



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 12/2023**

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

0010.24.30 (Public Assistance Reporting Information System (PARIS) Interstate Match Program) new section added on what PARIS matches are and policy for resolving them.

0011.18 (Students) removed language due to SNAP changed working 20 hours a week from “at least” to “an average”.

0012.12 (Applying for Other Benefits) MFIP updates applicants/participants must apply for other maintenance benefits from within 30 days to 90 days to align with other programs.

PARIS is a federal and state partnership, administered by the Department of Health and Human Service's Administration for Children and Families (ACF), which provides all fifty states, Washington D.C., and Puerto Rico with data to help them maintain program integrity and detect or deter improper payments.

The PARIS interstate match provides information regarding possible duplicate participation in public assistance programs in more than one state at one time. PARIS interstate matches may occur because of recipient error, agency error, or fraud. Recipient error occurs when an individual receiving benefits in one state moves to another state and fails to report the move to program authorities. Agency error occurs when an eligibility worker is informed that a recipient is moving out of state and fails to update the program record.

When Matches Occur

A match may occur only for people that meet the following criteria:

1. They have a verified Social Security Number.
2. They are active on one or more of the following programs the day the PARIS file is sent to determine if there is a match:
 - MFIP
 - DWP
 - GA
 - MSA
 - GRH
 - SNAP

Note: A match may also be received for those active on health care programs and/or Child Care Assistance (CCAP). This match may occur at the same time as a match for the Cash programs or SNAP listed above. When this occurs, follow the Health Care guidance and/or CCAP guidance to resolve these matches. The guidance in this section is for resolving matches for the Cash programs and SNAP listed above.

Matches will not occur for people that:

- Do not have a verified Social Security Number.
- Are currently open on a program listed above but that program is set to close at the end of the month.
- Are open on a privileged case.
- Only have received Emergency Assistance or Emergency General Assistance.
- Are children active on IV-E.

For more information on PARIS matches, see TE02.08.180 (PARIS Match Timeline and Data Selection).

Match information is displayed in MAXIS and will show each person that has a match, the state where they are receiving benefits and what programs they are open on. PARIS matches must be resolved within 45 days of receiving them. See TE02.08.181 (PARIS DAILS and Alerts) and TE02.08.182 (Accessing and Resolving PARIS Matches) for guidance on resolving these matches.

Note: The client may be open on several different programs at once and may therefore have more than one eligibility worker. In these situations, be sure to work together and discuss case information before acting on the match.

MFIP, DWP, GA, MSA, GRH:

Follow general provisions.

SNAP:

In addition to the general provisions above, there may be matches for those receiving the Nutrition Assistance Program (NAP) in Puerto Rico. This is not the same as SNAP and recipients of the NAP program are only able to access NAP benefits in Puerto Rico. Do not close a case or issue overpayments for duplicate assistance for those receiving NAP and SNAP.

Attending school may affect a person's eligibility.

MFIP:

An 18-year-old is considered to be a minor child until age 19, if he/she has not received a high school diploma or GED and is:

- A full-time student in a secondary school, see SECONDARY SCHOOL, [0002.59 \(Glossary: RSDI....\)](#). For the definition of FULL-TIME STUDENT, see [0002.27 \(Glossary: FSET...\)](#).
OR
- Pursuing a full-time secondary level course, which may include vocational or technical training designed to prepare students for gainful employment.

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

Custodial parents under 20 may be required to attend secondary school to be eligible. See [0012.06 \(Requirements for Caregivers Under 20\)](#), [0028.12 \(Education Requirements\)](#).

DWP:

Follow MFIP, except that custodial parents under 20 with an education option in their Employment Plan are not eligible for DWP and should be considered for MFIP eligibility, unless part of a 2-parent family.

SNAP:

When a SNAP applicant or recipient reports they are a student there are several pieces of information that must be evaluated to determine if they are eligible. Follow the steps below and the corresponding policy section to determine SNAP eligibility for students:

1. What school they attend
2. How often they attend classes
3. What program they are enrolled in
4. If they have a meal plan, and
5. If they are subject to additional student criteria.

1. What School They Attend:

Primary and Secondary School

Students attending primary (elementary), or secondary (high school) school are considered eligible students. High school students in a Post-Secondary Enrollment Option (PSEO) attend college level classes and earn college credit tuition free while still in high school. PSEO courses are generally offered on the campus of the postsecondary institution while some courses are offered online. For more information about PSEO see <https://education.mn.gov/MDE/fam/dual/pseo/>. Students attending primary or secondary school, including PSEO are eligible students for SNAP.

Institutions of Higher Education (IHE)

IHEs are institutions authorized to serve students beyond the 12th grade and generally require the student to have already obtained a high school diploma or passed a General Education Development test (GED). These institutions include schools such as community colleges, universities, or technical colleges, regardless of attending in-person or online classes. When it is determined the student does not attend an IHE they are considered an eligible student.

A student attending an institution of higher education is considered enrolled beginning on the 1st day of the school term. This status continues through normal periods of class attendance and winter and summer vacation breaks, unless the student graduates, is suspended or expelled, drops out, or does not intend to register for the next normal school term. Students attending an IHE may or may not be eligible for SNAP. Continue to step 2.

2. How Often They Attend Classes:

Once it is determined that a student is attending an IHE, determine how many courses the student is taking per academic term. If a student is attending courses less than half-time, they are considered an eligible student for SNAP.

When a student reports they are attending an IHE half-time or more, they may or may not be an eligible student. The definition of full and half-time attendance is determined by the IHE and must be requested from the school. Use the [Verification Request Form \(DHS-2919\) \(PDF\)](#) and supply the student with the [Financial Aid Information Form \(DHS-2646\) \(PDF\)](#) to aid in gathering the information. Continue to step 3.

3. What Program They Are Enrolled In

Once it is determined that a student is attending an IHE half-time or more, the type of program the student is enrolled in and the type of degree or certificate they are pursuing must be considered.

If the course of study is developmental/remedial including, but not limited to, English as a Second Language (ESL), Continuing Education (CE), or Senior Citizen Education Program (SCEP) the student is considered an eligible student for SNAP.

If the course of study is included in the IHEs regular course of study, they may or may not be eligible for SNAP. Regular course of study means a prescribed program of course offered by a university or college, accredited by the U.S. Department of Education. Regular courses of study also generally lead to an associate, baccalaureate, master, or doctoral degree, even when the student is not degree seeking. Continued to step 4.

4. Meal Plans

IHEs may have mandatory or optional meal plans, both of which are considered normal services of an institution. Generally, institutions with on-campus housing offer meal plans while those without on-campus housing do not have meal plans. Individuals who receive more than 50% of 3 daily meals through a meal plan are ineligible for SNAP, regardless of whether they live on or off campus or how those meals are paid for.

Meal plans vary from school to school and can be described in several ways, including but not limited to a pre-set number of meals per day, points, or pre-set plan levels. When a student is receiving meals from their IHE, determine how many meals they receive daily and how many days a week they receive them. If the information is not clear, request information from the IHE on how many meals the plan is intended to cover. Use the [Verification Request Form \(DHS-2919\) \(PDF\)](#) and supply the student with the [Financial Aid Information Form \(DHS-2646\) \(PDF\)](#) to aid in gathering the information.

If a student does not have a meal plan or receives less than 50% of 3 daily meals, they may or may not be an eligible student. Continue to step 5.

5. Additional Student Criteria

Students attending an IHE half-time or more, in a regular curriculum, and not receiving more than 50% of their 3 daily meals from their IHE are required to meet at least one of the SNAP student eligibility criteria described below to be eligible for SNAP:

- Under age 18 or age 50 or over.
- Physically or mentally unable to work. Follow the Unfit For Employment provisions that describe physical and mental illnesses and disabilities in [0028.06.12 \(Who Is Exempt From SNAP Work Registration\)](#).
- Responsible for the care of a dependent unit member under the age of 6.
- Responsible for the care of a dependent unit member ages of 6 through 11 when adequate childcare is not available to enable the student to attend class and/or comply with employment or work study.
- A biological, adoptive, or stepparent with full-time responsibility for their child under age 12 AND the child's other parent does NOT live in the home or is in the SNAP unit.

If no biological, adoptive, or stepparent is in the same SNAP unit as the child, another full-time student in the unit may qualify for this provision if they have parental control over the child and is not living with their spouse.

- Employed and paid for an average of 20 hours per week equaling 80 hours monthly OR if self-employed working

an average of 20 hours per week equaling 80 hours monthly and earning at least 20 hours multiplied by the federal minimum wage. This includes on-the-job training and paid internships or apprenticeships.

- Participating in an on-the-job training program (OJT). A person is considered participating in an on-the-job training program only during the period of time the person is being trained by the employer. See [CM 0002.47 \(Glossary: OJT\)](#) for more information.
- Participating in a state or federally financed work study program during the regular school year. To qualify under this provision, the student must be:
 - Approved for work study at the time of application for SNAP
AND
 - The work study must be approved for the school term
AND
 - The student must anticipate working during this time.

The exemption shall begin with the month in which the school term begins, or the month work study is approved, whichever is later. The exemption shall continue until the end of the month in which the school term ends, or it becomes known that the student has refused a work study assignment.

The exemption shall not continue between terms when there is a break of a full month or longer, unless the student is participating in work study during the break.

- Enrolled in and in compliance with a career and technical education program which is intended to and will likely lead directly to employment through one of the employment and training programs listed below:
 - Workforce Innovation and Opportunity Act (WIOA)
 - Trade Adjustment Assistance (TAA)
 - Trade Readjustment Assistance (TRA)
 - Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
 - Certain other training programs for low-income households, which are operated by a state or local government and have an equivalent component to SNAP E&T

Students and SNAP E&T

Students that do not meet any student criteria above and have already enrolled themselves in a career or technical education program may be able to participate in SNAP E&T to become an eligible student for SNAP. SNAP E&T may accept students when the program the student is enrolled in is an associate degree level or lesser that is not intended for transfer a 4-year degree program. Associate of Arts programs do not qualify for E&T enrollment as they are intended for transfer to a 4-year degree program.

When the career or technical education program meets the guidelines above, the self-enrolled student must be referred to a local SNAP E&T provider using the [Student Enrollment Statement for SNAP E&T \(DHS-7868\)](#). If the student is enrolled in an approved program of study and will be accepted into the SNAP E&T program when SNAP eligibility has been approved, the provider will complete and sign the form to be returned to the eligibility worker.

- If the program of study can be supported by SNAP E&T and the student has already been approved for SNAP, the provider will enroll the student with E&T.
- If the program of study can be supported by SNAP E&T but SNAP is still pending, consider the student meeting the student eligibility criteria for SNAP based on being enrolled in SNAP E&T with the expectation that the student will follow-up with the provider. The provider will officially enroll the student in SNAP E&T once SNAP is approved.
- When the program of study cannot be supported by a SNAP E&T provider, the student is ineligible for SNAP.

Expedited SNAP for Students

When a student applies for SNAP and meets expedited criteria, they must also meet student eligibility outlined in this section prior to expedited processing. Verification needed to support to student criteria must be postponed if the verifications cannot be obtained right away. For students self-enrolled in a career and technical education program that meets the guidelines of being referred to a SNAP E&T provider, as described in the Students and SNAP E&T section above, postpone the receipt of the [Student Enrollment Statement for SNAP E&T \(DHS-7868\)](#) and process expedited SNAP using the best information available. If the DHS-7868 is returned stating the program cannot be supported by SNAP E&T, and expedited SNAP was already processed, ensure

the student is closed off SNAP. Overpayments are not assessed due to processing expedited SNAP with the best information available at the time of approval. See CM 0004.04 (Expedited SNAP) for more information on expedited SNAP eligibility and processing.

All other students are ineligible for SNAP.

For more guidance determining eligibility for students see the Supplemental Nutrition Assistance Program (SNAP) Student Guide located on the SNAP Resource page of SIR, in the Student category.

MSA, GRH:

Student status does not affect eligibility.

GA:

Being a student does not make a person ineligible for GA. The following people are required to attend school to get or maintain eligibility:

- Displaced homemakers. See [0013.15.33 \(GA Basis - Displaced Homemakers\)](#).
- High school students over age 18 whose primary language is not English. See [0013.15.48 \(GA Basis - English Not Primary Language\)](#).

MFIP:

Require clients to apply for, accept benefits if eligible, and follow through with appealing any denials from other programs for which they appear eligible if those benefits would reduce their MFIP benefit. This includes SSI, RSDI, and Unemployment Insurance. They must apply for benefits within 90 days of being told of their potential eligibility. Deny or terminate eligibility if clients fail to apply without good cause. Good cause for failure to apply for these benefits is allowed when circumstances beyond the control of the applicant or participant prevent the applicant or participant from making an application.

Do not require clients to reapply for benefits which had been denied before, unless there has been a change in circumstances or eligibility requirements of that benefit program.

Do not require proof of an Unemployment Insurance application prior to approving benefits; if the client appears to be eligible for Unemployment Insurance, inform the client that they must apply in order to remain eligible for cash. If they have already applied and are awaiting a decision, accept a verbal statement of their application date. Do not delay approval of an application while waiting for a decision from DEED regarding the Unemployment Insurance application.

When a member of the MFIP unit has been awarded Workers' Compensation, any MFIP received during the period covered by the Workers' Compensation settlement or award is subject to recovery by the DHS Benefit Recovery Section (BRS). BRS has the authority to recover subsistence related to a workers' compensation injury. An Interim Assistance Agreement (IAA) is not required.

DWP:

Follow MFIP. Clients applying for SSI and SSDI are considered unlikely to benefit from DWP and should be converted to MFIP. See [0008.06.24 \(DWP Conversion or Referral to MFIP\)](#).

SNAP:

No provisions.

MSA, GA, GRH:

Require clients to apply for benefits from other programs for which they appear eligible such as RSDI, SSI, Unemployment Insurance, and Veterans benefits.

People referred to apply for RSDI and/or SSI should be referred to a Social Security benefits advocacy provider to assist with the application process. See [0012.12.06 \(Special Services – Applying for Social Security\)](#).

A person may be eligible for SSI and/or RSDI if they have a physical and/or mental impairment (including an emotional or learning problem) that will last more than a year, or result in death, and have significant functional impairments that affect their ability to do work activities. See [0029.06.03 \(Supplemental Security Income Program\)](#), [0029.06.06 \(Retirement, Survivors, and Disability Insurance\)](#).

The Social Security Administration does not consider chemical dependency a disability. However, some people with chemical dependency might have other physical and/or mental impairments that would qualify.

In general, clients must apply for benefits within 90 days of when you notified them about their potential eligibility. Deny or terminate eligibility after 90 days if clients fail to apply without good cause. An individual may receive an extension to the 90-day requirement to apply for other benefits if they have good cause to not apply. A worker will need to enter a MAXIS case note stating good cause was granted.

A client has good cause not to apply for other benefits for any reason that is reasonable and justified in the context of surrounding circumstances.

Benefits may be approved before a client applies for other maintenance benefits.

Clients who do not appear eligible for other benefits should not be referred to apply.

APPLYING FOR OTHER BENEFITS

0012.12

Three months prior to the 62nd birthday of a person who has any U.S. work history, require him/her to sign an [Interim Assistance Agreement \(Non-SSI\) \(DHS-1795A\) \(PDF\)](#) and to file for Social Security early retirement benefits.

Do not require clients to reapply for benefits which were previously denied unless there has been a change in circumstances or eligibility requirements of the benefit program.

Refer clients to other programs using the [Notice to Apply for Other Maintenance Benefits \(DHS-2116\) \(PDF\)](#). Clients must sign and date an [SSI Interim Assistance Authorization \(DHS-1795\) \(PDF\)](#) if being referred to SSI, or an [Interim Assistance Agreement \(Non-SSI\) \(DHS-1795A\) \(PDF\)](#) if being referred to other benefit programs. See [0012.12.03 \(Interim Assistance Agreements\)](#).

For MSA, deny or terminate people who do not get SSI or RSDI because they have exhausted time-limited benefits. People in this category may apply for GA. The loss of SSI by a non-citizen who has reached the SSI time limit does not prohibit GA eligibility. Do not consider the loss of SSI due to exhausted time-limited benefits to be a failure to meet or comply with Social Security Administration program requirements.

Deny or terminate people who are suspended or terminated from RSDI or SSI for failure to meet or comply with Social Security Administration or other program requirements. This includes failure to comply with a required treatment program and failure to get a representative payee.

Clients must apply for workers' compensation benefits to which they may be entitled. When a member of GA or MSA unit has been awarded Workers' Compensation, any GA or MSA received during the period covered by the Workers' Compensation settlement or award is subject to recovery by the DHS Benefit Recovery Section (BRS). BRS has the authority to recover subsistence related to a workers' compensation injury. An interim assistance agreement is not required.