

ABAWD Guidance

**Who is an ABAWD?**

ABAWDs are Food Stamp recipients ages 18-49 who do not have minor children within their Food Stamp household, and do not meet an exemption or exclusion from work requirements. ABAWDs are required to participate in 80 hours of work or training activities every month to maintain benefits. If an ABAWD does not meet these hours for 3 months within a 3-year period, they will lose Food Stamp benefits.

If an ABAWD loses benefits due to 3 non-work months, eligibility can be regained by completing 80 hours of work and/or training in a 30-day period. SkillUP funding cannot be used for those regaining eligibility. If an ABAWD has any questions on if they have met their requirements or what they need to do to begin receiving Food Stamp benefits again, he/she should be directed to FSD.

If an ABAWD states they meet any of the exclusions (receiving unemployment (in any state), required in the home to care for an ill or incapacitated person, pregnancy in any trimester, temporary or permanent disability (receives Social Security benefits), attending drug or alcohol treatment program) immediately report this to FSD on the FS-5 (DWD-PO-608) in the EXEMPTION section. The ABAWD can also report this information to FSD at any time by calling the FSD at 855-373-4636 or by going to a FSD Resource Center. The FSD will always make the final determination on ABAWD or Volunteer status for participants.

**Funding Sources for ABAWDs**

Colleges must use FNS funding to pay for ABAWD training. Colleges cannot use TANF funds to pay for training for ABAWDs.

An ABAWD **may** be eligible to use TANF funds for travel or training related expenses, IF they fit the TANF eligibility guidelines: 16-24 years old, and 25 years or older who is pregnant, has a minor child in the home, or is a non-custodial parent.

FNS funds **cannot** be used to pay for travel related expenses. If an ABAWD is in need of travel related expenses, he or she must be referred to a non-SkillUP provider.

If an ABAWD needs training related items (i.e. scrubs, work boots, any type of testing) and they are not eligible for TANF funding, please include those expenses as additional costs in the 361-training activity portion. Be sure to also include the amount in the 361-training case note.

**Case Management for ABAWDs**

The below documents are needed in addition to the regular intake documents you obtain for all SkillUP participants:

* The Exclusions Checklist: Please complete with the participant and add to paper file. Ensure a case note is completed that indicates you have discussed.

The FS-5 must be completed for ABAWDs and sent to ABAWD1@ip.sp.mo.gov:

* on the initial visit
* when the participant gains employment
* when they start a training or education program
* when they END a training or education program
* to report hours not recorded in MoJobs
* to report a possible exemption/exclusion from work requirements

Service hours are entered on the FS-5 based on the number of hours you expect the participant to participate, not on credit hours. Allow 1 hour of study time for each hour of class time. For example, if a participant attends Vocational Training for 6 hours per week, and there are 6 hours of study time, the Vocational Training should show 12 hours per week.

Send any documentation an ABAWD participant may have verifying their employment or training hours. **Information on ABAWD participation must be submitted to FSD within 2 business days of receipt.**

**The Job Search Log (DWD-PO-604B) and Contract (DWD-PO-604A)** are used for those ABAWDs completing non-staff assisted job search. Many participants who are in training are also seeking some type of employment. Use these forms for those ABAWDs. If the ABAWD does not wish to job search until training is complete, staff may wish to have the participant sign the contract and keep it in the paper file. Staff will need to meet with the ABAWD prior to the completion of training to review the job search log and parameters for returning it and forwarding it to FSD.

The Job Search Log is used by the ABAWD to document the employer contacts they have made during the month. Independent job search completed in MoJobs should not be included on the Job Search Log as this information will be transmitted to FSD in a nightly batch.

The SkillUP job search log is to be transmitted to FSD within two (2) working days of receipt by Provider staff.

The normal job search period will begin with the day of the month in which the participant is enrolling or beginning to job search, and end with the last day of the month. (E.g. Participant enrolls on March 04, 2016 – the job search log is dated March 04-31, 2016.) The Job Search Log should be returned by the 4th day of the following month at the latest to ABAWD1@ip.sp.mo.gov.

If an ABAWD presents who has indicated they are trying to regain eligibility, and they ARE NOT actively on Food Stamps, please refer them to the nearest FSD resource center.