



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 10/2026**

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

0002.65 (Glossary: Substantial...) updates the lottery or gambling cash prize amount and effective date for glossary reference Substantial Lottery or Gambling Winning (SLGW) and removes the SLGW amounts for the previous Federal Fiscal years.

0011.24 (Time-Limited SNAP Recipients) updates made due to the HR1 TLR law changes requiring modifications to the WREG panel, removes TE02.05.70 cross-reference, and adds heading “Work Rules Notice Requirements”.

0013.03.09 (MFIP Housing Assistance Grant) adds dollar amount to the first line for the MFIP Housing Grant amount.

0015.81 (Assets – SNAP) in SNAP, updates COLA under Asset Limit.

0017.09 (Converting Income to Monthly Amounts) removes “except for RSDI” references under each program areas as gross RSDI is not different from other unearned income.

0017.15.45.03 (How to Determine Gross RSDI) removes policy that gross RSDI should be truncated.

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

0018.15.09 (Utility Deductions) in SNAP, updates made to the Heat/Air Standard Utility Deduction, electric standard utility deduction, and the phone standard utility deduction.

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

0019.06 (Gross Income Limits) in SNAP, updates made to the income limits for 130% and 200% of Federal Poverty Guidelines.

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

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

0020.12 (SNAP Assistance Standards) in SNAP, updates made to the Monthly Assistance Standards.

0020.18 (GA Assistance Standards) increases the assistance standard for GA recipients living in the community to \$369 effective 10/1/2026.

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

0023.12 (Special Diets) updates the MSA Special Diets amounts.

0028.06.12 (Who is Exempt from the SNAP General Work Rules) updates made due to the HR1 TLR law changes requiring modifications to the WREG panel, removes TE02.05.70 cross-reference.

0029.06.24.03 (Tribal TANF – Mille Lacs Band of Ojibwe) updates made to the service areas for Tribal TANF.

0029.06.24.06 (Tribal TANF – Red Lake Band of Chippewa Indians) updates made to the service areas for Tribal TANF and updated “Red Lake Band” to “Red Lake Nation”.

0030.03.06 (RCA Assistance Standards) updates the RCA assistance standards for a 1-person and 2-person unit.

0031.30.01 (Verifications – When to Run Save) updates made by eliminating steps 2 and 3 under bullet point 6 due to USCIS SAVE has changed verification processes.

0031.30.03 (Verifications – How to Run Save) updates made throughout due to USCIS SAVE has changed verification processes.

SUBSTANTIAL LOTTERY OR GAMBLING WINNING (SLGW)

A lottery or gambling cash prize equal to or greater than \$4,750 (effective October 1, 2026) won in a single event or transaction before taxes or other withholdings. For information on how to process a Substantial Lottery or Gambling Winning see [0011.13 \(Substantial Lottery or Gambling Winnings\)](#).

SUITABLE EMPLOYMENT

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

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

A federal financial aid program for post-secondary students.

SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

Federal financial aid program for post-secondary students.

SUPPLEMENTAL NEEDS TRUST

Trusts established to benefit a person who is disabled and provide for the disabled beneficiary's future support needs when public assistance is insufficient. It is funded by someone other than the disabled beneficiary.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

The federal Food and Nutrition Service Program of the United States Department of Agriculture. Formerly known as Food Support or Food Stamps. This program helps low-income people eat a more nutritious diet by supplementing their food budget.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING (SNAP E&T)

The name of an employment and training program for some SNAP recipients.

SUPPLEMENTAL SECURITY INCOME (SSI)

A program administered by the Social Security Administration (SSA) that provides monthly payments to people who are blind, disabled, or over the age of 65 with limited income and assets.

SUPPLIES

Products or items used or consumed in a SELF-EMPLOYMENT business which cannot be identified as related to a particular sale or service and which have a useful life of less than 1 year. See also CAPITAL ASSET and CAPITAL EXPENDITURE in [0002.09 \(Glossary: Calendar Month...\)](#), INVENTORY in [0002.35 \(Glossary: Inventory...\)](#).

SUPPORT AND COLLECTIONS

The IV-D or child support agency.

SUPPORTED WORK

MFIP : Funding or activities and services designed to support a participant who is engaged in paid employment. This includes, but is not limited to, wage subsidies, supervision and job coaching, and on-the-job specific skills training.

SUSPENSION

A 1 month interruption in eligibility for BENEFITS. BENEFITS suspended 1 month are reinstated the next month without a new APPLICATION.

SWORN STATEMENT

MFIP : A written declaration made by participant. It is similar to an affidavit, but unlike an affidavit, it does not need to be sealed by an official such as a notary public or other authorized officer. The signing of the statement only needs to be witnessed if a Notary is not available.

SVES

See STATE VERIFICATION AND EXCHANGE SYSTEM in [0002.63 \(Glossary: Special Diet...\)](#).

SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)

The Systematic Alien Verification for Entitlements (SAVE) system is a federal information-sharing program between federal, state, Tribal Nations, and county governments that verifies immigration status and naturalized or derived citizenship for applicants or participants in federal, state, and local public benefits programs.

TANF

See TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GRANT below.

TANF PARTICIPATION RATE

An MFIP process measure that tracks the percentage of participants in a given month who are fully engaged in the work or work-related activity requirements of MFIP. For more information, see [Employment Services Manual](#) 16.3 (TANF Participation Rate).

TARGETING

The setting of special parameters by DHS to reduce the number of IEVS matches referred to county agencies for follow-up.

TECHNICAL ELIGIBILITY

Non-financial eligibility requirements dealing with criteria such as CITIZENSHIP, residence, student or STRIKER status, and eligibility for other types of assistance. See [0011 \(Technical Eligibility\)](#).

TEFRA OPTION

Provides MA eligibility to some disabled children who live with their families. It was part of the Tax Equity and Fiscal Responsibility Act of 1982. See the [Insurance Affordability Programs/Health Care Manuals](#).

TELEPHONE ASSISTANCE PROGRAMS

[Lifeline](#), [Telephone Assistance Plan \(TAP\)](#), and [Link-Up](#) provide new telephone service installations and monthly telephone service discounts to low-income people. [Telephone Equipment Distribution \(TED\)](#) program provides equipment for those who have hearing loss, speech, and/or mobility impairment that limits their use of a standard telephone. For additional information about these programs, see [0029.09 \(Telephone Assistance Programs\)](#).

TEMPORARILY UNOCCUPIED

Refers to a home which a client intends to return to, but is not living in currently due to travel needs for employment or training, illness, natural disaster, or CASUALTY. The home cannot be rented out.

TEMPORARY ABSENCE

A period of time a person may be physically absent from a residence but still considered to be in the UNIT. See [0014.09 \(Assistance Units - Temporary Absence\)](#).

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GRANT

A federal grant which replaced the AFDC program in Minnesota.

TEMPORARY DAY LABOR

Work acquired by going to an agency each day to compete for a work assignment for that day. The workers are often paid on a daily basis.

TEMPORARY PROTECTED STATUS

See [0031.03.21 \(Temporary Protected Status \(TPS\)\)](#).

TEN DAY NOTICE

Notices mailed or given to clients at least 10 days before the date of action. See [0026.12.03 \(10 Day Notice\)](#).

TENANTS-IN-COMMON

Ownership of property whereby the owners' equity is prorated according to shares of ownership. Also see JOINT OWNERSHIP in [0002.35 \(Glossary: Inventory...\)](#), MULTIPLE OWNERSHIP in [0002.43 \(Glossary: Money...\)](#).

TERMINATION

A discontinuation of program participation and BENEFITS.

TIME-LIMITED SNAP RECIPIENTS

0011.24

MFIP, MSA, GA, HSP:

No provisions.

SNAP:

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

- Age 18 – 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 \(General Work Rules for SNAP\)](#).

WORK RULES NOTICE REQUIREMENTS

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 \(Employment Services/SNAP E&T Required Components\)](#).

TIME-LIMITED SNAP RECIPIENTS

0011.24

- 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 \(Good Cause Non-Compliance – SNAP/MSA/GA/HSP\)](#). Good cause in [0028.21 \(Good Cause Non-Compliance – SNAP/MSA/GA/HSP\)](#) 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 01/01/2026 and runs through 12/31/2028. The next 36-month fixed clock period will be 01/01/2029-12/31/2031.

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. They do not need to report a change in training or other approved work-related activity hours. See [0007.21 \(Simplified Reporting – SNAP\)](#).

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 TLR's 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 DCYF 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).

MFIP:

To be eligible for the \$120 MFIP Housing Grant, an assistance unit:

- Must meet all MFIP financial and non-financial eligibility factors.
- Must not be an assistance unit with a relative caregiver who opted out of MFIP assistance, or a unit in which the relative caregiver applied for MFIP as part of the assistance unit, but only the relative children were found to be eligible.
- Must not be opting out of MFIP cash portion or the MFIP Housing Grant, see [0014.03.03.03 \(Opting Out of MFIP Cash Portion\)](#).
- Must not be currently receiving a Housing subsidy through the Department of Housing and Urban Development unless a caregiver in the unit meets 1 of the criteria below:
 - Age 60 or older.
 - Caring for another member in the assistance unit, a relative in the household, or a foster child in the household due to illness or incapacity certified by a qualified professional which is expected to continue for 30 days or more.
 - Caregiver is certified by a qualified professional to be suffering from an illness, injury or incapacity that is expected to continue for more than 30 days and severely limits the caregiver's ability to work 20 or more hours per week.
 - Meets Special Medical Criteria (SMC).
 - Receives Supplemental Security Income (SSI).
 - Receives Mille Lacs Tribal TANF.

There is no proration for the MFIP Housing Assistance Grant. If an assistance unit is eligible 1 day in the month, there is eligibility for the full MFIP Housing Assistance Grant.

MFIP cases that receive a food portion only grant continue to receive the MFIP Housing Assistance Grant. Receipt of the MFIP Housing Assistance Grant counts towards the 60-month time limit. For those caregivers who are subject to the TANF time limit, see [0011.30 \(60-Month Lifetime Limit\)](#).

MFIP units that choose to opt out of the cash portion of MFIP must also opt out of the MFIP Housing Assistance Grant. MFIP units that receive a food portion only grant, may choose to opt out of the MFIP Housing Assistance Grant.

The MFIP Housing Assistance Grant is not subject to sanction. When the 5% or 25% sanction policy is applied to the MFIP cash, the MFIP Housing Assistance Grant is not affected. If a case closes for a 100% sanction, the MFIP Housing Assistance Grant benefit will also be closed as part of the MFIP closure.

There is no recoupment from the MFIP Housing Assistance Grant for cash, food or Housing Assistance claims.

Only 2 types of mandatory vendoring apply to the MFIP Housing Assistance Grant:

- Drug felon offenses, see [0011.27.03 \(Drug Felons\)](#).
- Money mismanagement, see [0024.09 \(Protective and Vendor Payments\)](#).

For reporting requirements, verification requirements and voluntary vendoring, follow MFIP in [0007 \(Reporting\)](#), [0010.18.01 \(Mandatory Verifications - Cash Assistance\)](#), [0024.09 \(Protective and Vendor Payments\)](#).

SNAP, MSA, GA, HSP:

No provisions.

MFIP, MSA, GA, HSP:

No provisions.

SNAP:

Only non-categorically eligible SNAP units ARE subject to an asset test. Categorically eligible SNAP units are NOT subject to an asset test. See [0013.06 \(SNAP Categorical Eligibility/Ineligibility\)](#) to determine categorical eligibility or ineligibility.

ASSET LIMIT

Non-categorically eligible units are not eligible for SNAP if all countable assets exceed:

- \$4,750 (effective October 1, 2026) for units with at least one eligible member who is elderly or disabled. To determine if a unit member meets the disability criteria for this purpose, see category 1 in [0010.18.06 \(Verifying Disability/Incapacity – SNAP\)](#). For elderly see [0002.19 \(Glossary: Early...\)](#).

NOTE: When the only elderly or disabled person in the unit is the person disqualified because of an Intentional Program Violation (IPV) or is considered a fleeing felon or parole violator, the unit is no longer considered a unit with an elderly or disabled unit member and must meet the asset limit below.

- \$3,000 (effective October 1, 2024) for units without an elderly or disabled unit member.

COUNTABLE ASSETS

Count all liquid and non-liquid assets towards a unit's applicable asset limit unless the asset is excluded under [0015.84 \(Excluded Assets - SNAP\)](#).

Do not count income as an asset in the same month.

Liquid Assets

- Cash on hand
- Checking accounts
- Savings accounts
- Current market value of stocks and bonds
 - See [0015.84 \(Excluded Assets - SNAP\)](#) for more information on US Savings Bond.
- Certificates of deposit
- Gift cards that are not store-specific, which can be spent like cash and used anywhere
- Cryptocurrencies such as Bitcoin
- Non-recurring lump sum payments are:
 - Money received as a one-time occurrence that cannot be reasonably anticipated is considered a non-recurring lump sum payment for SNAP. Non-recurring lump sum payments are not counted as income in the month received however, they are counted as a liquid asset.
 - Count non-recurring lump sum payments as an asset in the month received unless excluded under [0015.84 \(Excluded Assets - SNAP\)](#).
 - When the unit receives a combination of current and retroactive payments of RSDI, VA, unemployment insurance, etc. at once, only the retroactive payment is counted as an asset. The payment for the current month is counted as income.

NOTE: Liquid assets are considered when screening for expedited SNAP processing. See [0004.04 \(Expedited SNAP\)](#).

Non-liquid Assets

Count all non-liquid assets that are not excluded under [0015.84 \(Excluded Assets - SNAP\)](#). Non-liquid assets may include but not limited to:

- Personal property
- Land
- Buildings
- Recreational property and vacation property
 - Count the equity value of property primarily used for recreational or vacation purposes. This may include but is not limited to:
 - Canoes, rowboats, or kayaks
 - Travel trailers and nonmotorized campers
 - Vacation homes
 - Mobile homes used for vacation or recreational purposes

VERIFICATION

The unit must report assets during the SNAP interview. Accept verbal attestation of assets as verification, unless questionable.

VALUE DETERMINATION

For countable liquid assets, count the current value of the cash on hand, checking accounts, savings accounts, stocks, bonds, etc.

For countable non-liquid assets, count the equity value of the assets. The equity value is the fair market value minus the amount owed on the asset.

VEHICLES AND VEHICLE VALUE DETERMINATION

See Vehicles in [0002.71 \(Glossary: Two Party...\)](#).

Exclude:

- One vehicle per SNAP unit member who is age 16 or older
- Leased or rented vehicles
- Vehicles the unit uses as their home
- Any vehicles that meet an exclusion in [0015.84 \(Excluded Assets - SNAP\)](#)

For vehicles not excluded above, count the trade-in value. The trade-in value is the Average Trade-In value listed in the current NADA online car values and car prices guide.

When the vehicle is not listed in the current NADA online guide or the unit disputes the trade-in value listed in the current NADA online guide, accept a written statement of a vehicle's trade-in value from a car dealer licensed in Minnesota.

Do not require a written statement if it will not affect the client's eligibility. If there is a cost in securing a written statement, the county or Tribal Nation must reimburse the unit.

WHOSE ASSETS TO COUNT

All assistance unit members' assets must be counted.

Count the assets of a sponsored non-citizen's sponsor, sponsor's spouse, and any joint sponsor and joint sponsor's spouse. This only applies to the sponsored non-citizen. See [0031.33 \(Sponsor Deeming\)](#) for more information on when and how much to deem to the sponsored non-citizen.

Count the assets of the following ineligible mandatory unit members:

- Non-citizens
- Time-limited SNAP Recipients
- Non-applicants
- Members disqualified for an Intentional Program Violation (IPV)
- Members ineligible due to not meeting the SNAP general work requirements
- Fleeing felons, probation and parole violators

Do not count the assets of the following people as being available to the unit:

- Anyone who receives SSI or public assistance (PA) such as, GA and MFIP
 - This exception does not apply when the unit is non-categorically eligible due to substantial lottery or gambling winnings. Count assets for all SNAP unit members including those who receive SSI and PA.
- Ineligible students
- Boarders who are not included in the unit.
- Roomers who do not customarily buy and prepare food with the unit.
- Live-in attendants who are not included in the unit.
- Other people who live with the household but are not mandatory unit members.

JOINT OWNERSHIP

When assets are owned jointly by separate units, count the full value of the asset to each unit, unless:

- The unit can verify that all or part of the asset is not available, in this situation only count the part that is available to the unit.
- The asset cannot be subdivided
- The unit's access to the asset or their value of the asset depends on the willingness of a joint owner who refuses access.

See TEMP Manual TE02.10.31 (Jointly Owned Assets), for system instructions for entering asset when owned jointly.

MIXED ASSETS

When excluded assets are mixed in an account with countable assets, continue to exclude the excluded assets for one of these periods:

- For six months from the date the exempt asset was mixed with the countable assets.
- If an excluded asset is money that has been prorated as income, exclude it only for the period over which it has been prorated. After that period expires, count the remaining asset. (Self-employment income and farm income are examples of prorated income.)

TRANSFERRED ASSETS

When countable assets are transferred within three months before the application date or anytime assets are reviewed, determine if the transfer was an allowable or disqualifying transfer.

Allowable Transfers:

- Are sold or traded at, or near, the value of the asset.
- Are transferred between unit members.
- Are transferred for reasons other than to qualify or attempt to qualify for SNAP. An example is a parent putting money in an

educational trust fund.

- The transfer does not exceed the asset limit when added to the other countable asset.

Disqualifying Transfers:

Deny or disqualify the unit when a unit member or a person whose assets are considered as countable towards the unit transfers countable assets and the reason for the transfer is to become or remain eligible for SNAP. An administrative disqualification hearing (ADH) is not required to impose disqualifications due to disqualifying transfers.

Disqualification Period

For applying units, the disqualification begins the month of application.

For active SNAP units, close the case the next available month, allowing for 10-day notice. The disqualification begins the month SNAP closes.

SNAP must remain open when a unit has appealed the closure and has requested continuation of benefits.

Follow the steps below to determine the length of the disqualification:

1. Add the unit’s countable transferred assets and other countable assets. This will equal the total assets.
2. From the total assets subtract the asset limit for the unit (see above for the asset limit). This will equal the “amount that exceeds the asset limit.”
3. Once the amount that exceeds the asset limit is determined, use the following table to determine the period of disqualification:

Amount that exceeds the asset limit	Period of disqualification
\$0.01 to 249.99	1 month
\$250 to 999.99	3 months
\$1,000 to 2,999.99	6 months
\$3,000 to 4,999.99	9 months
\$5,000 or more	12 months

CONVERTING INCOME TO MONTHLY AMOUNTS

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Also see [0017.15.33 \(Self-Employment Income\)](#), [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#), [0017.15.33.24 \(Self-Employment Income From Farming\)](#).

Convert all counted income into monthly amounts to determine eligibility and benefit level, including tribal per capita payments from casinos not received monthly. See [0022 \(Budgeting and Benefit Determination\)](#).

If the unit receives income on a daily, weekly, bi-weekly, or monthly basis, use the exact income received or considered available for the month. For prospectively budgeted units, anticipate the monthly income if the exact income is unknown. Base the estimate on past income, while considering circumstances that might affect the prospective month's income. See [0017.03 \(Available or Unavailable Income\)](#).

Average self-employment income over the number of months the client earned it or the period the income covers. See [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#), [0017.15.36.03 \(When to Budget Student Financial Aid\)](#).

MFIP, MSA, GA, HSP:

Use actual dollars and cents to calculate monthly gross income.

Average income paid in advance over the months it is intended to cover.

If a person receives income on a contractual basis, average the income over the period of the contract. This applies even if the person receives the payments within a shorter period.

Special provisions apply to counting self-employment income. See [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#).

SNAP:

Use actual dollars and cents to calculate monthly gross income.

If a unit member is on a yearly contract but receives income over a period shorter than a year, average the income over 12 months. This does not apply if the client receives the income on an hourly or piecework basis.

If a unit member is on contract for less than 1 year, average the income over the months the contract covers.

Gross RSDI is the total amount of RSDI a client is entitled to before the deduction (if any) of Medicare premiums. Not all documents from the Social Security Administration (SSA) report gross RSDI. The following are SSA documents and interfaces you can use to determine and verify the amount of gross RSDI. Do not require clients to provide a specific document if another is available which provides the information.

- Initial award letter (SSA-4926-SM). This lists gross RSDI, the Medicare premium, and the monthly payment (net RSDI) to the client. The gross amount is the figure described as "The total amount of your monthly benefit before deductions".
- SVES interface on MAXIS. See TEMP Manual TE02.12.13 (SVES TPQY Interface).
- State Online Query (SOLQ), SSA's online data exchange. See the SOLQ User Manual on the MAXIS SIR web site under the SSA County DHS Quarterly Meeting Site.

Other SSA documents report only the payment to the client and the Medicare premium. Do not add these figures together to calculate gross RSDI.

Also see [0017.12.03 \(Unearned Income\)](#).

SHELTER DEDUCTIONS

0018.15

MFIP, MSA, GA, HSP:

No provisions.

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 continuing housing costs only if the unit must pay someone outside their SNAP assistance unit for the expense. Payments for past due housing expenses are not allowed as a deduction.

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

- Rent
- Mobile home lot rent
- Association fees
- Condominium fees
- Mortgage and/or 2nd mortgage. This includes homeowners insurance and/or property taxes when billed by and paid to the mortgage company (through an escrow account). See MORTGAGE in [0002.43 \(Glossary: Money...\)](#). This also includes mortgage insurance if required by the lender. This includes private mortgage insurance (PMI), Mortgage insurance premiums (MIP), etc.
- Contract for deed payments.
- Homeowner's insurance. See [0010.18.02.03 \(Non-Mandatory Verifications – SNAP\)](#) for how to verify homeowner's insurance.
 - When billed by and paid to the mortgage company (through an escrow account), allow the entire amount of the monthly expense as billed by the mortgage lender as a mortgage expense (not a separate insurance expense).
 - When NOT billed by and paid to the mortgage company (through an escrow account), only allow the homeowners insurance portion paid for the structure, averaged as a monthly expense.
- Property taxes (including state and local assessments).
 - When billed by and paid to the mortgage company (through an escrow account), allow the entire amount of the monthly expense as billed by the mortgage lender as a mortgage expense (not a separate tax expense).
 - When NOT billed by and paid to the mortgage company (through an escrow account), calculate and allow the average monthly property tax expense.
- Vehicle payment and insurance if the unit lives in the vehicle.
- Costs not reimbursed for repair of a home damaged or destroyed by a natural disaster.
- Cost for renting a garage only if the garage is a condition of renting.

For more information and procedural instructions, see TE02.08.190 (STAT/SHEL Panel).

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.
- Cost for renting a garage if it is not a condition of renting.
- Home improvements.
- Down payments and closing costs.
- Renter's insurance even if required by the landlord or residential property management company.

Housing Cost Calculations

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.

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 when Units have More than 1 Residence

Housing costs may only be allowed as a deduction for one property.

In situations where clients have a home outside of Minnesota as well as Minnesota and live part of the year in the other place and part of the year in Minnesota, they may only receive a deduction for the continuing charges paid for the home they have in Minnesota. See [0011.06 \(State Residence\)](#) for more information on when someone has a home in Minnesota and another place.

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 time-limited recipients (TLRs) 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 receives subsidized housing, only allow what the client is actually paying for their shelter costs as a deduction.

Housing Support Program (HSP)

When a unit resides in a GRH setting their deduction depends on the setting and the client's obligation:

- When the unit resides in a Group Supportive Housing, allow the client's obligation as the shelter deduction.
- When the unit resides in a Community Setting, first determine the client's monthly rental amount and their obligation.
 - When the client's obligation is less than the monthly rental amount, allow the client's obligation as a shelter deduction.
 - When the client's obligation is more than the monthly rental amount, allow the monthly rental amount as a deduction.

See the [Housing Support Setting Characteristics \(DHS-8292-ENG\)](#) for more information on Group Supportive Housing and Community Settings.

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 \$769. 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 (HSD)

A homeless shelter deduction amount of \$205.66 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 shelter cost and/or utility expense. For verification of shelter deductions, see [0010.18.02.03 \(Non-Mandatory Verifications – SNAP\)](#). 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).

Note: Units with only a phone expense and no other shelter or utility costs are not eligible for the HSD.

- 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. See [0018.15.09 \(Utility Deductions\)](#).

For more information on how to apply this deduction in MAXIS, see TE02.08.196 (SNAP Homeless Shelter Deduction). Use [SNAP Homeless Shelter Deduction Worksheet \(DHS-8376\)](#) as an additional resource.

Changes in Housing Costs

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

UTILITY DEDUCTIONS

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MFIP, MSA, GA, HSP:

No provisions.

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 \$690 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 \$243 per month for units that are responsible for an electricity expense.
- Allow the phone standard utility deduction of \$64 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

UTILITY DEDUCTIONS

0018.15.09

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 \(Shelter Deductions\)](#).

MFIP, GA, HSP:

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	\$217
2	\$217
3	\$217
4	\$229
5	\$268
6 or more people	\$308

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.

MFIP, GA, HSP:

Use the 130% Federal Poverty Guidelines listed below when determining the income amount for sponsors and their household size. See [0031.33 \(Sponsor Deeming\)](#).

SNAP:

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

The 130% Federal Poverty Guidelines (FPG) must be used in the following situations:

- As the gross income test for non-categorically eligible units WITHOUT an eligible elderly or disabled unit member. To determine SNAP categorical eligibility/ineligibility, see [0013.06 \(SNAP Categorical Eligibility/Ineligibility\)](#).
- As the income threshold when determining if a sponsored non-citizen meets the indigent exemption criteria to be exempt from sponsor deeming. See [0031.33 \(Sponsor Deeming\)](#).
- As the gross monthly income limit deduction for the sponsor's unit size when calculating sponsor income deeming for a sponsored non-citizen. See [0031.33 \(Sponsor Deeming\)](#).
- Simplified Reporters must report when their gross income exceeds 130% FPG for the unit size. See [0007.21 \(Simplified Reporting – SNAP\)](#) for more information.

UNIT SIZE	130% FPG Income Limits
1	\$1,729
2	\$2,345
3	\$2,960
4	\$3,575
5	\$4,191
6	\$4,806
7	\$5,421
8	\$6,037
Each add'l member	\$616

The 200% FPG must be used as the gross income test for Broad Based Categorically Eligible (BBCE) units. To determine SNAP categorical eligibility/ineligibility, see [0013.06 \(SNAP Categorical Eligibility/Ineligibility\)](#).

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

UNIT SIZE	200% FPG Income Limits
1	\$2,660
2	\$3,607
3	\$4,554
4	\$5,500
5	\$6,447
6	\$7,393
7	\$8,340
8	\$9,287
<u>9</u>	\$10,234
<u>10</u>	\$11,180
Each add'l member	\$947

NOTE: Units with an eligible elderly or disabled unit member with income above 200% FPG are non-categorically eligible and must meet the 100% net income test. See [0020.12 \(SNAP Assistance Standards\)](#).

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, MSA, GA, HSP:
No provisions.

SNAP:
People who are both disabled and 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. See [0014.03.06 \(Determining the SNAP Unit\)](#). 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	\$2,195
2	\$2,976
3	\$3,757
4	\$4,538
5	\$5,319
6	\$6,100
7	\$6,881
8	\$7,662
Each add'l member	\$781

Also see [0012.15 \(Incapacity and Disability Determinations\)](#).

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	\$767	\$697	\$443	\$254
2	\$1,260	\$1,145	\$679	\$466
3	\$1,617	\$1,470	\$799	\$671
4	\$1,939	\$1,763	\$910	\$853
5	\$2,241	\$2,037	\$1,006	\$1,031
6	\$2,600	\$2,364	\$1,102	\$1,262
7	\$2,829	\$2,572	\$1,199	\$1,373
8	\$3,123	\$2,839	\$1,283	\$1,556
9	\$3,413	\$3,103	\$1,363	\$1,740
10	\$3,360	\$3,360	\$1,434	\$1,926
Each add'l person	\$282	\$256	\$68	\$188

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 \(How to Calc. Benefit Level - MFIP/ GA\)](#).

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.

SNAP, MSA, GA, HSP:

No provisions.

MFIP, MSA, GA, HSP:
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 table below to determine the net income limit for the unit. Also see [0019.06 \(Gross Income Limits\)](#).

Non-categorically eligible units with an eligible elderly or disabled unit member, must have enough deductions to be at or below the 100% FPG limits below. This includes units with an eligible elderly or disabled unit member with income above 200% FPG. For the 200% FPG table, see [0019.06 \(Gross Income Limits\)](#).

UNIT SIZE	ASSISTANCE STANDARD (100% of Federal Poverty Guidelines (FPG))
1	\$1,330
2	\$1,804
3	\$2,277
4	\$2,750
5	\$3,224
6	\$3,697
7	\$4,170
8	\$4,644
Each add'l member	\$474

To determine how to calculate the benefit level, see [0022.12.01 \(How to Calculate Benefit Level - SNAP/MSA/GRH\)](#).

MFIP, SNAP, MSA, HSP:
No provisions.

GA:
People who live in a licensed residential facility (including all residents of the Minnesota Sex Offender Program), receive Housing Support, or receive substance use disorder treatment services are eligible for the GA personal needs allowance. See [0020.24 \(Personal Needs Allowance\)](#), [0013.15.12 \(GA – Basis – Placement in a Facility\)](#), and [0013.15.54 \(GA Basis – Drug/Alcohol Addiction\)](#).

Pay the personal needs allowance to the client or their authorized representative.

Residents of homeless or family violence shelters, and people with drug or alcohol addiction who live in the community and are not receiving substance use disorder treatment services, are eligible for the full GA basic needs standards. See [0013.15.54 \(GA Basis – Drug/Alcohol Addiction\)](#).

All other GA recipients are eligible for the full GA basic needs standard:

ELIGIBLE PEOPLE	MONTHLY STANDARD
One adult living alone	\$369
One adult living with parent(s) or an ineligible spouse	\$369
Minor or emancipated child not living with parent, stepparent, or legal custodian	\$369
Married couple with no children	Each eligible unit member receives \$369

MFIP, GA:

See [0022.12 \(How to Calc. Benefit Level - MFIP/ GA\)](#).

SNAP:

Determine the benefit level as follows:

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

THRIFTY FOOD PLAN VALUES

UNIT SIZE BENEFIT AMOUNT

1 \$306

2 \$562

3 \$808

4 \$1,023

5 \$1,217

6 \$1,463

7 \$1,616

8 \$1,841

9-17 Add \$225 for each additional unit member

18+ \$3,887 (SNAP units with 18 or more unit members will receive this amount, regardless of the exact number of unit members)

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 \$25 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 \$25 in monthly SNAP, issue \$25 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 \$25.

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.

HOW TO CALCULATE BENEFIT LEVEL - SNAP/MSA/HSP

0022.12.01

Also see [0024.03.03 \(When Benefits Are Paid - SNAP/MSA/GA/HSP\)](#), [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 \(Recoupment\)](#).

HSP:

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

The assistance standard for a HSP client is the HSP 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 \(HSP Assistance Standards\)](#).

MFIP, SNAP, GA, HSP:

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 housing support program.

Add an amount for special diet requirements to the monthly assistance standard. See below 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	\$45.90
• Controlled protein diet (40-60 grams and requires special products)	\$306.00
• Controlled protein diet (less than 40 grams and requires special products)	\$382.50
• Gluten free diet	\$76.50
• High protein diet (minimum 80 grams/day)	\$76.50
• High residue diet	\$61.20
• Hypoglycemic diet	\$45.90
• Ketogenic diet	\$76.50
• Lactose free diet	\$76.50
• Low cholesterol diet	\$76.50
• Pregnancy and lactation diet	\$107.10

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.

WHO IS EXEMPT FROM THE SNAP GENERAL WORK RULES

0028.06.12

MFIP, MSA, GA, HSP:

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 \(Time-Limited SNAP Recipients\)](#).
- 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. 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.

The Mille Lacs Band of Ojibwe chose to operate a Tribal TANF program beginning 1-1-99. The Band's program requires that there be at least 1 adult on the grant and that adult must be an enrolled member of the Mille Lacs Band of Ojibwe or a 1st generation descendent. The Band has currently designated a 7-county service area covering Aitkin, Benton, Crow Wing, Kanabec, Mille Lacs, Morrison, and Pine counties.

The Band expanded the Tribal TANF program effective April 1, 2005, to enrolled members of the Minnesota Chippewa Tribe (Leech Lake, White Earth, Bois Forte, Grand Portage, Fond du Lac, and Mille Lacs) residing in Hennepin, Ramsey, Anoka, or Chisago counties. Members of the Minnesota Chippewa Tribe (MCT) living in Hennepin, Ramsey, Anoka, or Chisago counties have the **option** to receive either MFIP through the county or Tribal TANF administered by staff of the Mille Lacs Band. Families have the choice to apply through the county or through Tribal TANF. To participate in the Tribal TANF program there must be at least 1 active adult enrolled in MCT. Child-only cases must receive MFIP benefits through the county where the child resides.

The Mille Lacs Band of Ojibwe Tribal TANF program is similar to the MFIP program, including grant amounts and benefit issuance methods. EXCEPT for the initial transfer of existing eligible MFIP cases from the covered service area to the Band, handle case transfers into and out of the Tribal TANF program in the same manner as transfers from county to county. See [0008.06.21 \(Change in County of Residence\)](#). Minnesota counties and agencies receiving transfers from Mille Lacs Tribal TANF must review and reapprove MFIP for the participants for the next eligible month under MFIP policy.

The Mille Lacs Band of Ojibwe will determine eligibility for SNAP and health care for families receiving benefits under the Tribal TANF program. The Band under contract with DCYF provides child care services to families receiving Tribal TANF and living in the counties of Aitkin, Benton, Crow Wing, Mille Lacs, Kanabec, Morrison, and Pine. Tribal TANF families living in Hennepin, Ramsey, Anoka, and Chisago counties receive child care services through the county. People who are applying for ONLY SNAP, health care, child care, or child support services must apply at their county of residence with a few exceptions. People applying for ONLY SNAP or child care that are receiving Tribal TANF and are living in the counties of Aitkin, Benton, Crow Wing, Mille Lacs, Kanabec, Morrison, and Pine may apply either with their county of residence OR directly with the Mille Lacs Band.

Consult with the Mille Lacs Band of Ojibwe regarding sanctions or sanction policy specific to their Tribal TANF program. If a Tribal TANF participant leaves the Tribal service area and wants to continue getting MFIP, the Band will remove all Tribal TANF specific sanctions before transferring the case.

Even though participants must assign their rights and cooperate with child support requirements, the state may retain only the medical and child care support that is assigned. The state must release other forms of child support it collects to the participant.

The Tribal TANF program will conduct hearings for appeals related to cash issued or claimed under the Tribal TANF program. Appeals for SNAP, health care, or child support issues will be heard through regular appeals process. See [0027 \(Appeals\)](#).

For general information on the Mille Lacs Band of Ojibwe Tribal TANF program, see [0029.06.24 \(Tribal TANF Programs\)](#).

The Red Lake Nation of Chippewa Indians chose to operate a Tribal TANF program beginning 1-1-15. Implementation to transfer authority and responsibility to Red Lake Tribal TANF began 9-1-15. Red Lake Nation's program requires that there be at least 1 unit member who is a citizen of the Red Lake Nation of Chippewa Indians or is enrolled or eligible to be enrolled with another federally-recognized Tribal Nation residing within the boundaries of Red Lake Nation.

In September 2018, the Red Lake Nation of Chippewa expanded their service area to include Beltrami County. Red Lake Nation of Chippewa serves TANF eligible "family units" within Beltrami County. Eligibility for assistance is to all families who meet the TANF eligibility guidelines and have a family member that is a Citizen of the Red Lake Nation of Chippewa Indians or is either an American Indian enrolled or eligible to be enrolled with any federally-recognized Tribal Nation, except for members of the Minnesota Chippewa Tribe which include Leech Lake Nation, White Earth Nation, Bois Forte, Grand Portage, Fond du Lac, and Mille Lacs Band of Ojibwe.

EXCEPT for the initial transfer of existing eligible MFIP cases from the covered service area to the Band, handle case transfers into and out of the Tribal TANF program in the same manner as transfers from county to county. See [0008.06.21 \(Change in County of Residence\)](#). Minnesota counties and agencies receiving transfers from Red Lake Tribal TANF must review and reapprove MFIP for the participants for the next eligible month under MFIP policy.

Consult with the Red Lake Nation regarding sanctions or sanction policy specific to their Tribal TANF program. If a Tribal TANF participant leaves the Tribal service area and wants to continue getting MFIP, the Nation will remove all Tribal TANF specific sanctions before transferring the case.

People who are applying for ONLY SNAP, health care, child care, or child support services must apply at their county of residence unless they reside within the Red Lake Nation, then they may apply directly with Red Lake Nation.

The Tribal TANF program will conduct hearings for appeals related to cash issued or claimed under the Tribal TANF program. Appeals for SNAP, health care, or child support issues will be heard through regular appeals process. See [0027 \(Appeals\)](#).

For general information on the Tribal TANF program. See [0029.06.24 \(Tribal TANF Programs\)](#).

RCA ASSISTANCE STANDARDS

0030.03.06

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:

- \$563 - 1-person unit.
- \$799 - 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/HSP, 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 RCA eligibility period, whichever comes first. If the LTC placement lasts longer than the RCA eligibility period and SSI eligibility has not been determined, the county should determine eligibility for General Assistance (GA). This includes obtaining a valid [SSI Interim Assistance Authorization \(DHS-1795\)](#) prior to approving GA. See [0012.12.03 \(Interim Assistance Authorization for SSI\)](#).

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.

VERIFICATIONS – WHEN TO RUN SAVE

0031.30.01

The United States Department of Homeland Security (DHS), United States Citizenship and Immigration Services (USCIS) operates Systematic Alien Verification for Entitlements (SAVE). The SAVE system is a federal information-sharing program between federal, state, tribal, and county governments that verifies immigration status and naturalized or derived citizenship for applicants or participants in federal, state, and local public benefits programs.

Only run SAVE when **all** the following have been met:

- The person reported they are a naturalized or derived citizen, or a non-citizen.
- The person appears to meet all other program eligibility factors.
- The person's reported immigration status and immigration documentation submitted are consistent with one another.
 - When not consistent, work with the person to clarify the information which may include having a conversation or assisting with obtaining required verification.
- The immigration documentation submitted is considered acceptable immigration documentation. See [0031.30 \(Verifications – Acceptable Immigration Documents\)](#).
 - If a person does not provide acceptable immigration documentation that demonstrates eligibility, they are ineligible. Give the person the [SAVE Records Fast Facts for Benefit Applicants](#) document from SAVE to obtain evidence of their immigration status.
 - NOTE: For SNAP: When an applicant meets eligibility for expedited SNAP processing, the applicant's benefits may be determined based on the reported immigration status when immigration documentation or SAVE are pending. See [0004.04 \(Expedited SNAP\)](#).
- The reported immigration status and provided immigration documentation support that they would be eligible for benefits.
- Once the agency or Tribal Nation has the acceptable documentation to run a SAVE, the person's eligibility must be determined based on the documentation provided until SAVE reports differently. The agency cannot deny, delay, reduce, or terminate the person's eligibility on the basis of immigration status while the SAVE verification is pending. Do not delay processing if you are waiting for additional verification from the SAVE system when the immigration documentation provided by the client makes them eligible based on immigration status. See [0031.30 \(Verifications – Acceptable Immigration Documents\)](#) and [0005.12.15.03 \(Delays in Processing Applications\)](#).

At application or when a change in immigration status is reported, use SAVE to confirm the current immigration status or citizenship:

- Request updated immigration documents when the originally provided immigration document expires or the person reports a change in their immigration status. See [0031.30 \(Verifications - Acceptable Immigration Documents\)](#).
- Participants are responsible to report changes to their immigration status at renewal or recertification.
- If it is later discovered that there was a change in immigration status that was required to have been reported per specific program provisions AND the change affects eligibility, assess for possible overpayments.

When to Run a SAVE Report:

Circumstances	Run a SAVE report?	What does the eligibility worker need to do?
A non-citizen who is an eligible mandatory unit member is applying for benefits and has NOT submitted immigration documentation that includes their full name, date of birth, and a numeric identifier (such as an A#).	No	Non-citizens and naturalized/derived citizens who are applying for benefits must submit acceptable immigration documentation with their full name, date of birth, and a numeric identifier (such as an A#).

VERIFICATIONS – WHEN TO RUN SAVE

0031.30.01

Circumstances	Run a SAVE report?	What does the eligibility worker need to do?
		Until acceptable immigration documentation is provided do not run SAVE because they are ineligible for benefits. To determine unit composition for MFIP, MSA, GA, HSP, or RCA, see 0014.03.03 (Determining the Cash Assistance Unit), and for SNAP, see 0014.03.06 (Determining the SNAP Unit).
A non-citizen presents an expired immigration document.	It depends	See the explanation and list of acceptable expired documents at 0031.30 (Verifications - Acceptable Immigration Documents) and determine whether SAVE can accept the document. If the expired document is on the list, run SAVE.
A unit with a non-citizen unit member is up for recertification and reports changes to immigration status.	Yes	If a person reports a change to immigration status, run SAVE based on the information on the new immigration document. This includes a person renewing a status or obtaining a new status.
A non-citizen is applying for SNAP and appears to be eligible for expedited, but they have not submitted acceptable immigration documentation within the expedited SNAP processing timeframe.	No	If the person applying has made all reasonable efforts to obtain immigration documents and verification of immigration status but has been unsuccessful within the expedited SNAP processing timeframe, and the documents are not available, do not run SAVE. Postpone immigration status verification and approve expedited SNAP. See 0004 (Emergencies), 0004.04 (Expedited SNAP), and TEMP Manual TE 02.10.01 (Expedited SNAP W/ Pending Verif's).
A non-citizen unit member who is not a mandatory unit member and is not applying for benefits, and/or is applying for benefits only on behalf of others.	No	Do not run a SAVE report for people who are not mandatory unit members and/or who are not applying for benefits. Do not ask any further questions about the person's immigration status.
A unit withdraws its application for assistance.	No	After a unit withdraws its application, do not run a SAVE report. Close or deny the case. If people have reported that they are closing their case due to fears regarding their immigration status or public charge, follow the guidance at 0031.42 (Public Charge).
A unit transitions from one cash program to another without a break in eligibility, where no change in immigration status is reported.	No	Do not run a SAVE report because the unit did not report a change in immigration status. Keep the codes on the STAT/IMIG panel in MAXIS the same as under the previous cash case.
A unit reapplies after a break in eligibility.	It depends	If it is within 180 days since the last SAVE inquiry and no change in immigration status is reported and the same documents are provided, SAVE does not need to be run. If it is more than 180 days since the last SAVE inquiry but the applicant reports the same status and has the same documents as previously on file and the documents have not expired, or the person has a status that does not expire (see 0031.30 (Verifications – Acceptable Immigration Documents)), SAVE does not need to be run.

VERIFICATIONS – WHEN TO RUN SAVE

0031.30.01

Circumstances	Run a SAVE report?	What does the eligibility worker need to do?
		If it is more than 180 days since the last SAVE inquiry and the person reports a new status, or had a previous status expire, or has new documentation, or the old documentation has expired, then run SAVE on the new acceptable document presented.
A person presents an immigration court document or immigration court order.	No	Follow the process set out in 0031.36 (Immigration Court Orders) , and immediately submit a policy question through PolicyQuest.
Survivor of Human Trafficking presents a certification or eligibility letter from the U.S. Department of Health and Human Services.	No	To verify a certification or eligibility letter for a survivor of human trafficking, call the telephone number to the trafficking verification line listed in the last paragraph of the letter. See 0031.01.21 (Trafficking Victims) .
A unit with a non-citizen unit member is up for recertification and no changes are reported.	No	Do not run a SAVE report upon every recertification as an annual check. Only run SAVE upon recertification if a person has reported a change in immigration status.
A non-citizen's Employment Authorization Document (EAD) has expired and the agency does not have any updated or unexpired immigration documents.	No	A SAVE report cannot be run on an expired Employment Authorization Document unless there is a published SAVE alert automatically extending that document. When you first receive an Employment Authorization Document: • TIKL a reminder to contact the client 10 days before expiration and ask for updated immigration documentation. • After receiving the updated immigration documentation, run a SAVE report to verify the new immigration document.
A Lawful Permanent Resident (LPR) presents an expired LPR card (green card). They report that they have had no change in their immigration status since they received their card.	Yes	Run SAVE using the information on the expired Lawful Permanent Residence card. SAVE may be able to verify Lawful Permanent Residence status from an expired LPR card. Lawful Permanent Residence status does not expire, only the card itself expires.
A unit applying for benefits does not have immigration documents for all members.	Yes	The unit must submit immigration documents for each unit member who is applying for benefits. ALWAYS run a SAVE report for each unit member. SAVE must be run for both adults and children. The children are not eligible until the unit submits documentation of the children's immigration status.
An eligibility worker authorized to use SAVE is curious if a non-citizen's immigration status is still valid.	No	Do not run SAVE out of curiosity or as an experiment. SAVE does not allow test cases. SAVE is a federal system and must be used only in accordance with SAVE guidance.

VERIFICATIONS – HOW TO RUN SAVE

0031.30.03

Once acceptable immigration documentation is received and all other eligibility factors are met, run the SAVE report for each non-citizen, naturalized citizen, or derived citizen who is applying for benefits. See [0031.30 \(Verifications – Acceptable Immigration Documents\)](#).

For the SAVE User:

- SAVE is an entirely electronic process.
- Follow the prompts within SAVE.
- If SAVE prompts the worker to Request Additional Verification, approve applicants or continue benefits until SAVE returns the necessary information. Pending the SAVE verification, the agency cannot deny, delay, reduce or terminate the person's eligibility on the basis of immigration status. See [0005.12.15.03 \(Delays in Processing Applications\)](#).
- SAVE users must review the SAVE homepage for USCIS updates and alerts, including immigration document extensions and other critical updates.

Initial Verification:

Type the following information into SAVE:

- Enter the person's name in SAVE exactly as it appears on their immigration document.
 - Enter the person's birth date.
- Provide at least one of the following numeric identifiers from the person's immigration document:
 - Alien number (this is the same thing as the USCIS number or "A" number),
 - Passport number,
 - Certificate of Naturalization or Citizenship number,
 - I-94 number,
 - Card number (if the document only has an I-797 Receipt number type it in the space for a card number),
 - Visa number, or
 - Social Security number.

Response from the Initial Verification:

- SAVE will often immediately produce the status verification and the needed information at the Initial SAVE Verification.
- SAVE may provide a response such as "Case Under Review", "Continue to Process", or "Verification in Process." These responses indicate more time is needed for a staff member at USCIS, a Status Verifier, to research the case. This is not a final response: a final response will be provided upon completion of research. This process may take several days.
- If SAVE prompts the user to "Request Additional Verification" do not rely on the Initial Verification report. Follow the prompts in SAVE.

Additional Verification:

When SAVE directs the user to "Request Additional Verification", the user MUST follow SAVE's instructions, which may include uploading additional documentation. Follow the prompts in SAVE and write any questions that you have in the comments box.

Even if SAVE does not prompt users to Request Additional Verification, do so if:

- The applicant or participant has any concerns about the SAVE response, including if the applicant or participant believes that the SAVE report is incorrect.
- The SAVE response does not align with the applicant's immigration document information.
- There is conflicting biographic information.

- The person's immigration document does not have one of the specific numeric identifiers used to run SAVE.

The SAVE report should align with the immigration document. Do not close a case in SAVE or MAXIS until SAVE is no longer prompting the user to request additional verification or to resubmit with additional information.

- SAVE may indicate "Unable to Process." If this message is received, wait 24 hours before attempting to create a new case.
- SAVE may respond "No Status" or "Unable to Verify." If SAVE cannot verify the person's immigration status:
 - Deny or close the case.
 - Send notice of adverse action.
 - Provide [SAVE Records Fast Fact for Benefit Applications](#) document from SAVE about how to obtain the proper immigration documentation.

Send in a Policy Question if there is inconsistent information, questions, or concerns with SAVE.

SAVE and Sponsor Information

When a person is sponsored by form I-864, use SAVE to obtain a sponsor's name, address, and Social Security Number. However, income is a mandatory verification and benefits cannot be approved until the applicant(s) produce the sponsor's income/asset information.

It is ultimately the applicant's responsibility to provide sponsor information. See [0031.33 \(Sponsor Deeming\)](#) to determine whether an applicant is sponsored.

To get sponsor information from SAVE:

- Run the Initial Verification in SAVE and select the "Sponsor Info" icon if the person has documentation indicating they are a Lawful Permanent Resident (LPR). This icon may already be selected.
- If SAVE returns sponsor information, follow [0031.33 \(Sponsor Deeming\)](#) for next steps.
- If SAVE does not return sponsor information, select "Request Additional Verification" and write in the comments box requesting sponsor information from SAVE.
- If, after requesting additional verification, SAVE provides no sponsor information and that matches what the client says, accept that answer and do not deem sponsor income.
- Send a Policy Question at any point in this process when there are questions/concerns.