



**COMBINED MANUAL  
DESCRIPTION OF CHANGES ATTACHMENT  
REVISED SECTIONS – ISSUED 10/2014**

The following sections contain COLA and Legislative related changes. These changes are effective 10/01/14 unless otherwise noted:

**0002.61 (Glossary: Self...)** in the definition for SIGNIFICANT CHANGE in MFIP provisions updates the significant change amount to 50%.

**0008.06.15 (Removing or Recalculating Income)** in MFIP updates the significant change amount to 50%.

**0017.15.33.21 (Self-Employment Income From In-Home Day Care)** in SNAP updates the amounts allowed by the Child and Adult Care Food Program. This change was EFFECTIVE JULY 1, 2014.

**0018 (Determining Net Income)** in MFIP in the 3rd paragraph changes to use the Family Wage Level in the initial income test.

**0018.15 (Shelter Deductions)** in SNAP in the 4th to last paragraph updates the maximum monthly shelter deduction.

**0018.15.09 (Utility Deductions)** in SNAP updates the Single Utility, Phone and Electric Standards.

**0018.18 (Earned Income Disregards)** in MFIP, DWP and in WB updates the disregard to 50%.

**0018.21 (Standard Disregard)** in SNAP updates the standard deduction amounts.

**0019.06 (Gross Income Limits)** in SNAP updates the gross income limits for non-categorical and categorical eligible units.

**0019.09 (GIT for Separate Elderly Disabled Units)** in SNAP updates the GIT for separate elderly disabled units.

**0020.09 (MFIP/DWP Assistance Standards)** in MFIP updates the Family Wage Level, the Transitional Standard and the Shared Household Standard. It adds a new 1st paragraph to use the Family Wage Level (FWL) standard for all applicants at the initial income test. It also adds and deletes language in the 2nd paragraph for clarity.

**0020.12 (SNAP Assistance Standards)** in SNAP updates the Assistance Standards.

**0022.12 (How to Calc. Benefit Level – MFIP/WB/DWP/GA)** in MFIP in the 4th paragraph in Step 1 changes to use the Family Wage Level when budgeting income to determine whether the unit meets the initial month's eligibility test. In DWP it also in the 6th paragraph deletes to use the MFIP Transitional Standard and adds to use the Family Wage Level when determining if the unit will receive the \$10.00 minimum monthly grant.

**0022.12.01 (How to Calculate Benefit Level - SNAP/MSA/GRH)** in SNAP updates the Thrifty Food Plan Values and the Minimum SNAP Allotment amount.

**0022.24 (Uncle Harry Food Support Benefits)** in SNAP in the 2nd paragraph in Step 4 updates the minimum monthly allotment.

**0023.12 (Special Diets)** in MSA updates Special Diet Amounts.

**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**

MFIP, DWP: An 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 \(Glossary: Fair Hearing...\)](#)

SNAP: 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**

SNAP: Income deductions based on the unit's housing costs and utility costs. 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 50% 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).

SNAP: 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 SNAP units to complete a [COMBINED SIX-MONTH REPORT \(DHS-5576\)](#) (CSR). See [0007.03.02 \(Six-Month Reporting - SNAP\)](#).

**SMRT**

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

**SNAP :**

See SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM in [0002.65 \(Glossary: Suitable...\)](#).

**SNAP E&T**

See SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING (SNAP E&T).

**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/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/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 \(Special Services - Applying for SSI\)](#).

## REMOVING OR RECALCULATING INCOME

0008.06.15

Follow these procedures for removing income in certain situations. Also see [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#), [0022.06.03 \(When Not to Budget Income in Retro. Cases\)](#), [0022.09 \(When to Switch Budget Cycles - Cash\)](#), [0022.09.03 \(When to Switch Budget Cycles - SNAP\)](#).

If the changes in income result in potential eligibility for other benefits, see [0012.12 \(Applying for Other Benefits\)](#).

Different provisions may apply to receipt of lump sums. See [0022.15 \(Counting Lump Sums as Income\)](#).

**MFIP:**

It may be possible to supplement a unit's grant if the unit reports a significant change in income. A significant change is when the unit's gross earned and/or unearned income for the payment month declines by 50% or more from the gross earned and/or unearned income budgeted in the budget month. Do not consider significant change as restored benefits.

If the unit reports that it expects income to decline, act right away. The unit must verify the income will decrease or end before you issue the supplement. Do not wait until the end of the month to verify the exact amount of the decrease. See TEMP Manual TE19.156 (QTIP #156 - MFIP Stop Work Procedures). For information on verifying changes in income, see [Chapter 10 \(Verification\)](#).

The unit may only receive a supplement for a change it reports in the current month or for the month before. Issue a supplement no more than 7 days after the unit verifies the change. Do not issue a supplement for a grant you have not yet issued.

Budget adjustments that result from significant changes are limited to 2 in a 12 month period, regardless of the reason for the change. Count back 12 months from the month the client is requesting the change to determine eligibility for significant change.

If the unit reports (and verifies) a decrease in actual or expected income, follow these procedures to determine the supplement to issue.

1. Calculate the unit's gross income, including deemed income, for the month. See [0016 \(Income From People Not in the Unit\)](#), [0017 \(Determining Gross Income\)](#).
2. Subtract the figure in Step 1 from the gross income, including deemed income, from the budget month.
3. Multiply the gross income from the budget month by 0.50.
4. If the amount in Step 2 is less than the amount in Step 3, there is no significant change. If the amount in Step 2 is equal to or greater than the amount in Step 3, go to Step 5.
5. Recalculate the current month's grant using the client's reported income.
6. Subtract the amount of the grant you issued from the amount in Step 5. Issue the difference as a supplement.

Significant change does not apply in any of these situations:

- In the payment month corresponding to a budget month in which the unit receives a lump sum.
- When a unit member is on strike.

- In the payment month corresponding to the budget month in which the unit gets an extra paycheck.
- For self-employment income. See [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#) for information on "major change" which applies to self-employment income.

See TEMP Manual TE02.13.11 (Significant Change) for MAXIS instructions.

**WB, DWP:**

For recalculating income, see [0022.12 \(How to Calc. Benefit Level - MFIP/WB/DWP/GA\)](#).

**SNAP, GA:**

Stop counting the income of a participant beginning with the payment month the person is removed from the assistance unit.

Stop counting the income of an ineligible household member whose income was considered, beginning with the payment month following the month it is reported that person left the household.

For information on reporting requirements, see [0007 \(Reporting\)](#).

See TEMP Manual TE02.13.11 (Significant Change) for MAXIS instructions.

**MSA:**

Stop counting the income of a formerly financially responsible person for the 1st month after the person loses financial responsibility.

**GRH:**

Stop counting the income of a participant beginning with the month after the income stopped.

People who provide day care in their own homes are self-employed. In-home day care providers can deduct day care expenses from their day care income.

People who provide day care in someone else's home are not eligible for these deductions.

Instruct in-home day care providers to itemize and verify expenses, unless they use a flat rate deduction. See [0010.18.09 \(Verifying Self-Employment Income/Expenses\)](#).

Commonly allowable itemized expenses include:

- Food.
- Toys and books.
- Supplies.
- Transportation. See [0017.15.33.12 \(Self-Employment Transportation Expenses\)](#).
- License fees and professional dues.
- Advertising costs.
- Equipment rental and lease expenses.
- Equipment which is not a capital expenditure.

In addition, deduct expenses for the area of the home used for day care. See [0017.15.33.09 \(Self-Employment Expense for In-Home Business\)](#).

**MFIP, WB, GA:**

In-home day care providers may itemize expenses or take a flat rate deduction of 60% of gross receipts. Use the method most advantageous to the unit. People who provide day care in someone else's home must use actual expenses. See [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#).

Do not count payments from the Minnesota Child Care Food Program in calculating gross receipts. If using the actual expense method, do not deduct expenses reimbursed through the Minnesota Child Care Food Program.

**DWP:**

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

**SNAP:**

In-home day care providers must itemize expenses.

Exclude the portion of Minnesota Child Care Food Program funds paid for meals served to the provider's own children. Count all other Minnesota Child Care Food Program payments in calculating gross receipts.

## SELF-EMPLOYMENT INCOME FROM IN-HOME DAY CARE

0017.15.33.21

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For meals provided, providers may choose either actual costs or the reimbursement amounts currently allowed by the Child and Adult Care Food Program (effective July 1, 2014 - June 30, 2015):

Breakfast	\$1.31
Lunch or supper	\$2.47
Snack	\$0.73

**MSA:**

In-home day care providers must itemize expenses.

Exclude the portion of Minnesota Child Care Food Program funds paid for meals served to the provider's own children. Count all other Minnesota Child Care Food Program payments in calculating gross receipts.

**GRH:**

Follow SNAP for aged, blind, or disabled clients. Follow MFIP for all other adults.

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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 \(How to Calculate Benefit Level - SNAP/MSA/GRH\)](#), [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 Family Wage Level, determine the benefit level using the appropriate assistance standard. 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.

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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.

**SNAP:**

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, MSA, GA, GRH:**

No provisions.

**DWP:**

Use family maintenance needs, see [0002.23 \(Glossary: Fair Hearing...\)](#), along with personal needs allowances, see [0002.49 \(Glossary: Permanent...\)](#) and countable income to determine the DWP grant. For more information on how to calculate a benefit level for MFIP/DWP/GA, see [0022.12 \(How to Calc. Benefit Level - MFIP/WB/DWP/GA\)](#).

**SNAP:**

Shelter Deductions consist of housing and utility costs. For utility costs, see [0018.15.09 \(Utility Deductions\)](#).

Some examples of housing costs are:

- Rent, including mobile home lot rent.
- Rent on a garage if the garage rental is a condition of renting the apartment.
- Condominium fees and association fees that are required to own a home.
- Mortgage, 2nd mortgage, or contract-for-deed payments. See MORTGAGE in [0002.43 \(Glossary: Money...\)](#).
- Vehicle payment and insurance if the unit lives in the vehicle.
- Room portion of charges for group residential housing or a battered women's shelter.
- Property taxes, and state and local assessments.
- Homeowners' insurance.
- Costs not reimbursed for repair of a home damaged or destroyed by a natural disaster.

Do NOT deduct costs for:

- Deposits on rental properties or utilities.
- Separate insurance for personal belongings.
- Foundation, skirting, or tie-downs for mobile homes.
- Garage rent if the garage rental is not a condition of renting the apartment.

- Home improvements other than weatherization.
- Down payments and closing costs.
- Maintenance escrow fees used to maintain and distribute the payment for taxes and insurance.
- Escrow expenses for non-allowable shelter deductions such as insurance for furniture, liability insurance, life insurance, and additional living costs.

Calculate shelter deductions paid weekly, bi-weekly, monthly or semi-monthly using the multiplier. The multiplier is:

- 4.3 for weekly costs.
- 2.15 for bi-weekly costs.
- 1 for monthly costs.
- 2 for semi-monthly costs.

Deduct housing costs only if the unit must pay someone outside the unit for the expense. EXCEPT for certain situations listed below, do not deduct expenses paid by a 3rd party who does not live in the household or who lives in the household but is not required to be in the unit. See [0014.03.06 \(Determining the SNAP Unit\)](#). For Uncle Harry cases, see [0022.24 \(Uncle Harry Food Support Benefits\)](#).

You may allow a deduction for households which contain people who are required to be in the unit but who are disqualified or do not meet technical or procedural eligibility requirements:

- For units which contain ineligible non-citizens, non-applicants, unit members disqualified for non-compliance with Social Security enumeration requirements, or ineligible able-bodied adults who are responsible for housing costs:
  1. Prorate housing costs billed to or paid by the ineligible person or disqualified unit member among household members.
  2. Disregard the prorated share of the costs for the ineligible person(s) or disqualified unit member(s). Allow the remainder of the costs as a housing cost for the unit.

The utility costs are not prorated. See [0018.15.09 \(Utility Deductions\)](#).

- For units which contain an ineligible student:
  - When an ineligible student pays all of the expense, the unit is not entitled to a housing or utility deduction.
  - When a unit shares housing costs, deduct ONLY the amount actually paid or contributed by the unit. If you cannot differentiate the payments or contributions:
    1. Prorate the housing expense evenly among the people actually paying or contributing to the expense. MAXIS will disregard the ineligible student's share of the costs.
    2. Allow the remainder of the costs as a housing expense.

The utility costs are not prorated. See [0018.15.09 \(Utility Deductions\)](#).

- For units which contain an ineligible unit member disqualified for intentional program violation or non-compliance with work requirements, allow the entire unit's applicable deduction amount, including the disqualified unit member.

For units without disabled or elderly members, deduct verified housing costs and the appropriate utility standard that exceeds 50% of the unit's income after deductions. The maximum monthly shelter deduction is \$490.

There is no maximum shelter deduction for units with a disabled member whose disability is verified or units with a member age 60 or older. Deduct the full cost of shelter over 50% of the unit's income after deductions.

Allow verified housing costs in the month billed, or if not billed, when they 1st become payable.

Units on a monthly rent structure, who pay their housing costs in advance, are allowed a shelter deduction for the period the payment is intended to cover.



## UTILITY DEDUCTIONS

0018.15.09

**MFIP, WB, MSA, GA, GRH:**

No provisions.

**DWP:**

Allow actual verified utility expenses and the flat rate of \$35 for telephone service, if applicable, in determining the amount of the grant. See [0022.12 \(How to Calc. Benefit Level - MFIP/WB/DWP/GA\)](#).

**SNAP:**

The utility costs a unit is responsible for are part of the shelter deduction. All SNAP units that incur utility costs are allowed 1 or more of the mandatory standard utility allowances. Allow the applicable standard utility allowance.

Never prorate a Utility Allowance.

## ALLOW THE SINGLE UTILITY STANDARD OF \$450 ONLY FOR UNITS:

- That incur expenses for heating and/or cooling.
- That incur only an excess heating or cooling expense.
- That are a separate SNAP unit who shares heating/cooling expenses (no proration).
- That receive Low Income Home Energy Assistance Program (LIHEAP) of more than \$20 any time in the past 12 months and anywhere in the United States, regardless of whether they incur expenses for heating and/or cooling.
- With an ineligible person (no proration).

The single utility standard includes heating, cooling, electricity, water, sewer, garbage, and phone.

## FOR UNITS BILLED FOR NEITHER HEATING NOR COOLING:

- Allow the electric standard of \$150 per month for units billed for electricity.
- Allow the phone standard of \$38 per month for units billed for phone service. Do not allow actual phone expenses.

**NOTE:** The phone standard can be allowed for cell phone expenses when the unit is billed monthly or buys a pre-paid card with a certain dollar value or number of minutes, AND the cell phone is their only phone.

- If the unit incurs both electric and phone costs, both deductions may be used.

Do NOT allow a standard utility deduction when an ineligible student is responsible to pay and is the one paying the utility expense.

Do not allow a deduction when expenses are reimbursed by a source outside the unit, EXCEPT do allow a deduction for expenses reimbursed by the Low Income Home Energy Assistance Program or payments vendored from the client's funds.

A unit incurs a heating expense ONLY if it must pay for the actual fuel used for its primary source of heat. A unit incurs a cooling expense ONLY if it must pay electrical costs for operating an air conditioning system or room air conditioner and there is a reasonable expectation the unit will use air conditioning.

Households that receive HUD utility reimbursements and Farmers Home Administration (FMHA) Rental Assistance Program utility reimbursements may not claim the standard utility deduction unless they incur or are expected to incur heating or cooling costs exceeding the excluded HUD utility reimbursement amount in any month of the certification period. See [0017.15.81 \(Utility Payments\)](#).

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

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

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

**MFIP, DWP:**

Disregard 18% of the unit's gross earned income when determining income to use for the initial income test.

EXCEPTION FOR MFIP ONLY: If anyone in the unit was a Minnesota participant of MFIP in any 1 of the previous 4 months, disregard 50% of the unit's gross earned income for the initial income test.

When determining net income for computing monthly benefits, disregard 50% of the unit's gross earned income. As an additional work incentive, MFIP allows a higher assistance standard for employed MFIP clients. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).

There is NO TIME LIMIT to the earned income disregard. Apply it every month the unit has earned income.

**WB:**

Disregard 50% of the unit's gross earned income before determining if the household's net income is below 200% of the FPG. See [0016.18.01 \(200 Percent of Federal Poverty Guidelines\)](#).

There is NO TIME LIMIT to the earned income disregard. Apply it every month the unit has earned income.

**SNAP:**

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

If after applying the farm loss offset, the unit passes the GIT and income remains, allow a 20% deduction of the gross earned income from that amount prior to applying other deductions. See [0017.15.33.18 \(Self-Employment Loss Offset\)](#).

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

**MSA:**

For SSI recipients, no county action is required.

For non-SSI recipients due to excess income:

- Disregard the 1st \$65 plus half the remaining earned income. If both spouses are clients, disregard \$65 and half the combined earned income for the couple.
  
- Allow the Student Earned Income Disregard from earned income when a client meets ALL 3 of the following conditions:
  - Is under age 22.

## EARNED INCOME DISREGARDS

0018.18

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

Limit the Student Earned Income Disregard to a maximum of \$1,750 a month and \$7,060 in a calendar year. Apply it only to the client's income.

Do not reduce earned income to less than \$0 or use earned income disregards to reduce unearned income.

**GA:**  
Disregard the 1st \$50 of earned income for each person who has earned income.

In addition, if the client has a discharge plan approved by the county, disregard up to \$500 per month for up to a maximum accumulated amount of \$2,000 from earned income of people residing in:

- Intensive Rehabilitative Treatment (IRT) Centers for the mentally ill.  
OR
- Group residential housing (GRH). See [0002.29 \(Glossary: Gross RSDI...\)](#) for the definition of Group Residential Housing.

The money must be kept in a separate account for use after discharge, and discharge and work must be part of the treatment plan. Consider any money withdrawn from this excluded account before the client is discharged to be income to the client in the month of receipt, unless it is used to secure housing (for example, 1st month's rent or damage deposit). For information about how to treat money in this account as an asset, see [0015.03 \(Asset Limits\)](#), [0015.42 \(Excluded Assets - Liquid Assets\)](#).

**GRH:**  
For SSI recipients, the earned income disregards are already applied by the Social Security Administration.

For non-SSI recipients who are aged, blind, or disabled:

- Disregard the 1st \$65 plus half the remaining earned income.
  
- Allow the Student Earned Income Disregard from earned income when a client meets ALL 3 of the following conditions:
  - Is under age 22.
  
  - Is certified as blind or disabled by the Social Security Administration or the State Medical Review Team.
  
  - Is expecting to attend school at least 1 month in the next calendar quarter, or did attend school at least 1 month of the current calendar quarter.

Limit the disregard to a maximum of \$1,750 a month and \$7,060 in a calendar year. Apply it only to the client's income.

Do not reduce earned income to less than \$0 or use earned income disregards to reduce unearned income.

For all other adults, follow GA.

**MFIP, WB, DWP, GA, GRH:**

No provisions.

**SNAP:**

Apply a standard deduction that is 8.31% of the maximum monthly net adjusted income to the total earned or unearned income of each unit based on its size. The standard deduction should not be less than the current standard for a unit size of 1 and no more than the standard for a unit size of 6.

UNIT SIZE	AMOUNT
1	\$155
2	\$155
3	\$155
4	\$165
5	\$193
6 or more people	\$221

As of October 1, 2010 the standard deduction is indexed to inflation.

**MSA:**

Apply a standard disregard of \$20 to a client's earned or unearned income. If a client has both types of income, apply the disregard to unearned income first, any remainder to earned income.

When both spouses are clients who live together, apply the disregard only once to their combined income.



**MFIP, WB, DWP, GA, GRH:**

No provisions.

**SNAP:**

To determine SNAP categorical eligibility/ineligibility, see [0013.06 \(SNAP Categorical Eligibility/Ineligibility\)](#).

For information about the Gross Income Test for elderly/disabled units, see [0019 \(Gross Income Test\)](#).

If the elderly/disabled units income is above 165% FPG see [0020.12 \(SNAP Assistance Standards\)](#).

Use the gross income limits below for non-categorical eligible SNAP units and when determining the income amount for sponsors and their household size. See [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).

UNIT SIZE	INCOME LIMIT (130% of Federal Poverty Guidelines (FPG))
1	\$1,265
2	\$1,705
3	\$2,144
4	\$2,584
5	\$3,024
6	\$3,464
7	\$3,904
8	\$4,344
Each add'l member	\$440

Use the gross income limits below for categorical eligible SNAP units.

UNIT SIZE	INCOME LIMITS (165% of Federal Poverty Guidelines (FPG))
1	\$1,605
2	\$2,163
3	\$2,722
4	\$3,280
5	\$3,838
6	\$4,396
7	\$4,955
8	\$5,513
Each add'l member	\$559

**MSA:**

The gross income limit is 300% of the SSI Federal Benefit Rate (FBR) for an individual. See [0029.06.03 \(Supplemental Security Income Program\)](#) for the current rate.

If a married couple lives together and both partners apply and have a basis of eligibility, use their combined gross income. Their combined gross income must not exceed 600% of the SSI FBR for an individual.



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

No provisions.

**SNAP:**

Disabled people who are 60 or older, and are unable to buy and prepare food separately, have the option of certification with the unit they would ordinarily be in, or forming a separate unit with their spouse. To be certified separately, the gross income of people remaining in the non-elderly/disabled unit cannot exceed these limits:

PEOPLE REMAINING IN THE UNIT	INCOME LIMITS (165% of FPG)
1	\$1,605
2	\$2,163
3	\$2,722
4	\$3,280
5	\$3,838
6	\$4,396
7	\$4,955
8	\$5,513
Each add'l member	\$559

Also see [0012.15 \(Incapacity and Disability Determinations\)](#), [0014 \(Assistance Units\)](#).

For gross income test (GIT) limits for categorical eligible units and non-categorical eligible units, see [0019.06 \(Gross Income Limits\)](#).

To determine whether a unit is categorically eligible, see [0013.06 \(SNAP Categorical Eligibility/Ineligibility\)](#).



**MFIP:**

# Eligible People	FAMILY WAGE LEVEL	-----TRANSITIONAL STANDARD-----		
		Full Standard	Cash Portion	Food Portion
1	\$464	\$422	\$250	\$172
2	\$829	\$754	\$437	\$317
3	\$1,090	\$991	\$532	\$459
4	\$1,328	\$1,207	\$621	\$586
5	\$1,530	\$1,391	\$697	\$694
6	\$1,755	\$1,595	\$773	\$822
7	\$1,913	\$1,739	\$850	\$889
8	\$2,114	\$1,922	\$916	\$1,006
9	\$2,314	\$2,104	\$980	\$1,124
10	\$2,507	\$2,279	\$1,035	\$1,244
Each add'l person	\$191	\$174	\$53	\$121

Use the Family Wage Level (FWL) standard for all applicants at the initial income test.

When calculating the monthly benefit level, use the FWL only for units with earned income. See [0022.12 \(How to Calc. Benefit Level - MFIP/WB/DWP/GA\)](#).

For families with a child subject to the family cap, apply the FWL for the household size including that child. To determine the Transitional Standard to apply, add the cash portion for the household size not including the child to the food portion for the household size including the child. See [0014.06.03 \(Family Cap\)](#).

Some state and federal programs do not count the food portion as income. Examples of these programs include housing subsidy programs, low income energy assistance program, and Supplemental Security Income when determining interim assistance amount.

## SHARED HOUSEHOLD STANDARD

# Eligible People	Full Standard	Cash Portion	Food Portion
1	\$397	\$225	\$172
2	\$710	\$393	\$317
3	\$938	\$479	\$459
4	\$1,145	\$559	\$586
5	\$1,321	\$627	\$694
6	\$1,518	\$696	\$822
7	\$1,654	\$765	\$889
8	\$1,830	\$824	\$1,006
9	\$2,006	\$882	\$1,124
10	\$2,176	\$932	\$1,244
Each add'l person	\$169	\$48	\$121

**NOTE:** Assistance standards for a household of more than 10 are calculated by MAXIS.

See SHARED HOUSEHOLD in [0002.61 \(Glossary: Self...\)](#).

The Shared Household Standard does NOT apply if:

- The MFIP member is a victim of family violence.
- OR

- The non-MFIP member meets the eligible caregiver requirement.

Use the Shared Household Standard unless unrelated household members meet at least 1 of the following EXCEPTIONS:

- Receiving Public Assistance:
  - Minnesota Family Investment Program (MFIP).
  - WB.
  - General Assistance (GA).
  - Emergency General Assistance (EGA).
  - Minnesota Supplemental Aid (MSA).
  - Minnesota Food Assistance Program (MFAP).
  - Refugee Cash Assistance (RCA).
  - Supplemental Nutrition Assistance Program (SNAP).
  - Medical Assistance (MA) and all programs under MA (for example: QMB, SLMB, etc).
  - MinnesotaCare.
  - Supplemental Security Income (SSI).
  - Adoption Assistance.
  - Relative Custody Assistance.
  - Foster Care.
- ROOMER, BOARDER, OR A PERSON TO WHOM ROOM OR BOARD IS PAID:  
For this to apply, the unit must meet the definition of ROOMER/BOARDER (see [0002.07 \(Glossary: Benefit...\)](#), [0002.57 \(Glossary: Relative...\)](#)), not simply share living expenses. If the MFIP unit is receiving roomer/boarder income, consider the income as self-employment. See [0017.15.33.27 \(Self-Employment Income From Roomer/Boarder\)](#).
- MINOR CHILD:  
See MINOR CHILD in [0002.41 \(Glossary: Medically Necessary...\)](#).

- **MINOR CAREGIVER:**  
This includes minor caregivers living with parents or in an approved supervised living arrangement, if applicable. See MINOR CAREGIVER in [0002.41 \(Glossary: Medically Necessary...\)](#), [0012.06 \(Requirements for Caregivers Under 20\)](#).
- **CAREGIVER OF A CHILD NOT IN THE MFIP ASSISTANCE UNIT:**  
This refers to the relationship of an unrelated person in the household to a child that is not considered part of the MFIP assistance unit. For a list of eligible caregivers, see [0014.03.03 \(Determining the Cash Assistance Unit\)](#).
- **PROVIDING CHILD CARE TO A CHILD IN MFIP ASSISTANCE UNIT:**  
This refers to the unrelated person providing care for a child who is part of the MFIP assistance unit.

For detailed information on how to calculate the food portion benefit for children born into an assistance unit that has received MFIP for 10 months or more, see [0014.06.03 \(Family Cap\)](#).

**WB, SNAP, MSA, GA, GRH:**

No provisions.

**DWP:**

Follow the CASH portion of the MFIP Transitional or Shared Household Standard, whichever is appropriate. The maximum monthly benefit amount available under DWP is the difference between the unit's needs and the unit's countable income, not to exceed the cash portion of the MFIP standard of need.



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

No provisions.

**SNAP:**

Determine the proper assistance standard based on the size of the unit. When determining unit size, use the number of people in the unit in the payment month. See [0014 \(Assistance Units\)](#). Use the Monthly Assistance Standards below to determine the net income limit for the unit. Also see [0019.06 \(Gross Income Limits\)](#).

Elderly/disabled units with income above 165% of FPG must have enough deductions to be at or below the net income standard below. For the 165% FPG table, see [0019.06 \(Gross Income Limits\)](#).

UNIT SIZE	ASSISTANCE STANDARD (100% of Federal Poverty Guidelines (FPG))
1	\$973
2	\$1,311
3	\$1,650
4	\$1,988
5	\$2,326
6	\$2,665
7	\$3,003
8	\$3,341
Each add'l member	\$339

To determine the benefit level, see the Thrifty Food Plan values in [0022.12.01 \(How to Calculate Benefit Level - SNAP/MSA/GRH\)](#).



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For sanction procedures, see [0012.21 \(Responsible Relatives Not in the Home\)](#), [0028.30 \(Sanctions for Failure to Comply - Cash\)](#).

**MFIP:**

MFIP is composed of both federal block grant money and state money. MFIP covers some people who cannot be funded by federal money:

- Some non-citizens. See [0011.03 \(Citizenship and Immigration Status\)](#), [0011.03.03 \(Non-Citizens - MFIP/WB/DWP Cash\)](#), [0011.03.06 \(Non-Citizens - MFIP Food Portion\)](#).
- Legal custodians. See LEGAL CUSTODIAN in [0002.37 \(Glossary: Learning...\)](#). Also see [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

The procedure to determine the grant amount differs based upon the types of income the unit receives.

- If the unit receives NO INCOME (other than MFIP), the Transitional Standard or the Shared Household Standard, whichever applies, for the payment month is the total MFIP grant. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).
- If the unit receives UNEARNED INCOME ONLY, subtract the amount of unearned income in the budget month from the Transitional Standard or the Shared Household Standard, whichever applies, for the corresponding payment month to determine the total MFIP grant.

If the unit has EARNED INCOME ONLY:

1. Subtract the net earned income in the budget month from the Family Wage Level for the corresponding payment month. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).

For APPLICANT cases, use the Family Wage Level when budgeting income to determine whether the unit meets the initial month's eligibility test.

2. If the difference you computed in Step 1 is MORE THAN OR EQUAL TO the Transitional Standard or the Shared Household Standard, whichever applies, the Transitional Standard or the Shared Household Standard is the total MFIP grant.

If the difference is LESS THAN the Transitional Standard or the Shared Household Standard, the amount of the difference is the total MFIP grant.

If the unit has both EARNED AND UNEARNED INCOME:

1. Subtract the net earned income in the budget month from the Family Wage Level for the corresponding payment month.
2. If the difference you computed in Step 1 is MORE THAN the Transitional Standard or the Shared Household Standard, whichever applies, subtract the unit's unearned income in the budget month from the Transitional Standard or the Shared Household Standard. The difference is the total MFIP grant.

If the difference you computed in Step 1 is LESS THAN the Transitional Standard or the Shared Household Standard, whichever applies, subtract the unit's unearned income in the budget month from the amount of the difference. The

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remaining amount is the total MFIP grant.

For applicant cases, prorate the benefit. See [0022.12.03 \(Proration\)](#). For addendum cases, do not prorate the benefit. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#).

Subtract the recoupment if applicable. See [0025.21.15 \(Recoupment\)](#).

Issue the food portion of the grant as EBT. Issue any remaining amount in cash. For the food portion amount, see [0020.09 \(MFIP/DWP Assistance Standards\)](#).

Use the amount of the MFIP food portion when you report SNAP benefits to other agencies. Also use the food portion of MFIP when issuing expedited food assistance. See [0004 \(Emergencies\)](#).

When there are people in the MFIP unit who are not eligible for the food portion, subtract a prorated share of the food portion for that person. To calculate the amount:

1. Calculate the food portion for this assistance unit. See [0022 \(Budgeting and Benefit Determination\)](#).
2. Divide the food portion by number of people in the MFIP unit.
3. Multiply the result of Step 2 by the number of unit members eligible for the food portion.

**Example:** The food portion for a household of 4 is \$601. Two unit members already received SNAP this month. \$601 food portion divided by 4 unit members x 2 eligible members = \$300. Truncate if necessary.

DO NOT count certain children born to families who have been on MFIP for 10 months or more in the cash portion of the assistance unit's grant. See [0014.06.03 \(Family Cap\)](#).

**WB:**

Compare the unit's net income to 200% of the FPG for that family size. If the net income is less than 200% of the FPG, the unit meets the income criteria. See [0016.18.01 \(200 Percent of Federal Poverty Guidelines\)](#), [0018 \(Determining Net Income\)](#), [0018.18 \(Earned Income Disregards\)](#), [0020.10 \(WB Assistance Standard\)](#).

Subtract the recoupment if applicable. See [0025.21.15 \(Recoupment\)](#).

**DWP:**

The amount of cash benefits a unit is eligible for is based on the number of people in the unit, the family maintenance needs, personal needs allowance, and countable income. See [0002.13 \(Glossary: Conciliation...\)](#) for the definition of countable income. Evaluate the income of the unit that is requesting DWP, allowing the same disregards for earned income that are allowed under MFIP. See [0018.18 \(Earned Income Disregards\)](#).

Family maintenance needs include:

- Housing costs.
- Utility costs.
- \$35/month telephone allowance.

- Up to \$70/month per eligible unit member for personal needs allowance.

Use verified shelter and utility expenses, and the flat rate of \$35 per month for telephone service, if verified, to determine the amount of the grant.

When the participant has a verified job pending at the time the family applies for DWP, factor the prospective earnings into the benefit calculation.

The maximum monthly benefit amount available under DWP is the difference between the unit's maintenance needs plus personal needs and the unit's countable income not to exceed the CASH portion of the appropriate MFIP standard of need. For the purpose of this determination, "MFIP standard of need" means either the Transitional Standard or the Shared Household Standard for the unit's size. See [0020.09 \(MFIP/DWP Assistance Standards\)](#). The minimum cash benefit amount, if income and asset tests are met, is \$10. Do not vendor pay benefits of \$10.

Units must pass the initial income test. See [0018 \(Determining Net Income\)](#). Households whose income exceeds the total of their family maintenance needs and personal needs allowance, and the units' income is more than the cash portion of the MFIP standard but less than the Family Wage Level, will receive the \$10.00 minimum monthly grant. They are also eligible for Employment Services, Child Care Assistance, and supportive services.

For applicant cases, prorate the amount for the 1st month benefit. See [0022.12.03 \(Proration\)](#).

Subtract the recoupment if applicable. See [0025.21.15 \(Recoupment\)](#).

For details on the calculation of benefits, see TEMP Manual TE20.06 (DWP Example - Initial Benefit Calculation).

Once the monthly grant is determined, vendor pay the housing and utilities. Vendor payment of telephone services is a county option.

In most cases once the grant amount is determined, if the participant obtains a job or receives additional earned income, or unearned income (such as child support), the income is NOT used to reduce the unit's DWP benefits. See [0022.21 \(Income Overpayment Relating to Budget Cycle\)](#).

When any of the following circumstances occur, recalculate the unit's benefits and approve new results, allowing for proper notice:

- The unit's income decreases.
- There are changes in the unit's household size.
- There are changes in the unit's family maintenance needs.

This recalculation may result in determining an overpayment or issuing a supplement.

DWP benefits are NOT considered TANF cash assistance and are NOT counted towards the 60-month time limit.

**SNAP, MSA, GRH:**

See [0022.12.01 \(How to Calculate Benefit Level - SNAP/MSA/GRH\)](#).

**GA:**

Determine the benefit level as follows:

1. Subtract net income in the budget month from the assistance standard for the corresponding payment month. See [0018 \(Determining Net Income\)](#), [0020.18 \(GA Assistance Standards\)](#), [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#).
2. For applicants, or units with late HRFs, prorate the benefit. See [0007 \(Reporting\)](#), [0022.12.03 \(Proration\)](#).
3. Determine if there is a recoupable amount. If there is, subtract the recoupment. See [0025.21.15 \(Recoupment\)](#).
4. Issue benefits of \$10 or more. Issue benefits which are less than \$10 because of recoupment or because part of the benefit is vendor paid. See [0024.09 \(Protective and Vendor Payments\)](#).

In addition, see [0011.27.03 \(Drug Felons\)](#) for special provisions for units containing a member convicted of a drug felony.

**MFIP, WB, DWP, GA**

See [0022.12 \(How to Calc. Benefit Level - MFIP/WB/DWP/GA\)](#).

**SNAP:**

Determine the benefit level as follows:

1. Subtract 30% of the unit's net income from the Thrifty Food Plan amount. Truncate any cents.

## THRIFTY FOOD PLAN VALUES

UNIT SIZE	BENEFIT AMOUNT
1	\$194.00
2	\$357.00
3	\$511.00
4	\$649.00
5	\$771.00
6	\$925.00
7	\$1,022.00
8	\$1,169.00

For each additional member, add \$146.00

2. For applicants and units whose case is reinstated due to a break in eligibility of less than a month, prorate the benefit. See [0022.12.03 \(Proration\)](#).
3. Subtract recoupment amounts. See [0025.21.15 \(Recoupment\)](#).

The Minimum SNAP Allotment is \$16 for 1- and 2-person units.

For units in the 1st month of certification, issue benefits which are less than \$10 solely because of recoupment. If the benefit is less than \$10 for any other reason, issue \$0, but do not deny the application.

After the 1st month:

- If 1- or 2-member units are eligible for less than \$16 in monthly SNAP, issue \$16 unless there is an overpayment which you are recouping.
- Issue SNAP monthly benefits to units of 3 or more members even if the amount is less than \$16.

A unit of 3 or more people may pass the gross income test and meet net income limits but be eligible for \$0 in benefits. For these units, approve the application or keep the ongoing case open.

Also see [0024.03.03 \(When Benefits Are Paid - SNAP/MSA/GA/GRH\)](#), [0024.04 \(How Benefits Are Paid\)](#).

**MSA:**

Follow the procedures below to determine the benefit level.

**FOR SSI RECIPIENTS**

1. Subtract \$20 dollars from the client's SSI FBR. For information about the SSI Federal Benefit Rate (FBR), see [0029.06.03 \(Supplemental Security Income Program\)](#). Do NOT allow the \$20 disregard for residents of a long term care facility for which MA pays their cost of care. Do not make any adjustments due to other income the client may have (SSA has already adjusted the SSI payment).
2. Locate the appropriate standard in [0020.21 \(MSA Assistance Standards\)](#). Add any special need items the client is eligible for. See [0023 \(Special Needs Payments\)](#).
3. Subtract the result of Step 1 from the result of Step 2. The difference is the MSA benefit for the month. In the case of a married couple where BOTH partners have a basis of eligibility, divide the total by 2 to determine the benefit amount for each partner.
4. Determine if there is a recoupable amount. If there is, subtract the recoupment. See [0025.21.15 \(Recoupment\)](#).

**FOR NON-SSI RECIPIENTS**

1. Locate the appropriate assistance standard in [0020.21 \(MSA Assistance Standards\)](#). Add any special need items the client is eligible for in [0023 \(Special Needs Payments\)](#).
2. Subtract the client's net income from the result of Step 1. See [0018 \(Determining Net Income\)](#). The difference is the benefit for that month. In the case of an eligible married couple where BOTH partners are on MSA, divide the difference by 2 to determine the benefit amount for each partner.
3. Determine if there is a recoupable amount. If there is, subtract the recoupment. See [0025.21.15 \(Recoupment\)](#).

**GRH:**

Subtract net income in the budget month from the assistance standard for the corresponding payment month. NOTE: For the month the client enters the GRH setting, subtract ONLY the income that is actually available for that month. See [0018 \(Determining Net Income\)](#).

The assistance standard for a GRH client is the GRH rate specified on the MAXIS MONY/VND2 panel plus the difficulty of care amount specified on the MAXIS STAT/FACI panel for clients in adult foster homes without other service funding. See [0020.22 \(GRH Assistance Standards\)](#).

**MFIP:**

See SNAP provisions. For households whose MFIP is ending and which contain an Uncle Harry Food Support unit, see TEMP Manual TE02.08.143 (Food Support When MFIP is Closed).

**WB, DWP, MSA, GA, GRH:**

No provisions.

**SNAP:**

Some non-MFIP members of an MFIP unit may be able to get SNAP only. These cases are commonly known as Uncle Harry Food Support (UHFS) units. There are special rules for determining their SNAP benefits. See [0002.71 \(Glossary: Two Party...\)](#).

To determine the amount of SNAP to issue to eligible UHFS units:

1. Determine the composition of the SNAP unit, following the SNAP provisions in [0014 \(Assistance Units\)](#).
2. Exclude from the SNAP unit all current MFIP unit members, including optional MFIP unit members who have chosen to be on MFIP and people disqualified for MFIP fraud. The remaining members constitute the Uncle Harry Food Support (UHFS) unit.
3. Allow the unit at least the maximum shelter deduction when you compute SNAP benefits for the UHFS unit. If any member of the UHFS unit is eligible for an uncapped shelter deduction, and is responsible to pay shelter costs, allow the uncapped deduction if higher than the maximum shelter deduction. To compute the uncapped deduction, allow the full cost of the shelter expenses; do NOT prorate. Do not consider income or expenses of any MFIP unit members. If the Uncle Harry unit shares responsibility for a shelter expense with the MFIP unit, allow the full cost of the expense. See [0018.15 \(Shelter Deductions\)](#).
4. The UHFS unit must pass the gross and net income tests, see [0019 \(Gross Income Test\)](#), [0020 \(Net Income Limits\)](#). MAXIS will calculate the SNAP allotment for the UHFS unit. The Uncle Harry allotment will be 75% of the stand-alone SNAP allotment or \$16, whichever is more.

MFIP unit members who are disqualified for fraud or non-compliance with SNAP quality control may NOT get SNAP only.



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

**MFIP, WB, DWP, SNAP, GA, GRH:**

No provisions.

**MSA:**

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	\$29.10
• Controlled protein diet (40-60 grams and requires special products)	\$194.00
• Controlled protein diet (less than 40 grams and requires special products)	\$242.50
• Gluten free diet	\$48.50
• High protein diet (minimum 80 grams/day)	\$48.50
• High residue diet	\$38.80
• Hypoglycemic diet	\$29.10
• Ketogenic diet	\$48.50
• Lactose free diet	\$48.50
• Low cholesterol diet	\$48.50
• Pregnancy and lactation diet	\$67.90

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.