

**Rick Scott**  
GOVERNOR




**Cissy Proctor**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** January 5, 2017

**TO:** Local Workforce Development Board (LWDB) Executive Directors

**FROM:** Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

**SUBJECT:** Supplemental Nutrition Assistance Program Employment and Training Able-Bodied Adults without Dependents Updated Notice of Mandatory Participation

In the Initial Engagement Process Changes memorandum, issued January 3, 2017, we outlined changes in the initial engagement process for Able-Bodied Adults without Dependents (ABAWD) who have been referred for participation in Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) activities. Effective February 1, 2017, the Notice of Mandatory Participation (NOMP) will be updated to reflect the new initial engagement process and guide ABAWDs through the new sequence of steps in order for them to comply with the work requirements. A draft of the NOMP has been attached with this memorandum for your review.

The updated NOMP:

- Provides a registration link for ABAWDs to create an account in the One Stop Service Tracking (OSST) client self-service portal
- Outlines the required steps that must be completed to avoid a sanction
- Includes a questionnaire for ABAWDs to self-identify whether they qualify for a Department of Children and Families (DCF) exemption/exception

Please share this information with appropriate staff. Please submit your questions to the SNAP E&T program mailbox at [SNAPETProgram@deo.myflorida.com](mailto:SNAPETProgram@deo.myflorida.com).

[Attachment: Draft Notice of Mandatory Participation](#)

LAS/odm

cc: Tom Clendenning  
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