



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 10/2015**

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

0002.61 (Glossary: Self...) in the definition for SIGNIFICANT CHANGE in the MFIP provisions updates the significant change amount to \$65 and 50% or more from the gross earned and/or unearned income budgeted in the budget month.

0007.12 (Agency Responsibilities For Client Reporting) in SNAP in the 3rd paragraph changes "household's" to "unit's".

0008.06.15 (Removing or Recalculating Income) in MFIP updates the significant change amount to \$65 plus 50%.

0011.30 (60-Month Lifetime Limit) updates the section title of TE15.04 (State Contacts - TANF Months) due to section title change. No policy was changed.

0016.03 (Income From Disqualified Unit Members) in MFIP, DWP in the 3rd paragraph in Step 2 updates how to calculate the disregard for a disqualified person's deemed income.

0016.15 (Income From Ineligible Parents) in MFIP, DWP in the 3rd paragraph in Step 2 updates how to calculate the disregard for a disqualified person's deemed income. It also in GA in Step 2 deletes the cross-reference to 0018.06 (Work Expense Deductions) as an allowed deduction/disregard.

0016.18 (Income of Inel. Parent/Guard. of Minor Crgvr) in MFIP in the 3rd paragraph deletes Step 2 in how to calculate the disregard for a minor caregiver's parent's or stepparent's deemed income.

0017.06 (Excluded Income) in general provisions adds a new last bullet to exclude payments from the Crime Victims Compensation Program, known as the Crime Victims Reparations Board in Minnesota.

0017.15.03 (Child and Spousal Support Income) in MFIP adds a new 3rd paragraph about how to calculate the child support disregard. It also in SNAP in the 1st paragraph deletes language about the pass-through and deletes the former 2nd, 3rd and 4th paragraphs.

0018.06 (Work Expense Deductions) moves GA with MFIP, DWP provisions and deletes all prior GA provisions.

0018.15 (Shelter Deductions) in SNAP updates the maximum monthly shelter deduction to \$504.

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

0018.18 (Earned Income Disregards) moves GA with MFIP, DWP provisions. It also updates how to calculate the earned income disregard for MFIP, DWP, GA, MSA and GRH.

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

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

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

0020.09 (MFIP/DWP Assistance Standards) in MFIP updates the Family Wage Level and the Transitional Standard.

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

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 \$65 plus 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 \(DHS-5576\) \(PDF\)](#) (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 \(Special Services - Applying for SSI\)](#).

AGENCY RESPONSIBILITIES FOR CLIENT REPORTING

0007.12

MAXIS provides a [Household Report Form \(DHS-2120\) \(PDF\)](#) or a [Combined Six-Month Report \(CSR\) \(DHS-5576\) \(PDF\)](#) and a return envelope (DHS-824B) to clients subject to monthly or Six-Month reporting.

Require only 1 report form from clients who report for more than 1 program. One report form with signatures for 2 separate cash assistance cases who receive SNAP together covers both cash assistance cases and the SNAP case.

Assist people who need help to complete a report form.

Give the following to all clients subject to scheduled reporting at intake, recertification, or when they must begin scheduled reporting:

- An explanation of the purpose of scheduled reporting and prospective or retrospective budgeting.
- An explanation of how to complete and return the HRF/CSR.
- An explanation of the verifications they must submit with the report form and how to get those verifications.
- A toll-free telephone number to ask questions and get help to complete the report form. The county must accept collect calls if the county does not have a toll free phone number.

MFIP:

Give all units subject to scheduled reporting the [Reporting Responsibilities for MFIP Households \(DHS-2647\) \(PDF\)](#).

Counties may give the [Change Report Form \(DHS-2402\) \(PDF\)](#) to units. See [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#).

DWP:

Counties may give the [Change Report Form \(DHS-2402\) \(PDF\)](#) to units. See [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#).

SNAP:

Give all units the [Supplemental Nutrition Assistance Program Reporting Responsibilities \(DHS-2625\) \(PDF\)](#).

Provide units who do not report monthly or every 6 months and who do not receive cash assistance with a [Change Report Form \(DHS-2402\) \(PDF\)](#) for reporting the required changes. Give the report form to units exempt from monthly or Six-Month Reporting at certification and whenever the unit returns a [Change Report Form \(DHS-2402\) \(PDF\)](#) to the county. See [0002.31 \(Glossary: Honoraria...\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#). Counties may also give the [Change Report Form \(DHS-2402\) \(PDF\)](#) to units required to report monthly.

Counties must take prompt action on all changes to determine if the change affects the unit's eligibility or benefit amount. Counties must act on all reported changes within 10 days from the date the change was reported. The change must be effective no later than the month following the month the county receives the information. See [0002.31 \(Glossary: Honoraria...\)](#), [0007.15.03 \(Unscheduled Reporting of Changes - SNAP\)](#), [0026.12 \(Timing of Notices\)](#).

A county agency which pays postage must pay postage for all units.

MSA, GA, GRH:

Counties may give the [Change Report Form \(DHS-2402\) \(PDF\)](#) to units who report monthly.

REMOVING OR RECALCULATING INCOME

0008.06.15

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

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

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

MFIP:

It may be possible to supplement a unit's grant if the unit reports a significant change in income. A significant change is when the unit's gross earned and/or unearned income for the payment month declines by \$65 plus 50% or more from the gross earned and/or unearned income budgeted in the budget month. Do not consider significant change as restored benefits.

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

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

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

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

1. Calculate the unit's gross income, including deemed income, for the month. See [0016 \(Income From People Not in the Unit\)](#), [0017 \(Determining Gross Income\)](#).
2. Subtract the figure in Step 1 from the gross income, including deemed income, from the budget month.
3. Subtract \$65 from the unit's gross income, including deemed income, from the budget month.
4. Multiply the amount from Step 3 (gross income from the budget month minus \$65) by 0.50.
5. If the amount in Step 2 is less than the amount in Step 4, there is no significant change. If the amount in Step 2 is equal to or greater than the amount in Step 4, go to Step 6.
6. Recalculate the current month's grant using the client's reported income.
7. Subtract the amount of the grant you issued from the amount in Step 6. Issue the difference as a supplement.

Significant change does not apply in any of these situations:

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

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

DWP:

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

SNAP, GA:

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

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

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

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

MSA:

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

GRH:

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

MFIP:

Federal rules limit public assistance eligibility for caregivers to 60 months in their lifetime. Minnesota began counting months toward the 60-month lifetime limit 7-1-97 for receipt of Family GA and Transitional AFDC.

The 60-month limit is per caregiver receiving MFIP, and the months do not have to be consecutive. Count or exclude months as noted below. The counted and exempt months include months in which a caregiver received TANF benefits from another state, even if before 7-1-97 (states may have chosen earlier start dates and shorter limits for their TANF programs).

Count months for MFIP cases with a caregiver who has a fraud disqualification beginning on or after 10-1-07.

NOTE: The same banking of months and exception policies that apply to MFIP caregivers also apply to disqualified caregivers. For example, months do not count for either an MFIP caregiver or a disqualified caregiver who is age 60 or older.

The following are **EXCEPTIONS** to counting a month toward the 60-month time limit. If a caregiver meets 1 of the exceptions, that month does **NOT COUNT** toward the 60-month limit.

- Months in which the caregiver participated in the MFIP Field Trials, with a random assignment code on the STAT/MEMB panel of E1, E2, R1, C1, or C2.
- Living on reservations with a “not employed” rate of at least 50% when the grant is issued. See TEMP Manual TE02.05.74 (60-Month MFIP Limit & Indian Reservations) for a list of these reservations.
- Victims of family violence who request a Family Violence Waiver and are complying with an Employment Plan (EP). The exception starts the month the EP is approved and continues unless the participant is out of compliance with the EP. See [0005.12.12.09 \(Family Violence Provisions/Referrals\)](#), [0010.18.33 \(Verifying Family Violence\)](#), [0028.15 \(Employment Plan \(EP\)\)](#), TEMP Manual TE13.016 (TANF Family Violence Exemptions).
- Caregivers age 60 or older who have not already exceeded the 60-month time limit. Stop the clock the 1st of the month following the month the participant turns 60. Participants who are age 60 or older will not receive the 60-month warning notice referenced below, unless there is a 2nd MFIP caregiver in the household who is not exempt from the 60-month time limit.
- Minor caregivers complying with an education plan. See [0012.06 \(Requirements for Caregivers Under 20\)](#), [0028.12 \(Education Requirements\)](#).
- Custodial parents age 18 or 19 who are cooperating with education requirements of their Employment Plan. See [0012.06 \(Requirements for Caregivers Under 20\)](#), [0028.12 \(Education Requirements\)](#).
- Emancipated minors who are cooperating with education requirements of their Employment Plan. See [0012.06 \(Requirements for Caregivers Under 20\)](#), [0028.12 \(Education Requirements\)](#).
- Any month the unit chooses to opt out of the cash portion of the MFIP grant. See [0014.03.03.03 \(Opting Out of MFIP Cash Portion\)](#).
- Any month the unit receives ONLY the food portion of the grant. This includes if the unit is sanctioned and receives only the food portion. However, see below regarding months that include a vendor payment or a recoupment.
- Any month the unit receives a grant for minor children only. This includes any month caregivers are ineligible or disqualified.
- Any month the unit would have received only the FOOD portion of the grant (prior to recoupment).

DO COUNT months toward the 60-month limit in these situations, unless exempt above:

- Minnesota state-funded months for caregivers who received Family GA.

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- Minnesota state-funded months for certain non-citizens who are ineligible for TANF-funded assistance. See [0011.03.03 \(Non-Citizens - MFIP/DWP Cash\)](#).
 - Minnesota state-funded months for participants receiving Family Stabilization Services (FSS).
 - Minnesota state-funded months for 2-parent households.
 - Months of assistance the client received from a Tribal TANF program, whether received in Minnesota or another state.
 - If there is a vendor payment or recoupment that reduces the CASH portion of the grant to \$0.
 - The months following the month the 19-year old caregiver turns 20.
 - The months following the month the caregiver under 20 obtains a secondary school diploma or GED.
 - Months when 18- and 19-year old caregivers do NOT have an education component in their EP.
 - Months when minor caregivers are sanctioned for non-cooperation with educational requirements.
 - Months a person receives MFIP cash assistance and later is determined to be ineligible. That period of time is considered to have been months of assistance.
 - Months a caregiver is disqualified from MFIP due to an intentional program violation (IPV). This applies only to caregivers disqualified effective 10-1-07 or later. See TEMP Manual TE02.08.169 (MFIP IPV Fraud Disqualification) for information on how to process these cases.

Use the STAT/TIME panel in MAXIS to record the history of a caregiver's receipt of assistance toward the 60-month limit. With the exception of caregivers disqualified due to IPV, this tracking triggers MAXIS to mail person-specific notices regarding the limits. The 1st notice is sent to participants in the 48th month of cash assistance. Subsequent notices are sent between the 10th and the 15th of each month after that, telling participants the number of cash assistance months they have left. See TEMP Manual TE02.08.169 (MFIP IPV Fraud Disqualification), TE13.022 (STAT/TIME), TE15.06 (MFIP Time Limit Notice). Also see TE15.04 (State Contacts - TANF Months) for other states' TANF effective dates, time limits, and instructions for specific states.

When clients move to or from Minnesota:

- When a client moves to another state, the other state will call to confirm the number of months of assistance received toward the 60-month limit. Provide only the number of TANF-funded months a client has used, unless the other state inquires about state-funded assistance.
- When a client moves to Minnesota from another state, count only the TANF-funded months on assistance toward the 60-month limit. Do NOT count months when the unit received benefits only from a state-funded assistance program.

Certain people who have reached their 60-month lifetime limit may be eligible for an EXTENSION OF MFIP under a hardship extension category. See [0011.33 \(MFIP Hardship Extensions\)](#).

During the last 12 months of MFIP there are specific requirements for determining whether a participant is eligible for an extension. See [0011.30.03 \(MFIP Transition Period\)](#), [0011.30.06 \(180 to 60 Days Before MFIP Closes\)](#).

When MFIP is closed at the end of 60 months, you must determine if the family is eligible for other types of assistance, including health care and SNAP. See [0005.09.06 \(When Not to Require Completion of an Application\)](#), [0008.06.01 \(Implementing Changes - Program Provisions\)](#), and the [Insurance Affordability Programs/Health Care Manuals](#). Workers also should provide information on how to apply for child care assistance.

Also see [0028.30.04 \(Post 60-Month Empl. Services Sanctions\)](#).

DWP:

The receipt of DWP does not count toward the 60-month time limit, BUT families are NOT eligible for DWP if a caregiver has reached the 60-month time limit.

SNAP, MSA, GA, GRH:

No provisions.

MFIP:

A disqualified person includes a person who:

- Has been convicted of fraud (including Administrative Disqualification Hearing).
- Has failed to cooperate with SSN requirements.
- Is a fleeing felon.
- Is a parole violator.
- Has a fraud conviction due to residency.
- Is removed from a 2-parent family reaching the 60-month limit due to not meeting criteria for an extension or being out of compliance with Employment Services requirements. See [0011.33.02 \(MFIP Hardship Extensions - Removing 1 Parent\)](#).
- Has been found guilty of purchasing tobacco or alcohol with an EBT card.

If the disqualified person is an OPTIONAL caregiver, do not count any of the person's income.

Use the procedure below for MANDATORY unit members to determine how much of the disqualified person's income to deem. See [0014.03 \(Determining the Assistance Unit\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#).

1. Determine the person's gross income. See [0017 \(Determining Gross Income\)](#).
2. Disregard the 1st \$65 of earned income per wage earner plus half of the remaining earned income.
3. Deduct amounts the disqualified person actually paid to people not living in the same household but whom the disqualified person claims or could claim as a dependent for federal income taxes.
4. Deduct child support, spousal support, child care support, or medical support paid, provided that if there has been a change in the financial circumstances of the disqualified person since the court order was entered, the disqualified person has petitioned for a modification of the support order. Follow the provisions of [0018.33 \(Child and Spousal Support Deductions\)](#).
5. Deduct an allocation for the needs of other people living in the same household, but not included in the assistance unit. Do not allow an allocation for the disqualified member. See [0018.30 \(Allocations\)](#) for who is eligible for an allocation and how to determine the amount. Use the Transitional Standard for a unit of the same size, excluding any dependents or other people who are members of the assistance unit.
6. Deem the person's remaining income as unearned income to the unit.

If a disqualified member is the only unit member with earned income, the unit is NOT entitled to the Family Wage Level. See [0016.15 \(Income From Ineligible Parents\)](#).

DWP:

Follow MFIP, EXCEPT when a disqualified person is convicted of fraud or misuse of an EBT card (including Administrative Disqualification Hearing) or failure to cooperate with Child Support Enforcement Services (CSES), the entire household is not eligible for DWP.

SNAP:

Apply the following process for the types of disqualified unit members listed below:

MANDATORY UNIT MEMBER DISQUALIFIED FOR FRAUD, NON-COMPLIANCE WITH A WORK REQUIREMENT, DRUG FELONY, PAROLE VIOLATION, OR FLEEING FELON

To determine the amount of income to count as available to the unit from a mandatory unit member disqualified for fraud, non-compliance with a work requirement, drug felony, parole violation, or fleeing felon disqualification, treat the income as if the disqualified member were still in the unit and allow all applicable disregards and deductions.

MANDATORY UNIT MEMBER DISQUALIFIED FOR REFUSAL TO APPLY FOR A SOCIAL SECURITY NUMBER

Count all but a pro rata share of the disqualified member's income toward the unit. The pro rata share must be calculated separately for earned and unearned income using the following steps:

1. Determine the disqualified member's gross income. See [0017 \(Determining Gross Income\)](#).
2. Divide the income from Step 1 by the number of unit members. The result is each member's pro rata share of the disqualified member's income.
3. Multiply the result in Step 2 by the number of eligible unit members to determine the pro rata share of the disqualified member's income that is added to the unit's other earned and/or unearned income.

For information on allowable deductions billed to or paid by a mandatory unit member disqualified for refusal to apply for a social security number, see [0018 \(Determining Net Income\)](#).

See [0010.18.03 \(Verifying Social Security Numbers\)](#).

MSA, GRH:

No provisions.

GA:

To determine the amount of a disqualified MANDATORY unit member's income to count as available to the unit:

1. Determine the person's gross income.
2. Determine the person's net income. Apply the following deductions and disregards in the order listed:
 - [0018.18 \(Earned Income Disregards\)](#).
 - [0018.09 \(Dependent Care Deduction\)](#).

Do NOT subtract an allowance for the disqualified mandatory unit member's unmet needs. Do NOT allocate from the disqualified mandatory unit member's income to people outside the unit.

3. Count the resulting amount as unearned income to the unit for payment eligibility tests and benefit calculation.

INCOME FROM INELIGIBLE PARENTS

0016.15

MFIP, DWP:

Deem part of the non-excluded income of ineligible parents and stepparents living in the household of minor children. See [0017.06 \(Excluded Income\)](#). Parents and stepparents may be ineligible due to citizenship status. See [0011.03 \(Citizenship and Immigration Status\)](#). Do not deem income of SSI parents who are not eligible for MFIP. For MFIP only, see [0016.03 \(Income From Disqualified Unit Members\)](#), [0016.18 \(Income of Inel. Parent/Guard. of Minor Crgvr\)](#) for parents who are ineligible due to disqualification. For DWP only, see [0016.03 \(Income From Disqualified Unit Members\)](#).

For sponsors of immigrants, see [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).

For caregivers who are away from home on military duty, see [0017.15.93 \(Military Income\)](#) for information on how to treat their income.

Use the procedures below to determine how much of the ineligible parent's or stepparent's income to deem.

1. Determine the person's gross income. See [0017 \(Determining Gross Income\)](#).
2. Disregard the 1st \$65 of earned income per wage earner plus half of the remaining earned income.
3. Deduct amounts the ineligible person actually paid to people not living in the same household but whom the ineligible person claims or could claim as a dependent for federal income taxes. Do not count any dependents who are members of the assistance unit.
4. Deduct child support, spousal support, child care support, or medical support paid, provided that if there has been a change in the financial circumstances of the ineligible person since the court order was entered, the ineligible person has petitioned for a modification of the support order. Follow the provisions of [0018.33 \(Child and Spousal Support Deductions\)](#).
5. Deduct an allocation for the needs of the ineligible parent or stepparent and other members not included in the unit who could be claimed by the ineligible parent or stepparent as dependents for determining federal personal tax liability. See [0018.30 \(Allocations\)](#) for who is eligible for an allocation and how to determine the amount. Use the Transitional Standard for a unit of the same size, excluding any dependents or other persons who are members of the assistance unit.
6. Deem the person's remaining income as unearned income to the unit. For MFIP only, if the ineligible parent or stepparent is the only person with earned income, the unit is NOT entitled to the Family Wage Level. There is no Family Wage Level in the DWP standards.

SNAP:

See [0016.03 \(Income From Disqualified Unit Members\)](#), [0016.33 \(Income of Ineligible Non-Citizens\)](#), [0016.36 \(Income of Ineligible Students\)](#).

For information on how to count the income of caregivers who are out of the home on military duty, see [0016 \(Income From People Not in the Unit\)](#), [0017.15.93 \(Military Income\)](#), TEMP Manual TE02.10.86 (No Marital/Relationship Breakdown Workaround), TE02.10.90 (Military Families Receiving FS, MFIP or DWP).

MSA:

Do not consider the income of parents of blind children when the children are eligible for a personal needs allowance under the provisions of [0020.24 \(Personal Needs Allowance\)](#).

In all other cases, when a parent who is not eligible for MSA lives with the parent's minor child who is a client, determine whether you must consider part of the parent's income available to the child. To determine the amount:

1. Determine the gross income of the ineligible parent(s). Do not count any income from a parent receiving cash assistance or SSI. See [0017 \(Determining Gross Income\)](#).

INCOME FROM INELIGIBLE PARENTS

0016.15

2. Deduct an allocation for each of the parent's ineligible children living in the home. Use the difference between the SSI Federal Benefit Rate (FBR) for an individual and the FBR for a couple. See [0029.06.03 \(Supplemental Security Income Program\)](#) for the current rates. Reduce the allocation for each child by the amount of the child's own income. Do not allow an allocation for children on MFIP.
3. Allow a \$20 standard disregard from any remaining unearned income. If the remaining unearned income is less than \$20, deduct the remainder of the \$20 disregard from the parent's earned income.
4. Deduct \$65 and $\frac{1}{2}$ the remainder of the parents' earned income.
5. Combine the parents' remaining earned and unearned income.
6. Deduct an amount for the parents' needs. Allow the couple FBR if both parents or a parent and spouse live in the home. Allow the individual FBR for a parent with no spouse in the home. Allow no deduction for a parent who receives cash assistance or SSI.
7. Divide the income remaining from Step 6 by the number of MSA-eligible children in the home. Add this amount to each eligible child's net income.

GA:

No provisions. See [0016.12 \(Income From Parents of Adult GA Children\)](#).

GRH:

No provisions.

MFIP:

Parents and stepparents of minor caregivers who live with the caregiver cannot receive assistance with the minor caregiver. The parents and stepparents may apply on their own. See [0014 \(Assistance Units\)](#).

You may need to deem part of the income of parents and stepparents of minor caregivers. Do not deem the income of a parent or stepparent who is on MFIP. If the parent or stepparent is on strike, use the pre-strike earnings when deeming the parent's or stepparent's income to the minor caregiver who receives MFIP.

Use the procedure below to determine how much of the minor caregiver's parent's or stepparent's income to deem to the minor caregiver's unit:

1. Determine the parent's or stepparent's gross income. See [0017 \(Determining Gross Income\)](#).
2. Deduct 200% of the federal poverty guideline for a household size not including the minor caregiver and the minor caregiver's child/ren from the income of the minor caregiver's parent or stepparent. Include all members of the household (including minor children) in the household size for this calculation. See [0016.18.01 \(200 Percent of Federal Poverty Guidelines\)](#).
3. Deduct amounts the parent or stepparent actually paid to people not living in the same household but whom the parent or stepparent claims or could claim as dependents for determining federal personal income tax liability.
4. Deduct payments made by parents or stepparents for child support, spousal support, child care support, or medical support of children not living in the parent's household, provided that, if there has been a change in the financial circumstances of the parent since the court order was entered, the parent has petitioned for a modification of the support order. Deduct child support, spousal support, child care support, or medical support paid, as noted in [0018.33 \(Child and Spousal Support Deductions\)](#).
5. Deduct an allocation for the needs of other members in the household not included in Step 3. See [0018.30 \(Allocations\)](#) for who is eligible for an allocation and how to determine the amount.
6. Deem the person's remaining income as unearned income to the unit.

DWP:

Deem the income of a minor caregiver's parent(s) when the minor is living with the father of the child and the couple is NOT married.

SNAP, GA, GRH:

No provisions.

MSA:

Do not count the income of legal guardians.

Do not consider the income of the parents of blind children eligible for a personal needs allowance under the provisions of [0020.24 \(Personal Needs Allowance\)](#).

In all other cases, when a parent who is not eligible for MSA lives with the parent's dependent child who is a client, part of the parent's income may be considered available to the child.

To determine the amount of income to count, see [0016.15 \(Income From Ineligible Parents\)](#).

Exclude income from the following sources for all programs:

- Children's Nutrition Act.
- Benefits from the Women, Infant, and Children (WIC) nutrition program.
- Benefits from the National School Lunch Act. Count some payments from the Child Care Food Program to providers. See [0017.15.33.21 \(Self-Employment Income From In-Home Day Care\)](#).
- Benefits from the State Food Programs. See [0029.07.03 \(State Food Programs\)](#).
- Loans which the client has a written agreement to repay, EXCEPT some programs count student loans. See [0017.15.36 \(Student Financial Aid Income\)](#). You may use the [Gift or Loan Statement \(DHS-2808\) \(PDF\)](#) to verify that a personal loan is not a gift.
- Reverse mortgages.
- Most income from American Indian tribal land settlements and some income from interest in tribal trust and other restricted Indian lands. See [0017.15.09 \(Income from Tribal Land\)](#).
- Payments from the Low Income Home Energy Assistance Program (LIHEAP).
- Amounts a client receives which are related to shared living expenses and are solely to pay a portion of another person's living expense. The client may not own the home, make a profit, or provide any services in exchange for the income. An example is the amount the client receives from a roommate to forward to the landlord.
- Payments by the vocational rehabilitation program administered by the state, EXCEPT those payments that are for current living expenses.
- Relocation Assistance for displaced persons under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the Housing and Redevelopment Act of 1965, or the Housing Act of 1965.
- Refunds or rebates from the United States Department of Housing and Urban Development (HUD) for excess rents charged.
- Security deposit refunds for rent and utility deposit refunds, whether paid by the client, EGA, the former Emergency Assistance program, or out of the Consolidated Fund.
- Trade Adjustment Act of 1974.
- War reparations payments to Japanese-Americans and Aleuts under Public Law 100-383.
- Cash from the sale of the client's property or assets, regardless of whether the asset was excluded. This does not apply to some business capital gains. See [0017.15.54 \(Capital Gains as Income\)](#). For instruction on treating cash from the sale of property as assets, see [0015.09 \(Excluded Assets for Self-Support\)](#), [0015.27 \(Excluded Assets - Income\)](#), [0015.60 \(Evaluation of Lump Sums\)](#).
- Payments to replace personal or real property made by public agencies, issued by insurance companies, awarded by a court, or solicited through public appeal. See [0015.36 \(Excluded Assets - Funds to Fix/Replace Asset\)](#), [0017.15.30 \(Lump Sum Income\)](#).
- Payments to veterans or their dependents made as a result of legal settlements between veterans and manufacturers of Agent Orange or other chemical agents.
- Payments received and used for care and maintenance of a 3rd-party beneficiary who is not a household member. If the payment is intended for both household and non-household members and you cannot determine portions, prorate among the beneficiaries and exclude the non-household members' pro rata share.

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- Payments made under the Radiation Exposure Compensation Act (Public Law 101-426).
 - Mandatory salary reduction amounts for military service personnel which are used to fund the G.I. Bill (Public Law 99 576).
 - Payments from the Consumer Support Grant (CSG) program when placed in a CSG account. NOTE: When funds from the CSG account are used as wages to pay for care of the CSG beneficiary, they are considered earned income to the person providing the care and are not excluded under the CSG exclusion provision. See [0029.03.09 \(Consumer Support Grant Program\)](#).
 - Income that is otherwise specifically excluded by federal or state law or federal regulations.
 - VA benefits awarded to children of Vietnam veterans, regardless of their age or marital status, for a covered birth defect identified by the VA as associated with the service of these veterans who served in the Republic of Vietnam from 2-28-61 through 5-7-75 and performed active military service.
 - Combat or Hazard Duty pay received by military personnel who would otherwise be mandatory assistance unit members if they were not serving in a designated Combat Zone. See [0017.15.93 \(Military Income\)](#), TE02.10.90 (Military Families Receiving FS, MFIP or DWP), TE02.10.92 (Designated Combat Zones).
 - Funds, including accrued interest, deposited in Individual Development Accounts (IDAs) through the Family Assets for Independence in Minnesota (FAIM) Program.
 - One time payments made to certain World War II veterans or their surviving spouse under the Filipino Veterans Equity Compensation (FVEC) Fund. See [0015.27 \(Excluded Assets-Income\)](#) for asset information.
 - Payments from the Crime Victims Compensation Program, known as the Crime Victims Reparations Board in Minnesota.

Some programs also exclude other types of income. See [0017.15 \(Specific Types of Income\)](#).

MFIP, DWP, MSA, GA, GRH:

Follow general provisions. Also, conditional cash transfers to families participating in a family independence demonstration are excluded income.

SNAP:

Follow general provisions. In addition, exclude gate money received by an applicant/recipient released from a penal institution. Also see [0015.27 \(Excluded Assets - Income\)](#).

Before loans with a repayment agreement can be excluded, obtain a [Gift or Loan Statement \(DHS-2808\) \(PDF\)](#) or a loan repayment agreement signed by both parties.

Also see [0012.21.03 \(Support From Non-Custodial Parents\)](#).

MFIP:

Count current child support payments and arrears the unit gets as unearned income for the child. Count current spousal support payments and arrears the unit gets as unearned income for the caregiver. This applies whether the unit gets it directly or the child support enforcement (CSE) agency disburses it to the caregiver. Consider child and spousal support disbursed to the caregiver on the "issuance date" listed on the DAIL/CSES message. If a participant disputes the receipt date at the end of a month, budget it the next month.

Child and spousal support is budgeted prospectively in the prospectively budgeted months and is budgeted retrospectively thereafter, unless it is no longer received. See NON-RECURRING INCOME in [0002.45 \(Glossary: Netherlands' Act...\)](#).

For assistance units that receive child support income where there is only 1 child in the unit, disregard up to \$100 of child support received. For assistance units that receive child support income where there are 2 or more children in the unit, disregard up to \$200 of child support received. This applies to arrears and current child support payments. This disregard is applied to the unit, not per child.

Do not count child support the unit receives for a child no longer on assistance in that household. If the child is on another MFIP case and the child support is forwarded to that child, count the support as income to the child on that case.

Do not count medical or child care support which the unit receives as reimbursement for expenses already incurred.

Exclude child support that the CSE agency collects for a child who gets SSI or any other child not included in the MFIP case for another reason.

When a minor caregiver lives with an adult custodial parent, count the minor caregiver's portion of the child support as the minor caregiver's income.

When a minor caregiver does not live with an adult custodial parent, count the minor caregiver's portion of the child support as the minor caregiver's income ONLY if the income is forwarded to the minor caregiver or to the adult with whom the minor caregiver lives. If the child support is not forwarded, do not count it against the minor caregiver's case nor count it against the MFIP grant of the parent who received the child support payment.

If a Mille Lacs Band of Ojibwe Tribal TANF program family transfers to your county and continues to receive MFIP, exclude up to \$400 per month per family from any child support income the family has, for the 1st 2 months of residence in your county. See [0029.06.24.03 \(Tribal TANF-Mille Lacs Band of Ojibwe\)](#).

See TEMP Manual TE02.08.150 (Child and Spousal Support Disbursements) for instructions on monthly DAIL/CSES messages generated to inform workers of child and spousal disbursements issued to active, pending, and reinstated cases.

DWP:

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

SNAP:

Count all current and arrears child support received by the unit in the current month as unearned income. Treat child support payments received by an MFIP caregiver on behalf of a child who is receiving food benefits only (for example, a child receiving SSI) as income to the child.

When a child is not living with the parent, count all support received by that parent as unearned income to the parent if the support is not forwarded or used for the care and maintenance of the child. Count child support arrears in the same way if received regularly. Count 1-time child support arrear payments as a lump sum, see [0015.60 \(Evaluation of Lump Sums\)](#), [0017.15.30 \(Lump Sum Income\)](#).

See [0022.03.01.03 \(Prospective Budgeting - SNAP Provisions\)](#) for information on converting monthly amounts when anticipating

child and/or spousal support income.

Do not count, as earned or unearned income, child support payments refunded to the non-custodial parent.

MSA:

Child support is income to the child. Exclude 1/3 of child support payments an eligible child receives from a non-custodial parent.

GA:

Count child and spousal support received directly by the unit as unearned income.

GRH:

For blind children who may be eligible for GRH, follow MSA.

Count spousal support received by the client as unearned income.

MFIP, DWP, GA:

There is no separate work expense deduction. See earned income disregards in [0018.18 \(Earned Income Disregards\)](#).

SNAP:

For information about the SNAP earned income disregard, see [0018.18 \(Earned Income Disregards\)](#).

MSA:

For SSI recipients no county action required.

For non-SSI recipients, due to excess income:

- For clients eligible for MSA because of age:

Do not allow work expense deductions. Blind or disabled clients who received work expense deductions before the age of 65 do not lose those deductions when they turn 65.

- For clients eligible for MSA because of a disability other than blindness:

Allow only IMPAIRMENT RELATED work expenses as a deduction from earned income. The client must reasonably show the expenses relate directly to the disability and are necessary to produce the earned income. If transportation expenses are allowed, use the same transportation expense rate as allowed for self-employment transportation. See [0017.15.33.12 \(Self-Employment Transportation Expenses\)](#).

- For clients eligible for MSA because of blindness:

Allow any work expense as a deduction when a client can reasonably show it relates directly to producing earned income. If transportation expenses are allowed, use the same transportation expense rate as allowed for self-employment transportation. See [0017.15.33.12 \(Self-Employment Transportation Expenses\)](#).

Do not allow work expense deductions for items reimbursable or paid for by another source.

GRH:

Follow MSA for aged, blind, or disabled clients. Do not allow a work expense deduction if the client receives SSI. Follow GA for all other adults.

MFIP, MSA, GA, GRH:

No provisions.

DWP:

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

SNAP:

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

Some examples of housing costs are:

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

Do NOT deduct costs for:

- Deposits on rental properties or utilities.
- Separate insurance for personal belongings.
- Foundation, skirting, or tie-downs for mobile homes.
- Garage rent if the garage rental is not a condition of renting the apartment.
- Home improvements other than weatherization.
- Down payments and closing costs.
- Maintenance escrow fees used to maintain and distribute the payment for taxes and insurance.
- Escrow expenses for non-allowable shelter deductions such as insurance for furniture, liability insurance, life insurance, and additional living costs.

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

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

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

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

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

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

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

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

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

For units without disabled or elderly members, deduct verified housing costs and the appropriate utility standard that exceeds 50% of the unit's income after deductions. The maximum monthly shelter deduction is \$504.

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

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

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

MFIP, MSA, GA, GRH:

No provisions.

DWP:

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

SNAP:

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

Never prorate a Utility Allowance.

ALLOW THE SINGLE UTILITY STANDARD OF \$454 ONLY FOR UNITS:

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

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

FOR UNITS BILLED FOR NEITHER HEATING NOR COOLING:

- Allow the electric standard of \$141 per month for units billed for electricity.
- Allow the phone standard of \$38 per month for units billed for phone service. Do not allow actual phone expenses.

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

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

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

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

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

Households that receive HUD utility reimbursements and Farmers Home Administration (FMHA) Rental Assistance Program utility

reimbursements may not claim the standard utility deduction unless they incur or are expected to incur heating or cooling costs exceeding the excluded HUD utility reimbursement amount in any month of the certification period. See [0017.15.81 \(Utility Payments\)](#).

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

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, GA:

Disregard the 1st \$65 of earned income per wage earner plus half of the remaining earned income of the assistance unit.

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 of earned income plus half of the remaining earned income of the assistance unit.

- 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.

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

GRH:

For SSI recipients, no county action is required.

For non-SSI recipients who are aged, blind, or disabled, disregard the 1st \$65 of earned income per wage earner plus half of the remaining earned income of the assistance unit.

- 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.

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

For all other adults, follow GA.

MFIP, DWP, GA, GRH:

No provisions.

SNAP:

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

UNIT SIZE	AMOUNT
1	\$155
2	\$155
3	\$155
4	\$168
5	\$197
6 or more people	\$226

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

MSA:

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

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

MFIP, DWP, GA, GRH:

No provisions.

SNAP:

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

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

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

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

UNIT SIZE	INCOME LIMIT (130% of Federal Poverty Guidelines (FPG))
1	\$1,276
2	\$1,726
3	\$2,177
4	\$2,628
5	\$3,078
6	\$3,529
7	\$3,980
8	\$4,430
Each add'l member	\$451

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

UNIT SIZE	INCOME LIMITS (165% of Federal Poverty Guidelines (FPG))
1	\$1,619
2	\$2,191
3	\$2,763
4	\$3,335
5	\$3,907
6	\$4,479
7	\$5,051
8	\$5,623
Each add'l member	\$572

MSA:

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

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

MFIP, DWP, MSA, GA, GRH:

No provisions.

SNAP:

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

PEOPLE REMAINING IN THE UNIT	INCOME LIMITS (165% of FPG)
1	\$1,619
2	\$2,191
3	\$2,763
4	\$3,335
5	\$3,907
6	\$4,479
7	\$5,051
8	\$5,623
Each add'l member	\$572

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

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

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

MFIP:

# Eligible People	FAMILY WAGE LEVEL	-----TRANSITIONAL STANDARD-----		
		Full Standard	Cash Portion	Food Portion
1	\$464	\$422	\$250	\$172
2	\$829	\$754	\$437	\$317
3	\$1,090	\$991	\$532	\$459
4	\$1,328	\$1,207	\$621	\$586
5	\$1,535	\$1,395	\$697	\$698
6	\$1,761	\$1,601	\$773	\$828
7	\$1,918	\$1,744	\$850	\$894
8	\$2,121	\$1,928	\$916	\$1,012
9	\$2,320	\$2,109	\$980	\$1,129
10	\$2,512	\$2,284	\$1,035	\$1,249
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, MSA, GA, GRH:

No provisions.

SNAP:

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

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

UNIT SIZE	ASSISTANCE STANDARD (100% of Federal Poverty Guidelines (FPG))
1	\$981
2	\$1,328
3	\$1,675
4	\$2,021
5	\$2,368
6	\$2,715
7	\$3,061
8	\$3,408
Each add'l member	\$347

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

