

DATE: September 15, 2017

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, Employment Coordinators, TA Directors, SNAP Directors and Staff Development Coordinators

- **FROM:** Jeffrey Gaskell, Assistant Deputy Commissioner Employment and Income Support Programs
- **SUBJECT:** Update to the Override Process for Able Bodied Adults Without Dependents (ABAWDs)

EFFECTIVE DATE: Immediately

CONTACT PERSON: John James and Stephanie Boshart, EAS, at: (518) 486-6106

The purpose of this GIS is to inform social services districts (districts) that the process to complete Able Bodied Adults Without Dependents (ABAWD) related override transactions has been updated. This GIS details the updates that were made and the specific action districts need to take to process these transactions appropriately. Information regarding the process for completing ABAWD related override transactions was previously provided to districts by GIS 16 TA/DC028.

An override transaction is necessary to make the following adjustments to data elements that are used as part of the ABAWD tracking process:

- Add or delete a calendar month from the ABAWD counter (Total Number of Months Non-Participating);
- Add or delete a calendar month that involved an ABAWD exclusion;
- Add or delete a calendar month that involved an ABAWD grace period; and,
- Add or delete an ABAWD re-establish date.

ABAWD related overrides 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). The ability to process ABAWD related overrides is limited to staff who have been designated by the district to process ABAWD related overrides.

Overrides involving the use of an ABAWD exclusion:

Previously, two-steps were required to process an ABAWD related override transaction to add an ABAWD exclusion for a calendar month to the WTRK43 screen. This process has been revised and the new process is described as follows:



Adding an ABAWD Exclusion to the WTRK43 Screen:

 If the user needs to process an override transaction to report the use of an ABAWD exclusion for a calendar month, the user will first look to see if there is an active employment counter code of 'AB' (countable month where the individual was not compliant with ABAWD requirements) or 'AG' (month counting toward the ABAWD three-month consecutive grace period) record that exists for that calendar month. (For example: if the user is looking to modify the calendar month of 4/17, an 'AB' or 'AG' record must be present for the month of 4/17.)

WTRK43 ** FS ABAWD C	VERRIDE INPUT **	DIST ALBA	PAGE 1 OF 1
	ABAWD OVERR	IDE TRACKING	
CIN BC39583S	Name A ABA	ATRK135	(mmddyyyy)
TOTAL NUMBER OF N	ONTHS NON-PARTICIP	TING IN PRESENT	36 MONTH PERIOD: 0 OVR
RSN DIST CASE NO.	SUF CIN N	MM/YY CNT	CHANGEDATE USERID RSN
	BC395833	s//	06/07/2017 JM579 XMT
F1 - Pg1 F2 - Fwd	F3 - Back F17	- FS ABAWD TRACKI	NG

2. If there is no active countable 'AB' or 'AG' record on the WTRK43 screen for that calendar month, as in the example above, the user will need to add a countable 'AB' record row for that month using the "add" line located at the bottom of the screen (see "Before" screenshot below). A user will enter an appropriate override reason code when adding an ABAWD countable month ('X' and 'G' are not permitted in the override RSN code field because the user is trying to add a countable month), district code, case number, suffix, the month/year of the trackable month, "AB" in EMP CNT, and hit transmit. The new 'AB' record will now populate as a new row.



Before Screen:

WTRK43 ** FS ABAWD OVE	ERRIDE INPUT **	DIST ALBA	PAGE 1	OF 1
	ABAWD OVERRI	DE TRACKING		
			ABAWD REESTAB	DT
	Name	TPK140	(mmddyyyy)	
BC34897V	A ABA	ATRK140		
TOTAL NUMBER OF MON	NTHS NON-PARTICIPA	TING IN PRESENT	36 MONTH PERIOD: 0	
RSN DIST CASE NO			CHANGEDATE USERTD	
KSN DIST CASE NO.	SOF CIN N	divit Civit	CHANGEDATE OSERID	N.SN
				7
I ALBA ABATRKI	140_ 01 BC54897\	/ 04/17/ AB	07/18/2017 JM579	ХМТ
F1 - Pg1 F2 - Fwd	F3 - Back F17 -	FS ABAWD TRACKIN	NG	

After Screen:

WTRK43	3 ** F	S ABAWD OVE	RRIDE	INPUT **	DIS	ST ALBA			PAGE 1	OF 1
			,	ABAWD OVER	RIDE TR	RACKING				
								ABAWD	REESTAB	DT
	CIN		Name					(mmd	dyyyy)	
	BC54	897V	А	А	BATRK14	10				
то	TAL NU	MBER OF MON	ITHS NO	ON-PARTICI	PATING	IN PRESE E	ENT EMP	36 MONTH PER	IOD: 1	OVR
RSN	DIST	CASE NO.	SUF	CIN	MM/YY	C	INT	CHANGEDATE	USERID	RSN
	ALBA	ABATRK140	01	BC54897V	04/17		AB	07/18/2017	JM579	I
_				BC5489	7V/	'/	—	07/18/2017	JM579	_ ХМТ
F1 - F Update	<mark>≥g1</mark> ∋ comp	F2 - Fwd lete	F3 - I	Back F17	- FS A	ABAWD TRA	ACKI	NG		
						D 44	· ~	1 0		DOL 1



3. Now there is an active countable 'AB' or 'AG' record that exists for that calendar month. The user will enter an 'X' in the Override RSN code field for the row of the 'AB' or 'AG' record that they want to override to report that month as an exclusion and hit transmit. This will delete the current record ('AB' or 'AG') and replace it with an 'AX' row which designates this as an excluded month.

In the example below we would like to override the 'AB' record associated with the month of 4/17 and replace it with an 'AX' record to designate this month as being reported as excluded. An 'X' has been placed in the RSN field associate with the 4/17 'AB' record.

Note: It is not necessary to add the ABAWD countable month "AB" in this example because the status for this month already appears on the WTRK43 screen (see screen shot on prior page).

WTRK43	** FS ABAWD OVE	RRIDE INPUT **	DIST ALBA	PAGE 1	OF 1
		ABAWD OVERR	IDE TRACKING		
				ABAWD REESTAB	DT
	CIN	Name		(mmddyyyy)	
	BC39583S	A AB	ATRK135		
TOT	AL NUMBER OF MON	THS NON-PARTICIP	ATING IN PRESENT	36 MONTH PERIOD: 1	
			EMP		OVR
RSN	DIST CASE NO.	SUF CIN	MM/YY CNT	CHANGEDATE USERID	RSN
X	ALBA ABATRK135	01 BC39583S	04/17 AB	06/07/2017 JM579	I
-		BC39583	s _/_/	06/07/2017 JM579	
					_ XMT
FI - P	gi F2 - Fwd	F3 - Back F17	- FS ABAWD TRACK	LNG	

UPSTATE AND NYC GENERAL INFORMATION SYSTEM GIS 17 TA/DC035



After the user hits transmit, as displayed in the example below, the 'AX' row will automatically be generated when the user is overriding an 'AB' or 'AG' record with an Override RSN code of 'X'. 'D' will display for the overridden 'AB' record row and a new 'AX' row will appear.

WTRK4	3 ** F	S ABAWD OVE	RRIDE	INPUT **	DIS	ат а	LBA		PAGE 1	OF 1
				ABAWD OVER	RRIDE TR	ACK	ING		DEECTAD	DT
	CIN		Name					(mmc	ldyyyy)	
	BC39	5835	А	A	ABATRK13	\$5				
то	TAL NU	MBER OF MON	ITHS N	ON-PARTICI	IPATING	IN	PRESENT	36 MONTH PER	NIOD: 0	OVP
RSN	DIST	CASE NO.	SUF	CIN	MM/YY		CNT	CHANGEDATE	USERID	RSN
_	ALBA	ABATRK135	01	BC39583S	04/17		AX	06/07/2017	JM579	
D	ALBA	ABATRK135	01	BC39583S	04/17		AB	06/07/2017	JM579	×
_				BC3958	33S _/	/		06/07/2017	JM579	
F1 -	Pg1	F2 - Fwd	F3 -	Back F17	7 - FS A	BAW	D TRACK	ENG		_ ×MT

Note: The user would need to process additional override transactions if there are other calendar months that were reported as an ABAWD countable month, but the month should not have tracked because the individual was granted an ABAWD exclusion.

4. Processing overrides to add or delete a month associated with an ABAWD exclusion must be completed **no later than 30 days after the end of the calendar quarter** which contains the month the record is being entered/modified. (For Example: An exclusion record being modified for July 2017 would need to be entered by October 30^{th,} 2017. If the exclusion is entered after the 30th day, an error message will display stating the exclusion is not allowed more than 30 days after the quarter.)

Overrides involving an ABAWD Grace Period:

Previously, two-steps were required to process an ABAWD related override transaction to add a grace period month ('AG' record) for a calendar month. This process has been revised and the new process is described as follows:



Adding an ABAWD Grace Period to the WTRK43 screen using the following steps:

1. To add a new record, the user will first look to see if there is an ABAWD re-establish date present on the WTRK43 screen. If there is no ABAWD re-establish date present, the user will be unable to add a grace period until an ABAWD re-establish date has been added to the WTRK43 screen (see <u>GIS 16 TA/DC056</u> for additional information regarding the ABAWD re-establish date). If there is an ABAWD re-establish date present, then the user will need to see if there is an active countable 'AB' record that exists for that calendar month that needs to be overridden. For example: if the user is looking to modify 4/17 to report the month as part of the ABAWD grace period, an 'AB' record must be present for the month of 4/17 before processing the override transaction.

	CODING THOUT **	DICT AL DA	
WIRK43 AA FS ABAWD U	ERRIDE INPUT	DIST ALBA	PAGE I OF I
		BIDE TRACKING	
	ABAND OVER	RIDE TRACKING	ADAWD DEECTAD DT
CTN	Nama		ABAWD REESTAB DI
	Name	L DATRKI DC	(mmddyyyy)
BC40615F	A A	LBATRK136	
		DATING IN DECENT	
TOTAL NUMBER OF MC	DNTHS NON-PARTICI	PATING IN PRESENT	36 MONTH PERIOD: 0
	CUE CTN	EMP	
RSN DIST CASE NO.	SUF CIN	MM/YY CNI	CHANGEDATE USERID RSN
	BC4061	56 / /	06/23/2017 IM579
	BC4001		VMT
F1 - Pa1 F2 - Fwd	F3 - Back F17	- ES ABAWD TRACK	
FI - FGI FZ - FWU	15 - Back FI7	- 13 ABAND TRACK	

2. If there is no active countable 'AB' record on the WTRK43 screen that exists for that month, as in the example above, the user will need to add a countable 'AB' record row for that month using the "add" line at the bottom of the WTRK43 screen (see "Before" screenshot below). A user will enter an appropriate override reason code ('X' and 'G' are not permitted in the override RSN code field because the user is trying to add a countable month), district code, case number, suffix, the month/year of the trackable month, AB in EMP CNT, and hit transmit. The new 'AB' record will now populate as a new row.



Before Screen:

WTRK4	3 ** FS ABAWD OVE	ERRIDE INP	VUT **	DIST ALBA	Ą	PAGE 1 OF	1
		ABAW	D OVERRI	DE TRACKING	G		
					А	BAWD REESTAB DT	
	CIN	Name				(mmddyyyy)	
	BC78520C	А	ABAT	FRK155		01012017	
то	TAL NUMBER OF MO	ITHS NON-P	PARTICIPA	FING IN PRE	SENT 36 MONT	H PERIOD: 0	(D
DCN	DICT CASE NO	CHE				UN DATE USERTD RS	/R ~NI
R3N	DIST CASE NO.	30F		// f f	CIT CHANGE	DATE USERID RS	
I	ALBA ABATRK	155_ 01	BC78520C	04/17/	AB 09/13/	2017 JM579	
F1 -	Pg1 F2 - Fwd	F3 - Back	× F17 -	FS ABAWD 1	TRACKING		(MT

After Screen:

WTRK4	43 ** F	S ABAWD	OVERRIDE I	NPUT **	DIST	ALBA		PAGE 1	OF 1
			AB	AWD OVEF	RRIDE TRAC	KING			
							ABAWD	REESTAB	DT
	CIN		Name				(mmd	ldyyyy)	
	BC78	3520C	А	A	BATRK155		010	12017	
									7
	DTAL NU	IMBER OF	MONTHS NON	-PARTICI	PATING IN	I PRESENT	36 MONTH PER	IOD: 1	
DCN	ртст	CASE NO	SHE	CTN				USEDTO	
N.SIN	ALBA	ABATRK1	. 301 55 01 B	C78520C	04/17	AB	09/13/2017	IM579	T
-	, (EB) (55 OI D	0,00200	04717	7.8	00,10,201,	5111373	-
				BC7852	20C/	/	09/13/2017	JM579	
_							· ·		_ ХМТ
F1 -	Pg1	F2 - Fwd	F3 - Ba	ck F17	' - FS ABA	WD TRACK	ING		_
Updat	te comp	lete							



3. Now there is an active countable 'AB' record that exists for that month. The user will enter a 'G' in the Override RSN code field for the row of the 'AB' record that they want to override to report as a grace period month and hit transmit. This will delete the current record ('AB') and replace it with an 'AG' row which designates this as a grace period month.

In the example below, we would like to override the 'AB' record associated with the month of 4/17 and replace it with an 'AG' record to designate this month as being reported as a grace period. A 'G' has been placed in the RSN field associated with the 4/17 'AB' record.

WTRK4	13 ** FS ABAWD (OVERRIDE IN	PUT **	DIST	ALBA		PAGE 1	OF 1
		ABA	WD OVER	RIDE TRA	CKING			
						ABAWD	REESTAB	DT
	CIN	Name				(mmc	ldyyyy)	
	BC78520C	А	A	BATRK155		010	012017	
тс	TAL NUMBER OF I	MONTHS NON-	PARTICI	PATING I	N PRESENT	36 MONTH PER	RIOD: 1	
					EMP			OVR
RSN	DIST CASE NO	. SUF	CIN	MM/YY	CNT	CHANGEDATE	USERID	RSN
G	ALBA ABATRK1	55 01 BC	78520C	04/17	AB	09/13/2017	JM579	I
_			BC7852	.0C/_	_/	09/13/2017	JM579	
								_ XMT
F1 -	Pg1 F2 - Fwd	F3 - Bac	k F17	- FS AB	AWD TRACK	ING		
Updat	e complete							



After the user hits transmit, as displayed in the example below, the 'AG' row will automatically be generated when the user is overriding an 'AB' record with an Override RSN code of 'G'. A 'D' will display for the overridden 'AB' record row and a new 'AG' row will appear.

WTRK4	13 ** F	'S ABAWD OVE	ERRIDE	INPUT **	DIST	Γ ALBA		PAGE 1	OF 1
				ABAWD OVER	RIDE TRA	ACKING			
							ABAWD	REESTAB	DT
	CIN		Name				(mm	ddyyyy)	
	BC78	520C	А	А	BATRK155	5	010	012017	
10	DIAL NU	MBER OF MOD	NTHS N	ON-PARTICI	PATING 1	IN PRESENT	36 MONTH PE	RIOD: 0	
DCN	ртст		CUE	CTN		EMP			
R SIN		ADATDV1EE	 						KSIN C
-	ALDA	ADATRKISS	01	BC78520C	04/17	AG	09/13/2017	JM579	G
U	ALBA	ABATRK155	01	BC/8520C	04/1/	AB	09/13/201/	JM2/9	G
				BC7852	:0C /	/	09/13/2017	JM579	
_					/_		,, -01,		ХМТ
F1 -	Pg1	F2 - Fwd	F3 -	Back F17	' - FS AE	BAWD TRACK	ING		_
	-								

Changes to the Process for Overriding or Deleting the ABAWD Re-establish Date:

To override an ABAWD re-establish date, as per <u>GIS 16 TA/DC056</u>, the user needs to enter the correct ABAWD re-establish date in the upper right hand corner of the WTRK43 screen on the line under "ABAWD REESTAB DT (mmddyyyy)". Once the user enters the corrected date and hits transmit, the new ABAWD re-establish date entered will appear in the "(mmddyyyy)" field. This new date will also show in the "Re-establish Date" field on WTRK31 and the WRTK43 screen will update to display a record with an Employment Counter Code of "AR", the WMS USERID of the individual processing the override, the date of the override transaction, and an "OVR RSN" code of "M" (Manual) to document that the ABAWD re-establish date was overridden. Previously, districts were only able to override an ABAWD re-establish date with another date as just discussed, but this process has been updated so that districts are able to not only override an ABAWD re-establish date with another date, but also able to delete an ABAWD re-establish date that was entered in error.



To delete an ABAWD re-establish date the user needs to enter an 'O' – "Overridden in Error" in the override RSN code field affiliated with the 'AR' records they want to delete in Section 1 of the WTRK43 screen. After the user hits transmit, this will enter a 'D' in the override RSN code field and the ABAWD re-establish date field will be nullified.

For example, if a user wants to delete a manually entered ABAWD REESTAB DT of 4/30/2017 because a user accidentally entered that date in error, they must:

Enter an 'O' in the override RSN code field of the 4/17 'AR' record

WTRK4	3 ** F	S ABAWD OVE	RRIDE	INPUT **	DIS	ST ALB	A			PAGE 1	OF	1
			А	BAWD OVER	RIDE TF	ACKIN	IG					
									ABAWD	REESTAB	DT	
	CIN		Name			-			(mmd	dyyyy)		
	BC28	1115	А	А	BATRK14	12			043	02017		
то	TAL NU	MBER OF MON	ITHS NO	N-PARTICT	PATTNG	TN PR	ESENT	36 M	ONTH PER	TOD: 0		
		MBER OF MOR				111 111	EMP	50 m		100. 0	ov	R
RSN	DIST	CASE NO.	SUF	CIN	MM/YY		CNT	CHAI	NGEDATE	USERID	RS	N
0	ALBA	ABATRK142	01	BC59111S	04/17		AR	07/:	19/2017	JM579	М	
				BC5911	15			07/	19/2017	IM579		
=					/	/		077.	10,201/	511375	Х	мт
F1 -	Pa1	F2 - Fwd	F3 - B	ack F17	- FS A	BAWD	TRACKI	NG			_	



After the user hits transmit the following will display:

WTRK4	3 ** F	S ABAWD	OVERRID	E INPUT **	DIST	ALBA		PAGE 1	OF 1
				ABAWD OVER	RRIDE TRA	CKING			
							ABAWD	REESTAB	DT
	CIN		Name	2			(mm	ddyyyy,	
	BC59	1115	А	A	ABATRK142				
то			MONTHS		ΤΡΛΤΤΝΟ Τ	N DRESENT			
		MIDER OF			TIALINO T	EMP	JU MUNITI FEI		OVR
RSN	DIST	CASE NO	D. SUI	- CIN	MM/YY	CNT	CHANGEDATE	USERID	RSN
D	ALBA	ABATRK	142 01	BC59111S	04/17	AR	07/19/2017	JM579	0
				D 0 0 0 1 1		,			
_	·			ВС5911	115 _/_	_/	07/19/2017	JM579	VMT
F1 -	Pa1	E2 - Ew	d F3 -	Back F17	7 - ES AR	AWD TRACK	TNG		_ ^\\\\
Updat	e comp	lete		II/					

Note:

 If a user needs to enter an ABAWD re-establish date override, it MUST be done before the 15th of the following month to trigger the automated grace period for the report month. If a user is unable to do this, they should add the grace period manually through the override process. An ABAWD re-establish date should not be entered if an individual re-established eligibility benefits by documenting that he/she has become exempt from the ABAWD requirement or resides in an area with an approved ABAWD waiver at the time of application for SNAP benefits (see <u>16 GIS TA/DC056</u>).