
Review eligibility regularly. The schedule for reviews depends on the program and household circumstances. Some programs require more frequent reviews for certain client circumstances. The time between initial eligibility and the date a county agency must review the case, or the time between required reviews, is the certification period. See [0009.03 \(Length of Recertification Periods\)](#), [0009.03.03 \(When to Adjust the Length of Certification\)](#). Recertify clients who are eligible for ongoing assistance.

Counties must use forms developed by DHS for the purposes of informing and advising clients about their rights and responsibilities, the status of an application or recertification, and ongoing eligibility for assistance. If DHS does not provide a form for a given purpose, the county agency may develop its own form. The form must meet the requirements in TEMP Manual TE12.02.01 (County Designed Forms). See [0009.06 \(Recertification Process\)](#) for the process and forms to use.

Some programs require an interview as part of the recertification process. See [0009.06.06 \(Recertification Interview\)](#).

The recertification process must be completed within set time frames. See [0009.06.03 \(Recertification Processing Standards\)](#).

For IV-E Foster Care clients, follow the procedures of your county Social Services unit for recertification.

MFIP:

All clients must complete a [Household Update Form \(HUF\) \(DHS-8107\)](#), [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#) or [MNbenefits](#) application, have an interview and provide required verifications to be recertified.

DWP:

No provisions.

SNAP:

Clients MUST complete a [Household Update Form \(HUF\) \(DHS-8107\)](#), [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#), [MNbenefits](#) application or a [Combined Annual Renewal for Certain Populations \(DHS-3727\) \(PDF\)](#), have an interview, and provide required verifications to be recertified. See [0009.06.06 \(Recertification Interview\)](#).

A signed and dated HUF, CAF, [MNbenefits](#) application or [Combined Annual Renewal for Certain Populations \(DHS-3727\) \(PDF\)](#) must be filed with the human services agency in the client's county of residence or Tribal Nation. A verbal signature is also acceptable. See [0005.12.08 \(Verbal Signatures\)](#).

DO NOT require units to report for a face-to-face interview during the certification period.

MSA, GRH:

Clients living in the community must complete a [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#), [MNbenefits](#) application, a [Household Update Form \(DHS-8107\)](#) (non SSI) or [Combined Annual Renewal for Certain Populations \(DHS-3727\) \(PDF\)](#) (SSI) and provide required verification to be recertified.

GA:

All clients must complete a [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#), [Household Update Form \(DHS-8107\)](#) or [MNbenefits](#) application and provide required verifications to be recertified.