TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF  
FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR  
RE: CHANGE IN COUNTIES THAT ARE EXEMPT FROM THE  
REQUIREMENTS FOR ABLE-BODIED ADULTS WITHOUT  
DEPENDENTS  
PROGRAM AFFECTED: FOOD STAMP PROGRAM  
ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS  
SUMMARY  
Every year we send a waiver request to the Food and Nutrition Service (FNS) to extend Maryland’s waiver to exempt counties from the requirements for able-bodied adults without dependents (ABAWD). We recently received the FNS response that eliminated three jurisdictions from the exemption.  
OLD POLICY  
The exempt jurisdictions under the last year’s waiver were Allegany County, Dorchester County, Garrett County, Somerset County, Worcester County, Anne Arundel County, Kent County, Cecil County and Baltimore City.  
NEW POLICY  
Beginning March 1, 2001 the exempt jurisdictions are:  
♦ Allegany County  
♦ Dorchester County  
♦ Garrett County  
♦ Somerset County  
♦ Worcester County  
♦ Baltimore City
Customers that live in the three jurisdictions that lost the ABAWD waiver, Anne Arundel County, Kent County, and Cecil County, are now subject to the ABAWD work requirements.

Cecil County

Cecil County was given a longer period of time to identify ABAWDS that currently receive food stamps because they have operated under a waiver since the policy was first implemented. Cecil County must identify ABAWDS in ongoing cases at their next recertification period. The ABAWD's first “free” three months begins with the first month of the new certification period.

Example: Mr. A lives in Cecil County. He is receiving food stamps and is certified through June. At his recertification interview, the case manager identifies him as subject to the ABAWD work requirements. The case manager explains the work requirement to the customer and certifies him from 7/1/01 through 9/3/01.

The ABAWD work requirement applies to new applications taken on or after May 1, 2001.

Anne Arundel County and Kent County

Beginning May 1, 2001, ABAWDS in Anne Arundel County and Kent County are subject to the work requirements. May is the first “free” month in this 36-month tracking period for these jurisdictions. The local department must review assistance units that include an ABAWD and ensure that these individuals receive no more than 3 months of benefits.

Example: Ms. B lives in Kent County. The local department identifies Ms. B as an ABAWD. She had been certified from 5/1/01 through 8/31/01. The case manager sends Ms. B a notice of adverse action on 7/18/01 and closes the case effective July 30, 2001.

Note: If there is any doubt that an individual is an ABAWD, send a request for clarification prior to sending notice of adverse action.

Example: Ms. D has received food stamps in Kent County since 12/99. She is 40 years old and is not working and is not in a work program. She was recently recertified with a new certification period from May 1, 2001 through August 31, 2001. Based on information in the case record, she is an ABAWD. On June 13, the case manager sends Ms. D a notice of adverse action. When she receives the notice of adverse
action she calls her case manager and says she is disabled. She provides a statement from her doctor. Since she is exempt from the ABAWD requirement and provided verification the case manager allows the food stamp case to continue for the remainder of the certification period.

Example: Mr. C has received food stamps as a one-person household in Anne Arundel County since 4/99. He is 30 years old and is working 10 hours per week. He was certified through June 30, 2001. Since he can receive no more than 3 months of food stamps in a 36-month period unless he complies with the work requirement or becomes exempt, the case manager will authorize benefits for the month of July only at recertification.

Note: The ABAWD work requirements are explained in section 130.24 of the Food Stamp Manual.

ACTION DUE

Anne Arundel and Kent Counties must review cases and impose the time limits on eligibility beginning May 1, 2001.

Cecil County must review and impose time limits with applications taken after May 1, 2001 and at the next recertification for ongoing cases.

PAYMENT ACCURACY

Local departments must insure that an individual who is ineligible because of the ABAWD requirements does not receive benefits. When a household that includes an ABAWD moves from one jurisdiction to another, the case manager must review past receipt of food stamp benefits and the waiver status of the prior jurisdiction before issuing benefits.

INQUIRIES

Please direct policy questions to Kay Finegan at (410) 767-7939 and systems questions to Joyce Westbrook at (410) 238-1299.

cc:  DHR Executive Staff  
     FIA Management Staff  
     DHR Help Desk  
     Constituent Services  
     RESI

CARES ACTION REQUIRED

The following information renders obsolete all prior CARES ABAWD procedures.
CARES programming to display an ABAWD field on the WORK screen that identifies those individuals affected by the ABAWD work requirement is currently in development. Therefore, a report will be distributed before the end of June 2001 to assist the Local Departments in identifying those assistance units with an ABAWD.

CECIL COUNTY

Imposing Time Limit at Application:
During the household’s application process, review each member to determine if they are an ABAWD. For those members who are not exempt from the ABAWD requirement, follow the procedures below:

Process the AU’s application as usual. Once all certification requirements have been met and the AU is ready to be finalized:

- Select Option Q from the AMEN screen to finalize,
- Enter Y on ELIG screen in the Confirm field,
- Press ENTER to display FSFI screen,
- Enter Y in the Bnft Confirm field,
- Enter the shortened certification period in the Redet End Date field,
- Press ENTER to display APP2 screen,
  - ELIG screen re-displays if there are pending application months that have not been confirmed (repeat steps in the 2nd through 5th bullets),
  - APP2 displays when all of the months have been confirmed,
- Review the data on the screen,
- Type Y in the Finalize field,
- Press ENTER to confirm the information and commit the eligibility determination and benefit calculation data and result to the CARES database.

Imposing Time Limits at the next Recertification:
During the household’s recertification process, review each member to determine if they are an ABAWD. For those members who are not exempt from the ABAWD requirement, follow the procedures below:

Process the AU’s face-to-face or mail-in recertification as usual. Once all recertification requirements have been met and a new certification period is ready to be established:

- On the MISC screen,
  - Enter Y in the Calc Elig Ind field,
  - Enter Y in the Redet Complete field,
- Press ENTER to display the ELIG screen,
• Enter Y in the Confirm field,
• Press ENTER to display the FSFI screen,
• Enter Y in the Bnft Confirm field,
• Enter the shortened certification period in the Redet End Date field,
• Press ENTER to display the DONE screen,
• Press ENTER to commit.

Closing or Denying a One Person Household for Non-Compliance With The ABAWD Requirement:
• On the STAT screen in the AU Status Reasons field, enter reason code 526 (DID NOT MEET ABAWD WORK REQUIREMENTS).
• Fast path to the ELIG screen.
• Enter Y in the Confirm field,
• Press ENTER to display the FSFI screen,
• Confirm no benefits are displayed in the Benefit Amount field
• Enter Y in the Bnft Confirm field,
• Press ENTER to display the DONE screen,
• Press ENTER to commit.

Closing or Denying a Customer in a Two or More Persons Household for Non-Compliance With The ABAWD Requirement:
• On the STAT screen in the ABAWD customer’s Rsn field, enter reason code 526 (DID NOT MEET ABAWD WORK REQUIREMENTS).
• Fast path to the MISC screen,
• Enter Y in the Calc Elig Ind field,
• Fast path to the ELIG screen,
• Review the Finl Resp field to ensure the ABAWD’s financial responsibility was changed to NM (non-member).
• Enter Y in the Confirm field,
• Press ENTER to display the FSFI screen,
• Review the HH Size field to ensure the ABAWD was removed,
• Enter Y in the Bnft Confirm field,
• Press ENTER to display the DONE screen,
• Press ENTER to commit.

Reminder: Document case actions in the narrative by pressing PF21 from the ADDR screen.

ANNE ARUNDEL, KENT COUNTY and Remaining ABAWD Jurisdictions

Imposing Time Limit at Application:
During the household’s application process, review each member to determine whether or not they are an ABAWD. For those members who are not exempt from the ABAWD requirement, follow the procedures below:
Process the AU’s application as usual. Once all certification requirements have been met and the AU is ready to be finalized:

- Select Option Q from the AMEN screen to finalize,
- Enter Y on ELIG screen in the Confirm field,
- Press ENTER to display FSFI screen,
- Enter Y in the Bnft Confirm field,
- Enter the shortened certification period in the Redet End Date field,
- Press ENTER to display APP2 screen,
  - ELIG screen re-displays if there are pending application months that have not been confirmed (repeat bullets 2 through 5),
  - APP2 displays when all of the months have been confirmed,
- Review the data on the screen,
- Type Y in the Finalize field,
- Press ENTER to confirm the information and commit the eligibility determination and benefit calculation data and result to the CARES database.

**Imposing Time Limit at Recertification:**
During the household’s recertification process, review each member to determine whether or not they are an ABAWD. For those members who are not exempt from the ABAWD requirement, follow the procedures below:

Process the AU’s face-to-face or mail-in recertification as usual. Once all recertification requirements have been met and a new certification period is ready to be established:

- On the MISC screen,
  - Enter Y in the Calc Elig Ind field,
  - Enter Y in the Redet Complete field,
- Press ENTER to display the ELIG screen,
- Enter Y in the Confirm field,
- Press ENTER to display the FSFI screen,
- Enter Y in the Bnft Confirm field,
- Enter the shortened certification period in the Redet End Date field,
- Press ENTER to display the DONE screen,
- Press ENTER to commit.

**Closing or Denying a One Person Household for Non-Compliance With The ABAWD Requirement:**

- On the STAT screen in the AU Status Reasons field, enter reason code 526 (DID NOT MEET ABAWD WORK REQUIREMENTS).
- Fast path to the ELIG screen.
- Enter Y in the Confirm field,
- Press ENTER to display the FSFI screen,
• Confirm no benefits are displayed in the **Benefit Amount** field
• Enter **Y** in the **Bnft Confirm** field,
• Press **ENTER** to display the **DONE** screen,
• Press **ENTER** to commit.

Closing or Denying a Customer in a Two or More Persons Household for Non-Compliance With The ABAWD Requirement:

• On the **STAT** screen in the ABAWD customer’s **Rsn** field, enter reason code **526** (DID NOT MEET ABAWD WORK REQUIREMENTS).
• Fast path to the **MISC** screen,
• Enter **Y** in the **Calc Elig Ind** field,
• Fast path to the **ELIG** screen,
• Review the **Finl Resp** field to ensure the ABAWD’s financial responsibility was changed to **NM** (non-member).
• Enter **Y** in the **Confirm** field,
• Press **ENTER** to display the **FSFI** screen,
• Review the **HH Size** field to ensure the ABAWD was removed,
• Enter **Y** in the **Bnft Confirm** field,
• Press **ENTER** to display the **DONE** screen,
• Press **ENTER** to commit.

**Reminder:** Document case actions in the narrative by pressing **PF21** from the **ADDR** screen.