



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 02/2024**

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

0017.15.33 (Self-Employment Income) updated the link to the Self-Employment Guide.

0017.15.33.03 (Self-Employment, Convert Inc. to Monthly Amt) updated the link to the Self-Employment Guide.

0017.15.33.24 (Self-Employment Income from Farming) updated the link to the Self-Employment Guide.

0018.39 (Prior and Other Income Reductions) removed GA provisions due to Minnesota Sex Offender Programs (MSOP) earned income is no longer counted.

0022.12.01 (How to Calculate Benefit Level – SNAP/MSA/GRH) added the missing word “adjusted” to step 1 and uncapitalized minimum allotment.

0023.24 (MSA Housing Assistance) clarification that to be eligible for MSA Housing Assistance, a person transitioning from Housing Support does not need to physically move from an institution to the community. An eligible person already using Housing Support to pay rent and utility costs in the community can “transition in place,” switching programs from Housing Support to MSA HA.

0025.24.06 (Disqualification for Fraud) updated SNAP and MFIP food portion due to general provisions do not apply to these programs.

0028.03.01 (County and Tribal Nation SNAP E&T Responsibilities) added that screening and referring SNAP applicants/recipients is required by eligibility workers. Also clarifies that SNAP E&T is available to all SNAP recipients.

0028.09 (ES Overview/SNAP E&T Orientation) updating the term ABAWD to TLR

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

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

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

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

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

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

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

Income from a sole proprietorship is self-employment income.

S-Corporation

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

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

Limited Liability Company (LLC)

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

C-Corporation

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

See [0017.15.33.03 \(Self-Employment, Convert Inc. To Monthly Amt\)](#) and the Self-Employment Guide in the [Guides and Handouts section](#).

For specific types of self-employment businesses that must follow special provisions, see:

[0017.15.33.24](#) [Self-Employment Income From Farming.](#)

[0017.15.33.27](#) [Self-Employment Income From Roomer/Boarder.](#)

[0017.15.33.30](#) [Self-Employment Income From Rental Property.](#)

[0017.15.54](#) [Capital Gains and Losses as Income.](#)

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

MFIP, DWP, GA:

Follow general provisions.

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

SNAP:

Follow general provisions.

MSA:

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

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

GRH:

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

SELF-EMPLOYMENT BUDGETING

This section is to be used after review of 0017.15.33 (Self-Employment Income).

For specific types of self-employment businesses that must follow special provisions, see:

- [0017.15.33.24 \(Self Employment Income From Farming\)](#).
- [0017.15.33.27 \(Self Employment Income From Roomer/Boarder\)](#).
- [0017.15.33.30 \(Self Employment Income From Rental Property\)](#).
- [0017.15.54 \(Capital Gains and Losses as Income\)](#).

The self-employment budget period begins in the month of application or in the 1st month of self-employment.

SELF-EMPLOYMENT INCOME CALCULATION

There are 2 methods for calculating self-employment income:

- 50% of gross income.
- Income tax forms.

The agency must determine self-employment income using the method the client chooses for each self-employment business.

- If the client has not filed business taxes with the Internal Revenue Services (IRS) as of the filing deadline for the most recent tax year, the client must use the 50% of gross income method.
- If the client has not filed taxes for the most recent tax year, they can use the previous year's taxes up to the filing deadline. For additional information, see the [Self-Employment Guide](#) in the [Guides and Handouts section](#).

Document the option the applicant or participant has chosen, all calculations and forms used in case notes.

When a unit has more than 1 self-employment business, calculate the income for each business separately. Losses from any business whose earnings are determined using tax forms offsets the earnings from the other self-employment business. MAXIS will calculate the income.

- 50% of gross income:
 - Gross income are defined as earned income before taxes and deductions.
 - This method is based on using current income to calculate self-employment income.
 - Determine gross income using either business records or [Self-Employment Report Form \(DHS-3336\) \(PDF\)](#) submitted by the client. See [0010.18.09 \(Verifying Self-Employment Income\)](#).

See TEMP Manual TE02.08.192 (How to Code STAT/BUSI for Cash & SNAP Cases).

- Income Tax Forms

Use business income as determined from Internal Revenue Service (IRS) tax forms that have been filed with the IRS for the most recent tax year. If what was filed no longer reflects current or anticipated income, the client must use the 50% of gross income method.

Review gross business income using all business tax returns, forms and schedules. See [0010.18.09 \(Verifying Self-Employment Income\)](#) for examples.

- Divide the gross income by 12 (months) to find the monthly average income for the business.
- For a new business in operation for less than 12 months, or a seasonal business, divide the gross income by the number of months the business was in operation.

Review business expenses listed on the tax forms. The instructions for each tax form provide information on what expenses are allowable under current Internal Revenue Code. Allow expenses that are also allowed by Internal Revenue Code except for the following:

- Net losses carried over into additional tax years. Only allow net losses in the original year in which it occurred.
- Federal, State, local income taxes, and money set aside for retirement purposes.
- Depreciation.

- Divide the expenses by 12 (months) to find the monthly average expense for the business.
- For a new business in operation for less than 12 months, or a seasonal business, divide the gross income by the number of months the business was in operation.

- Subtract allowable business expenses from gross income. This may result in a positive number or a negative number. This is the allowable business income.

See TEMP Manual TE02.08.192 (How to Code STAT/BUSI for Cash & SNAP Cases).

Document the gross income and allowable expenses along with which option the applicant or participant has chosen in case notes.

Current program participants must continue to use the same method for each self-employment income source, unless they meet a program-specific changing option (listed under program provisions below). If the client applies for an additional program, they may choose to use either the 50% of gross income or the income tax forms method for that new program.

See the Self-Employment Guide in the [Guides and Handouts section](#).

MFIP, DWP, GA:

Count self-employment income using the 50% of gross income method based on the program budget cycle. See [0022.03.01 \(Prospective Budgeting – Program Provisions\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#).

Self-Employment Hours: Only the hours the participant earns the federal minimum wage count toward the participation requirements. The number of self-employment hours is determined by dividing the net self-employment income by the federal minimum wage.

Changing Options:

Participants must be given the option to change their method of self-employment income calculation at recertification.

Participants who use the 50% of gross income of current self-employment income method, may choose the income tax forms method at the next benefit month.

Participants who use the income tax forms method, must continue to use this method until recertification, unless there is a Major Change. See [MAJOR CHANGE in 0002.39 \(Glossary: Lump Sum...\)](#). Participants with a Major Change can choose the 50% of gross income method for the next benefit month.

SNAP:

For self-employed person choosing the 50% of gross income method, use gross business receipts that accurately indicates anticipated gross income. This means taking into account seasonal work or the fact that new businesses might not show any income. You may need to use a timeframe other than 30 days of business records to determine countable income. See [0022.03.01.03 \(Prospective Budgeting – SNAP Provisions\)](#).

Changing Options:

Participants must be given the option to change their method of self-employment income calculation at recertification or at Six-

Month Review.

During the certification period

- Participants, who use the 50% of gross income method, may choose the income tax forms method at the next benefit month.
- Participants who use the income tax forms method, must continue to use this method until their next renewal.
- Participants must be given the option to change their method of self-employment income calculation at their next renewal.

MSA:

For SSI recipients, no county action required.

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

GRH:

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

Farmers are self-employed. They may work full-time, part-time, or as hobby farmers.

Common types of farm income include:

- Proceeds from sale of crops, livestock, or products.
- Production from livestock.
- Income from home-produced food.
- Soil conservation payments and other subsidies.
- Proceeds from machine rental, including wages to the farmer/operator.
- Capital gains. See [0017.15.54 \(Capital Gains and Losses as Income\)](#).

Also see:

[0010.18.09](#) [Verifying Self-Employment Income.](#)

[0017.15.33.03](#) [Self-Employment, Convert Inc. to Monthly Amt.](#)

[0022](#) [Budgeting and Benefit Determination.](#)

MFIP, DWP, MSA, GA, GRH:

Follow general provisions.

SNAP:

FOR UNITS WITH FARMING INCOME RESULTING IN A PROFIT:

If the SNAP unit has a farm profit then the unit must select from 1 of the 2 self-employment methods outlined in [0017.15.33.05 \(Self-Employment, Determine Countable Monthly Income – SNAP\)](#).

FOR UNITS WITH FARMING INCOME RESULTING IN A LOSS:

- Units which expect to receive less than \$1,000 in annual gross income from farming cannot use the farm loss to offset other earned and unearned income.
- Units which expect to receive \$1,000 or more annual gross income from farming and experience a farm loss can use the farm loss to offset other earned and unearned income.

If the SNAP unit has a farm loss, follow the guidance outlined in the Self-Employment Guide in the [Guides and Handouts section](#) and TEMP Manual TE02.05.62 (Farm Loss Offset - SNAP) to determine the self-employment income for ALL of the unit's self-employment businesses.

MFIP, DWP, SNAP, MSA, GA:

No provisions.

GRH:

For SSI clients, allow income deductions from the SSI Federal Benefit Rate (FBR) if the SSI monthly benefit is reduced, except when it is reduced due to receipt of other income. Deductions can include guardianship or conservator fees established by the court, representative payee fees allowed by the Social Security Administration (SSA) or other programs, SSI recoupment or RSDI repayments, support ordered by court, and similar types of deductions.

For non-SSI clients, follow the procedures for SSI clients. In addition, allow income deductions for other mandatory fees or payments incurred and not deducted elsewhere. For MFIP clients, also allow MFIP recoupment. For non-SSI clients, count income that is actually available.

MFIP, DWP, GA:

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

SNAP:

Determine the benefit level as follows:

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

THRIFTY FOOD PLAN VALUES

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

For each additional member, add \$219

2. For applicants and units whose case is reinstated due to a break in eligibility of less than a month, prorate the benefit. See [0022.12.03 \(Proration\)](#).
3. Subtract recoupment amounts. See [0025.21.15 \(Recoupment\)](#).

The minimum SNAP allotment is \$23 for 1- and 2-person units.

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

After the 1st month:

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

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

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

MSA:

Follow the procedures below to determine the benefit level.

FOR SSI RECIPIENTS

1. Subtract \$20 dollars from the client's SSI FBR. For information about the SSI Federal Benefit Rate (FBR), see [0029.06.03 \(Supplemental Security Income Program\)](#). Do NOT allow the \$20 disregard for residents of a long term care facility for which MA pays their cost of care. Do not make any adjustments due to other income the client may have (SSA has already adjusted the SSI payment).
2. Locate the appropriate standard in [0020.21 \(MSA Assistance Standards\)](#). Add any special need items the client is eligible for. See [0023 \(Special Needs Payments\)](#).
3. Subtract the result of Step 1 from the result of Step 2. The difference is the MSA benefit for the month. In the case of a married couple where BOTH partners have a basis of eligibility, divide the total by 2 to determine the benefit amount for each partner.
4. Determine if there is a recoupable amount. If there is, subtract the recoupment. See [0025.21.15 \(Recoupment\)](#).

FOR NON-SSI RECIPIENTS

1. Locate the appropriate assistance standard in [0020.21 \(MSA Assistance Standards\)](#). Add any special need items the client is eligible for in [0023 \(Special Needs Payments\)](#).
2. Subtract the client's net income from the result of Step 1. See [0018 \(Determining Net Income\)](#). The difference is the benefit for that month. In the case of an eligible married couple where BOTH partners are on MSA, divide the difference by 2 to determine the benefit amount for each partner.
3. Determine if there is a recoupable amount. If there is, subtract the recoupment. See [0025.21.15 \(Recoupment\)](#).

GRH:

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

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

MFIP, DWP, SNAP, GA, GRH:

No provisions.

MSA:

MSA Housing Assistance is a recurring special need payment for clients whose housing costs exceed 40% of the unit's gross income. The amount of the MSA Housing Assistance allowance is \$457. This allowance amount is equal to half of the individual SSI federal benefit rate as of July 1st each year. See [0029.06.03 \(Supplemental Security Income Program\)](#). If the client is eligible for MSA Housing Assistance the "living alone" assistance standard is always applied, regardless of living situation. [0020.21 \(MSA Assistance Standards\)](#)

To be eligible for MSA Housing Assistance, an applicant must meet ALL the following requirements:

- Meet a basis of eligibility for MSA. See [0013.09 \(MSA Bases of Eligibility\)](#).
- Be under the age of 65. A client under the age of 65 who is receiving MSA Housing Assistance and turns age 65 can continue to receive the allowance.
- Have total shelter costs that exceed 40% of the unit's gross income before application of this allowance. See SHELTER COSTS in [0002.61 \(Glossary: Self...\)](#). Use actual utility expenses whenever possible.

AND

- Meet 1 of these conditions:
 - Relocating to the community from an institution or intensive residential mental health treatment program. See INSTITUTION in [0002.33 \(Glossary: Independent...\)](#)
 - OR
 - Eligible for MA personal care assistance (PCA) services.
 - OR
 - A recipient of MA waiver services living in his or her own home or rented or leased apartment.
 - OR
 - Transitioning from Housing Support. This can mean relocating from a congregate setting funded with Housing Support (such as adult foster care or board and lodge) into housing in the community. For people who already live in the community it can mean switching from using Housing Support to MSA Housing Assistance to pay their housing costs.

NOTE: A client in an institution may already be eligible for MSA but would not be eligible to receive MSA Housing Assistance until after the move from the institution. A client in an institution who is not eligible for MSA may become eligible upon discharge.

An MSA client who receives rental assistance or lives in subsidized housing is not eligible for MSA Housing Assistance.

DISQUALIFICATION FOR FRAUD

0025.24.06

Disqualify people who have fraudulently obtained assistance or committed an Intentional Program Violation (IPV). A disqualification for fraud or an IPV disqualification can be established by any of the following:

- Court conviction of Wrongfully Obtaining Assistance or theft.
- Disqualification consent agreement.
- Pre-trial diversion.
- Administrative Disqualification Hearing (ADH).
- Waiver of an ADH.
- Any court-ordered stay which carries with it any probationary or other conditions.

People determined to have fraudulently obtained assistance or committed an IPV must be disqualified for the lengths of time below. Fraudulently obtaining duplicate assistance results in different lengths of time disqualifications depending on the number of offenses in the same sequence. To determine the number of offense occurrences, all disqualifications must be considered together, regardless of the reason for the disqualification. Please see specific program provisions for more information.

- 1st offense occurrence – disqualify for 12 months.
- 2nd offense occurrence – disqualify for 24 months.
- 3rd offense occurrence – disqualify permanently.

Disqualify only the person convicted of fraud. Other unit members remain eligible.

Send the client the [Notice of Program Disqualification \(DHS-3134\) \(PDF\)](#) to disqualify the client and/or reduce or end assistance. See [0026.12.09 \(Adequate Notice\)](#), [0026.12.18 \(Cash Cut-Off Notice\)](#). This disqualification is not appealable through an administrative hearing. The only method of appeal of this disqualification is through court action.

Confessions of judgment are not fraud convictions, and disqualification penalties do not apply.

Record conviction and disqualification information and copies of supporting documents (including conviction information) in the case file. If a disqualified person moves from 1 county to another, include disqualification information in the case referral. See [0008.06.21 \(Change in County of Residence\)](#).

MFIP:

People disqualified from SNAP due to fraud or an IPV are barred from receiving MFIP (cash and food) until that disqualification ends.

A current DWP period of disqualification carries over to MFIP.

A current WB period of disqualification carries over to MFIP.

The disqualification period begins the 1st day of the month following the month in which the fraud or IPV is determined.

People disqualified for fraud in another state remain disqualified in Minnesota.

A prior SNAP disqualification is treated as if it were an MFIP disqualification in determining the sequence of the offense (1st, 2nd, or 3rd) for MFIP.

FRAUDULENTLY OBTAINING DUPLICATE ASSISTANCE

For MFIP food portion: Disqualify a person who was convicted of an IPV through a court conviction or ADH for making fraudulent statements regarding identity or residence to receive duplicate assistance from 2 or more states simultaneously as listed below:

- 1st and 2nd fraud offense occurrence – disqualify for 10 years.
- 3rd fraud offense occurrence – disqualify permanently.

Note: To determine the number of offense occurrences, all disqualifications must be considered together, regardless of the reason for the disqualification. This includes considering fraudulently obtaining duplicate assistance disqualifications in the same occurrence sequence as any other disqualifications.

Statements about residence include statements regarding where a person currently lives and whether a person receives SNAP benefits from another state. See [0011.06 \(State Residence\)](#).

WB:

WB was suspended 12/01/2014. Any fraud disqualifications prior to 12/01/2014, based on this program, will remain in effect.

DWP:

Follow general provisions. Also:

- A caregiver who has been disqualified for fraud under MFIP, WB or DWP is not eligible for DWP when the caregiver is currently in a disqualification period for MFIP, WB or DWP.
- A SNAP disqualification does NOT carry over to DWP and a DWP disqualification does not carry over to the SNAP program.

SNAP:

People disqualified from MFIP due to fraud or an IPV are barred from receiving SNAP until that disqualification ends. If the IPV disqualification is due to misuse of an EBT card and it occurred while receiving MFIP, the person is NOT disqualified from receiving SNAP.

Disqualifications must be initiated on the system within 45 days of the date the disqualification is ordered. Also see TEMP Manual TE02.08.129 (Entering SNAP Disqualifications).

The disqualification period begins the 1st day of the month following the month in which the fraud or IPV is determined.

A prior MFIP disqualification is treated as if it were a SNAP disqualification in determining the sequence of the offense (1st, 2nd, or 3rd) for SNAP.

FRAUDULENTLY OBTAINING DUPLICATE ASSISTANCE:

Disqualify a person who was convicted of an IPV through a court conviction of ADH for making fraudulent statements regarding identity or residence to receive duplicate assistance from 2 or more states simultaneously as listed below:

- 1st and 2nd fraud offense occurrence disqualify for 10 years.
- 3rd fraud offense occurrence disqualify permanently.

Note: To determine the number of offense occurrences, all disqualifications must be considered together, regardless of the reason for the disqualification. This includes considering fraudulently obtaining duplicate assistance disqualifications in the same occurrence sequence as any other disqualifications.

Statements about residence include statements regarding where a person currently lives and whether a person receives SNAP benefits from another state. See [0011.06 \(State Residence\)](#).

For information on entering a SNAP fraud disqualification on MAXIS, see TEMP Manual TE02.08.129 (Entering SNAP Disqualifications).

People disqualified for fraud in another state remain disqualified in Minnesota.

MSA, GA:

The disqualification period begins the 1st day of the month following the month in which the fraud conviction or IPV is determined.

GRH:

No provisions.

County/Tribal Nation eligibility workers and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) providers each have certain responsibilities. For county and Tribal Nation responsibilities, follow the provisions of this section. For provider responsibilities, see [SNAP E&T manual chapter 5](#).

County and Tribal Nation eligibility procedures and communications with SNAP E&T providers may vary depending on how SNAP E&T services are designed. Follow your county and Tribal Nation procedures.

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

SNAP recipients may receive employment services through the SNAP E&T program. SNAP E&T provides services to all SNAP recipients.

County and Tribal Nation functions include:

- Determining which SNAP recipients are exempt from work registration, time limited work rules and who must follow work rules. See [0028.06.12 \(Who is Exempt from Work Registration\)](#), [0028.07 \(General Work Rules for SNAP\)](#) and [0011.24 \(Time-limited SNAP recipients\)](#).
- Completing a SNAP E&T screening for all unit members ages 16 and older at application and recertification. The applicant can complete the screening for all unit members. Verbally review the information on the [SNAP E&T Information and Screening and Referral Questions form \(DHS-8493\)](#). Document the applicant's answers to each question on the screening form in MAXIS Case Notes. When the client answers yes to one or both of the questions asked on the SNAP E&T Screening Form, complete the referral process below.

REFERRAL/COMMUNICATION WITH SNAP EMPLOYMENT SERVICE PROVIDERS (ESP)

- Refer interested applicants/recipients (those that answered yes to one or more of the questions on the DHS-8493) to the ESP as soon as SNAP eligibility is approved. Print and provide a customized paper referral using the [SNAP E&T Provider Dashboard](#) information. When the person is a Time-limited SNAP Recipient (TLR), a referral will also be generated in MAXIS and sent to Workforce One (WF1) once eligibility is approved.
- When referring a TLR, note this in the comment section of the MAXIS-generated referral so the provider is aware of the participant's time-limited SNAP eligibility. Also let them know other details that may be helpful in serving the recipient including their contact information.

PROVIDER determination

A provider determination is a notification issued when a provider has decided that they are unable to serve a person in their program. This occurs when a person wishes to participate, but the provider is unable to support them.

A provider determination must be issued when both of the following are true:

- A person receiving SNAP wants to participate in a component of the SNAP E&T program: AND
- The provider is unable to serve them in employment and training because it is determined that they would not be successful in the program.

The provider must send a Provider Determination Form (DHS-8205) to the designated SNAP E&T state contact within 10 days of making a determination. The county and Tribal Nation will be notified by SNAP E&T state staff that a provider determination has been issued.

Upon notification of a provider determination, the county and Tribal Nation will have to either re-assess the recipient for possible work registration exemptions or re-refer the recipient to another provider or service. SNAP eligibility must notify the recipient within 10 days that a provider determination has been issued.

MFIP:

Participation requirements for MFIP Employment Services (MFIP-ES) overview and MFIP financial orientation differ. The MFIP-ES overview is conducted by the Employment Services Provider. Refer to the [MFIP Employment Services Manual](#) for more information on requirements for the MFIP-ES overview.

For information on MFIP financial orientation, see [0005.12.12.06 \(Orientation to Financial Services\)](#).

DWP, MSA, GA, GRH:

No provisions.

SNAP:

Minnesota operates a voluntary SNAP Employment and Training (SNAP E&T) program. Any adult SNAP recipient can volunteer to work with an E&T provider. Once a recipient volunteers, you must send an electronic referral through MAXIS and WF1. The Employment Services Provider (ESP) may provide an orientation to the SNAP E&T program. The purpose of orientation is to explain participation requirements, describe available services, identify the ESP, explain that SNAP E&T can help Time-limited SNAP Recipients (TLRs) meet work requirements and encourage the participant to move to self-sufficiency through employment. To send electronic referrals see TEMP Manual TE10.26 (Workforce One), TE 10.34 (Manual Referral Option for WF 1).