



**COMBINED MANUAL  
DESCRIPTION OF CHANGES ATTACHMENT  
REVISED SECTIONS – ISSUED 03/2022**

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

**0002.09 (Glossary: Calendar Month...)** adds a new definition for CHANGE REPORT FORM FOR THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (DHS-2402B) (PDF).

**0002.63 (Glossary: Special Diet...)** adds new definition for STUDENT TRAINING PROGRAM.

**0007.03.02 (Six-Month Reporting)** in SNAP in the 5th paragraph in the 1st bullet adds clarification on reporting responsibilities for units that are initially approved with their income above 130%.

**0007.03.05 (Change Reporting)** in SNAP in the 5th paragraph deletes cross-reference to Change Report Form (DHS-2402) and adds cross-reference to Change Report Form for the Supplemental Nutrition Assistance Program (DHS-2402B).

**0008.03 (Changes - Obtaining Information)** in SNAP in the last paragraph deletes cross-reference to Change Report Form (DHS-2402) and adds cross-reference to Change Report Form for the Supplemental Nutrition Assistance Program (DHS-2402B).

**0008.06.21 (Change in County of Residence)** updates section throughout.

**0017.12.06 (Earned Income)** in general provisions in the 3rd paragraph changes "cash" to "income" for clarity. It also in the 11th bullet deletes training from the list of earned income.

**0017.15.18 (Employment, Training, and National Service Program Income)** moves MSA, GA, GRH provisions with MFIP provisions and deletes all previous MSA, GA, GRH provisions. It also in the 2nd paragraph adds language for clarity.

**0017.15.78 (National and Community Service Programs)** in MFIP, DWP, GA, GRH in the 1st paragraph adds and deletes language about what is considered earned income.

**0018.12.03 (Allowable SNAP Medical Expenses)** in SNAP in the 7th bullet deletes language to clarify the cost of a service animal is an allowable deduction for the elderly and disabled. It also adds a new 9th bullet that payments made for a loan used to pay a medical expense can be used as a deduction.

**0029.39 (The Matching Grant Program)** updates section throughout to clarify the language in this section to allow SNAP deductions for any amount from Matching Grant when it is vendored/used.

**0030.01 (Local Resettlement Agencies)** under the sub-heading INITIAL REFUGEE RESETTLEMENT FUNDS in the 2nd paragraph adds clarifying language about initial refugee resettlement funds. It also deletes Catholic Charities, Archdiocese of St. Paul & Minneapolis – St Paul, MN from the list of LOCAL RESETTLEMENT AGENCIES in MINNESOTA.

**0030.03.01 (Processing RCA Applications)** update county information throughout.

**0030.03.16 (Processing Reported Changes - RCA)** deletes and adds language for clarity throughout. It also updates county contact information.

**0030.27 (RCA Moves Within the State)** updates county contact information throughout.

**CALENDAR MONTH**

A period that begins with the 1st day of the month and ends with the last day of the month.

**CALENDAR QUARTER**

A period of 3 consecutive calendar months, ending with the last day of March, June, September or December.

**CAPITAL ASSET**

Property that is held by a company for investment and useful business purposes. Capital assets are those assets used by the business to make a profit such as; depreciable property (equipment and vehicles), real property (land and buildings), and property for sale to customers, like inventory or merchandise.

**CAPITAL EXPENDITURE**

The purchase or improvement of REAL PROPERTY or PERSONAL PROPERTY having a useful life of more than 1 year. See the [Self-Employment Guide \(PDF\)](#).

**CAPITAL GAIN**

Financial gains or profit from the sale of a CAPITAL ASSET. See [0017.15.54 \(Capital Gains and Losses as Income\)](#).

**CAPITAL LOSS**

Financial loss from the sale of a CAPITAL ASSET. See [0017.15.54 \(Capital Gains and Losses as Income\)](#).

**CAREGIVER**

A person who provides care and support to a MINOR CHILD. The person may or may not receive benefits.

MFIP, DWP : See [0014.03.03 \(Determining the Cash Assistance Unit\)](#) for a list of who may be a CAREGIVER. A pregnant woman with no other children is also considered a caregiver; see [0012.06 \(Requirements for Caregivers Under 20\)](#), [0013.03.03 \(Pregnant Woman Basis - MFIP/DWP\)](#).

**CASH ASSISTANCE**

Assistance received from 1 of the CASH PROGRAMS, excluding the food portion of an MFIP grant.

**CASH CUT-OFF NOTICE**

A notice sent prior to cash benefit issuance for the subsequent month. See [0026.12.18 \(Cash Cut-Off Notice\)](#).

**CASH GIFT**

Money given directly to a UNIT which is not otherwise counted as income to the unit, or considered to be a RELATIVE CONTRIBUTION.

**CASH-OUT DEMONSTRATION PROJECT**

SNAP: A pilot project that issues cash benefits to eligible people rather than benefits restricted to food purchases (People age 65 or older or eligible for SSI.)

**CASH PROGRAMS**

MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), DIVERSIONARY WORK PROGRAM (DWP), GENERAL ASSISTANCE (GA), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), and EMERGENCY GENERAL ASSISTANCE (EGA).

MFIP, DWP, MSA, GA, GRH: Also includes RETIREMENT, SURVIVORS, AND DISABILITY INSURANCE (RSDI), SUPPLEMENTAL SECURITY INCOME (SSI), VETERANS' BENEFITS, WORKERS' COMPENSATION, Railroad Retirement Benefits, and UNEMPLOYMENT INSURANCE.

**CASUALTY**

MFIP : Damage to a HOMESTEAD such as from fire.

**CATEGORY OF ASSISTANCE**

A general grouping of similar types of ASSISTANCE. The 2 categories in this manual are: CASH ASSISTANCE, see above, and SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM, see [0002.25 \(Glossary: First Adult...\)](#). Also see HEALTH CARE

---

PROGRAMS in [0002.29 \(Glossary: Gross RSDI...\)](#).

**C-CORPORATION**

An artificial 'legal being' (legal concept only) endowed by law with the powers, rights, liabilities and duties of a natural person. A corporation's assets are controlled by the business entity itself, not by the owners (stockholders) directly.

**CERTIFICATION**

The initial determination that an APPLICANT is eligible for ASSISTANCE.

**CERTIFICATION PERIOD**

The period of time between initial eligibility and the date a county must review the case, or the period of time between required reviews.

**CHANGE REPORTERS**

Units that are NOT required to report changes on a monthly HOUSEHOLD REPORT FORM (HRF) or COMBINED SIX-MONTH REPORT (CSR). For more information, see [0002.11 \(Glossary: Child Care...\)](#), [0002.31 \(Glossary: Honoraria...\)](#), [0007.03.02 \(Six-Month Reporting - SNAP\)](#), [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

**CHANGE REPORT FORM (DHS-2402) (PDF)**

A form given to clients who do not report monthly or every 6 months to report required changes; the form may also be used to report changes for all programs. See [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

**CHANGE REPORT FORM FOR THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (DHS-2402B) (PDF)**

A form given to SNAP clients who are Change Reporters to report certain changes in circumstances.

**CHEMICAL DEPENDENCY**

The compulsive use of a chemical(s) characterized by 3 or more of the following: daily use required to function, inability to stop using the chemical, repeated efforts to control or reduce excessive use, binge use, amnesia about events occurring while intoxicated, and use despite physical problems aggravated by use.

**CHEMICAL USE ASSESSMENT**

GA : An assessment interview and written listing of the client's specific problems related to chemical use which enables the assessor to determine a level of chemical involvement.

**CHILD**

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

SNAP: A person under age 22 who is living with a parent(s). See [0014.03.06 \(Determining the SNAP Unit\)](#).

**CHILD & TEEN CHECKUPS**

A component of the Medical Assistance program that promotes comprehensive health care that includes screening, diagnosis, and treatment services for children from birth to age 21. Child and Teen Checkups (C&TC) is Minnesota's name for the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. See the [Minnesota Health Care Programs Eligibility Policy Manual](#).

**SPECIAL DIET**

A diet prescribed by a physician for 1 of the medical conditions listed in [0023.12 \(Special Diets\)](#).

**SPECIAL NEED FUNDS**

Money available to some participants for some expenses not covered by the monthly grant. See [0023 \(Special Needs Payments\)](#).

**SPECIAL NEEDS TRUST**

Trusts established to benefit a person who is disabled and provide for the disabled beneficiary's future support needs when public assistance is insufficient. It is funded with the income or assets of the disabled beneficiary. A "pooled" special needs trust is one that is managed by a non-profit organization on behalf of many disabled beneficiaries.

**SPONSOR**

Any person, or public or private agency or organization, who signed an AFFIDAVIT agreeing to support an IMMIGRANT (who is not the MINOR CHILD or SPOUSE of the sponsor) as a condition of the IMMIGRANT's entry into the United States.

**SPOUSAL SUPPORT**

An allowance for support that a court orders a person to pay to his/her SPOUSE or former spouse.

**SPOUSE**

A person who is legally married to another person; husband or wife.

**SR**

See SIX-MONTH REPORTING in [0007.03.02 \(Six-Month Reporting\)](#).

**SSA**

See SOCIAL SECURITY ADMINISTRATION in [0002.61 \(Glossary: SELF...\)](#).

**SSDI**

See SOCIAL SECURITY DISABILITY INSURANCE in [0002.61 \(Glossary: SELF...\)](#).

**SSI**

See SUPPLEMENTAL SECURITY INCOME (SSI) in [0002.65 \(Glossary: Suitable...\)](#). Also see [0029.06.03 \(Supplemental Security Income Program\)](#).

**SSI GROSS LIMIT**

The FEDERAL BENEFIT RATE for the Supplemental Security Income Program. See FEDERAL BENEFIT RATE (FBR) in [0002.23 \(Glossary: Fair Hearing...\)](#).

**SSI RECIPIENT**

A person who receives at least \$1, or who is not receiving SSI due to recoupment or a 1-month suspension by SSA due to excess income. See the definitions of 1619A SOCIAL SECURITY ACT and 1619B SOCIAL SECURITY ACT in [0002.01 \(Glossary: 1619A...\)](#).

**SSN**

Social Security number.

**STAGGERED ISSUANCE**

SNAP: A BENEFIT issuance system which issues regular monthly SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM benefits throughout the 1st 15 days of the month. Units receive their benefits on the same day each month.

**STAGGERED ISSUANCE CYCLE**

Issuing BENEFITs over several days.

**STANDARD DISREGARD**

An income DISREGARD some programs apply to the EARNED INCOME or UNEARNED INCOME of every CLIENT. See [0018.21 \(Standard Disregard\)](#).

**STANDARD UTILITY ALLOWANCE**

A type of expense allowance available only to units that incur expenses for heating and/or cooling. The allowance covers heating, cooling, electricity, water, sewer, garbage, and phone expenses. For information on specific utility allowance amounts, see [0018.15 \(Shelter Deductions\)](#).

**STATE MEDICAL REVIEW TEAM (SMRT)**

People appointed by the COMMISSIONER to determine DISABILITY.

**STATE VERIFICATION AND EXCHANGE SYSTEM (SVES)**

The electronic data exchange which verifies Social Security numbers in a monthly batch job. It initiates SDX and BENDEX data exchanges to verify Title II (RSDI) and Title XVI (SSI) benefit information. It initiates BEER data exchanges to verify wages, self-employment and federal pension earnings from federal tax returns.

**STEPPARENT**

The spouse of a child's birth, adoptive, or legal parent.

**STORED VALUE CARD (SVC)**

SNAP: The Stored Value Card or debit card is an option custodial parents have of an account to have their child's support payment directly deposited into. The Stored value card has a VISA logo and can be used like a credit or debit card for purchases or at ATM's. The only money on the SVC card is child support that has been deposited by the Minnesota Child Support Payment Center.

**STRIKER**

An employee involved in a work stoppage, slowdown, or interruption of work, whether or not the employee voted for the strike.

**STRUCTURED SETTLEMENT**

Compensation awarded as a result of a lawsuit which is paid over a period of time.

**STUDENT EDUCATIONAL LOAN FUNDS**

State financial aid program for post-secondary students.

**STUDENT FINANCIAL AID**

Loans, grants, scholarships, and work study funds to be used for educational and living expenses while attending school.

**STUDENT TRAINING PROGRAM**

An education or training program designed to build skills, knowledge, and/or work experience. Regular employment that includes a training time period is not considered a student training program. See the [Student Training Program Guide and FAQ \(PDF\)](#).

**MFIP, DWP, MSA, GA:**

No provisions. See [0007.03 \(Monthly Reporting - Cash\)](#).

**SNAP:**

SNAP units who do NOT meet any of the criteria to be change reporters, are Six-Month Reporters. See [0007.03.05 \(Change Reporting\)](#). In addition, units receiving MFIP, including Uncle Harry Food Support units, are not Six-Month Reporters. For Uncle Harry FS monthly reporters, see [0007.03.01 \(Monthly Reporting – Uncle Harry FS\)](#).

At application, six-month reporting units must report all changes that occurred between the time of the interview and the time of the notice of eligibility. They must report these changes within 10 days of the date on the notice of eligibility to be considered reporting these changes timely.

Six-Month Reporters are required to complete a [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#). This is due by the 8th of the month of the last month in the current six-month report period. On this report units are required to report all changes. See [0007.03.04 \(Six-Month Reporting Deadlines\)](#). For information on what is considered a complete [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), see [0007.12.03 \(What Is a Complete HRF/CSR\)](#).

Six-Month Reporters are also required to complete the recertification process. At recertification, units are required to report all changes. For more information on the recertification process, see [Chapter 0009 \(Recertification\)](#).

During the certification period, Six-Month Reporters are required to report the following changes:

- When the unit's gross income exceeds 130% of the Federal Poverty Guidelines (FPG) for the unit's size. Use the FPG for unit's size at the time of the most recent application or recertification. See [0019.06 \(Gross Income Limits\)](#). If the unit is already certified with income above 130% FPG, the unit does not need to report changes until the next renewal. Add a worker comment to the approval notice letting the unit know of these modified reporting requirements. See POLI/TEMP Manual TE02.05.19 (SNAP Notices – Add Worker Comments) for the sample text to add to the approval notice.
- SNAP participants that are Able-Bodied Adult Without Dependents (ABAWD) need to report when their work or job activities fall below 20 hours per week, averaged 80 hours monthly.

These changes need to be reported by the 10th of the month following the month of the change to be considered reported timely. Units may report changes in person, by telephone or by mail. If the change is reported on weekends, holidays, or after hours, the date of the reported change will be the next business day. However, if the 10th lands on a weekend or holiday, consider the change reported timely. They may also use [Change Report Form \(DHS-2402\) \(PDF\)](#) to report changes, but are not required to use this form. If the unit reports a change to any member of the agency, it is considered reported to the entire agency. Workers within the agency must share information the unit has reported amongst each other to act on changes timely. For a definition of COUNTY AGENCY, see [0002.13 \(Glossary: Conciliation...\)](#). If a unit does not report 1 of the changes above timely, overpayments need to be assessed. See [0025.03 \(Determining Incorrect Payment Amounts\)](#).

During the certification period, clients may report other changes they are not required to report. Agencies must act on all reported changes within 10 days of the change being reported. See [0007.15.03 \(Unscheduled Reporting of Changes – SNAP\)](#), [0008.06.01 \(Implementing Changes – Program Provisions\)](#).

**GRH:**

GRH recipients who meet all of the following criteria are Six-Month Reporters:

- Have \$100 or more of monthly earned income.
- Do NOT receive SSI or MFIP.
- Projected to stay in the GRH setting for more than 30 days.

For information on what is considered a complete [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), see [0007.12.03 \(What Is a Complete HRF/CSR\)](#).



**MFIP, DWP, MSA, GA, GRH:**

No provisions.

**SNAP:**

SNAP units are change reporters if they meet 1 of the following criteria:

- Units in which all members are homeless. See HOMELESS in [0002.29 \(Glossary: Gross RSDI...\)](#).
- Units in which all members are in the migrant work stream. Not all members must be in agricultural work, but all members must be traveling together for this purpose.
- Units in which any member is a seasonal farmworker.
- Units in which all adult members are elderly or disabled if the unit has no earned income.
- Units living on Indian reservations. Unit members do not have to be members of a tribe to be eligible for this exemption.

At application, change reporting units must report any changes that occurred between the time of the interview and the time of the notice of eligibility. They must report these changes within 10 days of the date on the notice of eligibility to be considered reporting these changes timely.

Change reporters do not complete a Combined Six-Month Report but are required to complete the recertification process. At recertification, units are required to report all changes. For more information on the recertification process, see [Chapter 0009 \(Recertification\)](#).

During the certification period, change reporters are required to report the following changes:

- A change of more than \$125 per month in gross earned income.
- A change of more than \$125 in the amount of unearned income, EXCEPT changes relating to public assistance (PA).
- A change in the source of income, including starting or stopping a job, if the change in employment is accompanied by a change in income.
- A change in unit composition.
- A change in residence.
- A change in shelter costs (housing and utilities) due to a residency change.
- A change in legal obligation to pay child support.
- SNAP participants that are Able-Bodied Adult Without Dependents (ABAWD) need to report when their work or job activities fall below 20 hours per week, averaged 80 hours monthly.

These changes need to be reported by the 10th of the month following the month of the change to be considered reported timely. Units may report changes in person, by telephone or by mail. If the change is reported on weekends, holidays, or after hours, the date of the reported change will be the next business day. However, if the 10th lands on a weekend or holiday, consider the change reported timely. They may also use the [Change Report Form for the Supplemental Nutrition Assistance Program \(DHS-2402B\) \(PDF\)](#) to report changes but are not required to use this form. If the unit reports a change to any member of the agency, it is considered reported to the entire agency. Workers within the agency must share information the unit has reported amongst each other to act on changes timely. For a definition of the AGENCY, see [0002.13 \(Glossary: Conciliation...\)](#). If a unit does not report 1 of the changes above timely, overpayments need to be assessed. See [0025.03 \(Determining Incorrect Payment Amounts\)](#).

During the certification period, clients may report other changes they are not required to report. Agencies must act on all reported

changes within 10 days of the change being reported. See [0007.15.03 \(Unscheduled Reporting of Changes – SNAP\)](#), [0008.06.01 \(Implementing Changes – Program Provisions\)](#).

---

See [0008 \(Changes in Circumstances\)](#) for general information on changes, steps to follow when you learn of a change, tracking expected changes, and acting on changes. This section lists information about changes required in addition to that listed in [0008 \(Changes in Circumstances\)](#).

Some changes require a new [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#), a [Combined Application – Addendum \(DHS-5223C\) \(PDF\)](#), a [Minnesota Transition Application Form \(MTAF\) \(DHS-5223E\) \(PDF\)](#) or a combination of these forms:

- Changing from 1 assistance program to another: Usually requires a [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#) or an [Minnesota Transition Application Form \(MTAF\) \(DHS-5223E\) \(PDF\)](#). See [0005.09.03 \(When People Must Complete an Application\)](#), [0005.09.06 \(When Not to Require Completion of an Application\)](#), [0005.12 \(Accepting and Processing Applications\)](#).
- Adding a person to an existing cash assistance unit: Require a [Combined Application – Addendum \(DHS-5223C\) \(PDF\)](#). See [0005.09.09 \(When to Use an Addendum to an Application\)](#).
- Changing the client's basis of eligibility for some programs: See [0008.06.03 \(Change in Basis of Eligibility\)](#).

For more information on the [Minnesota Transition Application Form \(MTAF\) \(DHS-5223E\) \(PDF\)](#), see [0005.10 \(Minnesota Transition Application Form \(MTAF\)\)](#).

#### **MFIP, DWP:**

When a parent leaves the home:

- Require the client to complete appropriate questions on the [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#). Also give the client the [Cooperation With Child Support Enforcement \(DHS-2338\) \(PDF\)](#) for the non-custodial parent who left the home.
- Give the client [Referral to Support and Collections \(DHS-3163B\) \(PDF\)](#) for the non-custodial parent who left the home. Encourage the client to complete the form, but do not require it. See [0012.21.03 \(Support From Non-Custodial Parents\)](#).
- Give or send the client [Understanding Child Support, a Handbook for Parents \(DHS-3393\) \(PDF\)](#).

See [0012.21 \(Responsible Relatives Not in the Home\)](#), [0012.21.06 \(Child Support Good Cause Exemptions\)](#).

#### **SNAP:**

Do not terminate benefits solely because the client does not verify a change in housing, utility, or medical expenses.

- For decreased housing or medical expenses the client does not verify, budget the change if it reduces the benefits. Verify the change at recertification time.
- For increased housing or medical expenses the client does not verify, do not budget the increased amount. Verify the change at recertification time.

For more information on processing changes to housing and medical expenses during a unit's certification period, see [0010.18.02.03 \(Non-Mandatory Verifications – SNAP\)](#).

Request an addendum to add a person to an assistance unit, but do not deny or terminate assistance for failure to submit it. If the client does not complete the addendum, record relevant information provided by the client on an addendum form and file it in the case record. Offer the unit the right to change the principal wage earner if the person being added or removed is an adult parent with children (of any age) in the home or the adult has parental control over children in the home. See the description of principal wage earner in [0028.03.06 \(Determining SNAP Principal Wage Earner\)](#).

Provide change reporting units with a [Change Report Form for the Supplemental Nutrition Assistance Program \(DHS-2402B\) \(PDF\)](#) for reporting the required changes. See [0007.12 \(Agency Responsibilities for Client Reporting\)](#), [0007.15.03 \(Unscheduled](#)

[Reporting of Changes - SNAP\).](#)**MSA, GRH:**

For changes reported or discovered by a method other than on a [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#), a [Combined Six-Month Report Supplement for Cash Programs \(CSRS\) \(DHS-5576A\) \(PDF\)](#), or a [Household Report Form \(HRF\) \(DHS-2120\) \(PDF\)](#), process the changes as soon as notice provisions permit.

**GA:**

For changes reported or discovered by a method other than on an HRF, process changes as soon as possible. When processing an addendum to add a new person to a unit, use the same time frame allowed for applications. See [0005.12.15 \(Application Processing Standards\)](#).

---

Units that move from 1 county or Tribal Nation to another do not have to re-establish eligibility; benefits continue.

Follow the provisions below to transfer an active or pending case which is on MAXIS to another county or Tribal Nation. These procedures apply to all cases EXCEPT temporary placements of less than 90 days and moves to domestic violence shelters. You may choose not to transfer those cases.

- Update the address on MAXIS. Do not transfer the case until the unit has actually moved. Do NOT terminate or deny assistance.
- Complete as much of the outstanding work on the case as possible. Record in MAXIS case notes what work was not completed and the reason. For pending applications, see [0005.12 \(Accepting and Processing Applications\)](#).
- Inquire from the unit any other changes that have occurred as a result of the move. Send the client a request for verification of any changes using the [Verification Request Form \(DHS-2919\) \(PDF\)](#) with the return address of the new servicing county or Tribal Nation.
- For information that does not interface from MAXIS to WorkForce One, send a [DWP/MFIP Status Update Form \(DHS-3165\) \(PDF\)](#) if applicable, to the Employment Services Provider and the child care worker.
- Follow the checklist and procedures in TEMP Manual TE02.08.133 (Completing an Inter-Agency Case Transfer), TE02.08.134 (SPEC/XFER for Inter-Agency Case Transfers) to transfer the case to the new county or Tribal Nation using the SPEC/XFER panel. Transfer the electronic case to the new county or Tribal Nation by the later of these dates:
  - One working day after the date you received the report of the move.OR
  - The end of the day after the date of the move.

Do not transfer the case until the unit has actually moved.

- Before purging or transferring the case file, ensure that all information pertaining to an overpayment claim file be retained by the county with the overpayment claim. See [0025.06 \(Maintaining Records of Incorrect Payments\)](#).
- Purge the physical case record using current record retention policies. Send the physical case record to the new county or Tribal Nation within 5 working days after the date of the reported change or move, whichever is later. At county or Tribal Nation option, use the [Inter Agency Case Transfer Form \(DHS-3195\) \(PDF\)](#).

There may be situations where an applicant or participant unit moves to a new county or Tribal Nation but your county or Tribal Nation remains financially responsible. Follow the transfer procedures outlined above. You may need to keep a mini-file for administrative payments, such as burials.

Follow the provisions below when your county or Tribal Nation receives a transfer of an active or pending case on MAXIS due to a change in residence:

- Accept the case. Any issues related to electronic or paper cases received in unsatisfactory condition should be resolved at the supervisory level or above. Client service must never be interrupted during negotiations.
- Verify that the transferred case address is within your county or Tribal Nation. If it is not, immediately transfer the case to the correct county or Tribal Nation and notify them so that they can transfer the physical case file.
- Check the financial responsibility begin date on the SPEC/XFER panel and correct it if necessary. MAXIS will automatically transfer financial responsibility on the date listed. See [0006.06 \(Moving Between Counties - Participants\)](#).
- Inquire from the unit any other changes that are a result of the move. Send a request for verification of changes using the [Verification Request Form \(DHS-2919\) \(PDF\)](#).
- Update MAXIS with new or changed information. Complete the application process, recertification process, or other outstanding work as necessary.

- 
- Send a referral to the Employment Services Provider and child care worker in your county or Tribal Nation unless the client is exempt.

See TEMP Manual TE02.09.14 (How to Transfer a Single Claim) and TE02.09.18 (When to Transfer a MAXIS Claim) for when and how to transfer a MAXIS claim to another county or Tribal Nation.

To determine which county is financially responsible for which months, see [0006 \(Determining Financial Responsibility\)](#).

**MFIP:**

You do need to verify the new address, see [0011.09 \(County Residence\)](#).

Participants in the Safe At Home (SAH) Program only need to verify their county or Tribal Nation of residence, see [0029.29 \(Safe At Home Program\)](#).

When a minor child getting MFIP moves to another county or Tribal Nation to live with a different caregiver, the former county or Tribal Nation must remove the child from the unit effective the month after the move. See [0006.09 \(Moving Between Counties - Minor Children\)](#). If there is not enough time to send the unit a notice, remove the child effective the 2nd month after the move. See [0026 \(Notices\)](#). There is no overpayment if they report the move timely.

The new county or Tribal Nation must take an application or addendum for the child. See [0005.09.03 \(When People Must Complete an Application\)](#), [0005.09.09 \(When to Use an Addendum to an Application\)](#), [0008.06.06 \(Adding a Person to the Unit - Cash\)](#).

It is possible for a child to get benefits from 2 different counties in the same month. See [0011.21 \(Receipt of Other Assistance\)](#).

**DWP:**

For applicants:

- When a move between counties occurs before the application has been approved and before the employment plan (EP) has been developed, the case must be transferred to the new county or Tribal Nation. The receiving county or Tribal Nation must meet with the applicant prior to approval to develop an EP that includes activities that fit with the applicant and the receiving county or Tribal Nation.
- When the application has not been approved, but the EP has been developed in the first county or Tribal Nation, it is up to the receiving county or Tribal Nation to decide whether it would be easier to complete processing the case in the county or Tribal Nation to which the unit has just moved. The 2 agencies should agree to this prior to the case transfer.

For participants:

- When a move between counties or Tribal Nations occurs during the 4-month DWP period and the participant continues to meet DWP eligibility criteria, the case will remain on DWP. The new county or Tribal Nation MUST meet with the participant to develop an Employment Plan (EP) that builds on the work that had been done in the previous county. This does NOT apply to Mille Lacs Band of Ojibwe.

**SNAP, MSA, GA, GRH:**

You do not need to verify the new address, but do verify which county or Tribal Nation the new address is in. For SNAP, verification of the new shelter costs is needed to continue to allow any shelter costs as a deduction. See [0018.15 \(Shelter Deductions\)](#), [0010.18.02.03 \(Non-Mandatory Verifications – SNAP\)](#).

For information on reporting unscheduled changes, see [0007.15 \(Unscheduled Reporting of Changes – Cash\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

---

Earned income is income the client receives in exchange for work, service, effort, or labor. See EARNED INCOME in [0002.19 \(Glossary: Early...\)](#). Also see [0017 \(Determining Gross Income\)](#), [0017.12 \(Determining if Income Is Earned or Unearned\)](#). For how to count military income, see [0017.15.93 \(Military Income\)](#).

Earned income must be in return for, or as a result of, legal activity.

Earned income means income from:

- Wages.
- Salary.
- Commissions.
- Bonuses.
- Tips.
- Gratuities.
- Employment activities.
- Self-employment activities. Also see [0017.15.33 \(Self-Employment Income\)](#).
- An employer for payment of regularly accrued vacation leave or sick time.
- An employer for severance pay based on accrued leave time.
- Service, and rehabilitation programs at a rate at or greater than the state's minimum wage.
- Royalties.
- Honoraria.

**MFIP, DWP,GA:**

Follow general provisions.

**SNAP:**

Follow general provisions.

In addition, earned income also includes:

- Jury duty pay.
- Picket duty pay.
- Blood and plasma sales.
- In-kind. See [0017.15.24 \(In-Kind Income\)](#).

**MSA:**

For SSI recipients no action is required.

For non-SSI recipients follow general provisions.

**GRH:**

For SSI, MFIP, and DWP recipients, no provisions.

For all others, follow general provisions.

The Workforce Innovation and Opportunity Act (WIOA) is a national workforce preparation and employment system designed to integrate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs delivered through the Minnesota One Stop Operating System (MNOSOS). WIOA funds employment and training services for eligible adults, dislocated workers and youth.

Employment service providers working with cash and food participants must inform the participant's financial worker which WIOA program the participant is in so payments are correctly counted or excluded. Hours participating in WIOA programs count in the federal Work Participation Rate (WPR) even if the income is excluded.

Programs authorized under WIOA include:

- Job Corps.
- Summer Youth Employment Program (WIOA Youth).
- Minnesota Migrant Council.

**MFIP, MSA, GA, GRH:**

Do not count income from WIOA student training programs. See STUDENT TRAINING PROGRAMS in [0002.63 \(Glossary: Special Diet\)](#). Also see the [Student Training Program Guide and FAQ \(PDF\)](#).

Count all other WIOA payments that exceed the state's minimum wage as earned income EXCEPT for the following:

- Reimbursements for employment training.
- Reimbursements for work related expenses, such as child care and/or transportation.
- Payments received by:
  - A minor child under age 6.
  - A minor child age 6 or older who is enrolled full-time in an approved school.
  - A caregiver under 20 who is enrolled at least half-time in an approved school.

Also see [0017.15.15 \(Income of Minor Child/Caregiver Under 20\)](#).

**DWP:**

Follow MFIP. After the initial DWP determination, do not count any unanticipated income the unit may receive.

**SNAP:**

Exclude ALL WIOA income from allowances, earnings, or payments (including reimbursements).

Count earnings from On-the-Job Training (OJT) programs as earned income unless earned by people age 19 and under who are under the parental control of another adult household member regardless of whether attending and/or enrolled in school.



---

The Corporation for National and Community Service administers the following programs and special initiatives:

- AmeriCorps programs:
  - AmeriCorps State and National supports a broad range of local service programs that engage thousands of Americans, age 17 years and older, in intensive service to meet critical community needs.
  - AmeriCorps VISTA provides full-time members age 18 years and older to community organizations and public agencies to create and expand programs that build capacity and help bring low-income individuals and communities out of poverty.
  - AmeriCorps National Civilian Community Corps is a full-time residential program for men and women, ages 18-24, that strengthens communities while developing leaders through direct, team-based national and community service.
- Special initiatives and innovation grants.
- Senior Corps programs:
  - Foster Grandparent Program.
  - Retired and Senior Volunteer Program (RSVP).
  - Senior Companions Program.

See [Corporation for National and Community Service](#) for more information.

**MFIP, DWP, GA, GRH:**

Count income and payments from national or community service programs (salary, wages, or stipends, etc.) as earned income only if it meets or exceeds the state's minimum wage.

Count payments to civil service employees administering AmeriCorps programs as earned income.

**SNAP:**

Exclude all Senior Corps payments and payments made under any special initiatives or innovative grants.

Exclude all AmeriCorps State and AmeriCorps National (also known as AmeriCorps USA), and AmeriCorps NCCC payments as income.

For people who are already receiving SNAP, MFIP or SSI that accept an offer to join or start serving in AmeriCorps VISTA, the income received from AmeriCorps VISTA is not counted as income. Temporary interruptions in SNAP participation shall not alter the exclusion of this income once an initial determination has been made.

For people already serving in AmeriCorps VISTA prior to receiving SNAP, MFIP or SSI, count the income from AmeriCorps VISTA as earned income.

**MSA:**

For SSI recipients no action is required, SSA makes all income determinations.

For non-SSI recipients follow GA.



**MFIP, DWP, MSA, GA, GRH:**

No provisions.

**SNAP:**

Allow the following medical expenses for units meeting the criteria in [0018.12 \(Medical Deductions\)](#):

- Medical and dental care including psychotherapy and rehabilitation provided by a state licensed practitioner or other licensed professional.
- Hospital, outpatient treatment, nursing care, and nursing home care.
- Unreimbursed out-of-pocket prescription drug expenses and over the counter medication approved by a state licensed practitioner or other health professional.
- Medical or sickroom supplies and other prescribed equipment.
- Health and hospitalization insurance and Medicare premiums.
- Dentures, hearing aids, prescription eye glasses, and prosthetics.
- Purchase and maintenance costs of service animals.
- Transportation and lodging needed to get medical care. Use the flat rate deduction or itemize transportation expenses. See [0018.13 \(Transportation Expense\)](#).
- Payments made to a loan used to pay a one-time only medical expense. However, expenses for the loan, such as interest are not allowed as a medical deduction.
- Maintaining an attendant, homemaker, home health aide, child care services, or housekeeper needed due to age, infirmity, or illness. Also allow an amount equal to the Thrifty Food Plan (TFP) amount for 1 person if the unit provides the majority of the attendant's meals. Treat attendant care costs as a medical expense if they could qualify both as a medical and a dependent care deduction. See [0018.09 \(Dependent Care Deduction\)](#).
- Expenses used to meet an MA spenddown. See the [Minnesota Health Care Programs Eligibility Policy Manual](#). Do not automatically allow the total spenddown amount as an expense, unless you verified the expenses used to meet the spenddown at SNAP application or recertification and the unit has not reported further changes. Use a client's total medical expenses up to the amount of the spenddown. There are 2 medical spenddown types, 6-month and monthly. Do not assume clients who are on monthly medical spenddowns will always meet their spenddown.

For applications and recertifications received on or after June 1, 2006, for households with Medicare Part D deductions, allow the actual Medicare expenses incurred. This could include the following items:

- Medicare Part D premiums, if any.
- Unreimbursed out-of-pocket prescription costs.
- Other allowable medical expenses as outlined in this section.

Expenses must be within the SNAP time guidelines for acceptable expenses, and must be for people listed in 0018.12 (Medical Deductions). Some expenses used to meet a MA spenddown may be too old for SNAP purposes, and medical expenses for people other than the person eligible for the medical deduction may be used to meet a spenddown.

Budget monthly spenddown expenses as recurring medical expenses, 6-month spenddown expenses as nonrecurring. See [0018.12 \(Medical Deductions\)](#).

DO NOT allow the following expenses as medical deductions:

- Premiums for health and accident policies which pay lump sum settlements for death or dismemberment, or policies which

continue loan or mortgage payments while a person is disabled.

- Expenses paid for or reimbursed by a source outside the unit.
- The cost of special diets.
- Enrollment fees up to \$30 and any co-payments for the Medicare-approved discount card programs paid by the unit.
- Medical drug discount credit (\$600).
- Actual or standard medical expense for Medicare Drug discount participants.
- The cost of any illegal controlled substance, such as medical marijuana.

The Matching Grant (MG) program is a federal program funded through the Department of Health and Human Services Office of Refugee Resettlement (ORR) and administered by local resettlement agencies.

The MG program is focused on early self-sufficiency.

The MG program is an alternative to cash assistance, supporting participants to attain self-sufficiency within 180 days (6 months) of arrival in the United States.

MG participants ARE NOT eligible for other cash assistance programs, and cannot receive MFIP, RCA, SSI or any other cash assistance at the same time while enrolled in MG.

MG participants ARE eligible to apply for other types of assistance, such as SNAP and Medical Assistance benefits.

Local resettlement agencies will assist participants to fill out the Combined Application Form (CAF) applying for SNAP (food) only.

If MG participants apply for and receive other cash assistance, they become ineligible for MG, and lose all the additional support MG provides.

Only persons with the following non-citizen status are eligible for the MG program:

- Refugees.
- Iraqi and Afghani Special Immigrants.
- Asylees.
- Cuban and Haitian Entrants.
- Amerasians.
- Victims of Severe Forms of Trafficking.

Local resettlement agencies, under contract with their national Resettlement Agency Headquarters and ORR, administer and implement the MG program. Local resettlement agencies are not required to offer this program. Local resettlement agencies currently offering the MG program in Minnesota are:

- International Institute of Minnesota.
- Minnesota Council of Churches.
- Catholic Charities Winona Diocese.
- Lutheran Social Service of Minnesota.

The MG program design and implementation may vary by agency, but the following supports are provided to all MG participants for up to 6 months, or until the household becomes self-sufficient, whichever is earlier. Participants who exit the MG program cannot re-enroll back onto MG:

- Intensive employment supports.
- Case management supports.
- Financial supports, including:
  - Monthly cash allowance.
  - Housing and utility assistance.
  - Transportation assistance for work-related activity.
  - Assistance with employment-related expenses, such as work clothing or shoes.

Local resettlement agencies determine eligibility for the MG program and enroll participants within 30 days after arrival to the US. To be eligible, a household must have one or more employable person who is willing to aggressively pursue employment. Participants in the MG program receive an orientation which includes not participating in other cash assistance programs while in MG.

Expenses paid by MG must be allowed as a deduction for other assistance programs where applicable. This includes expenses such as housing and utility costs.

MG participants will obtain an Agency Letter of MG Enrollment/ Support indicating:

- Confirmation of enrollment in MG program.
- Contact information for MG case manager.
- Outline of MG supports client will receive.
- Listing of household members ineligible for public cash assistance programs because of enrollment in MG.

Participants who are not self-sufficient at the end of the MG program are eligible to apply for other cash assistance programs through the county. When MG closes for a participant, a notice from the MG agency will be provided to the county to confirm that the MG ended.

If you are unsure about an individual's MG participation, contact their local resettlement agency.

If you have a question about the MG program or an individual who is enrolled in MG, and are not able to contact the case manager listed on the Agency Letter of MG Enrollment/Support that accompanied a client's CAF, contact the agency and ask to speak with a supervisor or employment services coordinator:

- International Institute of Minnesota – St Paul, MN  
General Line: 651-647-0191
- Minnesota Council of Churches – Minneapolis, MN  
Refugee Services General Line: 612-874-8605
- Catholic Charities Winona Diocese – Rochester, MN  
General Line: 507-287-2047
- Lutheran Social Service of Minnesota – Minneapolis, MN  
General Line: 612-871-0221

Additional information about the Matching Grant Program is available at [Federal Office of Refugee Resettlement](#).

## INITIAL RECEPTION AND PLACEMENT SERVICES

Local resettlement agencies administer "Initial Reception and Placement Services" for persons arriving with refugee status in Minnesota. Through cooperative agreements with the U.S. Department of State and their affiliated national resettlement agency headquarters, local resettlement agencies are responsible to assist assigned persons with refugee status with basic needs and provide core services during the first 30-90 days after U.S. arrival. These services are often provided with support from local volunteers, relatives (called U.S.Ties) and church groups. Initial Reception and Placement core services include:

- Airport reception.
- Initial housing.
- Basic household furnishings and supplies.
- Initial food.
- Cultural orientation.
- Application for Social Security cards.
- Application for public benefits.
- School enrollment for children.
- English As a Second Language (ESL)/English Language Learning (ELL) and employment services enrollment for adults.
- Health screenings and connection to needed medical services.
- Connection to other specialized resources as needed.
- Disbursement of Initial Refugee Resettlement Funds.

## INITIAL REFUGEE RESETTLEMENT FUNDS

The federal government provides local resettlement agencies with a one-time sum of \$1,125 per person. These initial refugee resettlement funds help pay for some of a household's basic needs, including initial housing, basic furnishings, initial food, and clothing. Persons with refugee status may receive part of these resources in cash, and part in payments made to third parties on their behalf. Local resettlement agencies may have varying models for distributing and leveraging the initial refugee resettlement funds, but all must fully disburse the funds within 90 days of a person's arrival.

For the purposes of public benefits eligibility, initial refugee resettlement funds may NOT be counted toward income or assets for any program, whether received as cash or as vendored third party payments. Expenses paid by the initial refugee resettlement funds must be allowed as a deduction for other assistance programs where applicable. This includes expenses such as housing and utility costs.

## MATCHING GRANT PROGRAM FOR REFUGEES

Some local resettlement agencies may also offer a Matching Grant (MG) program for a limited number of people with refugee status. The MG program's goal is to help people with refugee status attain self-sufficiency within 6 months of arrival, without accessing to public cash assistance.

For more information about the Matching Grant program, see [0029.39 \(The Matching Grant Program\)](#).

## LOCAL RESETTLEMENT AGENCIES in RCA ADMINISTRATION

Local resettlement agencies participate in a contracted Public-Private Partnership (PPP) with DHS to administer the Refugee

Cash Assistance (RCA) program. The PPP model for RCA applies in 8 counties: Anoka, Carver, Dakota, Hennepin, Olmsted, Ramsey, Scott, and Washington. In these counties, RCA eligibility workers are housed within the local resettlement agencies. See [0030.03 \(Refugee Cash Assistance\)](#), [0030.03.01 \(Processing RCA Applications\)](#).

#### LOCAL RESETTLEMENT AGENCIES in MINNESOTA

The following are the local resettlement agencies in Minnesota:

- Arrive Ministries - Richfield, MN  
612-798-4332
- Catholic Charities, Diocese of Winona – Rochester, MN  
507- 287-2047
- International Institute of Minnesota – St Paul, MN  
651-647-0191
- Lutheran Social Service Metro – Minneapolis, MN  
612-879-5258
- Lutheran Social Service St Cloud – St Cloud, MN  
320-251-7700
- Minnesota Council of Churches – Minneapolis, MN  
612-874-8605

**ALL RCA APPLICATIONS**

- The date of RCA application is the date the signed CAF Page Number 1 is date-stamped or signed/dated as received by either a county worker or a RCA eligibility worker in a Public-Private-Partnership agency (PPP). This date is the date of application for cash and SNAP. If the application is received on weekends, holidays, or after hours, the date of application will be the next business day.
- Applicants do not need to provide a social security number to be eligible for RCA. Do not delay or deny RCA because the applicant does not have or has not received a social security number.

**PPP ADMINISTERED RCA: Anoka, Benton, Carver, Dakota, Hennepin, Kandiyohi, Olmsted, Ramsey, Scott, Sherburne, Stearns, and Washington Counties****APPLICATIONS FOR PRIMARY REFUGEE ARRIVALS**

The Department of Human Services - Resettlement Programs Office (DHS-RPO) contracts with local resettlement agencies to administer the RCA program for the PPP counties.

New primary refugee arrivals into the state who reside in a PPP administered county must file their RCA applications with the local resettlement agency that processed their resettlement.

The PPP RCA eligibility worker at the local resettlement agency signs and dates the CAF Page Number 1 on behalf of the county agency.

It is the responsibility of the PPP RCA eligibility workers housed at local resettlement agencies to make all RCA eligibility determinations.

County workers in the PPP administered counties should not approve RCA eligibility (opening, closing or changing benefit levels).

Some primary refugee arrivals may not understand that they must file an application with the local resettlement agency that resettled them. If an RCA applicant submits application with the county, ask the applicant if they:

- Are a PRIMARY REFUGEE ARRIVAL: This means they arrived to Minnesota as their initial resettlement state through a local resettlement agency.

PRIMARY REFUGEE ARRIVAL includes people with the following statuses:

- Refugees. See REFUGEES in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).
- Amerasians. See AMERASIANS in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).
- Iraqi or Afghan Special Immigrants. See IRAQI OR AFGHAN SPECIAL IMMIGRANTS in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).

If the applicant is a PRIMARY REFUGEE ARRIVAL, date-stamp the application and send the applicant to their local resettlement agency for RCA eligibility determination.

- For a list of local resettlement agencies, see [0030.01 \(Local Resettlement Agencies\)](#).

- If the applicant is unsure which local resettlement agency they are connected to, follow the procedures listed below under OTHER ELIGIBLE POPULATIONS.

- Are a SECONDARY REFUGEE ARRIVAL: This means they arrived to another state as their initial resettlement state and then moved to Minnesota. If they are secondary refugee arrivals, follow the procedures listed below under OTHER ELIGIBLE POPULATIONS.
- Are an ASYLEE, CUBAN / HAITIAN ENTRANT, or VICTIM OF TRAFFICKING: If they have one of these RCA eligible statuses, follow the procedures listed below under OTHER ELIGIBLE POPULATIONS.

When an applicant files a CAF with a local resettlement agency and the application includes a request for Supplemental Nutrition Assistance Program (SNAP), the RCA eligibility worker must:

- Enter the CAF Page number 1 on the same day it is received at the local resettlement agency.

- 
- Review for expedited SNAP eligibility (immediately FAX a copy of the CAF if applying for SNAP and the applicant appears to be eligible for expedited service).
  - Immediately FAX the CAF Page number 1 to the county if the applicant requests SNAP.
  - Conduct an RCA and SNAP intake interview.
  - Obtain all verifications mandatory for RCA eligibility.
  - Process the RCA eligibility.
  - FAX a copy of the CAF and verifications to the county contact person to process the SNAP.
    - The county is not required to conduct a second face-to-face intake interview for processing the SNAP.
    - For information on requirements for processing expedited SNAP services, see [0004.06 \(Emergencies - 1st Month Processing\)](#).
    - The county maintains the SNAP case after processing the SNAP application.
  - Provide RCA program and financial orientation.
  - Review Combined Six-Month Reports (CSRs) for RCA cases also receiving SNAP and FAX copies of the CSR and attachments to the county agency. A participant will not be required to report to both the local resettlement agency and to the county agency when a change occurs. The RCA eligibility worker will immediately report any changes to the county via fax or by phone.
  - Complete the 6-month RCA face-to-face review.
  - Maintain the RCA case through the 8-month eligibility period.

#### **APPLICATIONS FOR OTHER ELIGIBLE POPULATIONS (Secondary Refugee Arrivals, Asylees, Cuban/Haitian Entrants, and Victims of Trafficking)**

In addition to PRIMARY REFUGEE ARRIVALS, persons with the following statuses are also eligible to apply for RCA:

- Secondary Refugee Arrivals. See SECONDARY REFUGEE in [0002.59 \(Glossary: RSDI...\)](#).
- Asylees. See ASYLEE in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).
- Cuban/Haitian Entrants. See CUBAN/HAITIAN ENTRANTS in [0011.03.18 \(Non-Citizens - People Fleeing Persecution\)](#).
- Victims of Trafficking. See [0011.03.30 \(Non-Citizens – Trafficking Victims\)](#).

These eligible populations are NOT resettled through a local resettlement agency in Minnesota, and are likely to submit RCA application to the county agency rather than a local resettlement agency. Once the county agency determines an applicant may be eligible for RCA, the county must:

- Immediately process any requests for SNAP.

**NOTE:** Most RCA applicants may be eligible for expedited SNAP, see [0004.04 \(Emergency Aid Eligibility - SNAP/Expedited Food\)](#).

- Inform the applicant that the RCA application will be faxed to a local resettlement agency for RCA eligibility determination. Fax the application to the appropriate RCA PPP agency, based on applicant's county of residence:
  - International Institute of MN (IIMN): Ramsey, Washington and Dakota Counties.
  - Minnesota Council of Churches (MCC): Hennepin, Anoka, Carver, and Scott Counties.
  - Catholic Charities Diocese of Winona (CC-Rochester): Olmsted.

---

- Lutheran Social Service (LSS-St. Cloud): Benton, Kandiyohi, Sherburne, and Stearns.

- Tell the applicant that they will receive a phone call from the RCA PPP agency within 7 days.
- Ensure the applicant's correct and current contact information is listed on the application.
- Provide the applicant with written contact information for the RCA worker at the appropriate RCA PPP agency:

Hamdi Maalin - International Institute of MN (IIMN)  
700 Raymond Ave #100  
St Paul, MN 55114  
Phone: 651-377-8606

Tar Paw – Minnesota Council of Churches (MCC)  
122 W. Franklin Avenue, Suite 100  
Minneapolis, MN 55404  
Phone: 612-230-3225

Fatema Giwa – Catholic Charities Diocese of Winona (CC-Rochester)  
903 W Center Street #220  
Rochester, MN 55902  
Phone: 507-287-2047 ext 23

Adam Kadogo – Lutheran Social Service (LSS-St. Cloud)  
2400 Park Avenue  
Minneapolis, MN 55404  
Phone: 612-229-6295

- Encourage the applicant to call the contact phone number if someone has not contacted them within 7 days.
- Fax the entire application and all verifications to the appropriate RCA PPP agency:

International Institute of MN (IIMN)  
FAX number: 651-647-9268, ATTN: RCA - Hamdi Maalin

Minnesota Council of Churches (MCC)  
FAX number: 612-870-3622. ATTN: RCA - Tar Paw

Catholic Charities – Rochester (CC-Rochester)  
FAX number: 507-287-2050. ATTN: RCA – Fatema Giwa

Lutheran Social Service – (LSS St. Cloud)  
FAX number: 320-251-8898. ATTN: RCA – Adam Kadogo

When IIMN or MCC receives a referral from 1 of the metro PPP administered counties, the RCA eligibility worker must:

- Enter a CASE/NOTE regarding the receipt of the application.
- Contact the applicant by phone within 7 days of receipt of the application.

- If IIMN or MCC is unsuccessful in reaching the applicant within 7 days, the RCA eligibility worker sends the applicant a letter requesting contact with IIMN or MCC. The letter is written in English AND the client's preferred language, as indicated on the application.

- If the applicant fails to respond within 30 days from the date the letter is sent, the RCA application is denied for failure to complete an interview.

- If the client responds after an initial RCA application has been denied, a new application must be filed.

- Enter a CASE/NOTE regarding any contacts or attempted contacts with the applicant.
- Complete the RCA eligibility determination and processing and will maintain the RCA case through the 8-month eligibility period.

**COUNTY ADMINISTERED RCA: All Counties EXCEPT Anoka, Benton, Carver, Dakota, Hennepin, Kandiyohi, Olmsted, Ramsey, Scott, Sherburne, Stearns, and Washington Counties**

All RCA applicants, residing outside of the PPP administered counties will continue to file the CAF with the agency in their county of residence. The county agencies will process RCA applications and maintain RCA cases through the 8-month RCA eligibility period.

RCA applicants may also submit an [MNbenefits](#) application to the county agency. For [MNbenefits](#) application date, follow RCA application date provision above, or see [0005.12.09 \(Date of Application\)](#).

For moves from a county-administered program to a PPP administered county or moves from a PPP administered to a county-administered county, see [0030.27 \(RCA - Moves Within the State\)](#).

For RCA case closure instructions, see [0030.21 \(Closing RCA\)](#).

RCA participants must report changes that affect their eligibility. RCA participants may report unscheduled changes in person, by telephone, or by mail. They may use the [Change Report Form \(DHS-2402\) \(PDF\)](#) to report changes for any program. Follow MFIP policy in [0007.15 \(Unscheduled Reporting of Changes – Cash\)](#).

RCA participants who are subject to monthly reporting requirements must report changes using the [Household Report Form \(HRF\) \(DHS-2120\) \(PDF\)](#). Follow MFIP policy in [0007.03 \(Monthly Reporting – Cash\)](#).

**PPP-ADMINISTERED COUNTIES: Anoka, Benton, Carver, Dakota, Hennepin, Kandiyohi, Olmsted, Ramsey, Scott, Sherburne, Stearns, and Washington**

For information about PPP (Public-Private Partnership)-Administered Counties, see [0030.03.01 \(Processing RCA Applications\)](#).

When changes are reported to either the county agency, the PPP RCA eligibility worker, or the employment service provider, the information must be shared with all parties involved.

To determine which PPP RCA eligibility worker is assigned to a case, PF1 on the secondary worker logon id field on any STAT panel. The pop-up window provides the name, address, phone number and MAXIS email code for the worker. See TE02.13.02 (How to Locate Worker's Name and Address).

The PPP RCA eligibility workers housed at local resettlement agencies are a part of the county eligibility network. A release of information is not required for:

- County agency workers to contact the PPP RCA eligibility workers housed at local resettlement agencies for information about RCA cases (for example: reported changes, verification of initial refugee resettlement funds, employment, pay stubs, residency, etc.).

OR

- PPP RCA Eligibility Workers to contact the county agencies for information about RCA cases (for example: reported changes, status of non-RCA program benefits, etc.).



---

When a client moves within the state, this may affect how their RCA case is administered. Moves involve good communication between the original county of residence and the new county of residence. Moves involving PPP (Public-Private Partnership) administered counties will also involve the PPP RCA eligibility staff in the local resettlement agencies. The county staff and the local resettlement agency PPP RCA eligibility staff should consult on who will perform the tasks listed below.

### **MOVE FROM A PPP ADMINISTERED COUNTY TO A COUNTY ADMINISTERED PROGRAM**

When an RCA participant moves from 1 of the 12 PPP administered counties to a county administered program, the transferring county and/or local resettlement agency PPP RCA eligibility worker must:

- Contact the local resettlement agency PPP RCA eligibility worker/county financial worker regarding the move to determine who will complete the transfer tasks.
- Enter the last day of the month of the move as an end date on STAT/ALTP.
- Remove the local resettlement agency PPP RCA eligibility worker logon id as the secondary worker in SPEC/XFER.
- Transfer the MAXIS case to the new county of residence.

If the participant does not have an EBT card, the new county of residence must contact the participant to schedule an appointment for the participant to attend EBT training and issue the EBT card.

The new county of residence should review the RCA case and follow the policies and procedures for maintaining the RCA case through the remainder of the eligibility period. This includes the policies regarding referral and participation in employment services in the new county of residence, sanctions for non compliance and recovery of overpayments when applicable.

### **MOVE FROM A COUNTY ADMINISTERED TO A PPP ADMINISTERED PROGRAM**

When an RCA participant moves from a county administered program to 1 of the 12 PPP administered counties, the transferring county worker must:

- Inform the participant that their RCA case will close effective the 2nd month after the move. Require them to apply for RCA with a local resettlement agency administering the RCA program. (For example, the unit moves on 3/19/15. The RCA will close effective 5/1/15). The RCA participant is required to complete an interview with a local resettlement agency worker. The local resettlement agency PPP RCA eligibility worker must ensure that a referral is made to an RCA-Employment Service Provider in the new county of residence.
- Provide the participant with the contact name/number for the new county of residence:
  - Dakota, Ramsey, and Washington counties contact :  
Hamdi Maalin -- International Institute of MN (IIMN)  
Phone: 651-377-8606  
Fax: 651-647-9268
  - Anoka, Carver, Hennepin, and Scott counties contact:  
Tar Paw – Minnesota Council of Churches (MCC)  
Phone: 612-230-3225  
Fax: 612-870-3622
  - Olmsted County contact:  
Fatema Giwa -- Catholic Charities  
Phone: 507-287-2047 Ext. 23  
Fax: 507-287-2050
  - Benton, Kandiyohi, Sherburne, and Stearns counties contact:

---

Adam Kadogo – Lutheran Social Service (LSS)  
Phone: 612-229-6295  
Fax: 320-251-8898

- Transfer the MAXIS case to the new county of residence as per current policies and procedures.
- Provide the participant's new address and phone number to the appropriate local resettlement agency (see above).
  - Hamdi Maalin  
Email: [Hmaalin@iimn.org](mailto:Hmaalin@iimn.org)
  - Fatema Giwa  
Email: [fgiwa@ccsommn.org](mailto:fgiwa@ccsommn.org)
  - Tar Paw  
Email: [tar.paw@churches.org](mailto:tar.paw@churches.org)
  - Adam Kadogo  
Email: [adam.kadogo@lssmn.org](mailto:adam.kadogo@lssmn.org)

It is the responsibility of the agency worker at the new county of residence to close the RCA effective the 2nd month after the move.

#### **MOVE FROM A PPP ADMINISTERED COUNTY TO ANOTHER PPP ADMINISTERED COUNTY WITHIN THE METRO AREA**

When an RCA participant moves from one PPP administered county to another PPP administered county, the transferring county worker shall transfer the MAXIS case to the new county of residence as per current policies/procedures. See [0008.06.21 \(Change in County of Residence\)](#).

#### **MOVE FROM A PPP ADMINISTERED COUNTY IN THE METRO AREA TO OLMSTED COUNTY, OR VICE VERSA**

When an RCA participant moves from a PPP administered county in the metro area to Olmsted County, and vice versa, the transferring county worker must follow the procedures for a participant who moves from a county-administered to PPP administered program. This will ensure that the participant is referred to a local resettlement agency PPP RCA eligibility worker and to an RCA-Employment Service provider in the new county of residence.