COMBINED MANUAL
REVISED SECTIONS – ISSUED 01/2007

§0001 (Table of Contents) deletes §0017.15.72 (Domestic Volunteer Service Act). It corrects the section title of §0017.15.78 (National and Community Service Trust Act). It adds 2 new sections §0017.15.100 (Learn and Serve America) and §0029.36 (Domestic Violence Brochure Program).

§0002.03 (Glossary: Agent Orange...) adds a new definition for AMERICORPS and appropriate cross-references for additional information on AMERICORPS.

§0002.17 (Glossary: Displaced Homemaker...) updates the definition of DOMESTIC VOLUNTEER SERVICE ACT**.**

§0002.37 (Glossary: Learning...) in the definition of LIQUID ASSETS adds to consider the amount of money from child support payments in a Stored Value Card as liquid assets. See Stored Value Card in §0002.63 (Glossary : Special Diet…).

§0002.63 (Glossary: Special Diet...) adds a definition for STORED VALUE CARD (SVC).

§0002.73 (**Glossary: Victim...)** under the entry of VISTA changes it's definition and adds appropriate cross-references for more information on AMERICORPS.

§0005.03 (Assistance Requests) adds an additional bullet under the sub heading of "The application packet includes, but is not limited to the following:" for the Domestic Violence Information Brochure (DHS-3477) and a cross-reference to §0029.36 (Domestic Violence Brochure Program).

§0005.09.03 (**When People Must Complete A CAF**) in the 1st bullet of general provisions deletes the word "initial" for clarity on when people must complete a CAF.

§0005.09.06 (**When Not To Require Completion of A CAF)** in the last paragraph of general provisions adds a cross-reference to §0005.12.21 (Reinstating a Withdrawn Application) for clarity.

§0005.12 (Accepting and Processing Applications) in FS adds a new last paragraph to replace benefits to applicants who reapply and have FS benefits that are aged or stored off-line. It adds a cross-reference to TE16.03 (EBT - Aging of Benefits).

§0005.12.12 (Application Interviews) in the 3rd paragraph of FS adds two new categorical eligibility groups to include people receiving DWP and units who have received the Domestic Violence Information Brochure. It adds a cross-reference to §0029.36 (Domestic Violence Brochure Program). It adds a new 4th paragraph that if a client is not interviewed on the day the application is submitted, an interview must be scheduled, and you must document and track the date of the scheduled interview and the interview

deadline date. It also adds a cross-reference to TE02.05.15 (Missed Interview) and deletes redundant information that is found in the referenced Temp section.

§0008.06.21 (Change in County of Residence) in the 3rd bullet of the general provisions adds to see DWP provisions for DWP cases. In DWP it deletes the first paragraph. It adds a new bullet with information on how to handle applicant cases when a move between counties occurs before the application has been approved, and a new bullet with information for when the application has not been approved.

§0011.39 (Qualified Professionals) in the 1st paragraph of MFIP/GA clarifies the purpose for using Qualified Professional to include good cause claim. In the last bullet it adds good cause claim as another basis for verifying illness, injury, or incapacity. It also adds certified nurse midwife to the list of qualified professionals.

§0013.06 (Food Support Categorical Eligibility) under FS it adds to see the list of ineligible units or unit members for Categorical Eligibility at the end of the section. It adds a new bullet for a new CE for units in which at least 1 member contains a member that meets the Domestic Violence Information Brochure Program requirements. It adds a cross reference to §0029.36 (Domestic Violence Brochure Program). It also adds 2 new paragraphs with information on units and unit members who are ineligible for categorical eligibility.

§0015.03 (Asset Limits) in FS adds the asset limit for people that have received the Domestic Violence Information Brochure and reorders the asset limits.

§0015.30 (Excluded Assets - Payments Under Federal Law) throughout the section adds new text and moves existing text on AmeriCorps information to distinguish which funds are excluded and which ones are counted as assets.

§0015.45 (Excluded Assets - Special Groups of People) in the 1st paragraph of FS adds MSA and DWP as additional groups of eligible participants that you are to exclude their assets for if all members are eligible for these programs. In the 3rd paragraph it deletes people who receive MFIP Employment Services as one of the groups of special people whose assets are excluded. It adds a new 4th paragraph to exclude vehicles for people who receive the Domestic Violence Information Brochure (DHS-3477). It also adds a cross reference to §0029.36 (Domestic Violence Information Brochure Program).

§0015.48.03 (**Whose Assets to Consider - Sponsors W/ I-864)** in FS under the heading of "Do not count a sponsor's assets if", deletes the bullet for the sponsor who receives FS separate and apart from the immigrant's unit.

§0016.21.03 (**Income of Sponsors of Immigrants with I-864)** under the heading of "Do not count a sponsor's income" deletes the bullet for the sponsor who receives FS separate and apart from the immigrant's unit.

§0017.15.72 (Domestic Volunteer Service Act) deletes this section as some of the information no longer applies or it is contained in the various other sections under the umbrella of AmeriCorps.

§0017.15.78 (National and Community Service Trust Act) corrects the section title and adds updated information.

§0017.15.87 (AmeriCorps Payments) deletes and adds new information throughout the section with updated AmeriCorps information.

§0017.15.100 (Learn and Serve America) is a new section with information on the Learn and Serve Program which is under the umbrella of AmeriCorps.

§0029.36 (Domestic Violence Brochure Program) is a new section with information about the Domestic violence Brochure Program.

0001 Table of Contents
0002 Glossary
0003 Client Responsibilities and Rights
0004 Emergencies
0005 Applications
0006 Determining Financial Responsibility
0007 Reporting
0008 Changes in Circumstances
0009 Recertification
0010 Verification
0011 Technical Eligibility
0012 Procedural Eligibility
0013 Basis of Eligibility
0014 Assistance Units
0015 Assets
0016 Income From People Not in the Unit
0017 Determining Gross Income
0018 Determining Net Income
0019 Gross Income Test
0020 Net Income Limits
0022 Budgeting and Benefit Determination
0023 Special Needs Payments
0024 Payments
0025 Benefit Adjustments and Recovery
0026 Notices
0027 Appeals
0028 Employment Services
0029 Other Related Programs
0030 Refugee Resettlement Program

0001 Table of Contents

0002 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: Employability...
- 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
- 0002.71 Glossary: Two Party...
- 0002.73 Glossary: Victim...

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

0004 Emergencies
- 0004.01 Emergencies - Program Provisions
- 0004.03 Emergency Aid Eligibility - Cash Assistance
- 0004.04 Emergency Aid Eligibility--FS/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
  - 0004.18.03 Emergency Aid Cost Effectiveness
- 0004.21 Emergency Aid for Employment Related Expense
- 0004.24 Emergency Aid to Prevent Foreclosure
- 0004.27 Emergency Aid for Home Repairs
- 0004.30 Emergency Aid for Furnishings and Appliances
- 0004.33 Emergency Aid for Moving Expenses
- 0004.36 Emergency Aid to Replace FS/MSA/GA
- 0004.39 Emergency Aid for Shelter
- 0004.42 Emergency Aid for Utility Bills
- 0004.45 Emergency Aid - Method of Payment
- 0004.48 Destitute Units--Migrant/Seasonal Farmworker
- 0004.51 Destitute Units, Eligibility and Benefits
- 0004.57 Emergency Aid Overpayments

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 a CAF
0005.09.06 When Not to Require Completion of a CAF
0005.09.09 When to Use an Addendum to the CAF
0005.09.12 Combined Application Form - Pending Cases
0005.09.15 Emergency Assistance and the CAF
0005.10 Health Care Application (HCAPP)
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 for New Applicants
0005.12.12.03 Waiving In-Office Interviews
0005.12.12.06 Orientation to Financial Services
0005.12.12.09 Family Violence Provisions/ Referrals
0005.12.15 Application Processing Standards
0005.12.15.03 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

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

0007 Reporting
- 0007.03 Monthly Reporting - Cash
  - 0007.03.01 Monthly Reporting - FS
  - 0007.03.03 Monthly Reporting Deadlines
  - 0007.03.06 Processing a Late HRF
- 0007.12 Agency Responsibilities for Client Reporting
  - 0007.12.03 What Is a Complete HRF
  - 0007.12.06 Incomplete HRFs
- 0007.15 Unscheduled Reporting of Changes - Cash
  - 0007.15.03 Unscheduled Reporting of Changes - FS
- 0007.18 Good Cause for Not Reporting

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 - FS
  - 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

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
  - 0009.06.06 Recertification Interview

0010 Verification
- 0010.03 Verification - Cooperation and Consent
- 0010.06 Sources of Verification - Documents
- 0010.09 Sources of Verification, Collateral Contacts
- 0010.12 Sources of Verification - Home Visits
- 0010.15 Verifications - Inconsistent Information
- 0010.18 Mandatory Verifications

0010.18.01 Mandatory Verifications - Cash Assistance
0010.18.02 Mandatory Verifications - FS
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 - FS
0010.18.06.03 Verifying SSA Disability Determinations
0010.18.08 Verifying Intent to Remain in Minnesota
0010.18.09 Verifying Self-Employment Income/Expenses
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 Undocumented/Non-Immigrant 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

0011 Technical Eligibility
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 - FS/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
0011.12.03 Under Control of the Penal System
0011.15 Strikers
0011.18 Students
0011.21 Receipt of Other Assistance
0011.24 Able-Bodied Adults
0011.27 Criminal Conviction
0011.27.03 Drug Felons
0011.27.03.01 Drug Felons - FS
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
0011.33.06.03 MFIP Family Violence Extension Category
0011.33.09 MFIP Ill/Incapacitated Extension Category
0011.36 Special Medical Criteria
0011.36.03 Special Medical Criteria Categories
0011.39 Qualified Professionals

0012 Procedural Eligibility
- 0012.03 Providing/Applying for an SSN
- 0012.06 Requirements for Custodial Parents Under 20
- 0012.09 Complying With Empl. Services Requirements
- 0012.12 Applying for Other Benefits
  - 0012.12.03 Interim Assistance Agreements
  - 0012.12.06 Special Services - Applying for SSI
- 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 Good Cause Exemptions From Pursuing Support
- 0012.24 Child Support Sanctions
- 0012.27 Cooperating to Get Tort Liability Payments
- 0012.30 Chemical Use Assessment

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
- 0013.05 DWP Bases of Eligibility
- 0013.06 Food Support Categorical Eligibility
- 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
  - 0013.15.15 GA Basis - Women in Battered Women's Shelter
  - 0013.15.18 GA Basis - Unemployable
  - 0013.15.24 GA Basis - Mental Retardation/Mental Illness
  - 0013.15.27 GA Basis, SSD/SSI Application/Appeal Pending
  - 0013.15.30 GA Basis - Advanced Age
  - 0013.15.33 GA Basis - Displaced Homemakers
  - 0013.15.36 GA Basis - Excessive Travel Time to Job

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 - GA-Related Living in GRH
0013.18.15 GRH Basis - GA-Related Permanent Illness
0013.18.18 GRH Basis - GA-Related Temporary Illness
0013.18.21 GRH Basis - GA-Related Unemployable
0013.18.24 GRH Basis - GA-Related MR/MI
0013.18.27 GRH Basis - GA-Rel. SSD/SSI Appl/Appeal Pend
0013.18.30 GRH Basis - GA-Related Advanced Age
0013.18.33 GRH Basis - GA-Related Learning Disabled
0013.18.36 GRH Basis - GA-Related Drug/Alcohol Addctn

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 Food Support Unit
0014.06 Who Must Be Excluded From Assistance Unit
0014.06.03 Family Cap
0014.09 Assistance Units - Temporary Absence
0014.12 Units for People With Multiple Residences

0015 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
0015.06.06.03 Supplemental Needs Trusts
0015.09 Excluded Assets for Self Support
0015.11 Excluded Assets - Contracts for Deed
0015.12 Excluded Assets - Real Property
0015.12.03 Excluded Assets - Homestead
0015.12.06 Repayment Agreements on Real Property
0015.13 Repayment Agreements on Non-Liquid Assets

0015.15 Excluded Assets - Household/Personal Goods
0015.18 Excluded Assets - Pension & Retirement Plans
0015.21 Excluded Assets - Burial Spaces
0015.24 Excluded Assets - Burial Contracts
0015.27 Excluded Assets - Income
0015.30 Excluded Assets - Payments Under Federal Law
0015.33 Excluded Assets - Student Financial Aid
0015.36 Excluded Assets - Funds to Fix/Replace Asset
0015.39 Excluded Assets - Vehicles
0015.42 Excluded Assets - Liquid Assets
0015.45 Excluded Assets - Special Groups of People
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
0015.51 Evaluation of Insurance Policies
0015.54 Evaluation of Vehicles
0015.57 Evaluation of Real Property
0015.58 Mortality Table
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

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 Immigrants 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

0017 Determining Gross Income
0017.03 Available or Unavailable Income
0017.06 Excluded Income
0017.09 Converting Income to Monthly Amounts
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 Land
0017.15.12 Infrequent, Irregular Income
0017.15.15 Income of Minor Child/Caregiver Under 20
0017.15.18 Workforce Investment Act (WIA) Income
0017.15.21 Tax Credits and Refund Income
0017.15.24 In-Kind Income
0017.15.27 Vendor Payments as Income
0017.15.30 Lump Sum Income
0017.15.33 Self-Employment Income
0017.15.33.03 Self-Employment, Convert Inc. to Monthly Amt
0017.15.33.06 Self-Employment Common Business Expenses
0017.15.33.09 Self-Employment Expense for In-Home Business
0017.15.33.12 Self-Employment Transportation Expenses
0017.15.33.15 Self-Employment Expenses Not Allowed
0017.15.33.18 Self-Employment Loss Offset
0017.15.33.21 Self-Employment Income From In-Home Day Care
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 and Losses 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
0017.15.78 National and Community Service Trust Act
0017.15.81 Utility Payments
0017.15.84 Contracts for Deed as Income
0017.15.87 AmeriCorps Payments
0017.15.90 Trust Disbursement Income
0017.15.93 Military Income
0017.15.96 Weatherization, Heating/Cooling Device Pmts
0017.15.99 Housing Subsidy
0017.15.100 Learn and Serve America

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 Food Support Medical Expenses
0018.15 Shelter Deductions
0018.15.03 Shelter Deduction - Home Temporarily Vacated
0018.15.06 Averaging Shelter Costs
0018.15.09 Utility Deductions
0018.15.12 Actual Utility Deductions
0018.15.15 Inflationary Factors for Actual Expenses
0018.15.18 Standard Utility Allowance
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

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

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 Food Support Assistance Standards
- 0020.18 GA Assistance Standards
- 0020.21 MSA Assistance Standards
- 0020.22 GRH Assistance Standards
- 0020.24 Clothing and Personal Need Allowance

0022 Budgeting and Benefit Determination
- 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 - FS
- 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 - FS
- 0022.12 How to Calculate Benefit Level - MFIP/DWP/GA
  - 0022.12.01 How to Calculate Benefit Level - FS/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 FS Only Benefits for Mixed Households

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 Shelter-Needy Allowance

0024 Payments
0024.03 When Benefits Are Paid - MFIP/DWP
0024.03.03 When Benefits Are Paid - FS/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 Food Support Issuance
0024.04.09 GA Weekly Issuance
0024.05 Cashing Warrants
0024.06 Provisions for Replacing Benefits
0024.06.03 Situations Requiring FS Benefit Replacement
0024.06.03.03 Replacing FS Stolen/Lost Before Receipt
0024.06.03.15 Replacing Food Destroyed in a Disaster
0024.06.03.18 Replacing Damaged FS Cashout Warrants
0024.09 Protective and Vendor Payments
0024.09.01 Protective and Vendor Payments-FS/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

0025 Benefit Adjustments and Recovery
0025.03 Determining Incorrect Payment Amounts
0025.03.01 Determining Incorrect Payment Amounts - FS
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 Compromising a Portion of the Overpayment
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
0025.21.03 Overpayment Repayment Agreement
0025.21.06 Civil Recovery
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
0025.21.21 Minnesota Collection Enterprise
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 FS
0025.24.08 FS 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

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
0026.42 Notice of Incomplete or Missing Report Form
0026.45 Notice of Food Support Expiration
0026.48 Notices - IEVS
0026.51 Notices - Chemical Use Assessment
0026.54 Notices: Family Violence Referral

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

0028 Employment Services
0028.03 County Agency Empl. Serv. Responsibilities
0028.03.01 County Agency FSET Responsibilities
0028.03.02 ES Provider Responsibilities - FSET
0028.03.03 Employment Services/FSET Required Components
0028.03.04 FSET Assessment/EDP
0028.03.06 Determining FS 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/FSET
0028.06.06 Who May Volunteer for Empl. Services/FSET
0028.06.10 Who Is Exempt From FSET
0028.06.12 Who Is Exempt From FS Work Registration
0028.09 ES Overview/FSET Orientation
0028.09.03 Content of ES Overview/FSET Orientation
0028.09.06 Exemptions From ES Overview/FSET 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--Custodial Parents Under 20
0028.18.02 MFIP Good Cause--Child Care
0028.18.03 Suitable Work/Unsuitable Work

0028.18.06 Conciliation Conferences
0028.18.09 FSET Satisfactory Progress
0028.20 Failure to Comply - FSET
0028.21 Good Cause for Non-Compliance--FS/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 FSET Sanctions
0028.30.09 Refusing or Terminating Employment
0028.30.12 Sanction Notice for Minor Caregiver
0028.33 Employment Services/FSET Notice Requirements

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 Repatriate Program
0029.06.24 Tribal TANF Programs
0029.06.24.03 Tribal TANF - Mille Lacs Band of Ojibwe
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
0029.09 Telephone Assistance Programs
0029.15 Social Services
0029.20 Housing Programs
0029.20.03 Publicly Assisted Housing
0029.20.06 Rental Assistance for Family Stabilization
0029.20.09 Family Homeless Prevention Assistance
0029.20.12 Bridges Housing Subsidy

0029.27 Low Income Home Energy Assistance Program
0029.30 Child Care Assistance
0029.31 Child Care Resource and Referral
0029.33 Self-Empl. Investment Development (SEID)
0029.36 Domestic Violence Brochure Program

0030 Refugee Resettlement Program
0030.01 Voluntary Agencies (VOLAGS)
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 Refugee Post-Secondary Education/Training
0030.12.06 RCA Employment Services Good Cause Claims
0030.15 RCA Sanction Provisions
0030.18 RCA 7-Month Reviews
0030.21 Closing/Terminating RCA
0030.24 RCA/RES Appeals
0030.27 RCA - Moves Within the State

AGENT ORANGE:

A herbicide used in the Vietnam War to eliminate foliage.

AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC):

The program authorized to provide financial assistance and social services to needy families with a MINOR CHILD. The PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY AND RECONCILIATION ACT (PRWORA) replaced AFDC with a block grant called TANF. In Minnesota, AFDC was replaced by the MINNESOTA FAMILY INVESTMENT PROGRAM. See MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) in §0002.41 (Glossary: Medically Necessary...).

ALIMONY :

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

ALLOCATION :

A DEDUCTION from 1 person's income for the maintenance needs of others. See §0018.30 (Allocations).

ALTERNATIVE CARE (AC) :

Payments made by Social Services for HOME CARE SERVICES for a person over age 65 who would otherwise require care in a NURSING FACILITY. See the Health Care Programs Manual.

ALTERNATIVE EMPLOYMENT PLAN (AEP) :

MFIP :

The AEP was replaced by the Employment Plan. See §0028.15 (Employment Plan (EP)) for further information.

AMERASIAN :

A person of Asian and American parentage. There are special provisions for non-citizen children of Vietnamese mothers and American fathers. See §0011.03.18 (Non-Citizens - People Fleeing Persecution).

AMERICORPS :

AmeriCorps includesAmeriCorps State and AmeriCorps National (together these two programs are also known as AmeriCorps USA), AmeriCorps VISTA (formerly known as VISTA), AmeriCorps NCCC (AmeriCorps National Civilian Community Corps). For more information on the AmeriCorps Program, see §0017.15.78 (National and Community Service Trust Act), §0017.15.87 (AmeriCorps Payments).

APPEAL :
A client's or authorized representative's request to the HUMAN SERVICES JUDGE for review of a COUNTY AGENCY's action or inaction. See §0027 (Appeals).

APPLICANT :
A person who has submitted a request for assistance for whom no decision has been made regarding eligibility, and whose application has not been acted upon or voluntarily withdrawn.

APPLICATION :
A request for assistance made by submitting a signed and dated page 1 of the COMBINED APPLICATION FORM (CAF). See §0005 (Applications), §0009.06.03 (Recertification Processing Standards).

APPLICATION DATE :
Date of application varies depending on the program and the applicant's situation. See §0005.12.09 (Date of Application) for more specific information.

APPRAISAL :
Estimation of worth. See §0015 (Assets) for requirements for an acceptable appraisal.

APPROVAL :
The act of certifying that an APPLICANT is eligible to receive benefits.

ASSET LIMIT :
The maximum amount of NET COUNTED ASSETS clients may own or have available and remain eligible for assistance. See AVAILABILITY in §0002.05 (Glossary: Assistance Standard...).

ASSET TRANSFER :
The conveying of ownership of an asset to another party.

ASSETS :
REAL PROPERTY and PERSONAL PROPERTY owned wholly or in part by the client.

ASSIGNMENT :
To transfer legal claim, such as assignment of CHILD SUPPORT or MEDICAL SUPPORT.

ASSISTANCE :

Benefits received from the MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), FOOD SUPPORT (FS), MEDICAL ASSISTANCE (MA), GENERAL ASSISTANCE (GA), GENERAL ASSISTANCE MEDICAL CARE (GAMC), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), REFUGEE MEDICAL ASSISTANCE (RMA), and EMERGENCY PROGRAMS. See the Health Care Programs Manual for the health care programs.

ASSISTANCE PAYMENT :

Assistance received from the MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), GENERAL ASSISTANCE (GA), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), and EMERGENCY cash programs.

ASSISTANCE PROGRAMS :

The MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), FOOD SUPPORT (FS), MEDICAL ASSISTANCE (MA), GENERAL ASSISTANCE (GA), GENERAL ASSISTANCE MEDICAL CARE (GAMC), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), REFUGEE MEDICAL ASSISTANCE (RMA), and EMERGENCY PROGRAMS. See the Health Care Programs Manual for the health care programs.

DISPLACED HOMEMAKER :

A person who is eligible for Minnesota displaced homemaker services. To be eligible a person must meet all of the following:

- Was the primary caregiver in a home for at least 2 years, while working less than full-time outside the home.
- During that time was supported by another person or public assistance.
- Lost that source of support through death, disability, divorce, legal separation, or becoming ineligible for public assistance.
- Is currently unemployed or underemployed and having difficulty finding employment adequate to support the person and his or her dependents.

DISQUALIFIED PERSON :

A person who is ineligible for ASSISTANCE due to non-cooperation with a program requirement. The length of disqualification may vary depending on which program provisions the person violated or failed to comply with.

DISQUALIFY :

To make a person ineligible for ASSISTANCE because of non-cooperation with a program requirement.

DISREGARD :

An amount of income which is excluded in determining NET INCOME.

DIVERSIONARY WORK PROGRAM (DWP) :

DWP is a short-term, work focused program for families applying for cash benefits. It provides a maximum of 4 consecutive months in a 12-month period, of necessary services and supports to families which will lead to unsubsidized employment, increase economic stability, and reduce the risk of needing longer term assistance under MFIP. See §0013.05 (DWP Bases of Eligibility).

DIVERSITY IMMIGRANT :

See §0011.03.12 (Non-Citizens - Lawful Permanent Residents).

DIVERSITY VISA :

See §0011.03.12 (Non-Citizens - Lawful Permanent Residents).

DIVIDEND :

The amount of the profit distribution a shareholder receives, or the amount of the surplus distribution a policyholder of a participating insurance policy receives.

DOCUMENTARY EVIDENCE :

Written VERIFICATION confirming information on the UNIT's circumstances.

DOCUMENTATION :

A written statement or record that substantiates or validates an assertion made by a person or an action taken by a person, agency, or entity.

DOMESTIC VIOLENCE :

See FAMILY VIOLENCE in §0002.23 (Glossary: Fair Hearing...).

DOMESTIC VOLUNTEER SERVICE ACT :

Federal law authorizing the Foster Grandparent Program, National Senior Volunteer Corps, Retired and Senior Volunteer Program, Senior Companion Program, VISTA, Volunteers in Service to America and University Year for Action.

DRUG ABUSE :

GA :

A pattern of inappropriate and harmful chemical use as defined in Minnesota Rules, part 9530.6605, subpart 18. It includes inappropriate and harmful patterns of chemical use that are linked to specific situations in a person's life such as loss of a job, death of a loved one, or sudden change in life circumstances. It does not involve a pattern of pathological use, but it may progress to pathological use.

DRUG ADDICTION OR ALCOHOLIC TREATMENT AND REHABILITATION PROGRAM :

FS :

Used in reference to the Food Support Employment and Training (FSET) program. A drug addiction or alcoholic treatment and rehabilitation program conducted by a non-profit organization or institution and licensed by the Department of Human Services (DHS) or the Minnesota Department of Health, unless they are on Indian reservations. Programs operating on Indian reservations must be tax exempt and funded by the National Institute of Alcohol Abuse and Alcoholism (NIAA) or formerly funded through the NIAA and transferred to Indian Health Services (IHS) funding. See §0004.06 (Emergencies - 1st Month Processing).

DRUG DEPENDENCY :

GA :

A pattern of pathological use as defined in Minnesota Rules, part 9530.6605, subpart 20, accompanied by the physical manifestations of increased tolerance to the chemical(s) being used or withdrawal syndrome after cessation of chemical use. It includes a pattern of pathological use accompanied by the physical manifestations of increased tolerance to the chemical(s) being used or withdrawal syndrome after cessation of chemical use, which has been interrupted by a period of incarceration or hospitalization.

DWP: See DIVERSIONARY WORK PROGRAM.

LEARNING DISABLED :

MFIP, DWP :

A disorder in 1 or more of the psychological processes involved in perceiving, understanding, or using concepts through verbal language or non-verbal means. It does not include learning problems that are primarily the result of visual, hearing, or motor handicaps; of developmental disability; of emotional disturbance; or of environmental, cultural, or economic disadvantage. The disability must severely limit the person's ability to obtain, perform, or maintain suitable employment.

FS, GA, GRH :

A disorder in 1 or more of the psychological processes involved in perceiving, understanding, or using concepts through verbal language or non-verbal means. It does not include learning problems that are primarily the result of visual, hearing, or motor handicaps; of developmental disability; of emotional disturbance; or of environmental, cultural, or economic disadvantage.

LEGAL CUSTODIAN :

MFIP, DWP :

A person under legal obligation to provide care for and who is in fact providing care for a minor. For a Native American child, any Native American person who has legal custody of a Native American child under tribal law or custom, under state law, or to whom temporary physical care, custody, and control has been transferred by the parent of the child. If assistance is being requested for the MINOR CHILD, this person meets the definition of CAREGIVER in §0002.09 (Glossary: Calendar Month...).

LEGAL GUARDIAN :

"Legal guardian" or "guardian" is a person appointed by a parent's will or by the court to have the powers and responsibilities of a parent, except that the guardian is not legally obligated to provide support for the ward out of the guardian's own funds. If assistance is being requested for the MINOR CHILD, this person meets the definition of CAREGIVER in §0002.09 (Glossary: Calendar Month...).

LEP :

See LIMITED ENGLISH PROFICIENCY (LEP) below.

LICENSED MOTOR VEHICLE :

A MOTOR VEHICLE legally permitted to use the streets and highways under the registration requirements of Minnesota Statutes, section 168.

LICENSED PHYSICIAN :

A person licensed to practice medicine under Minnesota state statutes.

LIEN :

A legal claim against property for the satisfaction of a debt. The lien is paid off at the time the property is sold.

LIFE ESTATE :

Ownership allowing the occupancy and use of real estate during a person's lifetime according to Minnesota Statutes, Sections 500.01 to 500.24. Life estates are REAL PROPERTY. Establishing a life estate is a TRANSFER.

LIHEAP :

See LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) below.

LIMITED ENGLISH PROFICIENCY (LEP) :

Limited English Proficiency (LEP) means unable to speak, read, write, or understand the English language well enough to allow a person to interact effectively with health care, social services, or other providers.

LIQUID ASSETS :

Cash or property (such as stocks or bonds) easily converted to cash. Consider the amount of money from child support payments in a Stored Value Card as liquid assets. See STORED VALUE CARD in §0002.63 (Glossary : Special Diet).

LITERACY TRAINING PROGRAM :

GA :

A program for GA clients who lack formal education or job skills. The program must assess reading level, learning disabilities, reading potential, and vocational and occupational interests, and must teach language and reading skills needed for job performance.

LOCAL LABOR MARKET :

A geographic area no more than 2 hours round trip from a person's home in which the person must search for SUITABLE EMPLOYMENT.

LONG TERM CARE FACILITY (LTCF) :

A place such as a NURSING FACILITY (NF-I and NF-II), Intermediate Care Facility for the Mentally Retarded (ICF-MR), medical hospital, or an MA-covered bed in the REGIONAL TREATMENT CENTER (RTC). See the Health Care Programs Manual.

LONG TERM CARE FACILITY RESIDENT :

A person living in a LONG TERM CARE FACILITY.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) :

A program that helps low income people pay heating costs, resolve heating related emergency crises, and reduce home energy consumption through conservation and weatherization activities.

LPR :

See LAWFUL PERMANENT RESIDENT (LPR) in §0002.35 (Glossary: Inventory...).

LTCF :

See LONG TERM CARE FACILITY above.

LTR :

See LAWFUL TEMPORARY RESIDENT in §0002.35 (Glossary: Inventory...).

SPECIAL DIET :
A diet prescribed by a physician for 1 of the medical conditions listed in §0023.12 (Special Diets).

SPECIAL NEED FUNDS :
Money available to some participants for some expenses not covered by the monthly grant. See §0023 (Special Needs Payments).

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

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

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

SSA :
See SOCIAL SECURITY ADMINISTRATION in §0002.61 (Glossary: SELF...).

SSDI :
See SOCIAL SECURITY DISABILITY INSURANCE in §0002.61 (Glossary: SELF...).

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

SSI GROSS LIMIT :
The FEDERAL BENEFIT RATE for the Supplemental Security Income Program. See FEDERAL BENEFIT RATE (FBR) in §0002.23 (Glossary: Fair Hearing...).

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

SSN :

Social Security number.

STAGGERED ISSUANCE :

FS :

A BENEFIT issuance system which issues regular monthly FOOD SUPPORT benefits throughout the 1st 15 days of the month. Units receive their benefits on the same day each month.

STAGGERED ISSUANCE CYCLE :

Issuing BENEFITs over several days.

STANDARD DISREGARD :

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

STANDARD UTILITY ALLOWANCE :

A type of expense allowance available only to units that incur expenses for heating and/or cooling. The allowance covers heating, cooling, electricity, water, sewer, garbage, and phone expenses. See §0018.15.18 (Standard Utility Allowance).

STATE MEDICAL REVIEW TEAM (SMRT) :

People appointed by the COMMISSIONER to determine DISABILITY.

STATE VERIFICATION AND EXCHANGE SYSTEM (SVES) :

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

STEPPARENT :

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

STORED VALUE CARD (SVC):

The Stored Value Card or debit card is an option custodial parents have of an account to have their child's support payment directly deposited into. The Stored value card has a VISA logo and can be used like a credit or debit card for purchases or at ATM's. The only money on the SVC card is child support that has been deposited by the Minnesota Child Support Payment Center. See LIQUID ASSETS in §0002.37 (Glossary : LEARNING…) and excluded assets in §0015.27.(Excluded Assets - Income).

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

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

STUDENT EDUCATIONAL LOAN FUNDS :
State financial aid program for post-secondary students.

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

SUBSIDIZED ADOPTION :
See ADOPTION ASSISTANCE in §0002.01 (Glossary: 1619A...).

VICTIM OF FAMILY VIOLENCE :

A person who has been subjected to FAMILY VIOLENCE. See FAMILY VIOLENCE in §0002.23 (Glossary: Fair Hearing...).

VISTA :

Volunteers in Service to America (VISTA) is known as AmeriCorps VISTA. See §0015.30 (Excluded Assets - Payments Under Federal Law), §0017.15.78 (National And Community Service Trust Act), §0017.15.87 (Americorps Payments) for more information on AMERICORPS.

VOCATIONAL SPECIALIST :

GA :

A counselor of the Minnesota Department of Employment and Economic Development or Division of Rehabilitation Services, or another qualified person who advises people about occupational goals and employment. This includes Job Service counselors, vocational rehabilitation counselors, certified employment and training providers who counsel people on employment issues, or other similarly qualified individuals.

VOLAGs

RCA:

See Voluntary Agencies (VOLAGs).

VOLUNTARY AGENCIES (VOLAGs):

RCA:

Voluntary Agencies (VOLAGs) administer the provisions of RCA. VOLAGs are responsible, under contract with the U.S. Department of State, for providing refugees with initial housing, food, clothing and shelter immediately after arrival in the United States. See §0030.01 (Voluntary Agencies (VOLAGs)).

VOLUNTARY DEPARTURE :

See §0011.03.24 (Non-Citizens - Lawfully Residing People).

VOUCHER :

A written guarantee by the COUNTY AGENCY to pay a VENDOR for goods or services and used instead of a cash payment to a CLIENT.

VULNERABLE ADULTS :

GA :

A person age 18 or older who is a resident or patient of a facility; OR a person age 18 or older who receives services at or from a licensed facility who,

regardless of residence, is unable or unlikely to report abuse or neglect without assistance because of mental or physical impairment or emotional status.

WAGE MATCH :
An IEVS exchange with the Minnesota Department of Employment and Economic Development completed quarterly for participants and monthly for applicants of federal programs. It provides information on wages earned in Minnesota.

WAGE GARNISHMENT :
A legal withholding of a specified sum from wages to satisfy a creditor.

WAIVER :
A suspension or change of an eligibility requirement in a client's case.

WARD :
A person under direct court protection or under court protection through a guardian.

WATER AND SEWER SYSTEM :
The structures required to provide water to and dispose of sewage from a home.

WELFARE FRAUD :
Obtaining ASSISTANCE PAYMENTS by deceit or misrepresentation.

WIA (WORKFORCE INVESTMENT ACT) :
See WORKFORCE INVESTMENT ACT (WIA) below.

WIC (WOMEN, INFANTS and CHILDREN) :
See WOMEN, INFANTS, AND CHILDREN NUTRITION PROGRAM (WIC).

WITHHOLDING OF DEPORTATION OR REMOVAL :
See §0011.03.18 (Non-Citizens - People Fleeing Persecution).

WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM :
A federal program authorized by the Child Nutrition Act of 1966 to provide nutritious food and nutrition education to low-income pregnant and postpartum women and their children. (In this instance, "postpartum" means up to 6 months after termination of pregnancy.) See §0029.07.09 (Women, Infants, and Children (WIC) Program).

WORKFORCE ONE :

A consolidated web-based case management and management information system that enables the delivery of Employment and Training services within the Minnesota workforce development system. WORKFORCE ONE is used by Employment Counselors for the MFIP, DWP, and FSET programs. WORKFORCE ONE is also used by other Employment and Training program staff.

WORK HISTORY :

See RECENT WORK HISTORY in §0002.53 (Glossary: Qualified...).

WORK STUDY :

- Federal or non-federally funded employment arranged for students by a POST-SECONDARY SCHOOL. See §0017.15.36 (Student Financial Aid Income).
- A program operated or approved by a SECONDARY SCHOOL (high school) or its equivalent which allows students to earn academic credit for employment.

WORK-RELATED EXPENSES :

The amount withheld or paid for: state and federal income taxes; FICA; mandatory retirement fund deductions; dependent care costs; transportation costs to and from work at the amount allowed by the IRS for personal car mileage; costs of work uniforms, union dues, and medical insurance premiums; costs of tools and equipment used on the job; $1 per work day for the costs of meals eaten during employment; public liability insurance required by an employer when an automobile is used in employment and the cost is not reimbursed by the employer; and the amount paid by an employee from personal funds for business costs not reimbursed by the employer.

WORKERS' COMPENSATION :

An employer-paid insurance program that covers the medical expenses and lost wages of workers injured on the job.

WORKFORCE INVESTMENT ACT (WIA) :

A national workforce preparation and employment system designed to integrate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs delivered through the 1-stop (Workforce Center) system. It replaced the Job Training Partnership Act (JTPA).

YOUTH COMMUNITY CONSERVATION AND IMPROVEMENT PROJECT :

A federal employment and training program.

YOUTH INCENTIVE ENTITLEMENT PROJECT :
A federal employment and training program.

Counties must have financial workers available during office hours to answer questions about programs, eligibility requirements, and how to apply for assistance. See §0003 (Client Responsibilities and Rights), §0005.12 (Accepting and Processing Applications).

As a service to clients, counties may offer after hours assistance for emergencies and/or working clients. See §0004 (Emergencies).

Refer people to social services if they request help with family problems or family planning.

When people contact the county agency in person, by phone or in writing, the county agency must:

- Identify a request for assistance. NOTE: Clients may ask you to predict eligibility. If so, see §0005.03.03 (Predicting Eligibility).

- Ask people if they have an emergency need. See §0004 (Emergencies).

- Provide information on the kinds of assistance and help available through the community and through your agency.

- Tell people of the right to file an application, and where to file it. See §0005.12 (Accepting and Processing Applications), §0003.09 (Client Rights).

- Tell people the effects of a delay in filing an application. See §0005.12.09 (Date of Application), §0022.12.03 (Proration).

Offer people the opportunity to pick up an application in person and submit a completed CAF page 1 the same day. The CAF page 1 sets the date of application. At the client's request, applications may be mailed but explain to them they might lose benefits due to proration. Stress that it may be to their advantage to pick up and return the application in person.

The application packet includes, but is not limited to the following:

- Combined Application Form (CAF), along with a cover letter including the following:

  - The county agency address, office hours, and phone number.
  - The importance of returning page 1 of the CAF as soon as possible.
  - Information about the interview and returning the remainder of the CAF.

- Program Information brochure (DHS-2920).
- Verification Request Forms (DHS-2919a and 2919b).
- Notice About Income and Eligibility Verification System and Work Reporting System (DHS-2759).
- Notice of Privacy Practices (DHS-3979). See §0003.09.06 (Client Rights - Data Privacy Practices).
- Provide information about the Americans with Disabilities Act (ADA). The brochure, "Do you have a disability?" (DHS-4133-ENG), is for applicants and participants in any program and is available on eDocs at: http://edocs.dhs.state.mn.us/index.htm .
- Domestic Violence Information Brochure (DHS-3477). See §0029.36 (Domestic Violence Brochure Program.

Also see §0005.12.12.01 (Forms for New Applicants).

WHEN PEOPLE MUST COMPLETE A CAF 0005.09.03

EXCEPT for situations listed in §0005.09.06 (When Not to Require Completion of a CAF), require clients to complete a CAF in the following situations:

- To make an assistance request.

- To request another category of assistance (Food Support or cash assistance) after you have acted on a previous CAF, or 30 days have lapsed since the application date, whichever occurs 1st. For example, a FS participant requests cash assistance. Also see §0005.12.12 (Application Interviews).

  NOTE: To request only a health care program, use the Health Care Application (HCAPP) form. See the Health Care Programs Manual.

- At recertification. See §0009.06.03 (Recertification Processing Standards) and the Health Care Programs Manual.

- When they become eligible for a different type of cash assistance after you have acted on a previous CAF. For example, an MFIP participant loses eligibility and requests GA.

  NOTE: Non-citizens who receive MSA and will lose those benefits because of SSI termination due to the 7-year limit need only complete a CAF page 1 to request GA.

- When they are not person 01 on MAXIS, and they leave the unit and apply for assistance. See §0008.06.09 (Removing a Person From the Unit).

- When they are removed from FS because person 01 on MAXIS leaves the unit or dies.

Also see §0005.09.09 (When to Use an Addendum to the CAF), §0005.12.03 (What Is a Complete Application).

Do not require a new CAF in the situations below:

- Adding people to an assistance unit. See §0005.09.09 (When to Use An Addendum to the CAF).

- Cash assistance ends, but people remain eligible for Food Support, and the changes causing the cash assistance ineligibility have been documented prior to termination of cash assistance.

- Applicants request another assistance program or in some other way amend the application before the agency acts on their initial CAF.

- Applicants are initially eligible for 1 cash assistance program but will be eligible for a different cash assistance program within 30 days of the date of application.

Also see §0005.09.03 (When People Must Complete a CAF), §0005.09.09 (When to Use an Addendum to the CAF), §0005.12.21 (Reinstating a Withdrawn Application), §0008.03 (Changes - Obtaining Information).

MFIP: Do not require units whose case was terminated because they did not submit a complete HRF to complete the CAF if the unit submits the HRF before the end of the termination month.

When MFIP is ending but the unit remains eligible for food support-only benefits, follow the FS provisions.

DWP: Do not require completion of the CAF when:

- A participant who is determined to be unlikely to benefit from the DWP transitions from DWP to MFIP within 30 days of the initial application.

  However, when a participant is determined to be unlikely to benefit from DWP between the 31st day and the end of the 4th month of DWP eligibility, he or she is required to complete the MFIP Transition Application Form (DHS-4035) (MTAF).

- A pregnant woman on DWP has a child and the case is moved to MFIP because she meets the child under 12 weeks exception for DWP. See §0008.06.24 (DWP Conversion or Referral to MFIP).

- A participant who has exhausted the 4-month DWP eligibility transitions to MFIP, provided the participant has completed, signed, and submitted the MTAF to the agency within 30 days of the end of the 4th month of DWP eligibility.

- DWP has been closed due to non-compliance for less than 30 days.

For information on converting or referring of DWP cases to MFIP, see §0008.06.24 (DWP Conversion or Referral to MFIP).

FS: Do not require units whose case was terminated because they did not submit a complete HRF to complete the CAF if the unit submits the HRF before the end of the termination month.

When MFIP is ending but the unit remains eligible for food support-only benefits, DO NOT require completion of the CAF to determine FS eligibility, even if the unit did not originally request FS on the CAF if:

- At least 1 member of the new Food Support household receives the MFIP food portion or Uncle Harry food support during the last month MFIP is active.

AND

- The household has provided all forms and verifications needed to determine MFIP eligibility.

AND

- Potential Food Support eligibility for the household exists.

AND

- The MFIP recertification date is 1 month or more later than the MFIP termination date.

If all of the above conditions are met, inform the household of FS eligibility in the MFIP closing notice. Indicate in the notice for the participant to contact the county only if he/she wishes to decline FS.

For MFIP cases that have an Uncle Harry case, add the MFIP members to the existing Food Support unit the 1st of the month following the month MFIP is closed. Prior to adding the members to the unit, you may need to request additional information or verification from the unit. The unit has 10 days to provide it. If the unit fails to provide the requested information or verification, terminate Food Support according to proper notice requirements. When MFIP cases are closed, mixed FS/MFIP households no longer exist. Therefore, when the MFIP case closes, the Uncle Harry case becomes a non-PA Food Support case and is subject to the provisions of the Food Support program.

See TEMP Manual TE02.08.143 (Food Support When MFIP Is Closed) for information on MAXIS procedures. Also see §0005.12.09 (Date of Application) for instructions on setting the application date for non-PA Food Support when MFIP ends.

MSA, GA:

Do not require a new CAF when:

- There is a change in basis of eligibility.

OR

- A case is terminated because the unit did not submit a complete HRF, but the unit does submit the HRF before the end of the termination month.

OR

- Converting from GA to MSA when the GA participant signed an interim assistance agreement and the county agency pended MSA at the time of application.

OR

- Converting from MSA to GA when the MSA participant lost eligibility for SSI and MSA due to expiration of the 7-year LPR time limit.

GRH: Do not require a new CAF when any of the following occur:

- There is a change in the basis of eligibility.

- A case is terminated because the unit did not submit a complete HRF, but the unit does submit the HRF before the end of the termination month.

- A GRH applicant is currently a participant of MFIP, MSA, or GA. Use the Change Report Form (DHS-2402) showing the change in living arrangement.

Encourage people to apply for assistance in their Minnesota county of residence. See §0011.09 (County Residence). Accept applications from people even if they are not residents of your county. However, forward applications to their county of residence the SAME DAY you receive them. Follow the program provisions listed below for determining the beginning date of eligibility.

If you must forward an application for a client with an emergency, you may need to take extra steps, such as calling the other county to schedule an appointment or assisting with transportation expenses to the other county.

If a person has been on MAXIS before, request the case file from the former county. That county should purge the physical case record using current record retention policies and send the physical case file to the new county of residence no more than 5 working days after getting the request.

Residents of Regional Treatment Centers (RTCs) may file applications with the RTC reimbursement officer or appointed designee. The RTC reimbursement officer or appointed designee will take the application and forward it to the county agency for processing.

The application process begins with the completion of page 1 of the Combined Application Form (CAF) containing the name, address and signature of the applicant.

Also see §0008.06.21 (Change in County of Residence).

MFIP: If eligible, an applicant will receive benefits from the date your county receives his or her application, or the date he or she meets all eligibility criteria, whichever is later. See §0005.12.09 (Date of Application), §0006 (Determining Financial Responsibility), §0006.27 (County Financial Responsibility Disputes).

When accepting or processing an application that includes a child who has moved here from another state to live with a parent or another relative, ask if the child was placed in their home from another state under an Interstate Compact on the Placement of Children (ICPC) Agreement. Children placed in Minnesota under ICPC are ineligible for MFIP. See INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN in §0002.33 (Glossary: Independent...), §0014.06 (Who Must Be Excluded From Assistance Unit).

For reporting changes when an application is pending, see §0007.15 (Unscheduled Reporting of Changes - Cash).

DWP: Follow MFIP and in addition, DWP has a shortened application-processing period. Work very closely with participants, counties, and Employment Services Providers. The time frame fits with the program's design to provide an opportunity for the participant to begin working as soon as possible.

Provide quality supports and services in a timely manner. This should result in better outcomes for DWP participants. The first challenge is to ensure that the application processing time lines are met. See §0005.12.15 (Application Processing Standards). In addition, you will need to determine ways of ensuring that families are provided Child Care Assistance in a timely manner. The Department's Child Care Assistance regional liaisons are available to assist counties in developing ways to enhance child care delivery services to support successful implementation of DWP.

FS: If you receive an application and you are NOT the county of residence for the applicant, forward it to the county of residence that same day if the applicant has completed enough information. Forward the (CAF) no later than the next business day by any means that ensures the application arrives at the county of residence the same day it is forwarded. See § 0005.12.09 (Date of Application).

Notify people orally or in writing that they may lose benefits by not applying in their county of residence. If eligible, they will receive benefits only from the date their COUNTY OF RESIDENCE receives their application for Food Support. See §0005.12.09 (Date of Application).

Applicant households in which all members are SSI applicants or recipients may apply at the local Social Security Administration (SSA) office. For policy on recertifications, see §0009 (Recertification).

Applicants who are residents of institutions may apply for both SSI and Food Support at the SSA office before their release from the institution. See §0005.12.09 (Date of Application), §0005.12.15 (Application Processing Standards).

Replace benefits to applicants who reapply and have FS benefits that are aged or stored off-line. See TE16.03 (EBT - Aging of Benefits).

MSA: If eligible, an applicant will receive benefits from the 1st day of the month your county received his or her application, or the 1st day of the month he or she meets all eligibility criteria, whichever is later. See §0005.12.09 (Date of Application), §0006 (Determining Financial Responsibility), §0006.27 (County Financial Responsibility Disputes).

GA: If eligible, an applicant will receive benefits from the date your county receives his or her application, or the date he or she meets all eligibility criteria, whichever is later. See §0005.12.09 (Date of Application), §0006 (Determining Financial Responsibility), §0006.27 (County Financial Responsibility Disputes).

When processing applications for residents of battered women's shelters, give special attention to assure that women are protected from their abusers. Do not send notices to the home the battered woman is fleeing. Enter the woman's home address on the MAXIS ADDR panel and enter the address of the shelter under the mailing address on the MAXIS ADDR panel. If the woman resides in a safe home, do not list the mailing address of the safe home on MAXIS. Instead, list only the address of the organization the safe home affiliates with.

GRH: If eligible, an applicant will receive benefits from the 1st of the month in which an application is received, the date he/she meets all eligibility criteria, or the date he/she enters an eligible group residential housing facility, whichever is later.

Conduct a face-to-face interview with applicants or their authorized representatives before determining eligibility. Some programs grant EXCEPTIONS to this requirement; see the program provisions below. Also see §0005.12.12.03 (Waiving In-Office Interviews).

Offer applicants or their authorized representatives a single interview that covers all the programs for which they apply. For example, a Food Support interview must also cover any other programs for which the household applied. Advise people of any preliminary verifications they may bring to the interview. Give people written confirmation of the date, time, and location of their interview. Tell them they are responsible for rescheduling any interview they miss.

Units may bring anyone they choose to the interview. See §0005.06 (Authorized Representatives).

During the interview:

- Inform people of their responsibilities and rights, including their rights under the Americans with Disabilities Act (ADA). Provide them with the brochure "Do you have a disability?" (DHS-4133). Also see §0003.09.03 (Client Rights - Civil Rights).

- Review information on the application. Make sure the application is complete.

- Refer people to Social Services if they request help with family problems or family planning.

- Explain program eligibility requirements, benefits, processing standards, and payment methods.

- Give the client brochures on assistance programs and other available services.

- Review available verifications and get client consent for 3rd-party verifications. See §0010 (Verification).

Do not require another interview for people who amend an application or request an additional category of assistance if you have not acted on the original application.

If you have taken action on an original application, clients must fill out a new CAF and have another interview.

If a client misses the initial interview and makes no further contact with the county agency,

send a denial notice by the 30th day after the date of application. If the client contacts the county agency before the end of the 30-day processing period, reinstate the application effective the date you received the signed and dated page 1 of the CAF.

Do not require an interview for people who applied through a Regional Treatment Center (RTC) reimbursement officer unless more information is necessary.

MFIP: The interview may be with any caregiver(s) of the unit or their authorized representative.

Inform applicants that they are NOT automatically eligible for health care based on receiving cash assistance. Applicants who want to apply for health care must check "Y" for Health Care programs on the CAF when they apply. If an applicant does not check "Yes" or "No" for "health care programs", follow up to determine if he or she wants to apply for health care coverage. Do not require the applicant to complete any additional application or other forms. Use the information on the CAF to determine health care eligibility. See the Health Care Programs Manual for additional instructions.

Refer people to the appropriate county person if they request help with family violence issues. See §0005.12.12.09 (Family Violence Provisions/Referrals). Give the client the Family Violence Referral (DHS-3323). Provide information about counseling and support services, exemptions, and permanent residence procedures for battered non-citizens. See §0010.18.33 (Verifying Family Violence).

Explain the living arrangement requirements to minor caregivers or minor pregnant women. See §0005.12.12.01 (Forms for New Applicants). Refer a minor caregiver to Social Services as soon as he or she applies and alleges that he or she or the minor child would be physically or emotionally jeopardized by living with the minor's caregiver or legal guardian, or that the caregiver or legal guardian will not allow him or her to live at home. See §0012.06 (Requirements for Custodial Parents Under 20).

For units with 18- and 19-year old caregivers without a high school diploma or GED, ask if the applicant wants to pursue a high school diploma or GED, or wants to pursue work. The applicant's choice must be entered on the EMPS panel prior to cash approval to get correct results. If the applicant wants to pursue a high school diploma or GED, enter "SC"on the ES option field of the EMPS panel for the applicant. MAXIS will determine this applicant is eligible for MFIP. If the applicant states he/she does not want to pursue high school or GED and wants to pursue work, enter "EM" on the ES option field of the EMPS panel for the

applicant. MAXIS will determine this applicant is eligible for DWP. Record the applicant's choice in CASE/NOTEs. Counties using the DWP/MFIP Screening Question form (DHS-4026) as part of the application packet will have a documented answer to this question already available.

Explain the 60-month time limitation and that the unit may opt out of the cash portion of MFIP if a portion of the grant is not being vendor paid. See §0011.30 (60-Month Lifetime Limit), §0014.03.03.03 (Opting Out of MFIP Cash Portion).

If a child was previously in another case with a relative prior to the parent applying for the child, attempt to determine the circumstances. Make a child protection referral for any case that has an MFIP caregiver whose parental rights were terminated. To determine whether a parent whose rights have been terminated may be a caregiver, see §0014.03.03 (Determining the Cash Assistance Unit).

DWP: Follow MFIP, EXCEPT the 60-month time limit does NOT apply to DWP.

In addition:

- Conduct the interview within 5 working days of receipt of the application.
- Refer clients to Employment Services (ES) within 1 day of determining eligibility (this means from when you determine eligibility, not when you approve eligibility).
- The ES Provider MUST conduct the employment plan/interview within 10 days of referral.
- The ES Provider MUST notify the county agency of the ES plan approval within 1 day of signed plan.
- Issue DWP benefits within 1 day of being notified of the ES plan approval by the ES Provider.
- Include in the interview a discussion of goals, requirements, and services of the DWP.
- If child care is needed, obtain a child care application from the client before finishing the interview and forward the application to the appropriate child care assistance worker on the same day you received it. Make a referral to the appropriate Child Care Resource and Referral (CCR&R) agency if the job seeker

needs help in finding a child care provider. The contact numbers for the CCR&Rs can be found in the "Do You Need Help Paying for Child Care?" brochure on-line at http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-3551-ENG

- Ensure that FS and health care are available to the client. If not already requested on the application, talk with the client about the availability of these benefits as well as others, such as Workers' Compensation and Unemployment Insurance.

FS: The interview may be with any responsible member(s) of the unit or their authorized representative.

You must offer adult members of a unit that includes children (of any age) in the home, or adults with parental control over children in the home, the right to designate the principal wage earner (PWE). See §0028.03.06 (Determining FS Principal Wage Earner).

Determine if the household is categorically eligible for FS. Ask the household if any member is receiving or authorized to receive Basic Sliding Fee Child Care (including At-Home Infant Child Care (AHIC) program), Transition Year Child Care, DWP or has received the Domestic Violence Information Brochure (DHS-3477). See §0013.06 (Food Support Categorical Eligibility), §0029.36 (Domestic Violence Brochure Program).

If a client is not interviewed on the day the application is submitted, an interview must be scheduled. For suggested SPEC/MEMO text, see TE02.05.15 (Missed Interview Notice). Document and track the date of the scheduled interview, and the Interview Deadline Date.

If a client misses the initial interview, call the client or send a SPEC/LETR to the client informing him or her of the missed interview and the responsibility to reschedule another interview. Sample SPEC/ LETR notices are available in TEMP Manual TE02.05.15 (Missed Interview Notice). If you do not use the SPEC/LETR notice, be sure to provide all the same information either verbally or in writing.

EXCEPT for recertification interviews, do not require units to report for a face-to-face interview during the certification period. See §0009.06.06 (Recertification Interview).

MSA, GA:

The interview may be with any responsible member of the unit or his/her authorized representative.

Inform applicants of the need to request health care programs on the CAF if they want the county to determine eligibility for health care in the event that the application for cash is denied. See the Health Care Programs Manual for additional instructions.

GRH: The interview may be with the applicant or his/her authorized representative.

Units that move from 1 county to another do not have to reestablish eligibility; benefits continue. However, there are certain case transfer procedures which county agencies must follow.

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

- Update the address on MAXIS. Do not transfer the case until the unit has actually moved. Do NOT terminate or deny assistance.

- Complete as much of the outstanding work on the case as possible. Record in MAXIS case notes what work was not completed and the reason.

- Process an application or recertification that is due if you have held the mandatory face-to-face interview. For DWP cases, see the provisions under DWP.

  When the mandatory face-to-face interview for an application or recertification has already been held in the sending county, it is up to the receiving county to decide whether it would be easier to complete processing of the case in the county to which the unit has just moved. The 2 counties should agree to this prior to the case transfer.

  If the face-to-face interview has not been completed, do not process the application or recertification and note this in the MAXIS case notes.

- Send a Change Report Form (DHS-2402) to the unit with instructions to return the form to the new county of residence within 10 days of your mailing date.

- For information that does not interface from MAXIS to WorkForce One, send a Diversionary Work Program/Minnesota Family Investment Program Status Update Form (DHS-3165) if applicable, to the Employment Services Provider and the child care worker.

- Follow the checklist and procedures in TEMP Manual TE02.08.133 (Completing an Inter-County Case Transfer) and TE02.08.134 (SPEC/XFER for Inter-County Case Transfers) to transfer the case to the new county of residence using the SPEC/XFER panel. Transfer the electronic case to the new county by the later of these dates:

- One working day after the date you received the report of the move.

OR

- The end of the day after the date of the move.

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

- Purge the physical case record using current record retention policies. Send the physical case record to the new county of residence within 5 working days after the date of the reported change or move, whichever is later. At county option, use the Inter Agency Case Transfer Form (DHS-3195) for transferring a case. This form is available on eDocs at: http://edocs.dhs.state.mn.us/index.htm.

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

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

- Accept the case. Any issues related to electronic or paper cases received in unsatisfactory condition should be resolved at the supervisory level or above. Client service must never be interrupted during negotiations.

- Verify that the transferred case address is within your county. If it is not, immediately transfer the case to the correct county and notify the sending county so that they can transfer the physical case file to the correct county.

- Check the financial responsibility begin date on the SPEC/XFER panel and correct it if necessary. MAXIS will automatically transfer financial responsibility on the date listed. See §0006.06 (Moving Between Counties - Participants).

- When you receive the DHS-2402 from the unit, update MAXIS with new or changed information. Complete the application process, recertification process, or other outstanding work as necessary.

- Send a referral to the Employment Services Provider and child care worker in your county unless the client is exempt. See §0028.06.10 (Who Is Exempt From FSET).

- If you do not get the DHS-2402 from the unit within 10 days of the date mailed by the former county, generate a 10-day notice to close the case. See §0026.12.03 (10 Day Notice).

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

To determine which county is financially responsible for which months, see §0006 (Determining Financial Responsibility).

MFIP: You do need to verify the new address.

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

The new county must take an application or addendum for the child. See §0005.09.03 (When People Must Complete a CAF), §0005.09.09 (When to Use an Addendum to the CAF), §0008.06.06 (Adding a Person to the Unit - Cash).

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

DWP: For applicants:

- When a move between counties occurs before the application has been approved and before the employment plan (EP) has been developed, the case must be transferred to the new county. The receiving county must meet with the applicant prior to approval to develop an EP that includes activities that fit with the applicant and the receiving county.

- When the application has not been approved, but the EP has been developed in the first county, it is up to the receiving county to decide whether it would be easier to complete processing the case in the county to which the unit has just moved. The 2 counties should agree to this prior to the case transfer.

For participants:

- When a move between counties occurs during the 4-month DWP period and the participant continues to meet DWP eligibility criteria, the case will remain on

DWP. The new county MUST meet with the participant to develop an Employment Plan (EP) that builds on the work that had been done in the previous county. This does NOT apply to Mille Lacs Band of Ojibwe.

FS, MSA, GA, GRH:

Follow general provisions, EXCEPT send a change report form to non-monthly reporting units only.

You do not need to verify the new address, but do verify which county the new address is in.

The provisions in this section describe who may be considered as qualified professionals for diagnosing and/or determining a client's specific physical illness and/or mental condition.

MFIP, GA:

Qualified professionals as defined in this section may diagnose and/or determine if a person meets certain medical criteria in order to bank months or to qualify for an MFIP hardship extension, a good cause claim, or to meet a GA basis of eligibility. See §0011.33 (MFIP Hardship Extensions), §0011.36 (Special Medical Criteria), §0011.36.03 (Special Medical Criteria Categories), §0013.15 (GA Bases of Eligibility), §0028.06.03 (Who Must Participate in Empl. Services/FSET), §0028.18 (Good Cause for Non-Compliance—MFIP/DWP).

- **FOR MENTAL RETARDATION (MR):** Professionals qualified to administer the tests necessary to make a determination (tests of intellectual functioning, assessment of adaptive behavior, adaptive skills, and developmental function) include licensed psychologists, certified school psychologists, or a certified psychometrist working under supervision of a licensed psychologist. These professionals must also be trained and experienced in administration of the tests. See PEOPLE WITH MENTAL RETARDATION in §0002.47 (Glossary: OJT...).

- **FOR LEARNING DISABILITIES:** A qualified professional is a licensed psychologist or school psychologist with experience determining learning disabilities. The determination should have been made within the previous 12 months. See §0011.33.06 (MFIP Hard to Employ Extension Category).

- **FOR PEOPLE WITH MENTAL ILLNESS (MI), SERIOUS AND PERSISTENT MENTAL ILLNESS (SPMI), AND SEVERE EMOTIONAL DISTURBANCE (SED):** A qualified mental health professional is indicated in the bullets below. Documentation can be provided by a licensed physician or a qualified mental health professional as listed below, for questions about counting months toward the 60-month time limit AND related extensions:

  - **FOR CHILDREN IN PSYCHIATRIC NURSING:** The mental health professional must be a registered nurse who is licensed under Minnesota Statutes, sections 148.171 to 148.285 and who is certified as a clinical specialist in child and adolescent psychiatric or mental health nursing by a national nurse certification organization or who has a master's degree in nursing or 1 of the behavioral sciences or related fields from an accredited college or university or its equivalent, with at least 4,000 hours of post-

master's supervised experience in the delivery of clinical services in the treatment of mental illness.

- **FOR ADULTS IN PSYCHIATRIC NURSING:** A registered nurse who is licensed under Minnesota Statutes, sections 148.171 to 148.285, and who is certified as a clinical specialist in adult psychiatric and mental health nursing by a national nurse certification organization or who has a master's degree in nursing or 1 of the behavioral sciences or related fields from an accredited college or university or its equivalent, with at least 4,000 hours of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness.

- **IN CLINICAL SOCIAL WORK:** A person licensed as an independent clinical social worker (LICSW) under Minnesota Statutes, section 148B.21, subdivision 6, or a person with a master's degree in social work from an accredited college or university, with at least 4,000 hours of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness.

- **IN PSYCHOLOGY:** A person licensed by the board of psychology under Minnesota Statutes, sections 148.88 to 148.98, who has stated to the Board of Psychology competencies in the diagnosis and treatment of mental illness.

- **IN PSYCHIATRY:** A physician licensed under Minnesota Statutes, chapter 147, and certified by the American Board of Psychiatry and Neurology or eligible for board certification in psychiatry.

- **IN MARRIAGE AND FAMILY THERAPY:** The mental health professional must be a marriage and family therapist licensed under Minnesota Statutes, Sections 148B.29 to 148B.39, with at least 2 years of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness.

➢ **FOR PHYSICAL ILLNESS, INJURY, OR INCAPACITY:** For purposes of verifying that criteria have been met for certain extensions to the MFIP 60-month time limit or a good cause claim, qualified professional means a licensed physician, a physician's assistant, a nurse practitioner, a certified nurse midwife, or a licensed chiropractor.

DWP: If there are situations requiring determinations from the qualified professionals listed above, consider conversion to MFIP. See §0008.06.24 (DWP Conversion or Referral to MFIP).

FS, MSA, GRH:
No provisions.

MFIP, MSA, GRH:
No provisions.

DWP: DWP participants are categorically eligible for Food Support for the duration of DWP eligibility. See the FS provisions below.

FS: There are two sets of categorical eligible units. See the list of ineligible units or unit members for categorical eligibility at the end of this section.

The first set includes units that meet 1 or more of the conditions below. These are exempt from the asset, gross income, net income tests and residency requirements. However, they are still subject to all other eligibility requirements. See TEMP Manual TE02.05.49 (Categorical Eligibility Q&A) for additional information.

- Units in which at least 1 member of the unit is receiving, is eligible to receive, or is authorized to receive benefits or services and could receive them upon request, even though he/she may not be currently receiving benefits or services from 1 of the following programs:

  - Transition Year Child Care. See §0029.30 (Child Care Assistance). To be considered eligible or authorized to receive TYCC, someone in the unit must apply and be determined eligible.

  OR

  - Basic Sliding Fee Child Care. See §0029.30 (Child Care Assistance). To be considered eligible or authorized to receive Basic Sliding Fee, someone in the unit must apply and be determined eligible for Basic Sliding Fee, even if not actually receiving child care assistance.

  Ask the unit about receipt of or eligibility for any of these programs at application, and whenever a Food Support unit exceeds the FS asset limit, gross income limit, or net income limit. Verify receipt of or eligibility for the benefits from the case record or by contacting the appropriate Child Care worker. Once the unit's categorical eligibility status is known to the agency, document this in CASE/NOTE's. See §0005.12.12 (Application Interviews) for additional information.

- A unit participating in the Diversionary Work Program (DWP). NOTE: When DWP closes and the unit is not referred to MFIP, continue FS eligibility and recalculate benefits.

- A unit composed entirely of people who receive GA, MSA, or SSI in Minnesota. Consider people to be receiving GA, MSA, or SSI if any of the following apply:
  - They have been approved for GA, MSA, or SSI but have not yet received payment.

  OR
  - Their GA, MSA, or SSI payments have been suspended or are being recouped. People suspended for non-compliance with treatment referral requirements for a drug addiction and/or alcoholic condition are not categorically eligible during the period of suspension.

The second set includes units in which at least 1 member of the unit meets the Domestic Violence Information Brochure Program requirements. Under this set units are eligible for Food Support when:

- A household member has received the Domestic Violence Information Brochure (DHS-3477).

AND

- The unit's income is within current FS program gross income limits.

AND

- The unit's assets, not including vehicles, total less than $7,000. See §0029.36 (Domestic Violence Brochure Program).

A unit that is categorically eligible for Food Support may receive $0 benefits due to his or her level of income. Categorically eligible cases remain open on FS even if they receive no benefits. Follow the provisions in §0016 (Income From People Not in the Unit), §0017 (Determining Gross Income), §0018 (Determining Net Income), §0022 (Budgeting and Benefit Determination).

There are special provisions for categorically eligible units with 1 or 2 members. See §0022.12.01 (How to Calculate Benefit Level - FS/MSA/GRH).

These units may already have been found ineligible for Food Support and they are NOT eligible for categorical eligibility:

- Any unit in which a unit member is disqualified due to an Intentional Program Violation (IPV).

- A unit member fails to comply with monthly reporting requirements.

- The head of household is disqualified for failure to cooperate with work requirements.

- A unit member is ineligible due to a drug related felony conviction.

These unit members may already have been removed or found ineligible for Food Support and they CANNOT be included in a Categorical Eligible household:

- Ineligible non-citizens. See §0011.03.09 (Non-Citizens – FS/MSA/GA/GRH).
- Ineligible students. See §0011.18 (Students).
- People who are residents of an institution and are not eligible to receive Food Support. See §0011.12 (Institutional Residence).
- People who are ineligible due to non cooperation with work requirements. See §0028.30.06 (Type/Length of FSET Sanctions), §0028.30.09 (Refusing or Terminating Employment).

GA: No provisions. However, see the FS provisions above for GA applicants or participants who are also applying for or receiving FS.

When net counted assets exceed the limits below, people are either ineligible or must reduce assets within certain time limits. See §0015.45 (Excluded Assets - Special Groups of People), §0015.72 (Excess Assets - Applicants), §0015.75 (Excess Assets - Participants).

MFIP, DWP:

An applicant unit's non-excluded assets must not exceed $2,000. A participant unit's assets cannot exceed $5,000.

FS: $7,000 excluding vehicles for units where at least 1 member has received the Domestic Violence Information Brochure (DHS-3477). See §0029.36 (Domestic Violence Brochure Program).

$3,000 for a unit which has at least 1 member disabled or age 60 or older. See §0010.18.06 (Verifying Disability/Incapacity - FS).

$2,000 for all other units.

MSA: $2,000 for single people.

$3,000 for married couples.

Residents of a long term care facility (LTCF) whose cost of care is paid for by MA are eligible for MSA if they meet MA (rather than MSA) asset provisions and limits. See the Health Care Programs Manual. They must meet all other MSA eligibility requirements.

GA: $1,000 for all units.

GRH: $2,000 for clients who are aged, blind, or disabled.

$1,000 for all other adult clients.

Exclude the following federal payments for all programs:

- Low Income Home Energy Assistance Program (LIHEAP) payments.
- Payments for tribal land claim settlements listed in §0017.15.09 (Income From Tribal Land).
- Benefits from the Women, Infant, and Children (WIC) nutrition program.
- Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970. See §0015.27 (Excluded Assets - Income) for treatment of relocation assistance from state or local governments.
- Payments received from youth incentive entitlement projects, youth community conservation and improvement projects.
- Reparation payments to Aleut people and people of Japanese ancestry under Public Law 100-383.
- Agent Orange payments to veterans and their dependents.
- Payments made under the Radiation Exposure Compensation Act (Public Law 101-426).
- Payments made by federal agencies under a presidential declaration of disaster including, but not limited to, individual and family grants from the Federal Emergency Management Agency (FEMA). See §0015.27 (Excluded Assets - Income) for other disaster payments which may be excluded.
- Payments made under the Ricky Ray Hemophilia Relief Fund Act of 1998, to or on behalf of people who contracted Human Immunodeficiency Virus (HIV) through the use of contaminated blood-clotting products administered during the period of 7-1-82 through 12-31-87. The last date for people to file petitions for these payments is 11-13-01. Payments under this Act began in August 2000 and will continue to be paid until the current and future appropriations are exhausted, with the last payment being made no later than 11-11-03. See DHS Bulletin #00-8-3 for more information. This also applies to payments made pursuant to private class action settlement agreements.

MFIP, DWP:

Exclude the funds listed in the general provisions as long as the client holds them in a separate account from any non-excluded funds.

Exclude AmeriCorps Act funds as an asset EXCEPT AmeriCorps VISTA (formerly known as VISTA) payments made to volunteers (not permanent staff salaries) if the client holds them in a separate account from non-excluded funds. For more information on AmeriCorps, see §0017.15.78 (National And Community Service Trust Act), §0017.15.87 (AmeriCorps Payments**).**

Exclude all benefits and payments provided by Senior Corps and Learn and Serve America payments as an asset. For more information, see §§0017.15.78 (National and Community Service Trust Act), §0017.15.100 (Learn and Serve America).

See §0017.15.87 **(**AmeriCorps Payments) for information on how to treat the income of civil service employees.

Exclude Title VII, Nutrition Program for the Elderly funds.

FS: Exclude the funds listed in the general provisions for the entire time the client holds them in a separate account from any non-excluded funds. If the client combines excluded funds with non-excluded funds, continue the exclusion for 6 months from the date the client combines the funds.

Also exclude AmeriCorps VISTA (formerly known as VISTA) payments to volunteers (not permanent staff salaries) if the volunteers were AFDC (when AFDC existed), SSI, or FS participants before they joined VISTA.

Exclude earned income credits received before 1-1-80 as a result of Public Law 95-600. See §0015.27 (Excluded Assets - Income) for information on current earned income credits.

MSA: Exclude the funds listed in the general provisions as long as the client holds them in a separate account from non-excluded funds.

Also exclude AmeriCorps VISTA (formerly known as VISTA) payments made to volunteers (not permanent staff salaries) as long as the client holds them in a separate account from non-excluded funds.

GA: Exclude the funds listed in the general provisions as long as the client holds them in a separate account from any non-excluded funds.

Also exclude AmeriCorps (formerly known as VISTA) educational awards made to volunteers (not permanent staff salaries) for grants, scholarships and fellowships if the client holds them in a separate account from non-excluded funds.

Exclude Title VII Nutrition Program for the Elderly funds.

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

MFIP, DWP, MSA

Exclude all assets of SSI recipients.

FS: Exclude all assets for units in which all members are eligible participants of GA, MSA, DWP and/or SSI.

Special provisions apply to units where only some of the unit members receive SSI. In mixed households exclude all assets of an SSI recipient receiving Food Support. Evaluate the assets of all other members of the unit following FS program provisions. See §0015.03 (Asset Limits).

Exclude all assets of units that have at least 1 member of the unit receiving or eligible to receive Transition Year Child Care, Basic Sliding Fee Child Care. See §0013.06 (Food Support Categorical Eligibility).

Exclude vehicles for units that receive the Domestic Violence Information Brochure (DHS-3477). See §0029.36 (Domestic Violence Information Brochure Program).

GA: Exclude all assets owned by an SSI recipient or MSA participant.

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

WHOSE ASSETS TO CONSIDER - SPONSORS W/ I-864 0015.48.03

The policy on how to deem assets of sponsors of immigrants depends on which affidavit of support was executed by the sponsor. There are 2 different affidavits of support (forms I-134 and I-864). Each form has its own deeming requirements. The I-134 is not legally binding document and deeming is not required; the I-864 is a legally binding document and deeming is required. If subject to deeming, obtain a copy of the Affidavit of Support from the immigrant to determine under which affidavit the immigrant entered the country and to determine the type of deeming requirements.

For sponsors who executed the I-134, see §0015.48 06 (Whose Assets to Consider – Sponsors W/I-134).

Count the assets of the sponsor and the sponsor's spouse UNTIL the immigrant:

- Becomes a naturalized citizen.

OR

- Earns or can be credited with 40 qualifying work quarters.

OR

- Leaves the United States permanently.

OR

- Dies.

Count the assets of both the sponsor and the sponsor's spouse regardless of whether 1 or both of them signed the affidavit.

EXCEPTIONS TO THE SPONSOR DEEMING REQUIREMENT: Do not deem the sponsor's assets if the sponsored immigrant:

- Provides a statement or documentation that the immigrant or his/her child(ren) have been battered or subjected to extreme cruelty by the immigrant's spouse or parent and:
  - The immigrant is NOT living with the batterer.

  AND
  - The need resulting from the battery or cruelty has a substantial connection to the need for the assistance.

  This EXCEPTION is limited to 12 months from the date the EXCEPTION is made. This 12-month deferment may be extended ONLY in the case of the sponsor being the batterer, and if there continues to be a need resulting from the battery and cruelty and the battery and cruelty is recognized by a court order (an order for protection) or by an U.S. Citizenship and Immigration Services (USCIS) determination.

- Is without food or shelter as a result of the sponsor's failure to provide support. Consider this EXCEPTION when the sponsor is unable or failing to provide support or the immigrant is unable to locate the sponsor. To determine if the client is without food or shelter, consider all sources of help available (income plus cash, food, housing, or other help supplied by the sponsor or other people). This EXCEPTION is limited to 12 months from the date the EXCEPTION is made.

The immigrant must explain why the sponsor is not providing assistance to the immigrant as required under form I-864. Help the client to obtain a collateral statement or documentation to support the allegations.

If the sponsored immigrant meets the exception of the sponsor deeming requirement due to the sponsor's failure to provide support and is approved for Federal Cash or Federal Food benefits under the indigent exemption, the US General Attorney must be notified of the determination. DHS is responsible for reporting this information. County agencies should report the name of the sponsor, sponsored immigrant(s) involved and case number to DHS, Quality Enhancement Section, P.O. Box 64245 St. Paul, Minnesota 55164-09245.

County agencies may, under section 213A (b)(2) of the Immigration and Nationality Act, sue sponsors in federal or state court to recover the unreimbursed costs of means tested benefits, including the costs of collection and legal fees.

Deeming of assets provisions do not apply to:

- Refugees.
- People granted asylum.
- LPRs who were refugees or asylees.
- People paroled for a period of 1 year.
- Cuban/Haitian Entrants.

MFIP, DWP, MSA, GA, GRH:

Deem ALL of the assets of the sponsor and his or her spouse as available to the sponsored immigrant if the immigrant's entrance into the United States was based on an Affidavit of Support (form I-864) executed by the sponsor.

FS: Count the assets of an immigrant's sponsor and the sponsor's spouse (if the spouse is living with the sponsor), EXCEPT exclude the 1st $1,500 of their non-excluded assets. If a sponsor is responsible for more than 1 person, divide the remaining assets evenly among the sponsored people.

Do not count a sponsor's assets if:

- The sponsored immigrant in a FS unit does not meet immigration status. See §0011.03.09 (Non-Citizens - FS/MSA/GA/GRH).

OR

- The sponsored immigrant is a child under the age of 18. See §0011.03.15 (Non-Citizens - LPR With Sponsors).

OR

- The immigrant was in a category that did not require sponsorship as an entry condition, such as, but not limited to, a public interest parolee (PIP), refugee, asylee, or Cuban or Haitian entrant.

OR

- The immigrant receives FS as a member of the sponsor's FS unit.

OR

- The sponsor is an organization or group as opposed to an individual.

Count the actual amount of assistance the sponsor provides for indigent immigrants. See INDIGENT IMMIGRANT in §0002.33 (Glossary: Independent...)

INCOME OF SPONSORS OF IMMIGRANTS WITH I-864 0016.21.03

The policy on how to deem income of sponsors of immigrants depends on what affidavit of support was executed by the sponsor. There are 2 different affidavits of support (forms I-134 and I-864). Each form has its own deeming requirements. The I-134 is not legally binding document and deeming is not required; the I-864 is a legally binding document and deeming is required.

For sponsors who executed the I-134, follow the provisions outlined in §0016.21 (Income of Sponsors of Immigrants With I-134).

Count the income of the sponsor and the sponsor's spouse UNTIL the immigrant:

- Becomes a naturalized citizen.

OR

- Earns or can be credited with 40 qualifying work quarters.

OR

- Leaves the United States permanently.

OR

- Dies.

Count the income of both the sponsor and the sponsor's spouse regardless of whether 1 or both of them signed the affidavit.

There are several EXCEPTIONS to the sponsor deeming requirement. Do not deem the sponsor's income if the sponsored immigrant:

- Provides a statement or documentation that the immigrant or his/her child(ren) have been battered or subjected to extreme cruelty by the immigrant's spouse or parent and:
  - The immigrant is NOT living with the batterer.

  AND
  - The need resulting from the battery or cruelty has a substantial connection to the need for the assistance.

  This EXCEPTION is limited to 12 months from the date the EXCEPTION is made. This 12-month deferment may be extended ONLY in the case of the sponsor being the batterer, and if there continues to be a need resulting from the battery and cruelty and the battery and cruelty is recognized by a court order (an order for protection) or by an U.S. Citizenship and Immigration Services (USCIS) determination.

- Is without food or shelter as a result of the sponsor's failure to provide support. Consider this EXCEPTION when the sponsor is unable or failing to provide support or the immigrant is unable to locate the sponsor. To determine if the client is without food or shelter, consider all sources of help available (income plus cash, food, housing, or other help supplied by the sponsor or other people). This EXCEPTION is generally limited to 12 months from the date the EXCEPTION is made; however, additional 12-month periods may be approved.

The immigrant must explain why the sponsor is not providing assistance to him/her as required under the form I-864. Help the client to obtain collateral statement or documentation to support the allegations.

If the sponsored immigrant meets the exception of the sponsor deeming requirement due to the sponsor's failure to provide support and is approved for Federal Cash or Federal Food benefits under the indigent exemption, the US General Attorney must be notified of the determination. DHS is responsible for reporting this information. County agencies should report the name of the sponsor, sponsored immigrant(s) involved and case number to DHS, Quality Enhancement Section, P.O. Box 64245, St. Paul, MN 55164-0245.

County agencies may, under section 213A (b)(2) of the Immigration and Nationality Act, sue sponsors in federal or state court to recover the unreimbursed costs of means tested benefits, including the costs of collection and legal fees.

Deeming of income provisions do not apply to:

- Refugees.
- People granted asylum.
- LPRs who were refugees or asylees.
- People paroled for a period of 1 year.
- Cuban/Haitian Entrants.

MFIP, DWP, MSA, GA, GRH:

Deem ALL of the income of the sponsor and his or her spouse as available to the sponsored immigrant if the immigrant's entrance into the United States was based on an Affidavit of Support (form I-864) executed by the sponsor.

FS: Some of the income of an immigrant's sponsor, and the sponsor's spouse, may be counted as available to the immigrant if the immigrant's sole entrance condition into the United States was due to a petition by the sponsor. It does not matter whether the sponsor lives with the immigrant.

To determine the amount:

1. Determine the total gross income of the sponsor and sponsor's spouse. See §0017 (Determining Gross Income).

2. Deduct the following:

   - 20% of the gross earned income.

   - The gross monthly income limit for the sponsor's household size. Include the sponsor, sponsor's spouse, and people who could be claimed as legal dependents on the sponsor's tax return. See §0019.06 (Gross Income Limits).

3. Divide the remaining income by the number of immigrants sponsored. For this purpose, sponsored immigrant means a person who has actually entered the United States and has been in the United States less than 3 years. Count this amount available to each sponsored person for income eligibility tests and benefit calculations.

Do not count a sponsor's income if:

- The sponsored immigrant in a FS unit does not meet immigration status. See §0011.03.09 (Non-Citizens - FS/MSA/GA/GRH).

OR

- The sponsored immigrant is a child under the age of 18. See §0011.03.15 (Non-Citizens - LPR With Sponsors).

OR

- The immigrant was in a category that did not require sponsorship as an entry condition, such as, but not limited to, a public interest parolee (PIP), refugee, asylee, or Cuban or Haitian entrant.

OR

- The immigrant receives FS as a member of the sponsor's FS unit.

OR

- The sponsor is an organization or group as opposed to an individual.

Count the actual amount of assistance the sponsor provides for indigent immigrants. See INDIGENT IMMIGRANT in §0002.33 (Glossary: Independent...)

Both the National Civilian Community Corps and the 1990 Commission on National and Community Service were later incorporated into the National and Community Service Trust Act of 1993. This legislation created the Corporation for National and Community Service, and authorized this federal agency to administer the Senior Corps, AmeriCorps, and Learn and Serve America programs. Two statutes authorize most of the work of the Corporation: the National and Community Service Act of 1990 (As amended through December 17, 1999, P.L. 106-170) and the Domestic Volunteer Service Act of 1973 (As amended by P.L. 106-170, approved December 17, 1999).

The Corporation for National and Community Service Corporation administers a number of programs and special initiatives:

- Senior Corps includes:
  - Foster Grandparent Program.
  - Retired and Senior Volunteer.
  - Senior Companion Programs (authorized under The Domestic Volunteer Service Act).

- AmeriCorps includes:
  - AmeriCorps State and National (authorized under The National and Community Trust Act of 1993).

    AmeriCorps VISTA formerly known as VISTA (authorized under The Domestic Volunteer Service Act as amended and approved). This also includes:
    - University Year for Year for VISTA (formerly known as University Year for Action (UYA).
    - Urban Crime Prevention Program.
  - AmeriCorps NCCC (enacted as part of the 1993 Defense Authorization Act).

- Learn and Serve America, formerly known as Serve America (authorized under The National and Community Service Act of 1990 as amended). For more information on Learn and Serve America see the Corporation for National and Community Service website at: **http://nationalservice.gov.** See also §0017.15.100 (Learn and Serve America).

- Special initiatives and innovation grants.

The National and Community Services Trust Act of 1993 amended the National and Community Act of 1990 and established a Corporation for National and Community Service. This Corporation merged the work and staff of 2 predecessor agencies, ACTION and the Commission on National and Community Service, and administers national service programs that include 3 AmeriCorps programs among others:

- AmeriCorps State and AmeriCorps National (also known as AmeriCorps USA) programs, which support a broad range of local service programs that engage thousands of Americans, age 17 years and older, in intensive service to meet critical community needs.

- AmeriCorps VISTA (formerly known as VISTA) provides full-time members in the age groups 18 years and older to community organizations and public agencies to create and expand programs that build capacity and help bring low-income individuals and communities out of poverty.

- AmeriCorps NCCC**:** The AmeriCorps National Civilian Community Corps is a full-time residential program for men and women, ages 18-24, that strengthens communities while developing leaders through direct, team-based national and community service.

Payments to AmeriCorps participants may include but not limited to:

- Living allowances.

- Education.

- Stipends.

- Child care allowance if needed to participate in the program.

- Health insurance if not otherwise available

- Reasonable accommodations.

- Supplies and services for individuals with disabilities.

- Other purposes.

Count payments to people administering AmericCorps VISTA who are civil service employees as earned income for ALL programs.

MFIP, MSA, GA, GRH:

Exclude all AmeriCorps VISTA participant payments (salary, wages, stipends or reimbursements, etc.) as income.

Count payments made to participants in other AmeriCorps programs as follows:

- Count living allowance (stipend) as earned income. Apply all the usual income deductions and disregards.

EXCLUDE as income the following:

- AmeriCorps in-kind benefits which include health insurance.
- Reimbursements for expenses incurred for transportation and relocation.
- Reasonable accommodations, supplies and services made available for AmeriCorps participants who have disabilities.
- AmeriCorps child care allowance as income.
- The educational award paid as income and a resource as it is not available income.
- Reimbursements for expenses.

DWP: Follow MFIP. However, after the initial DWP determination, exclude any unanticipated income the unit may receive.

FS: Exclude all AmeriCorps VISTA, AmeriCorps State and AmeriCorps National (also known as AmeriCorps USA), AmeriCorps NCCC. Do not count AmeriCorps VISTA payments as income for people who were receiving FS, MFIP, or SSI when they joined AmeriCorps VISTA. For all other people, count AmericCorps VISTA payments as earned income. Exclude non-VISTA AmeriCorps payments as income.

Learn and Serve America is a program of the **Corporation for National and Community Service**, an independent federal agency created to connect Americans of all ages and backgrounds with opportunities to give back to their communities and their nation. See §0017.15.78 (National and Community Service Trust Act).

People who volunteer for Learn and Serve America are not compensated.

MFIP, DWP, GA, GRH:
No provisions.

FS: Units are eligible for Food Support when:

- A household member has received the Domestic Violence Information Brochure (DHS-3477).

AND

- The unit's income is within current FS program gross income limits.

AND

- The unit's assets, not including vehicles, total less than $7,000.

This TANF-funded program provides information about the identification of domestic violence and resources available to victims of domestic violence through other DHS programs.

See §0013.06 (Food Support Categorical Eligibility) for a list of units that are not eligible for Food Support Categorical Eligibility. Also, see §0005.12.12.01 (Forms for New Applicants), §0015.03 (Asset Limits), TE02.05.100 (Domestic Violence Brochure Program), TE02.05.49 (Categorical Eligibility Q&A) for additional information related to Domestic Violence Information Brochure (DHS-3477).