



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 01/2017**

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

0002.49 (Glossary: Permanent...) adds a new definition for PPP.

0002.51 (Glossary: Professional...) adds a new definition for PUBLIC/PRIVATE PARTNERSHIP (PPP).

0007.15 (Unscheduled Reporting of Changes - Cash) in general provisions in the 6th paragraph in the 9th bullet clarifies language that any change in a unit's assets over \$9,000 must be reported.

0013.03.09 (MFIP Housing Assistance Grant) updates policy throughout. This change was EFFECTIVE 08/01/16.

0017.15.33.03 (Self-Employment, Convert Inc. to Monthly Amt) in general provisions under the sub-heading SELF-EMPLOYMENT INCOME CALCULATION deletes the former 2nd paragraph and moves it to a new last paragraph for clarity. It also adds if the client applies for a new program that they may choose to use either the 50% gross or taxable income method for that new program.

0018.13 (Transportation Expense) decreases the transportation rate to 53.5 cents.

0018.18 (Earned Income Disregards) in MSA and in GRH updates the Student Earned Income Disregard to correspond with 01/17 COLA changes.

0020.21 (MSA Assistance Standards) in MSA updates the MSA Assistance Standards to correspond with 01/17 COLA changes.

0025.12.03 (Overpayments Exempt From Recovery) in MFIP, DWP corrects the name and form number for Collectible/Non-Collectible Agency Error Overpayment Worksheet (DHS-2776E) (PDF).

0029.06.03 (Supplemental Security Income Program) updates SSI benefits to correspond with 01/17 COLA changes. It also deletes the Federal Living Arrangement (FLA) C (Child) because there is no FBR for SSI recipients with FLA C.

0030.03.12 (RCA Asset Limits) adds a new last paragraph to verify all countable assets and to follow MFIP policy.

0030.03.18 (RCA Overpayments and Underpayments) update the terms "Voluntary Agency" and "VOLAG" to "Local Resettlement Agency" or PPP. It also updates information throughout the section.

PERMANENT EMPLOYMENT

GA : SUITABLE EMPLOYMENT that is not, by description, of limited duration.

PERMANENTLY AND TOTALLY DISABLED

People who are or could be considered permanently and totally disabled according to the provisions of the ASSISTANCE PROGRAM for which they are applying or are a participant. See [0012.15 \(Incapacity and Disability Determinations\)](#).

PERSON TRAINED IN DOMESTIC VIOLENCE

MFIP, DWP : An individual who works for an organization designated by the Minnesota Center for Crime Victim Services as providing services to victims of domestic violence, a county staff person who has received similar training, or any other person or organization designated by a qualifying organization.

PERSONAL NEEDS ALLOWANCE

DWP : An allowance of up to \$70 per month per DWP unit member to pay for expenses such as household products and personal products.

MSA, GA, GRH : The amount of monthly income clients may retain or receive for their day-to-day expenses.

PERSONAL PROPERTY

Any asset which is not REAL PROPERTY (including a CONTRACT FOR DEED).

PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY AND RECONCILIATION ACT (PRWORA)

An agreement signed into law on 8-22-96 which eliminated the federal entitlement program of AID TO FAMILIES WITH DEPENDENT CHILDREN and created a new program called TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF). PRWORA provides block grants to states to offer time-limited cash assistance. It also made major changes in the Food Stamp Program.

PLAN TO ACHIEVE SELF-SUPPORT (PASS)

A plan approved by the SOCIAL SECURITY ADMINISTRATION for SSI RECIPIENTS which allows certain client assets or income to be excluded in determining benefits for some assistance programs. See [0018.06.06 \(Plan to Achieve Self-Support \(PASS\)\)](#).

POST-SECONDARY SCHOOL

A school serving students beyond the 12th grade, such as a community college, university, or technical college.

PPP

See PUBLIC/PRIVATE PARTNERSHIP (PPP).

PRE-ADMISSION SCREENING (PAS) PROGRAM

A screening program that prevents inappropriate nursing home or boarding care placement.

PREDICTION OF ELIGIBILITY

An informal prediction by a worker of a person's likelihood of eligibility for assistance. This is a separate and optional procedure from the initial contact process. See [0005.03.03 \(Predicting Eligibility\)](#).

PREMARITAL AGREEMENT

A contract made before marriage which sets terms for division of property and support in the event of marriage dissolution.

PREPAID BURIAL ACCOUNT

Funds paid in advance for funeral expenses.

PRE SIDENTIAL DISASTER DECLARATION

SNAP: A declaration made by the President of the United States or the designee such as the Secretary of Agriculture that establishes temporary emergency Supplemental Nutrition Assistance Program (SNAP) eligibility standards for people who are disaster victims.

PRIMARY CONTACT PERSON

The person designated by the UNIT or the COUNTY AGENCY to whom the agency directs correspondence and notices. The

primary contact person may be someone other than the principal wage earner. For the description of principal wage earner, see [0028.03.06 \(Determining SNAP Principal Wage Earner\)](#).

PRIMARY REFUGEES

Primary refugees are people who arrive to the US with refugee status who are resettled directly to Minnesota upon arrival. For more information, see [0030 \(Refugee Assistance Programs\)](#), [0030.01 \(Local Resettlement Agencies\)](#).

PRIVATE DATA

Data not available to the public under state law. Private data are available to the subject of the data and that person's AUTHORIZED REPRESENTATIVE. See [0003.09.09 \(Client Rights, Private and Confidential Data\)](#).

PRIVILEGED

A MAXIS term limiting who may view case information on the system.

PROCEDURAL ELIGIBILITY

Things people have to do to be eligible for assistance, such as requirements regarding Social Security numbers, being a MINOR CAREGIVER, Employment Services, applying for other benefits, disability, child and medical support, health insurance, and tort settlements or claims. See [0012 \(Procedural Eligibility\)](#). Also see the [Minnesota Health Care Programs Eligibility Policy Manual](#).

PROCESSING MONTH

The month designated for processing a COMBINED SIX-MONTH REPORT (CSR), a HOUSEHOLD REPORT FORM (HRF), or a RECERTIFICATION. See [0002.11 \(Glossary: Child Care...\)](#), [0002.31 \(Glossary: Honoraria...\)](#), [0007.03.02 \(Six-Month Reporting\)](#).

PROCESSING PERIOD

The time program rules allow for processing an APPLICATION. Also called PROCESSING STANDARDS.

PROCESSING STANDARDS

The period of time allowed to determine eligibility.

PROFESSIONAL CERTIFICATION

MFIP, DWP, GA, GRH : A statement about a person's illness, injury, or incapacity that is signed by a licensed physician, licensed chiropractor, psychological practitioner, or licensed psychologist, qualified by professional training and experience to diagnose and to certify the person's condition. See [0011.39 \(Qualified Professionals\)](#).

PROPERTY TAX STATEMENT

The official annual notification from the County Assessor's office of the ESTIMATED MARKET VALUE of the property, amount of taxes levied, any credits, any special assessments, and the owner and taxpayer of record.

PROPERTY TRANSFER

To cause right, title, or interest in REAL OR PERSONAL PROPERTY to pass from 1 person to another.

PRORATE

To divide, distribute, or assess proportionally.

PRORATION

An action in which initial BENEFITs are calculated from the date of APPLICATION or the date all eligibility factors are met, whichever is later. See PRORATION TABLE below.

PRORATION TABLE

A chart used to calculate PRORATED benefits. See [0022.12.03.03 \(Proration Table\)](#).

PROSPECTIVE BUDGETING

A method of anticipating income and determining benefit levels in which the BUDGET MONTH and PAYMENT MONTH are the same. See [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.03.01 \(Prospective Budgeting - Program Provisions\)](#), [0022.03.03 \(Ineligibility in a Prospective Month - Cash\)](#), [0022.03.04 \(Ineligibility in a Prospective Month - SNAP\)](#) for further information on prospective budgeting. Also see [0002.57 \(Glossary: Relative...\)](#) for information on retrospective budgeting.

SNAP: A method of anticipating income and determining benefit levels based on the unit's current AND anticipated income.

PROSPECTIVE ELIGIBILITY

Eligibility based on the UNIT'S estimated income and circumstances from the payment month.

PROTECTIVE PAYEE

People outside the UNIT who receive the entire assistance BENEFIT on behalf of the unit and are responsible for paying for the basic needs of the unit to the extent of the assistance payment.

PROTECTIVE PAYMENT

ASSISTANCE PAYMENTS made to a PROTECTIVE PAYEE.

PROTECTIVE SERVICES

Social service programs designed to prevent abuse or neglect and safeguard dependent children and VULNERABLE ADULTS.

PROVIDERS

See VENDORS in [0002.71 \(Glossary: Two Party...\)](#).

PROVISIONS

Procedures established for the program policy being discussed.

PRWORA

See PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY AND RECONCILIATION ACT (PRWORA) in [0002.49 \(Glossary: Permanent...\)](#).

PUBLIC INSTITUTION

A facility that is the responsibility of a governmental unit or over which a governmental unit exercises administrative control.

PUBLIC INTEREST PAROLE (PIP)

See [0011.03.24 \(Non-Citizens - Lawfully Residing People\)](#).

PUBLIC LIABILITY INSURANCE

Insurance coverage against claims arising from the conduct or property of the client during the operation of a business.

PUBLIC/PRIVATE PARTNERSHIP (PPP)

RCA: The public/private RCA program administered by local resettlement agencies in contract with the state of Minnesota. See [0030.01 \(Local Resettlement Agencies\)](#), [0030.03.01 \(Processing RCA Applications\)](#).

PUBLIC RIGHT OF WAY

The land used for a public road, by a public utility (such as for a transmission line), or for another public purpose.

PUBLICLY ASSISTED HOUSING

Government owned, operated, or subsidized housing for low income people, senior citizens, and disabled people.

Clients must report changes that affect their eligibility. For some programs, they must report changes in addition to their scheduled report. Clients do not have to report changes in assistance benefits. See [0007.03 \(Monthly Reporting - Cash\)](#), [0007.03.01 \(Monthly Reporting - Uncle Harry FS\)](#).

Clients 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.

Applicants must report changes immediately while their application is pending.

Participants must report changes by the earliest of these dates:

- 10 days after the change occur.
- At recertification.
- 8 calendar days after the end of their monthly reporting period.

Participants who report a change before submitting a [Household Report Form \(DHS-2120\) \(PDF\)](#), must also report the change on the HRF.

Changes which participants must report within 10 days include:

- Any change in household composition, including births, returns to and departures from the home of unit members and financially responsible people, a unit member temporarily absent from the home, or a change in the custody of a minor child. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.09 \(Removing a Person from the Unit\)](#), [0008.06.15 \(Removing or Recalculating Income\)](#).
- Any change in family status of a unit member, (marriage, legal separation, divorce, death).
- Any change in earned income of \$100 per month or greater.
- Any change in unearned income of \$50 per month or greater.
- Any change in employment status and hours.
- Any change in address or residence.
- Any change in state residence.
- Any receipt of a lump-sum payment.
- Any change in assets if an assistance unit's assets are over \$9,000.
- Any change in citizenship or immigration status.
- Any change in disability status of a unit member.
- Any new rent subsidy or any change in rent subsidy.
- Any sale, purchase, or transfer of real property.
- Any change in child/spousal support payments to people outside the household.

The above changes must be reported, but only require verification when the change affects eligibility or the amount of the assistance payment. See [0010.18.01 \(Mandatory Verifications – Cash Assistance\)](#).

To determine if an overpayment occurred when changes were not reported timely, see [0008.06.01 \(Implementing Changes - Program Provisions\)](#), [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.09 \(Removing a Person From the Unit\)](#).

MFIP:

Follow general provisions. In addition, changes MFIP applicants MUST report immediately while their application is pending, and changes MFIP participants must report within 10 days after they occur, include:

- Any pregnancy not resulting in birth when there are no other minor children.
- Any change in school attendance of a parent under 20 years of age or of an employed child.
- Any change of anticipated graduation date of 18 year olds.

DWP:

Follow general provisions. In addition, changes DWP applicants MUST report immediately while their application is pending, and changes DWP participants must report within 10 days after they occur include:

- Shelter expenses.
- Utility Expenses.
- Any pregnancy not resulting in birth when there are no other minor children.
- Any change in school attendance of a parent under 20 years of age or of an employed child.

SNAP:

No provisions. See [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

MSA:

SSI recipients must report a change in address or residence within 10 days of the change. All other changes must be reported directly to the Social Security Administration. Do not report changes for clients to the SSA.

For non-SSI recipients, follow general provisions.

Recipients of MSA Housing Assistance, including SSI recipients, must report the following changes within 10 days:

- A change in shelter expenses.
- A new rent subsidy or a change in rent subsidy.

GA:

Follow general provisions.

GRH:

All clients must report changes which affect eligibility by the earliest of these dates:

- 10 days after the changes occur.

- At recertification.
- 8 calendar days after the end of the reporting period.

Clients receiving SSI do not have to report a change in income or assets to the county agency; they must report the change to the Social Security Administration.

Clients who are Six-Month Reporters are not required to report increases in earned income during their reporting period, but must report increases in unearned income by the earliest of one of the dates listed above. Do not adjust the GRH budget during the reporting period for earned income increases that become known to the agency. Do adjust the GRH budget for increases in unearned income that become known to the agency during the reporting period.

MFIP:

To be eligible for the \$110 MFIP Housing Grant, an assistance unit:

- Must meet all MFIP financial and non-financial eligibility factors.
- Must not be an assistance unit with a relative caregiver who opted out of MFIP assistance, or a unit in which the relative caregiver applied for MFIP as part of the assistance unit, but only the relative children were found to be eligible.
- Must not be opting out of MFIP cash portion or the MFIP Housing Grant, see [0014.03.03.03 \(Opting Out of MFIP Cash Portion\)](#).
- Must not be currently receiving a Housing subsidy through the Department of Housing and Urban Development UNLESS 1 or both of the caregivers meet 1 of the criteria below:
 - Age 60 or older.
 - Caring for another member in the assistance unit, a relative in the household, or a foster child in the household due to illness or incapacity certified by a qualified professional which is expected to continue for 31 days or more.
 - Caregiver is certified by a qualified professional to be suffering from an illness, injury or incapacity that is expected to continue for more than 30 days, and severely limits the caregiver's ability to work 20 or more hours per week.
 - Meets Special Medical Criteria (SMC).
 - Receives Supplemental Security Income (SSI).
 - Receives Mille Lacs Tribal TANF.

There is no proration for the MFIP Housing Assistance Grant. If an assistance unit is eligible 1 day in the month, there is eligibility for the full MFIP Housing Assistance Grant.

Eligibility for the MFIP Housing Assistance Grant is determined prospectively.

Suspended MFIP cases or MFIP cases that receive a food portion only grant continue to receive the MFIP Housing Assistance Grant. Receipt of the MFIP Housing Assistance Grant counts towards the 60 month time limit. For those caregivers who are subject to the TANF time limit, see [0011.30 \(60-Month Lifetime Limit\)](#).

MFIP units that choose to opt out of the cash portion of MFIP must also opt out of the MFIP Housing Assistance Grant. Suspended MFIP units or MFIP units that receive a food portion only grant, may choose to opt out of the MFIP Housing Assistance Grant.

The MFIP Housing Assistance Grant is not subject to sanction. When the 10% or 30% sanction policy is applied to the MFIP cash, the \$110 MFIP Housing Assistance Grant is not affected. When a vendor is in place for a sanction, the \$110 is not required to be vendored as part of the sanction policy. If a case closes for a 100% sanction, the MFIP Housing Assistance Grant benefit will also be closed as part of the MFIP closure.

There is no recoupment from the MFIP Housing Assistance Grant for cash, food or Housing Assistance claims.

Only 2 types of mandatory vendoring apply to the MFIP Housing Assistance Grant:

- Drug felon offenses, see [0011.27.03 \(Drug Felons\)](#).
- Money mismanagement, see [0024.09 \(Protective and Vendor Payments\)](#).

For reporting requirements, verification requirements and voluntary vendoring, follow MFIP in [0007 \(Reporting\)](#), [0010.18.01](#)

[\(Mandatory Verifications - Cash Assistance\)](#), [0024.09 \(Protective and Vendor Payments\)](#).

DWP, SNAP, MSA, GA, GRH:
No provisions.

SELF-EMPLOYMENT BUDGETING

The self-employment budget period begins in the month of application or in the 1st month of self-employment. Applicants and participants must choose 1 of the methods described below for determining self-employment earned income. Self-Employment expenses are not used in the budgeting calculation, unless there is a program provision.

SELF-EMPLOYMENT INCOME CALCULATION

The agency must determine self-employment income based on client choice for each self-employment business. Clients may choose either method, if taxes were filed within the last 12 months.

- 50% of gross earnings from self-employment.
 - As determined by business records or self-employment form.
 - Gross earnings are defined as earned income before taxes and deductions.
 - This method is based on using current income to calculate self-employment income.
 - Document the calculation and which option the applicant or participant has chosen in CASE/NOTES

OR

- Taxable Income.
 - As determined from an Internal Revenue Service (IRS) tax forms that has been filed with the IRS within the last 12 months.
 - Taxable Income means "Net profit" from the applicable annual tax forms.
 - Divide the "Net profit" by 12 months to find the monthly average income for the year. If the business has been operating for less than 12 months, then divide by the number of months the business has been operating.
 - This method is based on using an annual average to calculate self-employment income.
 - Document the calculation and which option the applicant or participant has chosen in CASE/NOTES.

Current program participants must continue to use the same method for each self-employment income source, unless they meet a program-specific changing option (listed under program provisions below). If the client applies for an additional program, they may choose to use either the 50% gross or taxable income method for that new program.

MFIP, DWP:

Self-Employment Hours: Only the hours the participant earns the federal minimum wage count toward the participation requirements. The number of self-employment hours is determined by dividing the net self-employment income by the federal minimum wage.

Changing Options:

Participants must be given the option to change their method of self-employment income calculation at recertification.

Participants who use the 50% of current self-employment income method, may choose the Taxable Income method at the next benefit month.

Participants who use the Taxable Income method, must continue to use this method until recertification, unless there is an

unforeseen significant change. An "Unforeseen Significant Change" means a decrease in income, where their income decrease was equal to or greater than the earned income disregard from the income used to determine the benefit for the current month, and this decrease was unpredictable.

SNAP:

Self-Employment situations that have a farm loss offset DO NOT have the choice of the 50% of gross earnings or the tax method to calculate Self-Employment income for any unit member's self-employment business. See the [SNAP Farm Loss Offset Policy Guide \(PDF\)](#).

Calculate Rental Income using the information in [0017.15.33.30 \(Self-Employment Income From Rental Property\)](#) to determine earned versus unearned income. Count income from rental property as earned income when the unit spends an average of 20 hours or more per week maintaining or managing the property, otherwise count it as unearned income.

Changing Options:

Participants must be given the option to change their method of self-employment income calculation at recertification.

Participants, who use the 50% of current self-employment income method, may choose the Taxable Income method at the next benefit month.

Participants, who use the Taxable Income method, must continue to use this method until recertification.

MSA:

For SSI recipients, no county action required.

For non-SSI recipients, due to excess income, follow GA.

GA:**Changing Options**

Participants must be given the option to change their method of self-employment income calculation at recertification.

Participants, who use the 50% of current self-employment income method, may choose the Taxable Income method at the next benefit month.

Participants, who use the Taxable Income method, must continue to use this method until recertification, unless there is an unforeseen significant change. An "Unforeseen Significant Change" means a decrease in income, where their income decrease was equal to or greater than the earned income disregard from the income used to determine the benefit for the current month, and this decrease was unpredictable.

GRH:

Follow MSA for aged, blind, or disabled clients. Follow GA for all other adults.

The flat rate deduction for transportation for all programs is 53.5 cents per mile based on the current Federal IRS rate. Use the flat rate deduction or itemize transportation expenses.

EARNED INCOME DISREGARDS

0018.18

Earned income disregards are an employment incentive. Subtract earned income disregards only from the monthly earned income of a client. See [0017.12.06 \(Earned Income\)](#), [0017.15.33 \(Self-Employment Income\)](#). Do not reduce earned income to less than \$0 or use earned income disregards to reduce unearned income.

People may lose the earned income disregard when computing overpayments for failure to report a change timely. See [0025.03 \(Determining Incorrect Payment Amounts\)](#).

MFIP, DWP, GA:

Disregard the 1st \$65 of earned income per wage earner plus half of the remaining earned income of the assistance unit.

SNAP:

Allow 20% of the unit's gross earned income as a work expense deduction. If you already applied the deduction to work study or fellowship income when calculating student financial aid, do not include the work study or fellowship income in earned income when applying this deduction. See [0017.15.36.06 \(Identifying Title IV or Federal Student Aid\)](#), [0017.15.36.09 \(Student Financial Aid Deductions\)](#).

If after applying the farm loss offset, the unit passes the GIT and income remains, allow a 20% deduction of the gross earned income from that amount prior to applying other deductions. See the [SNAP Farm Loss Offset Policy Guide \(PDF\)](#).

People may lose the work expense deduction when computing overpayments for failure to report a required change timely. See [0025.03 \(Determining Incorrect Payment Amounts\)](#).

MSA:

For SSI recipients, no county action is required.

For non-SSI recipients due to excess income, disregard the 1st \$65 of earned income plus half of the remaining earned income of the assistance unit.

- Allow the Student Earned Income Disregard from earned income when a client meets ALL 3 of the following conditions:
 - Is under age 22.
 - Is certified as blind or disabled by the Social Security Administration or the State Medical Review Team.
 - Is expecting to attend school at least 1 month in the next calendar quarter, or did attend school at least 1 month of the current calendar quarter.

Limit the Student Earned Income Disregard to a maximum of \$1,790 a month and \$7,200 in a calendar year. Apply it only to the client's income.

Also see [0018.06 \(Work Expense Deductions\)](#).

GRH:

For SSI recipients, no county action is required.

For non-SSI recipients who are aged, blind, or disabled, disregard the 1st \$65 of earned income per wage earner plus half of the remaining earned income of the assistance unit.

- Allow the Student Earned Income Disregard from earned income when a client meets ALL 3 of the following conditions:
 - Is under age 22.

- Is certified as blind or disabled by the Social Security Administration or the State Medical Review Team.
- Is expecting to attend school at least 1 month in the next calendar quarter, or did attend school at least 1 month of the current calendar quarter.

Limit the disregard to a maximum of \$1,790 a month and \$7,200 in a calendar year. Apply it only to the client's income.

Also see [0018.06 \(Work Expense Deductions\)](#).

For all other adults, follow GA.

MFIP, DWP, SNAP, GA, GRH:

No provisions.

MSA:

MSA has assistance standards whose use depends upon the applicant or participant's circumstances. Which assistance standard you use is determined by:

- The SSI Federal Benefit Rate (FBR) upon which the client's SSI grant is based. See [0029.06.03 \(Supplemental Security Income Program\)](#).
- Whether a person is eligible for MA home and community based waivers (MA waivers), including Community Access for Disability Inclusion (CADI), Elderly Waiver (EW), Traumatic Brain Injury (TBI), Community Alternative Care for Chronically Ill Individuals (CAC), and Home and Community Based Services for Persons with Developmental Disabilities (DD). See the [Minnesota Health Care Programs Eligibility Policy Manual](#) for information on these programs. A person who is eligible for an MA home and community based waiver is considered to be living alone. Apply the appropriate "living alone" assistance standard when determining eligibility. See below for the living alone assistance standard.

NOTE: Consider a person who lives with others eligible for MA home and community based waivers when the person is receiving Minnesota Senior Health Options (MSHHO) and EW services are being provided by the MSHO plan (rate cell B), or is receiving MSHO and was on CADI, TBI, or CAC but switched to EW when enrolled in MSHO (rate cell B), or is receiving DD waiver services through the county agency but also enrolled in an MSHO plan (rate cell A).
- Whether a person meets the county plan requirements for GRH placement (GRH plan) though not actually living in a GRH.
- Whether a person is eligible for the housing special need. See [0023.24 \(MSA Housing Assistance\)](#). A person who is eligible for MSA Housing Assistance is always considered to be living alone. Apply the appropriate "living alone" assistance standard when determining eligibility.
- A client's marital status.
- A client's living arrangement.

A county may set its own standards at a higher level than the State Standards, but there is no State aid for the extra costs.

The term "living with others" applies to anybody who is living with others, regardless of financial arrangements or relationship. MSA clients are considered to be in a "shared household" living situation if they live with another person(s) and they do not have separate, self-contained living quarters with a separate entrance. Self-contained living quarters consists of the client's own bedroom, living room and kitchen. A person in a "shared household" may or may not be receiving the reduced SSI standard (FBR) due to In-kind Support and Maintenance (ISM).

If a client lives with others, the living with others (shared) MSA standard will be applied unless he/she is eligible for MA home and community based waiver, meets the county plan requirements for GRH, or is eligible for the MSA Housing Assistance (shelter need) special need. If the client is receiving an MA home and community based waiver, meets the county plan requirements for GRH, or is eligible for MSA Housing Assistance, the living alone assistance standard must be applied.

MSA COMMUNITY STANDARDS

The standard for MSA applicants and participants who live independently in the community is the total of the client's MSA assistance standard and any ongoing special needs allowances. See [0023.12 \(Special Diets\)](#), [0023.15 \(Guardian or Conservator Fees\)](#), [0023.18 \(Restaurant Meals\)](#), [0023.24 \(MSA Housing Assistance\)](#). If a married couple lives together and both partners are applying and have an MSA basis of eligibility, combine their incomes to determine eligibility and benefit level. Use the highest appropriate standard.

MSA MONTHLY ASSISTANCE STANDARDS

Person living alone (or some people with ineligible spouses or eligible for MA waivers, GRH plan, or a shelter special need)	\$796.00
Person living with others (or some people with ineligible spouses)	\$582.66
Married couple living alone	\$1,194.00
Married couple living with others	\$799.34
Married couple living alone (pre-1994)	\$1,209.00
Married couple living with others (pre-1994). (See explanations below.)	\$1,062.34

APPLY THE \$796 LIVING ALONE STANDARD WHEN:

- A single person receives SSI benefits based on the \$735 FBR and lives alone.
- A single person does NOT receive SSI solely due to excess income and lives alone.
- A single person lives with others and is eligible for MA waivers, a GRH plan, or a shelter special need.
- A single person at the SSI \$735 FBR due to a presidential disaster declaration and/or being homeless.
- A married person lives with his or her ineligible spouse and receives SSI benefits based on the \$735 FBR or does not receive SSI due to excess income.
- A married person lives with an ineligible spouse and receives SSI benefits based on the \$490 FBR and is eligible for MA Waivers, a GRH plan, or a shelter special need.

APPLY THE \$582.66 LIVING WITH OTHERS STANDARD WHEN:

- A person receives SSI benefits based on the \$490 SSI FBR, and is not eligible for MA waivers, a GRH plan or a shelter special need.
- A person does NOT receive SSI solely due to excess income, and lives with others (including minor children but excluding spouse), and is NOT eligible for MA waivers, a GRH plan, or a shelter special need.
- A person at the SSI \$735 FBR and lives with others (including minor children). Do not apply this standard to a person living only with a spouse ineligible for MSA (see "Apply the \$796 living alone standard when:" above.)
- A married person lives with his or her ineligible spouse and receives SSI benefits based on the \$490 FBR, and is NOT eligible for MA waivers, a GRH plan, or a shelter special need.

APPLY THE \$1,194 (OR \$1,209 PRE-1994) STANDARD FOR A MARRIED COUPLE LIVING TOGETHER WHEN:

- Couple receives SSI based on the \$1,103 FBR or is ineligible for SSI solely due to excess income and lives alone.
- Couple receives SSI based on the \$1,103 FBR or is ineligible for SSI solely due to excess income, lives with others, and

one or both is eligible for MA Waivers, a GRH plan, or a shelter special need.

- Couple at the SSI \$1,103 FBR due to presidential disaster declaration and/or being homeless.

APPLY THE \$799.34 (OR \$1,062.34 PRE-1994) STANDARD FOR A MARRIED COUPLE LIVING WITH OTHERS WHEN:

- Couple receives SSI benefits based on the \$735.34 FBR.
- Couple NOT receiving SSI solely due to excess income.

MSA FACILITIES STANDARD:

The assistance standard for people either at the SSI \$30 FBR (federal living arrangement "D"), see [0029.06.03 \(Supplemental Security Income Program\)](#) and living in facilities where personal needs are not otherwise provided or some blind children is the personal needs allowance - \$97. See [0020.24 \(Personal Needs Allowance\)](#) for the eligibility requirements.

A person hospitalized for illness may continue to receive their community standard established before being hospitalized if it is more than the personal needs allowance and if the person meets the conditions of temporary absence in [0014.09 \(Assistance Units - Temporary Absence\)](#).

MSA clients who are residents of a licensed residential facility are NOT eligible for any special needs allowances EXCEPT for representative payee services. See [0023.21 \(Representative Payee Services\)](#).

NOTE: Clients living in a Minnesota Consolidated Chemical Dependency Treatment Fund (CCDTF) facility are NOT eligible for an MSA standard of need.

The court may order that all or part of an overpayment is exempt from recovery. The county must follow the court order. See [0025.12.03.06 \(Bankruptcy\)](#), [0025.24.03 \(Recovering Fraudulently Obtained Assistance\)](#).

MFIP, DWP:

Establish a claim for all claim types and amounts.

Pursue recovery of county agency error overpayments when the sum of the overpayments exceeds the sum of the corrected benefit amount for the claim period. Use [Collectible/Non-Collectible Agency Error Overpayment Worksheet \(DHS-2776E\) \(PDF\)](#) to determine whether an agency error overpayment is collectible.

Do not pursue recovery on non-fraud overpayments on closed cases which total \$35 or less. If the client begins to receive assistance again, recoupment will occur as long as the claim is in active status and has a balance.

SNAP:

The following overpayments are exempt from recovery; do not establish a claim for overpayments due to:

- The county agency's failure to certify a unit in a correct project area.
- The county agency's failure to verify a unit signed the application.
- The county agency's failure to verify a unit completed a current work registration form.
- The unit's failure to report a change because it was not required to report the change. See [0007 \(Reporting\)](#).
- A categorically eligible unit later being found ineligible for cash assistance or SSI due to excess assets.

Establish a claim, even though the following overpayments are exempt from recovery when:

- The total overpayment is less than \$35 and the unit no longer receives SNAP.
- The county agency has documentation which shows that the unit cannot be located. See [0025.12.03.03 \(Suspending or Terminating Recovery\)](#).

Do not pursue recovery on compromised portions of an overpayment. See [0025.12.03.09 \(Claim Compromise & Termination\)](#).

MSA, GA:

Follow MFIP. In addition, do not pursue recovery from a personal needs allowance.

- If an overpayment occurs while a client is in a facility, establish the claim but do not pursue recovery action until the client leaves the facility. When the client leaves the facility, begin to recover the overpayment the 1st month you can give a 10-day notice.
- If you are recovering an overpayment and the client later enters a facility, stop recovery action until the client leaves the facility:
 - If the client enters the facility on the 1st of the month, stop recovery action the month the client enters the facility.
 - If the client enters the facility after the 1st of the month, stop recovery action the month following the month the client entered the facility.

When the client leaves the facility, resume recovery action the 1st month you can give a 10-day notice.

GRH:

No provisions.

The Social Security Administration operates the Supplemental Security Income (SSI) program. This program provides monthly income to low income aged, blind, and disabled people. GA and RCA applicants who are aged, blind, or disabled must apply for SSI. MFIP participants who are disabled must apply for SSI. See [0012.12 \(Applying for Other Benefits\)](#), [0012.12.06 \(Special Services – Applying for Social Security\)](#), [0030.03 \(Refugee Cash Assistance\)](#). SSI recipients may be eligible for MSA.

All SSI recipients have a basis of eligibility for MA but are not automatically eligible for benefits. SSI recipients who are age 18 or over or under age 18 and blind have a basis of eligibility for MSA. SSI recipients are not eligible for DWP, MFIP or GA. See [0013 \(Basis of Eligibility\)](#).

SSI RESOURCE LIMITS

Individual \$2,000

Couple \$3,000

SSI FEDERAL BENEFIT RATES 2017

	Individual	Couple
Federal Living Arrangement (FLA) A(Own home)	\$735.00	\$1,103.00
Federal Living Arrangement (FLA) B (Home of another)	\$490.00	\$735.34
Federal Living Arrangement (FLA) D (Living in medical facility)	\$30.00	

In some situations, Social Security will adjust benefits by using standard amounts based on the full Federal Benefit Rate (FBR). For **2017**, these amounts are:

	Individual	Couple
Value of 1/3 reduction (VTR):	\$245.00	\$367.66
Presumed maximum value (PMV) of in-kind support and maintenance (ISM)	\$265.00	\$387.66
Essential person increment	\$368.00	
Ineligible child allocation	\$368.00	

Refer applicants/participants who want help applying for or retaining SSI to the Disability Linkage Line, 1-866-333-2466. See [0012.12.06 \(Special Services – Applying for Social Security\)](#).

Provide potentially eligible clients and clients who are referred to SSA with the [SSA web site](#) and toll-free telephone number. The toll-free number is 1-800-772-1213.

For information on Americans with Disabilities Act (ADA) resources, see the [Employment Services Manual](#) Appendix G (Resources for Americans with Disabilities (ADA)).

An applicant unit's counted assets cannot exceed \$10,000.

A participant unit's assets cannot exceed \$10,000.

Follow MFIP policy in determining countable assets, see [0015.01 \(Counted Assets\)](#).

Count the assets of an ineligible spouse toward the asset limit of the RCA applicant/participant, see [0015.48 \(Whose Assets to Consider\)](#).

Do not count:

- Any assets remaining in the applicant's country of origin.
- Any Initial Refugee Resettlement Funds paid in cash to refugees.
- Any Initial Refugee Resettlement Funds vendor paid by local resettlement agencies to 3rd parties on behalf of refugees, see INITIAL REFUGEE RESETTLEMENT FUNDS in [0002.33 \(Glossary: Independent...\)](#), [003.01 \(Local Resettlement Agencies\)](#).

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

Verify all countable assets. Follow MFIP policy in [0010 \(Verification\)](#).

UNDERPAYMENTS

Correct any underpayment discovered for a current benefit month within 7 calendar days following the discovery. Issue corrective payments for the current month without deducting any overpayments.

Apply restored benefits for a past month to existing RCA claims/overpayments and issue any remaining benefits to the current participant.

DO NOT establish an underpayment for prospectively budgeted units for any month for which you based the assistance issued on the best information available at the time, you applied correctly policy, and there was no client error.

OVERPAYMENTS

When you find a payment was incorrect, reconstruct each budget month and corresponding payment month using the policies and procedures that were in effect for the payment month. The overpayment is the difference between the benefit amount the client actually received and the benefit amount the client should have received. Calculate the overpayment using the [Computation of RCA Overpayment Worksheet \(DHS-2776D\) \(PDF\)](#).

DO NOT establish an overpayment for prospectively budgeted units for any month for which you based the assistance issued on the best information available at the time, you applied correct policy, and there was no client error.

There are 3 types of overpayments: client error overpayments, agency error overpayments and fraud overpayments. See [0025.12 \(Types of Overpayments\)](#) to determine which type of overpayment applies.

CLIENT ERROR OVERPAYMENTS

Pursue recovery of client error overpayments.

For purposes of allowing the earned income disregard in overpayment calculation, a report is timely when the client or authorized representative reports income within 2 calendar months following the end of the month in which the income was received.

AGENCY ERROR OVERPAYMENTS

Use [Collectible/Non-Collectible Agency Error Overpayment Worksheet \(DHS-2776E\) \(PDF\)](#) to determine whether an agency error overpayment is collectible.

Pursue recovery of agency error overpayments when the sum of the overpayments exceeds the sum of the corrected benefit amount that a participant was eligible for during a claim period. The claim period includes all consecutive months in which overpayments occurred.

Do not pursue recovery of non-collectible agency error overpayments.

FRAUD OVERPAYMENTS

Consider cases suspected of fraud to be client error overpayments until the court or an Administrative Disqualification Hearing (ADH) makes a determination of fraud. Consider an overpayment in any month in which a client files a false report timely and this results in an overpayment to be a client error overpayment. This applies even if there is an agency error in the same month, unless the agency caused the client's failure to report. See [0025.24 \(Fraudulently Obtaining Public Assistance\)](#).

RCA CLAIMS

Establish a claim for all claim types and amounts.

Recoupment of RCA claims is not automated at this time. Pursue recovery via voluntary repayment or civil recovery. Follow MFIP policy in [0025.21.06 \(Civil Recovery\)](#).

RCA claims are subject to compromise. See [0025.12.03.09 \(Claim Compromise & Termination\)](#).

In the PPP administered program, the PPP RCA eligibility workers determine the amount of the overpayment and enter the RCA claim. In the county-administered program the county financial workers will follow their county's current procedures regarding entering and maintaining claims.

Judgment By Operation of Law (JOL) is not supported by statute for RCA overpayments. Do not send the Notice of Overpayment letter to the client using certified mail.

Do not pursue recovery on non-fraud overpayments on closed cases which total \$35 or less. Follow MFIP policy in [0025.12.03 \(Overpayments Exempt from Recovery\)](#).

Discontinue all recovery actions against a participant who the agency learns has filed Chapter 7 or Chapter 13 bankruptcy action or has been granted a discharge. See [0025.12.03.06 \(Bankruptcy\)](#) for further details.