



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 05/20/2013**

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

All updates are section title changes and cross-references to those sections due to changing FS to SNAP. No policy was changed.

0001 (Table of Contents) changes section title to 0008.06.07 (Adding a Person to the Unit - SNAP), 0010.18.02 (Mandatory Verifications - SNAP), 0010.18.06 (Verifying Disability/Incapacity - SNAP), 0011.03.09 (Non-Citizens - SNAP/MSA/GA/GRH).

0008.06.07 (Adding a Person to the Unit - SNAP) changes section title.

0010.18.02 (Mandatory Verifications - SNAP) changes section title.

0010.18.06 (Verifying Disability/Incapacity - SNAP) changes section title.

0011.03.09 (Non-Citizens - SNAP/MSA/GA/GRH) changes section title.

The following sections update cross-references to 0008.06.07 (Adding a Person to the Unit - SNAP):

0005.09.09 (When to Use an Addendum to the CAF).

0008.06 (Implementing Changes - General Provisions).

0008.06.06 (Adding a Person to the Unit - Cash).

0008.06.12 (Adding a Person's Income).

0008.06.12.09 (Converting a Pregnant Woman Case).

0028.30.06 (Type/Length of FSET Sanctions).

The following sections update cross-references to 0010.18.02 (Mandatory Verifications - SNAP):

0010.18 (Mandatory Verifications).

0010.18.01 (Mandatory Verifications - Cash Assistance).

0010.18.11.03 (Systematic Alien Verification (SAVE)).

0011.03.27.03 (Protocols for Reporting Undocumented People).

0011.06 (State Residence).

0017.15.15 (Income of Minor Child/Caregiver Under 20).

0022.03.01.03 (Prospective Budgeting - FS Provisions).

The following sections update cross-references to 0010.18.06 (Verifying Disability/Incapacity - SNAP):

0002.15 (Glossary: Deed...).

0010.18.02 (Mandatory Verifications - SNAP).

**COMBINED MANUAL UPDATES
DESCRIPTION OF CHANGES ATTACHMENT**

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**0010.18.05 (Verifying Disability/Incapacity - Cash).
0011.03.06 (Non-Citizens - MFIP Food Portion).
0011.03.09 (Non-Citizens - SNAP/MSA/GA/GRH).
0012.15 (Incapacity and Disability Determinations).
0012.15.03 (Medical Improvement Not Expected (MINE) List).
0012.15.06 (State Medical Review Team (SMRT)).
0012.15.06.03 (SMRT - Specific Program Requirements).
0013.15.03 (GA Basis - Permanent Illness).
0013.15.06 (GA Basis - Temporary Illness).
0013.18.15 (GRH Basis - GA-Related Permanent Illness).
0013.18.18 (GRH Basis - GA-Related Temporary Illness).
0028.06.12 (Who is Exempt From FS Work Registration).**

The following sections update cross-references to 0011.03.09 (Non-Citizens - SNAP/MSA/GA/GRH):

**0002.45 (Glossary: Netherlands' Act...).
0010.18.15.06 (Verifying Social Security Credits).
0011.03 (Citizenship and Immigration Status).
0011.03.03 (Non-Citizens - MFIP/WB/DWP Cash).
0011.03.06 (Non-Citizens - MFIP Food Portion).
0011.03.24 (Non-Citizens - Lawfully Residing People).
0013.06 (FS Categorical Eligibility/Ineligibility).
0016.21.03 (Income of Sponsors of Immigrants With I-864).
0030.03 (Refugee Cash Assistance).**

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DEED

Legal document which conveys ownership of property between parties.

DEEM

To count all or part of the income from responsible members who are not in the UNIT toward the benefit as if it were income the unit had received. See [0016 \(Income From People Not in the Unit\)](#).

DEFER

SNAP: Defer a mandatory FSET participant if all of the FSET funding has been used. See TEMP Manual TE02.05.70 (FSET Exemption/Participation Status).

DEFERRED ACTION

See "Other Discretionary Classifications" in [0011.03.24 \(Non-Citizens - Lawfully Residing People\)](#).

DEFERRED ENFORCED DEPARTURE (DED)

See "Other Discretionary Classifications" in [0011.03.24 \(Non-Citizens - Lawfully Residing People\)](#).

DENIAL

The act of disapproving an APPLICATION for ASSISTANCE or an ADDENDUM asking to add a person to a grant.

DEPENDENT CARE DEDUCTION

An income deduction based on the cost of caring for a child or adult. See [0018.09 \(Dependent Care Deduction\)](#).

DEPENDENT CHILD

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

SNAP: A person under age 22 who is living with a parent(s). See [0011.24 \(Able-Bodied Adults\)](#), [0014.03.06 \(Determining the Food Support Unit\)](#).

DEPORTATION

Expulsion of a NON-CITIZEN from the United States.

DESTITUTE

SNAP: Describes MIGRANT AND SEASONAL FARMWORKER UNITS whose only income for the month is limited to the provisions listed in [0004.48 \(Destitute Units--Migrant/Seasonal Farmworker\)](#).

DHS

The Minnesota Department of Human Services.

DIRECT CHILD SUPPORT

Support a custodial parent receives directly from a non-custodial parent even though receipt of support is assigned as a condition of receiving assistance.

DIRECT SPOUSAL SUPPORT

Support a client receives directly from a former spouse even though support is assigned as a condition of receiving assistance.

DISABILITY

Each program has its own requirements for disability/incapacity. See [0012.15 \(Incapacity and Disability Determinations\)](#).

DISABILITY PENSION

A fixed sum paid regularly to disabled people or their dependents.

DISABLED

Each program has its own requirements for disability/incapacity. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0012.15 \(Incapacity and Disability Determinations\)](#), [0013.09.09 \(MSA Basis - Disabled Age 18 and Older\)](#), [0013.15 \(GA Bases of Eligibility\)](#).

MFIP, DWP : Participants are considered ill, injured, or incapacitated if there is professional certification of an illness, injury, or incapacity that is expected to last more than 30 days which severely limits the participant's ability to obtain or maintain suitable employment. Consider a participant to have met the employment related criteria for this category if the qualified professional determines that the participant's condition prevents him/her from working 20 or more hours per week. See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#).

DISASTER

See FNS DISASTER DECLARATION in [0002.25 \(Glossary: First Adult...\)](#), NATURAL DISASTER in [0002.43 \(Glossary: Money...\)](#).

DISCONJUGATE GAZE

GA : An inability to move both eyes in unison.

DISCOVERY DATE

The date the agency receives all documentation necessary to calculate a claim. See [0025.03 \(Determining Incorrect Payment Amounts\)](#).

NETHERLANDS' ACT (WUV)

WUV is a Dutch acronym for payments the Dutch government makes under the Netherlands' Act on Benefits for Victims of Persecution 1940-1945. These payments are for both Dutch and non-Dutch people who, during the German and Japanese occupation of the Netherlands and Netherlands East Indies (now the Republic of Indonesia) in World War II, were victims of persecution because of their race, religion, beliefs, or homosexuality and, as a result of that persecution, suffer from illness or disability. Payments under this Act began 1-1-73, and include 4 categories of benefits: periodic income payments; compensation for non-definable disability expenses (Dutch acronym, NMIK); reimbursement of persecution-related disability expenses; and partial compensation for persecution-related disability expenses. See [0015.27 \(Excluded Assets - Income\)](#), [0017.15.57 \(Payments to Persecution Victims\)](#).

NON-APPLICANT

SNAP: A unit member who is not applying for SNAP. The non-applicant's income and assets may be deemed toward the eligible unit members. See [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#), [0011.03.27 \(Undocumented and Non-Immigrant People\)](#), [0015.48 \(Whose Assets to Consider\)](#), [0016.42 \(Income of Non-Applicants\)](#).

NON-CITIZEN

A person who is not a United States citizen. See [0011.03 \(Citizenship and Immigration Status\)](#).

NON-CUSTODIAL PARENT

A birth or adoptive mother or father who is not living in the home. See TEMPORARY ABSENCE in [0002.65 \(Glossary: Suitable...\)](#).

NON-FRAUD CLIENT ERROR OVERPAYMENTS

Non-fraudulent OVERPAYMENTS caused by a client's action or inaction.

NON-HOMESTEAD REAL PROPERTY

Any REAL PROPERTY which does not meet a program's definition of HOMESTEAD. See [0015.12.03 \(Excluded Assets - Homestead\)](#).

NON-IMMIGRANT

A NON-CITIZEN legally present in the United States on a temporary basis such as a visitor, tourist, diplomat, student, and some temporary or agricultural workers. See [0010.18.21 \(Identify Non-Immigrant or Undocumented People\)](#), [0010.18.21.03 \(Non-Immigrant People: USCIS Class Codes\)](#), [0011.03.27 \(Undocumented and Non-Immigrant People\)](#).

NON-PARENT CAREGIVER

A person who is a CAREGIVER for a child but who is not the child's PARENT.

NON-REAL PROPERTY USED AS A HOME

For example: boats, campers, and vehicles used as the person's residence.

NON-RECURRING INCOME

Income the county agency and the unit do not anticipate the client to receive more than once. For more information about specific program provisions, see [0017.01 \(Non-Recurring Income\)](#).

NON-RECURRING LUMP SUM

SNAP: Money received in the form of a non-recurring lump sum payment including, but not limited to, income tax refunds, rebates, or credits; retroactive lump-sum social security, SSI, public assistance, railroad retirement benefits, or other payments, lump sum insurance settlements, or refunds of security deposits on rental property or utilities. See [0015.60 \(Evaluation of Lump Sums\)](#).

NON-RECURRING MEDICAL EXPENSES

A medical expense reasonably expected to be a 1 time occurrence; for example, glasses. Also see RECURRING MEDICAL EXPENSES in [0002.55 \(Glossary: Recipient...\)](#).

NOTARIZED AGREEMENT

A signed contract which also contains a Notary Public's seal and signature.

NOTICE OF EXPIRATION

SNAP: A notice used to inform SNAP participants of the date their current CERTIFICATION PERIOD ends, the last day the UNIT may apply for RECERTIFICATION with uninterrupted BENEFITS, and their rights and responsibilities concerning recertification.

NUTRITION ASSISTANCE PROGRAM FOR SENIORS (NAPS)

A federal nutrition program administered by the Minnesota Department of Health. This program gives commodity food and recipes to seniors 60 years or older. NAPS is part of the Commodity Supplemental Food Program. See [0011.21 \(Receipt of Other Assistance\)](#), [0029.07.12 \(Commodity Supplemental Food Program\)](#).

A [Combined Application – Addendum \(DHS-5223C\)](#) must be completed and placed in the case record when a person is added to a cash assistance unit. Some programs require the client to complete the Addendum. For additional information, see [0005.09.03 \(When People Must Complete a CAF\)](#), [0005.09.06 \(When Not to Require Completion of a CAF\)](#), [0008.03 \(Changes - Obtaining Information\)](#), [0008.06 \(Implementing Changes - General Provisions\)](#), [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.07 \(Adding a Person to the Unit - SNAP\)](#), [0008.06.12 \(Adding a Person's Income\)](#).

MFIP, WB, DWP:

Require the client to complete an Addendum to add a person to the assistance unit. File it in the case record.

NOTE: Do NOT require a CAF Addendum from a client who formerly received SSI and was an ineligible member of an assistance unit. Update appropriate STAT panels and redetermine eligibility.

Disqualified and ineligible mandatory unit members do not need to complete an addendum since their income and assets are already being counted.

To determine when a Minnesota Transition Application Form (MTAF) may be used in place of a CAF Addendum, see [0008.06.06 \(Adding a Person to the Unit - Cash\)](#).

SNAP:

Do not require the client to complete an Addendum as a condition of eligibility, however, you may use the Addendum to gather information about the person being added. File it in the case record.

MSA, GRH:

No provisions.

GA:

Require the client to complete an Addendum to add a person to the assistance unit. File it in the case record.

Disqualified and ineligible mandatory unit members do not need to complete an addendum since their income and assets are already being counted.

Determine what effect the change has for the month of the change and subsequent months. Follow the steps in [0008 \(Changes in Circumstances\)](#).

Notify the unit of any change in eligibility or benefit amount. If it is reasonable to anticipate ineligibility because of the change, terminate assistance. See [0026 \(Notices\)](#), [0026.12 \(Timing of Notices\)](#), [0026.15 \(Notice of Denial, Termination, or Suspension\)](#).

Receipt of other assistance may affect whether eligibility is affected and when. See [0011.21 \(Receipt of Other Assistance\)](#).

If changes are not reported timely or not acted upon timely, there may be incorrect payments. For instruction on determining incorrect payment amounts, benefit adjustments, correcting underpayments, and overpayments which result from changes, see the program provisions in [0008.06.01 \(Implementing Changes - Program Provisions\)](#). Also see [0007 \(Reporting\)](#), [0022.21 \(Income Overpayment Relating to Budget Cycle\)](#), [0025 \(Benefit Adjustments and Recovery\)](#).

Evaluate whether a client's failure to report is fraud related. See [0025.24 \(Fraudulently Obtaining Public Assistance\)](#).

Processing timelines and requirements vary by type of change, eligibility factor affected, and program. The effective date of a change may also vary for different programs.

See the following sections for instructions on implementing specific changes:

[0008.06.01](#) [Implementing Changes - Program Provisions.](#)

[0008.06.03](#) [Change in Basis of Eligibility.](#)

[0008.06.06](#) [Adding a Person to the Unit - Cash.](#)

[0008.06.07](#) [Adding a Person to the Unit - SNAP.](#)

[0008.06.09](#) [Removing a Person from the Unit.](#)

[0008.06.12](#) [Adding a Person's Income.](#)

[0008.06.12.09](#) [Converting a Pregnant Woman Case.](#)

[0008.06.15](#) [Removing or Recalculating Income.](#)

[0008.06.18](#) [Change in Participant's Age.](#)

[0008.06.21](#) [Change in County of Residence](#)

Also see [0024.03 \(When Benefits Are Paid - MFIP/WB/DWP\)](#), [0024.03.03 \(When Benefits Are Paid - FS/MSA/GA/GRH\)](#), [0024.04 \(How Benefits Are Paid\)](#).

ADDING A PERSON TO THE UNIT - CASH

0008.06.06

Follow these provisions to add the needs of a person to the unit. See [0008.06.12 \(Adding a Person's Income\)](#) for when to add a person's income.

Receipt of other assistance may affect whether you can add a person and when. See [0011.21 \(Receipt of Other Assistance\)](#).

MFIP:

An addendum to an existing application must be used to add a person to an assistance unit regardless of whether the person being added is required to be in the assistance unit. See [0005.09.09 \(When to Use an Addendum to the CAF\)](#). Require the caregiver to complete a [Combined Application - Addendum \(DHS-5223C\)](#). For information on adding a newborn and the newborn's father, see [0008.06.12.09 \(Converting a Pregnant Woman Case\)](#).

An addendum is not needed for disqualified and ineligible mandatory unit members since their income and assets are already being counted. Add a disqualified or ineligible mandatory unit member the 1st day of the month after the disqualification/ineligibility has ended. See [0005.09.09 \(When to Use an Addendum to the CAF\)](#).

Determine whether there is an overpayment or fraud when caregivers do not timely report mandatory members who return to the household. See [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#).

A person must meet all verification and eligibility factors before you add the person to the unit. See [0010 \(Verification\)](#), [0011 \(Technical Eligibility\)](#), [0012 \(Procedural Eligibility\)](#), [0014 \(Assistance Units\)](#).

The following rules govern when to add a unit member:

- If the person has received cash assistance in the current month, add the person the 1st day of the month after an addendum is filed.
- If the person has not received cash assistance in the current month, add the person retroactive to the 1st day of the month an addendum is filed.
- If the person has received SNAP in the current month, he/she is ineligible for the food portion for that month. See [0011.21 \(Receipt of Other Assistance\)](#).
- On STAT/ADME in MAXIS, add mandatory people in the benefit month they arrived in the household. Calculate overpayments from the arrival month, if not reported timely. Calculate restorations/supplements from the 1st of the month the addendum is filed.

Budget a new member's income prospectively for the 1st 2 months even if the unit is in a retrospective cycle, EXCEPT:

- If the new person was on MFIP in the previous month, continue the budget cycle the person was in.
- If you were already considering the person's income in determining the unit's grant, continue the current budget cycle. See [0016 \(Income From People Not in the Unit\)](#).

When the new member is not reported timely, begin the 1st 2 prospective months with the month of arrival.

The new member's income and assets, combined with the unit's income and assets, must be within the income and asset limits for an ongoing case. If the new unit's assets exceed the limit and the person is a mandatory unit member, close the case. If the person is not a mandatory member, deny eligibility for that person. See [0014.03 \(Determining the Assistance Unit\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#), [0020.09 \(MFIP/DWP Assistance Standards\)](#).

An applicant whose needs were met through foster care for the 1st part of an application month is eligible to receive MFIP for the remaining part of the month in which the applicant returns home. See [0011.21 \(Receipt of Other Assistance\)](#), [0022.12.03 \(Proration\)](#), TEMP Manual TE02.08.023 (Prorated Supplements), TE02.10.03 (How to Restore Benefits).

Children whose needs were met through the Interstate Compact on the Placement of Children (ICPC) are not eligible for MFIP. See [0014.06 \(Who Must Be Excluded From Assistance Unit\)](#).

A child placed in Minnesota under the Interstate Compact for Juveniles (ICJ) may be eligible for MFIP if they meet MFIP eligibility requirements. See INTERSTATE COMPACT FOR JUVENILES in [0002.33 \(Glossary: Independent...\)](#).

WB:

Follow MFIP EXCEPT:

- Reference to retrospective budgeting does NOT apply. WB uses prospective budgeting. See [0022 \(Budgeting and Benefit Determination\)](#).
- Reference to the MFIP food portion does NOT apply.

When 2 separate WB units combine, use the remaining months of the case that stays open.

DWP:

Follow MFIP, EXCEPT:

- Reference to retrospective budgeting does NOT apply. DWP uses only prospective budgeting method. See [0022 \(Budgeting and Benefit Determination\)](#).
- Reference to the MFIP food portion does NOT apply. DWP does NOT have food portion. See [0011.03.06 \(Non-Citizens - MFIP Food Portion\)](#).

If a new member enters the DWP household and the unit meets MFIP or WB criteria, convert the entire household to MFIP or WB. The [Minnesota Transition Application Form \(DHS-5223E\)](#) (MTAF) may be used in place of an addendum ONLY when converting a unit from DWP to MFIP or WB AND you are adding a new unit member. Use the addendum or MTAF date for the new member to determine if the new member has received MFIP or DWP within the past 12 months. See TEMP Manual TE15.08 (Q&A - DWP Worker Video 4/04 (Part 1)).

SNAP:

See [0008.06.07 \(Adding a Person to the Unit - SNAP\)](#).

MSA:

Each MSA client is a separate unit.

GA:

A person must meet all verification and eligibility criteria before you add the person to the unit. See [0011 \(Technical Eligibility\)](#), [0012 \(Procedural Eligibility\)](#), [0014 \(Assistance Units\)](#).

The new member's income and assets in combination with the unit's income and assets, must be within the income and asset limits. If either exceeds the limit, terminate assistance for the unit. See [0008.06.12 \(Adding a Person's Income\)](#), [0014](#)

[\(Assistance Units\)](#), [0019.06 \(Gross Income Limits\)](#), [0020.18 \(GA Assistance Standards\)](#).

Add the person to the unit as of the date the person applies or the date the person meets all eligibility conditions, whichever is later. Prorate increased benefit amounts from the date you add the person to the unit.

Give units proper notice of the change. If you cannot give proper notice of a decrease, determine overpayments. See [0025.03 \(Determining Incorrect Payment Amounts\)](#), [0026.12 \(Timing of Notices\)](#).

When you add a person whose income you have already considered, the benefit amount does not change. See [0016 \(Income From People Not in the Unit\)](#).

GRH:

No provisions.

ADDING A PERSON TO THE UNIT - SNAP

0008.06.07

MFIP, WB, DWP, MSA, GA:

See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#).

SNAP:

Add the person to the unit effective the 1st of the month after the month the unit reported the person is in the home. This also applies when adding a newborn to the unit. If adding the person reduces the benefits, you must give proper notice.

A person must meet all verification and eligibility criteria before you add the person to the unit. See [0011 \(Technical Eligibility\)](#), [0012 \(Procedural Eligibility\)](#), [0014 \(Assistance Units\)](#).

Whether a unit is categorically eligible or non-categorically eligible determines how a person's income and assets are treated. To determine if a unit is categorically eligible or non-categorically eligible, see [0013.06 \(FS Categorical Eligibility/Ineligibility\)](#).

When adding a new member to a non-categorically eligible unit, the new member's income and assets, in combination with the unit's income and assets, must be within the income and asset limits. If either exceeds the limit, terminate assistance for the unit. See [0008.06.12 \(Adding a Person's Income\)](#), [0013.06 \(FS Categorical Eligibility/Ineligibility\)](#), [0019.06 \(Gross Income Limits\)](#), [0020.12 \(Food Support Assistance Standards\)](#).

If you are unable to make the change effective the month after the unit reported the change because you cannot give proper notice, determine if the unit is overpaid. See [0010.21 \(Verification Due Dates\)](#) for time lines to allow. See [0007 \(Reporting\)](#), [0025.03 \(Determining Incorrect Payment Amounts\)](#), [0026.12 \(Timing of Notices\)](#).

When the addition of a person results in a decrease in benefits, count the 1st month after the unit reported the change as the person's 1st month of prospective budgeting, even if notice requirements prevent actually reducing benefits for that month.

Do not prorate a new person's needs. See [0022 \(Budgeting and Benefit Determination\)](#).

Add an SNAP E&T sanctioned member of a multi-person household back into the unit beginning the 1st of the month following the date the sanction ends. See [0005.09.09 \(When to Use an Addendum to the CAF\)](#).

A single adult in a 1-person household may be eligible beginning the day following the date the SNAP E&T sanction ends or the date of application, whichever is later.

See [0028.30.06 \(Type/Length of FSET Sanctions\)](#).

GRH:

No provisions.

ADDING A PERSON'S INCOME

0008.06.12

Follow the procedures in this section for considering income when:

- A person starts to have income.
OR
- A person who has income is added to the unit or household.
OR
- A person becomes financially responsible.

To add a person's needs to the unit or household, see [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.07 \(Adding a Person to the Unit - SNAP\)](#).

Some programs have special provisions for adding the income of a stepparent or a non-custodial parent who returns to the home. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.07 \(Adding a Person to the Unit - SNAP\)](#), [0016.09 \(Income From Ineligible Stepparents\)](#), [0016.15 \(Income From Ineligible Parents\)](#).

To determine which budgeting method to use when adding a person's income, see [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#), [0022.09 \(When to Switch Budget Cycles - Cash\)](#), [0022.09.03 \(When to Switch Budget Cycles - FS\)](#). To determine when not to budget income in retrospective cases, see [0022.06.03 \(When Not to Budget Income in Retro. Cases\)](#).

Also see [0017.15.36.03 \(When to Budget Student Financial Aid\)](#).

MFIP:

Count the income of a person required to be included in the unit for the entire month that the person moves into the home. See [0014.03 \(Determining the Assistance Unit\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

Count the income of an optional person added to the unit from the 1st of the month you add the person's needs. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#).

Count the income of other people whose income is considered following the subsections of this section. See [0008.06.12.09 \(Converting a Pregnant Woman Case\)](#).

WB:

Follow MFIP EXCEPT reference to optional members does not apply.

DWP:

Recalculate benefits and approve new results if you are adding income of a person who is being added to a household. See [0022.12 \(How to Calc. Benefit Level- MFIP/WB/DWP/GA\)](#).

SNAP:

Add a person's income the same month you add the person's needs to the unit. See [0008.06.07 \(Adding a Person to the Unit - SNAP\)](#), [0008.06.18 \(Change in Participant's Age\)](#). See [0022.06.03 \(When Not to Budget Income in Retro. Cases\)](#) for EXCEPTIONS to this requirement.

MSA:

Add a client's income the month the client begins to receive it. Add a financially responsible person's income the month the person becomes financially responsible. See [0016 \(Income From People Not in the Unit\)](#).

GA:

When adding the income of a person added to the unit, or a person who is financially responsible, count the income prospectively

ADDING A PERSON'S INCOME

0008.06.12

from the date the person enters the home. Allow all the appropriate deductions. The amount remaining is the income available to the unit. Compare the sum of the available income and the benefits already issued for the month to the standard of need for the unit size. Issue a corrective payment or determine an overpayment, as appropriate. See [0016 \(Income From People Not in the Unit\)](#), [0020.18 \(GA Assistance Standards\)](#), [0024 \(Payments\)](#).

GRH:

Add a client's income the month a client begins to receive it.

CONVERTING A PREGNANT WOMAN CASE

0008.06.12.09

MFIP:

These procedures apply when you are converting a Pregnant Woman case to a regular case when the child is born.

A pregnant woman and her spouse may be eligible for assistance. A pregnant woman cannot get a grant alone (or with her spouse) if she has other birth, step, or adoptive children living with her. See [0013.03.03 \(Pregnant Woman Basis – MFIP/WB/DWP\)](#), [0014.03 \(Determining the Assistance Unit\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

IF THE PREGNANT WOMAN LIVES ALONE

Take a [Combined Application Form \(CAF\) Addendum \(DHS-5223C\)](#). Add the newborn retroactive to the 1st day of the month the child is born (if the child is in the home or meets the provisions of temporary absence), or the 1st of the month an addendum is filed, whichever is later. Make a referral to child support. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0012.21.03 \(Support From Non-Custodial Parents\)](#), [0014.09 \(Assistance Units Temporary Absence\)](#).

NOTE: If the pregnant woman is married to a military person who is out of the home on military duty, do not make a Child Support Referral when there is no breakdown in the marital relationship.

IF THE PREGNANT WOMAN'S SPOUSE IS IN THE HOME

Take a [Combined Application Form \(CAF\) Addendum \(DHS-5223C\)](#). Add the newborn retroactive to the 1st day of the month the child is born (if the child is in the home or meets the provisions of temporary absence), or the 1st of the month an addendum is filed, whichever is later. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0014.09 \(Assistance Units Temporary Absence\)](#).

IF THE PREGNANT WOMAN IS NOT MARRIED AND THE CHILD'S ALLEGED FATHER IS IN THE HOME

1. After the child is born, if the parents have not signed the [Minnesota Voluntary Recognition of Parentage form \(DHS-3159\)](#) at the hospital, offer them the opportunity to establish paternity by signing the DHS 3159. If the parents sign the form, continue with Step 2.

If they do not sign the form, the mother and her newborn may be eligible even if the alleged father is in the home. Take an addendum for the newborn. Add the newborn retroactive to the 1st day of the month the child is born (if the child is in the home or meets the provisions of temporary absence), or the 1st of the month an addendum is filed, whichever is later. Make a referral to child support.

See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.07 \(Adding a Person to the Unit - SNAP\)](#), [0012.21.03 \(Support From Non-Custodial Parents\)](#), [0014.09 \(Assistance Units Temporary Absence\)](#).

2. When the parents sign the [Minnesota Voluntary Recognition of Parentage form \(DHS-3159\)](#), take an addendum for the newborn and the father. Determine eligibility and benefits for the full month, adding the newborn and including the father's needs and income. The unit must be prospectively eligible. Eligibility for the father and newborn is retroactive to the 1st day of the month the child is born (if the child is in the home or meets the provisions of temporary absence), or the 1st of the month an addendum is filed, OR the date the unit meets all other eligibility factors, whichever is later.

See [0014.09 \(Assistance Units Temporary Absence\)](#), [0015 \(Assets\)](#), [0017 \(Determining Gross Income\)](#), [0018 \(Determining Net Income\)](#), [0020 \(Net Income Limits\)](#), [0022 \(Budgeting and Benefit Determination\)](#).

3. Issue the difference between the amount determined in Step 2 and the amount already issued, if any. Do not cite an overpayment for the 1st month the child is born (if the child is in the home or meets the provisions of temporary absence). See [0014.09 \(Assistance Units - Temporary Absence\)](#), [0025 \(Benefit Adjustments and Recovery\)](#).

WB:

Follow MFIP EXCEPT:

- There are no provisions for a child support referral.
- There are no provisions to issue a supplement because WB is a flat grant. See [0020.10 \(WB Assistance Standard\)](#).
- In a 1-caregiver unit, the hours of work required reduces to 87 hours each month once the child is born.

DWP:

Follow MFIP, EXCEPT, in a 1-parent unit, once the child is born, the unit is not eligible for DWP unless the parent has already used all the months of the child under 12 months ES exemption. Take a [Combined Application - Addendum \(DHS-5223C\)](#) for the newborn and move the case to MFIP. If the determination is made more than 30 days after the DWP application date, have the participant complete a [Minnesota Transition Application Form \(DHS-5223E\) \(MTAF\)](#) as part of the conversion process. Terminate DWP allowing for proper notice.

SNAP, MSA, GA, GRH:

No provisions.

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 \(Six-Month Reporting - SNAP\)](#), [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#), [0009 \(Recertification\)](#). Use the [Verification Request Form – A \(DHS-2919A\)](#) and [Verification Request Form – B \(DHS-2919B\)](#) to request needed verification. Also see [Chapter 8 \(Changes in Circumstances\)](#) for verifications which may be required when a unit has a change in circumstances.

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

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

If no other form of verification is available or if the client chooses to use a form to verify residence or shelter expenses, you may use the [Authorization for Release of Information About Residence and Shelter Expenses \(DHS-2952\)](#). 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, WB, DWP, MSA, GA, GRH:

Follow general provisions.

SNAP:

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

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.
- Checking and savings accounts.
- Savings certificates, stocks, bonds, retirement accounts, trusts.
- 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. 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.
- Burial accounts.
- Real property not used as a home. See [0015.12.06 \(Repayment Agreements on Real Property\)](#).

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- Vehicles. See [0015.39 \(Excluded Assets - Vehicles\)](#).
 - 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 \(Pregnant Woman Basis – MFIP/WB/DWP\)](#).
 - 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 \(Housing Subsidy\)](#).
 - Information needed to establish an EXCEPTION to the shared household standard. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).
 - 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.
- Self-employment expenses used as a deduction. See [0010.18.09 \(Verifying Self-Employment Income/Expenses\)](#).
- 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 \(Verification - Inconsistent Information\)](#).
- Information needed to establish an EXCEPTION to the shared HOUSEHOLD standard. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).
- Assets when the value is within \$200 of the asset limit.
- Whether a caregiver is eligible for Family Stabilization Services (FSS). For information on FSS, see the [Employment Services Manual](#).

VERIFY THE FOLLOWING CHANGES WHEN REPORTED:

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

- 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 [0010.18.09 \(Verifying Self-Employment Income/Expenses\)](#); [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 \(Units for People With Multiple Residences\)](#).
- 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 and Food Support \(DHS-4864\)](#).

- Application for a benefit a participant may be eligible for. Counties can use [Notice to Apply for Other Maintenance Benefits \(DHS-2116\)](#) to notify participant of this requirement. See [0012.12 \(Applying for Other Benefits\)](#).

WB:**VERIFY THE FOLLOWING AT RECERTIFICATION:**

- Income, unless excluded.
- Self-employment.
- Assets, when the value is within \$200 of the asset limits.
- Hours of employment.
- Date of employment termination and date last paid.
- Presence of a minor child in the home and the age of the child, if questionable.
- Verify all inconsistent information.

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 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:

- Assets.

- 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:

- Assets.
- 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.

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

MFIP, WB, DWP, MSA, GA, GRH:

See [0010.18.01 \(Mandatory Verifications - Cash Assistance\)](#).

SNAP:

Verify the following:

- Identity of the applicant and the authorized representative if the authorized representative is applying for the applicant.
- Social Security numbers of all people applying for assistance. See [0010.18.03 \(Verifying Social Security Numbers\)](#).
- Residency in Minnesota, unless verification cannot be obtained because the people are homeless, migrant farmworkers, or newly arrived in Minnesota. For people in the Safe At Home Program, see [0029.29 \(Safe At Home Program\)](#).
- Cash contributions received from sponsors of immigrants. See [0016.21.03 \(Income of Sponsors of Immigrants With I-864\)](#).
- Disability exemption from work registration. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#).
- 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 60 days of application for applicants.
- The number of hours of employment or work program activities for non-exempt able-bodied adults subject to the 3 months in 36 months limit on eligibility. See [0011.24 \(Able-Bodied Adults\)](#) for more information.

Verify and allow the following IF an applicant/participant wants a deduction from their income for:

- Housing costs. Verify at application in order to allow the expense as a deduction. Open the case but do NOT allow the housing cost as a deduction if it is NOT verified.

Verify changes whenever they occur. If a change which is not verified decreases benefits, budget the change and verify at recertification. If a change which is not verified increases benefits, do not budget the change.

At recertification, unchanged housing costs do NOT need to be verified unless the information about the deduction is incomplete, inaccurate, or inconsistent.

NOTE: Use of the standard utility allowance(s) does not need to be verified, unless there is inconsistent information. See [0010.15 \(Verifications – Inconsistent Information\)](#).

- Property taxes and property insurance. Verify property taxes and property insurance when the unit indicates that there are other expenses in the escrow account that are not allowable housing expenses. See [0018.15 \(Shelter Deductions\)](#).
- Some medical expenses in order to allow the expenses as a deduction. See [0018.12 \(Medical Deductions\)](#) for when you can allow the expenses and when to require verification.

- The amount of a court-ordered child support obligation and the amount of child support actually paid to another household, in order to allow the support as a deduction. See [0018.33 \(Child and Spousal Support Deductions\)](#).

Verify school attendance if applicable to the SNAP case.

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:

Do not ask for proof of illness or disability you expect to last less than 30 days unless the claim is questionable.

For households extended under the Ill/Incapacitated category which you expect to last 30 days or more, types of proof are:

- Social Security Administration (SSA) disability status.
- A qualified professional's or psychologist's report based on the results of a current medical examination or a current psychiatric evaluation (no older than 12 months). The medical statement must state the time period the disability will last. See [0011.39 \(Qualified Professionals\)](#).

If the qualified professional's or psychologist's report alone does not prove disability, get a vocational history for the last 5 years to supplement the medical statement.

When possible, the county agency should determine disability. When you cannot tell if the evidence proves disability, refer the case to the State Medical Review Team (SMRT).

Counties may submit a Referral to SMRT by Fax or SIR Email:

Fax to 651-431-7461 or 1-800-311-3137.

SIR Email to the SMRT Case mailbox at dhs.smrtcases@state.mn.us

All submissions must be in the following format:

- Documents must be in a multipage format. Do not send individual documents.
- Documents must be arranged in a portrait orientation. Do not use not sideways or upside down orientation.
- Documents must be placed in the following order:
 1. [State Medical Review Team Referral for Disability Determination \(DHS-6123\)](#).
 2. [State Medical Review Team Authorization to Release Protected Health Information \(DHS-6124\)](#).
 3. [State Medical Review Team Adult Disability Worksheet \(DHS-6125\)](#) or [State Medical Review Team Children's Disability Worksheet \(DHS-6126\)](#).
 4. Medical Documentation. Medical evidence from the last 3-6 months relevant to the disabling condition.

Submissions must not include copies of medical bills, health care applications, driver's licenses, birth certificates, Explanation of Medical Benefits (EOMB), or other documents that are not medical records.

The county agency must pay for costs the client incurs for medical reports using MA administrative account funds.

Clients who do not cooperate in the process cannot use disability as a basis of exemption from Employment Services.

The SMRT returns its determination and the supporting evidence to the county agency. In some cases the SMRT must request additional information. A SMRT decision is binding on the county agency, although clients may appeal. See [0027 \(Appeals\)](#).

WB:

No provisions.

DWP:

Follow MFIP, EXCEPT do not ask for proof of illness or disability you expect to last less than 30 days unless the claim is questionable.

SNAP:

See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#).

MSA:

Verify blindness or disability by either:

- Receipt of RSDI or SSI based on the person's blindness or disability.
OR
- The person has SSA 1619B status as indicated on MAXIS. See TEMP Manual TE02.07.259 (1619 A and B Status).

GA:

Use any 1 of the following as proof of illness or disability/incapacity:

- The [Request for Medical Opinion \(DHS-2114\)](#) (for non-SMRT referrals) signed by a qualified professional. The DHS-2114 certification is valid for 6 months from the date of last examination unless a permanent condition or longer time frame for the condition is indicated on the form. See [0011.39 \(Qualified Professionals\)](#).
- The SMRT Determination of Disability
- The person has SSA 1619B status as indicated on MAXIS. See TEMP Manual TE02.07.259 (1619 A and B Status).
- Other medical certification. See MEDICAL CERTIFICATION in [0002.39 \(Glossary: Lump Sum...\)](#).

GRH:

Follow MSA, for blind, aged, and disabled clients. For all other adults, there are no provisions.

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

WB:

No provisions.

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 indicating the person is rated as totally disabled or is paid at the totally disabled rate.
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.

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 \(Determining the Food Support Unit\)](#), [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. (Disability must last 15 days or more.) 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 licensed physician or psychologist.

The Systematic Alien Verification for Entitlements (SAVE) system is used to validate immigration status of non-citizen applicants for certain programs who are determined eligible for those programs or for participants of those programs who report an immigration status change. See [0010.18.18 \(Verifying Sponsor Information\)](#). SAVE is also required for some health care programs; see the [Health Care Programs Manual](#).

SAVE is an information-sharing initiative to assist in verifying the immigration status of non-citizens. It allows authorized staff to validate a non-citizen's immigration status information by accessing U.S. Citizenship and Immigration Services (USCIS) data through the Automated Status Verification System (ASVS) database, which contains information on more than 60 million non-citizens. The USCIS will protect a person's privacy to the maximum degree possible, in accordance with the Immigration and Nationality Act and other applicable statutes.

Use SAVE to validate the immigration status of eligible non-citizen applicants for the following programs, or for eligible participants of these programs who report a status change:

- MFIP.

- WB.

- DWP.

- SNAP.

- Refugee Cash Assistance.

- Minnesota Food Assistance Program (MFAP).

The SAVE system DOES NOT determine a person's eligibility for public assistance programs. It does not eliminate the requirement for non-citizens to provide verification of their immigration status. It also does not provide information on other factors that may impact a non-citizen's eligibility, such as qualifying quarters of coverage, military, or veteran status. It is also NOT a reporting mechanism. Information on non-citizens provided by financial workers through SAVE cannot be used by USCIS for the purpose of administrative (non-criminal) enforcement of immigration laws.

How to use SAVE in eligibility determinations:

For **APPLICANTS**:

1. Request verifications needed to determine eligibility of all applicants, including documentation of the USCIS status of non-citizen applicants when required by the program(s) for which the unit is applying.

2. Determine eligibility.

3. If the non-citizen applicant submits the requested immigration verifications, meets all program requirements, and is eligible for benefits, submit through ASVS.

4. Approve benefits. Do not delay, deny, or reduce benefits pending SAVE primary or secondary verification if the USCIS documentation provided by the applicant makes him/her eligible.

5. If you submit a non-citizen through SAVE, change the Status Ver field on STAT/IMIG to either S1 (Save Primary) or S2 (SAVE Secondary).

For **PARTICIPANTS** who report a change in immigration status:

1. Request verification of the new status.
2. Redetermine eligibility.
3. If the non-citizen submits requested verification and remains eligible, submit through ASVS. Do not delay, deny, reduce, or terminate benefits pending SAVE verification.
4. If the non-citizen is no longer eligible based on the verifications provided, do not submit through ASVS. Look at potential eligibility for other programs.
5. If you submit a non-citizen through SAVE, change the Status Ver field on STAT/IMIG to either S1 (Save Primary) or S2 (SAVE Secondary).

See [00010.18 \(Mandatory Verifications\)](#), [0010.18.01 \(Mandatory Verifications Cash Assistance\)](#), [0010.18.02 \(Mandatory Verifications - SNAP\)](#), [0010.18.11 \(Verifying Citizenship and Immigration Status\)](#).

Do NOT use SAVE:

- For GA, Emergency GA, MSA, Emergency MSA, or GRH.
- When the immigration status claimed and USCIS documentation provided by the applicant/participant causes ineligibility for the programs being applied for, and the applicant/participant does not claim a different status.
- When factors other than immigration status make the unit ineligible (such as excess assets or income).
- For people who are not applying for benefits for themselves, even if they are applying on behalf of others.
- When a unit withdraws its application for assistance and SAVE validation has not yet occurred.

For MAXIS procedures, see TEMP Manual TE02.12.19 (SAVE System), TE02.12.20 (SAVE - Secondary Responses).

MFIP, WB, DWP, SNAP:

Follow general provisions.

MSA, GA, GRH:

No provisions.

VERIFYING SOCIAL SECURITY CREDITS

0010.18.15.06

The Social Security Administration (SSA) has developed an automated system to verify information on Social Security credits on an overnight basis. For procedures on verifying work credits using the SVES interface on MAXIS, see TEMP Manual TE02.12.15 (SVES Quarters of Coverage), TE02.12.24 (Social Security Credits).

It is important to note that an individual's credits may also be credited from his or her current and/or deceased spouse, only for the credits worked during the spousal relationship, and credits worked by a parent before a child attains age 18 may be attributed to the child even after he/she becomes an adult. Add the number of credits that the applicant and any relevant individual have been in the United States. If the total equals 40 credits or more, continue. If not, the applicant is not eligible for federally-funded MFIP and SNAP.

Follow these procedures if any of the years reported include any earned income for the applicant, the applicant's spouse, or the applicant's parents, count up to 4 credits in each calendar year for the applicant, and for each relevant individual:

- Always credit the applicant's own credits first and then the applicant's spouse and parents.
AND
- Check U.S. Citizenship and Immigration Services (USCIS) documentation for the date of entry into the country for the applicant, spouse, and/or parents. The date of entry should be consistent with the amount of work history claimed by these individuals.

If the dates of entry are inconsistent with the years of earnings reported, the applicant is not eligible for federally-funded SNAP and federally-funded MFIP.

Do not use a Consent for Release of Information Form (SSA-3288) for the applicant or applicant's spouse. By signing the CAF, the applicant or applicant's spouse are giving consent for SVES. Use the Consent for Release of Information Form for the person not covered by signing the application. If the applicant's spouse is not required to sign the application, you need a consent form. You need the consent form signed by the parent(s), stepparent(s), adoptive parent(s) or former spouse of the applicant when requesting credits to attribute to the applicant. In addition, you need the social security number of the parent(s), stepparent(s), adoptive(s) or former spouse. Do not complete the consent form if you are requesting information on a deceased individual's social security number.

If a spouse or parent refuses to sign the consent or cannot be located, you cannot use SVES. Use Form SSA-1610, to get a release of work credits.

Do NOT count any credits after 12-31-96 in which the person earning the credit also received assistance from a federal means tested program. See FEDERAL MEANS TESTED PROGRAM in [0002.23 \(Glossary: Fair Hearing...\)](#). Compare credits earned after 12-31-96 to MAXIS participation records, and deduct the credit in which the person also received public assistance. Accept the client's statement as to receipt of public assistance in another state.

See SOCIAL SECURITY CREDITS in [0002.61 \(Glossary: Self...\)](#). Also see [0010.18.11 \(Verifying Citizenship and Immigration Status\)](#), [0011.03.06 \(Non-Citizens - MFIP Food Portion\)](#), [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#), [0011.03.12 \(Non-Citizens - Lawful Permanent Residents\)](#), [0011.03.15 \(Non-Citizens - LPR With Sponsors\)](#).

For correction of earning or discrepancies, the applicant can call the Social Security Administration at 1-800-772-1213.

LAG QUARTERS

SSA may still be processing earnings for a previous period (lag quarters) and these earnings may not yet be on a person's record. Accept an employer's wage statement that includes FICA withholdings for the period in question, if those credits are needed to establish the 40 qualifying credits. See [0002.35 \(Glossary: Inventory...\)](#) for the definition of LAG QUARTERS.

Certify the household pending the results of the investigation for up to 6 months from the original date of insufficient credits if the household says that members have 40 credits, but the SSA cannot confirm the information and is conducting an investigation to determine if additional credits can be counted.

VERIFYING SOCIAL SECURITY CREDITS

0010.18.15.06

Accept tax forms such as a W-2 and/or W-2c, employer wage statements, or an IRS copy of the individual's tax return, if there is a problem in the last taxable year.

Follow these steps if the discrepancy is due to non-covered employment. Use the following process to establish and convert qualifying credits if the applicant does not meet the 40 qualifying quarter exception using covered earnings and alleges that he/she had additional work that is not documented by the SVES Interface or QUREY.

1. Review the SVES QUERY with the applicant or relevant individual to determine whether or not qualifying credits are missing.
2. Make the determination based on the information you have if the work credits are not missing.
3. Use the following list of verifications to convert the information you have if work credits are missing:
 - Form W-2 or W-2c.
 - Employer prepared earnings statement.
 - Statement of earnings signed by the custodian of the employer's records.
 - IRS copy of the employee's tax return.
 - Timely-filed return for a self-employed individual with a canceled check, money order or copy of Schedule C - Profit or Loss from Business (Sole Proprietorship) - with the IRS stamp. Be sure the tax return was filed no more than 3 years 3 months and 15 days after the year in which self-employment was earned.
 - Other evidence such as bills, vouchers and receipts that would allow you to determine that the business did exist and that a profit was earned.
 - Vouchers, pay-envelopes and similar unsigned employer earnings statements to the employee, or a state or federal agency.
 - Union records.
 - Individual's personal records and statements.
 - Other evidence of probate value.
4. If additional earnings exist, see TEMP Manual TE02.12.24 (Social Security Credits) to determine the qualifying work credits.
5. To assign quarters before 1978 use:
 - One credit for each calendar quarter if \$50.00 or more was earned, including agricultural wages for 1951- 1954.
 - Four credits for each taxable year an individual's net earnings from self-employment were \$400.00 or more.

One credit earned for each \$100.00 – limited to a total of four credits- for agricultural wages paid during the years of 1955 – 1977.

MFIP:

Follow general provisions for the food portion only.

WB, DWP, MSA, GA, GRH:

No provisions.

SNAP:

Follow general provisions.

Citizenship or immigration status affects eligibility. United States citizens are always eligible if they meet other eligibility criteria. Eligibility of non-citizens depends on their U.S. Citizenship and Immigration Services (USCIS) classification and varies among programs. See [0010.18.11 \(Verifying Citizenship and Immigration Status\)](#), [0010.18.12 \(Verifying Lawful Temporary Residence\)](#), [0010.18.15 \(Verifying Lawful Permanent Residence\)](#), [0010.18.21 \(Identify Non-Immigrant or Undocumented People\)](#) to determine citizenship or immigration classification of clients.

Immigration status can change. Check with participants at appropriate intervals to see if their status has changed. For example:

- Check 5 years after the date of entry for people who entered after 8-22-96.
- Check progress periodically for those required to be in citizenship classes.
- Check when the citizenship waiting period is over.
- Check at the ending date for non-citizens who are granted status with an ending date.

A status change could possibly mean a change from state to federal benefits or from ineligibility to eligibility.

Non-citizens are people present in the United States who have not attained United States citizenship by birth or naturalization. Non-citizens who are lawfully residing in the United States meet the technical requirement for immigration status, but their eligibility for the source of funding for cash and food assistance may be state or federal, depending on immigration status and date of entry. Non-citizens fall into the following broad categories:

- **LAWFUL PERMANENT RESIDENTS (LPR):** LPRs are immigrants who have been granted permission to live and work in the United States on a permanent basis.
- **PEOPLE FLEEING PERSECUTION:** Includes refugees, people granted asylum or withholding of deportation (or removal), Cuban or Haitian entrants, and Amerasian immigrants from Vietnam.
- **LAWFULLY RESIDING NON-CITIZENS:** Includes people with permission to live and work in the United States on a temporary basis, such as people granted parole, temporary protected status (TPS), deferred enforced departure (DED), or other temporary status.
- **NON-IMMIGRANT:** People such as tourists, students, business visitors, and others who have permission to enter the United States for a limited period of time, but have not abandoned their residence in their home country.
- **UNDOCUMENTED PEOPLE:** People who do not have permission to enter or stay in the United States.

Also see the following sections to determine whether people fall into eligible or ineligible classes of immigration status:

[0011.03.03](#) [Non-Citizens - MFIP/WB/DWP Cash.](#)

[0011.03.06](#) [Non-Citizens - MFIP Food Portion.](#)

[0011.03.09](#) [Non-Citizens - SNAP/MSA/GA/GRH.](#)

[0011.03.12](#) [Non-Citizens - Lawful Permanent Residents.](#)

[0011.03.12.03](#) [Non-Citizens - Adjustment of Status.](#)

[0011.03.15](#) [Non-Citizens - LPR With Sponsors.](#)

[0011.03.17](#) [Non-Citizens - Public Charge.](#)

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

[0011.03.21](#) [Non-Citizens - Victims of Battery/Cruelty.](#)

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

[0011.03.27](#) [Undocumented and Non-Immigrant People.](#)

[0011.03.30](#) [Non-Citizens - Trafficking Victims.](#)

Deny assistance to non-citizens who are technically ineligible.

MFIP, DWP:

MFIP is composed of both federal block grant money AND state money. This combination of funding allows the program to include populations that could not be covered by a program funded only with federal dollars. Identification of immigration status will determine eligibility and funding source. For information on how to verify citizenship and immigration status, see [0010.18.11 \(Verifying Citizenship and Immigration Status\)](#), [0010.18.12 \(Verifying Lawful Temporary Residence\)](#), [0010.18.15 \(Verifying Lawful Permanent Residence\)](#), [0010.18.15.03 \(Lawful Permanent Resident: USCIS Class Codes\)](#), [0010.18.21 \(Identify Non-Immigrant or Undocumented People\)](#), [0010.18.21.03 \(Non-Immigrant People: USCIS Class Codes\)](#), [0010.18.24 \(Verification - I-94 Cards\)](#), [0010.18.27 \(Verification - I-551 Card\)](#).

FEDERALLY-FUNDED CASH ASSISTANCE

The following non-citizens may be eligible for federal funding WITHOUT considering the date of admission to the United States, if they meet other eligibility criteria for the federally-funded cash portion:

- Refugees admitted to the United States under Section 207 of the United States [Immigration and Nationality Act \(INA\)](#).
- People classified as Iraqi or Afghan Special Immigrants under section 101(a) (27) of the INA. See [0011.03.18 \(Non-Citizens – People Fleeing Persecution\)](#).
- Asylees under Section 208 of the [INA](#).
- People granted withholding of deportation under Section 243(h) or 241(b) (3) of the [INA](#).
- Veterans of the United States Armed Forces with an honorable discharge for a reason other than non-citizen status, or a spouse or an unmarried minor dependent child of the veteran.
- People on active duty in the United States Armed Forces, other than for training, or a spouse or unmarried minor dependent child of the person.
- Cuban/Haitian entrants.
- Amerasians.

The following non-citizens admitted to the United States BEFORE 8-22-96 are eligible for federally-funded cash assistance if otherwise eligible:

- Lawful Permanent Residents (LPR). Determine if an LPR has a sponsor. If he/she has a sponsor, deem the sponsor's income and assets to the LPR. See [0011.03.12 \(Non-Citizens - Lawful Permanent Residents\)](#), [0015.48.03 \(Whose Assets to Consider - Sponsors W/ I-864\)](#), [0015.48.06 \(Whose Assets to Consider - Sponsors W/ I-134\)](#), [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of Immigrants With I-864\)](#).
- Consider North American Indians born in Canada who have at least 50% American Indian blood to be LPRs when they enter the United States from Canada.
- Battered non-citizens. See [0011.03.21 \(Non-Citizens - Victims of Battery/ Cruelty\)](#).

- People paroled more than 1 year.
- Conditional Entrants prior to 4-1-80.

The following non-citizens admitted to the United States ON OR AFTER 8-22-96 may be eligible for federally-funded cash assistance AFTER residing in the United States for 5 years. Review their circumstances as they approach the 5-year date.

- Lawful Permanent Residence (LPR). Determine if an LPR has a sponsor. If he or she has a sponsor, you must deem the sponsor's income and assets to the LPR. See [0015.48 \(Whose Assets to Consider\)](#), [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of Immigrants With I-864\)](#).
- Consider North American Indians born in Canada who have at least 50% American Indian blood to be LPRs when they enter the United States from Canada.
- Battered non-citizens. See [0011.03.21 \(Non-Citizens - Victims of Battery/ Cruelty\)](#).
- People paroled more than a year.

STATE-FUNDED CASH ASSISTANCE

All lawfully residing non-citizens who are not eligible for federal funding may be eligible for state funding if they meet other eligibility criteria for state-funded cash assistance.

LPRs age 18 through 69 who are funded under state dollars, and who have been in the country for 4 or more years, must meet 1 of the following additional criteria to be eligible:

- Enrolled in a literacy class, English as a Second Language class, or a citizenship class.
OR
- Applied for admission to a literacy class or English as a Second Language class, and is on a waiting list.
OR
- In the process of applying for a waiver from the U.S. Citizenship and Immigration Services (USCIS) of the English language or civics requirements of the citizenship test.
OR
- Have submitted an application for citizenship to the USCIS and are waiting for a testing date or a subsequent swearing in ceremony.
OR
- Have been denied citizenship due to a failure to pass the test after 2 or more attempts or because of an inability to understand the rights and responsibilities of becoming a United States citizen, as documented by the USCIS or the county agency.

WB:

Follow MFIP EXCEPT WB is composed of all state funding. Units listed under the MFIP state-funded cash assistance units are eligible except they do NOT have to meet the eligibility criteria listed.

SNAP, MSA, GA, GRH:

No provisions. See [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#).

MFIP:

MFIP is composed of both federal block grant money AND state money. This combination of funding allows the program to include populations that could not be covered by a program funded only with federal dollars. Identification of immigration status will determine eligibility and funding source. For information on how to verify citizenship and immigration status, see [0010.18.12 \(Verifying Lawful Temporary Residence\)](#), [0010.18.15 \(Verifying Lawful Permanent Residence\)](#), [0010.18.15.03 \(Lawful Permanent Resident: USCIS Class Codes\)](#), [0010.18.21 \(Identify Non-Immigrant or Undocumented People\)](#), [0010.18.21.03 \(Non-Immigrant People: USCIS Class Codes\)](#), [0010.18.24 \(Verification - I-94 Cards\)](#), [0010.18.27 \(Verification - I-551 Card\)](#).

FEDERALLY-FUNDED FOOD ASSISTANCE

The following qualified non-citizens, see QUALIFIED NON-CITIZEN in [0002.53 \(Glossary: Qualified...\)](#) may be eligible for federal funding if they meet all other MFIP eligibility criteria:

- Veterans of the Armed Forces of the United States with an honorable discharge for reasons other than non-citizen status, and their spouses and unmarried minor dependent children.
- People on active duty in the Armed Forces of the United States (other than active duty for training), and their spouses and unmarried minor dependent children.
- Lawful Permanent Residents (LPRs) who have accumulated 40 Social Security credits. Do NOT allow credit for any quarters after 12-31-96 in which LPRs also receive assistance from a federal means tested program. See FEDERAL MEANS TESTED PROGRAM in [0002.23 \(Glossary: Fair Hearing...\)](#), [0010.18.15.06 \(Verifying Social Security Credits\)](#), [0011.03.12 \(Non-Citizens - Lawful Permanent Residents\)](#).
- A person lawfully residing in the United States for 5 years or more.
- A person lawfully residing in the United States who is receiving payments or assistance for blindness or disability. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0011.03.24 \(Non-Citizens - Lawfully Residing People\)](#).
- A person lawfully residing in the United States on 8-22-96 who was 65 years of age or older at that time.
- A child lawfully residing in the United States who is currently under 18 years of age.
- American Indians born in Canada who have at least 50% Indian blood. See [0011.03.03 \(Non-Citizens - MFIP/WB/DWP Cash\)](#).
- Other non-citizen American Indian applicants who are members of a tribe whose members are eligible for programs provided by the United States due to their tribal membership. This includes tribal members who were born in Canada or Mexico who are entitled to freely cross the United States borders into Canada or Mexico.
- A person who is lawfully residing in the United States and was a member of a Hmong or Highland Laotian tribe at the time the tribe rendered assistance to United States personnel by taking part in a military or rescue operation during the Vietnam era (8-5-64 and ending 5-7-75). The spouse or the surviving spouse who has not remarried, and unmarried minor children of such person may also be eligible. A person born after 5-7-75 is ineligible unless that person is a spouse, unremarried spouse, or minor child of an eligible tribal member. The spouse or unremarried surviving spouse must not be divorced from the eligible tribal member.

- People classified as refugees.
- People classified as Iraqi or Afghan Special Immigrants. See [0011.03.18 \(Non-Citizens – People Fleeing Persecution\)](#).
- People granted asylum.
- People whose deportation was withheld.
- Current LPRs who were previously refugees, asylees, or had deportation withheld can maintain their eligibility based on their previous status.
- Cuban/Haitian entrants.
- Amerasians. Eligibility under this criteria is limited ONLY to Amerasians from Vietnam. Amerasians from other countries are NOT eligible under this provision. They must meet other non-citizenship requirements.

STATE-FUNDED FOOD ASSISTANCE

Lawfully residing non-citizens who are not eligible for the federally-funded food portion of MFIP are eligible for the state-funded food portion of MFIP if they meet all other MFIP eligibility criteria. See [0029.07.03 \(State Food Programs\)](#).

WB, DWP, MSA, GA, GRH:

No provisions.

SNAP:

See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#). Also see [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#) for non-citizens who are eligible for SNAP.

MFIP:

No provisions. See [0011.03.03 \(Non-Citizens - MFIP/WB/DWP Cash\)](#), [0011.03.06 \(Non-Citizens - MFIP Food Portion\)](#).

WB, DWP:

No provisions. See [0011.03.03 \(Non-Citizens - MFIP/WB/DWP Cash\)](#).

SNAP:

Non-citizens who are not qualified non-citizens are not eligible for federally-funded SNAP. They may be eligible for state-funded food assistance if they meet non-citizen requirements and are 50 years of age or older. See [0029.07.03 \(State Food Programs\)](#).

Unit members not applying for SNAP (non-applicants) are not required to disclose their immigration status. Their income and assets may be deemed toward the eligible unit members. See [0015.48 \(Whose Assets to Consider\)](#), [0016.42 \(Income of Non-Applicants\)](#). Also see TEMP Manual TE10.22 (Non-Applicant Members in an FS Unit).

The following qualified non-citizens may be eligible for federally-funded SNAP if they meet other eligibility criteria:

- Veterans of the Armed Forces of the United States with an honorable discharge for reasons other than non-citizen status, and their spouses and unmarried minor dependent children. See VETERAN in [0002.71 \(Glossary: Two Party...\)](#).
- People on active duty in the Armed Forces of the United States (other than active duty for training), and their spouses and unmarried minor dependent children.
- LPRs who have accumulated 40 Social Security credits. Do NOT allow credit for any quarters after 12-31-96 in which LPRs also receive assistance from a federal means tested program. See FEDERAL MEANS TESTED PROGRAM in [0002.23 \(Glossary: Fair Hearing...\)](#). To verify Social Security credits, see [0010.18.15.06 \(Verifying Social Security Credits\)](#).
- A person lawfully residing in the United States for 5 years or more.
- A person lawfully residing in the United States who is receiving payments or assistance for blindness or disability. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0011.03.24 \(Non-Citizens - Lawfully Residing People\)](#).
- A person lawfully residing in the United States on 8-22-96, who was 65 years of age or older at that time.
- A child lawfully residing in the United States who is currently under 18 years of age.
- American Indians born in Canada, who have at least 50% Indian blood.
- Other non-citizen American Indian applicants who are members of a tribe whose members are eligible for programs provided by the United States due to their tribal membership. This includes tribal members who were born in Canada or Mexico who are entitled to freely cross the United States borders into Canada or Mexico.
- A person who is lawfully residing in the United States and was a member of a Hmong or Highland Laotian tribe at the time the tribe rendered assistance to United States personnel by taking part in a military or rescue operation during the Vietnam era (8-5-64 and ending 5-7-75). The spouse or unremarried surviving spouse, and unmarried dependent children of such person may also be eligible. A person born after 5-7-75 is ineligible unless that person is a spouse, unremarried spouse, or minor child of an eligible tribal member. The spouse or unremarried surviving spouse must not be divorced from the eligible tribal

member.

- People classified as refugees.
- People classified as Iraqi or Afghan Special Immigrants.
- People granted asylum.
- People whose deportation was withheld.
- Cuban/Haitian entrants.
- Amerasians from Vietnam.
- Current LPRs who were previously refugees, asylees, or had deportation withheld can maintain their eligibility based on their previous status. See [0011.03.12 \(Non-Citizens - Lawful Permanent Residents\)](#).
- Victims of Trafficking under the Trafficking Victims Protection Act of 2000. See [0011.03.30 \(Non-Citizens – Trafficking Victims\)](#).

MSA:

Undocumented and non-immigrant people are not eligible. People who are ineligible for SSI due to non-citizen status are not eligible.

GA:

Undocumented and non-immigrant people are not eligible.

Refugees, people granted asylum, and Amerasians may be eligible for RCA. See [0030.03 \(Refugee Cash Assistance\)](#).

All lawfully residing non-citizens who are not eligible for federal funding may be eligible for state funding if they meet other eligibility criteria for state-funded cash assistance.

LPRs age 18 through 69 who are funded under state dollars, and who have been in the country for 4 or more years, must meet 1 of the additional criteria below to be eligible. NOTE: These additional criteria do NOT apply to people who reside in a residential facility.

- Enrolled in a literacy class, English as a Second Language class, or a citizenship class.
OR
- Applied for admission to a literacy class or English as a Second Language class, and is on a waiting list.
OR
- In the process of applying for a waiver from the U.S. Citizenship and Immigration Services (USCIS) of the English language or civics requirements of the citizenship test.
OR
- Have submitted an application for citizenship to the USCIS and are waiting for a testing date or a subsequent swearing in

ceremony.

OR

- Have been denied citizenship due to a failure to pass the test after 2 or more attempts or because of an inability to understand the rights and responsibilities of becoming a United States citizen, as documented by the USCIS or the county agency.

GRH:

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

Under certain circumstances people are permitted to enter and/or remain in the United States on a limited basis. Consider these people as lawfully residing non-citizens. In most cases, people will depart the United States when their status expires, or have a petition filed to adjust their status to LPR. Review their status to be sure it has not expired or changed.

- **PAROLE:** The United States Attorney General has authority to parole non-citizens into the United States when it is in the public interest or for humanitarian reasons. Parole is usually granted for a specific time period, but in some instances it may be indefinite. Humanitarian parole is usually for the purpose of medical treatment that is not available in a non-citizen's home country. Parole may also be used while other applications are pending, such as asylum applications. Parole is often used for people from refugee-producing countries, such as Vietnam or the former Soviet Union, when they do not qualify as refugees but have family members already in the United States.

- **LAWFUL TEMPORARY RESIDENT (LTR):** Under the Immigration Reform and Control Act (IRCA) of 1986, certain undocumented non-citizens were allowed to legalize their status, first to Lawful Temporary Resident (LTR), and then to Lawful Permanent Resident (LPR). There is no current provision to allow undocumented non-citizens to apply for legalization to LTR. A small number of LTRs were unable to adjust to LPR, mostly because of the English language and civics testing requirements.

- **FAMILY UNITY:** A program resulting from problems that arose due to the Immigration Reform and Control Act (IRCA) of 1986, which allowed the spouses and children of people who legalized their status, to remain in the United States. Most Family Unity cases should be pending adjustment to LPR and the numbers should be decreasing.

- **TEMPORARY PROTECTED STATUS (TPS):** Certain countries may be designated as temporarily unsafe to return to because of armed conflict or natural disaster. Residents of those countries who are present in the United States at that time may apply for TPS. TPS is granted for a specified time (6 to 18 months). At the end of the specified time period, U.S. Citizenship and Immigration Services (USCIS) will conduct a review to determine if it is safe for the people to return or if TPS should be extended.

- **OTHER DISCRETIONARY CLASSIFICATIONS:** There are several classifications used to permit non-citizens to remain in the United States for humanitarian or other public policy reasons. These classifications include:
 - Deferred enforced departure (DED).

 - Deferred action.

 - Voluntary departure.

 - Stay of deportation.

- **PEOPLE WITH PENDING IMMIGRATION STATUS:** Under certain circumstances a person may be considered to be lawfully residing in the United States while his or her application is still being processed. This would specifically include:
 - The spouse or child of a United States citizen whose visa petition has been approved and who has a pending application for adjustment of status to LPR.

 - An applicant for asylum or withholding of deportation who has been granted employment authorization.

MFIP, DWP:

Lawfully residing non-citizens paroled for a period of 1 year or more may be eligible for federally-funded cash assistance, but NOT

NON-CITIZENS - LAWFULLY RESIDING PEOPLE

0011.03.24

federally-funded food portion. They may be eligible for state-funded food portion. Other lawfully residing non-citizens may be eligible for BOTH state-funded cash and food portion.

WB:

Lawfully residing non-citizens may be eligible if all other eligibility factors are met. See [0013.04 \(WB Bases of Eligibility\)](#).

SNAP:

Lawfully residing non-citizens may be eligible for state-funded food programs.

MSA:

People who are denied or terminated from SSI due to non-citizen status are NOT eligible.

GA:

Non-citizens lawfully residing in the United States are eligible. See [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#).

GRH:

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

MFIP, WB, DWP:

Use the following protocols developed by the Department of Human Services (DHS) regarding the release of data to the U.S. Citizenship and Immigration Services (USCIS). These protocols were developed to define the respective responsibilities for DHS and county agencies for gathering information about such non-citizens and sharing information with USCIS.

County agencies must report to DHS, information on any person known to be unlawfully present in the United States. This means you will know that a non-citizen is not lawfully present in the United States ONLY when the unlawful presence is a finding of fact or conclusion of law that is made as part of a formal determination, subject to administrative review, on a non-citizen's claim for benefits under this program. That finding of unlawful presence must be supported by a determination by USCIS or the Executive Office of Immigration Review, such as a Final Order of Deportation. Do not consider a non-citizen to be known to be unlawfully present in the United States under any other circumstances. A Systematic Alien Verification (SAVE) response showing no service record on a person or an immigration status making the person ineligible for benefits is NOT a finding of fact or conclusion of law that the person is not lawfully present. Do not assume a non-citizen is unlawfully present in the United States if the unit indicates that a unit member is here unlawfully without USCIS verification.

DO NOT contact 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. Client cooperation or authorization is not required for contacting USCIS in the context of SAVE verification. See [0010.18.11.03 \(Systematic Alien Verification \(SAVE\)\)](#). In all other situations, the client must provide a written authorization to contact USCIS. See [0010.18 \(Mandatory Verifications\)](#), [0010.18.01 \(Mandatory Verifications - Cash Assistance\)](#), [0011.03.27 \(Undocumented and Non-Immigrant People\)](#).

When you receive verification from USCIS that a non-citizen is known to be here unlawfully, submit the following information to DHS:

- Complete name.
- Address.
- Case number.
- A copy of the USCIS verification of any person whom the USCIS has verified is here unlawfully. If the verification is a SAVE response indicating the person is subject to a Final Deportation Order or has a similar status, submit a screen print of the response.

Submit this information to:

DHS Civil Rights Coordinator
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3812

Also see [0010.18 \(Mandatory Verifications\)](#), [0010.18.01 \(Mandatory Verifications - Cash Assistance\)](#), [0010.18.15 \(Verifying Lawful Permanent Residence\)](#), [0011.03.12 \(Non-Citizens - Lawful Permanent Residents\)](#), [0011.03.17 \(Non-Citizens - Public Charge\)](#), [0011.03.27 \(Undocumented and Non-Immigrant People\)](#).

SNAP:

Follow MFIP, WB, DWP. In addition, see [0010.18.02 \(Mandatory Verifications - SNAP\)](#).

MSA, GA, GRH:

No provisions.

People who are not Minnesota residents are ineligible for ALL programs EXCEPT SNAP. See [0004 \(Emergencies\)](#).

People establish Minnesota residence by being physically present in the state, residing here voluntarily, and not maintaining a home elsewhere. See specific program provisions for additional ways people can establish residence. See also [0011.06.09 \(State Residence - 30 Day Requirement\)](#).

People lose Minnesota residence when they physically leave the state with the intention of living elsewhere. EXCEPT as noted below, temporary absences from the state do not result in loss of residency. To determine temporary absence, see [0014.09 \(Assistance Units - Temporary Absence\)](#).

For information on verifying state residence, see [0010.12 \(Sources of Verification - Home Visits\)](#), [0010.18 \(Mandatory Verifications\)](#), [0010.18.01 \(Mandatory Verifications - Cash Assistance\)](#), [0010.18.02 \(Mandatory Verifications - SNAP\)](#), [0010.18.08 \(Verifying Intent to Remain in Minnesota\)](#), [0029.29 \(Safe At Home Program\)](#).

For coding procedures for a client with whereabouts unknown, see TEMP Manual TE02.08.012 (Returned Mail Processing).

MFIP, DWP:

For some people, there is no minimum time they have to be in the state to gain Minnesota residence. See [0011.06.09 \(State Residence - 30-Day Requirement\)](#). A person living in temporary housing (such as a vehicle or shelter) meets state residence requirements.

Also consider people to be residents if they came to Minnesota with a job commitment or to seek employment. Current employment or intent to remain in Minnesota are not requirements for these people, and they can establish state residence even if they maintain a home in another state.

To gain Minnesota residence, people must intend to stay in Minnesota. Migrants meet the intent to remain requirement due to the nature of their work.

People lose Minnesota residence when:

- They leave the state with the intention of living elsewhere. Clients who leave Minnesota for less than 30 days with the intention of returning, do not lose their Minnesota residence.
- They leave Minnesota for more than 1 month, unless they meet a temporary absence condition. See [0014.09 \(Assistance Units - Temporary Absence\)](#).
- They claim residence in another state to get assistance there.

Do not deny an application or addendum solely because the client does not meet state residency criteria. Leave the case pending until the client meets the residency requirements or until you can establish eligibility or ineligibility.

WB:

Follow general provisions.

SNAP:

There are no state residency requirements for SNAP. People who are present in the state for reasons other than vacation and who are not receiving SNAP elsewhere are eligible if they meet other requirements.

Residents of battered women's shelters in Minnesota are eligible even if they participated elsewhere in the month they entered the shelter.

People maintain Minnesota residence while they are on vacation out of state. People lose Minnesota residence during other temporary absences from the state.

MSA, GRH:

People do not lose state residence during a period of temporary absence from the state. People who are outside the United States for an entire calendar month are ineligible for that month.

Verify intent to remain in Minnesota ONLY if questionable. See [0010.18.08 \(Verifying Intent to Remain in Minnesota\)](#).

GA:

A person must be a state resident to be eligible. A state resident is a person who has lived in Minnesota for at least 30 days with the intent of making Minnesota his/her home. There are certain EXCEPTIONS to this requirement. See [0011.06.09 \(State Residence - 30-Day Requirement\)](#).

Do not deny an application or addendum solely because the client does not meet state residency criteria. Leave the case pending until the client meets the residency requirements or until you can establish eligibility or ineligibility.

A client who indicates an out-of-state residence or who lives in an excluded time facility is not a state resident if she/he indicates intent to leave Minnesota within 30 days from the date of application. See [0011.06.03 \(State Residence - Excluded Time\)](#) for EXCEPTION for residents of battered women's shelter.

Verify intent to remain in Minnesota ONLY if questionable. See [0010.18.08 \(Verifying Intent to Remain in Minnesota\)](#).

The purposes of determining disability vary by program. Clients may appeal disability determinations.

MFIP, DWP:

For information on the ill/incapacitated category, see [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#). Also see [0028 \(Employment Services\)](#) for Employment Services requirements on disability determinations.

WB:

No provisions.

SNAP:

Units with permanently disabled clients qualify for special medical deductions, shelter deductions, exclusion from the gross income test, and the choice of certification as separate units. See [0014.03.06 \(Determining the Food Support Unit\)](#), [0018.12 \(Medical Deductions\)](#), [0018.15 \(Shelter Deductions\)](#), [0019.09 \(GIT for Separate Elderly Disabled Units\)](#).

Clients who do not cooperate with verifying disability cannot use the special deductions, separate household option, or gross income test exclusion. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#).

Disability may also affect able-bodied adult status. See [0011.24 \(Able-Bodied Adults\)](#).

MSA:

Disability as a basis of eligibility requires proof. See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), [0012.15.06 \(State Medical Review Team \(SMRT\)\)](#), [0013.09.09 \(MSA Basis - Disabled Age 18 and Older\)](#).

Normally, use an SSA disability determination. When there is no eligibility for SSA because a disabled client has excess income for SSI and not enough quarters for RSDI, the SMRT makes the disability decision.

GA:

The county agency should make this determination EXCEPT in cases of undocumented and non-immigrant people who are blind or disabled. In those cases, refer the determination to SMRT. Include current objective medical information describing the applicant's disability.

Some bases of eligibility require medical certification of a temporary or permanent disability. See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), [0013.15 \(GA Bases of Eligibility\)](#). Deny or terminate eligibility if clients do not cooperate with the process and no other basis of eligibility exists.

GRH:

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

MEDICAL IMPROVEMENT NOT EXPECTED (MINE) LIST

0012.15.03

This is a list of conditions the SSA considers permanently disabling. See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0012.15 \(Incapacity and Disability Determinations\)](#).

The reference codes are for SSA pamphlet "Disability Evaluation Under Social Security" which has more detailed information.

1. Arthritis of 1 major joint in each upper extremity (1.04).
2. Disorders of the spine (arthritis manifested by ankylosis or fixation at 30 degrees or more) (1.05A).
3. Amputation or permanent loss of use of two limbs (1.09).
4. Amputation of leg at hip (1.10A).
5. Amputation of leg or foot because of diabetes or peripheral vascular disease (1.10B).
6. Statutory blindness unless due to cataracts or detached retina (markedly reduced ability to see, not correctable by surgery, glasses, or other treatment) (2.02, 2.03A/B).
7. Loss of visual efficiency (visual efficiency of better eye after best correction is 20% or less) (2.03C, 2.04).
8. Hearing loss not restorable by a hearing aid (2.08A/B).
9. Chronic obstructive airway disease (3.02).
10. Ischemic heart disease with chest pain of cardiac origin (4.04A/B).
11. Arteriosclerosis obliterans or thromboangiitis (4.13).
12. Chronic liver disease with esophageal varices resulting in massive hemorrhage or requiring shunt operation (5.05A/B).
13. Impaired renal function due to chronic progressive disease, incurable kidney disease resulting in severely reduced function which may require dialysis or transplant (6.02).
14. Diabetes mellitus with manifestation as required in section (9.08).
15. Central nervous system vascular accident, with manifestations as required in section (11.04).
16. Parkinsonian syndrome, with disturbance of movement, gait, or station as required in section (11.06).
17. Cerebral palsy, with manifestations as required in section (11.07).

MEDICAL IMPROVEMENT NOT EXPECTED (MINE) LIST

0012.15.03

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18. Spinal cord or nerve root lesion resulting in paraplegia or quadriplegia (11.08).
 19. Multiple sclerosis (11.09).
 20. Amyotrophic lateral sclerosis (11.10).
 21. Anterior poliomyelitis, with interference in swallowing, breathing, speech, or motor function as described in (11.11).
 22. Muscular dystrophy (11.13).
 23. Degenerative disease, such as Huntington's Chorea, Friedreich's Ataxia, and spinocerebellar degeneration as required in section (11.17).
 24. Chronic brain syndrome (organic brain syndrome) with manifestations as required in section (12.02).
 25. Functional psychotic disorders if institutionalized in a licensed mental hospital for the past 12 months without releases that would indicate improvement (12.03).
 26. Functional non-psychotic disorders if institutionalized in a licensed mental hospital for the past 12 months without releases that would indicate improvement (12.04).
 27. Severe developmental disabilities, with manifestations as required in section (12.05A, 12.05B, 12.05C).
 28. Age 55 and over with a condition meeting requirements in 1 of these sections:
 - 1.03A Arthritis of major weight bearing joint.
 - 2.09 Organic loss of speech.
 - 3.04 Diffuse pulmonary fibrosis.
 - 4.04 C/D Ischemic heart disease.
 - 3.05 Other restrictive ventilatory disorders.
 - 4.12 Chronic venous insufficiency.
 - 10.05 Scleroderma or progressive system sclerosis.

MEDICAL IMPROVEMENT NOT EXPECTED (MINE) LIST

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11.15 Tabes dorsalis.

11.16 Subacute combined cord degeneration.

11.19 Syringomyelia.

29. Age 55 and over with amputation of a limb.

30. Age 55 and over with two substantiated myocardial infarctions.

MFIP, WB, DWP:

No provisions.

SNAP:

Follow general provisions.

MSA:

People with documentation of any of these conditions will have a very high probability of being certified disabled by the SMRT and/or by Social Security.

GA:

Follow general provisions for undocumented and non-immigrant people who are blind or disabled.

GRH:

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

The State Medical Review Team (SMRT) determines disability as required by specific programs. See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0012.15 \(Incapacity and Disability Determinations\)](#), [0012.15.06.03 \(SMRT - Specific Program Requirements\)](#) for more information on specific program requirements.

Refer cases to SMRT when there has been no disability determination by the Social Security Administration and the disability is expected to last 12 months or longer.

Complete a [State Medical Review Team Referral for Disability Determination \(DHS-6123\)](#) for every submission to the SMRT. Attach documentation to support the client's physical, psychological, and/or developmental disability (DD) condition.

Include the following when submitting a Referral to SMRT:

- A completed [State Medical Review Team Referral for Disability Determination \(DHS-6123\)](#).

AND

- A completed and signed [State Medical Review Team Authorization to Release Protected Health Information \(DHS-6124\)](#).

AND

- A completed [State Medical Review Team Adult Disability Worksheet \(DHS-6125\)](#) or [State Medical Review Team Children's Disability Worksheet \(DHS-6126\)](#).

AND

- Medical records that are less than 1 year old except:
 - Psychological evaluation results can be up to 5 years old.
 - Team evaluations from the school district can be up to 3 years old.
 - IQ test results when tests were completed at age 16 or older.

Include the following when submitting a Referral for a client recently hospitalized:

- A [State Medical Review Team Referral for Disability Determination \(DHS-6123\)](#).

AND

- If possible, a completed and signed [State Medical Review Team Authorization to Release Protected Health Information \(DHS-6124\)](#).

AND

- Complete hospital records from a hospitalization within the last 3 months OR complete hospital records from multiple hospitalizations over the last year.

Complete hospital records include an admission history and physical and a discharge summary. If the client is still in the hospital, include records that show the results of a complete physical exam, any tests performed, and the treatment plan with prognosis.

A PHYSICAL DISABILITY REFERRAL

Send results of a recent (no more than 3 months old) physical examination performed by a medical doctor which includes:

- Pertinent medical history and current treatment, including medications.
- The patient's description of current symptoms and functional restrictions.
- Physical examination and clinical findings related to all impairments.
- Pertinent laboratory findings.
- Diagnosis.
- Prognosis.
- Provide copies of relevant testing already completed such as reports of X-rays, MRI's, angiograms, stress tests, EMG's and CT's.

A PSYCHOLOGICAL DISABILITY REFERRAL

A psychiatric/psychological evaluation by a Licensed Psychologist or a Psychiatrist. The evaluation can be up to 5 years old. The psychiatric/psychological evaluation MUST CONTAIN ALL of the following:

- Pertinent Medical History, including onset, previous treatment and diagnoses, hospitalization history, response to medications, course of disease and any clear point in time that symptoms worsened. For cyclic events (mood swings, panic attacks, psychotic manifestations), describe frequency, duration and exacerbating and precipitating factors.
- The client's report of current symptoms.
- Current treatment plan including current medications and dosages, therapy goals and frequency, and progress the client is making in therapy.
- Current level of functioning including frequency, quality and independence in performing household chores, shopping, taking medications, making and keeping appointments, taking medications and interacting with others. Describe current living situation and type and frequency of support services such as assistance or supervision by residential facility staff, case manager, family members, job coaches, etc.

- Current mental status examination and clinical observations including appearance, hygiene, dress, mannerisms, psychomotor activity, style of relating, eye contact, ability to communicate, stream of consciousness, thought content, reality contact, affect and mood. Also include sensorium/cognition evaluation including reality contact, orientation x3, digits forward and reverse (using WAIS-III Digit Span subtest), serial 7's from 100, calculations, delayed and remote memory, knowledge of current events, interpretation of proverbs, judgment and estimated IQ.
- DSM-IV Diagnosis (Provisional diagnoses cannot be accepted).
- Prognosis.

A progress note current within 3 months that includes current diagnosis and ability to function, perform ADLs, and work related activities; or a GAF score.

For a school-age child include the most current Individual Education Plan (IEP) and Team Assessment from the child's school.

A DEVELOPMENTAL DISABILITY/DEVELOPMENTAL DELAY REFERRAL

- Results of a Wechsler Adult Intelligence Scale (WAIS), administered and interpreted by a Licensed Psychologist qualified to perform such an evaluation. The report must include subtest scores and diagnosis. If the individual has an IQ under 80, or has significant functional difficulties despite an apparent adequate IQ, please give the result of the Vineland Adaptive Behavior Scales. <R><R>.

If the client is not a native English speaker, the preferred IQ tests are the Test of Non-Verbal Intelligence(TONI) or the Leiter International Performance Scales

- For a school-age child include the most current Individual Education Plan (IEP) and Team Assessment from the child's school.

Counties may submit a Referral to SMRT by Fax or SIR Email:

Fax to 651-431-7461 or 1-800-311-3137.

SIR Email to the SMRT Case mailbox at dhs.smrtcases@state.mn.us

The county must attempt to collect medical evidence. Referrals submitted without any medical evidence must include an explanation of all attempts to collect the evidence with names of the providers contacted in the process. Referrals submitted without this explanation **will be rejected** and the county worker will be notified. SMRT cannot hold onto the records so workers will need to resubmit the original paperwork (referral, release, and worksheet) along with the medical evidence.

Clients who do not cooperate in the process cannot use disability as a basis of eligibility. Check for other bases of eligibility. Terminate or deny cases if none exist.

Retain the original materials submitted to SMRT in your agency's case file pending the outcome of the determination by the SMRT. The SMRT returns a determination by fax to your agency. A SMRT decision is binding on your agency, although clients may appeal. See [0027 \(Appeals\)](#).

See [0012.15.06 \(State Medical Review Team \(SMRT\)\)](#) for general provisions.

MFIP, WB, DWP, GA:

No provisions.

SNAP:

Do not refer SNAP cases to the State Medical Review Team (SMRT) for disability determinations, but accept a disability determination that SMRT makes for another program. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#).

MSA:

For cases where there is no eligibility for SSI disability or blindness benefits because of excess income and there is not a current SSA disability determination, send a referral to SMRT. See [0012.15 \(Incapacity and Disability Determinations\)](#), [.0012.15.06 \(State Medical Review Team \(SMRT\)\)](#).

GRH:

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

MFIP, MSA, GRH:

No provisions.

WB, 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 \(Food Support Assistance Standards\)](#).

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 \(How to Calculate Benefit Level - FS/MSA/GRH\)](#).

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 \(Type/Length of FSET Sanctions\)](#), [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.
- Units in which 1 member participates in the Work Benefit (WB) Program.
- 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 \(DHS-3477\)](#).
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 \(Gross Income Limits\)](#). Use the Asset Limits for non-categorically eligible units. See [0015.03 \(Asset Limits\)](#).

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 \(Drug Felons - FS\)](#).

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.

MFIP, WB, DWP, SNAP, MSA, GRH:

No provisions.

GA:

People have a GA basis of eligibility if they have a medically certified permanent illness or incapacity which prevents them from getting and keeping suitable employment. See SUITABLE EMPLOYMENT in [0002.65 \(Glossary: Suitable...\)](#). See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0012.12 \(Applying for Other Benefits\)](#).

MFIP, WB, DWP, SNAP, MSA, GRH:

No provisions.

GA:

People have a GA basis of eligibility if they have a medically certified temporary illness, injury, or incapacity which is expected to continue for more than 45 days and which prevents them from getting and keeping suitable employment. See SUITABLE EMPLOYMENT in [0002.65 \(Glossary: Suitable...\)](#). See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#). If the medical certification specifies a rehabilitation plan, the client must follow the plan.

Use this basis of eligibility for the duration of the incapacity or illness only.

MFIP, WB, DWP, SNAP, MSA, GA:

No provisions.

GRH:

People have a GRH basis of eligibility if they have a medically certified permanent illness or incapacity which prevents them from getting and keeping suitable employment. See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0012.12 \(Applying for Other Benefits\)](#), [0028.18.03 \(Suitable Work/Unsuitable Work\)](#).

MFIP, WB, DWP, SNAP, MSA, GA:

No provisions.

GRH:

People have a GRH basis of eligibility if they have a medically certified temporary illness, injury, or incapacity which is expected to continue for at least 30 days and which prevents them from getting and keeping suitable employment. See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0028.18.03 \(Suitable/Unsuitable Work\)](#). If the medical certification specifies a rehabilitation plan, the client must follow the plan.

Use this basis of eligibility for the duration of the incapacity or illness only.

The policy on how to deem income of sponsors of immigrants depends on what affidavit of support was executed by the sponsor. There are 2 different affidavits of support (forms I-134 and I-864). Each form has its own deeming requirements. The I-134 is not a legally binding document and deeming is not required; the I-864 is a legally binding document and deeming is required.

For sponsors who executed the I-134, follow the provisions outlined in [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).

Count the income of the sponsor and the sponsor's spouse UNTIL the immigrant:

- Becomes a naturalized citizen.
OR
- Earns or can be credited with 40 qualifying work quarters.
OR
- Leaves the United States permanently.
OR
- Dies.

Count the income of both the sponsor and the sponsor's spouse regardless of whether 1 or both of them signed the affidavit.

There are several EXCEPTIONS to the sponsor deeming requirement. Do not deem the sponsor's income if the sponsored immigrant:

- Provides a statement or documentation that the immigrant or his/her child(ren) have been battered or subjected to extreme cruelty by the immigrant's spouse or parent and:
 - The immigrant is NOT living with the batterer.
AND
 - The need resulting from the battery or cruelty has a substantial connection to the need for the assistance.

This EXCEPTION is limited to 12 months from the date the EXCEPTION is made. This 12 month deferment may be extended ONLY in the case of the sponsor being the batterer, and if there continues to be a need resulting from the battery and cruelty and the battery and cruelty is recognized by a court order (an order for protection) or by an U.S. Citizenship and Immigration Services (USCIS) determination.

- Is without food or shelter as a result of the sponsor's failure to provide support. Consider this EXCEPTION when the sponsor is unable or failing to provide support or the immigrant is unable to locate the sponsor. To determine if the client is without food or shelter, consider all sources of help available (income plus cash, food, housing, or other help supplied by the sponsor or other people). This EXCEPTION is generally limited to 12 months from the date the EXCEPTION is made; however, additional 12-month periods may be approved.

If the sponsored immigrant meets the exception of the sponsor deeming requirement due to the sponsor's failure to provide support and is approved for Federal Cash or Federal SNAP benefits under the indigent exemption, the US General Attorney must be notified of the determination. DHS is responsible for reporting this information. County agencies should report the name of the sponsor, sponsored immigrant(s) involved and case number to:

DHS
FS Quality Assurance and Accountability Section
P.O. Box 64245
St. Paul, MN 55164-0245.

County agencies may, under section 213A (b)(2) of the [Immigration and Nationality Act](#), sue sponsors in federal or state court to recover the unreimbursed costs of means tested benefits, including the costs of collection and legal fees.

Deeming of income provisions do not apply to:

- Refugees.

- People granted asylum.

- LPRs who were refugees or asylees.

- People paroled for a period of 1 year.

- Cuban/Haitian Entrants.

MFIP, WB, DWP, MSA, GA, GRH:

Deem ALL of the income of the sponsor and his/her spouse as available to the sponsored immigrant if the immigrant's entrance into the United States was based on an Affidavit of Support (form I-864) executed by the sponsor.

The immigrant must explain why the sponsor is not providing assistance to him/her as required under the form I-864. Help the client to obtain collateral statement or documentation to support the allegations.

SNAP:

All income and resources of an immigrant's sponsor and sponsor's spouse who have signed a legally binding affidavit of support are counted as belonging to the immigrant, even if not available.

Do not deem a sponsor's income if any 1 of the following exemptions are met:

- The sponsored immigrant in a SNAP unit does not meet immigration status. See [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#).
OR
- The sponsored immigrant is a child under the age of 18. See [0011.03.15 \(Non-Citizens - LPR With Sponsors\)](#).
OR
- The immigrant was in a category that did not require sponsorship as an entry condition, such as, but not limited to, a public interest parolee (PIP), refugee, asylee, or Cuban or Haitian entrant.
OR
- The immigrant receives SNAP as a member of the sponsor's SNAP unit.
OR
- The sponsor is an organization or group as opposed to an individual.
OR
- When an immigrant claims that they have been unable to obtain food and housing, considering their own income, including any cash, food, housing or other assistance provided by other individuals, including the sponsor(s), the immigrant or their authorized representative must understand the purpose of being declared indigent. "Unable to obtain food and housing," means that the sum of all contributions, income, and in kind assistance provided by the sponsor and others does not exceed 130% of the federal poverty income guideline for the unit's size. See INDIGENT IMMIGRANT in [0002.33 \(Glossary: Independent...\)](#).

This indigent immigrant exemption must be explained to the immigrant and the immigrant must be given the right to refuse the determination of being declared an indigent immigrant. The immigrant must understand the impact of the refusal.

If the immigrant or their authorized representative refuses the indigent immigrant determination, the immigrant will not be determined to be indigent and the sponsor's income and resources will be deemed toward the immigrant's household according to the provisions below.

When a sponsored immigrant is determined by the county to be indigent, deem the actual amount the sponsor provides. Indigence may last up to 12 months and be renewed for additional 12-month periods.

Follow the procedure in the general provisions of this section to notify DHS of the indigent cases including the names of the sponsor and the sponsored immigrant involved.

If the sponsored immigrant is not indigent, then the sponsor deeming rules apply and verification of the sponsor's total income and resources must be obtained. See [0010.18.18 \(Verifying Sponsor Information\)](#).

To determine the amount of the deemed sponsor's income:

1. Determine the total gross income of the sponsor and sponsor's spouse. See [0017 \(Determining Gross Income\)](#).
2. Deduct the following:
 - 20% of the gross earned income.
 - The gross monthly income limit for the sponsor's household size. Include the sponsor, sponsor's spouse, and people who could be claimed as legal dependents on the sponsor's tax return. See [0019.06 \(Gross Income Limits\)](#).
3. Divide the remaining income by the number of immigrants sponsored. Count this amount available to each sponsored person for income eligibility tests and benefit calculations.

Cash contributions received from the sponsor must be verified.

Exclude certain income from Workforce Investment Act (WIA) programs. See [0017.15.18 \(Workforce Investment Act \(WIA\) Income\)](#).

Also see [0008.06.18 \(Change in Participant's Age\)](#) for how to budget income when a child's age changes.

MFIP, WB:

Exclude all earned income of a minor child through age 6.

Exclude all earned income of a minor child over age 6 or minor caregiver who is attending an approved elementary school or secondary education program at least half time as defined by the school.

Exclude all earned income of a caregiver under 20 who is at least a half-time student in an approved elementary or secondary education program.

For a minor child enrolled in an on-line secondary school or on-line GED program that is not approved by the MN Dept. of Education, refer to the local school district determine the program's legitimacy. Each district has a transfer specialist who will sort this out, probably by doing testing. If the program is unapproved, DO NOT exclude any earned income.

Count all unearned income of a minor child or minor caregiver unless excluded under another provision. For information on child support income, see [0017.15.03 \(Child and Spousal Support Income\)](#).

DWP:

Follow MFIP. After the initial DWP determination, exclude any unanticipated income the unit may receive.

SNAP:

Exclude all 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:

- A child, stepchild, or foster child of a unit member.
OR
- Under the parental control of a unit member.

See [0010.18.02 \(Mandatory Verifications - SNAP\)](#) for information about school attendance verification requirements.

Count all unearned income of a minor child unless excluded under another provision.

MSA, GA:

Count all income of a minor child unless excluded under another provision.

GRH:

Count all income of a blind minor child, unless excluded under another provision.

MFIP, WB, DWP, MSA, GA, GRH:

For information about cash program provisions, see [0022.03.01 \(Prospective Budgeting - Program Provisions\)](#).

SNAP:

For information on what assistance grant amounts to budget when determining SNAP benefits, see [0017.15.06 \(Assistance Payments Income\)](#).

To determine mandatory verifications, see [0010.18.02 \(Mandatory Verifications - SNAP\)](#).

SIX-MONTH REPORTING AND CHANGE REPORTING SNAP UNITS

SNAP units subject to Six-Month Reporting or to change reporting use prospective budgeting.

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

- 4.3 for weekly checks.

- 2.15 for bi-weekly checks.

- 1 for monthly checks.

- 2 for semi-monthly checks.

Use income received 30 days back from the most recent pay stubs and/or other available earned or unearned income verification based on the income received dates, for applications, Combined Six-Month Report, or recertification, as an indicator of the income that will be available during the next 6-month period. The income verification must include the most recent pay stub and/or other earned/unearned income received dates. The date on the application/recertification form or the Combined Six-Month Report submitted by the client must be within a reasonable time period corresponding to the county date stamp of receipt. **NOTE:** This may not be the same date the worker processes the SNAP case. Document in MAXIS CASE/NOTES what income was used and why.

If income received 30 days prior to the month of application, Combined Six-Month Report, or recertification is NOT used, consider ALL of the following when determining prospective income:

- Use income already received in the application month through the date of approval as an indicator of the income that will be available during the 6-month period. When the date of application and the date of the interview are different, document in MAXIS CASE/NOTES what income was used.

- Use only anticipated income both the county agency and the client are reasonably certain will be received during the certification period. Document this information in MAXIS CASE/NOTES.

- When the unit is unsure of the amount of income or when it will be received, count only that portion of the income that can be anticipated with reasonable certainty.

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

your action in CASE/PERSON NOTES in MAXIS.

- Do not use past income as an indicator of income that will be available during the 6-month period if the unit cannot anticipate this income continuing in the future. Document in MAXIS CASE/NOTES why past income was not used for the 6-month period.
- Convert regular recurring income received less often than monthly into a monthly amount.
- When income fluctuates to the extent that the 30 days income prior to the application month is NOT an accurate indication of anticipated income, use a reasonable period of time and income. Document in MAXIS CASE/NOTE the period of time and income used for the 6-month period.
- When the client anticipates receiving future income from a source not received in the 30 days prior to the application, Combined Six-Month Report, or recertification, use an amount both the client and the county agency are reasonably certain will be received.
- When recalculating a new 6-month report period, take into account income received in the last 30 days. Use any anticipated income the unit and county agency are reasonably certain will be received during the next 6-month period. If the unit reports no change in income on the [Combined Six Month Review \(DHS-5576\)](#), continue to budget the same income for the next 6 months.
- If wages are held by the employer at the request of the client, count this income in the month the wages would have been received by the client.
- Anticipate DWP, GA, and MSA grants for the period of time the agency is reasonably certain these grants will be received during the certification period. For DWP/SNAP households, count the amount of DWP benefits the agency can reasonably anticipate once the client has met the Employment Plan requirements. If the agency cannot determine when or what amount of DWP benefits a client will receive, even though the client has cooperated, budget only that part of the DWP benefits the agency and the client are reasonably certain the client will receive that month.
- For units with seasonal income, it may be appropriate to use the most recent past season's income to determine the amount of income that will be received during the 6-month budget period. Consider any anticipated income fluctuations and new circumstances.
- Average income and expenses using current tax returns or business records to determine monthly counted self-employment income. See [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt.\)](#).
- Budget COLA increases in federal benefits prospectively.
- Budget recurring medical expenses prospectively. See [0018.12 \(Medical Deductions\)](#).

Use prospective budgeting for the 1st 2 months of eligibility for each Uncle Harry Food Support (UHFS) member who was not a Minnesota SNAP participant the month before the application month.

After the 1st 2 months of eligibility, continue to budget prospectively the following UHFS units:

- Units with no counted or excluded earned income, no GA income, and no members who have received counted or excluded earned income within the 3 months before the budget month.
- Units with all members in the migrant work stream. See MIGRANT FARMWORKER UNITS in [0002.41 \(Glossary: Medically Necessary...\)](#).
- Units in which any member is a seasonal farmworker. See SEASONAL FARMWORKER in [0002.59 \(Glossary: RSDI...\)](#).
- Units with no counted or excluded earned income in which all adult members are either disabled or age 60 or older, including units receiving GA.
- Units in which all members are homeless. See HOMELESS in [0002.29 \(Glossary: Gross RSDI...\)](#).
- Units living on Indian reservations. Unit members do not have to be members of a tribe for this purpose.

Consider the following when determining prospective income in a prospectively budgeted month.

- Count only cash assistance and other income both the county agency and the unit are reasonably certain the unit will receive during the certification period.
- Always budget cash assistance grants for the current month prospectively, even when you budget other income and expenses retrospectively. See [0017.15.06 \(Assistance Payments Income\)](#).
- If a client gives a reason that the amount an employer says it will pay is inaccurate, contact the employer for confirmation. See [0010.03 \(Verification - Cooperation and Consent\)](#), [0010.15 \(Verification - Inconsistent Information\)](#). If you cannot reconcile the employer's and the client's claims, budget the amount the client expects to get (which might be \$0). Document your action in CASE/PERSON NOTES in MAXIS.
- It may be appropriate to suspend an UHFS unit in a prospective month. See [0022.03.04 \(Ineligibility in a Prospective Month - FS\)](#), [0022.18 \(Suspensions\)](#).
- For people certified for SNAP in Minnesota the month before the application month, continue the budgeting cycle they were in. Change the budget cycle only if there was a change that would alter the budgeting cycle. See [0022.09.03 \(When to Switch Budget Cycles - FS\)](#).
- Budget COLA increases in federal benefits prospectively only when received during the initial 2 months. For COLA increases received after the 1st 2 months, see [0022.06 \(How and When to Use Retrospective Budgeting\)](#).
- Budget recurring medical expenses prospectively. See [0018.12 \(Medical Deductions\)](#).

WHO IS EXEMPT FROM FS WORK REGISTRATION

0028.06.12

MFIP, WB, 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 household 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 household 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 \(Who Must Participate In Empl. Services/FSET\)](#), [0028.06.10 \(Who Is Exempt From FSET\)](#). 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 licensed physician, psychological practitioner, or licensed psychologist, qualified by professional training and experience to diagnose and to certify the person's condition. Pregnancy does not routinely exempt a participant unless professional certification specifies that the person is incapacitated. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#).
- 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.
 - 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 household 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 person 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.

WHO IS EXEMPT FROM FS WORK REGISTRATION

0028.06.12

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- Responsible for the care of 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 person is needed to provide care. When the child turns 6, the exemption ends at the unit's next annual SNAP program recertification. The household 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:
 - 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 EDP 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. One or more program components is equal to the components of the SNAP E&T program. Please contact Steve Erbes at the Department of Employment and Economic Development (DEED) at [Steve Erbes](#) to verify whether or not the training program qualifies for this exemption.
- 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 attends 1 hour or more per week, 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 \(Glossary: Lump Sum...\)](#).

TYPE/LENGTH OF FSET SANCTIONS

0028.30.06

For information on whether or not to sanction clients, see [0028.06.10 \(Who Is Exempt From FSET\)](#), [0028.20 \(Failure to Comply - FSET\)](#). For information on sanctions for refusing or quitting suitable employment, see [0028.18.03 \(Suitable/Unsuitable Work\)](#), [0028.30.09 \(Refusing or Terminating Employment\)](#). For information on drug felony sanctions, see [0011.27.03 \(Drug Felons\)](#), [0011.27.03.01 \(Drug Felons - FS\)](#).

MFIP:

See [0028.30.03 \(Pre 60-Month Type/Length of ES Sanctions\)](#), [0028.30.04 \(Post 60-Month Empl. Services Sanctions\)](#).

WB, DWP, MSA, GA, GRH:

No provisions.

SNAP:

Due to the American Recovery and Reinvestment Act (ARRA) and the statewide ABAWD waiver (January 1, 2009 through September 30, 2013) there are no SNAP E&T sanctions. However, any sanction imposed due to a non-compliance which occurred prior to January 1, 2009, must be served before eligibility under the waiver can be assessed. The waiver of sanctions does NOT include sanctions imposed due to non-compliance with SNAP eligibility criteria. For more information on the statewide ABAWD waiver, see [0011.24 \(Able-Bodied Adults\)](#).

The following provisions apply to non-PA mandatory SNAP E&T participants who fail to participate, cooperate, accept employment, or voluntarily quit suitable employment while participating in SNAP E&T. When a mandatory participant fails, without good cause, to comply with FSET requirements, determine if you must sanction only the client or the entire unit.

- If the client is NOT the principal wage earner (PWE), sanction ONLY the client.
- If the client is the PWE, sanction the entire unit. (Note that during a sanction the unit cannot designate someone else as the PWE simply to avoid the sanction.)

See [0028.03.06 \(Determining FS Principal Wage Earner\)](#).

Apply the length of the sanction for each occurrence as follows:

- **FOR THE 1ST OCCURRENCE:** Loss of SNAP for 1 month or until compliance, whichever is longer.
- **FOR THE 2ND OCCURRENCE:** Loss of SNAP for 3 months or until compliance, whichever is longer.
- **FOR THE 3RD AND ANY SUBSEQUENT OCCURRENCE:** Loss of SNAP for 6 months or until compliance, whichever is longer.

The sanction begins on the date specified in the county agency's 10-day notice to the participant. See [0026.12.03 \(10 Day Notice\)](#).

Apply the sanction policy until the client does 1 of the following:

- Serves the sanction period and reapplies for SNAP.
- Leaves the unit's home.

- If a unit member who failed to comply joins another unit as that unit's PWE, the entire new unit is ineligible for the rest of the disqualification period.
 - If a unit member who failed to comply joins another unit where that person is NOT the PWE, ONLY that person is ineligible.
 - If a unit is disqualified because the PWE failed to comply and a new person who has not committed any violations joins the unit as the PWE, end the disqualification for the other unit members. Require a new application and prorate benefits from that date.
- Becomes exempt from work registration or SNAP E&T participation.

When an SNAP E&T sanction ends, see [0008.06.07 \(Adding a Person to the Unit - SNAP\)](#).

NOTE: Applicants for SNAP who have been in SNAP E&T sanction status continuously for at least 1 year do not have to comply with the previous requirements that caused the sanction.

The Refugee Resettlement Program (RRP) 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. Employment Services and Social Services are provided to assist refugees attain self-sufficiency within this relatively short period of time. Refugees may continue to receive Employment and Social Services after their RCA eligibility ends.

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

Only refugees, as defined by the Immigration and Nationality Act (INA), are eligible for RCA. INA defines eligible refugees as people who were:

- 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, refugees 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 Voluntary Resettlement Agency (VOLAG) and give consent to contact the agency. For the definition of a VOLAG see [0002.73 \(Glossary: Victim...\)](#). Also see [0030.01 \(Voluntary Agencies \(VOLAGs\)\)](#) for a list of VOLAGs.
- 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 ESPs. All communication must be done by paper. Refer all mandatory RCA ES participants using [the Refugee Cash Assistance Program Employment Services Referral \(DHS-3166R\)](#). FAX the referral to the ESP.

- Not attend school full-time.

- Not be enrolled in the [Match Grant \(MG\) Program](#) at the Voluntary Agency.

NOTE: When a participant enrolls in the Matching Grant (MG) Program they agree not to apply for or receive any cash assistance from the county as they receive their cash assistance payments from the VOLAG. While participating in the MG Program they may be eligible for Supplemental Nutrition Assistance Program (SNAP) and health care coverage. The MG program ends 4 to 6 months after enrollment. At that time they may apply for RCA for the remainder of the 8-month RCA eligibility period.

Refugees and Amerasians, but not people granted asylum, all receive resettlement case management (RMP) services from a local affiliate of a VOLAG. See [0030 \(Refugee Resettlement Program\)](#). Verify with the local VOLAG what assistance was provided and whether the participant quit or refused an offer of employment.

As a condition for the receipt of RCA, a refugee 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.

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

Refugees who receive RCA are automatically eligible for RMA if they are not eligible for Medical Assistance (MA). Consider eligibility for MA under all other basis of eligibility first. Refugees do not have to apply for RCA as a condition of eligibility for RMA.

For more information on RMA, see the [Health Care Programs Manual](#). Refugees are also eligible for federally-funded SNAP benefits. See [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#).