
Recertify program participants whose certification period is ending. The program participant and the county agency or Tribal Nation must follow the time frames of each program for completing the recertification process. See [0009.06.03 \(Recertification Processing Standards\)](#).

MAXIS will generate program specific cover letters and mail the following forms:

- [Combined Annual Renewal for Certain Populations \(DHS-3727\) \(PDF\)](#).
- [Household Update Form \(DHS-8107\)](#)
- Other notices or forms required at recertification according to each program's provisions below.

All questions on the form pertaining to the program being recertified must be answered for the form to be considered complete.

MAXIS will mail packets around the 15th of the 2nd month prior to the end of the certification period. The processing period for a recertification begins when the packets are mailed out to the unit.

Accept a Combined Application Form (CAF) (DHS-5223) (PDF) or [MNbenefits](#) application from a current participant as a recertification if received within the recertification processing period. If a CAF or [MNbenefits](#) application submitted during the recertification processing period contains a request for a new assistance program, process the CAF or [MNbenefits](#) application as a new application for the new program.

The recertification process is similar to the application process. To complete the recertification process:

- Review eligibility for the participants current programs, possible new programs, and emergency need. See [0009.06.03 \(Recertification Processing Standards\)](#).
- The Household Update Form (HUF) cannot be used to request a new program. If the unit requests to apply for a new program and submitted the HUF for recertification, they must submit a new application. See [0004 \(Emergencies\)](#) and [0005 \(Applications\)](#).
- Get mandatory verifications. See [0010.18 \(Mandatory Verifications\)](#). To request verifications, send the [Notice of Late or Incomplete Household Report Form, Health Care Renewal Form or Combined Six-Month Report or Recertification \(DHS-2414\) \(PDF\)](#) to the unit with the following information:
 - The date benefits will be terminated.
 - The date the recertification form was received.
 - The verifications that are needed.
- Notify the unit of the eligibility determination. See [0026 \(Notices\)](#).

Accept the recertification form even if the client does not live in your county or Tribal Nation. See [0005.12 \(Accepting and Processing Applications\)](#).

In addition to MAXIS-generated recertification packets, you may be required to provide certain additional forms to clients during the recertification process or at the interview. See [0007.12 \(Agency Responsibilities for Client Reporting\)](#), [0009.06.06 \(Recertification Interview\)](#).

Give a 10-day notice before terminating benefits if the unit fails to comply with the recertification process. See [0009.06.03 \(Recertification Processing Standards\)](#).

If a 10-day notice is not sent, continue to issue benefits until a 10-day notice of adverse action can be given. This applies even if the certification period has ended.

MFIP:

The recertification form can be signed and dated by the caregiver(s) any time after the date MAXIS mailed the recertification packet.

MAXIS will also include the [Domestic Violence Information \(DHS-3477\) \(PDF\)](#) in the recertification packet.

Give the participant the [Family Violence Referral \(DHS-3323\) \(PDF\)](#). Provide information about counseling and support services, and permanent residence procedures for battered non-citizens. Review the continued exemption from the 60-month time limit for victims of family violence for whom you have an Employment Plan (EP) in place. See [0005.12.12.09 \(Family Violence Provisions/Referrals\)](#), [0010.18.33 \(Verifying Family Violence\)](#).

Conduct a recertification interview at least once every 12 months. See [0009.06.06 \(Recertification Interview\)](#).

Review extensions for participants who have been extended beyond the 60-month lifetime limit every 12 months, unless the documentation supporting the extension indicates the participant's condition could change earlier. See [0011.33 \(MFIP Hardship Extensions\)](#). This review should be considered a minimum requirement to recertify an extension. Review the situation and request new verification each time there is a change in the estimated end date. Counties and Tribal Nations should end an extension prior to the review, if criteria for the extension no longer apply. End the extension the 1st of the month following verification that the criteria no longer applies.

NOTE: Participants may move between extension categories.

Coordinate extension reviews with recertifications, if possible.

Do not consider the client ineligible and therefore subject to an overpayment solely because the agency fails to send a timely notice of termination. Consider it an overpayment only if the client does not meet eligibility factors such as income, assets, or basis of eligibility.

If the unit is ineligible for continued benefits or will receive reduced benefits based on information in the recertification form send a notice BEFORE the effective date.

DWP:

No provisions.

SNAP:

Conduct a recertification interview. An interview can be conducted over the phone, in the office or at a mutually agreed upon location. See [0009.06.06 \(Recertification Interview\)](#).

Certain forms are required to be provided and verbally reviewed with the unit during their recertification interview. See [0005.12.12.01 \(Forms/Handouts For Applicants\)](#) for a list of forms and information that must be provided and reviewed with clients.

The recertification form can be signed and dated by the client any time after the date MAXIS mailed the recertification packet. A verbal signature is also acceptable. See [0005.12.08 \(Verbal Signatures\)](#).

MAXIS will send the [Combined Annual Renewal for Certain Populations \(DHS-3727\) \(PDF\)](#) for cases:

- With 1 person, or 2 people if they are married and living together.

AND

- All unit members are age 18 or older.

AND

- The only income is SSI or SSI/RSDI.

If a recertification form is provided after the certification period ends but within 30 days of closure, the case can be reinstated and pro-rated based on the date the recertification process is complete. This does not apply if a CAF or MNbenefits was received after the certification period ends, as these forms are considered new applications. When the recertification process is not completed within 30 days of closure, the unit will need to re-apply.

MSA, GA, GRH:

MAXIS will also include the following forms in the recertification packet:

- Return envelope.
- [Domestic Violence Information \(DHS-3477\) \(PDF\)](#).

MAXIS will send the [Combined Annual Renewal for Certain Populations \(DHS-3727\) \(PDF\)](#) for cases:

- With 1 person, or 2 people if they are married and living together.

AND

- All unit members are age 18 or older.

AND

- The only income is SSI or SSI/RSDI.

This includes people age 18 or older who are residing in a long term care facility or receiving EW services who receive only SSI or SSI/RSDI income.

MAXIS will send the [Minnesota Health Care Programs Renewal for People Receiving Long-Term Care Services \(DHS-2128\) \(PDF\)](#) for people residing in long term care facilities or receiving EW services who do not meet the criteria to receive the Combined Annual Renewal for Certain Populations, including LTC residents who receive MSA for personal needs and EW enrollees residing in GRH facilities and receiving GRH payments. See the [Minnesota Health Care Programs Eligibility Policy Manual](#).

For MSA non-SSI units subject to monthly reporting, the unit must sign and date the CAF on or after the last day of the reporting period.

For GA units and all other MSA units, the unit can sign the CAF any time after the date MAXIS mailed the recertification packet.