

# SNAP WORK REQUIREMENTS AND ABAWD EXEMPTIONS

## General Work Exemptions

Does the individual (ABAWD or not) meet or qualify for any of the following exemptions/work requirements?

### Aged Based Exemption:

- 15 years or younger
- 60-64 years (may still be an ABAWD)
- 65+
- 16 or 17 years old who is not the head of household, or who is attending school, or is participating in E&T halftime or more

### Physically or Mentally Unfit for Employment:

- Recently released from an institution,
- Domestic Violence,
- Persons with Disabilities, or
- History of being unable to maintain employment
- Homelessness\*

### Regular Participant In:

- Drug or alcohol treatment, or
- Rehabilitation program

### Student Enrolled at least half time in:

- Any recognized school,
- Training program, or
- Institution of higher education (additional student requirements)

### Responsible for the Care of:

- A dependent child under age 6, or
- An incapacitated person

### Ineligible Household Member:

- Students
- Non-citizens
- Fleeing felons
- Did not provide SSN
- Used SNAP to purchase illegal drugs

### Unemployment Insurance Benefits (UIB):

- Applying for,
- Appealing, or
- Receiving

### Complying with:

- Colorado Works (CW/TANF), or
- Colorado Refugee Services Program (CRSP)

### Employed or Self-Employed:

- Working a minimum of 30 hours per week, or
- Receiving weekly earnings at least equal to the Federal Minimum Wage multiplied by 30 hours

## CBMS Data Entry for General Work Exemptions

Use the chart to the left to help you determine if your client qualifies for a General Work Exemption. Then select the appropriate option from the **Work Exemptions** drop-down list.

The screenshot shows the 'Work Requirement Exemption' section of the CBMS Data Entry system. It includes fields for 'Effective Begin Date', 'Effective End Date', and 'Review Date'. A dropdown menu is open, listing various exemption categories such as 'Exempt: 16 or 17 years old non-HOH', 'Exempt: Applying for Appealing or Receiving UIB', 'Exempt: Caregiver of a child under 6', 'Exempt: Caregiver of an incapacitated person', 'Exempt: Colorado Works', 'Exempt: CRSP', 'Exempt: Eligible student', 'Exempt: Over Maximum Age - 60 and over', 'Exempt: Participant in Drug/Alcohol Treatment', 'Exempt: Physically or Mentally Unfit for Employment', 'Exempt: Under Minimum Age', 'Exempt: Working >= 30 hrs or 6am Min Wage 400', 'Ineligible Household Member', and 'No Exemption'.



**Note:** Individuals may qualify for more than one exemption. If this is the case, you should determine which exemption is most permanent.

\*Not everyone experiencing homelessness is “unfit for employment” but homelessness may be a reason they fit into this exemption.

# SNAP WORK REQUIREMENTS AND ABAWD EXEMPTIONS

## ABAWD Exemptions

### CBMS Data Entry for ABAWD Exemptions

After you complete the Work Exemption section, use the information on the right to determine if your client is an ABAWD and if they qualify for an ABAWD Exemption. If your client IS an ABAWD, select the appropriate option from the [ABAWD Exemptions](#) drop-down list.

The screenshot shows the 'Work Requirement Exemption' section in the CBMS system. It includes fields for 'Effective Begin Date', 'Effective End Date', 'Work Exemptions' (with a dropdown menu set to 'Exempt Working >= 30 hrs or Earn ...'), and 'Review Date' (05/04/2024). Below this is the 'ABAWD' status section with radio buttons for 'Yes' (selected) and 'No'. The 'ABAWD Exemption' section features a dropdown menu for 'ABAWD Exemptions' with a list of options: 'Exempt: Pregnancy', 'Exempt: American Indian', 'Exempt: Work Requirement Exemption', 'No Exemption', and 'Exempt: Pregnancy'. A 'Review Date' field is also present for this section.

ABAWDs are SNAP applicants or recipients who:

Are 18-64 Years Old

Not disabled.

Not the parent or responsible for the care of a child under 14 living in the same home.

Do not meet a general work requirement or ABAWD exemption.

ABAWDS can be determined exempt for the following:

- Meeting a General Work Exemption.
- Pregnancy.
- Qualifying for a Discretionary Exemption.
- American Indian Tribal Member.

# SNAP WORK REQUIREMENTS AND ABAWD EXEMPTIONS

## ABAWD Work Requirements

### Able-Bodied? Physically/Mentally Unfit?

My client just broke his leg, does that mean he is no longer *Able-Bodied*? Probably not. *Able-Bodied* means the person does not have a documented disability (they are not receiving social security or disability benefits).

Depending on your client's circumstances, they may be considered physically unfit instead. When in doubt, exempt!

### Client is ABAWD and no ABAWD Exemption

If the client is an ABAWD and does not meet an ABAWD Exemption, you must address the ABAWD Work Requirement section. Select one of these options:

- Paid work, avg. of 80 hrs/month
- In-kind/volunteer work, avg. of 80 hrs/month
- Referred to EF (use when processing a case and an ABAWD is newly referred)
- Participating with EF (use when processing a case and an ABAWD is actively engaged with EF)
- Not meeting the requirement



### CBMS Data Entry for ABAWD Work Requirements

If the ABAWD Exemptions selected is “Meets Work Requirement Exemption”, complete the [ABAWD Work Requirements](#) section by selecting the appropriate option for how they are meeting the Work Requirement.

A screenshot of the CBMS system interface. The top navigation bar includes tabs for Non-Financial, Income, Expenses, Resources, Non-Citizen, Cash Program, Food Program, MA Program, and APTC. The main content area is titled 'Work Requirement Exemption' and contains several input fields: 'Effective Begin Date', 'Effective End Date', 'Work Exemptions' (a dropdown menu), and 'Review Date'. Below this, there is a radio button for 'ABAWD' with 'Yes' selected. Underneath, there is a section for 'ABAWD Exemption' with a dropdown menu showing options: 'Select Meeting the 80 hrs/month Work Requirement', 'In-kind/Volunteer Work avg. of 80 hrs/month', 'Not meeting the requirement', 'Paid work avg. of 80 hrs/month', 'Participating with EF', and 'Referred to EF'. The 'Select Meeting the 80 hrs/month Work Requirement' option is highlighted. To the right of this dropdown are two 'Review Date' input fields.

**Note:** If a client is NOT an ABAWD select “No” for the ABAWD radio button and stop here.

# SNAP WORK REQUIREMENTS AND ABAWD EXEMPTIONS

## Work Requirements, Resources, and Rights & Responsibilities

### Work Requirements for all Work Registrants

- ☑ Register for work by signing the initial application and every RRR/Renewal
- ☑ Provide SNAP eligibility staff sufficient information regarding employment status or availability for work
- ☑ Not voluntarily quit a job or reduce work effort to fewer than 30 hours per week without good cause
- ☑ Accept an offer of suitable employment
- ☑ Report to an employer if referred by the local office if the potential employment is suitable employment
- ☑ Also required for ABAWDs only:
  - Work 20 hours per week (or averaged monthly) for a total of 80 hours a month; or
  - Participate in and comply with the requirements of a work program 20 hours per week or averaged monthly for a total of 80 hours a month; or
  - In any combination of working and participating in a work program for a total of 20 hours per week or averaged monthly for a total of 80 hours a month; or,
  - Participate in and comply with the Colorado Workfare program; or
  - Volunteer 20 hours per week or 80 hours per month

### Work Registrant Rights & Responsibilities

#### You have the right to:

- Be advised of the availability of employment and training services and resources available to you including those offered by other public, private, and community-based organizations
- Understand any time limits of the SNAP program for your household
- Know how to fulfill the work requirements of the program, when applicable
- Be provided the exemption criteria (including exemptions from the general requirements). Provide information to the SNAP office and/or the Employment First Program about any current employment and availability for work

#### You have the responsibility to:

- Participate in an Employment and Training (E&T) program, unless you meet an exemption
- Interview for suitable jobs that may be arranged by Employment First
- Accept any offer of suitable employment

### Resources

Remember, check the CDHS website to obtain an ABAWD Volunteer Verification Form.

# SNAP WORK REQUIREMENTS AND ABAWD EXEMPTIONS

## Client Communication

### Need Help Communicating Work Requirements?

Review the suggestions below, but remember to tailor your communication according to your county's capabilities. Is your county ABAWD exempt? Does your county offer Employment First? The answer to these questions may change how you communicate.

#### Exempt Work Registrant

You are exempt from the work requirement. \*If you are interested in Employment & Training Supports, we can refer you to Employment First at no cost to you.

#### Work Registrant

You are eligible for SNAP benefits. \*If you are interested in Employment & Training Supports, we can refer you to Employment First at no cost to you.

#### Countable Month

You have used one of your three countable months of benefits. If you would like to extend your benefits, you must meet an exemption or a work requirement. \*If you are interested in Employment & Training Supports, we can refer you to Employment First at no cost to you.

#### \*\*Exempt ABAWD

You are exempt from the work requirement. \*If you are interested in Employment & Training Supports, we can refer you to Employment First at no cost to you.

#### ABAWD

You are eligible and will receive 3 months of SNAP benefits. If you would like to extend your benefits beyond 3 months, you must meet an exemption or work requirement. \*If you are interested in Employment & Training Supports, we can refer you to Employment First at no cost to you.

#### ABAWD Meeting Work Requirements

You are already meeting work requirements. \*If you are interested in Employment & Training Supports, we can refer you to Employment First at no cost to you.

### ACCESSIBILITY

This document has been designed with accessibility features to support all users. If you need assistance with the accessibility of the content or have questions please contact: [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us).

\*Does not apply to counties without Employment First

\*\*Applies to all ABAWD Exempt counties