COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 10/2023

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

0002.71 (Glossary: Two Party…) adds language of where to find the definition of a veteran for SNAP to exempt someone from the SNAP time-limits.

0010.18.02 (Mandatory Verifications – SNAP) removes that verification of pregnancy is needed to exempt someone from the SNAP time-limits. Also adds clarification of when verification for the Unfit for Employment exemption is needed and when a client's statement is sufficient.

0011.24 (Time-Limited SNAP Recipients) adds the new exemptions from the time-limits and updating age exemption changes. Also updates that verification of pregnancy is not needed unless questionable.

0017.15.33 (Self-Employment Income) adds to not count income received from lived experience engagement activities for MFIP, DWP, GA and glossary definition link. Separates SNAP out to follow general provisions.

0018.15 (Shelter Deductions) in SNAP updates the maximum shelter costs and the homeless shelter deduction.

0018.15.09 (Utility Deductions) in SNAP updates the Single Utility, Electric and Phone Standards.

0018.21 (Standard Disregard) in SNAP updates the standard deduction amounts.

0019 (Gross Income Test) in SNAP updates the elderly/disabled unit's income FPG percent to 200%.

0019.06 (Gross Income Limits) in SNAP updates the gross income limits for non-categorical and categorical eligible units due to COLA.

0019.09 (GIT for Separate Elderly Disabled Units) in SNAP updates the GIT for separate elderly disabled units due to COLA.

0020.09 (MFIP/DWP Assistance Standards) in MFIP updates the Family Wage Level, the Transitional Standard, and the Shared Household Standard.

0020.12 (SNAP Assistance Standards) in SNAP updates the Monthly Assistance Standards.

0022.12.01 (How to Calculate Benefit Level – SNAP/MSA/GRH) in SNAP updates the Thrifty Food Plan Values and the Minimum SNAP Allotment.

0023.12 (Special Diets) special diet allowances updated to reflect changes to the SNAP Thrifty Food Plan maximum allotment for one person

0028.21 (Good Cause Non-Compliance – SNAP/MSA/GA/GRH) adds that experience homelessness and being a victim of domestic violence are good cause reasons for quitting a job.

0029.39 (The Matching Grant Program) updates to include a new agency that provides the Matching Grant Program.

0030.01 (Local Resettlement Agencies) Adds/clarifies new information updates for RCA, with new pathways refugees can enter the United States.

0030.03.06 (RCA Assistance Standards) updates the assistance standards for a 1- and 2-person households due to COLA changes.

0030.03.09 (Determining RCA Gross Income) provides new guidance on how to treat income or funds from new pathways that new arrivals are arriving through.

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

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

UHFS
See UNCLE HARRY FOOD SUPPORT below.

UNCLE HARRY
See UNCLE HARRY FOOD SUPPORT (UHFS) below.

UNCLE HARRY FOOD SUPPORT (UHFS)
SNAP benefits received by any person who lives with a MFIP unit AND who would be part of the unit under SNAP policy, but is NOT a mandatory unit member under MFIP policy.

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

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

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

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

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

UNEMPLOYMENT COMPENSATION
See UNEMPLOYMENT INSURANCE.

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

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT
A federal program offering cash payments to people forced to move under certain circumstances.

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

UNIT
See ASSISTANCE UNIT in 0002.05 (Glossary: Assistance Standard...).

UNIT MEMBERS
People living together as part of an ASSISTANCE UNIT.

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

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

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

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

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

U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)
Formerly named Bureau of Citizenship and Immigration Service (BCIS).

USRAP
See UNITED STATES REFUGEE ADMISSIONS PROGRAM (USRAP) above.

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

VA
Veterans' Administration.

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

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

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

VENDOR
A provider of goods or services.

VENDOR PAYMENT
MFIP/DWP:
A payment authorized by a county agency to a vendor on behalf of the unit.

SNAP:

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

VERIFICATION
The process and evidence used to establish accuracy or completeness of information from an APPLICANT, PARTICIPANT, THIRD PARTY, etc. See 0010 (Verification).

VETERAN
A person who served in active duty (not active duty for training) in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard who fulfilled the minimum 2 years active duty service requirement and was released with a discharge characterized as honorable and NOT on account of alienage. A veteran is also a person with certain military service before 7-1-46, in the military and some organized guerilla forces of the Philippine government, including service in the Philippine Scouts. For the definition of someone exempt from the time limits for SNAP due to serving in the military, see 0011.24 (Time-limited SNAP Recipients).

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

See 0010.18 (Mandatory Verifications) for mandatory verifications that apply to all programs.

MFIP, DWP, MSA, GA, GRH:
See 0010.18.01 (Mandatory Verifications - Cash Assistance).

SNAP:
Items required to be verified at application, recertification and when changes occur are listed below.

Unit Member Information

- Identity of the applicant and the authorized representative if the authorized representative is applying for the applicant. Identity may be verified through a document, or if a document is not available a collateral contact can be used. In addition it is allowable to use SOLQ-I as verification of identity. Document in MAXIS CASE/NOTEs the identity information obtained from SOLQ as a "Verify MN interface". "Verify MN" is another name for the area within SOLQ that provides Social Security information.

- Social Security numbers of all people applying for assistance. See 0010.18.03 (Verifying Social Security Numbers).

- Immigration status, ONLY if the applicant reports a non-citizen status, including non-citizens, naturalized and derived citizen status. For more information about running SAVE, see 0010.18.11.03 (Systematic Alien Verification (SAVE)). See 0010.18.11 (Verifying Citizenship and Immigration Status), 0011.03.27 (Undocumented and Non-Immigrant People). Also see 0010.18.01 (Mandatory Verifications - Cash Assistance) for additional MFIP provisions relating to citizenship and immigration status.

Residence

- Residency in Minnesota, unless verification cannot be obtained because the people are homeless, migrant farmworkers, or newly arrived in Minnesota. A verbal client statement indicating residency in Minnesota meets the verification requirement. Document this verbal statement in CASE/NOTEs. For people in the Safe At Home Program, see 0029.29 (Safe At Home Program).

Income and Employment

- There are many types and sources of income that need to be considered and verified for the SNAP assistance unit including, but not limited to, ineligible mandatory unit members, sponsor's income and income from people not in the unit. See all sections of 0016 (Income from People Not in the Unit), 0017 (Determining Gross Income) for more information.

- Date and reason of employment termination, and date last paid. Verify at the point of employment termination for participants, and for any employment terminated within 60 days of application for applicants. For more information, see 0028.30.09 (Refusing or Terminating Employment).

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

Students

- Verify school attendance if applicable to the SNAP case. Unless questionable, a verbal statement from the client meets the verification requirement.

- Financial aid information from students attending post-secondary institutions. See 0017.15.36 (Student Financial Aid Income).

- Student course of study if attending a post-secondary institution. See 0011.18 (Students).

- Do not request verification of earned income of an elementary, secondary, or GED student IF the student is in school at least half-time, is under age 18, is working, AND lives with a natural, adoptive, or stepparent or is under the parental control of a household member other than a parent. See 0017.15.15 (Income of Minor Child/Caregiver Under 20).

Time-limited Recipients (TLRs)

- The number of hours of employment or work program activities. See 0011.24 (Time-limited SNAP Recipients).

- Counted TLR months used in another state. See 0011.24 (Time-limited SNAP Recipients) for more information on counted months used in another state.

Work Rule Exemptions

- Some exemptions from the work rules need to be verified. For more information on work rules and exemptions, see 0011.24 (Time-limited Recipients), 0028.06.12 (Who Is Exempt From SNAP Work Registration), 0028.07 (General Work Rules for SNAP). If the exemptions are not listed below, they do not need to be verified unless questionable. Verify the exemptions listed below at application time and/or when a change occurs. The verification requirements are as follows:

  - Unfit for Employment. Verification is needed when the determination of a client's condition cannot be determined based on the client's statements and case information. See 0010.18.06 (Verifying Disability/Incapacity - SNAP). If the injury/disability is expected to last indefinitely, verification is only needed once. If the injury/disability is temporary, new verification will be needed if the injury/disability extends past the anticipated end date.

  - Employed 30 hours per week. This can be verified with the income verifications that are provided by the client.

  - Refugees receiving the Matching Grant Program. Verification is needed that the client is enrolled in the program and can be obtained by contacting your local resettlement agency.

  - Receiving or applying for Unemployment Insurance (UI) and are cooperating with the work requirements. You must verify that the client is cooperating with the work requirements of this program.

  - Participating regularly in a drug addiction or alcohol treatment and rehabilitation program. Verification of participation is required every 12 months or when there is a change in the client's participation, whichever comes first.

  - A person subject to and complying with any Employment Services requirement for MFIP and/or DWP. This information can be obtained from the client's Employment Services Provider.

  - Participants of Refugee Cash Assistance (RCA) when they are working with a Refugee Employment Services Provider. You must verify that the client is complying with Refugee Employment Services. This can be obtained by contacting the client's Employment Services Provider.

Non-Mandatory Verifications

For non-mandatory verifications for SNAP, see 0010.18.02.03 (Non-Mandatory Verifications – SNAP).

Other Items to Consider

- Information that is inconsistent or unclear may need to be verified. See 0010.15 (Verification – Inconsistent Information).

- Disability status may be need to be verified. See 0010.18.06 (Verifying Disability/Incapacity – SNAP).

- Verify SNAP has closed in another state when the client has moved from another state and reports receiving SNAP in the other state.

MFIP, DWP, MSA, GA, GRH:
No provisions.

SNAP:
Time-limited SNAP Recipients (TLRs) are applicants/recipients who are:

- Age 18 – 52. See TE02.05.70 (Coding the WREG Panel for SNAP) for system instructions for individuals ages 50-52.
- Not exempt from Work Registration. See 0028.06.12 (Who Is Exempt From SNAP Work Registration).
- Not residing in a unit with a member under the age 18, even if the unit member is not eligible for SNAP. Uncle Harry Food Support units that are residing in a home with a unit member under the age of 18 meet this exemption even if the person under the age of 18 is in an MFIP or RCA unit.
- Not pregnant. Accept a client's verbal statement that they are pregnant to exempt them from the SNAP time limits, unless questionable.
- Not someone who has served in the U.S. military. A person is not a TLR and exempt from the SNAP time limits if they are an individual who served in the United States Armed Forces (such as Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, and National Guard), including an individual who served in a reserve component of the Armed Forces, and who was discharged or released therefrom, regardless of the conditions of such discharge or release. Accept a client's verbal statement that they served in the military to exempt them from the SNAP time limits, unless questionable.
- Not age 24 or younger and was in foster care on their 18th birthday. If someone is 25 or older or under the age of 25 and not in foster care on their 18th birthday, they are a TLR. Accept a client's verbal statement that they were in foster care on their 18th birthday to exempt them from the SNAP time limits, unless questionable.
- Participants of Refugee Cash Assistance (RCA) who are NOT working with a Refugee Employment Services Provider. If there is no Refugee Employment Services provider available, you may refer them to a SNAP E&T provider to not be considered a TLR. See 0030.12 (Refugee Employment Services).

TIME-LIMITED WORK RULES

TLRs must follow time-limited work rules to receive SNAP more than 3 months each fixed 36-month period. TLRs must:

- Work at least 80 hours a month. Work can be for pay, for goods or services (for something other than money), unpaid, or as a volunteer.
- Participate in an approved work or training program at least 80 hours a month. Approved work and training programs are described later in this section.

  OR

- Participate in a combination of any of the above work and work or training program hours for a total of at least 80 hours a month.

TLRs must also follow general work rules. See 0028.07 (General Work Rules for SNAP).

All of the work rules (general work rules and time-limited work rules) must be verbally explained to the SNAP unit at application, recertification, when a person moves into the unit and is subject to work rules, and when a recipient has a change to the work rules they must follow. You must also give or send Supplemental Nutrition Assistance Program (SNAP) Work Rules Notice (DHS-8159) (PDF) explaining the work rules TLRs must follow.

DETERMINING THE 3 INITIAL COUNTED MONTHS

Any month a TLR is not following the time-limited work rules is counted as 1 of the 3 initial months following these steps:

1. Review the case to see if the TLR is exempt from time-limited rules as described in 0028.06.12 (Who Is Exempt From SNAP Work Registration), 0028.07 (General Work Rules for SNAP). If exempt, this person is not a TLR and not subject to time-limited rules and months are not counted. The case must be updated and reapproved. If not exempt, move onto the next step.

2. Count the verified hours the TLR has spent working or in approved work activities for the entire month. If the work or work activities equal at least 80 hours, the month is not counted against the 3 initial months. If the work activities are less than 80 hours, the month is counted.

NOTE:
- Counted months do not have to be consecutive.

- Months in which a TLR household receives prorated SNAP benefits do not count.

- TLR counted months used in another state count towards the time limit in Minnesota. This needs to be verified by contacting the other state. To check if the other state was under a waiver from the lime-limits, see https://www.fns.usda.gov/snap/ABAWD/waivers.

- TLRs can earn more than the initial 3 counted months of SNAP by following the time-limited rules. More information about gaining additional months of eligibility can be found later in this section.

TLRs are not subject to the time limits if they live in a county or on an Indian reservation where all recipients are waived or when the entire state is waived from the time limits. See TEMP Manual TE02.05.68 (Tribal Nations Waived from Work and Time-limited SNAP Provisions), TE02.05.69 (Counties Waived from Work and Time-limited Provisions).

THE 36-MONTH FIXED CLOCK

Minnesota uses a fixed clock to measure the 36-month period. The current 36-month fixed clock began 01/01/2023 and runs through 12/31/2025. The next 36-month fixed clock period will be 01/01/2026-12/31/2028.

APPROVED WORK AND WORK-RELATED ACTIVITIES

Months when a TLR follows time-limited work rules by participating in approved work or work-related activities 20 hours per week/80 hours per month are not counted as 1 of the 3 initial months. Approved work or work-related program activities are:
- Working, including paid employment, self-employment, in-kind, and unpaid work. This includes use of accrued sick or vacation time, if available.

- Participating in Title 1 Workforce Innovation and Opportunity Act (WIOA) services.

- Participating in Trade Adjustment Act (TAA) services.

- Participating in SNAP E&T activities. SNAP E&T providers will communicate when a client meets the 80-hour minimum requirement for these activities. See 0028.03.03 (Employment Services/SNAP E&T Required Components).

- Any employment and training program operated by the Department of Labor or Veterans Affairs that serves veterans.

REQUIRED VERIFICATIONS

Work hours or participation in approved work activities must be verified in order to not count towards the 3-month time limit. Obtain verification from the employer, from the SNAP E&T provider, or from the work-related program. Once verification is received that they are following the time-limited work rules, do not count the month. Continue to not count months if it is determined the client will prospectively follow the time-limited work rules.

NOTE: When a TLR follows time-limited work rules, they can receive more than 3 initial months of SNAP. Following work rules is not the same as meeting an exemption. They are still subject to the time-limited work rules but continue to receive SNAP since they are following the time-limited work rules.

REPORTING RESPONSIBILITIES

TLRs subject to the time limits must report when their work hours fall below 20 hours per week, averaged 80 hours per month. Work includes paid employment, self-employment, in-kind, and unpaid work. This is a reporting requirement for all reporting types. They do not need to report a change in training or other approved work-related activity hours. See 0007.03.01 (Monthly Reporting - Uncle Harry FS), 0007.03.02 (Six-Month Reporting), 0007.03.05 (Change Reporting).

You must retroactively count (or uncount) a TLR's month of benefits as 1 of the 3 initial counted months if you later learn that your determination of the TLR's exemption status, or whether or not the TLR was following time-limited work rules and when good cause cannot be granted. You must make this change in MAXIS. See TEMP Manual TE02.05.70 (Coding the WREG Panel for SNAP) for system instructions. When a TLR meets an exemption for any part of a month they are exempt for the entire month.

ENDING SNAP BENEFITS

Once a TLR uses all 3 initial counted months during the fixed 36-month period, they are ineligible for SNAP unless they meet an exemption or a way to regain eligibility listed below (second 3-month period or regaining eligibility). However, their income and deductions may still count for the additional unit members receiving SNAP. See 0016.39 (Income of Ineligible Time-limited SNAP Recipients).

TLR ELIGIBILITY AFTER THE INITIAL 3 COUNTED MONTHS - SECOND 3-MONTH PERIOD

TLRs may be eligible for ONE second 3-month period if they meet certain criteria. If, during the same fixed 36-month period the TLR has met all the criteria below, the second 3-month period may be available for use:

- Used all 3 counted months.

  AND

- Has worked or participated in approved work or training program activities at least 80 hours total in a 30-day period.

  AND

- The work or work-related activities have ended or been reduced to less than 80 hours total per month.

The second 3-month period starts the 1st day of the 1st full month in which SNAP benefits are provided under this second 3-month eligibility period. A partial or prorated month is not counted as part of the second 3-month period. The second 3-month period runs for 3 consecutive countable months regardless of whether or not the recipient receives benefits in all 3 months. This second 3-month period is only available ONCE during each fixed 36-month period.

REGAINING ELIGIBILITY

A TLR who has used the initial 3 counted months or the second 3-month period can regain eligibility under these circumstances:

- If they meet an exemption from the time-limited rules.

- When, during any 30 consecutive days, they follow the time-limited rules as described above. The hours must be completed before eligibility can be granted. The 30 consecutive days may occur at any time after the TLR used the 3 initial counted months. Once the recipient has participated in work or work-related activities at least 80 hours a month, eligibility can be granted back to the date of application. Once eligibility is granted, eligibility will continue as long as it is prospectively anticipated that the person will meet the time-limited work rules for the next month.

Self-employed people are those who are responsible for their own work schedule and do not have coverage under an employer's liability insurance or workers' compensation.

Self-employed people generally work for themselves rather than an employer. However, people employed in some types of services may be self-employed even if they have an employer or work out of another's business location (for example: real estate sales people, people who work for commission sales, manufacturer's representatives, independent contractors). Self-employed people may or may not have FICA deducted from the check an employer or another party issues to them. When self-employed people indicate they are independent contractors, check with the business the self-employed client is contracting with to see if it considers the client to be self-employed or an employee. If the business states that it considers the self-employed person to be an independent contractor, then the client is self-employed.

People who provide day care in their own homes are self-employed. People who provide day care in someone else's home are not self-employed.

People who provide gig work, including those using digital platforms such as an app or website, are considered self-employed independent contractors unless an employer verifies W-2 employee status. See the Self-Employment Guide (PDF).

Examples of gig work include, but are not limited to:

- Driving a car for booked rides or deliveries.
- Running errands or completing tasks.
- Selling goods online.
- Renting equipment.
- Providing creative or professional services.

Self-employed people may own a business solely or in partnership.

Income from a sole proprietorship is self-employment income.

S-Corporation
When the business is a partnership or S-Corporation, all wages, draws, guaranteed payments, or compensation of officers paid to the business owner or a household member is considered earned income. Any other income from a partnership or S-Corporation is self-employment earned income.

S-Corporations are considered self-employment businesses. Income received by the shareholders is countable income regardless of whether the individual decides to reinvest his or her income back into the corporation. See 0002.59 (Glossary: RSDI...) for the definition of S-Corporation.

Limited Liability Company (LLC)
LLC is a hybrid business entity having certain characteristics of both a corporation and a partnership. When someone sets up an LLC, they separate their business and personal identities. If an LLC has only one owner, treat the LLC as a sole proprietor. All wages or salaries paid to a business owner or household member is considered earned income. Any other income or profits is considered self-employment earned income.

C-Corporation
C-Corporations are NOT self-employment businesses. See 0002.09 (Glossary: Calendar Month...) for the definition of C-Corporation.

See 0017.15.33.03 (Self-Employment, Convert Inc. To Monthly Amt) and the Self-Employment Guide (PDF).

For specific types of self-employment businesses that must follow special provisions, see:
0017.15.33.24 Self-Employment Income From Farming.

0017.15.33.27 Self-Employment Income From Roomer/Boarder.

0017.15.33.30 Self-Employment Income From Rental Property.

0017.15.54 Capital Gains and Losses as Income.

Add gross self-employment income to other earned income to determine total gross earned income for the client. For programs with a gross income limit, count gross self-employment income toward the gross income limit. Apply the disregards and deductions to total earned income (from self-employment and other earned income) to determine net income. See 0018.06 (Work Expense Deductions), 0018.09 (Dependent Care Deduction), 0018.18 (Earned Income Disregards).

MFIP, DWP, GA:
Follow general provisions.

Do not count income received from lived experience engagement activities. See LIVED EXPERIENCE ENGAGEMENT in 0002.37 (Glossary: Learning…).

SNAP
Follow general provisions.

MSA:
For SSI recipients, no county action is required. SSA will make all income determinations and adjustments.

For non-SSI recipients due to excess income, follow GA.

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

MFIP, 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/DWP/GA).

SNAP:
Shelter Deductions consist of housing and utility costs. Allow verified housing costs in the month billed, or if not billed, when they first become payable. For self-employed persons claiming housing costs as a business expense, also allow the expense as a shelter deduction following the provisions below. For utility costs, see 0018.15.09 (Utility Deductions). For verification of shelter deductions, see 0010.18.02.03 (Non-Mandatory Verifications – SNAP).

Allowable Housing Costs

Deduct housing costs only if the unit must pay someone outside their SNAP assistance unit for the expense.

The most common examples of allowable housing costs are listed below. However, this is not an all-inclusive list:

- Rent, including mobile home lot rent. When units pay their housing costs on a monthly basis, but pay this in advance for multiple months at a time, they are allowed a shelter deduction for the period the advanced payments are intended to cover.
- Rent on a garage if the garage rental is a condition of renting the apartment.
- Homeowner's insurance

  - When paid through a mortgage escrow account, allow the entire amount of the monthly homeowners insurance expense.

  - When NOT paid through a mortgage escrow account, only allow the homeowners insurance portion paid for the structure, averaged as a monthly expense.

  See 0010.18.02.03 (Non-Mandatory Verifications – SNAP) for how to verify homeowner's insurance.
- Mortgage insurance that is required by the lender and the cost is verified.
- Mortgage, 2nd mortgage, or contract-for-deed payments. See MORTGAGE in 0002.43 (Glossary: Money...).
- Property taxes and state and local assessments.

  - When paid through a mortgage escrow account, allow the entire amount of the monthly property tax expense as billed by the mortgage lender.

  - When NOT paid through a mortgage escrow account, calculate and allow the average monthly property tax expense.
- Condominium fees and association fees that are required to own a home.
- Vehicle payment and insurance if the unit lives in the vehicle.
- Room portion of charges for group residential housing or a domestic violence shelter.
- Costs not reimbursed for repair of a home damaged or destroyed by a natural disaster.

Do NOT allow a deduction for:

- Deposits on rental properties or utilities.
- Life or auto insurance or other extra coverage on personal property added on the homeowner's property insurance policy.
- Foundation, skirting, or tie-downs for mobile homes.
- Garage rent if the garage rental is not a condition of renting the apartment.
- Home improvements.
- Down payments and closing costs.
- Renter's insurance even if required by the landlord or residential property management company.

Housing Cost Calculations

Calculate shelter deductions paid weekly, bi-weekly, monthly or semi-monthly using the multiplier. The multiplier is:

- 4.3 for weekly costs.
- 2.15 for bi-weekly (every other week) costs.
- 1 for monthly costs.
- 2 for semi-monthly costs.

Housing Costs for Ineligible Unit Members

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. See 0014.03.06 (Determining the SNAP Unit). For Uncle Harry cases, see 0022.24 (Uncle Harry Food Support Benefits).

- 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 deduction 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 cost, 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 cost evenly among the people actually paying or contributing to the cost. MAXIS will disregard the ineligible student's share of the costs.
    2. Allow the remainder of the costs as a deduction.

       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.

Housing Costs Paid by People Living in the Home

If the SNAP unit is sharing housing costs with others living in their home, use the guidance below to determine what shelter cost the SNAP unit is eligible for as a deduction.

- If the SNAP unit has a lease agreement, mortgage statement or other official living agreement and has other people living with them, not in their SNAP unit, they are allowed the full lease amount, mortgage statement or living agreement as a shelter deduction. If the other people living there have an agreement to pay the SNAP unit housing costs, that money is counted as unearned income to the SNAP unit. In addition, if the other party paying the SNAP unit applies for SNAP themselves, what they are paying the other SNAP unit for housing costs can be allowed as a deduction. See 0017.15.33.27 (Self-Employment Income From Roomer/Boarder).

- If the SNAP unit has a lease agreement, mortgage statement or other living agreement that lists the person/people not in the SNAP unit, then only allow the amount the SNAP unit is paying as part of their agreement as a shelter deduction.

Housing Costs Paid by People Not Living in the Home

If a 3rd party that is not living with the client is providing funds directly to the client for their housing costs, allow the deduction. These payments are counted as unearned income. If the 3rd party is paying the housing costs to the landlord/owner, this is not counted as income and the unit is not allowed the housing costs as a deduction unless the shelter expenses are paid by initial refugee funds or match grant. Shelter expenses paid by initial refugee funds must be allowed as a deduction for SNAP. See 0029.39 (The Matching Grant Program), 0030.01(Local Resettlement Agencies).

If a unit resides in a GRH setting, or receives subsidized housing, only allow what the client is actually paying for their shelter costs as a deduction.

Maximum Shelter Costs

Once a unit verifies their shelter costs, they are allowed their adjusted shelter costs as a deduction, up to a maximum amount. Adjusted shelter costs are the unit's allowable housing costs plus their standard utility allowance minus 50% of the unit's net income. If the unit's adjusted shelter costs exceed the maximum amount, then they are allowed the maximum amount as a deduction. Currently, the maximum amount is $672. MAXIS calculates the shelter deduction in the SNAP budget based on information entered on the appropriate panels. SNAP units with an elderly or disabled member are allowed their adjusted shelter costs as a deduction even when it is less than or exceeds the maximum amount. Elderly means someone who is age 60 years or older. See listed items under category 1 for disability determination in 0010.18.06 (Verifying Disability/Incapacity – SNAP)

For allowable shelter deductions for Uncle Harry cases, see 0022.24 (Uncle Harry Food Support Benefits).

Homeless Shelter Deduction

A homeless shelter deduction amount of $179.66 must be allowed for homeless SNAP units if they meet certain criteria outlined below. This amount is to be deducted from the unit's net income.

A unit is allowed the homeless shelter deduction if they meet ALL of the following:

- All individuals in the unit must be homeless. See 0002.29 (Glossary" Gross RSDI) .

- The unit must be incurring a verified shelter cost. For verification of shelter deductions, see 0010.10.02.03 (Non-Mandatory Verifications – SNAP). If the homeless SNAP unit cannot readily obtain traditional types of verification, take a verbal statement from the client if it is reasonable and do not obtain further verification(s).

- The homeless shelter deduction amount must be more than the unit's adjusted shelter costs. To calculate adjusted shelter costs:
    1. Add together the unit's verified housing costs = applicable utility standard. This is the unit's total shelter costs.

    2. Determine the unit's net income. See 0018 (Determining Net Income).

    3.Subtract 50% of the units (rounded) net income from total shelter costs.

A unit allowed the homeless shelter deduction is not eligible for additional deduction for housing costs or a standard utility deduction as outline in 0018.15.09 (Utility Deduction).

If the unit does not meet all of the criteria listed above, they should not be allowed the homeless shelter deduction and must be allowed a shelter deduction based on actual verified costs and applicable standard utility deduction per CM 18.15.09 (Utility Deductions).

For more information on how to apply this deduction in MAXIS, see TE 02.08.196 (SNAP Homeless Shelter Deduction).

Changes in Housing Costs

If the unit moves residences during their certification period, request verification of their housing costs at their new residence and allow the unit 10 days to return verification. If the unit does not return verification, remove any previous housing costs allowed as a deduction from the budget, allowing for proper 10-day notice. If the unit later provides verification, allow the housing cost as a deduction the month following the month the unit provided verification.

Note: Change Reporters are required to report a change in housing costs during the certification period when the change is a result of moving residences. If a change reporter does not report a change in their housing costs timely, assess for overpayments. See 0007.03.02 (Six-Month Reporting) for a list of who is a change reporter, (0007.15.03 (Unscheduled Reporting of Changes – SNAP), 0025.03 (Determining Incorrect Payment Amounts).

For changes in housing costs that are reported during the unit's certification period that are not a result of the unit moving residences, see 0010.18.02.03 (Non-Mandatory Verifications – SNAP).

MFIP, 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/DWP/GA).

SNAP:
The utility expenses a unit is responsible for are part of the shelter deduction. All SNAP units that are responsible for utility expenses separate from any other shelter expenses, such as rent, are allowed 1 or more of the mandatory standard utility deductions. For self-employed persons also claiming utility expenses as a business expense, continue to allow the applicable standard utility deduction.

Never prorate a utility deduction.

ALLOWING UTILITY EXPENSES

Units can have either the heat/air standard utility deduction OR one or both of the electric and phone standard utility deduction(s) when they are not responsible for heating and/or cooling expenses.

A unit is responsible for a cooling expense if it must pay expenses for operating any type of air conditioning system AND there is a reasonable expectation the unit will use air conditioning at any point during the year. A unit is responsible for a heating expense if it must pay for operating any heating system AND there is a reasonable expectation the unit will use heat at any point during the year

Allow the Heat/Air Standard Utility Deduction of $651 for units that meet one of the following criteria:

- Responsible for heating and/or cooling expenses. This includes units who pay for additional expenses outside of their main heating and/or cooling source (for example, a SNAP unit that has heat included in their rent expense but incurs an additional expense for use of a space heater).

- Shares heating and/or cooling expenses with a separate unit at their residence (no proration).

- Received Low Income Home Energy Assistance Program (LIHEAP) of more than $20 any time in the past 12 months and anywhere in the United States, regardless of whether they incur expenses for heating and/or cooling.

- Share the expenses with an ineligible person (no proration).

For units who are not responsible for heating and/or cooling expenses:

- Allow the electric standard utility deduction of $213 per month for units that are responsible for an electricity expense.

- Allow the phone standard utility deduction of $54 per month for units that are responsible for a phone expense. The phone standard utility deduction is allowed for phone expenses when the unit is responsible to pay for service. This includes but is not limited to:
  -Cell phones (monthly billing, pre-paid minutes or dollar value, etc.).
  -Land lines
  -Telecommunications Relay Services (captioned, internet, speech-to-speech, TTY, video, etc.).
  -Voice Over Internet (VOIP, internet phone).

- If the unit is responsible for both electric and phone expenses, both standard utility deductions are allowed.

ADDITIONAL CONSIDERATIONS

- Allow the applicable standard utility deduction for a unit when expenses are paid by:

-Initial refugee resettlement funds See 0030.01 (Local Resettlement Agencies)
-Matching Grant. See 0029.39 (The Matching Grand Program)
-Low Income Home Energy Assistance Program (LIHEAP)
-Vendored public assistance benefits
-An outside source and the amount paid does not cover the full monthly utility expense and the client is responsible to pay the remaining

- Do not allow a standard utility deduction for units when:
  -An ineligible student is responsible to pay the utility expense
  -Utility expenses are paid entirely by someone outside the SNAP unit
  -The utility expenses are included as part of a shelter expense, such as rent
  -Utility expenses are reimbursed or paid entirely by sources outside the unit such as Housing Support, Housing and Urban Development (HUD), and Farmers Home Administration (FMHA) Rental Assistance Program. See 0017.15.81 (Utility Payments).

CHANGES IN UTILITY EXPENSES

When a unit reports moving residences, check for changes in utility expenses. If the unit reports changes, update the case with the applicable standard utility deduction the month following the month of the reported change. If this change results in an increase, approve benefits for the month after the reported change. If this change results ina decrease in benefits, approve benefits for the next available month allowing for 10 day notice

Note: Change reporters are required to report a change in utility expenses during the certification period when the change is a result of moving residences. If a change reporter does not report the change in their utility expenses timely, assess for overpayments. See 0007.03.05 (Change Reporting), 0007.15.03 (Unscheduled Reporting of Changes – SNAP), 0025.03 (Determining Incorrect Payment Amounts).

HOMELESS SNAP UNITS

If a SNAP unit is eligible for a homeless shelter deduction, do not apply a utility deduction during the timeframe the homeless shelter deduction is allowed. For more information on eligibility for a homeless shelter deduction, see 0018.15 (Shelter Deductions).

MFIP, DWP, GA, GRH:
No provisions.

SNAP:
Apply a standard deduction that is 8.31% of the maximum monthly net adjusted income to the total earned or unearned income of each unit based on its size. The standard deduction should not be less than the current standard for a unit size of 1 and no more than the standard for a unit size of 6.

UNIT SIZE	AMOUNT
1	$198
2	$198
3	$198
4	$208
5	$244
6 or more people	$279

As of October 1, 2010 the standard deduction is indexed to inflation.

MSA:
Apply a standard disregard of $20 to a client's earned or unearned income. If a client has both types of income, apply the disregard to unearned income first, any remainder to earned income.

When both spouses are clients who live together, apply the disregard only once to their combined income.

Some programs limit the amount of gross income clients may have and still be eligible for benefits. This Gross Income Test (GIT) must be done before determining a benefit amount. Compare the client's gross income to the gross income limit tables. See 0019.03 (Gross Income Test - What Income to Use), 0019.06 (Gross Income Limits).

There is also a gross income test for determining if disabled people age 60 or older may form separate SNAP units. See 0019.09 (GIT for Separate Elderly Disabled Units).

MFIP, DWP, GA, GRH:
No provisions.

SNAP:
Apply a GIT to all units EXCEPT:

- Those with a disabled member. See 0012.15 (Incapacity and Disability Determinations).
- Those with an elderly member (60 or older). When determining eligibility prospectively, consider the unit to have an elderly member in the payment month the member turns 60. When determining eligibility retrospectively, consider the unit to have an elderly member in the budget month the member turns 60.
- Elderly/disabled units are not subject to the Gross Income Test. If the elderly/disabled unit's income is above 200% FPG, they are subject to the net income test. See 0020.12 (SNAP Assistance Standards).
- Units in which all members are participants of GA 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 is receiving or is eligible to receive Transition Year Child Care or Basic Sliding Fee Child Care. Ask the unit about receipt of any of these programs at application, and whenever a SNAP unit exceeds the SNAP asset limit, gross income limit, or net income limit. Verify receipt of the benefits from the case record or by contacting the appropriate Child Care or employment services worker. See 0013.06 (SNAP Categorical Eligibility/Ineligibility).

Always apply the GIT prospectively. For Uncle Harry Food Support (UHFS) units that will be retrospectively budgeted and which have contract income or student financial aid in the 2 beginning months, prorate the income over the period it is intended to cover (including the 2 beginning months) to determine prospective eligibility.

Also apply the GIT retrospectively for UHFS units in a retrospective budgeting cycle.

When determining unit size for the GIT table, use the number of people in the unit for the payment month. See 0014 (Assistance Units).

To determine which GIT to use, see 0013.06 (SNAP Categorical Eligibility/Ineligibility), 0019.06 (Gross Income Limits).

Unless it is possible to suspend the case, terminate or deny assistance for a client with income above the maximum figure. See 0022.18 (Suspensions).

MSA:
Prospectively apply the Gross Income Test to a client's income each month.

Unless it is possible to suspend the case, terminate or deny assistance for a client with income above the maximum figure. See 0022.18 (Suspensions). A client in group residential housing must also pass the Gross Income Test.

MFIP, DWP, GA, GRH:
No provisions.

SNAP:
To determine SNAP categorical eligibility/ineligibility, see 0013.06 (SNAP Categorical Eligibility/Ineligibility).

For information about the Gross Income Test for elderly/disabled units, see 0019 (Gross Income Test).

If the elderly/disabled units income is above 200% FPG see 0020.12 (SNAP Assistance Standards).

Use the gross income limits below for non-categorical eligible SNAP units and when determining the income amount for sponsors and their household size. See 0016.21.03 (Income of Sponsors of LPRs With I-864).

UNIT SIZE	INCOME LIMIT (130% of Federal Poverty Guidelines (FPG))
1	$1,580
2	$2,137
3	$2,694
4	$3,250
5	$3,807
6	$4,364
7	$4,921
8	$5,478
Each add'l member	$557

Use the gross income limits below for categorical eligible SNAP units.

UNIT SIZE	INCOME LIMITS (200% of Federal Poverty Guidelines (FPG))
1	$2,430
2	$3,287
3	$4,143
4	$5,000
5	$5,857
6	$6,713
7	$7,570
8	$8,427
9	$9,283
10	$10,140
Each add'l member	$857

MSA:
The gross income limit is 300% of the SSI Federal Benefit Rate (FBR) for an individual. See 0029.06.03 (Supplemental Security Income Program) for the current rate.

If a married couple lives together and both partners apply and have a basis of eligibility, use their combined gross income. Their combined gross income must not exceed 600% of the SSI FBR for an individual.

MFIP, DWP, MSA, GA, GRH:
No provisions.

SNAP:
Disabled people who are 60 or older, and are unable to buy and prepare food separately, have the option of certification with the unit they would ordinarily be in, or forming a separate unit with their spouse. To be certified separately, the gross income of people remaining in the non-elderly/disabled unit cannot exceed these limits:

PEOPLE REMAINING IN THE UNIT	INCOME LIMITS (165% of FPG)
1	$2,005
2	$2,712
3	$3,419
4	$4,125
5	$4,832
6	$5,539
7	$6,246
8	$6,952
Each add'l member	$707

Also see 0012.15 (Incapacity and Disability Determinations), 0014 (Assistance Units).

For gross income test (GIT) limits for categorical eligible units and non-categorical eligible units, see 0019.06 (Gross Income Limits).

To determine whether a unit is categorically eligible, see 0013.06 (SNAP Categorical Eligibility/Ineligibility).

MFIP:

	FAMILY WAGE LEVEL	----------TRANSITIONAL STANDARD----------		
# Eligible People		Full Standard	Cash Portion	Food Portion
1	$712	$647	$405	$242
2	$1,174	$1,067	$621	$446
3	$1,507	$1,370	$731	$639
4	$1,812	$1,647	$833	$814
5	$2,091	$1,901	$921	$980
6	$2,418	$2,198	$1,009	$1,189
7	$2,632	$2,393	$1,097	$1,296
8	$2,915	$2,650	$1,174	$1,476
9	$3,194	$2,904	$1,248	$1,656
10	$3,466	$3,151	$1,312	$1,839
Each add'l person	$271	$246	$62	$184

Use the Family Wage Level (FWL) standard for all applicants at the initial income test.

When calculating the monthly benefit level, use the FWL only for units with earned income. See 0022.12 (How to Calc. Benefit Level - MFIP/DWP/GA).

Some state and federal programs do not count the food portion as income. Examples of these programs include housing subsidy programs, low income energy assistance program, and Supplemental Security Income when determining interim assistance amount.

DWP:
Follow the CASH portion of the MFIP Transitional Standard. The maximum monthly benefit amount available under DWP is the difference between the unit's needs and the unit's countable income, not to exceed the cash portion of the MFIP standard of need.

SNAP, MSA, GA, GRH:
No provisions.

MFIP, DWP, MSA, GA, GRH:
No provisions.

SNAP:
Determine the proper assistance standard based on the size of the unit. When determining unit size, use the number of people in the unit in the payment month. See 0014 (Assistance Units). Use the Monthly Assistance Standards below to determine the net income limit for the unit. Also see 0019.06 (Gross Income Limits).

For units with at least 1 elderly and/or disabled member with income above 200% of FPG must have enough deductions to be at or below the net income standard below. For the 200% FPG table, see 0019.06 (Gross Income Limits).

UNIT SIZE	ASSISTANCE STANDARD (100% of Federal Poverty Guidelines (FPG))
1	$1,215
2	$1,644
3	$2,072
4	$2,500
5	$2,929
6	$3,357
7	$3,785
8	$4,214
Each add'l member	$429

To determine the benefit level, see the Thrifty Food Plan values in 0022.12.01 (How to Calculate Benefit Level - SNAP/MSA/GRH).

MFIP, DWP, GA
See 0022.12 (How to Calc. Benefit Level - MFIP/DWP/GA).

SNAP:
Determine the benefit level as follows:

1. Subtract 30% of the unit's net income from the Thrifty Food Plan amount. Truncate any cents.

   THRIFTY FOOD PLAN VALUES

UNIT SIZE	BENEFIT AMOUNT
1	$291
2	$535
3	$766
4	$973
5	$1,155
6	$1,386
7	$1,532
8	$1,751

   For each additional member, add $219

2. For applicants and units whose case is reinstated due to a break in eligibility of less than a month, prorate the benefit. See 0022.12.03 (Proration).

3. Subtract recoupment amounts. See 0025.21.15 (Recoupment).

The Minimum SNAP Allotment is $23 for 1- and 2-person units.

For units in the 1st month of certification, issue benefits which are less than $10 solely because of recoupment. If the benefit is less than $10 for any other reason, issue $0, but do not deny the application.

After the 1st month:
- If 1- or 2-member units are eligible for less than $23 in monthly SNAP, issue $23 unless there is an overpayment which you are recouping.
- Issue SNAP monthly benefits to units of 3 or more members even if the amount is less than $23.

A unit of 3 or more people may pass the gross income test and meet net income limits but be eligible for $0 in benefits. For these units, approve the application or keep the ongoing case open.

Also see 0024.03.03 (When Benefits Are Paid - SNAP/MSA/GA/GRH), 0024.04 (How Benefits Are Paid).

MSA:

Follow the procedures below to determine the benefit level.

FOR SSI RECIPIENTS

1. Subtract $20 dollars from the client's SSI FBR. For information about the SSI Federal Benefit Rate (FBR), see 0029.06.03 (Supplemental Security Income Program). Do NOT allow the $20 disregard for residents of a long term care facility for which MA pays their cost of care. Do not make any adjustments due to other income the client may have (SSA has already adjusted the SSI payment).

2. Locate the appropriate standard in 0020.21 (MSA Assistance Standards). Add any special need items the client is eligible for. See 0023 (Special Needs Payments).

3. Subtract the result of Step 1 from the result of Step 2. The difference is the MSA benefit for the month. In the case of a married couple where BOTH partners have a basis of eligibility, divide the total by 2 to determine the benefit amount for each partner.

4. Determine if there is a recoupable amount. If there is, subtract the recoupment. See 0025.21.15 (Recoupment).

FOR NON-SSI RECIPIENTS

1. Locate the appropriate assistance standard in 0020.21 (MSA Assistance Standards). Add any special need items the client is eligible for in 0023 (Special Needs Payments).

2. Subtract the client's net income from the result of Step 1. See 0018 (Determining Net Income). The difference is the benefit for that month. In the case of an eligible married couple where BOTH partners are on MSA, divide the difference by 2 to determine the benefit amount for each partner.

3. Determine if there is a recoupable amount. If there is, subtract the recoupment. See 0025.21.15 (Recoupment).

GRH:

Subtract net income in the budget month from the assistance standard for the corresponding payment month. NOTE: For the month the client enters the GRH setting, subtract ONLY the income that is actually available for that month. See 0018 (Determining Net Income).

The assistance standard for a GRH client is the GRH rate specified on the MAXIS MONY/VND2 panel plus the difficulty of care amount specified on the MAXIS STAT/FACI panel for clients in adult foster homes without other service funding. See 0020.22 (GRH Assistance Standards).

MFIP, DWP, SNAP, GA, GRH:
No provisions.

MSA:
A special need allowance for a special diet may be paid to MSA clients who are not residents of a nursing home, regional treatment center, or group residential housing facility.

Add an amount for special diet requirements to the monthly assistance standard. See below for the amount to add for a specific diet.

A licensed physician, advanced practice registered nurse, or physician assistant must prescribe the special diet(s). Verify the need at each recertification or more often if warranted. Do not require a unit to verify actual food expenditures. Another funding source must not be available to pay the diet costs.

The eligible diets and amounts are:

- Anti-dumping diet $43.65
- Controlled protein diet (40-60 grams and requires special products) $291.00
- Controlled protein diet (less than 40 grams and requires special products) $363.75
- Gluten free diet $72.75
- High protein diet (minimum 80 grams/day) $72.75
- High residue diet $58.20
- Hypoglycemic diet $43.65
- Ketogenic diet $72.75
- Lactose free diet $72.75
- Low cholesterol diet $72.75
- Pregnancy and lactation diet $101.85

When a client requests a payment for more than 1 diet, use the following guidelines to determine payment:

- If the recommended diets overlap one another with respect to their dietary components, allow the amount indicated for the more costly of the diets.
- If there is no overlap in the recommended dietary components of the prescribed diets, allow the total for all the prescribed diets.
- If a doctor prescribed diets which are mutually exclusive, do NOT allow either until adequate clarification has been received from the doctor who prescribed both diets.

MFIP, DWP:
See 0028.18 (Good Cause for Non-Compliance--MFIP/DWP).

SNAP:
When a SNAP applicant or recipient is subject to general work requirements, but does not meet those requirements, determine whether the client has good cause for non-compliance prior to implementing a sanction. See 0028.07 (General Work Rules for SNAP). In addition, if a SNAP applicant or recipient is subject to, and does not meet, the time-limited work rules outlined in 0011.24 (Time-limited SNAP Recipients), review the situation and determine if the client has good cause for not counting a month.

Contact the client to inquire about the situation. Ask open ended questions and listen to the reasons why the job ended or the hours were reduced below the requirements. Do not ask the employer or attempt to verify the client's explanation with the employer. Grant good cause when the client's explanation appears reasonable. Case note the person's situation and the good cause determination.

For TLRs subject to the time-limited work rules: If the TLR would have fulfilled the work requirement, but missed some hours for good cause, the person shall be considered to have fulfilled the work requirement if the absence from work or the work program is temporary. A TLR does NOT need to retain the job or work program slot in order to receive good cause.

Good cause reasons include circumstances beyond the client's control, including, but not limited to:

- Client illness or injury.
- Illness or injury of another unit member that requires the client's presence.
- Being a victim of domestic violence.
- Experiencing homelessness.
- A household emergency.
- No childcare for a child under the age of 12.
- The person enrolls at least half-time in a post-secondary school, training program, or institution of higher education that requires them to leave employment. For school program requirements see 0011.18 (Students).
- The person quits work so another unit member can accept employment or enroll at least half-time in a post-secondary school, training program, or institution of higher education that requires them to leave employment. For school program requirements, see 0011.18 (Students).
- The job did not meet suitable work requirements. See 0028.18.03 (Suitable/Unsuitable Work).
- Employer discrimination.
- Work demands or conditions that make working unreasonable, such as working without being paid on schedule.
- A client under age 60 resigns, and the employer recognizes it as retirement.
- Leaving a job because employment patterns make it necessary for workers to frequently move from 1 employer to another.
- For TLRs only: The client accepts a new job of 20 hours a week, totaling at least 80 hours a month. Working can be in exchange for money, work in exchange for goods or services (in-kind work), unpaid work or any combination of any of these types of work.

If good cause is granted, case note the circumstances. If good cause cannot be granted, the client must serve a sanction. See 0028.30.06 (Sanctions for Not Meeting SNAP Work Rules).

Also see 0028.30.09 (Refusing or Terminating Employment).

MSA, GA, GRH:
No provisions.

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

The MG program is focused on early self-sufficiency.

The MG program is an alternative to cash assistance, supporting participants to attain self-sufficiency within 240 days (8 months) of arrival in the United States.

MG participants ARE NOT eligible for other cash assistance programs, and cannot receive MFIP, RCA, SSI or any other cash assistance at the same time while enrolled in MG.

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

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

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

Only persons with the following non-citizen status are eligible for the MG program:
- Refugees.
- Iraqi and Afghani Special Immigrants.
- Asylees.
- Cuban and Haitian Entrants.
- Amerasians.
- Victims of Severe Forms of Trafficking.
- Afghan Humanitarian Parolees
- Ukrainian Humanitarian Parolees

Local resettlement agencies, under contract with their national Resettlement Agency Headquarters and ORR, administer and implement the MG program. Local resettlement agencies are not required to offer this program. Local resettlement agencies currently offering the MG program in Minnesota are:
- Arrive Ministries
- International Institute of Minnesota.
- Minnesota Council of Churches.
- Catholic Charities Winona Diocese.
- Lutheran Social Service of Minnesota.

The MG program design and implementation may vary by agency, but the following supports are provided to all MG participants for up to 8 months, or until the household becomes self-sufficient, whichever is earlier. Participants who exit the MG program cannot re-enroll back onto MG:
- Intensive employment supports.
- Case management supports.

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

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

Expenses paid by MG must be allowed as a deduction for other assistance programs where applicable. This includes expenses such as housing and utility costs.

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

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

Participants who are not self-sufficient at the end of the MG program are eligible to apply for other cash assistance programs through the county. When MG closes for a participant, a notice from the MG agency will be provided to the county to confirm that the MG ended.

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

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

- Arrive Ministries – Minneapolis, MN
  General Line: 612-798-4332
- International Institute of Minnesota – St Paul, MN
  General Line: 651-647-0191
- Minnesota Council of Churches – Minneapolis, MN
  Refugee Services General Line: 612-874-8605
- Catholic Charities Winona Diocese – Rochester, MN
  General Line: 507-287-2047
- Lutheran Social Service of Minnesota – Minneapolis, MN
  General Line: 612-871-0221

Additional information about the Matching Grant Program is available at Federal Office of Refugee Resettlement.

INITIAL RECEPTION AND PLACEMENT SERVICES

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

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

INITIAL REFUGEE RESETTLEMENT FUNDS

The federal government provides local resettlement agencies with a one-time sum of $2,375 per person. These initial refugee resettlement funds help pay for some of a household’s basic needs, including initial housing, basic furnishings, initial food, and clothing. Persons with refugee status may receive part of these resources in cash, and part in payments made to third parties on their behalf. Local resettlement agencies may have varying models for distributing and leveraging the initial refugee resettlement funds, but all must fully disburse the funds within 90 days of a person’s arrival.

For the purposes of public benefits eligibility, initial refugee resettlement funds are not counted as income or assets for any program, whether received as cash or as vendored third party payments. Expenses paid by the initial refugee resettlement funds must be allowed as a deduction for other assistance programs where applicable. This includes expenses such as housing and utility costs.

MATCHING GRANT PROGRAM FOR REFUGEES

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

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

LOCAL RESETTLEMENT AGENCIES in RCA ADMINISTRATION

Local resettlement agencies participate in a contracted Public-Private Partnership (PPP) with DHS to administer the Refugee

Cash Assistance (RCA) program. The PPP model for RCA applies in 12 counties: Anoka, Benton, Carver, Dakota, Hennepin, Kandiyohi, Olmsted, Ramsey, Scott, Sherburne, Stearns, and Washington. In these counties, RCA eligibility workers are housed within the local resettlement agencies. See 0030.03 (Refugee Cash Assistance), 0030.03.01 (Processing RCA Applications).

LOCAL RESETTLEMENT AGENCIES in MINNESOTA

The following are the local resettlement agencies in Minnesota:

- Arrive Ministries - Richfield, MN
  612-798-4332

- Catholic Charities, Diocese of Winona – Rochester, MN
  507- 287-2047

- International Institute of Minnesota – St Paul, MN
  651-647-0191

- Lutheran Social Service Metro – Minneapolis, MN
  612-879-5258

- Lutheran Social Service St Cloud – St Cloud, MN
  320-251-7700

- Minnesota Council of Churches – Minneapolis, MN
  612-874-8605

WELCOME CORPS

The Welcome Corps is a private sponsorship program of the U.S. Department of State, in coordination with the U.S. Department of Health and Human Services, that empowers everyday Americans to welcome refugees arriving through the U.S. Refugee Admissions Program (USRAP). Within the Welcome Corps, Private Sponsor Groups of 5 U.S. Citizens or lawful permanent residents support persons arriving with refugee status by administering similar “Initial Reception and Placement Services” as offered by local resettlement agencies. Through cooperative agreements between the U.S. Department of State and the consortium of Private Sponsor Organizations implementing the Welcome Corps, local Private Sponsor Groups are responsible to assist assigned persons with refugee status with basic needs and provide core services during the first 90 days after U.S. arrival.

The Welcome Corps offers similar benefits and services as the traditional Reception & Placement programs through Local Resettlement Agencies. Private Sponsor Groups must fundraise cash and in-kind contributions per person with refugee status being welcomed. This support is used to secure and furnish housing and provide for the refugee’s initial basic needs, until they secure employment. See 0030.03.09 – Determining RCA Gross Income.

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

- $515 - 1-person unit.
- $731 - 2-person unit.
- Clothing/personal needs allowance – resident of a LTC facility (see below).

LONG TERM CARE ASSISTANCE STANDARD

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

A refugee placed in a LTC facility should be referred to SSA to apply for SSI. The refugee is eligible for RCA until eligibility for SSI is determined, or until the end of the 12-month RCA eligibility period, whichever comes first. If the LTC placement lasts longer than the 12-month RCA eligibility period and SSI eligibility has not been determined, the county should process eligibility for General Assistance (GA).

REFUGEES UNDER AGE 18

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

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

For more information, see 0013.15.51 (GA Basis – People Under Age 18).

SCHOOL ATTENDANCE

Any RCA applicant age 17 and below and who is not living with parent or eligible relative caregiver must comply with the provisions in their Social Services case plan. For the GA assistance standard for minor not living with parent or relative caregiver, see 0020.18 (GA Assistance Standards).

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

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

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

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

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

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

Do not count any cash received from Initial Refugee Resettlement Funds provided by local resettlement agencies. See 0030.01 – Local Resettlement Agencies.

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

Do not count any cash received from or payments vendor paid by a federal resettlement program (such as Welcome Corps or other resettlement programs) equivalent to the Initial Refugee Resettlement Funds amount. If the amount provided by a federal resettlement program is more than the Initial Refugee Resettlement Funds amount, disregard up to the Initial Refugee Resettlement Funds amount. Count any amount remaining after the disregard is applied as unearned income. If you have questions, submit a PQ.

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

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

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

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

NEW SPOUSE INCOME (NSI) POLICY

Assess if newly married members of RCA assistance units are eligible for the New Spouse Income (NSI) policy. If eligible, follow NSI policy to determine which member is the Designated Spouse. The Designated Spouse's income may not count for the remainder of the 12 consecutive calendar months starting the month after the verification of the marriage is received. Follow MFIP in 0022.11 (New Spouse Income).

The New Spouse Income policy does not apply to RCA applicants joining a spouse already in the United States.

INCOME OF AN INELIGIBLE SPOUSE

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

Earned income:

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

Unearned income:

1. Determine the spouse's gross unearned income. (**NOTE**: do not count the SSI income of an ineligible spouse.)

2. Deduct amounts the ineligible person actually paid to people not living in the same household but whom the ineligible person claims or could claim as a dependent for federal income taxes.

3. Deduct an allocation of $187 for the spouse's needs.

4. Deem the remaining income as unearned income to the applicant.

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