



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 01/2015**

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

0001 (Table of Contents) deletes 0014.06.03 (Family Cap).

The following sections delete reference to the Shared Household Standard as it was repealed effective 01/2015:

0002.41 (Glossary: Medically Necessary...).
0002.61 (Glossary: Self...).
0010.03 (Verification - Cooperation and Consent).
0010.18.01 (Mandatory Verifications - Cash Assistance).
0011.27.03 (Drug Felons).
0011.33.02 (MFIP Hardship Extensions - Removing 1 Parent).
0011.33.03 (MFIP Employed Extension Category).
0012.24 (Child Support Sanctions).
0014.03.03 (Determining the Cash Assistance Unit).
0014.06 (Who Must Be Excluded From Assistance Unit).
0025.21.15.03 (Amount to Recoup).
0028.30.03 (Pre 60-Month Type/Length of ES Sanctions).
0028.30.04 (Post 60-Month Empl. Services Sanctions).

The following sections delete reference to Family Cap because this program was repealed effective 01/01/2015:

0005.12.12 (Application Interviews).
0005.12.12.01 (Forms/Handouts for Applicants).
0009.06.06 (Recertification Interview).
0014.03 (Determining the Assistance Unit).
0028.06.02 (Universal Participation Provisions).

0007.15 (Unscheduled Reporting of Changes - Cash) in MFIP deletes the cross reference to 0014.06.03 (Family Cap) because this program was repealed effective 01/2015. It deletes references to the Shared Household Standard because this was repealed effective 01/2015. In DWP deletes shared household exception language because this was repealed effective 01/2015. It also in GA in the 3rd paragraph updates wording for clarity.

0008.06.21 (Change in County of Residence) in general provisions in the 2nd paragraph in the 5th bullet updates the title of DWP/MFIP Status Update Form (DHS-3165) due to title change.

0009.06 (Recertification Process) in MFIP in the 3rd paragraph deletes face-to-face recertification requirement language because a face-to-face interview is not required.

0011.24 (Able-Bodied Adults Without Dependents) in SNAP under the sub-heading ABAWD ELIGIBILITY in the 4th paragraph adds and deletes information in the 3rd bullet that people residing in a household with a household member under the age of 18, even if the household member is not eligible for SNAP, are not subject to the 3 month ABAWD work requirement and time limit.

0013.15.51 (GA Basis - People Under Age 18) in GA in the 3rd and 4th paragraphs adds that all necessary consent must be in writing. It also in the last paragraph deletes prior wording and adds to refer all non-emancipated minor applicants who are not members of a family to social services for assessment and that the county MUST assure appropriate referrals to Child Protection, Child Support and Northstar Care for Children have been made.

0014.06.03 (Family Cap) deletes section because this program was repealed effective 01/2015.

0017.15.33.12 (Self-Employment Transportation Expenses) in the 1st paragraph updates the transportation rate to 57.5 cents.

0018.18 (Earned Income Disregards) in MSA and GRH updates the Student Earned Income Disregard to correspond with COLA changes effective 01/01/15.

0020.09 (MFIP/DWP Assistance Standards) in MFIP deletes Family Cap language because the Family Cap Program was repealed effective 01/2015. It also in MFIP and DWP deletes all information about the Shared Household Standard because it was repealed effective 01/2015.

0020.21 (MSA Assistance Standards) in MSA adds living alone assistance standard information throughout. It also updates the MSA Assistance Standards to correspond with COLA changes effective 01/01/15.

0020.24 (Personal Needs Allowance) in MSA, GA, and GRH updates the Personal Needs Allowance to correspond with COLA changes effective 01/01/15.

0022.12 (How to Calc. Benefit Level – MFIP/DWP/GA) in MFIP deletes Family Cap language because this program was repealed effective 01/2015. It also in MFIP and DWP deletes Shared Household Standard information throughout because it was repealed effective 01/2015.

0023 (Special Needs Payments) in MSA moves the cross-reference to TEMP Manual TE02.08.035 (How to Issue Special Needs Payments) from the 2nd paragraph to the 3rd paragraph for clarity.

0023.24 (MSA Housing Assistance) in MSA in the 1st paragraph adds living alone assistance standard information.

0026.12.09 (Adequate Notice) in SNAP in the 1st paragraph in the 1st bullet deletes "and will not be able to get their next allotment" because clients can access EBT benefits out of state.

0026.12.21 (Voluntary Request for Closure Notice) in MFIP, DWP, SNAP, MSA, GA in the 5th paragraph updates wording to contact BENE.

0028.06.10 (Who is Exempt From SNAP E&T) in SNAP in 1st paragraph adds and deletes information in the 7th bullet clarifying that people residing in a household with a household member under the age of 18, even if the household member is not eligible for SNAP, are exempt from mandatory SNAP E&T participation.

0028.30.06 (Type/Length of SNAP E&T Sanctions) in SNAP adds a new 4th paragraph that ABAWDs have until the end of the month prior to the effective date of the SNAP closing to cooperate with the SNAP E&T orientation/work requirements.

0029.06.03 (Supplemental Security Income Program) updates SSI benefits to correspond with COLA changes effective 01/01/15.

0029.06.24.03 (Tribal TANF - Mille Lacs Band of Ojibwe) in the 4th paragraph in the 4th bullet deletes reference to the Shared Household Standard and Family Cap because both were repealed effective 01/2015.

0029.29 (Safe At Home Program) in the 3rd paragraph adds and deletes information about the Safe At Home Program requirements.

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MEDICALLY NECESSARY

A health service rendered in response to a life-threatening condition or pain; to treat an injury, illness, or infection; to achieve a level of physical or mental function consistent with prevailing community standards for the diagnosis or condition; to care for a mother and child through the maternity period; is a preventative health service; or to treat a condition that could result in physical or mental disability. The provider's professional peer group must recognize the service as the prevailing standard or current practice and consistent with the participant's diagnosis or condition.

MEDICARE

A federal health insurance program for people who are over 65, disabled, blind, or have permanent kidney failure. Part A covers hospital care, hospice care, and home health care. Part B covers doctor's services, x rays, laboratory services, and medical supplies.

MENTAL ILLNESS

An organic disorder of the brain or a clinically significant disorder that seriously limits a person's capacity to function in primary aspects of daily living such as personal relations, living arrangements, work, and recreation.

MFIP : See MINNESOTA FAMILY INVESTMENT PROGRAM.

GA : A psychological disorder resulting in behavior that limits people from getting, performing, or keeping SUITABLE EMPLOYMENT.

MFIP EMPLOYMENT SERVICES (MFIP-ES)

MFIP Employment Services is the name of the program that provides employment services to current and former MFIP participants. See [0028 \(Employment Services\)](#).

MFIP STANDARD OF NEED

The appropriate standard used to determine MFIP benefit payments for the MFIP unit. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).

MIGRANT FARMWORKER UNITS

Units with people who travel between states or work sites to follow the flow of seasonal agricultural work. Not all members of the unit must work or be in agricultural work but all members must be traveling for this purpose.

MIGRANT WORKER

A person who travels away from home on a regular basis, usually with a group of other laborers, to seek employment in an agriculturally related activity.

MINIMUM WAGE

The lowest wage established by law that an employer may pay an employee. See TEMP Manual TE12.05 (Minimum Wage) for the current wage amounts.

MINNESOTACARE

A premium-based program that provides health care coverage to eligible people who are not eligible for Medical Assistance. It is one of the Insurance Affordability Programs. See the [Insurance Affordability Programs/Health Care Manuals](#).

MINNESOTA CHILD CARE FOOD PROGRAM

See CHILD CARE FOOD PROGRAM in [0002.11 \(Glossary: Child Care...\)](#).

MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP)

Minnesota's Family Assistance program. The program is both TANF and state-funded. MFIP benefits provide cash and food benefits to eligible applicants. For information on what constitutes a family for MFIP, see [0013.03 \(MFIP Bases of Eligibility\)](#).

MINNESOTA STATE JOB SERVICE

See JOB SERVICE in [0002.35 \(Glossary: Inventory...\)](#).

MINNESOTA SUPPLEMENTAL AID (MSA)

A state-funded program that provides cash ASSISTANCE to SSI RECIPIENTS, BLIND people, people age 65 or older, and

DISABLED people who are age 18 and older.

[MINNESOTA TRANSITION APPLICATION FORM \(DHS-5223E\) \(MTAF\)](#)

This form is used to transition clients currently receiving DWP or who have received DWP in the last 30 days to MFIP.

[MINNESOTA VOLUNTARY RECOGNITION OF PARENTAGE \(DHS-3159\)](#)

A form printed by the Department of Human Services (DHS) which is a legal document that parents who are unmarried at the time of their child's birth sign, under oath, to acknowledge that they are the biological parents of the child.

MINNESOTA WORKING FAMILY CREDIT

A state tax credit for which low or moderate income individuals and families are eligible if they qualify for the federal EARNED INCOME CREDIT. See EARNED INCOME CREDIT in [0002.19 \(Glossary: Early...\)](#). The Minnesota Working Family Credit can be applied for by filing a Minnesota income tax return.

MINOR CAREGIVER

MFIP, DWP : A person who:

- Is under the age of 18 years and not emancipated.
AND
- Has applied for or receives assistance as a CAREGIVER on behalf of himself or herself and his or her MINOR CHILD. See EMANCIPATED MINOR in [0002.19 \(Glossary: Early...\)](#).

MINOR CHILD

A child under age 18.

MFIP, DWP : A child who lives with PARENTS or other CAREGIVER, is not the parent of a child in the home, and who is 1 of the following:

- Less than 18 years old.
OR
- Under the age of 19 and a FULL-TIME STUDENT in a SECONDARY SCHOOL or equivalent level of vocational or technical training, designed to fit students for gainful employment.

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.

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

Conduct an interview with applicants or their authorized representatives before determining eligibility. Some programs require a face-to-face interview. 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 SNAP 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. Inform 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 \(Verification\)](#).
- If an applicant indicates they are over income or assets on the Combined Application Form, follow the provisions in [0015.72 \(Excess Assets - Applicants\)](#), [0017 \(Determining Gross Income\)](#).

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 complete a new application 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 or the date the ApplyMN application was submitted.

MFIP:

Conduct an interview before determining eligibility. The interview may be with any caregiver(s) of the unit or their authorized representative. Clients must be informed of their options.

The interview must be conducted, either:

- Face-to-face in the county office.
- Internet telepresence.
- At a location mutually agreed upon.
- Telephone interview, only if the client received MFIP or DWP in the past 12 months.

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 \(Requirements for Caregivers Under 20\)](#).

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 Questions \(DHS-4026\)](#) as part of the application packet will have a documented answer to this question already available.

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

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

Inform applicants EBT card cash benefits cannot be used or accessed in any liquor store, casino, gambling casino, gaming establishment, or retail establishment, which provides adult-oriented entertainment in which performers disrobe or perform in an unclothed state for entertainment.

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 SNAP is 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.

SNAP:

The interview may be with any responsible member(s) of the unit or their authorized representative. Clients must be informed of the interview options available: phone, face-to-face, or at a convenient location. Based on the interview option chosen, counties MUST accommodate the client's choice.

If a client is not interviewed at the time the application is submitted, an interview must be scheduled. Document and track the date of the scheduled interview. Counties may use SPEC/MEMO to notify the applicant of the scheduled interview. See TEMP Manual TE02.05.15 (Notice of Missed Interview) for suggested text. The county must schedule all interviews as promptly as possible to insure eligible units receive an opportunity to have 10 days to provide any needed verifications and to participate within 30 days after the application is filed. This means that the interview must be scheduled within 20 days from the application date in order to give the applicant 10 days to return any mandatory verifications.

- If the applicant hand delivers the signed and dated [Combined Application Form \(DHS-5223\)](#), give the applicant written confirmation of the interview date, time and location.
- If the [Combined Application Form \(DHS-5223\)](#) is received in the mail or placed in a drop box, and an interview is not completed with the applicant within 2 business days, send written confirmation of the interview date, time and location.
- If the applicant submits an ApplyMN application and an interview is not completed with the applicant within 2 business days, send written confirmation of the interview date, time and location.

The agency must screen for expedited SNAP the same day it receives an application, whether it is submitted in person, through the mail or online.

If a client misses the initial interview, either an in-office interview, home visit or a phone interview, you must send a Notice of Missed Interview to the client informing him/her of the missed interview and the responsibility to reschedule another interview. The Notice of Missed Interview is available in SPEC/LETR. For more information see TEMP Manual TE02.05.15 (Notice of Missed Interview). 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.

Do not require units to report for a face-to-face interview during the certification period. See [0009.06.06 \(Recertification Interview\)](#).

MSA, GA:

Clients must be informed of the interview options available: phone, face-to-face, or at a convenient location. Based on the interview option chosen, counties must accommodate the client's choice. Do not require a face-to-face interview. The interview may be with any responsible member of the unit or his/her authorized representative.

GRH:

Follow MSA, GA.

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.
- [Program information brochure for cash, food, child care and health care programs \(DHS-2920\)](#).
- [Domestic Violence Information \(DHS-3477\)](#). See [0029.36 \(Domestic Violence Brochure Program\)](#).
- [Do you have a disability? \(DHS-4133\)](#). 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 \(Unscheduled Reporting of Changes - SNAP\)](#).
- [Authorization for Release of Information About Residence and Shelter Expenses \(DHS-2952\)](#), 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 \(Client Rights - Data Privacy Practices\)](#).
- [Notice About Income and Eligibility Verification System and Work Reporting System \(DHS-2759\)](#).

ApplyMN applicants have access via a link to the [Program information brochure for cash, food, child care and health care programs \(DHS-2920\)](#) and [Do you have a disability? \(DHS-4133\)](#). The following forms are disclosures all cash and/or SNAP ApplyMN applicants must review and agree to by checking a box in front of the form before the ApplyMN application may be submitted:

- [Notice of Privacy Practices \(DHS-3979\)](#).
- [Client Responsibilities and Rights \(DHS-4163\)](#).
- Authorization for Sharing Information and Medical Assignment of Benefits.
- [Notice About Income and Eligibility Verification System and Work Reporting System \(DHS-2759\)](#).
- Penalty Warnings.
- Employment Services Registration.

- [Domestic Violence Information \(DHS-3477\)](#).

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 \(DHS-2647\)](#). 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 or ApplyMN application, for EACH non-custodial parent). See [0012.21.03 \(Support From Non-Custodial Parents\)](#).
 - [Cooperation with Child Support Enforcement \(DHS-2338\)](#). See [0012.21.06 \(Child Support Good Cause Exemptions\)](#).
- 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 \(ES Overview/SNAP E&T Orientation\)](#).
 - If there is a custodial parent under 20, the [Notice of Requirement to Attend School \(DHS-2961\)](#) and [Graduate to Independence - MFIP Teen Parent Informational Brochure \(DHS-2887\)](#). If there is a custodial parent under age 18, the [MFIP for Minor Caregivers \(DHS-3238\)](#) brochure. See [0012.06 \(Requirements for Caregivers Under 20\)](#), [0028.06.03 \(Who Must Participate in Empl. Services/SNAP E&T\)](#), [0028.12 \(Education Requirements\)](#).
 - [Family Violence Referral \(DHS-3323\)](#) and [Domestic Violence Information \(DHS-3477\)](#).
 - If a non-parental caregiver applies, [MFIP Child Only Assistance \(DHS-5561\)](#)

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 \(DHS-4034\)](#).

SNAP:

- [Supplemental Nutrition Assistance Program Reporting Responsibilities \(DHS-2625\)](#). 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 the Supplemental Nutrition Assistance Program \(SNAP\) \(DHS-2707\)](#). See [0028.30.09 \(Refusing or Terminating Employment\)](#).

MSA:

- [SSI Interim Assistance Authorization \(DHS-1795\)](#).
- [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 Authorization \(DHS-1795\)](#), [Interim Assistance Agreement \(DHS-1795A\)](#) (Do not use for SSI), 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.

Clients must report changes that affect their eligibility. For some programs, they must report changes in addition to their scheduled report. Clients do not have to report changes in assistance benefits. See [0007.03 \(Monthly Reporting - Cash\)](#), [0007.03.01 \(Monthly Reporting - Uncle Harry FS\)](#).

Clients may report unscheduled changes in person, by telephone, or by mail. They may use the [Change Report Form \(DHS-2402\)](#) to report changes for any program.

MFIP:

Applicants must report changes immediately while their application is pending.

Participants must report changes by the earliest of these dates:

- 10 days after the change occur.
- At recertification.
- 8 calendar days after the end of their monthly reporting period.

Participants who report a change before submitting a [Household Report Form \(DHS-2120\) \(HRF\)](#), must also report the change on the HRF.

Changes which participants must report within 10 days include:

- An adult or child in the unit starts or terminates a job, works more or fewer hours, or gets a raise.
- A unit member starts or stops a business, or the business undergoes a major change.
- Initial receipt of unearned income.
- A recurring change in unearned income.
- A non-recurring change of more than \$30 in unearned income.
- Receipt of a lump sum.
- An increase in assets which may cause the unit to exceed asset limits. See [0015.75 \(Excess Assets – Participants\)](#).
- A change in United States Citizenship and Immigration Service (USCIS) status.
- A change in household composition, including births, returns to and departures from the home of unit members and financially responsible people, a unit member temporarily absent from the home, or a change in the custody of a minor child. See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.09 \(Removing a Person from the Unit\)](#), [0008.06.15 \(Removing or Recalculating Income\)](#).
- A pregnancy terminated before birth when there are no other minor children in the assistance unit (pregnant woman case). Case note that the pregnancy was terminated and close the case due to no minor child in the home. It is not necessary to verify the termination of the pregnancy.
- A change in a non-custodial parent's address, visitation schedule or any other information the Child Support Agency can use to identify, locate or determine contribution amounts from non-custodial parents. See [0012.21 \(Responsible Relatives Not in the Home\)](#), [0012.21.03 \(Support from Non-Custodial Parents\)](#).
- Marriage, legal separation, or divorce of an assistance unit member. Require verification of a marriage before adding the spouse (step-parent) to the assistance unit. Verification of divorce is needed to determine distribution of marital assets or

parenting time when joint custody has been awarded.

- Death of an assistance unit member or other person whose income is counted. See [0016 \(Income From People Not in The Unit\)](#). Require verification only if case information is inconsistent. See [0010.15 \(Verification – Inconsistent information\)](#).
- A change in address or living quarters of the unit. Require verification if the move affects state residency or any other factor resulting from the move which could affect eligibility or the amount of assistance. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).
- New rent subsidy, or a change in a rent subsidy.
- The sale, purchase, or other transfer of property. See [0015.12.06 \(Repayment Agreements on Real Property\)](#), [0015.27 \(Excluded Assets – Income\)](#), [0015.69 \(Asset Transfers\)](#), [0015.75 \(Excess Assets – Participants\)](#).
- Transfer of property, if it is done to establish or maintain eligibility for assistance. See [0015.69.06 \(Improper Asset Transfers\)](#), [0015.75 \(Excess Assets – Participants\)](#).
- A change in school attendance of a parent under age 20 or of an employed child.
- A change in the physical or mental status of a member of a unit, if the physical or mental status is the basis for reducing the hourly participation requirements or the type of activities included in the member's employment plan.
- Filing a lawsuit, a Worker's Compensation claim, or a monetary claim against a third party.
- Drug felony conviction. See [0011.27.03 \(Drug Felons\)](#).

The above changes must be reported, but only require verification when the change affects MFIP eligibility or the amount of the assistance payment. See [0010.18.01 \(Mandatory Verifications – Cash Assistance\)](#).

To determine if an overpayment occurred when changes were not reported timely, see [0008.06.01 \(Implementing Changes - Program Provisions\)](#), [0008.06.06 \(Adding a Person to the Unit - Cash\)](#), [0008.06.09 \(Removing a Person From the Unit\)](#).

DWP:

Changes DWP applicants MUST report immediately while their application is pending, and changes DWP participants must report within 10 days after they occur include:

- Household size.
- Shelter expenses.
- Utility Expenses.
- Decrease in income.
- Initial employment.
- Initial receipt of unearned income.
- A recurring change in unearned income.
- A non-recurring change of more than \$30 in unearned income.
- Receipt of a lump sum.

- An increase in assets which may cause the unit to exceed asset limits.
- A change in employment status.
- A change in unit composition, including births, returns to and departures from the home of unit members and financially responsible people, or a change in the custody of a minor child.
- Marriage or divorce of a unit member.
- Death of a unit member or other person whose income is counted. See [0016 \(Income From People Not in The Unit\)](#).
- A change in address or living quarters of the unit.
- The sale, purchase, or other transfer of property.
- A change in school attendance of a custodial parent or of an employed child.
- A change in the physical or mental status of a disabled member of a unit.
- Filing a lawsuit, a Worker's Compensation claim, or a monetary claim against a third party.

SNAP:

No provisions. See [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

MSA:

All clients MUST report changes which affect eligibility by the earliest of these dates:

- 10 days after the changes occur.
- At recertification.
- 8 calendar days after the end of the HRF reporting period.

If the client reports the change before submitting the HRF, the client must also report the change on the HRF.

Clients receiving SSI do not have to report a change in income or assets to the county agency; they must report the change to the Social Security Administration.

GA:

All units must report changes which affect eligibility by the earliest of these dates:

- 10 days after the changes occur.
- At recertification.
- 8 calendar days after the end of the reporting period.

If the unit reports the change before they submit the HRF, they must also report the change on the HRF.

All clients MUST report changes which affect eligibility including:

- Initial employment.
- Initial receipt of unearned income.
- A recurring change of more than \$50 per month of net earned or unearned income.
- Receipt of a lump sum.
- An increase in assets which may cause the unit to exceed asset limits.
- A change in the physical or mental status of an incapacitated adult if the issue is the basis of eligibility or the basis of exemption from an employment services program.
- A change in employment status.
- A change in unit composition, including births, returns to and moves from the home of unit members and financially responsible people, or a change in the custody of a dependent child.
- Marriage or divorce of a unit member.
- Death of a parent.
- A change in address or living quarters of the unit.
- The sale, purchase or other transfer of property.
- Units must report within 10 days a change in school attendance of a member of an assistance unit over 15 years of age.

Depending on the change and when the unit reports it, an overpayment may occur for 1 or more months. See [0008.06 \(Implementing Changes - General Provisions\)](#), [0008.06.01 \(Implementing Changes - Program Provisions\)](#), [0025.03 \(Determining Incorrect Payment Amounts\)](#).

GRH:

For clients who are aged, blind or disabled, follow MSA.

For clients whose eligibility is GA-related, follow GA.

CHANGE IN COUNTY OF RESIDENCE

0008.06.21

Units that move from 1 county to another do not have to re-establish eligibility; benefits continue. There are certain case transfer procedures which county agencies must follow.

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

- Update the address on MAXIS. Do not transfer the case until the unit has actually moved. Do NOT terminate or deny assistance.
- Complete as much of the outstanding work on the case as possible. Record in MAXIS case notes what work was not completed and the reason.
- Process an application or recertification that is due if you have held the mandatory face-to-face interview. For DWP cases, see the provisions under DWP.

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

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

- Send a [Change Report Form \(DHS-2402\)](#) to the unit with instructions to return the form to the new county of residence within 10 days of your mailing date.
- For information that does not interface from MAXIS to WorkForce One, send a [DWP/MFIP Status Update Form \(DHS-3165\)](#) if applicable, to the Employment Services Provider and the child care worker.
- Follow the checklist and procedures in TEMP Manual TE02.08.133 (Completing an Inter County Case Transfer) and TE02.08.134 (SPEC/XFER for Inter County Case Transfers) to transfer the case to the new county of residence using the SPEC/XFER panel. Transfer the electronic case to the new county by the later of these dates:
 - One working day after the date you received the report of the move.
 - OR
 - The end of the day after the date of the move.

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

- Purge the physical case record using current record retention policies. Send the physical case record to the new county of residence within 5 working days after the date of the reported change or move, whichever is later. At county option, use the [Inter Agency Case Transfer Form \(DHS-3195\)](#) for transferring a case.

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

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

- Accept the case. Any issues related to electronic or paper cases received in unsatisfactory condition should be resolved at the supervisory level or above. Client service must never be interrupted during negotiations.
- Verify that the transferred case address is within your county. If it is not, immediately transfer the case to the correct county and notify the sending county so that they can transfer the physical case file to the correct county.

CHANGE IN COUNTY OF RESIDENCE

0008.06.21

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- Check the financial responsibility begin date on the SPEC/XFER panel and correct it if necessary. MAXIS will automatically transfer financial responsibility on the date listed. See [0006.06 \(Moving Between Counties - Participants\)](#).
 - When you receive the [Change Report Form \(DHS-2402\)](#) from the unit, update MAXIS with new or changed information. Complete the application process, recertification process, or other outstanding work as necessary.
 - Send a referral to the Employment Services Provider and child care worker in your county unless the client is exempt. See [0028.06.10 \(Who Is Exempt From SNAP E&T\)](#).
 - If you do not get the [Change Report Form \(DHS-2402\)](#) from the unit within 10 days of the date mailed by the former county, generate a 10 day notice to close the case. See [0026.12.03 \(10 Day Notice\)](#).

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

To determine which county is financially responsible for which months, see [0006 \(Determining Financial Responsibility\)](#).

MFIP:

You do need to verify the new address, see [0011.09 \(County Residence\)](#).

Participants in the Safe At Home (SAH) Program only need to verify their county of residence, see [0029.29 \(Safe At Home Program\)](#).

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

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

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

DWP:

For applicants:

- When a move between counties occurs before the application has been approved and before the employment plan (EP) has been developed, the case must be transferred to the new county. The receiving county must meet with the applicant prior to approval to develop an EP that includes activities that fit with the applicant and the receiving county.
- When the application has not been approved, but the EP has been developed in the first county, it is up to the receiving county to decide whether it would be easier to complete processing the case in the county to which the unit has just moved. The 2 counties should agree to this prior to the case transfer.

For participants:

- When a move between counties occurs during the 4-month DWP period and the participant continues to meet DWP eligibility criteria, the case will remain on DWP. The new county MUST meet with the participant to develop an Employment Plan (EP) that builds on the work that had been done in the previous county. This does NOT apply to Mille Lacs Band of Ojibwe.

SNAP, MSA, GA, GRH:

Follow general provisions, EXCEPT send a [Change Report Form \(DHS-2402\)](#) to change reporting units only.

For information on reporting unscheduled changes, see [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#).

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

Recertify clients whose certification period is ending. The clients and the agency must follow the time frames of each program for completing the recertification process. See [0009.06.03 \(Recertification Processing Standards\)](#).

MAXIS will generate program specific cover letters and mail the following forms:

- [Combined Application Form \(CAF\) \(DHS-5223\)](#).
- [Combined Six-Month Report \(DHS-5576\)](#).
- [Combined Six-Month Report Supplement for Cash Programs \(DHS-5576A\)](#).
- [Combined Annual Renewal For Certain Populations \(DHS-3727\)](#).
- Other notices or forms required at recertification according to each program's provisions below.

All questions on the form must be answered for the form to be considered complete.

MAXIS will mail packets around the 15th of the 2nd month prior to the end of the certification period.

Accept an ApplyMN application from a current participant as a recertification if received within the recertification processing period. If an ApplyMN application submitted during the recertification processing period contains a request for a new assistance program, process the ApplyMN application as a new application for the new program.

The recertification process is similar to the application process. To complete the recertification process:

- Review eligibility for the client's current programs, possible new programs, and emergency need. If clients qualify for new programs or emergency assistance, process the recertification request as an application for assistance. See [0004 \(Emergencies\)](#), [0005 \(Applications\)](#), [0009.06.03 \(Recertification Processing Standards\)](#).
- Get mandatory verifications. See [0010.18 \(Mandatory Verifications\)](#).
- Notify the unit of the eligibility determination. See [0026 \(Notices\)](#).

Accept the Combined Application Form (CAF), ApplyMN application, Combined Six-Month Report (CSR) or Combined Annual Renewal for Certain Populations even if the client does not live in your county. See [0005.12 \(Accepting and Processing Applications\)](#).

In addition to MAXIS-generated recertification packets, you may be required to provide certain additional forms to clients at the face-to-face recertification interview. See [0007.12 \(Agency Responsibilities for Client Reporting\)](#), [0009.06.06 \(Recertification Interview\)](#).

MFIP:

MAXIS will also include the [Domestic Violence Information \(DHS-3477\)](#) in the recertification packet.

Give the client the [Family Violence Referral \(DHS-3323\)](#). Provide information about counseling and support services, and permanent residence procedures for battered non-citizens. Review the continued exemption from the 60-month time limit for victims of family violence for whom you have an Employment Plan (EP) in place. See [0005.12.12.09 \(Family Violence Provisions/Referrals\)](#), [0010.18.33 \(Verifying Family Violence\)](#).

Conduct a recertification interview at least once every 12 months. See [0009.06.06 \(Recertification Interview\)](#).

Review extensions for participants who have been extended beyond the 60-month lifetime limit every 12 months, unless the documentation supporting the extension indicates the participant's condition could change earlier. See [0011.33 \(MFIP Hardship Extensions\)](#). This review should be considered a minimum requirement to recertify an extension. Review the situation and

request new verification each time there is a change in the estimated end date. Counties should end an extension prior to the review, if criteria for the extension no longer apply. End the extension the 1st of the month following verification that the criteria no longer apply.

NOTE: Participants may move between extension categories.

Coordinate extension reviews with recertifications, if possible.

Give a 10-day notice before terminating benefits if the unit fails to comply with the recertification process. See [0009.06.03 \(Recertification Processing Standards\)](#).

If you fail to send a 10-day notice, continue to issue benefits until you have given 10-day notice of adverse action. This applies even if the certification period has ended.

Do not consider the client ineligible and therefore subject to an overpayment solely because the agency fails to send a timely notice of termination. Consider it an overpayment only if the client does not meet eligibility factors such as income, assets, or basis of eligibility.

If the unit is ineligible for continued benefits or will receive reduced benefits based on information in the CAF or ApplyMN application, or if the information requires a reduction or suspension of the unit's benefits, send a notice BEFORE the effective date of the adverse action.

DWP:

No provisions.

SNAP:

MAXIS will also include the [Change Report Form \(DHS-2402\)](#) (for change reporting units) in the recertification packet.

EXCEPTION:

MAXIS will send the [Combined Annual Renewal For Certain Populations \(DHS-3727\)](#) for cases:

- With 1 person, or 2 people if they are married and living together.

AND

- All unit members are age 18 or older.

AND

- The only income is SSI or SSI/RSDI.

Conduct a recertification interview. For specific requirements, see [0009.06.06 \(Recertification Interview\)](#).

Do not issue benefits after the certification period ends until a reapplication process is completed.

MSA, GA, GRH:

MAXIS will also include the following forms in the recertification packet:

- Return envelope.
- [Domestic Violence Information \(DHS-3477\)](#).

MAXIS will send the [Combined Annual Renewal For Certain Populations \(DHS-3727\)](#) for cases:

- With 1 person, or 2 people if they are married and living together.

AND

- All unit members are age 18 or older.

AND

- The only income is SSI or SSI/RSDI.

This includes people age 18 or older who are residing in a long term care facility or receiving EW services who receive only SSI or SSI/RSDI income.

MAXIS will send the [Minnesota Health Care Programs Renewal for People Receiving Long-Term Care Services \(DHS-2128\)](#) for people residing in long term care facilities or receiving EW services who do not meet the criteria to receive the Combined Annual Renewal for Certain Populations, including LTC residents who receive MSA for personal needs and EW enrollees residing in GRH facilities and receiving GRH payments. See the [Insurance Affordability Programs/Health Care Manuals](#).

A single interview must cover all programs for which the unit is requesting certification or recertification.

The interview may be with 1 or more adults in the unit or the unit's authorized representative. See [0005.06 \(Authorized Representatives\)](#). If there are no adults in the unit, the interview may be with the primary contact person. See [0005.12.12 \(Application Interviews\)](#). Units may bring any person they choose to the interview.

MFIP:

Conduct an interview at least once every 12 months. The interview may be conducted by phone, Internet telepresence, or face-to-face in the county office or in another location mutually agreed upon. A participant must be given the option of a phone interview or Internet telepresence to recertify eligibility.

The contents of the interview are the same as for application interviews. See [0005.12.12 \(Application Interviews\)](#).

At each annual recertification, provide the brochure [MFIP for Minor Caregivers \(DHS-3238\)](#) to a unit containing a minor caregiver and child. Re-evaluate and discuss with the caregiver, the living arrangement requirements, exemptions, and procedures. See [0012.06 \(Requirements for Caregivers Under 20\)](#).

Determine if the caregiver meets eligibility for Family Stabilization Services (FSS). Review FSS criteria with the caregiver.

Provide the [Family Violence Referral \(DHS-3323\)](#) to families at each recertification. See [0009.06 \(Recertification Process\)](#).

Provide [Reporting Responsibilities for MFIP Households \(DHS-2647\)](#) to participants at each recertification. Explain the significant change policy. See [0008.06.15 \(Removing or Recalculating Income\)](#).

Inform participants EBT card cash benefits cannot be used or accessed in any liquor store, casino, gambling casino, gaming establishment, or retail establishment, which provides adult-oriented entertainment in which performers disrobe or perform in an unclothed state for entertainment.

DWP:

No provisions.

SNAP:

Conduct an interview for all recertifications. There is NO requirement that the interview must be held in the office. If an in-office interview is not done, the county must arrange for a phone interview or a face-to-face interview at a location mutually agreed upon by the county and the client. The contents of the interview are the same as for application interviews.

When the client misses a recertification interview, either an in-office interview, a home visit, or a phone interview, send a SPEC/LETR to the client informing him/her of the missed interview and the responsibility to reschedule another interview. A sample SPEC/LETR notice is available in TEMP Manual TE02.05.15 (Notice of Missed Interview).

Offer an adult parent with children (of any age) in the home or an adult unit member who has parental control over children in the home the right to change the principal wage earner. For the description of principal wage earner, see [0028.03.06 \(Determining SNAP Principal Wage Earner\)](#).

MSA, GA, GRH:

An interview is not required for this program. If the client requests or is receiving another program for which an interview is required, follow the general provisions above.

Clients have the primary responsibility to verify information. When you need non-public information for proof, clients must get documents themselves or give you written permission to contact 3rd parties to verify their statements.

To use a collateral contact for proof, the client must help identify a contact. If a suitable collateral contact cannot verify or refuses to verify the facts, the client must help find another contact. A contact's refusal to cooperate is not the client's refusal to cooperate. See [0010.09 \(Sources of Verification, Collateral Contacts\)](#).

Consent from a client to contact a 3rd party must include the name of the specific contact person and the specific information you need. A written consent may cover more than 1 3rd-party source, but must name each source individually. You may use the [Authorization for Release of Information About Assets \(DHS-2243\)](#) and the [General Authorization For Release of Information \(DHS-2243A\)](#) form.

If a client refuses to help or deliberately fails to cooperate to verify an eligibility factor, deny or terminate benefits. If the unverified eligibility factor affects only the client (such as immigration status), deny or end the client's eligibility. If the unverified factor affects the entire unit (such as income), deny or close the case.

MFIP, DWP:

When proof is not available in the situations below, accept a signed personal statement from the client attesting to the correctness of the information:

- A claim of family violence if used as a basis to qualify for the family violence waiver.
- Relationship of minor child to caregiver.

EXCEPTION: DO NOT accept a signed statement from the caregiver as proof of paternity. Refer the father to the county support office to establish paternity.

- Citizenship status from a noncitizen who reports to be, or is identified as, a victim of severe forms of trafficking in persons, if the noncitizen reports that the noncitizen's immigration documents are being held by an individual or group of individuals against the noncitizen's will. The noncitizen must follow up with the Office of Refugee Resettlement (ORR) to pursue certification. If verification that certification is being pursued is not received within 30 days, close the MFIP case and pursue overpayments. If the ORR documents certifying the noncitizen's status as a victim of severe forms of trafficking in persons, or the reason for the delay in processing, are not received within 90 days, close the MFIP case and pursue overpayments.
- Other documentation unavailable for reasons beyond the control of the client when reasonable attempts have been made to obtain the documents requested.

NOTE: DO NOT use signed personal statements from the client in any other circumstances.

SNAP, MSA, GA, GRH:

When a client cooperates but you still cannot find an adequate source of proof, work with the client to find the best available information. Get a signed statement from the client attesting to the correctness of the information. Do not deny benefits because you cannot get proof if the client has made all reasonable efforts.

See [0010.18 \(Mandatory Verifications\)](#) for mandatory verifications that apply to all programs.

See [0010.18.02 \(Mandatory Verifications - SNAP\)](#) for additional mandatory verification provisions that apply to SNAP.

See provisions below for ADDITIONAL mandatory verification provisions that apply to each specific cash program.

MFIP:

See [0010.03 \(Verification – Cooperation and Consent\)](#) for circumstances when a signed personal statement from the client is acceptable verification.

VERIFY THE FOLLOWING AT INITIAL APPLICATION:

- Costs of child care when applying the initial eligibility test. See [0018.09 \(Dependent Care Deduction\)](#).
- Stop work, if necessary to verify income in the month of application.
- The number of hours worked each month.
- Checking and savings accounts.
- Savings certificates, stocks, bonds, retirement accounts, trusts.
- Source and purpose of deposits and withdrawals from business accounts.
- Presence of a minor child in the home, if questionable.
- Identity of 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 \(Non-Citizens - Victims of Battery/Cruelty\)](#). Do not require a Social Security card to verify the social security number (SSN) a client provides. Only keep copies of social security cards in a case file if they are used to resolve an IEVS discrepancy or an SSN DAIL message. See [0010.18.03 \(Verifying Social Security Numbers\)](#). Do not require undocumented persons to provide a Social Security number.
- Child and spousal support payments to people outside the household, to be allowed as a deduction.
- School attendance, if related to eligibility.
- Burial accounts.
- Real property, homestead and non-homestead. See [0015.12.06 \(Repayment Agreements on Real Property\)](#).
- Vehicles. See [0015.39 \(Excluded Assets - Vehicles\)](#).
- Relationship of caregivers to the child. See [0005.12.12 \(Application Interviews\)](#), [0010.03 \(Verification Cooperation and Consent\)](#), [0010.06 \(Sources of Verification - Documents\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).
- Pregnancy, if related to eligibility. See [0013.03.03 \(Pregnant Woman Basis – MFIP/DWP\)](#).
- State residence. See [0011.06 \(State Residence\)](#), [0011.06.09 \(State Residence – 30-Day Requirement\)](#). For applicants with a Safe At Home Identification Card, see [0029.29 \(Safe At Home Program\)](#).
- The number of months the unit received TANF funds in another state only if the applicant checks "yes" on the application to receipt of assistance in another state. See [0011.30 \(60-Month Lifetime Limit\)](#), [0013.05 \(DWP Bases of Eligibility\)](#).

- Application for other maintenance benefits. See [0012.12 \(Applying for Other Benefits\)](#).
- Disability or illness, if needed to determine eligibility for Family Stabilization Services (FSS) or 60-month extension. See [0011.33 \(MFIP Hardship Extensions\)](#). For information on FSS, see the [Employment Services Manual](#).
- Family violence if used as a basis to qualify for a family violence waiver. 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. See SHELTER COSTS in [0002.61 \(Glossary: SELF...\)](#), [0024.09 \(Protective and Vendor Payments\)](#).
- The amount of a housing subsidy and exceptions to counting the subsidy. See [0017.15.99 \(Housing Subsidy\)](#).
- Living arrangement of a minor caregiver. See [0012.06 \(Requirements for Caregivers Under 20\)](#).
- Sponsor income and assets. See [0015.48 \(Whose Assets to Consider\)](#), [0016 \(Income From People Not in the Unit\)](#).

Counties must verify 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 immigration status for people listed on the application who are NOT applying for assistance. DO NOT verify citizenship when the applicant reports on the CAF that they are a United States citizen.

See [Chapter 11 \(Technical Eligibility\)](#), TE02.05.98 (IMIG Status and Cards With Expiration Dates), the [Guide to Non-citizen Eligibility for Cash and Food Support](#) when a document presented to verify immigration status has expired.

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

- Offer to help obtain the verification.
- Obtain a signed release of information from the client.
- Continue the application process excluding the mandatory unit member. See [0011.03.27.03 \(Protocols for Reporting Undocumented People\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

See TE02.05.98 (IMIG Status and Cards With Expiration Dates) when a document presented to verify immigration status has expired.

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 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 \(Verification - Inconsistent Information\)](#).
- Assets when the value is within \$200 of the asset limit.
- Whether a caregiver is eligible for Family Stabilization Services (FSS). For information on FSS, see the [Employment Services Manual](#).
- Child and spousal support payments to people outside the household. See [0018.33 \(Child and Spousal Support Deductions\)](#).

VERIFY THE FOLLOWING CHANGES WHEN REPORTED:

See [0007.15 \(Unscheduled Reporting of Changes – Cash\)](#) for changes participants are required to report within 10 days.

- Unit member whose earnings or hours are counted starts a job. See [0007.12 \(Agency Responsibilities for Client Reporting\)](#).
- Unit member whose earnings or hours are counted terminates a job. See [0008.06.15 \(Removing or Recalculating Income\)](#).
- Unit member whose earnings or hours are counted starts or stops a business, or the business undergoes a major change. See [0010.18.09 \(Verifying Self-Employment Income/Expenses\)](#); [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt\)](#).
- Unit member whose income is counted reports initial receipt of unearned income or a lump sum. See [0022 \(Budgeting and Benefit Determination\)](#).
- Birth and relationship of newborn to father when he is in the home. See [0008.06.12.09 \(Converting a Pregnant Woman Case\)](#), [0010.03 \(Verification Cooperation and Consent\)](#), [0010.06 \(Sources of Verification - Documents\)](#).
- Returns to the home of unit members and financially responsible people. See [0008.06.06 \(Adding a Person to the Unit – Cash\)](#); [0008.06.12 \(Adding a Person's Income\)](#).
- Temporary absences of unit members from the home. See [0014.09 \(Assistance Units – Temporary Absence\)](#).
- A change in the custody of a minor child or a change in visitation schedule. See [0014.12 \(Units for People With Multiple Residences\)](#).
- Child and spousal support payments to people outside the household. See [0018.33 \(Child and Spousal Support Deductions\)](#).
- Full-time school attendance and anticipated graduation date of 18 year old minor children in the assistance unit.
- Half-time school attendance of an employed minor child in the assistance unit and caregivers under age 20 to determine exclusion of earnings.
- School attendance for parents under age 20 who are required to attend school as part of an Employment Services Plan. See [0028.12 \(Education Requirements\)](#).

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- Illness or disability if needed to determine eligibility for a hardship extension or to change to FSS. See [0011.33 \(MFIP Hardship Extensions\)](#).
 - Family violence at the time it is claimed. See [0010.18.33 \(Verifying Family Violence\)](#).
 - A change in United States Citizenship and Immigration Service (USCIS) status. See the [Guide to Non-citizen Eligibility for Cash, SNAP and Child Care Assistance \(DHS-4864\)](#).
 - Application for a benefit a participant may be eligible for. Counties can use [Notice to Apply for Other Maintenance Benefits \(DHS-2116\)](#) to notify participant of this requirement. See [0012.12 \(Applying for Other Benefits\)](#).

DWP:

See [0010.03 \(Verification – Cooperation and Consent\)](#) for circumstances when a signed personal statement from the client is acceptable verification.

Follow MFIP. In addition, verify:

- Family maintenance needs before the expense can be allowed in the DWP grant calculation, see [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#), 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 \(DWP Bases of Eligibility\)](#).

SNAP:

See [0010.18.02 \(Mandatory Verifications - SNAP\)](#).

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 SNAP E&T 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.

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

Able-Bodied Adults Without Dependents (ABAWDs) are applicants/recipients between the ages of 18 and 50. Unless they meet mandatory work provisions or an exemption listed below, they are eligible for SNAP for only 3 months in any 36 month period. The 36-month period begins the 1st full month the person receives SNAP. Once started, the 36 month period continues to run uninterrupted, even during times the person does not receive SNAP or is exempt from the time limit. You must explain these provisions to ABAWDs during the intake and eligibility determination process.

For information on how to treat income of ineligible able-bodied adults, see, [0016.39 \(Income of Ineligible Able-Bodied Adults\)](#).

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

ABAWD ELIGIBILITY

When there is an indication that an ABAWD received SNAP in another state that does not have a waiver of the mandatory work provisions, the number of full countable months used in the other state must be verified by contacting the other state.

Non-Exempt ABAWDs are mandatory SNAP E&T participants. Not all counties offer SNAP E&T services and some counties and tribal agencies are exempt due to the unemployment rate. See TEMP Manual TE02.05.68 (ABAWD SNAP E&T Exempt Reservations), TE02.05.69 (ABAWD SNAP E&T Exempt Counties). For counties that provide SNAP E&T services, the ABAWD must be referred to SNAP E&T when SNAP eligibility is determined or when the participant's exemption from ABAWD provisions ends. You must inform the ES Provider of the participant's ABAWD status so that this can be taken into consideration when determining the SNAP E&T services needed.

The 3 entitled months do not have to be consecutive. Do not count a month if for that month the person:

- Meets the 20 hour per week (80 hours per month) work requirement.
OR
- Is exempt from the 3 month time limit.
OR
- Receives only prorated (partial month) benefits.

The 3 month entitlement limit applies only to ABAWDs receiving SNAP.

A person meeting any of the following exemptions is not subject to the 3 month limit:

- Receiving cash assistance.
- Under age 18, or age 50 or older.
- Residing in a household with a household member under the age of 18, even if the household member is not eligible for SNAP.
- Medically certified as pregnant.
- Exempt from work registration. See [0028.06.12 \(Who Is Exempt From SNAP Work Registration\)](#). Code his/her work registration status carefully on the MAXIS STAT/WREG panel. This information is used by MAXIS when sending workers appropriate DAIL messages. It is also used for reporting and funding purposes.
- Lives in any of the counties or Indian reservations where all participants are exempt from ABAWD provisions. See TEMP Manual TE02.05.68 (ABAWD SNAP E&T Exempt Reservations), TE02.05.69 (ABAWD SNAP E&T Exempt Counties).

You must retroactively count (or uncount) an ABAWD's month of benefits as 1 of the 3 months of entitlement to SNAP benefits if you later learn that your determination of the ABAWD's exemption status, or whether or not the ABAWD met monthly work requirements, was incorrect. You must make this change in MAXIS. As long as the client meets an exemption for some part of the month, he/she is exempt for the entire month.

EARNING ADDITIONAL MONTHS

Able-bodied adults may "earn" ADDITIONAL MONTHS of eligibility, or avoid using 1 of their 3 entitled months, when they work or participate in work activities an average of 20 hours per week (80 per month). These do not have to be consecutive months. For each month that the person works or participates in work activities at this level, the person "earns" a month of SNAP benefits. Countable work or work program activities are:

- Working in paid employment, including self-employment. This includes use of accrued sick or vacation time, if available.
- Participating in Workforce Investment Act (WIA) services.
- Participating in Trade Adjustment Act (TAA) services.
- Participating in SNAP E&T activities. **NOTE:** SNAP E&T job search and job search training do not count toward the 20 hour per week/80 hour per month requirement unless the person is co-enrolled in WIA. See [0028.03.03 \(Employment Services/SNAP E&T Required Components\)](#).
- Participating in Work Experience. However, instead of averaging 20 hours a week, the required number of hours of participation is the household's monthly SNAP allotment divided by the HIGHER of:
 - The state minimum wage.
 - OR
 - The federal minimum wage.

See MINIMUM WAGE in [0002.41 \(Glossary: Medically Necessary...\)](#). Also see TEMP Manual TE12.05 (Minimum Wage).

SANCTIONS

ABAWDs who do not comply with Employment and Training (E&T) are sanctioned by having their case closed or being removed from the case when there are other eligible members on the case. The ABAWD will need to reapply for SNAP benefits once the sanction period is over or, if part of an ongoing case, contact their worker to be added back to the SNAP unit once the sanction period is over.

ABAWD ELIGIBILITY AFTER THE 3 MONTHS

An ABAWD who has used his/her 3 months of eligibility in the past 36 months may re-apply.

A participant who has lost SNAP eligibility by exhausting their initial 3 months out of 36 months may qualify for a second 3-month period if they have worked or participated in work activities for 80 hours in a month, as described above. If the person's job or work activity ends, or if the hours are reduced below 80 hours per month, the person qualifies for the additional 3-month period of eligibility. This provision does not apply if the person voluntarily quit the job without good cause.

The new 3-month count starts the 1st day of the 1st full month in which SNAP benefits are provided under this 2nd 3-month eligibility period. A partial month is not a counted month. The 2nd 3-month period runs uninterrupted regardless of whether or not the participant receives benefits all 3 of those months. This 2nd 3-month period is only available once in any 36-month period.

An ABAWD who has used up the initial or subsequent 3 months of SNAP eligibility can regain eligibility by working or participating in approved work activities for 80 hours in a calendar month. NOTE: SNAP E&T is available only to current participants. The hours must be completed before eligibility can be granted.

Once eligibility is granted, eligibility will continue as long as you prospectively anticipate that the person will work the required number of hours for the next month. The ABAWD should follow their reporting requirements. Your Employment Services Provider (ESP) will track hours of participation in work program activities.

MFIP:

If an applicant or participant admits in writing on the Combined Application Form (CAF)/Minnesota Transition Application Form (MTAF) that he/she committed a drug felony within 10 years from the date of application or recertification and was subsequently convicted, or if the county has other reliable documentation of a conviction for a drug felony that was committed within 10 years from the date of application or recertification, you must vendor pay the unit's shelter and utility costs out of the cash portion of assistance. See [0024.09 \(Protective and Vendor Payments\)](#). Issue the balance of the grant to the unit.

People convicted of a drug felony that was committed within 10 years from the date of application or recertification are also subject to random drug testing as a condition of continued eligibility. The drug test may be conducted by the county agency, or the county agency may be informed of a test failure by a probation officer or other official entity.

Apply the following policies to an applicant or participant caregiver who fails a drug test:

- **1ST OCCURRENCE**

Vendor pay from the cash portion of the grant for shelter and utilities. Reduce the remaining amount of the unit's Transitional Standard by 30%. Issue the balance of the grant (cash and/or food portion) to the unit.

If a participant fails a drug test the 1st time and is under a sanction due to other MFIP program requirements, vendor pay from the cash portion of the grant for shelter, and at county option, the utilities. Reduce the remaining grant by 30% and issue the balance to the unit.:

Before imposing the above sanction, the job counselor must attempt to meet face-to-face with the caregiver and explain the consequences of failing a subsequent drug test and the right to appeal the sanction. If a face-to-face meeting is not possible, the county must send the adverse action notice and include the information that would have been provided in a face-to-face meeting.

Continue to apply the sanctions above until the month after the month the person documents that he/she has passed a drug test.

A caregiver who is sanctioned for failing an initial drug test may cure the 30% sanction by passing a subsequent drug test.

- **2ND OCCURRENCE:**

1. PERMANENTLY disqualify the applicant or participant caregiver from both the cash and food portions of MFIP, and from MFIP Employment Services (MFIP-ES).
2. Remove the needs of the caregiver who failed the drug test from both the cash and food portions. Deem to the assistance unit any income of the disqualified caregiver who is living in the home. Caregivers do not lose eligibility for Uncle Harry Food Support, or stand-alone SNAP. Review the case for possible health care eligibility for the disqualified caregiver.

Before disqualifying the caregiver and sending a notice of adverse action, the job counselor must attempt to meet face-to-face with the caregiver and identify other resources that may be available to the family and inform the caregiver of his/her appeal rights. If a face-to-face meeting is not possible, counties must provide written information about other local resources that are available to meet the needs of the family. To accomplish this, counties must send a letter (which includes a list of local/county resources) to the affected caregiver at the time MAXIS issues the notice of adverse action.

This change will not be programmed in MAXIS. Contact the Transition Supports Systems (TSS) Help Desk for a workaround if you have a case that fits these criteria.

If the convicted person is NOT a part of the assistance unit, DO NOT impose vendor payments, drug testing, or grant reductions.

DWP:

Vendor pay the unit's shelter and utility costs out of the assistance payment if:

- An applicant or participant admits in writing on the CAF or MTAF that he/she committed a drug felony within 10 years from the date of application or recertification and was subsequently convicted.
OR
- The county has other reliable documentation of a conviction for a drug felony that was committed within 10 years from the date of application or recertification.

Issue the balance of the grant to the unit. See [0024.09 \(Protective and Vendor Payments\)](#).

People convicted of a drug felony that was committed within 10 years from the date of application or recertification are subject to random drug testing as a condition of continued eligibility. The drug test may be conducted by the county agency, or the county agency may be informed of a test failure by a probation officer or other official entity.

Apply the following policies to an applicant or participant caregiver who fails a drug test:

- **1ST OCCURRENCE:**

Vendor pay shelter and utilities. Reduce the remaining portion of the grant by 30%. Issue the balance to the unit.

Continue to apply the sanctions above until the month after the month the person documents that he/she has passed a drug test.

A caregiver who is sanctioned for failing an initial drug test may cure the 30% sanction by passing a subsequent drug test.

- **2ND OCCURRENCE:**

1. PERMANENTLY disqualify the applicant or participant caregiver from DWP.
2. Remove the needs of the caregiver who failed the drug test. Deem to the assistance unit any income of the disqualified caregiver who is living in the home.

SNAP:

See [0011.27.03.01 \(Drug Felons - SNAP\)](#).

GA, MSA:

A unit is ineligible if it contains a member who admits in writing on the CAF that he/she is convicted of a drug felony on or after 7-1-97. This also applies if the county agency has other reliable verified documentation supporting its position about a unit member's drug conviction, including the list of convicted drug felons provided by DHS.

The ENTIRE unit is ineligible for 5 years from the date the convicted person completes terms of the court-ordered sentence, UNLESS the convicted member meets 1 of the following conditions:

- Participates in a drug treatment program.
OR
- Has successfully completed a drug treatment program.
OR
- Has been assessed by the county as NOT needing a drug treatment program.

If the convicted person meets 1 of the above conditions, the unit may receive benefits. He/she is subject to random drug testing as a condition of continued eligibility. DHS suggests that county agencies coordinate efforts with local probation or court services to establish procedures and share costs of random drug testing for these clients.

If the client fails a drug test while receiving assistance, or the county is informed by a probation officer or other official entity that the client has failed a drug test or has been convicted of another drug felony, the client is ineligible for assistance for 5 years beginning:

- The 1st of the month following the month of the positive test result for an illegal controlled substance.
- The 1st of the month following the month of discharge of sentence after conviction for another drug felony.

The remaining unit members may continue to receive benefits.

GRH:

No provisions.

MFIP HARDSHIP EXTENSIONS - REMOVING 1 PARENT

0011.33.02

MFIP:

When 1 or both parents in a 2-parent family reach the 60-month limit, the unit has the option to remove a caregiver who DOES NOT meet the criteria for an extension from the grant and continue MFIP for the remainder of the unit. In that case, treat the assistance unit as a 1-parent unit. See [0020.09 \(MFIP/DWP Assistance Standards\)](#). Also see [0011.33 \(MFIP Hardship Extensions\)](#), [0028.30.04.03 \(Post 60-Month Sanctions: 2-Parent Provisions\)](#).

The option to remove 1 parent must occur as part of a discussion and decision-making process between the county, the Employment Services Provider, and the participants. The county MUST NOT automatically remove a parent.

A parent who is removed from the grant for non-compliance is eligible 1 additional time. A subsequent removal of this parent from the grant for non-compliance will result in permanent disqualification of that parent from MFIP. Only 1 parent may be removed at a time. Removals are counted PER CAREGIVER for purposes of determining permanent disqualification of that caregiver from the MFIP unit.

Before removing a non-compliant participant under this policy, you must review the participant's case to determine if the Employment Plan is still appropriate and must make a good faith effort to meet with the participant face-to-face. If the participant does not comply, you must send the participant a notice of adverse action.

REMOVING (DISQUALIFYING) 1 PARENT FROM THE GRANT WHEN BOTH PARENTS REACH MONTH 60 AT THE SAME TIME

When BOTH parents reach month 60 at the same time and are being evaluated for an extension, 1 parent may be removed from the grant and MFIP continued for the remainder of the unit if 1 of the parents DOES NOT meet the requirements for an extension. Either caregiver may request to remove (disqualify) that parent from the unit effective month 61. If both parents fail to meet the criteria for an extension, DO NOT extend the MFIP case. If extended as employed, the remaining parent must meet the 30/25 hour Employment Services requirement. Deeming provisions apply. Only 1 parent may be removed from the MFIP unit under this provision.

REMOVING (DISQUALIFYING) A CAREGIVER WHEN 1 PARENT REACHES MONTH 60 BEFORE THE OTHER

There are 3 instances when 1 parent in a 2-parent unit can be removed from the grant when 1 parent reaches month 60 before the other.

- **EFFECTIVE MONTH 61:** If the parent who has reached month 60 does NOT meet the criteria for an extension, either parent may ask to remove (disqualify) the non-compliant parent from the unit. Deeming provisions apply. In this scenario, pre 60-month sanction policies apply to the remaining parent.
- **EFFECTIVE MONTH 61:** If the parent who has reached month 60 is requesting an extension and is in compliance with MFIP requirements, but the parent who has NOT reached month 60 is NOT in compliance, the non-compliant parent, at either caregiver's request, can be removed (disqualified) effective month 61. This parent may reapply and be removed 1 additional time before he/she is permanently disqualified from MFIP. Pre 60-month sanction policies apply unless the remaining parent is extended under the employed extension criteria.
- **AFTER MONTH 61:** Once extended, if either caregiver is out of compliance with Employment Services requirements, regardless of who has reached month 60 first, either caregiver may request removal of the non-compliant caregiver. Pre 60-month notice requirements apply. Pre 60-month sanction policies apply unless the remaining parent is extended under the employed extension criteria.

The removed caregiver may be added back to the grant 1 additional time before being permanently disqualified from MFIP.

DWP, SNAP, MSA, GA, GRH:

No provisions.

MFIP EMPLOYED EXTENSION CATEGORY

0011.33.03

MFIP:

See [0011.30 \(60-Month Lifetime Limit\)](#) for an explanation of the 60-month lifetime limit and exceptions. See [0011.33 \(MFIP Hardship Extensions\)](#) for general information and requirements for hardship extensions.

Also see [0011.33.03.03 \(Limited Work Due to Illness/Disability\)](#), [0011.33.06 \(MFIP Hard to Employ Extension Category\)](#), [0011.33.09 \(MFIP III/Incapacitated Extension Category\)](#).

To be eligible for the “employed” extension category, the participant(s) must be in compliance 10 out of the last 12 months immediately preceding the participant’s 61st month, and meet ALL the following conditions. Only consider the months that the participant actually received MFIP (cash OR food portion):

1-PARENT UNITS

- The participant must be in compliance with all program requirements in the 60th month. Being in compliance means the participant is not in sanction for non-cooperation with ANY MFIP program requirement, including non-cooperation with child support.
AND
- The participant must participate in work activities at least 30 hours per week per month, 25 of which on average must be employment. Participants must meet minimum work requirements, and they are NOT exempt from ES requirements.

When the participant has accepted a job that begins during the 60th or 61st month, there must be a reasonable expectation that the participant will work an average of 30 hours per week (or 25 hours of work plus 5 hours of another work activity) in the upcoming month. DHS recommends that the decision be based on the participant’s current employment situation and/or employment offer.

2-PARENT UNITS

- The participant(s) must be in compliance with all program requirements in the 60th month. If BOTH parents reach month 60 at the same time, they both MUST be in compliance in the 60th month. If 1 or both parent(s) are not in compliance in month 60, the unit is not eligible for an extension. Being in compliance means the participant(s) is not in sanction for non-cooperation with ANY MFIP program requirement, including non-cooperation with child support.
 - When both parents reach month 60 at the same time, both parents must be in compliance 10 out of the last 12 months. If 1 parent does not meet this requirement, the unit has the option to remove (disqualify) that caregiver and extend the remainder of the unit under the employed category. Deem the disqualified caregiver’s income to the MFIP unit members. The remaining caregiver in the unit must participate in at least 30 hours of work activities per week, of which an average of at least 25 each week must be employment. See [0011.33.02 \(MFIP Hardship Extensions Removing 1 Parent\)](#).
 - When only 1 parent in a 2-parent unit has reached month 60, only that parent must be in compliance 10 out of the last 12 months. If the parent who reaches month 60 does not meet criteria for an extension he/she may be removed. The case then follows pre-60 month policies. Deem the disqualified caregiver’s income to the MFIP unit members. The remaining caregiver in the unit who has not reached month 60 does not need to meet extension criteria until he/she reaches month 60. See [0011.33.02 \(MFIP Hardship Extensions Removing 1 Parent\)](#).
 - When only 1 parent qualifies for the employed extension and the other parent is extended in another category, the employed parent must be participating in at least 30 hours of work activities per week, of which an average of at least 25 each week must be employment.
- The participants must participate in work activities at least 55 hours per week per month, 45 of which on average must be employment. Hours may be divided between the 2 parents in any way that works for that unit’s particular situation and should be documented in the Employment Plan. These participants must meet minimum work requirements, and they are NOT exempt from ES requirements.

When a participant in a 2-parent unit has accepted a job that begins during the 60th or 61st month, there must be a

reasonable expectation that the participants will work an average of 55 hours per week (or 45 hours of work plus 10 hours of another work activity) in the upcoming month. DHS recommends that the decision be based on the participant's current employment situation and/or employment offer.

In some instances 2-parent units failing to comply with Employment Services requirements, and thus facing a disqualification from MFIP, may have the option to remove the non-compliant caregiver from the grant and continue MFIP for the remainder of the unit. See [0011.33.02 \(MFIP Hardship Extensions Removing 1 Parent\)](#) for more information.

NOTE: In 2-parent families where only 1 parent is post-60 month status and the 2nd parent is pre-60 month status, follow the single parent minimum hourly requirements for each parent.

LOSS OF EMPLOYMENT

If the loss of employment is involuntary (for example, layoffs including seasonal work) the participant is not subject to the hourly employment requirement for 1 month (30 days), but must meet all remaining requirements in the participant's Employment Plan. In cases where participants claim an involuntary loss of employment that is not documented, have them sign a statement that they are unemployed through no fault of their own. Counties and ES providers have flexibility to do as much verification as they deem necessary. Falsifying the statement will result in a sanction.

Begin the post-60 month sanction process when:

- The loss of employment is voluntary.
OR
- The loss of employment is involuntary and after 30 days from the last date of employment the participant fails to meet the hourly requirement.

The 1-month exemption provision is available to a 1-parent assistance unit twice (separate incidents) in a 12-month period. The 1-month exemption provision is available to a 2-parent assistance unit twice per parent in a 12-month period.

If a participant has been in sanction for 3 or more of the 12 months immediately preceding the 61st month and is able to document that the sanction was incorrectly applied or that he/she had good cause for the non-compliance, consider the participant in compliance for the purpose of establishing eligibility for an employed hardship extension. Considering the participant in compliance under this item IS an adjustment of a previous sanction period. However, DO NOT recalculate benefits or issue supplements unless the participant submitted a timely appeal.

If a participant is complying with a child protection plan, the number of hours required under that plan counts toward the number of hours of employment required in the employed extension category. For purposes of the employed extension category, employment means:

- Subsidized private sector or public sector employment, including Grant Diversion.
- Unsubsidized employment.
- On-the-job training.
- Apprenticeship.
- Work study.
OR
- A combination of any of the bulleted items above.
OR
- Providing child care services to another participant who is working in a community service program, if it is in combination with paid employment.

Participants who have verification from their health care provider that the number of hours they may work is limited due to illness or disability may qualify for an MFIP hardship extension as long as they work at least the number of hours specified by the health care provider. See [0011.33.03.03 \(Limited Work Due to Illness/Disability\)](#).

The child under 12-month ES exemption does not apply under this extension.

DWP, SNAP, MSA, GA, GRH:

No provisions.

MFIP:

IV-D determines when caregivers with children fail to cooperate with support requirements. When notified by the Child Support agency of non-cooperation and after giving 10-day notice, reduce the unit's grant (cash/food portion) by 30% of the unit's Transitional Standard. The residual amount of the grant, if any, must be paid to the caregiver. Non-cooperation with IV-D requirements also results in the loss of child care benefits. See [0020.09 \(MFIP/DWP Assistance Standards\)](#), [0026 \(Notices\)](#).

Do not impose a sanction when a caregiver complies with support requirements prior to the effective date of the sanction. If you do impose a sanction, and the caregiver subsequently complies, remove the sanction the month following the month that he/she complies.

Caregivers who are not themselves on the MFIP grant are still required to cooperate with Child Support. This applies to parental caregivers who are not receiving MFIP because they receive SSI, are ineligible non-citizens, or are removed from the grant due to fraud, EBT misuse, a drug felony or for any other reason. It also applies to the 2nd parent in a 2-parent household who has chosen the post-60 removal option. Failure to cooperate results in a sanction occurrence against the caregiver and reduces the MFIP grant by 30%, even when the grant is issued for the needs of the child(ren) only.

Non-parental caregivers receiving assistance for a child(ren) MUST cooperate with Child Support even if they do not receive assistance for themselves. They must be sanctioned if IV-D determines non-cooperation. Instead of incurring a sanction, a relative caregiver may choose to remove the child(ren) from the unit, unless the child(ren) is required to be in the unit.

Do not impose a sanction when the Child Support agency reports a caregiver has not cooperated for a child who is no longer receiving MFIP.

After a notice of sanction is sent, the caregiver may then claim good cause. Give the participant the [Cooperation with Child Support Enforcement \(DHS-2338\)](#) and send a copy of the signed notice to the child support agency. While the good cause committee is reviewing the claim the caregiver is considered to be cooperating. Do not sanction the case during the period the committee is deciding on the claim. If the claim is denied, the sanction would then be imposed. See [0012.21.06 \(Child Support Good Cause Exemptions\)](#).

Consider each month that a caregiver with children fails to comply with support requirements as a separate occurrence of non-compliance. Vendor payment rules apply beginning with the 2nd occurrence of child support sanctions.

Sanctions count towards closure of the MFIP case. A participant will have his/her case closed at the 7th occurrence of non-compliance.

The count toward closure does NOT start over, even if the participant goes off assistance, comes into compliance, and remains in compliance. Use the STAT/SANC panel to track occurrences of non-compliance.

- **FOR THE 1ST OCCURRENCE OF NON-COMPLIANCE:** Reduce the family's grant by 30% of the Transitional Standard for the family's size. The grant reduction must be in effect for a minimum of 1 month and must be removed in the month after the month the participant returns to compliance.
- **FOR THE 2ND - 6TH OCCURRENCE OF NON-COMPLIANCE:** Vendor pay the shelter costs up to the amount of the cash portion of the grant. At county option, you may vendor pay utilities up to the amount of the cash portion of the grant. Vendor payment rules apply beginning with the 2nd occurrence of child support sanctions. See [0024.09 \(Protective and Vendor Payments\)](#) for procedures to use when the information necessary to vendor pay is not on file and the vendor refuses to accept partial payment.

Reduce the residual amount of the cash grant after vendor payment, if any, and the food portion by an amount equal to 30% of the Transitional Standard for the family's size.

The reduction in the grant must be in effect for a minimum of 1 month and must be removed the month after the month the participant returns to compliance.

Continue to vendor pay the shelter (and utilities, if applicable) for 6 months after the month in which the participant(s) return to compliance.

- **FOR THE 7TH OCCURRENCE OF NON-COMPLIANCE:** Close the MFIP case (100% sanction). Closure during the first 60 months is NOT permanent. The case must be closed for 1 full month but can be reopened in the month following the month that the caregiver cooperates with the support requirements.

A good cause review is required when the MFIP case is sanctioned at 30% for 6 months. The county must attempt to meet face-to-face with the caregiver before case closure. At this face-to-face meeting the county must give the caregiver the [Cooperation with Child Support Enforcement \(DHS-2338\)](#), or send it to the caregiver before closing in the 7th month if a face-to-face meeting does not occur. The caregiver may make a good cause claim even if good cause has previously been denied. If the caregiver claims good cause, send the signed Client Statement of Good Cause form to the good cause committee. The committee must review the good cause claim following normal procedures. While the committee is reviewing the claim, the caregiver is considered to be cooperating. If the claim is denied, then the 7th occurrence sanction would be imposed. See [0012.21.06 \(Child Support Good Cause Exemptions\)](#).

When a caregiver who has his/her MFIP case closed for the 7th occurrence of non-compliance with child support (100% sanction) reapplies, do NOT open the case until the caregiver complies.

When a caregiver out of compliance with child support has his/her MFIP case closed for reasons OTHER than 100% sanction (for example, a late HRF) reapplies, reinstate the 30% sanction, unless the caregiver is in compliance.

Sanction the case at 30% if the case that was closed for non-compliance (100% sanction) is reopened after compliance and has another occurrence of non-compliance. Close the case if there is a subsequent occurrence of non-compliance for a case reopened after closure for non-compliance.

NOTE: The sanction policy for non-compliance with child support is the same for households in the 1st 60 months and for extended households.

Closure for non-compliance does NOT make the participant ineligible for SNAP, if otherwise eligible. Determine eligibility for SNAP at the time of closure. Case closure also does not affect health care eligibility.

FOR DUAL SANCTIONS: Impose sanctions as follows for participants who refuse to comply with child support requirements AND have a concurrent sanction for failure to attend orientation or to develop or to comply with their Employment Plan:

- If the child support non-compliance and other program non-compliance occur in the SAME month, reduce the Transitional Standard and MFIP food portion, whichever applies, by 30% for the 1st month, then vendor pay shelter costs (and utilities, if applicable) for the 2nd month.
- The participant remains subject to vendor payments and 30% sanction until BOTH issues of non-compliance have been resolved.

DWP:

Follow MFIP, EXCEPT when notified by IV-D that the caregiver with children is not cooperating, send a notice of termination and close the case. There are no sanction or vrending provisions in DWP. The unit may be eligible for DWP again if the unit cooperates. A family unit that has been disqualified from DWP due to non-cooperation will not be eligible for MFIP or any other TANF cash program for the remainder of the 4-month DWP eligibility period.

If the family unit that has been closed due to non-cooperation applies for MFIP after the 4-month DWP period ends, the disqualification does not carry over to MFIP. IV-D will determine cooperation or non-cooperation based on the MFIP IV-D referral.

SNAP, MSA, GA, GRH:

No provisions.

MFIP, DWP, SNAP, MSA, GRH:

No provisions.

GA:

People under the age of 18 who are not members of a family have a GA basis of eligibility if they meet 1 of the following conditions:

- They are legally emancipated. Consider a minor who has been married, or is on active duty in the uniformed services of the United States, or has been declared by a court of competent jurisdiction to be legally emancipated.
OR
- They are at least age 16 and the director of the county agency or the director's representative approves GA as part of a social service case plan.
OR
- They live with an adult with the written consent of an agency acting as legal custodian. The consent of the agency **MUST** be in writing.
OR
- They live with an adult with the written consent of a legal custodian and the written consent of the county agency. The consent of the legal custodian and the agency **MUST** be in writing.

Refer ALL non-emancipated minor applicants who are not members of a family to social services for assessment. The county **MUST** assure appropriate referrals to Child Protection, Child Support and Northstar Care for Children have been made. See FAMILY in [0002.23 \(Glossary: Fair Hearing...\)](#). If social services develops a case plan for a minor, open GA for the minor with a Minor Standard and continue GA payment as long as the minor is in compliance with the provisions of the plan.

If a minor applicant fails or refuses to cooperate with the social services agency in developing a case plan, deny the application.

DETERMINING THE ASSISTANCE UNIT

0014.03

All units consist of people who live together. Groups of people who live together may constitute 1 unit or more than 1 unit for each program. Apply the rules below to determine the units.

Also see [0014.06 \(Who Must Be Excluded From Assistance Unit\)](#) for people who must be excluded from the unit because they are not eligible or are disqualified due to non-cooperation with a program procedure.

People may remain part of a unit while physically absent under certain conditions. See [0014.09 \(Assistance Units - Temporary Absence\)](#).

To determine who to include in an MFIP, DWP, MSA, GA, or GRH unit, see [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

To determine who to include in a SNAP unit, see [0014.03.06 \(Determining the SNAP Unit\)](#).

DETERMINING THE CASH ASSISTANCE UNIT

0014.03.03

People who apply for a program and are not eligible may be eligible for other assistance as a separate assistance unit. See [0014.03 \(Determining the Assistance Unit\)](#).

Also see [0014.06 \(Who Must Be Excluded From Assistance Unit\)](#) for people who must be excluded from the unit because they are not eligible or are disqualified due to non-cooperation with a program procedure.

MFIP:

Some people **MUST** be in the same assistance unit when they live together. These people are “Mandatory Unit Members”. To determine who meets the definition of family, see [0013.03 \(MFIP Bases of Eligibility\)](#).

Mandatory members of the unit are:

- A child who meets the definition of a minor child and who has a parental caregiver(s). See MINOR CHILD in [0002.41 \(Glossary: Medically Necessary...\)](#).
- The minor child’s minor siblings, minor half-siblings, and minor step-sibling(s), whether birth or adopted.
NOTE: There must be a relationship from the caregiver to the minor child for that child to be eligible for MFIP even if the child is a sibling or half sibling to the other children in the household.
- The minor child’s birth, step-, or adoptive parent(s). If there is no parent in the minor child’s home, see below for who may be optional caregivers.
- A pregnant woman.
- The spouse of a pregnant woman.
- A pregnant minor with no other children, who receives assistance with her parents, must remain as part of her parent’s unit until after the birth of her child.
- When the parent who normally resides with the family is living and working away from the home (or the family) and there is no marital or relationship breakdown, consider that parent a mandatory unit member. When a parent does not live in Minnesota, he/she is considered an ineligible mandatory unit member because the parent is not physically present in Minnesota. Count total income and assets of all unit members, including the members away from the family, when determining the unit’s eligibility and benefit level. See [0015.48 \(Whose Assets to Consider\)](#), [0016 \(Income From People not in the Unit\)](#). This is not considered temporary absence.

Do **NOT** include the parent who is away from the home on active military duty as a member of the assistance unit, but count any income and assets the person on active duty makes available to the family. See [0015.48 \(Whose Assets to Consider\)](#), [0017.06 \(Excluded Income\)](#), [0017.12.03 \(Unearned Income\)](#), [0017.15.93 \(Military Income\)](#).

Some people may choose to be in the assistance unit when they live with mandatory members of the unit. These people are “Optional Unit Members”. Optional members are:

- A non-parental eligible caregiver and the spouse of the non-parental eligible caregiver, if there is not a natural or adoptive parent or stepparent in the minor child’s home. If an optional caregiver chooses to be in the unit, that person’s spouse must also be in the unit. Optional caregivers who choose not to be in the unit may be eligible to receive SNAP as a separate unit. See [0022.24 \(Uncle Harry Food Support Benefits\)](#).

Any of the following adults who live with the child and give the child care and support may be an optional caregiver:

- Grandparent, great-grandparent, great-great-grandparent, or great-great-great-grandparent.

DETERMINING THE CASH ASSISTANCE UNIT

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- Sister or brother.
- Half-sister or half-brother.
- Step-sister or step-brother.
- Uncle, great-uncle, or great-great-uncle, or great-great-great-uncle.
- Aunt, great-aunt, or great-great-aunt, or great-great-great-aunt.
- First cousin or first cousin once removed.
- Niece or nephew.
- Legal custodian or legal guardian. See LEGAL CUSTODIAN and LEGAL GUARDIAN in [0002.37 \(Glossary: Learning...\)](#).
- A spouse or former spouse of any of the above even after the marriage ends by death or divorce.

NOTE: This may include individuals whose parental rights have been terminated but are now caregivers for their former children as long as they meet any category of MFIP caregiver as listed in the sub-bullets above.

NOTE: A Power of Attorney or Delegation of Parental Authority completed by a minor child's parent for an adult to act as the caregiver of the minor child does NOT meet the definition of caregiver. The adult must meet 1 of the caregiver to child relationships listed above for optional caregivers.

- Other minor children who are not mandatory members, such as nieces, nephews, cousins, etc.
- A relative foster care provider who is receiving federal, state, or local foster care payments and who meets the definition of an MFIP caregiver is eligible even if the only minor child living in the home is receiving foster care maintenance payments. If the provider is living with a spouse, the spouse must also be included in the provider's unit. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).

A minor caregiver and his or her children must be a separate assistance unit. See [0012.06 \(Requirements for Caregivers Under 20\)](#). When the parents of the minor caregiver also have other minor children, the parents and the other minor children are a separate unit.

Adult caregivers of a minor caregiver are also eligible to be a separate assistance unit from the minor caregiver and the minor caregiver's child when:

- The adult caregiver or caregivers have no other minor children in the household.
AND
- The minor caregiver and the minor caregiver's child are living with the adult caregiver or caregivers.
AND
- The minor caregiver and the minor caregiver's child receive MFIP or would be eligible to receive MFIP, if they were not receiving SSI benefits.

Units may choose to "opt out" of the cash portion of the MFIP grant. See [0014.03.03.03 \(Opting Out of MFIP Cash Portion\)](#).

MFIP and SNAP unit composition rules are different. Some households will have people who are part of the SNAP unit but are

DETERMINING THE CASH ASSISTANCE UNIT

0014.03.03

not part of the MFIP unit.

- Follow the rules in [0011 \(Technical Eligibility\)](#) and [0014.06 \(Who Must Be Excluded From Assistance Unit\)](#) to identify members of the MFIP unit.
- Follow the rules in [0014.03.06 \(Determining the SNAP Unit\)](#) and [0014.06 \(Who Must Be Excluded From Assistance Unit\)](#) to identify members of the SNAP unit.

Any person who would be a member of a SNAP unit but is not a member of the MFIP unit (as opposed to being disqualified or ineligible) may receive SNAP benefits if they are otherwise eligible (commonly referred to as "Uncle Harry" cases). See [0022.24 \(Uncle Harry Food Support Benefits\)](#).

DWP:

For information on family units eligible for DWP, see [0013.05 \(DWP Bases of Eligibility\)](#).

Do NOT include the parent who is away from the home on active military duty as a member of the assistance unit, but count any income and assets the person on active duty makes available to the family. See [0015.48 \(Whose Assets to Consider\)](#), [0017.06 \(Excluded Income\)](#), [0017.12.03 \(Unearned Income\)](#), [0017.15.93 \(Military Income\)](#). Also see TE02.10.90 (Military Families Receiving FS, MFIP or DWP).

When the parent who normally resides with the family is living and working away from the home (or the family) and there is no marital or relationship breakdown, consider that parent a mandatory unit member. When a parent does not live in Minnesota, he/she is considered an ineligible mandatory unit member because the parent is not physically present in Minnesota. Count total income and assets of all unit members, including the members away from the family, when determining the unit's eligibility and benefit level. See [0015.48 \(Whose Assets to Consider\)](#), [0016 \(Income From People not in the Unit\)](#). This is not considered temporary absence.

SNAP:

See [0014.03.06 \(Determining the SNAP Unit\)](#). Also see MFIP provisions above.

MSA, GRH:

Each participant is a separate assistance unit.

GA:

A married couple who have no minor children or living apart from any children are an assistance unit.

A person who is unmarried and has no minor children or living apart from any spouse or children is an assistance unit.

WHO MUST BE EXCLUDED FROM ASSISTANCE UNIT

0014.06

See [0014.09 \(Assistance Units - Temporary Absence\)](#) for a list of people who remain part of the unit while they are temporarily absent.

Some people must be excluded from the assistance unit because they are not eligible. See the program provisions below and any cross-referenced sections.

Some people are disqualified due to non-cooperation with a program procedure. See DISQUALIFIED PERSON in [0002.17 \(Glossary: Displaced Homemaker...\)](#). Exclude people who are disqualified from a program from any assistance units for that program until the period of disqualification ends. Apply the disqualification either for a specified period of time or until the client complies with program requirements.

Non-citizens may or may not be eligible to be in the unit. See [0011.03 \(Citizenship and Immigration Status\)](#).

A mandatory unit member who is disqualified cannot receive benefits, but the person's income must be deemed to the unit. See [0016 \(Income From People Not in the Unit\)](#).

MFIP, DWP:

Exclude the following people from all units:

- SSI or MSA participants.
- Children living with the unit and receiving local, state, or federal foster care.
- Children living with the unit and receiving adoption assistance payments.
- Children covered under the Interstate Compact on the Placement of Children (ICPC). See INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN in [0002.33 \(Glossary: Independent...\)](#)

Also exclude the following people who are disqualified until the period of disqualification ends:

- People who fail to provide an SSN. See [0012.03 \(Providing/Applying for an SSN\)](#).
- Parole violators. See [0011.27.06 \(Parole Violators\)](#).
- Fleeing felons. See [0011.27.09 \(Fleeing Felons\)](#).
- People convicted of fraud. See [0025.24 \(Fraudulently Obtaining Public Assistance\)](#).
- People convicted of making a fraudulent statement regarding residence in order to receive duplicate assistance from 2 or more states. See [0011.27.12 \(Residency Fraud Conviction\)](#).
- For MFIP only: people who do not cooperate with Quality Control. See [0003.06 \(Client Responsibilities - Quality Control\)](#). These people are ineligible for the food portion of MFIP only. DWP does not have a food portion.

See [0008.06.06 \(Adding a Person to the Unit - Cash\)](#) to add a previously disqualified or ineligible unit member.

SNAP:

In addition, exclude the following people from any SNAP unit:

- Ineligible strikers. See [0011.15 \(Strikers\)](#).
- Ineligible students. See [0011.18 \(Students\)](#).

- Non-exempt able-bodied adults who have used up their time-limited eligibility. See [0011.24 \(Able-Bodied Adults Without Dependents\)](#).
- People whose citizenship is questionable, pending verification. See [0010 \(Verification\)](#).
- Parole violators. See [0011.27.06 \(Parole Violators\)](#).
- Fleeing felons. [0011.27.09 \(Fleeing Felons\)](#).
- People convicted of residency fraud. See [0011.27.12 \(Residency Fraud Conviction\)](#).
- People convicted of a drug felony who fail random drug testing. See [0011.27.03.01 \(Drug Felons - SNAP\)](#).

MSA:

No provisions.

GA:

In addition, exclude from all GA units:

- People eligible for or receiving non-IV-E foster care, IV-E foster care, MFIP, RCA, or adoption assistance.
- People under sanction from MFIP, SSI, or GA for non-compliance with a program requirement.
- People receiving SSI or MSA.
- Parents of adult applicants with whom the applicant resides.
- Drug felons. See [0011.27.03 \(Drug Felons\)](#).
- Parole violators. See [0011.27.06 \(Parole Violators\)](#).
- Fleeing felons. [0011.27.09 \(Fleeing Felons\)](#).
- People convicted of residency fraud. See [0011.27.12 \(Residency Fraud Conviction\)](#).

GRH:

Each participant is an assistance unit; there are no other members in the unit.

SELF-EMPLOYMENT TRANSPORTATION EXPENSES

0017.15.33.12

The flat rate deduction for transportation for all programs is 57.5 cents per mile. Use the flat rate deduction or itemize transportation expenses.

If a unit chooses to itemize, allow only verified transportation expenses such as listed below. A tax form is acceptable verification. Advise the unit to keep receipts for expenses incurred.

If the flat rate deduction is used, advise the unit to track the following for each trip:

- Miles by recording odometer readings or other reasonable method.
- Dates.
- Travel destination.
- Purpose.

NOTE: Encourage taxi drivers to itemize actual transportation expenses because itemization allows lease payments to be included. Lease payments can NOT be allowed if the flat rate is chosen. If itemized transportation expenses are used, the participant will not need to keep a separate set of records to file federal taxes. The Internal Revenue Service (IRS) requires itemization of transportation expenses.

Transportation expenses include:

- Gas and oil costs.
- Parking fees.
- Car insurance.
- Car repairs.
- Interest payments on a car loan.

Self-employment transportation expenses are allowable between the person's principle place of business and other self-employment locations. If there is no principle place of business, allow expenses for self-employment travel beyond a distance of 35 miles, one-way, from the person's home.

Transportation expenses are NOT allowed between the self-employed person's home and principle place of business. Personal transportation expenses are not an allowed self-employment expense.

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.

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.
 - 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 \$1,780 a month and \$7,180 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 \$1,780 a month and \$7,180 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:

| # 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 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#).

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.

DWP:

Follow the CASH portion of the MFIP Transitional Standard. 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.

SNAP, MSA, GA, GRH:

No provisions.

MFIP, DWP, SNAP, GA, GRH:

No provisions.

MSA:

MSA has assistance standards whose use depends upon the applicant or participant's circumstances. Which assistance standard you use is determined by:

- The SSI Federal Benefit Rate (FBR) upon which the client's SSI grant is based. See [0029.06.03 \(Supplemental Security Income Program\)](#).
- Whether a person is eligible for MA home and community based waivers (MA waivers), including Community Alternatives for Disabled Individuals (CADI), Elderly Waiver (EW), Traumatic Brain Injury (TBI), Community Alternative Care for Chronically Ill Individuals (CAC), and Home and Community Based Services for Persons with Developmental Disabilities (DD). See the [Insurance Affordability Programs/Health Care Manuals](#) for information on these programs. A person who is eligible for an MA home and community based waiver is considered to be living alone. Apply the appropriate "living alone" assistance standard when determining eligibility. See below for the living alone assistance standard.

NOTE: Consider a person who lives with others eligible for MA home and community based waivers when the person is receiving Minnesota Senior Health Options (MSHHO) and EW services are being provided by the MSHO plan (rate cell B), or is receiving MSHO and was on CADI, TBI, or CAC but switched to EW when enrolled in MSHO (rate cell B), or is receiving DD waiver services through the county agency but also enrolled in an MSHO plan (rate cell A).

- Whether a person meets the county plan requirements for GRH placement (GRH plan) though not actually living in a GRH.
- Whether a person is eligible for the housing special need. See [0023.24 \(MSA Housing Assistance\)](#). A person who is eligible for MSA Housing Assistance is always considered to be living alone. Apply the appropriate "living alone" assistance standard when determining eligibility.
- A client's marital status.
- A client's living arrangement.

A county may set its own standards at a higher level than the State Standards, but there is no State aid for the extra costs.

The term "living with others" applies to anybody who is living with others, regardless of financial arrangements or relationship. MSA clients are considered to be in a "shared household" living situation if they live with another person(s) and they do not have separate, self-contained living quarters with a separate entrance. Self-contained living quarters consists of the client's own bedroom, living room and kitchen. A person in a "shared household" may or may not be receiving the reduced SSI standard (FBR) due to In-kind Support and Maintenance (ISM).

If a client lives with others, the living with others (shared) MSA standard will be applied unless he/she is eligible for MA home and community based waiver, meets the county plan requirements for GRH, or is eligible for the MSA Housing Assistance (shelter need) special need. If the client is receiving an MA home and community based waiver, meets the county plan requirements for GRH, or is eligible for MSA Housing Assistance, the living alone assistance standard must be applied.

MSA COMMUNITY STANDARDS

The standard for MSA applicants and participants who live independently in the community is the total of the client's MSA assistance standard and any ongoing special needs allowances. See [0023.12 \(Special Diets\)](#), [0023.15 \(Guardian or Conservator Fees\)](#), [0023.18 \(Restaurant Meals\)](#), [0023.24 \(MSA Housing Assistance\)](#). If a married couple lives together and both partners are applying and have an MSA basis of eligibility, combine their incomes to determine eligibility and benefit level. Use the highest appropriate standard.

MSA MONTHLY ASSISTANCE STANDARDS

| | |
|------------------------------------------------------------------------------------------------------------------------------|------------|
| Person living alone (or some people with ineligible spouses or eligible for MA waivers, GRH plan, or a shelter special need) | \$794.00 |
| Person living with others (or some people with ineligible spouses) | \$581.33 |
| Married couple living alone | \$1,191.00 |
| Married couple living with others | \$797.00 |
| Married couple living alone (pre-1994) | \$1,206.00 |
| Married couple living with others (pre-1994). (See explanations below.) | \$1,060.00 |

APPLY THE \$794 LIVING ALONE STANDARD WHEN:

- A single person receives SSI benefits based on the \$733 FBR and lives alone.
- A single person does NOT receive SSI solely due to excess income and lives alone.
- A single person lives with others and is eligible for MA waivers, a GRH plan, or a shelter special need.
- A single person at the SSI \$733 FBR due to a presidential disaster declaration and/or being homeless.
- A married person lives with his or her ineligible spouse and receives SSI benefits based on the \$733 FBR or does not receive SSI due to excess income.
- A married person lives with an ineligible spouse and receives SSI benefits based on the \$488.67 FBR and is eligible for MA Waivers, a GRH plan, or a shelter special need.

APPLY THE \$581.33 LIVING WITH OTHERS STANDARD WHEN:

- A person receives SSI benefits based on the \$488.67 SSI FBR, and is not eligible for MA waivers, a GRH plan or a shelter special need.
- A person does NOT receive SSI solely due to excess income, and lives with others (including minor children but excluding spouse), and is NOT eligible for MA waivers, a GRH plan, or a shelter special need.
- A person at the SSI \$733 FBR and lives with others (including minor children). Do not apply this standard to a person living only with a spouse ineligible for MSA (see "Apply the \$794 living alone standard when:" above.)
- A married person lives with his or her ineligible spouse and receives SSI benefits based on the \$488.67 FBR, and is NOT eligible for MA waivers, a GRH plan, or a shelter special need.

APPLY THE \$1,191 (OR \$1,206 PRE-1994) STANDARD FOR A MARRIED COUPLE LIVING TOGETHER WHEN:

- Couple receives SSI based on the \$1,100 FBR or is ineligible for SSI solely due to excess income and lives alone.
- Couple receives SSI based on the \$1,100 FBR or is ineligible for SSI solely due to excess income, lives with others, and

one or both is eligible for MA Waivers, a GRH plan, or a shelter special need.

- Couple at the SSI \$1,100 FBR due to presidential disaster declaration and/or being homeless.

APPLY THE \$797 (OR \$1,060 PRE-1994) STANDARD FOR A MARRIED COUPLE LIVING WITH OTHERS WHEN:

- Couple receives SSI benefits based on the \$733FBR.
- Couple NOT receiving SSI solely due to excess income.

MSA FACILITIES STANDARD:

The assistance standard for people either at the SSI \$30 FBR (federal living arrangement "D"), see [0029.06.03 \(Supplemental Security Income Program\)](#) and living in facilities where personal needs are not otherwise provided or some blind children is the personal needs allowance - \$97. See [0020.24 \(Personal Needs Allowance\)](#) for the eligibility requirements.

A person hospitalized for illness may continue to receive their community standard established before being hospitalized if it is more than the personal needs allowance and if the person meets the conditions of temporary absence in [0014.09 \(Assistance Units - Temporary Absence\)](#).

MSA clients who are residents of a licensed residential facility are NOT eligible for any special needs allowances EXCEPT for representative payee services. See [0023.21 \(Representative Payee Services\)](#).

NOTE: Clients living in a Minnesota Consolidated Chemical Dependency Treatment Fund (CCDTF) facility are NOT eligible for an MSA standard of need.

MFIP, SNAP:

No provisions.

DWP:

An allowance of up to \$70 per month per DWP unit member to pay for expenses such as household products and personal products. See [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#).

MSA:

The personal needs allowance is \$97. Consider this allowance as the standard of need for MSA clients who meet 1 of the criteria listed below. Also see [0020.21 \(MSA Assistance Standards\)](#).

- Clients in medical facilities where MA pays the cost of care.
- SSI recipients who receive the \$30 Federal Benefit Rate for federal living arrangement D, see [0029.06.03 \(Supplemental Security Income Program\)](#).
- Blind children who meet all the following requirements:
 - They live with their parents and would be ineligible for SSI or their SSI would be less if their parents' income or assets were counted.
AND
 - They previously received a personal needs allowance from SSI when they were in a Title XIX (Medicaid) facility.
AND
 - They receive MA under 1 of the following programs: TEFRA Option, Developmental Disabilities (DD) Waiver, Community Alternative Care (CAC), Community Alternatives for Disabled Individuals (CADI), or Traumatic Brain Injury (TBI). See the [Insurance Affordability Programs/Health Care Manuals](#) for information on these programs.

GA:

The personal needs allowance is \$97 for clients in licensed residential facilities provided this need is not otherwise met.

GRH:

The personal needs allowance is \$97. Allow the \$97 as a deduction from net income before calculating the GRH payment. For clients who have insufficient income, it may be paid from GA.

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 \(Non-Citizens - MFIP/DWP Cash\)](#), [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 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 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, the Transitional Standard is the total MFIP grant.

If the difference is LESS THAN the Transitional 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, subtract the unit's unearned income in the budget month from the Transitional Standard. The difference is the total MFIP grant.

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

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 the Transitional 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, DWP, SNAP:

No provisions.

MSA:

A participant's living arrangement does not affect eligibility for special needs payments for representative payee services. See [0023.21 \(Representative Payee Services\)](#). Participants living in group residential housing (GRH), nursing homes, or regional treatment centers are not eligible for any other special needs payments.

Clients may have a special needs payment for certain items added to their assistance standard. See [0020.21 \(MSA Assistance Standards\)](#), [0023.12 \(Special Diets\)](#), [0023.15 \(Guardian or Conservator Fees\)](#), [0023.18 \(Restaurant Meals\)](#), [0023.21 \(Representative Payee Services\)](#), [0023.24 \(MSA Housing Assistance\)](#).

Clients may be eligible for a separate special need payment for home repairs, or for furniture and appliances. See [0023.06 \(Home Repair\)](#), [0023.09 \(Household Furnishings and Appliances\)](#). Usually, the county agency must approve these payments before the client incurs the cost. A client incurring an expense outside of working hours because of an emergency may contact the agency on the next working day to request help. County agencies must have written procedures for making special need payments. They must keep a record of requests for assistance and the disposition of each request. Clients must request special need payments in writing. County agencies may require clients to verify the need for an item. If a client is on vendor or protective payee status, pay the vendor directly. See [0024.09 \(Protective and Vendor Payments\)](#). In other cases, issue the payment directly to the client or as a vendor payment. Also see TEMP Manual TE02.08.035 (How to Issue Special Needs Payments) for information on how to issue special needs payments.

GA:

No provisions. See [0004 \(Emergencies\)](#), [0028.16 \(Support Services\)](#).

GRH:

No provisions. See [0018.39 \(Prior and Other Income Reductions\)](#).

MFIP, DWP, SNAP, GA, GRH:

No provisions.

MSA:

MSA Housing Assistance is a recurring special need payment for clients whose housing costs exceed 40% of the unit's gross income. The amount of the MSA Housing Assistance allowance is \$189. This allowance amount is equal to the maximum single person SNAP allotment as of July 1st each year, see [0022.12.01 \(How to Calculate Benefit Level - SNAP/MSA/GRH\)](#). If the client is eligible for MSA Housing Assistance the "living alone" assistance standard is always applied, regardless of living situation. [0020.21 \(MSA Assistance Standards\)](#)

To be eligible for MSA Housing Assistance, an applicant must meet ALL the following requirements:

- Be eligible for MSA.
- Be under the age of 65. A client under the age of 65 who is receiving MSA Housing Assistance and turns age 65 can continue to receive the allowance until subsidized housing becomes available.
- Have total shelter costs that exceed 40% of the unit's gross income before application of this allowance. See SHELTER COSTS in [0002.61 \(Glossary: Self...\)](#).
- Apply for a federal or state rental assistance voucher. The client must provide verification of application for rental assistance. If there is a waiting list for rental assistance in the client's area and that list is closed, accept a signed [Verification of Application for Rental Assistance \(DHS-6351\)](#) as verification that the client will apply when the list opens. Once the client has been approved for and receives rental assistance, the client is no longer eligible for MSA Housing Assistance.

AND

- Meet 1 of these conditions:
 - Relocating to the community from an institution or an intensive residential mental health treatment program. See INSTITUTION in [0002.33 \(Glossary: Independent...\)](#).
 - OR
 - Eligible for MA personal care assistance (PCA) services and have the ability to (or have a parent or legal guardian who can) hire, fire, supervise and manage the individuals providing services.
 - OR
 - A recipient of MA waiver services living in his or her own home or rented or leased apartment.

NOTE: A client in an institution may already be eligible for MSA, but would not be eligible to receive the MSA Housing Assistance allowance until after the move from the institution. A client in an institution and not eligible for MSA may become eligible upon discharge.

MFIP:

For all non-fraud overpayments that are not exempt from recovery, recoup the LESSER of these amounts:

- 3% of the Transitional Standard for the unit's size and composition.
OR
- The amount of the unit's monthly MFIP grant, subject to the requirements in [0025.21.15 \(Recoupment\)](#).

For fraud overpayments, recoup the lesser of these amounts:

- 10% of the Transitional Standard for the unit's size and composition.
OR
- The amount of the unit's monthly MFIP grant, subject to the requirements in [0025.21.15 \(Recoupment\)](#).

See [0025.24 \(Fraudulently Obtaining Public Assistance\)](#) for information on fraud overpayments.

DWP:

For all non-fraud overpayments that are not exempt from recovery, recoup the LESSER of these amounts:

- 3% of the DWP grant for the unit's size and composition.
OR
- The amount of the unit's monthly DWP grant, subject to the requirements in [0025.21.15 \(Recoupment\)](#).

For fraud overpayments, recoup the lesser of these amounts:

- 10% of the DWP grant for the unit's size and composition.
OR
- The amount of the unit's monthly DWP grant, subject to the requirements in [0025.21.15 \(Recoupment\)](#).

See [0025.24 \(Fraudulently Obtaining Public Assistance\)](#) for information on fraud overpayments.

SNAP:

The amount to recoup depends on the type of overpayment:

- For non-fraud error overpayments, recoup 10% of the monthly allotment or \$10 a month, whichever is greater.
- For fraud overpayments, recoup 20% of the monthly allotment or \$10 a month, whichever is greater.

Recoup multiple fraud or client error overpayments in sequence.

If a client has both a fraud overpayment and a client error overpayment, recoup the fraud overpayment first up to the 20% limit. If any benefit remains, recoup the client error simultaneously up to the 10% limit. However, the total recoupment cannot exceed 20% of the unit's monthly allotment.

MSA:

Each month withhold 3% of the assistance standard or the entire benefit amount, whichever is less.

See [0025.12.03 \(Overpayments Exempt From Recovery\)](#) for people who are exempt from recoupment.

GA:

For non-fraud overpayments (both client and county errors), recoup 3% of the unit's assistance standard or the amount of the unit's monthly assistance payment, whichever is less.

For fraud overpayments, recoup 10% of the unit's assistance standard or the amount of the unit's monthly assistance payment, whichever is less.

You may substitute a 3% recoupment rate for pre-existing fraud overpayments if your county attorney proffered that rate as part of a plea agreement in a fraud proceeding or the court specified that rate of recoupment in the sentencing order. If a court order only specifies a monthly restitution amount, do not substitute that amount for the 10% statutory recoupment rate.

For recoupment purposes, fraud is:

- A conviction by the court.
OR
- An admission of fraud through a court approved pre-trial diversion plan or disqualification consent agreement.

See [0025.12.03 \(Overpayments Exempt From Recovery\)](#) for people exempt from recoupment.

GRH:

No provisions.

Adequate notice of a change, termination, or suspension is notice you issue no later than the effective date of the action.

Give adequate, rather than 10-day, notice of a change in these situations:

- An approval of assistance or an increase in benefits. The client is eligible for the approved or increased benefits even without advance notice of the action.
- A client submits a signed Household Report Form (HRF), Combined Six-Month Report (CSR) or Combined Annual Renewal for Certain Populations (or a signed Combined Application Form (CAF) at recertification) with information requiring a change that you can determine solely from the HRF, CSR, Combined Annual Renewal for Certain Populations or the CAF.

Do not use adequate notice to reduce benefits or terminate a program when the client completes a CAF to apply for a new program and the on-going program is not due for recertification. See [0026.06 \(Notice - Approval of Application or Recert.\)](#), [0026.15 \(Notice of Denial, Termination, or Suspension\)](#).

- A participant provides information in writing and acknowledges in writing that the result will be reduction or termination of assistance.
- Another state has approved the unit for assistance for the same period.

MFIP, DWP:

No provisions. See [0026.12.18 \(Cash Cut-Off Notice\)](#), [0026.12.21 \(Voluntary Request for Closure Notice\)](#).

SNAP:

Give adequate notice when:

- A unit moves out of state. Notify the unit of termination no later than the date they would receive the next allotment. Do not delay the termination to provide advance notice. If the unit has already moved, you do not need to send a notice.
- A unit makes a request in writing or in the presence of a financial worker to end their SNAP. In this case, the notice is a letter to the unit confirming the termination of benefits. The letter does not entitle the unit to the same rights as a notice of adverse action. It does give the unit the right to a fair hearing. If the request to end benefits is not in writing or in the presence of a financial worker, you must send a 10-day notice.
- You disqualify a person from SNAP and/or reduce or terminate the grant due to a fraud conviction by the court, an ADH, a court approved pre-trial diversion plan, or a disqualification consent agreement. This is true whether or not the date set by a court allows for advance notice. Send the client the [Notice of Program Disqualification \(DHS-3134\)](#) to take the action in addition to the MAXIS generated adequate notice. See [0025.24.06 \(Disqualification for Fraud\)](#). This action is not appealable. However, if a client wishes to appeal, forward the appeal request to the DHS Appeals Office. See [0027.03 \(Appealable Issues\)](#).

MSA:

Give adequate notice when:

- A participant dies.
- A participant makes a written request to end assistance.
- The payee dies and no other relative will be payee.
- A participant enters an institution where the participant will be ineligible for MSA. See [0011.12 \(Institutional Residence\)](#).

-
- The post office returns a participant's mail and you cannot locate the participant. If you locate the participant before the end of the period for which you issued the benefit, give the participant the benefit.
 - You disqualify a person from MSA and/or reduce or terminate the grant due to a fraud conviction by the court, an ADH, a court approved pre-trial diversion plan, or a disqualification consent agreement. This is true whether or not the date set by the court allows for advance notice. Send the client the [Notice of Program Disqualification \(DHS-3134\)](#) to take the action in addition to the MAXIS-generated adequate notice. See [0025.24.06 \(Disqualification for Fraud\)](#).

GA:

Give adequate notice when:

- A participant dies.
- A participant asks in writing to end assistance. Evaluate the reason for the termination and determine if an overpayment exists. See [0025.03 \(Determining Incorrect Payment Amounts\)](#), [0026.15 \(Notice of Denial, Termination, or Suspension\)](#).
- The payee dies and no other relative will be payee.
- A participant enters an institution where the participant will be ineligible for assistance. See [0014.09 \(Assistance Units - Temporary Absence\)](#).
- You process the application during the month of application and the client is eligible only for that month. See [0026.15 \(Notice of Denial, Termination, or Suspension\)](#).
- The post office returns a participant's mail and the county agency cannot locate the participant. If you find the participant before the end of the period for which you issued the benefit, give the participant the benefit.
- A person is disqualified from this program and/or the grant is reduced or terminated due to a fraud conviction by the court or an Administrative Disqualification Hearing. This is true whether or not the date a court sets allows for advance notice. Send the client the [Notice of Program Disqualification \(DHS-3134\)](#) as well as the MAXIS generated adequate notice. See [0025.24.06 \(Disqualification for Fraud\)](#).
- A participant verifies that a member of the unit is absent from the home and does not meet temporary absence provisions. See [0014.09 \(Assistance Units - Temporary Absence\)](#).
- A court removes a GA eligible child from an MFIP household.
- You reinstate eligibility for a unit you terminated for failure to provide an HRF, you receive a complete HRF in the calendar month after the month the HRF was due, and the unit is otherwise eligible. See [0007.03.06 \(Processing a Late HRF\)](#).

GRH:

Follow general provisions.

VOLUNTARY REQUEST FOR CLOSURE NOTICE

0026.12.21

MFIP, DWP, SNAP, MSA, GA:

This notice allows a caregiver to make a written request for closure after cash cut-off but before the 1st of the next payment month. It is likely most requests for case closings will not fall within this short amount of time, but it is important to allow caregivers to have their cases canceled as soon as possible.

Inform applicants and participants you must receive a written request for closure no later than the last day of a month when they want to have their assistance terminated for the next month.

A voluntary request for closure notice does not have to be mailed by the last day of the month, but it must be mailed within the month of cancellation. MAXIS will mail the notice after ineligible results are approved.

In addition to a notice of closure, officially closing a case due to a voluntary request will require the following:

- If benefits are issued via EBT, participants must be informed they must not access benefits issued for the month of cancellation.
- Direct deposit benefits may be returned via Automated Clearing House (ACH).
- Vendored warrants must be returned uncashed. The participant must make arrangements with the vendor to return the vendor's warrant uncashed.

NOTE: For GA and MSA participants, the county must seek the return of vendored payments rather than the participant.

- For payments via warrant, the participant must return the warrant uncashed.

Contact BENE to have the benefits returned by the 14th of the cancellation month. See TEMP Manual TE02.10.80 (Voluntary Request for Closure) for MAXIS procedures.

Create and approve ineligible results in MAXIS. Update the TIME panel for MFIP cases to show non-participation.

Review eligibility for other programs.

GRH:

No provisions.

UNIVERSAL PARTICIPATION PROVISIONS

0028.06.02

MFIP:

Universal Participation requires all caregivers receiving assistance and caregivers disqualified due to an Intentional Program Violation (IPV) to engage in Employment Services (ES), with the exception of participants with a birth child under the age of 12 months regardless if the child's needs are included in the grant.

NOTE: The participation requirements for caregivers disqualified due to an IPV apply only to caregivers disqualified effective 10-1-07 or later.

CHILD UNDER 12 MONTHS ES EXEMPTION

Under the law there is a time-limited ES exemption for MFIP and DWP caregivers with a birth child under 12 months.

The child under 12-month ES exemption does not apply under employed extension.

The 1st month of an ES exemption begins the month after the month that the participant claims the child under 12 months exemption.

The 3 periods for which an ES exemption for the care of a child under the age of 12 months could have been or can be claimed are:

- The original child under age 1 exemption that was in effect from January 1, 1998 through June 30, 2004.
- The child under 12 weeks ES exception that was in effect from July 1, 2004 through February 28, 2010. Do not count more than a total of 3 months for any participant who used the 12 week exception during this period.
- The child under 12 months ES exemption effective March 1, 2010.

All months used on DWP and MFIP under any of these periods count toward the 12-month lifetime limit for a household.

MFIP parents who have not used a total of 12 months of the exemption (up to 12 months combined total per household for a 2-parent family) may choose to use the remaining months. Parents are allowed to choose to claim the exemption for more than 1 child, and in different spans of time. This ES exemption applies even if the child's needs are not included in the grant, such as for a child that is ineligible for cash due to receipt of Supplemental Security Income (SSI).

Parents whose needs are not included in the grant (SSI, non-citizens or removed post-60) are not subject to ES participation and should not be coded as using the child under 12-month exemption to Employment Services.

In a 1-parent household, the ES exemption for the care of a child under the age of 12 months is available for a cumulative 12 months lifetime limit.

In a 2-parent household, the parents' exemption usage is combined to determine the 12 months total rather than being available in full to each caregiver. The 12 months are clocked separately for each parent and follow the parent that uses them. Only 1 parent is allowed to claim the exemption in any 1 month but the exemption can switch between parents from month to month.

If a parent in a 2-parent unit moves out and joins a 1-parent assistance unit to form a new 2-parent assistance unit, the newly formed unit is limited to 12 months total when the 2 parents' exemption months are added together. If the combined months of the new unit exceed 12 months, they would not be eligible for any more exempt months as long as they live together.

The ES exemption for the care of a child under 12 months ends at the earliest of the following dates:

- The 1st day of the month after the month the child reaches 12 months of age.
OR
- The 1st day of the month after the parent uses the last month of the lifetime exemption.

OR

- The 1st day of the month after the specific number of months of the lifetime limit the parent chose to use.

TEEN PARENTS

The ES exemption to care for a child under the age of 12 months is NOT available to minor parents under age 18, or 18- or 19-year old parents without a high school diploma or its equivalent and who choose an employment plan with an education option. Such parents may choose to claim a 6-week exemption to care for a child under 6 weeks.

However, 18- or 19-year-old parents without a high school diploma or its equivalent who choose an employment plan with a work option may choose to claim the child under 12 months ES exemption.

DWP:

All caregivers eligible for DWP are required to participate in Employment Services except in the following 2 situations:

- A 1-parent household that includes a child under the age of 12 months (with no other DWP exclusion reason) is NOT eligible for DWP unless the parent has already used all the 12 months lifetime ES exemption. Such cases should be converted to MFIP.
- A 2-parent household that includes a child under the age of 12 months, with no other DWP exclusion reason, MUST participate in DWP. If the parents have NOT already used all of the months of the 12-month lifetime limit between them while previously on MFIP or DWP, 1-parent in any 1 month, is allowed to claim the child under 12 months ES exemption.

SNAP, MSA, GA, GRH:

No provisions.

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

The following people are exempt from mandatory SNAP E&T participation:

- People exempt from SNAP work registration under [0028.06.12 \(Who Is Exempt From SNAP Work Registration\)](#).
- Participants of any of the following cash assistance programs:
 - Minnesota Family Investment Program (MFIP).
 - Diversionary Work Program (DWP). See [0028.06.03 \(Who Must Participate in Empl. Services/SNAP E&T\)](#).
 - Minnesota Supplemental Aid (MSA).
 - Refugee Cash Assistance (RCA).
 - General Assistance (GA).
- People under age 18.
- People age 50 or older.
- People providing home schooling to a child and in compliance with state reporting requirements for home schooling. If compliance is questionable, contact the superintendent of the local school district to verify.
- People who reside on an ABAWD exempt reservation or reside in an ABAWD exempt county. [0011.24 \(Able-Bodied Adults Without Dependents\)](#), TEMP Manual TE02.05.68 (ABAWD SNAP E&T Exempt Reservations), TE02.05.69 (ABAWD SNAP E&T Exempt Counties).
- Participants who are residing in a household with a household member under the age of 18, even if the household member is not eligible for SNAP.

Redetermine the client's exemption status at least annually.

For information on whether or not to sanction clients, see [0028.30 \(Sanctions for Failure to Comply - Cash\)](#), [0028.20 \(Failure to Comply - SNAP E&T\)](#). For information on sanctions for refusing or terminating suitable employment, see [0028.18.03 \(Suitable/Unsuitable Work\)](#), [0028.30.09 \(Refusing or Terminating Employment\)](#).

MFIP:

This section applies to participants who have not reached their 60-month lifetime limit as specified in [0011.30 \(60-Month Lifetime Limit\)](#) and to all participants who meet eligibility for Family Stabilization Services, regardless whether the case is pre or post 60-month. For information on participants who have reached their 60-month lifetime limit and qualify for a hardship extension, see [0011.33 \(MFIP Hardship Extensions\)](#). For sanction information, see [0028.30 \(Sanctions for Failure to Comply - Cash\)](#), [0028.30.04 \(Post 60-Month Empl. Services Sanctions\)](#).

Effective 7-1-03, sanctions count towards closure of the MFIP case. A participant will have his or her case closed at the 7th occurrence of non-compliance. The count toward closure does **NOT** start over, even if the participant goes off assistance, comes into compliance, and remains in compliance. Use the STAT/SANC panel to track occurrences of non-compliance.

Each month that a participant fails to comply with a requirement is considered a separate occurrence of non-compliance. If both participants in a 2-parent assistance unit are out of compliance at the same time, it is considered 1 occurrence of noncompliance.

FOR THE 1ST OCCURRENCE (10%) OF NON-COMPLIANCE: by a participant(s) in an assistance unit, reduce the assistance unit's grant by 10% of the MFIP standard of need for an assistance unit of the same size with the residual grant paid to the participant. The reduction in the grant amount must be in effect for a minimum of 1 month. Remove the reduction in the month following the month that the participant(s) returns to compliance.

FOR THE 2ND - 6TH OCCURRENCE (30%) OF NON-COMPLIANCE: Vendor pay the shelter costs up to the amount of the cash portion of the grant. At county option, you may vendor pay utilities up to the amount of the cash portion of the grant. Vendor payment rules apply beginning with the 2nd occurrence of child support sanctions. Non-compliance with child support also counts toward the 7 occurrences and may lead to a 100% sanction. See [0012.24 \(Child Support Sanctions\)](#), [0024.09 \(Protective and Vendor Payments\)](#) for procedures to use when the information necessary to vendor pay is not on file and the vendor refuses to accept partial payment.

The residual amount of the cash grant after vendor payment, if any, and the food portion must be reduced by an amount equal to 30% of the Transitional Standard for the family's size.

The reduction in the grant must be in effect for a minimum of 1 month and must be removed the month after the month the participant returns to compliance. In a 2-parent household, remove the grant reduction in the month following the month **both** participants return to compliance.

Continue to vendor pay the shelter (and utilities, if applicable) for 6 months after the month in which the participant(s) return to compliance.

NOTE: If the participant comes into compliance between occurrences and the next occurrence results in a change in benefit amount, issue a notice of adverse action. Participants must comply on or before 10 days prior to the effective date of the sanction in order to cure the sanction.

FOR THE 7TH OCCURRENCE OF NON-COMPLIANCE: Close the MFIP case (100% sanction). Closure under pre 60-month sanction policy is NOT permanent. The case must be closed for 1 full month but can be reopened after 1 month if the participant demonstrates compliance for up to 1 month. For MAXIS instructions, see TEMP Manual TE02.05.97 (MFIP Re-Appl After 7th/More Non-Compliance).

The Employment Services Provider must attempt a face-to-face meeting prior to case closure. Review the participant's case file to determine if:

- The continued non-compliance can be explained by providing a needed pre-employment activity. This includes activities such

as volunteer work, literacy programs and related activities, citizenship and English as a Second Language classes, or chemical dependency treatment, mental health services, parenting education, or other programs designed to help families reach their employment goals and enhance their ability to care for their children.

OR

- The participant qualifies for good cause.

If the lack of an identified activity can explain the non-compliance, the provider must work with the participant to provide the activity. Also, the county must restore the participant's grant amount to the full amount retroactive to the 1st day in which the participant was found to lack pre-employment activities or to qualify for a good cause exception. If the participant's grant is restored, remove the vendor payment of shelter (and utilities), if applicable.

A 2-parent assistance unit gets a total of 6 occurrences before closure. For example: if Mom has 3 occurrences and Dad has 3, the next (7th) occurrence results in case closure. However, if both parents in a 2-parent assistance unit are out of compliance during the same month, it counts as 1 occurrence.

Closure for non-compliance does NOT make the participant ineligible for SNAP, if otherwise eligible. Determine eligibility for SNAP at the time of closure. Case closure also does not affect health care eligibility.

If a case that has been closed for non-compliance is reopened and has another occurrence of non-compliance, vendor pay the shelter costs up to the amount of the cash portion of the grant. At county option, you may vendor pay utilities up to the amount of the cash portion of the grant. Reduce the residual amount of the cash grant after vendor payment, if any, and the food portion by an amount equal to 30% of the Transitional Standard for the family's size. A subsequent occurrence of non-compliance for a case reopened after closure for non-compliance will result in case closure.

FOR DUAL SANCTIONING: Impose sanctions as follows for participants who refuse to comply with child support requirements AND have a concurrent sanction for failure to attend orientation or to develop or to comply with their Employment Plan:

- If the child support non-compliance and other program non-compliance occur in the SAME month, reduce the Transitional Standard and MFIP food portion by 30% for the 1st month, then vendor pay shelter costs (and utilities, if applicable) for the 2nd month.
- The participant remains subject to vendor payments and 30% sanction until BOTH issues of non-compliance have been resolved.

DWP, MSA, GA, GRH:

No provisions.

SNAP:

See [0028.30.06 \(Type/Length of SNAP E&T Sanctions\)](#).

MFIP:

This section ONLY applies to participants who have been granted a hardship extension under the employed extension criteria. See the 60-month lifetime limit requirements as specified in [0011.30 \(60-Month Lifetime Limit\)](#).

Participants extended under all other extension categories qualify for Family Stabilization Services (FSS) and should be sanctioned under the pre 60-month sanction policy.

The sanction provisions in this section apply only to non-compliance with ES requirements. Count ES sanction occurrences by case for purposes of determining when an MFIP unit is permanently disqualified.

For information on child support sanctions, see [0012.24 \(Child Support Sanctions\)](#). Sanction policy for non-compliance with child support for extended households follows pre 60-month policy.

For information on Employment Services (ES) sanctions for pre 60-month time limit participants, see [0028.30 \(Sanctions for Failure to Comply - Cash\)](#), [0028.30.03 \(Pre 60-Month Type/Length of ES Sanctions\)](#).

For information on sanctions for refusing or terminating suitable employment, see [0028.18.03 \(Suitable/Unsuitable Work\)](#), [0028.30.09 \(Refusing or Terminating Employment\)](#).

Participants who are determined to be out of compliance may claim good cause for not complying as outlined in [0028.18 \(Good Cause for Non-Compliance--MFIP/DWP\)](#).

Post 60-month sanctions differ from action taken during the 1st 60 months because the non-compliance may result in permanent closure of MFIP.

SANCTION SEQUENCE

The sanction policy below applies ONLY in the following situations. If:

- A 1-parent assistance unit receiving MFIP under the employed/employed limited hours extension criteria is not cooperating with ES requirements.

OR

- A 2-parent assistance unit receiving MFIP when BOTH parents are extended under the employed/employed limited hours extension criteria and at least 1 parent is not cooperating with ES requirements.

FOR THE 1ST OCCURRENCE OF NON-COMPLIANCE: The sanction is a 10% grant reduction of the Transitional Standard. Participants can cure the sanction by complying on or before 10 days prior to the effective date of the sanction.

FOR THE 2ND OCCURRENCE OF NON-COMPLIANCE: The sanction is a 30% grant reduction of the Transitional Standard after the vendor payment of rent (and utilities, at county option). In addition, case review provisions (face-to-face meeting with participant) are required. Participants can cure the sanction by complying on or before 10 days prior to the effective date of the sanction.

FOR THE 3RD OCCURRENCE OF NON-COMPLIANCE: The sanction is a 30% grant reduction of the Transitional Standard plus vendor payment of rent (and utilities, at county option). In addition, case review provisions (face-to-face meeting with participant) are required. Participants can cure the sanction by complying before the effective date of the sanction unless there are months of compliance between occurrences. See NOTE below.

FOR THE 4TH OCCURRENCE OF NON-COMPLIANCE: The unit is disqualified from MFIP. Participants can cure the sanction by complying 10 days prior to the effective date of the sanction.

NOTE: If the participant comes into compliance between occurrences and the next occurrence results in a change in benefit

amount, issue a notice of adverse action. Participants must comply on or before 10 days prior to the effective date of the sanction in order to cure the sanction.

DISQUALIFICATION UNDER EXTENSION SANCTION PROVISIONS

Participants who are disqualified (MFIP is closed) under the 4th occurrence of post 60-month sanction policy above may be determined eligible for assistance 1 additional time before being permanently disqualified from MFIP. In order to be reopened, the participant(s) must demonstrate compliance with ES requirements for up to 1 month before the MFIP case can be reopened or meet criteria for another extension category. If the participant(s) demonstrates compliance with ES, the effective date of eligibility must not be prior to the date of cooperation.

When the MFIP case is reopened, the participants must remain in compliance. If the participant is out of compliance, send a Notice of Intent to Sanction (NOITS). If the participant does not respond within 10 days, or does not follow through with steps necessary to comply as listed on the NOITS, the following sanctions apply:

FOR THE 5TH OCCURRENCE OF NON-COMPLIANCE: The sanction is 10% grant reduction of the Transitional Standard. Participants can cure the sanction by complying on or before 10 days prior to the effective date of the sanction.

FOR THE 6TH OCCURRENCE OF NON-COMPLIANCE: The sanction is permanent disqualification of the case (close the entire MFIP unit). There is no 30% sanction step. Participants can cure the sanction by complying on or before 10 days prior to the effective date of the sanction.

NOTE: Before disqualifying a participant, the county must review the participant's case to determine if the Employment Plan is still appropriate and must make a good faith effort to meet with the participant face-to-face. If the participant does not comply, the county agency must send a notice of adverse action informing the participant that the MFIP case will be permanently closed.

During the face-to-face meeting, the county agency must:

- Determine whether the continued non-compliance can be explained and mitigated by providing a pre-employment activity.
- Determine whether the participant qualifies for a good cause exception.
- Inform participants of the Family Violence Waiver criteria and make a referral if appropriate.
- Inform participants of the sanction status and explain the consequences of continuing non-compliance.
- Identify other resources that may be available to the participant to meet the needs of the family.
- Inform the participant of the right to appeal.

DWP, SNAP, MSA, GA, GRH:

No provisions.

TYPE/LENGTH OF SNAP E&T SANCTIONS

0028.30.06

For information on whether or not to sanction clients, see [0028.06.10 \(Who Is Exempt From SNAP E&T\)](#), [0028.20 \(Failure to Comply - SNAP E&T\)](#). For information on sanctions for refusing or quitting suitable employment, see [0028.18.03 \(Suitable/Unsuitable Work\)](#), [0028.30.09 \(Refusing or Terminating Employment\)](#). For information on drug felony sanctions, see [0011.27.03 \(Drug Felons\)](#), [0011.27.03.01 \(Drug Felons - SNAP\)](#).

MFIP:

See [0028.30.03 \(Pre 60-Month Type/Length of ES Sanctions\)](#), [0028.30.04 \(Post 60-Month Empl. Services Sanctions\)](#).

DWP, MSA, GA, GRH:

No provisions.

SNAP:

The following provisions apply to non-PA mandatory SNAP E&T participants who fail to participate, cooperate, accept employment, voluntarily quit suitable employment, or voluntarily reduce work hours while participating in SNAP E&T. When a mandatory participant fails, without good cause, to comply with SNAP E&T requirements, determine if you must sanction only the client or the entire unit.

- If the client is NOT the principal wage earner (PWE), sanction ONLY the client.
- If the client is the PWE, sanction the entire unit. (Note that during a sanction the unit cannot designate someone else as the PWE simply to avoid the sanction.)

See [0028.03.06 \(Determining SNAP Principal Wage Earner\)](#).

Apply the length of the sanction for each occurrence as follows:

- **FOR THE 1ST OCCURRENCE:** Loss of SNAP for 1 month or until compliance, whichever is longer.
- **FOR THE 2ND OCCURRENCE:** Loss of SNAP for 3 months or until compliance, whichever is longer.
- **FOR THE 3RD AND ANY SUBSEQUENT OCCURRENCE:** Loss of SNAP for 6 months or until compliance, whichever is longer.

ABAWDs have until the end of the month prior to the effective date of the SNAP closing to cooperate with the SNAP E&T orientation/work requirements.

The sanction begins on the date specified in the county agency's 10-day notice to the participant. See [0026.12.03 \(10 Day Notice\)](#).

Apply the sanction policy until the client does 1 of the following:

- Serves the minimum sanction period and verbally agrees to comply with SNAP E&T during the SNAP application process.
- Leaves the unit's home.
 - If a unit member who failed to comply joins another unit as that unit's PWE, the entire new unit is ineligible for the rest of the disqualification period.
 - If a unit member who failed to comply joins another unit where that person is NOT the PWE, ONLY that person is ineligible.

- If a unit is disqualified because the PWE failed to comply and a new person who has not committed any violations joins the unit as the PWE, end the disqualification for the other unit members. Require a new application and prorate benefits from that date.
- Becomes exempt from work registration or SNAP E&T participation.

When an SNAP E&T sanction ends, see [0008.06.07 \(Adding a Person to the Unit - SNAP\)](#).

NOTE: Applicants for SNAP who have been in SNAP E&T sanction status continuously for at least 1 year do not have to comply with the previous requirements that caused the sanction.

The Social Security Administration operates the Supplemental Security Income (SSI) program. This program provides monthly income to low income aged, blind, and disabled people. GA and RCA applicants who are aged, blind, or disabled must apply for SSI. MFIP participants who are disabled must apply for SSI. See [0012.12 \(Applying for Other Benefits\)](#), [0012.12.06 \(Special Services – Applying for SSI\)](#), [0030.03 \(Refugee Cash Assistance\)](#). SSI recipients may be eligible for MSA.

All SSI recipients have a basis of eligibility for MA but are not automatically eligible for benefits. SSI recipients who are age 18 or over or under age 18 and blind have a basis of eligibility for MSA. SSI recipients are not eligible for DWP, MFIP or GA. See [0013 \(Basis of Eligibility\)](#).

SSI RESOURCE LIMITS

Individual \$2,000

Couple \$3,000

SSI FEDERAL BENEFIT RATES 2015

| | Individual | Couple |
|-----------------------------------------------------------------|-------------------|---------------|
| Federal Living Arrangement (FLA) A(Own home) | \$733.00 | \$1,100.00 |
| Federal Living Arrangement (FLA) B (Home of another) | \$488.67 | \$733.00 |
| Federal Living Arrangement (FLA) C (Child) | \$722.00 | |
| Federal Living Arrangement (FLA) D (living in medical facility) | \$30.00 | |

In some situations, Social Security will adjust benefits by using standard amounts based on the full Federal Benefit Rate (FBR). For 2015, these amounts are:

| | Individual | Couple |
|-----------------------------------------------------------------------|-------------------|---------------|
| Value of 1/3 reduction: | \$244.33 | \$366.66 |
| Presumed maximum value (PMV) of in-kind support and maintenance (ISM) | \$264.33 | \$400.66 |
| Essential person increment | \$367.00 | |
| Ineligible child allocation | \$367.00 | |

Provide potentially eligible clients and clients who are referred to SSA with the [SSA web site](#) and toll-free telephone number. The toll-free number is 1-800-772-1213.

For information on Americans with Disabilities Act (ADA) resources and an SSI advocates list, see the [Employment Services Manual](#) Appendix G (Resources for Americans with Disabilities (ADA) and Appendix G-3 (DHS - SSI Advocates List).

The Mille Lacs Band of Ojibwe Indians chose to operate a Tribal TANF program beginning 1-1-99. The Band's program requires that there be at least 1 adult on the grant and that adult must be an enrolled member of the Mille Lacs Band of Ojibwe Indians or a 1st generation descendent. The Band has designated a 6-county service area covering Aitkin, Benton, Crow Wing, Mille Lacs, Morrison, and Pine counties.

The Band expanded the Tribal TANF program effective April 1, 2005, to enrolled members of the Minnesota Chippewa Tribe (Leech Lake, White Earth, Bois Forte, Grand Portage, Fond du Lac, and Mille Lacs) residing in Hennepin, Ramsey or Anoka counties. Members of the Minnesota Chippewa Tribe (MCT) living in Hennepin, Ramsey or Anoka counties have the option to receive either MFIP through the county or Tribal TANF administered by staff of the Mille Lacs Band. To participate in the Tribal TANF program there must be at least 1 active adult enrolled in MCT. Child-only cases must receive MFIP benefits through the county where the child resides.

- The Tribal TANF program DISREGARDS 75% of child support income for the cash portion of the Tribal program. However, COUNT the entire amount of child support the Tribal TANF unit receives toward the food portion of the grant.
- The cash portion of the Tribal TANF program DISREGARDS 100% of the gaming per capita payments received by an assistance unit participating in Tribal TANF. However, COUNT the entire amount of the gaming payments the unit receives toward determining the food benefits in the Tribal TANF program.

The Mille Lacs Band of Ojibwe Tribal TANF program is similar to the MFIP program, including grant amounts and benefit issuance methods. The Band uses MAXIS and is designated as "County 88". EXCEPT for the initial transfer of existing eligible MFIP cases from the covered service area to the Band, handle case transfers into and out of the Tribal TANF program in the same manner as transfers from county to county. See [0008.06.21 \(Change in County of Residence\)](#).

The general requirements of the Mille Lacs Band of Ojibwe Tribal TANF program are the same as the requirements of the MFIP program, EXCEPT as follows:

- The Mille Lacs Band of Ojibwe will determine eligibility for SNAP and health care for families receiving benefits under the Tribal TANF program. The Band under contract with DHS provides MFIP child care services to families receiving Tribal TANF and living in the counties of Aitkin, Benton, Crow Wing, Mille Lacs, Morrison, and Pine. Tribal TANF families living in Hennepin, Ramsey, and Anoka counties receive child care services through the county. All Tribal TANF families receive child support services through the counties. People who are applying for ONLY SNAP, health care, child care, or child support services must apply at their county of residence.
- In addition to the MFIP sanctions, the Band has some additional types of sanctions. If a Tribal TANF participant leaves the Tribal service area and wants to continue getting MFIP, the Band will remove all sanctions that are different from MFIP before transferring the case.
- Even though participants must assign their rights and cooperate with child support requirements, the state may retain only the medical and child care support that is assigned. The state must release other forms of child support it collects to the participant.
- The Band does NOT count the \$50 housing subsidy as income.
- The Tribal TANF program will conduct hearings for appeals related to cash issued or claimed under the Tribal TANF program. Appeals for SNAP, health care, or child support issues will be heard through regular appeals process. See [0027 \(Appeals\)](#).

For general information and MAXIS procedures on the Mille Lacs Band of Ojibwe Tribal TANF program, see [0029.06.24 \(Tribal TANF Programs\)](#).

Safe At Home (SAH) Program is a Minnesota address confidentiality program that assists survivors of domestic violence, sexual assault, and stalking by providing a substitute address for people who move or are about to move to a new location unknown to their aggressors. The Minnesota Secretary of State's office administers this program.

SAH provides a free confidential mail-forwarding service and optional absentee voter registration. SAH participants will share a common P.O. Box but each participant will be assigned a unique Lot number. When mail is received for a participant, the Secretary of State is required to forward the mail to the participant's actual residence.

SAH participants who apply for or are receiving public assistance programs administered at the county agency are considered participants when they declare they are SAH participants or provide the county with their unique Lot number with PO Box 17370 assigned to them by the Secretary of State's office. They are not required to provide the county with a Safe At Home Identification Card. Once the applicant or participant declares they are participating in the SAH program, determine eligibility following the SAH policy. SAH participants may use the PO Box address along with the unique Lot number assigned to them by the Secretary of State's office as the address on the [Combined Application Form \(CAF\) \(DHS-5223\)](#) and the [Authorization for Release of Information About Residence and Shelter Expenses \(DHS-2952\)](#). Safe at Home participants can be confirmed by contacting the Safe at Home office and providing the full name and lot number, but this should only be done if there is inconsistent information.

SAH participants MUST also tell the county agency the county where they actually live. There may be a delay in the mail-forwarding process. Participants may not receive public assistance program notices when anticipated which may affect the ability of the participant to respond timely. County workers will need to make exceptions for these situations.

Case information for Safe At Home participants MUST be protected as PRIVILEGED data. For the definition of PRIVILEGED, see [0002.49 \(Glossary: Permanent...\)](#). For information on coding MAXIS screens for Safe At Home participants, see TEMP Manual TE02.08.173 (How to PRIV a Case), TE02.13.74 (Safe At Home).

For more information about the [Safe At Home Program](#), call 651-201-1399 or 1-866-723-3035 or TTY 1-800-627-3529 or 711.

