LOUISIANA DEPARTMENT OF HEALTH		
	Division/Section	Family Support
	Chapter No./Name	4 – Economic Independence (EI)
	Part No./Name	B – Eligibility Factors
	Section No./Name	B-1400-FITAP-SNAP-STEP SNAP Work Requirements
	Document No./Name	B-1470-SNAP Time-Limited Benefits for Able-Bodied Adults Without Dependents (ABAWDs)
	Effective Date	November 1, 2026

I. STATEMENT OF POLICY

A SNAP recipient classified as an Able-Bodied Adult Without Dependents (ABAWD) can receive benefits for only three months in a 36-month period unless they meet the ABAWD work requirement or qualify for an exemption. This is the SNAP time limit.

An ABAWD is an individual who is:

- Age 18 (beginning the month after their eighteen birthday) through 64, (ending the month prior to their 65th birthday).
- Physically or mentally fit for employment,
- Not pregnant, and
- Not living in a SNAP household with a child who is under age 14, even if the child is not eligible to receive SNAP benefits.

In LITE, if there is an ABAWD included on the case, they will be listed on the ABAWD Summary screen. The ABAWD indicator can also be seen on the Person Summary pop up screen if you search for an individual.

Exception for Unfit for Employment

An individual who is physically or mentally unfit for employment is exempt from the SNAP time limit. Unfitness for work can include anything that affects the ability to work or maintain employment. An individual does not need to be disabled to be unfit for work. Unfitness for work may be temporary or permanent. Unfit for work means the individual may be able to work some hours but is not able to work at least 20 hours per week because of their own physical or mental condition.

An individual who is temporarily unfit for work is exempt until their next redetermination.

An individual is unfit for work if the individual:

- is receiving temporary or permanent disability benefits issued by governmental or private sources. This includes persons receiving Social Security Disability (SSA), Supplemental Security Income (SSI) due to disability, and any percentage of disability through the Veterans Administration (VA). A pending application for one of these programs qualifies an individual for this exemption.

The SNAP time limit does not apply to an individual receiving temporary or permanent disability issued by the government or private source. Veterans who receive VA disability compensation are considered unfit for work regardless of the veteran's disability percentage rating.

- provides a written or verbal statement from a physician, physician's assistant, nurse, nurse practitioner, designated representative of the physician's office, a licensed or certified psychologist, a social worker, or other medical personnel declaring that the individual is physically or mentally unfit for employment.

- is obviously mentally or physically unfit for employment as determined by the worker.

  Examples of obvious unfitness for work include but are not limited to:

  - developmental disabilities
  - mental illness
  - treatment for drug addiction
  - physical or psychological trauma experienced from domestic violence
  - a broken bone
  - recovering from surgery

  An obvious determination of unfit for work may be made during the face-to-face or telephone interview. Documentation of obvious unfitness for work must include at least the following:

  - The conversation the worker held with the household. Include the details of the household's statement and the reason the statement was accepted.
  - What observations were made by the worker e.g. cast, sling, wheelchair, behavior health issues.
  - Why further verification was not requested.

The worker must screen to determine if any household member has something that prevents them from working 20 hours per week. This may be temporary or permanent.

If it is not obvious to the worker that someone is unfit for work, the SNAP 90, SNAP Disability Verification Form, may be used to verify this.

Refer to B-1421-SNAP-PR for how to document this in LITE.

Exception for Pregnant Woman

For a pregnant woman, the expected delivery/due date must be entered on the system so that the system will determine that the woman is a non-ABAWD. If the pregnancy is not obvious by worker observation, request verification of pregnancy, including the expected delivery/due date as verified by a healthcare provider.

Exception for Child Included in SNAP Household

A child who is under age 14 living in the home must be included in the SNAP filing unit to be considered included in the SNAP household. Possible reasons the child may be included in the filing unit but might not be included in the assistance unit are because of failure to provide a valid Social Security Number or verification of alien status, being an ineligible alien, etc. The child must be living in the home and purchasing and preparing meals with the SNAP household for other members of the SNAP household to be considered non-ABAWDs.

If the child lives in more than one home, the case where the child is part of the SNAP filing unit will determine if the adults in the household are considered non-ABAWDs. For example, if John and Jane share joint custody of Bob, but Jane gets SNAP for Bob, Jane will be a non-ABAWD. Even though John might get SNAP and Bob lives with John part of the time, Bob would not make John a non-ABAWD.

Exception for “Indians”, “Urban Indians” and “California Indians”

The SNAP Time Limit does not apply to Indians, Urban Indians, and California Indians as defined below.

An individual is an “Indian” if they:

- Are a member of an Indian tribe.
- Indian tribe is defined as any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or group or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

An individual is an “Urban Indian”, if they:

- Reside in an urban center and meet at least one of the following four criteria:
    - Regardless of if they live on or near a reservation, are a member of a tribe, band, or other organized group of Indians, including those tribes, bands, or groups terminated since 1940

and those recognized now or in the future by the State in which they reside, or who is a descendant, in the first or second degree of any such member;
    - Is an Eskimo or Aleut or other Alaska Native,
    - Is determined to be an Indian for any purpose under regulations promulgated by the Secretary of Interior; or
    - Is determined to be an Indian under regulations promulgated by the Secretary of Health and Human Services.
- Urban center is defined as any community which has a sufficient urban Indian population with unmet health needs to warrant assistance under subchapter IV of the IHICA, as determined by the Secretary of Health and Human Services.

An individual is a “California Indian”, if they:

- Are a member of a federally recognized Indian tribe;
- Are a descendant of an Indian who was residing in California on June 1, 1852, if such descendant—
    - Is a member of the Indian community served by a local program of the Indian Health Service; and
    - Is regarded as an Indian by the community in which such descendant lives;
    - Are an Indian who holds trust interests in public domain, national forest, or reservation allotments in California; or
    - Are an Indian of California who is listed on the plans for distribution of the assets of rancherias and reservations located within the State of California under the Act of August 18, 1958, and any descendant of such an Indian.

Document the individual’s statement of Indian, Urban Indian or California Indian and any details provided about a specific tribe affiliation. Discuss what documentary evidence is available to verify the affiliation and request verification.

Verification options are:

- Tribal Membership or Enrollment Card
- Certificate of Degree of Indian Blood (CDIB)
- Documentation or letter of Tribal Affiliation
- Membership in a local Urban Indian Organization (UIO) or other community group
- Calindian Documentation
- Native American Tribal Document
- Documentation from the Bureau of Indian Affairs (BIA)
- Tribal census roll / tribal enrollment records
- Indian Health Service (IHS) or tribal health services documents/records
- Signed Statement or Self-attestation of tribal affiliation

B-1471-SNAP - PO SNAP TIME CLOCK PERIOD

LDH uses a universal fixed time clock for SNAP time-limited benefits. The 36-month SNAP time clock period begins and ends on the same date for all individuals. The SNAP time clock period begins April 1, 2026 and ends March 31, 2029. The next SNAP time clock period will begin April 1, 2029 and end March 31, 2032.

Months from other states that have implemented the SNAP time limit for ABAWDs are countable when they occur during the applicable fixed SNAP time clock period.

B-1472-SNAP - PO WHEN THE SNAP TIME LIMIT DOES NOT APPLY

The SNAP time limit does not apply in any month in which the ABAWD:

- Received prorated benefits.
- Is exempt from SNAP work registration requirements for a reason other than age in accordance with section B-1420-SNAP.
- Meets the ABAWD work requirement. Refer to B-1472-1-SNAP.
- Resided in a parish that was waived from the SNAP time limit. Refer to section B-1490-SNAP.
- Was granted a discretionary exemption prior to October 1, 2024. Refer to B-1472-2-SNAP-PO.

B-1472-1-SNAP - PO Meeting the ABAWD Work Requirement

An ABAWD meets the ABAWD work requirement by fulfilling any of the following:

- Working an average of at least 20 hours per week. Work may be paid, unpaid (volunteer), or for in-kind services (work in exchange for goods or services).
- Participating for an average of at least 20 hours per week and complying with the requirements of any training program under the SNAP Employment and Training (E&T) program, the Workforce Innovation and Opportunity Act (WIOA) (formerly the Workforce Investment Act – WIA), any program under section 236 of the Trade Act of 1974, or any program of employment and training for veterans operated by the Department of Labor of the Department of Veterans Affairs that serves veterans.
- Any combination of working and participating in a training program described above for an average of at least 20 hours per week.

NOTE: For the purpose of the ABAWD work requirement, an average of at least 20 hours per week means a minimum of 80 hours per month.

Work registration of 'ABAWD meeting SNAP Work Requirement' in LITE must be used for any month that the ABAWD meets the ABAWD work requirement to ensure that the month will not count in the SNAP time limit.

An ABAWD subject to the SNAP time limit must report when the ABAWD is no longer working or participating in a training program for an average of less than 20 hours per week or 80 hours monthly. This change must be reported by the 10th of the month following the month in which the change occurred.

B-1472-1-1 SNAP - PO Unpaid Work (Volunteers)

Unpaid work must be at a recognized business or at a private, public, or non-profit organization in order for volunteer hours to count towards meeting the ABAWD work requirement.

The following are not allowable as unpaid work for volunteers:

- Volunteering in a private home, unless a bona fide business is operated from the home.
- Volunteering which would benefit a LDH employee or his immediate family.
- Volunteering which would result in an ABAWD receiving direct supervision from a relative.

The volunteer work must be verified with the business or organization prior to determining if the volunteer hours will count toward the ABAWD work requirement. The Verification of ABAWD Volunteer Hours (ABAWD 6) may be used to verify the number of volunteer hours expected to work and to verify past volunteer hours worked. Verification of volunteer hours is required at application, Simplified Report, redetermination, when a change is reported in volunteer work, and when questionable.

B-1472-1-2-SNAP - PO Good Cause

An ABAWD who has been meeting the ABAWD work requirement by participating an average of 20 hours per week (80 hours per month) may be granted good cause if the ABAWD is not meeting the ABAWD work requirement in certain instances. Good cause includes circumstances beyond the individual's control, such as, but not limited to, illness, illness of another household member requiring the presence of the member, a household emergency, the unavailability of transportation, or natural disaster.

If an ABAWD, who was meeting the ABAWD work requirement would have participated an average of 20 hours per week (80 hours per month) but missed some of the activity because of good cause, the individual shall be considered to have met the ABAWD work requirement if the absence from the activity is temporary and the individual retains his or her job/enrollment in the activity. The key to determining good cause is to establish that it is only a temporary situation and the ABAWD retains the job or enrollment in the activity.

EXAMPLE: Lisa is an ABAWD who is working the required 20 hours per week. For the month of June, she worked 60 hours. However, Lisa's car is being repaired and she is unable to work any hours for the month of July. Lisa would be allowed good cause for June and July since she is still employed, but due to her car being repaired she is temporarily unable to work.

EXAMPLE: Jesse is an ABAWD who is working the required 20 hours per week. In the month of June, Jesse worked 60 hours because his car was repossessed and he lost his job. Jesse reported this July 1. Jesse is unable to work since he has no transportation to work. Jesse would not be allowed good cause since he has lost his job. Since Jesse met the work requirement for part of June, that month is not considered a countable month because it would not be a full month of benefits without meeting the work requirement. July will be a countable month.

B-1472-2-SNAP - PO Discretionary Exemptions

The agency was allotted a certain number of discretionary exemptions each year that were used so that a month did not count towards the SNAP time limit. These exemptions were automatically tracked using work registration 'Discretionary Exemption' to ensure that the State does not exceed the allowable number of exemptions available.

Effective October 1, 2024, discretionary exemptions are no longer allowed due to Act 308 of 2024 Louisiana Legislative Session.

B-1472-3-SNAP- PO Temporary Exemptions due to the Fiscal Responsibility Act of 2023

The Fiscal Responsibility Act of 2023 provided three temporary exemptions to the SNAP time limit, beginning September 1, 2023. The three temporary exemptions were being a veteran, homeless, and 24 years old and aged out of foster care.

Effective November 1, 2025, the three exemptions are no longer allowed due to passage of the Big Beautiful Bill Act of 2025.

B-1473-SNAP - PO SUBSEQUENT ELIGIBILITY

B-1473-1-SNAP - PO Regaining Eligibility

If an ABAWD was denied eligibility because he received three countable months and was subject to the SNAP time limit, the ABAWD may regain eligibility if he meets one of the requirements listed below. There is no limit to the number of times an ABAWD may regain eligibility.

An ABAWD who is subject to the SNAP time limit may regain eligibility if, during any consecutive 30-day period after the ABAWD became ineligible due to the SNAP time limit, the ABAWD:

- Worked 80 or more hours, or

- Participated for 80 hours or more and complied with any program under SNAP Employment and Training, WIOA, any program under section 236 of the Trade Act of 1974, or a program of employment and training for veterans operated by the Department of Labor or the Department of Veterans Affairs that serves veterans, or

- Did any combination of working and participating in a training program described above for 80 hours or more.

For applications, if the ABAWD regains eligibility through one of the above actions, eligibility begins on the application date. The ABAWD is not required to regain eligibility prior to the application date but must regain eligibility prior to being certified. As long as the ABAWD regains eligibility within 30 days from the application date, the case may be certified if otherwise eligible upon receiving proof that the ABAWD regained eligibility. If verification of regaining eligibility is not received by the due date on the request, the application may be rejected the day following the due date. If verification is provided, the application must be reopened following policy at C-638-SNAP.

For on-going cases, the ABAWD must be added back to the household effective the month after the household reported that the ABAWD regained eligibility and the verification was received by the due date given on the request for verification. Allow the household 10 days to provide the required verification. If the 10th day falls on a weekend or holiday, the due date becomes the following workday. If verification is not received by the due date, the ABAWD must be added to the household effective the month following the month that the verification was received.

If an ABAWD regains and maintains eligibility, refer to B-1473-2-SNAP-PO.

If an ABAWD regains eligibility but is not maintaining eligibility and has not already received the one-time three-month extension during the SNAP time clock period, refer to B-1473-3-SNAP-PO.

If an ABAWD regains eligibility but is not maintaining eligibility and has already used the one-time three-month extension during the SNAP time clock period, the ABAWD is not eligible.

B-1473-1-1-SNAP - PO Expedited Applications

If an application eligible for expedited service includes an ABAWD, verification that the ABAWD has already met the ABAWD work requirement to regain eligibility may be postponed.

EXAMPLE: The ABAWD applies and states that he worked 80 hours in the previous month. Verification of the hours worked may be postponed.

If the ABAWD reports he has not yet met the ABAWD work requirement, but he anticipates he will meet the ABAWD work requirement within 30-days, verification may not be postponed for the ABAWD since the ABAWD has not regained eligibility as of the application date. If the household includes other eligible members, the ABAWD who has not regained eligibility must be disqualified and the case may be expedited with the other eligible household members. If the ABAWD is the only household member and has not regained eligibility, the household loses eligibility for expedite service.

B-1473-2-SNAP - PO Maintaining Eligibility

An ABAWD who regains eligibility under section B-1473-1-SNAP will remain eligible as long as the SNAP time limit does not apply as described in B-1472-SNAP.

When an ABAWD regains and maintains eligibility, the ABAWD must be allowed 30 days to provide verification of working/participating in training at least 80 hours within a 30-day period. The case must be allowed to pend for verification for 30 days from the application date. The work registration status must be 'ABAWD meeting SNAP Work Requirement' once verification is received.

EXAMPLE: Julie is an ABAWD who received three countable months of SNAP benefits and her case closed effective January due to no longer meeting the ABAWD work requirement. Julie reapplied for SNAP benefits on March 2. She reported that she started a new job on February 15, works 25 hours per week and has already worked 50 hours. By March 16, Julie worked an additional 50 hours. Julie must be allowed 30 days to provide verification of working 80 hours within a 30-day period. On March 20, Julie provided verification that she has worked 80 hours during a 30-day period. Julie has regained eligibility by working 80 hours and is maintaining eligibility by continuing to work at least an average of 20 hours per week. Julie's work registration status must be updated 'ABAWD meeting SNAP Work Requirement'.

B-1473-3-SNAP - PO One-Time Three-Month Extension During a 36-Month Period

An ABAWD who regained eligibility under section B-1473-1-SNAP but is no longer maintaining eligibility becomes ineligible because of the SNAP time limit. However, the ABAWD will be eligible for a one-time three-month extension and will remain eligible for a period of three consecutive months. The three consecutive months of eligibility begins the month following the month that the ABAWD stopped meeting the ABAWD work requirement. Work registration status 'Regained eligibility –

(ABAWD) eligible for Three Consecutive Months Only' must be used to identify that the ABAWD used the three-month extension.

Example: Amanda received three countable months of benefits and her case was closed. In August, Amanda reapplied for benefits and was meeting the ABAWD work requirement. Amanda worked 30 hours in October and reported that she stopped working on November 1. The one-time three-month extension is November – January.

This three-month extension is limited to one time during the SNAP time clock period of April 2026 – March 2029.

B-1474-SNAP - PO FAILURE TO MEET THE ABAWD WORK REQUIREMENT

An ABAWD who is subject to the SNAP time limit and does not meet the ABAWD work requirement must have the work registration status 'ABAWD (No waiver)' or 'Striker/ABAWD (No waiver)'. The ABAWD clock will automatically track countable months and the ABAWD Clock Summary screen will show how many countable months have been used.

B-1475-SNAP – PO TRACKING ABAWD PARTICIPATION

Changes in household circumstances that occur after the household is certified can affect a household member's ABAWD eligibility. A household member who was not subject to the time limit when the household was certified may later become subject to the SNAP time limit during the certification period or vice-versa. When it is discovered, after the fact that a month for a member was coded incorrectly, the individual's SNAP time clock may be required to be updated to reflect the correct circumstances. A non-countable month may only be updated to a countable month if the ABAWD was notified about the ABAWD work requirement and SNAP time limit during the current certification period by issuance of the SNAP 4WR that includes the ABAWD work requirement page. If the ABAWD was not notified by being issued a SNAP 4WR, non-countable months must not be changed to countable. A case note must be made when changes are made to the tracking of ABAWD participation. As long as the ABAWD was properly notified of the ABAWD work requirement, the following apply:

- If the ABAWD failed to timely report he was no longer working or participating in training an average of 20 hours per week (80 hours per month), the month following the month the ABAWD no longer met the ABAWD work requirement must updated to reflect as not meeting the ABAWD work requirement. Any ineligible benefits must be recovered.

- If a non-reportable change occurred that resulted in a household member becoming an ABAWD or the ABAWD is now subject to the SNAP time limit, the month following the month that the ABAWD no longer met the ABAWD work requirement must be updated as not meeting the

ABAWD work requirement ineligible benefits must not be completed due to a non-reportable change.

- If the worker made a mistake when coding the ABAWD and the ABAWD was not meeting the ABAWD work requirement, the months must be updated as not meeting the ABAWD work requirement. Any ineligible benefits must be recovered.

- If the ABAWD was meeting the ABAWD work requirement or the SNAP time limit did not apply but the months were coded as countable months, these months must be updated to reflect the appropriate status.

- If the ABAWD received a countable month in another state during the fixed time clock period, the countable month must be tracked as countable in Louisiana.

B-1475-1-SNAP - PO ABAWD Clock Screen

The ABAWD Clock screen is used to provide a summary of the ABAWD time clock for all ABAWDs. This screen is automatically updated when the Benefit Issuance batch job is run. This screen displays the benefit month, the work registration status, whether a manual override has been applied and the override reason, countable months received in another state, and the verification used. This also captures when the one-time three-month extension is used. The ABAWD period displayed indicates the SNAP time clock period. The ABAWD Summary displays the countable months used in the SNAP time limit.

B-1476- SNAP - PO CASE PROCESSING AT APPLICATION AND REDETERMINATION

When determining if an ABAWD meets the ABAWD work requirement by working an average of at least 20 hours per week, use pay periods that are representative of the ABAWDs circumstances to determine the work hours. Refer to B-661-1-SNAP.

An ABAWD may be granted good cause for not meeting the ABAWD work requirement at application, but not for regaining eligibility.

Follow procedures in B-1476-SNAP-PR CASE PROCESSING AT APPLICATION AND REDETERMINATION.

B-1477-SNAP - PO SIMPLIFIED REPORTING (SR), CHANGES, VERIFICATION, AND DOCUMENTATION

The 36-month period will be documented automatically in LITE. When a household member becomes an ABAWD or a new household member who is an ABAWD moves into the home, an oral

explanation of the ABAWD work requirement and SNAP time limit are required to be provided to the household.

Follow procedures in B-1477-SNAP-PR SIMPLIFIED REPORTING (SR), CHANGES, VERIFICATION, AND DOCUMENTATION.

B-1478-SNAP - PO DISQUALIFICATIONS

The agency disqualifies an ABAWD for failure to meet the ABAWD work requirement when he has received three countable months of SNAP benefits within the SNAP time clock period. This is done automatically in LITE.

If an ABAWD fails to meet the ABAWD work requirement and is subject to the SNAP time limit, has received three countable months of SNAP benefits within the SNAP time clock period, LITE will run an automated mass update on the 10th of the third countable month that will disqualify the ABAWD from the case or close the case if the ABAWD is the only household member. The mass update will send an Advance Notice of Adverse Action to advise the ABAWD that effective the following month, the ABAWD is being disqualified or the case is being closed if the ABAWD is the only household member.

EXAMPLE: Amy is an ABAWD who submits an application on May 13 and is the only household member. Amy has never received SNAP benefits, is subject to the SNAP time limit, and is not meeting the ABAWD work requirement. The case was certified on May 28. Work registration status 'ABAWD (No Waiver)' was used when certifying the case. Amy is eligible to receive three full months of SNAP benefits for June, July, and August. May is a partial month, so it is not countable. A task will be sent to the worker to review the case on August 1st. If there are no changes made to the case, on August 10th when the automated mass update is run, the Eligibility Summary will show the case as closed for September. An Advance Notice of Adverse Action is automatically sent to the household advising the case is being closed because Amy received SNAP benefits for three months during the SNAP time clock period without meeting the ABAWD work requirement.

The same appeal rights that apply to all households also apply to an ABAWD who is being disqualified for not meeting the ABAWD work requirement. Refer to Chapter 7, K-210.

If the household reports that an ABAWD is meeting the ABAWD work requirement during the Advance Notice of Adverse Action (NOAA) period and provides the verification, the disqualification must be removed.

If the household reports that an ABAWD is meeting the ABAWD work requirement and provides the verification that the ABAWD is meeting the ABAWD work requirement after the expiration of the NOAA period and the ABAWD is:

- the only household member, the ABAWD must reapply. Policy at C-638-SNAP does not apply in this situation.

- a household member, the disqualified member must be added back to the case the following month.

If the household reports that an ABAWD who was disqualified was actually meeting the ABAWD work requirement or was not subject to the SNAP time limit during any countable month, verification must be requested and received in order to update the applicable months and remove the disqualification.

B-1479- SNAP - PO AUTOMATIC UPDATES

LITE is programmed to make several automated updates. Refer to B-1479-SNAP-PR Automatic Updates.

II. PROCEDURES

LITE will automatically determine a member's ABAWD status based on information obtained about the household composition, the member's age, disability, unfitness, pregnancy status, and exemptions to SNAP work registration requirements. If there is an ABAWD in the household, the ABAWD will be listed on the ABAWD Summary screen. The ABAWD Indicator is also displayed on the Person Summary pop-up screen.

The pregnancy question is mandatory for all cases on the Household - Questions screen. If the worker selects 'Yes' to Pregnancy on the Household Individuals - Questions page, the Pregnancy – Details screen is queued to enter pregnancy details. If the pregnancy is not obvious by worker observation, request verification of pregnancy, including the expected delivery/due date as verified by a healthcare provider.

B-1471-SNAP - PR SNAP TIME CLOCK PERIOD

LITE automatically tracks the SNAP time clock period for each ABAWD. The ABAWD Clock screen in LITE is used to provide a summary of the ABAWD time clock for each ABAWD. The screen is automatically updated when the Benefit Issuance batch job is run. This screen displays the benefit month, the work registration status, whether a manual override has been applied and the override reason, countable months received in another state, and the verification used. The ABAWD period displayed indicates the SNAP time clock period. The ABAWD Summary displays the countable months used toward the SNAP time limit.

B-1472-SNAP - PR WHEN THE SNAP TIME LIMIT DOES NOT APPLY

LITE tracks month when the SNAP time limit does not apply to ensure that those months are not counted in the SNAP time limit.

B-1472-1-SNAP - PR Meeting the ABAWD Work Requirement

Ensure work registration status ‘ABAWD meeting SNAP Work Requirement’ in LITE is entered timely for each month the ABAWD meets the ABAWD work requirement.

B-1472-1-1 SNAP - PR Unpaid Work (Volunteers)

An ABAWD 6 may be provided to each ABAWD who reports that they are doing volunteer work so that volunteer hours may be verified using this form.

B-1472-1-2-SNAP - PR Good Cause

If an ABAWD had good cause for temporarily not participating an average of 20 hours per week, work registration status ‘ABAWD meeting SNAP work requirement’ in LITE must be used so the month does not count in the SNAP time limit.

B-1473-SNAP - PR SUBSEQUENT ELIGIBILITY

B-1473-1-SNAP - PR Regaining Eligibility

At application, if the ABAWD regains eligibility through one of the actions outlined in B-1473-1-SNAP-PO, eligibility begins on the application date. The ABAWD is not required to regain eligibility prior to the application date. If the ABAWD regains eligibility within 30 days from the application date, the case may be certified, if otherwise eligible, upon receiving proof that the ABAWD regained eligibility. If verification of regaining eligibility is not received by the due date on the request, the application may be rejected the day following the due date. If verification is provided, the application must be reopened following policy at C-638-SNAP.

EXAMPLE: Kim is an ABAWD who received three countable months of SNAP benefits and her case closed effective May due to no longer meeting the ABAWD work requirement. Kim reapplied for SNAP benefits on October 2. Kim reported that she started a new job on September 15, works 25 hours per week and has already worked 50 hours. By October 16, Kim worked an additional 50 hours. Kim must be allowed 30 days to provide verification of working 80 hours within a 30-day period. On October 20, Kim provided verification that she has worked 80 hours during a 30-day period. Therefore, Kim regained eligibility by working 80 hours.

For on-going cases, add the ABAWD to the household effective the month after the household reported that the ABAWD regained eligibility and the verification was received by the due date given

on the request for verification. Allow the household 10 days to provide the required verification. If the 10th day falls on a weekend or holiday, the due date becomes the following workday.

If the ABAWD regained eligibility by working, the worker must complete the Earned Income – Details screen and Earned Income – Payments screen with the ABAWD's employment details and select 'Pending Verification' as the verification type. After the worker runs eligibility a Request for Verification (OFS 18C) is automatically generated to request verification that the ABAWD has worked 80 hours in a 30-day period.

If an ABAWD regains and maintains eligibility, refer to B-1473-2-SNAP-PR.

If an ABAWD regains eligibility but is not maintaining eligibility and has not already received the one-time three-month extension during the SNAP time clock period, refer to B-1473-3-SNAP-PR.

If an ABAWD regains eligibility but is not maintaining eligibility and has already used the one-time three-month extension during the SNAP time clock period, the ABAWD is not eligible.

B-1473-1-1-SNAP - PR Expedited Applications

If an application is eligible for expedited service that includes an ABAWD, verification that the ABAWD has already met the ABAWD work requirement may be postponed. When an application eligible for expedited service that includes an ABAWD is received and verification that the ABAWD has already met the ABAWD work requirement is postponed, follow the procedures outlined below:

LITE will determine if the case is expedited and whether there are postponed verifications. If the case is authorized with any pending verification, the system will show the work item as 'SNAPX Postponed Verification' and automatically generate a Notice of Decision (OFS 16). If postponed verification is received on or before the 30th day, update the pending verification, run eligibility, authorize the case to ensure benefits are issued.

B-1473-2-SNAP - PR Maintaining Eligibility

When an ABAWD regains eligibility as defined in B-1473-1-SNAP-PO and maintains eligibility defined in B-1473-2-PO, ABAWD work registration status 'ABAWD meeting SNAP Work Requirement' in LITE must be used so that the month does not count towards the SNAP time limit.

B-1473-3-SNAP - PR One-Time Three-Month Extension During a 36-Month Period

When an ABAWD regains eligibility, but is not maintaining eligibility, work registration status Regained eligibility – (ABAWD) eligible for Three Consecutive Months Only' in LITE must be used to identify the ABAWD as using the one-time three-month extension.

In LITE, the worker will need to complete the questions on the Regaining Eligibility Information section on the ABAWD – Details screen so the system will allow the one-time three-month extension.

EXAMPLE: John is an ABAWD who has already received three countable months of benefits reapplied for SNAP benefits on November 8 and is not currently meeting the ABAWD work requirement. John reported and verified that he started a new job on August 1 and worked 80 hours in August, but stopped working in September. Since John worked at least 80 hours in a 30-day period after becoming ineligible, he regained eligibility. Since John is no longer meeting the ABAWD work requirement, he is eligible to receive the one-time three-month extension for December, January, and February. November is not counted because it is a prorated month. The case will close effective March if John does not meet the ABAWD work requirement since this is a single person household. This three-month extension is limited to one time during the SNAP time clock period.

B-1474-SNAP - PR FAILURE TO MEET THE ABAWD WORK REQUIREMENT

An ABAWD who is not meeting the ABAWD work requirement must have work registration status ‘ABAWD (No waiver)’ or ‘Striker/ABAWD (No waiver) to ensure only three countable months of SNAP benefits are received.

If it is determined that an ABAWD is not meeting the ABAWD work requirement:

- At application, SR, or redetermination, refer to B-1476-SNAP-PR.
- At interim change, refer to B-1477-SNAP-PR.

B-1475-SNAP – PR TRACKING ABAWD PARTICIPATION

B-1475-1-SNAP - PR ABAWD Clock Screen

If it is discovered after the fact that a member was coded incorrectly, the ABAWD Clock screen may need to be updated with the appropriate status as outlined in B-1475-1-SNAP-PO.

EXAMPLE: Renee had a work registration status ‘ABAWD (No waiver)’ for April through June, and was ‘Regained Elig (ABAWD) 3 Consecutive Months Only’ for July through September. Renee reported that she started receiving UCB in April. Once eligibility is run and the case is authorized, the work registration status will be updated to ‘Unemployment Compensation’ on the SNAP Work Registration – Summary screen for future months. The worker must override the work registration status on the ABAWD Clock screen for the months of April through September since Renee was receiving UCB for each of these months.

Any ineligible benefits must be recovered.

To override (correct) a past month, navigate to the 'ABAWD – Clock' screen.

- Select 'Yes' for manual override.
- Select the appropriate override reason.
- **ABAWD Exemption Verification Provided** - Used when the work registration status of an ABAWD must be changed to meeting the ABAWD work requirement.
- **No ABAWD Exemption** - Used to add countable months that were previously not counted.
- **Other State ABAWD Month** - Used to add countable months received in other states.
- **ABAWD Exemption – Good Cause** - Do Not Use
- Enter a comment explaining the reason the record is being overridden.
- Click 'Next'.

The number of countable months will be adjusted appropriately based on the override reason selected.

B-1476-SNAP - PR CASE PROCESSING AT APPLICATION AND REDETERMINATION

The worker must determine if the household includes an ABAWD at application and redetermination. An automated notice, SNAP 4WR will be automatically sent to the household that contains an ABAWD who is a mandatory work registrant. This form is sent upon certification, SR, change report, and recertification to provide information concerning the SNAP time limit for ABAWDs.

The ABAWD Interviewing Guide (ABAWD 3) may be used during the SNAP interview to assist the worker in determining whether the household includes an ABAWD and if the ABAWD is exempt from the SNAP time limit.

If the household includes an ABAWD, the worker must:

- Discuss the SNAP time limit with the household,
- Discuss the ABAWD work requirement with the household,

- Advise the household that the ABAWD must report a change in the number of hours worked or participating in training if the change results in the ABAWD working or participating in training an average of less than 20 hours per week, and

- Determine if the ABAWD is subject to the SNAP time limit.

- Verify the number of countable months SNAP benefits were received in another state during the SNAP time clock period.

A new question "**Did you discuss the ABAWD work requirements and SNAP time limit with the Household** has been added on the LITE 'ABAWD – Details' screen to remind staff to conduct the discussion with the household. 'Yes' and 'No' are the options that can be selected from the dropdown menu, however, 'No' is not a valid answer.

A new ABAWD discussion link, "***ABAWD Work Requirements***", has also been added on the '***ABAWD – Details***' screen. Clicking on this link navigates the worker to the oral explanation that must be discussed with the household regarding the ABAWD Work Requirement and SNAP Time Limit.

If 'No' is selected for the new question "**Did you discuss the ABAWD work requirements and SNAP time limit with the Household**, a missing information warning will display on the **'Missing Information'** page. The missing information warning is generated by LITE when eligibility is run and will not allow the case to be authorized until the missing information is cleared.

To clear the missing information, click the link displayed on the '***Missing Information'*** page. LITE will redirect to the '***ABAWD – Details'*** screen to allow the worker to update the answer. Complete the ABAWD discussion, select '***Yes***' to the question to clear the missing information, run eligibility, and authorize the case.

If the ABAWD is not subject to the SNAP time limit, certify/authorize the case if otherwise eligible.

If the ABAWD is subject to the SNAP time limit, determine if the ABAWD is meeting the ABAWD work requirement.

- If the ABAWD is meeting the ABAWD work requirement, select yes to the appropriate question on the ABAWD – Details page in the ABAWD Information section.

- If the ABAWD is not meeting the ABAWD work requirement, select no to all the questions on the ABAWD – Details page in the ABAWD Information section.

If the ABAWD has received three countable months during April 2026 – March 2029 and is not meeting the work requirement, determine if the ABAWD had regained eligibility based on B-1473-1-SNAP.

- If the ABAWD has regained eligibility and is not meeting the ABAWD work requirement, determine if the one-time three-month extension has been used during April 2026 – March 2029. If it has not been used, select yes to the appropriate question on the ABAWD – Details page in the Regaining Eligibility Information section.

- If the ABAWD has regained eligibility but is not meeting the ABAWD work requirement, and the one-time three-month extension has been used during April 2026 – March 2029, the ABAWD is not eligible. LITE will automatically exclude the ABAWD.

- If the ABAWD has not regained eligibility, the ABAWD is not eligible. LITE will automatically exclude the ABAWD.

If it is determined that the ABAWD is not meeting the ABAWD work requirement, has received SNAP benefits for three countable months during the SNAP time clock period, and has not regained eligibility, the ABAWD is not eligible.

B-1477-SNAP – PR SIMPLIFIED REPORTING (SR), CHANGES, VERIFICATION, AND DOCUMENTATION

At SR and CR, when a new member is identified as being an MWR and/or ABAWD, staff must contact the household to provide an oral explanation of the SNAP work registration requirements and/or the ABAWD work requirement and SNAP time limit.

- Verify changes, if required or questionable.

- Document all changes in LITE.

- Document successful and unsuccessful attempts to provide an oral explanation of the SNAP work registration requirements and/or the ABAWD work requirement.
    - Only one unsuccessful attempt to contact the household is required.

Staff must also discuss the following with the household:

- The SNAP time limit.

- The ABAWD work requirement.

- The ABAWD reporting requirement.

Staff must determine the ABAWD status for all household members. If there is an ABAWD in the household, determine if the ABAWD is subject to the SNAP time limit or meeting the ABAWD work requirement and request verification.

MWRs and ABAWDs

The questions **"*Did you discuss the MWR requirements with the household*?"** on the LITE '***Non-Financial – Questions***' screen ***and "Did you discuss the ABAWD work requirements and SNAP time limit with the Household?"*** on the LITE ***'ABAWD – Details'*** screen may be answered 'No'. Unlike at application and redetermination, 'No' may be a valid answer at SR and CR because the worker may be unable to reach the household in order to complete the discussion.

In a LITE enhancement to be determined, if 'No' is selected, in all modes, (Intake, SR, redetermination, CR, and Revert to Open) the warning messages below will display to remind the worker to complete the case note documenting why there was no discussion.

- ***"MWR Requirements discussion not completed. Case Note needed".***

- ***"ABAWD Work Requirements and SNAP time limit discussion not completed. Case Note needed".***

Example Case Note: Called client at the number on file and there was no answer. A message was left advising the household to contact the worker to discuss the SNAP work registration requirements. Left contact information.

Example Case Note: Called client at the number on file and there was no answer. A message was left advising the household to contact the worker to discuss the ABAWD Work Requirement and the SNAP time limit. Left contact information.

Example Case Note: Called client at the number on file and there was no answer. A message was not left because the mailbox was full.

The questions Verify changes, if required or questionable.

Document all changes in LITE.

B-1477-1-SNAP – PR ABAWD Reports Now Meeting the ABAWD Work Requirement or Becomes a Non-ABAWD

If a household reports that an ABAWD is not subject to the SNAP time limit or becomes a non-ABAWD, the worker must request verification of the change allowing 10 days to provide the verification. The change must be verified before action may be taken. Due to Simplified Reporting, if verification is not provided, no further action must be taken. The case must not be closed for failure to provide verification.

If the household reports the birth of a baby and there is another household member who is an ABAWD and is currently excluded from the case, the ABAWD becomes a non-ABAWD. Due to Simplified Reporting, no additional questions need to be asked about the member who became a non-ABAWD. Once the newborn is added to the case, eligibility must be run again and the case must be authorized. The household member will be included back in the case and their ABAWD Indicator status will be updated to No.

EXAMPLE: The SNAP household consists of an ABAWD and his pregnant sister. The ABAWD is excluded. The household reports the birth of his sister's baby. When the baby is added to the SNAP case, the ABAWD becomes a non-ABAWD.

B-1477-2-SNAP – PR HOUSEHOLD MEMBER BECOMES AN ABAWD

If a household reports a change that results in a household member becoming an ABAWD, such as when the only child moved out of the home, the member is no longer disabled, a pregnant woman had a miscarriage or still birth, or when a child turns 18, follow the procedures listed below.

- Discuss the SNAP time limit with the household.
- Discuss the ABAWD work requirement with the household.
- Discuss the ABAWD reporting requirement with the household.
- Determine the ABAWD status for all household members.

If there is an ABAWD in the household, determine if the ABAWD is subject to the SNAP time limit or meeting the ABAWD work requirement and request verification.

B-1478-SNAP - PR DISQUALIFICATIONS

The household has appeal rights for an ABAWD who is included in a SNAP household. If the household appeals the decision and indicates they wish to continue to receive SNAP benefits because the ABAWD has been removed or the case has closed after the ABAWD has received three countable months of SNAP benefits, update the ABAWD – Clock screen for the countable months using work registration status 'ABAWD Meeting SNAP Work Requirement' until the hearing is

complete. A comment must be entered on any month updated to document the pending Fair Hearing Decision.

If the household reports that an ABAWD is meeting the ABAWD work requirement during the Advance Notice of Adverse Action (NOAA) period and provides the verification, update the ABAWD's work registration on the ABAWD details screen.

If it is determined that an ABAWD is not meeting the ABAWD work requirement, at application, Simplified Reporting (SR), redetermination, or interim change follow procedures at B-1476-SNAP-PR.

B-1479- SNAP - PR AUTOMATIC UPDATES

A batch update will identify an individual not previously identified as an MWR and/or ABAWD when it is not at application, SR, or redetermination. LITE will automatically mail the SNAP Work Requirements (SNAP 4WR) to the household and create a task. The task is to remind the worker to contact the household to provide the oral explanation of the SNAP work registration requirements, the ABAWD work requirement, and the SNAP time limit.

For example, a household member turning 18 years old and becoming an ABAWD subject to SNAP work registration requirements. A batch update will generate the task.

The worker must clear the task by contacting the household and providing an oral explanation of:

- The SNAP work registration requirements, if the newly identified individual is a MWR, and
- The SNAP Time Limit, ABAWD Work Requirement, and ABAWD Reporting Requirement if the newly identified individual is an ABAWD.

The worker's actions must be documented in case notes including who was contacted and what was discussed. If the household cannot be contacted by phone, the results of the attempted contact must be documented including whether a message was left or the inability to leave a message.

After documenting the results of the client contact, if a change is required, the worker must initiate a Change Report, run eligibility, review the LITE '***SNAP Filing Unit Summary'*** screen to ensure that the individual's work registration status is updated, and authorize the case. The task must be manually updated to 'Completed.

III. FORMS AND INSTRUCTIONS

OFS 18C Form / Instructions Client Contact Letter

OFS 20CD Form / Instructions Report of Claim Determination

ABAWD 3 Form / Instructions ABAWD Interviewing Guide

ABAWD 6 Form / Instructions Verification of ABAWD Volunteer Hours

IV. REFERENCES

7 CFR 273.7

7 CFR 273.24

LAC 67:III Subpart 3 Supplemental Nutrition Assistance Program (SNAP), Chapter 19 Subchapter G 1940

SNAP Provisions of the One Big Beautiful Bill Act of 2025 - Information Memorandum