



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 08/2022**

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

0005.12.03 (What Is a Complete Application) in SNAP adds cross-references.

0005.12.09 (Date of Application) in SNAP adds cross-references.

0011.12.03 (Under Control of the Penal System) in general provisions adds information on conditional medical release. It also adds information about people who are transferred or furloughed from a correctional facility to a medical facility.

WHAT IS A COMPLETE APPLICATION

0005.12.03

A complete application has all questions answered, is signed by the applicant, and is date stamped by the agency. If information is missing or incomplete on the application, obtain the answers from the client at the time of the interview and clearly document the information provided. EXCEPTIONS for SNAP and MFIP are noted below. See [0005.09 \(Combined Application Form \(CAF\)\)](#), [0005.12.06 \(Who Must Sign Applications\)](#), [0005.12.09 \(Date of Application\)](#), [0005.12.12 \(Application Interviews\)](#).

MFIP:

Relative caregivers who choose not to receive MFIP for their own needs have the option of answering only those questions relevant to determining eligibility for the children for whom they are applying.

Applications completed by phone or internet telepresence are complete when the last signature page of the CAF is returned with the required signatures within 30 days of the original request. See [0005.12 \(Accepting and Processing Applications\)](#).

DWP:

Applications completed by phone or internet telepresence are complete when the last signature page of the CAF is returned with the required signatures within 30 days of the original request. See [0005.12 \(Accepting and Processing Applications\)](#).

SNAP:

Clients have the option of answering only those questions relevant to the SNAP program.

For more information about complete signatures on the application, see [0005.12.06 \(Who Must Sign Applications\)](#), [0005.12.09 \(Date of Application\)](#).

MSA, GA, GRH:

Follow general provisions.

The date of application is usually the date the county or tribal agency, or an authorized person or agency, receives at least a signed page number 1 of the [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#) or an [MNbenefits](#) application. If the application is received on weekends, holidays, or after hours, the date of application will be the next business day. Document the application date on the CAF.

EXCEPTION: If "Did Not Sign" was typed in the signature field of an [MNbenefits](#) application or the signature on the CAF did not reasonably represent the name of someone allowed to sign the application, the application cannot be used to set the date of application.

A signature is required to set the date of application. See [0005.12.06 \(Who Must Sign Applications\)](#). Follow the provisions below for agency action if 1 or more signatures are missing:

- If page 1 of the CAF is not signed, but the last signature page of the CAF is signed, set the date of application, complete the interview, and process the application.
- If page 1 of the CAF is signed, but the last signature page of the CAF is not signed, set the date of application, complete the interview, and obtain the signature at the in-person interview or send a copy of the last signature page with a request for signature, if completing a phone interview. For expedited SNAP applications, follow TEMP Manual TE02.10.01 (Expedited SNAP w/ Pending Verif's).
- If there is no signature on either page 1 of the CAF or the last signature page of the CAF, the application process has not started. Do not pend the application. Return the application (or page 1 of the CAF depending on what you have received) to the applicant. The date of application will be when the applicant meets the minimum requirements as listed.

The date of application may not be the same as the beginning date of eligibility. See [0005.09 \(Combined Application Form \(CAF\)\)](#), [0005.12 \(Accepting and Processing Applications\)](#), [0005.12.03 \(What Is a Complete Application\)](#), [0005.12.15 \(Application Processing Standards\)](#), [0006 \(Determining Financial Responsibility\)](#), [0022.12.02 \(Beginning Date of Eligibility\)](#), [0022.12.03 \(Proration\)](#).

MFIP, DWP

Applications received without a signature can be pended for 30 days. A signature is needed to complete the application. The date of application is the date the application is received.

When an application is completed by phone or internet telepresence, the application date is the date the application was taken. The last signature page of the CAF needs to be signed and returned within 30 days as part of the eligibility determination process. See [0005.12 \(Accepting and Processing Applications\)](#).

SNAP:

The minimum requirements to set the SNAP application date are the name, address and signature on page number 1 of the [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#) or the submittal of an [MNbenefits](#) application. For more information regarding complete signatures on the application see [0005.12.06 \(Who Must Sign Applications\)](#). If a mailed-in CAF contains the applicant's name, address, and signature, do not return it to the applicant for further information. Set the application date and schedule an interview. Screen all applications for expedited SNAP on the date of application. See [0004.06 \(Emergencies – 1st Month Processing\)](#), [0005.12 \(Accepting and Processing Applications\)](#), [0005.12.03 \(What Is a Complete Application\)](#), [0005.12.12 \(Application Interviews\)](#), [0009 \(Recertification\)](#), [0022.12.03 \(Proration\)](#).

- For units that are homeless, they may write "homeless" in the address section of page number 1 of the CAF. A unit is not required to reside in a permanent dwelling or have a fixed mailing address to be eligible for SNAP.
- Applicant households in which all members are SSI applicants or recipients may apply for SNAP at a Social Security Administration (SSA) office. The date of application is the date the SSA office receives page number 1 of the [Combined Application Form \(CAF\) \(DHS-5223\) \(PDF\)](#). For policy on recertifications, see [0009 \(Recertification\)](#).
- Residents of institutions who are ineligible for SNAP because they live in certain institutions may apply for SNAP within 30 days prior to their release. The date of their release from the institution is the application date.

- The date of application for residents of Regional Treatment Centers (RTCs) is the date of the client's release.
- When MFIP is ending but the unit remains eligible for non-PA SNAP, the SNAP application date on MAXIS is the date of the MFIP closing action. See TEMP Manual TE02.08.143 (SNAP When MFIP Is Closed).

For SNAP applicants who are also applying for RCA, see [0030.03.01 \(Processing RCA Applications\)](#).

MSA, GA:

Follow general provisions.

GRH:

The date of application is the date any Minnesota county agency receives a signed and dated page number 1 of the CAF, the submittal date of an [MNbenefits](#) application or, for a person who is participant of another cash program, a signed and dated [Change Report Form \(DHS-2402\) \(PDF\)](#). See [0005.12 \(Accepting and Processing Applications\)](#), [0006 \(Determining Financial Responsibility\)](#).

People are under the control of the penal system from the time of arrest. They cease to be under the control of the penal system when they are released:

- On own recognizance.
- On bail.
- As not guilty.
- On probation.
- On parole or supervised release, including conditional medical release.
- On pardon.
- Upon completing sentence.

People who are transferred or furloughed from a correctional facility to a medical facility for treatment are still considered under the control of the penal system.

Do not consider people under civil court hold orders to be under the control of the penal system.

MFIP, DWP:

People are not eligible while they are under control of the penal system, EXCEPT some participant minor children or caregivers whose incarceration will not last for more than 2 months. See [0014.09 \(Assistance Units - Temporary Absence\)](#).

SNAP, GA:

People are ineligible while residing in penal institutions.

MSA:

People who live in a penal institution for a full calendar month are ineligible for MSA benefits for that month.

GRH:

People who live in a penal institution for a full calendar month are ineligible for GRH for that month.

