



Michael R. Pence, Governor  
State of Indiana

*Division of Family Resources*  
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INDIANAPOLIS, IN 46204-2747

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## MEMORANDUM

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**TO: Regional Managers; DFR Field Staff**

**FROM: Suzanne Tryan Manager, SNAP; TANF; IMPACT; EBT**

**RE: Proper Coding on AEIWP**

**DATE: July 16, 2015**

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Each time a case is reviewed, the AEIWP screen should be reviewed for accuracy. If an individual is exempt from Work Registration per 2438.015.05, the exemption code from table TWPW goes in the WR field on AEIWP, not in the REF field.

If an individual is an ABAWD (03), the only acceptable codes for the REF field are 03 (will be referred to IMPACT) and 00 (ONLY USE FOR REFUGEES).

It is imperative that each individual is properly coded on AEIWP even if they are not an ABAWD. They may be a mandatory (01) or one of the exempt codes based on circumstance and should be coded accordingly. Codes 23 and 24 should only be used at the request of IMPACT staff. If there are questions about how an individual should be coded, please contact SNAP policy for guidance.

