



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 07/2016**

The EFFECTIVE DATE of the changes is the same as the issuance date unless stated otherwise.

0001 (Table of Contents) changes title of 0007.03.02 (Six-Month Reporting).

The following sections are updated due to Legislative changes moving GRH to Six-Month Reporting:

- 0002.61 (Glossary: Self...) updates definition for Six-Month Reporting.
- 0007.03 (Monthly Reporting - Cash).
- 0007.03.02 (Six-Month Reporting) changes section title.
- 0007.03.06 (Processing a Late HRF).
- 0007.03.07 (Processing a Late Combined Six-Month Report).
- 0007.15 (Unscheduled Reporting of Changes - Cash).
- 0022 (Budgeting and Benefit Determination).
- 0022.03.01 (Prospective Budgeting – Program Provisions).
- 0022.09 (When to Switch Budget Cycles - Cash).
- 0024.03.03 (When Benefits Are Paid - SNAP/MSA/GA/GRH).

The following sections are cross-reference updates only due to section title changes. No policy was changed:

- 0002.09 (Glossary: Calendar Month...).
- 0002.11 (Glossary: Child Care...).
- 0002.13 (Glossary: Conciliation...).
- 0002.49 (Glossary: Permanent...).
- 0002.63 (Glossary: Special Diet...).
- 0005.09.15 (Emergency Assistance and Applications).
- 0007 (Reporting).
- 0007.12.03 (What Is a Complete HRF/CSR).
- 0010.18 (Mandatory Verifications).
- 0022.09.03 (When To Switch Budget Cycles - SNAP).
- 0027.15 (Continuation of Benefits).

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CALENDAR MONTH

A period that begins with the 1st day of the month and ends with the last day of the month.

CAPITAL ASSET

An asset with a useful life of more than 1 year.

CAPITAL EXPENDITURE

The purchase or improvement of REAL PROPERTY or PERSONAL PROPERTY having a useful life of more than 1 year. See the [SNAP Farm Loss Offset Policy Guide \(PDF\)](#).

CAPITAL GAIN

Profit from the sale of a CAPITAL ASSET.

CAREGIVER

A person who provides care and support to a MINOR CHILD. The person may or may not receive benefits.

MFIP, DWP : See [0014.03.03 \(Determining the Cash Assistance Unit\)](#) for a list of who may be a CAREGIVER. A pregnant woman with no other children is also considered a caregiver; see [0013.03.03 \(Pregnant Woman Basis - MFIP/DWP\)](#).

CASH ASSISTANCE

Assistance received from 1 of the CASH PROGRAMS, excluding the food portion of an MFIP grant.

CASH CUT-OFF NOTICE

A notice sent prior to cash benefit issuance for the subsequent month. See [0026.12.18 \(Cash Cut-Off Notice\)](#).

CASH GIFT

Money given directly to a UNIT which is not otherwise counted as income to the unit, or considered to be a RELATIVE CONTRIBUTION.

CASH-OUT DEMONSTRATION PROJECT

SNAP: A pilot project that issues cash benefits to eligible people rather than benefits restricted to food purchases (People age 65 or older or eligible for SSI.)

CASH PROGRAMS

MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), DIVERSIONARY WORK PROGRAM (DWP), GENERAL ASSISTANCE (GA), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), and EMERGENCY GENERAL ASSISTANCE (EGA).

CASUALTY

MFIP : Damage to a HOMESTEAD such as from fire.

CATEGORY OF ASSISTANCE

A general grouping of similar types of ASSISTANCE. The 2 categories in this manual are: CASH ASSISTANCE, see above, and SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM, see [0002.25 \(Glossary: First Adult...\)](#). Also see HEALTH CARE PROGRAMS in [0002.29 \(Glossary: Gross RSDI...\)](#).

C-CORPORATION

An artificial 'legal being' (legal concept only) endowed by law with the powers, rights, liabilities and duties of a natural person. A corporation's assets are controlled by the business entity itself, not by the owners (stockholders) directly.

CERTIFICATION

The initial determination that an APPLICANT is eligible for ASSISTANCE.

CERTIFICATION PERIOD

The period of time between initial eligibility and the date a county must review the case, or the period of time between required reviews.

CHANGE REPORTERS

Units that are NOT required to report changes on a monthly HOUSEHOLD REPORT FORM (HRF) or COMBINED SIX-MONTH REPORT (CSR). For more information, see [0002.11 \(Glossary: Child Care...\)](#), [0002.31 \(Glossary: Honoraria...\)](#), [0007.03.02 \(Six-Month Reporting\)](#), [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

CHANGE REPORT FORM (DHS-2402) (PDF)

A form given to clients who do not report monthly or every 6 months to report required changes; the form may also be used to report changes for all programs. See [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

CHEMICAL DEPENDENCY

The compulsive use of a chemical(s) characterized by 3 or more of the following: daily use required to function, inability to stop using the chemical, repeated efforts to control or reduce excessive use, binge use, amnesia about events occurring while intoxicated, and use despite physical problems aggravated by use.

CHEMICAL USE ASSESSMENT

GA : An assessment interview and written listing of the client's specific problems related to chemical use which enables the assessor to determine a level of chemical involvement.

CHILD

MFIP, DWP : See MINOR CHILD in [0002.41 \(Glossary: Medically Necessary...\)](#).

SNAP: A person under age 22 who is living with a parent(s). See [0014.03.06 \(Determining the SNAP Unit\)](#).

CHILD & TEEN CHECKUPS

A component of the Medical Assistance program that promotes comprehensive health care that includes screening, diagnosis, and treatment services for children from birth to age 21. Child and Teen Checkups (C&TC) is Minnesota's name for the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. See the [Insurance Affordability Programs/Health Care Manuals](#).

CHILD CARE FOOD PROGRAM

A federal program authorized by the NATIONAL SCHOOL LUNCH ACT to provide for food service to children in child care who receive TITLE XX funding.

CHILD CARE SUPPORT

A court-ordered payment by a NON-CUSTODIAL PARENT for a portion of the child care costs incurred by the CUSTODIAL PARENT.

CHILD NUTRITION ACT

A federal law authorizing and providing for the nutritional welfare of children.

CHILD SUPPORT

A voluntary or court-ordered payment by NON-CUSTODIAL PARENTS for the support of their children.

CHILD SUPPORT PAYMENTS

See CHILD SUPPORT above.

CHILDREN'S HOME CARE OPTION (CHCO)

See TEFRA OPTION in [0002.65 \(Glossary: Suitable...\)](#).

CITIZENSHIP

The status of being a native born or naturalized citizen of the United States. See [0011.03 \(Citizenship and Immigration Status\)](#).

CIVIL RECOVERY

Recovery of an OVERPAYMENT through the civil judicial process rather than the criminal one. See [0025.21.06 \(Civil Recovery\)](#).

CLAIM

The result of a county agency computing an OVERPAYMENT for benefits that the client was not eligible to receive. See [0025.03 \(Determining Incorrect Payment Amounts\)](#).

CLIENT

A person who is an APPLICANT or PARTICIPANT.

CLIENT ERROR

An OVERPAYMENT or UNDERPAYMENT caused by a client's action or inaction.

CLIENT ERROR OVERPAYMENT

An OVERPAYMENT caused by a client's action or inaction, or a combination of a client's action or inaction and an agency's failure to act.

COLA

Cost of Living Adjustment. An increase in income to compensate for inflation.

COLLATERAL CONTACT

A person outside the UNIT who confirms information about the unit's circumstances.

[COMBINED ANNUAL RENEWAL FOR CERTAIN POPULATIONS \(DHS-3727\) \(PDF\)](#)

A form used to renew eligibility for certain SNAP, MSA, GRH and health care clients. See [0009.06 \(Recertification Process\)](#) and the [Insurance Affordability Programs/Health Care Manuals](#).

[COMBINED APPLICATION FORM \(DHS-5223\) \(PDF\)](#)

This form is used by people to apply for multiple assistance programs including: some CASH ASSISTANCE, SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM, and EMERGENCY PROGRAMS. See [0005.09 \(Combined Application Form \(CAF\)\)](#). For health care only applications, see the [Insurance Affordability Programs/Health Care Manuals](#). For child care applications, see the [Child Care Assistance Program Policy Manual](#).

[COMBINED APPLICATION – ADDENDUM \(DHS-5223C\) \(PDF\)](#)

This form is used for adding a person or people to an existing MFIP, DWP, GA assistance unit after the initial application has been processed. It also can be used, but is not required, for collecting information on people added to SNAP households. For more information, see [005.09.09 \(When to Use an Addendum to the CAF\)](#).

[COMBINED APPLICATION - CHILD CARE ADDENDUM \(DHS-5223D\) \(PDF\)](#)

This form is used to apply for the Minnesota Child Care Assistance Programs (CCAP) if an assistance unit is applying for cash assistance, or SNAP and has completed a [Combined Application Form \(DHS-5223\) \(PDF\)](#) (CAF).

[COMBINED SIX-MONTH REPORT \(DHS-5576\) \(PDF\)](#)

This form is used by CLIENTS to report income and circumstance changes. For more information, see [0002.31 \(Glossary: Honoraria...\)](#), [0007.03.02 \(Six-Month Reporting\)](#), [0007.12.03 \(What Is a Complete HRF/CSR\)](#), [0009.06.03 \(Recertification Processing Standards\)](#).

[COMBINED SIX-MONTH REPORT SUPPLEMENT FOR CASH PROGRAMS \(DHS-5576A\) \(PDF\)](#)

This form is used by CLIENTS who receive assistance from a cash program and who may also receive Health Care or SNAP. It must be submitted with a complete [Combined Six-Month Report \(DHS-5576\) \(PDF\)](#) (CSR).

COMMISSIONER

The Commissioner of the Minnesota Department of Human Services.

COMMODITY SUPPLEMENTAL FOOD PROGRAM

Commodity Supplemental Food Program (CSFP) is a USDA Program administered by the Minnesota Department of Health, Family Health Division, Supplemental Nutrition Programs Section. In Minnesota, the programs are called Mothers And Children (MAC) and Nutrition Assistance Program for Seniors (NAPS). See [0029.07.12 \(Commodity Supplemental Food Program\)](#).

COMMUNAL DINING FACILITIES

SNAP: Public or non-profit private establishments, approved by FNS, which prepare and serve meals for people age 60 or older and their spouses and SSI RECIPIENTS and their spouses.

COMMUNITY ALTERNATIVE CARE (CAC)

A federally approved home and community based services waiver program for chronically ill people. See the [Insurance Affordability Programs/Health Care Manuals](#).

COMMUNITY ALTERNATIVES FOR DISABLED INDIVIDUALS (CADI)

A federally approved waiver program that allows people living in the community to receive services in addition to their regular MA coverage. See the [Insurance Affordability Programs/Health Care Manuals](#).

COMMUNITY WORK EXPERIENCE PROGRAM (CWEP)

MFIP, DWP : A COUNTY AGENCY implemented program that helps DWP and MFIP participants gain employment experience in an actual work setting by placing them in temporary, non-paid positions with public or private not-for-profit employers.

CONCILIATION CONFERENCE

MFIP : An informal meeting offered to the CAREGIVER by the EMPLOYMENT SERVICES PROVIDER or COUNTY AGENCY to resolve Employment Services-related non-compliance issues. This opportunity is also offered to a MINOR CAREGIVER to resolve non-compliance issues related to education requirements.

CONDITIONAL ENTRANT

See REFUGEE in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).

CONFESSION OF JUDGMENT

Written authority by a debtor allowing a legal judgment to be made against him or her in the event of payment default.

CONFIDENTIAL DATA

Data that are available neither to the public nor the subject of the data under State law. See [0003.09.09 \(Clients Rights, Private and Confidential Data\)](#).

CONSOLIDATED FUND

A combination of state and federal dollars the state allocates to counties to administer Welfare Reform. Counties and tribes have the flexibility to use these funds to develop local programs and services designed to improve DWP and MFIP participant outcomes. These programs and services may include Employment Services, social services and emergency funds, as well as others with the goal of improving the economic stability of DWP and MFIP participants. Services may also be provided to families whose incomes are under 200% of FPG, and to non-custodial parents of a child receiving DWP and MFIP. See also TANF PARTICIPATION RATE in [0002.65 \(Glossary: Suitable...\)](#).

CONTRACT FOR DEED

A conditional sales contract for purchase of real estate. The contract is held by a private party as opposed to a lending institution. See [0017 \(Determining Gross Income\)](#), [0018 \(Determining Net Income\)](#). Also see INSTALLMENT CONTRACT in [0002.33 \(Glossary: Independent...\)](#).

CORRECTIVE PAYMENT

An ASSISTANCE PAYMENT made to correct an UNDERPAYMENT. See [0025.09 \(Correcting Underpayments\)](#), [0025.09.03 \(Where to Send Corrective Payments\)](#).

COST EFFECTIVE

A comparison of the cost of goods and services. An alternative that costs less than other choices but produces the desired result.

COUNTABLE ASSETS

Specific assets that may be counted toward the asset limit.

COUNTABLE INCOME

EARNED and UNEARNED income that is not excluded or disregarded.

COUNTED ASSETS

The total value of all countable assets which are available and not excluded.

COUNTED EARNINGS

The EARNED income that remains after applicable disregards have been subtracted from gross earned income.

COUNTY AGENCY

The county human service agency(s) responsible for the administration of the cash, food, and health care programs. It also includes any agency(s) that contracts with the human service agency for the delivery of financial, health care, child care programs, and employment services.

COUNTY AGENCY ERROR OVERPAYMENT

An OVERPAYMENT caused by county agency action or inaction.

COUNTY OF FINANCIAL RESPONSIBILITY

The county obligated to pay a participant's benefits.

COUNTY OF RESIDENCE

The county where the CAREGIVER has established a home.

COURT-ORDERED SERVICES

A court imposed sentence requiring people to perform unpaid public work or community service.

CRIMINAL RECOVERY

Recovery of an OVERPAYMENT through the criminal judicial process rather than the civil one. See [0025.24.03 \(Recovering Fraudulently Obtained Assistance\)](#).

CRUELTY/BATTERY

See BATTERED NON-CITIZEN in [0002.05 \(Glossary: Assistance Standard...\)](#).

CSR

See COMBINED SIX-MONTH REPORT (CSR) in [0002.11 \(Glossary: Child Care...\)](#), [0007.03.02 \(Six-Month Reporting\)](#).

CUBAN ENTRANT

See [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).

CUBAN/HAITIAN ENTRANT

See [0011.03.18 \(People Fleeing Persecution\)](#).

CUSTODIAL PARENT

A PARENT who has physical custody of his/her child.

CWEP

See COMMUNITY WORK EXPERIENCE PROGRAM in [0002.11 \(Glossary: Child Care...\)](#).

DATA PRACTICES MANUAL

A manual issued by DHS that contains the policies and procedures that DHS has adopted to ensure compliance with laws governing the practices of sensitive information collected and maintained by the welfare system. It also outlines procedures to ensure that individuals and the public have access to appropriate data.

DATE OF APPLICATION

See APPLICATION DATE in [0002.03 \(Glossary: Agent Orange...\)](#).

DEBIT CARD

MFIP, DWP, MSA, GA, GRH: A bank card issued by a financial institution that accepts direct deposits, has a dollar value and allows the card owner to make an electronic purchase or withdraw cash. This includes cards provided by a bank as a service for customers who cannot open checking or other deposit accounts.

DEDUCTION

An amount of income not counted in the computation of a person's income because its use or intended use is for certain specific expenses.

PERMANENT EMPLOYMENT

GA : SUITABLE EMPLOYMENT that is not, by description, of limited duration.

PERMANENTLY AND TOTALLY DISABLED

People who are or could be considered permanently and totally disabled according to the provisions of the ASSISTANCE PROGRAM for which they are applying or are a participant. See [0012.15 \(Incapacity and Disability Determinations\)](#).

PERSON TRAINED IN DOMESTIC VIOLENCE

MFIP, DWP : An individual who works for an organization designated by the Minnesota Center for Crime Victim Services as providing services to victims of domestic violence, a county staff person who has received similar training, or any other person or organization designated by a qualifying organization.

PERSONAL NEEDS ALLOWANCE

DWP : An allowance of up to \$70 per month per DWP unit member to pay for expenses such as household products and personal products.

MSA, GA, GRH : The amount of monthly income clients may retain or receive for their day-to-day expenses.

PERSONAL PROPERTY

Any asset which is not REAL PROPERTY (including a CONTRACT FOR DEED).

PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY AND RECONCILIATION ACT (PRWORA)

An agreement signed into law on 8-22-96 which eliminated the federal entitlement program of AID TO FAMILIES WITH DEPENDENT CHILDREN and created a new program called TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF). PRWORA provides block grants to states to offer time-limited cash assistance. It also made major changes in the Food Stamp Program.

PLAN TO ACHIEVE SELF-SUPPORT (PASS)

A plan approved by the SOCIAL SECURITY ADMINISTRATION for SSI RECIPIENTS which allows certain client assets or income to be excluded in determining benefits for some assistance programs. See [0018.06.06 \(Plan to Achieve Self-Support \(PASS\)\)](#).

POST-SECONDARY SCHOOL

A school serving students beyond the 12th grade, such as a community college, university, or technical college.

PRE-ADMISSION SCREENING (PAS) PROGRAM

A screening program that prevents inappropriate nursing home or boarding care placement.

PREDICTION OF ELIGIBILITY

An informal prediction by a worker of a person's likelihood of eligibility for assistance. This is a separate and optional procedure from the initial contact process. See [0005.03.03 \(Predicting Eligibility\)](#).

PREMARITAL AGREEMENT

A contract made before marriage which sets terms for division of property and support in the event of marriage dissolution.

PREPAID BURIAL ACCOUNT

Funds paid in advance for funeral expenses.

PRESIDENTIAL DISASTER DECLARATION

SNAP: A declaration made by the President of the United States or the designee such as the Secretary of Agriculture that establishes temporary emergency Supplemental Nutrition Assistance Program (SNAP) eligibility standards for people who are disaster victims.

PRIMARY CONTACT PERSON

The person designated by the UNIT or the COUNTY AGENCY to whom the agency directs correspondence and notices. The primary contact person may be someone other than the principal wage earner. For the description of principal wage earner, see [0028.03.06 \(Determining SNAP Principal Wage Earner\)](#).

PRIVATE DATA

Data not available to the public under state law. Private data are available to the subject of the data and that person's AUTHORIZED REPRESENTATIVE. See [0003.09.09 \(Client Rights, Private and Confidential Data\)](#).

PRIVILEGED

A MAXIS term limiting who may view case information on the system.

PROCEDURAL ELIGIBILITY

Things people have to do to be eligible for assistance, such as requirements regarding Social Security numbers, being a MINOR CAREGIVER, Employment Services, applying for other benefits, disability, child and medical support, health insurance, and tort settlements or claims. See [0012 \(Procedural Eligibility\)](#). Also see the [Insurance Affordability Programs/Health Care Manuals](#).

PROCESSING MONTH

The month designated for processing a COMBINED SIX-MONTH REPORT (CSR), a HOUSEHOLD REPORT FORM (HRF), or a RECERTIFICATION. See [0002.11 \(Glossary: Child Care...\)](#), [0002.31 \(Glossary: Honoraria...\)](#), [0007.03.02 \(Six-Month Reporting\)](#).

PROCESSING PERIOD

The time program rules allow for processing an APPLICATION. Also called PROCESSING STANDARDS.

PROCESSING STANDARDS

The period of time allowed to determine eligibility.

SELF (STUDENT EDUCATIONAL LOAN FUNDS)

State financial aid program for post secondary students.

SELF-EMPLOYED

Describes a person who works independently, is a SOLE PROPRIETOR, or owns a business in PARTNERSHIP.

SELF-EMPLOYMENT

Employment where people work for themselves rather than an employer, are responsible for their own work schedule, do not have taxes or FICA withheld by an employer, and do not have coverage under an employer's liability or WORKERS' COMPENSATION insurance.

SELF-SUPPORT INDEX

MFIP, DWP: An outcome measure that tracks whether adults are either working 30 or more hours per week or no longer receiving MFIP/DWP cash payments 3 years after the baseline quarter.

SEOG (Supplemental Educational Opportunity Grants)

A federal financial aid program for post-secondary students.

SHELTER COSTS

MFIP : Rent, manufactured home lot rentals, monthly principal, interest, insurance premiums, and property taxes due for mortgages or contracts for deed costs.

DWP : See FAMILY MAINTENANCE NEEDS in [0002.23 \(Glossary: Fair Hearing...\)](#)

SNAP: See [0018.15 \(Shelter Deductions\)](#).

MSA : Rent; mobile home lot rentals; monthly principal, interest, insurance premiums, and property taxes for mortgages or contract for deed costs; utilities, including heating, cooling, electricity, water, and sewer; garbage removal; and the basic service fee for 1 telephone.

SHELTER DEDUCTION

SNAP: Income deductions based on the unit's housing costs and utility costs. See [0018.15 \(Shelter Deductions\)](#).

SHELTER FOR BATTERED WOMEN

See BATTERED WOMEN'S SHELTER in [0002.05 \(Glossary: Assistance Standard...\)](#).

SIBLINGS

Brothers and sisters related through birth or adoption to 1 or both parents.

SICK PAY

Salary or wages an employer pays to or on behalf of an employee who is on sick leave at or below the employee's regular wage.

SIGNIFICANT CHANGE

MFIP : The unit's gross earned and/or unearned income for the payment month declines by \$65 plus 50% or more from the gross earned and/or unearned income budgeted in the budget month. See [0008.06.15 \(Removing or Recalculating Income\)](#), TEMP Manual TE02.13.11 (Significant Change).

SNAP: A suspended Uncle Harry unit's loss of employment, decrease in hours of work, or loss of a unit member with countable income occurs in the suspension month. See TEMP Manual TE02.13.11 (Significant Change).

SIX-MONTH REPORTING

The requirement for some SNAP units and/or GRH recipients to complete a [Combined Six-Month Report \(DHS-5576\) \(PDF\) \(CSR\)](#). See [0007.03.02 \(Six-Month Reporting\)](#).

SMRT

STATE MEDICAL REVIEW TEAM. People appointed by the COMMISSIONER to determine disability.

SNAP :

See SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM in [0002.65 \(Glossary: Suitable...\)](#).

SNAP E&T

See SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING (SNAP E&T).

SOCIAL SECURITY

See RETIREMENT SURVIVORS DISABILITY INSURANCE in [0002.57 \(Glossary: Relative...\)](#).

SOCIAL SECURITY ACT

A federal law authorizing such programs as RSDI, TANF, SSI, and MA.

SOCIAL SECURITY ADMINISTRATION

A federal agency which administers the SSI and RSDI programs.

SOCIAL SECURITY CREDITS

As a person works and pays taxes, he/she earns Social Security credits. The Social Security Administration gives a maximum of 4 credits in 1 year based on a person's own wages. However, EXCEPT for Title II, SSA also gives additional credits based on the wages of a spouse who is still married to the person (or a spouse who is deceased), and/or based on wages a parent earned while the person was a minor child. The same credits may be attributed to the person with wages and his/her spouse or child. See [0010.18.15.06 \(Verifying Social Security Credits\)](#).

SOCIAL SECURITY DISABILITY INSURANCE

The term sometimes used for the disability insurance part of the Retirement, Survivors, and Disability Insurance program. See RETIREMENT, SURVIVORS, AND DISABILITY INSURANCE (RSDI) in [0002.57 \(Glossary: Relative...\)](#). Also see [0029.06.06 \(Retirement, Survivors & Disability Insurance\)](#).

SOCIAL SERVICES

The services included in a county's community social services plan which are administered by the county board.

SOLE PROPRIETOR

A person who is the sole owner of an unincorporated SELF-EMPLOYMENT business.

SPECIAL ADVOCACY SERVICES

Services to GA CLIENTS to help them apply for SSI. See [0012.12.06 \(Special Services - Applying for SSI\)](#).

SPECIAL DIET

A diet prescribed by a physician for 1 of the medical conditions listed in [0023.12 \(Special Diets\)](#).

SPECIAL NEED FUNDS

Money available to some participants for some expenses not covered by the monthly grant. See [0023 \(Special Needs Payments\)](#).

SPECIAL NEEDS TRUST

Trusts established to benefit a person who is disabled and provide for the disabled beneficiary's future support needs when public assistance is insufficient. It is funded with the income or assets of the disabled beneficiary. A "pooled" special needs trust is one that is managed by a non-profit organization on behalf of many disabled beneficiaries.

SPONSOR

Any person, or public or private agency or organization, who signed an AFFIDAVIT agreeing to support an IMMIGRANT (who is not the MINOR CHILD or SPOUSE of the sponsor) as a condition of the IMMIGRANT's entry into the United States.

SPOUSAL SUPPORT

An allowance for support that a court orders a person to pay to his/her SPOUSE or former spouse.

SPOUSE

A person who is legally married to another person; husband or wife.

SR

See SIX-MONTH REPORTING in [0007.03.02 \(Six-Month Reporting\)](#).

SSA

See SOCIAL SECURITY ADMINISTRATION in [0002.61 \(Glossary: SELF...\)](#).

SSDI

See SOCIAL SECURITY DISABILITY INSURANCE in [0002.61 \(Glossary: SELF...\)](#).

SSI

See SUPPLEMENTAL SECURITY INCOME (SSI) in [0002.65 \(Glossary: Suitable...\)](#). Also see [0029.06.03 \(Supplemental Security Income Program\)](#).

SSI GROSS LIMIT

The FEDERAL BENEFIT RATE for the Supplemental Security Income Program. See FEDERAL BENEFIT RATE (FBR) in [0002.23 \(Glossary: Fair Hearing...\)](#).

SSI RECIPIENT

A person who receives at least \$1, or who is not receiving SSI due to recoupment or a 1-month suspension by SSA due to excess income. See the definitions of 1619A SOCIAL SECURITY ACT and 1619B SOCIAL SECURITY ACT in [0002.01 \(Glossary: 1619A...\)](#).

SSN

Social Security number.

STAGGERED ISSUANCE

SNAP: A BENEFIT issuance system which issues regular monthly SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM benefits throughout the 1st 15 days of the month. Units receive their benefits on the same day each month.

STAGGERED ISSUANCE CYCLE

Issuing BENEFITS over several days.

STANDARD DISREGARD

An income DISREGARD some programs apply to the EARNED INCOME or UNEARNED INCOME of every CLIENT. See [0018.21 \(Standard Disregard\)](#).

STANDARD UTILITY ALLOWANCE

A type of expense allowance available only to units that incur expenses for heating and/or cooling. The allowance covers heating, cooling, electricity, water, sewer, garbage, and phone expenses. For information on specific utility allowance amounts, see [0018.15 \(Shelter Deductions\)](#).

STATE MEDICAL REVIEW TEAM (SMRT)

People appointed by the COMMISSIONER to determine DISABILITY.

STATE VERIFICATION AND EXCHANGE SYSTEM (SVES)

The electronic data exchange which verifies Social Security numbers in a monthly batch job. It initiates SDX and BENDEX data exchanges to verify Title II (RSDI) and Title XVI (SSI) benefit information. It initiates BEER data exchanges to verify wages, self-employment and federal pension earnings from federal tax returns.

STEPPARENT

The spouse of a child's birth, adoptive, or legal parent.

STORED VALUE CARD (SVC)

SNAP: The Stored Value Card or debit card is an option custodial parents have of an account to have their child's support payment directly deposited into. The Stored value card has a VISA logo and can be used like a credit or debit card for purchases or at ATM's. The only money on the SVC card is child support that has been deposited by the Minnesota Child Support Payment Center.

STRIKER

An employee involved in a work stoppage, slowdown, or interruption of work, whether or not the employee voted for the strike.

STRUCTURED SETTLEMENT

Compensation awarded as a result of a lawsuit which is paid over a period of time.

STUDENT EDUCATIONAL LOAN FUNDS

State financial aid program for post-secondary students.

STUDENT FINANCIAL AID

Loans, grants, scholarships, and work study funds to be used for educational and living expenses while attending school.

Determine eligibility for emergency aid when page number 1 of the [Combined Application Form \(DHS-5223\) \(PDF\)](#) (CAF) or the ApplyMN application indicates a need for an expedited interview or an emergency. Also see [0004 \(Emergencies\)](#).

For applicant households:

- If people are not currently receiving cash assistance, they must complete an application.

For participants:

- If people are currently receiving cash assistance, they do not have to complete an entire application. However, they must complete page number 1 of the CAF plus any other appropriate pages of the CAF.
- If the unit did not complete a [Household Report Form \(DHS-2120\) \(PDF\)](#) (HRF) or [Combined Six-Month Report \(DHS-5576\) \(PDF\)](#) (CSR) in the past 30 days, they must complete the appropriate pages of the CAF. For more information, see [0002.11 \(Glossary: Child Care...\)](#), [0007.03.02 \(Six-Month Reporting\)](#).

When the application lists people in the EGA unit who are not currently receiving cash assistance, the unit must complete an entire application. See [0005.09.03 \(When People Must Complete an Application\)](#).

Reporting requirements are determined by the programs the unit receives.

- Some units must report monthly. See [0007.03 \(Monthly Reporting - Cash\)](#), [0007.03.01 \(Monthly Reporting - Uncle Harry FS\)](#).
- Some units must report every 6 Months. See [0007.03.02 \(Six-Month Reporting\)](#).
- Some units must report when a change occurs. See [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

Explain the purpose of reporting to clients. Provide units on monthly reporting with [Household Report Forms \(HRFs\) \(DHS-2120\) \(PDF\)](#). See [0002.31 \(Glossary: Honoraria...\)](#) for the definition of HRF. Provide units on Six-Month Reporting with the [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#). See [0002.61 \(Glossary: Self...\)](#) for the definition of a CSR. Provide units not subject to monthly or Six-Month Reporting with [Change Report Forms \(DHS-2402\) \(PDF\)](#).

Review HRFs and CSRs for thoroughness and mandatory verifications. Return incomplete HRFs or CSRs. See:

[0007.12 Agency Responsibilities for Client Reporting.](#)

[0007.12.03 What Is a Complete HRF/CSR.](#)

[0007.12.06 Incomplete HRF/CSR.](#)

There are deadlines for all types of reporting. See:

[0007.03.03 Monthly Reporting Deadlines.](#)

[0007.03.04 Six-Month Reporting Deadlines.](#)

[0007.15 Unscheduled Reporting of Changes - Cash.](#)

[0007.15.03 Unscheduled Reporting of Changes - SNAP.](#)

Some programs allow reinstatement of benefits if the unit submits the report in the month after it was due. See [0007.03.06 \(Processing a Late HRF\)](#), [0007.03.07 \(Processing a Late Combined Six-Month Report\)](#).

MFIP:

Homeless units and migrant and seasonal farmworker units are exempt from monthly reporting. For all other units, send a [Household Report Form \(HRF\) \(DHS-2120\) \(PDF\)](#) to a unit to report circumstances for any report month in which the unit has:

- A member who received earned income in the report month or any of the previous 3 months. This is true even if you excluded the earnings.
OR
- A financially responsible person living with the unit who received earned income in the report month or any of the previous 3 months. This is true even if you excluded the earnings. See [0016 \(Income From People Not in the Unit\)](#).
OR
- A non-citizen whose sponsor and/or sponsor's spouse has earned or unearned income in the report month or any of the previous 3 months. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).
OR
- A participant receiving direct child/spousal support. This continues until the support has been redirected to the child support enforcement agency.

For applications, the [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#) or ApplyMN application substitutes for the HRF when interviewing the unit in the month after they apply. For those cases, do not require an HRF for the application month.

When you interview a unit in the same month it applies and it appears the unit will have to report monthly, the unit must complete an HRF for the application month. Do not determine eligibility for the 3rd month (1st retrospective month) until the unit returns the HRF.

If the unit fails to return the HRF by the 8th of the month, take the following action:

- For units you have approved, send a 10-day notice to close for failure to provide an HRF.
- For units you have not approved, and have allowed 10 days to return the HRF, you may open and close at the same time if the unit is eligible for the 1st 1 or 2 months. You must send a 10-day notice for closing.
- Units may meet eligibility requirements for Transition Year Child Care. See the [Child Care Assistance Program Policy Manual](#).

You must compute eligibility/ineligibility manually or in the training region of MAXIS. Document in the case record when the case would have been terminated because of excess income. Do not change any of the other case notes or dates. The MFIP case remains closed for failure to provide a HRF. Notify the county child care assistance worker of this fact. Do not send a new notice to the client.

Units that have been closed and reapply must submit missing HRFs needed to determine benefits, if they will continue in the retrospective cycle. See [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#).

For recertifications, do not require an HRF for the month 2 months before recertification is due (for example, for October if recertification is due December 1st). The CAF or ApplyMN application substitutes for the HRF. If the unit is ineligible or if the information requires a reduction or suspension of the unit's benefits, send a notice BEFORE the effective date of the adverse action.

DWP:

No provisions. See [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#).

SNAP:

See [0007.03.01 \(Monthly Reporting - Uncle Harry FS\)](#), [0007.03.02 \(Six-Month Reporting\)](#).

MSA:

Send an HRF to clients who do not receive SSI to report circumstances for months in which:

- The clients have earned income.
OR
- You deem income from financially responsible people to the clients. See [0016 \(Income From People Not in the Unit\)](#).

GA:

Send an HRF to a unit to report circumstances for any report month in which the unit has:

- A member who received earned income in the report month or any of the previous 3 months. This is true even if you excluded the earnings.
OR
- A financially responsible person living with the unit who received earned income in the report month or any of the previous 3 months. This is true even if you excluded the earnings. See [0016 \(Income From People Not in the Unit\)](#).

For applications, the CAF or ApplyMN application substitutes for the HRF when interviewing the unit in the month after they apply. For those cases, do not require an HRF for the application month.

When you interview a unit in the same month it applies and it appears the unit will have to report monthly, the unit must complete an HRF for the application month. Do not determine eligibility for the 3rd month (1st retrospective month) until the unit returns the HRF.

If the unit fails to return the HRF, take the following action:

- For units you have approved, send a 10-day notice to close for failure to provide an HRF.
- For units you have not approved, and have allowed 10 days to return the HRF, you may open and close at the same time if the unit is eligible for the 1st 1 or 2 months. This requires a 10-day notice.

Units that have been closed and reapply must submit missing HRFs needed to determine benefits, if they will continue in the retrospective cycle. See [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#).

For recertifications, do not require an HRF for the month 2 months before recertification is due. (For example, for October if recertification is due December 1st). The CAF or ApplyMN application substitutes for the HRF. If the unit is ineligible, send adequate notice. See [0026.12.09 \(Adequate Notice\)](#).

GRH:

No provisions.

MFIP, DWP, MSA, GA:

No provisions. See [0007.03 \(Monthly Reporting - Cash\)](#).

SNAP:

SNAP units with earned, unearned, or no income who do NOT meet any of the criteria below are Six-Month Reporters:

- Units in which all members are homeless. See HOMELESS in [0002.29 \(Glossary: Gross RSDI...\)](#).
- Units in which all members are in the migrant work stream. Not all members must be in agricultural work, but all members must be traveling together for this purpose.
- Units in which any member is a seasonal farmworker.
- Units in which all adult members are elderly or disabled if the unit has no earned income.
- Units living on Indian reservations. Unit members do not have to be members of a tribe to be eligible for this exemption.
- Those units receiving MFIP, including the Uncle Harry Food Support cases.

For information on what is considered a complete [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), see [0007.12.03 \(What Is a Complete HRF/CSR\)](#).

For Uncle Harry FS monthly reporters, see [0007.03.01 \(Monthly Reporting – Uncle Harry FS\)](#).

GRH:

GRH recipients who meet all of the following criteria are Six-Month Reporters:

- Have \$100 or more of monthly earned income.
- Do NOT receive SSI or MFIP.
- Projected to stay in the GRH setting for more than 30 days.

For information on what is considered a complete [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), see [0007.12.03 \(What Is a Complete HRF/CSR\)](#).

MFIP, MSA:

Reinstate eligibility which was terminated for failure to provide a complete monthly [Household Report Form \(HRF\) \(DHS-2120\) \(PDF\)](#) if:

- You get a complete Household Report Form (HRF) in the calendar month after the month the HRF was due.
AND
- The unit is otherwise eligible.

Send the unit notice of the benefit amount. See [0026 \(Notices\)](#).

See TEMP Manual TE02.08.188 (REIN MFIP/Uncle Harry Cases for Late HRF) for instructions for when a HRF is received and processed prior to the 8th of the current month (closing month) and when it is received on or after the 8th of the month. Also see [0007.03.03 \(Monthly Reporting Deadlines\)](#), [0025 \(Benefit Adjustments and Recovery\)](#).

Do not prorate benefits or take a new application. See [0022 \(Budgeting and Benefit Determination\)](#). Do not change the recertification date. See [0009 \(Recertification\)](#).

If the unit is ineligible, give or send the unit a new closing notice with the appropriate reason code.

DWP:

No provisions.

SNAP:

Follow MFIP for Uncle Harry Food Support cases that are monthly reporters. In addition, for information on processing a late [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), see [0007.03.07 \(Processing a Late Combined Six-Month Report\)](#).

GA:

Follow MFIP, EXCEPT prorate benefits from the date you receive the HRF. Do not take a new application. See [0022 \(Budgeting and Benefit Determination\)](#). Do not change the recertification date. See [0009 \(Recertification\)](#).

GRH:

No provisions.

MFIP, DWP, MSA, GA:

For the month the [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#) replaces a Household Report Form, follow the provisions in [0007.03.06 \(Processing a Late HRF\)](#).

SNAP:

Reinstate eligibility which was terminated for failure to provide a complete [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#) if:

- You receive a complete CSR in the calendar month after the month the CSR was due.

AND

- All mandatory verifications needed to process the CSR have been provided.

AND

- The unit is otherwise eligible.

Send the unit notice of the benefit amount. See [0026 \(Notices\)](#).

Prorate benefits from the date that the CSR form and all necessary verifications are received. See [0022.12.03 \(Proration\)](#).

If the unit is ineligible, give or send the unit a new closing notice with the appropriate reason code.

Do not take a new application if the CSR form and all necessary verifications are received after the effective date of closing. See [0005.09.03 \(When People Must Complete an Application\)](#), [0022 \(Budgeting and Benefit Determination\)](#). Do not change the recertification date. See [0009 \(Recertification\)](#).

GRH:

Follow SNAP for Six-Month Reporters, except do not prorate benefits.

WHAT IS A COMPLETE HRF/CSR

0007.12.03

Clients on scheduled monthly reporting must submit a complete [Household Report Form \(HRF\) \(DHS-2120\) \(PDF\)](#). See [0007.03 \(Monthly Reporting - Cash\)](#), [0007.03.01 \(Monthly Reporting - Uncle Harry FS\)](#), [0007.12.06 \(Incomplete HRF/CSR\)](#).

Determine if an HRF is complete when a client submits it. Review the HRF for thoroughness of the answers and for mandatory verifications. See [0010.18 \(Mandatory Verifications\)](#).

Consider an HRF complete when:

- The HRF is signed and dated on the last day of the report period or later. The same signature requirements for applications apply to the HRF. See [0005.12.06 \(Who Must Sign Applications\)](#).
AND
- All questions are answered unless otherwise instructed on the form.
AND
- You have sufficient information to determine eligibility.

Clients on scheduled Six-Month Reporting must submit a complete [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), see [0007.03.02 \(Six-Month Reporting\)](#).

Determine if a CSR is complete when a client submits it. Review the CSR for thoroughness of the answers and for mandatory verifications. See [0010.18 \(Mandatory Verifications\)](#).

Consider a CSR complete when:

- The CSR is signed and dated. **NOTE:** For MFIP, the [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#) and [Combined Six-Month Report Supplement for Cash Programs \(DHS-5576A\) \(PDF\)](#) is signed and dated on the last day of the report period or later. The same signature requirements for applications apply to the CSR. See [0005.12.06 \(Who Must Sign Applications\)](#).
AND
- All questions are answered unless otherwise instructed on the form.
AND
- You have sufficient information to determine eligibility. See [0010.18 \(Mandatory Verifications\)](#).

Counties may use the [Earned Income/Pay Period/Date Tracking Form \(DHS-5006F\) \(PDF\)](#) to help track a participant's pay periods.

Counties may accept faxed HRFs, CSRs, and any supporting verifications. Original documents are not required.

Consider faxed HRFs and CSRs received on weekends, holidays, or after hours to be received on the 1st working day after receipt of the HRF or CSR. If the fax machine is located outside the human services agency, the county will need to address data privacy issues for applicants. The client is responsible for verifying the county received the fax.

Clients must report changes that affect their eligibility. For some programs, they must report changes in addition to their scheduled report. Clients do not have to report changes in assistance benefits. See [0007.03 \(Monthly Reporting - Cash\)](#), [0007.03.01 \(Monthly Reporting - Uncle Harry FS\)](#).

Clients may report unscheduled changes in person, by telephone, or by mail. They may use the [Change Report Form \(DHS-2402\) \(PDF\)](#) to report changes for any program.

MFIP:

Applicants must report changes immediately while their application is pending.

Participants must report changes by the earliest of these dates:

- 10 days after the change occur.
- At recertification.
- 8 calendar days after the end of their monthly reporting period.

Participants who report a change before submitting a [Household Report Form \(DHS-2120\) \(PDF\)](#) (HRF), must also report the change on the HRF.

Changes which participants must report within 10 days include:

- An adult or child in the unit starts or terminates a job, works more or fewer hours, or gets a raise.
- A unit member starts or stops a business, or the business undergoes a major change.
- Initial receipt of unearned income.
- A recurring change in unearned income.
- A non-recurring change of more than \$30 in unearned income.
- Receipt of a lump sum.
- Any change in assets if an assistance unit's assets are \$9,000 or greater.
- A change in United States Citizenship and Immigration Service (USCIS) status.
- A change in household composition, including births, returns to and departures from the home of unit members and financially responsible people, a unit member temporarily absent from the home, or a change in the custody of a minor child. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.09 \(Removing a Person from the Unit\)](#), [0008.06.15 \(Removing or Recalculating Income\)](#).
- A pregnancy terminated before birth when there are no other minor children in the assistance unit (pregnant woman case). Case note that the pregnancy was terminated and close the case due to no minor child in the home. It is not necessary to verify the termination of the pregnancy.
- A change in a non-custodial parent's address, visitation schedule or any other information the Child Support Agency can use to identify, locate or determine contribution amounts from non-custodial parents. See [0012.21 \(Responsible Relatives Not in the Home\)](#), [0012.21.03 \(Support from Non-Custodial Parents\)](#).
- Marriage, legal separation, or divorce of an assistance unit member. Require verification of a marriage before adding the spouse (step-parent) to the assistance unit. Verification of divorce is needed to determine distribution of marital assets or

parenting time when joint custody has been awarded.

- Death of an assistance unit member or other person whose income is counted. See [0016 \(Income From People Not in The Unit\)](#). Require verification only if case information is inconsistent. See [0010.15 \(Verification – Inconsistent information\)](#).
- A change in address or living quarters of the unit. Require verification if the move affects state residency or any other factor resulting from the move which could affect eligibility or the amount of assistance. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).
- New rent subsidy, or a change in a rent subsidy.
- The sale, purchase, or other transfer of property.
- Transfer of property, if it is done to establish or maintain eligibility for assistance. See [0015.69.06 \(Improper Asset Transfers\)](#), [0015.75 \(Excess Assets – Participants\)](#).
- A change in school attendance of a parent under age 20 or of an employed child.
- A change in the physical or mental status of a member of a unit, if the physical or mental status is the basis for reducing the hourly participation requirements or the type of activities included in the member's employment plan.
- Filing a lawsuit, a Worker's Compensation claim, or a monetary claim against a third party.
- Drug felony conviction. See [0011.27.03 \(Drug Felons\)](#).

The above changes must be reported, but only require verification when the change affects MFIP eligibility or the amount of the assistance payment. See [0010.18.01 \(Mandatory Verifications – Cash Assistance\)](#).

To determine if an overpayment occurred when changes were not reported timely, see [0008.06.01 \(Implementing Changes - Program Provisions\)](#), [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.09 \(Removing a Person From the Unit\)](#).

DWP:

Changes DWP applicants MUST report immediately while their application is pending, and changes DWP participants must report within 10 days after they occur include:

- Household size.
- Shelter expenses.
- Utility Expenses.
- Decrease in income.
- Initial employment.
- Initial receipt of unearned income.
- A recurring change in unearned income.
- A non-recurring change of more than \$30 in unearned income.
- Receipt of a lump sum.
- Any change in assets if an assistance unit's assets are \$9,000 or greater.

- A change in employment status.
- A change in unit composition, including births, returns to and departures from the home of unit members and financially responsible people, or a change in the custody of a minor child.
- Marriage or divorce of a unit member.
- Death of a unit member or other person whose income is counted. See [0016 \(Income From People Not in The Unit\)](#).
- A change in address or living quarters of the unit.
- The sale, purchase, or other transfer of property.
- A change in school attendance of a custodial parent or of an employed child.
- A change in the physical or mental status of a disabled member of a unit.
- Filing a lawsuit, a Worker's Compensation claim, or a monetary claim against a third party.

SNAP:

No provisions. See [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

MSA:

All clients MUST report changes which affect eligibility by the earliest of these dates:

- 10 days after the changes occur.
- At recertification.
- 8 calendar days after the end of the HRF reporting period.

If the client reports the change before submitting the HRF, the client must also report the change on the HRF.

Non-SSI clients must report any change in assets if an assistance unit's assets are \$9,000 or greater.

Clients receiving SSI do not have to report a change in income or assets to the county agency; they must report the change to the Social Security Administration.

GA:

All units must report changes which affect eligibility by the earliest of these dates:

- 10 days after the changes occur.
- At recertification.
- 8 calendar days after the end of the reporting period.

If the unit reports the change before they submit the HRF, they must also report the change on the HRF.

All clients MUST report changes which affect eligibility including:

- Initial employment.
- Initial receipt of unearned income.
- A recurring change of more than \$50 per month of net earned or unearned income.
- Receipt of a lump sum.
- Any change in assets if an assistance unit's assets are \$9,000 or greater.
- A change in the physical or mental status of an incapacitated adult if the issue is the basis of eligibility or the basis of exemption from an employment services program.
- A change in employment status.
- A change in unit composition, including births, returns to and moves from the home of unit members and financially responsible people, or a change in the custody of a dependent child.
- Marriage or divorce of a unit member.
- Death of a parent.
- A change in address or living quarters of the unit.
- The sale, purchase or other transfer of property.
- Units must report within 10 days a change in school attendance of a member of an assistance unit over 15 years of age.

Depending on the change and when the unit reports it, an overpayment may occur for 1 or more months. See [0008.06 \(Implementing Changes - General Provisions\)](#), [0008.06.01 \(Implementing Changes - Program Provisions\)](#), [0025.03 \(Determining Incorrect Payment Amounts\)](#).

GRH:

All clients must report changes which affect eligibility by the earliest of these dates:

- 10 days after the changes occur.
- At recertification.
- 8 calendar days after the end of the reporting period.

Clients receiving SSI do not have to report a change in income or assets to the county agency; they must report the change to the Social Security Administration.

Clients who are Six-Month Reporters are not required to report increases in earned income during their reporting period, but must report increases in unearned income by the earliest of one of the dates listed above. Do not adjust the GRH budget during the reporting period for earned income increases that become known to the agency. Do adjust the GRH budget for increases in unearned income that become known to the agency during the reporting period.

MANDATORY VERIFICATIONS

0010.18

Verify eligibility factors at initial application. You must also verify some eligibility factors monthly, at recertification, or when changes occur. See [0007.03 \(Monthly Reporting - Cash\)](#), [0007.03.02 \(Six-Month Reporting\)](#), [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#), [0009 \(Recertification\)](#). Use the [Verification Request Form – A \(DHS-2919A\) \(PDF\)](#) and [Verification Request Form – B \(DHS-2919B\) \(PDF\)](#) to request needed verification. Also see [Chapter 8 \(Changes in Circumstances\)](#) for verifications which may be required when a unit has a change in circumstances.

Do not verify eligibility factors that are already verified and not subject to change. The verification must be in existing files. Verify the following for all programs:

- Income.
- Self-employment expenses used as a deduction. See [0010.18.09 \(Verifying Self-Employment Income/Expenses\)](#).
- Inconsistent information. See [0010.15 \(Verification - Inconsistent Information\)](#).
- Immigration status, ONLY if the applicant reports non-citizen status. DO NOT contact U.S. Citizenship and Immigration Services (USCIS) to verify immigration status unless you have determined that the applicant meets all other program requirements and the client would be eligible for benefits if the immigration status requirement is met. The client must provide a written authorization to contact USCIS, EXCEPT for contacts made through the SAVE process. See [0010.18.11 \(Verifying Citizenship and Immigration Status\)](#), [0010.18.11.03 \(Systematic Alien Verification \(SAVE\)\)](#), [0011.03.27 \(Undocumented and Non-Immigrant People\)](#). Also see [0010.18.01 \(Mandatory Verifications - Cash Assistance\)](#) for additional MFIP provisions relating to citizenship and immigration status.

If no other form of verification is available or if the client chooses to use a form to verify residence or shelter expenses, you may use the [Authorization for Release of Information About Residence and Shelter Expenses \(DHS-2952\) \(PDF\)](#). Do not require any other form for this purpose. Require the client to complete only those items needed to determine eligibility or benefit for the program(s) the client is requesting or receiving.

Counties must use forms developed by DHS for the purposes of informing and advising clients about their rights and responsibilities, the status of an application or recertification, and ongoing eligibility for assistance. If DHS does not provide a form for a given purpose, the county agency may develop their own form; however, the form must meet the requirements in TEMP Manual TE12.02.01 (County Designed Forms).

Verify additional eligibility factors required by each program as noted in the specific program provisions in [0004.12 \(Verification Requirements for Emergency Aid\)](#), [0010.18.01 \(Mandatory Verifications - Cash Assistance\)](#), [0010.18.02 \(Mandatory Verifications - SNAP\)](#).

MFIP, DWP:

Do not request verification of earned income of an elementary, secondary, or GED student IF the student is in school at least half-time, is under age 18, and is working. See [0017.15.15 \(Income of Minor Child/Caregiver Under 20\)](#).

SNAP:

Do not request further verification of income if the unit reports no change in income on their [Combined Six-Month Review \(DHS-5576\) \(PDF\)](#). For budgeting information see [0022.03.01.03 \(Prospective Budgeting - SNAP Provisions\)](#).

Do not request verification of earned income of an elementary, secondary, or GED student IF the student is in school at least half-time, is under age 18, and is working. See [0017.15.15 \(Income of Minor Child/Caregiver Under 20\)](#).

MSA, GA, GRH:

Follow general provisions.

Budgeting is assigning a client's income to a specific month and determining eligibility and benefit level from that income. For some programs determining the benefit level is a separate process from determining eligibility.

Retrospective budgeting is using income from a budget month to determine a client's benefits for the payment month. The budget month is the month 2 months before the payment month. See [0022.06 \(How and When to Use Retrospective Budgeting\)](#). Do not always count income from the budget month for the payment month. See [0022.06.03 \(When Not to Budget Income in Retro. Cases\)](#).

Prospective budgeting is determining the client's income eligibility and benefit level using anticipated income and deductions for the payment month. See [0022.03 \(How and When to Use Prospective Budgeting\)](#).

MFIP, Uncle Harry SNAP, MSA, and GA use prospective budgeting to determine the 1st 2 months' eligibility and benefit levels in most cases. All SNAP units and GRH recipients subject to Six-Month Reporting or to change reporting always use prospective budgeting. See [0022.03 \(How and When to Use Prospective Budgeting\)](#). After the 1st 2 months use prospective or retrospective budgeting, depending on the program and the client's circumstances. See [0022.09 \(When to Switch Budget Cycles - Cash\)](#), [0022.09.03 \(When to Switch Budget Cycles - SNAP\)](#).

DWP uses prospective budgeting for each of the 4 months of DWP eligibility. See [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#).

GRH is budgeted using the client's actual income for the benefit month, unless the client is a Six-Month Reporter. See [0007.03.02 \(Six-Month Reporting\)](#), [0024.03.03 \(When Benefits Are Paid - SNAP/MSA/GA/GRH\)](#).

Calculate the benefit level using the income from the appropriate budget month. See [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#), [0022.12.01 \(How to Calculate Benefit Level - SNAP/MSA/GRH\)](#). Some programs require prorating benefits. Proration can begin from the date of application, the date the client meets all eligibility requirements, or from the date the agency receives a late household report form or a late Combined Six-Month Report form. See [0022.12.03 \(Proration\)](#), [0022.12.03.03 \(Proration Table\)](#).

For GA Participants, budget lump sums differently from other types of income. See [0022.15 \(Counting Lump Sums as Income\)](#), [0022.15.03 \(Budgeting Lumps Sums in a Prospective Month\)](#), [0022.15.06 \(Budgeting Lump Sums in a Retrospective Month\)](#). In some cases when clients will be income ineligible for only 1 month, suspend rather than terminate benefits. See [0022.03.03 \(Ineligibility in a Prospective Month - Cash\)](#), [0022.18 \(Suspensions\)](#).

When you suspend or close GA, determine whether the unit was overpaid in the 2 months before the suspension. See [0022.21 \(Income Overpayment Relating to Budget Cycle\)](#).

There are special provisions for budgeting self-employment income. See [0017.15.33 \(Self-Employment Income\)](#), [0017.15.33.03 \(Self-Employment. Convert Inc. to Monthly Amt\)](#).

For information on budgeting for MFIP pregnant women cases, also see [0008.06.12.09 \(Converting a Pregnant Woman Case\)](#), [0013.03.03 \(Pregnant Woman Basis - MFIP/DWP\)](#).

For general provisions applying to all programs, see [0022.03 \(How and When to Use Prospective Budgeting\)](#).

MFIP:

In the 1st month, for some units, budgeting income to determine the benefit amount is separate from budgeting income to determine eligibility. To be eligible, clients must pass the initial income eligibility test and be within net income limits. See [0017 \(Determining Gross Income\)](#), [0018 \(Determining Net Income\)](#), [0018.18 \(Earned Income Disregards\)](#).

Use prospective budgeting to figure the benefit amount for the 1st 2 months of eligibility for each person who was not an eligible MFIP participant the month before the application month. This applies even if you are adding a person to a retrospectively budgeted MFIP unit. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#).

If a person was an MFIP participant the month before the application month, continue the budget cycle the person was in. Also see [0022.06 \(How and When to Use Retrospective Budgeting\)](#).

If a person losing SSI is being added to the unit as a mandatory member, budget his/her income prospectively for the 1st 2 months.

In budgeting income prospectively, count only income both you and the unit are reasonably certain they will get that month.

If a client gives a reason that the amount an employer says it will pay is inaccurate, contact the employer for confirmation. See [0010.03 \(Verification - Cooperation and Consent\)](#), [0010.15 \(Verification - Inconsistent Information\)](#). If you cannot reconcile the employer's and the client's claims, budget the amount the client expects to get (which might be \$0). Document your action in CASE/NOTES in MAXIS.

After the 1st 2 months of eligibility (EXCEPT for cost-of-living adjustments (COLAs) in federal benefits), continue prospectively budgeting migrant units, seasonal farmworker units, and units in which all members are homeless.

See [0022.06 \(How and When to Use Retrospective Budgeting\)](#) for COLA increases.

DWP:

To be eligible, clients must pass the initial income eligibility test and be within net income limits. See [0017 \(Determining Gross Income\)](#), [0018 \(Determining Net Income\)](#), [0018.18 \(Earned Income Disregards\)](#).

Use prospective budgeting to figure the benefit amount for each of the 4 months of DWP eligibility. See [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#).

In budgeting income prospectively, count only income both you and the unit are reasonably certain they will get that month.

If a client gives a reason that the amount an employer says it will pay is inaccurate, contact the employer for confirmation. See [0010.03 \(Verification - Cooperation and Consent\)](#), [0010.15 \(Verification - Inconsistent Information\)](#). If you cannot reconcile the employer's and the client's claims, budget the amount the client expects to get (which might be \$0). Document your action in Case/Person Notes in MAXIS.

SNAP:

For information about SNAP prospective budgeting, see [0022.03.01.03 \(Prospective Budgeting - SNAP Provisions\)](#).

MSA:

For SSI recipients, always budget the SSI Federal Benefit Rate prospectively.

For non-SSI recipients, use prospective budgeting for the 1st 2 months, and use the same income you budget for the 1st month to budget the 2nd month. This is true in all months EXCEPT January of any year. Budget RSDI COLA increase prospectively (for example, budget January RSDI COLA in January).

GA:

For each person who was NOT a GA participant the month before the application month, use prospective budgeting to determine the benefit amount for the 1st 2 months of eligibility.

For each person who was a GA participant the month before the application, continue the budgeting cycle the person was in. Change the budget cycle only if there was a change that would alter the budgeting cycle. See [0022.09 \(When to Switch Budget Cycles - Cash\)](#).

GRH:

GRH Six-Month Reporters use prospective budgeting based on a projection of earned and unearned income. See [0007.03.02 \(Six-Month Reporting\)](#).

Use prospective budgeting when a person has \$100 or more of earned income and is projected to be in the GRH setting for more than 30 days.

All earned income must be converted to monthly amounts when anticipating income. MAXIS will calculate the monthly amount by using the appropriate multiplier. Use of this income multiplier does NOT constitute averaging income. The multiplier is:

- 4.3 for weekly checks.
- 2.15 for bi-weekly checks.
- 1 for monthly checks.
- 2 for semi-monthly checks.

Use the most recent pay stubs and/or other available earned or unearned income verification from the previous 30 days, or a longer period of time if it gives a more accurate projection. The income verification must include the most recent pay stub and/or other earned/unearned income received dates. The date on the application/recertification form or the Combined Six-Month Report submitted by the client must be within a reasonable time period corresponding to the county date stamp of receipt. Document in MAXIS CASE/NOTES what income was used and why.

For self-employment income calculations, see [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt.\)](#).

Programs using both retrospective and prospective budgeting may require a switch from one to the other when certain changes occur. See [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#).

Also see [0008.06.15 \(Removing or Recalculating Income\)](#), TEMP Manual TE02.10.13 (Three Paychecks Anticipated - Food Support), TE02.13.11 (Significant Change).

MFIP:

Do not switch the budgeting cycle for MFIP units unless the unit's status changes FROM or TO migrant, seasonal farm worker, or homeless.

- If the unit's status changes FROM migrant, seasonal farm worker, or homeless, begin retrospective budgeting the month after the month the change is reported.
- If the unit's status changes TO migrant, seasonal farm worker, or homeless, the 1st prospective month is the 1st month after timely report of the change in status. If the change in status is not reported timely, the 1st month you are able to switch the budgeting cycle is the 1st prospective month.

DWP, GRH:

No provisions.

SNAP:

See [0022.09.03 \(When to Switch Budget Cycles - SNAP\)](#).

MSA:

When an MSA participant becomes eligible for SSI, begin prospective budgeting using the SSI FBR in the 1st month of SSI receipt. Continue to prospectively budget using the SSI FBR for any month in which the person is an SSI recipient. See SSI RECIPIENT in [0002.63 \(Glossary: Special Diet...\)](#).

When an MSA participant loses SSI eligibility, review eligibility for MSA.

- If non-payment of SSI is for reasons other than excess income or recoupment, close MSA.
- If the sole reason for SSI non-payment is recoupment or suspension due to income, continue to prospectively budget the case using the SSI FBR.
- If SSI non-payment is due to receipt of recurring income (not a 1-month suspension), continue to prospectively budget for 2 months using ACTUAL income. Switch to retrospective budgeting in the 3rd month of non-payment of SSI.

GA:

Change from retrospective to prospective budgeting when a suspended unit has a change in recurring net income of \$50 or more. Recurring net income is the amount after work expenses and dependent care deductions, but before disregards. A change in recurring net income fits this definition if the recurring net income in the budget month which caused the suspension is at least \$50 higher or lower than either the month before the suspension month or the suspension month. Do not use the amount of a 3rd or 5th paycheck to calculate the \$50 change.

Use prospective budgeting to determine the benefit level for the 1st 2 months after the suspension month. Also see [0022.18 \(Suspensions\)](#).

Follow the above policy with the following EXCEPTION: people who enter a battered women's shelter or group residential housing must have their grant determined prospectively from the date they entered the shelter or residence. Any income,

including public assistance grants, received before entering the shelter or residence, but which is no longer available at the time they enter the shelter or residence, must be applied to the unit's assistance standard.

Continue prospective budgeting until the 2nd month after they leave the shelter or residence.

Determine the unit's grant for the 2nd month after leaving the shelter or residence retrospectively. See [0020.18 \(GA Assistance Standards\)](#).

WHEN TO SWITCH BUDGET CYCLES - SNAP

0022.09.03

Programs using both retrospective and prospective budgeting may require a switch from one to the other when certain changes occur. See [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#).

Also see [0008.06.15 \(Removing or Recalculating Income\)](#), TEMP Manual TE02.10.13 (Three Paychecks Anticipated - Food Support), TE02.13.11 (Significant Change).

MFIP, MSA, GA:

See [0022.09 \(When to Switch Budget Cycles - Cash\)](#).

DWP, GRH:

No provisions.

SNAP:

Change Uncle Harry FS units from prospective to retrospective budgeting when:

The unit's status or composition changes and the change makes retrospective budgeting mandatory. See [0022.06 \(How and When to Use Retrospective Budgeting\)](#). Usually the 1st retrospective payment month is the 2nd month after the change occurs. This is not true if there is an adverse action and insufficient time to issue a notice or the SNAP issuance cut-off date has already passed. In these cases, switch to retrospective budgeting in the 1st month the county can issue a notice. See [0026 \(Notices\)](#).

When the change from prospective to retrospective budgeting involves contract income or student financial aid, count only income that was intended to be counted for the budget month.

If the unit fails to report the change timely, check possible overpayments. See [0008 \(Changes in Circumstances\)](#), [0025 \(Benefit Adjustments and Recovery\)](#).

Change Uncle Harry FS units from retrospective to prospective budgeting when:

- A suspended unit's loss of employment, decrease in hours of work, or loss of a unit member with countable income occurs in the suspension month. Use prospective budgeting to determine the benefit level for the 1st 2 months after the suspension month. See [0007.03.02 \(Six-Month Reporting\)](#), [0022.18 \(Suspensions\)](#).
- The unit's status or composition changes and the change makes prospective budgeting mandatory. See [0022.03 \(How and When to Use Prospective Budgeting\)](#). The 1st prospective month is:
 - The 1st payment month after timely report of the change in household composition.
 - The 1st month after timely report of the change in status from non-migrant/non-seasonal farm worker to migrant/seasonal farm worker. If the change in status is not reported timely, the 1st month you are able to switch the budgeting cycles is the prospective month. See TEMP Manual TE02.08.132 (Switching Retros. to Pros. Budgeting - FS) for information on MAXIS procedures.
 - The 2nd month after the last full month of MSA or GA income.
 - The 2nd month after a 3-month period of no earned income unless the unit receives GA or all adults are age 60 or older or disabled. Units who receive GA remain on the retrospective budgeting cycle unless they are migrant/seasonal farm workers in the migrant work stream, or all unit members are homeless. See HOMELESS in [0002.29 \(Glossary: Gross RSDI...\)](#). For people age 60 or older or disabled, switch to prospective budgeting in the 1st month after they lose employment.

When the change from retrospective to prospective budgeting involves contract income or student financial aid, count only the income that was intended to cover the budget month.

If the change results in an adverse action, do not reduce benefits until giving notice. See [0026 \(Notices\)](#). If the unit fails to report the change timely, check possible overpayments. See [0008 \(Changes in Circumstances\)](#), [0025 \(Benefit Adjustments and Recovery\)](#).

When Uncle Harry FS units no longer exist because MFIP closed, begin prospective budgeting the 1st month of MFIP closure. The units are now non-public assistance (NPA) SNAP units.

EXCEPT for GA, issue regular benefits monthly. Issue retroactive benefits as soon as you approve a case. Issue additional payments to reflect a change in the unit's circumstances within 7 calendar days of discovering the unit is entitled to them. Also see [0025.09 \(Correcting Underpayments\)](#).

For additional information on EBT issuances, see TEMP Manual TE16.10 (EBT - Issuance Dates).

MFIP, DWP:

See [0024.03 \(When Benefits Are Paid - MFIP/DWP\)](#).

SNAP:

When expedited units apply after the 15th of a month and are eligible for both the application month and subsequent month, issue both months' benefits at the same time. See [0004.06 \(Emergencies - 1st Month Processing\)](#), [0004.09 \(Emergencies - 2nd and 3rd Month Processing\)](#).

When non-expedited units apply after the 15th of the month, and they provide verification for and are eligible for both the application month and subsequent month, issue benefits for both months at the same time.

Benefits issued through EBT are staggered over 10 calendar days, beginning on the 4th through the 13th of every month, without regard to weekends or holidays.

DHS mails SSI/elderly cash-out benefits on the 1st working day of the month, unless those benefits are "Direct Deposited". If so, see instructions from [0024.03 \(When Benefits Are Paid - MFIP/DWP\)](#) under MFIP Direct Deposit.

MSA:

DHS will mail monthly warrants in time for postal delivery no later than the 1st day of each month. When clients must pick up warrants, DHS will arrange to have those warrants available by the 1st working day of the month.

For clients using electronic benefits, the MSA benefit will be available at 6:00 a.m. on the 1st day of the month, without regard to Sundays or Holidays.

GA:

Unless requested otherwise, issue regular benefits monthly to:

- People who are medically certified with mental illness or developmental disabilities.
- Units with a permanent address.

The county agency must mail monthly warrants in time for postal delivery no later than the 1st day of each month. Date benefit warrants with the 1st day of the month or an earlier date as approved by DHS.

For clients with monthly issuances who are using electronic benefits, the GA benefit will be available at 6:00 a.m. on the 1st day of the month, without regard to Sundays or Holidays.

Issue regular benefits to clients without a permanent address in monthly or weekly payments as the county agency determines appropriate. The benefits must be available on the day the client is scheduled to come into the office to pick them up. Only clients who have an appropriate cash exclusion code can receive benefits weekly. Also see [0024.04.09 \(GA Weekly Issuance\)](#).

Issue retroactive benefits as soon as you approve a case. Issue additional payments to reflect a change in the unit's circumstances within 7 calendar days of discovering the unit is entitled to them. Also see [0025.09 \(Correcting Underpayments\)](#).

GRH:

GRH benefits may be paid 2 ways:

- Pre-payments issued at the beginning of an eligibility month.
- Post-payments issued after an eligibility month.

Post-payments must be issued for clients whose placement in a GRH setting is expected to last 30 days or less.

Pre-payments must be issued for Six-Month Reporters. See [0007.03.02 \(Six-Month Reporting\)](#).

Pre-payments and post-payments may be issued at the county's discretion in all other situations.

In some cases participants may continue to receive benefits during the appeal process. Notify them that benefits will be an overpayment if they lose their appeal.

Unless participants request otherwise in writing, continue their benefits at the same level if they request an appeal before the effective date of the adverse action or within 10 days after the date of mailing the notice of adverse action, whichever is later.

If a notice period ends on a weekend or holiday, consider an appeal the unit makes on the next working day to be timely.

If a change not related to the issue under appeal occurs while benefits are continuing, notify the participant of any adverse action. Take the action unless it is also appealed.

MFIP:

See [0028.30 \(Sanctions for Failure to Comply - Cash\)](#) for information on sanction types and procedures.

DWP:

DWP benefits cannot extend beyond the 4th month.

SNAP:

Offer continued benefits if they can show good cause for not appealing within the time limits noted in the general provisions.

Continue benefits until the Commissioner issues a hearing decision, the current certification period expires, or another change occurs which requires an adjustment, whichever occurs 1st.

If the certification period expires and people reapply, process the issue under appeal as it would normally be handled. They can file another appeal if they disagree with the new action.

Do not continue benefits which are reduced or terminated due to:

- A mass change. See [0026.27 \(Notice of Mass Changes\)](#).
- Not receiving a Household Report Form (HRF) or Combined Six-Month Report (CSR), even if the client claims to have sent it. Inform the client that benefits cannot continue until an HRF or CSR is received. See [0007.03 \(Monthly Reporting - Cash\)](#), [0007.03.01 \(Monthly Reporting - Uncle Harry FS\)](#), [0007.03.02 \(Six-Month Reporting\)](#).

MSA, GA, GRH:

If caregivers appeal protective, vendor, or 2-party payments continue mailing benefits directly to them until the Commissioner issues an appeal decision. See [0024.09 \(Protective and Vendor Payments\)](#). The appeal request must be made before the effective date of the action or within 10 days after the date of mailing the notice, whichever is later.

