

25.5 CODING FOR ACTIVITIES

All ABAWD individuals must be offered an opportunity to retain eligibility for Food Stamp **benefits**. It is a federal requirement that the State track the movement of ABAWDs as they are offered a placement and accept the placement by beginning the activity. At each **face to face** or telephone contact with an ABAWD individual the FSE&T Worker must offer the individual 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.

A. OFFERED AN ACTIVITY

When a FSE&T Worker offers an ABAWD individual an activity, this must be coded **in RAPIDS** to reflect the offer. **The code OX** identifies an offer for all activities. **The offers are coded in RAPIDS Screen WPRS under the requested component hour listing option.** 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. **The Worker must** enter the date the offer was made into RAPIDS. (This cannot be backdated and must be made 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.