

**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 01/2011**

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

0001 (Table of Contents) deletes 0005.09.01 (Worker Interview Form), 0005.09.02 (CAF Important Information Form), 0018.15.06 (Averaging Shelter Costs), 0018.15.12 (Actual Utility Deductions), 0018.15.15 (Inflationary Factors For Actual Expenses), 0018.15.18 (Standard Utility Allowance).

0002.09 (Glossary: Calendar Month...) in the definition for CHEMICAL USE ASSESSMENT deletes reference to Minnesota Rules.

0002.11 (Glossary: Child Care...) deletes the definition for COMBINED APPLICATION (CAF) IMPORTANT INFORMATION (DHS-5223B) because this form is now obsolete.

0002.13 (Glossary: Conciliation...) in the definition for DEDUCTION deletes the example.

0002.15 (Glossary: Deed...) deletes the definition for DETOXIFICATION.

0002.17 (Glossary: Displaced Homemaker...) in the definitions for DRUG ABUSE and DRUG DEPENDENCY deletes reference to Minnesota Rules.

0002.33 (Glossary: Independent...) in the definition for INDIGENT IMMIGRANT adds an appropriate cross-reference. It also in the definition for INSTITUTION in MSA provisions deletes reference to the Code of Federal Regulations.

The following sections in FS update housing and utility allowance language and policy. These changes were previously relayed in Bulletin #10-01-04 (Food Support Standard Utility Allowance Simplification) and were EFFECTIVE 11-1-10:

0002.61 (Glossary: Self...) in the definition for SHELTER DEDUCTION.

0008.03 (Changes - Obtaining Information) in general provisions in the 2nd and 3rd paragraphs deletes reference to Worker Interview Form (DHS-5223A) and CAF Important Information Form (DHS-5223B) because DHS-5223B is obsolete and DHS-5223A is now optional. It also in the 3rd paragraph deletes cross-references to 0005.09.01 (Worker Interview Form) and 0005.09.02 (CAF Important Information Form) because these sections are deleted.

0010.18.02 (Mandatory Verifications - FS).

0016.03 (Income From Disqualified Unit Members).

0016.21.03 (Income of Sponsors Of Immigrants With I-864).

0016.33 (Income of Ineligible Non-Citizens).

0016.42 (Income of Non-Applicants).

17.15.33.09 (Self-Employment Expense for In-Home Business) it also in general provisions in the 2nd paragraph changes "shelter" to "housing".

0017.15.33.30 (Self-Employment Income From Rental Property).

0018.15 (Shelter Deductions).

0018.15.03 (Shelter Deduction - Home Temporarily Vacated).

0018.15.09 (Utility Deductions).

0002.63 (Glossary: Special Diet...) in the definition for STANDARD UTILITY ALLOWANCE adds a cross-reference to 0018.15 (Shelter Deductions) and deletes the cross-reference to 0018.15.18 (Standard Utility Allowance).

0002.73 (Glossary: Victim...) deletes the definition for WORKER INTERVIEW FORM (WIF) (DHS-5223A) because this is now an optional form.

0005.09 (Combined Application Form (CAF)) in MFIP, DWP, FS, MSA, GA, GRH provisions in the 4th paragraph deletes reference to Combined Application Form Important Information (DHS-5223B) and the cross-reference to 0005.09.02 (CAF Important Information Form) because this form is now obsolete and the section is deleted. It also in the 7th paragraph adds clarifying language and deletes the cross-reference to 0005.09.01 (Worker Interview Form) because this section is deleted.

0005.09.01 (Worker Interview Form) deletes this section because this form is now optional.

0005.09.02 (CAF Important Information Form) deletes this section because this form is now obsolete.

0005.12.12.01 (Forms/Handouts For Applicants) in general provisions in the 2nd paragraph deletes the 3rd bullet for Combined Application Form Important Information (DHS-5223B) as this form is now obsolete.

0007.15.03 (Unscheduled Reporting of Changes - FS) in FS in the 4th paragraph in the 8th bullet adds clarifying language and an appropriate cross-reference.

0008.06.24 (DWP Conversion or Referral to MFIP) in DWP under the sub-heading CONVERSION/REFERRAL AFTER THE 4-MONTH DWP PERIOD ENDS in the 5th paragraph deletes Worker Interview Form (DHS-5223A), and the CAF Important Information (DHS-5223B) because the WIF is now an optional form and the CAF Important Information is now obsolete.

0009.06 (Recertification Process) in general provisions in the 2nd paragraph deletes the 2nd bullet, CAF Important Information (DHS-5223B), because this form is now obsolete. It also

in FS deletes the 4th bullet for Domestic Violence Information (DHS-3477) because this form is no longer included in the recertification package.

0010.18.21 (Identify Non-Immigrant or Undocumented People) in general provisions in the 2nd paragraph adds and deletes policy.

0010.18.24 (Verification - I-94 Cards) in general provisions adds and deletes policy throughout.

0016 (Income From People Not in the Unit) in MSA in the 3rd paragraph in the 5th bullet adds an appropriate cross-reference.

0017.15.33.12 (Self-Employment Transportation Expenses) in the 1st paragraph updates the transportation rate to 51 cents.

The following sections are deleted. These changes were previously relayed in Bulletin #10-01-04 (Food Support Standard Utility Allowance Simplification) and were EFFECTIVE 11-1-10:

0018.15.06 (Averaging Shelter Costs).

0018.15.12 (Actual Utility Deductions).

0018.15.15 (Inflationary Factors For Actual Expenses).

0018.15.18 (Standard Utility Allowance).

0020.03 (People Exempt From Net Income Limits) in FS in the 1st paragraph deletes language for clarity. It adds new 2nd and 4th bullets for units exempt from the net income test. It also in the 3rd bullet adds MSA to exempt units.

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CALENDAR MONTH

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

CAPITAL ASSET

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

CAPITAL EXPENDITURE

The purchase or improvement of REAL PROPERTY or PERSONAL PROPERTY having a useful life of more than 1 year.

CAPITAL GAIN

Profit from the sale of a CAPITAL ASSET.

CAREGIVER

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

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

CASH ASSISTANCE

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

CASH GIFT

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

CASH-OUT DEMONSTRATION PROJECT

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

CASH PROGRAMS

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

CASUALTY

MFIP : Damage to a HOMESTEAD such as from fire.

CATEGORY OF ASSISTANCE

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

C-CORPORATION

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

CERTIFICATION

The initial determination that an APPLICANT is eligible for ASSISTANCE.

CERTIFICATION PERIOD

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

CHANGE REPORTERS

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

[Month Reporting - FS](#), [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#) [0007.15.03 \(Unscheduled Reporting of Changes - FS\)](#).

CHANGE REPORT FORM (DHS-2402)

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

CHEMICAL DEPENDENCY

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

CHEMICAL USE ASSESSMENT

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

CHILD

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

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

CHILD & TEEN CHECKUPS

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

CHILD CARE FOOD PROGRAM

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

CHILD CARE SUPPORT

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

CHILD NUTRITION ACT

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

CHILD SUPPORT

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

CHILD SUPPORT PAYMENTS

See CHILD SUPPORT above.

CHILDREN'S HOME CARE OPTION (CHCO)

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

CITIZENSHIP

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

CIVIL RECOVERY

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

CLAIM

The result of a county agency filing an OVERPAYMENT.

CLIENT

A person who is an APPLICANT or PARTICIPANT.

CLIENT ERROR

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

CLIENT ERROR OVERPAYMENT

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

CLOTHING AND PERSONAL NEEDS ALLOWANCE

The amount of monthly income institutionalized clients may retain or receive for their day to day expenses. See [0020.24 \(Clothing and Personal Need Allowance\)](#).

COLA

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

COLLATERAL CONTACT

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

COMBINED APPLICATION FORM (DHS-5223)

This form is used by people to apply for multiple assistance programs including: some CASH ASSISTANCE, FOOD SUPPORT, EMERGENCY PROGRAMS, and Health Care. See [0005.09 \(Combined Application Form \(CAF\)\)](#). The CAF plus the [Combined Application - Addendum \(DHS-5223C\)](#) may be used for Child Care Assistance Programs. For health care only applications, see the [Health Care Programs Manual](#).

COMBINED APPLICATION – ADDENDUM (DHS-5223C)

This form is used for adding a person or people to an existing MFIP, WB, DWP, GA assistance unit after the initial application has

been processed. It also can be used, but is not required, for collecting information on people added to Food Support households. For more information, see [005.09.09 \(When to Use an Addendum to the CAF\)](#).

COMBINED APPLICATION - CHILD CARE ADDENDUM (DHS-5223D)

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

COMBINED SIX-MONTH REPORT (DHS-5576)

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

COMBINED SIX-MONTH REPORT SUPPLEMENT FOR CASH PROGRAMS (DHS-5576A)

This form is used by CLIENTS who receive assistance from a cash program and who may also receive Health Care or Food Support. It must be submitted with a complete [COMBINED SIX-MONTH REPORT \(DHS-5576\)](#) (CSR).

COMMISSIONER

The Commissioner of the Minnesota Department of Human Services.

COMMODITY SUPPLEMENTAL FOOD PROGRAM

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

COMMUNAL DINING FACILITIES

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

COMMUNITY ALTERNATIVE CARE (CAC)

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

COMMUNITY ALTERNATIVES FOR DISABLED INDIVIDUALS (CADI)

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

COMMUNITY WORK EXPERIENCE PROGRAM (CWEP)

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

CONCILIATION CONFERENCE

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

CONDITIONAL ENTRANT

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

CONFESSION OF JUDGMENT

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

CONFIDENTIAL DATA

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

CONSOLIDATED FUND

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

CONTRACT FOR DEED

A conditional sales contract for purchase of real estate. The contract is held by a private party as opposed to a lending institution. See [0015 \(Assets\)](#), [0017 \(Determining Gross Income\)](#), [0018 \(Determining Net Income\)](#). Also see INSTALLMENT CONTRACT in [0002.33 \(Glossary: Independent...\)](#).

CORRECTIVE PAYMENT

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

COST EFFECTIVE

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

COUNTABLE INCOME

EARNED and UNEARNED income that is not excluded or disregarded.

COUNTED EARNINGS

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

COUNTY AGENCY

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

COUNTY AGENCY ERROR OVERPAYMENT

An OVERPAYMENT caused by county agency action or inaction.

COUNTY OF FINANCIAL RESPONSIBILITY

The county obligated to pay a participant's benefits.

COUNTY OF RESIDENCE

The county where the CAREGIVER has established a home.

COURT-ORDERED SERVICES

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

CRIMINAL RECOVERY

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

CRUELTY/BATTERY

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

CSR

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

CUBAN ENTRANT

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

CUBAN/HAITIAN ENTRANT

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

CUSTODIAL PARENT

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

CWEP

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

DATA PRACTICES MANUAL

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

DATE OF APPLICATION

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

DECLARATION OF PARENTAGE (DOP)

A form printed by the Minnesota Department of Health, Vital Records Section that serves as an ACKNOWLEDGEMENT OF PATERNITY. This form may be signed before or after the child's birth. However, to be valid, it must have been executed before 8-1-95. Starting 8-1-95, clients must use the [Minnesota Voluntary Recognition of Parentage \(DHS-3159\)](#). Notarized signatures of both parents must be on the form. See ACKNOWLEDGEMENT OF PATERNITY in [0002.01 \(Glossary: 1619A...\)](#) for additional information.

DEDUCTION

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

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

FS : 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 \(Glossary: Medically Necessary...\)](#).

FS : 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

FS : 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 \(Verifying Disability/Incapacity - FS\)](#), [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.

DISPLACED HOMEMAKER

A person who is eligible for Minnesota displaced homemaker services. To be eligible a person must meet all of the following:

- Was the primary caregiver in a home for at least 2 years, while working less than full-time outside the home.
- During that time was supported by another person or public assistance.
- Lost that source of support through death, disability, divorce, legal separation, or becoming ineligible for public assistance.
- Is currently unemployed or underemployed and having difficulty finding employment adequate to support the person and his or her dependents.

DISQUALIFIED PERSON

A person who is ineligible for ASSISTANCE due to non-cooperation with a program requirement. The length of disqualification may vary depending on which program provisions the person violated or failed to comply with.

DISQUALIFY

To make a person ineligible for ASSISTANCE because of non-cooperation with a program requirement.

DISREGARD

An amount of income which is excluded in determining NET INCOME.

DIVERSIONARY WORK PROGRAM (DWP)

DWP is a short-term, work focused program for families applying for cash benefits. It provides a maximum of 4 consecutive months in a 12-month period, of necessary services and supports to families which will lead to unsubsidized employment, increase economic stability, and reduce the risk of needing longer term assistance under MFIP. See [0013.05 \(DWP Bases of Eligibility\)](#).

DIVERSITY IMMIGRANT

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

DIVERSITY VISA

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

DIVIDEND

The amount of the profit distribution a shareholder receives, or the amount of the surplus distribution a policyholder of a participating insurance policy receives.

DOCUMENTARY EVIDENCE

Written VERIFICATION confirming information on the UNIT's circumstances.

DOCUMENTATION

A written statement or record that substantiates or validates an assertion made by a person or an action taken by a person, agency, or entity.

DOMESTIC VIOLENCE

See FAMILY VIOLENCE in [0002.23 \(Glossary: Fair Hearing...\)](#).

DOMESTIC VOLUNTEER SERVICE ACT

Federal law authorizing the Foster Grandparent Program, National Senior Volunteer Corps, Retired and Senior Volunteer Program, Senior Companion Program, VISTA, Volunteers in Service to America and University Year for Action. For more information, see [0017.15.78 \(National and Community Service Trust Act\)](#), [0017.15.87 \(AmeriCorps Payments\)](#).

DRUG ABUSE

GA : A pattern of inappropriate and harmful chemical use. It includes inappropriate and harmful patterns of chemical use that are linked to specific situations in a person's life such as loss of a job, death of a loved one, or sudden change in life circumstances. It does not involve a pattern of pathological use, but it may progress to pathological use.

DRUG ADDICTION OR ALCOHOLIC TREATMENT AND REHABILITATION PROGRAM

FS : Used in reference to the Food Support Employment and Training (FSET) program. A drug addiction or alcoholic treatment and rehabilitation program conducted by a non-profit organization or institution and licensed by the Department of Human Services (DHS) or the Minnesota Department of Health, unless they are on Indian reservations. Programs operating on Indian reservations must be tax exempt and funded by the National Institute of Alcohol Abuse and Alcoholism (NIAA) or formerly funded through the NIAA and transferred to Indian Health Services (IHS) funding. See [0004.06 \(Emergencies - 1st Month Processing\)](#).

DRUG DEPENDENCY

GA : A pattern of pathological use, accompanied by the physical manifestations of increased tolerance to the chemical(s) being used or withdrawal syndrome after cessation of chemical use. It includes a pattern of pathological use accompanied by the physical manifestations of increased tolerance to the chemical(s) being used or withdrawal syndrome after cessation of chemical use, which has been interrupted by a period of incarceration or hospitalization.

DWP

See DIVERSIONARY WORK PROGRAM.

INDEPENDENT LIVING OUTSIDE A LONG TERM CARE FACILITY

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

INDIAN LAND HELD IN TRUST

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

INDIAN RESERVATIONS

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

INDIGENT IMMIGRANT

FS : A sponsored immigrant who is determined by the county to be unable to obtain food and shelter taking into consideration the sponsored immigrant's own income, assets, and assistance provided by others such as a sponsor. "Unable to obtain food and shelter" means that the sum of all contributions, income, assets, 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. The county may only deem the actual amount the sponsor provides. Indigence may last up to 12 months and be renewed for additional 12-month periods. The county must notify DHS of the indigent cases including the names of the sponsor and the sponsored immigrant involved. See [0015.48.03 \(Whose Assets to Consider - Sponsors W/I-864\)](#), [0016.21.03 \(Income of Sponsors of Immigrants with I-864\)](#).

INELIGIBLE NON-CITIZENS

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

INELIGIBLE PERSON

A person who does not meet eligibility requirements for ASSISTANCE.

INITIAL ELIGIBILITY

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

INITIAL MONTH

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

INPATIENT

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

INQUIRY

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

INSTALLMENT CONTRACT

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

INSTALLMENT PAYMENT

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

INSTITUTION

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

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

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

INSTITUTION FOR MENTAL DISEASES (IMD)

An institution for the treatment of mental diseases.

INSTITUTION OF HIGHER LEARNING

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

INTERIM ASSISTANCE

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

INTERSTATE COMPACT FOR JUVENILES (ICJ)

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

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)

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

SELF (STUDENT EDUCATIONAL LOAN FUNDS)

State financial aid program for post secondary students.

SELF EMPLOYED

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

SELF EMPLOYMENT

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

SELF-SUPPORT INDEX

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

SEOG (Supplemental Educational Opportunity Grants)

A federal financial aid program for post-secondary students.

SHARED HOUSEHOLD STANDARD

MFIP, DWP : The standard used when unrelated people reside in the same household as the assistance unit and no EXCEPTION is met. See [0002.71 \(Glossary: Two Party...\)](#), [0020.09 \(MFIP/DWP Assistance Standards\)](#).

SHARED HOUSEHOLD UNIT

MFIP, DWP : An assistance unit living with unrelated people. See UNRELATED MEMBER in [0002.71 \(Glossary: Two Party...\)](#), [0020.09 \(MFIP/DWP Assistance Standards\)](#).

SHELTER COSTS

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

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

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

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

SHELTER DEDUCTION

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

SHELTER FOR BATTERED WOMEN

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

SIBLINGS

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

SICK PAY

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

SIGNIFICANT CHANGE

MFIP : The unit's gross earned and/or unearned income for the payment month declines by 37% or more from the gross earned and/or unearned income budgeted in the budget month. See [0008.06.15 \(Removing or Recalculating Income\)](#), TEMP Manual TE02.13.11 (Significant Change).

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

SIX-MONTH REPORTING

The requirement for some Food Support units to complete a [COMBINED SIX-MONTH REPORT \(DHS-5576\)](#) (CSR). See [0007.03.02 \(Six-Month Reporting - FS\)](#).

SMRT

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

SNAP :

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

SOCIAL SECURITY

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

SOCIAL SECURITY ACT

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

SOCIAL SECURITY ADMINISTRATION

A federal agency which administers the SSI and RSDI programs.

SOCIAL SECURITY CREDITS

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

SOCIAL SECURITY DISABILITY INSURANCE

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

SOCIAL SERVICES

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

SOLE PROPRIETOR

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

SPECIAL ADVOCACY SERVICES

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

SPECIAL DIET

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

SPECIAL NEED FUNDS

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

SPONSOR

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

SPOUSAL SUPPORT

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

SPOUSE

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

SR

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

SSA

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

SSDI

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

SSI

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

SSI GROSS LIMIT

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

SSI RECIPIENT

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

SSN

Social Security number.

STAGGERED ISSUANCE

FS : A BENEFIT issuance system which issues regular monthly FOOD SUPPORT benefits throughout the 1st 15 days of the month. Units receive their benefits on the same day each month.

STAGGERED ISSUANCE CYCLE

Issuing BENEFITs over several days.

STANDARD DISREGARD

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

STANDARD UTILITY ALLOWANCE

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

STATE MEDICAL REVIEW TEAM (SMRT)

People appointed by the COMMISSIONER to determine DISABILITY.

STATE VERIFICATION AND EXCHANGE SYSTEM (SVES)

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

STEPPARENT

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

STORED VALUE CARD (SVC)

The Stored Value Card or debit card is an option custodial parents have of an account to have their child's support payment directly deposited into. The Stored value card has a VISA logo and can be used like a credit or debit card for purchases or at ATM's. The only money on the SVC card is child support that has been deposited by the Minnesota Child Support Payment Center. See LIQUID ASSETS in [0002.37 \(Glossary : Learning...\)](#) and excluded assets in [0015.27 \(Excluded Assets - Income\)](#).

STRIKER

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

STRUCTURED SETTLEMENT

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

STUDENT EDUCATIONAL LOAN FUNDS

State financial aid program for post-secondary students.

STUDENT FINANCIAL AID

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

SUBSIDIZED ADOPTION

See ADOPTION ASSISTANCE in [0002.01 \(Glossary: 1619A...\)](#).

VICTIM OF FAMILY VIOLENCE

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

VISTA

Volunteers in Service to America (VISTA) is known as AmeriCorps VISTA. See [0015.30 \(Excluded Assets - Payments Under Federal Law\)](#), [0017.15.78 \(National And Community Service Trust Act\)](#), [0017.15.87 \(AmeriCorps Payments\)](#) for more information on AMERICORPS.

VOCATIONAL SPECIALIST

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

VOLAGs

RCA : See Voluntary Agencies (VOLAGs) below.

VOLUNTARY AGENCIES (VOLAGs)

RCA :Voluntary Agencies (VOLAGs) administer the provisions of RCA. VOLAGs are responsible, under contract with the U.S. Department of State, for providing refugees with initial housing, food, clothing and shelter immediately after arrival in the United States. See [0030.01 \(Voluntary Agencies \(VOLAGs\)\)](#).

VOLUNTARY DEPARTURE

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

VOUCHER

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

VULNERABLE ADULTS

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

WAGE MATCH

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

WAGE GARNISHMENT

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

WAIVER

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

WARD

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

WATER AND SEWER SYSTEM

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

WB

See WORK BENEFIT PROGRAM below.

WELFARE FRAUD

Obtaining ASSISTANCE PAYMENTS by deceit or misrepresentation.

WIA (WORKFORCE INVESTMENT ACT)

See WORKFORCE INVESTMENT ACT (WIA) below.

WIC (WOMEN, INFANTS and CHILDREN)

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

WITHHOLDING OF DEPORTATION OR REMOVAL

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

WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM

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

WORK BENEFIT PROGRAM (WB)

A monthly cash benefit for families who have exited DWP or MFIP and are working a required number of hours with income below 200% FPG.

WORKERS' COMPENSATION

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

WORKFORCE INVESTMENT ACT (WIA)

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

WORKFORCE ONE

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

WORK HISTORY

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

WORK-RELATED EXPENSES

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

WORK STUDY

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

YOUTH COMMUNITY CONSERVATION AND IMPROVEMENT PROJECT

A federal employment and training program.

YOUTH INCENTIVE ENTITLEMENT PROJECT

A federal employment and training program.

MFIP, DWP, FS, MSA, GA, GRH:

The [Combined Application Form \(CAF\) \(DHS-5223\)](#) allows people to apply for multiple assistance programs on 1 form.

Give the [Combined Application Form \(CAF\) \(DHS-5223\)](#) to people who want to apply for any of the following assistance programs:

- Minnesota Family Investment Program (MFIP).
- Refugee Cash Assistance (RCA).
- Diversionary Work Program (DWP).
- General Assistance (GA).
- Minnesota Supplemental Aid (MSA).
- Group Residential Housing (GRH)
- Food Support (FS)
- Health Care (HC).
- Emergency Minnesota Supplemental Aid (EMSA), Emergency General Assistance (EGA), and Emergency Medical Assistance.

Document on the CAF the date the agency receives the signed page number 1 of the CAF.

Provide people with the CAF, AND the [Notice of Privacy Practices \(DHS-3979\)](#). See [0003.09.06 \(Client Rights - Data Privacy Practices\)](#).

The CAF includes:

- A cover sheet with instructions on how to complete the form.
- A tear-off page (page number 1) which can be used to set the date of application. See [0005.12.09 \(Date of Application\)](#), [0004 \(Emergencies\)](#). This page of the CAF also includes questions to evaluate for emergency need, expedited services, pregnant woman provisions, authorized representative information, types of services a client may need help with and signature blocks.
- Several pages with Yes/No questions used to determine eligibility. Use the information provided on these pages to establish eligibility factors including:
 - Assistance unit composition and size. See [0014 \(Assistance Units\)](#).
 - Client data. See [0010 \(Verification\)](#), [0013 \(Basis of Eligibility\)](#), [0014 \(Assistance Units\)](#).

- Basis of eligibility and program coverage. See [0013 \(Basis of Eligibility\)](#).
- Income, asset, and expense data. See [0015 \(Assets\)](#), [0017 \(Determining Gross Income\)](#), [0018 \(Determining Net Income\)](#).
- Emergency data. See [0004 \(Emergencies\)](#).

Client responsibilities and rights are on the last page of the [CAF \(DHS-5223\)](#). This is a tear-off page and should be reviewed with the client during the interview and given to the client for future reference. See [0003 \(Client Responsibilities and Rights\)](#).

The client fills out the information on the [CAF \(DHS-5223\)](#) and is then interviewed for cash and food programs using procedures established by each county. Health Care programs do not require in-person interviews. Workers may record information from the interview on the [Worker Interview Form \(WIF\) \(DHS-5223A\)](#).

Review each question on the [CAF \(DHS-5223\)](#), even if the client has answered “No” to the question. Additions or changes on the CAF must be initialed and dated by the client.

Check for duplicate program participation through MAXIS Person Search.

For information on application interviews and scheduling appointments, see [0005.12.12 \(Application Interviews\)](#).

Clients are automatically registered and referred to Employment Services programs by signing page number 1 of the CAF. See [0028 \(Employment Services\)](#).

WB:

No Provisions. See [0005.10 \(Minnesota Transition Application Form \(MTAF\)\)](#).

Give the forms/handouts listed in this section to applicants at the interview or send them with the application packet if you are aware of the specific programs for which the applicants will apply.

The following are required to be included in the application packet:

- [Combined Application Form \(CAF\) \(DHS-5223\)](#).
- A cover letter including the following:
 - The county agency address, office hours, and phone number.
 - The importance of returning page number 1 of the CAF as soon as possible.
 - Information about the interview and returning the remainder of the CAF.
- [Program information brochure for cash, food and health care programs \(DHS-2920\)](#)
- [Domestic Violence Information \(DHS-3477\)](#). See [0029.36 \(Domestic Violence Brochure Program\)](#).
- [Notice About Income and Eligibility Verification System and Work Reporting System \(DHS-2759\)](#). See [0026.48 \(Notices - IEVS\)](#).
- Verification Request Forms:
 - [Verification Request Form - A \(DHS-2919A\)](#).
 - AND
 - [Verification Request Form - B \(DHS-2919B\)](#).

Indicate the time period for which you need the verification.
- [Do you have a disability? \(DHS-4133\)](#). Also see [0003.09.03 \(Clients Rights - Civil Rights\)](#).

The following may also be included in the application packet or handed out at the interview as appropriate:

- [Household Report Form \(DHS-2120\)](#), [Combined Six-Month Report \(CSR\) \(DHS-5576\)](#), or [Change Report Form \(DHS-2402\)](#). See [0007 \(Reporting\)](#), [0007.12 \(Agency Responsibilities for Client Reporting\)](#), [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - FS\)](#).
- [Authorization for Release of Information About Residence and Shelter Expenses \(DHS-2952\)](#), if appropriate. See [0010.18 \(Mandatory Verifications\)](#).
- Application for Social Security number (SS-5), if needed. See [0010.18.03 \(Verifying Social Security Numbers\)](#), [0012.03 \(Providing/Applying for an SSN\)](#).
- [Notice of Privacy Practices \(DHS-3979\)](#). See [0003.09.06 \(Client Rights - Data Privacy Practices\)](#).

- [Work Benefit Program Information \(DHS-5837\)](#).

Give the following forms/handouts based on the programs applied for and the circumstances in the case. Check the cross-referenced sections for procedures for each form/handout listed.

MFIP:

- [Reporting Responsibilities for MFIP Households \(DHS-2647\)](#). See [0007.12 \(Agency Responsibilities for Client Reporting\)](#).
- In cases where there is at least 1 non-custodial parent:
 - [Understanding Child Support - A Handbook for Parents \(DHS-3393\)](#).
 - [Referral to Support and Collections \(DHS-3163B\)](#). (This is in addition to the Combined Application Form, for EACH non-custodial parent). See [0012.21.03 \(Support From Non-Custodial Parents\)](#).
 - [Cooperation with Child Support Enforcement \(DHS-2338\)](#). See [0012.21.06 \(Child Support Good Cause Exemptions\)](#).

NOTE: This does not apply to a married parent who is out of the home on military duty when there is no breakdown in the marital relationship.

- [Notice of Requirement to Attend MFIP Overview \(DHS-2929\)](#). See [0028.09 \(ES Overview/FSET Orientation\)](#).
- If there is a custodial parent under 20, the [Notice of Requirement to Attend School \(DHS-2961\)](#) and [Graduate to Independence - MFIP Teen Parents Informational Brochure \(DHS-2887\)](#). If there is a custodial parent under age 18, the [MFIP for Minor Caregivers \(DHS-3238\)](#) brochure. See [0012.06 \(Requirements for Custodial Parents Under 20\)](#), [0028.06.03 \(Who Must Participate in Empl. Services/FSET\)](#), [0028.12 \(Education Requirements\)](#).
- [Family Violence Referral \(DHS-3323\)](#) and [Domestic Violence Information \(DHS-3477\)](#).
- [Important Information about the MFIP Family CAP \(DHS-4198\)](#).
- If a non-parental caregiver applies, [MFIP Child Only Assistance \(DHS-5561\)](#)

WB:

No provisions.

DWP:

Follow MFIP, EXCEPT do not give the [Notice of Requirement to Attend MFIP Overview \(DHS-2929\)](#) to the applicants. Instead, give the applicant the [Minnesota's Diversionary Work Program-DWP \(DHS-4034\)](#).

FS:

- [Food Support Reporting Responsibilities \(DHS-2625\)](#). See [0007.12 \(Agency Responsibilities for Client Reporting\)](#).
- If you know there is student income, the [Financial Aid Information Form \(DHS-2646\)](#). See [0010.18.30 \(Verifying Student Income and Expenses\)](#).
- For all applicants, the [Facts on Voluntarily Quitting Your Job if You Are on Food Support \(DHS-2707\)](#). See [0028.30.09 \(Refusing or Terminating Employment\)](#).

MSA:

- [SSI Interim Assistance Agreements \(DHS-1795\)](#).
- [Interim Assistance Agreement \(DHS-1795A\)](#), do not use for SSI. See [0012.12 \(Applying for Other Benefits\)](#), [0012.12.03 \(Interim Assistance Agreements\)](#).

GA:

- If you know there is student income, the [Financial Aid Information Form \(DHS-2646\)](#). See [0010.18.30 \(Verifying Student Income and Expenses\)](#).
- [SSI Interim Assistance Agreements \(DHS-1795\)](#), [Interim Assistance Agreement \(DHS-1795A\)](#) (Do not use for SSI), if appropriate. See [0012.12 \(Applying for Other Benefits\)](#), [0012.12.03 \(Interim Assistance Agreements\)](#).

GRH:

For participants who are aged, blind, or disabled and over 18, follow MSA. For all other participants, follow GA.

UNSCHEDULED REPORTING OF CHANGES - FS

0007.15.03

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

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

FS:

Applicant units must report within 10 calendar days of the date of the notice of eligibility any changes which occurred between the time of the interview and the notice.

Uncle Harry units that report changes monthly do not have to report changes in any other way, see [0007.03.01 \(Monthly Reporting – Uncle Harry FS\)](#).

Units who are subject to Six-Month Reporting must report the following changes by the 10th of the month following the month of the change when:

- The unit's gross income exceeds 130% of the Federal Poverty Guidelines (FPG) for the unit's size. Use the FPG for unit's size at the time of the most recent application or recertification.
OR
- An Able-Bodied Adult Without Dependents (ABAWD) has a change in work or job activities which cause his/her hours to fall below 20 hours per week (80 hours per month).

Units who do not report monthly or every 6 months are change reporters. These units must report the following changes by the 10th of the month following the month of the change:

NOTE: Uncle Harry Food Support units who do not report monthly, must also report the following changes. The changes must be reported within 10 days of the date the change becomes known to the unit.

- A change of more than \$100 per month in gross earned income.
- A change of more than \$50 in the amount of unearned income, EXCEPT changes relating to public assistance (PA) or General Assistance (GA) in which GA and Food Support cases are jointly processed.
- A change in the source of income, including starting or stopping a job, if the change in employment is accompanied by a change in income.
- A change in unit composition.
- A change in residence.
- A change in shelter costs due to a residency change.
- The acquisition of a vehicle not fully excluded. See [0015 \(Assets\)](#), [0015.54 \(Evaluation of Vehicles\)](#), [0029.36 \(Domestic Violence Brochure Program\)](#).
- A change in liquid assets equal to or exceeding the limit for the unit, if assets are counted. To determine if assets are counted, see [0013.06 \(FS Categorical Eligibility/Ineligibility\)](#), [0015.03 \(Asset Limits\)](#), [0015.54 \(Evaluation of Vehicles\)](#), [0029.36 \(Domestic Violence Brochure Program\)](#).

- A change in legal obligation to pay child support.

Units need not report mass changes in federal benefits such as COLA increases in RSDI, SSI, VA, or Black Lung benefits.

Clients may report other changes in circumstances that might increase their benefits. For example, an able-bodied adult subject to the 3 months in 36-month limit of eligibility may receive additional months' benefits if he or she meets certain requirements. See [0011.24 \(Able-Bodied Adults\)](#) for more information. Tell clients about this option.

Counties must act promptly on all changes reported to determine if the change affects the unit's eligibility or allotment. See [0008.06.01 \(Implementing Changes - Program Provisions\)](#), [0026.12.03 \(10 Day Notice\)](#).

Counties must act on all reported changes which result in an increase of benefits no later than 10 days from the date the change was reported. See [0007.12 \(Agency Responsibilities for Client Reporting\)](#).

Counties must act on all changes that result in a decrease or ineligibility as a result of the change. A 10-day notice of adverse action must be issued unless adequate notice or exemptions from the adverse action notice are appropriate. See [0026.12 \(Timing of Notices\)](#).

See [0008 \(Changes in Circumstances\)](#) for general information on changes, steps to follow when you learn of a change, tracking expected changes, and acting on changes. This section lists information about changes required in addition to that listed in [0008 \(Changes in Circumstances\)](#).

Some changes require a new [Combined Application Form \(CAF\) \(DHS-5223\)](#), a [Combined Application – Addendum \(DHS-5223C\)](#), a [Minnesota Transition Application Form \(MTAF\) \(DHS-5223E\)](#) or a combination of these forms:

- Changing from 1 assistance program to another: Usually requires a [Combined Application Form \(CAF\)](#) or an [MTAF](#). See [0005.09.03 \(When People Must Complete a CAF\)](#), [0005.09.06 \(When Not to Require Completion of a CAF\)](#), [0005.12 \(Accepting and Processing Applications\)](#).
- Adding a person to an existing cash assistance unit: Require a [CAF Addendum](#). See [0005.09.09 \(When to Use an Addendum to the CAF\)](#).
- Changing the client's basis of eligibility for some programs: See [0008.06.03 \(Change in Basis of Eligibility\)](#).

For more information on the [MTAF](#), see [0005.10 \(Minnesota Transition Application Form \(MTAF\)\)](#).

MFIP, DWP:

When a parent leaves the home:

- Require the client to complete appropriate questions on the [CAF](#). Also give the client the [Cooperation With Child Support Enforcement \(DHS-2338\)](#) for the non-custodial parent who left the home.
- Give the client [Referral to Support and Collections \(DHS-3163B\)](#) for the non-custodial parent who left the home. Encourage the client to complete the form, but do not require it. See [0012.21.03 \(Support From Non-Custodial Parents\)](#).
- Give or send the client [Understanding Child Support, a Handbook for Parents \(DHS-3393\)](#).

See [0012.21 \(Responsible Relatives Not in the Home\)](#), [0012.21.06 \(Child Support Good Cause Exemptions\)](#).

WB, MSA, GRH:

For changes reported or discovered by a method other than on a [Combined Six-Month Report \(CSR\) \(DHS-5576\)](#), a [Combined Six-Month Report Supplement for Cash Programs \(CSRS\) \(DHS-5576A\)](#), or a [Household Report Form \(HRF\) \(DHS-2120\)](#), process the changes as soon as notice provisions permit.

FS:

Do not terminate benefits solely because the client does not verify a change in housing, utility, or medical expenses.

- For decreased housing or medical expenses the client does not verify, budget the change if it reduces the benefits. Verify the change at recertification time.
- For increased housing or medical expenses the client does not verify, do not budget the increased amount. Verify the change at recertification time.

Request an addendum to add a person to an assistance unit, but do not deny or terminate assistance for failure to submit it. If the

client does not complete the addendum, record relevant information provided by the client on an addendum form and file it in the case record. Offer the unit the right to change the principal wage earner if the person being added or removed is an adult parent with children (of any age) in the home or the adult has parental control over children in the home. See the description of principal wage earner in [0028.03.06 \(Determining FS Principal Wage Earner\)](#).

Provide change reporting units with a [Change Report Form \(DHS-2402\)](#) for reporting the required changes. See [0007.12 \(Agency Responsibilities for Client Reporting\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - FS\)](#).

GA:

For changes reported or discovered by a method other than on an HRF, process changes as soon as possible. When processing an addendum to add a new person to a unit, use the same time frame allowed for applications. See [0005.12.15 \(Application Processing Standards\)](#).

MFIP, WB, MSA, GA, GRH:

No provisions.

DWP:**CONVERSION/REFERRAL DURING THE 4-MONTH DWP PERIOD**

If at any time during the DWP application process or during the 4-month DWP eligibility period, you determine that a participant is unlikely to benefit from DWP, convert or refer the participant to MFIP. For the definition of MFIP, see [0002.41 \(Glossary: Medically Necessary...\)](#). Participants who meet any of the criteria below are UNLIKELY to benefit from DWP. Gather the necessary documentation to support the determination.

The following are the criteria for determining if a participant is unlikely to benefit from DWP:

- The participant is applying for SSI/RSDI (Retirement Survivors Disability Insurance). This includes those who are appealing a denial of an SSI or RSDI application.
- A participant is age 60 or older. (Or will turn 60 during the anticipated 4 month DWP period.)
- A participant is a legal non-citizen who has been in the United States 12 months or less. "12 months" is defined as 12 FULL months after the month of entry.
- The participant has a Family Violence Waiver and is complying with an Employment Plan.
- The participant has an illness, injury, or incapacity that has been certified by a qualified professional, the condition is expected to continue for more than 30 days and severely limits the person's ability to obtain or maintain suitable employment.
- The participant's presence in the home is required as a caregiver due to the illness, injury, or incapacity of another member in the assistance unit, a relative in the household, or a foster child in the household when the condition, and the need for a person to provide assistance in the home, has been certified by a qualified professional and is expected to continue for more than 30 days.
- The participant has a child or adult in the household who meets disability or medical criteria for home care services, a home and community-based waiver services program, or meets the criteria for severe emotional disturbance or serious and persistent mental illness.
- The participant has been diagnosed by a licensed physician, psychological practitioner, or other qualified professional, as developmentally disabled or mentally ill and the condition severely limits the person's ability to obtain or maintain suitable employment.
- The participant has been assessed by a vocational specialist or the county agency to be unemployable.
- The participant has an IQ below 80, and has been assessed by a vocational specialist or a county agency to be employable but the condition severely limits the person's ability to obtain or maintain suitable employment.
- The participant was determined by a qualified professional to be learning disabled, and the condition severely limits the person's ability to obtain or maintain suitable employment.

NOTE: “Severely limits the person’s ability to obtain or maintain suitable employment” means that a qualified professional has determined that the person’s condition prevents the person from working 20 or more hours per week.

Also, in a single pregnant woman 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 Form \(CAF\) 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 \(DHS-5223E\)](#) as part of the referral process. Terminate DWP allowing for proper notice.

In a 2-parent unit, only 1 parent MUST meet 1 of the “unlikely to benefit from DWP” criteria above before converting or referring the family to MFIP.

Make the transition from DWP to MFIP as smooth as possible for families that leave DWP and begin receiving MFIP assistance. Send appropriate notices when closing DWP and FS.

If the transition from DWP to MFIP occurs within 30 days of the initial DWP application date, convert the case without completion of a new CAF. If the transition occurs more than 30 days after the initial DWP application date, have the participant submit a [Minnesota Transition Application Form \(DHS-5223E\)](#).

Process the DHS-5223E by the 1st of the month following the month it is received to ensure that there is no gap in benefits due to delayed action by the county. Enter the date of the [Minnesota Transition Application Form \(DHS-5223E\)](#) on the STAT/PROG panel in MAXIS as the application date for a new cash program. Only require verification of information necessary to determine MFIP eligibility and the amount of the assistance payment. Do not require additional verification of the information from the DWP application unless the information is inaccurate, questionable, or no longer current.

CONVERSION/REFERRAL AFTER THE 4-MONTH DWP PERIOD ENDS

Because DWP is a short-term program, families must exit the program no later than 3 months after the month in which DWP initial month benefits are issued.

Some DWP participants may not have successfully obtained unsubsidized employment that allows them to support their families without having to apply for benefits under MFIP.

Inform DWP job seekers without earned income or with little earned income about the possibility of receiving cash and food benefits through MFIP. Tell the DWP job seeker about other resources, including MFIP, when the job seeker asks about other help.

When a participant has exhausted 4 months of DWP, he/she may complete, sign, and submit a [Minnesota Transition Application Form \(DHS-5223E\)](#), rather than a Combined Application Form (CAF), to apply for MFIP or, provided the request is made within 30 days of the end of the 4th month of DWP.

If the request is not made within 30 days of the end of the 4-month DWP eligibility period, the participant must complete a new [Combined Application Form \(CAF\) \(DHS-5223\)](#).

All applicants must meet the initial income test, including the 18% earned income disregard to be eligible for MFIP.

Work with families that leave DWP but do not go onto MFIP or WB, to determine which, if any, transition or post-program services and supports would help the family achieve or maintain economic and family stability. For example, FS, Child Care and/or Health Care benefits may continue.

CONVERTING A CAREGIVER WHO TURNS 60 YEARS OLD DURING THE 4-MONTH DWP PERIOD

If a caregiver in a 1-parent unit will be turning 60 years old during the proposed 4 DWP months, open MFIP rather than DWP at application.

FS:

No provisions. DWP FS participants who transition to MFIP will have their stand-alone FS benefits closed in order to have the MFIP food portion approved. Close the stand-alone FS for the 1st possible month, allowing a 10-day notice. The MFIP food portion must not be issued for a unit member whose needs have already been covered in a FS household. See [0011.21 \(Receipt of Other Assistance\)](#).

Recertify clients whose certification period is ending. The clients and the agency must follow the time frames of each program for completing the recertification process. See [0009.06.03 \(Recertification Processing Standards\)](#).

MAXIS will generate program specific cover letters and mail the following forms:

- [Combined Application Form \(CAF\) \(DHS-5223\)](#).
- [Combined Six-Month Report \(DHS-5576\)](#).
- [Combined Six-Month Report Supplement for Cash Programs \(DHS-5576A\)](#).
- Other notices or forms required at recertification according to each program's provisions below.

All questions on the form must be answered for the form to be considered complete.

MAXIS will mail packets around the 15th of the 2nd month prior to the end of the certification period.

The recertification process is similar to the application process. To complete the recertification process:

- Review eligibility for the client's current programs, possible new programs, and emergency need. If clients qualify for new programs or emergency assistance, process the recertification request as an application for assistance. See [0004 \(Emergencies\)](#), [0005 \(Applications\)](#), [0009.06.03 \(Recertification Processing Standards\)](#).
- Get mandatory verifications. See [0010.18 \(Mandatory Verifications\)](#).
- Notify the unit of the eligibility determination. See [0026 \(Notices\)](#).

Accept the Combined Application Form (CAF) or Combined Six-Month Report (CSR) even if the client does not live in your county. See [0005.12 \(Accepting and Processing Applications\)](#).

In addition to MAXIS-generated recertification packets, you may be required to provide certain additional forms to clients at the face-to-face recertification interview. See [0007.12 \(Agency Responsibilities for Client Reporting\)](#), [0009.06.06 \(Recertification Interview\)](#).

MFIP:

MAXIS will also include the following in the recertification packet:

- [Notice About Income and Eligibility Verification System and Work Reporting System \(DHS-2759\)](#).
- [Instructions for Completing the Combined Application Form \(DHS-2989\)](#).
- [Domestic Violence Information \(DHS-3477\)](#).

Give the client the [Family Violence Referral \(DHS 3323\)](#). Provide information about counseling and support services, and permanent residence procedures for battered non-citizens. Review the continued exemption from the 60-month time limit for

victims of family violence for whom you have an Employment Plan (EP) in place. See [0005.12.12.09 \(Family Violence Provisions/Referrals\)](#), [0010.18.33 \(Verifying Family Violence\)](#).

Conduct a face-to-face recertification interview at least once every 12 months. See [0009.06.06 \(Recertification Interview\)](#).

Review extensions for participants who have been extended beyond the 60-month lifetime limit every 12 months, unless the documentation supporting the extension indicates the participant's condition could change earlier. See [0011.33 \(MFIP Hardship Extensions\)](#). This review should be considered a minimum requirement to recertify an extension. Review the situation and request new verification each time there is a change in the estimated end date. Counties should end an extension prior to the review, if criteria for the extension no longer apply. End the extension the 1st of the month following verification that the criteria no longer apply.

NOTE: Participants may move between extension categories.

Coordinate extension reviews with recertifications, if possible.

Give a 10-day notice before terminating benefits if the unit fails to comply with the recertification process. See [0009.06.03 \(Recertification Processing Standards\)](#).

If you fail to send a 10-day notice, continue to issue benefits until you have given 10-day notice of adverse action. This applies even if the certification period has ended.

Do not consider the client ineligible and therefore subject to an overpayment solely because the agency fails to send a timely notice of termination. Consider it an overpayment only if the client does not meet eligibility factors such as income, assets, or basis of eligibility.

If the unit is ineligible for continued benefits or will receive reduced benefits based on information in the CAF, or if the information requires a reduction or suspension of the unit's benefits, send a notice BEFORE the effective date of the adverse action.

WB:

Follow general provisions EXCEPT do NOT require a face-to-face recertification interview.

DWP:

No provisions.

FS:

MAXIS will also include the following in the recertification packet:

- [Notice About Income and Eligibility Verification System and Work Reporting System \(DHS-2759\)](#).
- [Change Report Form \(DHS-2402\)](#) (for change reporting units).
- [Instructions for Completing the Combined Application Form \(DHS-2989\)](#).

Conduct a recertification interview. For specific requirements, see [0009.06.06 \(Recertification Interview\)](#).

Do not issue benefits after the certification period ends until a reapplication process is completed.

MSA, GA, GRH:

MAXIS will also include the following forms in the recertification packet:

- [Instructions for Completing the Combined Application Form \(DHS-2989\)](#) (EXCEPT LTC cases). For people residing in long term care facilities or receiving EW services, including LTC residents who receive MSA for personal needs and EW enrollees residing in GRH facilities and receiving GRH payments, MAXIS sends the [Minnesota Health Care Programs Long-Term Care and Elderly Waiver Renewal Form \(DHS-2128\)](#). See the [Health Care Programs Manual](#).
- Return envelope.
- [Domestic Violence Information \(DHS-3477\)](#).

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

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

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

FS:

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 \(Verifying Disability/Incapacity - FS\)](#).
- Housing costs. Verify at application and recertification in order to allow the expense as a deduction. Do NOT allow the housing cost as a deduction if it is NOT verified. Do not close FS due to failure to provide the verification. 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.
- 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.
- 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.
- 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 \(Child and Spousal Support Deductions\)](#).
- 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.
- School attendance, if related to eligibility.
- Liquid assets, for non-categorical eligible units. All assets are excluded for categorical eligible (CE) units. To determine whether a unit is categorically eligible or non-categorically eligible, see [0013.06 \(FS Categorical Eligibility/Ineligibility\)](#).

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

IDENTIFY NON-IMMIGRANT OR UNDOCUMENTED PEOPLE

0010.18.21

For eligibility purposes, see [0011.03.27 \(Undocumented and Non-Immigrant People\)](#).

Non-Immigrants are visitors, tourists, some temporary or agricultural workers, diplomats, and students. Forms of verification for non-immigrants are:

- Student visa.
- An I-94 card whose class code indicates a non-immigrant. The class codes begin with letters (A) through (R). An I-94 stamped "temporary I-551" indicates the person is a LAWFUL PERMANENT RESIDENT (LPR) not a non-immigrant. See [0010.18.21.03 \(Non-Immigrant People: USCIS Class Codes\)](#).
- Border Crosser Card (BCC): This is a travel document issued to Mexican and Canadian citizens. It allows them to travel temporarily to the United States within a certain border zone. If the person is a Canadian Indian, the non-citizen is an LPR, not a non-immigrant. See [0010.18.15 \(Verifying Lawful Permanent Residence\)](#).
- Form I-95A: Crewman's Landing Permit.
- Form I-918: Petition for U Nonimmigrant Status (U-Visa). This status is used for victims of crimes who have suffered mental or physical abuse because of the crime AND who have information regarding the activity AND who are willing to assist government officials in the investigation of the criminal activity.

Undocumented people are non-citizens who do not have legal documentation authorizing their entry into the United States. Do not assume a non-citizen is here without [U.S. Citizenship and Immigration Services \(USCIS\)](#) authorization just because the person does not have documentation.

If the client is an undocumented person, deny the client for programs that require citizenship or legal entry status and determine eligibility for programs that do not. See [0011.03.27 \(Undocumented and Non-Immigrant People\)](#).

MFIP, WB, DWP, FS:

Verify immigration status for people who report non-citizenship.

MSA:

Verify immigration status if the client is not receiving SSI. DO NOT verify a client's immigration status with USCIS without the client's written authorization.

GA:

Follow MFIP, EXCEPT people cannot receive GA if they are ineligible to receive SSI because of failure to comply with citizenship and immigration status verification requirements. See [0011.03 \(Citizenship and Immigration Status\)](#). Do NOT verify a client's immigration status with USCIS without the client's written authorization.

GRH:

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

The U.S. Citizenship and Immigration Services (USCIS) issues "Form I-94 (Arrival-Departure Record)" to the following people when they enter the United States:

- **PAROLEES:** Parolees are people who normally would not be admitted to enter the United States, but are allowed to enter temporarily for humanitarian, medical, and legal reasons. Parolees are not on a predetermined path to permanent resident status. The I-94 will be stamped "Parolee" and may cite section 2129(d)(5) of the Immigration and Nationality Act (INA).
- **REFUGEES:** Refugees are people who have permission to enter and live in the United States because they have a well-founded fear of persecution in their home country. They will have an I-94 card stamped "Admitted as a Refugee pursuant to section 207 of the Act." The I-766 will be coded A03.
- **PAROLED AS REFUGEES:** People who fear persecution are "paroled" into the United States as refugees when the number of refugees allowed to enter has been exceeded. These parolees are given an I-94 with "paroled as a refugee" under 212(d)(5).
- **ASYLEES:** People already in the United States who satisfy the requirements for refugee status because they fear persecution in their home country can apply for asylum or withholding of deportation. These people do not have refugee status because there is not a well-founded fear of persecution in their home country. People granted asylum may have an I-94 stamped "Asylum status granted pursuant to section 208 of the INA". An asylee may have a written decision from the USCIS or immigration judge in addition to an I-94 or I-766. Asylees with an I-766 Employment Authorization Document (EAD) will be coded as A05.
- **NON-IMMIGRANT PEOPLE:** Non-immigrants are non-citizens admitted to the United States temporarily for specific purposes and periods of time. USCIS does NOT issue I-94 cards to all non-immigrants. For example, tourists and students might not receive I-94 cards.
- **PEOPLE APPLYING FOR IMMIGRANT STATUS:** USCIS does NOT issue I-94 cards to all people applying for immigrant status. Some people are issued a temporary I-551 card.

For all other I-94s, the class code stamped on the front of the card indicates what the person's entrance reason is. Use the class code to help determine the person's entrance reason and which assistance programs the person may be eligible for. See [0010.18.15.03 \(Lawful Permanent Resident: USCIS Class Codes\)](#), [0010.18.21.03 \(Non-Immigrant People: USCIS Class Codes\)](#).

If the only verification the person has is an I-94 card that is not endorsed, clarify the person's entrance reason. Either advise the person to obtain clarification by contacting USCIS, or obtain a written release from the client and contact USCIS.

MFIP, WB, DWP:

Follow general provisions.

FS:

U-Visa holders are not considered refugees and are not eligible for federal Food Support. If a U-Visa holder is 50 years or older and meets all other eligibility requirements, he/she may be eligible for state-funded Food Support (MFAP). See [0029.07.03 \(State Food Programs\)](#).

MSA:

Verify immigration status if the client is not receiving SSI.

GA:

People cannot receive GA if they are ineligible to receive SSI because of failure to comply with citizenship and immigration status verification requirements.

GRH:

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

Count the income of members of the unit according to the provisions of [Chapter 17](#).

You must also count all or part of the income of certain people outside an assistance unit in the unit's income eligibility tests and benefit determination. This is sometimes called income "deemed" available to a unit. Count this income even if the unit does not actually receive it. See program provisions below to determine whose income to count.

MFIP, WB, DWP:

To determine gross income of people outside an assistance unit, follow [0017 \(Determining Gross Income\)](#). To determine the net amount deemed from people outside the unit, apply the deductions and disregards described in the following subsections:

- Disqualified unit members. These are mandatory members of the unit who are disqualified. See [0014.06 \(Who Must Be Excluded From Assistance Unit\)](#), [0016.03 \(Income From Disqualified Unit Members\)](#), [0025.24.06 \(Disqualification for Fraud\)](#).
- Parents of minor caregivers. These are parents of a minor caregiver who live with the unit. See [0016.18 \(Income of Inel. Parent/Guard. of Minor Crgvr\)](#).
- Sponsors of immigrants. These are people who signed an affidavit of support as an immigrant's condition of entry into the United States. Sponsors may or may not live with the unit. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).
- Ineligible parents and stepparents in the household of minor children. See [0016.09 \(Income From Ineligible Stepparents\)](#), [0016.15 \(Income From Ineligible Parents\)](#).

Do not deem the income of people who receive MSA or SSI. See [0017.15.45 \(Income From RSDI and SSI\)](#).

Do not deem the income of a person who is away from home on military duty. See [0017.15.93 \(Military Income\)](#) for information on how to determine countable military pay. Also see TEMP Manual TE02.10.90 (Military Families Receiving FS, MFIP or DWP).

When the parent who normally resides with the family is living and working away from the home (or the family) and there is no marital or relationship breakdown, consider that parent a mandatory unit member. When a parent does not live in Minnesota he or she is considered an ineligible mandatory unit member because the parent is not physically present in Minnesota. Count total income of all unit members, including the members away from the family, when determining the unit's eligibility and benefit level. For information on counting assets, see [0015.48 \(Whose Assets to Consider\)](#).

FS:

To determine the gross and net amount of income counted from people outside the unit, follow the instructions in the following subsections:

- Disqualified mandatory unit members. See [0016.03 \(Income From Disqualified Unit Members\)](#).
- Sponsors of immigrants. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of Immigrants With I-864\)](#).
- Ineligible non-citizens. See [0016.33 \(Income of Ineligible Non-Citizens\)](#). (Also see sections for parents, stepparents, etc.)
- Unit members not applying for FS (non-applicants). See [0016.42 \(Income of Non-Applicants\)](#).
- Ineligible students. See [0015.06.03 \(Availability of Assets with Multiple Owners\)](#), [0016.36 \(Income of Ineligible Students\)](#).

- Ineligible able-bodied adults. See [0015.06.03 \(Availability of Assets with Multiple Owners\)](#), [0016.39 \(Income of Ineligible Able-Bodied Adults\)](#).

A person who is away from home on military duty. See [0017.15.93 \(Military Income\)](#) for information on how to determine countable military pay. Also see TEMP Manual TE02.10.90 (Military Families Receiving FS, MFIP or DWP).

MSA:

THE PROVISIONS OF THIS CHAPTER DO NOT APPLY TO SSI RECIPIENTS.

If a client, other than an SSI recipient, lives with a spouse who also has a basis of eligibility and who applies for MSA, combine the couple's income and need when determining eligibility and benefit level. See [0022.12.01 \(How to Calculate Benefit Level - FS/MSA/GRH\)](#).

To determine the net amount counted from people outside the unit, apply the deductions and disregards as described in the following sections:

- Ineligible spouses of unit members. See [0016.06 \(Income From Ineligible Spouse of Unit Member\)](#).
- Ineligible stepparents. See [0016.09 \(Income From Ineligible Stepparents\)](#).
- Ineligible parents of minor children. See [0016.15 \(Income From Ineligible Parents\)](#).
- Ineligible parents and guardians of minor caregivers. See [0016.18 \(Income of Inel. Parent/Guard. of Minor Crgvr\)](#).
- Sponsors of immigrants. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).
- Parents who choose not to apply. See [0016.24 \(Income of Parents Not Applying\)](#).
- Spouses who choose not to apply. See [0016.27 \(Income From Spouses Who Choose Not to Apply\)](#).

GA:

If people are not in the unit because they receive MFIP, do not count any of their income as available to the unit unless the amount of allocation from the MFIP participant is equal to or exceeds the GA standard of assistance. If it does, there is no GA eligibility.

To determine gross income of people outside the unit, follow [0017 \(Determining Gross Income\)](#). To determine the net amount counted from people outside the unit, apply the deductions and disregards as described in the following subsections:

- Disqualified mandatory unit members. See [0016.03 \(Income From Disqualified Unit Members\)](#).
- Ineligible spouses. See [0016.06 \(Income From Ineligible Spouse of Unit Member\)](#).
- Ineligible stepparents. Treat as parents. [See 0016.09 \(Income From Ineligible Stepparents\)](#).

- Ineligible parents of adult units. See [0016.12 \(Income From Parents of Adult GA Children\)](#).
- Sponsors of immigrants. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).
- Spouses who choose not to apply. See [0016.27 \(Income From Spouses Who Choose Not to Apply\)](#).
- Ineligible non-citizens. See [0016.33 \(Income of Ineligible Non-Citizens\)](#).

GRH:

The provisions of this chapter do NOT apply to SSI recipients.

For non-SSI clients who are aged, blind, or disabled: To determine the net amount counted from people outside the unit, see [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).

For all other adults: To determine the net amount counted from people outside the unit, see [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).

MFIP:

A disqualified person includes a person who:

- Has been convicted of fraud (including Administrative Disqualification Hearing).
- Has failed to cooperate with SSN requirements.
- Is a fleeing felon.
- Is a parole violator.
- Has a fraud conviction due to residency.
- Is removed from a 2-parent family reaching the 60-month limit due to not meeting criteria for an extension or being out of compliance with Employment Services requirements. See [0011.33.02 \(MFIP Hardship Extensions - Removing 1 Parent\)](#).

If the disqualified person is an OPTIONAL caregiver, do not count any of the person's income.

Use the procedure below for MANDATORY unit members to determine how much of the disqualified person's income to deem. See [0014.03 \(Determining the Assistance Unit\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

1. Determine the person's gross income. See [0017 \(Determining Gross Income\)](#).
2. Deduct 18% of the person's earned income.
3. Deduct amounts the disqualified person actually paid to people not living in the same household but whom the disqualified person claims or could claim as a dependent for federal income taxes.
4. Deduct child support, spousal support, child care support, or medical support paid, provided that if there has been a change in the financial circumstances of the disqualified person since the court order was entered, the disqualified person has petitioned for a modification of the support order. Follow the provisions of [0018.33 \(Child and Spousal Support Deductions\)](#).
5. Deduct an allocation for the needs of other people living in the same household, but not included in the assistance unit. Do not allow an allocation for the disqualified member. See [0018.30 \(Allocations\)](#) for who is eligible for an allocation and how to determine the amount. Use the Transitional Standard for a unit of the same size, excluding any dependents or other people who are members of the assistance unit.
6. Deem the person's remaining income as unearned income to the unit.

If a disqualified member is the only unit member with earned income, the unit is NOT entitled to the Family Wage Level. See [0016.15 \(Income From Ineligible Parents\)](#).

WB:

A disqualified person includes a person who:

- Has been convicted of fraud (including Administrative Disqualification Hearing).
- Has failed to cooperate with SSN requirements.
- Is a fleeing felon.
- Is a parole violator.
- Has a fraud conviction due to residency.

Use the procedure under MFIP for MANDATORY unit members to determine how much of the disqualified person's income to deem. There is NO Family Wage Level in the WB standard. See [0014.03 \(Determining the Assistance Unit\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

DWP:

Follow MFIP, EXCEPT when a disqualified person is convicted of fraud (including Administrative Disqualification Hearing) or failure to cooperate with Child Support Enforcement Services (CSES), the entire household is not eligible for DWP.

FS:

To determine the amount of income to count as available to the unit from a mandatory unit member disqualified for fraud, non-compliance with a work requirement, drug felony, parole violation, or fleeing felon disqualification, treat the income as if the disqualified member were still in the unit and allow all applicable disregards and deductions.

To determine the amount of income to count as available to the unit from a mandatory unit member disqualified for refusal to apply for a Social Security number count all but a pro rata share of the ineligible member's income toward the unit. Calculate the pro rata share by subtracting allowable deductions and exclusions from the ineligible member's income and dividing that income among the eligible unit members.

For information on how to determine housing costs and dependent care cost deductions billed to or paid by a disqualified unit member, see [0018.09 \(Dependent Care Deduction\)](#), [0018.15 \(Shelter Deductions\)](#).

Also see [0018.33 \(Child and Spousal Support Deductions\)](#).

MSA, GRH:

No provisions.

GA:

To determine the amount of a disqualified MANDATORY unit member's income to count as available to the unit:

1. Determine the person's gross income.
2. Determine the person's net income. Apply the following deductions and disregards in the order listed:
 - [0018.06 \(Work Expense Deductions\)](#). Allow the same amount allowed for eligible unit members.

- [0018.18 \(Earned Income Disregards\)](#).
- [0018.09 \(Dependent Care Deduction\)](#).

Do NOT subtract an allowance for the disqualified mandatory unit member's unmet needs. Do NOT allocate from the disqualified mandatory unit member's income to people outside the unit.

3. Count the resulting amount as unearned income to the unit for payment eligibility tests and benefit calculation.

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 Food 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
Quality Enhancement 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.

FS:

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 FS unit does not meet immigration status. See [0011.03.09 \(Non-Citizens - FS/MSA/GA/GRH\)](#).
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 FS as a member of the sponsor's FS 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, assets, 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.

MFIP, WB, DWP:

See [0016.06 \(Income From Ineligible Spouse of Unit Member\)](#), [0016.09 \(Income From Ineligible Stepparents\)](#), [0016.15 \(Income From Ineligible Parents\)](#), [0016.18 \(Income of Inel. Parent/Guard. of Minor Crgvr\)](#).

FS:

Part of the income of all ineligible non-citizens who live with a unit must be counted as available to the unit. To determine the amount:

1. Determine the total gross income of the ineligible non-citizen(s). See [0017 \(Determining Gross Income\)](#).
2. Divide the total gross income of the ineligible non-citizen(s) by the number of people in the unit, including the ineligible non-citizen member (or members, if there is more than 1 ineligible non-citizen in the unit).
3. Disregard the prorated share of the income for the ineligible unit member(s). The remaining income is the unit's share.
4. Apply the Gross Income Test. See [0019 \(Gross Income Test\)](#). If the unit fails the GIT, deny or terminate assistance. If the unit passes the GIT, proceed to Steps 5 through 6.
5. From the unit's share (which you determined on Step 3), disregard 20% of the earned income. See [0018.18 \(Earned Income Disregards\)](#).
6. The resulting amount is unearned income to the unit. Include this amount in the unit's net income test. See [0020 \(Net Income Limits\)](#).

For information on how to determine dependent care costs and housing costs billed to or paid by an ineligible non-citizen unit member, see [0018.09 \(Dependent Care Deduction\)](#), [0018.15 \(Shelter Deductions\)](#).

Also see [0018.33 \(Child and Spousal Support Deductions\)](#).

MSA:

See [0016.06 \(Income From Ineligible Spouse of Unit Member\)](#), [0016.09 \(Income From Ineligible Stepparents\)](#), [0016.15 \(Income From Ineligible Parents\)](#).

GA:

Part of the income of an ineligible non-citizen may be counted as available to the unit. To determine the amount to count:

1. Determine the ineligible person's gross income.
2. Allow the same deductions as for unit members. See [0018 \(Determining Net Income\)](#).
3. Deduct the 1st adult standard as a deduction for the person's own needs.
4. The resulting amount is unearned income to the unit.

GRH:

No provisions.

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

No provisions.

FS:

You must count as available to the unit part of the income of all unit members not applying for FS (non-applicants) who live with a unit. To determine the amount:

1. Determine the total gross income of the non-applicant(s). See [0017 \(Determining Gross Income\)](#).
2. Divide the total gross income of the non-applicant(s) by the number of people in the unit, including the non-applicant(s).
3. Disregard the prorated share of the income for the non-applicant(s). The remaining income is the unit's share.
4. Apply the Gross Income Test. See [0019 \(Gross Income Test\)](#). If the unit fails the GIT, deny or terminate assistance. If the unit passes the GIT, proceed to Steps 5 through 6.
5. From the unit's share (which you determined in Step 3), disregard 20% of the earned income. See [0018.18 \(Earned Income Disregards\)](#).
6. The resulting amount is unearned income to the unit. Include this amount in the unit's net income test. See [0020 \(Net Income Limits\)](#).

For information on how to determine dependent care costs and housing costs billed to or paid by a non-applicant unit member, see [0018.09 \(Dependent Care Deduction\)](#), [0018.15 \(Shelter Deductions\)](#).

Also see [0018.33 \(Child and Spousal Support Deductions\)](#).

SELF-EMPLOYMENT EXPENSE FOR IN-HOME BUSINESS

0017.15.33.09

Determine if the self-employment business operates from the client's home. Allow as a deduction the costs for the portion of the home used exclusively for the business. Also see [0017.15.33.21 \(Self-Employment Income From In-Home Day Care\)](#).

Use self-employment business and housing costs provided by the client. If these are not available, use the client's tax records or determine a reasonable ratio to allow as a business expense. Compare the number of rooms used for business to the total number of rooms in the house, or compare the total square footage of the house to the square footage used for business. Prorate the expense accordingly.

Deductions include:

- Rent.
- Real estate taxes and insurance.
- Interest on mortgage.
- Utilities.
- Repairs made to specific areas of the home used exclusively for business.

Consider areas used for inventory storage or in-home child care as exclusive business use even though the client does not use them exclusively for business if:

- For inventory storage, the client's home is the only work station. Base the business ratio on square footage of inventory storage to the square footage of the home.
- For in-home child care, the client's home is licensed for child care or is exempt from licensing. Base the business ratio on square footage. In addition to applying the business/home ratio, determine the proportion of time the unit uses the area for child care. Prorate the expense accordingly.

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

Follow general provisions.

FS:

If a unit's self-employment utilities are not metered separately, the unit may claim the standard utility allowance but cannot claim the expense from self-employment income.

If there are separate meters, the unit may claim the standard utility allowance as a utility expense. See [0018.15 \(Shelter Deductions\)](#).

SELF-EMPLOYMENT TRANSPORTATION EXPENSES

0017.15.33.12

The flat rate deduction for transportation for all programs is 51 cents per mile. Use the flat rate deduction or itemize transportation expenses.

If a unit chooses to itemize, allow only verified transportation expenses such as listed below. A tax form is acceptable verification. Advise the unit to keep receipts for expenses incurred.

If the flat rate deduction is used, advise the unit to track the following for each trip:

- Miles by recording odometer readings or other reasonable method.
- Dates.
- Travel destination.
- Purpose.

NOTE: Encourage taxi drivers to itemize actual transportation expenses because itemization allows lease payments to be included. Lease payments can NOT be allowed if the flat rate is chosen. If itemized transportation expenses are used, the participant will not need to keep a separate set of records to file federal taxes. The Internal Revenue Service (IRS) requires itemization of transportation expenses.

Transportation expenses include:

- Gas and oil costs.
- Parking fees.
- Car insurance.
- Car repairs.
- Interest payments on a car loan.

Self-employment transportation expenses are allowable between the person's principle place of business and other self-employment locations. If there is no principle place of business, allow expenses for self-employment travel beyond a distance of 35 miles, one-way, from the person's home.

Transportation expenses are NOT allowed between the self-employed person's home and principle place of business. Personal transportation expenses are not an allowed self-employment expense.

SELF-EMPLOYMENT INCOME FROM RENTAL PROPERTY

0017.15.33.30

Rental property is property the client owns and rents to others. This may include separate living quarters in the same building, such as a duplex. For information on rental income from people living with the client, see [0017.15.33.27 \(Self-Employment Income From Roomer/Boarder\)](#).

Income from rental property may be earned or unearned. See the program provisions for when rental income is earned or unearned. Deduct allowable expenses from both earned and unearned rental income to get gross rental income. Allow earned income disregards only for earned rental income. See [0018.18 \(Earned Income Disregards\)](#).

Allowable expenses for rental property include:

- Real estate tax.
- Insurance.
- Utilities.
- Interest.
- Upkeep and repairs.

When the client lives on the rental property, determine the rental property ratio. Divide the number of rooms or square footage that the client rents out by the total number of rooms or square footage in the building. To determine the portion of an expense that is an allowable deduction, multiply the expense by the ratio.

MFIP, WB, DWP:

Clients may deduct either actual expenses for upkeep and repairs, or use a flat deduction of 2% of the estimated market value on the county tax assessment form. Clients may switch between the flat rate deduction and actual expense method only at recertification. Help clients determine which deduction would be more favorable to them. If clients choose the flat deduction, divide 2% of the estimated market value by 12 to get the monthly deduction amount.

Count income from rental property as earned income when the unit spends an average of at least 43 hours per month maintaining or managing the property. Otherwise, count it as unearned income. Allow earned income disregards only for earned rental income. See [0018.18 \(Earned Income Disregards\)](#). For information on computing the average number of hours worked per month, see [0017.15.33 \(Self-Employment Income\)](#).

FS:

Count income from rental property as earned income when the unit spends an average of 20 hours or more per week maintaining or managing the property. Otherwise count it as unearned income.

If a unit rents out a room in its home and includes utilities in the rent, the unit may claim the standard utility allowance (SUA) in its FS budget or as a deduction from its self-employment earnings. The unit CANNOT claim the SUA in both budgets.

MSA:

For SSI recipients, no county action is required.

For SSI excess income clients:

Count income from rental property as earned income for each month the client spends an average of at least 10 hours per week maintaining or managing the property.

Count income as unearned for each month the client spends less than 10 hours per week maintaining or managing the property.

GA:

Count income from rental property as earned income when the client spends an average of at least 20 hours per week maintaining or managing the property. Otherwise count it as unearned income.

Allow up to \$103 per year or 2% of the estimated market value on the county tax assessment form, whichever is greater, for upkeep and repairs.

GRH:

Follow MSA for aged, blind, or disabled clients. Follow GA for all other adults.

MFIP, WB, MSA, GA, GRH:

No provisions.

DWP:

Use family maintenance needs, see [0002.23 \(Glossary: Fair Hearing...\)](#), along with personal needs allowances, see [0002.49 \(Glossary: Permanent...\)](#) and countable income to determine the DWP grant. For more information on how to calculate a benefit level for MFIP/DWP/GA, see [0022.12 \(How to Calc. Benefit Level - MFIP/WB/DWP/GA\)](#).

FS:

Shelter Deductions consist of housing and utility costs. For utility costs, see [0018.15.09 \(Utility Deductions\)](#).

Some examples of housing costs are:

- Rent, including mobile home lot rent.
- Rent on a garage if the garage rental is a condition of renting the apartment.
- Condominium fees and association fees that are required to own a home.
- Mortgage, 2nd mortgage, or contract-for-deed payments. See MORTGAGE in [0002.43 \(Glossary: Money...\)](#).
- Vehicle payment and insurance if the unit lives in the vehicle.
- Room portion of charges for group residential housing or a battered women's shelter.
- Property taxes, and state and local assessments.
- Homeowners' insurance.
- Costs not reimbursed for repair of a home damaged or destroyed by a natural disaster.

Do NOT deduct costs for:

- Deposits on rental properties or utilities.
- Separate insurance for personal belongings.
- Foundation, skirting, or tie-downs for mobile homes.
- Garage rent if the garage rental is not a condition of renting the apartment.

- Home improvements other than weatherization.
- Down payments and closing costs.
- Maintenance escrow fees used to maintain and distribute the payment for taxes and insurance.
- Escrow expenses for non-allowable shelter deductions such as insurance for furniture, liability insurance, life insurance, and additional living costs.

Deduct housing costs only if the unit must pay someone outside the unit for the expense. EXCEPT for certain situations listed below, do not deduct expenses paid by a 3rd party who does not live in the household or who lives in the household but is not required to be in the unit. See [0014.03.06 \(Determining the Food Support Unit\)](#). For Uncle Harry cases, see [0022.24 \(Uncle Harry Food Support Benefits\)](#).

You may allow a deduction for households which contain people who are required to be in the unit but who are disqualified or do not meet technical or procedural eligibility requirements:

- For units which contain ineligible non-citizens, non-applicants, unit members disqualified for non-compliance with Social Security enumeration requirements, or ineligible able-bodied adults who are responsible for housing costs:
 1. Prorate housing costs billed to or paid by the ineligible person or disqualified unit member among household members.
 2. Disregard the prorated share of the costs for the ineligible person(s) or disqualified unit member(s). Allow the remainder of the costs as a housing cost for the unit.

The utility costs are not prorated. See [0018.15.09 \(Utility Deductions\)](#).

- For units which contain an ineligible student:
 - When an ineligible student pays all of the expense, the unit is not entitled to a housing or utility deduction.
 - When a unit shares housing costs, deduct ONLY the amount actually paid or contributed by the unit. If you cannot differentiate the payments or contributions:
 1. Prorate the housing expense evenly among the people actually paying or contributing to the expense. MAXIS will disregard the ineligible student's share of the costs.
 2. Allow the remainder of the costs as a housing expense.

The utility costs are not prorated. See [0018.15.09 \(Utility Deductions\)](#).

- For units which contain an ineligible unit member disqualified for intentional program violation or non-compliance with work requirements, allow the entire unit's applicable deduction amount, including the disqualified unit member.

For units without disabled or elderly members, deduct verified housing costs and the appropriate utility standard that exceeds 50% of the unit's income after deductions. The maximum monthly shelter deduction is \$458.

There is no maximum shelter deduction for units with a disabled member whose disability is verified or units with a member age 60 or older. Deduct the full cost of shelter over 50% of the unit's income after deductions.

Allow verified housing costs in the month billed, or if not billed, when they 1st become payable.

Units on a monthly rent structure, who pay their housing costs in advance, are allowed a shelter deduction for the period the payment is intended to cover.

SHELTER DEDUCTION - HOME TEMPORARILY VACATED

0018.15.03

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

No provisions.

FS:

Allow a shelter deduction for homes temporarily vacated, if the unit vacated the home:

- To take employment or training away from home.
- Because of illness.
- Due to natural disaster and loss.

The unit must intend to return to the home. The unit may not rent the home while absent. Current occupants cannot claim shelter costs for Food Support.

Deduct the appropriate utility standard for the temporarily vacated home, if the unit is not claiming a utility deduction for their new residence. See [0018.15 \(Shelter Deductions\)](#), [0018.15.09 \(Utility Deductions\)](#).

UTILITY DEDUCTIONS

0018.15.09

MFIP, WB, MSA, GA, GRH:

No provisions.

DWP:

Allow actual verified utility expenses and the flat rate of \$35 for telephone service, if applicable, in determining the amount of the grant. See [0022.12 \(How to Calc. Benefit Level - MFIP/WB/DWP/GA\)](#).

FS:

The utility costs a unit is responsible for are part of the shelter deduction. All FS units that incur utility costs are allowed 1 or more of the mandatory standard utility allowances. Allow the applicable standard utility allowance.

Never prorate a Utility Allowance.

ALLOW THE SINGLE UTILITY STANDARD OF \$305 ONLY FOR UNITS:

- That incur expenses for heating and/or cooling.
- That incur only an excess heating or cooling expense.
- That are a separate FS unit who shares heating/cooling expenses (no proration).
- That are on the Low Income Home Energy Assistance Program (LIHEAP), regardless of whether they incur expenses for heating and/or cooling.
- With an ineligible person (no proration).

The single utility standard includes heating, cooling, electricity, water, sewer, garbage, and phone.

FOR UNITS BILLED FOR NEITHER HEATING NOR COOLING:

- Deduct the electric standard of \$80 per month for units billed for electricity.
- Deduct the phone standard of \$28 per month for units billed for phone service. Do not allow actual phone expenses.

NOTE: The phone standard can be allowed for cell phone expenses when the unit is billed monthly or buys a pre-paid card with a certain dollar value or number of minutes, AND the cell phone is their only phone.

- If the unit incurs both electric and phone costs, both deductions may be used.

Do not allow a deduction when expenses are reimbursed by a source outside the unit, EXCEPT do allow a deduction for expenses reimbursed by the Low Income Home Energy Assistance Program or payments vendored from the client's funds.

A unit incurs a heating expense ONLY if it must pay for the actual fuel used for its primary source of heat. A unit incurs a cooling

expense ONLY if it must pay electrical costs for operating an air conditioning system or room air conditioner and there is a reasonable expectation the unit will use air conditioning.

Households that receive HUD utility reimbursements and Farmers Home Administration (FMHA) Rental Assistance Program utility reimbursements may not claim the standard utility deduction unless they incur or are expected to incur heating or cooling costs exceeding the excluded HUD utility reimbursement amount in any month of the certification period. See [0017.15.81 \(Utility Payments\)](#).

People may be eligible for some programs without regard to how much net income they have.

MFIP, WB, DWP, GA, GRH:

No provisions.

FS:

Units that meet 1 or more of the conditions below are categorically eligible for Food Support and are exempt from the net income test. Although they are exempt from the net income test, they still have to meet other eligibility factors.

- Units in which at least 1 member of the unit is receiving or is eligible to receive Transition Year Child Care or Basic Sliding Fee Child Care.
- Units in which at least 1 member of the unit is a participant of WB or DWP.
- Units in which all members are participants of GA, MSA, or SSI unless the entire unit lives in an institution. See [0011.12 \(Institutional Residence\)](#).
- Units in which at least 1 member of the unit meets the Domestic Violence Information Brochure Program requirements. See [0029.36 \(Domestic Violence Brochure Program\)](#).

Also see [0013.06 \(FS Categorical Eligibility/Ineligibility\)](#) for additional information.

MSA:

SSI recipients are automatically income eligible.

