



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 02/2025**

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

0010.18.05 (Verifying Disability/Incapacity - CASH) clarifies guidance on what information is required in order to accept a medical statement whether the qualified professional uses a DHS form or their own form.

0024.06.03.10 (Replacing Stolen EBT Benefits) adds end date for replacement of benefits.

0025.24.06.03 (Administrative Disqualification Hearing) adds requested timeframes for an ADH hearing.

0031.03.01 (Asylum Applicants) adds third bullet point under “Most common examples of Immigration Documentation” row.

0031.09 (Lawful Permanent Residents) adds clarification in GA and MFIP that a person who resides in a licensed facility are exempt from additional noncitizen requirements.

0031.30 (Verifications – Acceptable Immigration Documents) adds a biometric appointment notice for asylum seekers to acceptable documents.

Social Security Administration (SSA) determinations and benefits may be verified with the State Verification and Exchange System (SVES) interface between MAXIS and SSA. See TEMP Manual TE02.12.13 (SVES TPQY Interface) for more information on this interface.

MFIP/DWP:

Do not ask for proof of illness or disability you expect to last less than 30 days unless the claim is questionable.

Accept a qualified professional's report based on the results of a current medical examination or a current psychiatric evaluation (no older than 12 months). See [0011.39 \(Qualified Professionals\)](#).

Information required whether qualified professionals use a DHS/DCYF form or their own form:

- The professional's name and title.
- Date of the most recent exam.
- Diagnosis.
- Length of time the condition is anticipated to last
 - Assume the condition continues until the end date the qualified professional has indicated on the form.
 - If the form indicates that there is not an end date for a condition, the form is valid for one year from the date the professional signed it.
- Identification of any permanent physical or mental limitations.
- Indication of whether there is a treatment plan and whether the patient is following the plan.
- Information about any limitations on the type of work or amount of work the client can do.

For permanent conditions, request a new medical form each year to assess the client's ability to work and eligibility for the following:

- Family Stabilization Services (FSS). See [0011.34 \(Family Stabilization Services\)](#).
- Exemptions to counting the housing subsidy. See [0017.15.99 \(Housing Subsidy\)](#).
- Extension reasons, see [0011.33.03.03 \(Limited Work Due to Illness/Disability\)](#), [0011.33.06 \(MFIP Hard to Employ Extension Category\)](#), [0011.33.09 \(MFIP Ill/Incapacitated Extension Category\)](#), [0011.34 \(Family Stabilization Services\)](#).

New diagnosis of the condition itself is not necessary if the condition is permanent.

Social Security Administration (SSA) disability status and State Medical Review Team (SMRT) disability determination are not sufficient to determine Family Stabilization Services or hardship extensions. A medical statement or a completed [Request for Medical Opinion form \(DHS-2114\)](#) is needed. Do not refer MFIP cases to SMRT. See [0011.34 \(Family Stabilization Services\)](#), [0011.33 \(Hardship Extensions\)](#).

SNAP:

See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#).

MSA:

Verify blindness or disability by either:

- Receipt of RSDI or SSI based on the person's blindness or disability.
OR
- The most recent determination of blindness or disability for SSI in cases where the person does not currently receive SSI. The person must still be "otherwise eligible" for SSI EXCEPT for excess income. See [0013.09 \(MSA Bases of Eligibility\)](#).
OR
- Certification of blindness or disability by the State Medical Review Team (SMRT). See [0012.15 \(Incapacity and Disability Determinations\)](#), [0012.15.06 \(State Medical Review Team \(SMRT\)\)](#). Do not refer MSA cases to SMRT, but accept a disability determination that SMRT makes for another program.

GA:

Use any 1 of the following as proof of illness or disability/incapacity:

- The [Request for Medical Opinion \(DHS-2114\) \(PDF\)](#) signed by a qualified professional. See [0011.39 \(Qualified Professionals\)](#).

The DHS-2114 certification is valid for 6 months from the date of last examination unless a shorter or longer time frame for the condition is specified. If the person's condition is permanent and they are unable to perform any employment in the foreseeable future, the certification is valid for one year. If the date of last examination is not indicated or is more than 6 months old, the certification is valid from the date the qualified professional signed the form.

- For someone who resides in a Housing Support setting, the [Professional Statement of Need \(DHS-7122\) \(PDF\)](#) signed by a qualified professional or agency designee can be accepted to verify that they meet the placement in a facility basis of eligibility. See [0013.15.12 \(GA Basis – Placement in a Facility\)](#).
- SMRT Determination of Disability. Do not refer GA cases to SMRT but accept a disability determination that SMRT makes for another program.
- Other medical certification. See MEDICAL CERTIFICATION in [0002.39 \(Glossary: Lump Sum...\)](#).

GRH:

Follow MSA, for blind, aged, and disabled clients.

For all other adults, verify that a person has a disabling condition that limits the ability to work and provide self-support according to a person's basis of eligibility as follows:

- Permanent illness. See [0011.39 \(Qualified Professionals\)](#).
 - [Request for Medical Opinion \(DHS-2114\) \(PDF\)](#).
 - OR
 - [Group Residential Housing - Professional Statement of Need \(DHS-7122\) \(PDF\)](#).
- Temporary illness. See [0011.39 \(Qualified Professionals\)](#).
 - [Request for Medical Opinion \(DHS-2114\) \(PDF\)](#).
 - OR
 - [Group Residential Housing - Professional Statement of Need \(DHS-7122\) \(PDF\)](#).
- Requires services in residence. See [0011.39 \(Qualified Professionals\)](#).
 - [Group Residential Housing - Professional Statement of Need \(DHS-7122\) \(PDF\)](#).
- Unemployable.
 - Assessment by vocational specialist. See [0013.18.21 \(GRH Basis – Unemployable\)](#).
- Medically certified as having developmental disability or mental illness. See [0011.39 \(Qualified Professionals\)](#).
 - [Request for Medical Opinion \(DHS-2114\) \(PDF\)](#).
 - OR
 - [Group Residential Housing - Professional Statement of Need \(DHS-7122\) \(PDF\)](#).
- Application or appeal pending for Social Security Disability or SSI. See [0011.39 \(Qualified Professionals\)](#).
 - [Request for Medical Opinion \(DHS-2114\) \(PDF\)](#).
 - AND
 - Proof of application or appeal to the Social Security Administration.

- Advanced age.
 - Assessment by vocational specialist. See [0013.18.21 \(GRH Basis – Unemployable\)](#).
 - OR
 - Proof of work history showing decreased occupational status. See [0013.18.30 \(GRH Basis – Advanced Age\)](#).

- Learning disability. See [0011.39 \(Qualified Professionals\)](#).
 - [Request for Medical Opinion \(DHS-2114\) \(PDF\)](#).
 - OR
 - [Group Residential Housing - Professional Statement of Need \(DHS-7122\) \(PDF\)](#).

- Drug/alcohol addiction. See [0011.39 \(Qualified Professionals\)](#).
 - [Request for Medical Opinion \(DHS-2114\) \(PDF\)](#).
 - OR
 - [Group Residential Housing - Professional Statement of Need \(DHS-7122\) \(PDF\)](#).

Benefits that are stolen in the following situations cannot be replaced:

- Physical EBT card theft.
- Misuse of EBT card (ex. gave card or shared PIN with others who were unauthorized to use card).
- Replacement of food physically stolen after EBT card purchase.
- Special food benefits
- Benefits that were issued by another state.
- State funded benefits

If eligible for replacement, benefits stolen from EBT through the methods below can be replaced a maximum of two times per Federal Fiscal Year (FFY). The FFY runs from October 1 through September 30.

- EBT card cloning,
- EBT card skimming or
- Other similar illegal, digital theft methods

The maximum replacement amount is either the benefit amount stolen from the EBT account, or the total of the two months of monthly food benefits issued immediately prior to the date that food benefits were stolen, whichever is less.

To issue replacement benefits, the following criteria MUST be met:

- The benefits were stolen from October 1, 2022, through December 20, 2024.
- AND
- The unit must report stolen EBT food benefits within 90 business days of the date theft occurred.
- AND
- The unit must cancel and replace their EBT card. To avoid further theft, clients must be told to do this immediately.
- AND
- The unit must complete, sign, and return the [Replacement of Stolen EBT Benefits \(DHS-8557\)](#).
- AND
- The stolen EBT food benefits must be validated by the Fraud Prevention Investigator (FPI) or DHS Fraud staff.

The agency has 15 business days to validate the claim. If the client has not returned the required [Replacement of Stolen EBT Benefits \(DHS-8557\)](#) by the end of the validation process, send the client a request for information following verification requirements. See [0010.21 \(Verification Due Dates\)](#). If the client does not return the form, deny replacement of benefits. See TE02.11.127 (EBT Stolen Benefits – Client Reports) and TE02.11.128 (EBT Stolen Benefits – CASE/NOTE).

Clients must receive notification of denial and/or approval of replacement of benefits. See TE02.11.126 (EBT Stolen Benefits – Client Notification).

Once all criteria are met, the worker must request replacement and report denials to the State. For procedures regarding this process see TE02.11.128 (EBT Stolen Benefits – CASE/NOTE).

MFIP:

State funded MFIP cash and state funded MFIP Housing Grant cannot be replaced.

For federally funded MFIP, follow general provisions. In addition, if the household paid an ATM fee associated with the stolen transaction, calculate the fee when determining the replacement amount.

For the food portion of MFIP, follow SNAP provisions.

DWP

State funded DWP cannot be replaced.

For federally funded DWP, follow general provisions. In addition, if the household paid an ATM fee associated with the stolen transaction, calculate the fee when determining the replacement amount.

MSA, GA:

GA and MSA benefits are not eligible for EBT replacement.

GRH:

No provisions.

SNAP:

State funded SNAP cannot be replaced.

For federally funded SNAP follow general provisions.

Hennepin County Cash-out cases can only be replaced as a food benefit.

An Administrative Disqualification Hearing (ADH) is a formal, impartial review by a Hearing Judge for the purpose of rendering a decision as to whether or not an individual committed an intentional program violation (IPV).

An IPV is any action by an individual which is a willful or intentional false statement, a concealment of a fact or a misrepresentation, whether or not it resulted or could have resulted in receipt of additional benefits.

Failure to report on a timely basis does not necessarily constitute an IPV. The criteria for establishing the IPV requires an intentional act of deception, or one taken with an appreciation or understanding of its consequences or wrongfulness and must be proven by a clear and convincing legal standard of proof. Clear and convincing proof requires more than a preponderance of the evidence but less than proof beyond a reasonable doubt. Legally, clear and convincing is where the truth of the facts asserted is highly probable.

In addition, there are also specific acts defined as IPV that are related to program enforcement such as misuse of EBT cards and SNAP trafficking offenses. These generally constitute an IPV by the demonstrated performance of the particular act.

Administrative Disqualification Hearing (ADH) must be initiated for individuals accused of committing an IPV when criminal charges are not being pursued. ADH procedures and requirements, EXCEPT for the notice of hearing as explained below, are the same as for appeal hearings. See [0027 \(Appeals\)](#).

REFERRAL OF IPVS

Resolve cases of suspected IPV through either the criminal or ADH process, not both. Do not make concurrent referrals for prosecution and ADH. The practice of resolving an IPV first through the ADH process and then referring the same IPV for prosecution is prohibited.

If a case is dismissed in court, an ADH may be pursued because the burden of proof in establishing an IPV in an ADH action is the lower "clear and convincing" test as opposed to the "any reasonable doubt" standard required in a criminal prosecution.

ADH WAIVERS AND REQUESTS FOR ADH

Upon identifying an IPV and determining that the ADH process will be pursued, the accused individual must be offered the opportunity to waive the appearance before a Hearing Judge and simply agree to the prescribed disqualification penalties.

Initiate the ADH process by completing the [Notice of Intentional Program Violation – Waiver of Administrative Disqualification Hearing \(DHS-3131\) \(PDF\)](#). Prepare a narrative summary of the allegations, investigative findings, and the evidence to support the findings. Someone other than the assigned case worker must also review and sign the form and find that the case facts, if proven, would justify a finding of fraud. The waiver allows the client to admit to the facts or not, with the understanding that the disqualification penalty will be imposed in either case. Present or mail the ADH Waiver to the client. In either case, allow the client up to 10 days to return the form.

Waivers cannot be offered when there is only a suspicion of guilt, but the evidence is not convincing. If a county or Tribal Nation determines that it has sufficient evidence to hold a hearing and has offered the individual an opportunity to waive the hearing, the county or Tribal Nation must then schedule a hearing if the individual requests a hearing or does not sign the waiver. The hearing must be requested within 30 days of the due date provided on the ADH waiver. Do not offer an ADH waiver if the case is being referred for prosecution nor should prosecution be suggested as a threat if the waiver is not signed. When an ADH waiver is offered it should be because the county or Tribal Nation has already determined that an ADH is appropriate and is merely offering the individual the opportunity to opt out of the actual hearing.

If the client waives his/her right to a hearing, disqualify the person. See [0025.24.06 \(Disqualification for Fraud\)](#).

Clients have the right to revoke a signed waiver and request an ADH be held. This revocation must be in writing and be received by the county or Tribal Nation prior to the effective date of the proposed disqualification or within 30 days of the date the waiver was signed, whichever is earlier.

If the client refuses to sign the waiver, requests to have a hearing, or fails to return the waiver, refer the case for an ADH.

Complete the [Request for Administrative Disqualification Hearing \(DHS-3132\) \(PDF\)](#) and send to:

Minnesota Department of Human Services
Appeals Office
P.O. Box 64941
St. Paul, MN 55164-0941

Upon receipt of the [Request for Administrative Disqualification Hearing \(DHS-3132\) \(PDF\)](#), the Office of Appeals will either accept or deny the request. If denied, the county or Tribal Nation will receive a notice indicating the reason for the denial. Denied requests may be resubmitted to the Office of Appeals for reevaluation.

ADH requests may be withdrawn anytime before the scheduled hearing date with written notice to both the client and the Office of Appeals.

If the Office of Appeals accepts a request it will schedule a hearing date and send the client and county or Tribal Nation a notice of hearing. The notice will include a copy of the summary prepared by the county agency. Federal regulations require the Office of Appeals to give notice of an ADH hearing at least 30 days in advance (unless the client waives the hearing), rather than the 5-day notice for a regular fair hearing.

A judge may combine a fair hearing and ADH into a single hearing if the factual issues arise out of the same or related circumstances. The client must receive 30 days advance notice (unless waived) that the hearings will be combined.

Within 90 days of client notification of an ADH or a combined hearing, the Office of Appeals must conduct the hearing, reach a decision, and notify the client and county or Tribal Nation of the decision.

Unlike fair hearings, asking the appeals office to reconsider their decision is not an option. If either party disagrees with the Judge's decision, they may start an appeal in district court. This is a separate legal proceeding that must start within 30 days of the date of the decision.

People found guilty of fraud by an ADH determination are subject to the disqualification procedures in [0025.24.06 \(Disqualification for Fraud\)](#).

ADH INVESTIGATIVE SUBPOENA

Subpoena authority is available to county or Tribal Nations for gathering information in the investigative stage necessary to develop a basis for establishing and proving an IPV that will be pursued through the ADH process.

Consider using an investigative subpoena when a third party refuses to provide information. Complete the [Request for Investigative Subpoena \(DHS-3436\) \(PDF\)](#) form and submit the form to DHS-OIG Program Integrity Oversight Division-FPI Unit by emailing the form to recipientinvestigations.oig.dhs@state.mn.us. Include a description of the information being requested and the relevance of the information to establishing the IPV.

These subpoenas are not self-enforcing in that a first refusal to obey will not result in a contempt citation. However, these subpoenas are enforceable by appealing to district court for their enforcement by issue of a district court subpoena. The process of appealing to district court to enforce a subpoena is coordinated through the County Attorney's Office in the County with jurisdiction and is dependent on county-specific procedures.

ASYLUM APPLICANTS

0031.03.01

A person who is in the United States who has **applied** with the United States Citizenship and Immigration Service (USCIS) to be an asylee, or is a derivative of a relative's asylum application. These people are waiting on an answer to their application for protection from USCIS because they have experienced persecution or have a well-founded fear of persecution based on certain protected characteristics in their home country.

For people who have been granted asylum, see [0031.01.09 \(Asylees\)](#).

<p>Eligibility</p>	<ul style="list-style-type: none"> • MFIP (state-funded cash and food) • DWP (state-funded) • SNAP if age 50 or over (state-funded food) • GA
<p>Most common examples of Immigration Documentation</p>	<p>People must have one of the following:</p> <ul style="list-style-type: none"> • United States Citizenship and Immigration Service Receipt Notice for an Asylum Application • Employment Authorization Document with code C08 • United States Citizenship and Immigration Service Application Support Center (ASC) biometric appointment notice which indicates under "CASE TYPE" that the individual has submitted "I-589 – APPLICATION FOR ASYLUM AND FOR WITHHOLDING OF REMOVAL"
<p>Likely to be sponsored?</p>	<p>No</p>
<p>Category Code - Employment Authorization Document (EAD)</p> <ul style="list-style-type: none"> • Explains a person's current status. 	<p>C08</p>

Lawful Permanent Residents (LPR) are non-citizens who have been granted permission to live and work in the United States permanently.

Eligibility	Many special conditions determine whether a Lawful Permanent Resident is eligible for particular programs. See the following information.
Most common examples of Immigration Documentation	<ul style="list-style-type: none"> • Lawful Permanent Resident card • I-94 showing stamp for admission as Lawful Permanent Resident • I-551 Passport Stamp • Note on VISA that states it serves as a Temporary I-551 which is evidence of Lawful Permanent Resident Status
Likely to be sponsored?	Sometimes, if in an Immediate Relative or Family Sponsored category code, see https://www.dhs.gov/immigration-statistics/lawful-permanent-residents/ImmigrantCOA
Category Code - Lawful Permanent Resident Card <ul style="list-style-type: none"> • Explains a person's "Adjusted from" status. 	For the most common category codes on Lawful Permanent Resident cards, see https://www.dhs.gov/immigration-statistics/lawful-permanent-residents/ImmigrantCOA .
Combined Manual Reference	0031.03.12 (Applicants for Lawful Permanent Resident Status)

A two-step process for determining eligibility.

Determining eligibility requires both:

1. Confirm the applicant's lawful permanent resident status.
2. Determine specific circumstances about their lives or history that match specific program policies.
 - Those circumstances will determine which lawful permanent residents are eligible for federally-funded benefits, for state-funded benefits or for no benefits.

Determining Cash Assistance eligibility

Some families may be eligible for federally-funded MFIP. Others might be eligible for state-funded MFIP. Determine if they are eligible for federally-funded MFIP first.

Federally-Funded MFIP Eligibility

Lawful Permanent Residents meeting any one of the following conditions is eligible for federally-funded MFIP:

- Active duty United States military or honorably discharged United States veterans and their spouses and unmarried dependent children.
 - Verify this by the United States military ID, or a document issued by a United States military branch confirming active military duty. This does not include service through the National Guard.
- In Lawful Permanent Resident Status since before August 22, 1996
 - Verify this by looking at the "Resident Since" date on the person's Lawful Permanent Resident Card.
- Previously held one of the following statuses:
 - Refugee
 - Asylee
 - Cuban/Haitian Entrant
 - Iraqi/Afghan Special Immigrant
 - Certain Amerasians
 - Victim of Trafficking

Verify this through the category code on the person's immigration document, see <https://www.dhs.gov/immigration-statistics/lawful-permanent-residents/ImmigrantCOA>.

- Has been a qualified non-citizen for five years or more. See [0002.53 \(Glossary: Qualified...\)](#).
 - Verify this by looking at the status grant date on the person's Lawful Permanent Residence Card.

NOTE: If the person is NOT eligible for federally-funded benefits, then consider whether they are eligible for state-funded benefits.

State Funded MFIP Benefits

A lawful permanent resident is eligible for state-funded MFIP benefits if they are not eligible for federally funded MFIP and meet one of the following conditions:

- They have had lawful permanent resident status in the United States for less than four years, or
- They are under age 18 or over age 69, or
- They have had lawful permanent resident status for more than four years and less than five years, they are 18-69 years old, **and** they meet one of the following criteria:
 - Enrolled in a literacy class, English as a Second Language class, or a citizenship class.
 - Applied for admission to a literacy class or English as a Second Language class and is on a waiting list.
 - In the process of applying for a waiver from the United States Citizenship and Immigration Services (USCIS) of the English language or civics requirements of the citizenship test.
 - Have submitted an application for citizenship to the USCIS and are waiting for a testing date or a subsequent swearing in ceremony.
 - Have been denied citizenship due to a failure to pass the test after two or more attempts or because of an inability to understand the rights and responsibilities of becoming a United States citizen, as documented by the USCIS or the county agency.

Any person who resides in a licensed facility is exempt from these requirements.

People who have had lawful permanent resident status for more than four years and less than five years and are 18-69 years old but do not meet one of the criteria above are not eligible for state-funded MFIP.

Diversions Work Program

Follow MFIP guidance unless the person is enrolled in Family Stabilization Services, See [0011.34 Family Stabilization Services](#), and [0013.05 - DWP Bases of Eligibility](#).

Minnesota Supplemental Aid (MSA) and General Assistance (GA)

A lawful permanent resident is eligible for GA or MSA.

For GA, an adult lawful permanent resident who has resided in the United States for four years or more and who is under age 70 must meet one of the following criteria:

- Enrolled in a literacy class, English as a Second Language class, or a citizenship class.
- Applied for admission to a literacy class or English as a Second Language class and is on a waiting list.
- In the process of applying for a waiver from the United States Citizenship and Immigration Services (USCIS) of the English language or civics requirements of the citizenship test.
- Have submitted an application for citizenship to the USCIS and are waiting for a testing date or a subsequent swearing in ceremony.
- Have been denied citizenship due to a failure to pass the test after two or more attempts or because of an inability to understand the rights and responsibilities of becoming a United States citizen, as documented by the USCIS or the county agency.

Any person who resides in a licensed facility is exempt from these requirements.

GRH

Lawful Permanent Residents are eligible.

Determining Food Assistance eligibility

Determine if the person is eligible for federally-funded or state-funded SNAP.

SNAP eligibility

Lawful permanent residents who meet any one of the following circumstances are eligible for SNAP:

- Active duty United States military or honorably discharged United States veterans and their spouses and unmarried dependent children.
 - Verify this by the United States military ID, or a document issued by a United States military branch confirming active military duty. This does not include service through the National Guard.
- Blind or disabled and receiving federal benefits for that condition.
 - Verify this through VerifyMN. See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), and [0010.18.06 \(Verifying Disability/Incapacity-SNAP\)](#)
- In Lawful Permanent Resident Status since before August 22, 1996
 - Verify this by looking at the date status granted on a person's Lawful Permanent Resident card.
- Previously held one of the following statuses:
 - Refugee
 - Asylee
 - Cuban/Haitian Entrant
 - Iraqi/Afghan Special Immigrant
 - Certain Amerasians
 - Victim of Trafficking

Verify this through the category code on the person's immigration document, see Immigration Document Examples.

- A lawful permanent resident who has been in lawful permanent resident status in the United States for at least five years.
 - Verify this by looking at the status grant date on the person's Lawful Permanent Resident Card.
- Children under age 18.
- If they do not meet any of the above criteria, review if they have 40 qualifying social security work credits.
 - Do not allow credit for any credits after December 31, 1996, where an LPR received assistance from a federal means-tested program. See [0002.23 \(Glossary: Fair Hearing...\)](#)
 - To verify Social Security Credits, see [0031.39 \(Verifying Social Security Credits for Noncitizen Eligibility for Cash and Food Programs\)](#). Also see: [How You Earn Credits 2022 \(ssa.gov\)](#)

NOTE: If the lawful permanent resident is NOT eligible for SNAP, consider their eligibility for the State-funded SNAP (Minnesota Food Assistance Program).

State-Funded SNAP (Minnesota Food Assistance Program)

- To be eligible for the Minnesota Food Assistance Program, the person must meet **all** of the following conditions:
 - Be eligible for SNAP except for their immigration status,
 - Be 50 years old or older,
 - Be a resident of Minnesota, and
 - Not receiving MFIP.

- If the person is not eligible for SNAP or the Minnesota Food Assistance Program, they may be eligible for the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). See [0029.07.09 \(Women, Infants, and Children \(WIC\) Program\)](#).

Responsibilities of people applying for assistance

- To report on the Combined Application Form (CAF) if they are a naturalized or derived citizen, or a non-citizen.
- To provide immigration documents as evidence of the immigration status for each person who is an eligible mandatory unit member and who is applying for benefits.

To determine household composition for MFIP, DWP, MSA, GA, GRH, or RCA,
See [0014.03.03 \(Determining the Cash Assistance Unit\)](#), and for or SNAP,
See [0014.03.06 \(Determining the SNAP Unit\)](#).

Do not approve benefits until acceptable immigration documentation is provided.

- The exception is Expedited SNAP: if the person applying has made all reasonable efforts to obtain immigration documents but has not been successful within the timeframes for processing Expedited SNAP:
 - Approve the Expedited SNAP benefits.
 - Postpone the immigration status verification.

For general procedures for processing Expedited SNAP, see [0004.04 \(Expedited SNAP\)](#), TEMP Manual TE02.10.01 (Expedited SNAP W/Postponed Verifs).

Acceptable Immigration Documents

Acceptable documentation means a valid United States immigration document that includes:

- The person's full name,
- Date of birth, and
- A numeric identifier (such as an A#)

AND

- Is not expired.

--OR--

- Is expired or has no expiration date and appears on the list below.

Special Considerations

If a person submits an Immigration Court Document or Order, submit a PolicyQuest. See [0031.36 \(Immigration Court Orders\)](#).

If a person who is a First Nations Canadian only submits a tribal enrollment card, submit a Policy Question. The tribal enrollment card may not contain the information that is required to run a SAVE report. See [0031.15 \(American Indians Born in Canada who are Members of a Federally-Recognized American Indian Tribe\)](#).

A USCIS Application Support Center (ASC) biometric appointment notice is considered acceptable immigration documentation and can be used to run SAVE only when the following are met:

- The person has reported being an asylum applicant.

AND

- The biometric appointment notice indicates the person has already applied for asylum (i.e., the case type indicated on the form mentions "I-589 – APPLICATION FOR ASYLUM AND FOR WITHHOLDING OF REMOVAL").

All other biometric appointment notices are not acceptable immigration documentation for benefits.

The following documents can be accepted if there is an expiration date or no date on the document:

- Asylum grant letter.
- Lawful Permanent Residence Card (green card).
- Trafficking Certificates. See [0031.01.21 \(Trafficking Victims\)](#).
- Asylum Applicant Acknowledgement of Receipt Notice.
- Parole documents for a Cuban/Haitian Entrant.
- Naturalization Certificates and Certificates of Citizenship.

Always check the SAVE alerts to see if USCIS has automatically extended any immigration documents. USCIS often automatically extends Employment Authorization Documents.

SAVE users should review the SAVE homepage for USCIS updates and alerts, including immigration document extensions and other critical updates.

Once SAVE has been run on one of these documents, SAVE should not be run again until the person reports an immigration status change because either:

- The immigration status/classification granted by these documents does not expire within a certain amount of time, or
- The document may expire but the person's status does not expire.

Immigration documents vary greatly in appearance.

- Do not require the person to present a particular immigration document, even if what is provided is unfamiliar.
- Workers who have questions about an immigration document should submit a policy question with a copy of the immigration document and the SAVE report.

If a person does not have acceptable immigration documentation, they are ineligible.

- Refer the person to the United States Citizenship Information Services to obtain evidence of their immigration status by providing the person with the [SAVE Records Fast Facts for Benefit Applications](#) document from SAVE for information on how to obtain, correct, renew, or replace immigration document(s).