

COVID-19 Guide for Cash Programs and SNAP

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Key: Sections highlighted in blue have been revised. Sections highlighted in yellow have been added.
Information for Cash programs refers to MFIP, DWP, GA, MSA, RCA and Housing Support.

Note: If a section has been removed from a previous version, follow pre-COVID-19 policies and procedures.
Review the Combined Manual and POLI/TEMP for additional guidance.

Introduction

This guide provides detailed instructions on policies and procedures for MFIP, DWP, RCA, GA, MSA, Housing Support and SNAP related to the COVID-19 public health emergency and COVID-19 waivers.

Applications

SNAP:

Applicants must be given the option to apply over the phone utilizing the verbal phone application process outlined below. This process is effective March 1 2020 – December 31, 2022.

Office Support Staff (OSS) are able to assist applicants with setting the date of an application and filling out the entire CAF with the applicant over the phone. The OSS is allowed to take a verbal signature over the phone for application purposes only, and cannot complete the interview to determine eligibility for programs.

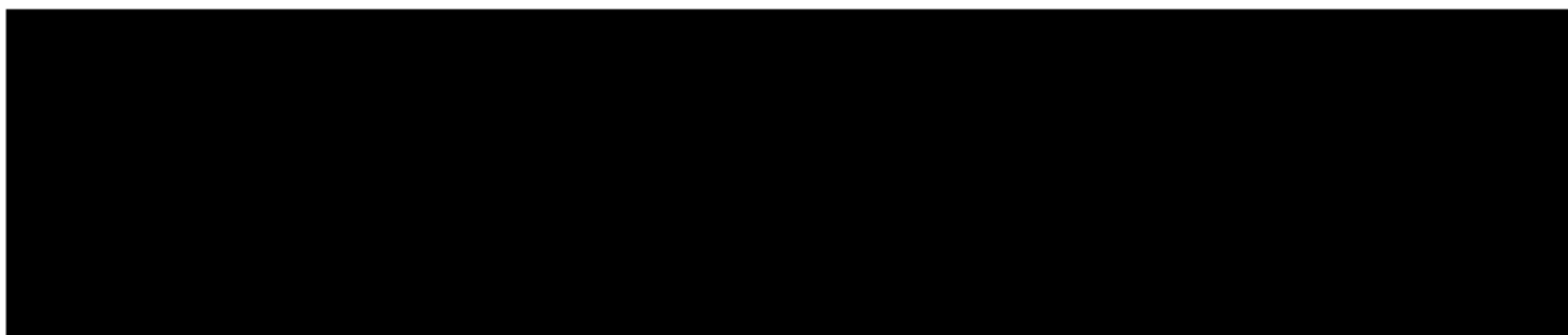
The OSS should explain this to the applicant so they understand an eligibility worker will be calling back for a phone interview. The OSS should ask each question on the CAF and mark the client's answers without suggestions regarding program eligibility. The OSS must remain neutral and let the client know the eligibility worker will answer program specific questions during the interview.

Follow the instructions below for completing **phone applications**.

1. When a client calls to inquire about applying for SNAP, ask the client if they wish to complete an application for benefits on the spot. If yes, complete the application for the applicant. If no, complete at least the first page of the application to set the application date and do a verbal screening for expedited SNAP. Schedule a date and time to complete the application, and follow normal processing rules.
2. The date of application is the date the client gives the minimum information which is their name, address and verbal signature. County and Tribal eligibility offices must have sufficient staffing and phone systems to accommodate phone applications.
3. Ask the client all questions and record the responses on a blank [Combined Application Form \(CAF\) \(DHS-5223\)](#) or [DHS-5223F-ENG Supplemental Nutrition Assistance Program \(SNAP\) Application for Seniors \(Individuals and couples age 60 and older\)](#), whichever is appropriate. This application can be printed and completed by hand, or it can be completed through eDocs. Once this is completed, add this to the case file.
 - a. The eligibility worker (not the OSS) will determine if the client is eligible for expedited SNAP based on the information provided.
4. Review all the informational sections on the application with the client while they are on the phone. This includes the penalty warnings and qualification questions. CASE/NOTE that the applicant acknowledges and understands the information.
5. Indicate in the client signature section of the application that the client's signature was obtained via a phone call. Indicate the date, time and the client's phone number. **Note:** Certain SNAP outreach staff can obtain a verbal signature from the client for SNAP applications. Please see the "Signatures" section of this guide for more information.

The **phone interview** must be completed by an eligibility worker. Review the [SNAP Telephone Interview Guide](#) for tips for a successful phone interview. A phone interview includes, but is not limited to, the following items:

1. Review the application and for SNAP applicants, screen for expedited
2. Ask all questions on the application and confirm the applicant's responses.
3. Answer any questions the applicant may have. Provide resources and program processing information.
4. Review all the required forms and information with the applicant. See the Combined Manual [05.12.12.01 \(Forms/Handouts for Applicants\)](#) for the list of forms that must be reviewed.
5. Send the client a copy of the completed application as well as the required forms that need to be reviewed. Follow your agency's internal processes to send this information to clients. CASE/NOTE when and how forms are sent.
6. Update the applicable STAT panels in MAXIS. If the client is eligible for expedited SNAP, follow the instructions in TE02.10.01 (Expedited SNAP with Pending Verif's) to postpone all verifications except identity of the applicant.
7. Indicate clearly in the beginning of the interview CASE/NOTE that the application was accepted over the phone and a verbal signature was accepted. Below is an example of the beginning of the application CASE/NOTE for SNAP applications:



Signatures

SNAP

Effective March 1, 2020 – December 31, 2022, accept verbal confirmation that the information reported by an applicant or participant is true and note that in CASE/NOTES. An actual physical signature on the application is not required. Indicate on the signature line of the CAF the date, time and phone number of when the client provided the verbal signature.

SNAP Outreach staff are able to assist clients with completing the application and accepting a verbal signature to set the date of the SNAP application. The Outreach providers can assist the client with completing the application and obtaining a verbal signature through MNbenefits, a paper CAF or completing the CAF electronically through eDocs. They will then forward this application to the county agency or Tribal Nation to complete the interview and determine eligibility. Outreach providers are instructed to do the following when assisting with applications and accepting a verbal signature from the client:

Indicate on the application the date, time and phone number from the client that they obtained the verbal signature and also indicate the Outreach name and the agency they are working with.

Indicate on the application if the client is interested in applying for additional programs other than SNAP when submitting the application. They are only authorized to accept a verbal signature to set the date of the SNAP application. During the interview the eligibility worker will need to obtain permission from the client to add any additional programs to the application.

Send the client a PDF of the forms/information attached to the MNbenefits application if using this to help the client apply for SNAP. Eligibility will need to review with the client if they have received this information and give them the opportunity to ask questions. A list of the forms/information that is attached to the MNbenefits application is listed below.

The Outreach provider should not complete any of the authorized representative sections of the CAF. They are not an authorized representative. They are only authorized to accept a verbal signature and assist the client with completing the application. **DO NOT** add the Outreach provider to the AREP panel in MAXIS. Indicate in CASE/NOTES that the Outreach provider assisted the client with completing the application and accepted a verbal signature.

A list of the SNAP Outreach Providers authorized to accept a verbal signature on behalf of the client can be found on the SNAP Resources Page under the “SNAP Outreach” category: [SNAP Outreach Wavier Staff List](#).

Work Requirements and Sanctions

SNAP:

The Families First Coronavirus Response Act, which was signed by the President March 18, 2020, orders a nationwide suspension of the three-month time limit for Time-limited Recipients (TLRs) (formerly known as Able-Bodied Adults Without Dependents (ABAWDs)). This provision is effective April 1, 2020 and will remain in effect until the Federal Public Health Emergency (PHE) ends. The number of months SNAP recipients receive benefits during this time period will not count against their “3 in 36 month” time limit. SNAP recipients should still be encouraged to connect with a SNAP E&T provider and referred to those providers, but they will receive food benefits regardless of their participation in employment and training. Information on how to update the STAT/WREG panel due to the suspension of the three-month time limit for TLRs can be found in the [Instructions for Updating Time-limited SNAP Recipient \(TLR\) Cases due to the Statewide Waiver](#) located on the SNAP Resource Page on SIR under the “TLR” category.

At the same time, if a SNAP recipient is enrolled in a workfare program or has a current employment plan with an employment and training provider, and their work activities do not amount to enough hours to qualify or whose work activities have decreased or ended, apply good cause. Federal regulations allow good cause to be granted for any individual who is participating in work and training activities. Good cause includes circumstances beyond the individual’s control, such as a household emergency. The federal and state declarations of emergency, and reasons related to COVID-19 health and safety concerns apply to all Minnesotans and are considered good cause reasons for SNAP recipients when their work activities have decreased or ended.

See CM [28.06.12 \(Who is Exempt from Work Registration\)](#), [28.30.09 \(Refusing or Terminating Employment\)](#) and [DHS-2707 \(Facts on Voluntarily Quitting Your Job If You Are on the Supplemental Nutrition Assistance Program \(SNAP\)\)](#) for more information.

Emergency SNAP (E-SNAP)

E-SNAP allows eligible SNAP, MFIP food, MFAP and Uncle Harry Food Support (UHFS) units to receive additional food benefits. The additional benefits are a minimum of \$95. This includes cases already receiving the maximum allotment for their unit size. If the unit is not receiving the maximum allotment for their unit size, they may receive more than \$95 because E-SNAP benefits are calculated by subtracting the maximum allotment from the regular food benefit amount the unit is receiving. The maximum benefit amounts can be found at Combined Manual [22.12.01 \(How to Calculate Benefit Level – SNAP/MSA/GRH\)](#). If a unit is receiving MFIP or UHFS benefits, the E-SNAP amount is still based on the maximum amount of stand-alone SNAP benefits.

E-SNAP benefits are issued as a supplement for the month prior. For example, supplements for June are issued in July. The supplement started March 2020 and will continue each month while the Public Health Emergency Continues.

The majority of eligible cases receive E-SNAP in batch jobs. The date the batch job will run varies month to month. Benefits are issued based on the schedule below:

- Cases ending in 1, 2, 3 = add 1 day from batch run date
- Cases ending in 4, 5, 6 = add 2 days from batch run date
- Cases ending in 7, 8, 9, 0 = add 3 days from batch run date

The only notification that E-SNAP was issued will be the following CASE/NOTE:

MONEY/CHCK ISSUED ON (Date of Issuance) IN THE AMOUNT OF \$(Amt. Issued) FOR (Program ID) Benefit Period (Benefit Period To) THRU (From Date). ISSUED BY (PW JOB NAME) TO (Vendor/Case or ALTP Name) FOR (Reason Code).

Mixed funded cases (state and federal funding sources) have E-SNAP issued manually by DHS staff.

Cases categorically eligible for \$0 ongoing are not eligible for E-SNAP. However, if a case received pro-rated benefits in a particular month, they are still eligible for E-SNAP, even if the pro-rated amount is \$0. In addition, suspended MFIP and suspended UHFS cases are not eligible for E-SNAP.

Information regarding Minnesota's E-SNAP issuance plan will be updated on the [DHS Website](#).

No additional action is needed from eligibility workers to issue this benefit. There are times when the E-SNAP team at DHS does need to be notified about case situations. Please notify the team by completing the [Emergency SNAP Request Form](#) located on the SNAP Resource Page of SIR. These case situations are:

- When adding a SNAP unit retroactively and E-SNAP has been issued to the case without the unit member included.
- If a case is reinstated and E-SNAP has not been issued for the reinstated month(s) a minimum of two months after the date of approval of the reinstatement. For example, the case is reinstated on 06/05/XX back to 05/01/XX due to a late recertification where verifications were needed. If E-SNAP has not been issued for May after 08/05/XX please notify the E-SNAP team.
- If an application is approved after E-SNAP has been issued for the application month and E-SNAP has not been issued a minimum of two months after the date of application approval. For example, an

application dated 09/10/XX is approved 12/15/XX (pending longer than 30 days). If E-SNAP is not issued for September by 02/15/XX, please notify the E-SNAP team.

- When BENE needs to issue benefits because you are unable to generate eligible results in MAXIS.
- When a client requests replacement of food benefits due to a disaster (See Combined Manual [24.06.03.15 \(Replacing Food Destroyed in a Disaster\)](#)) and E-SNAP also needs to be replaced. Once you have received the signed DHS-1609 please submit a request to have E-SNAP benefits replaced.

You **do not** need to notify the E-SNAP team in these situations:

- When someone in the unit passes away.
- Cases categorically eligible for \$0. These cases are not eligible for E-SNAP and it will not be issued.
- Suspended MFIP and suspended UHFS cases. These cases are not eligible for E-SNAP and it will not be issued.
- When E-SNAP has not been issued for a reinstated case or application approval prior to two months after the approval date (see list above for when to notify the E-SNAP team).

For overpayments, please see the overpayment section of this guide.

Pandemic EBT (P-EBT)

P-EBT is a program authorized by the Families First Coronavirus Response Act (FFCRA) that provides assistance to families of children eligible for free or reduced-price meals dealing with school closures. Several phases of this program have been issued since summer 2020. Currently summer 2022 P-EBT benefits are being issued.

In the last week of October, Minnesota is distributing Summer P-EBT (Pandemic Electronic Benefit Transfer) benefits to students who had not received benefits during the 2021-22 school year.

Families with children under the age of 5 (as of Sept. 1, 2021) and enrolled in SNAP, MFIF or Tribal TANF will receive the second half of the summer benefit and benefits for eligible months from January to May the first week of November, 2022.

In this round of benefits, only families of students who applied for benefits between July 1 and Sept. 2, 2022, and who had not received benefits during the 2021-22 school year received benefits. Newly eligible school-aged children received a lump sum of \$435 on a P-EBT card.

In addition to the school benefits, children 5 and younger on SNAP, MFIP or Tribal TANF received \$217 summer benefits plus an additional \$31.50 for every eligible month from January to May 2022. The benefits are loaded on the household's Minnesota EBT card.

DHS usually sends a text or email to families notifying them that benefits have been distributed. DHS is opting to delay sending messages by one week to allow more time for cards to reach families' homes, which hopefully will reduce the number of calls to the Call Center.

The P-EBT Call Center is currently facing a staffing shortage, so if you receive questions about P-EBT benefits, we appreciate your directing them to the following resources:

- Issues with using a card or a lost or stolen card – Contact EDGE at 888-997-2227 or cardholder.ebtEDGE.com.
- New address – Complete an online help form at pebthelp.state.mn.us. Addresses cannot be updated over the phone.
- Parent/legal guardian – Contact the child’s school to report changes in name, address, phone number or email address.
- Check balance on card – Contact EBT Edge Customer Service at 888-997-2227 or ebtEDGE.com or download the free ebtEDGE mobile app available at fisglobal.com/ebtedgemobile.

Families who have additional questions about P-EBT benefits are encouraged to visit mn.gov/dhs/p-ebt. If they still have questions, contact the P-EBT Call Center by completing the [web form](#) or calling 651-431-4608 or 833-454-0153. Web forms can be completed anytime. The Call Center is open Monday-Friday, 8:30-4:00 p.m.

Additional information, including eligibility criteria, is on the DHS [P-EBT webpage](http://mn.gov/dhs/p-ebt) (mn.gov/dhs/p-ebt).

For overpayments, please see the overpayment section of this guide.

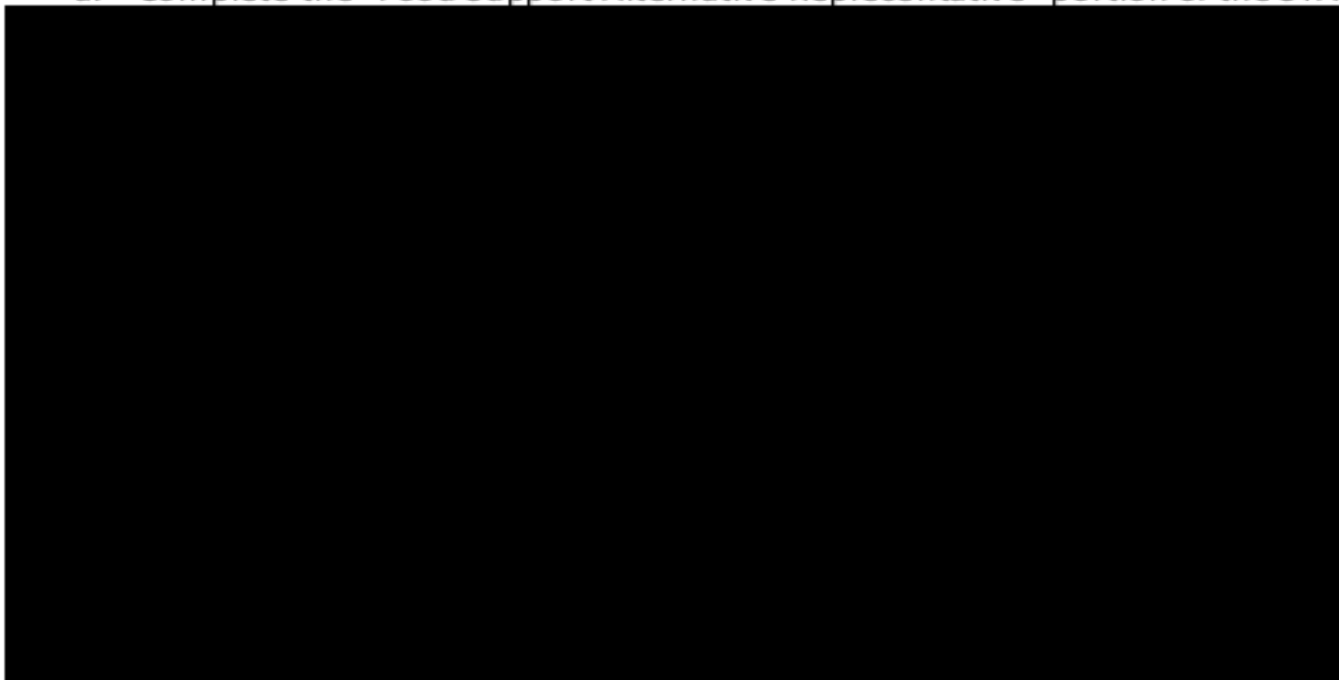
SNAP Alternative EBT User

Clients can verbally designate someone to use their EBT benefits on their behalf. The person designated to do this will need to obtain their own EBT card to use on behalf of the client. This is NOT the same as an Authorized Representative who applies for programs on behalf of a client. If a client calls wanting to designate someone to use their EBT benefits on their behalf, review the following information with the client while on the phone:

- Determine that the client only wants to authorize the person to use their EBT benefits to purchase groceries on their behalf, not to fill out forms or receive mail.
- Inform the client that the designated person can use the client's SNAP EBT benefits until they report to their worker that they no longer want the person to do this. In addition, the client is responsible for the use of the SNAP EBT benefits, even if someone else is purchasing food on their behalf.
- Tell the client that the person they designate will be getting their own EBT card and will need set a PIN. The card will be generated once MAXIS is updated. How the person sets their PIN depends on if the person lives in the same home as the client, or does not. These details are listed below.
- Remind the client of what can and cannot be purchased with the use of the SNAP EBT benefits. The list can be found on the FNS website: [Eligible Food Items](#). The [Acting as an authorized representative for a SNAP recipient brochure \(DHS-3315B\)](#) is also available to send to the person authorized to use the client's EBT benefits on their behalf.
- Collect the following information about the newly designated EBT user:
 - Name
 - Address
 - Date of birth

Then complete the following steps. These instructions can be found in in POLI/TEMP TE02.11.35 (Mailing Correspondence – Benefits & Forms) and POLI/TEMP TE16.02 (EBT – Additional Adult):

1. If the person being designated is living in the same home as the client (they do not have to be in the SNAP assistance unit, but are living in the home). Complete the following steps:
 - a. Review the MAXIS case to see if the person is already listed as a household member and is assigned a reference number. If not, add the person as a household member in MAXIS.
 - b. On MONY/DISB under the "Food Support" category enter the Additional Adult's reference number on the "EBT Additional Adult" line.
 - c. CASE/NOTE all actions taken on the case. If the client verbally designated someone include the client's phone number and date and time they called in the CASE/NOTE.
 - d. Once the person receives their card in the mail they can set their own PIN by calling ebtEDGE at 888-997-2227, online at www.ebtEDGE.com, or with the application available for IOS and Android at ww.FISGLOBal.COM/EBTEDGEMOBILE.
2. If the person is not living in the same home complete the following steps:
 - a. Complete the "Food Support Alternative Representative" portion of the STAT/AREP panel:



- b. After completing the STAT/AREP panel MAXIS will take you to the MONY/DISB. Under the "Food Support" category enter "55" on the "EBT Additional Adult" line.
- c. CASE/NOTE all actions taken on the case including the client's phone number and date and time they gave their verbal signature.
- d. Submit a BENE Request using the [TSS BENE Request](#) form on SIR. Indicate in the request that the client has authorized someone outside of their home to use their SNAP EBT benefits on their behalf. Include the new Authorized User's date of birth. Most workers are not adding the DOB, causing more work for BENE staff and possible delays. The BENE staff will update ebtEDGE, with the user's date of birth and will use 1111 as the last 4 digits of the new user's SSN. Once this is done, BENE staff will contact the worker via SIR email with the additional information that the Authorized User will need to set their PIN.
- e. When the Authorized User receives their card, they will need to call EBT Customer Service and follow the prompts. They enter their 16 digit card number, then enter their date of birth and "1111" as the last four digits of the SSN.

Note: While waiting to receive the card, an additional adult or AREP can use the client's EBT card and PIN if they are unable to go out and buy groceries at this time due to the COVID-19 emergency. The client will need to

specify that they are authorizing the person to do this on their behalf with their eligibility worker. This needs to be documented in CASE/NOTES.

Students

SNAP

The Consolidated Appropriations Act signed into law on 12/27/2020 expands eligibility exemption criteria for SNAP students attending higher education at least half time in two ways.

- 1) Students eligible for work-study: The law expands the existing work-study exemption to include all students eligible for work-study regardless if they are working or intend to work during the school term.
- 2) Students with an Expected Family Contribution (EFC) of \$0: The law adds a new temporary student exemption for students with an EFC of \$0. College Financial Aid Officers calculate the EFC based on the family's financial data submitted on the Free Application for Federal Student Aid (FAFSA) and is the amount of money that a student's family is expected to contribute to college costs for one year. This calculation is not done by eligibility workers. In addition, all students receiving the maximum Pell Grant have an EFC of \$0. In the 2021-22 award year, the maximum Pell Grant is \$6,495 for the full school year, or \$3,247.50 per semester. Verification of the Pell Grant amount may be found on the financial aid award letter and may be used as verification that a student has an EFC of \$0. However, not all students with an EFC of \$0 receive a Pell Grant. If a student receives less than the full PELL grant this may be due to the EFC not being zero or that the student is attending school less than full-time. Please contact the school to verify the PELL grant amounts if they are different than the numbers above.

These student exemptions are effective for January 2021 benefit month and until whichever is later:

- 30 days after the federal health emergency is declared over (currently set to expire indefinitely. We will receive a 60 day notice prior to it ending)
- OR
- The unit's next recertification

Both of these new exemption criteria must be verified and should be accessible to the student via their on-line student account at their college, Tech School, or university financial aid package OR by using a signed [DHS-2646 Financial Aid Information Form](#) to be sent to the student's financial aid office. A letter of professional judgement from a college financial aid officer is also an acceptable verification.

These exemptions are available for 01/21 benefit month. This applies to new applications received in 01/21. It also applies to ongoing cases. If the case was previously closed, they will need to re-apply. If the case is open and there is an ineligible student, the household will need to request that this person be added back to the case. It is not a requirement that each ineligible student be contacted at this time. If the client contacts you and requests the ineligible student be added back to the case, complete the steps below. If the household does request that the student be added back to the unit do not require a new application. You also do not need to use an addendum but you do need to ask the necessary questions and request proper verifications. You can use

the CAF or the addendum to know what those questions should be. See [05.09.06 \(When Not To Require Completion of an Application\)](#) and [08.06.07 \(Adding a Person to the Unit – SNAP\)](#).

- If the student is a mandatory unit member
 - Discuss that this person is required to be added back into the case and request appropriate verification. Act on the case according to normal SNAP processing policies for mandatory unit members.
- If the student is an optional unit member, it is the student's choice if they would like to be added back. Act on the case according to normal SNAP processing policies for optional unit members.
- Review CM [11.18 \(Students\)](#) in addition to the two exemptions listed above for any exemptions students may now qualify for, and refer to a SNAP E&T provider if not other exemption criteria are met. Be sure to review the STAT:SCHL panel and update the coding to reflect the student's current situation.

MAXIS Coding:

On STAT: SCHL student exemptions are coded on the FS Eligibility Status field. Use code 05 (Fed/State Work Study Program) for both of these new exemptions. This is a workaround for the EFC exemption. Case note the verification received and the student exemption used for the student.

Overpayments

E-SNAP and P-EBT

No overpayments should be cited for E-SNAP or P-EBT.

Temporary 15% Increase

The 15% SNAP increase of the Thrifty Food Plan (TFP) and the Transitional and Family Wage Level amounts for the MFIP food portion grant should not be charged as part of an overpayment. When calculating an overpayment, the maximum chargeable amount is the amount of the SNAP or MFIP food portion amount without the increase in the TFP, Transitional Standard or Family Wage Level. CM [22.12.01](#) lists the regular SNAP TFP amounts. MFIP assistance standards are in CM [20.09](#). You will need to review the archived versions of these sections in the Combined Manual to determine the amounts used from 01/21 – 09/21.

MAXIS has been programmed to calculate the SNAP and MFIP food portion to include the 15% increase. Tables below show the increased amount for SNAP, Uncle Harry SNAP and the MFIP food portion.

SNAP and MFAP Temporary 15% Increase Allotment Table:

Household Size	SNAP Allotment
1	\$234
2	\$430
3	\$616
4	\$782
5	\$929
6	\$1,114
7	\$1,232

Household Size	SNAP Allotment
8	\$1,408
Each additional	\$176

MFIP Food Temporary 15% Increase Allotment Table

Family Size	1	2	3	4	5	6	7	8	9	10	Over 10
Family Wage Level	\$597	\$981	\$1,256	\$1,508	\$1,739	\$2,008	\$2,185	\$2,415	\$2,642	\$2,863	\$220
Transitional Standard	\$543	\$892	\$1,142	\$1,371	\$1,581	\$1,825	\$1,986	\$2,195	\$2,402	\$2,603	200
Cash Portion	\$350	\$537	\$632	\$721	\$797	\$873	\$950	\$1,016	\$1,080	\$1,135	\$53
Food Portion	\$193	\$355	\$510	\$650	\$784	\$952	\$1036	\$1,179	\$1,322	\$1,468	\$147

Uncle Harry Food Support (UHFS) Temporary 15% Increase Allotment Table:

Household Size	UHFS Allotment
1	\$175
2	\$322
3	\$462
4	\$586
5	\$696
6	\$835
7	\$924
8	\$1,056
Each additional	\$132

If an overpayment exists starting in the benefit month of 1/21 through 9/21, the calculation must be based on the transitional standard that went into effect 10/20, prior to the 15% increase. The overpayment will need to be calculated manually. You will not be able to use the eligibility results from MAXIS. When completing the calculation form to mail to the client, you will need to include a note stating that the 15% increase amount of the benefits is not collectible and not included in the overpayment.

When entering the claim on MAXIS, enter the amount up to the regular SNAP or MFIP amount.

For example, if a unit of 1 receives the full SNAP increased benefit amount of \$234.00 for 02/21 and the overpayment calculation shows the overpaid amount as the full benefit of \$234.00, the amount that would be charged as an overpayment is the regular benefit amount of \$204.00. This is the maximum regular amount that the HH of 1 can receive. The \$30.00 is the temporary increased amount and is not included in the overpayment.

If there is a partial overpayment for the month, two manual calculations will need to be completed to determine the overpayment.

Calculation 1 – complete the benefit calculation to determine the amount that the client would have received without the 15% increase and the original income amounts budgeted.

Calculation 2 – complete the benefit calculation to determine the amount that the client should have received without the 15% increase and with the amount of income that should have been budgeted.

For example, if a client did not report their Unemployment Insurance (UI) income timely, and the worker determined that for 02/21 \$600 per month of UI should have been budgeted when the only previously budgeted income for the client was child support of \$385 per month. The following steps will need to be taken to determine the overpayment:

1. Determine what the grant amount with only the \$385 of child support income budgeted using the TFP amount or the MFIP assistance standards prior to 01/01/2021.
2. Determine what the grant amount with the \$385 in child support, and the \$600 of UI benefits using the TFP amount or the MFIP assistance standards prior to 01/01/2021.
3. Determine the difference between the grant amounts manually calculated in step 1 and step 2. The difference is the overpayment.

Excel budget worksheets for SNAP and Uncle Harry Food Support are available to assist with these manual grant calculations. They are available on the SNAP Resources Page of SIR under the Claims category and are titled, "[SNAP Calculation Worksheet](#)" and "[Uncle Harry Food Support Calculation Worksheet](#)". The manual calculations must be entered on the [DHS-2776A \(Computation of Supplemental Nutrition Assistance Program Overpayment Worksheet\)](#) for SNAP. **Note:** When using the Excel spreadsheets, all income and monthly expenses must be determined prior to entering the information into the spreadsheet. The monthly multipliers need to be used for earned and unearned income, and child support and dependent care deductions paid more than once per month. Please use the multipliers listed below. When calculating self-employment income, enter the net countable income after deductions have been subtracted (for the taxable budgeting method) or 50% has been subtracted off the monthly gross amount (for the 50% budgeting method). See POLI/TEMP TE02.08.192 (How to Code STAT/BUSI for SNAP Cases) for more instructions on how to calculate the monthly self-employment income.

Multipliers:

- Weekly – 4.3
- Bi-weekly – 2.15
- Semi-monthly – 2
- Monthly – 1

[DHS-2776 \(Computation of MFIP Overpayment Worksheet\)](#) should be used for the MFIP grant calculation.

Document this in claim and case notes.

One-Time Cash Payments

MFIP and RCA cases (or units) that were active in the month of September 2021 received a one-time payment of \$435. MFIP and RCA cases (or units) that were active in the month of August 2022 received a one-time payment of \$260 IF they did not receive a one-time payment in October 2021. The one-time payments were issued per

unit, not per eligible unit member. If the entire unit is found to have been ineligible in the month of September 2021 or August 2022, a separate overpayment must be cited for the amount. Overpayments will be based on the unit's eligibility for the month of September 2021 and not based on October 2021 when the one-time payment was issued. Overpayments for the 2022 one-time payment will be based on the unit's eligibility for the month of August 2022 and not based on September 2022 when the one-time payment was issued.

IF it is determined that an overpayment for September 2021 or August 2022 exists, follow normal procedures to calculate the overpayment amounts and load MAXIS. Use the necessary forms to calculate overpayments: [DHS-2776 \(Computation of MFIP Overpayment Worksheet\)](#), [DHS-2776C \(Computation of DWP Overpayment Worksheet\)](#) and [DHS-2776D \(Computation of Refugee Cash Assistance \(RCA\) Overpayment Worksheet\)](#).

Load the claim(s) as follows:

- a. The program used for issuance must be the program used for any overpayments cited.
 - I. MFIP
 - II. DWP
 - III. RCA
- b. If the overpayment is due to agency error, load three separate claims:
 1. Non-collectible MFIP-cash portion or RCA
 2. Non-collectible one-time payment
 3. Collectible MFIP-food portion (does not apply to RCA)
- c. If the overpayment is due to household error or fraud, load two separate claims:
 1. Collectible MFIP cash and food portion, or RCA
 2. Collectible one-time payment

See CM [25.03 \(Determining Incorrect Payment Amounts\)](#), [25.12 \(Types of Overpayments\)](#), and [25.12.03 \(Overpayments Exempt From Recovery\)](#) for more information.