

ABAWD

Able Bodied Adults Without Dependents

What is ABAWD?

- ▶ ABLE-BODIED ADULTS WITHOUT DEPENDENTS

Monthly Work Requirement

- ▶ Individuals who are ABAWD, must meet the federal work requirement of 80 hours per month to maintain SNAP eligibility for more than 3 months in a 36 month period (Jan 1, 2019 - Dec 31, 2021).
- ▶ The first month that work requirements must be met in Erie County will be April 2020.
- ▶ If the 80 hour a month work requirement is not met after 3 months, your SNAP benefits will be discontinued unless you are approved for an exemption or exclusion.

How to meet the 80 hour per month work requirement:

- working
- work in kind
- work experience
- volunteer work
- job search efforts

Working

- ▶ Work for at least 20 hours/week or 80 hours/month verified by 4 weeks of current paystubs.
- ▶ Just starting a new job? A letter from your employer verifying start date, rate of pay, job title and anticipated weekly hours is required. You will be required to submit pay stubs to maintain eligibility for SNAP benefits.
- ▶ Work includes any work you do that you get paid for (even if for friends and family) and must be reported to your SNAP worker.

Work in kind

- ▶ Example: You do maintenance around the property for your landlord in exchange for rent.
- ▶ Verification: Signed letter by the person you did the work for including: hours worked, work performed, contact information of the person/company who you performed work for.
- ▶ Verification must be submitted each month.

Volunteer work

- ▶ Unpaid work for a not-for-profit (501(c)(3)) organization (i.e.: Church, Food Pantry, Animal Shelter, etc.).
- ▶ Verification: Signed statement from organization on their letterhead including the number of hours volunteered that month, work performed, and contact information of representative of the organization.
- ▶ Verification must be submitted each month.

Veterans

- ▶ Veterans that are participating in an employment or training program operated by the Department of Labor or the Department of Veterans Affairs for at least 80 hours per month would meet the work requirement.

Job Searching

- ▶ Actively looking for a job will count towards your 80 hours per month.
 - ▶ Utilize JobZone, a job search website sponsored through NYS Department of Labor. You can create a free account to track your job search efforts.
 - ▶ You are required to log in at least once per month for your job search to count towards your work requirements.
 - ▶ Additional job search resources include online Websites: Indeed, CareerBuilder, WNYJobs.
 - ▶ Attend local job fairs.
 - ▶ Use of Career Centers: Department of Labor, Buffalo Employment and Training Center (BETC) and ECC One Stop for one on one help.

JobZone - www.jobzone.ny.gov

JobZone is an interactive resource to help adults manage their careers. JobZone is the perfect tool for: planning your future, organizing your job search, exploring your career, interests and skills, developing customized resumes, and exploring over 800 careers.

Job Search

- The top center of the website includes a Job Search feature you can use to locate job openings.
- You may enter several different search criteria to assist you in your job search. These are keywords, zip code, and radius (miles you are willing to travel to work). Keywords have been identified for several business types and are available on the back of this document. Once you enter a keyword, you can select the “Advanced Search” option at the bottom of the box. You can use the job search feature on JobZone without creating an account, but additional advanced features of JobZone will require a log on.

Create an Account and Log In

- You must have an email address to create an account. It cannot be shared with other users.
 - Create an e-mail account using a popular, reliable free service such as Gmail, Yahoo Mail and Hotmail.
 - Go to the site’s homepage page.
 - Click the “Create an Account” button and enter the required registration information.
 - Choose an appropriate username and enter a password.
 - Enter the verification code at the bottom of the screen and agree to the Terms of Service.
- If you have registered with the New York State Department of Labor or have received Unemployment Insurance Benefits from New York State, you will already have an account. If you do not know your NY.GOV user name and/or NY.GOV password, you will need to use the links on the login page to get that information or call **1-888-4-NYS DOL** (888-469-7365). If you do not have a JobZone account, you will be asked to create one. This will be linked to your NY.GOV account but remains a separate account.

Online Work Search Record

- Select Add New Employer contact or Activity tab. Select the date, Activity type and Activity Description (the most common will be Employer Contact). Answer the questions and upload supporting documentation (online application confirmations). Save your work.
- To document your work search, go to the reports tab and select the week ending date and click view the report. Save a copy or print a copy to document your work search.
- JobZone does not record time spent looking for work, so you must record on a separate document.

General Information

- Do not use the back arrow to navigate, use the navigation buttons at the bottom of each page. Using the back arrow may log you out of the website.
- If you have a NY.GOV identification for MyBenefits, myDMV, Tax Online Services or TEACH Services, you will use that same I.D. for Job Zone.

Key Word Search – Examples

Sales and Related

- Retail
- Sales
- Customer service
- Sales Associate
- Cashier
- Inventory
- Stock Clerk
- Shipping/Receiving

Health Care

- Personal Care Aide
- Child Care Worker
- Nurse
- Home Health Aide
- Certified Nurse's Assistant
- Health Aide
- Hair Dresser
- Nail Salon Worker

Food and Lodging

- Food Preparation
- Prep/Line Cook
- Chef
- Customer service
- Cashier
- Server
- Busboy
- Dishwasher
- Host
- Kitchen Worker
- Housekeeping
- Janitor/Cleaner
- Grounds Keeper
- Building Maintenance

Production

- Assembly
- Manufacturing
- Machine Operator
- Fork Lift Operator
- Shipping/Receiving
- Packer
- Warehouse Worker
- Construction Worker
- Document Preparation

Note: You may also wish to enter a specific company's name in the *Key Word Search* area; an example might be: Lowe's or Macy's. Doing this will bring up any jobs, in your zip code sorting area, for which either Lowe's or Macy's have posted.

Erie County

Buffalo Employment & Training Center
77 Goodell Street
Buffalo, New York 14203
716-856-5627
www.workforcebuffalo.org

Buffalo Career Center
284 Main Street
Buffalo, New York 14202
716-851-2600
<https://labor.ny.gov/career-center-locator>

Erie Community College Career Center
Gleasner Hall, Room 166
6205 Main Street
Williamsville, New York 14221
716-270-4444
www.ecc.edu/workforce/onestop

ECC One Stop Satellite Office
South Campus
4041 Southwestern Blvd.
Orchard Park, New York 14127
716-270-4444
www.ecc.edu/southtowns-satellite

Williamsville Career Center
4175 Transit Road
Transitown Plaza
Williamsville, New York 14221
716-634-9081
<https://labor.ny.gov/career-center-locator>

Surrounding Counties

Allegany County Employment and Training Center
7 Wells Lane
Belmont, New York 14813
585-268-9240
www.alleganyco.com

Chautauqua Works
407 Central Avenue
Dunkirk, New York 14048
716-366-9015
www.chautauquaworks.com

Jamestown Career Center
23 E. 3rd Street
Jamestown, New York 14701
716-661-9553
www.chautauquaworks.com

Lockport WorksourceOne Career Center
81 Walnut Street
Lockport, New York 14094
716-433-6766

WorksourceOne Career Center
Trott ACCESS Center
Niagara County E&T 1001 11th Street
Niagara Falls, New York 14301
716-248-8281
www.worksource1.com

Cattaraugus Career Center
175 North Union Street, Suite 4
Olean, New York 14760
716-373-1880
www.co.cattaraugus.ny.us/one-stop/index.asp



Recording My Job Search Effort

Department of Social Services
Division of Family Independence| CED
B-5727 (2/2019)



Case Name [Redacted]	Client Identification Number (CIN) [Redacted]
-------------------------	--

Please use this form to record your job search efforts, documenting that you have met the requirement to work, look for work, or participate in certain approved programs for 80 hours a month to maintain eligibility for Supplemental Nutrition Assistance Program (SNAP) benefits. All time spent looking for work, including activities such as researching available jobs (online, newspaper, other), completing and submitting job applications (online or at employer), preparing for interviews, participating in an interview, participating in a job search workshop or working with a job placement specialist should be included. Each month you should use www.jobzone.ny.gov to locate job openings and ask a district worker if you need help.

You must submit proof each month of your job search efforts.

Please sign and date the completed form below and return no later than the 10th of the following month (Ex.: January job search documentation must be submitted no later than February 10th) to:

ECDSS Comprehensive Employment Division
290 Main Street 10th Fl., Buffalo NY 14202
Fax 858-1065

Date	Activities Completed	Employers Contacted	Total Time Spent During Day (minutes or hours)

Attach an additional page if needed.

I participated in the job search related activities for the amount of time listed above.

Signature [Redacted]	Date [Redacted]
-------------------------	--------------------

Documentation for Job Searching

- ▶ You have been provided with several blank job search logs. Use these logs to record your job search efforts. Write the date, activities completed (i.e.: submitted application, attended job fair, attended interview etc.), the company/employer contacted and the amount of time spent doing the activity.
- ▶ When going to a company to apply in person, attending a job interview or job fair – travel time counts towards your time spent doing that activity. Example: When you have an interview, the time getting to and from the interview in addition to the actual interview counts.
- ▶ Be as specific as possible! Job search logs that are vague or incomplete, may not count as meeting the work requirement.
- ▶ The total monthly hours per month must add up to 80. Please double check your math to ensure your time adds up to 80 hours to meet the work requirement.

REMINDER

- ▶ You can meet the 80 hour monthly requirement by using one or multiple categories, including:
 - working
 - work in kind
 - volunteer work
 - job search efforts
- ▶ Be sure to provide the documentation on time. All documentation must be received by the **10th of the following month**. Example: If you are submitting your information for the month of June, we need to receive it no later than July 10th.

Exemptions

- ▶ The following are the exemptions to meeting the monthly work requirement:
 - ▶ A person under 18 years of age, or 50 years of age or older
 - ▶ An adult in a SNAP household with a child under 18 years of age
 - ▶ A full-time caretaker of an incapacitated person verified by medical documentation
 - ▶ Pregnant and verified by medical documentation including expected due date
 - ▶ Physically or mentally unable to work at least 80 hours a month verified by medical documentation
 - ▶ Regular participant in substance abuse (drug or alcohol) treatment or rehabilitation
 - ▶ A recipient of Veterans Affairs (VA) disability compensation
 - ▶ A recipient of disability benefits from a public or private source, such as Social Security Disability Insurance (SSDI) or NYS disability benefits
 - ▶ A recipient or pending receipt of Unemployment Insurance Benefits (UIB)
 - ▶ A student enrolled in any recognized school, job skills training, or institution of higher education at least half-time and meeting the student eligibility criteria to receive SNAP
 - ▶ An applicant for SNAP benefits and Supplemental Security Income (SSI) jointly or in receipt of SSI
 - ▶ Employed or self-employed and working at least 30 hours per week or receiving weekly earnings at least equal to the federal minimum wage times 30 (currently \$217.50 per week)

Exemptions:

- Documentation for each exemption is required.
- Exemption determinations are not made during this info. session.
- If you feel you qualify for one of the following exemptions, we will meet with you one on one to discuss what documentation is required to meet an exemption.
- Until an exemption is approved, you are still responsible for meeting the work requirement.