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## DEPARTMENT OF HUMAN SERVICES

DIVISION OF SOCIAL SERVICES

*Helping people. It's who we are and what we do.*



Robert H. Thompson  
Administrator

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### Welcome to the Nevada DSS ABAWD Community Partner Network

Dear Community Partner,

Welcome, and thank you for your interest in joining the Nevada Division of Social Services (DSS) ABAWD Community Partner Network. Your organization plays a vital role in supporting Able-Bodied Adults Without Dependents (ABAWDs) as they work to meet their SNAP work requirements and maintain access to essential benefits.

As a community partner, you help participants engage in meaningful volunteer, work, or training activities, track participation, and stay connected to the resources they need to remain compliant. Your efforts directly support the success of ABAWD participants while strengthening Nevada's SNAP program.

This toolkit is designed to guide your day-to-day operations as an ABAWD partner.

Inside, you will find:

- An overview of ABAWD eligibility and SNAP work requirements
- Guidance on your roles and responsibilities
- Instructions for tracking and verifying participant hours
- Best practices for participant engagement and program success
- Tools and resources to support your work

Please review this information carefully to understand how your organization contributes to helping ABAWD participants succeed. While DSS maintains responsibility for eligibility and compliance determinations, your work is essential for ensuring participants have structured, verifiable opportunities to meet their SNAP work requirements.

Thank you for your partnership, dedication, and commitment to supporting Nevada's ABAWD participants. We are proud to have you in this network and look forward to working together to strengthen the impact of our programs.

Warm regards,

State of Nevada  
Division of Social Services (DSS)

## **ABAWD Partner Toolkit: Tracking and Verifying Participant Hours – Nevada**

This toolkit is a resource for organizations that provide volunteer, work, or training activities to help Able-Bodied Adults Without Dependents (ABAWDs) stay compliant with SNAP work requirements in Nevada.

It is intended for community-based organizations, workforce programs, training providers, and other partners assisting ABAWD participants.

Note: For full ABAWD eligibility criteria, time limits, exemptions, and approved activities, refer to the ABAWD FAQs for Community Partners. This toolkit focuses on operational guidance and day-to-day implementation.

### **ABAWD Partner Sign Up or Report Changes**

Community partners that wish to be included on the list of organizations assisting ABAWD participants, or that need to report updates or changes, may do so by using one of the methods below:

1. New Partner Sign-Up:
  - o Go to [dss.nv.gov](https://dss.nv.gov) → Navigate to Resources → Under the ABAWD section, click this link: [Partner Sign-Up / Report Changes](#)
2. Report updates or submit questions by emailing [dwsssnapoutreach@dss.nv.gov](mailto:dwsssnapoutreach@dss.nv.gov) .

Organizations are encouraged to report updates promptly to support accurate program information.

### **Basic ABAWD Eligibility**

Participants are considered ABAWDs if they are:

- Age 18–64
- Physically and mentally able to work
- Do not have a child under age 14 living in their SNAP household

ABAWDs are subject to a time limit on SNAP benefits: they must meet work or training requirements to maintain eligibility beyond three months in a 36-month period.

### **Partner Roles and Responsibilities**

Organizations supporting ABAWD participants are responsible for:

- Providing structured and supervised activities
- Offering scheduled hours that can be tracked and verified
- Maintaining accurate attendance and participation records

Organizations are not responsible for:

- Determining SNAP eligibility or exemptions
- Enforcing participant compliance

All eligibility and compliance determinations remain the responsibility of the Nevada Division of Social Services (DSS).

### **Compliance Quick Reference**

- Participants must complete 80 hours per month of qualifying activities (unless exempt).
- Verification of participation and hours is required

## **Participant Orientation and Expectations**

At the start of a placement, organizations should orient participants on:

- Schedules and expected hours
- Attendance reporting procedures
- Points of contact for questions or concerns

## **Documentation and Hour Tracking**

Organizations must maintain accurate records of participant participation, including:

- Participant name and program/activity
- Dates and hours of participation
- Description of activities performed
- Supervisor verification

Documentation formats:

- Official SNAP ABAWD Timesheet (recommended)
- Alternative documentation (letter or custom timesheet) must include:
  - Participant name & program/activity
  - Month and year of participation
  - Dates & total hours
  - Description of activities
  - Supervisor signature/title & organization contact

Records should be retained according to organizational policy and accessible for DSS verification.

## **Communication and Issue Resolution**

If attendance issues, barriers, or concerns arise, organizations should:

- Communicate promptly with the participant
- Encourage participants to contact Nevada DSS if exemptions or changes may apply

Early communication helps avoid loss of benefits due to misunderstandings or temporary barriers.

## **Best Practices for ABAWD Partner Programs**

Successful programs often:

- Maintain consistent schedules
- Track hours daily or weekly
- Designate a primary staff contact
- Use clear written expectations
- Coordinate regularly with workforce or SNAP partners

For eligibility, exemptions, or case-specific questions, refer participants to Nevada DSS.

## **Additional Tools & Resources**

- ABAWD Quick Reference
- ABAWD FAQs
- ABAWD Tri-Fold Brochure (for participants):

- Provides ABAWD participants with an overview of eligibility, work requirements, and support resources
  - Can be distributed during orientation or as a takeaway
- Resource list for participants:
  - Participants can visit the ABAWD Resources section on the DSS website to find organizations that can assist with work or training requirements at: <https://dss.nv.gov/Home/Features/ResourcesNew/>
- SNAP ABAWD Work Activity Timesheet

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### ABAWD: Quick Reference



#### What is an ABAWD?

- Able-Bodied Adults Without Dependents (ABAWDs) are individuals who:
  - Are ages 18 - 64
  - Are physically and mentally able to work
  - Do not have a child under 14 in the SNAP household



#### Who is Exempt?

- Age Based:
  - Under 18
  - 65 or older
- Medical/Disability
  - Medically certified as physically or mentally unfit
  - Receives temporary or permanent disability benefits (government or private)
- Household/Personal Circumstances
  - SNAP household includes child under age 14
  - Pregnant
  - High school student age 18 or 19
  - Meets Federal SNAP Employment & Training exemption
  - Member of Federally recognized Tribe
  - Lives in ABAWD-waivered area



#### SNAP Time Limits

- ABAWDs may receive SNAP benefits for up to 3 months in a fixed 36-month period unless they:
  - Meet work requirements,
  - Requalify for an additional 3 months, or
  - Qualify for an exemption
- Out-of-state ABAWD months count toward Nevada's 36 month-limit



#### Meeting Work Requirements

- Must complete at least 80 hours per month through one of the following:
  - Employment
  - An approved ABAWD work program\*
  - Community service or volunteer work
  - A combination of work and approved activities
- Hours must be tracked and participation must be verifiable

*\*See below for a list of approved ABAWD work programs. For full details on programs and restrictions, refer to the ABAWD FAQs.*



#### Approved ABAWD Work Programs

- SNAP Employment & Training (SNAPET)
- DSS Workforce Development Unit
- Workforce Innovation & Opportunity Act (WIOA)
- Trade Adjustment Assistance (TAA)
- Department of Labor or Veterans Affairs programs

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### ABAWD FAQs



This FAQ provides general information about SNAP work requirements for Able-Bodied Adults Without Dependents (ABAWD) and how ABAWD status can affect SNAP eligibility. Eligibility determinations are made on a case-by-case basis.

**1. What does ABAWD mean?** ABAWD stands for Able-Bodied Adults Without Dependents. These are adults who must meet specific work requirements to remain eligible for SNAP benefits. Individuals who meet these requirements may continue to receive benefits beyond three months.

**2. Who is considered an ABAWD?** An individual who:

- Is 18 through 64 years old,
- Is physically and mentally able to work (not medically exempt), and
- Does not have a child under age 14 living in their SNAP household.

**3. How long can an ABAWD household be certified for SNAP?** A single individual or a household where all members are ABAWDs may only be certified for three months in a 36-month fixed period unless they meet work requirements, requalify for an additional three months, or qualify for an exemption.

**4. What are the SNAP time limits for ABAWDs?** ABAWDs may receive SNAP benefits for three full months in a 36-month period unless they meet work requirements or qualify for an exemption.

**5. How can an ABAWD regain an additional 3 months of eligibility after reaching the 3-month limit?** An individual can regain eligibility by meeting the 80 hour per month work or training requirement.

**6. Does ABAWD time used in another state count in Nevada?** Yes, if an individual received SNAP benefits as an ABAWD in another state, those months must be counted and tracked in Nevada.

**7. Who is exempt from ABAWD requirements?** An individual is exempt if they meet any of the following:

- Age-Based Exemptions:
  - Under age 18, or
  - Age 65 or older.
- Medically certified as physically or mentally unfit for employment, including when the individual:
  - Receives temporary or permanent disability benefits from governmental or private sources, or
  - Provides a statement from a qualified professional (physician, psychologist, medical personnel, or social worker) verifying they are unable to work.
- Household or Personal Circumstances:
  - SNAP household includes a child under the age of 14,
  - Is pregnant,
  - Is a high school student age 18 or 19,
  - Meets a Federal SNAP Employment & Training (SNAPET) exemption,
  - Is a member of a federally recognized Indian Tribe,
  - Lives in an ABAWD-waivered area.

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### ABAWD FAQs



**8. What counts as meeting ABAWD work requirements?** An individual meets ABAWD work requirements if they complete one of the following each month:

- Work 80 hours or more,
- Participate in an approved work or training program for 80 hours or more, or
- Complete a combination of work and approved activities totaling 80 hours.

**9. What are approved ABAWD work programs or activities?** Approved programs and activities are those that count toward the 80-hour ABAWD requirement because they support employment, training, or skill development.

Examples may include:

- SNAP Employment & Training (SNAPET)
  - State-operated program providing employment and training opportunities. Individuals must be able to seek work or training.
- DSS Workforce Development Unit (WDU) activities
  - State-supervised programs to support skill building and employment.
- Workforce Innovation and Opportunity Act (WIOA) programs
  - Assists individuals to find employment, receive training, and improve skills. Providers include:
    - Department of Employment, Training and Rehabilitation (DETR) EmployNV program
    - Workforce Connections (Southern Nevada)
    - Nevadaworks (Northern Nevada)
- Trade Adjustment Assistance (TAA) programs
  - Support workers who lose jobs due to foreign trade. Offer training, job search assistance, and other services.
- Certain employment or training programs offered by the Department of Labor or Department of Veterans Affairs
  - Includes veteran-specific programs providing job placement, career counseling, and training opportunities.

**Additional notes for ABAWD participation:**

- Individuals considered ABAWDs who do not have a stable, regular, or adequate nighttime residence cannot participate in SNAPET. They can still meet ABAWD work requirements through other activities such as employment, approved work programs, community service, or volunteer work.
- Standalone job search or job search training does not count toward ABAWD work requirements when completed within SNAPET or WDU programs—unless it is combined with another activity in the program and makes up less than 50% of total ABAWD hours.