



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 12/2016**

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

0001 (Table of Contents) changes section title of 0010.18.09 (Verifying Self-Employment Income), 0030 (Refugee Assistance Programs), 0030.01 (Local Resettlement Agencies). Adds new section 0029.39 (The Matching Grant Program).

0002.33 (Glossary: Independent...) adds a new definition for INITIAL REFUGEE RESETTLEMENT FUNDS.

0002.37 (Glossary: Learning...) adds a new definition for LOCAL RESETTLEMENT AGENCY.

0002.39 (Glossary: Lump Sum...) updates the definition for MATCHING GRANT PROGRAM.

0002.49 (Glossary: Permanent...) adds a new definition for PRIMARY REFUGEES.

0002.55 (Glossary: Recipient...) updates definitions for REFUGEE CASH ASSISTANCE (RCA), REFUGEE MEDICAL ASSISTANCE (RMA), REFUGEE RESETTLEMENT PROGRAM, REFUGEES.

0002.57 (Glossary: Relative...) adds a new definition for RESETTLEMENT PROGRAMS OFFICE.

0002.59 (Glossary: RSDI...) adds a new definition for SECONDARY REFUGEES and deletes the definition for SECONDARY MIGRANTS.

0002.71 (Glossary: Two Party...) adds new definitions for UNITED STATES REFUGEE ADMISSIONS PROGRAM (USRAP), USRAP and U.S. TIE.

0002.73 (Glossary: Victim...) updates definitions for VOLAGs and VOLUNTARY AGENCIES (VOLAGs).

0005.12.09 (Date of Application) update the terms "Voluntary Agency" and "VOLAG" to "Public Private Partnership (PPP)" or "Local Resettlement Agency".

0010.18 (Mandatory Verifications) in general provisions in the 2nd bullet deletes reference to self-employment deductions and adds to verify self-employment expenses if applicable. It also adds appropriate cross-references. This change was EFFECTIVE 02/01/16.

0010.18.01 (Mandatory Verifications - Cash Assistance) in MFIP under the sub-heading **VERIFY THE FOLLOWING AT RECERTIFICATION** deletes the 2nd bullet to verify Self-employment expenses used as a deduction as this is no longer accurate. It also deletes cross-references to 0010.18.09 (Verifying Self-Employment Income/Expenses) throughout. This change was EFFECTIVE 02/01/16.

0010.18.06 (Verifying Disability/Incapacity - SNAP) in SNAP in Step 3 deletes that the disability must last 15 days or more.

0010.18.09 (Verifying Self-Employment Income) changes section title to Verifying Self-Employment Income. It also updates policy throughout. This change was EFFECTIVE 02/01/16.

0011.24 (Able-Bodied Adults Without Dependents) in SNAP under the sub-heading **EARNING ADDITIONAL MONTHS** in the 5th bullet adds to use the higher of the federal or state minimum wage. It also under the sub-heading **ABAWD ELIGIBILITY AFTER THE 3 MONTHS** in the 2nd paragraph clarifies that any 30 consecutive days is used in determining if an ABAWD has worked or participated in work activities to qualify for additional SNAP benefits for the 2nd 3-month period.

0013.06 (SNAP Categorical Eligibility/Ineligibility) in SNAP under the sub-heading **NON-CATEGORICALLY ELIGIBLE UNITS** in the 3rd paragraph deletes the use of the asset test and adds that there is no asset test for non-categorically eligible units who have received Domestic Violence Information (DHS-3477).

0017.15.06 (Assistance Payments Income) in SNAP update the terms "VOLAG" to "Local Resettlement Agency" and "Refugee Resettlement Grants" to "Initial Refugee Resettlement Funds".

0017.15.12 (Infrequent, Irregular Income) in SNAP update the terms "Voluntary Agency" and "VOLAG" to "Local Resettlement Agency".

0017.15.30 (Lump Sum Income) in SNAP update the terms "Voluntary Agency" and "VOLAG" to "Local Resettlement Agency".

0017.15.33.24 (Self-Employment Income From Farming) updates cross-reference to 0010.18.09 (Verifying Self-Employment Income) due to section title change. No policy was changed.

0028.06.12 (Who Is Exempt From SNAP Work Registration) in SNAP in the 3rd from the last bullet corrects the name of the Employment Plan. It also deletes "One or more program components is equal to the components of the SNAP E&T program" as this is obsolete.

0029.06 (Other Maintenance Programs) updates cross-reference to 0030 (Refugee Assistance Programs) due to section title change. No policy was changed.

0029.39 (The Matching Grant Program) is a new section about the Matching Grant Program.

0030 (Refugee Assistance Programs) changes section title. It also updates section throughout.

0030.01 (Local Resettlement Agencies) changes section title to LOCAL RESETTLEMENT AGENCIES. It also updates section throughout.

0030.03 (Refugee Cash Assistance) updates section throughout.

0030.03.01 (Processing RCA Applications) updates section throughout.

0030.03.01.01 (Ineligible for Other Cash Programs) update the terms "Voluntary Agency" and "VOLAG" to "Local Resettlement Agency. It also changes "secondary migrant" to "secondary refugee".

0030.03.03 (RCA Assistance Units) updates section throughout.

0030.03.06 (RCA Assistance Standards) in the 1st paragraph updates with clarifying language. It also under the sub-heading LONG TERM CARE ASSISTANCE STANDARD adds that the RCA standard is the same amount as the personal needs allowance for MSA/GA/GRH.

0030.03.09 (Determining RCA Gross Income) updates section throughout.

0030.03.12 (RCA Asset Limits) updates section throughout.

0030.03.15 (RCA Budgeting) in the 3rd paragraph adds a cross-reference to 0017.12.06 (Earned Income). It also deletes the former 4th paragraph that there is no prospective eligibility for RCA.

0030.03.16 (Processing Reported Changes - RCA) updates section throughout.

0030.05 (RCA Benefit Issuance) update the term "VOLAG" to "Local Resettlement Agency" or PPP.

0030.15 (RCA Sanction Provisions) updates section throughout.

0030.21 (Closing/Terminating RCA) updates section throughout.

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0030.27 (RCA Moves Within the State) updates section throughout.

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INDEPENDENT LIVING OUTSIDE A LONG TERM CARE FACILITY

Not needing the ongoing care provided by a hospital or nursing home.

INDIAN LAND HELD IN TRUST

REAL PROPERTY held in trust for an Indian TRIBE by the federal government.

INDIAN RESERVATIONS

The geographical area recognized by the federal or a state government as being set aside for the use of Indians and governed by Indians.

INDIGENT IMMIGRANT

A sponsored LPR who is determined by the county to be unable to obtain food and shelter. See [0015.48.03 \(Whose Assets to Consider - Sponsors W/I-864\)](#), [0016.21.03 \(Income of Sponsors of LPRs with I-864\)](#).

INELIGIBLE NON-CITIZENS

People who are not United States citizens, whose non-citizen status causes them to be ineligible for benefits.

INELIGIBLE PERSON

A person who does not meet eligibility requirements for ASSISTANCE.

INITIAL ELIGIBILITY

MFIP, DWP : The determination of eligibility for an APPLICANT.

INITIAL MONTH

SNAP: The 1st month for which a SNAP allotment is issued to a household, or the 1st month for which an allotment is issued to a household after any period in which the household was not participating in the SNAP program after the expiration or termination of a certification period. This does not apply to reinstatement for a late HOUSEHOLD REPORT FORM (HRF) or COMBINED SIX-MONTH REPORT (CSR). For more information, see [0002.11 \(Glossary: Child Care...\)](#), [0002.31 \(Glossary: Honoraria...\)](#).

INITIAL REFUGEE RESETTLEMENT FUNDS

A one-time payment from the federal government to a local resettlement agency on behalf of each newly arriving refugee. These funds are also referred to as "transitional grant" or "resettlement grant." See [0030.01 Local Resettlement Agencies](#).

INPATIENT

A person admitted to a HOSPITAL. Inpatient applies to a person absent from the hospital on pass or as ordered by a physician. Inpatient does not apply to a person absent from the hospital against medical advice.

INQUIRY

A communication to a county agency through mail, telephone, or in person, by which a person or authorized representative requests information about public assistance. The county agency shall also treat as an inquiry any communication in which a person requesting assistance offers information about the person's family circumstances that indicates that eligibility for public assistance may exist.

INSTALLMENT CONTRACT

A conditional sales contract for purchase of real estate, vehicles, or other assets. This includes, but is not limited to, CONTRACTS FOR DEED, mortgages, and chattel mortgages.

INSTALLMENT PAYMENT

One of several successive payments in the settlement of a debt.

INSTITUTION

An establishment providing services or treatment in addition to room and board to people unrelated to the proprietor.

SNAP: A university or college where a student may live on or off campus and purchase meal plans. See [0011.12 \(Institutional Residence\)](#), [0011.18 \(Students\)](#).

MSA : A hospital, regional treatment center inpatient services, a nursing facility, or an intermediate care facility for persons with

developmental disabilities.

INSTITUTION FOR MENTAL DISEASES (IMD)

An institution for the treatment of mental diseases.

INSTITUTION OF HIGHER LEARNING

SNAP: Any institution which normally requires a high school diploma or equivalency certificate before enrollment. This includes, but is not limited to, colleges, universities, and vocational or technical schools at the post-high school level.

INSURANCE AFFORDABILITY PROGRAMS

See [Insurance Affordability Programs Manual](#).

INTENSIVE RESIDENTIAL TREATMENT SERVICES (IRTS)

Time-limited mental health services provided in a residential setting to recipients in need of more restrictive settings (versus community settings).

INTERIM ASSISTANCE

Assistance people receive pending receipt of other maintenance benefits they have applied for. See [0012.12.03 \(Interim Assistance Agreements\)](#).

INTERNET TELEPRESENCE

MFIP, GA, MSA, GRH: Video conference using the internet. See [0005.12.12 \(Application Interviews\)](#); [0009.06.06 \(Recertification Interview\)](#).

INTERSTATE COMPACT FOR JUVENILES (ICJ)

An agreement between states that are part of a compact to transfer supervision of probation and parole of juveniles from one state to another. The compact is the means of returning youth who have run away, escaped, absconded or fled to avoid prosecution and crossed state lines. See [0008.06.06 \(Adding a Person to the Unit – Cash\)](#), [0011.21 \(Receipt of Other Assistance\)](#).

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)

An agreement among all 50 states that coordinates the movement of children across state lines for the purpose of placement in foster care, adoptive homes, group homes, residential treatment centers, or on a trial basis with a parent.

LEARNING DISABLED

MFIP, DWP : A disorder in 1 or more of the psychological processes involved in perceiving, understanding, or using concepts through verbal language or non-verbal means. It does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; of developmental disability; of emotional disturbance; or of environmental, cultural, or economic disadvantage. The disability must severely limit the person's ability to obtain, perform, or maintain suitable employment.

SNAP, GA, GRH : A disorder in 1 or more of the psychological processes involved in perceiving, understanding, or using concepts through verbal language or non-verbal means. It does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; of developmental disability; of emotional disturbance; or of environmental, cultural, or economic disadvantage.

LEGAL CUSTODIAN

MFIP, DWP : A person under legal obligation to provide care for and who is in fact providing care for a minor. For a Native American child, any Native American person who has legal custody of a Native American child under tribal law or custom, under state law, or to whom temporary physical care, custody, and control has been transferred by the parent of the child. If assistance is being requested for the MINOR CHILD, this person meets the definition of CAREGIVER in [0002.09 \(Glossary: Calendar Month...\)](#).

LEGAL GUARDIAN

"Legal guardian" or "guardian" is a person appointed by a parent's will or by the court to have the powers and responsibilities of a parent, except that the guardian is not legally obligated to provide support for the ward out of the guardian's own funds. If assistance is being requested for the MINOR CHILD, this person meets the definition of CAREGIVER in [0002.09 \(Glossary: Calendar Month...\)](#).

LEP

See LIMITED ENGLISH PROFICIENCY (LEP) below.

LICENSED MOTOR VEHICLE

A MOTOR VEHICLE legally permitted to use the streets and highways.

LICENSED PHYSICIAN

A person licensed to practice medicine under Minnesota state statutes.

LIEN

A legal claim against property for the satisfaction of a debt. The lien is paid off at the time the property is sold.

LIFE ESTATE

Ownership allowing the occupancy and use of real estate during a person's lifetime. Life estates are REAL PROPERTY. Establishing a life estate is a TRANSFER.

LIHEAP

See LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) below.

LIMITED ENGLISH PROFICIENCY (LEP)

Unable to speak, read, write, or understand the English language well enough to allow a person to interact effectively with health care, social services, or other providers.

LIQUID ASSETS

SNAP: Cash or property (such as stocks or bonds) easily converted to cash. Consider the amount of money from child support payments in a Stored Value Card as liquid assets. See STORED VALUE CARD in [0002.63 \(Glossary : Special Diet\)](#).

LITERACY TRAINING PROGRAM

GA : A program for GA clients who lack formal education or job skills. The program must assess reading level, learning disabilities, reading potential, and vocational and occupational interests, and must teach language and reading skills needed for job performance.

LOCAL LABOR MARKET

A geographic area no more than 2 hours round trip from a person's home in which the person must search for SUITABLE EMPLOYMENT.

LOCAL RESETTLEMENT AGENCY

Local resettlement agencies are responsible, under contract with the U.S. Department of State, for providing refugees with resettlement services, including initial housing, food, clothing and case management upon arrival in the United States. Local resettlement agencies also administer the provisions of RCA in a public private partnership with DHS. See [0030.01 \(Local Resettlement Agencies\)](#).

LONG TERM CARE FACILITY (LTCF)

A place such as a skilled nursing facility (SNF), intermediate care facility for people with developmental disabilities (ICF/DD), medical hospital, MA-covered bed in a psychiatric in-patient hospital or a SNF that is also an Institution for Mental Diseases (IMD), where a person resides or is expected to reside for 30 days or longer. Group Residential Housing (GRH) and assisted living facilities are not long-term care facilities. See the [Minnesota Health Care Programs Eligibility Policy Manual](#).

LONG TERM CARE FACILITY RESIDENT

A person living in a LONG TERM CARE FACILITY.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

A program that helps low income people pay heating costs, resolve heating related emergency crises, and reduce home energy consumption through conservation and weatherization activities.

LPR

See LAWFUL PERMANENT RESIDENT (LPR) in [0002.35 \(Glossary: Inventory...\)](#).

LTCF

See LONG TERM CARE FACILITY above.

LTR

See LAWFUL TEMPORARY RESIDENT in [0002.35 \(Glossary: Inventory...\)](#).

LUMP SUM

Cash received on a non-recurring or irregular basis that cannot reasonably be anticipated. Lump sums include winnings, insurance settlements, and inheritances, retroactive payments of RSDI, VA, and UNEMPLOYMENT INSURANCE. See [0015.60 \(Evaluation of Lump Sums\)](#), [0017.15.30 \(Lump Sum Income\)](#), [0022.15 \(Counting Lump Sums as Income\)](#).

MA

See MEDICAL ASSISTANCE (MA) below.

MAC

See MOTHERS AND CHILDREN (MAC) PROGRAM in [0002.43 \(Glossary: Money...\)](#).

MANDATORY SCHOOL FEES

SNAP: Fees charged to all students of a school or to all students within a certain curriculum. This includes the rental or purchase of equipment, materials, or supplies related to the pursuit of the course of study involved.

MANDATORY UNIT MEMBERS

People who must be included in the ASSISTANCE UNIT. See [0014 \(Assistance Units\)](#), [0005 \(Applications\)](#).

MARKET VALUE

The most probable price property would bring on the open, competitive market. For REAL PROPERTY this is the ESTIMATED MARKET VALUE on the REAL ESTATE TAX STATEMENT or the appraisal of a licensed REAL ESTATE APPRAISER.

MASS CHANGE

A change brought about by a shift in federal or state policy which affects many or all ASSISTANCE UNITS.

MATCHING GRANT PROGRAM

A federal program focused on early self-sufficiency for refugees, funded through the Office of Refugee Resettlement and administered by local resettlement agencies. For more information about the Matching Grant Program, see [0029.39 \(The Matching Grant Program\)](#).

MATERNITY HOME

Any home or institution that provides residential care for 3 or more pregnant women.

MATURED CERTIFICATE OF DEPOSIT:

A finance term meaning a certificate of deposit (CD) has become due for payment to the CD owner. The maturity date determines when the owner is eligible to access the funds with no withdrawal penalty.

MAXIS

Minnesota's statewide automated eligibility system for public assistance programs.

MEDICAL ASSISTANCE (MA)

The program established under Title XIX of the Social Security Act and [Minnesota Statutes 256B](#) providing for health care to needy people. See the [Minnesota Health Care Programs Eligibility Policy Manual](#).

MEDICAL CERTIFICATION

A statement about a person's illness, injury, or incapacity that is signed by a LICENSED PHYSICIAN, licensed consulting psychologist, or licensed psychologist who is qualified through professional training and experience to diagnose or certify the person's condition. For an incapacity involving a spinal sub-luxation condition, a statement signed by a licensed physician or by a licensed chiropractor who is qualified through professional training and experience to diagnose and certify the condition.

MFIP, DWP : A statement about a person's illness, injury, or incapacity that is signed by a LICENSED PHYSICIAN, licensed chiropractor, licensed consulting psychologist, or licensed psychologist who is qualified through professional training and experience to diagnose or certify the person's condition.

MEDICAL DEDUCTION

SNAP: An income DEDUCTION based on medical expenses. See [0018.12 \(Medical Deductions\)](#).

MEDICAL EVIDENCE

GA : Records, reports, treatment notes, or other written documentation about a person's illness, injury, or impairment from a hospital, clinic, treatment facility, detoxification facility, physician, psychologist, nurse, therapist, or other mental health professional, including evidence listed in a copy of the Disability Determination Rationale provided by the Social Security Administration.

MEDICAL PROGRAMS

See HEALTH CARE PROGRAMS in [0002.29 \(Glossary: Gross RSDI...\)](#).

MEDICAL SUPPORT

Health insurance or other payments from a liable 3rd party or FINANCIALLY RESPONSIBLE PERSON which may be applied to the cost of medical care.

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 \(Determining SNAP Principal Wage Earner\)](#).

PRIMARY REFUGEES

Primary refugees are people who arrive to the US with refugee status who are resettled directly to Minnesota upon arrival. For more information, see [0030 \(Refugee Assistance Programs\)](#), [0030.01 \(Local Resettlement Agencies\)](#).

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 [Minnesota Health Care Programs Eligibility Policy Manual](#).

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.

RECIPIENT

See PARTICIPANT in [0002.47 \(Glossary: OJT...\)](#).

RECOGNITION OF PARENTAGE

See MINNESOTA VOLUNTARY RECOGNITION OF PARENTAGE in [0002.41 \(Glossary: Medically Necessary...\)](#) for the definition of the form.

RECOUPMENT

Withholding part of a UNIT's ASSISTANCE BENEFIT to recover an OVERPAYMENT.

RECOVERY

The process of obtaining a repayment of an OVERPAYMENT.

RECURRING CHANGE

A change in circumstances expected to occur on a regular basis.

RECURRING INCOME

A form of income which is:

- Received periodically, and may be received irregularly when receipt can be anticipated even though the date of receipt cannot be predicted.
AND
- From the same source or of the same type that is received and budgeted in a prospective month and is received in 1 or both of the 1st 2 retrospective months.

RECURRING MEDICAL EXPENSES

A medical expense that is reasonably expected to occur on a regular basis; for example, a drug prescription which is refilled every month. Also see NON RECURRING MEDICAL EXPENSES in [0002.45 \(Glossary: Netherlands' Act...\)](#).

REDETERMINATION

See RECERTIFICATION in [0002.53 \(Glossary: Qualified...\)](#).

REFEREE

See HUMAN SERVICES JUDGE in [0002.31 \(Glossary: Honoraria...\)](#).

REFUGEE CASH ASSISTANCE (RCA)

A federally funded program that provides cash benefits to eligible refugees for up to 8 months after arrival in the United States. For information on RCA eligibility, see [0030.03 \(Refugee Cash Assistance\)](#).

REFUGEE MEDICAL ASSISTANCE (RMA)

A federally funded program that provides medical coverage to eligible refugees for up to 8 months after arrival in the United States. For information on RMA eligibility, see [0030.06 \(Refugee Medical Assistance\)](#) and the [Minnesota Health Care Programs Eligibility Policy Manual](#).

REFUGEE RESETTLEMENT PROGRAM

See UNITED STATES REFUGEE ADMISSIONS PROGRAM (USRAP) in [0002.71 \(Glossary: Two Party...\)](#).

REFUGEE UNACCOMPANIED MINOR

A person who:

- Is under 18 years of age (or 21, under state law on benefits to children who were in foster care at age 18).
AND
- Entered the United States unaccompanied by and not destined to (a) a parent, (b) a close non parental adult relative who is willing and able to care for the child, or an adult with a clear and court verifiable claim to custody of the minor.
AND
- Has no parents in the United States.

The U.S. Citizenship and Immigration Services (USCIS) determines Refugee Unaccompanied Minor status when a person enters the United States.

REFUGEES

A person who has fled from his/her home country and cannot return because he/she has a well-founded fear of persecution based on religion, race, nationality, political opinion or membership in a particular social group. See [0010.18.24 \(Verification - I-94 Cards\)](#), [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#), [0030 \(Refugee Assistance Programs\)](#).

REGIONAL TREATMENT CENTER (RTC)

Any state-operated facility for people who are mentally ill, developmentally disabled, or chemically dependent under the direct administrative authority of the Commissioner.

REHABILITATION CENTERS

See TREATMENT RESIDENCES in [0002.67 \(Glossary: Thrifty...\)](#).

RELATIVE CONTRIBUTION

The amount of money which program rules require a relative who is a FINANCIALLY RESPONSIBLE PERSON to pay toward a participant's support or cost of care.

RELATIVE CUSTODY ASSISTANCE GRANTS

Monthly financial assistance payment administered by Social Services for relatives who take permanent legal and physical custody of children with special needs upon a juvenile court determination that the children are unable to return to their parent's home.

RELATIVE FOSTER CARE PROVIDER

A non parental CAREGIVER of a MINOR CHILD or MINOR CAREGIVER who provides FOSTER CARE services to that MINOR CHILD or MINOR CAREGIVER.

RELOCATION ASSISTANCE

Payments the federal or county government grant to people who are required to move or relocate their home. For example, people required to move because the federal government purchases the land they reside on for a new highway. See [0017.06 \(Excluded Income\)](#).

REPAYMENT AGREEMENT

An agreement a client signs with a county agency to repay assistance received. See [0025 \(Benefit Adjustments and Recovery\)](#), [0025.21.03 \(Overpayment Repayment Agreement\)](#).

REPRESENTATIVE PAYEE

A person or organization, selected by the Social Security Administration, designated to receive benefits on behalf of an RSDI or SSI RECIPIENT and obligated to use those benefits for the RSDI or SSI RECIPIENT's personal care and well being.

RESERVATION

The geographical area recognized by the federal or a state government as being set aside for the use of Indians and governed by Indians.

RESETTLEMENT PROGRAMS OFFICE

The office within the MN Department of Human Services that manages federal resources focused on self-sufficiency and integration for refugees, including Refugee Cash Assistance, Refugee Medical Assistance, and Refugee Social Services. For more information about refugee programs in Minnesota, see [0030 \(Refugee Resettlement Program\)](#), [0030.03 \(Refugee Cash Assistance\)](#), [0030.06 \(Refugee Medical Assistance\)](#), [Minnesota Health Care Programs Eligibility Policy Manual](#), [Resettlement Programs Office \(RPO\) website](#).

RESOURCE LIMIT

See ASSET LIMIT in [0002.03 \(Glossary: Agent Orange...\)](#).

RESTITUTION

A court order for repayment of an OVERPAYMENT.

RESTORED BENEFITS

The issuance of BENEFITs to an ASSISTANCE UNIT that received fewer benefits than they were entitled to in previous months.

RETIREMENT FUNDS

Savings plans such as PERA (Public Employee Retirement Association), IRA, and KEOGH PLANS which are recognized by the Internal Revenue Service as being for retirement.

RETIREMENT, SURVIVORS, AND DISABILITY INSURANCE (RSDI)

A program operated by the Social Security Administration that provides a monthly income to retired people, survivors or dependents of insured people, and people with disabilities. See [0029.06.06 \(Retirement, Survivors & Disability Insurance\)](#).

RETROSPECTIVE BUDGETING

Calculating BENEFIT levels using income received 2 months before the PAYMENT MONTH to determine benefit levels for the payment month. For example, use January income to determine March benefit levels. See [0022.06 \(How and When to Use](#)

[Retrospective Budgeting](#)), [0022.06.03 \(When Not to Budget Income in Retro. Cases\)](#). Also see PROSPECTIVE BUDGETING in [0002.51 \(Glossary: Professional...\)](#).

RETROSPECTIVE CYCLE

Looking back on conditions in a past month and applying the information in the present month. For example, budget income received in January for March. Budget income received in February for April.

RETROSPECTIVE ELIGIBILITY

Eligibility based on RETROSPECTIVE BUDGETING.

REVENUE RECAPTURE ACT

A method of recovering OVERPAYMENTS by intercepting Minnesota income tax or property tax refunds from former participants. See [0025.21.09 \(Revenue Recapture Act\)](#).

ROOMER

A person who is not a UNIT member who lives with the unit and pays the unit for lodging but does not eat with the unit or pay the unit for food.

ROYALTIES

A share paid to an author or composer out of the proceeds resulting from the sale or performance of the work. A share paid to an inventor or proprietor for the right to use the invention or services. Compensation paid to the owner for the use of property, usually copyrighted material or natural resources such as mines, oil wells, or timber tracts. A royalty may be expressed as a percentage of receipts from using the property or as an amount per unit produced.

RSDI

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

RTC

REGIONAL TREATMENT CENTER. See [0002.55 \(Glossary: Recipient...\)](#).

RULE 24

Minnesota's Consolidated Treatment Fund.

RULE 31

Chemical Dependency treatment licensing regulations.

RULE 36 FACILITIES

Facilities offering residential care and program services to 5 or more adult mentally ill people at one time.

S-CORPORATION

An S-Corporation begins its existence as a general, for-profit Corporation upon filing the Articles of Incorporation at the state level. A general for-profit corporation (also known as a C-Corporation) is required to pay income tax on taxable income generated by the corporation.

After the corporation has been formed, it may elect "S-Corporation Status" by submitting IRS form 2553 to the Internal Revenue Service (in some cases a state filing is required as well). Once this filing is complete, the corporation is taxed like a partnership or sole proprietorship rather than as a separate entity. Thus, the income is "passed-through" to the shareholders for purposes of computing tax liability. Therefore, a shareholder's individual tax return will report the income or loss generated by an S-Corporation.

An S-Corporation can have a maximum of 75 shareholders, and the income and expenses would still be passed through to each individual and taxed on that level.

MFIP, DWP: For information on how to compute rolling average on self-employment income, see [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#), [0017.15.33.30 \(Self-Employment Income From Rental Property\)](#).

SANCTIONS

Actions taken against units who do not cooperate with assistance program requirements.

SANITARIUMS

Institutions for tuberculosis treatment.

SAVE

See SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) in [0002.65 \(Glossary: Suitable...\)](#), [0010.18.11.03 \(Systematic Alien Verification \(SAVE\)\)](#).

SAFE AT HOME (SAH) PROGRAM

The Safe At Home (SAH) Program is a Minnesota address confidentiality program that assists survivors of domestic violence, sexual assault, and stalking by providing a substitute address for people who move or are about to move to a new location unknown to their aggressors. The Minnesota Secretary of State's office administers this program. See [0029.29 \(Safe At Home Program\)](#) for more information.

SCHOOL LUNCH PROGRAM

A federally-funded program providing free and reduced price lunches to low income school children grades 1 to 12. See [0029.07.06 \(School Lunch Program\)](#).

SDXS/SDXI

The State Data Exchange reports. A monthly IEVS exchange between the Social Security Administration (SSA) and DHS. It includes information on the SSI grant and income and asset information SSA uses to compute the grant.

SEASONAL FARMWORKER

A person employed in seasonal agricultural work that is not required to be absent overnight from the permanent residence when:

- Employed on a farm or ranch performing field work related to planting and harvesting.
OR
- Employed in a canning or processing plant while being transported to or from the place of employment through a day-haul operation

A seasonal farm worker is not a MIGRANT WORKER.

SEASONAL FARMWORKER UNITS

Units in which any member is a SEASONAL FARMWORKER.

SECOND ADULT STANDARD

GA :The standard of ASSISTANCE which is designated to meet the needs of a 2nd or subsequent caretaker. See [0020.18 \(GA Assistance Standards\)](#). Also used in some calculations as the amount of ALLOCATION or amount DEEMed for an individual's needs.

SECONDARY REFUGEES

Secondary refugees, also called secondary migrants, are people who arrive to the US with refugee status who are initially resettled to states other than Minnesota, who choose to move to Minnesota from that state. For more information, see [0030 \(Refugee Assistance Programs\)](#), [0030.01 \(Local Resettlement Agencies\)](#).

SECONDARY SCHOOL

A school accredited by the Minnesota Department of Education as a secondary school. This includes grades 7 through 12 or an equivalent technical, vocational, or GED program.

SECURITIES

Written evidence of ownership or creditorship such as stocks and bonds.

TWO PARTY PAYMENT

ASSISTANCE BENEFIT issued by the COUNTY AGENCY to the PARTICIPANT and another person jointly. Neither party can cash the check without the signature of the other party.

UBEN

Unemployment Insurance data. An IEVS exchange with the Department of Employment and Economic Development completed monthly for participants and semi monthly for applicants for federal programs.

UHFS

See UNCLE HARRY FOOD SUPPORT below.

UNCLE HARRY

See UNCLE HARRY FOOD SUPPORT (UHFS) below.

UNCLE HARRY FOOD SUPPORT (UHFS)

SNAP benefits received by any person who lives with a MFIP unit AND who would be part of the unit under SNAP policy, but is NOT a mandatory unit member under MFIP policy.

UNCOLLECTIBLE CLAIMS

OVERPAYMENTS for which the county agency documents it cannot locate the overpaid UNIT, or the cost of continuing collections is likely to exceed the amount the county agency can recover.

UNDER PARENTAL CONTROL

SNAP: To be under age 18 and dependent, financially or otherwise, on an adult unit member.

UNDERPAYMENT

A BENEFIT which is less than the amount to which the CLIENT is entitled.

UNDOCUMENTED PEOPLE

People living in the United States without the knowledge or approval of the U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS). See [0011.03.27 \(Undocumented and Non Immigrant People\)](#), [0011.03.27.03 \(Protocols for Reporting Undocumented People\)](#).

UNEARNED INCOME

Income a person receives without being required to perform any labor or service as a condition of receiving the income. See [0017.12 \(Determining if Income Is Earned or Unearned\)](#), [0017.12.03 \(Unearned Income\)](#).

UNEMPLOYMENT COMPENSATION

See UNEMPLOYMENT INSURANCE.

UNEMPLOYMENT INSURANCE

A state insurance benefit paid to unemployed people and considered UNEARNED INCOME for assistance programs. This benefit is more commonly called Unemployment Compensation in other states.

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT

A federal program offering cash payments to people forced to move under certain circumstances.

UNIFORMED SERVICES

The United States Army, Navy, Air Force, Marine Corps, Coast Guard, and National Oceanographic and Atmospheric Administration.

UNIT

See ASSISTANCE UNIT in [0002.05 \(Glossary: Assistance Standard...\)](#).

UNIT MEMBERS

People living together as part of an ASSISTANCE UNIT.

UNITED STATES REFUGEE ADMISSIONS PROGRAM (USRAP)

A federally funded program of the US Department of State that oversees the admission and initial reception and placement of refugees into the United States. For more information on the USRAP and resettlement agencies in MN, see [0030 \(Refugee Resettlement Program\)](#), [0030.01 \(Local Resettlement Agencies\)](#).

UNRELATED MEMBER

MFIP : A person not included in the list of who could apply as an eligible caregiver for the assistance unit children. See [0014.03.03 \(Determining the Cash Assistance Unit\)](#), [0020.09 \(MFIP/DWP Assistance Standards\)](#).

UNSALEABLE REAL PROPERTY

Property which 2 sources who are knowledgeable about the value of the property and the local area agree cannot be sold due to a specified condition, or property which has been for sale at least 90 days at a price no more than the highest current MARKET VALUE without an offer received. Current market value means a value established within 6 months of application or since the last RECERTIFICATION.

UNSUITABLE EMPLOYMENT

The definition of UNSUITABLE EMPLOYMENT varies by program. See [0028.18.03 \(Suitable/Unsuitable Work\)](#).

UNVI

Unverified Unearned Income. An IEVS exchange completed annually for participants and monthly for applicants of federal programs. The source is the Internal Revenue Service (IRS). It reports information such as dividends, interest, and lottery winnings.

U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

Formerly named Bureau of Citizenship and Immigration Service (BCIS).

USRAP

See UNITED STATES REFUGEE ADMISSIONS PROGRAM (USRAP) above.

U.S. TIE

RCA: A person in the U.S. who is named as a relative or friend to a person arriving to the US with refugee status. See [0030 \(Refugee Assistance Programs\)](#).

VA

Veterans' Administration.

VEHICLES

MFIP, DWP, MSA, GA.GRH: Vehicles/cars are defined as a car, truck, van, camper, motorcycle or trailer.

NOTE: A mobile home or manufactured home intended for permanent occupancy is NOT a trailer.

SNAP: Vehicles/cars are defined as anything that a person travels in or on, or uses to transport something. See [0013.06 \(SNAP Categorical Eligibility/Ineligibility\)](#), [0015.39 \(Assets - Vehicle Exclusions\)](#), [0015.54 \(Evaluation of Vehicles\)](#), [0029.36 \(Domestic Violence Brochure Program\)](#).

VENDOR

A provider of goods or services.

VENDOR PAYMENT

- A payment made by a 3rd party to a vendor on behalf of the unit.
OR
- ASSISTANCE PAYMENTS made directly to a provider of goods and services on the unit's behalf.

VERIFICATION

The process and evidence used to establish accuracy or completeness of information from an APPLICANT, PARTICIPANT,

THIRD PARTY, etc. See [0010 \(Verification\)](#).

VETERAN

A person who served in active duty (not active duty for training) in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard who fulfilled the minimum 2 years active duty service requirement and was released with a discharge characterized as honorable and NOT on account of alienage. This includes people who died while or after serving in active duty. A veteran is also a person with certain military service before 7-1-46, in the military and some organized guerilla forces of the Philippine government, including service in the Philippine Scouts.

VETERANS' BENEFITS

Benefits and services provided by the United States Veterans Administration (VA) to people who have served in the United States armed forces and their dependents.

VICTIM OF FAMILY VIOLENCE

A person who has been subjected to FAMILY VIOLENCE. See FAMILY VIOLENCE in [0002.23 \(Glossary: Fair Hearing...\)](#).

VISTA

Volunteers in Service to America (VISTA) is known as AmeriCorps VISTA. See [0015.30 \(Assets - Payments Under Federal Law\)](#), [0017.15.78 \(National and Community Service Programs\)](#) for more information on AMERICORPS.

VOCATIONAL SPECIALIST

GA :A counselor of the Minnesota Department of Employment and Economic Development or Division of Rehabilitation Services, or another qualified person who advises people about occupational goals and employment. This includes Job Service counselors, vocational rehabilitation counselors, certified employment and training providers who counsel people on employment issues, or other similarly qualified individuals.

VOLAGs

RCA : See LOCAL RESETTLEMENT AGENCY in [0002.37 \(Glossary: Learning...\)](#).

VOLUNTARY AGENCIES (VOLAGs)

RCA :See LOCAL RESETTLEMENT AGENCY in [0002.37 \(Glossary: Learning...\)](#).

VOLUNTARY DEPARTURE

See [0011.03.24 \(Non-Citizens - Lawfully Residing People\)](#).

VOUCHER

A written guarantee by the COUNTY AGENCY to pay a VENDOR for goods or services and used instead of a cash payment to a CLIENT.

VULNERABLE ADULTS

GA :A person age 18 or older who is a resident or patient of a facility; OR a person age 18 or older who receives services at or from a licensed facility who, regardless of residence, is unable or unlikely to report abuse or neglect without assistance because of mental or physical impairment or emotional status.

WAGE MATCH

An IEVS exchange with the Minnesota Department of Employment and Economic Development completed quarterly for participants and monthly for applicants of federal programs. It provides information on wages earned in Minnesota.

WAGE GARNISHMENT

A legal withholding of a specified sum from wages to satisfy a creditor.

WAIVER

A suspension or change of an eligibility requirement in a client's case.

WARD

A person under direct court protection or under court protection through a guardian.

WATER AND SEWER SYSTEM

The structures required to provide water to and dispose of sewage from a home.

WB

See WORK BENEFIT PROGRAM below.

WELFARE FRAUD

Obtaining ASSISTANCE PAYMENTS by deceit or misrepresentation.

WIOA

See WORKFORCE INNOVATION AND OPPORTUNITY ACT below.

WIC (WOMEN, INFANTS and CHILDREN)

See WOMEN, INFANTS, AND CHILDREN NUTRITION PROGRAM (WIC) below.

WINNINGS

SNAP: A cash award received without making a monetary investment, such as a "no purchase necessary to enter or win". See [0017.15.30 \(Lump Sum Income\)](#).

WITHHOLDING OF DEPORTATION OR REMOVAL

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

WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM

A federal program authorized by the Child Nutrition Act of 1966 to provide nutritious food and nutrition education to low income pregnant and postpartum women and their children. (In this instance, "postpartum" means up to 6 months after termination of pregnancy.) See [0029.07.09 \(Women, Infants, and Children \(WIC\) Program\)](#).

WORK BENEFIT PROGRAM (WB)

A monthly cash benefit for families who have exited DWP or MFIP and are working a required number of hours with income below 200% FPG. This program was suspended effective 12/01/2014.

WORKERS' COMPENSATION

An employer-paid insurance program that covers the medical expenses and lost wages of workers injured on the job.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

A national workforce preparation and employment system designed to integrate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs delivered through the 1-stop (Workforce Center) system. See [0017.15.18 \(Employment, Training, and National Service Program Income\)](#) for more information.

WORKFORCE ONE

A consolidated web-based case management and management information system that enables the delivery of Employment and Training services within the Minnesota workforce development system. WORKFORCE ONE is used by Employment Counselors for the MFIP, DWP, and SNAP E&T programs. WORKFORCE ONE is also used by other Employment and Training program staff.

WORK HISTORY

See RECENT WORK HISTORY in [0002.53 \(Glossary: Qualified...\)](#).

WORK-RELATED EXPENSES

The amount withheld or paid for: state and federal income taxes; FICA; mandatory retirement fund deductions; dependent care costs; transportation costs to and from work at the amount allowed by the IRS for personal car mileage; costs of work uniforms, union dues, and medical insurance premiums; costs of tools and equipment used on the job; the costs of meals eaten during employment; public liability insurance required by an employer when an automobile is used in employment and the cost is not reimbursed by the employer; and the amount paid by an employee from personal funds for business costs not reimbursed by the employer. See [0018.06 \(Work Expense Deductions\) for specific program provisions](#).

WORK STUDY

- Federal or non-federally funded employment arranged for students by a POST SECONDARY SCHOOL. See [0017.15.36 \(Student Financial Aid Income\)](#).
- A program operated or approved by a SECONDARY SCHOOL (high school) or its equivalent which allows students to earn academic credit for employment.

YOUTH COMMUNITY CONSERVATION AND IMPROVEMENT PROJECT

A federal employment and training program.

YOUTH INCENTIVE ENTITLEMENT PROJECT

A federal employment and training program.

The date of application and the date eligibility begins may or may not coincide. Also, some applicants may choose to have their eligibility determined beginning on a date later than the date of application. For information on date of eligibility, see [0022.12.02 \(Beginning Date of Eligibility\)](#).

When a CAF is filed, the date of application is usually the date the county agency, or an authorized person or agency, receives a signed page number 1 of the CAF. The application process and processing timetable usually start from the date of application. There are some EXCEPTIONS to this provision, and the beginning date of eligibility may not be the same as the date of application. Also see [0005.09 \(Combined Application Form \(CAF\)\)](#), [0005.12.03 \(What Is a Complete Application\)](#), [0022.12.02 \(Beginning Date of Eligibility\)](#), [0022.12.03 \(Proration\)](#), and specific program provisions throughout this manual.

When an ApplyMN application is submitted, the date of application is the date displayed in the “Date Received” field of the PDF and XML versions of the application. ApplyMN applications are electronically date-stamped upon submittal. There are some EXCEPTIONS to this provision, and the beginning date of eligibility may not be the same as the date of application. Also see [0005.09 \(Combined Application Form \(CAF\)\)](#), [0005.12.03 \(What Is a Complete Application\)](#), [0022.12.02 \(Beginning Date of Eligibility\)](#), [0022.12.03 \(Proration\)](#).

EXCEPTIONS:

- If “Did Not Sign” was typed in the signature field or the signature did not reasonably represent the name of someone allowed to sign the application, the application cannot be used to set the date of application.
- Applicants with limited English proficiency (LEP) may receive help with ApplyMN through the Multilingual Referral Line (MRL) service or the county agency directly. The date of application is the date of the first contact with the MRL service or county agency. The first contact includes messages left with the MRL service or the county agency during regular hours or after hours.

MFIP, DWP, MSA:

The date of application is the date any Minnesota county agency receives the name, address and signature on page number 1 of the [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#) or the submittal date of an ApplyMN application. See [0005.12 \(Accepting and Processing Applications\)](#), [0006 \(Determining Financial Responsibility\)](#).

SNAP:

SSI applicants/recipients may apply for SNAP at a Social Security Administration (SSA) office. The date of application is the date the SSA office receives a signed and dated page number 1 of the [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#).

Residents of institutions who are ineligible for SNAP because they live in certain institutions may apply for SSI and SNAP at the SSA office prior to their release. The date of their release from the institution is the application date.

The date of application for residents of Regional Treatment Centers (RTCs) is the date of the client's release.

When MFIP is ending but the unit remains eligible for non-PA SNAP, the SNAP application date on MAXIS is the date of the MFIP closing action.

For RCA applicants in any of the Public Private Partnership (PPP) administered counties, the date of application for SNAP is the date the local resettlement agency or county agency receives a signed and dated page number 1 of the CAF.

For all others, the date of application is the date any Minnesota county agency receives the name, address and signature on page number 1 of the [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#) or the submittal date of an ApplyMN application. See [0005.12 \(Accepting and Processing Applications\)](#), [0006 \(Determining Financial Responsibility\)](#).

The minimum requirements to set the SNAP application date are the name, address and signature on page number 1 of the [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#) or the submittal date of an ApplyMN application. If a mailed-in CAF contains the applicant's name, addresses, and signature, do not return it to the applicant for further information. Set the application date and schedule an interview. See [0005.12 \(Accepting and Processing Applications\)](#), [0005.12.03 \(What Is a Complete Application\)](#), [0005.12.12 \(Application Interviews\)](#), [0009 \(Recertification\)](#), [0022.12.03 \(Proration\)](#).

For units that are homeless and are requesting assistance through the use of a CAF, they may write “homeless” in the address section of page number 1 of the CAF or if the address section of the CAF is left blank, the Agency Use section of the CAF should be used to document the homelessness. A unit is not required to reside in a permanent dwelling or have a fixed mailing address to be eligible for SNAP. Set the application date for homeless units as of the date that page number 1 of the CAF was received even if the address section of page number 1 of the CAF is left blank or “homeless” is written in the address section. For units that are homeless and requesting assistance through ApplyMN, set the date of application as the submittal date of the ApplyMN application.

GA:

The date of application is the date any Minnesota county agency receives a signed and dated page number 1 of the CAF. For an ApplyMN application, the date of application is the date of submittal. See [0005.12 \(Accepting and Processing Applications\)](#), [0006 \(Determining Financial Responsibility\)](#).

GRH:

The date of application is the date any Minnesota county agency receives a signed and dated page number 1 of the CAF, the submittal date of an ApplyMN application or, for a person who is a participant of another cash program, a signed and dated [Change Report Form \(DHS-2402\) \(PDF\)](#). See [0005.12 \(Accepting and Processing Applications\)](#), [0006 \(Determining Financial Responsibility\)](#).

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, if applicable. See [0017.15.33.24 \(Self-Employment Income From Farming\)](#), [0017.15.33.30 \(Self-Employment Income From Rental Property\)](#).
- 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.

See [0010.18 \(Mandatory Verifications\)](#) for mandatory verifications that apply to all programs.

See [0010.18.02 \(Mandatory Verifications - SNAP\)](#) for additional mandatory verification provisions that apply to SNAP.

See provisions below for ADDITIONAL mandatory verification provisions that apply to each specific cash program.

MFIP:

See [0010.03 \(Verification – Cooperation and Consent\)](#) for circumstances when a signed personal statement from the client is acceptable verification.

VERIFY THE FOLLOWING AT INITIAL APPLICATION:

- Costs of child care when applying the initial eligibility test. See [0018.09 \(Dependent Care Deduction\)](#).
- Stop work, if necessary to verify income in the month of application.
- The number of hours worked each month.
- Verify the following assets. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.
- Source and purpose of deposits and withdrawals from business accounts.
- Presence of a minor child in the home, if questionable.
- Identity of adults.
- Age, if related to eligibility or benefit level.
- Social Security number, unless the unit member qualifies as a non-citizen who is a victim of battery and/or cruelty. See [0011.03.21 \(Non-Citizens - Victims of Battery/Cruelty\)](#). Do not require a Social Security card to verify the social security number (SSN) a client provides. Only keep copies of social security cards in a case file if they are used to resolve an IEVS discrepancy or an SSN DAIL message. See [0010.18.03 \(Verifying Social Security Numbers\)](#). Do not require undocumented persons to provide a Social Security number.
- Child and spousal support payments to people outside the household, to be allowed as a deduction.
- School attendance, if related to eligibility.
- Relationship of caregivers to the child. See [0005.12.12 \(Application Interviews\)](#), [0010.03 \(Verification Cooperation and Consent\)](#), [0010.06 \(Sources of Verification - Documents\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).
- Pregnancy, if related to eligibility. See [0013.03.03 \(Pregnant Woman Basis – MFIP/DWP\)](#).

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- State residence. See [0011.06 \(State Residence\)](#), [0011.06.09 \(State Residence – 30-Day Requirement\)](#). For applicants with a Safe At Home Identification Card, see [0029.29 \(Safe At Home Program\)](#).
 - The number of months the unit received TANF funds in another state only if the applicant checks "yes" on the application to receipt of assistance in another state. See [0011.30 \(60-Month Lifetime Limit\)](#), [0013.05 \(DWP Bases of Eligibility\)](#).
 - Application for other maintenance benefits. See [0012.12 \(Applying for Other Benefits\)](#).
 - Disability or illness, if needed to determine eligibility for Family Stabilization Services (FSS) or 60-month extension. See [0011.33 \(MFIP Hardship Extensions\)](#). For information on FSS, see the [Employment Services Manual](#).
 - Family violence if used as a basis to qualify for a family violence waiver. See [0005.12.12.09 \(Family Violence Provisions/Referrals\)](#), [0011.30 \(60-Month Lifetime Limit\)](#), [0010.18.33 \(Verifying Family Violence\)](#).
 - Shelter costs, as required for vendor payments. See SHELTER COSTS in [0002.61 \(Glossary: SELF...\)](#), [0024.09 \(Protective and Vendor Payments\)](#).
 - The amount of a housing subsidy and exceptions to counting the subsidy. See [0017.15.99 \(Housing Subsidy\)](#).
 - Living arrangement of a minor caregiver. See [0012.06 \(Requirements for Caregivers Under 20\)](#).
 - Sponsor income and assets. See [0015.48 \(Whose Assets to Consider\)](#), [0016 \(Income From People Not in the Unit\)](#).

Counties must verify immigration status for ANY person reported on the Combined Application Form (CAF) who is NOT a United States citizen and for whom the applicant is requesting benefits. DO NOT request verification of immigration status for people listed on the application who are NOT applying for assistance. DO NOT verify citizenship when the applicant reports on the CAF that they are a United States citizen.

See [Chapter 11 \(Technical Eligibility\)](#), TE02.05.98 (IMIG Status and Cards With Expiration Dates), the [Guide to Non-citizen Eligibility for Cash and Food Support](#) when a document presented to verify immigration status has expired.

If the applicant cannot provide proof of immigration status for a MANDATORY unit member, you must:

- Offer to help obtain the verification.
- Obtain a signed release of information from the client.
- Continue the application process excluding the mandatory unit member. See [0011.03.27.03 \(Protocols for Reporting Undocumented People\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

See TE02.05.98 (IMIG Status and Cards With Expiration Dates) when a document presented to verify immigration status has expired.

If the applicant does not want you to contact the U.S. Citizenship and Immigration Services (USCIS) for proof of citizenship for an OPTIONAL unit member and indicates that he/she is here unlawfully:

- Determine eligibility for the remaining unit members. No further verification of immigration status would be requested.
AND
- Do not report this optional unit member to DHS because it is not known that he or she is in the United States unlawfully. See [0011.03.27.03 \(Protocols for Reporting Undocumented People\)](#).

If the client has given you permission to contact the U.S. Citizenship and Immigration Services (USCIS), see [0011.03.27.03 \(Protocols for Reporting Undocumented People\)](#).

VERIFY THE FOLLOWING AT RECERTIFICATION:

- Income, unless excluded.
- Source and purpose of deposits and withdrawals from business accounts.
- Presence of a minor child in the home, if questionable.
- Inconsistent information. See [0010.15 \(Verification - Inconsistent Information\)](#).
- Verify the following assets when the client reports that their total combined counted asset value is within \$200 of the asset limit. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.
- Whether a caregiver is eligible for Family Stabilization Services (FSS). For information on FSS, see the [Employment Services Manual](#).
- Child and spousal support payments to people outside the household. See [0018.33 \(Child and Spousal Support Deductions\)](#).

VERIFY THE FOLLOWING CHANGES WHEN REPORTED:

See [0007.15 \(Unscheduled Reporting of Changes – Cash\)](#) for changes participants are required to report within 10 days.

- Verify the following assets when the client reports that their total combined counted asset value is within \$200 of the asset limit. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.

- Ownership of vehicles.
- Unit member whose earnings or hours are counted starts a job. See [0007.12 \(Agency Responsibilities for Client Reporting\)](#).
- Unit member whose earnings or hours are counted terminates a job. See [0008.06.15 \(Removing or Recalculating Income\)](#).
- Unit member whose earnings or hours are counted starts or stops a business, or the business undergoes a major change. See [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#).
- Unit member whose income is counted reports initial receipt of unearned income or a lump sum. See [0022 \(Budgeting and Benefit Determination\)](#).
- Birth and relationship of newborn to father when he is in the home. See [0008.06.12.09 \(Converting a Pregnant Woman Case\)](#), [0010.03 \(Verification Cooperation and Consent\)](#), [0010.06 \(Sources of Verification - Documents\)](#).
- Returns to the home of unit members and financially responsible people. See [0008.06.06 \(Adding a Person to the Unit – Cash\)](#); [0008.06.12 \(Adding a Person's Income\)](#).
- Temporary absences of unit members from the home. See [0014.09 \(Assistance Units – Temporary Absence\)](#).
- A change in the custody of a minor child or a change in visitation schedule. See [0014.12 \(Units for People With Multiple Residences\)](#).
- Child and spousal support payments to people outside the household. See [0018.33 \(Child and Spousal Support Deductions\)](#).
- Full-time school attendance and anticipated graduation date of 18 year old minor children in the assistance unit.
- Half-time school attendance of an employed minor child in the assistance unit and caregivers under age 20 to determine exclusion of earnings.
- School attendance for parents under age 20 who are required to attend school as part of an Employment Services Plan. See [0028.12 \(Education Requirements\)](#).
- Illness or disability if needed to determine eligibility for a hardship extension or to change to FSS. See [0011.33 \(MFIP Hardship Extensions\)](#).
- Family violence at the time it is claimed. See [0010.18.33 \(Verifying Family Violence\)](#).
- A change in United States Citizenship and Immigration Service (USCIS) status. See the [Guide to Non-citizen Eligibility for Cash, SNAP and Child Care Assistance \(DHS-4864\) \(PDF\)](#).
- Application for a benefit a participant may be eligible for. Counties can use [Notice to Apply for Other Maintenance Benefits \(DHS-2116\) \(PDF\)](#) to notify participant of this requirement. See [0012.12 \(Applying for Other Benefits\)](#).

DWP:

See [0010.03 \(Verification – Cooperation and Consent\)](#) for circumstances when a signed personal statement from the client is acceptable verification.

Follow MFIP. In addition, verify:

- Family maintenance needs before the expense can be allowed in the DWP grant calculation, see [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#), FAMILY MAINTENANCE NEEDS in [0002.23 \(Glossary: Fair Hearing...\)](#).
AND
- Receipt of DWP or MFIP within the last 12 months. See [0013.05 \(DWP Bases of Eligibility\)](#).

AND

- Receipt of TANF-funded assistance months, used to determine DWP eligibility. See [0013.05 \(DWP Bases of Eligibility\)](#).

SNAP:

See [0010.18.02 \(Mandatory Verifications - SNAP\)](#).

MSA:

For SSI recipients, verify the client's receipt of SSI and the Federal Benefit Rate used to determine the client's SSI benefits.

For non-SSI recipients, verify:

- The following assets when the client reports that their total combined counted asset value is within \$200 of the asset limit. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.
- Social Security number of all people applying for assistance. See [0010.18.03 \(Verifying Social Security Numbers\)](#).
- Basis of eligibility (age, blindness, or disability). See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#).

GA:

Verify:

- The following assets when the client reports that their total combined counted asset value is within \$200 of the asset limit. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.

- Identity of each person applying for assistance.
- Age, if required to determine eligibility.
- State residence. See [0011.06 \(State Residence\)](#), [0029.29 \(Safe At Home Program\)](#).
- GA eligibility basis. See [0013.15 \(GA Bases of Eligibility\)](#).
- Basis of claim for exemption from SNAP E&T participation (GA category).
- Date and reason of employment termination, and date last paid. Verify at the point of employment termination for participants, and for any employment terminated within 90 days of application for applicants.
- Social Security number. See [0010.18.03 \(Verifying Social Security Numbers\)](#).

GRH:

Follow MSA for aged, blind, and disabled participants. Follow GA for all other adults.

For all recipients of the GRH Supplemental Service rate, verify the following information on the [Group Residential Housing - Professional Statement of Need \(DHS-7122\) \(PDF\)](#) at application and recertification:

- Has an illness or disabling condition which limits their ability to work and provide self-support.
- Needs assistance to access or maintain housing.

For residents of Supportive Housing settings for people who were long-term homeless, verify all of the following at application:

- Receipt showing they were assessed to need supportive housing through their local Coordinated Entry system, if applicable.
- Approved habitability inspection. Use [Habitability Inspection Form Group Residential Housing – Supportive Housing Setting \(DHS-7123\) \(PDF\)](#).
- Meets DHS' criteria for long-term homelessness with an approved MN Housing Long Term Homeless Verification Form. The [Long Term Homeless Verification Form form is on the Minnesota Housing Finance Agency web site](#).
 - Person has been homeless continuously for 1 year or more, or at least 4 times in the past 3 years.
 - Exclude any period of institutionalization or incarceration when determining the length of homelessness.

Social Security Administration (SSA) determinations and benefits may be verified with the State Verification and Exchange System (SVES) interface between MAXIS and SSA. See TEMP Manual TE02.12.13 (SVES TPQY Interface) for more information on this interface.

MFIP, DWP, MSA, GA, GRH:

See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#).

SNAP:

There are 3 types of disability categories. Accept verification of a more restrictive disability category to verify disability for a less restrictive category. The 3 categories and verification types, listed from the most to the least restrictive, are:

1. Receipt of disability benefits. (These clients may be eligible for: separate unit status if they purchase and prepare meals separately; exemptions from the gross income guidelines; medical deductions; and unlimited shelter deductions.) See [0014.03 \(Determining the Assistance Unit\)](#). The benefits that verify disability are:
 - Approval to receive SSI based on disability.
 - Approval for SSI presumptive disability payments or SSI emergency advance payments.
 - Approval to receive MA based on disability.
 - Approval to receive MSA based on disability.
 - Approval to receive GA Interim Assistance if the criteria used to determine the disability is at least as stringent as those used under Title XVI of the Social Security Act. A disability determination by the State Medical Review Team (SMRT) meets the criteria for GA Interim Assistance and MA.
 - Approval to receive RSDI based on the person's disability.
 - Certification to receive VA benefits based on disability if:
 - The VA office writes a statement or client provides an award letter indicating the person is rated as totally disabled, is paid at the totally disabled rate, or is identified as receiving Veteran's Disability benefits based on the determination of Individual Unemployability and is totally and permanently disabled.
OR
 - The person has a disability listed in [0012.15.03 \(Medical Improvement Not Expected \(MINE\) List\)](#). Obtain a doctor's statement.
OR
 - The VA considers the person to be in need of regular aid and attendance or to be permanently housebound.
 - Certification for receipt of Railroad Retirement disability from the Railroad Retirement Board if the person receives Medicare.
 - Receipt of disability retirement benefits from a government agency or private sources of disability benefits.
 - Worker's Compensation. The client provides a statement or an award letter from the Worker's Compensation insurance company that the Worker's Compensation benefits are based on Temporary Total or Permanent Total Disability, when the Worker's Compensation injury began, and end date for Temporary Total disability.
2. Additional acceptable verification of disability for people who are too disabled to purchase their own food but who have arranged to have their food purchased and prepared separately from those with whom they live, and people who purchase and prepare food with others but qualify for separate unit status because of a disability. See [0014.03.06 \(Determining the SNAP Unit\)](#), [0019.09 \(GIT for Separate Elderly Disabled Units\)](#). They are:

- A disability listed in [0012.15.03 \(Medical Improvement Not Expected \(MINE\) List\)](#). Obtain a doctor's statement.
 - A disability that is not on the MINE list, but which prevents the person from purchasing and preparing meals. Obtain a doctor's statement.
3. Additional verification acceptable for exemption from work requirements and for verifying that a student is an eligible student. They are:
- Certification for receipt of any of the benefits listed above, or from any government or private source, whether the benefits or disability are permanent or temporary.
 - A statement from a Qualified Professional. See [0011.39 \(Qualified Professionals\)](#).
 - Observation of an injury, including a cast or sling, or information, provided by the client, of a scheduled surgery or recuperation from surgery that limits an ABAWD from engaging in gainful employment. The eligibility worker must document in MAXIS CASE/NOTES the details about what was observed, if the injury limits the ABAWD from employment and/or working with the SNAP E&T Provider, and the length of time that this injury will last.
 - The client provides a letter from the MN Department of Employment and Economic Development Vocational Rehabilitation Division indicating that vocational rehabilitation services are being provided.
 - A person diagnosed with a developmental disability or learning disability and the condition significantly limits the person's ability to obtain or maintain employment or significantly restricts the range of employment that the person is able to perform. A statement from the agency or the Qualified Professional that is working with the person must be provided.

Verify self-employment income as a condition of eligibility. The client may use business records or the [Self-Employment Report Form \(DHS-3336\) \(PDF\)](#) as monthly proof of self-employment income and expenses. Use tax forms or tax records as verification for Taxable Income method. See [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#).

Business records include:

- Copies of daily, weekly, or monthly ledgers.
- Invoices.
- Itemized receipts.
- Purchase orders.
- Copies of customer receipts.
- Transportation logs.
- Cancelled checks.
- Copy of business checking account statement.
- County agency forms.
- Records from the Small Business Administration (SBA).
- Records from the Farmers Home Administration (FHA).
- Records from the Production Credit Association (PCA).
- Statements from the client's customers.

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

Able-Bodied Adults Without Dependents (ABAWDs) are applicants/recipients between the ages of 18 and 50. Unless they meet mandatory work provisions or an exemption listed below, they are eligible for SNAP for only 3 months in any 36 month period. The 36-month period begins the 1st full month the person receives SNAP. Once started, the 36 month period continues to run uninterrupted, even during times the person does not receive SNAP or is exempt from the time limit. You must explain these provisions to ABAWDs during the intake and eligibility determination process.

For information on how to treat income of ineligible able-bodied adults, see, [0016.39 \(Income of Ineligible Able-Bodied Adults\)](#).

For information on reporting requirements, see [0007 \(Reporting\)](#).

ABAWD ELIGIBILITY

When there is an indication that an ABAWD received SNAP in another state that does not have a waiver of the mandatory work provisions, the number of full countable months used in the other state must be verified by contacting the other state.

Non-Exempt ABAWDs are mandatory SNAP E&T participants. Not all counties offer SNAP E&T services and some counties and tribal agencies are exempt due to the unemployment rate. See TEMP Manual TE02.05.68 (ABAWD SNAP E&T Exempt Reservations), TE02.05.69 (ABAWD SNAP E&T Exempt Counties). For counties that provide SNAP E&T services, the ABAWD must be referred to SNAP E&T when SNAP eligibility is determined or when the participant's exemption from ABAWD provisions ends. You must inform the ES Provider of the participant's ABAWD status so that this can be taken into consideration when determining the SNAP E&T services needed.

The 3 entitled months do not have to be consecutive. Do not count a month if for that month the person:

- Meets the 20 hour per week (80 hours per month) work requirement.
OR
- Is exempt from the 3 month time limit.
OR
- Receives only prorated (partial month) benefits.

The 3 month entitlement limit applies only to ABAWDs receiving SNAP.

A person meeting any of the following exemptions is not subject to the 3 month limit:

- Receiving cash assistance. When an ABAWD is receiving RCA and there is no Refugee Employment Service Provider available to provide Employment Services, the ABAWD must be referred to the SNAP E&T Provider in the county that the ABAWD lives in.
- Under age 18, or age 50 or older.
- Residing in a unit with a unit member under the age of 18, even if the unit member is not eligible for SNAP.
- Medically certified as pregnant.
- Exempt from work registration. See [0028.06.12 \(Who Is Exempt From SNAP Work Registration\)](#). Code his/her work registration status carefully on the MAXIS STAT/WREG panel. This information is used by MAXIS when sending workers appropriate DAIL messages. It is also used for reporting and funding purposes.
- Lives in any of the counties or Indian reservations where all participants are exempt from ABAWD provisions. See TEMP

Manual TE02.05.68 (ABAWD SNAP E&T Exempt Reservations), TE02.05.69 (ABAWD SNAP E&T Exempt Counties).

- People with a statement from a qualified professional which indicates inability to work at least 20 hours per week due to a mental or physical illness, injury or incapacity that is expected to last for a minimum of 30 days. See [0011.39 \(Qualified Professionals\)](#).

You must retroactively count (or uncount) an ABAWD's month of benefits as 1 of the 3 months of entitlement to SNAP benefits if you later learn that your determination of the ABAWD's exemption status, or whether or not the ABAWD met monthly work requirements, was incorrect. You must make this change in MAXIS. As long as the client meets an exemption for some part of the month, he/she is exempt for the entire month.

EARNING ADDITIONAL MONTHS

Able-bodied adults may "earn" ADDITIONAL MONTHS of eligibility, or avoid using 1 of their 3 entitled months, when they work or participate in work activities an average of 20 hours per week (80 per month). These do not have to be consecutive months. For each month that the person works or participates in work activities at this level, the person "earns" a month of SNAP benefits. Countable work or work program activities are:

- Working in paid employment, including self-employment. This includes use of accrued sick or vacation time, if available.
- Participating in Workforce Innovation and Opportunity Act (WIOA) services.
- Participating in Trade Adjustment Act (TAA) services.
- Participating in SNAP E&T activities. Job search activities to be allowable must be less than 50% of the required 80 hours per month. **NOTE:** SNAP E&T job search and job search training do not count toward the 20 hour per week/80 hour per month requirement unless the person is co-enrolled in (WIOA). See [0028.03.03 \(Employment Services/SNAP E&T Required Components\)](#).
- Participating in Work Experience. However, instead of averaging 20 hours a week, the required number of hours of participation is the unit's monthly SNAP allotment divided by the higher of the federal or state minimum wage.

See MINIMUM WAGE in [0002.41 \(Glossary: Medically Necessary...\)](#). Also see TEMP Manual TE12.05 (Minimum Wage).

SANCTIONS

ABAWDs who do not comply with Employment and Training (E&T) are sanctioned by having their case closed or being removed from the case when there are other eligible members on the case. The ABAWD will need to reapply for SNAP benefits once the sanction period is over or, if part of an ongoing case, contact their worker to be added back to the SNAP unit once the sanction period is over.

ABAWD ELIGIBILITY AFTER THE 3 MONTHS

An ABAWD who has used his/her 3 months of eligibility in the past 36 months may re-apply.

An ABAWD who has lost SNAP eligibility by exhausting their initial 3 months out of 36 months may qualify for a second 3-month period if they have worked or participated in work activities for 80 hours during any 30 consecutive days, as described above. If the person's job or work activity ends, or if the hours are reduced below 80 hours per month, the person qualifies for the additional 3-month period of eligibility. This provision does not apply if the person voluntarily quit the job without good cause.

The new 3-month count starts the 1st day of the 1st full month in which SNAP benefits are provided under this 2nd 3-month

eligibility period. A partial month is not a counted month. The 2nd 3-month period runs for 3 consecutive countable months regardless of whether or not the participant receives benefits in all 3 months. This 2nd 3-month period is only available once in any 36-month period.

An ABAWD who has used up the initial or subsequent 3 months of SNAP eligibility can regain eligibility by working or participating in approved work activities for 80 hours in a calendar month. NOTE: SNAP E&T is available only to current participants. The hours must be completed before eligibility can be granted.

Once eligibility is granted, eligibility will continue as long as you prospectively anticipate that the person will work the required number of hours for the next month. The ABAWD should follow their reporting requirements. Your Employment Services Provider (ESP) will track hours of participation in work program activities.

MFIP, MSA, GRH:

No provisions.

DWP:

Participants are categorically eligible for SNAP for the duration of eligibility. See the SNAP provisions below.

SNAP:**ELDERLY/DISABLED UNITS**

Units with an elderly/disabled member do NOT have to meet a gross income test, however, if the unit's gross income is over 165% FPG, the unit is subject to a NET income test and is not considered categorically eligible. See [0018 \(Determining Net Income\)](#), [0020.12 \(SNAP Assistance Standards\)](#).

If the elderly/disabled unit does not meet categorical eligibility under Set 1 and the unit's GROSS income is under 165% FPG, the unit may be categorically eligible if they meet eligibility under Set 2. See Set 2 eligibility below under the sub-heading CATEGORICALLY ELIGIBLE UNITS.

There is NO asset test for elderly/disabled units.

CATEGORICALLY ELIGIBLE UNITS

A unit that is categorically eligible for SNAP may receive \$0 benefits due to his/her level of income. Categorically eligible cases remain open on SNAP even if they receive no benefits. Follow the provisions in [0016 \(Income From People Not in the Unit\)](#), [0017 \(Determining Gross Income\)](#), [0018 \(Determining Net Income\)](#), [0022 \(Budgeting and Benefit Determination\)](#).

There are special provisions for categorically eligible units with 1 or 2 members. See [0022.12.01 \(How to Calculate Benefit Level - SNAP/MSA/GRH\)](#).

Some units may be categorically eligible, but contain a non-categorically eligible member. The remaining unit members ARE categorically eligible. The following unit members may already have been removed or found ineligible for SNAP. These people CANNOT be included in a categorically eligible unit:

- Ineligible non-citizens. See [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#).
- Ineligible students. See [0011.18 \(Students\)](#).
- People who are residents of an institution and are not eligible to receive SNAP. See [0011.12 \(Institutional Residence\)](#).
- People who are ineligible due to non-cooperation with work requirements. See [0028.30.06 \(Type/Length of SNAP E&T Sanctions\)](#), [0028.30.09 \(Refusing or Terminating Employment\)](#).

There are 2 sets of categorical eligible units. The 1st set includes units that meet 1 or more of the conditions below. These are exempt from the asset, gross income, net income tests and residency requirements. They are still subject to all other eligibility requirements.

- Units in which at least 1 member of the unit is receiving, is eligible to receive, or is authorized to receive benefits or services and could receive them upon request, even though he/she may not be currently receiving benefits or services from 1 of the following programs:
 - Transition Year Child Care. See [0029.30 \(Child Care Assistance\)](#). To be considered eligible or authorized to receive TYCC, someone in the unit must apply and be determined eligible.
- OR

- Basic Sliding Fee Child Care. See [0029.30 \(Child Care Assistance\)](#). To be considered categorically eligible, the client must apply and be determined eligible for Basic Sliding Fee, even if not receiving child care assistance. Being on the Basic Sliding Fee waiting list does not meet the Categorical Eligibility criteria.

Ask the unit about receipt of or eligibility for any of these programs at application, and whenever a SNAP unit exceeds the SNAP asset limit, gross income limit, or net income limit. Verify receipt of or eligibility for the benefits from the case record or by contacting the appropriate Child Care worker. Once the unit's categorical eligibility status is known to the agency, document this in CASE/NOTES. See [0005.12.12 \(Application Interviews\)](#) for additional information.

- Units in which 1 member participates in the Diversionary Work Program (DWP). **NOTE:** When DWP closes and the unit is not referred to MFIP, continue SNAP eligibility and recalculate benefits.
- A unit composed entirely of people who receive GA, MSA, or SSI in Minnesota. Consider people to be receiving GA, MSA, or SSI if any of the following apply:
 - They have been approved for GA, MSA, or SSI but have not yet received payment.
OR
 - Their GA, MSA, or SSI payments have been suspended or are being recouped. People suspended for non-compliance with treatment referral requirements for a drug addiction and/or alcoholic condition are not categorically eligible during the period of suspension.

The 2nd set includes units in which at least 1 member of the unit meets the Domestic Violence Information Brochure Program requirements. Under this set units are eligible for SNAP when:

- A household member has received [Domestic Violence Information \(DHS-3477\) \(PDF\)](#).
AND
- The unit's income is within current SNAP program gross income limits. See [0019.06 \(Gross Income Limits\)](#). **NOTE:** The exceptions to the gross income test (GIT) listed in [0019 \(Gross Income Test\)](#) apply when determining a unit's gross income. Units that meet gross income limits are exempt from net income limits.

There is no asset test for this 2nd set.

NON-CATEGORICALLY ELIGIBLE UNITS

Use the following procedures for SNAP units that do not qualify for categorical eligibility.

When a SNAP unit member is disqualified due to an Intentional Program Violation (IPV), the entire SNAP unit does not meet categorical eligibility. Determine if SNAP eligibility exists using the Gross Income Limit for non-categorically eligible units. See [0019.06 \(Gross Income Limits\)](#). There is NO asset test for IPV non-categorically eligible units.

Consider the income of the following SNAP units using the Gross Income Limit for non-categorical eligible units. See [0019.06 \(Gross Income Limits\)](#). There is NO asset test for non-categorically eligible units who have received [Domestic Violence Information \(DHS-3477\) \(PDF\)](#) (DVB).

Categorical eligibility DOES NOT exist for any unit in which:

- A unit member fails to comply with monthly or Six-Month Reporting requirements.
- The Principal Wage Earner (PWE) is disqualified for failure to cooperate with work requirements.
- A unit member is ineligible due to a drug related felony conviction. See [0011.27.03.01 \(Drug Felons - SNAP\)](#).

There is NO asset test for non-categorically eligible units.

GA:

No provisions. See the SNAP provisions above for GA applicants or participants who are also applying for or receiving SNAP.

ASSISTANCE PAYMENTS INCOME

0017.15.06

MFIP, DWP:

For which assistance payments to count see [0017.12.03 \(Unearned Income\)](#). Also see [0011.21 \(Receipt of Other Assistance\)](#).

SNAP:

EXCLUDE:

- Cash assistance vendor paid to battered women's shelters.
- Cash assistance payments that are intended to cover or correct a previous month's assistance payment. This includes EGA.
- EGA vendor payments.
- The amount of assistance payments being recouped from SSI, GA, or MSA if the overpayment is not related to adjudicated fraud.
- Nutritional Assistance Program benefits.
- Any payments vendor paid by local resettlement agencies to third parties from Initial Refugee Resettlement Funds.

COUNT

- Cash assistance that can be anticipated for the issuance month, unless exempt above.
 - If a unit's RCA, MSA, GA, or SSI is reduced due to a SANCTION because a unit member did not comply with mandatory program requirements, compute SNAP benefits using the cash grant the unit WOULD HAVE received had they complied. The sanction must be one that the sanctioned person can cure. This applies for the duration of the reduction in the cash program.
 - If the unit's RCA, MSA, GA, or SSI is decreased or terminated because the unit did not comply with mandatory program VERIFICATION requirements, budget the amount of cash assistance the unit ACTUALLY received, which may be \$0.
- The amount of an assistance payment being recouped from SSI, DWP, GA, or MSA due to adjudicated fraud.
- EGA cash payments issued in the current month for the current month's basic needs unless paid for a disaster such as a fire or flood.
- The GA amount paid to the client or vendor paid to a group residential housing provider. This includes personal needs payments.

MSA, GA:

For which assistance payments to count see [0017.12.03 \(Unearned Income\)](#).

GRH:

Follow MSA for aged, blind, or disabled clients. Follow GA for all other adults with the following exceptions:

- Count \$70 personal needs allowance as income for a DWP participant who is in a GRH setting.
- Count the GRH gross income of a person who is included in an active MFIP case. The MFIP cash portion of the Transitional Standard for 1 person is the GRH gross income for a person who is included in an active MFIP grant. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).

Income is infrequent or irregular if it is not possible to anticipate receiving it.

Cash given directly to the client by people or organizations whose income is considered available to the client, or who must make a relative contribution, is not infrequent, irregular income. Consider it part of the counted contribution. See [0016 \(Income From People Not in the Unit\)](#), [0012.21 \(Responsible Relatives Not in the Home\)](#).

MFIP, GA:

For infrequent, irregular income follow [0017.01 \(Non-Recurring Income\)](#).

DWP:

Follow MFIP. After the initial DWP determination, do not count any unanticipated income the unit may receive.

SNAP:

Exclude \$30 or less per unit per calendar quarter if it is too infrequent or irregular to be anticipated. This exclusion does not apply to Uncle Harry Food Support cases budgeted retrospectively.

Exclude up to \$300 per calendar quarter in cash donations from private non-profit charitable organizations if they are based on the unit's need. This exclusion does NOT apply to resettlement grants issued to refugees by local resettlement agencies.

Resettlement grants are NOT considered infrequent or irregular income. For information on how to treat resettlement grants, see [0017.15.30 \(Lump Sum Income\)](#).

MSA:

For SSI recipients, no county action required.

For non-SSI recipients, follow GA.

GRH:

Follow MSA for aged, blind, or disabled clients.

Follow GA for all other adults.

Some examples of lump sums are:

- Winnings. See WINNINGS in [0002.73 \(Glossary: Victim...\)](#).
- Inheritances.
- Insurance settlements. Also see [0017.06 \(Excluded Income\)](#).
- Retroactive payments of RSDI, VA, Unemployment Insurance, etc.

For additional information on counting lump sums as income and budgeting lump sums, see [0022.15 \(Counting Lump Sums as Income\)](#), [0022.15.03 \(Budgeting Lump Sums in a Prospective Month\)](#), [0022.15.06 \(Budgeting Lump Sums in a Retrospective Month\)](#).

Also see [0015.60 \(Evaluation of Lump Sums\)](#).

MFIP:

Lump sums may be earned or unearned income.

For lump sum income follow [0017.01 \(Non-Recurring Income\)](#).

Treat employer contributions to pension or retirement funds as lump sum unearned income when the client liquidates the funds in 1 payment.

Do not count the following as lump sum income:

- Any costs associated with getting unearned lump sum income, such as attorney fees, or medical fees.
- Mandatory deductions such as federal and state income taxes from unearned lump sum income.

Treat a lump sum as income in the month received.

For information on counting lump sum payments as assets, see [0015.60 \(Evaluation of Lump Sums\)](#). Also see [0015.63 \(Evaluation of Pension and Retirement Plans\)](#), [0017.15.42 \(Interest and Dividend Income\)](#).

For lump sum income received by an applicant during the 1st 2 months, combine the income with other income from that budget month and determine the grant prospectively.

For lump sum income received by a participant after the 1st 2 months, combine the income with other income from that budget month and determine the grant retrospectively.

When the lump sum combined with other income is less than the Transitional Standard for the applicable payment month, the assistance payment must be reduced according to the amount of the counted income. When the counted income is greater than the Transitional Standard, suspend for the payment month. See [0022.18 \(Suspensions\)](#).

A lump sum may not be carried over into a subsequent month. Count any funds that remain after the lump sum is budgeted toward the asset limit.

A lump sum is counted toward the asset limit in the 3rd month after the month of receipt.

DWP:

Follow MFIP. After the initial DWP determination, do not count any unanticipated income the unit may receive.

SNAP:

Exclude lump sums as income. Treat them as assets. See [0015.60 \(Evaluation of Lump Sums\)](#).

Work bonuses are not lump sums. They are earned income in the month received.

RSDI installment payments of more than 1 month are not lump sums. They are unearned income in the month received.

The refugee resettlement grant issued to refugees by local resettlement agencies is a lump sum in the first month received. Resettlement grants are unearned income if the benefits are issued as cash or check in the following month(s).

For SSI payments, see [0017.15.45 \(Income From RSDI and SSI\)](#).

MSA:

For SSI recipients, no county action is required.

For non-SSI recipients follow GA.

GA:

Lump sums may be earned or unearned income.

For lump sum income follow [0017.01 \(Non-Recurring Income\)](#).

GRH:

Follow MSA for aged, blind, or disabled clients.

Follow GA for all other adults.

Farmers are self-employed. They may work full-time, part-time, or as hobby farmers.

Common types of farm income include:

- Proceeds from sale of crops, livestock, or products.
- Production from livestock.
- Income from home-produced food.
- Soil conservation payments and other subsidies.
- Proceeds from machine rental, including wages to the farmer/operator.
- Capital gains. See [0017.15.54 \(Capital Gains as Income\)](#).

Also see:

- | | |
|-------------------------------|---|
| 0010.18.09 | Verifying Self-Employment Income. |
| 0017.15.33.03 | Self-Employment, Convert Inc. to Monthly Amt. |
| 0022 | Budgeting and Benefit Determination. |

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

If the SNAP unit has a farm profit then the unit can select from 1 of the 2 self-employment methods outlined in [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt.\)](#).

Units which expect to receive \$1,000 or less in annual gross income from farming may not use the farm loss to offset other income, see [0017.15.33 \(Self-Employment Income\)](#).

Units which expect to receive \$1,000 or more annual gross income from farming may use a farm loss to offset other earned or unearned income. See the [SNAP Farm Loss Offset Policy Guide \(PDF\)](#).

WHO IS EXEMPT FROM SNAP WORK REGISTRATION

0028.06.12

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

Federal regulations require that all non-exempt adult SNAP participants register for work. In Minnesota, work registration is automatically accomplished when a unit member signs the Combined Application Form (CAF) when applying for the SNAP program. The adult who signs the CAF registers all adults in the SNAP unit who are required to register for work.

A participant's work registration exemption status must be redetermined at least annually, and must be coded on the MAXIS system. The state then reports to the federal government the number of participants who are exempt from work registration and the number who are not exempt. The federal government uses this information to determine the amount of federal funding Minnesota receives for SNAP E&T services.

Although work registration is not a component of the SNAP E&T program (it is a national SNAP program requirement), there is a close relationship between work registration and SNAP E&T. SNAP participants who are exempt from work registration are also exempt from SNAP E&T participation. See [0028.06.03 \(Who Must Participate in Empl. Services/SNAP E&T\)](#), [0028.06.10 \(Who Is Exempt From SNAP E&T\)](#). However, some people are required to register for work even though they are exempt from participating in SNAP E&T.

A participant becomes exempt from SNAP work registration (and thus from mandatory SNAP E&T participation) as soon as the participant meets the provisions of an exemption. EXCEPT as provided below, a participant who no longer meets the provisions of an exemption from work registration becomes mandatory for SNAP E&T the beginning of the next month.

The following people are exempt from SNAP work registration:

- Having a mental or physical illness, injury, or incapacity which is expected to continue for at least 30 days, and which impairs the participant's ability to obtain or retain employment as evidenced by professional certification or the receipt of temporary or permanent disability benefits issued by a private or government source. Professional certification means a statement about a person's illness, injury, or incapacity that is signed by a Qualified Professional with training and experience to diagnose and to certify the person's condition. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0011.39 \(Qualified Professionals\)](#).
- SNAP applicants or recipients who have applied for SSI and provide proof of the SSI application. Work registration requirements are waived only while the SSI application is pending or the SSI denial is being appealed.
 - If SSI is approved, review the individual's exemptions from the SNAP Work Registration requirements.
 - If SSI is denied, re-evaluate the individual's SNAP work requirements.
- Responsible for the care of a unit member who is professionally certified as having a mental or physical illness, injury, or incapacity. Usually, only 1 unit member may claim exemption under this provision. However, there may be an EXCEPTION with medical documentation which specifies that more than 1 unit member is needed to provide the required care.
- Age 60 or older.
- Under age 16.
- Age 16 or 17 and living with a parent or caregiver, or attending school or enrolled in an employment training program at least half-time.
- Responsible for the care of a unit member who is a dependent child under age 6 (even if child care is available). In most instances, only 1 unit member may claim exemption under this provision. However, there may be an EXCEPTION with medical documentation which specifies that more than 1 unit member is needed to provide care. When the child turns 6, the exemption ends at the unit's next annual SNAP program recertification. The unit members may designate which person will use this exemption, but may not change the person designated until the next recertification period.
- Employed or self-employed and meets 1 of the provisions below:

WHO IS EXEMPT FROM SNAP WORK REGISTRATION

0028.06.12

- Working at least 30 hours per week (regardless of wage level).
- Receiving earnings at least equal to 30 hours a week at the federal minimum wage.

This provision includes migrant or seasonal farm workers under contract to begin employment within 30 days. The county agency may use a monthly average of these weekly requirements. For self-employed participants working less than 30 hours per week, the county agency will use the participant's net weekly income (net profit after expenses).

- Receiving or have applied for Unemployment Insurance (UI) and are registered for work with the Minnesota Department of Employment and Economic Development. The participant must show proof of receipt of UI or documentation of application for UI.
- Enrolled as a student at least half-time in a recognized school, training program, or institution of higher learning and is eligible under the provisions of [0011.18 \(Students\)](#). This includes participants attending high school at least half-time, but does not include participants attending GED or ESL training only. When determining if the person is enrolled half-time, use the school or program's criteria for being enrolled half-time. A SNAP E&T participant who is placed in a training program under the provisions of an Employment Plan (EP) may use this provision to be exempt from SNAP E&T or ABAWD provisions if the employment and training program for low income units is operated by a state or local government.
- Participating regularly in a drug addiction or alcohol treatment and rehabilitation program. There is no minimum weekly amount of time that a person must be attending. If the person is following the treatment and rehabilitation program plan, the exemption is available. This does NOT include participants in Alcoholics Anonymous (AA) or Narcotics Anonymous (NA).
- Refugees receiving the Matching Grant Program. For additional information about the Matching Grant Program, see MATCHING GRANT PROGRAM in [0002.39 \(Glossary: Lump Sum...\)](#).

OTHER MAINTENANCE PROGRAMS

0029.06

This section describes programs which provide cash subsidies for basic maintenance needs. See [0029.06.03 \(Supplemental Security Income Program\)](#), [0029.06.06 \(Retirement, Survivors, & Disability Insurance\)](#) for cash assistance programs for the aged and disabled and their survivors and dependents.

Some refugees are eligible for cash assistance. See [0030 \(Refugee Assistance Programs\)](#), [0030.03 \(Refugee Cash Assistance\)](#).

People who have lost their jobs may be eligible for assistance. See [0029.06.09 \(Unemployment Insurance\)](#).

Temporarily disabled veterans may be eligible for short term cash assistance. See [0029.03.15 \(Veterans Benefits\)](#).

People who provide foster care to children or adults may receive payment for the cost of providing care. See [0029.06.12 \(Foster Care\)](#).

Certain American Indian Families may be eligible for Tribal TANF assistance. See [0029.06.24 \(Tribal TANF Programs\)](#).

DWP, MFIP, MA, GA, MSA, and GRH require participants to apply for benefits from some of these programs. See [0012.12 \(Applying for Other Benefits\)](#).

The Matching Grant (MG) program is a federal program funded through the Department of Health and Human Services Office of Refugee Resettlement (ORR) and administered by local resettlement agencies.

The MG program is focused on early self-sufficiency

The MG program is an alternative to cash assistance, supporting participants to attain self-sufficiency within 180 days (6 months) of arrival in the United States.

MG participants ARE NOT eligible to apply for cash assistance programs, and cannot receive MFIP, RCA , SSI or any other cash assistance while enrolled in MG.

MG participants ARE eligible to apply for other types of assistance, such as SNAP and Medical Assistance benefits.

Local resettlement agencies will assist participants to fill out the Combined Application Form (CAF) applying for FOOD only.

If MG participants apply for and receive other cash assistance, they become ineligible for MG, and lose all the additional support MG provides.

Only persons with the following non-citizen status are eligible for the MG program:

- Refugees.
- Iraqi and Afghani Special Immigrants (SIV's).
- Asylees.
- Cuban and Haitian Entrants.
- Amerasians.
- Victims of Severe Forms of Trafficking.

Local resettlement agencies, under contract with their national Resettlement Agency Headquarters and ORR, administer and implement the MG program. Local resettlement agencies are not required to offer this program. Local resettlement agencies currently offering the MG program in Minnesota are:

- International Institute of Minnesota.
- Minnesota Council of Churches.
- Catholic Charities Winona Diocese.

The MG program design and implementation may vary by agency, but the following supports are provided to all MG participants for up to 6 months, or until the household becomes self-sufficient, whichever is earlier:

- Intensive employment supports.
- Case management supports.
- Financial supports, including:
 - Monthly cash allowance.
 - Housing and utility assistance.
 - Transportation assistance for work-related activity.
 - Assistance with employment-related expenses, such as work clothing or shoes.

Local resettlement agencies determine eligibility for the MG program and enroll participants within 30 days after arrival to the US. To be eligible, a household must have one or more employable person who is willing to aggressively pursue employment. Participants in the MG program receive an orientation which includes not participating in other cash assistance programs while in MG.

MG participants will obtain an Agency Letter of MG Enrollment/ Support indicating:

- Confirmation of enrollment in MG program.
- Contact information for MG case manager.
- Outline of MG supports client will receive.
- Listing of household members ineligible for public cash assistance programs because of enrollment in MG.

Participants who are not self-sufficient at the end of the MG program are eligible to apply for other cash assistance programs through the county.

If you are unsure about an individual's MG participation, contact their local resettlement agency.

If you have a question about the MG program or an individual who is enrolled in MG, and are not able to contact the case manager listed on the Agency Letter of MG Enrollment/Support that accompanied a client's CAF, contact the agency and ask to speak with a supervisor or employment services coordinator:

- International Institute of Minnesota – St Paul, MN
General Line: 651-647-0191
- Minnesota Council of Churches – Minneapolis, MN
Refugee Services General Line: 612-874-8605
- Catholic Charities Winona Diocese – Rochester, MN
General Line: 507-287-2047

Additional information about the Matching Grant Program is available at [Federal Office of Refugee Resettlement](#).

UNITED STATES REFUGEE ADMISSIONS PROGRAM

The United States Refugee Admissions Program (USRAP) is a federal humanitarian and protection program that provides for the resettlement of people who have been forced to flee their homeland and are unable to return because of a well-founded fear of persecution. Individuals are screened for eligibility for admission to the U.S. while overseas, in a process that involves screening by non-governmental organizations, interviews with U.S. immigration officers, verification of persecution claims, medical clearances, background checks, and extensive security clearances. These processes involve multiple federal agencies, including the Department of State, the Department of Homeland Security, the Department of Defense and the National Counterterrorism Center. For more information on refugee admissions in the U.S., see [US Department of State, Bureau for Population, Refugees and Migration, Refugee Admissions](#).

The goals of the USRAP are:

- To provide a safe haven to people approved for refugee status who are not able to safely return to their home country or integrate into the country they fled to.
- To assist them to achieve economic self-sufficiency as quickly as possible after arrival to the U.S.

Persons with refugee status in the United States are eligible to apply for public benefits, are authorized to work upon arrival and have a path to citizenship.

INITIAL RECEPTION AND PLACEMENT SERVICES FOR REFUGEES

The U.S. Department of State's Bureau for Population, Refugees and Migration (PRM) oversees supports and services for refugees during the Initial Reception and Placement period (R&P) - the first 30-90 days after refugee arrival to the U.S. PRM contracts with 9 national resettlement agencies to provide services to refugees arriving to the United States. Which state a person arriving with refugee status is placed in is based on several factors, including:

- If the refugee has family or close connections in a particular state.
- If the refugee has particular needs that are best matched with specific resources in a local community.
- The capacity of local resettlement agencies and communities.

Once a person or family with refugee status is allocated to a particular state, they are then assigned to a local resettlement agency affiliated with one of the 9 national agencies.

Local resettlement agencies provide initial R&P services to individuals and families arriving with refugee status, in coordination with local volunteers such as relatives, faith groups, and community members. For information about local resettlement agencies in Minnesota, see [0030.01 \(Local Resettlement Agencies\)](#). For more information about the Reception and Placement Program, see [US Department of State/ Bureau for Population, Refugees and Migration /The Reception and Placement Program](#).

People with refugee status in the US are not considered "Sponsored Immigrants" in the U.S. immigration system. Although volunteers or family members helping the family are sometimes referred to as "refugee sponsors," they bear no financial obligation for persons arriving with refugee status. These family or friends assisting refugees are called U.S. Ties.

POST-RECEPTION AND PLACEMENT SERVICES FOR REFUGEES

The U.S. Department of Health and Human Services' Office of Refugee Resettlement (ORR) oversees supports and services for refugees after the Initial Reception and Placement period. The MN Department of Human Services Resettlement Programs Office (RPO) manages these funds for MN. Resources are focused on refugee self-sufficiency and integration, and are time-limited, with priority on refugees who have been in the U.S less than 1 year.

RPO funded services include:

- Refugee Cash Assistance. See [0030.03 \(Refugee Cash Assistance\)](#).
- Refugee Medical Assistance. See the [Minnesota Health Care Programs Eligibility Policy Manual](#).
- [Refugee Employment Services](#).
- [Refugee Social Services](#).
- [Refugee Health Screenings](#).

Only persons with the following non-citizen status are eligible for RPO funded services:

- Refugees.
- Iraqi and Afghani Special Immigrants (SIV's).
- Asylees.
- Cuban and Haitian Entrants.
- Certain Amerasians.
- Victims of Severe Forms of Trafficking.

ADDITIONAL RESOURCES

[DHS Resettlement Programs Office](#)
[State Department Refugee Admissions Program](#)
[U.S. Citizenship and Immigration Services](#)
[Refugee Processing Center](#)
[Office of Refugee Resettlement](#)

INITIAL RECEPTION AND PLACEMENT SERVICES

Local resettlement agencies administer “Initial Reception and Placement Services” for persons arriving with refugee status in Minnesota. Through cooperative agreements with the U.S. Department of State and their affiliated national resettlement agency headquarters, local resettlement agencies are responsible to assist assigned persons with refugee status with basic needs and provide core services during the first 30-90 days after U.S. arrival. These services are often provided with support from local volunteers, relatives (called U.S.Ties) and church groups. Initial Reception and Placement core services include:

- Airport reception.
- Initial housing.
- Basic household furnishings and supplies.
- Initial food.
- Cultural orientation.
- Application for Social Security cards.
- Application for public benefits.
- School enrollment for children.
- English As a Second Language (ESL) and employment services enrollment for adults.
- Health screenings and connection to needed medical services.
- Connection to other specialized resources as needed.

INITIAL REFUGEE RESETTLEMENT FUNDS

The federal government provides local resettlement agencies with a one-time sum of \$1,125 per person. These initial refugee resettlement funds help pay for some of a household’s basic needs, including initial housing, basic furnishings, initial food, and clothing. Persons with refugee status may receive part of these resources in cash, and part in payments made to third parties on their behalf. Local resettlement agencies may have varying models for distributing and leveraging the initial refugee resettlement funds, but all must fully disburse the funds within 90 days of a person’s arrival.

For the purposes of public benefits eligibility, initial refugee resettlement funds may NOT be counted toward income or assets for any program, whether received as cash or as vendored third party payments.

MATCHING GRANT PROGRAM FOR REFUGEES

Some local resettlement agencies may also offer a Matching Grant (MG) program for a limited number of people with refugee status. The MG program's goal is to help people with refugee status attain self-sufficiency within 6 months of arrival, without accessing to public cash assistance.

For more information about the Matching Grant program, see [0029.39 \(The Matching Grant Program\)](#).

LOCAL RESETTLEMENT AGENCIES in RCA ADMINISTRATION

Local resettlement agencies participate in a contracted Public-Private Partnership (PPP) with DHS to administer the Refugee Cash Assistance (RCA) program. The PPP model for RCA applies in 8 counties: Anoka, Carver, Dakota, Hennepin, Olmsted, Ramsey, Scott, and Washington. In these counties, RCA eligibility workers are housed within the local resettlement agencies.

See [0030.03 \(Refugee Cash Assistance\)](#), [0030.03.01 \(Processing RCA Applications\)](#).

LOCAL RESETTLEMENT AGENCIES in MINNESOTA

The following are the local resettlement agencies in Minnesota:

- Arrive Ministries - Richfield, MN
612-798-4332
- Catholic Charities, Archdiocese of St. Paul & Minneapolis – St Paul, MN
651-647-2590
- Catholic Charities, Diocese of Winona – Rochester, MN
507- 287-2047
- International Institute of Minnesota – St Paul, MN
651-647-0191
- Lutheran Social Service Metro – Minneapolis, MN
612-879-5258
- Lutheran Social Service St Cloud – St Cloud, MN
320-251-7700
- Minnesota Council of Churches – Minneapolis, MN
612-874-8605

The Minnesota Department of Human Services provides Refugee Cash Assistance (RCA) to refugees who are ineligible for Supplemental Security Income (SSI) or MFIP for up to 8 months after arrival in the United States. Refugee Employment Services (RES) and Refugee Social Services (RSS) are available to assist refugees to attain self-sufficiency within this period of time. Refugees may continue to receive Refugee Employment and Social Services after their RCA eligibility ends. For information about assistance programs for refugees, see [0030 \(Refugee Assistance Programs\)](#). For a list of funded RES and RSS providers in Minnesota, see the [2016-2017 Directory of Refugee Service Providers](#).

The 30-day state residency requirement does not apply to RCA applicants.

Only persons with the following status, as defined by the Immigration and Nationality Act (INA), are eligible for RCA:

- Admitted as refugees under section 207.
- Paroled as refugees or asylees under section 212(d)(5).
- Granted asylum under section 208.
- Cuban and Haitian entrants, in accordance with requirements in 45 CFR part 401.2.
- Admitted as Amerasians under the Amerasian Homecoming Act.
- Trafficking victims who have been certified by the Office of Refugee Resettlement (ORR). People under age 18 who are trafficking victims are not required to be certified but are issued letters of confirmation by ORR. See TRAFFICKING VICTIMS in [0002.67 \(Glossary: Thrifty...\)](#). Also see [0011.03.30 \(Non-Citizens - Trafficking Victims\)](#).

To be eligible, applicants must also:

- Have been in the United States 8 months or less. Count the month they entered the country OR the month the U.S. Citizenship and Immigration Services (USCIS) granted asylum status, whichever is later, as month 1 of the 8-month eligibility time limit.
- Provide the name of their local resettlement agency and give eligibility workers consent to contact the local resettlement agency. For the definition of a local resettlement agency see [0002.37 \(Glossary: Learning...\)](#). Also see [0030.01 \(Local Resettlement Agencies\)](#) for a list of local resettlement agency.
- Have not voluntarily quit employment, or have refused an offer of suitable employment, without good cause, within 30 days prior to application.
- Register for and participate in Refugee Employment Services (RES) within 30 days of the receipt of assistance, unless exempt or have a good cause reason for failure to participate. See [0030.12.06 \(RCA Employment Services Good Cause Claims\)](#). If an RES Provider is not available in the area, refer the participant to your county Employment Services Provider (ESP).

NOTE: The WorkForce One (WF1) interface is not set-up for RCA electronic referrals to RES providers or ESPs. All communication must be done by paper. Refer all mandatory RCA ES participants using the [Refugee Cash Assistance Program Employment Services Referral \(DHS-3166R\) \(PDF\)](#). FAX the referral to the RES provider or other ESP.

- Not attend school full-time.
- Not be enrolled in the Matching Grant (MG) Program with the local resettlement agency. For more information about the Matching Grant Program, see [0029.39 \(The Matching Grant Program\)](#).

Refugees and Amerasians receive resettlement case management services from a local resettlement agency. See [0030](#)

[\(Refugee Assistance Program\)](#), [0030.01 \(Local Resettlement Agencies\)](#).

As a condition for the receipt of RCA, a participant who is not exempt must:

- Accept at any time, from any source, an offer of suitable employment. Follow MFIP provisions in [0028.18.03 \(Suitable/Unsuitable Work\)](#).
- Comply with monthly reporting requirements if receiving earned income. See [0030.03.16 \(Processing Reported Changes – RCA\)](#), [0007.03 \(Monthly Reporting – Cash\)](#).

For information on who may be included in an RCA assistance unit, see [0030.03.03 \(RCA Assistance Units\)](#).

RCA participants are eligible for federally-funded SNAP benefits. See [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#).

ALL RCA APPLICATIONS

- The date of RCA application is the date the signed CAF Page Number 1 is date-stamped or signed/dated as received by either a county worker or a RCA eligibility worker in a Public-Private-Partnership agency (PPP). This date is the date of application for cash and SNAP.
- Applicants do not need to provide a social security number to be eligible for RCA. Do not delay or deny RCA because the applicant does not have or has not received a social security number.

PPP ADMINISTERED RCA: Anoka, Carver, Dakota, Hennepin, Olmsted, Ramsey, Scott, and Washington Counties

APPLICATIONS FOR PRIMARY REFUGEE ARRIVALS

The Department of Human Services - Resettlement Programs Office (DHS-RPO) contracts with the local resettlement agencies to administer the RCA program for the PPP counties.

New primary refugee arrivals into the state who reside in a PPP administered county must file their RCA applications with the local resettlement agency that processed their resettlement.

The PPP RCA eligibility worker at the local resettlement agency signs and dates the CAF Page Number 1 on behalf of the county agency.

It is the responsibility of the PPP RCA eligibility workers housed at local resettlement agencies to make all RCA eligibility determinations.

County workers in the PPP administered counties should not approve RCA eligibility (opening, closing or changing benefit levels).

Some primary refugee arrivals may not understand that they must file an application with the local resettlement agency that resettled them. If an RCA applicant submits application with the county, ask the applicant if they:

- Arrived to Minnesota as their initial resettlement state (primary refugee arrival). If they are primary refugee arrivals, date-stamp the application and send the applicant to their local resettlement agency for RCA eligibility determination. For a list of local resettlement agencies, see [0030.01 \(Local Resettlement Agencies\)](#).
- Moved to Minnesota from another state (secondary refugee arrival). If they are secondary refugee arrivals, asylees, follow the procedures listed below under OTHER ELIGIBLE POPULATIONS.
- Have another RCA eligible status (asylee, Cuban/Haitian Entrant, Victim of Trafficking). If they are Cuban/Haitian Entrants, Victims of Trafficking, follow the procedures listed below under OTHER ELIGIBLE POPULATIONS.

When an applicant files a CAF with a local resettlement agency and the application includes a request for Supplemental Nutrition Assistance Program (SNAP), the RCA eligibility worker must:

- Enter the CAF Page number 1 on the same day it is received at the local resettlement agency.
- Review for expedited SNAP eligibility (immediately FAX a copy of the CAF if applying for SNAP and the applicant appears to be eligible for expedited service).
- Immediately FAX the CAF Page number 1 to the county if the applicant requests SNAP.
- Conduct an RCA and SNAP intake interview.
- Obtain all verifications mandatory for RCA eligibility.

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- Process the RCA eligibility.
 - FAX a copy of the CAF and verifications to the county contact person to process the SNAP.
 - The county is not required to conduct a second face-to-face intake interview for processing the SNAP.
 - For information on requirements for processing expedited SNAP services, see [0004.06 \(Emergencies - 1st Month Processing\)](#).
 - Provide RCA program and financial orientation.
 - Review Combined Six-Month Reports (CSRs) for RCA cases also receiving SNAP and FAX copies of the CSR and attachments to the county agency. A participant will not be required to report to both the local resettlement agency and to the county agency when a change occurs. The RCA eligibility worker will immediately report any changes to the county via fax or by phone.
 - Complete the 5-month RCA review.
 - Maintain the RCA case through the 8-month eligibility period.

APPLICATIONS FOR OTHER ELIGIBLE POPULATIONS (Secondary Refugee Arrivals, Iraqi or Afghan Special Immigrants, Asylees, Cuban/Haitian Entrants, Victims of Trafficking and Amerasians)

Persons with the following statuses are eligible to apply for RCA:

- Secondary Refugee Arrivals. See SECONDARY REFUGEE in [0002.59 \(Glossary: RSDI...\)](#).
- Iraqi or Afghan Special Immigrant Visa (SIV) Holders. See Iraqi or Afghan Special Immigrants in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).
- Asylees. See ASYLEE in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).
- Cuban/Haitian Entrants. See CUBAN/HAITIAN ENTRANTS in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).
- Victims of Trafficking. See [0011.03.30 \(Non-Citizens – Trafficking Victims\)](#).
- Amerasians. See AMERASIANS in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).

The eligible populations listed above are not connected to a local resettlement agency, and are likely to submit RCA application to the county agency. Once the county agency determines an applicant may be eligible for RCA, the county must:

- Immediately process any requests for SNAP.

NOTE: Most RCA applicants may be eligible for expedited SNAP, see [0004.04 \(Emergency Aid Eligibility - SNAP/Expedited Food\)](#).

- Inform the applicant that the RCA application will be faxed to the International Institute of MN (IIMN) for referral to a local resettlement agency for RCA eligibility determination.
- Tell the applicant that they will receive a phone call from IIMN within 7 days.
- Ensure the applicant's correct and current contact information is listed on the application.
- Provide the applicant with written contact information for the RCA worker at the IIMN:

Aziza Mama - International Institute of MN (IIMN)
1694 Como Ave, St Paul, MN 55108
Phone: 651-647-0191 Ext 348

- Encourage the applicant to call the contact phone number if someone has not contacted them within 7 days.
- Fax the entire application and all verifications to IIMN. FAX number: 651-647-9268, Attn: Aziza Mama.

When IIMN receives a referral from 1 of the metro PPP administered counties, the RCA eligibility worker:

- Enters a CASE/NOTE regarding the receipt of the application.
- Contacts the applicant by phone within 7 days of receipt of the application.
 - If IIMN is unsuccessful in reaching the applicant within 7 days, the RCA eligibility worker sends the applicant a letter requesting contact with IIMN. The letter is written in English AND the client's preferred language, as indicated on the application.
 - If the applicant fails to respond within 30 days from the date the letter is sent, the RCA application is denied for failure to complete an interview.
 - If the client responds after an initial RCA application has been denied, a new application must be filed.
- Enters a CASE/NOTE regarding any contacts or attempted contacts with the applicant.
- Refers the application to the local resettlement agency of the client's choosing for RCA eligibility determination and processing.
- Ensures the applicant successfully connects with the local resettlement agency receiving the referral.
- Upon receipt of a referral, the RCA eligibility worker at the local resettlement agency will complete RCA eligibility determination and processing and will maintain the case through the 8-month RCA eligibility period.

COUNTY ADMINISTERED RCA: All Counties EXCEPT Anoka, Carver, Dakota, Hennepin, Olmsted, Ramsey, Scott, and Washington Counties

All RCA applicants, residing outside of the PPP administered counties will continue to file the CAF with the agency in their county of residence. The county agencies will process RCA applications and maintain RCA cases through the 8-month RCA eligibility period.

RCA applicants may also submit an ApplyMN application to the county agency. ApplyMN applications are electronically date stamped upon submittal. The date and time of submittal appears in the "Date Received" field of the PDF or XML versions of the application. Use this date as the date of application.

For moves from a county-administered program to a PPP administered county or moves from a PPP administered to a county-administered county, see [0030.27 \(RCA - Moves Within the State\)](#).

For RCA case closure and termination instructions, see [0030.21 \(Closing/Terminating RCA\)](#).

There are situations where a refugee loses eligibility for another cash assistance program (for example, a client moves out of an MFIP unit and becomes a single-person unit.)

If the person has been in the United States less than 8 months, he/she may be eligible for RCA.

If the person was resettled in Minnesota, refer them to their original local resettlement agency to apply for RCA. If the person is a secondary refugee or asylee, follow the instructions in [0030.03.01 \(Processing RCA Applications\)](#) for how to process applications for secondary refugee and asylees.

A Refugee Cash Assistance (RCA) unit consists of a single person or a married couple without minor child(ren) who live together; whose needs, assets, and income you consider together; and who receive a single benefit from a cash and/or food assistance program.

The following establish RCA units:

- Single adults age 18 and older. Single adults who indicate at the time of application that they intend to go to school full-time are eligible for RCA until they actually begin school full-time. See [0030.03 \(Refugee Cash Assistance\)](#).
- Married couples without minor children.
- Pregnant women and their spouses until they are determined eligible for MFIP. See [0011.06.09 \(State Residence - 30-Day Requirement\)](#), [0013.03 \(MFIP Bases of Eligibility\)](#), [0022.12.02 \(Beginning Date of Eligibility\)](#).
- Aged or disabled people until they are determined eligible for Supplemental Security Income (SSI) by the Social Security Administration (SSA) OR until the end of the 8-month eligibility period, whichever comes first.

Immediately refer clients who are age 65 or older, or who are blind or disabled, to SSA to apply for the SSI program. Approve RCA eligibility while waiting for the determination from SSA. Do not require clients to complete an [SSI Interim Assistance Authorization \(DHS-1795\) \(PDF\)](#).

- Minors under age 18 who have been declared legally emancipated by a court of competent jurisdiction, or who are living with an adult with the consent of an agency acting as a legal custodian, and who are NOT eligible to be included in a DWP or MFIP assistance unit, as long as there is eligibility for a cash payment.

Refugee units with minor children are not eligible for RCA; they are eligible to apply for MFIP. Follow MFIP policy in determining eligibility, see [0013.03 \(MFIP Bases of Eligibility\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

RCA assistance units will be 1-person or 2-person households, single adults or childless couples. The RCA assistance standards are aligned with the MFIP assistance standards and are as follows:

- \$250 - 1-person unit.
- \$437 - 2-person unit.
- Clothing/personal needs allowance – resident of a LTC facility (see below).

LONG TERM CARE ASSISTANCE STANDARD

There may be some instances when a refugee is placed in a Long Term Care facility (LTC). Living in a LTC facility does not prohibit RCA eligibility. The applicable RCA standard for a refugee living in a LTC facility, and who is eligible for RCA, is the applicable clothing and personal needs allowance. The RCA standard is the same amount as the personal needs allowance for MSA/GA/GRH, see [0020.24 \(Personal Needs Allowance\)](#), the [Minnesota Health Care Programs Eligibility Policy Manual](#).

A refugee placed in a LTC facility should be referred to SSA to apply for SSI. The refugee is eligible for RCA until eligibility for SSI is determined, or until the end of the 8-month RCA eligibility period, whichever comes first. If the LTC placement lasts longer than the 8-month RCA eligibility period and SSI eligibility has not been determined, the county should process eligibility for General Assistance (GA).

REFUGEES UNDER AGE 18

Refugees under the age of 18 may be eligible for GA with specific requirements if they meet 1 of the following conditions:

- Not eligible to be included in an MFIP household.
- Not living with a parent, stepparent, or legal custodian.
- Legally emancipated. (A minor is considered emancipated if he/she has been married or has been declared by a court of competent jurisdiction to be legally emancipated.)
- Living with an adult with the consent of the agency acting as legal custodian.
- Living with an adult with the consent of a legal custodian and the agency.

SCHOOL ATTENDANCE

Any RCA applicant age 17 and below and who is not living with parent or eligible relative caregiver must comply with the provisions in their Social Services case plan. Their assistance standard would be \$250 (GA).

RCA applicants age 18 or older who are WITHOUT a high school diploma may choose to:

- Attend high school full time. This results in ineligibility for RCA. They may be eligible for GA benefits if they meet the GA basis of eligibility for English Not Primary Language in [0013.15.48 \(GA Basis - English Not Primary Language\)](#) and are in compliance with schooling requirements. Follow the GA assistance standards in [0020.18 \(GA Assistance Standards\)](#).

NOTE: Do not require the applicant to choose only part time schooling to be eligible for the federally funded program rather than establishing GA eligibility.

- Participate in RES activities and include part time school attendance in their employment plan. This would establish eligibility for RCA.

RCA applicants age 18 or older who have a high school diploma or GED and choose to attend school full time are NOT eligible for RCA.

DETERMINING RCA GROSS INCOME

0030.03.09

Use counted income received or anticipated in the month of application to determine eligibility and benefit amount. Follow MFIP policy in determining counted income, see [0017.12.03 \(Unearned Income\)](#), [0017.12.06 \(Earned Income\)](#).

Do not count any cash received from Initial Refugee Resettlement Funds.

Do not count any payments vendor paid by local resettlement agencies to third parties from Initial Refugee Resettlement Funds.

Do not count any assets remaining in the applicant's country of origin.

Do not consider a U.S.Tie's income accessible to a refugee solely because the person is serving as a U.S.Tie. For information on US Ties, see [0002.71 \(Glossary: Two Party...\)](#), [0030 \(Refugee Assistance Programs\)](#).

Disregard the 1st \$65 of earned income per wage earner plus half of the remaining earned income per wage earner in the assistance unit. Count the remaining amount toward the grant calculation.

Do not count income from VA benefits awarded from 12-1-01 to children of Vietnam veterans for a covered birth defect identified by the VA as associated with the service of these veterans who served in the Republic of Vietnam from 2-28-61 through 5-7-75 and performed active military service.

INCOME OF AN INELIGIBLE SPOUSE

When an RCA applicant joins a spouse who has income and is ineligible for RCA and who has income, apply the following calculations:

Earned income:

1. Determine the spouse's gross earned income.
2. Disregard the 1st \$65 of earned income plus half of the remaining earned income.
3. Deduct amounts the ineligible person actually paid to people not living in the same household but whom the ineligible person claims or could claim as a dependent for federal income taxes.
4. Deduct an allocation of \$187 for the spouse's needs.
5. Deem the remaining income as unearned income to the applicant.

Unearned income:

1. Determine the spouse's gross unearned income. (**NOTE:** do not count the SSI income of an ineligible spouse.)
2. Deduct amounts the ineligible person actually paid to people not living in the same household but whom the ineligible person claims or could claim as a dependent for federal income taxes.
3. Deduct an allocation of \$187 for the spouse's needs.
4. Deem the remaining income as unearned income to the applicant.

RCA units with earned income are subject to monthly reporting requirements. Follow MFIP policy in [0007.03 \(Monthly Reporting – Cash.\)](#)

An applicant unit's counted assets cannot exceed \$10,000.

A participant unit's assets cannot exceed \$10,000.

Follow MFIP policy in determining countable assets, see [0015.01 \(Counted Assets\)](#).

Count the assets of an ineligible spouse toward the asset limit of the RCA applicant/participant, see [0015.48 \(Whose Assets to Consider\)](#).

Do not count:

- Any assets remaining in the applicant's country of origin.
- Any Initial Refugee Resettlement Funds paid in cash to refugees.
- Any Initial Refugee Resettlement Funds vendor paid by local resettlement agencies to 3rd parties on behalf of refugees, see INITIAL REFUGEE RESETTLEMENT FUNDS in [0002.33 \(Glossary: Independent...\)](#), [003.01 \(Local Resettlement Agencies\)](#).

Do not consider a U.S.Tie's assets accessible to a refugee solely because the person is serving as a sponsor U.S.Tie. For information about US Ties, see [0002.71 \(Glossary: Two Party...\)](#), [0030 \(Refugee Assistance Programs\)](#).

Prorate the initial month's benefit amount from the date of application or the date all eligibility factors are met, whichever is later.

Use prospective budgeting for the 1st 2 months of eligibility and retrospective budgeting for subsequent months.

Follow MFIP policy for earned income after the 1st 2 months of prospective budgeting. See [0017.12.06 \(Earned Income\)](#).

Retrospectively budget income after the 1st 2 months except when it occurs in the 1st 2 months but does not continue into the retrospective cycle (non-recurring income.) See [0022.06.03 \(When Not to Budget Income in Retro. Cases\)](#).

Suspend benefits for units who will be ineligible for only 1 month but will be eligible in the following month.

Do not establish an overpayment or underpayment for prospectively budgeted units for any month for which you based the assistance issued on the best information available at the time, you applied the correct policy, and there was no client error.

RCA participants must report changes that affect their eligibility. RCA participants are Change Reporters until they have earned income.

RCA participants 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. Follow MFIP policy in [0007.15 \(Unscheduled Reporting of Changes – Cash\)](#).

RCA participants with earned income are subject to monthly reporting requirements, using the [Household Report Form \(HRF\) \(DHS-2120\) \(PDF\)](#). Follow MFIP policy in [0007.03 \(Monthly Reporting – Cash\)](#).

PPP-ADMINISTERED COUNTIES: Anoka, Carver, Dakota, Hennepin, Olmsted, Ramsey, Scott, and Washington

For information about PPP-Administered Counties, see [0030.03.01 \(Processing RCA Applications\)](#).

When changes are reported to either the county agency, the PPP RCA eligibility worker, or to the employment service provider, it is the responsibility of that person/agency to communicate the change to the other agencies involved.

To determine which PPP RCA eligibility worker is assigned to a case, PF1 on the secondary worker logon id field on any STAT panel. The pop-up window provides the name, address, phone number and MAXIS email code for the worker. See TE02.13.02 (How to Locate Worker's Name and Address).

The PPP RCA eligibility workers housed at local resettlement agencies are a part of the county eligibility network. A release of information is not required for:

- County agency workers to contact the PPP RCA eligibility workers housed at local resettlement agencies for information about RCA cases (for example: reported changes, verification of initial refugee resettlement funds, employment, pay stubs, residency, etc.).

OR

- PPP RCA Eligibility Workers to contact the county agencies for information about RCA cases (for example: reported changes, status of non-RCA program benefits, etc.).

RCA benefits are issued via check for the PPP administered RCA program. The Issuance Operation Center (IOC) mails the check to the local resettlement agency for over-the-counter pickup.

After the participant has been on RCA for 2 months his and/or her RCA benefits may be issued via Electronic Benefit Transfer (EBT) if they meet the following conditions:

- The RCA participant is exempt from employment services because he/she is:
 - Employed at least 30 hours per week.
 - Age 60 or over.
 - Disabled.
 - Caring for a disabled spouse.

OR

- The RCA participant is employed less than 30 hours per week, but his or her work schedule makes it difficult for him or her to pick up the check at the voluntary agency.

SANCTIONS FOR RCA PROGRAM NON-COMPLIANCE

The sanction for non-compliance with program requirements, EXCEPT for Refugee Employment Services (RES) non-cooperation, is total ineligibility for cash assistance. If the person in sanction is the only member of the assistance unit, terminate the case allowing for a 10-day notice. If the assistance unit includes other members, sanction only the person who is in non-compliance.

If the participant complies with the program requirement before the effective date, lift the sanction. Once the participant complies, issue benefits back to the 1st day of the month the person is in compliance, without requiring a new application for RCA. Do not prorate benefits subsequent to the 1st month of application.

When a non-exempt RCA participant fails or refuses, without good cause, to meet RES requirements, or has voluntarily quit a job, terminate assistance allowing for a 10-day notice. Do not impose a sanction when a participant complies with RES requirements prior to the effective date of the sanction. Once imposed, the RES sanction must remain in effect for 3 payment months for the 1st occurrence, and 6 payment months for any subsequent occurrence.

SANCTIONS FOR NON-COMPLIANCE WITH THE MATCHING GRANT PROGRAM

Some local resettlement agencies offer a Matching Grant (MG) early employment program for a limited number of refugees. For more information about the Matching Grant Program, see [0029.39 \(The Matching Grant Program\)](#).

A sanction in the MG program for non-compliance does not transfer to the RCA program. An RCA applicant who was previously sanctioned in MG for non-compliance with work requirements or program participation requirements should be counseled and informed of the general regulatory provisions governing registration for and participation in Employment Services as a condition of receipt of RCA. They should also be informed of the effect of failing to participate in Employment Services or of refusing or voluntarily quitting employment.

Terminate RCA prospectively in the first 2 months of eligibility, retrospectively after the first 2 months when an RCA unit becomes ineligible due to increased income.

Terminate RCA if the unit fails to cooperate with RES requirements, or other eligibility requirements, or at the end of the 8-month eligibility period, whichever comes 1st.

Terminate RCA if a participant moves from a county-administered program to a PPP administered program. For the correct procedures when a closing is due to a client moving from a county-administered program to a PPP administered program, see [0030.27 \(RCA – Moves Within the State\)](#).

Send the client a written notice of adverse action to suspend, reduce, or terminate assistance at least 10 days before the effective date of the proposed action. See [0030.24 \(RCA/RES Appeals\)](#).

When a client moves within the state, this may affect how their RCA case is administered. Moves involve good communication between the original county of residence and the new county of residence. Moves involving PPP administered counties will also involve the PPP RCA eligibility staff in the local resettlement agencies. The county staff and the local resettlement agency PPP RCA eligibility staff should consult on who will perform the tasks listed below.

MOVE FROM A PPP ADMINISTERED COUNTY TO A COUNTY ADMINISTERED PROGRAM

When an RCA participant moves from 1 of the 8 PPP administered counties to a county administered program, the transferring county and/or local resettlement agency PPP RCA eligibility worker must:

- Contact the local resettlement agency PPP RCA eligibility worker/county financial worker regarding the move to determine who will complete the transfer tasks.
- Enter the last day of the month of the move as an end date on STAT/ALTP.
- Remove the local resettlement agency PPP RCA eligibility worker logon id as the secondary worker in SPEC/XFER.
- Transfer the MAXIS case to the new county of residence.

If the participant does not have an EBT card, the new county of residence must contact the participant to schedule an appointment for the participant to attend EBT training and issue the EBT card.

The new county of residence should review the RCA case and follow the policies and procedures for maintaining the RCA case through the remainder of the eligibility period. This includes the policies regarding referral and participation in employment services in the new county of residence, sanctions for non compliance and recovery of overpayments when applicable.

MOVE FROM A COUNTY ADMINISTERED TO A PPP ADMINISTERED PROGRAM

When an RCA participant moves from a county administered program to 1 of the 8 PPP administered counties, the transferring county worker must:

- Inform the participant that their RCA case will close effective the 2nd month after the move. Require them to apply for RCA with a local resettlement agency administering the RCA program. (For example, the unit moves on 3/19/15. The RCA will close effective 5/1/15). The RCA participant is required to complete an interview with a local resettlement agency worker. The local resettlement agency PPP RCA eligibility worker must ensure that a referral is made to an RCA-Employment Service Provider in the new county of residence.
- Provide the participant with the contact name/number for the new county of residence:
 - Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties contact :
Aziza Mama -- International Institute of MN
Phone: 651-647-0191 Ext. 328
Fax: 651-647-9268
 - Olmsted County contact:
Zina Jadoo -- Catholic Charities.
Phone: 507-287-2047 Ext. 33
Fax: 507-287-2050
- Transfer the MAXIS case to the new county of residence as per current policies and procedures.
- Provide the participant's new address and phone number to the appropriate local resettlement agency (see above).

- Aziza Mama
Email: amama@iimn.org

- Zina Jadoo
Email: zina@ccwinona.org

It is the responsibility of the agency worker at the new county of residence to close the RCA effective the 2nd month after the move.

MOVE FROM A PPP ADMINISTERED COUNTY TO ANOTHER PPP ADMINISTERED COUNTY WITHIN THE METRO AREA

When an RCA participant moves from one PPP administered county to another PPP administered county, the transferring county worker shall transfer the MAXIS case to the new county of residence as per current policies/procedures.

MOVE FROM A PPP ADMINISTERED COUNTY IN THE METRO AREA TO OLMSTED COUNTY, OR VICE VERSA

When an RCA participant moves from a PPP administered county in the metro area to Olmsted County, and vice versa, the transferring county worker must follow the procedures for a participant who moves from a county-administered to PPP administered program. This will ensure that the participant is referred to a local resettlement agency PPP RCA eligibility worker and to an RCA-Employment Service provider in the new county of residence.