



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


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Secretary

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JEFF McCUE  
Commissioner

**Online Guide Transmittal 2017-101  
December 8, 2017**

**To: Department of Transitional Assistance Staff**  
**From:  Paul Sutliff, Assistant Commissioner for Field Operations**  
**Re: SNAP – ABAWD Clock Reset and Procedural Updates**

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**Overview**

Able-bodied adults without dependents (ABAWDs) are limited to 3 countable months of eligibility for Supplemental Nutrition Assistance Program (SNAP) benefits during a 36-month period, unless the client is exempt or meets the ABAWD Work Program (WP) Requirement.

The 36-month clock that began 01/01/2015 expires 12/31/2017. The new clock will run 01/01/2018 through 12/31/2020.

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**Purpose**

This Transmittal advises staff of updated Online Guide content related to ABAWD clients, including:

- the ABAWD clock reset and how previous sanctions will appear in BEACON;
  - the *SNAP Work Requirement Medical Report* form; and
  - the ABAWD Requirements Script that case managers must use. Detailed instructions and a link to this script were added to the ABAWD Work Program Requirements Overview page.
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**Revised Online  
Guide Pages**

**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:** Community Service Compliance

**Topic:** SNAP  
**Book:** Work Requirements  
**Chapter:** ABAWD Work Program Requirement  
**Page:** ABAWD Reporting Requirements

**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:** Request for ABAWD Work Program Exemption Forms

**Topic:** SNAP  
**Book:** Work Requirements  
**Chapter:** ABAWD Work Program Requirement  
**Page:** SNAP Work Requirement Medical Report Form  
(previously ABAWD Work Program Requirement  
Medical Report Form)

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**Revised Online  
Guide Pages  
(continued)**

**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 and Removing ABAWD Work Program Sanctions

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

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**Revised Form**

Effective December 18, 2017 the *ABAWD Work Program Requirement Medical Report* form will be renamed as the *SNAP Work Requirement Medical Report* form. This revised form will capture an onset date.

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**Questions**

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email the DTA Mailbox.

Systems issues should be directed to the Systems Support Help Desk.

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