



FAQ - COMBINED ANNUAL RENEWAL FOR CERTAIN POPULATIONS (DHS-3727)

The Combined Annual Renewal for Certain Populations (DHS-3727) was made available effective July 2012. This annual renewal form is sent to enrollees who meet the following criteria:

- HealthCare, Minnesota Supplemental Aid (MSA), Supplemental Nutrition Assistance Program (SNAP), and Group Residential Housing (GRH) reviews
- For cases with one person (two if they are married and living together)
- 18 or older and
- All members receive SSI or SSI/RSDI combination income exclusively.

The following is a Q&A regarding the DHS-3727.

1. Question: The DHS-3727 was mailed to a SNAP enrollee who requires an interview. Does a different renewal form have to be mailed to the enrollee?

Answer: No, the DHS-3727 can be used for SNAP renewals for these certain populations. DHS is aware that the cover letters for SNAP renewals using DHS-3727 do not mention that an interview is needed. TSS staff is working on correcting this. In the meantime, contact the SNAP recipient to set up a phone interview (preferably by phone). If needed, the Worker Interview Form (DHS-5223) may be used when completing an interview.

Remember that this population can be certified for SNAP for 2 years and that an interview is not needed for the MSA and health care yearly renewals. Those yearly renewals can be used as the point of contact in a two year certification period for these households.

Note: DHS will notify county and tribal agencies when the cover letter accompanying the DHS-3727 is changed to include interview requirements.

2. Question: A SNAP renewal is being completed and there is no place on the DHS-3727 for an agency signature or date stamp. How should the form be recorded?



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Answer: Date stamp the form when it is received by the county agency. SNAP requires either a date stamp or an agency's signature and date. Both are not required. As long as the form was date stamped by the agency, the date stamp is sufficient. Document in case note when the interview was held or if an interview is not required.

3. Question: The DHS-3727 was mailed in error, how should the renewal be processed?

Answer: Process the form using standard policy and procedure even if the form is mailed in error or changes are reported which cause the client to no longer meet the criteria for the DHS-3727. Do not require completion of a new form. Request additional information needed to complete the renewal.

4. Question: The DHS-3727 was mailed for a case that has SSI income and other STAT income panels. Why did this happen?

Answer: Mailing of the DHS-3727 is currently based on the ELIG budget in MAXIS, not the STAT panels. A resolution is being worked on; see Question 5 for more information.

Since receipt of SSI income results in exclusion of other income for certain programs, enrollees may receive the DHS-3727 depending on the type of program that is currently active.

Example 1: An enrollee receiving GRH who has SSI and earned income will receive the DHS-3727 because the GRH budget does not show the earned income recorded on the JOBS panel from STAT in the ELIG budget.

Example 2: An enrollee on a standalone health care program with SSI and earned income will not receive the DHS-3727 because the earned income recorded on the JOBS panel displays in ELIG health care even though the income is excluded due to receipt of the SSI income.



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If the wrong renewal form was mailed to the enrollee, do not require completion of a new form. Contact the enrollee for any additional information needed to complete the renewal.

5. Question: Does an enrollee qualify to use the DHS-3727 if they have the following situations:
- Eligible for MA-EPD.
 - SSI and earned income.
 - 1619a or 1619b status.

Answer: Enrollees who qualify for these programs or have earned income do not qualify to use the DHS-3727. One of the requirements for using the DHS-3727 is that the household receive SSI or SSI/RSDI income exclusively.

MAXIS currently sends the DHS-3727 to certain people who have earned income. A MAXIS fix has been requested so the DHS-3727 is sent to people who receive SSI or SSI/RSDI income exclusively. No timeline to install for a resolution has been set.

6. Question: When will other groups be added or authorized to use the DHS-3727?

Answer: DHS does not have a timeline for making other enrollee groups eligible to use the DHS-3727. County and tribal agencies will be notified by DHS if additional enrollees can start using this renewal form.

7. Question: What information was provided to clients about using or receiving this form?

Answer: When the DHS-3727 is mailed out, a cover letter is also mailed out in the same envelope which instructs the enrollee to complete and return the enclosed renewal form. No additional documentation is sent to the client regarding this form.



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Additional information about the Combined Annual Renewal for Certain Populations DHS-3727 can be found in the following resources:

- CountyLink DHS System Information Resource (SIR)
 - Additional notification will be sent as updates become available.
- Health Care Programs Manual
 - HCPM 08.10 – Renewal Forms
 - HCPM 08.25.05 – Processing MA Annual Renewals
- Combined Manual
 - CM 0009 – Recertification
 - CM 0009.06 – Recertification Process

Send policy and procedural questions to DHS PolicyQuest and HealthQuest.

For additional eDocs forms or to visit us online, please visit us at:
www.dhs.state.mn.us.