - Exempted Caretaker
                        MS - Months Sanctioned
                        JB - Job Search/Job Readiness
                        VE - Vocational Education




    F17 - PA Employment Tracking Inquiry   F18 - FS ABAWD Tracking Screen    _ XMT
```

Background

Districts are required to provide employment assessments within 90 days of the date on which eligibility is determined for households with children and one year of the application date for households without children. (More specific employment assessment requirements are outlined in section 385.6 and 385.7.) The WTRK42 – PA EMPLOYMENT OVERRIDE ENTRY screen can be used to update the Assessed Date for Federal Requirements date field to ensure proper tracking and monitoring of assessments.

Access

- Selection S from WTRK00 - TIME LIMIT TRACKING/EMPLOYMENT TRACKING INQUIRY MENU; or,

- Selection of ASSESSMENT REQ'D END DATE on WTRK32 – PA INDIVIDUAL EMPLOYMENT TRACKING INQUIRY.

Data Entry Allowed on Screen WTRK42

The field labeled CHANGE TO: is a data entry field. Entering a valid date in this field will update the Welfare-to-Work Assessment Date.

The field labeled OVERRIDE CODE: allows the entry of one of the four employment activity codes listed. The entry of these codes will return:

Override Code	Returns
EC - Exempted Caretaker	WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen with the heading: EXEMPTED CARETAKER OF CHILD UNDER 12 MONTHS - TOTAL MONTHS COUNTED:
MS – Months Sanctioned	WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen with the heading: SANCTIONED MONTHS COUNTED:
JB – Job Search / Job Readiness	WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen with the heading: JOB SEARCH/READINESS WEEKS USED DURING PRESENT FFY:
VE – Vocational Education	WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen with the heading: VOCATIONAL EDUCATION MONTHS COUNTED:

Function Keys Supported

Key	Description
F6	TERMINAL INACTIVE
F15	(F15) returns WTRK00 – TIME LIMIT TRACKING and EMPLOYMENT TRACKING INQUIRY MENU with original search data entered
F16	(F16) returns WTRK00 – TIME LIMIT TRACKING and EMPLOYMENT TRACKING INQUIRY MENU with all entry fields blank
F17	WTRK32 – PA EMPLOYMENT TRACKING INQUIRY
F18	WTRK31 – FS ABAWD TRACKING

Data Element Fields for Screen WTRK42

Screen Caption	Data Element Name (size)	Remarks
CIN	Client Identification Number (8)	The Client Identification Number of the individual.
NAME	Name (28)	The name of the individual associated with the CIN.
ASSESSMENT DATE	Assessment Date (6)	The current Welfare-to-Work Assessment Date as generated by the entry of a complete assessment on the Welfare-to-Work Caseload Management System.
CHANGE TO	None (8)	A data entry field. An entry in this field will update the Welfare-to-Work Assessment Date.
OVERRIDE CODE	Override Code (2)	A data entry field. Use of one of the codes listed will allow access to the WTRK43 – PA EMPLOYMENT OVERRIDE INPUT screen displaying data specific to the selected activity.

WTRK43 PA EMPLOYMENT OVERRIDE INPUT

This screen displays a history of tracking information of TA Employment Programs for an individual (see Fig. 24). Up to ten lines in descending order will be displayed on a screen. Multiple screens are available by use of the special function keys listed on the bottom of the screen. Tracking data may be deleted on this screen. A data entry line is displayed along the bottom of the screen allowing the entry of additional months of non-participation or the correction of existing months.

Fig. 24 WTRK43 PA Employment Override Input Screen

```
WTRK43 **PA EMPLOYMENT OVERRIDE INPUT**  DIST ALBA                PAGE  1 OF 1

                    PA EMPLOYMENT PROGRAMS OVERRIDE HISTORY
                                                     ABAWD REESTAB DT
          CIN                Name                      (mmddyyyy)
          BA92461R           C
                                                     _____
                    JOB SEARCH/READINESS WEEKS USED DURING PRESENT FFY:  O
                                                WK  EMP                    OVR
 RSN    DIST   CASE NO.    SUF    CIN    MM/DD/YY CNT CNT  CHANGEDATE USERID  RSN
  _            ABATEST03    O1  BA92461R  /  /              /  /      TY4420







    _      _____  _____   __  BA92461R   __/__/__   __  02/15/2021  TY4420
                                                                         _ XMT
 F1 - Pg1    F2 - Fwd    F3 - Back    F17 - PA EMP OVERRIDE    F18 - PA EMP TRACKING
```

Access

Transmitting from in front of one of the Employment Elements on the WTRK32 – PA INDIVIDUAL EMPLOYMENT TRACKING INQUIRY screen or by entering an override code on the PA EMPLOYMENT OVERRIDE ENTRY screen, WTRK42.

NOTE: One of the following line 8 headings will be displayed based on the Override selection made on WTRK32 or WTRK42:

Override Code	Headings
EC	EXEMPTED CARETAKER OF CHILD UNDER 12 MONTHS - TOTAL MONTHS COUNTED:
MS	SANCTIONED MONTHS COUNTED:
JB	JOB SEARCH/READINESS WEEKS USED DURING PRESENT FFY: Note: The column labeled MMYY will be displayed as MMDDYY for the JB heading.

Override Code	Headings
VE	VOCATIONAL EDUCATION MONTHS COUNTED:

Data Entry Allowed on Screen WTRK43

Deletion of a Month or Week

This screen can contain up to ten lines that represent months that have been applied to or deleted from the PA employment tracking count. Multiple screens may exist. When blank, the column labeled RSN (Override Reason Code) is the only field that can be overridden for any line displayed.

Data Element Fields for Screen WTRK43

Screen Caption		
CIN	Client Identification Number (8)	The individual's CIN.
NAME	Name (28)	The name of the individual associated with the CIN.
RSN	Override Reason Code (1)	The override reason code.
DIST	Transaction District (4)	The first 4 letters of the local district in which the client was active at the time the counter was incremented. This field is enterable on the data entry line. New York City is coded "NYC".
CASE NO.	Case Number (10)	The case number of the active case in which the individual was a member at the time the line was generated. This is an enterable field on the data entry line.
SUF	Suffix ID (2)	The case suffix number. Used for NYC cases, for Upstate cases "01" will be displayed. This is an enterable field on the data entry line.
CIN	Client Identification Number (8)	The CIN of the individual for either Upstate or NYC WMS at the time the counter was incremented.
MM/YY or (MMDDYY)	Month / Year (4) or Month / Date / Year (6)	The month and year or month, day and year for which a monthly or weekly counter was incremented. If month/day/year is displayed, it will reflect the last day of the week of the enrollment. This field will be displayed as MM/DD/YY for the Job Search/Readiness employment selection. This field is enterable on the data entry line.

Screen Caption	Data Element Name (size)	Remarks
WK CNT	Week Counted Indicator (1)	A code of "Y" indicates that the TANF or Safety Net individual's time in a Job Search and / or Job Readiness activity or a TANF or Safety Moe (State / Federal Charge code 60, 63 or 64) individual's time in a Substance Abuse Treatment and / or Treatment Plan Other Than Substance Abuse activity can be counted, for a corresponding week, for the federal and state participation rate. A code of "N" indicates that a corresponding week cannot be counted.
CHANGE DATE	Date (8)	The date the change was entered. (System generated).
USER ID	User Identification Number (6)	The user ID of the individual who has signed on when the override transaction was completed. (System Generated)
OVR RSN	Override Reason (1)	The override reason code, based on the reason code entered for this line. (System Generated)

Error Messages

Message	Cause / Remedy
CASE NO. REQUIRED	Case Number is a required entry.
CASE NOT FOUND	The case number entered was not found on the tracking database.
CASE TYPE INAPPROPRIATE FOR PA EMPLOYMENT TRACKING	The case type is not associated with PA employment tracking.
CIN HAS MULTIPLE CASE INVOLVEMENT	The CIN entered is involved in more than one case. A case number must be entered.
CIN ISN'T A MEMBER OF THIS CASE	On the tracking data base the CIN entered is not associated with the case number entered.
CIN NOT FOUND	The CIN entered was not found on the tracking database.
CIN NOT ON THIS CASE	The CIN entered was not found on the tracking database with the case number entered.
CIN NOT RECEIVING FS ON THIS CASE	The CIN entered is receiving SNAP on another case.
COUNTABLE WEEK/MONTH ALREADY EXISTS	When adding a countable week/month, the same week/month already exists.
CURRENT OR FUTURE DATE NOT ALLOWED	The date entered must be prior to the current month and not in the future.
DATE EARLIER THAN 12/96 NOT ALLOWED	For this transaction, a date earlier than December 1996 is not allowed.
DATE EARLIER THAN 07/97 NOT ALLOWED	For this transaction, a date earlier than July 1997 is not allowed.
DATE REQUIRED	Date field is a required entry.
DISTRICT/CASE/SUFFIX NOT FOUND	The District Name and Case Number when required must be valid. A valid Suffix is required for NYC cases.

Message	Cause / Remedy
ENTRY MUST BE BLANK – ENTER TRANSMIT	On the WTRK32 PA INDIVIDUAL EMPLOYMENT TRACKING INQUIRY screen, the Transmit position (in front of each Employment Activity) must be blank.
INVALID CHANGE DATE ENTERED	If an Assessment Change date was entered, it must be a valid date and not prior to 12/96.
INVALID DATE	The date entered is not a valid date.
INVALID DISTRICT	If entered, district must be the first 4 letters of a valid district name. For New York City cases district should be "NYC".
INVALID SUFFIX	For Upstate cases, Suffix must be "01" or blank.
INVALID OVERRIDE CODE ENTERED	If entered the override code must be EC or MS or JB or VE or AB.
NOTHING TO PROCESS	During the override data entry, an add or a delete must be done.
OVERRIDE REASON INVALID	The override reason code entered when completion a deletion or addition override transaction must be a valid reason code. Valid reason codes for deletion and addition override transactions are listed in the corresponding sections under the heading *WTRK43 FS ABAWD OVERRIDE INPUT*.
REASON REQUIRED	Reason Code is a required entry.
SUFFIX IS INVALID	Suffix must not be greater than 09.
SUFFIX MUST BE NUMERIC	When entered, Suffix must be numeric.

Screen Caption	Data Element Name (size)	Remarks
TOTAL MON N-P	TOTAL MONTHS NON-PARTICIPATING (2)	The total number of months within the current 36-month fixed period when the ABAWD was receiving SNAP but not participating in an ABAWD qualifying work activity as required.
TYPE	PA or SNAP EARNED INCOME SOURCE (5)	The PA or Food Stamp Earned Income Source from the current PA or SNAP budget.
VOCATIONAL EDUCATION MONTHS USED	VOCATIONAL EDUCATION MONTHS USED (2)	The total number of months a TANF, SN MOE or Safety net individual has been enrolled in vocational education activity during the individual's lifetime as reported on the Welfare-to-Work Caseload Management System. This counter is never reset.
WK CNT	WEEK COUNTED INDICATOR (1)	A code of "Y" indicates that the TANF or Safety Net individual's time in a Job Search and / or Job Readiness activity or a TANF or Safety Moe (State / Federal Charge code 60, 63 or 64) individual's time in a Substance Abuse Treatment and / or Treatment Plan Other Than Substance Abuse activity can be counted, for a corresponding week, for the federal and state participation rate. A code of "N" indicates that a corresponding week cannot be counted.