



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

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| Transmittal: | 26DC008 Upstate |
| Date: | February 3, 2026 |
| To: | Subscribers |
| Suggested Distribution: | Commissioners, Temporary Assistance Directors, SNAP Directors, Employment Coordinators, Staff Development Coordinators, WMS Coordinators |
| From: | Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs |
| Subject: | Updates to ABAWD-Related Cognos Reports |
| Effective Date: | Immediately |
| Contact Information: | Employment and Advancement Services Bureau at (518) 486-6106 or EASBureau@otda.ny.gov |

Section 2

The purpose of this general information system (GIS) message is to inform social service districts (districts) of revisions to four existing Cognos reports to reflect changes to Able-Bodied Adults Without Dependents (ABAWD) policy. The policy changes resulted from the passage of the federal H. R. 1 legislation and were communicated to districts in [25-ADM-03-P - Able-Bodied Adult Without Dependents \(ABAWD\) Time Limit Policy Update and Guidance](#). The four revised reports include:

- ABAWD Enhanced Caseload Listings Report
- ABAWD Indicator Code Exception Report
- ABAWD Tracking Report and,
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) (Adults 16+) Report

A description of each report, its revisions, and recommended uses are outlined below.

I. ABAWD Enhanced Caseload Listing Report

Description

This report displays SNAP clients and their ABAWD code with a variety of selection criteria for ensuring accurate coding. This report can be found in Cognos by following the path: Content>Team Content>Global Reports>OTDA>Employment Programs Reports>OTDA-WTWCMS Reports.

Revisions

This report was revised to include new report fields capturing the modified and newly introduced ABAWD exemptions resulting from the passage of H.R.1. The report also now features a reminder that if an individual's ABAWD status changes from exempt to non-exempt during the certification period, the individual must be screened for exemptions before they are assigned ABAWD countable months. The following report fields have been added to the report:

- Column E - Case Type - displays the case type which may include FA/TANF(Family Assistance/Temporary Assistance for Needy Families), SN MOE (Safety Net Maintenance of Effort), SN Non-MOE (Safety Net Non-Maintenance of Effort), NPA-SNAP (Non-Public Assistance SNAP), SNAP-MIX (Public Assistance and Non-Public Assistance Mixed Household).
- Column K - Reason Code - displays the current individual reason code assigned in the Welfare Management System (WMS).
- Column M - Child < 14 (Yes or No) - indicates whether there is a child under the age of 14 in the household.
- Column N - Native American or Alaska Native (Y/N) - indicates whether the individual has a race code "I" assigned in the system.

Note: The new report fields may be designated in other columns depending on the file format selected when the report is run in Cognos.

Suggested Use

Districts should use this report to confirm the accuracy of ABAWD status codes, SNAP employability codes, and Temporary Assistance (TA) employability codes assigned by using additional information such as an individual's age and address. District staff are encouraged to sort and filter the report results using common Microsoft Excel techniques based on any of the report columns but especially those listed below, depending on the district's intent.

- Column D - Case Type Code: use this column to identify clients by their case type code.
- Column E - Case Type: use this column to identify clients by their case type.
- Column H - TA Employability Code: use this column to identify clients by their current TA employability code.
- Column I - SNAP Employability Code: use this column to identify clients who may qualify for an ABAWD exemption due to being exempt from the general SNAP work rules.
- Column K - Reason Code: use this column to identify clients who have been sanctioned for Public Assistance or SNAP. Please note that individuals who are part of a household

with dependent children and who are meeting the work rules under the Temporary Assistance for Needy Families (TANF) program qualify for an exemption from the general SNAP work rules.

- Column L - ABAWD Indicator Code: use this column to identify clients by their current ABAWD status code.
- Column M - Child < 14 (Yes or No): use this column to identify clients who may qualify for an ABAWD exemption due to having a child under age 14 in their household.
- Column N - Native American or Alaska Native (Y/N): use this column to check if a client has self-identified as Native American or Alaska Native. If there is a "Y" in this column, the ABAWD status code should be N (non-ABAWD).
- Column S - Resident City: use this column to identify clients who may live in an area covered by a jurisdictional ABAWD waiver within the district, if applicable.
- Column U - Resident Code: use this column to identify clients who may live in an area covered by a jurisdictional ABAWD waiver within the district based on their Zip Code, if applicable.
- Column AA - Client Age: use this column to identify clients who may qualify for an age-based ABAWD exemption.

II. ABAWD Indicator Code Exception Report

Description

This report displays clients who may have been assigned an incorrect ABAWD status code based on various selection criteria. The report can be found in Cognos by following the path: Content>Team Content>Global Reports>OTDA>Employment Programs Reports>OTDA-WTWCMS Reports. It must be run in Excel format for the sub-reports to display properly in their own report tab. Please note that generating the report may take 5-10 minutes.

Revisions

This report was revised to include updated and new report type options capturing modified and newly introduced ABAWD exemptions resulting from H.R.1. The report also now features a reminder that if an individual's ABAWD status changes from exempt to non-exempt, the individual must be screened for exemptions before they are assigned ABAWD countable months. Here is a summary of the updates:

- The Report Type "Exempt SNAP Emp. Code, ABAWD Ind. Is Not N And Age is 18-54" has been updated to "Exempt SNAP Emp. Code, ABAWD Ind. Is Not N And Age is 18-64".
- The Report Type "ABAWD Code Is Not N And Age Is 55 And Older" has been updated to "ABAWD Code Is Not N And Age Is 65 And Older".
- The Report Type "Individuals Turning 55 Within 30 Days" has been updated to "Individuals Turning 65 Within 30 Days".
- A new Report Type "ABAWD Code Is Not N And Race Is I (Native American Or Alaska Native)" has been created.
- A new Report Type "ABAWD Code Is Not N And Is A Child In Household Age 13 And Younger" has been created.

Suggested Use

Districts should use this report to identify and correct improper ABAWD codes on an ongoing basis. The various Report Type options allow districts to focus on specific potential errors, as explained below, but do not automatically confirm the error. In cases of potential errors, it is essential for districts to review the case record and/or rescreen the client to determine the appropriate ABAWD code.

- ABAWD IND CD is Not N and Under Age 18: use this report to identify clients who are under age 18 and are not coded N.
- Exempt SNAP Emp. Code, ABAWD IND CD is Not N and Age is 18-64: use this report to identify clients who are exempt from the general SNAP work rules but have not been coded N (Please note that clients aged 60-64 are exempt from the general SNAP work rules but not from the ABAWD time limit and will therefore appear on this report.)
- ABAWD IND CD is Not N and Age is 65 or Over: use this report to identify clients who are aged 65 or over and are not coded N.
- Individuals Turning 65 within 30 Days: use this report to identify clients who are aging out of the ABAWD time limit and need to be recoded N.
- ABAWD Code Is Not N and Race is I (Native American Or Alaska Native): use this code to identify clients who are Native Americans or Alaska Natives and qualify for the new ABAWD exemption introduced by H.R.1.
- ABAWD Code Is Not N and is a Child in Household Age 13 and Younger: use this report to identify clients who have a child under age 14 in the household and are not coded N.
- ABAWD Code is not A and Individual Age is 18: use this report to spot check ABAWD coding for individuals who have turned 18. This report lists all 18-year-olds regardless of their SNAP employability status. Filters should be used to identify a subset of individuals that have a non-exempt SNAP employability code and an ABAWD code N. These individuals should then be screened at the household's next required point of contact to determine if they qualify for an exemption from the ABAWD time limit.
- Combined ABAWD Exception Report: use this report option to run all reports simultaneously. This must be generated in Excel format to display the combined reports properly.

District staff are encouraged to sort and filter the report results using common Microsoft Excel techniques based on any of the report columns but especially those listed below, depending on the district's intent.

- Column E - Client Age: use this column to identify clients who may qualify for an age-based ABAWD exemption.
- Column I - Current ABAWD Indicator Code: use this column to identify clients by their current ABAWD code.
- Column K - SNAP Employability Code: use this column to identify clients who may qualify for an ABAWD exemption due to being exempt from the general SNAP work rules.

III. ABAWD Tracking Report

Description

This report displays the tracked ABAWDs in the report month, including those ABAWDs that are excluded or are currently in the grace period along with the current number of countable months for each individual. This report can be found in Cognos by following the path: Content>Team Content>Global Reports>OTDA>Employment Programs Reports> SNAP E&T.

Revisions

This report was revised to include an additional case type option.

- FA has been included as a Case Type selection in addition to the currently available Case Type options of NPA-SNAP, SNAP-Mixed, SN MOE, and SN Non-MOE.

Suggested Use

Districts should use this report to identify the number of countable months that an ABAWD has accumulated during the 3-year period or to identify ABAWDs who were reported as excluded or in the grace period during the report month. Districts must confirm through a review of case record information that the individual was subject to the ABAWD time limit and did not meet the requirements before taking adverse action on the case.

District staff are encouraged to sort and filter the report results using common Microsoft Excel techniques based on any of the report columns but especially those listed below, depending on the district's intent.

- Column E - Case Type: use this column to identify clients by their case type.
- Column F - Current SNAP Employability Code: use this column to identify clients who may qualify for an ABAWD exemption due to being exempt from the general SNAP work rules.
- Column G - ABAWD Status: use this column to identify clients by their current ABAWD code.
- Column H - Number of Tracked Months: use this column to identify the number of countable months a client has accumulated.
- Column J - Excluded in Report Month: use this column to identify clients who have been granted an ABAWD exclusion for the month.
- Column J - Number of Grace Period Months: use this column to identify the number of months a client has been in the ABAWD grace period.
- Column K - Currently Active When Report Ran: use this column to identify whether the client was in active status on the case when the report was generated.

IV. SNAP E&T (Adults 16+) Report

Description

This report displays a comprehensive list of all adults receiving SNAP at the time when the report was generated. It can be found in Cognos by following the path: Content>Team Content>Global Reports>OTDA>Employment Programs Reports> SNAP E&T.

Revisions

This report was revised to include an additional case type option as well as updated and new columns to reflect modified and newly introduced ABAWD exemptions resulting from the passage of H.R.1. The report also now features a reminder that if an individual's ABAWD status changes from exempt to non-exempt, the person must be screened for exemptions before they are assigned ABAWD countable months. Here is a summary of the updates:

- FA has been added to the Case Type options available for selection.
- Column AE Child <18 has been updated to Child <14.
- Column AF American Indian or Alaska Native (Y/N) has been added to the report.

Suggested Use

Districts should use this report to help monitor and identify instances where an individual's SNAP employability code and ABAWD code may need to be reviewed. District staff are encouraged to sort and filter the report results using common Microsoft Excel techniques based on any of the report columns but especially those listed below, depending on the district's intent.

- Column H - City: use this column to identify clients who may live in an area covered by a jurisdictional ABAWD waiver within the district, if applicable.
- Column I - Zip Code: use this column to identify clients who may live in an area covered by a jurisdictional ABAWD waiver based on their Zip code, if applicable.
- Column P - Case Type: use this column to identify clients by their case type.
- Column E - Age Now: use this column to identify clients who may qualify for an age-based ABAWD exemption.
- Column X - ABAWD Non-Participating Count: use this column to identify the number of countable months a client has accumulated.
- Column L - SNAP Employability Code: use this column to identify clients who may qualify for an ABAWD exemption due to being exempt from the general SNAP work rules.
- Column M - ABAWD Indicator Code: use this column to identify clients by their current ABAWD code.
- Column Z - ABAWD Ineligible Indicator: use this column to identify clients who are ineligible for SNAP due to noncompliance with ABAWD work rules.
- Column AE - Child <14: use this column to identify clients who may qualify for an ABAWD exemption due to having a child under age 14 in their household.
- Column AF - American Indian or Alaska Native (Y/N): use this column to identify clients who may qualify for an ABAWD exemption based on being an Indian, California Indian, Urban Indian or other Indian eligible for the Indian Health Services (Race Code I).
- Column AJ - Income Source Description: use this column to identify clients who may qualify for an ABAWD exemption due to receiving a disability benefit.
- Column AL - Gross Income Amount (monthly amount): use this column to identify clients who may qualify for an exemption from the general SNAP work rules due to earning at least 30 times the federal minimum wage per week. Please note that the information in this column must be reviewed in conjunction with Column AK which show if the client is receiving earned or unearned income. Additionally, remember that the

monthly amount of earned income in Column AL must be divided by 4.333 to determine if the average weekly earnings are greater than \$217.50.

- Column AM - Number of Hours/Month: use this column to identify clients who may qualify for an exemption from the general SNAP work rules due to working at least 30 hours per week or clients who are meeting the monthly ABAWD work requirement by working at least 80 hours monthly.