

NA ABAWD and Work Registration Script

Instructions: Use the NA ABAWD and Work Registration Script (FAA-1786A) and the SNAP CAN Script (FAA-1878A) during *any* of the following:

- NA interviews.
- When a work registrant loses an exemption.
- When an ABAWD or a work registrant is added to an open NA case.
- When a participant becomes subject to the ABAWD time limit.

Use this script to explain and complete *all* of the following with the primary informant (PI) or authorized representative:

- Explain information about Able-Bodied Adult Without Dependents (ABAWD), including *all* of the following:
 - The ABAWD exemptions and identify who in the budgetary unit meets an exemption.
 - The ABAWD work requirements and identify who is subject to the ABAWD time limit.
 - Explain the ABAWD time limit to the PI or authorized representative when a participant in the budgetary unit does not meet an exemption or work requirement.
 - Provide information about how SNAP CAN and ARIZONA@WORK helps participants subject to the ABAWD time limit.
 - Explain what happens when the ABAWD time limit is met.
- Explain the NA work requirements, including *all* of the following:
 - Identify who meets an NA work requirements exemption.
 - Identify who is subject to the NA work requirements.
 - The disqualifications for not complying with the NA work requirements.
- When benefits are approved, FAA sends a notice explaining the ABAWD and the NA work requirements, including the participant's names and the applicable work requirements.

Note: Everyone in the budgetary unit may not be subject to a work requirement.

ABAWD Time Limit Exemptions

Instructions: Use the following script to review each exemption for each participant in the budgetary unit aged 18 through 64 to determine who in the budgetary unit is exempt from the ABAWD time limit.

Exemptions from the ABAWD time limit include *all* of the following:

- Under the age of 18 years old or 65 years of age or older.
- Unable to work because of a medically certified physical or mental health reason.
- Responsible for the care of a dependent child under the age of 14.
- Pregnant, with verification from a medically qualified source.
- Indians, meaning a member of a federally recognized tribe, band, nation, or other organized group or community.
- Urban Indians, as defined by the Indian Health Care Improvement Act.
- California Indians, as defined by the Indian Health Care Improvement Act.
- Receiving Supplemental Security Income (SSI).
- Qualifies for an NA work requirement exemption.

Reminder: When a participant does not meet an exemption determine whether the participant meets the ABAWD work requirement or an NA work requirement exemption. (*See the NA Work Requirements Exemption section*).

ABAWD Work Requirements

Instructions: Use the following script to explain the following for participants subject to the ABAWD time limit.

Participants subject to the ABAWD time limit can avoid reaching the ABAWD time limit of three full months of benefits by meeting *one or more* of the following ABAWD work requirements:

- Working an average of 80 hours per month. This includes any combination of:
 - Paid work
 - Self-employment

- Volunteer work
- In-kind work: working in exchange for food, rent, or other needs. Proof must include the number of hours worked.
NOTE: The value of the work is also needed for eligibility purposes.
- Participating in and complying with the work requirements of one of the following programs at least 20 hours per week:
 - The Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN), other than a job search or job search training program.
 - Note: The program may contain job search or job search training as a subsidiary component when the component is less than half of the required 20 hours per week.
 - The Workforce Investment Opportunities Act (WIOA) Program or any component of WIOA.
 - The Trade Adjustment Assistance (TAA) Act.
 - An employment and training program for veterans offered by either of the following:
 - Department of Labor
 - Department of Veterans Affairs
- Any combination of working, volunteer work, and participating in a work program for at least 20 hours per week.

If you do not meet an ABAWD exemption and are not meeting the ABAWD work requirements, you may contact SNAP CAN or ARIZONA@WORK for assistance. These providers have resources to help you meet your ABAWD work requirement. For any month you meet the work requirement, the time limit (three countable months) does not apply to you.

ABAWD Time Limit

Instructions: Use the following script to explain the ABAWD time limit. All the following information is about the ABAWD time limit:

- Participants who do not meet an ABAWD exemption, a work requirement, or a NA work requirement exemption, are subject to the ABAWD time limit. Participants are limited to three full months of NA benefits in a fixed 36 month period.
- Months in which a participant meets an ABAWD exemption or meets the ABAWD work requirement do not count towards the three-month benefit limit.
- After three countable months of benefits, a participant cannot receive NA benefits unless one of the following occurs:
 - An ABAWD exemption or NA work requirement exemption is met.
 - The ABAWD work requirement is met.
 - A new fixed 36-month period begins.

NA Work Requirement Exemptions

Instructions: Use the following script to determine an NA work exemption for each participant in the budgetary unit aged 16 through 59 years of age. Reminder: When a participant meets an NA work requirement exemption, the participant is also exempt from the ABAWD time limit.

The NA work requirement exemptions include *all* of the following:

- Meeting the requirements for a migrant or seasonal farm worker.
- Receiving Unemployment Insurance (UI), pending a UI application, or appealing a UI decision.
- Attending a training program at least half-time, as defined by the institution.
- Attending school at least half-time, as defined by the school.
- Caring for a child under age six (6).
- Caring for an incapacitated person.
- Cuban and Haitian Entrant without a work status.
- Participating and complying with the work requirements in one of the following programs at least 20 hours per week:
 - CA jobs program
 - Refugee Resettlement Employment program
 - Tribal Native Employment Works (NEW) program
 - Tribal TANF Employment programs

- Participating in an alcohol or drug treatment program.
- Unable to work because of a medically certified physical or mental health reason.
- Under the age of 16 years old or 60 years of age or older.
- Working for an average of 30 hours per week. When employed for less than 30 hours per week, the weekly earnings have to be equal to or exceed an amount that is 30 hours multiplied by the federal minimum wage.

Important Note: select and document the case file with who is the NA Lead Participant. Explain who the NA Lead Participant is to the PI or authorized representative and that the NA benefits stop when the lead participant receives a disqualification. (*Refer to the CNAP+ Manual for more information on the NA Lead Participant.*)

NA Work Requirements and Disqualifications

Instructions: Use the following script to explain the work requirements and the disqualifications when members do not meet an exemption. These participants are considered work registrants.

As a condition of eligibility for NA benefits, work registrants are subject to comply with ***all*** of the following NA work requirements:

- Register for work with FAA at new and renewal applications (once every 12 months).
- Provide FAA information about employment status and availability to work.
- Accept a job offer with average weekly earnings equal to or more than 30 hours at the Federal Minimum Wage.
- Do not quit a job or choose to work less than 30 hours per week, without having a good cause, such as being sick, being discriminated against, or not getting paid.
- Not be disqualified from receiving Unemployment Insurance (UI) benefits.

When a participant is subject to the NA work requirements and fails to comply with these NA work requirements. FAA reviews good cause reasons with the participant before imposing a disqualification. Good cause reasons are temporary events beyond the participant's control, such as illness, transportation, and the lack of childcare.

Disqualification periods are the following:

- One month for the first disqualification.
- Three months for the second disqualification.
- Six months for the third disqualification and any additional disqualifications.

When the lead participant receives a disqualification, benefits stop for the entire budgetary unit.

If a household member is disqualified, they will need to follow the ABAWD work requirements or qualify for an exemption before they can get NA benefits again.

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1. **mail:**

Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

FNSCIVILRIGHTSCOMPLAINTS@usda.gov

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