



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance

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Online Guide Transmittal 2016-21
April 1, 2016

To: Department of Transitional Assistance Staff

From:  Sarah Stuart, Associate Commissioner for Program and Policy Implementation
 Paul Sutliff, Assistant Commissioner for Field Operations

Re: SNAP – ABAWD Work Program Updates

Overview

This Transmittal advises staff of a number of clarifications to the ABAWD Work Program Requirement, including several BEACON and forms changes. To convey these clarifications, a number of pages have been updated in the ABAWD chapter of the Online Guide.

Summary

This Online Guide update transmits the following changes effective with BEACON Build 48.3, scheduled to be implemented 4/4/16:

- Cooperating is no longer a selectable removal reason for ABAWD Work Program Requirement sanctions.
- When an ABAWD Work Program Requirement sanction is removed for Good Cause, the Work Requirements-FS page is automatically updated to display the Good Cause status and end date.

**Summary
(continued)**

- A new Job title: ABAWD Unpaid Work is available for selection from the Job title drop-down list when entering an employment record on the Earned Income page.
 - The exemption reason: Refugee Training Program Participant was added to the Required status reason drop-down list on the Work Requirements- FS page.
 - Two new Required status reasons: ABAWD WP-0 CS hours and ABAWD Work Program-Sanctioned may be assigned to non-exempt ABAWDs.
 - A non-exempt ABAWD's monthly community service obligation now displays on the Work Requirements-FS page. The date of the most recent ABAWD Work Program Community Service Participation Report is displayed when applicable. When a participation report was not issued, the reason that it was not issued is displayed:
 - o Not Required working 20 hrs/wk;
 - o Not Required qualifying E and T activity; or
 - o Not Required Good Cause.
 - The new ABAWD Clock History Popup page is now accessible via the SUM icon on the Work Requirements-FS page.
 - Minor changes were made to ABAWD notices to increase readability.
 - A Calculate button was added to the Work Requirements- FS page to aid case managers in determining if the exemption reason Unfit for Employment based on screening can be applied to a homeless ABAWD based on his/her answers to the screening questions.
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**Summary
(continued)**

- On the Monitor Participation page, when there are multiple active Community Service activities for one client, compliance will not be set to Failed or Met until all records have been updated or the participation period has ended.
- Participation will be set to Met when community service hours are recorded on the Monitor Participation page if the client has volunteered either the number of hours printed on the ABAWD Work Program Participation Report for the participation month or fulfilled the new community service obligation (based on the actual benefit received for the participation month).
- If a client will be age 50 by the time ineligibility due to a SNAP WP sanction would have taken effect, the closing will not occur.
- If a client will start receiving SSI because of a disability by the time ineligibility due to a SNAP WP sanction would have taken effect, the closing will not occur.
- When the voluntary checkbox is checked on the Work Requirements-FS page, the ESP Workflow will be enabled regardless of the client's age, enabling Central Office Employment and Training specialists to generate an E&T referral through BEACON.
- On the ABAWD Document Search page, when a participation report in an available status is associated with a client who does not have an active community service activity entered in BEACON, the CS Referral column will display as No.
- Address and contact phone number has been added for Community Service site staff to enter on the the *ABAWD Work Program Participation Report*.

**New Online
Guide Pages**

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: Regaining Eligibility

**Updated Online
Guide Pages**

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: ABAWD Work Program Requirement Participation

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: ABAWD Work Program Requirements Good Cause
Criteria

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: ABAWD Work Program Sanctions

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: Entering ABAWD Work Program Data

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: Community Service Compliance

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: Work Requirements Screening Page

**Updated Online
Guide Pages
(continued)**

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: ABAWD In-Kind and Unpaid Work Hours
(previously ABAWD In-Kind Work Hours)

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: ABAWD Work Program Requirement Overview

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: ABAWD Work Program Exemptions

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Program Requirement
Page: Entering and Removing ABAWD Work Program
Sanctions

Questions

If you have any questions, please email the DTA Mailbox.
Systems questions should be directed to the Systems Support Help Desk.
