



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 11/2025**

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

0002.71 (Glossary: Two Party...) under Veteran, removes cross-reference link to 0028.06.15 (Who is Exempt from the SNAP Time Limited Work Rules). There is no longer an exemption from the time-limited work rules due to having served in the U.S. Military.

0007.03.02 (Six-Month Reporting) removes deleted cross-reference link 0007.03.04 (Six-Month Reporting Deadlines).

0008.06.18 (Change in Participant's Age) in SNAP, updates the age range for who qualifies for an exemption from the general and time-limited work rules due to federal policy changes.

0011.24 (Time-Limited SNAP Recipients) in SNAP, updates the age range for who is a TLR due to federal policy changes.

0017.03 (Available or Unavailable Income) adds MSA section for six-month budgeting updates.

0017.06 (Excluded Income) in SNAP, adds energy assistance programs to bullet point for "Payments from the Low Income Home Energy Assistance Program (LIHEAP)".

0017.15.27 (Vendor Payments as Income) in SNAP, updates throughout due to federal regulation changes.

0018.15.09 (Utility Deductions) in SNAP, adds units only receive the heat/air SUD when they receive LIHEAP or similar energy assistance programs within the last 12 months if the unit has a unit member who is elderly or disabled due to recent federal policy changes.

0022.03.01 (Prospective Budgeting – Program Provisions) in MFIP and GA, adds multipliers for six-month budgeting updates.

0028.06.12 (Who is Exempt from the SNAP General Work Rules) in SNAP, updates the age range for someone who is exempt from the general work rules due to federal policy changes.

0028.06.15 (Who is Exempt from the SNAP Time-Limited Work Rules) in SNAP, removes the exemptions due to being ages 55-59, under the age of 25 and in foster care on their 18th birthday, or having served in the U.S. Military due to federal policy changes. Also

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updates the age range for the exemption of having a child in the home and adding a new exemption for American Indians.

0028.07 (General Work Rules for SNAP) in SNAP, adds note that participants aged 60-64 are exempt from the general work rules but must follow the time-limited work rules due to federal policy changes.

0029.27 (Low Income Home Energy Assistance Program) adds link to 0017.15.27 (Vendor Payments as Income).

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

Undocumented People are non-citizens who are living in the United States but do not have immigration documentation that grants them lawful permission to be in the United States. See [0031.06 \(Non-Immigrants\)](#) and [0031.27 \(People who are Undocumented\)](#).

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 \(MFIP/DWP Assistance Standards\)](#).

UNSATURABLE 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 \(Verification\)](#).

VERIFIED UPON RECEIPT

SNAP: Information provided that is not questionable, the information is coming from the primary source, and no further information is needed to take action. Examples of information that is verified upon receipt includes but is not limited to information reported by the SNAP unit and no additional information is needed, COLA changes reported directly from the Social Security Administration, MN Lottery/Gambling matches and information verified for other public assistance benefits. See [0008.06.01 \(Implementing Changes – Program Provisions\)](#).

VETERAN

A person who served in active duty in the United States Armed Forces and was released with an honorable discharge.

People who served in the United States Armed Forces, regardless of discharge status, may be eligible for certain veterans' benefits. See [0029.03.15 \(Veterans' Benefits\)](#).

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.

MFIP

At application, all MFIP units must report all changes that occurred between the time of the interview and the time of the notice of eligibility. They must report these changes when they occur to be considered reporting these changes timely.

All MFIP units are required to complete a [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#). This is due by the 8th of the month of the last month in the current six-month report period. On this report units are required to report all changes since their last application or recertification. For information on what is considered a complete [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), see [0007.12.03 \(What Is a Complete HRF/CSR\)](#).

During the six-month budget period, participants may report other changes they are not required to report. County agencies and Tribal Nations must determine how to act on any reported changes within 10 days of the changes being reported. See [0008.06.01 \(Implementing Changes – Program Provisions\)](#), [0007.15.03 \(Unscheduled Reporting of Changes – Cash\)](#).

MFIP units are also required to complete the recertification process. At recertification, units are required to report all changes. For more information on the recertification process, see [Chapter 0009 \(Recertification\)](#).

DWP:

No provisions.

SNAP:

SNAP and Uncle Harry Food Support units who do NOT meet any of the criteria to be change reporters, are Six-Month Reporters. See [0007.03.05 \(Change Reporting\)](#).

At application, six-month reporting units must report all changes that occurred between the time of the interview and the time of the notice of eligibility. They must report these changes within 10 days of the date on the notice of eligibility to be considered reporting these changes timely.

Six-Month Reporters are required to complete a [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#). This is due by the 8th of the month of the last month in the current six-month report period. On this report units are required to report all changes since their last application or recertification. For information on what is considered a complete [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), see [0007.12.03 \(What Is a Complete HRF/CSR\)](#).

Six-Month Reporters are also required to complete the recertification process. At recertification, units are required to report all changes. For more information on the recertification process, see [Chapter 0009 \(Recertification\)](#).

During the certification period, Six-Month Reporters are required to report the following changes:

- 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. See [0019.06 \(Gross Income Limits\)](#). If the unit is already certified with income above 130% FPG, the unit does not need to report changes until the next renewal. Add a worker comment to the approval notice letting the unit know of these modified reporting requirements. See POLI/TEMP Manual TE02.05.19 (SNAP Notices – Add Worker Comments) for the sample text to add to the approval notice.
- When a Time-limited Recipient's work hours fall below 20 hours per week, averaged 80 hours monthly. Work includes paid employment, self-employment, in-kind, and unpaid work. See [0011.24 \(Time-limited SNAP Recipients\)](#).
- When a SNAP unit member receives a Substantial Lottery or Gambling Winning. See [0011.13 \(Substantial Lottery or Gambling Winnings\)](#) and [0002.65 \(Glossary: Substantial...\)](#).

These changes need to be reported by the 10th of the month following the month of the change to be considered reported timely. Units may report changes in person, by telephone or by mail. If the change is reported on weekends, holidays, or after hours, the date of the reported change will be the next business day. However, if the 10th lands on a weekend or holiday, consider the change reported timely. They may also use [Change Report Form for SNAP \(DHS-2402B\) \(PDF\)](#) to report changes, but are not required to use this form. If the unit reports a change to any member of the county agency or Tribal Nation, it is considered reported to the entire agency. Workers within the county agency or Tribal Nation must share information the unit has reported amongst each other to act on changes timely. For a definition of Known to the Agency, see [0002.35 \(Glossary: Inventory...\)](#). If a

SIX-MONTH REPORTING

0007.03.02

unit does not report 1 of the changes above timely, overpayments need to be assessed. See [0025.03 \(Determining Incorrect Payment Amounts\)](#).

During the certification period, clients may report other changes they are not required to report. County agencies and Tribal Nations must determine how to act on any reported changes within 10 days of the changes being reported. See [0008.06.01 \(Implementing Changes – Program Provisions\)](#).

MSA:

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

GA:

At application, all GA units must report all changes that occurred between the time of the interview and the time of the notice of eligibility. They must report these changes when they occur to be considered reporting these changes timely.

GA units with an earned income of \$100 per month or more are required to complete a [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#). This is due by the 8th of the month of the last month in the current six-month report period. On this report units are required to report all changes since their last application or recertification. For information on what is considered a complete [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), see [0007.12.03 \(What Is a Complete HRF/CSR\)](#).

GRH:

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

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

Clients who are Six Month Reporters are not required to report increases in earned income during their six-month reporting period, but must report increases in unearned income by the earliest of one of the dates:

- By the 10th of the month following the month of the change.
- At recertification.
- 8 calendar days after the end of the reporting period.

Do not adjust the GRH budget during the reporting period for earned income increases that become known to the agency. Only adjust the GRH budget for increases in unearned income that become known to the agency during the reporting period.

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

CHANGE IN PARTICIPANT'S AGE

0008.06.18

Also see [0017.15.15 \(Income of Minor Child/Caregiver Under 20\)](#).

MFIP:

When minor children turn 18, they must meet the school requirement in order to continue receiving assistance. See MINOR CHILD in [0002.41 \(Glossary: Medically Necessary...\)](#), [0012.06 \(Requirements for Caregivers Under 20\)](#), [0028.12 \(Education Requirements\)](#).

The requirement that a minor caregiver live with certain adults applies ONLY through the month of the minor caregiver's 18th birthday. There may be other social service requirements and Employment Services requirements for the minor caregiver until their 20th birthday.

When a participant turns 20, the school attendance requirement no longer applies. See [0028.12 \(Education Requirements\)](#). Other Employment Services requirements may apply. See [0028.06.03 \(Who Must Participate in Empl. Services/SNAP E&T\)](#).

When the household composition changes, the entire unit needs to be reassessed for ongoing eligibility.

DWP:

When minor children turn 18, they must meet the school requirement in order to continue receiving assistance. In addition, see [0008.06.24 \(DWP Conversion or Referral to MFIP\)](#) when a DWP participant turns 60 years old. Also see [0028.06.02 \(Universal Participation Provisions\)](#), [0028.15 \(Employment Plan \(EP\)\)](#) for the child under 12-week exception.

SNAP:

When an elementary, secondary or GED student turns 18, their earned income counts in the SNAP budget the first full month they turn 18. However, you must follow the provisions in [0008.06.01 \(Implementing Changes – Program Provisions\)](#) to act on this change during the certification period.

When a client turns 18 during the certification period, review if they meet another exemption from the time-limited work rules and/or general work rules. If you are unable to screen for another exemption, continue this exemption until the end of their certification period. See [0028.06.12 \(Who is Exempt from the SNAP General Work Rules\)](#), [0028.06.15 \(Who is Exempt from the SNAP Time-Limited Work Rules\)](#), and [0011.24 \(Time-limited SNAP Recipients\)](#).

When a client turns 65 and was previously a Time-limited SNAP Recipient (TLR), stop applying the 3 in 36-month time-limit the month they turn 65. See [0028.06.12 \(Who is Exempt from the SNAP General Work Rules\)](#) and [0011.24 \(Time-limited SNAP Recipients\)](#).

When a client qualifies for an exemption from the time-limited work rules due to having a child living with them under the age of 14, and that child turns 14 during the certification period, the client must be rescreened for all exemptions from the general and time-limited work rules prior to considering them a TLR. Rescreening for all exemptions during the certification is not required. If rescreening during the certification period is not possible, continue to code the client as exempt until the unit's next recertification. See [0008.06.01 \(Implementing Changes – Program Provisions\)](#) and [0028.06.15 \(Who is Exempt from the SNAP Time-Limited Work Rules\)](#).

Allow elderly medical and shelter deductions to individuals the first full month after they turn 60. See [0018.12 \(Medical Deductions\)](#), [0018.15 \(Shelter Deductions\)](#), [0022 \(Budgeting and Benefit Determination\)](#). Also determine all other eligibility factors the first full month the person is 60.

MSA, GA:

No provisions.

GRH:

When a non-disabled client turns 65 years old, change the budgeting method in the month the client turns 65 from GA-related other adult to the SSI-related aged method.

TIME-LIMITED SNAP RECIPIENTS

0011.24

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

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

- Age 18 – 64. See TE02.05.70 (Coding the WREG Panel for SNAP) for system instructions for individuals ages 50-64.
- Not exempt from the general work rules (AKA “Work Registration”). **Note:** Participants aged 60-64 are exempt from the general work rules but are TLRs, subject to the time-limited work rules unless they meet another exemption. See [0028.06.12 \(Who Is Exempt From the SNAP General Work Rules\)](#). When someone claims an exemption and verification is needed, the person is a TLR until they provide verification of the exemption.
- Not exempt from the time-limited work rules. See 0028.06.15 (Who is Exempt from the SNAP Time-Limited Work Rules).

TLRs must follow the time-limited work rules described below or they are only eligible to receive SNAP for 3 months in a 36-month fixed period. The 36-month period is described later in this section. TLRs must also follow general work rules. See [0028.07 \(General Work Rules for SNAP\)](#).

All of the general work 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 the time-limited work rules and/or the general work rules.
- When a recipient has a change to the time-limited work rules and/or general work rules that they must follow.

You must also give or send [Supplemental Nutrition Assistance Program \(SNAP\) Work Rules Notice \(DHS-8159\) \(PDF\)](#) and verbally explain the time-limited work rules and/or general work rules that they must follow. This conversation can be held with any SNAP unit member age 18 or older or authorized representative. Document reviewing this information in MAXIS Case Notes and save a copy of the completed DHS-8159 in the case file.

MAXIS

See TEMP Manual TE02.05.70 (Coding the WREG Panel for SNAP) for more system information on coding TLRs.

TIME-LIMITED WORK RULES

TLRs must follow time-limited work rules to receive SNAP more than 3 months each fixed 36-month period. A TLR must complete approved work or work-related activities at least 80 hours per month. When they complete these work or work-related activities the months they are doing so do not count towards the 3 in 36-month time limit. The TLR must first complete the work or work-related activities for at least 80 hours per month in a 30 consecutive day period before the month does not count towards the time-limit. Once the TLR completes this and anticipates the hours to continue, do not count the months they anticipate completing the work or work-related activities towards the time-limit.

NOTE: Following work rules is not the same as meeting an exemption. TLRs meeting the time-limited work rules are still subject to these rules but do not have months count towards their time limit since they are meeting the time-limited work rules.

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. The client needs to be eligible and receiving SNAP benefits in order to work with SNAP E&T. SNAP E&T provides 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.

- 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.

REQUIRED VERIFICATIONS

Verification of meeting the time-limited work rules is required to not count a month 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 and monthly verification is not required.

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 the time-limited work rules and/or the general work rules as described in [0028.06.12 \(Who Is Exempt From the SNAP General Work Rules\)](#) and [0028.06.15 \(Who is Exempt from the SNAP Time-Limited Work Rules\)](#). If exempt, this person is not a TLR and not subject to the time-limited work rules and/or general work 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 time-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).

For changes that occur during the certification period, see [0008.06.01 \(Implementing Changes – Program Provisions\)](#).

GOOD CAUSE

When the TLR would have met the time-limited work rules but missed some hours for a good reason, grant good cause and do not consider the month as 1 or the 3 initial counted months. Good cause for TLRs not meeting the time-limited work rules is due to someone temporarily not meeting enough work or work-related activity hours but have since returned to work or the work-related activities or anticipate doing so by the next benefit month. An example of this is but not limited to a client missing a work shift due to being sick but does not have sick pay to cover those missed hours at work. Good cause may be granted for not meeting the 80-hour work requirement for that month because it was temporary, the client has returned to work and anticipates meeting the work hours for the next month. Additional examples of good cause include but are not limited to:

- Illness or illness of a family member.
- A household emergency.
- No transportation to the work or work-related activity.

Note: Good cause for a TLR not meeting the time-limited work rules is different than good cause listed in [0028.21 \(Good Cause Non-Compliance – SNAP/MSA/GA/GRH\)](#). Good cause in [0028.21 \(Good Cause Non-Compliance – SNAP/MSA/GA/GRH\)](#) is due to someone quitting or voluntarily reducing their hours below 30 per week permanently.

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.

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 [0007.03.02 \(Six-Month Reporting\)](#) and [0007.03.05 \(Change Reporting\)](#).

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 from the time-limited work rules and/or general work rules, are meeting the time-limited work rules, are eligible for the Second 3-Month Period described later in this section or have banked months available (also described later in this section). However, when a TLR is ineligible, their income and deductions may still count for the additional unit members receiving SNAP. See [0016.39 \(Income of Ineligible Time-limited SNAP Recipients\)](#).

Reinstate a TLRs case when it closed for using their 3 counted months in a 36-month period and the TLR reports and verifies (when needed) an exemption or that they are meeting the time-limited work rules in the month of closure. Pro-rate benefits based on the date:

- They reported the exemption when no verification beyond the client's statement is needed.
- The date they provided verification of the exemption when verification is needed.
- The date they provided verification they are meeting time-limited work rules.

This must occur in the month of closure and there must be at least one month left in the client's certification period. If the client reports and/or verifies an exemption or that they are meeting the time-limited work rules after their case has been closed for over 30 days or they do not have one month left in their certification period, they must re-apply for SNAP.

REAPPLICATION AFTER THE INITIAL 3 COUNTED MONTHS

When a TLR has had their case closed for using their 3 counted months in a 36-month period and reapplies for SNAP within the same 36-month period, they must meet an exemption from the time-limited work rules and/or general work rules, be meeting the time-limited work rules, be eligible for the Second 3-Month Period or have banked months available. If none of these apply for the client, they are ineligible for SNAP. Deny the application for the TLR using the 3 counted months in a 36-month period.

When the TLR is meeting the time-limited work rules, 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. When the work or work-related activities fall below 20 hours per week/80 per month, determine if the client has good cause as described in the "Good Cause" section of this chapter. When good cause can be granted the TLR remains eligible for SNAP. When good cause cannot be granted, the TLR is no longer eligible for SNAP unless they meet an exemption, eligibility for the Second 3-Month Period or have banked months available.

Note: Even though prorated months do not count towards the time limits, a TLR that has already used their 3 counted months and reapplies for SNAP is not eligible even in the prorated application month unless they meet an exemption, the time-limited work rules, eligibility for the Second 3-Month Period or have banked months available.

When postponing verification of an exemption or that the TLR is meeting the time-limited work rules to approve expedited SNAP, see TEMP Manual TE02.05.70.01 (WREG Expedited SNAP Postponed Verifs).

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. The work activities need to occur after the TLR has used their 3 counted months in a 36-month 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.

BANKED MONTHS

Banked months are months a TLR can receive SNAP that are in addition to, and available for use, after the 3 initial counted months have been used within the same 36-month period. Banked months may only be used when DHS provides instruction that they are available statewide. When Minnesota has banked months available to use, eligibility begins when TLRs meet all of the following conditions:

- Are subject to the time limits and time-limited work rules.
- Have already received SNAP benefits for 3 counted months during the current 36-month time period.
- Are not meeting the time-limited work rules.
- Are not eligible for the Second 3-Month Period of Eligibility or have already used it during the current 36-month time period.

If any of the above conditions are not met, the client is not eligible for banked months. Continued eligibility following the policy provisions listed above must be screened prior to approving banked months.

Banked months cannot be applied to any month when the client reports and verifies an exemption or meeting the time-limited work rules. Any months that were initially counted as banked months where a client meets an exemption or is meeting the time-limited work rules must be uncounted.

For MAXIS instructions see TEMP Manual TE10.34.01 (TLR Banked Months – System Process).

When the client is eligible for expedited SNAP and verification of an exemption or that the client is meeting the time-limited work rules is needed as a condition of eligibility, banked months may be used to postpone the verification. Do this when the TLR has already used their 3 initial counted months in the same 36-month period and after all attempts have been made to verify this within the expedited processing timelines. See [0004.04 \(Expedited SNAP\)](#) for more information about postponing verifications.

- When banked months are available, issue expedited SNAP with the client coded in MAXIS as eligible for banked months.
 - When the client returns verification of the exemption or that they are meeting the time-limited work rules, uncounted any banked months where they meet the exemption.
 - When the client does not provide verification of the exemption, they can still receive all available banked months once they have used the banked months, they need to meet an exemption from the time-limited work rules and/or general work rules, be meeting the time-limited work rules, or be eligible for the Second 3-Month period to continue to be eligible for SNAP. If the TLR does not meet one of these criteria, they are ineligible for SNAP. Close the case or remove the TLR the next available month, allowing for 10-day notice.
- When verification of an exemption or that the client is meeting the time-limited work rules is postponed, they remain eligible for expedited SNAP. When banked months have already been exhausted follow the guidance in TEMP Manual TE02.05.70.01 (WREG Expedited SNAP Postponed Verifs).

AVAILABLE OR UNAVAILABLE INCOME

0017.03

Determine if countable income is available or unavailable. Income is available when:

- Received by the applicant/participant.
- Received by someone for the applicant/participant and available to the applicant/participant. However, for some programs, when a person who does not live with the applicant/participant receives the applicant/participant's RSDI checks, special provisions apply. See [0017.15.45 \(Income From RSDI and SSI\)](#).
- Wages are withheld as a result of a garnishment, deemed income to the unit, or court ordered child/spousal support. See [0016 \(Income From People Not in the Unit\)](#), [0018.33 \(Child and Spousal Support Deductions\)](#).
- Withheld by the employer at the applicant/participant's request.

Income is unavailable when the applicant/participant cannot gain access to the income. For example, wages are unavailable when an employer owes wages to but refuses to pay.

For some programs, student financial aid is considered available when the applicant/participant signs or receives the award letter, not when money is actually disbursed. See [0017.15.36.03 \(When to Budget Student Financial Aid\)](#).

Do not count unavailable income.

MFIP, DWP, GA:

Applicants and participants must try to gain access to unavailable income as a condition of eligibility.

Deduct the costs of securing unearned income, such as legal fees, medical fees, withdrawal penalties, and mandatory deductions (such as federal and state income taxes). Apply disregards to earned income.

Deny or terminate assistance when applicants or participants fail to cooperate in gaining access to the income.

Disregard income received before the month of application, regardless of the period it was intended to cover.

Periodic income received by a participant is considered available and must be converted to monthly amounts. See [0017.09 \(Converting Income to Monthly Amounts\)](#).

For self-employment income received before the month of application, see [0017.15.33 \(Self-Employment Income\)](#), [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#), [0017.15.33.24 \(Self-Employment Income From Farming\)](#).

Do not allow a deduction from income when part of the income is being withheld to repay a debt or obligation, unless the income is being reduced to recover a prior overpayment from the same income source. (For example, a VA payment of \$400 is reduced by \$150 due to a prior VA overpayment; in this case, count only \$250.)

If the applicant/participant has a representative payee, presume the gross SSI and/or RSDI payment is available unless they can demonstrate it is not. If the applicant/participant demonstrates that part of the payment is unavailable, count only that portion available in cash or spent on behalf of the applicant/participant or the unit.

EXCEPTION: If the representative payee of a minor child is the minor child's non-unit member parent, presume the minor child does not have legal access to the RSDI unless the representative payee demonstrates that part of the payment is available. Count only that portion available to the minor child in cash or spent on behalf of the minor child while in the unit.

If an applicant or participant reports that income is unavailable because it is being diverted or misused by someone else, including a representative payee, report this immediately to the Minnesota Adult Abuse Reporting Center (MAARC) at 1-844-880-1574 or [online](#). To report concerns about financial exploitation of a child, contact the [county agency or Tribal Nation](#) where the child lives during business hours.

SNAP:

Follow general provisions. In addition, count the following as available income:

- Transitional housing payments for the homeless which are designated for a specific household. See TRANSITIONAL HOUSING in [0002.67 \(Glossary: Thrifty...\)](#).
- The amount that is being recouped from UC or WC, due to adjudicated fraud. Do not count amounts being recouped when there is no fraud.
- The amount of an assistance payment that is being recouped from GA or MSA due to adjudicated fraud. Do not count amounts being recouped when there is no fraud.

Do not count fees paid from SSI/RSDI to organizational representative payees as income.

MSA:

For SSI recipients, count the full amount of the SSI Federal Benefit Rate as gross unearned income, even if their actual SSI check is less. See 0017 (Determining Gross Income).

For non-SSI recipients, follow GA EXCEPT consider income withheld to repay a debt or obligation, such as a prior overpayment, to be available.

GRH:

Follow GA, EXCEPT allow an income deduction to pay a fee, recoupment, court-ordered support, or similar obligation. See [0018.39 \(Prior and Other Income Reductions\)](#).

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

Exclude income from the following sources:

- Gate money received by an applicant/recipient released from a penal institution.
- Children's Nutrition Act.
- Initial refugee resettlement funds.
- Benefits from the Women, Infant, and Children (WIC) nutrition program.
- Benefits from the National School Lunch Act. For self-employment cases that are not able to use the Simplified Self-Employment calculations, count payments from the Child Care Food Program to providers.
- Benefits from the State Food Programs. See [0029.07.03 \(Minnesota State Food Benefits\)](#).
- Loans which the client has a written agreement to repay, EXCEPT some programs count student loans. See [0017.15.36 \(Student Financial Aid Income\)](#). Before loans with a repayment agreement can be excluded, obtain a [Gift or Loan Statement \(DHS-2808\) \(PDF\)](#) or a loan repayment agreement signed by both parties.
- Reverse mortgages.
- Most income from American Indian tribal land settlements and some income from interest in tribal trust and other restricted Indian lands. See [0017.15.09 \(Income From Tribal Payments\)](#).
- Payments from the Low Income Home Energy Assistance Program (LIHEAP) or other energy assistance programs only when the SNAP unit contains an elderly or disabled unit member.
- The amount a unit collects from a roommate to pay the roommate's portion of the agreed living expenses with an outside party. An example is the amount the client receives from a roommate to forward to the landlord when both parties are included in the lease agreement. See [0018.15 \(Shelter Deductions\)](#).
- Payments by the vocational rehabilitation program administered by the state, EXCEPT those payments that are for current living expenses.
- Relocation Assistance for displaced persons under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the Housing and Redevelopment Act of 1965, or the Housing Act of 1965.
- Refunds or rebates from the United States Department of Housing and Urban Development (HUD) for excess rents charged.
- Security deposit refunds for rent and utility deposit refunds, whether paid by the client, EGA, the former Emergency Assistance program, or out of the Consolidated Fund.
- Trade Adjustment Act of 1974.
- War reparations payments to Japanese-Americans and Aleuts under Public Law 100-383.
- Cash from the sale of the client's property or assets, regardless of whether the asset was excluded. This does not apply to some business capital gains. See [0017.15.54 \(Capital Gains and Losses as Income\)](#). For instruction on treating cash from the sale of property as assets, see [0015.60 \(Evaluation of Lump Sums\)](#).
- Payments to replace personal or real property made by public agencies, issued by insurance companies, awarded by a court, or solicited through public appeal.

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- Payments to veterans or their dependents made as a result of legal settlements between veterans and manufacturers of Agent Orange or other chemical agents.
 - Non-excluded VA benefits that were repaid as a result of an overpayment.
 - Payments received and used for care and maintenance of a 3rd-party beneficiary who is not a household member. If the payment is intended for both household and non-household members and you cannot determine portions, prorate among the beneficiaries and exclude the non-household members' pro rata share.
 - Payments made under the Radiation Exposure Compensation Act (Public Law 101-426).
 - Mandatory salary reduction amounts for military service personnel which are used to fund the G.I. Bill (Public Law 99 576).
 - Payments from the Consumer Support Grant (CSG) program when placed in a CSG account. NOTE: When funds from the CSG account are used as wages to pay for care of the CSG beneficiary, they are considered earned income to the person providing the care and are not excluded under the CSG exclusion provision. See [0029.03.09 \(Consumer Support Grant Program\)](#).
 - Income that is otherwise specifically excluded by federal or state law for the purposes of determining SNAP eligibility.
 - VA benefits awarded to children of Vietnam veterans, regardless of their age or marital status, 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.
 - Combat or Hazard Duty pay received by military personnel who would otherwise be mandatory assistance unit members if they were not serving in a designated Combat Zone. See [0017.15.93 \(Military Income\)](#), TEMP Manual TE02.10.90 (Military Families Receiving FS, MFIP or DWP), TE02.10.92 (Designated Combat Zones).
 - Funds, including accrued interest, deposited in Individual Development Accounts (IDAs) through the Family Assets for Independence in Minnesota (FAIM) Program.
 - One time payments made to certain World War II veterans or their surviving spouse under the Filipino Veterans Equity Compensation (FVEC) Fund.
 - Payments from the Crime Victims Compensation Program, known as the Crime Victims Reparations Board in Minnesota.
 - One time payments or allowances made under federal or state law for the costs of weatherization or for emergency repair or replacement of an unsafe or inoperative furnace or other heating or cooling device.
 - Tax refunds and rebates. Tax refunds include federal and state withholding refunds and homeowner/renter property tax refunds.
 - Tax credits. Tax credits include Earned Income Credit (EIC), Federal Child Care Credit, and Minnesota Working Family Credit but does not include Advance Child Tax Credit payments. See [0017.12.03 \(Unearned Income\)](#).
 - Non-recurring income of less than \$30 in a calendar quarter.
 - Exclude up to \$300 per calendar quarter in cash donations from private non-profit charitable organizations if they are based on the unit's need.
 - Certain Medicare Advantage supplemental benefits when either primarily health related or benefits that qualify as Special Supplemental Benefits for the Chronically Ill (SSBCI). To be considered primarily health related, a benefit must diagnose, prevent, or treat an illness or injury, compensate for physical impairments, or reduce avoidable emergency and health care utilization. Benefits may be issued through spending cards limited to certain covered items or services that vary by insurer, such as food, transportation, utilities, or other items that improve or maintain the health or overall function of the enrollee.

VENDOR PAYMENTS AS INCOME

0017.15.27

Cash benefits of a client paid to a representative payee and spent on behalf of the client are counted as vendor payments and are considered available income to the client.

Do not count all other vendor payments made for a client unless specific program provisions below require otherwise.

Do not count court-ordered vendor payments made by a 3rd party on behalf of a client.

MFIP:

Do not count vendor payments for goods and services made for a client, unless the client had the option of receiving the payment in cash.

Count vendor payments that are part of the monthly benefit for a public assistance program unless otherwise specified in [0017.15.06 \(Assistance Payments Income\)](#).

The unit must make a good faith effort to change court-ordered vendor payments to direct payments. If the person making the vendor payments is a non-custodial parent, consider the client's cooperation with IV-D to be a good faith effort.

DWP:

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

SNAP:

Count the following vendor payments:

- Payments made for a unit if the payor is otherwise obligated to pay the unit directly.
- DWP, GA and MSA vendor payments that are part of the monthly benefit for those programs.
- Energy assistance payments unless the SNAP unit contains an elderly or disabled unit member.
- Transitional housing payments for the homeless.

Do not count:

- Any type of vendor payments to domestic violence shelters.
- HUD payments made to a utility provider and Farmers Home Administration (FmHA) Rental Assistance Program utility payments. See [0017.15.81 \(Utility Payments\)](#).

MSA:

No action is required for SSI recipients.

For non-SSI recipients, follow GA.

GA:

Count payments for tuition, fees, or room and board made for a full-time student by the student's parents.

GRH:

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

UTILITY DEDUCTIONS

0018.15.09

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 \$667 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).
- Includes a SNAP unit member who is elderly or disabled and the unit received Low Income Home Energy Assistance Program (LIHEAP) or other similar energy assistance programs of more than \$20 any time in the past 12 months anywhere in the United States. Units that meet this criteria are eligible to receive the Heat/Air Standard Utility deduction, 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 \$235 per month for units that are responsible for an electricity expense.
- Allow the phone standard utility deduction of \$62 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 as described above for a unit even 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) or other energy assistance programs when the SNAP unit contains an elderly or disabled unit member, even when the utility expense is paid entirely by LIHEAP or other energy assistance programs.
 - Vendored public assistance benefits, such as MFIP.
 - 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 a person 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

For changes in utility expenses during the certification period, see [0008.06.01 \(Implementing Changes – Program Provisions\)](#).

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 \(Shelter Deductions\)](#).

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

MFIP:

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

Use prospective budgeting to figure the benefit amount for MFIP eligibility. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#).

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

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

All income must be converted to monthly amounts when anticipating income. MAXIS will calculate the monthly amount by using the appropriate multiplier. The multiplier is:

- Weekly = 4.3
- Bi-weekly/every other week = 2.15
- Monthly = 1
- Semi-monthly/twice a month = 2

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

After initial eligibility, continue prospectively budgeting all MFIP units.

DWP:

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

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

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

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

SNAP:

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

MSA:

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

For non-SSI recipients, use prospective budgeting for the 1st 2 months, and use the same income you budget for the 1st month to

budget the 2nd month. This is true in all months EXCEPT January of any year. Budget RSDI COLA increase prospectively (for example, budget January RSDI COLA in January).

GA:

For each person, use prospective budgeting to determine the benefit amount.

All income must be converted to monthly amounts when anticipating income. MAXIS will calculate the monthly amount by using the appropriate multiplier. The multiplier is:

- Weekly = 4.3
- Bi-weekly/every other week = 2.15
- Monthly = 1
- Semi-monthly/twice a month = 2

GRH:

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

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

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

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

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

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

WHO IS EXEMPT FROM THE SNAP GENERAL WORK RULES

0028.06.12

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

There are 2 sets of work rules for SNAP, general work rules and time-limited work rules. To determine who must follow these work rules see [0011.24 \(Time-limited SNAP Recipients\)](#) and [0028.07 \(General Work Rules for SNAP\)](#).

When determining what work rules a SNAP recipient must follow, the first step is to determine if they are exempt from the general work rules (AKA "Work Registration"). The [SNAP Work Rules Screening Questions \(DHS-8456\)](#) is not a mandatory form but is a helpful resource to screen for exemptions from the general work rules and time-limited work rules.

The following people are exempt from all SNAP work rules:

Unfit for employment

Individuals who have limitations to obtain or retain employment, whether temporary or permanent, may be determined to be unfit for employment and exempt from all work rules. For individuals who are unable to receive medical care, substance abuse or mental health treatment, you may need to identify these conditions. Consider all of the following when determining if someone meets this exemption:

- Physical illness, injury, disability, or limitation including but not limited to surgery recovery or rehabilitation.
- Receiving temporary or permanent disability benefits from Social Security Administration (SSA), Veteran's Administration (VA), Workers Compensation (WC), or a private source.
- Substance Use Disorder (SUD) or addiction dependency which negatively impacts the individual's fitness to work, even if not enrolled in a treatment program.
- Mental illness, disorder, or health condition including but not limited to bipolar disorder, schizophrenia, depression, anxiety, panic disorders, obsessive-compulsive disorder (OCD), anger or emotional outbursts. When a client reports their mental health condition is a limitation to work, no additional verification is needed to give them this exemption, unless questionable. Requiring additional verification puts unnecessary burden on clients who meet this exemption.
- Homelessness: For the definition of homelessness, see [0002.29 \(Glossary: Gross RSDI...\)](#).
- Domestic violence including but not limited to physical, emotional, psychological abuse and stalking or harassment. An experience of domestic violence may indicate that the individual is obviously unfit for work. The individual's statement is sufficient verification unless questionable.

Responsible for the care of another person

Individuals responsible for caring for a person meeting one of the criteria below are exempt from SNAP work rules. The person requiring the care does not need to be in the same SNAP unit or in the same home as the caregiver. The client's statement serves as verification unless questionable. Follow the guidelines below:

- Caring for a person who has a physical or mental illness, injury, or disability. Verification of the illness, injury, or disability is not required unless questionable. CASE/NOTE who requires the care. More than one person may claim this exemption for the same person needing care.
- Caring for a child under 6 years of age, even if childcare is available. When there is more than one child under the age of 6, one adult may claim the exemption for each child. Only 1 SNAP unit member may use this exemption for the same child unless special circumstances require more than one caregiver. If more than one SNAP unit member needs to use this exemption for the same child, document in CASE/NOTES the circumstances that require multiple caregivers. When the child is NOT in the home of the caregiver, CASE/NOTE the child's name and birthdate. For shared parenting situations, regardless of parenting time, this exemption is allowed only when the child is not already included in another SNAP unit.

WHO IS EXEMPT FROM THE SNAP GENERAL WORK RULES

0028.06.12

Age

Allow this exemption to any individual that meets the age requirements listed below:

- Age 60 or older. Allow this exemption in the month the person turns 60. **Note:** Participants aged 60-64 are subject to the time-limited work rules. See [0011.24 \(Time-Limited SNAP Recipients\)](#). Also see TEMP Manual TE02.05.70 (Coding the WREG Panel for SNAP) for system instructions for individuals aged 50-64.
- Under the age of 16.
- Age 16 or 17 living with a parent or caregiver. A person not living with a parent or caregiver can still receive this exemption if they are attending school or enrolled in an employment training program at least part-time.

Employed or Self-Employed

Allow this exemption for individuals employed or self-employed and meet one of the criteria below. Verification of wages and hours are required. Accept the self-employed individual's statement as verification of hours worked.

- Working at least 30 hours per week, regardless of wage level, OR
- Earning equal to or more than 30 hours per week at federal minimum wage, regardless of actual hours worked.

Receiving Additional Benefits

Allow this exemption for individuals that are receiving one of the programs listed below:

- Unemployment Insurance (UI). A person who has applied for but is not yet receiving UI is also exempt if they are complying with the work requirements of the application process. Assist the client in obtaining proof of receipt of UI or proof of application and compliance with work requirements. If you are unable to obtain verification, recipients must provide proof.
- Matching Grant Program. This exemption is available to refugees receiving this program. For more information, see Matching Grant Program in [0002.39 \(Glossary: Lump Sum...\)](#).
- MFIP or DWP. To receive this exemption, the recipient must be in compliance with the Employment Services requirement for these programs.

Program Participation

Allow this exemption for any individual participating in schooling or any of the programs listed below:

- Enrolled in school at least half-time. Half-time is defined by the school the person is enrolled at. This includes high school, a recognized training program or an Institution of Higher Education (IHE). For students attending IHE, they must meet eligibility for SNAP under the student criteria listed in [0011.18 \(Students\)](#).
- Participating regularly in a drug addiction or alcohol treatment and rehabilitation program. There is no minimum weekly amount of time that a person must be attending. If the person is following the treatment and rehabilitation program plan, the exemption is available.
This exemption **does not** include participants in Alcoholics Anonymous (AA) or Narcotics Anonymous (NA).

Recipients meeting an exemption for part of a month are considered exempt for the entire month.

When a SNAP recipient meets an exemption listed above, they do not have to follow any work rules to receive SNAP benefits and are not a Time-limited Recipient (TLR). [The Supplemental Nutrition Assistance Program \(SNAP\) Work Rules Notice \(DHS-8159\) \(PDF\)](#) also does not need to be provided or reviewed with the SNAP unit.

Verification

For verification requirements, see [0010.18.02 \(Mandatory Verifications – SNAP\)](#).

MAXIS

See TEMP Manual TE02.05.70 (Coding the WREG Panel for SNAP) for more system information on coding these exemptions.

Redetermination of an Exemption

Rescreen all SNAP unit members aged 16 and older for all exemptions at recertification. For changes to the client's exemption status during the certification period, see [0008.06.01 \(Implementing Changes – Program Provisions\)](#).

Documentation

Documentation in CASE/NOTES is required when exempting an individual from work rules. Note the circumstances that describe how the individual meets an exemption and if the exemption is obvious or the verifications used. Also, clearly CASE/NOTE when an exemption is applied based on your own observation or information obtained in conversation with the unit.

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

Certain SNAP recipients must follow work rules to get SNAP benefits. There are 2 sets of work rules; general work rules and time-limited work rules. See [0011.24 \(Time-limited SNAP Recipients\)](#) for time-limited rules. SNAP recipients who do not meet an exemption from the general work rules must follow the general work rules. See [0028.06.12 \(Who Is Exempt From the SNAP General Work Rules\)](#). SNAP recipients who do not meet an exemption from the time-limited work rules must follow the general work rules and are Time-limited Recipients. **Note:** Participants aged 60-64 are exempt from the general work rules but must follow the time-limited work rules unless they meet another exemption. See [0028.06.15 \(Who is Exempt from the SNAP Time-Limited Work Rules\)](#).

All of the general work rules must be verbally explained to the SNAP unit:

- At application
- At recertification
- When a person moves into the unit and is subject to the general work rules, and
- When a recipient has a change that now makes them subject to the general work rules.

You must also give or send [Supplemental Nutrition Assistance Program \(SNAP\) Work Rules Notice \(DHS-8159\) \(PDF\)](#) explaining the general work rules they must follow. Save a copy of the DHS-8159 in the case file and document reviewing this information in MAXIS Case Notes.

GENERAL WORK RULES

General work must be followed beginning with the 60-day period prior to their SNAP application and anytime while receiving SNAP. The 2 general work rules are:

- If already working 30 hours a week or more, SNAP applicants or recipients cannot quit or reduce work hours below 30 hours a week without good cause. For information about good cause reasons, see [0028.21 \(Good Cause Non-Compliance - SNAP/MSA/GA/GRH\)](#).
- SNAP applicants or recipients must accept a job offer, unless it is not suitable for them. For information about unsuitable and suitable work see [0028.18.03 \(Suitable/Unsuitable Work\)](#).

When you learn an applicant or recipient did not meet a general work requirement you must follow these steps:

1. Screen the person for work registration exemptions [0028.06.12 \(Who Is Exempt From the SNAP General Work Rules\)](#). If an exemption is met, the person is not subject to the general work rules. Update the case appropriately and case note the exemption they meet and if verifications have been requested. Do not continue to step 2.
2. If a work registration exemption is not met, screen the person for good cause as outlined in [0028.21 \(Good Cause Non-Compliance - SNAP/MSA/GA/GRH\)](#). You must ask the person about the situation. Do not ask the employer. Grant good cause when the client's explanation appears reasonable. Document in case notes the conversation with the client and the good cause determination. If you are not able to determine good cause, submit a PolicyQuest.

- If good cause is granted, review the person's case to determine if months need to be uncounted. CASE/NOTE enough detail that describes the situation, and that good cause was granted.

- If good cause is not granted, the person is not eligible for SNAP and must serve a sanction. The sanction that must be served is dependent on how many previous sanction occurrences the person has had and if they are the Principal Wage Earner (PWE) or the non-PWE. See [0028.30.06 \(Sanctions for Not Meeting SNAP Work Rules\)](#) to learn more about PWE status and how to impose a sanction.

WHO IS EXEMPT FROM THE SNAP TIME-LIMITED WORK RULES

0028.06.15

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

There are 2 sets of work rules for SNAP; general work rules and time-limited work rules. To determine who must follow these work rules see [0028.07 \(General Work Rules for SNAP\)](#) and [0011.24 \(Time-limited SNAP Recipients\)](#).

When determining what work rules a SNAP recipient must follow, the first step is to determine if they are exempt from the general work rules (AKA "Work Registration"). See [0028.06.12 \(Who is Exempt from the SNAP General Work Rules\)](#) for the list of exemptions from the general work rules. When someone is exempt from general work rules, they do not have to follow any work rules to receive SNAP benefits and are not a Time-limited Recipient (TLR). **Note:** Participants aged 60-64 are exempt from the general work rules but are a TLR subject to the time-limited work rules unless they meet another exemption.

When a SNAP recipient does not meet an exemption from the general work rules as listed in [0028.06.12 \(Who is Exempt from the SNAP General Work Rules\)](#) the next step is to evaluate if they are exempt from the time-limited work rules. The [SNAP Work Rules Screening Questions \(DHS-8456\)](#) is not a mandatory form but is a helpful resource to screen for exemptions from the general work rules and time-limited work rules.

The following people are subject to the general work rules but are exempt from time-limited work rules:

- Age 16-17 and not living with a parent or caregiver. When the recipient turns 18 during the certification period, review if they meet another exemption. If they do not, continue this exemption until the end of their certification period.
- Has a mandatory SNAP unit member under the age of 14 residing in their home, even when the child is not eligible for SNAP. The exemption can be given to each adult in the SNAP unit regardless of the number of children under 14 and the person's relationship to the child. Uncle Harry Food Support units residing in a home with a unit member under the age of 14 meet this exemption even when the person under the age of 14 is in an MFIP or RCA unit. See [0014.03.06 \(Determining the SNAP Unit\)](#) for more information on who is a mandatory SNAP unit member.
- Pregnant.
- A participant of Refugee Cash Assistance (RCA) who is 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. See [0030.12 \(Refugee Employment Services\)](#).
- Is a participant who meets any of the criteria below:
 - (A) An American Indian/Alaskan Native (regardless of whether they live on or near a reservation), who is a member of a tribe, band, or other organized group of Indians, including those tribes, bands, or groups terminated since 1940 and those recognized now or in the future by the State in which they reside, or who is a descendant, in the first or second degree, of any such member.
 - (B) Is a California Indian. The term "California Indian" includes:
 - Any descendant of an Indian who was residing in California on June 1, 1852, if such descendant is a member of the Indian community served by a local program of the Service; and is regarded as an Indian by the community in which such descendant lives.
 - Any Indian who holds trust interests in public domain, national forest, or reservation allotments in California.
 - Any Indian of California who is listed on the plans for distribution of the assets of rancherias and reservations located within the State of California under the Act of August 18, 1958 (72 Stat. 619), and any descendant of such an Indian.
 - (C) Is an Urban Indian. The term "Urban Indian" means any individual who resides in an urban community, with unmet health needs and meets one of the criteria in the A above.

Recipients meeting an exemption for part of a month are considered exempt for the entire month.

WHO IS EXEMPT FROM THE SNAP TIME-LIMITED WORK RULES**0028.06.15**

When a SNAP recipient meets an exemption listed above, they are exempt from following the time-limited work rules to receive SNAP benefits and are not a Time-limited Recipient (TLR). They do, however, must follow the general work rules. See [0028.07 \(General Work Rules for SNAP\)](#) for more information on what the general work rules are.

All of the general work rules must be verbally explained to the SNAP unit at:

- Application
- Recertification
- When a person moves into the unit and is subject to the general work rules
- When a recipient has a change to the general work rules they must follow.

You must also give or send [Supplemental Nutrition Assistance Program \(SNAP\) Work Rules Notice \(DHS-8159\) \(PDF\)](#) and verbally explain the general work rules they must follow. This conversation can be held with any SNAP unit member age 18 or older or authorized representative. You do not have to explain the time-limited work rules to anyone that meets an exemption above but do have to explain the general work rules since they are not exempt from these rules. Document reviewing this information in MAXIS Case Notes and save a copy of the completed DHS-8159 in the case file.

Verification

Accept a client's verbal statement to exempt them from the time-limited work rules, unless questionable.

MAXIS

See TEMP Manual TE02.05.70 (Coding the WREG Panel for SNAP) for more system information on coding these exemptions and/or during the certification period when a client reports a change that may impact their exemption status.

Redetermination of an Exemption

Rescreen all SNAP unit members aged 16 and older for all exemptions at recertification. For changes to the client's exemption status during the certification period, see [0008.06.01 \(Implementing Changes – Program Provisions\)](#).

Documentation

Documentation in CASE/NOTES is required when exempting an individual from the time-limited rules. Note when an exemption is applied based on your own conversation with the unit and/or when verifications are requested and the reason for requesting them.

The Low Income Home Energy Assistance Program (LIHEAP) is a program to ensure low-income households have affordable, continuous, and safe home energy. In Minnesota, the program is known as the Energy Assistance Program, or EAP. EAP pays part of eligible households heating bills with a benefit called a Primary Heat benefit. The Primary Heat benefit is paid directly to the energy vendor. Households may also be eligible for additional money, called a Crisis benefit, to keep from being disconnected or to help them get reconnected. EAP Crisis benefits help households with low or no fuel to get fuel deliveries. EAP also helps homeowners to get broken heating systems repaired or replaced.

To be eligible for EAP, people must meet income and other eligibility requirements.

People apply for EAP at their local EAP agency. The program year runs from October 1st through May 31, or until funds run out. Applications are generally available for households to begin applying in September.

The amount of help EAP provides depends on the type of services and the household's size, income, and heating costs.

See [0017.06 \(Excluded Income\)](#) and [0017.15.27 \(Vendor Payments as Income\)](#) for information on how to treat EAP payments.

Local EAP agencies include community action councils and agencies, counties, non-profit agencies, and tribal governments. The list of EAP agencies by county or by Tribal Government is on the [Energy Assistance Program Service Provider List](#) web site.

For more information on EAP, call 1-800-657-3710.