



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: #01-55

Effective Date: May 1, 2001

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**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 2<sup>nd</sup> through 5<sup>th</sup> 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.