



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 02/2019**

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

0001 (Table of Contents) adds 0017.11 (Determining New Spouse Income), 0022.11 (New Spouse Income).

0002.15 (Glossary: Deed...) adds a new definition for DESIGNATED SPOUSE.

0005.12.15 (Application Processing Standards) in GA adds a cross-reference to 005.12.15.03 (Delays in Processing Applications).

0005.12.15.03 (Delays in Processing Applications) in GA adds a cross-reference to 005.12.15 (Application Processing Standards).

0010.18.01 (Mandatory Verifications - Cash Assistance) in MFIP under the sub-headings VERIFY THE FOLLOWING AT INITIAL APPLICATION, VERIFY THE FOLLOWING AT RECERTIFICATION, VERIFY THE FOLLOWING CHANGES WHEN REPORTED adds a new bullet to verify marriage date, if needed to determine eligibility for New Spouse Income policy. This was EFFECTIVE 12/1/18. It also in MSA adds a new 1st paragraph that for all applicants and recipients, verify eligibility for special needs payments, if the client appears to be eligible.

0017.11 (Determining New Spouse Income) is a new section about determining New Spouse Income. This was EFFECTIVE 12/1/18.

0022.11 (New Spouse Income) is a new section about New Spouse Income. This was EFFECTIVE 12/1/18.

0029.27 (Low Income Home Energy Assistance Program) updates section throughout.

0030.03.03 (RCA Assistance Units) in the 2nd paragraph in the 2nd bullet adds New Spouse Income information. This was EFFECTIVE 12/1/18.

0030.03.09 (Determining RCA Gross Income) adds a new sub-heading and policy for NEW SPOUSE INCOME (NSI) POLICY. This was EFFECTIVE 12/1/18. It also under the subheading INCOME OF AN INELIGIBLE SPOUSE in the 1st paragraph deletes "and who has income".

0030.12 (Refugee Employment Services) under sub-heading RES FOR RCA PARTICIPANTS deletes the prior last paragraph and adds a new last paragraph for participants not exempted from RES/ES.

TABLE OF CONTENTS

0001

Chapter 1	Table of Contents
Chapter 2	Glossary
Chapter 3	Client Responsibilities and Rights
Chapter 4	Emergencies
Chapter 5	Applications
Chapter 6	Determining Financial Responsibility
Chapter 7	Reporting
Chapter 8	Changes in Circumstances
Chapter 9	Recertification
Chapter 10	Verification
Chapter 11	Technical Eligibility
Chapter 12	Procedural Eligibility
Chapter 13	Basis of Eligibility
Chapter 14	Assistance Units
Chapter 15	Assets
Chapter 16	Income From People Not in the Unit
Chapter 17	Determining Gross Income
Chapter 18	Determining Net Income
Chapter 19	Gross Income Test
Chapter 20	Net Income Limits
Chapter 22	Budgeting and Benefit Determination
Chapter 23	Special Needs Payments
Chapter 24	Payments
Chapter 25	Benefit Adjustments and Recovery
Chapter 26	Notices
Chapter 27	Appeals
Chapter 28	Employment Services
Chapter 29	Other Related Programs
Chapter 30	Refugee Resettlement Program

COMBINED MANUAL

ISSUE DATE 02/2019

TABLE OF CONTENTS

0001

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

0001

CHAPTER 1	TABLE OF CONTENTS
0001	Table of Contents
CHAPTER 2	GLOSSARY
0002.01	Glossary: 1619A...
0002.03	Glossary: Agent Orange...
0002.05	Glossary: Assistance Standard...
0002.07	Glossary: Benefit...
0002.09	Glossary: Calendar Month...
0002.11	Glossary: Child Care...
0002.13	Glossary: Conciliation...
0002.15	Glossary: Deed...
0002.17	Glossary: Displaced Homemaker...
0002.19	Glossary: Early...
0002.21	Glossary: Employment...
0002.23	Glossary: Fair Hearing...
0002.25	Glossary: First Adult...
0002.27	Glossary: FSET...
0002.29	Glossary: Gross RSDI...
0002.31	Glossary: Honoraria...
0002.33	Glossary: Independent...
0002.35	Glossary: Inventory...
0002.37	Glossary: Learning...
0002.39	Glossary: Lump Sum...
0002.41	Glossary: Medically Necessary...
0002.43	Glossary: Money...
0002.45	Glossary: Netherlands' Act...
0002.47	Glossary: OJT...
0002.49	Glossary: Permanent...
0002.51	Glossary: Professional...
0002.53	Glossary: Qualified...
0002.55	Glossary: Recipient...
0002.57	Glossary: Relative...
0002.59	Glossary: RSDI...
0002.61	Glossary: SELF...
0002.63	Glossary: Special Diet...
0002.65	Glossary: Suitable...
0002.67	Glossary: Thrifty...
0002.69	Glossary: Tribal...
0002.69.01	Glossary: Trust Definitions

TABLE OF CONTENTS

0001

0002.71	Glossary: Two Party...
0002.73	Glossary: Victim...
CHAPTER 3	CLIENT RESPONSIBILITIES AND RIGHTS
0003	Client Responsibilities and Rights
0003.03	Client Responsibilities - General
0003.06	Client Responsibilities - Quality Control
0003.09	Client Rights
0003.09.03	Client Rights - Civil Rights
0003.09.06	Client Rights - Data Privacy Practices
0003.09.09	Client Rights, Private and Confidential Data
0003.09.12	Client Rights - Limited English Proficiency
CHAPTER 4	EMERGENCIES
0004	Emergencies
0004.01	Emergencies - Program Provisions
0004.03	Emergency Aid Eligibility - Cash Assistance
0004.04	Emergency Aid Eligibility - SNAP/Expedited Food
0004.06	Emergencies - 1st Month Processing
0004.06.03	Emergencies - After Hours
0004.09	Emergencies - 2nd and 3rd Month Processing
0004.12	Verification Requirements for Emergency Aid
0004.15	Emergencies - Postponed Verification Notice
0004.18	Determining the Amount of Emergency Aid
0004.48	Destitute Units--Migrant/Seasonal Farmworker
0004.51	Destitute Units, Eligibility and Benefits
0004.57	Emergency Aid Overpayments
CHAPTER 5	APPLICATIONS
0005	Applications
0005.03	Assistance Requests
0005.03.03	Predicting Eligibility
0005.06	Authorized Representatives
0005.06.03	Who Can/Cannot Be Authorized Representatives
0005.06.06	Disqualifying Authorized Representatives
0005.09	Combined Application Form (CAF)
0005.09.03	When People Must Complete an Application
0005.09.06	When Not to Require Completion of an Application
0005.09.09	When to Use an Addendum to an Application
0005.09.12	Application - Pending Cases

TABLE OF CONTENTS

0001

0005.09.15	Emergency Assistance and Applications
0005.10	Minnesota Transition Application Form (MTAF)
0005.12	Accepting and Processing Applications
0005.12.03	What is a Complete Application
0005.12.06	Who Must Sign Applications
0005.12.09	Date of Application
0005.12.12	Application Interviews
0005.12.12.01	Forms/Handouts for Applicants
0005.12.12.06	Orientation to Financial Services
0005.12.12.09	Family Violence Provisions/Referrals
0005.12.15	Application Processing Standards
0005.12.15.01	Processing SNAP Application Non-Mandatory Verification
0005.12.15.03	Delays in Processing Applications
0005.12.15.06	Determining Who Caused the Delay
0005.12.15.09	Delays Caused by the Applicant Household
0005.12.15.12	Delays Caused by the Agency
0005.12.15.15	Delays Caused by the Agency and Applicant
0005.12.18	Withdrawing an Application
0005.12.21	Reinstating a Withdrawn Application

CHAPTER 6 DETERMINING FINANCIAL RESPONSIBILITY

0006	Determining Financial Responsibility
0006.03	Initial Application
0006.06	Moving Between Counties - Participants
0006.09	Moving Between Counties - Minor Children
0006.12	Assistance Terminated Within Last 30 Days
0006.15	Multiple County Financial Responsibility
0006.18	Excluded Time Facilities and Services
0006.18.03	Excluded Time - Entering
0006.18.06	Excluded Time - Leaving
0006.21	Transferring Responsibility - Old County
0006.24	Transferring Responsibility - New County
0006.27	County Financial Responsibility Disputes
0006.30	State Financial Responsibility Disputes

CHAPTER 7 REPORTING

0007	Reporting
0007.03	Monthly Reporting - Cash
0007.03.01	Monthly Reporting - Uncle Harry FS
0007.03.02	Six-Month Reporting

TABLE OF CONTENTS

0001

0007.03.03	Monthly Reporting Deadlines
0007.03.04	Six-Month Reporting Deadlines
0007.03.06	Processing a Late HRF
0007.03.07	Processing a Late Combined Six-Month Report
0007.12	Agency Responsibilities for Client Reporting
0007.12.03	What Is a Complete HRF/CSR
0007.12.06	Incomplete HRF/CSR
0007.15	Unscheduled Reporting of Changes - Cash
0007.15.03	Unscheduled Reporting of Changes - SNAP
0007.18	Good Cause for Not Reporting
CHAPTER 8	CHANGES IN CIRCUMSTANCES
0008	Changes in Circumstances
0008.03	Changes - Obtaining Information
0008.06	Implementing Changes - General Provisions
0008.06.01	Implementing Changes - Program Provisions
0008.06.03	Change in Basis of Eligibility
0008.06.06	Adding a Person to the Unit - Cash
0008.06.07	Adding a Person to the Unit - SNAP
0008.06.09	Removing a Person From the Unit
0008.06.12	Adding a Person's Income
0008.06.12.09	Converting a Pregnant Woman Case
0008.06.15	Removing or Recalculating Income
0008.06.18	Change in Participant's Age
0008.06.21	Change in County of Residence
0008.06.24	DWP Conversion or Referral to MFIP
CHAPTER 9	RECERTIFICATION
0009	Recertification
0009.03	Length of Recertification Periods
0009.03.03	When to Adjust the Length of Certification
0009.06	Recertification Process
0009.06.03	Recertification Processing Standards
0009.06.03.03	Processing SNAP Recertification Non-Mandatory Verification
0009.06.06	Recertification Interview
CHAPTER 10	VERIFICATION
0010	Verification
0010.03	Verification - Cooperation and Consent
0010.06	Sources of Verification - Documents

TABLE OF CONTENTS

0001

0010.09	Sources of Verification, Collateral Contacts
0010.12	Sources of Verification - Home Visits
0010.15	Verification - Inconsistent Information
0010.18	Mandatory Verifications
0010.18.01	Mandatory Verifications - Cash Assistance
0010.18.02	Mandatory Verifications - SNAP
0010.18.03	Verifying Social Security Numbers
0010.18.03.03	Verifying Social Security Numbers - Newborns
0010.18.05	Verifying Disability/Incapacity - Cash
0010.18.06	Verifying Disability/Incapacity - SNAP
0010.18.08	Verifying State Residence - Cash
0010.18.09	Verifying Self-Employment Income
0010.18.11	Verifying Citizenship and Immigration Status
0010.18.11.03	Systematic Alien Verification (SAVE)
0010.18.12	Verifying Lawful Temporary Residence
0010.18.15	Verifying Lawful Permanent Residence
0010.18.15.03	Lawful Permanent Resident: USCIS Class Codes
0010.18.15.06	Verifying Social Security Credits
0010.18.18	Verifying Sponsor Information
0010.18.21	Identify Non-Immigrant or Undocumented People
0010.18.21.03	Non-Immigrant People: USCIS Class Codes
0010.18.24	Verification - I-94 Cards
0010.18.27	Verification - I-551 Card
0010.18.30	Verifying Student Income and Expenses
0010.18.33	Verifying Family Violence
0010.21	Verification Due Dates
0010.24	Income and Eligibility Verification System
0010.24.03	IEVS Match Type and Frequency
0010.24.06	Resolving IEVS Matches
0010.24.06.03	UNVI Match Report Terms
0010.24.09	Processing IEVS Matches Timely
0010.24.12	Determining IEVS Effect on Eligibility
0010.24.15	Recording IEVS Resolution Findings
0010.24.18	Client Cooperation with IEVS
0010.24.21	IEVS Safeguarding Responsibilities
0010.24.24	IEVS Non-Disclosure and Employee Awareness
0010.24.27	IEVS Fraud
CHAPTER 11	TECHNICAL ELIGIBILITY
0011	Technical Eligibility

TABLE OF CONTENTS

0001

0011.03	Citizenship and Immigration Status
0011.03.03	Non-Citizens - MFIP/DWP Cash
0011.03.06	Non-Citizens - MFIP Food Portion
0011.03.09	Non-Citizens - SNAP/MSA/GA/GRH
0011.03.12	Non-Citizens - Lawful Permanent Residents
0011.03.12.03	Non-Citizens - Adjustment of Status
0011.03.15	Non-Citizens - LPR With Sponsors
0011.03.17	Non-Citizens - Public Charge
0011.03.18	Non-Citizens - People Fleeing Persecution
0011.03.21	Non-Citizens - Victims of Battery/Cruelty
0011.03.24	Non-Citizens - Lawfully Residing People
0011.03.27	Undocumented and Non-Immigrant People
0011.03.27.03	Protocols for Reporting Undocumented People
0011.03.30	Non-Citizens - Trafficking Victims
0011.06	State Residence
0011.06.03	State Residence - Excluded Time
0011.06.06	State Residence - Interstate Placements
0011.06.09	State Residence - 30-Day Requirement
0011.09	County Residence
0011.12	Institutional Residence
0011.12.01	Drug Addiction or Alcohol Treatment Facility
0011.12.03	Under Control of the Penal System
0011.15	Strikers
0011.18	Students
0011.21	Receipt of Other Assistance
0011.24	Able-Bodied Adults Without Dependents
0011.27	Criminal Conviction
0011.27.03	Drug Felons
0011.27.03.01	Drug Felons - SNAP
0011.27.06	Parole Violators
0011.27.09	Fleeing Felons
0011.27.12	Residency Fraud Conviction
0011.30	60-Month Lifetime Limit
0011.30.03	MFIP Transition Period
0011.30.06	180 to 60 Days Before MFIP Closes
0011.33	MFIP Hardship Extensions
0011.33.02	MFIP Hardship Extensions - Removing 1 Parent
0011.33.03	MFIP Employed Extension Category
0011.33.03.03	Limited Work Due to Illness/Disability
0011.33.06	MFIP Hard to Employ Extension Category

TABLE OF CONTENTS

0001

0011.33.09	MFIP Ill/Incapacitated Extension Category
0011.36	Special Medical Criteria
0011.39	Qualified Professionals
CHAPTER 12	PROCEDURAL ELIGIBILITY
0012	Procedural Eligibility
0012.03	Providing/Applying for an SSN
0012.06	Requirements for Caregivers Under 20
0012.12	Applying for Other Benefits
0012.12.03	Interim Assistance Agreements
0012.12.06	Special Services - Applying for Social Security
0012.15	Incapacity and Disability Determinations
0012.15.03	Medical Improvement Not Expected (MINE) List
0012.15.06	State Medical Review Team (SMRT)
0012.15.06.03	SMRT - Specific Program Requirements
0012.18	Assigning Rights to Support
0012.21	Responsible Relatives Not in the Home
0012.21.03	Support From Non-Custodial Parents
0012.21.06	Child Support Good Cause Exemptions
0012.24	Child Support Sanctions
0012.30	Chemical Use Assessment
CHAPTER 13	BASIS OF ELIGIBILITY
0013	Basis of Eligibility
0013.03	MFIP Bases of Eligibility
0013.03.03	Pregnant Woman Basis - MFIP/DWP
0013.03.06	MFIP Basis - State-Funded Cash Portion
0013.03.09	MFIP Housing Assistance Grant
0013.05	DWP Bases of Eligibility
0013.06	SNAP Categorical Eligibility/Ineligibility
0013.09	MSA Bases of Eligibility
0013.09.03	MSA Basis - Age 65 or Older
0013.09.06	MSA Basis - Blind
0013.09.09	MSA Basis - Disabled Age 18 and Older
0013.15	GA Bases of Eligibility
0013.15.03	GA Basis - Permanent Illness
0013.15.06	GA Basis - Temporary Illness
0013.15.09	GA Basis - Caring for Another Person
0013.15.12	GA Basis - Placement in a Facility
0013.15.18	GA Basis - Unemployable

TABLE OF CONTENTS

0001

0013.15.24	GA Basis - DD/MI
0013.15.27	GA Basis, SSD/SSI Application/Appeal Pending
0013.15.30	GA Basis - Advanced Age
0013.15.33	GA Basis - Displaced Homemakers
0013.15.39	GA Basis - Performing Court Ordered Services
0013.15.42	GA Basis - Learning Disabled
0013.15.48	GA Basis - English Not Primary Language
0013.15.51	GA Basis - People Under Age 18
0013.15.54	GA Basis - Drug/Alcohol Addiction
0013.18	GRH Bases of Eligibility
0013.18.03	GRH Basis - Age 65 or Older
0013.18.06	GRH Basis - Blind
0013.18.09	GRH Basis - Disabled Age 18 and Older
0013.18.12	GRH Basis - Requires Services in Residence
0013.18.15	GRH Basis - Permanent Illness
0013.18.18	GRH Basis - Temporary Illness
0013.18.21	GRH Basis - Unemployable
0013.18.24	GRH Basis - DD/MI
0013.18.27	GRH Basis - SSD/SSI Appl/Appeal Pend
0013.18.30	GRH Basis - Advanced Age
0013.18.33	GRH Basis - Learning Disability
0013.18.36	GRH Basis - Drug/Alcohol Addiction

CHAPTER 14**ASSISTANCE UNITS**

0014	Assistance Units
0014.03	Determining the Assistance Unit
0014.03.03	Determining the Cash Assistance Unit
0014.03.03.03	Opting Out of MFIP Cash Portion
0014.03.06	Determining the SNAP Unit
0014.06	Who Must Be Excluded From Assistance Unit
0014.09	Assistance Units - Temporary Absence
0014.12	Units for People With Multiple Residences

CHAPTER 15**ASSETS**

0015	Assets
0015.01	Counted Assets
0015.03	Asset Limits
0015.06	Availability of Assets
0015.06.03	Availability of Assets with Multiple Owners
0015.06.06	Availability of Trusts

TABLE OF CONTENTS

0001

0015.27	Assets - Income
0015.30	Assets - Payments Under Federal Law
0015.39	Assets - Vehicle Exclusions
0015.48	Whose Assets to Consider
0015.48.03	Whose Assets to Consider - Sponsors W/I-864
0015.48.06	Whose Assets to Consider - Sponsors W/I-134
0015.54	Evaluation of Vehicles
0015.60	Evaluation of Lump Sums
0015.63	Evaluation of Pension and Retirement Plans
0015.69	Asset Transfers
0015.69.03	Asset Transfers From Spouse to Spouse
0015.69.06	Improper Asset Transfers
0015.69.09	Improper Transfer Ineligibility
0015.69.12	Improper Transfers - Onset of Ineligibility
0015.69.15	Multiple Asset Transfers
0015.72	Excess Assets - Applicants
0015.75	Excess Assets - Participants
0015.78	Waivers of Asset Rules
CHAPTER 16	INCOME FROM PEOPLE NOT IN THE UNIT
0016	Income From People Not in The Unit
0016.03	Income From Disqualified Unit Members
0016.06	Income From Ineligible Spouse of Unit Member
0016.09	Income From Ineligible Stepparents
0016.12	Income From Parents of Adult GA Children
0016.15	Income From Ineligible Parents
0016.18	Income of Inel. Parent/Guard. of Minor Crgvr
0016.18.01	200 Percent of Federal Poverty Guidelines
0016.21	Income of Sponsors of Immigrants With I-134
0016.21.03	Income of Sponsors of LPRs With I-864
0016.24	Income of Parents Not Applying
0016.27	Income From Spouses Who Choose Not to Apply
0016.33	Income of Ineligible Non-Citizens
0016.36	Income of Ineligible Students
0016.39	Income of Ineligible Able-Bodied Adults
0016.42	Income of Non-Applicants
CHAPTER 17	DETERMINING GROSS INCOME
0017	Determining Gross Income
0017.01	Non-Recurring Income

TABLE OF CONTENTS

0001

0017.03	Available or Unavailable Income
0017.06	Excluded Income
0017.09	Converting Income to Monthly Amounts
0017.11	Determining New Spouse Income
0017.12	Determining if Income Is Earned or Unearned
0017.12.03	Unearned Income
0017.12.06	Earned Income
0017.15	Specific Types of Income
0017.15.03	Child and Spousal Support Income
0017.15.06	Assistance Payments Income
0017.15.09	Income From Tribal Payments
0017.15.12	Infrequent, Irregular Income
0017.15.15	Income of Minor Child/Caregiver Under 20
0017.15.18	Employment, Training, and National Service Program Income
0017.15.24	In-Kind Income
0017.15.27	Vendor Payments as Income
0017.15.30	Lump Sum Income
0017.15.32	ABLE Accounts
0017.15.33	Self-Employment Income
0017.15.33.03	Self-Employment, Convert Inc. to Monthly Amt
0017.15.33.24	Self-Employment Income From Farming
0017.15.33.27	Self-Employment Income From Roomer/Boarder
0017.15.33.30	Self-Employment Income From Rental Property
0017.15.36	Student Financial Aid Income
0017.15.36.03	When to Budget Student Financial Aid
0017.15.36.06	Identifying Title IV or Federal Student Aid
0017.15.36.09	Student Financial Aid Deductions
0017.15.39	Foster Care Payment Income
0017.15.42	Interest and Dividend Income
0017.15.45	Income From RSDI and SSI
0017.15.45.03	How to Determine Gross RSDI
0017.15.48	Displaced Homemaker Program Income
0017.15.51	Payments Resulting From Disaster Declaration
0017.15.54	Capital Gains as Income
0017.15.57	Payments to Persecution Victims
0017.15.60	Family Support Grant Income
0017.15.63	Relative Custody Assistance Grants
0017.15.66	Older Americans Act
0017.15.69	Adoption Assistance
0017.15.75	Reimbursement of Expenses

TABLE OF CONTENTS

0001

0017.15.78	National and Community Service Programs
0017.15.81	Utility Payments
0017.15.84	Contracts for Deed as Income
0017.15.90	Trust Disbursement Income
0017.15.93	Military Income
0017.15.99	Housing Subsidy
CHAPTER 18	DETERMINING NET INCOME
0018	Determining Net Income
0018.01	Determining Net Income - GRH
0018.06	Work Expense Deductions
0018.06.06	Plan to Achieve Self-Support (PASS)
0018.09	Dependent Care Deduction
0018.12	Medical Deductions
0018.12.03	Allowable SNAP Medical Expenses
0018.13	Transportation Expense
0018.15	Shelter Deductions
0018.15.03	Shelter Deduction - Home Temporarily Vacated
0018.15.09	Utility Deductions
0018.18	Earned Income Disregards
0018.21	Standard Disregard
0018.30	Allocations
0018.33	Child and Spousal Support Deductions
0018.36	Child Unmet Need
0018.39	Prior and Other Income Reductions
0018.42	Income Unavailable in First Month
CHAPTER 19	GROSS INCOME TEST
0019	Gross Income Test
0019.03	Gross Income Test - What Income to Use
0019.06	Gross Income Limits
0019.09	GIT for Separate Elderly Disabled Units
CHAPTER 20	NET INCOME LIMITS
0020	Net Income Limits
0020.03	People Exempt From Net Income Limits
0020.06	Choosing the Assistance Standard Table
0020.09	MFIP/DWP Assistance Standards
0020.12	SNAP Assistance Standards
0020.18	GA Assistance Standards

TABLE OF CONTENTS

0001

0020.21	MSA Assistance Standards
0020.22	GRH Assistance Standards
0020.24	Personal Needs Allowance
CHAPTER 22	BUDGETING AND BENEFIT DETERMINATION
0022	Budgeting and Benefit Determination
0022.03	How and When to Use Prospective Budgeting
0022.03.01	Prospective Budgeting - Program Provisions
0022.03.01.03	Prospective Budgeting - SNAP Provisions
0022.03.03	Ineligibility in a Prospective Month - Cash
0022.03.04	Ineligibility in a Prospective Month - SNAP
0022.06	How and When to Use Retrospective Budgeting
0022.06.03	When Not to Budget Income in Retro. Cases
0022.09	When to Switch Budget Cycles - Cash
0022.09.03	When to Switch Budget Cycles - SNAP
0022.11	New Spouse Income
0022.12	How to Calc. Benefit Level - MFIP/DWP/GA
0022.12.01	How to Calculate Benefit Level - SNAP/MSA/GRH
0022.12.02	Beginning Date of Eligibility
0022.12.03	Proration
0022.12.03.03	Proration Table
0022.15	Counting Lump Sums as Income
0022.15.03	Budgeting Lump Sums in a Prospective Month
0022.15.06	Budgeting Lump Sums in a Retrospective Month
0022.18	Suspensions
0022.18.03	Overpayments Relating to Suspended Cases
0022.21	Income Overpayment Relating to Budget Cycle
0022.24	Uncle Harry Food Support Benefits
CHAPTER 23	SPECIAL NEEDS PAYMENTS
0023	Special Needs Payments
0023.06	Home Repairs
0023.09	Household Furnishings and Appliances
0023.12	Special Diets
0023.15	Guardian or Conservator Fees
0023.18	Restaurant Meals
0023.21	Representative Payee Services
0023.24	MSA Housing Assistance

TABLE OF CONTENTS

0001

CHAPTER 24	PAYMENTS
0024	Payments
0024.03	When Benefits Are Paid - MFIP/DWP
0024.03.03	When Benefits Are Paid - SNAP/MSA/GA/GRH
0024.04	How Benefits Are Paid
0024.04.03	Benefit Delivery Methods
0024.04.03.03	Benefit Delivery Methods--Program Provisions
0024.04.04	Changes in Automatic Benefit Delivery Method
0024.04.06	Expedited SNAP Issuance
0024.04.09	GA Weekly Issuance
0024.05	Cashing Warrants
0024.06	Provisions for Replacing Benefits
0024.06.03	Situations Requiring SNAP Benefit Replacement
0024.06.03.03	Replacing SNAP Stolen/Lost Before Receipt
0024.06.03.15	Replacing Food Destroyed in a Disaster
0024.06.03.18	Replacing Damaged SNAP Cash-out Warrants
0024.09	Protective and Vendor Payments
0024.09.01	Protective and Vendor Payments-SNAP/MSA/GA/GRH
0024.09.03	Choosing Protective Payees
0024.09.09	Discontinuing Protective and Vendor Payments
0024.09.12	Payments After Chemical Use Assessment
0024.12	Issuing and Replacing Identification Cards
CHAPTER 25	BENEFIT ADJUSTMENTS AND RECOVERY
0025	Benefit Adjustments and Recovery
0025.03	Determining Incorrect Payment Amounts
0025.06	Maintaining Records of Incorrect Payments
0025.09	Correcting Underpayments
0025.09.03	Where to Send Corrective Payments
0025.12	Types of Overpayments
0025.12.03	Overpayments Exempt From Recovery
0025.12.03.03	Suspending or Terminating Recovery
0025.12.03.06	Bankruptcy
0025.12.03.09	Claim Compromise & Termination
0025.12.06	Repaying Overpayments - Participants
0025.12.09	Repaying Overpayments - Non-Participants
0025.12.12	Action on Overpayments - Time Limits
0025.15	Order of Recovery - Participants
0025.18	Order of Recovery - Non-Participants
0025.21	Recovery Methods

TABLE OF CONTENTS

0001

0025.21.03	Overpayment Repayment Agreement
0025.21.06	Civil Recovery
0025.21.07	JOL - Establishing Claims
0025.21.08	JOL - Docketing & Renewing
0025.21.09	Revenue Recapture Act
0025.21.12	Estate Claims
0025.21.15	Recoupment
0025.21.15.03	Amount to Recoup
0025.21.18	Treasury Offset Program
0025.24	Fraudulently Obtaining Public Assistance
0025.24.03	Recovering Fraudulently Obtained Assistance
0025.24.06	Disqualification for Fraud
0025.24.06.03	Administrative Disqualification Hearing
0025.24.07	Disqualification for Illegal Use of SNAP
0025.24.08	SNAP Electronic Disqualified Recipient System
0025.27	Protection From Garnishment
0025.30	Financial Responsibility, People Not in Home
0025.30.03	Contributions From Parents Not in Home
CHAPTER 26	NOTICES
0026	Notices
0026.03	Content of Notices
0026.06	Notice - Approval of Application or Recert.
0026.09	Notice of Processing Delays
0026.12	Timing of Notices
0026.12.03	10 Day Notice
0026.12.06	5 Day Notice
0026.12.09	Adequate Notice
0026.12.12	When Not to Give Additional Notice
0026.12.15	When to Give Retroactive or No Notice
0026.12.18	Cash Cut-Off Notice
0026.12.21	Voluntary Request for Closure Notice
0026.15	Notice of Denial, Termination, or Suspension
0026.18	Notice of Change in Benefit
0026.21	Notice of Change in Issuance Method
0026.24	Notice of Relative Contribution
0026.27	Notice of Mass Changes
0026.30	Notice, Disqualification of Authorized Rep.
0026.33	Notice, Denying Good Cause for IV-D Non-Coop
0026.39	Notice of Overpayment and Recoupment

TABLE OF CONTENTS

0001

0026.42	Notice of Incomplete or Missing Report Form
0026.45	Notice of SNAP Expiration
0026.48	Notices - IEVS
0026.51	Notices - Chemical Use Assessment
CHAPTER 27	APPEALS
0027	Appeals
0027.03	Appealable Issues
0027.06	Client Appeal Rights
0027.09	Appeal Requests
0027.12	Appeal Hearing Process
0027.12.03	Appeal Hearing Expense Reimbursement
0027.15	Continuation of Benefits
0027.18	Effect of Appeal Decision
CHAPTER 28	EMPLOYMENT SERVICES
0028	Employment Services
0028.03	County Agency Empl. Serv. Responsibilities
0028.03.01	County Agency SNAP E&T Responsibilities
0028.03.02	ES Provider Responsibilities - SNAP E&T
0028.03.03	Employment Services/SNAP E&T Required Components
0028.03.04	SNAP E&T Assessment/EDP
0028.03.06	Determining SNAP Principal Wage Earner
0028.03.09	Reporting Changes to Job Counselor
0028.06	Participation Requirements
0028.06.02	Universal Participation Provisions
0028.06.03	Who Must Participate in Empl. Services/SNAP E&T
0028.06.10	Who Is Exempt From SNAP E&T
0028.06.12	Who Is Exempt From SNAP Work Registration
0028.09	ES Overview/SNAP E&T Orientation
0028.09.03	Content of ES Overview/SNAP E&T Orientation
0028.09.06	Exemptions From ES Overview/SNAP E&T Orientation
0028.12	Education Requirements
0028.15	Employment Plan (EP)
0028.16	Support Services
0028.18	Good Cause for Non-Compliance--MFIP/DWP
0028.18.01	MFIP Good Cause--Caregivers Under 20
0028.18.02	MFIP Good Cause--Child Care
0028.18.03	Suitable/Unsuitable Work
0028.18.06	Conciliation Conferences

TABLE OF CONTENTS

0001

0028.21	Good Cause Non-Compliance-SNAP/MSA/GA/GRH
0028.30	Sanctions for Failure to Comply - Cash
0028.30.03	Pre 60-Month Type/Length of ES Sanctions
0028.30.04	Post 60-Month Empl. Services Sanctions
0028.30.04.03	Post 60-Month Sanctions: 2-Parent Provisions
0028.30.06	Type/Length of SNAP E&T Sanctions
0028.30.09	Refusing or Terminating Employment
0028.30.12	Sanction Notice for Minor Caregiver
0028.33	Employment Services/SNAP E&T Notice Requirements

CHAPTER 29**OTHER RELATED PROGRAMS**

0029	Other Related Programs
0029.03	Health Care Programs
0029.03.03	Transitional MA Programs
0029.03.06	Family Support Grant Program
0029.03.09	Consumer Support Grant Program
0029.03.12	Workers' Compensation
0029.03.15	Veterans' Benefits
0029.03.18	Relative Custody Assistance Program
0029.06	Other Maintenance Programs
0029.06.03	Supplemental Security Income Program
0029.06.06	Retirement, Survivors & Disability Insurance
0029.06.09	Unemployment Insurance
0029.06.12	Foster Care
0029.06.21	United States Repatriation Program
0029.06.24	Tribal TANF Programs
0029.06.24.03	Tribal TANF - Mille Lacs Band of Ojibwe
0029.06.24.06	Tribal TANF – Red Lake Band of Chippewa Indians
0029.07	Food and Nutrition Programs
0029.07.03	State Food Programs
0029.07.06	School Lunch Program
0029.07.09	Women, Infants, and Children (WIC) Program
0029.07.12	Commodity Supplemental Food Program
0029.07.15	Food Distribution Program-Indian Reservation
0029.09	Telephone Assistance Programs
0029.15	Social Services
0029.20.03	Publicly Assisted Housing
0029.20.09	Family Homeless Prevention Assistance
0029.20.12	Bridges Housing Subsidy
0029.27	Low Income Home Energy Assistance Program

TABLE OF CONTENTS

0001

0029.29	Safe At Home Program
0029.30	Child Care Assistance
0029.31	Child Care Resource and Referral
0029.36	Domestic Violence Brochure
0029.39	The Matching Grant Program
CHAPTER 30	REFUGEE RESETTLEMENT PROGRAM
0030	Refugee Assistance Programs
0030.01	Local Resettlement Agencies
0030.03	Refugee Cash Assistance
0030.03.01	Processing RCA Applications
0030.03.01.01	Ineligible for Other Cash Programs
0030.03.03	RCA Assistance Units
0030.03.06	RCA Assistance Standards
0030.03.09	Determining RCA Gross Income
0030.03.12	RCA Asset Limits
0030.03.15	RCA Budgeting
0030.03.16	Processing Reported Changes - RCA
0030.03.18	RCA Overpayments and Underpayments
0030.05	RCA Benefit Issuance
0030.06	Refugee Medical Assistance
0030.09	RCA Financial Orientation
0030.12	Refugee Employment Services
0030.12.03	RCA Post-Secondary Education/Training
0030.12.06	RCA Employment Services Good Cause Claims
0030.15	RCA Sanction Provisions
0030.18	RCA 5-Month Reviews
0030.21	Closing RCA
0030.24	RCA/RES Appeals
0030.27	RCA - Moves Within the State

DEED

Legal document which conveys ownership of property between parties.

DEEM

To count all or part of the income from responsible members who are not in the UNIT toward the benefit as if it were income the unit had received. See [0016 \(Income From People Not in the Unit\)](#).

DEFER

SNAP: Defer a mandatory SNAP E&T participant if all of the SNAP E&T funding has been used. See TEMP Manual TE02.05.70 (SNAP E&T WREG ABAWD Exemption/Participation).

DEFERRED ACTION

See "Other Discretionary Classifications" in [0011.03.24 \(Non-Citizens - Lawfully Residing People\)](#).

DEFERRED ENFORCED DEPARTURE (DED)

See "Other Discretionary Classifications" in [0011.03.24 \(Non-Citizens - Lawfully Residing People\)](#).

DENIAL

The act of disapproving an APPLICATION for ASSISTANCE or an ADDENDUM asking to add a person to a grant.

DEPENDENT CARE DEDUCTION

An income deduction based on the cost of caring for a child or adult. See [0018.09 \(Dependent Care Deduction\)](#).

DEPENDENT 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 [0011.24 \(Able-Bodied Adults Without Dependents\)](#), [0014.03.06 \(Determining the SNAP Unit\)](#).

DEPORTATION

Expulsion of a NON-CITIZEN from the United States.

DESIGNATED SPOUSE

MFIP, DWP, RCA: A person whose income may not be counted under the New Spouse Income policy. See [0022.11 \(New Spouse Income\)](#).

DESTITUTE

SNAP: Describes MIGRANT AND SEASONAL FARMWORKER UNITS whose only income for the month is limited to the provisions listed in [0004.48 \(Destitute Units--Migrant/Seasonal Farmworker\)](#).

DHS

The Minnesota Department of Human Services.

DIRECT CHILD SUPPORT

Support a custodial parent receives directly from a non-custodial parent even though receipt of support is assigned as a condition of receiving assistance.

DIRECT SPOUSAL SUPPORT

Support a client receives directly from a former spouse even though support is assigned as a condition of receiving assistance.

DISABILITY

Each program has its own requirements for disability/incapacity. See [0012.15 \(Incapacity and Disability Determinations\)](#).

DISABILITY PENSION

A fixed sum paid regularly to disabled people or their dependents.

DISABLED

Each program has its own requirements for disability/incapacity. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#), [0012.15 \(Incapacity and Disability Determinations\)](#), [0013.09.09 \(MSA Basis - Disabled Age 18 and Older\)](#), [0013.15 \(GA Bases of Eligibility\)](#).

MFIP, DWP : Participants are considered ill, injured, or incapacitated if there is professional certification of an illness, injury, or incapacity that is expected to last more than 30 days which severely limits the participant's ability to obtain or maintain suitable employment. Consider a participant to have met the employment related criteria for this category if the qualified professional determines that the participant's condition prevents him/her from working 20 or more hours per week. See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#).

DISASTER

See FNS DISASTER DECLARATION in [0002.25 \(Glossary: First Adult...\)](#), NATURAL DISASTER in [0002.43 \(Glossary: Money...\)](#).

DISCONJUGATE GAZE

GA : An inability to move both eyes in unison.

DISCOVERY DATE

The date the agency receives all documentation necessary to calculate a claim. See [0025.03 \(Determining Incorrect Payment Amounts\)](#).

All assistance programs require you to process applications as soon as possible, and within a certain number of days from the date of application. Day 1 of the count starts with the 1st day following the date of application. See [0005.12.09 \(Date of Application\)](#). See program provisions listed below for application processing timetables.

Processing standards are the maximum time you have to determine eligibility. Do NOT treat this time as a waiting period for eligibility.

Determine eligibility as soon as the necessary information is available. Send a notice approving, pending, or denying eligibility. See [0010 \(Verification\)](#), [0026 \(Notices\)](#).

The processing standards for Emergency General Assistance, DWP and expedited SNAP applications differ from standard applications. See [0004.06 \(Emergencies - 1st Month Processing\)](#), [0005.12.09 \(Date of Application\)](#).

Within the processing period:

- Review the application for completeness.
- Schedule and conduct the interview. See [0005.12.12 \(Application Interviews\)](#).
- Verify mandatory and inconsistent items. See [0010.18 \(Mandatory Verifications\)](#), [0010.21 \(Verification Due Dates\)](#).
- Determine eligibility.
- Send a notice. See [0026 \(Notices\)](#).

See [0005.12.15.03 \(Delays in Processing Applications\)](#) for what to do when you cannot determine eligibility within the time frames listed below because clients do not provide information, for delays not caused by clients, and when not to delay processing.

See [0022.03.03 \(Ineligibility in a Prospective Month - Cash\)](#), [0022.03.04 \(Ineligibility in a Prospective Month - SNAP\)](#) for provisions relating to cases that are ineligible in a prospective month.

MFIP:

Determine eligibility no later than 30 days following the date of the application. Clients must be eligible for assistance on the date you approve the case.

To meet the 30-day requirement, you may want to conduct interviews for minor caregivers on an accelerated schedule due to the time that social service evaluations might require. See [0004.01 \(Emergencies - Program Provisions\)](#), [0012.06 \(Requirements for Caregivers Under 20\)](#).

DWP:

Below are various steps and time lines in processing a DWP application:

- Conduct the initial face to face interview to determine DWP eligibility within 5 working days of receiving the application. Although you must conduct an interview within 5 working days, the participant still has 30 days before the application expires. If an applicant does not show up for an appointment within the 5 days, attempt to reschedule the appointment. If more than 30 days have lapsed since the date of application, deny the application, giving proper notice.
- Determine the need for child care at the interview and complete a child care application before the interview ends. Forward the child care application to the child care worker the day that it is completed.
- Within 1 working day of determining that the applicant meets the DWP eligibility criteria, refer the participant to ES. Trigger the referral based on county policy. Some counties may choose to make the referral pending receipt of final verifications, others may choose to wait until all verifications are in. Prompt referral to ES is critical because applicants cannot receive DWP benefits until eligibility is determined and an initial EP has been developed and signed.

The participant's referral to ES must be in writing and must contain:

- Notification that, as part of the application process, applicants are required to develop and sign an Employment Plan or the DWP application will be denied.
- The name and phone number of the ES provider.
- The immediate availability of supportive services, including, but not limited to, child care, transportation, and other work-related aid.
- The rights, responsibilities, and obligations of participants in the program, including, but not limited to, their rights under the Americans with Disabilities Act (ADA), the grounds for good cause, the consequences of refusing or failing to participate fully with program requirements, and the appeal process. Also see [0003.09.03 \(Client Rights - Civil Rights\)](#).

The Job Counselor will meet with the DWP participant within 10 working days of the county referral to develop and sign an initial EP. The Job Counselor must notify the county within 1 working day of the date the EP was signed.

Authorize DWP benefits through MAXIS to the participant within 1 working day of being notified by the ES provider that the initial EP has been developed and signed.

Use the following forms:

- [Diversionary Work Program Referral to Employment Services \(DHS-4161\) \(PDF\)](#).
- [Client Responsibilities and Rights \(DHS-4163\) \(PDF\)](#).
- [Do you have a disability? \(DHS-4133\) \(PDF\)](#).

NOTE: There are no DWP orientation requirements. A county may opt to provide an orientation for its DWP participants.

MAXIS Process

Do not deny the application before the 30 day application processing period has expired, unless the case has been determined ineligible (for example for excess income). MAXIS will not automatically deny applications pending past 30 days. You must deny the application at the appropriate time.

SNAP:

Determine eligibility and issue benefits or a denial notice no later than 30 days following the date of the application. If you cannot determine eligibility within 30 days, send a notice of processing delay, determine who caused the delay, and allow an additional 30 days to complete the application processing. See [0005.12.15.03 \(Delays in Processing Applications\)](#), [0005.12.15.06 \(Determining Who Caused the Delay\)](#), [0024 \(Payments\)](#).

EXCEPTIONS

- If the unit failed to attend the initially scheduled interview, an attempt has been made to inform the unit of their responsibility to schedule a second interview, and the client has made no subsequent contact with the agency to express interest in pursuing the application, deny the application on the 30th day.

See TEMP Manual TE02.05.15 (Notice of Interview/Missed Interview (NOMI)). Also, document the contact in CASE/NOTES.

- If you conduct the interview and request all necessary verifications on the same day the client submits the application and you

provided assistance in obtaining verification but the unit fails to provide the requested verification, deny the application on the 30th day.

MAXIS Process

Do not deny the application before the 30 day application processing period has expired, unless the case has been determined ineligible (for example for excess income). MAXIS will not automatically deny applications pending past 30 days. You must deny the application at the appropriate time.

MSA, GRH:

Determine eligibility and issue benefits or a denial notice for disabled people no more than 60 days after the date of application.

Determine eligibility and issue benefits or a denial notice for all other people no later than 30 days following the date of the application. See [0024 \(Payments\)](#).

GA:

Determine eligibility no later than 30 days following the date of the application. Clients must be eligible for assistance on the date you approve the case. See [005.12.15.03 \(Delays in Processing Applications\)](#).

On occasion, it may not be possible to determine eligibility within the time frames listed in [0005.12.15 \(Application Processing Standards\)](#) because clients fail or refuse to provide information. In these cases, deny assistance.

For processing delays not due to client failure or refusal to provide information, send clients written notice of the delay and its cause. The notice must also tell clients what they must do to complete the application and that they must report any changes in circumstances since they filed their application. For notice of delay time lines and when not to delay processing, see specific program provisions listed below. Also see [0026.09 \(Notice of Processing Delays\)](#).

Do not delay processing pending county board action.

MFIP, DWP:

Send a notice of processing delay by the 30th day if the application will take more than 30 days to process.

Do not delay processing in the following situations:

- You are waiting for IEVS verification.
- You are waiting for the Social Security Administration (SSA) to process a Social Security number application.
- You are processing a claim of good cause for not cooperating with IV-D and the client has provided all the information and verification you need to decide the claim. Do NOT delay processing the application to wait for the final decision to grant or deny good cause.
- You are waiting for a secondary verification from the SAVE system and the documentation of immigration status provided by the client makes him/her eligible. See [0010.18.11.03 \(Systematic Alien Verification \(SAVE\)\)](#).

SNAP:

Send a notice of processing delay on the 30th day if the eligibility determination will take more than 30 days. Determine if a delay in processing is the household's fault or the county agency's fault. See [0005.12.15.06 \(Determining Who Caused the Delay\)](#), [0005.12.15.09 \(Delays Caused by the Applicant Household\)](#), [0005.12.15.12 \(Delays Caused by the Agency\)](#), [0005.12.15.15 \(Delays Caused by the Agency and Applicant\)](#).

Do not delay processing in the following situations:

- The agency is waiting for IEVS verification.
- The agency is waiting for SSA to process a Social Security number application.
- You are waiting for a secondary verification from the SAVE system and the documentation of immigration status provided by the client makes him/her eligible. See [0010.18.11.03 \(Systematic Alien Verification \(SAVE\)\)](#).

MSA, GRH:

Send a notice of processing delay if the application will take more than 60 days for disabled people and 30 days for all other applicants.

Do not delay processing if you are waiting for IEVS verification.

GA:

Send a notice of processing delay if the application will take more than 30 days to process because of the client's inability to provide documentation. If you cannot determine eligibility by the end of the second 30-day period, deny the application. See

[005.12.15 \(Application Processing Standards\)](#).

Do not delay processing while you are waiting for SSA to process a Social Security number application.

See [0010.18 \(Mandatory Verifications\)](#) for mandatory verifications that apply to all programs.

See [0010.18.02 \(Mandatory Verifications - SNAP\)](#) for additional mandatory verification provisions that apply to SNAP.

See provisions below for ADDITIONAL mandatory verification provisions that apply to each specific cash program.

MFIP:

See [0010.03 \(Verification – Cooperation and Consent\)](#) for circumstances when a signed personal statement from the client is acceptable verification.

VERIFY THE FOLLOWING AT INITIAL APPLICATION:

- Costs of child care when applying the initial eligibility test. See [0018.09 \(Dependent Care Deduction\)](#).
- Stop work, if necessary to verify income in the month of application.
- The number of hours worked each month.
- Verify the following assets. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.
- Source and purpose of deposits and withdrawals from business accounts.
- Presence of a minor child in the home, if questionable.
- Marriage date, if needed to determine eligibility for New Spouse Income policy. See [0022.11 \(New Spouse Income\)](#).
- Identity of adults.
- Age, if related to eligibility or benefit level.
- Social Security number, unless the unit member qualifies as a non-citizen who is a victim of battery and/or cruelty. See [0011.03.21 \(Non-Citizens - Victims of Battery/Cruelty\)](#). Do not require a Social Security card to verify the social security number (SSN) a client provides. Only keep copies of social security cards in a case file if they are used to resolve an IEVS discrepancy or an SSN DAIL message. See [0010.18.03 \(Verifying Social Security Numbers\)](#). Do not require undocumented persons to provide a Social Security number.
- Child and spousal support payments to people outside the household, to be allowed as a deduction.
- School attendance, if related to eligibility.
 - Full-time school attendance and anticipated graduation date of 18 year old minor children in the assistance unit.

-
- Full-time school attendance of an employed minor child in the assistance unit to determine exclusion of earnings.
 - Half-time school attendance of caregivers under age 20 to determine exclusion of earnings.
 - Relationship of caregivers to the child. See [0005.12.12 \(Application Interviews\)](#), [0010.03 \(Verification Cooperation and Consent\)](#), [0010.06 \(Sources of Verification - Documents\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).
 - Pregnancy, if related to eligibility. See [0013.03.03 \(Pregnant Woman Basis – MFIP/DWP\)](#).
 - State residence. See [0011.06 \(State Residence\)](#), [0011.06.09 \(State Residence – 30-Day Requirement\)](#). For applicants with a Safe At Home Identification Card, see [0029.29 \(Safe At Home Program\)](#).
 - The number of months the unit received TANF funds in another state only if the applicant checks "yes" on the application to receipt of assistance in another state. See [0011.30 \(60-Month Lifetime Limit\)](#), [0013.05 \(DWP Bases of Eligibility\)](#).
 - Application for other maintenance benefits. See [0012.12 \(Applying for Other Benefits\)](#).
 - Disability or illness, if needed to determine eligibility for Family Stabilization Services (FSS) or 60-month extension. See [0011.33 \(MFIP Hardship Extensions\)](#). For information on FSS, see the [Employment Services Manual](#).
 - Family violence if used as a basis to qualify for a family violence waiver. See [0005.12.12.09 \(Family Violence Provisions/Referrals\)](#), [0011.30 \(60-Month Lifetime Limit\)](#), [0010.18.33 \(Verifying Family Violence\)](#).
 - Shelter costs, as required for vendor payments. See SHELTER COSTS in [0002.61 \(Glossary: SELF...\)](#), [0024.09 \(Protective and Vendor Payments\)](#).
 - The amount of a housing subsidy and exemptions to counting the subsidy. See [0017.15.99 \(Housing Subsidy\)](#).
 - Living arrangement of a minor caregiver. See [0012.06 \(Requirements for Caregivers Under 20\)](#).
 - Sponsor income and assets. See [0015.48 \(Whose Assets to Consider\)](#), [0016 \(Income From People Not in the Unit\)](#).

Counties must verify immigration status for ANY person reported on the Combined Application Form (CAF) who is NOT a United States citizen and for whom the applicant is requesting benefits. DO NOT request verification of immigration status for people listed on the application who are NOT applying for assistance. DO NOT verify citizenship when the applicant reports on the CAF that they are a United States citizen.

See [Chapter 11 \(Technical Eligibility\)](#), TE02.05.98 (IMIG Status and Cards With Expiration Dates) when a document presented to verify immigration status has expired.

If the applicant cannot provide proof of immigration status for a MANDATORY unit member, you must:

- Offer to help obtain the verification.
- Obtain a signed release of information from the client.
- Continue the application process excluding the mandatory unit member. See [0011.03.27.03 \(Protocols for Reporting Undocumented People\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

See TE02.05.98 (IMIG Status and Cards With Expiration Dates) when a document presented to verify immigration status has expired.

If the applicant does not want you to contact the U.S. Citizenship and Immigration Services (USCIS) for proof of citizenship for an OPTIONAL unit member and indicates that he/she is here unlawfully:

- Determine eligibility for the remaining unit members. No further verification of immigration status would be requested.
AND
- Do not report this optional unit member to DHS because it is not known that he or she is in the United States unlawfully. See [0011.03.27.03 \(Protocols for Reporting Undocumented People\)](#).

If the client has given you permission to contact the U.S. Citizenship and Immigration Services (USCIS), see [0011.03.27.03 \(Protocols for Reporting Undocumented People\)](#).

VERIFY THE FOLLOWING AT RECERTIFICATION:

- Counted income.
- Source and purpose of deposits and withdrawals from business accounts.
- Presence of a minor child in the home, if questionable.
- Inconsistent information. See [0010.15 \(Verification - Inconsistent Information\)](#).
- Verify the following assets when the client reports that their total combined counted asset value is within \$200 of the asset limit. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.
- Whether a caregiver is eligible for Family Stabilization Services (FSS). For information on FSS, see the [Employment Services Manual](#).
- The amount of a housing subsidy and exemptions to counting the subsidy. See [0017.15.99 \(Housing Subsidy\)](#).
- Child and spousal support payments to people outside the household. See [0018.33 \(Child and Spousal Support Deductions\)](#).
- Marriage date, if needed to determine eligibility for New Spouse Income policy. See [0022.11 \(New Spouse Income\)](#).

VERIFY THE FOLLOWING CHANGES WHEN REPORTED:

See [0007.15 \(Unscheduled Reporting of Changes – Cash\)](#) for changes participants are required to report within 10 days.

- Verify the following assets when the client reports that their total combined counted asset value is within \$200 of the asset limit. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).

-
- Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.
 - Unit member whose earnings or hours are counted starts a job. See [0007.12 \(Agency Responsibilities for Client Reporting\)](#).
 - Unit member whose earnings or hours are counted terminates a job. See [0008.06.15 \(Removing or Recalculating Income\)](#).
 - Unit member whose earnings or hours are counted starts or stops a business, or the business undergoes a major change. See [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#).
 - Unit member whose income is counted reports initial receipt of unearned income or a lump sum. See [0022 \(Budgeting and Benefit Determination\)](#).
 - Birth and relationship of newborn to father when he is in the home. See [0008.06.12.09 \(Converting a Pregnant Woman Case\)](#), [0010.03 \(Verification Cooperation and Consent\)](#), [0010.06 \(Sources of Verification - Documents\)](#).
 - Returns to the home of unit members and financially responsible people. See [0008.06.06 \(Adding a Person to the Unit – Cash\)](#); [0008.06.12 \(Adding a Person's Income\)](#).
 - Temporary absences of unit members from the home. See [0014.09 \(Assistance Units – Temporary Absence\)](#).
 - A change in the custody of a minor child or a change in visitation schedule. See [0014.12 \(Units for People With Multiple Residences\)](#).
 - Child and spousal support payments to people outside the household. See [0018.33 \(Child and Spousal Support Deductions\)](#).
 - Full-time school attendance and anticipated graduation date of 18 year old minor children in the assistance unit.
 - Full-time school attendance of an employed minor child in the assistance unit to determine exclusion of earnings.
 - Half-time school attendance of caregivers under age 20 to determine exclusion of earnings.
 - School attendance for parents under age 20 who are required to attend school as part of an Employment Services Plan. See [0028.12 \(Education Requirements\)](#).
 - Illness or disability if needed to determine eligibility for a hardship extension or to change to FSS. See [0011.33 \(MFIP Hardship Extensions\)](#).
 - Family violence at the time it is claimed. See [0010.18.33 \(Verifying Family Violence\)](#).
 - A change in United States Citizenship and Immigration Service (USCIS) status.
 - Application for a benefit a participant may be eligible for. Counties can use [Notice to Apply for Other Maintenance Benefits \(DHS-2116\) \(PDF\)](#) to notify participant of this requirement. See [0012.12 \(Applying for Other Benefits\)](#).

- Any new rent subsidy or any change in rent subsidy.
- Marriage date, if needed to determine eligibility for New Spouse Income policy. See [0022.11 \(New Spouse Income\)](#).

DWP:

See [0010.03 \(Verification – Cooperation and Consent\)](#) for circumstances when a signed personal statement from the client is acceptable verification.

Follow MFIP. In addition, verify:

- Family maintenance needs before the expense can be allowed in the DWP grant calculation, see [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#), FAMILY MAINTENANCE NEEDS in [0002.23 \(Glossary: Fair Hearing...\)](#).
AND
- Receipt of DWP or MFIP within the last 12 months. See [0013.05 \(DWP Bases of Eligibility\)](#).
AND
- Receipt of TANF-funded assistance months, used to determine DWP eligibility. See [0013.05 \(DWP Bases of Eligibility\)](#).

SNAP:

See [0010.18.02 \(Mandatory Verifications - SNAP\)](#).

MSA:

For all applicants and recipients, verify eligibility for special needs payments, if the client appears to be eligible. See [0023 \(Special Needs Payments\)](#).

FOR SSI RECIPIENTS, VERIFY THE FOLLOWING AT INITIAL APPLICATION:

- Identity of each person applying for assistance.
- Social Security number of all people applying for assistance. See [0010.18.03 \(Verifying Social Security Numbers\)](#).
- Client's receipt of SSI. See [0010.18.05 \(Verifying Disability/Incapacity – Cash\)](#).
- The Federal Benefit Rate used to determine the client's SSI benefits.

FOR NON-SSI RECIPIENTS, VERIFY THE FOLLOWING AT INITIAL APPLICATION:

- Identity of each person applying for assistance.
- Counted income. See [0017.15.45.03 \(How to Determine Gross RSDI\)](#).
- The following assets. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39](#)

[\(Glossary: Lump Sum...\)](#).

- Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
- Ownership of vehicles.
- Social Security number of all people applying for assistance. See [0010.18.03 \(Verifying Social Security Numbers\)](#).
- Basis of eligibility (age, blindness, or disability). See [0010.18.05 \(Verifying Disability/Incapacity - Cash\)](#), [0013.09 \(MSA Bases of Eligibility\)](#).

FOR NON-SSI RECIPIENTS, VERIFY THE FOLLOWING AT RECERTIFICATION:

- Counted income. See [0017.15.45.03 \(How to Determine Gross RSDI\)](#).
- The following assets when the client reports that their total combined counted asset value is within \$200 of the asset limit. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.

GA:

VERIFY THE FOLLOWING AT INITIAL APPLICATION:

- Counted income.
- The following assets. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.

- Identity of each person applying for assistance.
- Age, if required to determine eligibility.
- State residence. See [0011.06 \(State Residence\)](#), [0029.29 \(Safe At Home Program\)](#).
- GA eligibility basis. See [0013.15 \(GA Bases of Eligibility\)](#).
- Date and reason of employment termination, and date last paid. Verify at the point of employment termination for participants, and for any employment terminated within 90 days of application for applicants.
- Social Security number. See [0010.18.03 \(Verifying Social Security Numbers\)](#).

VERIFY THE FOLLOWING AT RECERTIFICATION:

- GA eligibility basis. See [0013.15 \(GA Bases of Eligibility\)](#).
- Counted income.
- The following assets when the client reports that their total combined counted asset value is within \$200 of the asset limit. See [0010 \(Verification\)](#), [0015.01 \(Counted Assets\)](#).
 - Bank Accounts:
 - Checking accounts.
 - Savings accounts.
 - Debit cards. An EBT card is not a debit card. See DEBIT CARD in [0002.13 \(Glossary: Conciliation...\)](#).
 - Money market accounts.
 - Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in [0002.39 \(Glossary: Lump Sum...\)](#).
 - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
 - Ownership of vehicles.

GRH:

Follow MSA for aged, blind, and disabled participants. Follow GA for all other adults.

For all recipients of the GRH Supplemental Service rate, verify the following information on the [Group Residential Housing - Professional Statement of Need \(DHS-7122\) \(PDF\)](#) at application and recertification:

- Has an illness or disabling condition which limits their ability to work and provide self-support.
- Needs assistance to access or maintain housing.

For residents of Supportive Housing settings for people who were long-term homeless, verify all of the following at application:

- Receipt showing they were assessed to need supportive housing through their local Coordinated Entry system, if applicable.
- Approved habitability inspection. Use [Habitability Inspection Form Group Residential Housing – Supportive Housing Setting](#)

[\(DHS-7123\) \(PDF\)](#).

- Meets DHS' criteria for long-term homelessness with a completed MN Housing Long Term Homeless Verification Form. The [Long Term Homeless Verification Form form is on the Minnesota Housing Finance Agency web site](#).
 - Person has been homeless continuously for 1 year or more, or at least 4 times in the past 3 years.
 - Exclude any period of institutionalization or incarceration when determining the length of homelessness.

DETERMINING NEW SPOUSE INCOME

0017.11

A Designated Spouse's income may not count toward the calculation of the MFIP or DWP grant, if the household's counted gross income does not exceed 275% of the Federal Poverty Guideline (FPG) for the budget month. See [DESIGNATED SPOUSE 0002.15 \(Glossary: Deed...\)](#), [0022.11 \(New Spouse Income\)](#).

The household size for the 275% FPG is determined by the number of eligible members in the assistance unit. See the 275% FPG Table below.

The income of all household members whose income counts or deems to the assistance unit, is counted for the 275% comparison. No allocations, deductions or disregards are given.

Do not count the \$50 HUD Housing Subsidy when calculating the 275% FPG income comparison.

The household is subject to the 275% FPG income comparison in each of the 12 consecutive months of the policy.

Verify all counted income types, including income of the Designated Spouse, if the household's combined counted earned and unearned gross income exceeds 275% of the FPG. The household is no longer eligible for the New Spouse Income policy if the verified household income exceeds 275% of the FPG. All counted income, including that of the Designated Spouse, is budgeted in the grant calculation. Suspend or close the case, see [0022.18 \(Suspensions\)](#).

275% FPG Table

Unit Size	275% FPG
1	\$2,782
2	\$3,772
3	\$4,762
4	\$5,752
5	\$6,742
6	\$7,731
7	\$8,722
8	\$9,712
9	\$10,702
10	\$11,692
Each add'l person	Add \$990

MFIP, DWP:

Under the New Spouse Income (NSI) policy, earned and unearned income for some newly married assistance unit members may not be counted in calculating a family's grant amount.

The Designated Spouse is the person whose income may not be counted. See [DESIGNATED SPOUSE 0002.15 \(Glossary: Deed...\)](#). To determine the Designated Spouse

- If only 1 newly-married member is in an existing MFIP, DWP or RCA assistance unit, the spouse joining the assistance unit will be the Designated Spouse.
- If both newly-married members are part of the same OR different existing MFIP, DWP or RCA assistance units, they may choose, but are not required to choose, who is the Designated Spouse.
 - If the newly-married members do not choose a Designated Spouse, the eligibility worker should use the current case information to determine which designation would most benefit the household. Things that may be considered include: which spouse has the most counted income, which spouse has recent work history and will the person's personal situation allow the income to not be counted (see below). If neither spouse has income, the eligibility worker will select the 1st spouse to have counted earned or unearned income during the 12 consecutive months as the Designated Spouse.

If the Designated Spouse fits into any of the 4 categories below their income must continue to count:

- Failing to provide Social Security Number.
- Having a current fraud disqualification.
- Being a fleeing felon.
- Being a parole violator.

Once determined, the Designated Spouse remains the same.

The period that the NSI policy covers is the 12 consecutive calendar months beginning the month following the month of marriage. See [0010.18.01 \(Mandatory Verifications – Cash Assistance\)](#), [0017.11 \(Determining New Spouse Income\)](#).

The 12 consecutive months:

- Begin the month after the month of marriage.
- May include a period of program ineligibility of 30 days or greater.
- Are not altered or cancelled by eligibility switching between DWP, MFIP or RCA.

To be eligible for the New Spouse Income policy, an existing assistance unit must:

- Be active on MFIP, DWP, or RCA in the month of marriage.
- Have a verified marriage date of 12-01-18 or later.
- Have a combined gross income that does not exceed 275% of the Federal Poverty Guideline (FPG). See [0017.11 \(Determining New Spouse Income\)](#).
- Have the Designated Spouse selected.

To be eligible, a pending eligible assistance unit must:

- Be eligible for MFIP, DWP, or RCA in the month of marriage.
- Have a verified marriage date of 12-01-18 or later.
- Have a marriage date on or after the date of application.
- Have a combined gross income that does not exceed 275 percent of the Federal Poverty Guideline (FPG). See [0017.11 \(Determining New Spouse Income\)](#).
- Have the Designated Spouse selected.

Couples who are legally separated but live in the same home are considered married.

The New Spouse Income policy applies to:

- MANDATORY ELIGIBLE assistance unit members as well as optional members who opt in to receive MFIP for themselves. See [0014.03.03 \(Determining the Cash Assistance Unit\)](#).
- MANDATORY INELIGIBLE assistance unit members who are ineligible due to:
 - Being a recipient of SSI.
 - Being an ineligible non-citizen.
 - Failing to verify citizenship.
 - Being in Post-60 month removal.

SNAP, MSA, GA, GRH:

No provisions.

The Low Income Home Energy Assistance Program (LIHEAP) is a program to ensure low-income households have affordable, continuous, and safe home energy. In Minnesota, the program is known as the Energy Assistance Program, or EAP. EAP pays part of eligible households heating bills with a benefit called a Primary Heat benefit. The Primary Heat benefit is paid directly to the energy vendor. Households may also be eligible for additional money, called a Crisis benefit, to keep from being disconnected or to help them get reconnected. EAP Crisis benefits help households with low or no fuel to get fuel deliveries. EAP also helps homeowners to get broken heating systems repaired or replaced.

To be eligible for EAP, people must meet income and other eligibility requirements.

People apply for EAP at their local EAP agency. The program year runs from October 1st through May 31, or until funds run out. Applications are generally available for households to begin applying in September.

The amount of help EAP provides depends on the type of services and the household's size, income, and heating costs.

See [0017.06 \(Excluded Income\)](#) for information on how to treat EAP payments.

Local EAP agencies include community action councils and agencies, counties, non-profit agencies, and tribal governments. The list of EAP agencies by county or by Tribal Government is on the [Energy Assistance Program Service Provider List](#) web site.

For more information on EAP, call 1-800-657-3710.

A Refugee Cash Assistance (RCA) unit consists of a single person or a married couple without minor child(ren) who live together; whose needs, assets, and income you consider together; and who receive a single benefit from a cash and/or food assistance program.

The following establish RCA units:

- Single adults age 18 and older. Single adults who indicate at the time of application that they intend to go to school full-time are eligible for RCA until they actually begin school full-time. See [0030.03 \(Refugee Cash Assistance\)](#).
- Married couples without minor children. Newly married members joining or in an existing RCA assistance unit may be eligible for the New Spouse Income (NSI) policy. Follow MFIP policy in [0022.11 \(New Spouse Income\)](#).
- Pregnant women and their spouses until they are determined eligible for MFIP. See [0011.06.09 \(State Residence - 30-Day Requirement\)](#), [0013.03 \(MFIP Bases of Eligibility\)](#), [0022.12.02 \(Beginning Date of Eligibility\)](#).
- Aged or disabled people until they are determined eligible for Supplemental Security Income (SSI) by the Social Security Administration (SSA) OR until the end of the 8-month eligibility period, whichever comes first.

Immediately refer clients who are age 65 or older, or who are blind or disabled, to SSA to apply for the SSI program. Approve RCA eligibility while waiting for the determination from SSA. Do not require clients to complete an [SSI Interim Assistance Authorization \(DHS-1795\) \(PDF\)](#).

- Minors under age 18 who have been declared legally emancipated by a court of competent jurisdiction, or who are living with an adult with the consent of an agency acting as a legal custodian, and who are NOT eligible to be included in a DWP or MFIP assistance unit, as long as there is eligibility for a cash payment.

Refugee units with minor children are not eligible for RCA; they are eligible to apply for MFIP. Follow MFIP policy in determining eligibility, see [0013.03 \(MFIP Bases of Eligibility\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

DETERMINING RCA GROSS INCOME

0030.03.09

Use counted income received or anticipated in the month of application to determine eligibility and benefit amount. Follow MFIP policy in determining counted income, see [0017.12.03 \(Unearned Income\)](#), [0017.12.06 \(Earned Income\)](#).

Do not count any cash received from Initial Refugee Resettlement Funds.

Do not count any payments vendor paid by local resettlement agencies to third parties from Initial Refugee Resettlement Funds.

Do not count any assets remaining in the applicant's country of origin.

Do not consider a U.S.Tie's income accessible to a refugee solely because the person is serving as a U.S.Tie. For information on US Ties, see [0002.71 \(Glossary: Two Party...\)](#), [0030 \(Refugee Assistance Programs\)](#).

Disregard the 1st \$65 of earned income per wage earner plus half of the remaining earned income per wage earner in the assistance unit. Count the remaining amount toward the grant calculation.

Do not count income from VA benefits awarded from 12-1-01 to children of Vietnam veterans for a covered birth defect identified by the VA as associated with the service of these veterans who served in the Republic of Vietnam from 2-28-61 through 5-7-75 and performed active military service.

NEW SPOUSE INCOME (NSI) POLICY

Assess if newly married members of RCA assistance units are eligible for the New Spouse Income (NSI) policy. If eligible, follow NSI policy to determine which member is the Designated Spouse. The Designated Spouse's income may not count for the remainder of the 12 consecutive calendar months starting the month after the verification of the marriage is received. Follow MFIP in [0022.11 \(New Spouse Income\)](#).

The New Spouse Income policy does not apply to RCA applicants joining a spouse already in the United States.

INCOME OF AN INELIGIBLE SPOUSE

When an RCA applicant joins a spouse who has income and is ineligible for RCA, apply the following calculations:

Earned income:

1. Determine the spouse's gross earned income.
2. Disregard the 1st \$65 of earned income plus half of the remaining earned income.
3. Deduct amounts the ineligible person actually paid to people not living in the same household but whom the ineligible person claims or could claim as a dependent for federal income taxes.
4. Deduct an allocation of \$187 for the spouse's needs.
5. Deem the remaining income as unearned income to the applicant.

Unearned income:

1. Determine the spouse's gross unearned income. (**NOTE:** do not count the SSI income of an ineligible spouse.)
2. Deduct amounts the ineligible person actually paid to people not living in the same household but whom the ineligible person claims or could claim as a dependent for federal income taxes.
3. Deduct an allocation of \$187 for the spouse's needs.

4. Deem the remaining income as unearned income to the applicant.

RCA units with earned income are subject to monthly reporting requirements. Follow MFIP policy in [0007.03 \(Monthly Reporting – Cash.\)](#)

The DHS Resettlement Programs Office (RPO) contracts with community-based agencies to provide Refugee Employment Services for people with eligible status. For more information about eligible status, see [0030 \(Refugee Assistance Programs\)](#).

The objective goal of Refugee Employment Services (RES) is to ensure that participants achieve self-sufficiency through employment as soon as possible after arrival to the United States. RES providers offer cultural expertise, language access, and a full range of employment services, including development of individualized employment plans, job readiness classes, resume writing, mock interviewing, interview/work clothing assistance, job search support, job placement, interpretation for interviews and job orientation, employer support and follow-up through 90 days post-employment.

RES are supplemental to mainstream services and are not available in every county or community. For a list of current Refugee Employment Service Providers and their locations, see the [Resettlement Programs Office 2018 Agency Contract List](#).

RES FOR RCA PARTICIPANTS

RCA participants must enroll with RES/ES within 30 days of RCA eligibility approval. RES/ ES enrollment, participation and compliance are mandatory for all RCA participants, unless they meet one of the following exemptions:

- Employed at least 30 hours per week.
- Age 60 or over.
- Temporarily or permanently ill or disabled. Verification from a medical authority is required if the illness or disability is expected to last more than 30 days. See MEDICAL CERTIFICATION in [0002.39 \(Glossary: Lump Sum...\)](#).
- Responsible for the care of a spouse who is ill or disabled. Verification from a medical authority is required if the illness or disability is expected to last more than 30 days.
- Experiencing a personal or family crisis, as determined by the agency. Redetermine such an exemption monthly.

The following do NOT exempt RCA participants from RES/ES enrollment, participation and compliance:

- Limited English language proficiency.
- Eligibility for the New Spouse Income policy. See [0022.11 \(New Spouse Income\)](#).

RCA REFERRAL AND RES AVAILABILITY:

- Where RES are available, RCA participants must be referred to RES.
- Where RES are NOT available, refer RCA participants to SNAP Employment & Training (E&T). While SNAP E&T is a voluntary program, RCA requires employment program participation as a condition of ongoing eligibility.
- Where neither RES nor SNAP E&T are available, refer RCA participants to another locally available resource, such as a WorkForce Center or Job Development Center.

NOTE: The WorkForce One (WF1) interface is not set-up for RCA electronic referrals to ESPs. All communication must be done by paper. Refer all mandatory RCA ES participants using the [Refugee Cash Assistance Program Employment Services Referral \(DHS-3166R\) \(PDF\)](#). FAX the referral to the ESP.

Promptly refer RCA participants who are disabled or age 65 or older to SSA to apply for SSI. No [SSI Interim Assistance Authorization \(DHS-1795\) \(PDF\)](#) is required and no RCA overpayment results, as SSA budgets the RCA benefits as income for SSI grants. When SSI approval is verified, close the RCA case. See [0030.21 \(Closing RCA\)](#).

When a RCA participant fails to comply with program requirements, or reaches his/her 8th month of eligibility, close the case. See [0030.21 \(Closing RCA\)](#).

VOLUNTARY PARTICIPATION IN RES

- **RCA:** Employment-exempt RCA participants may volunteer to participate in RES (or other available employment services in areas where RES is unavailable). Volunteer participants must participate on the same level as mandatory participants. If a volunteer participant fails to comply with RES requirements, close the RES case. The volunteer participant remains eligible for RCA through his/her 8-month eligibility period.
- **Non-Public Assistance:** RES is voluntary for individuals not on public assistance who meet RES eligibility. NPA individuals may self-refer to an RES provider.