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.

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. Code CX
identifies an offer for CWEP and OX identifies an
offer for all other 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.

Placement In An Activity

At the time an ABAWD individual actually beings 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.