COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 11/2009

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

§0002.03 (Glossary: Agent Orange...) in ALLOCATION changes the title of the cross-reference TE02.10.60 (Family Cash Allocations). In APPLICATION it clarifies the page number for the CAF.

§0002.07 (Glossary: Benefit...) in BENEFIT RECOVERY SECTION deletes reference to recovery of INTERRIM ASSISTANCE paid to a PARTICIPANT and replaces it with new language that says "determines if health insurance is cost-effective".

§0002.25 (Glossary: First Adult...) changes FNS DISASTER DECLARATION to PRESIDENTIAL DISASTER DECLARATION and moves it to §0002.49 (Glossary: Permanent...).

§0002.35 (Glossary: Inventory…) revises the definition of JOB CORPS. It deletes the definition of JOB TRAINING PARTNERSHIP ACT (JTPA), as it is no longer used. It also revises the definition of KNOWN TO THE AGENCY to provide additional clarification.

§0002.47 (Glossary: OJT...) revises language for the definition of ON-THE-JOB TRAINING (OJT). In PEOPLE WITH MENTAL RETARDATION it changes the word "subaverage" to "below average".

§0002.49 (Glossary: Permanent...) adds a definition for PRESIDENTIAL DISASTER DECLARATION. This definition was moved and revised from §0002.25 (Glossary: First Adult...). It was previously under the definition of FNS DISASTER DECLARATION.

§0002.51 (Glossary: Professional...) in PROSPECTIVE ELIGIBILITY removes the FS provisions, as recent updates to the FS program has made a separate definition unnecessary for FS.

§0002.61 (Glossary: Self...) adds a new definition for SNAP and a cross-reference to SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM in §0002.65 (Glossary: Suitable...).

§0002.65 (Glossary: Suitable...) adds a new definition for SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM and a cross-reference to §0002.25 (Glossary: First Adult…).

§0002.73 (Glossary: Victim...) in WORKFORCE INVESTMENT ACT (WIA) deletes reference to Job Training Partnership Act (JTPA), as it is no longer used.

The following sections adds that State funding for EMSA and EGA was unallotted beginning November 1st, 2009 through June 30, 2011. Counties have the option of continuing these 2 programs at county expense.

§0004 (Emergencies)
§0004.01 (Emergencies - Program Provisions)
§0004.03 (Emergency Aid Eligibility - Cash Assistance)
§0004.06 (Emergencies - 1st Month Processing)
§0004.06.03 (Emergencies - After Hours)
§0004.18 (Determining the Amount of Emergency Aid)
§0023.12 (Special Diets)

The following sections contain a change with reference to the page number for the CAF:

§0005 (Applications)
§0005.03 (Assistance Requests)
§0005.09 (Combined Application Form (CAF))
§0005.09.03 (When People Must Complete A CAF)
§0005.09.12 (Combined Application Form - Pending Cases)
§0005.09.15 (Emergency Assistance and the CAF)
§0005.12 (Accepting and Processing Applications)
§0005.12.03 (What Is a Complete Application)
§0005.12.06 (Who Must Sign Applications)
§0005.12.09 (Date of Application)
§0005.12.12 (Application Interviews)
§0005.12.12.01 (Forms/Handouts for Applicants) also in GA it deletes the 3rd bullet and the cross-reference to §0013.15.18 (GA Basis - Unemployable).
§0022.12.02 (Beginning Date of Eligibility)
§0030.03.01 (Processing RCA Applications)
§0030.03.16 (Processing Reported Changes - RCA

§0007 (Reporting) in the 2nd paragraph adds cross-references to §0002.31 (Glossary: Honoraria...), §0002.61 (Glossary: Self...) for the definitions of the HRF and the CSR.

§0007.12.03 (What Is a Complete HRF/CSR) in the 1st bullet of the 7th paragraph adds a NOTE clarifying for MFIP that to consider complete, the CSR and CSR Supplement for Cash Program (DHS-5576A) is signed and dated on the last day of the report period or later.

§0009.03 (Length of Recertification Periods) in FS revises and adds information for clarity.

§0010.18.01 (Mandatory Verifications - Cash Assistance) in MFIP under the sub-heading "Verify The Following At Initial Application" deletes medical insurance from the bulleted list of mandatory verification requirements. In GA it deletes the bulleted item for dependent support payments to children residing outside the unit. It also adds a new bulleted item in GA for GA eligibility basis with a cross-reference to §0013.15 (GA Bases of Eligibility).

§0010.18.02 (Mandatory Verifications - FS) in FS adds a new 5th bullet for cash contributions received from sponsors of immigrants and a cross-reference to §0016.21.03 (Income of Sponsors of Immigrants With I-864). It also adds a new last bullet for school attendance as a mandatory verification, if related to eligibility.

§0010.18.11 (Verifying Citizenship and Immigration Status) in the 2nd bulleted item of the 2nd paragraph corrects the title of the cross-reference §0011.03.03 (Non-Citizens - MFIP/WB/DWP Cash).

§0010.24.24 (IEVS Non-Disclosure and Employee Awareness) in the 1st paragraph of MFIP, WB, DWP, FS adds a cross-reference to §0010.24.21 (IEVS Safeguarding Responsibilities).

§0011.03.21 (Non-Citizens - Victims of Battery/Cruelty) in the general provisions adds a cross-reference to §0011.03 (Citizenship and Immigration Status).

§0011.18 (Students) in the 3rd bullet of FS clarifies language and updates the EIPS Bulletin information.

§0011.30.06 (180 to 60 Days Before MFIP Closes) in the last paragraph of MFIP adds numerous cross-references for more information.

§0013.15.18 (GA Basis - Unemployable) revises the GA provisions by removing the old language and replacing it with new information.

§0013.18.21 (GRH Basis - GA-Related Unemployable) revises the GRH provisions by removing the old language and replacing it with new information.

§0015 (Assets) corrects the title of the cross-reference to §0015.21 (Excluded Assets - Burial Funds).

§0015.39 (Excluded Assets - Vehicles) in GA adds a cross-reference to §0015.09 (Excluded Assets for Self Support).

§0017.15.15 (Income of Minor Child/Caregiver Under 20) in FS adds a new 2nd paragraph to see §0010.18.02 (Mandatory Verifications – FS) for information about school attendance verification requirements.

§0017.15.18 (Workforce Investment Act (WIA) Income) updates information throughout the section.

§0017.15.36.06 (Identifying Title IV or Federal Student Aid) adds a new bullet for Federal Direct Loans to the list of Title IV aid.

§0017.15.96 (Weatherization, Heating/Cooling Device Pmts) restructures the section into general program provisions, as the existing policy applies to all programs now.

§0018 (Determining Net Income) in the 2nd paragraph of MFIP revises language for clarity.

§0020.18 (GA Assistance Standards) in GA revises the information throughout for clarity and adds a NOTE that the community living adjustment benefit will end effective 04-01-10 due to legislative change.

§0020.22 (GRH Assistance Standards) changes the maximum supplementary service rate and the maximum DOC rate from $484.05 to $459.85 to correspond with the Legislative and Unallotment changes effective 11-01-09. This change was previously relayed in DHS Bulletin #09-48-01.

§0025.12.03 (Overpayments Exempt From Recovery) in the 1st paragraph of MSA, GRH, and in the 2nd paragraph of GA changes language for clarity

§0025.21.15 (Recoupment) in the 2nd paragraph of MSA and GA changes language for clarity.

§0025.24.08 (FS Electronic Disqualified Recipient System) in the last paragraph of MFIP, FS, adds "food" before “benefits” to clarify the type of benefits for which disqualified clients are not eligible.

§0028.06.12 (Who is Exempt from FS Work Registration) in the 2nd bullet of FS deletes the cross reference TE02.10.97 (SSI Applicant - FS WREG Exempt) as this TEMP section no longer exists and the information is now covered in the STAT/WREG panel.

§0029.03 (Health Care Programs) reorders the last sentence of the 1st paragraph and adds WB.

§0029.07.12 (Commodity Supplemental Food Program) revises the section to remove program eligibility language and provide a link to the Minnesota Department of Health website for more information about the program.

§0030 (Refugee Resettlement Program) in the last paragraph adds language for clarity.

§0030.03 (Refugee Cash Assistance) in the NOTE under the 4th paragraph clarifies that due to the American Recovery and Reinvestment Act of 2009, all Match Grant participants meet a WREG exemption. It deletes the RCA eligibility provisions of people previously held in indefinite detention, as it is no longer applies.

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 TEMP Manual TE02.10.60 (Family Cash Allocations), §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 includes AmeriCorps*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 number 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), WORK BENEFIT PROGRAM (WB), DIVERSIONARY WORK PROGRAM (DWP), 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), WORK BENEFIT PROGRAM (WB), DIVERSIONARY WORK PROGRAM (DWP), GENERAL ASSISTANCE (GA), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), and EMERGENCY cash programs.

ASSISTANCE PROGRAMS :

The MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), WORK BENEFIT PROGRAM (WB), DIVERSIONARY WORK PROGRAM (DWP), 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.

BENEFIT :

Any assistance payment, including CASH ASSISTANCE, and FOOD SUPPORT or other state-administered food program received by an ASSISTANCE UNIT or paid on their behalf. Also see §0012.12 (Applying for Other Benefits).

BENEFIT MONTH :

The month for which a BENEFIT is designated. Also see PAYMENT MONTH in §0002.47 (Glossary: OJT...).

BENEFIT RECOVERY SECTION :

A section of DHS which pursues collection of 3rd party payments, and determines if health insurance is cost-effective.

BLIND :

An SSI definition used for the FS and MSA programs. The condition of a person without vision. Or, a person with corrected vision of 20/200 or less in the better eye using a standard Snellen chart. If the corrected vision in 1 eye is better than 20/200 but the person's visual field is 20 degrees or less, consider the person blind. Blind also includes people with aphakic eye with vision of 20/70 or worse in the better eye.

BNDX :

Beneficiary Data Exchange. A monthly IEVS exchange between the Social Security Administration and the Department of Human Services. The report provides information on Title II benefits (RSDI) and Medicare Parts A and B.

BOARDER :

A person who eats with the UNIT and pays for meals but does not live with the unit and is not a unit member.

BRS :

See BENEFIT RECOVERY SECTION above.

BRU :

See BENEFIT RECOVERY SECTION above.

BUDGET MONTH :

The calendar month from which the COUNTY AGENCY uses the income or circumstances of a UNIT to determine the amount of the BENEFIT for the PAYMENT MONTH.

BUDGETING :
Assigning income to a PAYMENT MONTH. Using UNIT income to compute eligibility and BENEFIT levels. See PROSPECTIVE BUDGETING in §0002.51 (Glossary: Professional...), RETROSPECTIVE BUDGETING in §0002.57 (Glossary: Relative...). Also see §0022 (Budgeting and Benefit Determination).

BURIAL FUNDS :
Funds paid or designated in advance for funeral expenses.

BURIAL PLAN :
Funds paid or designated in advance for funeral expenses.

BURIAL PLOT :
A cemetery lot.

BURIAL SPACE :
Cemetery lot, burial vault, mausoleum space, etc.

BURIAL TRUST :
Funds paid in advance for funeral expenses and held in a TRUST.

BUSINESS ASSETS :
Assets used for the operation of a business.

BUSINESS LOANS :
Loans used for the operation of a business.

CAC :
See COMMUNITY ALTERNATIVE CARE (CAC) in §0002.11 (Glossary: Child Care...).

CADI :
See COMMUNITY ALTERNATIVES FOR DISABLED INDIVIDUALS (CADI) in §0002.11 (Glossary: Child Care...).

CAF (COMBINED APPLICATION FORM) :
See COMBINED APPLICATION FORM in §0002.11 (Glossary: Child Care...).

FIRST ADULT STANDARD :

GA :

The standard of ASSISTANCE which is designated to meet the needs of the 1st CAREGIVER. See §0020.18 (GA Assistance Standards). Also used in some calculations as the amount of ALLOCATION or amount DEEMed for an individual's needs. See §0018.30 (Allocations).

FIRST COUSIN ONCE REMOVED :

The relationship between a person and the child(ren) of the person's 1st cousin.

FIVE DAY NOTICE :

A notice sent at least 5 days before the date of action.

FMV :

See FAIR MARKET VALUE in §0002.23 (Glossary: Fair Hearing...).

FNS (FOOD AND NUTRITION SERVICE) :

See FOOD AND NUTRITION SERVICE (FNS) below.

FOOD AND CONSUMER SERVICE (FCS) :

See FOOD AND NUTRITION SERVICE (FNS).

FOOD AND NUTRITION SERVICE (FNS) :

The Food and Nutrition Service of the United States Department of Agriculture. (Formerly known as the Food and Consumer Service (FCS).)

FOOD STAMP CASH OUT DEMONSTRATION PROJECT :

FS :

A pilot project that issues direct deposit or a check to eligible people instead of Food Support benefits. (People age 65 or older or eligible for SSI.)

FOOD SUPPORT EMPLOYMENT AND TRAINING (FSET) :

An employment and training program for some Food Support participants.

FOOD SUPPORT :

Benefits issued under the FOOD SUPPORT PROGRAM for the purchase of food.

FOOD SUPPORT PROGRAM :

Minnesota’s name for the Supplemental Nutrition Assistance Program (SNAP), a United States Department of Agriculture program that issues benefits in the form of electronic benefits to increase food purchasing power.

FORECLOSURE :

A legal proceeding removing the right of a person who mortgages property to redeem (free from a lien by payment of the mortgage amount) the mortgage on the property.

FOSTER CARE :

- Care given to a MINOR CHILD or adult including emergency, interim, or permanent care.

- The 24-hour-a-day care of a child that provides 1 or more child(ren) with a substitute for the care, food, lodging, training, education, supervision, or treatment they need, but which for any reason cannot be furnished by their PARENTS or LEGAL GUARDIANS in their homes.

FOSTER HOME :

A home licensed to provide care to minor children and adults including emergency, interim, or permanent care.

FRAUD :

A person is considered to have committed fraud when obtaining, attempting to obtain, or aiding and abetting another to obtain assistance benefits to which the person is not entitled, through intentionally false statements, representations, or the withholding of material information.

FRAUD OVERPAYMENT :

An overpayment which is determined to be fraud by:

- Court action, including criminal conviction, disqualification consent agreement, pre-trial diversion plan, or civil fraud judgment.

- Administrative Disqualification process (an ADH hearing or ADH waiver).

- Confession of judgment which admits intentional program violation.

FS :

See FOOD SUPPORT above.

INVENTORY :

Products or items used in a SELF-EMPLOYMENT business which can be identified as related to a particular sale or service; raw materials or parts which become part of an item for sale; or items purchased for resale. Also see CAPITAL ASSET and CAPITAL EXPENDITURE in §0002.09 (Glossary: Calendar Month...), SUPPLIES in §0002.65 (Glossary: Suitable...).

IRA :

Individual Retirement Account. A savings account recognized by the Internal Revenue Service as being for retirement purposes.

IRCA :

See IMMIGRATION REFORM AND CONTROL ACT in §0002.31 (Glossary: Honoraria...).

IRREVOCABLE TRUST :

A TRUST which allows neither the person originating the trust nor the beneficiary to change the provisions of the trust.

ISSUANCE CYCLE :

The length of time between issuing benefits.

IV-D AGENCY :

An agency responsible for CHILD SUPPORT enforcement.

IV-D UNIT :

A unit within a COUNTY AGENCY that is responsible for establishing PATERNITY and collecting CHILD SUPPORT according to TITLE IV-D of the Social Security Act.

IV-E ADOPTION :

Adoptions that are subsidized under Title IV-E of the Social Security Act.

JOB CORPS :

A WIA program providing education and training to people ages 16 to 24.

JOB SEARCH :

MFIP, DWP:

A component developed with the CLIENT by the EMPLOYMENT SERVICES provider.

FS :

An FSET component included in a FS client's EMPLOYABILITY DEVELOPMENT PLAN.

JOB SERVICE :

An office within the Minnesota Department of Employment and Economic Development with branches throughout the state helping people find employment.

JOINT OWNERSHIP :

Two or more people owning the same piece of property. Each joint owner has rights to the entire property, including the right to survivorship. Also see MULTIPLE OWNERSHIP in §0002.43 (Glossary: Money...), TENANTS-IN-COMMON in §0002.65 (Glossary: Suitable...).

JTPA :

See JOB TRAINING PARTNERSHIP ACT (JTPA) above.

KEOGH PLAN :

A savings account recognized by the Internal Revenue Service for the retirement of self-employed people.

KNOWN TO THE AGENCY :

FS:

Information about a unit's circumstances that a county agency receives from the unit or discovers from sources such as BENDEX, SDX, MEC2, Child Support information through the MAXIS/PRISM system, NEW HIRE reports, and matches such as UNVI, BEER, and UBEN.

For more information, see §0002.11 (Glossary: Child Care...), §0002.31 (Glossary: Honoraria...), § 0007.15.03 (Unscheduled Reporting of Changes – FS), § 0008 (Changes in Circumstances), § 0008.06.01 (Implementing Changes – Program Provisions).

For the purposes of this determination, the county agency includes the Minnesota Department of Human Services and the county human service agency(s) responsible for the administration of the cash, food, and health care programs. It also includes any agency(s) that contracts with the Human Service agency for the delivery of financial, health care, child care programs, and employment services.

LAG QUARTERS:

Current year work quarters and the year preceding it which may not appear in the work quarter history because of the employer report, or the self-employment tax

return has not been processed by the Social Security Administration (SSA). The number of lag quarters could be up to 7 quarters depending on when a request for work quarter history is processed. See §0010.18.15.06 (Verifying Social Security Credits).

LAWFUL PERMANENT RESIDENT (LPR) :

An IMMIGRANT legally admitted to the United States under the United States Immigration and Nationality Act on a permanent basis. See §0011.03.12 (Non-Citizens - Lawful Permanent Residents).

LAWFUL TEMPORARY RESIDENT (LTR) :

An IMMIGRANT legally admitted to the United States under the United States Immigration and Nationality Act on a temporary basis. See §0011.03.24 (Non-Citizens - Lawfully Residing People).

LAYETTE :

Clothing and equipment for a new baby.

OJT :

See ON-THE-JOB TRAINING (OJT) below.

OLDER AMERICANS ACT :

Federal law providing funding for services to and programs for the elderly, including congregate dining facilities, senior centers, home meal delivery, EXPERIENCE WORKS (formerly GREEN THUMB), etc.

ON-THE-JOB TRAINING (OJT) :

Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job.

AND

- Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training.

AND

- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

OPTIONAL UNIT MEMBERS :

MFIP :

People who may choose whether to join an ASSISTANCE UNIT. See §0014.03.03 (Determining the Cash Assistance Unit).

OVERPAYMENT :

Benefits which ASSISTANCE UNITs receive that exceed the amount for which they are eligible.

OVERPAYMENT REPAYMENT AGREEMENT :

A voluntary payment plan agreed to by a responsible person and the county agency as a method of repaying an overpayment. See §0025.21.03 (Overpayment Repayment Agreement).

PARENT :

A child's natural, step, or adoptive mother or father. Also see STEPPARENTS in §0002.63 (Glossary: Special Diet...).

PARENTAL CONTRIBUTION :
An amount paid by a FINANCIALLY RESPONSIBLE PERSON not living in the home toward a CLIENT's support or medical expenses.

PARENTAL CONTROL :
See UNDER PARENTAL CONTROL in §0002.71 (Glossary: Two Party...).

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

PAROLED AS A REFUGEE :
See §0011.03.18 (Non-Citizens - People Fleeing Persecution).

PARTICIPANT :
A person who is on ASSISTANCE and has not been taken off, including during months of SUSPENSION.

PARTNERSHIP :
An unincorporated business owned by 2 or more people.

PASS :
See PLAN TO ACHIEVE SELF SUPPORT (PASS) in §0002.49 (Glossary: Permanent...).

PATERNITY :
Legal fatherhood, either ADJUDICATED or established through the RECOGNITION OF PARENTAGE.

PAYEE :
The person to whom a BENEFIT is paid.

PAYMENT MONTH :
The calendar month for which assistance is paid. Also see BENEFIT MONTH in §0002.07 (Glossary: Benefit...).

PAYMENT PLAN :
FS :
An arrangement with a medical vendor by a Food Support PARTICIPANT to pay for services in specified intervals and amounts.

PELL GRANT :

Federal financial aid program for post-secondary students.

PENAL SYSTEM :

The facilities and organizations for confinement of prisoners. See §0011.12.03 (Under Control of the Penal System).

PENSION :

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

PEOPLE WITH MENTAL RETARDATION :

People who have been diagnosed as having substantial limitations in present functioning, manifested as significantly below average intellectual functioning, existing concurrently with demonstrated deficits in adaptive behavior and who manifest these conditions before their 22nd birthday. See §0011.33.06 (MFIP Hard to Employ Extension Category), §0011.39 (Qualified Professionals), §0013.15.24 (GA Basis - Mental Retardation/Mental Illness).

PERIOD OF INTENDED USE :

FS :

The later of: the issuance month, the month after the issuance month if the original benefit was issued on or after the 20th of the month, or the month for which the benefit was issued.

PERKINS LOAN :

Federal financial aid program for post-secondary students.

PERMANENT EMPLOYMENT :

GA :

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

PERMANENTLY AND TOTALLY DISABLED :

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

PERSON TRAINED IN DOMESTIC VIOLENCE :

MFIP, DWP:

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

PERSONAL NEEDS ALLOWANCE :

DWP:

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

PERSONAL NEEDS AND CLOTHING ALLOWANCE :

MSA, GA, GRH:

The amount of monthly income institutionalized clients may retain or receive for their day-to-day expenses.

PERSONAL PROPERTY :

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

PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY AND RECONCILIATION ACT (PRWORA) :

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

PLAN TO ACHIEVE SELF SUPPORT (PASS) :

A plan approved by the SOCIAL SECURITY ADMINISTRATION for SSI RECIPIENTs which allows certain client assets or income to be excluded in

determining benefits for some assistance programs. See §0018.06.06 (Plan to Achieve Self-Support (PASS)).

POST-SECONDARY SCHOOL :
A school serving students beyond the 12th grade, such as a community college, university, or technical college.

PRE-ADMISSION SCREENING (PAS) PROGRAM :
A screening program that prevents inappropriate nursing home or boarding care placement.

PREDICTION OF ELIGIBILITY :
An informal prediction by a worker of a person's likelihood of eligibility for assistance. This is a separate and optional procedure from the initial contact process. See §0005.03.03 (Predicting Eligibility).

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

PREPAID BURIAL ACCOUNT :
Funds paid in advance for funeral expenses.

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

PRIMARY CONTACT PERSON :
The person designated by the UNIT or the COUNTY AGENCY to whom the agency directs correspondence and notices. The primary contact person may be someone other than the principal wage earner. For the description of principal wage earner, see §0028.03.06 (Determining FS Principal Wage Earner).

PRIVATE DATA :
Data not available to the public under state law. Private data are available to the subject of the data and that person's AUTHORIZED REPRESENTATIVE. See §0003.09.09 (Client Rights, Private and Confidential Data).

PROCEDURAL ELIGIBILITY :

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

PROCESSING MONTH :

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

PROCESSING PERIOD :

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

PROCESSING STANDARDS :

The period of time allowed to determine eligibility.

PROFESSIONAL CERTIFICATION :

MFIP, DWP, GA :

A statement about a person's illness, injury, or incapacity that is signed by a licensed physician, licensed chiropractor, psychological practitioner, or licensed psychologist, qualified by professional training and experience to diagnose and to certify the person's condition. See §0011.39 (Qualified Professionals).

PROPERTY TAX STATEMENT :

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

PROPERTY TRANSFER :

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

PRORATE :

To divide, distribute, or assess proportionally.

PRORATION :

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

PRORATION TABLE :

A chart used to calculate PRORATED benefits. See §0022.12.03.03 (Proration Table).

PROSPECTIVE BUDGETING :

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

FS :

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

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

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

PROTECTIVE PAYMENT :
ASSISTANCE PAYMENTS made to a PROTECTIVE PAYEE.

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

PROVIDERS :
See VENDORS in §0002.71 (Glossary: Two Party...).

PROVISIONS :
Procedures established for the program policy being discussed.

PRWORA :
See PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY AND RECONCILIATION ACT (PRWORA) in §0002.49 (Glossary: Permanent...).

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

PUBLIC INTEREST PAROLE (PIP) :
See §0011.03.24 (Non-Citizens - Lawfully Residing People).

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

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

PUBLICLY ASSISTED HOUSING :

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

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

SELF-EMPLOYED :
Describes a person who works independently, is a SOLE PROPRIETOR, or owns a business in PARTNERSHIP.

SELF-EMPLOYMENT :
Employment where people work for themselves rather than an employer, are responsible for their own work schedule, do not have taxes or FICA withheld by an employer, and do not have coverage under an employer's liability or WORKERS' COMPENSATION insurance.

SELF-SUPPORT INDEX :
An MFIP/DWP outcome measure that tracks whether adults are either working 30 or more hours per week or no longer receiving MFIP/DWP cash payments 3 years after the baseline quarter.

SEOG (Supplemental Educational Opportunity Grants) :
A federal financial aid program for post-secondary students.

SHARED HOUSEHOLD STANDARD :
MFIP, DWP :
The standard used when unrelated people reside in the same household as the assistance unit and no EXCEPTION is met. See §0002.71 (Glossary: Two Party...), §0020.09 (MFIP/DWP Assistance Standards).

SHARED HOUSEHOLD UNIT :
MFIP, DWP :
An assistance unit living with unrelated people. See UNRELATED MEMBER in §0002.71 (Glossary: Two Party...), §0020.09 (MFIP/DWP Assistance Standards).

SHELTER COSTS :
MFIP :
Rent, manufactured home lot rentals, monthly principal, interest, insurance premiums, and property taxes due for mortgages or contracts for deed costs.
DWP :
See FAMILY MAINTENANCE NEEDS in §0002.23 (Glossary: Fair Hearing...)
FS :
See §0018.15 (Shelter Deductions).

MSA :

Rent; mobile home lot rentals; monthly principal, interest, insurance premiums, and property taxes for mortgages or contract for deed costs; utilities, including heating, cooling, electricity, water, and sewer; garbage removal; and the basic service fee for 1 telephone.

SHELTER DEDUCTION :

FS :

Income deductions based on the unit's shelter expenses. See §0018.15 (Shelter Deductions).

SHELTER FOR BATTERED WOMEN :

See BATTERED WOMEN'S SHELTER in §0002.05 (Glossary: Assistance Standard...).

SIBLINGS :

Brothers and sisters related through birth or adoption to 1 or both parents.

SICK PAY :

Salary or wages an employer pays to or on behalf of an employee who is on sick leave at or below the employee's regular wage.

SIGNIFICANT CHANGE :

MFIP :

The unit's gross earned and/or unearned income for the payment month declines by 37% or more from the gross earned and/or unearned income budgeted in the budget month. See §0008.06.15 (Removing or Recalculating Income), TEMP Manual TE02.13.11 (Significant Change).

FS :

A suspended Uncle Harry unit's loss of employment, decrease in hours of work, or loss of a unit member with countable income occurs in the suspension month. See TEMP Manual TE02.13.11 (Significant Change).

SIX-MONTH REPORTING:

The requirement for some Food Support units to complete a COMBINED SIX-MONTH REPORT (CSR) (DHS-5576). See §0007.03.02 (Six-Month Reporting - FS).

SMRT :

STATE MEDICAL REVIEW TEAM. People appointed by the COMMISSIONER to determine disability.

SNAP :
See SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM in §0002.65 (Glossary: Suitable...).

SOCIAL SECURITY :
See RETIREMENT SURVIVORS DISABILITY INSURANCE in §0002.57 (Glossary: Relative...).

SOCIAL SECURITY ACT :
A federal law authorizing such programs as RSDI, TANF, SSI, and MA.

SOCIAL SECURITY ADMINISTRATION :
A federal agency which administers the SSI and RSDI programs.

SOCIAL SECURITY CREDITS :
As a person works and pays taxes, he or she earns Social Security credits. The Social Security Administration gives a maximum of 4 credits in 1 year based on a person's own wages. However, EXCEPT for Title II, SSA also gives additional credits based on the wages of a spouse who is still married to the person (or a spouse who is deceased), and/or based on wages a parent earned while the person was a minor child. The same credits may be attributed to the person with wages and his or her spouse or child. See §0010.18.15.06 (Verifying Social Security Credits).

SOCIAL SECURITY DISABILITY INSURANCE :
The term sometimes used for the disability insurance part of the Retirement, Survivors, and Disability Insurance program. See RETIREMENT, SURVIVORS, AND DISABILITY INSURANCE (RSDI) in §0002.57 (Glossary: Relative...). Also see §0029.06.06 (Retirement, Survivors & Disability Insurance).

SOCIAL SERVICES :
The services included in a county's community social services plan which are administered by the county board.

SOLE PROPRIETOR :
A person who is the sole owner of an unincorporated SELF-EMPLOYMENT business.

SPECIAL ADVOCACY SERVICES :
Services to GA CLIENTS to help them apply for SSI. See §0012.12.06 (Special Services - Applying for SSI).

SUITABLE EMPLOYMENT :

MFIP, DWP, FS :

See §0028.18.03 (Suitable Work/Unsuitable Work).

GA :

A job within the local labor market that:

- Meets existing health and safety standards set by federal, state, or local regulations.
- Is within the physical and mental ability of a person.
- Provides a gross weekly income equal to the federal or state minimum wage applicable to the job for 40 hours per week, or a monthly income which, after allowable exclusions, deductions, and disregards would exceed the standard of assistance for the assistance unit, whichever is less.

AND

- Includes employment offered through WIA, the Minnesota Employment and Economic Development Act, and other employment and training options, but does not include temporary day labor.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG) :

A federal financial aid program for post-secondary students.

SUPPLEMENTAL LOANS FOR STUDENTS (SLS) :

Federal financial aid program for post-secondary students.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) :

The federal name for the Food Support program. The Supplemental Food Support Program is administered by the FOOD AND NUTRITION SERVICE (FNS) which is part of the United States Department of Agriculture. The Supplemental Food Support Program was formerly known as the FOOD STAMP PROGRAM. See §0002.25 (Glossary : First Adult…).

SUPPLEMENTAL SECURITY INCOME (SSI) :

A program operated by the Social Security Administration that provides monthly income to low income people who are AGED, BLIND, or have a DISABILITY.

SUPPLIES :

Products or items used or consumed in a SELF-EMPLOYMENT business which cannot be identified as related to a particular sale or service and which have a useful life of less than 1 year. See also CAPITAL ASSET and CAPITAL EXPENDITURE in §0002.09 (Glossary: Calendar Month...), INVENTORY in §0002.35 (Glossary: Inventory...).

SUPPORT AND COLLECTIONS :
The IV-D or child support agency.

SUPPORTED WORK :
MFIP, DWP :
Funding or activities and services designed to support a participant who is engaged in paid employment. This includes, but is not limited to, wage subsidies, supervision and job coaching, and on-the-job specific skills training.

SUSPENSION :
A 1-month interruption in eligibility for BENEFITs. BENEFITs suspended 1 month are reinstated the next month without a new APPLICATION.

SWORN STATEMENT:
MFIP, WB, DWP :
A written declaration made by participant. It is similar to an affidavit, but unlike an affidavit, it does not need to be sealed by an official such as a notary public or other authorized officer. The signing of the statement only needs to be witnessed if a Notary is not available.

SVES :
See STATE VERIFICATION AND EXCHANGE SYSTEM in §0002.63 (Glossary: Special Diet...).

SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) :
A process which allows access to U.S. Citizenship and Immigration Service (USCIS) data to validate the IMMIGRATION STATUS of NON-CITIZEN APPLICANTs for MFIP, DWP, FOOD SUPPORT, REFUGEE CASH ASSISTANCE, and MINNESOTA FOOD ASSISTANCE PROGRAM (MFAP) who are determined eligible for those programs; or for PARTICIPANTs of those programs who report an IMMIGRATION STATUS change. Authorized staff may access the USCIS data through the Alien Status Verification System. See §0010.18.11.03 (Systematic Alien Verification (SAVE)). SAVE is also required for some health care programs; see the Health Care Programs Manual.

TANF :
See TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GRANT below.

TANF PARTICIPATION RATE :

An MFIP and WB process measure that tracks the percentage of participants in a given month who are fully engaged in the work or work-related activity requirements of MFIP and WB. For more information, see Employment Services Manual §16.3 (TANF Participation Rate).

TARGETING :

The setting of special parameters by DHS to reduce the number of IEVS matches referred to county agencies for follow-up.

TECHNICAL ELIGIBILITY :

Non-financial eligibility requirements dealing with criteria such as CITIZENSHIP, residence, student or STRIKER status, and eligibility for other types of assistance. See §0011 (Technical Eligibility)

TEFRA OPTION :

Provides MA eligibility to some disabled children who live with their families. It was part of the Tax Equity and Fiscal Responsibility Act of 1982. See the Health Care Programs Manual.

TELEPHONE ASSISTANCE PROGRAMS :

Lifeline, Telephone Assistance Plan (TAP), and Link-Up provide new telephone service installations and monthly telephone service discounts to low-income people. Telephone Equipment Distribution (TED) program provides equipment for those who have hearing loss, speech, and/or mobility impairment that limits their use of a standard telephone. For additional information about these programs, see §0029.09 (Telephone Assistance Programs).

TEMPORARILY UNOCCUPIED :

Refers to a home which a client intends to return to, but is not living in currently due to travel needs for employment or training, illness, natural disaster, or CASUALTY. The home cannot be rented out.

TEMPORARY ABSENCE :

A period of time a person may be physically absent from a residence but still considered to be in the UNIT. See §0014.09 (Assistance Units - Temporary Absence).

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GRANT :

A federal grant which replaced the AFDC program in Minnesota.

TEMPORARY DAY LABOR :
Work acquired by going to an agency each day to compete for a work assignment for that day. The workers are often paid on a daily basis.

TEMPORARY PROTECTED STATUS :
See §0011.03.24 (Non-Citizens - Lawfully Residing People).

TEN DAY NOTICE :
Notices mailed or given to clients at least 10 days before the date of action. See §0026.12.03 (10 Day Notice).

TENANTS-IN-COMMON :
Ownership of property whereby the owners' equity is prorated according to shares of ownership. Also see JOINT OWNERSHIP in §0002.35 (Glossary: Inventory...), MULTIPLE OWNERSHIP in §0002.43 (Glossary: Money...).

TERMINATION :
A discontinuation of program participation and BENEFITs.

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) below.

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.

WB:
See WORK BENEFIT PROGRAM below.

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) below.

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).

WORK BENFIT PROGRAM (WB):

A monthly cash benefit for families who have exited DWP or MFIP and are working a required number of hours with income below 200% FPG.

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.

WORKER INTERVIEW FORM (WIF) (DHS-5223A) :

An eligibility interview form used in conjunction with the Combined Application Form (CAF) by financial workers during an initial or recertification interview with an applicant or recipient for cash and/or food assistance program. For more information, see §0005.09.01 (Worker Interview Form).

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.

YOUTH COMMUNITY CONSERVATION AND IMPROVEMENT PROJECT :
A federal employment and training program.

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

This chapter outlines programs available to help people in emergency situations. It lists EMSA (Emergency Minnesota Supplemental Aid) and EGA (Emergency General Assistance) as separate programs. This chapter lists Expedited Food Support under FS and emergency provisions for Group Residential Housing under GRH.

NOTE: State funding for EMSA and EGA was unallotted beginning November 1, 2009 through June 30, 2011. Counties have the option of continuing EMSA and EGA at county expense. For additional information on the unallotment of State funding for EMSA and EGA, refer to Bulletin #09-69-04 (Unallotment of State Funds for EGA, EMSA and MSA Special Diets).

Specific program provisions dealing with emergencies are in §0004.01 (Emergencies - Program Provisions). Eligibility requirements for emergency programs are in §0004.03 (Emergency Aid Eligibility - Cash Assistance) and §0004.04 (Emergency Aid Eligibility - FS/Expedited Food).

Determine a client's need for emergency aid or expedited services during the client's initial contact with the county agency. If a client's need for emergency or expedited services arises after the initial contact, begin using the emergency processing deadlines from the date of discovery. See §0004.06 (Emergencies - 1st Month Processing), §0004.09 (Emergencies - 2nd and 3rd Month Processing).

Verification requirements in emergency situations may differ from those for normal application situations. See §0004.12 (Verification Requirements for Emergency Aid).

For appeals for emergency programs, follow provisions in §0027 (Appeals).

See §0004 (Emergencies) for provisions which apply to all programs.

MFIP, WB, DWP:

No provisions.

FS: Expedited Food Support makes benefits quickly available to units unable to meet their food needs. See §0004.03 (Emergency Aid Eligibility - Cash Assistance, §0004.04 (Emergency Aid Eligibility - FS/Expedited Food).

The Food Support Program has special procedures for determining eligibility and benefit levels for destitute migrant and seasonal worker units. These units may also qualify for emergency procedures. See §0004.48 (Destitute Units--Migrant/Seasonal Farmworkers), §0004.51 (Destitute Units, Eligibility and Benefits), §0011.06 (State Residence).

MSA: See EMSA.

EMSA: State funding for EMSA was unallotted beginning November 1, 2009 through June 30, 2011. Counties have the option of continuing EMSA at county expense. For additional information on the unallotment of State funding for EMSA, refer to Bulletin #09-69-04 (Unallotment of State Funds for EGA, EMSA and MSA Special Diets).

Emergency Minnesota Supplemental Aid (EMSA) meets the emergency needs of MSA participants, and the aged, blind, and disabled GRH participants. EMSA is available to a participant once in a 12-month time period depending on the availability of state and/or county funds.

When a member of the EMSA unit has been awarded Workers' Compensation, any EMSA received during the period covered by the Workers' Compensation settlement or award is subject to recovery by the DHS Benefit Recovery Section (BRS). BRS has the authority to recover subsistence related to a workers' compensation injury. An Interim Assistance Agreement is not required.

GA: See EGA.

EGA: State funding for EGA was unallotted beginning November 1, 2009 through June 30, 2011. Counties have the option of continuing EGA at county expense. For additional information on the unallotment of State funding for EGA, refer to Bulletin #09-69-04 (Unallotment of State Funds for EGA, EMSA and MSA Special Diets).

Emergency General Assistance (EGA) meets the emergency needs of eligible individuals, married couples, or families who are in an emergency and who are residents of the state. EGA is available for a period of up to 30 days and is limited to once in a 12-month time period depending on the availability of state and/or county funds. See EMERGENCY in §0002.19 (Glossary: Early...). Also see §0011.06 (State Residence), §0004.03 (Emergency Aid Eligibility - Cash Assistance).

Assess all emergencies threatening a person's health or safety.

When a member of the EGA unit has been awarded Workers' Compensation, any EGA received during the period covered by the Workers' Compensation settlement or award is subject to recovery by the DHS Benefit Recovery Section (BRS). BRS has the authority to recover subsistence related to a workers' compensation injury. An Interim Assistance Agreement is not required.

GRH: Follow EMSA for aged, blind, and disabled participants. Follow EGA for all other adults.

MFIP, WB, DWP:
No provisions.

FS: See §0004.04 (Emergency Aid Eligibility--FS/Expedited Food).

MSA: See EMSA.

EMSA: State funding for the EMSA was unallotted beginning November 1, 2009 through June 30, 2011. Counties have the option of continuing EMSA at county expense. For additional information on the unallotment of State funding for EMSA, refer to Bulletin #09-69-04 (Unallotment of State Funds for EGA, EMSA and MSA Special Diets).

To be eligible to receive EMSA, a person must meet ALL the following conditions:

- Be an MSA participant or a GRH participant based on age 65 or over, blindness, or age 18 or over and disabled.
- Face an emergency situation that will threaten the client's health or safety if not resolved.
- Be unable to resolve the situation by using all income and resources that are available or the person can make available during the month.
- Have not used EMSA within 12 months following each use after 7-1-03. Also, see §0004.01 (Emergencies - Program Provisions).

GA: See EGA.

EGA: State funding for the EGA was unallotted beginning November 1, 2009 through June 30, 2011. Counties have the option of continuing EGA at county expense. For additional information on the unallotment of State funding for EGA, refer to Bulletin #09-69-04 (Unallotment of State Funds for EGA, EMSA and MSA Special Diets).

To receive Emergency General Assistance (EGA) a unit must meet ALL the following conditions:

- Have not used EGA within 12 months following each use after 7-1-03. Anyone in the unit receiving EGA makes the entire unit ineligible for the 12-month period. Also, see §0004.01 (Emergencies - Program Provisions).

- Be in an emergency situation in which it is without, or will lose within 30 days after application, a BASIC NEED item as defined in §0002.05 (Glossary: Assistance Standard...). An emergency situation must require immediate financial assistance. The financial assistance required by the emergency must be temporary and must not exceed 30 days.

- Have an emergency that threatens the unit members' health or safety.

- The unit must not have received or be eligible for emergency aid from the County Consolidated Fund in the month of application for EGA.

- At least 1 person in the EGA unit must meet GA or GRH citizenship or immigration status requirements listed under §0011.03 (Citizenship and Immigration Status).

- For a single person, a childless married couple, or a family, at least 1 person must have lived in Minnesota for at least 30 days.

- The unit must not currently be receiving MFIP, with the following EXCEPTION: If a unit applies for EGA and MFIP at the same time, you can authorize an EGA payment up to the time that you receive documentation establishing MFIP eligibility. Do not authorize EGA thereafter even though MFIP is not yet approved on MAXIS. However, if you have issued a voucher or have otherwise guaranteed EGA payment to a provider before you receive documentation establishing MFIP eligibility, vendor pay that need out of EGA even though MFIP has been established.

- The unit must not have, without good cause, used more than 50% of its income and liquid assets for purposes other than basic needs during the 60 days before application. This does not apply to people who are chemically dependent, mentally ill, mentally retarded or related conditions. See §0004.18 (Determining the Amount of Emergency Aid) for information on how to determine income and assets. Also see §0002.41 (Glossary: Medically Necessary...), §0013.15.24 (GA Basis - Mental Retardation/Mental Illness).

- Disqualification from GA or MFIP must not have caused the emergency.

- The unit must be unable to resolve its own emergency by combining:
  - Liquid assets and assets they can liquidate in time to help.
  - Income, including in-kind income they will receive in time to help.
  - Other funds they are eligible for.

See §0004.18 (Determining the Amount of Emergency Aid), §0004.18.03 (Emergency Aid Cost Effectiveness).

- Eligibility may not exceed 30 days.

GRH: Follow EMSA for aged, blind, and disabled participants. Follow EGA for all other adults.

MFIP: If an assistance unit is entitled to expedited Food Support benefits, first determine if MFIP can be approved following all MFIP verification requirements within the expedited Food Support processing standards outlined in the FS provisions below.

If you can approve MFIP cash and food portion within the expedited FS processing standards, issue the cash and food benefits through Electronic Benefit Transfer (EBT), or Rapid Electronic Issuance (REI). Also see §0024.04.06 (Expedited Food Support Issuance).

If you are unable to approve MFIP within the expedited FS processing standards, open a Food Support case for the unit. See §0004 (Emergencies), §0004.04 (Emergency Aid Eligibility--FS/Expedited Food), §0004.48 (Destitute Units--Migrant/Seasonal Farmworker) for Food Support expedited assistance eligibility.

A unit member is ineligible for the food portion of MFIP for any month in which Food Support benefits have been issued. When you approve the MFIP grant, subtract the amount of the food portion from the grant for any unit member who has already received Food Support benefits. See §0014.06 (Who Must be Excluded From Assistance Unit), §0020.09 (MFIP/DWP Assistance Standards) for determining the food portion when members are ineligible for the food portion only.

WB, DWP:

No provisions.

FS: If a unit is eligible for expedited service, issue benefits:

- By the end of the working day if the unit files the application on a Friday morning or on the morning before a holiday. If the unit files the application in the afternoon and it is impossible to issue benefits the same day, help the unit resolve their immediate food needs through other means. Issue benefits the next working day.

- Within 24 hours or the 1st day of the next month, whichever is later, if a unit which received Food Support in another state in the month of application meets expedited Food Support requirements for the next month. In this case, deny benefits for the month of application, and determine eligibility (and destitute status if applicable) beginning the 1st day of the following month.

- Within 24 hours of the interview in all other cases.

  Offer an interview to all other units who appear eligible for expedited services

on the same day they file the application. If they decline the same day interview, CASE/NOTE their decision and schedule an interview for the next business day.

When units eligible for expedited service apply after the 15th of the month, issue benefits for both months at the same time. This may consist of both a Rapid Electronic Issuance (REI) and an overnight issuance. See §0004.09 (Emergencies - 2nd and 3rd Month Processing).

Assign the longest certification period possible. See §0009.03 (Length of Recertification Periods).

Process applications and issue benefits no more than 5 days after the date of application for people living in:

- Battered women's shelters.
- Drug or alcoholic treatment or rehabilitation centers.
- Group living arrangements.

If the 5th day does not fall on a working day, process the application no later than the last working day within the 5-day time frame.

MSA, EMSA:
No provisions.

GA: See EGA.

EGA: State funding for EGA was unallotted beginning November 1, 2009 through June 30, 2011. Counties have the option of continuing EGA Special Diets at county expense. For additional information on the unallotment of State funding for EGA, refer to Bulletin #09-69-04 (Unallotment of State Funds for EGA, EMSA and MSA Special Diets).

Offer EGA information and the CAF on the same day a person inquires about the program. If an emergency situation is imminent or already present, offer the interview on the same day the unit submits the CAF.

If there is emergent and ongoing need, process the application as soon as possible for ongoing GA eligibility. If there will be a significant delay, EGA may be used for up to 30 days until GA eligibility is determined.

NOTE: Priority must be given to qualifying the applicant for ongoing GA because any use of EGA counts against the applicant's 12 month EGA limit and the county's EGA allocation.

GRH: No provisions for aged, blind, or disabled participants. Follow EGA for all other adults.

MFIP, WB, DWP, FS, MSA, EMSA:
No provisions.

GA: See EGA.

EGA: State funding for EGA was unallotted beginning November 1, 2009 through June 30, 2011. Counties have the option of continuing EGA at county expense. For additional information on the unallotment of State funding for EGA, refer to Bulletin #09-69-04 (Unallotment of State Funds for EGA, EMSA and MSA Special Diets).

The county agency may have provisions for dealing with emergencies that occur after the county agency is closed. Determine EGA eligibility back to the date of the emergency if the agency receives the CAF pages within 30 days of the emergency. The unit must be EGA eligible for the county to claim state aid.

GRH: No provisions for aged, blind, or disabled participants. Follow EGA for all other adults.

MFIP: For households with non-MFIP unit members, an applicant household may include people who are not mandatory or optional members of the MFIP unit, but who buy and prepare food with the unit. For these households, follow §0022.24 (Uncle Harry Food Support Benefits) to determine food assistance for non-MFIP unit members. Use FIAT to approve benefits for these FS-only units.

For MFIP-only households and MFIP households containing Uncle Harry Food Support (UHFS) members, follow the steps in §0022.12 (How to Calc. Benefit Level - MFIP/WB/DWP/GA) to figure the amount of expedited food assistance. Follow §0024.04.06 (Expedited Food Support Issuance) for issuing the food portion.

WB, DWP:

No provisions.

FS: For benefits for destitute units, see §0004.51 (Destitute Units, Eligibility and Benefits). For benefit levels of other units, see §0020 (Net Income Limits).

MSA: See EMSA.

EMSA: State funding for EMSA was unallotted beginning November 1st, 2009 through June 30, 2011. Counties have the option of continuing EMSA at county expense. For additional information on the unallotment of State funding for EMSA, refer to Bulletin #09-69-04 (Unallotment of State Funds for EGA, EMSA and MSA Special Diets).

Follow these steps to determine the amount of EMSA:

1. Determine the amount of income the person has received or will receive during the month, including the MSA grant. Include all unearned income, even what is normally excluded. Count all earned income, allowing only work expenses as listed in §0018.06 (Work Expense Deductions). Do not allow disregards. Do not count income that has already been spent, since it is no longer available to the client.

2. Add to the amount in Step 1 any liquid assets or assets the unit can convert to cash in time to resolve the emergency. This includes excluded assets.

3. Subtract the client's monthly MSA standard from the sum of Steps 1 and 2. See §0020.21 (MSA Assistance Standards).

4. Subtract the result of Step 3 from the minimum amount the person needs to resolve the emergency. The difference is the amount of EMSA to issue.

GA: See EGA.

EGA: If a unit meets the requirements in §0004.03 (Emergency Aid Eligibility - Cash Assistance), determine the amount of emergency aid. Follow these steps:

1. Determine the minimum amount of aid that will resolve the unit's emergency.

2. Determine the amount of income and assets the unit has or will have that can apply toward resolving their emergency. Count all income; there are no exclusions.

   Use the gross income of all unit members minus actual expenses. Actual expenses depend on the type of income and include items such as: self-employment expenses, work transportation cost, taxes, dependent care, tuition, student fees.

   Count assets the unit can convert to cash in time to resolve the emergency. Do not count assets if converting them to cash creates an undue hardship for the unit. Do not count personal effects and essential household goods.

   Do not count assets and income the unit has or will have that they can use to cover basic needs. Basic needs are items required to maintain the unit's health and safety, such as rent, utilities, and food. The remainder is the amount the unit can apply toward the emergency.

3. Determine if other public or private aid is available.

4. Add the amounts in Steps 2 and 3 and subtract the total from the amount in Step 1. The difference is the maximum eligibility amount.

GRH: Follow EMSA for aged, blind, and disabled participants. Follow EGA for all other adults.

Before people can receive any assistance benefits, they (or their authorized representative) must complete an application and meet eligibility requirements. See §0005.06 (Authorized Representatives), §0005.12.03 (What Is a Complete Application).

"Application" refers to the Combined Application Form (CAF). See §0002.03 (Glossary: Agent Orange...) for the definition of application. Also see §0005.09 (Combined Application Form (CAF)), §0005.09.03 (When People Must Complete a CAF), §0005.09.09 (When to Use an Addendum to the CAF).

"Applicant household" means people who apply for assistance together. "Assistance unit" or "unit" means people who receive benefits together. People who apply as the applicant household on page number 1 of the CAF may be in separate assistance units. If you find 2 or more assistance units living in the same applicant household, each unit may choose to file its own or a joint CAF.

Certain people must sign the application. See §0005.12.06 (Who Must Sign Applications).

In some cases you cannot require an application but can require an addendum. See §0005.09.06 (When Not to Require Completion of a CAF), §0005.09.09 (When to Use an Addendum to the CAF).

Counties must have staff available during office hours to answer program questions and advise people of their right to file an application. See §0005.03 (Assistance Requests).

At client request, counties may evaluate a person's circumstances (before he or she files an application) and predict eligibility. See §0005.03.03 (Predicting Eligibility).

Encourage people to apply for assistance in their county of residence. However, you must accept applications from residents of other Minnesota counties. Follow the instructions in §0005.12 (Accepting and Processing Applications) for handling applications from residents of other counties. Also see §0006 (Determining Financial Responsibility), §0005.12.09 (Date of Application).

The application process includes the following steps:

- A person contacts the county agency.
- The county agency advises the person of his or her right to file an application, tells the person how and where to apply, and, if necessary, assists the person with the application.

- The county agency provides information on the kinds of assistance available, and other community resources which may be available. See §0005.03.03 (Predicting Eligibility).

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

- The county agency evaluates the application for emergency need and expedited service. See §0004 (Emergencies), §0005.09.15 (Emergency Assistance and the CAF).

- The county agency conducts an interview. See §0005.12.12 (Application Interviews), §0005.12.12.03 (Waiving In-Office Interviews).

- The applicant provides verifications. See §0010 (Verification).

- The county agency determines eligibility and the beginning date of eligibility.

- The county agency notifies the applicant of eligibility or ineligibility. See §0026 (Notices).

The date of application is usually the date the county agency, or an authorized person or agency, receives a signed page number 1 of the CAF. The application process and processing timetable usually start from the date of application. However, there are some EXCEPTIONS to this provision, and the beginning date of eligibility may not be the same as the date of application. For more specific information, see §0005.12.03 (What Is a Complete Application), §0005.09 (Combined Application Form (CAF)), §0005.12.09 (Date of Application), §0022.12.02 (Beginning Date of Eligibility), §0022.12.03 (Proration), and specific program provisions throughout this manual.

People must meet program eligibility requirements within the application processing period. If the unit is not eligible by the end of the processing period, deny the application. See §0005.12.15 (Application Processing Standards), §0022.03.03 (Ineligibility in a Prospective Month - Cash), §0022.03.04 (Ineligibility in a Prospective Month - FS), §0022.18 (Suspensions), §0026.15 (Notice of Denial, Termination, or Suspension).

You must complete the application process within designated time frames. See §0005.12.15 (Application Processing Standards). Under certain situations, delays in application processing may occur. See §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).

People may withdraw an application for assistance either orally or in writing any time before you act on it. See §0005.12.18 (Withdrawing an Application). People may also rescind the withdrawal and have the application reinstated if they meet certain requirements. See §0005.12.21 (Reinstating a Withdrawn Application). For notice requirements, see §0026 (Notices).

Counties must use forms developed by DHS for the purposes of informing and advising clients about their rights and responsibilities, the status of an application or recertification, and ongoing eligibility for assistance. If DHS does not provide a form for a given purpose, the county agency may develop its own form; however, the form must meet the requirements in TEMP Manual TE12.02.01 (County Designed Forms).

Applicants must apply for other potential benefits, such as Unemployment Insurance, Social Security benefits or Workers' Compensation. Inform the applicants that assistance may be denied for failure to apply for appropriate benefits.

MFIP: The county agency must provide an orientation to MFIP. See §0005.12.12.06 (Orientation to Financial Services).

WB: No provisions. See §0005.10 (Minnesota Transition Application Form (MTAF)).

DWP: Follow general provisions but in addition, when the county agency receives an application from a family for assistance under DWP, you must determine if the applicant may be eligible for other benefits. To assist the county in determining whether the family is eligible for DWP or should have eligibility determined for MFIP, the DWP/MFIP Screening Questions form (DHS-4026-ENG) is available. This form is optional and can be used as part of the application packet or when a completed CAF is returned to the county agency.

At the initial screening, explain to the applicant that modifications to the Employment Plan can be made if the participant is a victim of family violence.

Inform the applicant that timely processing of DWP applications is critical to the success of the program. Inform the applicant that any delay in submitting the application will reduce the benefits paid for the month of application. Also inform applicants that an application may be submitted before they have an interview appointment. When a signed application is received, stamp the date of receipt on the face of the application.

Discuss with the applicant the benefits/drawbacks of withdrawing the application until the 1st of the next month so that the family can receive 4 full months of DWP benefits, if a family applies for DWP during the last few days of the month. If the family decides to withdraw the application for the current month, obtain a written statement from the applicant stating that the application is being withdrawn for the current month, but the family wants cash benefits determined on the 1st of the next month. **Do NOT require a new CAF.** Do not delay an application for Food Support or health care. If it appears that the applicant needs Child Care Assistance and has not completed a Minnesota Child Care Assistance Program (CCAP) Application (DHS-3550), explain the advantages of completing a CCAP Application before the end of the interview.

Follow the MFIP notice requirements when issuing a notice confirming the withdrawal. See §0026 (Notices).

FS: Combined Application Forms are also available at Social Security Administration offices. Clients may submit a new application or recertification form at the Social Security Administration.

MSA, GA, GRH:

Follow general provisions.

All provisions in this section also apply to people completing a Minnesota Transition Application Form (DHS-5223E) (MTAF). See §0005.10 (Minnesota Transition Application Form (MTAF)).

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). Counties must have applications available to anyone who requests one.

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 or MTAF, 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 or MTAF. See §0005.12.09 (Date of Application), §0022.12.03 (Proration).

Offer people the opportunity to pick up an application or MTAF in person and submit a completed application and/or CAF page number 1 or MTAF the same day. Inform clients that they may submit the application or MTAF in person, by an authorized representative, by fax or by mail. The date the agency receives the signed page number 1 of the CAF or MTAF sets the date of application.

Mail the application packet or MTAF the same day a client makes a phone or mail request. 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 or MTAF in person.

For information on what forms to include in the application packet or MTAF, see §0005.12.12.01 (Forms/Handouts for Applicants).

MFIP, DWP, FS, MSA, GA, GRH:

The Combined Application Form (CAF) (DHS-5223) allows people to apply for multiple assistance programs on 1 form.

Give the Combined Application Form (CAF) (DHS-5223) to people who want to apply for any of the following assistance programs:

- Minnesota Family Investment Program (MFIP).
- Refugee Cash Assistance (RCA).
- Diversionary Work Program (DWP).
- General Assistance (GA).
- Minnesota Supplemental Aid (MSA).
- Group Residential Housing (GRH).
- Food Support (FS).
- Health Care (HC).
- Emergency Minnesota Supplemental Aid (EMSA), Emergency General Assistance (EGA), and Emergency Medical Assistance.

Document on the CAF the date the agency receives the signed page number 1 of the CAF.

Provide people with the CAF, Combined Application Form Important Information (DHS-5223B) AND the Notice of Privacy Practices (DHS-3979). See §0005.09.02 (CAF Important Information Form) and §0003.09.06 (Client Rights - Data Privacy Practices).

The CAF includes:

- A cover sheet with instructions on how to complete the form.
- A tear-off page (page number 1) which can be used to set the date of application. See §0005.12.09 (Date of Application) and §0004 (Emergencies). This page of the CAF also includes questions to evaluate for emergency need, expedited

services, pregnant woman provisions, authorized representative information, types of services a client may need help with and signature blocks.

- Several pages with Yes/No questions used to determine eligibility. Use the information provided on these pages to establish eligibility factors including:

  - Assistance unit composition and size. See §0014 (Assistance Units).

  - Client data. See §0013 (Basis of Eligibility), §0014 (Assistance Units), §0010 (Verification).

  - Basis of eligibility and program coverage. See §0013 (Basis of Eligibility).

  - Income, asset, and expense data. See §0017 (Determining Gross Income), §0015 (Assets), §0018 (Determining Net Income).

  - Emergency data. See §0004 (Emergencies).

Client responsibilities and rights are on the last page of the CAF (DHS-5223). This is a tear-off page and should be reviewed with the client during the interview and given to the client for future reference. See §0003 (Client Responsibilities and Rights).

The client fills out the information on the CAF (DHS-5223) and is then interviewed for cash and food programs using procedures established by each county. Health Care programs do not require in-person interviews. Record information from the interview on the Worker Interview Form (WIF) (DHS-5223A). For more information on the WIF, see §0005.09.01 (Worker Interview Form).

Review each question on the CAF (DHS-5223), even if the client has answered "No" to the question. Additions or changes on the CAF must be initialed and dated by the client.

Check for duplicate program participation through MAXIS Person Search.

For information on application interviews and scheduling appointments, see §0005.12.12 (Application Interviews).

Clients are automatically registered and referred to Employment Services programs by signing page number 1 of the CAF. See §0028 (Employment Services).

WB: No Provisions. See §0005.10 (Minnesota Transition Application Form (MTAF)).

EXCEPT for situations listed in §0005.09.06 (When Not to Require Completion of a CAF), require clients to complete a Combined Application Form (CAF) (DHS-5223) in the following situations:

- To make an assistance request.
- To request another category of assistance (Food Support or cash assistance) after the previous CAF has been acted on, or 30 days have lapsed since the application date, whichever occurs first. For example, a FS participant requests cash assistance. See §0005.12.12 (Application Interviews).
- At recertification. See §0009.06.03 (Recertification Processing Standards).
- When eligibility exists for a different type of cash assistance program 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 expiration of the SSI time limit need only complete page number 1 of the CAF to request GA.
- When the client is not Person 01 on MAXIS, leaves the unit and applies for assistance. See §0008.06.09 (Removing a Person From the Unit).
- When Person 01 on MAXIS leaves the unit or dies and another household member wants to apply for assistance.

Also see §0005 (Combined Application Form (CAF)), §0005.09.09 (When to Use an Addendum to the CAF), §0005.12.03 (What Is a Complete Application).

When the agency receives page number 1 of the CAF, but not the remainder of the CAF, see §0005.12.15.03 (Delays in Processing Applications).

Enter each page number 1 of the CAF on MAXIS the day the county agency receives it. Once entered, MAXIS pends the case in PND1. Enter the information from the remainder of the CAF as soon as possible but no later than 2 days after the interview. After you enter the remainder of the CAF, MAXIS puts the case in PND2 status.

When page number 1 of the CAF indicates a need for an expedited interview, or when people indicate an emergency on the CAF Statement of Need, determine eligibility for emergency aid. Also see §0004 (Emergencies).

For applicant households:

- If people are not currently receiving cash assistance, they must complete a CAF.

For participants:

- If people are currently receiving cash assistance, they do not have to complete an entire CAF. However, they must complete page number 1 of the CAF plus the appropriate pages of the CAF Statement of Need.

- If the unit did not complete an HRF or Combined Six-Month Report (CSR) in the past 30 days, they must complete the appropriate pages of the CAF. For more information, see §0002.11 (Glossary: Child Care...), §0007.03.02 (Six-Month Reporting - FS).

When page number 1 of the CAF lists people in the EGA unit who are not currently receiving cash assistance, the unit must complete an entire CAF. See §0005.09.03 (When People Must Complete a CAF).

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. 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 number 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).

WB: No provisions. See §0005.10 (Minnesota Transition Application Form (MTAF)).

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).

If the applicant appears eligible for Expedited Food Support, process the application and issue benefits before transferring the case to the other county. Document your actions in CASE/NOTEs. Give the applicant the other county's address and phone number and advise the applicant to go to the other county for ongoing assistance.

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 from the date their COUNTY OF RESIDENCE receives their application for Food Support, if eligibility has not already been determined. 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).

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.

WHAT IS A COMPLETE APPLICATION 0005.12.03

All applicant households must complete a Combined Application Form (CAF) (DHS-5233). For information on setting the application date, see §0005.12.09 (Date of Application). If a client returns page number 1 of the CAF but fails to return the remainder of the CAF or come for an interview, deny the application 30 days after the date on page number 1 of the CAF. See §0005.12.12 (Application Interviews), §0026.15 (Notices of Denial, Termination, or Suspension).

A complete application is a signed and dated CAF with all questions answered, with the EXCEPTIONS for Food Support and MFIP noted below. See §0005.09 (Combined Application Form (CAF)), §0005.12.06 (Who Must Sign Applications).

The only time you may return page number 1 of the CAF is when the necessary signatures are incomplete or missing. Complete other missing or incomplete information on the CAF at the time of interview.

Counties which have fax machines may accept fax applications only to initiate and set the date of application. When you get a faxed page number 1 of the CAF or the entire CAF, enter the information on MAXIS. Do not make a final determination of eligibility or issue benefits for cash assistance or Food Support until you receive the original, signed CAF. Deny an application after 30 days if the applicant fails to provide an original CAF, and/or fails to attend a required application interview.

Consider fax applications you get on weekends, holidays, or after hours to be received on the 1st working day after receipt of the application. If the fax machine is located outside the human services agency, the county will need to address data privacy issues for applicants.

The client is responsible for verifying the county received the fax.

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

WB: No provisions. See §0005.10 (Minnesota Transition Application Form (MTAF)).

DWP, MSA, GA, GRH:
Follow general provisions.

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

Any member of an applicant household or his/her authorized representative MAY sign the CAF. However, after you determine which applicants are members of a unit, there are certain people who MUST sign the CAF Statement of Need. See the program provisions below for more specific information.

If multiple units appear on the same CAF, signature requirements apply to each separate unit.

In addition, county workers must sign page number 1 of the CAF and the last page of the CAF Statement of Need and list the date the agency received the application, the interview date, and the action taken.

MFIP, DWP:

The following people must sign the CAF Statement of Need:

- All adult members of the unit or their authorized representative acting on their behalf.
- The spouse of an assistance unit member, if the spouse lives with the applicant.
- The parents and stepparents of a minor child, if they live with the applicant.
- All minor caregivers.

WB: No provisions. See §0005.10 (Minnesota Transition Application Form (MTAF)).

FS: One adult member of each unit or his/her authorized representative must sign the CAF Statement of Need.

MSA: The following people must sign the CAF Statement of Need:

- The applicant or authorized representative acting on the applicant's behalf.
- The applicant's spouse, if the spouse lives with the applicant.
- The parents of a minor blind child, if they live with the applicant.

GA: The following people must sign the CAF Statement of Need:

- The applicant or their authorized representative acting on the applicant's behalf.

- All adult members of the unit or their authorized representative acting on their behalf.
- The spouse of a unit member if the spouse lives with the applicant.

GRH: The following people must sign the CAF Statement of Need:

- The applicant or their authorized representative acting on the applicant's behalf.
- The parents of a minor blind child, if they live with the applicant.

The date of application and the date eligibility begins may or may not coincide. Also, some applicants may choose to have their eligibility determined beginning on a date later than the date of application. For information on date of eligibility, see §0022.12.02 (Beginning Date of Eligibility).

MFIP, DWP, MSA:

For people who apply for assistance at Regional Treatment Centers (RTCs), the date of application is the date the RTC reimbursement officer receives a signed and dated page number 1 of the CAF.

For all others, to set the date of application is the date any Minnesota county agency receives the name, address and signature on page number 1 of the Combined Application Form (CAF) (DHS-5223). See §0005.12 (Accepting and Processing Applications), §0006 (Determining Financial Responsibility).

WB: No provisions. See §0005.10 (Minnesota Transition Application Form (MTAF)).

FS: SSI applicants/recipients may apply for Food Support at a Social Security Administration (SSA) office. The date of application is the date the SSA office receives a signed and dated page number 1 of the CAF.

Residents of institutions who are ineligible for Food Support because they live in certain institutions may apply for SSI and Food Support at the SSA office prior to their release. The date of their release from the institution is the application date.

The date of application for residents of Regional Treatment Centers (RTCs) is the date of the client's release.

When MFIP is ending but the unit remains eligible for non-PA Food Support, the Food Support application date on MAXIS is the date of the MFIP closing action.

For RCA applicants in any of the VOLAG-administered counties, the date of application for FS is the date the VOLAG receives a signed and dated page number 1 of the CAF.

For all others, the minimum requirements to set the Food Support application date are the name, address and signature on page number 1 of the Combined Application Form (CAF) (DHS-5223). If a mailed-in CAF contains the applicant's name, addresses, and signature, do not return it to the applicant for further information. Set the application date and schedule an interview. See §0005.12 (Accepting and Processing Applications), §0005.12.03 (What Is a Complete Application), §0009

(Recertification), §0022.12.03 (Proration).

For units that are homeless, they may write "homeless" in the address section of page number 1 of the CAF or if the address section of the CAF is left blank, the Agency Use section of the CAF should be used to document the homelessness. A unit is not required to reside in a permanent dwelling or have a fixed mailing address to be eligible for Food Support. Set the application date for homeless units as of the date that page number 1 of the CAF was received even if the address section of page number 1 of the CAF is left blank or "homeless" is written in the address section.

GA: For people who apply for assistance at Regional Treatment Centers (RTCs), the date of application is the date the RTC reimbursement officer receives a signed and dated page number 1 of the CAF.

For all others, the date of application is the date any Minnesota county agency receives a signed and dated page number 1 of the CAF. See §0005.12 (Accepting and Processing Applications), §0006 (Determining Financial Responsibility).

GRH: For people who apply for assistance at Regional Treatment Centers (RTCs), the date of application is the date the RTC reimbursement officer receives a signed and dated page number 1 of the CAF.

For all others, the date of application is the date any Minnesota county agency receives a signed and dated page number 1 of the CAF or, for a person who is a participant of another cash program, a signed and dated Change Report Form (DHS-2402). See §0005.12 (Accepting and Processing Applications), §0006 (Determining Financial Responsibility).

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 number 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/Handouts for Applicants). Refer a minor caregiver to Social Services as soon as he/she applies and alleges that he/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/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).

Explain the Family Cap policy to applicants. See §0014.06.03 (Family Cap).

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).

WB: No provisions**.**

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 brochure "Do You Need Help Paying for Child Care?" (DHS-3551).

- 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 (FS Categorical Eligibility/Ineligibility), §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 TEMP Manual TE02.05.15 (Missed Interview Notice). The county must schedule all interviews as promptly as possible to insure eligible units receive an opportunity to provide any needed verifications and to participate within 30 days after the application is filed. Document and track the date of the scheduled interview, and the Interview Deadline Date.

If a client misses the initial interview, either an in-office interview, home visit or a phone interview send a SPEC/MEMO or a SPEC/LETR to the client informing him or her of the missed interview and the responsibility to reschedule another interview. Sample SPEC/MEMO and SPEC/ LETR notices are available in TEMP Manual TE02.05.15 (Missed Interview Notice). A notice of missed interview must

be sent even if circumstances prevent a client from completing an interview late in the 30 day processing period. For example, a denial notice can be sent 1 day after the notice of missed interview has been issued to the client if the missed interview was on the 30th day of the processing period.

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.

Give the forms/handouts listed in this section to applicants at the interview or send them with the application packet if you are aware of the specific programs for which the applicants will apply.

The following are required to be included in the application packet:

- Combined Application Form (CAF) (DHS-5223).
- A cover letter including the following:
  - The county agency address, office hours, and phone number.
  - The importance of returning page number 1 of the CAF as soon as possible.
  - Information about the interview and returning the remainder of the CAF.
- Combined Application Form Important Information (DHS-5223B).
- Program information brochure for cash, food and health care programs (DHS-2920).
- Domestic Violence Information brochure (DHS-3477). See §0029.36 (Domestic Violence Brochure Program.
- Notice About Income and Eligibility Verification System and Work Reporting System (DHS-2759). See §0026.48 (Notices - IEVS).
- Verification Request Forms - A (DHS-2919a) and Verification Request Form-B (DHS-2919b). Indicate the time period for which you need the verification.
- "Do you have a disability?" brochure (DHS-4133). Also see §0003.09.03 (Clients Rights – Civil Rights).

The following may also be included in the application packet or handed out at the interview as appropriate:

- Household Report Form (DHS-2120), Combined Six-Month Report (CSR) (DHS-5576), or Change Report Form (DHS-2402). See §0007 (Reporting), §0007.12 (Agency Responsibilities for Client Reporting), §0007.15 (Unscheduled Reporting of Changes - Cash), §0007.15.03 (Unscheduled Reporting of Changes - FS).

- Authorization for Release of Information About Residence and Shelter Expenses (DHS-2952) form, if appropriate. See §0010.18 (Mandatory Verifications).

- Application for Social Security number (SS-5), if needed. See §0010.18.03 (Verifying Social Security Numbers), §0012.03 (Providing/Applying for an SSN).

- Notice of Privacy Practices (DHS-3979). See §0003.09.06 (Client Rights - Data Privacy Practices).

- Work Benefit Program Information (DHS-5837).

Give the following forms/handouts based on the programs applied for and the circumstances in the case. Check the cross-referenced sections for procedures for each form/handout listed.

MFIP:

- Reporting Responsibilities for MFIP Households (DHS-2647) brochure. See §0007.12 (Agency Responsibilities for Client Reporting).

- In cases where there is at least 1 non-custodial parent:

  - Understanding Child Support - A Handbook for Parents (DHS-3393).

  - Referral to Support and Collections (DHS-3163B). (This is in addition to the Combined Application Form, for EACH non-custodial parent). See §0012.21.03 (Support From Non-Custodial Parents).

  - Cooperation with Child Support Enforcement (DHS-2338) form. See §0012.21.06 (Child Support Good Cause Exemptions – Part 1), §0012.21.06.03 (Child Support Good Cause Exemptions – Part 2).

  NOTE: This does not apply to a married parent who is out of the home on military duty when there is no breakdown in the marital relationship.

- Notice of Requirement to Attend MFIP Overview (DHS-2929). See §0028.09 (ES Overview/FSET Orientation).

- If there is a custodial parent under 20, the Notice of Requirement to Attend School (DHS-2961) and Graduate to Independence - MFIP Teen Parents Informational Brochure (DHS-2887). If there is a custodial parent under age 18, the MFIP for Minor Caregivers (DHS-3238) brochure. See §0012.06 (Requirements for Custodial Parents Under 20), §0028.06.03 (Who Must Participate in Empl. Services/FSET), §0028.12 (Education Requirements).

- Family Violence Referral (DHS-3323) and the MFIP Family Violence Waiver (DHS-3477) brochure.
- Important Information about the MFIP Family CAP (DHS-4198) brochure.
- If a non-parental caregiver applies, MFIP Child Only Assistance (DHS-5561).

WB: No provisions.

DWP: Follow MFIP, EXCEPT do not give the Notice of Requirement to Attend MFIP Overview (DHS-2929) to the applicants. Instead, give the applicant the Minnesota's Diversionary Work Program-DWP (DHS-4034) brochure.

FS:

- Food Support Reporting Responsibilities (DHS-2625) brochure. See §0007.12 (Agency Responsibilities for Client Reporting).
- If you know there is student income, the Financial Aid Information Form (DHS-2646). See §0010.18.30 (Verifying Student Income and Expenses).
- For all applicants, the Facts on Voluntarily Quitting Your Job if You Are on Food Support (DHS-2707). See §0028.30.09 (Refusing or Terminating Employment).

MSA:

- SSI Interim Assistance Agreements (DHS-1795).
- Interim Assistance Agreement (DHS-1795A), do not use for SSI. See §0012.12 (Applying for Other Benefits), §0012.12.03 (Interim Assistance Agreements).

GA:

- If you know there is student income, the Financial Aid Information Form (DHS-2646). See §0010.18.30 (Verifying Student Income and Expenses).
- SSI Interim Assistance Agreements (DHS-1795, Interim Assistance Agreement (Do not use for SSI) (DHS-1795A), if appropriate. See §0012.12 (Applying for Other Benefits), §0012.12.03 (Interim Assistance Agreements).

GRH: For participants who are aged, blind, or disabled and over 18, follow MSA. For all other participants, follow GA.

Reporting requirements are determined by the programs the unit receives.

- Some units must report monthly. See §0007.03 (Monthly Reporting - Cash), §0007.03.01 (Monthly Reporting - Uncle Harry FS).
- Some units must report every 6 Months. See §0007.03.02 (Six-Month Reporting - FS).
- Some units must report when a change occurs. See §0007.15 (Unscheduled Reporting of Changes - Cash), §0007.15.03 (Unscheduled Reporting of Changes - FS).

Explain the purpose of reporting to clients. Provide units on monthly reporting with Household Report Forms (HRFs) (DHS-2120). See §0002.31 (Glossary: Honoraria...) for the definition of HRF. Provide units on Six-Month Reporting with the Combined Six-Month Report (CSR) (DHS-5576). See §0002.61 (Glossary: Self...) for the definition of a CSR. Provide units not subject to monthly or Six-Month Reporting with Change Report Forms (DHS-2402).

Review HRFs and CSRs for thoroughness and mandatory verifications. Return incomplete HRFs or CSRs. See:

§0007.12	Agency Responsibilities for Client Reporting.
§0007.12.03	What Is a Complete HRF/CSR.
§0007.12.06	Incomplete HRF/CSR.

There are deadlines for all types of reporting. See:

§0007.03.03	Monthly Reporting Deadlines.
§0007.03.04	Six-Month Reporting Deadlines.
§0007.15	Unscheduled Reporting of Changes - Cash.
§0007.15.03	Unscheduled Reporting of Changes - FS.

Some programs allow reinstatement of benefits if the unit submits the report in the month after it was due. See §0007.03.06 (Processing a Late HRF), §0007.03.07 (Processing a Late Combined Six-Month Report).

WHAT IS A COMPLETE HRF/CSR 0007.12.03

Clients on scheduled monthly reporting must submit a complete Household Report Form (HRF) (DHS-2120). See §0007.03 (Monthly Reporting - Cash), §0007.03.01 (Monthly Reporting - Uncle Harry FS), §0007.12.06 (Incomplete HRF/CSR).

Determine if an HRF is complete when a client submits it. Review the HRF for thoroughness of the answers and for mandatory verifications. See §0010.18 (Mandatory Verifications).

Consider an HRF complete when:

- The HRF is signed and dated on the last day of the report period or later. The same signature requirements for applications apply to the HRF. See §0005.12.06 (Who Must Sign Applications).

AND

- All questions are answered unless otherwise instructed on the form.

AND

- You have sufficient information to determine eligibility.

Clients on scheduled Six-Month Reporting must submit a complete Combined Six-Month Report (CSR) (DHS-5576), see §0007.03.02 (Six-Month Reporting – FS).

WB clients are required to complete a CSR and a Combined Six-Month Report Supplement for Cash Programs (DHS-5576A), see §0009.06.03 (Recertification Processing Standards).

Determine if a CSR is complete when a client submits it. Review the CSR for thoroughness of the answers and for mandatory verifications. See §0010.18 (Mandatory Verifications).

Consider a CSR complete when:

- The CSR is signed and dated. **NOTE:** For MFIP, the CSR and CSR Supplement for Cash Program (DHS-5576A) is signed and dated on the last day of the report period or later. The same signature requirements for applications apply to the CSR. See §0005.12.06 (Who Must Sign Applications).

AND

- All questions are answered unless otherwise instructed on the form.

AND

- You have sufficient information to determine eligibility.

Counties may accept faxed HRFs, CSRs, and any supporting verifications. Original documents are not required.

Consider faxed HRFs and CSRs received on weekends, holidays, or after hours to be received on the 1st working day after receipt of the HRF or CSR. If the fax machine is located outside the human services agency, the county will need to address data privacy issues for applicants. The client is responsible for verifying the county received the fax.

Assign the longest certification period possible based on the client's circumstances. See the specific program provisions below for the maximum length of time between reviews for each program.

Certify people for less than the maximum time to coincide with expected changes or another program's review date. The client's review date should, if possible, be the same for all programs.

- If you are determining eligibility for 2 cash programs at the same time, the review date must be the same.

- If 1 cash program is active and you are adding any other program, you must either:

  - Review eligibility for the active cash program at the time you add the other program.

  OR

  - Set the review date for the program you are adding to the same review date as the existing cash program.

EXCEPT for individual GA participants without a verified residence address, the certification period conforms to calendar months. Count the month of application as the 1st month of the certification period unless the client is not eligible in that month. The certification period ends at 12:01 a.m. on the 1st day of the month following the last month of the certification period.

See §0009.03.03 (When to Adjust the Length of Certification).

MFIP, MSA, GRH:
Recertify eligibility at least once every 12 months.

WB: Recertify eligibility at least once every 6 months.

DWP: No provisions.

FS: Recertify units whose adults are ALL elderly or disabled at least once every 24 months. You must have contact with these units at least every 12 months, to remind them of when they must report changes and what changes must be reported. For MAXIS instructions, see TEMP Manual TE02.08.165 (FS Aged/Disabled 12 Month Contacts).

Recertify all other units at least once every 12 months. However, some units may have their recertification period set for less than 12 months if:

- The unit's circumstances are unstable due to being homeless.

OR

- It appears the unit will be ineligible for FS in the near future.

When a recertification is set for less than 12 months, CASE/NOTEs must be completed to document the reason for the shorter certification period.

No units should have a recertification period longer than 24 months.

GA: Follow MFIP with the following EXCEPTION: A county agency may choose to certify eligibility weekly for individual participants who are without a verified residence address. See §0024.03.03 (When Benefits Are Paid - FS/MSA/GA/GRH), §0024.04.09 (GA Weekly Issuance). A county agency which chooses to recertify eligibility weekly must use a form approved by DHS for weekly recertification and NOT use the Combined Application Form (CAF).

See §0010.18 (Mandatory Verifications) for mandatory verifications that apply to all programs.

See §0010.18.02 (Mandatory Verifications - FS) for additional mandatory verification provisions that apply to Food Support.

See provisions below for ADDITIONAL mandatory verification provisions that apply to MFIP, MSA, GA, and GRH.

MFIP: VERIFY THE FOLLOWING AT INITIAL APPLICATION:

- Checking and savings accounts.
- Savings certificates, stocks, bonds, IRAs.
- Source and purpose of deposits and withdrawals from business accounts.
- Presence of a minor child in the home, if questionable.
- Identity of all adults.
- Age, if related to eligibility or benefit level.
- Social Security number, unless the unit member qualifies as a non-citizen who is a victim of battery and/or cruelty. See §0011.03.21 (Non-Citizens - Victims of Battery/Cruelty).
- Child support, spousal support, child care support, and medical support payments to people outside the household, to be allowed as a deduction.
- School attendance, if related to eligibility.
- Burial accounts.
- Real property.
- Vehicles. See §0015.39 (Excluded Assets - Vehicles).
- Relationship of caregivers to the child. See §0005.12.12 (Application Interviews), §0014.03.03 (Determining the Cash Assistance Unit).

- Pregnancy, if related to eligibility.

- Residence. See §0011.09 (County Residence), §0029.29 (Safe At Home Program).

- The number of months the unit received TANF funds in another state. See §0011.30 (60-Month Lifetime Limit), §0013.05 (DWP Bases of Eligibility).

- Family violence if used as an exemption from the 60-month time limit. See §0005.12.12.09 (Family Violence Provisions/Referrals), §0011.30 (60-Month Lifetime Limit), §0010.18.33 (Verifying Family Violence).

- Shelter costs, as required for vendor payments or as part of FAMILY MAINTENANCE NEEDS, see §0002.23 (Glossary: Fair Hearing...). See SHELTER COSTS in §0002.61 (Glossary: SELF...), §0024.09 (Protective and Vendor Payments).

- Information needed to establish an EXCEPTION to the shared household standard. See §0020.09 (MFIP/DWP Assistance Standards).

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

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

- Offer to help obtain the verification.

- Obtain a signed release of information from the client.

- Classify the mandatory unit member as an undocumented non-citizen and continue the application process excluding the mandatory unit member. See §0014.03.03 (Determining the Cash Assistance Unit), §0011.03.27.03 (Protocols for Reporting Undocumented People).

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

- Determine eligibility for the remaining unit members. No further verification of citizenship/immigration status would be requested.

AND

- Do not report this optional unit member to DHS because it is not known that he or she is in the United States unlawfully. See §0011.03.27.03 (Protocols for Reporting Undocumented People).

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

VERIFY THE FOLLOWING AT RECERTIFICATION:

- Income, unless excluded.

- Self-employment expenses used as a deduction. See §0010.18.09 (Verifying Self-Employment Income/Expenses).

- Source and purpose of deposits and withdrawals from business accounts.

- Presence of a minor child in the home, if questionable.

- Inconsistent information. See §0010.15 (Verification - Inconsistent Information).

- Information needed to establish an EXCEPTION to the shared HOUSEHOLD standard. See §0020.09 (MFIP/DWP Assistance Standards).

- Assets when the value is within $200 of the asset limit.

IN ADDITION, VERIFY THE FOLLOWING WHEN THEY OCCUR:

- When the unit meets the time criteria for Employment Services listed in §0028.06 (Participation Requirements), verify school attendance for custodial parents under age 20 who are required to attend school.

- Verify illness or disability.

- Verify family violence at the time it is claimed. See §0010.18.33 (Verifying Family Violence).

WB: VERIFY THE FOLLOWING AT RECERTIFICATION:

- Income, unless excluded.
- Self-employment.
- Assets, when the value is within $200 of the asset limits.
- Hours of employment.
- Date of employment termination and date last paid.
- Presence of a minor child in the home and the age of the child, if questionable.
- Verify all inconsistent information.

DWP: Follow MFIP, EXCEPT the following requirements do NOT apply to DWP:

- The requirement to verify school attendance for custodial parents under age 20 who are required to attend school when the unit meets the time criteria for Employment Services referenced in §0028.06 (Participation Requirements).

AND

- The requirement to verify certain information at recertification, as there is no recertification requirement for DWP.

In addition, verify:

- Family maintenance needs before the expense can be allowed in the DWP grant calculation, see FAMILY MAINTENANCE NEEDS in §0002.23 (Glossary: Fair Hearing...).

AND

- Receipt of DWP or MFIP within the last 12 months. See §0013.05 (DWP Bases of Eligibility).

AND

- Receipt of TANF-funded assistance months, used to determine DWP eligibility. See §0013.05 (DWP Bases of Eligibility).

FS: See §0010.18.02 (Mandatory Verifications - FS). However, do not increase FS benefits in response to a decrease in RCA, MSA, GA, or SSI because a participant unit or unit member does not provide mandatory verifications for the cash program. Compute benefits using the cash grant the unit would have received had a reduction

in the cash grant for failure to provide mandatory verifications not occurred. This applies for the duration of the reduction in the cash program.

MSA: For SSI recipients, verify the client's receipt of SSI and the Federal Benefit Rate used to determine the client's SSI benefits.

For non-SSI recipients, verify:

- Assets.
- Social Security number of all people applying for assistance. See §0010.18.03 (Verifying Social Security Numbers).
- Basis of eligibility (age, blindness, or disability). See §0010.18.05 (Verifying Disability/Incapacity - Cash).

GA: Verify:

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

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

See §0010.18 (Mandatory Verifications) for mandatory verifications that apply to all programs.

See §0010.18.01 (Mandatory Verifications - Cash Assistance) for additional mandatory verification provisions that apply to MFIP, MSA, and GA.

See provisions below for additional mandatory verification provisions that apply to Food Support.

MFIP, WB, DWP, MSA, GA, GRH:

See §0010.18.01 (Mandatory Verifications - Cash Assistance).

FS:

- Liquid assets.
- Social Security numbers of all people applying for assistance. See §0010.18.03 (Verifying Social Security Numbers).
- Identity of the applicant and the authorized representative if the authorized representative is applying for the applicant.
- Residency in Minnesota, unless verification cannot be obtained because the people are homeless, migrant farmworkers, or newly arrived in Minnesota. For people in the Safe At Home Program, see §0029.29 (Safe At Home Program).
- Cash contributions received from sponsors of immigrants. See §0016.21.03 (Income of Sponsors of Immigrants With I-864).
- Disability exemption from work registration. See §0010.18.06 (Verifying Disability/Incapacity - FS).
- Shelter costs. Verify at application and recertification in order to allow the expense as a deduction. Do NOT allow the shelter cost as a deduction if it is NOT verified. Do not close FS due to failure to provide the verification. Verify changes whenever they occur. If a change which is not verified decreases benefits, budget the change and verify at recertification. If a change which is not verified increases benefits, do not budget the change.
- Property taxes and property insurance. Verify property taxes and property insurance when the unit indicates that there are other expenses in the escrow account that are not allowable shelter expenses. See §0018.15 (Shelter Deductions).

- Actual utility expenses if the unit wishes to claim expenses in excess of the standard utility deduction in order to allow these actual expense as a deduction.

- Utility expenses for an unoccupied house in order to allow the actual expenses as a deduction.

- Some medical expenses in order to allow the expenses as a deduction. See §0018.12 (Medical Deductions) for when you can allow the expenses and when to require verification.

- Date and reason of employment termination, and date last paid. Verify at the point of employment termination for participants, and for any employment terminated within 90 days of application for applicants.

- The amount of a court-ordered child support obligation and the amount of child support actually paid to another household, in order to allow the support as a deduction. See §0018.33 (Child and Spousal Support Deductions).

- The number of hours of employment or work program activities for non-exempt able-bodied adults subject to the 3 months in 36 months limit on eligibility. See §0011.24 (Able-Bodied Adults) for more information.

- School attendance, if related to eligibility.

People who report that they are not United States citizens may have several factors that require verification. Non-citizens will generally have 1 of 2 forms (I-551 or I-94) that indicates current immigration status and the date it was attained. See §0010.18.24 (Verification - I-94 Cards), §0010.18.27 (Verification - I-551 Card).

Factors that you must verify include:

- **Current immigration status:** A non-citizen's status relates to permission to live and work in the United States. A lawful permanent resident (LPR) has permanent permission to live and work in the United States. See §0010.18.15 (Verifying Lawful Permanent Residence), §0010.18.15.03 (Lawful Permanent Resident: USCIS Class Codes), §0011.03.12 (Non-Citizens - Lawful Permanent Residents). Some people only have permission to live here for a temporary period and may need to apply for permission to work. Other people may only have permission to reside here on a temporary basis and are ineligible to work in the United States. See §0011.03.24 (Non-Citizens - Lawfully Residing People), §0011.03.27 (Undocumented and Non-Immigrant People).

  NOTE: An expired immigration document is NOT acceptable verification of current status. Do not assume that an expired document is an indication that the immigration status has changed or that the person should be considered undocumented. Verification of current immigration status is mandatory and eligibility does not exist until it is received. Obtain a signed release of information to contact USCIS to verify the person's immigration status.

  An Employment Authorization card may indicate immigration status, but in cases where entry date or status date are also needed, additional verification may be required.

- **Date of entry to the United States** or date status granted**:** The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 was signed on 8-22-96. Eligibility for federally-funded programs for non-citizens who arrived in the United States on or after that date may be different than for those who arrived prior to that date. With some EXCEPTIONS, people entering after 8-22-96 are subject to a 5-year bar to FEDERAL MEANS TESTED PROGRAMs, see §0002.23 (Glossary: Fair Hearing...). For exceptions, see §0011.03.03 (Non-Citizens - MFIP/WB/DWP Cash).

In some cases it may be necessary to verify eligibility factors by contacting USCIS, but ONLY after obtaining a release of information from the non-citizen household member.

Refusing to sign a release of information is a bar to eligibility for the non-citizen household member(s) only. Assistance is available for the remaining household members who meet all other eligibility criteria.

Do not attempt to verify the immigration status of household members who are not requesting assistance.

After you have determined eligibility, you may be required to use the SAVE process for some programs. See §0010.18.11.03 (Systematic Alien Verification (SAVE).

MFIP, WB, DWP, FS:

IRS regulations require that all employees with access to federal tax data (for example: UNVI and BEER match information), are aware of the special security requirements. There are federal criminal and civil penalties for unauthorized inspection and/or disclosure of this information. There are also state data privacy requirements. See §0003.09.09 (Client Rights, Private and Confidential Data), §0010.24.21 (IEVS Safeguarding Responsibilities).

- Criminal penalties for willful unauthorized INSPECTION:

  - Fine in any amount not exceeding $1,000, together with the cost of prosecution.

  OR

  - Imprisonment of not more that 1 year, together with the cost of prosecution.

  OR

  - Both.

  See IRC Sec. 7213A, Unauthorized Inspection of Returns or Return Information.

- Criminal penalties (felony) for willful unauthorized DISCLOSURE:

  - Fine in any amount not exceeding $5,000 together with the cost of prosecution.

  OR

  - Imprisonment of not more than 5 years together with the cost of prosecution.

  OR

  - Both.

  See IRC Sec. 7213, Unauthorized Disclosure of Information.

- Civil damages are also possible:

  - If a person knowingly, or by reason of negligence, inspects or discloses return or return information, unless it results from a good faith, but erroneous, interpretation of the law. Damages are the greater of:

    - $1,000 for each act plus the cost of the action.

    OR

    - The sum of the actual damages, and possible punitive damages plus the cost of the action.

See IRC Sec. 7431, Civil Damages for Unauthorized Disclosure of Returns and Return Information.

IRS legal references:

- IRC Sec. 6103 Confidentiality and Disclosure of Returns and Return Information.
- IRC Sec. 6103 (p)(4) Safeguards.
- IRC Sec. 7213 Unauthorized Disclosure of Information.
- IRC Sec. 7213A Unauthorized Inspection of Returns or Return Information.
- IRC Sec. 7431 Civil Damages for Unauthorized Disclosure of Returns and Return Information.

Each county agency must report on its safeguard procedures annually. A Certificate of Compliance for Safeguarding Confidential Information (DHS-3119) must be submitted to the DHS Safeguard Officer (IEVS Coordinator). This form attests that the county has made safeguard inspections and is in compliance with IRS requirements. DHS issues a bulletin "Counties to Report Meeting IRS Data Security Requirements", each spring. This bulletin contains samples of DHS-3119 and DHS-3120.

MSA, GA, GRH:

No provisions.

NON-CITIZENS - VICTIMS OF BATTERY/CRUELTY 0011.03.21

A non-citizen who is a victim of battery and/or cruelty and who is either married to or is the child of a United States citizen or lawful permanent resident may be able to "self-petition" for permanent residency if he or she does not already have this immigration status. The U.S. Citizenship and Immigration Services (USCIS) will determine the battery and/or cruelty. See §0011.03 (Citizenship and Immigration Status).

MFIP, WB, DWP, GA:

The non-citizen may be eligible once the petition is accepted by USCIS.

The bottom section of the Family Violence Referral (DHS-3323) provides space for the county to make a referral to the local legal aid office or 1 of the following agencies for people in need of legal assistance under this provision:

- Centro Legal 651-642-1890 or 1-800-245-5753 (for Spanish speakers who need assistance with family violence and immigration matters).
- Immigration Law Center of Minnesota 651-641-1011 (for assistance with immigration matters).

FS, MSA:

The non-citizen may be eligible once permanent residency has been granted, depending on the classification granted. See §0011.03 (Citizen and Immigration Status) for specific information.

GRH: Follow MSA for aged, blind, and disabled participants. Follow MFIP for all other adults.

Attending school may affect a person's eligibility.

MFIP: An 18-year old minor child may continue to be eligible until age 19, if he or she is:

- A full-time student in a secondary school.

OR

- Pursuing a full-time secondary level course, vocational or technical training designed to prepare students for gainful employment.

See MINOR CHILD in §0002.41 (Glossary: Medically Necessary...).

Custodial parents under 20 may be required to attend secondary school to be eligible. See §0012.06 (Requirements for Custodial Parents Under 20), §0028.12 (Education Requirements).

WB: Follow MFIP, EXCEPT that custodial parents under 20 must be working the required number of hours. See §0013.04 (WB Bases of Eligibility).

DWP: Follow MFIP, except that custodial parents under 20 with an education option in their Employment Plan are not eligible for DWP and should be considered for MFIP eligibility, unless part of a 2-parent family.

FS: Students must meet at least 1 of the following criteria:

- Under age 18 or age 50 or over.

- Physically or mentally unable to work.

- Attending a school that is not an institution of higher education, or attending an institution of higher education less than half time. Refer to DHS Bulletin #09-01-04 (2009-2011 EIPS to Determine Institution of Higher Education Status for Food Support Program).

- Employed and paid for at least 20 hours per week, or self-employed for a minimum of 20 hours per week and paid in cash at the equivalent of at least 20 times the federal minimum hourly wage. This includes on-the-job training and paid internships or apprenticeships.

- Participating in a state- or federally-financed work study program. This exemption begins the date the person is approved for work study or the beginning of the school year, whichever is later, and continues over the period

the work study is intended to cover, unless the student rejects or refuses a work study assignment.

- Responsible for the physical care of a dependent household member under the age of 6.

- Responsible for the physical care of a dependent household member from the ages of 6 through 11 when adequate child care is not available.

- A single parent attending an institution of higher education full-time with responsibility for a child under age 12 without regard to availability of child care.

- Assigned to an institution of higher education through a program under the Workforce Investment Act (WIA), Trade Adjustment Assistance (TAA) or Trade Readjustment Assistance (TRA), or Food Support Employment and Training (FSET).

- Participating in an on-the-job training program in which the person is involved in productive labor, is paid by an employer while learning job skills, and the employer is reimbursed for the wages. If the participant is involved solely in classroom training for a month, that month does not count as on-the-job training.

All other students are ineligible for FS.

MSA, GRH:

Student status does not affect eligibility.

GA: Being a student does not make a person ineligible for GA. The following people are required to attend school to get or maintain eligibility:

- Displaced homemakers. See §0013.15.33 (GA Basis - Displaced Homemakers).

- High school students over age 18 whose primary language is not English. See §0013.15.48 (GA Basis - English Not Primary Language).

MFIP: The Department (DHS) recommends that counties take the following steps when setting up and conducting the case review and face-to-face meetings required 180 to 60 days prior to the end of the participant's 60th month on MFIP.

1. COUNTY ADMINISTRATIVE REVIEW

Prior to the face-to-face meeting, staff involved with the participant(s) should meet to review the family's situation. DHS recommends using a team for the county administrative review and subsequent face-to-face meeting. The team may include the financial worker, job counselor, supervisory staff, social worker, child care worker, psychologist, vocational specialist, family violence advocate, or anyone else involved with the participant, provided that the participant has signed the necessary consent forms.

Consider the following:

- What conditions exist that affect the participant's progress toward self-sufficiency?
- Is the participant currently in compliance? What is the sanction history for this case?
- What services is the family currently receiving? Are there any other service options that should be considered, such as subsidized employment?
- Is the participant's employment plan still appropriate?
- Does the participant meet an exemption to participation with Employment Services because they have a child under 12 weeks?
- Is the participant aware of options for stopping the clock?
- Is there an extension for which the participant might qualify?
- What resources might be available to the family if MFIP ends?
- Has the number of TANF months been correctly counted?

NOTE: This list is not meant to be all-inclusive.

2. APPOINTMENT LETTER

Send a letter to ask the participant to call for an appointment for the face-to-face meeting or to notify the participant that a meeting has been scheduled.

If you do not hear from the participant, make AT LEAST 2 more attempts to reach the participant, using other approaches, such as phone calls or home visits. Document these attempts in both case notes and person notes.

3. FACE-TO-FACE MEETING

Meet and discuss the items on the sample 60-Month Planning Checklist or your county's checklist. The county is required to attempt to hold a face-to-face meeting for the benefit of the participant. Although "attempting to meet face-to-face" is a requirement for the county, it is not an eligibility requirement for MFIP participants.

The face-to-face meetings provide:

- A means to reach participants who may have missed important messages.
- Information on their sanction status.
- An opportunity for them to request an extension or develop an exit plan.

Stress the importance to the participant of attending the face-to-face meeting, but do not sanction the participant for not attending the meeting.

4. IF NO FACE-TO-FACE MEETING

If a face-to-face meeting does not occur, send a letter advising the participant that MFIP will soon close. Provide a list of the hardship extension categories and a copy of the extension request form. Enclose a list of community resources that are available to the participant if MFIP ends and any other information that would have been covered at the face-to-face meeting. If the participant responds to this letter, encourage the participant to come to a face-to-face meeting even if it is after the 58th month.

5. SUPERVISORY OR TEAM REVIEW

Before MFIP closes due to the time limit, the job counselor's supervisor or the review team designated by the county must review the case to determine if the criteria for a hardship extension, if requested, were applied appropriately and an

attempt was made to meet with the participant face-to-face. If the review indicates that the criteria to close the case were met, send a 10-day notice of adverse action to terminate MFIP at the end of 60th month.

If you discover that a case was closed after the 60th month without the required case review, you must contact the participant and offer to do a case review to determine if the assistance unit was eligible for a hardship extension. If the participant is determined to be eligible for a hardship extension and meets all other MFIP eligibility criteria, the county agency must issue retroactive benefits for all months of MFIP eligibility up to and including the current month.

For more information, see §0011.30.03 (MFIP Transition Period), §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).

WB, DWP, FS, MSA, GA, GRH:

No provisions

MFIP, WB, DWP, FS, MSA, GRH:
No provisions.

GA: People have an unemployable basis of eligibility for GA if they have been assessed by a vocational specialist and, with the agreement of the county agency, have been determined to be unemployable.

- Attempt to use another eligibility category in preference to this one.
- It is the applicant's or recipient's duty to obtain a vocational assessment.
- The person is considered employable if there are any jobs in the local labor market that the person is capable of performing, regardless of current openings.
- The person must sign an SSI Interim Assistance Agreement and apply for SSI.
- The person must cooperate with a treatment, rehabilitation and/or training plan if there is one.
- The person's eligibility under this category must be reassessed at least annually. Provide 30 days notice to the person before eligibility ends, informing the person of the date eligibility will end and the need for a vocational assessment.

See VOCATIONAL SPECIALIST in §0002.73 (Glossary: Victim...), SUITABLE EMPLOYMENT in §0002.65 (Glossary: Suitable...).

MFIP, WB, DWP, FS, MSA, GA:
No provisions.

GRH: People have an unemployable basis of eligibility for GRH if they have been assessed by a vocational specialist and, with the agreement of the county agency, have been determined to be unemployable.

- Attempt to use another eligibility category in preference to this one.
- It is the applicant's or recipient's duty to obtain a vocational assessment.
- The person is considered employable if there are any jobs in the local labor market that the person is capable of performing, regardless of current openings.
- The person must sign an SSI Interim Assistance Agreement and apply for SSI.
- The person must cooperate with a treatment, rehabilitation and/or training plan if there is one.
- The person's eligibility under this category must be reassessed at least annually. Provide 30 days notice to the person before eligibility ends, informing the person of the date eligibility will end and the need for a vocational assessment.

See VOCATIONAL SPECIALIST in §0002.73 (Glossary: Victim...), §0028.18.03 (Suitable Work/Unsuitable Work).

All programs allow clients to own or have available a limited amount of assets and still be eligible for assistance. Count the sum of the values of all assets that are available and not explicitly excluded. See §0015.03 (Asset Limits). Also see the following sections:

§0015.06 Availability of Assets.
§0015.09 Excluded Assets for Self Support.
§0015.11 Excluded Assets - Contracts for Deed.
§0015.12 Excluded Assets - Real Property.
§0015.15 Excluded Assets - Household/Personal Goods.
§0015.18 Excluded Assets - Pension & Retirement Plans.
§0015.21 Excluded Assets - Burial Funds.
§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.

Always count assets of clients or units. See §0015.48 (Whose Assets to Consider) for a list of other people whose assets count.

The counted value of most assets is the equity value. However, in some programs there are special methods for computing the counted values of some assets. See:

§0015.39 Excluded Assets - Vehicles.
§0015.51 Evaluation of Insurance Policies.
§0015.54 Evaluation of Vehicles.
§0015.57 Evaluation of Real Property.
§0015.60 Evaluation of Lump Sums.
§0015.63 Evaluation of Pension and Retirement Plans.

Clients are allowed to reduce assets to attain or retain eligibility for programs only by specific methods and within specific limits. See §0015.69 (Asset Transfers).

Some assets may be excluded for a fixed period of time if clients sign a repayment agreement. See §0015.12.06 (Repayment Agreements on Real Property),

In some cases, it is possible to waive rules governing retention of assets because of hardship or special program considerations. See §0015.78 (Waivers of Asset Rules). However, in

most situations, terminate or deny eligibility if clients do not reduce net countable assets in excess of the limits by allowable means within specified time limits. See §0015.72 (Excess Assets - Applicants), §0015.75 (Excess Assets - Participants).

All programs have provisions to exclude motor vehicles. Totally exclude leased vehicles from the asset test while the vehicle is being leased. See §0015.54 (Evaluation of Vehicles) to determine the value of vehicles not excluded under the provisions below.

MFIP, WB, DWP:

Exclude the following vehicles/values from the asset test:

- All motor vehicles essential to operating a self-employment business. Also see §0015.09 (Excluded Assets for Self Support).
- Any vehicle used as the unit's home.
- One vehicle per physically disabled person needed to transport the disabled unit member. This exclusion does not apply to mentally disabled people.
- The value of special equipment added to a vehicle for a handicapped member of the assistance unit.
- Any vehicle used for long-distance travel (other than daily commuting) for the employment of a unit member or other person whose assets are counted. See §0015.48 (Whose Assets to Consider).
- Any vehicle if at least 50% of its use is to produce income.
- The 1st $15,000 of the loan value of the licensed vehicle with the highest loan value, which has not already been totally excluded under the provisions above. See §0015.54 (Evaluation of Vehicles).

FS: The following exclusions apply even when the licensed vehicle is not in use because of temporary unemployment. Also, on Indian reservations that do not require vehicles driven by tribal members to be licensed, treat unlicensed vehicles as if they were licensed.

- Totally exclude any licensed vehicle necessary to produce income. Examples include, but are not limited to, a taxi, truck, fishing boat; or licensed vehicles used for deliveries, to call on clients or customers, or required by the terms of employment. This does not include licensed vehicles used for normal commuting to work. The exclusion continues when the vehicle is not in use because of temporary unemployment, for example, a taxi driver is ill and cannot work.

- For self-employed farmers, continue to exclude licensed vehicles which were needed for farming for 1 year after they quit farming. See §0015.09 (Excluded Assets for Self Support).

- Totally exclude any licensed vehicle which annually produces income consistent with its fair market value. Compare the trade-in value of the vehicle to the annual gross income earned through use of the vehicle. If the income produced is the same as the vehicle's value, exclude the vehicle.

- Totally exclude any licensed vehicle used for long-distance travel (other than daily commuting), such as for traveling migrant workers or sales representatives, for the employment of a unit member or ineligible non-citizen, non-applicant, or disqualified person whose assets are counted. See §0015.48 (Whose Assets to Consider).

- Totally exclude any licensed vehicle used as the unit's home.

- Totally exclude any licensed vehicle needed to transport a physically disabled unit member, a physically disabled disqualified person, or a physically disabled ineligible non-citizen. Exclude only 1 vehicle per physically disabled unit member. This exclusion DOES NOT apply to mentally disabled people.

- Totally exclude 1 licensed vehicle the unit uses to carry its primary source of water or heating fuel for home use. If a unit does not have water or fuel piped into its home, allow the exclusion without any additional verification of the vehicle's use.

- Totally exclude any licensed or unlicensed vehicle with an equity value of $1,500 or less. See §0015.06 (Availability of Assets), §0015.54 (Evaluation of Vehicles). Re-evaluate equity value at recertification.

- Exclude vehicles/cars when determining the asset limit for units who have received the Domestic Violence Information Brochure and meet all other criteria for Categorical Eligibility under the Domestic Violence Brochure Program (DHS-3477). See §0013.06 (FS Categorical Eligibility/Ineligibility), §0029.36 (Domestic Violence Brochure Program).

If a licensed vehicle is not totally excluded, see §0015.54 (Evaluation of Vehicles) to determine the amount to count as an asset.

MSA: For SSI recipients, no county action is required.

For non-SSI recipients, totally exclude 1 vehicle or any conveyance used for transportation per household.

When a non-SSI recipient owns more than 1 vehicle:

1. Apply the exclusion to be most helpful to the individual.

2. Apply the total exclusion to the vehicle with the greatest equity value.

3. The equity value of any additional vehicle is a resource when it cannot be excluded under the provisions of §0015.09 (Excluded Assets for Self Support).

GA: Exclude all motor vehicles needed for a self-employment business if the vehicles are essential to the operation of the business. Also see §0015.09 (Excluded Assets for Self Support).

GRH: For clients who are Aged, Blind, or Disabled, follow MSA.

For all other adults, follow GA.

Exclude certain income from Workforce Investment Act (WIA) programs. See §0017.15.18 (Workforce Investment Act (WIA) Income).

Also see §0008.06.18 (Change in Participant's Age) for how to budget income when a child's age changes.

MFIP, WB:

Exclude all earned income of a minor child through age 6.

Exclude all earned income of a minor child over age 6 or minor caregiver who is attending an approved elementary school or secondary education program at least half-time as defined by the school.

Exclude all earned income of a caregiver under 20 who is at least a half-time student in an approved elementary or secondary education program.

For a minor child enrolled in an on-line secondary school or on-line GED program that is not approved by the MN Dept. of Education, refer to the local school district determine the program's legitimacy. Each district has a transfer specialist who will sort this out, probably by doing testing. If the program is unapproved, **DO NOT** exclude any earned income.

Count all unearned income of a minor child or minor caregiver unless excluded under another provision. For information on child support income, see §0017.15.03 (Child and Spousal Support Income).

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

FS: Exclude all earned income of an elementary, secondary, or GED student if the student is in school at least half-time, is under age 18, AND is:

- A child, stepchild, or foster child of a unit member.

OR

- Under the parental control of a unit member.

See §0010.18.02 (Mandatory Verifications - FS) for information about school attendance verification requirements.

Count all unearned income of a minor child unless excluded under another provision.

MSA, GA:
Count all income of a minor child unless excluded under another provision.

GRH: Count all income of a blind minor child, unless excluded under another provision.

WORKFORCE INVESTMENT ACT (WIA) INCOME 0017.15.18

The Workforce Investment Act (WIA) is a national workforce preparation and employment system designed to integrate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs delivered through the Minnesota One Stop Operating System (MNOSOS). WIA funds employment and training services for eligible adults, dislocated workers and youth.

Employment service providers working with cash and food participants must inform the participant's financial worker which WIA program the participant is in so payments are correctly counted or excluded. Hours participating in WIA programs count in the federal Work Participation Rate (WPR) even if the income is excluded.

Programs authorized under WIA include:

- Job Corps.
- Summer Youth Employment Program (WIA Youth).
- Minnesota Migrant Council.

MFIP, WB:

Count all WIA payments as earned income EXCEPT for the following exclusions:

- Reimbursements for employment training.
- Reimbursements for work related expenses, such as child care and/or transportation.
- Payments received by a minor child, a minor caregiver, or a caregiver under age 20 who is at least a half-time student in an approved elementary or secondary education program. See §0017.15.15 (Income of Minor Child/Caregiver Under 20).

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

FS: Exclude ALL WIA income from allowances, earnings, or payments (including reimbursements).

Count earnings from On-the-Job Training (OJT) programs as earned income unless earned by people age 19 and under who are under the parental control of another adult household member regardless of whether attending and/or enrolled in school.

MSA, GA, GRH:

Count WIA payments as earned or unearned income, unless excluded under other provisions.

IDENTIFYING TITLE IV OR FEDERAL STUDENT AID 0017.15.36.06

Financial aid wholly or partially funded by the United States Department of Education is Title IV aid. Some programs treat Title IV aid differently from other financial aid. See §0017.15.36 (Student Financial Aid Income), §0017.15.36.09 (Student Financial Aid Deductions).

Title IV aid includes:

- Pell or BEOG grants.
- Presidential Access Scholarships (Super Pell).
- Supplemental Education Opportunity Grants (SEOG).
- Minnesota State Scholarships and Grants.
- Stafford Loan (formerly Guaranteed Student Loan).
- PLUS loans.
- Perkins Loans (formerly NDSL).
- Federal Direct Loans
- SLS (formerly ALAS).
- Robert C. Byrd Honor Scholarships.
- Federal work study income.
- Bureau of Indian Affairs Grant Program.
- High School Equivalency Program (HEP).
- College Assistance Migrant Program (CAMP).
- Upward Bound (Trio Grants).
- National Early Intervention Scholarship and Partnership Program.
- Robert E. McNair Post-Baccalaureate Achievement.

Aid that is federally funded but not under Title IV includes:

- Workforce Investment Act (WIA).
- Veterans benefits or other benefits through the United States Armed Services.

Aid that is not federally funded includes:

- SELF loan program.
- State work study income.
- Division of Rehabilitation Services, Department of Employment and Economic Development.

Exclude 1-time payments or allowances made under federal or state law for the costs of weatherization or for emergency repair or replacement of an unsafe or inoperative furnace or other heating or cooling device.

Determine a client's net income by subtracting deductions and disregards from gross income. See §0017 (Determining Gross Income).

Use net income to determine a client's eligibility and level of benefits. See §0022.12 (How to Calc. Benefit Level - MFIP/WB/DWP/GA), §0022.12.01 (How to Calculate Benefit Level - FS/MSA/GRH), §0020 (Net Income Limits).

Subtract disregards and deductions in the specific order below to determine net income.

MFIP: Apply an initial income test as noted in program provisions below.

Determine net income for the initial income test by adding gross earned income, unearned income and deemed income, then subtract the following deductions in the order listed:

1. Earned income disregard. See §0018.18 (Earned Income Disregards).

2. Allocations. Apply allocations against earned income first. Apply any remaining allocation amount against unearned income. See §0018.30 (Allocations).

3. Actual dependent care costs up to the maximum allowance from earned income. See §0018.09 (Dependent Care Deduction).

4. Child and spousal support deductions. See §0018.33 (Child and Spousal Support Deductions).

If net income (after allowing the deductions above) is less than the appropriate assistance standard, determine the benefit level. See §0020.09 (MFIP/DWP Assistance Standards).

Compute net income EACH MONTH to use in determining benefits by subtracting the following deductions from gross earned and unearned income, including deemed income in the order listed:

1. Earned income disregard. See §0018.30 (Allocations).

2. Allocations. Apply allocations against earned income first. Apply any remaining allocations amount against unearned income. See §0018.30 (Allocations).

3. Child and spousal support deduction. Apply this deduction against any remaining earned income. Apply any remaining amount of the deduction against unearned income. See §0018.33 (Child and Spousal Support Deductions).

After you apply these deductions, follow the procedures in §0022.12 (How to Calc. Benefit Level - MFIP/WB/DWP/GA). If the MFIP grant you compute using this procedure is $0 or less (because the unit's income exceeds the standard), the unit is not eligible.

WB: Determine net income for the monthly income test by adding gross earned income, unearned income and deemed income, then subtract the following deductions in the order listed:

1. Earned income disregard. See §0018.18 (Earned Income Disregards).

2. Allocations. Apply allocations against earned income first. Apply any remaining allocation amount against unearned income. See §0018.30 (Allocations).

3. Child and spousal support deductions. See §0018.33 (Child and Spousal Support Deductions).

After you apply these deductions, compare the unit’s net income to 200% of the FPG for the appropriate family size. See §0022.12 (How to Calc. Benefit Level – MFIP/WB/DWP/GA).

DWP: Follow MFIP for the initial income determination. Then compare the net need for the DWP grant to the CASH portion of the appropriate Assistance Standard.

The minimum cash benefit amount is $10, if income and asset tests are met. Do not vendor pay benefits of $10.

In most cases once the grant amount is determined, if the participant obtains a job or receives additional earned income, or unearned income, the income is **NOT** used to reduce the unit’s DWP benefits. See §0022.12 (How to Calc. Benefit Level - MFIP/WB/DWP/GA) for more information.

FS: For all units:

1. Farm loss offset. See §0017.15.33.18 (Self-Employment Loss Offset).

2. Work expense deduction. See §0018.06. (Work Expense Deductions).

3. Standard disregard. See §0018.21 (Standard Disregard).

4. Dependent care deduction. See §0018.09 (Dependent Care Deduction).

5. Medical deduction. See §0018.12 (Medical Deductions).

6. Shelter deduction. See §0018.15 (Shelter Deductions).

7. Child support deduction. See §0018.33 (Child and Spousal Support Deductions).

MSA: For clients who are SSI recipients, subtract $20 from the amount of the client's full SSI Federal Benefit Rate (FBR). EXCEPT, do not allow the $20 disregard for SSI recipients living in a long term care facility (LTCF) who have their cost of care paid by MA. See §0029.06.03 (Supplemental Security Income Program).

For clients not getting SSI who live in an LTCF and have their cost of care paid by MA:

1. Guardianship fees to a legally-appointed guardian or conservator. Allow up to 5% of the client's monthly gross income to a maximum of $100.

2. Allocations. See §0018.30 (Allocations).

For all other clients:

1. Earned income disregard for blind or disabled student children. See §0018.18 (Earned Income Disregards).

2. Standard disregard. See §0018.21 (Standard Disregard).

3. The 1st $65 of the earned income disregard. See §0018.18 (Earned Income Disregards).

4. Work expense deduction for disabled clients. See §0018.06 (Work Expense Deductions).

5. One-half the remaining earned income. See §0018.18 (Earned Income Disregards).

6. Work expense deduction for blind clients. See §0018.06 (Work Expense Deductions).

7. Income used to fulfill an approved Plan to Achieve Self Support (PASS) for disabled or blind people. See §0018.06.06 (Plan to Achieve Self-Support (PASS)).

GA:

1. Earned income disregard. See §0018.18 (Earned Income Disregards).

2. Work expense deduction. See §0018.06 (Work Expense Deductions).

3. Dependent care deduction. See §0018.09 (Dependent Care Deduction).

GRH: See §0018.01 (Determining Net Income - GRH).

MFIP, WB, DWP, FS, MSA, GRH:
No provisions.

GA: For a person living in a licensed residential facility, use the clothing and personal need allowance. See §0020.24 (Clothing and Personal Need Allowance) for the amount to use.

The assistance standard for a client living in group residential housing is the clothing and personal need allowance plus a community living adjustment. See §0020.24 (Clothing and Personal Need Allowance). Pay the combined clothing and personal need allowance plus community living adjustment to the client or the authorized representative.

NOTE: The community living adjustment benefit will end effective 04/01/10 due to legislative change.

For residents of homeless or family violence shelters, use the full basic needs standard.

If 1 adult of a married couple who are living together is not included in the GA unit for any reason, use the 2nd Adult Standard for the remaining member.

ELIGIBLE PEOPLE	MONTHLY STANDARD
Minor not living with parent, stepparent, or legal custodian	$250
Married couple with no children	$260
1st Adult Standard	$187
2nd Adult Standard	$ 73
One adult not living with parent; 1 adult living with parent(s) who have no minor children; or an emancipated minor	$203
One adult living with parent(s)	
and the parent's 1 minor child	$ 95
and the parent's 2 minor children	$ 89
and the parent's 3 minor children	$ 76
and the parent's 4 minor children	$ 76

and the parent's 5 minor children	$ 77
and the parent's 6 minor children	$ 66
and the parent's 7 minor children	$ 64
and the parent's 8 minor children	$ 55
and the parent's 9 minor children	$ 54
and the parent's 10 or more minor children	$ 53

Upon request, provide information to people living in a family violence shelter about cash assistance programs and the opportunity to apply.

MFIP, WB, DWP, FS, MSA, GA:

No provisions.

GRH: The standard of need for people who live in Group Residential Housing (GRH) settings is the balance after net income is subtracted from the total GRH State cost. The total GRH State cost is the sum of:

- The base room and board rate (also known as the MSA equivalent rate) and the supplementary service rate (if any).

OR

- The base room and board rate, plus the Difficulty of Care (DOC) rate (if any).

The basic rate is adjusted July 1 of each year, with the new rate automatically updated for all GRH providers. Effective 7-1-09, the monthly GRH basic rate is $846.

Effective 11-1-09, the maximum supplementary service rate is $459.85 and the maximum DOC rate is $459.85. You may find some GRH facilities with higher amounts; these EXCEPTIONS are due to legislative actions.

The current GRH base rate (Rate 1) and supplementary service rate (Rate 2) are shown on the MAXIS VND2 panel. The DOC rate is determined by county social services and for current GRH participants can be found on the FACI panel. The GRH supplementary service rate and DOC rate are subject to the statutory maximum and may only be used to pay for services otherwise not eligible for payment by a waiver on behalf of the client.

Also see §0005.12.03 (What Is a Complete Application), §0005.12.09 (Date of Application), §0005.12.15 (Application Processing Standards), §0006 (Determining Financial Responsibility), §0009.03 (Length of Recertification Periods), §0022.12.03 (Proration).

For information on emergency assistance, see §0004 (Emergencies).

MFIP: For people who do not meet state residency requirements on the date of application, begin eligibility on the date they satisfy state residency requirements. See §0011.06 (State Residence).

MFIP eligibility begins on the date of application or the date the unit meets all eligibility factors, whichever is later. If the client is not eligible on the date you process the application, deny eligibility for MFIP and review eligibility for any other program, including Food Support.

While eligibility for MFIP does not begin until the client meets the state residency requirement, there may be eligibility for RCA. See §0017.15.06 (Assistance Payments Income), §0030.03.03 (RCA Assistance Units).

If client will be MFIP-eligible the month after the application month, close Food Support and open MFIP for that month. Do not require a new application. Eligibility continues through the entire certification period if the client continues to meet all eligibility factors.

WB: Eligibility begins on the 1st day of the month after MFIP or DWP closes. See §0024.03 (When Benefits Are Paid - MFIP/WB/DWP).

Do not prorate WB benefits.

Do not require a new CAF, however, a participant who leaves DWP must complete the MTAF (DHS-5223) to determine eligibility for WB. See §0005.10 (Minnesota Transition Application Form (MTAF)), §0008.06.30 (DWP Transition to WB). Families who leave MFIP are not required to complete a MTAF to determine eligibility for WB. See §0008.06.27 (MFIP Transition to WB).

DWP: The eligibility date for DWP begins on the date you receive the signed Combined Application Form (CAF) or the date DWP eligibility criteria are met, whichever is later.

For people who do not meet state residency requirements on the date of application, begin eligibility on the date they satisfy state residency requirements. See §0011.06 (State Residence).

While eligibility for DWP does not begin until the client meets the state residency requirement, there may be eligibility for RCA. See §0017.15.06 (Assistance Payments Income), §0030.03.03 (RCA Assistance Units).

FS: FS eligibility begins on the date of application or the date ALL eligibility factors are met, whichever is later, and continues throughout the entire certification period if the client continues to meet ALL factors of eligibility.

Applicants may also indicate on page number 1 of the Combined Application Form (CAF) if they wish to have eligibility begin on a date later than the date of application. This date must be within 30 days of the date of application. Eligibility begins on the designated date, assuming all other eligibility factors are met.

MSA: MSA eligibility begins on the 1st day of the month. A client who meets ALL eligibility factors on the 1st day of the month of application is eligible for the entire month, regardless of the date of application. Eligibility continues throughout the entire certification period if the client continues to meet ALL eligibility factors on the 1st day of each month.

Applicants may also indicate on page number 1 of the CAF if they wish to have their eligibility begin on a date later than the date of application. This date must be within 30 days of the date of application. However, MSA eligibility always begins on the 1st of the month, assuming all other eligibility factors are met.

Consider clients who gain a basis of eligibility during the month of application to have been eligible on the 1st of that month.

For applicants with excess assets on the 1st of the month, see §0015.72 (Excess Assets - Applicants).

GA: For people who do not meet state residency requirements on the date of application, begin eligibility on the date they satisfy state residency requirements. See §0011.06 (State Residence).

For all others, begin eligibility on the date of application, or the date ALL eligibility factors are met, whichever is later.

Applicants may also indicate on page number 1 of the CAF if they wish to have eligibility begin on a date later than the date of application. This date must be within 30 days of the date of application. Eligibility begins on the designated date, assuming all other eligibility factors are met.

People must be eligible for assistance on the date you approve the case.

Eligibility continues throughout the entire certification period if the client continues to meet ALL factors of eligibility.

GRH: GRH eligibility begins on the 1st day of the month in which the later of 1 of the following occurs:

- An application is received.

OR

- The client enters a GRH setting.

OR

- When the client meets all eligibility factors.

GRH benefits are payable from the date of entry into a GRH setting if later than the 1st of the month of eligibility.

Also see TEMP Manual TE02.08.035 (How to Issue Special Needs Payments).

MFIP, WB, DWP, FS, GA, GRH:

No provisions.

MSA: State funding for MSA Special Diets was unallotted beginning November 1, 2009 through June 30, 2011. Counties have the option of continuing MSA Special Diets at county expense. For additional information on the unallotment of State funding for MSA Special Diets, refer to Bulletin #09-69-04 (Unallotment of State Funds for EGA, EMSA and MSA Special Diets).

A special need allowance for a special diet may be paid to MSA clients who are not residents of a nursing home, regional treatment center, or group residential housing facility.

Add an amount for special diet requirements to the monthly assistance standard. See below for the amount to add for a specific diet.

A licensed physician must prescribe the special diet(s). Verify the need at each recertification or more often if warranted. Do not require a unit to verify actual food expenditures. Another funding source must not be available to pay the diet costs.

The eligible diets and amounts are:

➢ Anti-dumping diet	$ 30.00
➢ Controlled protein diet (40-60 grams and requires special products)	$200.00
➢ Controlled protein diet (less than 40 grams and requires special products)	$250.00
➢ Gluten free diet	$ 50.00
➢ High protein diet (minimum 80 grams/day)	$ 50.00
➢ High residue diet	$ 40.00
➢ Hypoglycemic diet	$ 30.00

- Ketogenic diet $ 50.00
- Lactose free diet $ 50.00
- Low cholesterol diet $ 50.00
- Pregnancy and lactation diet $ 70.00

When a client requests a payment for more than 1 diet, use the following guidelines to determine payment:

- If the recommended diets overlap one another with respect to their dietary components, allow the amount indicated for the more costly of the diets.
- If there is no overlap in the recommended dietary components of the prescribed diets, allow the total for all the prescribed diets.
- If a doctor prescribed diets which are mutually exclusive, do NOT allow either until adequate clarification has been received from the doctor who prescribed both diets.

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

MFIP, WB, DWP:

Establish a claim but do not pursue recovery on non-fraud overpayments on closed cases which total $35 or less. Note overpayments of $35 or less in the case record. If the client begins to receive assistance again, start recoupment.

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

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

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

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

Do not pursue recovery on compromised portions of an overpayment. See §0025.12.03.09 (Compromising a Portion of the Overpayment).

MSA, GRH:

Do not pursue recovery from a personal needs allowance.

- If an overpayment occurs while a client is in a facility, establish the claim but do not pursue recovery action until the client leaves the facility. When the client leaves the facility, begin to recover the overpayment the 1st month you can give a 10-day notice.

- If you are recovering an overpayment and the client enters a facility, stop recovery action until the client leaves the facility:

  - If the client enters a facility on the 1st of the month, stop recovery action the month the client enters the facility.

  - If the client enters a facility after the 1st of the month, stop recovery action the month after the month the client entered the facility.

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

GA: Do not pursue recovery from non-participants on an overpayment balance that totals less than $35, unless it is the result of a fraud conviction. Note overpayments of $35 or less in the case record. If the client begins to receive assistance again, start recoupment.

Do not pursue recovery from a personal needs allowance.

- If an overpayment occurs while a client is in a facility, establish the claim but do not pursue recovery action until the client leaves the facility. When the client leaves the facility, begin to recover the overpayment the 1st month you can give a 10-day notice.

- If you are recovering an overpayment and the client later enters a facility, stop recovery action until the client leaves the facility:

  - If the client enters the facility on the 1st of the month, stop recovery action the month the client enters the facility.

  - If the client enters the facility after the 1st of the month, stop recovery action the month following the month the client entered the facility.

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

For information on the amount of recoupment, see §0025.21.15.03 (Amount to Recoup).

Consider the unit to be participants even if recoupment reduces the benefit to $0.

Do not recoup more than the actual overpayment of assistance.

Do not recoup an amount greater than the mandated amount. If a client requests recoupment for a greater amount, send a monthly bill to the client for the amount that is greater than the mandated recoupment amount. See §0025.21.15.03 (Amount to Recoup).

The county agency must recoup from participants if the unit fails to pay the claim in full within 30 days of being notified of the claim.

MFIP: The following provisions apply to all overpayments:

- For applicants with prior overpayments, begin recoupment with the 1st full month of eligibility.

- Apply recouped amounts to overpayments starting with the oldest fraud AFDC, FGA, MFIP field trials, MFIP, or Food Support overpayment, followed by the oldest non-fraud AFDC, FGA, MFIP field trials, MFIP, or Food Support overpayment.

- Recoup AFDC, FGA, FS, MFIP, and MFIP field trial overpayments from MFIP benefits. DO NOT recoup AFDC overpayments from an MFIP case if the adult on MFIP was a child when the AFDC overpayment occurred. MAXIS will recoup from MFIP to repay AFDC, FGA, FS, MFIP and MFIP field trial claims. For the order of recovery, see §0025.15 (Order of Recovery - Participants).

- Do not recoup from BOTH the cash and food portions of an MFIP grant at the same time.

  - If the cash portion of the MFIP grant is $50 or more, recoupment will be taken from ONLY the cash portion of the grant and applied to both the cash and food portions of an MFIP claim, or to an AFDC and/or a FS claim.

  - If the cash portion of the MFIP grant is less than $50 and there is an active food claim, recoupment will be taken from ONLY the food portion of the MFIP grant and applied to the food portion of an MFIP claim or to a Food Support claim.

- If there are no active food claims, and the MFIP cash portion is less than $50, recoupment will be taken from the available cash and applied to active MFIP or AFDC claim(s).

➢ Clients may have a restitution plan through court services. The diversion restitution order may accept recoupment as partial or full satisfaction. This restitution plan is in addition to and separate from the mandatory recoupment amount for participants and does not affect the monthly recoupment calculation. The total restitution (repayment plan and recoupment) may be more than the actual overpayment. The court will collect the amount greater than the overpayment.

➢ If an Uncle Harry case and MFIP case are both responsible for a Food Support claim, recoup from both cases at the same time, if the Uncle Harry members would have been considered mandatory unit members. If MFIP and Uncle Harry Food Support are issued via different case numbers, make sure both cases are made responsible for the claim. See TEMP Manual TE13.030 (Food Support Uncle Harry Tip Sheet).

➢ Recoup from stand-alone Food Support to repay the federal food portion of MFIP claims.

➢ Do NOT recoup MFIP cash benefits from a household's Uncle Harry Food Support case.

WB: The following provisions apply to all overpayments:

➢ For applicants with prior overpayments, begin recoupment with the 1st full month of eligibility.

➢ Apply recouped amounts to overpayments starting with the oldest fraud.

➢ Clients may have a restitution plan through court services. The diversion restitution order may accept recoupment as partial or full satisfaction. This restitution plan is in addition to and separate from the mandatory recoupment amount for participants and does not affect the monthly recoupment calculation. The total restitution (repayment plan and recoupment) may be more than the actual overpayment. The court will collect the amount greater than the overpayment.

There is no cross-program recoupment.

DWP: Follow only the MFIP provisions that apply to recouping CASH overpayments. Also, there is no cross-program recoupment.

FS: When the county agency determines there is an overpayment of benefits, it must begin recovering the overpayment through recoupment. Begin recoupment the 1st month notice requirements will allow.

When there is a Food Support claim being recouped from an active MFIP case, follow the procedures in MFIP above.

Do NOT recoup food claim benefits from an MFIP or Uncle Harry Food Support case composed entirely of children.

MSA: When the county agency determines there is an overpayment of benefits, it must begin recovering the overpayment through recoupment. Begin recoupment the 1st month notice requirements will allow.

Do not recoup from a personal needs allowance. See §0025.12.03 (Overpayments Exempt From Recovery).

GA: The following provisions apply to all overpayments:

- Do not recoup on benefit amounts of less than $10.
- For applicants with prior overpayments, begin recoupment with the 1st month of eligibility.
- Do not recoup an overpayment for another state.

Do not recoup from a personal needs allowance. See §0025.12.03 (Overpayments Exempt From Recovery).

GRH: Recoupment from the GRH benefit cannot be withheld. See §0025.12.03 (Overpayments Exempt From Recovery).

MFIP, FS:

The National Food Stamp Fraud Electronic Disqualified Recipient System (eDRS) is a system run by the Food and Nutrition Service (FNS). It tracks clients who have been disqualified from Food Support (FS) across the nation for violating FS program rules.

DHS will process a monthly match for clients who are receiving FS in Minnesota but who may be disqualified from receiving FS due to a fraud disqualification in another state. Case workers will receive notification of this disqualification through an email from DHS Program Integrity Staff.

For both open and closed cases, follow the steps outlined in TEMP Manual TE02.08.127 (FS Electronic Disqualified Recipient System). These steps need to be completed so the client will not receive any food benefits they are not eligible for in the future.

WB, DWP, MSA, GA, GRH:

No provisions.

MFIP, WB, DWP, MSA, GA, GRH:

No provisions.

FS: Federal regulations require that all non-exempt adult FS participants register for work. In Minnesota, work registration is automatically accomplished when a household member signs the Combined Application Form (CAF) when applying for the FS program. The adult who signs the CAF registers all adults in the FS household who are required to register for work.

A participant's work registration exemption status must be redetermined at least annually, and must be coded on the MAXIS system. The state then reports to the federal government the number of participants who are exempt from work registration and the number who are not exempt. The federal government uses this information to determine the amount of federal funding Minnesota receives for FSET services.

Although work registration is not a component of the FSET program (it is a national FS program requirement), there is a close relationship between work registration and FSET. FS participants who are exempt from work registration are also exempt from FSET participation. See §0028.06.03 (Who Must Participate In Empl. Services/FSET), §0028.06.10 (Who Is Exempt From FSET). However, some people are required to register for work even though they are exempt from participating in FSET.

A participant becomes exempt from FS work registration (and thus from mandatory FSET participation) as soon as the participant meets the provisions of an exemption. EXCEPT as provided below, a participant who no longer meets the provisions of an exemption from work registration becomes mandatory for FSET the beginning of the next month.

The following people are exempt from FS work registration:

- Having a mental or physical illness, injury, or incapacity which is expected to continue for at least 30 days, and which impairs the participant's ability to obtain or retain employment as evidenced by professional certification or the receipt of temporary or permanent disability benefits issued by a private or government source. Professional certification means a statement about a person's illness, injury, or incapacity that is signed by a licensed physician, psychological practitioner, or licensed psychologist, qualified by professional training and experience to diagnose and to certify the person's condition. Pregnancy does not

routinely exempt a participant unless professional certification specifies that the person is incapacitated. See §0010.18.06 (Verifying Disability/Incapacity - FS).

- FS applicants or recipients who have applied for SSI and provide proof of the SSI application. Work registration requirements are waived only while the SSI application is pending.

  - If SSI is approved, review the individual's exemptions from the FS Work Registration requirements.

  - If SSI is denied, re-evaluate the individual's FS work requirements.

- Responsible for the care of a household member who is professionally certified as having a mental or physical illness, injury, or incapacity. Usually, only 1 unit member may claim exemption under this provision. However, there may be an EXCEPTION with medical documentation which specifies that more than 1 person is needed to provide the required care.

- Age 60 or older.

- Under age 16.

- Age 16 or 17 and living with a parent or caregiver, or attending school or enrolled in an employment training program at least half-time.

- Responsible for the care of a dependent child under age 6 (even if child care is available). In most instances, only 1 unit member may claim exemption under this provision. However, there may be an EXCEPTION with medical documentation which specifies that more than 1 person is needed to provide care. When the child turns 6, the exemption ends at the unit's next annual FS program recertification. The household members may designate which person will use this exemption, but may not change the person designated until the next recertification period.

- Employed or self-employed and meets 1 of the provisions below:

  - Working at least 30 hours per week (regardless of wage level).

  - Receiving earnings at least equal to 30 hours a week at the federal minimum wage.

This provision includes migrant or seasonal farm workers under contract to begin employment within 30 days. The county agency may use a monthly average of these weekly requirements. For self-employed participants working less than 30 hours per week, the county agency will use the participant's net weekly income (net profit after expenses).

- Receiving or have applied for Unemployment Insurance (UI) and are registered for work with the Minnesota Department of Employment and Economic Development. The participant must show proof of receipt of UI or documentation of application for UI.

- Enrolled as a student at least half-time in a recognized school, training program, or institution of higher learning and is eligible under the provisions of §0011.18 (Students). This includes participants attending high school at least half-time, but does not include participants attending GED or ESL training only. When determining if the person is enrolled half-time, use the school or program's criteria for being enrolled half-time. An FSET participant who is placed in a training program under the provisions of an EDP may use this provision to be exempt from FSET or ABAWD provisions if the employment and training program for low income units is operated by a state or local government. One or more program components is equal to the components of the FSET program. Please contact Steve Erbes at the Department of Employment and Economic Development (DEED) at steve.erbes@state.mn.us to verify whether or not the training program qualifies for this exemption.

- Participating regularly in a drug addiction or alcohol treatment and rehabilitation program. There is no minimum weekly amount of time that a person must be attending. If the person attends 1 hour or more per week, the exemption is available. This does NOT include participants in Alcoholics Anonymous (AA) or Narcotics Anonymous (NA).

- Refugees receiving the Matching Grant Program. For additional information about the Matching Grant Program, see MATCHING GRANT PROGRAM in §0002.39 (Glossary: Lump Sum…).

The Medical Assistance (MA) program was established under Title XIX of the Social Security Act and Minnesota Statute 256B to provide health care to needy people. People who receive Minnesota Supplemental Aid (MSA) or Refugee Cash Assistance (RCA) are automatically eligible for MA. MFIP, WB, and DWP participants and other people must meet the MA program requirements.

- Transitional MA and Transition Year MA are federally-funded programs established to provide some people who have been closed from MA with extended medical coverage. See §0029.03.03 (Transitional MA Programs) and the Health Care Programs Manual.

- General Assistance Medical Care (GAMC) is a state-funded program providing medical care to people receiving General Assistance (GA), people between the ages of 21-65 who are not pregnant, parents of minor children in the home, blind, or disabled; and certain undocumented and non-immigrant people.

- MinnesotaCare is a premium-based health care coverage program for uninsured Minnesota residents who meet the income guidelines. MinnesotaCare may pay for past medical bills.

For additional eligibility criteria and program provisions for the above programs, see the Health Care Programs Manual.

Also see the Health Care Programs Manual for information on the following:

- MA waiver programs, including Community Alternatives for Disabled Individuals (CADI), Developmental Disabilities (DD), Community Alternative Care (CAC), Elderly Waiver (EW), and Traumatic Brain Injury (TBI).

- Alternative Care (AC).

- Child & Teen Checkups (C&TC).

- Hill-Burton Act.

- Insurance Extension Program.

- Minnesota Children with Special Health Needs (MCSHN).

- Minnesota Comprehensive Health Association (MCHA).

- Pre-Admission Screening (PAS).

- Prescription Drug Program.
- Qualified Medicare Beneficiary (QMB).
- Qualified Working Disabled Adult (QWD).
- Service Limited Medicare Beneficiary (SLMB).
- TEFRA Option.

Commodity Supplemental Food Program (CSFP) is a United States Department of Agriculture (USDA) program administered by the Minnesota Department of Health, Family Health Division, Supplemental Nutrition Programs Section. In Minnesota, the programs are called Mothers and Children (MAC), and Nutrition Assistance Program for Seniors (NAPS).

CSFP is a supplemental food and nutrition program that is designed to provide healthy and nutritious commodity food products each month at no cost to eligible individuals.

For more information about the CSFP program, visit the Department of Health website at: http://www.health.state.mn.us/divs/fh/csfp/index.html#qualifies

The Refugee Act of 1980 created the Refugee Resettlement Program (RRP). It provides for the effective resettlement of people who have had to leave their homeland and are unable to return because of a well-founded fear of persecution. People are determined eligible for admission as a refugee by an officer of the U.S. Citizenship and Immigration Services (USCIS). The goal of resettlement is to provide a safe haven to assist them to achieve economic self-sufficiency as quickly as possible.

The United States Department of State contracts with several national Voluntary Resettlement Agencies (VOLAGs) to provide reception and placement services to refugees coming to the United States. The state in which a refugee is resettled is usually determined by where relatives or friends are living, but those without relatives in the United States may be sent anywhere. Local affiliates of the VOLAGs provide services during the 1st 90 days after arrival, either directly or through volunteers such as local relatives or church organizations. They may also provide cash or in-kind assistance to meet the food, clothing, and shelter needs of refugees for the 1st 30 days after arrival. Though VOLAGs or local volunteers may sometimes be referred to as sponsors, refugees do not have sponsors who have a financial responsibility to support them.

Some VOLAGs may also offer a Matching Grant program for a limited number of refugees. The program's goal is to help refugees attain self-sufficiency within 4 months after arrival, without access to public cash assistance. VOLAGs will supply cash maintenance and employment services. Participants may be eligible for non-cash programs, such as Food Support or Health Care.

RRP also provides grants to states through the DHS Office of Refugee Resettlement. Reimbursement is received for the cash (RCA), health care (RMA), and administrative costs for refugees who are ineligible for MFIP or MA. Assistance units with minor children are NOT eligible for RCA, only single adults or childless couples may be eligible. See §0030.03 (Refugee Cash Assistance). Also see the Health Care Programs Manual for information on Refugee Medical Assistance (RMA). There are also grants to provide refugee specific social services, primarily employment services.

The Refugee Resettlement Program (RRP) provides Refugee Cash Assistance (RCA) to refugees who are ineligible for Supplemental Security Income (SSI) or MFIP for up to 8 months after arrival in the United States. Employment Services and Social Services are provided to assist refugees attain self-sufficiency within this relatively short period of time. Refugees may continue to receive Social Services after their RCA eligibility ends.

The 30-day state residency requirement does not apply to RCA applicants.

Only refugees, as defined by the Immigration and Nationality Act (INA), are eligible for RCA. INA defines eligible refugees as people who were:

- Admitted as refugees under section 207.
- Paroled as refugees or asylees under section 212(d)(5).
- Granted asylum under section 208.
- Cuban and Haitian entrants, in accordance with requirements in 45 CFR part 401.
- Admitted as Amerasian under the Amerasian Homecoming Act.
- Trafficking victims who have been certified by the Office of Refugee Resettlement (ORR). People under age 18 who are trafficking victims are not required to be certified but are issued letters of confirmation by ORR. See TRAFFICKING VICTIMS in §0002.67 (Glossary: Third...). Also see §0011.03.30 (Non-Citizens - Trafficking Victims).

To be eligible, refugees must also:

- Have been in the United States 8 months or less. Count the month they entered the country OR the month the U.S. Citizenship and Immigration Services (USCIS) granted asylum status, whichever is later, as month 1 of the 8-month eligibility time limit.
- Provide the name of their Voluntary Resettlement Agency (VOLAG) and give consent to contact the agency. For the definition of a VOLAG see §0002.73 (GLOSSARY: Victim...). Also see §0030.01 (Voluntary Agencies (VOLAGs)) for a list of VOLAGs.
- Have not voluntarily quit employment, or have refused an offer of suitable employment, without good cause, within 30 days prior to application.

- Register for and participate in Refugee Employment Services (RES) within 30 days of the receipt of assistance, unless exempt with a good cause reason. See §0030.12.06 (RCA Employment Services Good Cause Claims). If an RES Provider is not available in the area, refer the participants to any employment and training program in the area.

- Not attend school full-time.

- Not be enrolled in the Match Grant (MG) Program at the Voluntary Agency.

  NOTE: When a participant enrolls in the Match Grant Program they agree not to apply for or receive any cash assistance from the county as they receive their cash assistance payments from the VOLAG. While participating in the MG program they may be eligible for Food Support and health care coverage. The MG program ends 4 to 6 months after enrollment. At that time they may apply for RCA for the remainder of the 8-month RCA eligibility period. Match Grant participants meet a WREG exemption. Due to the American Recovery and Reinvestment Act of 2009 all Match Grant participants meet a WREG exemption.

Refugees and Amerasians, but not people granted asylum, all receive resettlement case management (RMP) services from a local affiliate of a VOLAG. See §0030 (Refugee Resettlement Program). Verify with the local VOLAG what assistance was provided and whether the participant quit or refused an offer of employment.

As a condition for the receipt of RCA, a refugee who is not exempt must:

- Register for RES with an appropriate agency providing employment services, and participate in the employment services provided by such agency, within 30 days of the receipt of assistance. If a refugee-specific RES is not available or appropriate in the area in which the refugee resides, the refugee must register with any Employment or Training Services agency which provides job or language training.

- Go to a job interview arranged through a refugee-specific RES, an Employment or Training Services agency.

- Accept at any time, from any source, an offer of suitable employment.

- Participate in a social services program, including English language instruction, which the agency or service determines to be available and appropriate.

- Comply with monthly reporting requirements if receiving earned income.

For information on who may be included in an RCA assistance unit, see §0030.03.03 (RCA Assistance Units).

Refugees receiving RCA are automatically eligible for Refugee Medical Assistance (RMA). For more information on RMA, see the Health Care Programs Manual. Refugees are also eligible for federally-funded Food Support benefits. See §0011.03.09 (Non-Citizens - FS/MSA/GA/GRH).

Whether an applicant files the CAF with the county or with the VOLAG, the date of application is the date the signed CAF Page number 1 is date stamped or signed/dated as received by either a county worker or a VOLAG worker.

VOLAG-ADMINISTERED RCA

New arrivals into the state who reside in a VOLAG-administered county must file their RCA applications with the Voluntary Agency (VOLAG) that processed their resettlement. For the list of the 8 VOLAG-administered counties and VOLAGs, see §0002.73 (Glossary: Victim…).

When an applicant files a CAF with a VOLAG and the application includes a request for Food Support (FS) and/or health care, the VOLAG worker must:

- Enter the CAF Page number 1 data on MAXIS the date it is received at the VOLAG.
- Review for expedited FS eligibility (immediately FAX a copy of the CAF if applying for FS and the applicant appears to be eligible for expedited service).
- Immediately FAX the CAF Page number 1 to the county if the applicant requests FS.
- Conduct an intake interview.
- Obtain all verifications mandatory for RCA eligibility.
- Process the RCA eligibility.
- FAX a copy of the CAF and verifications to the county contact person to process the FS and/or health care.

NOTE: Another face-to-face intake interview is not required for processing the FS and/or health care. The only exception may be when there is potential eligibility for expedited FS: the intake interview must be completed immediately, verifications can be postponed, but benefits must be issued within 24 hours of the interview.

The VOLAG eligibility staff will also:

- Provide RCA program orientation.

- Review Household Report Forms (HRFs) or Combined Six-Month Reports (CSRs) for RCA cases also receiving Food Support and FAX copies of the HRF or CSR and attachments to the county agency. A participant will not be required to report to both the VOLAG and to the county agency when a change occurs. The VOLAG will immediately report any changes to the county via MAXIS e-mail or by phone.

- Complete the 7-month RCA review.

- Maintain the RCA case through the 8-month eligibility period.

SECONDARY MIGRANTS AND ASYLEES

Secondary migrants are refugees who are originally resettled in another state but choose to move to Minnesota after resettlement. See SECONDARY MIGRANT in §0002.59 (Glossary: RSDI...). Asylees are people who are already present in the U.S. and have established a well-founded fear of persecution if returned to their home country and have been granted asylum. See ASYLEE in §0011.03.18 (Non-Citizens - People Fleeing Persecution).

Once the county agency determines an applicant may be eligible for RCA, the county should:

- Immediately process any requests for FS and/or health care.

  NOTE: Most of these applicants may be eligible for expedited FS, see §0004.04 (Emergency Aid Eligibility-FS/Expedited Food).

- Inform the client that the application for RCA will be forwarded to the contact person at the International Institute of MN (IIM) for referral to a VOLAG to determine their eligibility for RCA.

- Tell the applicants that they should receive a phone call from the contact at IIM within 7 days.

- Ensure there is a current phone/contact listed on the CAF.

- Provide the contact person's phone number (651-647-0191 Ext. 342) in writing to the applicant.

- Encourage the applicant to call the contact phone number if someone has not contacted them within 7 days.

- Fax the entire CAF and all other verifications to IIM:
  FAX number: 651-647-9268 Attn: Robin Dusterhoft

When IIM receives a referral from one of the 8 VOLAG-administered counties, the contact enters a case note regarding the receipt of the CAF and any contacts and/or attempted contacts with the applicant. Within 7 days after IIM receives the CAF from the county, the contact person will refer the case to a VOLAG. After 7 days, if unable to contact the client, the contact person will send a memo to the client requesting them to call the contact person at IIM. This memo will be written in both English and the client's preferred language as indicated on the CAF.

NOTE: The VOLAG worker is required to perform another face to face intake interview for RCA.

NON-SECONDARY MIGRANT/ASYLEE APPLICANTS

A few new arrivals may not understand that they must file a CAF with the VOLAG that resettled them. If they file a CAF at the local agency, the agency should ask the applicant if they are newly arrived in the U.S. or have moved from another state (secondary migrant) or are an approved asylee. If they are new arrivals, date-stamp the CAF and send the applicant back to their VOLAG for RCA eligibility. If they are secondary migrants or asylees, follow the above procedure.

COUNTY-ADMINISTERED RCA

All applicants, including secondary migrants and asylees, residing outside of the 8 VOLAG-administered counties will continue to file the CAF with the agency in their county of residence. These county agencies will process RCA applications and maintain RCA cases through the 8-month RCA eligibility period.

For moves from a county-administered program to a VOLAG-administered program or moves from a VOLAG-administered program to a county-administered program, see §0030.27 (RCA - Moves Within the State).

For RCA closing instructions, see §0030.21 (Closing/Terminating RCA).

Department of Human Services (DHS) contracts with the Voluntary Agencies (VOLAGs) to administer the RCA program for the 8 counties. The VOLAG worker signs and dates the CAF page number 1 on behalf of the county agency. This date is accepted as the date of application for cash, FS and health care.

It is the responsibility of the VOLAG to make all RCA eligibility determinations.

County workers in the 8 VOLAG counties should not approve RCA eligibility (opening, closing or changing benefit levels.).

When changes are reported to either the county agency or to the VOLAG worker or to the employment service provider, it is the responsibility of that person/agency to communicate the change to the other agencies involved.

To determine which VOLAG worker is assigned to a case, PF1 on the secondary worker logon id field on any STAT panel. The pop-up window provides the name, address, phone number and MAXIS email code for the worker. See TE02.13.02 (How to Locate Worker's Name and Address).

The VOLAGs are a part of the county eligibility network. County agency workers are not required to get a release of information to contact the VOLAGs for information (for example: verification of resettlement grants, Matching Grant Program, employment, pay stubs, residency, etc.).