

25.5 Coding for Activities

All ABAWD individuals must be offered an opportunity to retain eligibility for Food Stamps. It is also a federal requirement that the State track the movement of ABAWDs as they are offered a placement and actually accept the placement by beginning the activity. At each face or telephone contact with an ABAWD individual the FSE&T Worker must offer the individual the opportunity to enter an activity if the individual is currently not participating. Procedures have been developed to track the offer of a placement and the actual acceptance of a placement (filled). Follow the following procedures.

A. Offered An Activity

When an FSE&T Worker offers an ABAWD individual the opportunity to participate in any activity, RAPIDS must be coded to reflect the offer. OX identifies an offer for all activities. Each time a Worker has a face to face or telephone contact with an ABAWD individual an offer must be made and RAPIDS coded to reflect the action. Enter the date the offer was made into RAPIDS. (This cannot be backdated and must be made done on the date the offer is made). If the offer was refused, close the offer. An offer must not be left open indefinitely. It should be closed the day it is offered.

B. Placement In An Activity

At the time an ABAWD individual actually begins the activity, the appropriate component code must be entered in RAPIDS to reflect the filled status. The start date and an anticipated end date are to be entered.