



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 04/2014**

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

0001 (Table of Contents) changes section title to 0016.21.03 (Income of Sponsors of LPRs With I-864).

0002.33 (Glossary: Independent...) in the definition for INDIGENT IMMIGRANT deletes SNAP provisions because the definition applies to all programs. It adds and deletes information from the definition. It also updates the cross-reference to 0016.21.03 (Income of Sponsors of LPRs with I-864) due to section title change.

0005.09 (Combined Application Form (CAF)) in MFIP, DWP, SNAP, MSA, GA, GRH in the 2nd paragraph in the last bullet deletes Emergency General Assistance (EGA) and Emergency Medical Assistance and replaces it with Emergency Assistance. It also updates CAF information throughout due to changes in the CAF.

0005.12.12 (Application Interviews) in SNAP deletes the 2nd and 3rd paragraphs because this information does not pertain to application interviews. It adds in the now 2nd paragraph in the 2nd bullet information about what to do if the CAF is placed in a drop box and the interview is not completed within 2 business days and in the 3rd bullet information about if an APPLYMN application is received and an interview is not completed within 2 business days. It also adds a new 3rd paragraph that screening for expedited benefits must be done the same day any application is received.

0005.12.15.09 (Delays Caused By the Applicant Household) in SNAP in the 2nd paragraph clarifies the steps to take if an interview was completed in the 1st 30 day period. It also adds a new last paragraph about what to do if the delay in the 1st 30 days is the applicant's fault because the applicant missed the initial interview.

0005.12.15.15 (Delays Caused By the Agency and Applicant) in SNAP in the 1st paragraph adds and deletes information about when not to issue benefits. It also adds a new 2nd paragraph to issue benefits in the 2nd 30-day period from the date the client takes the required action to complete the application.

0008.06.06 (Adding a Person to the Unit - Cash) in DWP deletes the cross-reference to TEMP Manual TE15.08 (Q&A - DWP Worker Video 4/04 (Part 1)) because this section has been end-dated.

0016.18.01 (200 Percent of Federal Poverty Guidelines) in MFIP, WB, DWP updates the 200% of Federal Poverty Guidelines (FPG) amounts.

0016.21.03 (Income of Sponsors of LPRs With I-864) changes section title to INCOME OF SPONSORS OF LPRS WITH I-864. It also adds, deletes and rearranges information throughout the section.

0025.06 (Maintaining Records of Incorrect Payments) in SNAP updates the form name to SNAP Claim Determination Report (DHS-2136) due to title change.

The following sections update cross-references to 0016.21.03 (Income of Sponsors of LPRs With I-864) due to section title change. No policy was changed.

0007.03 (Monthly Reporting - Cash).

0007.03.01 (Monthly Reporting - Uncle Harry FS).

0010.18.02 (Mandatory Verifications - SNAP).

0010.18.18 (Verifying Sponsor Information).

0011.03.03 (Non-Citizens - MFIP/WB/DWP Cash).

0011.03.15 (Non-Citizens - LPR With Sponsors).

0016 (Income From People Not In the Unit).

0016.15 (Income From Ineligible Parents).

0016.21 (Income of Sponsors of Immigrants With I-134).

0019.06 (Gross Income Limits).

0025.30 (Financial Responsibility, People Not in Home).

TABLE OF CONTENTS**0001**

Chapter 1	Table of Contents
Chapter 2	Glossary
Chapter 3	Client Responsibilities and Rights
Chapter 4	Emergencies
Chapter 5	Applications
Chapter 6	Determining Financial Responsibility
Chapter 7	Reporting
Chapter 8	Changes in Circumstances
Chapter 9	Recertification
Chapter 10	Verification
Chapter 11	Technical Eligibility
Chapter 12	Procedural Eligibility
Chapter 13	Basis of Eligibility
Chapter 14	Assistance Units
Chapter 15	Assets
Chapter 16	Income From People Not in the Unit
Chapter 17	Determining Gross Income
Chapter 18	Determining Net Income
Chapter 19	Gross Income Test
Chapter 20	Net Income Limits
Chapter 22	Budgeting and Benefit Determination
Chapter 23	Special Needs Payments
Chapter 24	Payments
Chapter 25	Benefit Adjustments and Recovery
Chapter 26	Notices
Chapter 27	Appeals
Chapter 28	Employment Services
Chapter 29	Other Related Programs
Chapter 30	Refugee Resettlement Program

COMBINED MANUAL

ISSUE DATE 04/2014

TABLE OF CONTENTS

0001

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TABLE OF CONTENTS

0001

CHAPTER 1	TABLE OF CONTENTS
0001	Table of Contents
CHAPTER 2	GLOSSARY
0002.01	Glossary: 1619A...
0002.03	Glossary: Agent Orange...
0002.05	Glossary: Assistance Standard...
0002.07	Glossary: Benefit...
0002.09	Glossary: Calendar Month...
0002.11	Glossary: Child Care...
0002.13	Glossary: Conciliation...
0002.15	Glossary: Deed...
0002.17	Glossary: Displaced Homemaker...
0002.19	Glossary: Early...
0002.21	Glossary: Employability...
0002.23	Glossary: Fair Hearing...
0002.25	Glossary: First Adult...
0002.27	Glossary: FSET...
0002.29	Glossary: Gross RSDI...
0002.31	Glossary: Honoraria...
0002.33	Glossary: Independent...
0002.35	Glossary: Inventory...
0002.37	Glossary: Learning...
0002.39	Glossary: Lump Sum...
0002.41	Glossary: Medically Necessary...
0002.43	Glossary: Money...
0002.45	Glossary: Netherlands' Act...
0002.47	Glossary: OJT...
0002.49	Glossary: Permanent...
0002.51	Glossary: Professional...
0002.53	Glossary: Qualified...
0002.55	Glossary: Recipient...
0002.57	Glossary: Relative...
0002.59	Glossary: RSDI...
0002.61	Glossary: SELF...
0002.63	Glossary: Special Diet...
0002.65	Glossary: Suitable...
0002.67	Glossary: Thrifty...
0002.69	Glossary: Tribal...
0002.69.01	Glossary: Trust Definitions

0002.71	Glossary: Two Party...
0002.73	Glossary: Victim...
CHAPTER 3	CLIENT RESPONSIBILITIES AND RIGHTS
0003	Client Responsibilities and Rights
0003.03	Client Responsibilities - General
0003.06	Client Responsibilities - Quality Control
0003.09	Client Rights
0003.09.03	Client Rights - Civil Rights
0003.09.06	Client Rights - Data Privacy Practices
0003.09.09	Client Rights, Private and Confidential Data
0003.09.12	Client Rights - Limited English Proficiency
CHAPTER 4	EMERGENCIES
0004	Emergencies
0004.01	Emergencies - Program Provisions
0004.03	Emergency Aid Eligibility - Cash Assistance
0004.04	Emergency Aid Eligibility - SNAP/Expedited Food
0004.06	Emergencies - 1st Month Processing
0004.06.03	Emergencies - After Hours
0004.09	Emergencies - 2nd and 3rd Month Processing
0004.12	Verification Requirements for Emergency Aid
0004.15	Emergencies - Postponed Verification Notice
0004.18	Determining the Amount of Emergency Aid
0004.48	Destitute Units--Migrant/Seasonal Farmworker
0004.51	Destitute Units, Eligibility and Benefits
0004.57	Emergency Aid Overpayments
CHAPTER 5	APPLICATIONS
0005	Applications
0005.03	Assistance Requests
0005.03.03	Predicting Eligibility
0005.06	Authorized Representatives
0005.06.03	Who Can/Cannot Be Authorized Representatives
0005.06.06	Disqualifying Authorized Representatives
0005.09	Combined Application Form (CAF)
0005.09.03	When People Must Complete an Application
0005.09.06	When Not to Require Completion of an Application
0005.09.09	When to Use an Addendum to an Application
0005.09.12	Application - Pending Cases

TABLE OF CONTENTS

0001

0005.09.15	Emergency Assistance and Applications
0005.10	Minnesota Transition Application Form (MTAF)
0005.12	Accepting and Processing Applications
0005.12.03	What is a Complete Application
0005.12.06	Who Must Sign Applications
0005.12.09	Date of Application
0005.12.12	Application Interviews
0005.12.12.01	Forms/Handouts for Applicants
0005.12.12.03	Waiving In-Office Interviews
0005.12.12.06	Orientation to Financial Services
0005.12.12.09	Family Violence Provisions/Referrals
0005.12.15	Application Processing Standards
0005.12.15.03	Delays in Processing Applications
0005.12.15.06	Determining Who Caused the Delay
0005.12.15.09	Delays Caused by the Applicant Household
0005.12.15.12	Delays Caused by the Agency
0005.12.15.15	Delays Caused by the Agency and Applicant
0005.12.18	Withdrawing an Application
0005.12.21	Reinstating a Withdrawn Application
CHAPTER 6	DETERMINING FINANCIAL RESPONSIBILITY
0006	Determining Financial Responsibility
0006.03	Initial Application
0006.06	Moving Between Counties - Participants
0006.09	Moving Between Counties - Minor Children
0006.12	Assistance Terminated Within Last 30 Days
0006.15	Multiple County Financial Responsibility
0006.18	Excluded Time Facilities and Services
0006.18.03	Excluded Time - Entering
0006.18.06	Excluded Time - Leaving
0006.21	Transferring Responsibility - Old County
0006.24	Transferring Responsibility - New County
0006.27	County Financial Responsibility Disputes
0006.30	State Financial Responsibility Disputes
CHAPTER 7	REPORTING
0007	Reporting
0007.03	Monthly Reporting - Cash
0007.03.01	Monthly Reporting - Uncle Harry FS
0007.03.02	Six-Month Reporting - SNAP

TABLE OF CONTENTS

0001

0007.03.03	Monthly Reporting Deadlines
0007.03.04	Six-Month Reporting Deadlines
0007.03.06	Processing a Late HRF
0007.03.07	Processing a Late Combined Six-Month Report
0007.12	Agency Responsibilities for Client Reporting
0007.12.03	What Is a Complete HRF/CSR
0007.12.06	Incomplete HRF/CSR
0007.15	Unscheduled Reporting of Changes - Cash
0007.15.03	Unscheduled Reporting of Changes - SNAP
0007.18	Good Cause for Not Reporting

CHAPTER 8**CHANGES IN CIRCUMSTANCES**

0008	Changes in Circumstances
0008.03	Changes - Obtaining Information
0008.06	Implementing Changes - General Provisions
0008.06.01	Implementing Changes - Program Provisions
0008.06.03	Change in Basis of Eligibility
0008.06.06	Adding a Person to the Unit - Cash
0008.06.07	Adding a Person to the Unit - SNAP
0008.06.09	Removing a Person From the Unit
0008.06.12	Adding a Person's Income
0008.06.12.09	Converting a Pregnant Woman Case
0008.06.15	Removing or Recalculating Income
0008.06.18	Change in Participant's Age
0008.06.21	Change in County of Residence
0008.06.24	DWP Conversion or Referral to MFIP
0008.06.27	MFIP Transition to WB
0008.06.30	DWP Transition to WB

CHAPTER 9**RECERTIFICATION**

0009	Recertification
0009.03	Length of Recertification Periods
0009.03.03	When to Adjust the Length of Certification
0009.06	Recertification Process
0009.06.03	Recertification Processing Standards
0009.06.06	Recertification Interview

CHAPTER 10**VERIFICATION**

0010	Verification
0010.03	Verification - Cooperation and Consent

TABLE OF CONTENTS

0001

0010.06	Sources of Verification - Documents
0010.09	Sources of Verification, Collateral Contacts
0010.12	Sources of Verification - Home Visits
0010.15	Verification - Inconsistent Information
0010.18	Mandatory Verifications
0010.18.01	Mandatory Verifications - Cash Assistance
0010.18.02	Mandatory Verifications - SNAP
0010.18.03	Verifying Social Security Numbers
0010.18.03.03	Verifying Social Security Numbers - Newborns
0010.18.05	Verifying Disability/Incapacity - Cash
0010.18.06	Verifying Disability/Incapacity - SNAP
0010.18.08	Verifying Intent to Remain in Minnesota
0010.18.09	Verifying Self-Employment Income/Expenses
0010.18.11	Verifying Citizenship and Immigration Status
0010.18.11.03	Systematic Alien Verification (SAVE)
0010.18.12	Verifying Lawful Temporary Residence
0010.18.15	Verifying Lawful Permanent Residence
0010.18.15.03	Lawful Permanent Resident: USCIS Class Codes
0010.18.15.06	Verifying Social Security Credits
0010.18.18	Verifying Sponsor Information
0010.18.21	Identify Non-Immigrant or Undocumented People
0010.18.21.03	Non-Immigrant People: USCIS Class Codes
0010.18.24	Verification - I-94 Cards
0010.18.27	Verification - I-551 Card
0010.18.30	Verifying Student Income and Expenses
0010.18.33	Verifying Family Violence
0010.21	Verification Due Dates
0010.24	Income and Eligibility Verification System
0010.24.03	IEVS Match Type and Frequency
0010.24.06	Resolving IEVS Matches
0010.24.06.03	UNVI Match Report Terms
0010.24.09	Processing IEVS Matches Timely
0010.24.12	Determining IEVS Effect on Eligibility
0010.24.15	Recording IEVS Resolution Findings
0010.24.18	Client Cooperation with IEVS
0010.24.21	IEVS Safeguarding Responsibilities
0010.24.24	IEVS Non-Disclosure and Employee Awareness
0010.24.27	IEVS Fraud

CHAPTER 11	TECHNICAL ELIGIBILITY
0011	Technical Eligibility
0011.03	Citizenship and Immigration Status
0011.03.03	Non-Citizens - MFIP/WB/DWP Cash
0011.03.06	Non-Citizens - MFIP Food Portion
0011.03.09	Non-Citizens - SNAP/MSA/GA/GRH
0011.03.12	Non-Citizens - Lawful Permanent Residents
0011.03.12.03	Non-Citizens - Adjustment of Status
0011.03.15	Non-Citizens - LPR With Sponsors
0011.03.17	Non-Citizens - Public Charge
0011.03.18	Non-Citizens - People Fleeing Persecution
0011.03.21	Non-Citizens - Victims of Battery/Cruelty
0011.03.24	Non-Citizens - Lawfully Residing People
0011.03.27	Undocumented and Non-Immigrant People
0011.03.27.03	Protocols for Reporting Undocumented People
0011.03.30	Non-Citizens - Trafficking Victims
0011.06	State Residence
0011.06.03	State Residence - Excluded Time
0011.06.06	State Residence - Interstate Placements
0011.06.09	State Residence - 30-Day Requirement
0011.09	County Residence
0011.12	Institutional Residence
0011.12.03	Under Control of the Penal System
0011.15	Strikers
0011.18	Students
0011.21	Receipt of Other Assistance
0011.24	Able-Bodied Adults Without Dependents
0011.27	Criminal Conviction
0011.27.03	Drug Felons
0011.27.03.01	Drug Felons - SNAP
0011.27.06	Parole Violators
0011.27.09	Fleeing Felons
0011.27.12	Residency Fraud Conviction
0011.30	60-Month Lifetime Limit
0011.30.03	MFIP Transition Period
0011.30.06	180 to 60 Days Before MFIP Closes
0011.33	MFIP Hardship Extensions
0011.33.02	MFIP Hardship Extensions - Removing 1 Parent
0011.33.03	MFIP Employed Extension Category
0011.33.03.03	Limited Work Due to Illness/Disability

TABLE OF CONTENTS

0001

0011.33.06	MFIP Hard to Employ Extension Category
0011.33.09	MFIP Ill/Incapacitated Extension Category
0011.36	Special Medical Criteria
0011.39	Qualified Professionals
CHAPTER 12	PROCEDURAL ELIGIBILITY
0012	Procedural Eligibility
0012.03	Providing/Applying for an SSN
0012.06	Requirements for Caregivers Under 20
0012.12	Applying for Other Benefits
0012.12.03	Interim Assistance Agreements
0012.12.06	Special Services - Applying for SSI
0012.15	Incapacity and Disability Determinations
0012.15.03	Medical Improvement Not Expected (MINE) List
0012.15.06	State Medical Review Team (SMRT)
0012.15.06.03	SMRT - Specific Program Requirements
0012.18	Assigning Rights to Support
0012.21	Responsible Relatives Not in the Home
0012.21.03	Support From Non-Custodial Parents
0012.21.06	Child Support Good Cause Exemptions
0012.24	Child Support Sanctions
0012.27	Cooperating to Get Tort Liability Payments
0012.30	Chemical Use Assessment
CHAPTER 13	BASIS OF ELIGIBILITY
0013	Basis of Eligibility
0013.03	MFIP Bases of Eligibility
0013.03.03	Pregnant Woman Basis - MFIP/WB/DWP
0013.03.06	MFIP Basis - State-Funded Cash Portion
0013.04	WB Bases of Eligibility
0013.05	DWP Bases of Eligibility
0013.06	SNAP Categorical Eligibility/Ineligibility
0013.09	MSA Bases of Eligibility
0013.09.03	MSA Basis - Age 65 or Older
0013.09.06	MSA Basis - Blind
0013.09.09	MSA Basis - Disabled Age 18 and Older
0013.15	GA Bases of Eligibility
0013.15.03	GA Basis - Permanent Illness
0013.15.06	GA Basis - Temporary Illness
0013.15.09	GA Basis - Caring for Another Person

0013.15.12	GA Basis - Placement in a Facility
0013.15.15	GA Basis - Women in Battered Women's Shelter
0013.15.18	GA Basis - Unemployable
0013.15.24	GA Basis - DD/MI
0013.15.27	GA Basis, SSD/SSI Application/Appeal Pending
0013.15.30	GA Basis - Advanced Age
0013.15.33	GA Basis - Displaced Homemakers
0013.15.39	GA Basis - Performing Court Ordered Services
0013.15.42	GA Basis - Learning Disabled
0013.15.48	GA Basis - English Not Primary Language
0013.15.51	GA Basis - People Under Age 18
0013.15.54	GA Basis - Drug/Alcohol Addiction
0013.18	GRH Bases of Eligibility
0013.18.03	GRH Basis - Age 65 or Older
0013.18.06	GRH Basis - Blind
0013.18.09	GRH Basis - Disabled Age 18 and Older
0013.18.12	GRH Basis - GA-Related Living in GRH
0013.18.15	GRH Basis - GA-Related Permanent Illness
0013.18.18	GRH Basis - GA-Related Temporary Illness
0013.18.21	GRH Basis - GA-Related Unemployable
0013.18.24	GRH Basis - GA-Related DD/MI
0013.18.27	GRH Basis - GA-Rel. SSD/SSI Appl/Appeal Pend
0013.18.30	GRH Basis - GA-Related Advanced Age
0013.18.33	GRH Basis - GA-Related Learning Disabled
0013.18.36	GRH Basis - GA-Related Drug/Alcohol Addctn

CHAPTER 14**ASSISTANCE UNITS**

0014	Assistance Units
0014.03	Determining the Assistance Unit
0014.03.03	Determining the Cash Assistance Unit
0014.03.03.03	Opting Out of MFIP Cash Portion
0014.03.06	Determining the SNAP Unit
0014.06	Who Must Be Excluded From Assistance Unit
0014.06.03	Family Cap
0014.09	Assistance Units - Temporary Absence
0014.12	Units for People With Multiple Residences

CHAPTER 15**ASSETS**

0015	Assets
0015.03	Asset Limits

TABLE OF CONTENTS

0001

0015.06	Availability of Assets
0015.06.03	Availability of Assets with Multiple Owners
0015.06.06	Availability of Trusts
0015.06.06.03	Supplemental Needs Trusts
0015.09	Excluded Assets for Self Support
0015.11	Excluded Assets - Contracts for Deed
0015.12	Excluded Assets - Real Property
0015.12.03	Excluded Assets - Homestead
0015.12.06	Repayment Agreements on Real Property
0015.15	Excluded Assets - Household/Personal Goods
0015.18	Excluded Assets - Pension & Retirement Plans
0015.21	Excluded Assets - Burial Funds
0015.24	Excluded Assets - Burial Contracts
0015.27	Excluded Assets - Income
0015.30	Excluded Assets - Payments Under Federal Law
0015.33	Excluded Assets - Student Financial Aid
0015.36	Excluded Assets - Funds to Fix/Replace Asset
0015.39	Excluded Assets - Vehicles
0015.42	Excluded Assets - Liquid Assets
0015.45	Excluded Assets - Special Groups of People
0015.48	Whose Assets to Consider
0015.48.03	Whose Assets to Consider - Sponsors W/I-864
0015.48.06	Whose Assets to Consider - Sponsors W/I-134
0015.51	Evaluation of Insurance Policies
0015.54	Evaluation of Vehicles
0015.57	Evaluation of Real Property
0015.58	Mortality Table
0015.60	Evaluation of Lump Sums
0015.63	Evaluation of Pension and Retirement Plans
0015.69	Asset Transfers
0015.69.03	Asset Transfers From Spouse to Spouse
0015.69.06	Improper Asset Transfers
0015.69.09	Improper Transfer Ineligibility
0015.69.12	Improper Transfers - Onset of Ineligibility
0015.69.15	Multiple Asset Transfers
0015.72	Excess Assets - Applicants
0015.75	Excess Assets - Participants
0015.78	Waivers of Asset Rules

CHAPTER 16	INCOME FROM PEOPLE NOT IN THE UNIT
0016	Income From People Not in The Unit
0016.03	Income From Disqualified Unit Members
0016.06	Income From Ineligible Spouse of Unit Member
0016.09	Income From Ineligible Stepparents
0016.12	Income From Parents of Adult GA Children
0016.15	Income From Ineligible Parents
0016.18	Income of Inel. Parent/Guard. of Minor Crgvr
0016.18.01	200 Percent of Federal Poverty Guidelines
0016.21	Income of Sponsors of Immigrants With I-134
0016.21.03	Income of Sponsors of LPRs With I-864
0016.24	Income of Parents Not Applying
0016.27	Income From Spouses Who Choose Not to Apply
0016.33	Income of Ineligible Non-Citizens
0016.36	Income of Ineligible Students
0016.39	Income of Ineligible Able-Bodied Adults
0016.42	Income of Non-Applicants
CHAPTER 17	DETERMINING GROSS INCOME
0017	Determining Gross Income
0017.01	Non-Recurring Income
0017.03	Available or Unavailable Income
0017.06	Excluded Income
0017.09	Converting Income to Monthly Amounts
0017.12	Determining if Income Is Earned or Unearned
0017.12.03	Unearned Income
0017.12.06	Earned Income
0017.15	Specific Types of Income
0017.15.03	Child and Spousal Support Income
0017.15.06	Assistance Payments Income
0017.15.09	Income From Tribal Land
0017.15.12	Infrequent, Irregular Income
0017.15.15	Income of Minor Child/Caregiver Under 20
0017.15.18	Workforce Investment Act (WIA) Income
0017.15.21	Tax Credits and Refund Income
0017.15.24	In-Kind Income
0017.15.27	Vendor Payments as Income
0017.15.30	Lump Sum Income
0017.15.33	Self-Employment Income
0017.15.33.03	Self-Employment, Convert Inc. to Monthly Amt

TABLE OF CONTENTS

0001

0017.15.33.06	Self-Employment Common Business Expenses
0017.15.33.09	Self-Employment Expense for In-Home Business
0017.15.33.12	Self-Employment Transportation Expenses
0017.15.33.15	Self-Employment Expenses Not Allowed
0017.15.33.18	Self-Employment Loss Offset
0017.15.33.21	Self-Employment Income From In-Home Day Care
0017.15.33.24	Self-Employment Income From Farming
0017.15.33.27	Self-Employment Income From Roomer/Boarder
0017.15.33.30	Self-Employment Income From Rental Property
0017.15.36	Student Financial Aid Income
0017.15.36.03	When to Budget Student Financial Aid
0017.15.36.06	Identifying Title IV or Federal Student Aid
0017.15.36.09	Student Financial Aid Deductions
0017.15.39	Foster Care Payment Income
0017.15.42	Interest and Dividend Income
0017.15.45	Income From RSDI and SSI
0017.15.45.03	How to Determine Gross RSDI
0017.15.48	Displaced Homemaker Program Income
0017.15.51	Payments Resulting From Disaster Declaration
0017.15.54	Capital Gains as Income
0017.15.57	Payments to Persecution Victims
0017.15.60	Family Support Grant Income
0017.15.63	Relative Custody Assistance Grants
0017.15.66	Older Americans Act
0017.15.69	Adoption Assistance
0017.15.75	Reimbursement of Expenses
0017.15.78	National and Community Service Trust Act
0017.15.81	Utility Payments
0017.15.84	Contracts for Deed as Income
0017.15.87	AmeriCorps Payments
0017.15.90	Trust Disbursement Income
0017.15.93	Military Income
0017.15.96	Weatherization, Heating/Cooling Device Pmts
0017.15.99	Housing Subsidy
0017.15.100	Learn and Serve America
0017.15.103	Income from Youth Employment Programs

CHAPTER 18**DETERMINING NET INCOME**

0018

Determining Net Income

0018.01

Determining Net Income - GRH

0018.06	Work Expense Deductions
0018.06.06	Plan to Achieve Self-Support (PASS)
0018.09	Dependent Care Deduction
0018.12	Medical Deductions
0018.12.03	Allowable SNAP Medical Expenses
0018.15	Shelter Deductions
0018.15.03	Shelter Deduction - Home Temporarily Vacated
0018.15.09	Utility Deductions
0018.18	Earned Income Disregards
0018.21	Standard Disregard
0018.30	Allocations
0018.33	Child and Spousal Support Deductions
0018.36	Child Unmet Need
0018.39	Prior and Other Income Reductions
0018.42	Income Unavailable in First Month
CHAPTER 19	GROSS INCOME TEST
0019	Gross Income Test
0019.03	Gross Income Test - What Income to Use
0019.06	Gross Income Limits
0019.09	GIT for Separate Elderly Disabled Units
CHAPTER 20	NET INCOME LIMITS
0020	Net Income Limits
0020.03	People Exempt From Net Income Limits
0020.06	Choosing the Assistance Standard Table
0020.09	MFIP/DWP Assistance Standards
0020.10	WB Assistance Standard
0020.12	SNAP Assistance Standards
0020.18	GA Assistance Standards
0020.21	MSA Assistance Standards
0020.22	GRH Assistance Standards
0020.24	Personal Needs Allowance
CHAPTER 22	BUDGETING AND BENEFIT DETERMINATION
0022	Budgeting and Benefit Determination
0022.03	How and When to Use Prospective Budgeting
0022.03.01	Prospective Budgeting - Program Provisions
0022.03.01.03	Prospective Budgeting - SNAP Provisions
0022.03.03	Ineligibility in a Prospective Month - Cash

TABLE OF CONTENTS

0001

0022.03.04	Ineligibility in a Prospective Month - SNAP
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
0022.12	How to Calc. Benefit Level - MFIP/WB/DWP/GA
0022.12.01	How to Calculate Benefit Level - SNAP/MSA/GRH
0022.12.02	Beginning Date of Eligibility
0022.12.03	Proration
0022.12.03.03	Proration Table
0022.15	Counting Lump Sums as Income
0022.15.03	Budgeting Lump Sums in a Prospective Month
0022.15.06	Budgeting Lump Sums in a Retrospective Month
0022.18	Suspensions
0022.18.03	Overpayments Relating to Suspended Cases
0022.21	Income Overpayment Relating to Budget Cycle
0022.24	Uncle Harry Food Support Benefits

CHAPTER 23**SPECIAL NEEDS PAYMENTS**

0023	Special Needs Payments
0023.06	Home Repairs
0023.09	Household Furnishings and Appliances
0023.12	Special Diets
0023.15	Guardian or Conservator Fees
0023.18	Restaurant Meals
0023.21	Representative Payee Services
0023.24	MSA Housing Assistance

CHAPTER 24**PAYMENTS**

0024	Payments
0024.03	When Benefits Are Paid - MFIP/WB/DWP
0024.03.03	When Benefits Are Paid - SNAP/MSA/GA/GRH
0024.04	How Benefits Are Paid
0024.04.03	Benefit Delivery Methods
0024.04.03.03	Benefit Delivery Methods--Program Provisions
0024.04.04	Changes in Automatic Benefit Delivery Method
0024.04.06	Expedited SNAP Issuance
0024.04.09	GA Weekly Issuance
0024.05	Cashing Warrants
0024.06	Provisions for Replacing Benefits

0024.06.03	Situations Requiring SNAP Benefit Replacement
0024.06.03.03	Replacing SNAP Stolen/Lost Before Receipt
0024.06.03.15	Replacing Food Destroyed in a Disaster
0024.06.03.18	Replacing Damaged SNAP Cash-out Warrants
0024.09	Protective and Vendor Payments
0024.09.01	Protective and Vendor Payments-SNAP/MSA/GA/GRH
0024.09.03	Choosing Protective Payees
0024.09.09	Discontinuing Protective and Vendor Payments
0024.09.12	Payments After Chemical Use Assessment
0024.12	Issuing and Replacing Identification Cards

CHAPTER 25 BENEFIT ADJUSTMENTS AND RECOVERY

0025	Benefit Adjustments and Recovery
0025.03	Determining Incorrect Payment Amounts
0025.06	Maintaining Records of Incorrect Payments
0025.09	Correcting Underpayments
0025.09.03	Where to Send Corrective Payments
0025.12	Types of Overpayments
0025.12.03	Overpayments Exempt From Recovery
0025.12.03.03	Suspending or Terminating Recovery
0025.12.03.06	Bankruptcy
0025.12.03.09	Claim Compromise & Termination
0025.12.06	Repaying Overpayments - Participants
0025.12.09	Repaying Overpayments - Non-Participants
0025.12.12	Action on Overpayments - Time Limits
0025.15	Order of Recovery - Participants
0025.18	Order of Recovery - Non-Participants
0025.21	Recovery Methods
0025.21.03	Overpayment Repayment Agreement
0025.21.06	Civil Recovery
0025.21.07	JOL - Establishing Claims
0025.21.08	JOL - Docketing & Renewing
0025.21.09	Revenue Recapture Act
0025.21.12	Estate Claims
0025.21.15	Recoupment
0025.21.15.03	Amount to Recoup
0025.21.18	Treasury Offset Program
0025.21.21	Minnesota Collection Enterprise
0025.24	Fraudulently Obtaining Public Assistance
0025.24.03	Recovering Fraudulently Obtained Assistance

TABLE OF CONTENTS

0001

0025.24.06	Disqualification for Fraud
0025.24.06.03	Administrative Disqualification Hearing
0025.24.07	Disqualification for Illegal Use of SNAP
0025.24.08	SNAP Electronic Disqualified Recipient System
0025.27	Protection From Garnishment
0025.30	Financial Responsibility, People Not in Home
0025.30.03	Contributions From Parents Not in Home

CHAPTER 26**NOTICES**

0026	Notices
0026.03	Content of Notices
0026.06	Notice - Approval of Application or Recert.
0026.09	Notice of Processing Delays
0026.12	Timing of Notices
0026.12.03	10 Day Notice
0026.12.06	5 Day Notice
0026.12.09	Adequate Notice
0026.12.12	When Not to Give Additional Notice
0026.12.15	When to Give Retroactive or No Notice
0026.12.18	Cash Cut-Off Notice
0026.12.21	Voluntary Request for Closure Notice
0026.15	Notice of Denial, Termination, or Suspension
0026.18	Notice of Change in Benefit
0026.21	Notice of Change in Issuance Method
0026.24	Notice of Relative Contribution
0026.27	Notice of Mass Changes
0026.30	Notice, Disqualification of Authorized Rep.
0026.33	Notice, Denying Good Cause for IV-D Non-Coop
0026.39	Notice of Overpayment and Recoupment
0026.42	Notice of Incomplete or Missing Report Form
0026.45	Notice of SNAP Expiration
0026.48	Notices - IEVS
0026.51	Notices - Chemical Use Assessment

CHAPTER 27**APPEALS**

0027	Appeals
0027.03	Appealable Issues
0027.06	Client Appeal Rights
0027.09	Appeal Requests
0027.12	Appeal Hearing Process

0027.12.03	Appeal Hearing Expense Reimbursement
0027.15	Continuation of Benefits
0027.18	Effect of Appeal Decision
CHAPTER 28	EMPLOYMENT SERVICES
0028	Employment Services
0028.03	County Agency Empl. Serv. Responsibilities
0028.03.01	County Agency SNAP E&T Responsibilities
0028.03.02	ES Provider Responsibilities - SNAP E&T
0028.03.03	Employment Services/SNAP E&T Required Components
0028.03.04	SNAP E&T Assessment/EDP
0028.03.06	Determining SNAP Principal Wage Earner
0028.03.09	Reporting Changes to Job Counselor
0028.06	Participation Requirements
0028.06.02	Universal Participation Provisions
0028.06.03	Who Must Participate in Empl. Services/SNAP E&T
0028.06.10	Who Is Exempt From SNAP E&T
0028.06.12	Who Is Exempt From SNAP Work Registration
0028.09	ES Overview/SNAP E&T Orientation
0028.09.03	Content of ES Overview/SNAP E&T Orientation
0028.09.06	Exemptions From ES Overview/SNAP E&T Orientation
0028.12	Education Requirements
0028.15	Employment Plan (EP)
0028.16	Support Services
0028.18	Good Cause for Non-Compliance--MFIP/DWP
0028.18.01	MFIP Good Cause--Caregivers Under 20
0028.18.02	MFIP Good Cause--Child Care
0028.18.03	Suitable/Unsuitable Work
0028.18.06	Conciliation Conferences
0028.18.09	SNAP E&T Satisfactory Progress
0028.20	Failure to Comply - SNAP E&T
0028.21	Good Cause Non-Compliance-WB/SNAP/MSA/GA/GRH
0028.30	Sanctions for Failure to Comply - Cash
0028.30.03	Pre 60-Month Type/Length of ES Sanctions
0028.30.04	Post 60-Month Empl. Services Sanctions
0028.30.04.03	Post 60-Month Sanctions: 2-Parent Provisions
0028.30.06	Type/Length of SNAP E&T Sanctions
0028.30.09	Refusing or Terminating Employment
0028.30.12	Sanction Notice for Minor Caregiver
0028.33	Employment Services/SNAP E&T Notice Requirements

CHAPTER 29	OTHER RELATED PROGRAMS
0029	Other Related Programs
0029.03	Health Care Programs
0029.03.03	Transitional MA Programs
0029.03.06	Family Support Grant Program
0029.03.09	Consumer Support Grant Program
0029.03.12	Workers' Compensation
0029.03.15	Veterans' Benefits
0029.03.18	Relative Custody Assistance Program
0029.06	Other Maintenance Programs
0029.06.03	Supplemental Security Income Program
0029.06.06	Retirement, Survivors & Disability Insurance
0029.06.09	Unemployment Insurance
0029.06.12	Foster Care
0029.06.21	United States Repatriation Program
0029.06.24	Tribal TANF Programs
0029.06.24.03	Tribal TANF - Mille Lacs Band of Ojibwe
0029.07	Food and Nutrition Programs
0029.07.03	State Food Programs
0029.07.06	School Lunch Program
0029.07.09	Women, Infants, and Children (WIC) Program
0029.07.12	Commodity Supplemental Food Program
0029.07.15	Food Distribution Program-Indian Reservation
0029.09	Telephone Assistance Programs
0029.15	Social Services
0029.20.03	Publicly Assisted Housing
0029.20.09	Family Homeless Prevention Assistance
0029.20.12	Bridges Housing Subsidy
0029.27	Low Income Home Energy Assistance Program
0029.29	Safe At Home Program
0029.30	Child Care Assistance
0029.31	Child Care Resource and Referral
0029.36	Domestic Violence Brochure Program
CHAPTER 30	REFUGEE RESETTLEMENT PROGRAM
0030	Refugee Resettlement Program
0030.01	Voluntary Agencies (VOLAGS)
0030.03	Refugee Cash Assistance
0030.03.01	Processing RCA Applications
0030.03.01.01	Ineligible for Other Cash Programs

0030.03.03	RCA Assistance Units
0030.03.06	RCA Assistance Standards
0030.03.09	Determining RCA Gross Income
0030.03.12	RCA Asset Limits
0030.03.15	RCA Budgeting
0030.03.16	Processing Reported Changes - RCA
0030.03.18	RCA Overpayments and Underpayments
0030.05	RCA Benefit Issuance
0030.06	Refugee Medical Assistance
0030.09	RCA Financial Orientation
0030.12	Refugee Employment Services
0030.12.03	RCA Post-Secondary Education/Training
0030.12.06	RCA Employment Services Good Cause Claims
0030.15	RCA Sanction Provisions
0030.18	RCA 5-Month Reviews
0030.21	Closing/Terminating RCA
0030.24	RCA/RES Appeals
0030.27	RCA - Moves Within the State

INDEPENDENT LIVING OUTSIDE A LONG TERM CARE FACILITY

Not needing the ongoing care provided by a hospital or nursing home.

INDIAN LAND HELD IN TRUST

REAL PROPERTY held in trust for an Indian TRIBE by the federal government.

INDIAN RESERVATIONS

The geographical area recognized by the federal or a state government as being set aside for the use of Indians and governed by Indians.

INDIGENT IMMIGRANT

A sponsored LPR who is determined by the county to be unable to obtain food and shelter. See [0015.48.03 \(Whose Assets to Consider - Sponsors W/I-864\)](#), [0016.21.03 \(Income of Sponsors of LPRs with I-864\)](#).

INELIGIBLE NON-CITIZENS

People who are not United States citizens, whose non-citizen status causes them to be ineligible for benefits.

INELIGIBLE PERSON

A person who does not meet eligibility requirements for ASSISTANCE.

INITIAL ELIGIBILITY

MFIP, WB, DWP : The determination of eligibility for an APPLICANT.

INITIAL MONTH

SNAP: The 1st month for which a SNAP allotment is issued to a household, or the 1st month for which an allotment is issued to a household after any period in which the household was not participating in the SNAP program after the expiration or termination of a certification period. This does not apply to reinstatement for a late HOUSEHOLD REPORT FORM (HRF) or COMBINED SIX-MONTH REPORT (CSR). For more information, see [0002.11 \(Glossary: Child Care...\)](#), [0002.31 \(Glossary: Honoraria...\)](#).

INPATIENT

A person admitted to a HOSPITAL. Inpatient applies to a person absent from the hospital on pass or as ordered by a physician. Inpatient does not apply to a person absent from the hospital against medical advice.

INQUIRY

A communication to a county agency through mail, telephone, or in person, by which a person or authorized representative requests information about public assistance. The county agency shall also treat as an inquiry any communication in which a person requesting assistance offers information about the person's family circumstances that indicates that eligibility for public assistance may exist.

INSTALLMENT CONTRACT

A conditional sales contract for purchase of real estate, vehicles, or other assets. This includes, but is not limited to, CONTRACTS FOR DEED, mortgages, and chattel mortgages.

INSTALLMENT PAYMENT

One of several successive payments in the settlement of a debt.

INSTITUTION

An establishment providing services or treatment in addition to room and board to people unrelated to the proprietor.

SNAP: A university or college where a student may live on or off campus and purchase meal plans. See [0011.12 \(Institutional Residence\)](#), [0011.18 \(Students\)](#).

MSA : A hospital, regional treatment center inpatient services, a nursing facility, or an intermediate care facility for persons with developmental disabilities.

INSTITUTION FOR MENTAL DISEASES (IMD)

An institution for the treatment of mental diseases.

INSTITUTION OF HIGHER LEARNING

SNAP: Any institution which normally requires a high school diploma or equivalency certificate before enrollment. This includes, but is not limited to, colleges, universities, and vocational or technical schools at the post-high school level.

INSURANCE AFFORDABILITY PROGRAMS

See [Insurance Affordability Programs Manual](#).

INTENSIVE RESIDENTIAL TREATMENT SERVICES (IRTS)

Time-limited mental health services provided in a residential setting to recipients in need of more restrictive settings (versus community settings).

INTERIM ASSISTANCE

Assistance people receive pending receipt of other maintenance benefits they have applied for. See [0012.12.03 \(Interim Assistance Agreements\)](#).

INTERSTATE COMPACT FOR JUVENILES (ICJ)

An agreement between states that are part of a compact to transfer supervision of probation and parole of juveniles from one state to another. The compact is the means of returning youth who have run away, escaped, absconded or fled to avoid prosecution and crossed state lines. See [0008.06.06 \(Adding a Person to the Unit – Cash\)](#), [0011.21 \(Receipt of Other Assistance\)](#).

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)

An agreement among all 50 states that coordinates the movement of children across state lines for the purpose of placement in foster care, adoptive homes, group homes, residential treatment centers, or on a trial basis with a parent.

MFIP, DWP, SNAP, MSA, GA, GRH:

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

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

- Minnesota Family Investment Program (MFIP).
- Refugee Cash Assistance (RCA).
- Diversionary Work Program (DWP).
- General Assistance (GA).
- Minnesota Supplemental Aid (MSA).
- Group Residential Housing (GRH).
- Supplemental Nutrition Assistance Program (SNAP).
- Emergency Assistance.

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

Provide people with the CAF, AND the [Notice of Privacy Practices \(DHS-3979\)](#). See [0003.09.06 \(Client Rights - Data Privacy Practices\)](#).

The CAF includes:

- Instructions on how to complete the form.
- A tear-off page (page number 1) which can be used to set the date of application. See [0005.12.09 \(Date of Application\)](#), [0004 \(Emergencies\)](#). This page of the CAF also includes questions to evaluate for emergency need, expedited services, assistance unit composition and size and signature blocks. See [0014 \(Assistance Units\)](#).
- Several pages with Yes/No questions used to determine eligibility. Use the information provided on these pages to establish eligibility factors including:
 - Client data. See [0010 \(Verification\)](#), [0013 \(Basis of Eligibility\)](#), [0014 \(Assistance Units\)](#).
 - Basis of eligibility and program coverage. See [0013 \(Basis of Eligibility\)](#).
 - Income, asset, and expense data. See [0015 \(Assets\)](#), [0017 \(Determining Gross Income\)](#), [0018 \(Determining Net Income\)](#).

- Emergency data. See [0004 \(Emergencies\)](#).

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

The client fills out the information on the [CAF \(DHS-5223\)](#) and is then interviewed for cash and food programs using procedures established by each county.

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

Check for duplicate program participation through MAXIS Person Search.

For information on application interviews and scheduling appointments, see [0005.12.12 \(Application Interviews\)](#).

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

WB:

No Provisions. See [0005.10 \(Minnesota Transition Application Form \(MTAF\)\)](#).

APPLICATION INTERVIEWS

0005.12.12

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 \(Verification\)](#).

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 a face-to-face interview before determining eligibility. The interview may be with any caregiver(s) of the unit or their authorized representative.

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 \(Opting Out of MFIP Cash Portion\)](#).

Explain the Family Cap policy to applicants. See [0014.06.03 \(Family Cap\)](#).

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

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.

WB:

No provisions.

DWP:

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

In addition:

- Conduct the interview within 5 working days of receipt of the application.
- Refer clients to Employment Services (ES) within 1 day of determining eligibility (this means from when you determine eligibility, not when you approve eligibility).
- The ES Provider MUST conduct the Employment Plan/interview within 10 days of referral.
- The ES Provider MUST notify the county agency of the ES plan approval within 1 day of signed plan.
- Issue DWP benefits within 1 day of being notified of the ES plan approval by the ES Provider.
- Include in the interview a discussion of goals, requirements, and services of the DWP.
- If child care is needed, obtain a child care application from the client before finishing the interview and forward the application to the appropriate child care assistance worker on the same day you received it. Make a referral to the appropriate Child Care Resource and Referral (CCR&R) agency if the job seeker needs help in finding a child care provider. The contact numbers for the CCR&Rs can be found in the brochure ["Do You Need Help Paying for Child Care?" \(DHS-3551\)](#).

- Ensure that 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.

DELAYS CAUSED BY THE APPLICANT HOUSEHOLD

0005.12.15.09

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

No provisions.

SNAP:

A delay caused by the applicant means the agency has met the responsibilities listed in [0005.12.15.06 \(Determining Who Caused the Delay\)](#) and the unit has not completed the application process within 30 days after the date of application.

If the delay in the 1st 30 days is the applicant's fault AND an interview was completed in the 1st 30 day period:

- Deny the application, but allow the applicant another 30 days to complete the application process. Send the applicant a denial notice as specified in [0026.15 \(Notice of Denial, Termination, or Suspension\)](#).
- If the applicant household completes the application process during the 2nd 30-day period, open the case. Do not require a new application. Prorate benefits from the date the unit takes the required action.
- If the applicant fails to complete the application process within the 2nd 30-day period, the denial notice issued previously is in force and no additional action is required by the county agency.

See [0005.12.15.12 \(Delays Caused by the Agency\)](#), [0005.12.15.15 \(Delays Caused by the Agency and Applicant\)](#).

If the delay in the 1st 30 days is the applicant's fault because the applicant missed the initial interview:

- Issue a Notice of Missed Interview (NOMI) to inform the applicant household of its responsibility to schedule another interview date. See TEMP Manual TE02.05.15 (Notice of Missed Interview).
- If after issuing the NOMI, the applicant household fails to make subsequent contact with the agency, deny the application on the 30th day.
- If the applicant household contacts the agency after the denial, a new application must be filed.

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

No provisions.

SNAP:

When the delay was the applicant's fault during the 1st 30 days, and the agency's fault for the 2nd 30 days, do not issue benefits for the 1st 30-day period. Do not require a new application.

Issue benefits in the 2nd 30-day period from the date the client takes the required action to complete the application.

If the delay beyond the 2nd 30-day period is the applicant's fault, deny the application. This applies even if the delay during the 1st 30 days was the agency's fault.

MFIP:

Homeless units and migrant and seasonal farmworker units are exempt from monthly reporting. For all other units, send a [Household Report Form \(HRF\) \(DHS-2120\)](#) to a unit to report circumstances for any report month in which the unit has:

- A member who received earned income in the report month or any of the previous 3 months. This is true even if you excluded the earnings.
OR
- A financially responsible person living with the unit who received earned income in the report month or any of the previous 3 months. This is true even if you excluded the earnings. See [0016 \(Income From People Not in the Unit\)](#).
OR
- A non-citizen whose sponsor and/or sponsor's spouse has earned or unearned income in the report month or any of the previous 3 months. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).
OR
- A participant receiving direct child/spousal support. This continues until the support has been redirected to the child support enforcement agency.

For applications, the [Combined Application Form \(CAF\) \(DHS-5223\)](#) or ApplyMN application substitutes for the HRF when interviewing the unit in the month after they apply. For those cases, do not require an HRF for the application month.

When you interview a unit in the same month it applies and it appears the unit will have to report monthly, the unit must complete an HRF for the application month. Do not determine eligibility for the 3rd month (1st retrospective month) until the unit returns the HRF.

If the unit fails to return the HRF by the 8th of the month, take the following action:

- For units you have approved, send a 10-day notice to close for failure to provide an HRF.
- For units you have not approved, and have allowed 10 days to return the HRF, you may open and close at the same time if the unit is eligible for the 1st 1 or 2 months. You must send a 10-day notice for closing.
- Units may meet eligibility requirements for Transition Year Child Care. See the [Child Care Assistance Program Policy Manual](#).

You must compute eligibility/ineligibility manually or in the training region of MAXIS. Document in the case record when the case would have been terminated because of excess income. Do not change any of the other case notes or dates. The MFIP case remains closed for failure to provide a HRF. Notify the county child care assistance worker of this fact. Do not send a new notice to the client.

Units that have been closed and reapply must submit missing HRFs needed to determine benefits, if they will continue in the retrospective cycle. See [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#).

For recertifications, do not require an HRF for the month 2 months before recertification is due (for example, for October if recertification is due December 1st). The CAF or ApplyMN application substitutes for the HRF. If the unit is ineligible 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.

WB, DWP:

No provisions. See [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#).

SNAP:

See [0007.03.01 \(Monthly Reporting - Uncle Harry FS\)](#), [0007.03.02 \(Six-Month Reporting - FS\)](#).

MSA:

Send an HRF to clients who do not receive SSI to report circumstances for months in which:

- The clients have earned income.
OR
- You deem income from financially responsible people to the clients. See [0016 \(Income From People Not in the Unit\)](#).

GA:

Send an HRF to a unit to report circumstances for any report month in which the unit has:

- A member who received earned income in the report month or any of the previous 3 months. This is true even if you excluded the earnings.
OR
- A financially responsible person living with the unit who received earned income in the report month or any of the previous 3 months. This is true even if you excluded the earnings. See [0016 \(Income From People Not in the Unit\)](#).

For applications, the CAF or ApplyMN application substitutes for the HRF when interviewing the unit in the month after they apply. For those cases, do not require an HRF for the application month.

When you interview a unit in the same month it applies and it appears the unit will have to report monthly, the unit must complete an HRF for the application month. Do not determine eligibility for the 3rd month (1st retrospective month) until the unit returns the HRF.

If the unit fails to return the HRF, take the following action:

- For units you have approved, send a 10-day notice to close for failure to provide an HRF.
- For units you have not approved, and have allowed 10 days to return the HRF, you may open and close at the same time if the unit is eligible for the 1st 1 or 2 months. This requires a 10-day notice.

Units that have been closed and reapply must submit missing HRFs needed to determine benefits, if they will continue in the retrospective cycle. See [0022.03 \(How and When to Use Prospective Budgeting\)](#), [0022.06 \(How and When to Use Retrospective Budgeting\)](#).

For recertifications, do not require an HRF for the month 2 months before recertification is due. (For example, for October if recertification is due December 1st). The CAF or ApplyMN application substitutes for the HRF. If the unit is ineligible, send adequate notice. See [0026.12.09 \(Adequate Notice\)](#).

GRH:

Send a HRF to clients who do not receive SSI for months in which the client has earned income of more than \$100.

For post-payment cases, the report month and the benefit month are the same for processing the HRF for GRH.

MFIP, DWP, MSA, GA, GRH:

See [0007.03 \(Monthly Reporting - Cash\)](#).

WB:

No provisions. See [0007.15 \(Unscheduled Reporting of Changes – Cash\)](#).

SNAP:

The only SNAP units subject to monthly reporting are Uncle Harry units who do NOT meet the following exceptions:

- Units in which all members are homeless. See HOMELESS in [0002.29 \(Glossary: Gross RSDI...\)](#).
- Units in which all members are in the migrant work stream. Not all members must be in agricultural work, but all members must be traveling together for this purpose.
- Units in which any member is a seasonal farmworker.
- Units in which all adult members are elderly or disabled if the unit has no earned income.
- Units living on Indian reservations. Unit members do not have to be members of a tribe to be eligible for this exemption.

Send the following Uncle Harry FS (UHFS) units a [Household Report Form \(HRF\) \(DHS-2120\)](#) for the report month if the unit includes:

- A member who received earned income in the report month or any of the previous 3 months. This is true even if you excluded the earnings.
OR
- An ineligible or disqualified person living with the unit who received earned income in the report month or any of the previous 3 months. This is true even if you exclude the earnings. See [0016 \(Income From People Not in the Unit\)](#).
OR
- A non-citizen whose sponsor and/or sponsor's spouse has earned or unearned income in the report month or any of the previous 3 months. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).

For UHFS applications, a [Combined Application Form \(CAF\) \(DHS-5223\)](#) or ApplyMN application substitutes for the HRF when you interview the unit in the month after they apply. For those cases, do not require an HRF for the application month.

When you interview the UHFS unit in the same month it applies and it appears the unit will have to report monthly, the unit must complete an HRF for the application month. Do not determine eligibility for the 3rd month (1st retrospective month) until the unit returns the HRF.

If the UHFS unit fails to return the HRF, take the following action:

- For units you have approved, send a 10-day notice to close for non-receipt of an HRF.
- For units you have not approved, and have allowed 10 days to return the HRF, you may open and close at the same time if the unit is eligible for the 1st 1 or 2 months. A 10-day notice is not required in this case.

For UHFS recertifications, do not require an HRF for the month before the last month of the certification period if the recertification form was signed and dated on or after the last day of the report month. A CAF or ApplyMN application substitutes for the HRF. If the UHFS unit is ineligible based on the recertification form, send adequate notice. See [0026.12.09 \(Adequate Notice\)](#).

ADDING A PERSON TO THE UNIT - CASH

0008.06.06

Follow these provisions to add the needs of a person to the unit. See [0008.06.12 \(Adding a Person's Income\)](#) for when to add a person's income.

Receipt of other assistance may affect whether you can add a person and when. See [0011.21 \(Receipt of Other Assistance\)](#).

MFIP:

An addendum to an existing application must be used to add a person to an assistance unit regardless of whether the person being added is required to be in the assistance unit. See [0005.09.09 \(When to Use an Addendum to an Application\)](#). Require the caregiver to complete a [Combined Application - Addendum \(DHS-5223C\)](#).

Do not add a father living in the home of his minor child to the assistance unit unless he has verification of his parentage. If he is not a legal father, paternity can be established through a court order or when both parents sign a [Minnesota Voluntary Recognition of Parentage \(ROP\) \(DHS-3159\)](#). Refer the family to the county child support office to sign an ROP or to establish paternity through the courts. See MINNESOTA VOLUNTARY RECOGNITION OF PARENTAGE in [0002.41 \(Glossary: Medically Necessary...\)](#).

For information on adding a newborn and the newborn's father, see [0008.06.12.09 \(Converting a Pregnant Woman Case\)](#).

An addendum is not needed for disqualified and ineligible mandatory unit members since their income and assets are already being counted. Add a disqualified or ineligible mandatory unit member the 1st day of the month after the disqualification/ineligibility has ended. See [0005.09.09 \(When to Use an Addendum to an Application\)](#).

Determine whether there is an overpayment or fraud when caregivers do not timely report mandatory members who return to the household. See [0007.15 \(Unscheduled Reporting of Changes - Cash\)](#).

A person must meet all verification and eligibility factors before you add the person to the unit. See [0010 \(Verification\)](#), [0011 \(Technical Eligibility\)](#), [0012 \(Procedural Eligibility\)](#), [0014 \(Assistance Units\)](#).

The following rules govern when to add a unit member:

- If the person has received cash assistance in the current month, add the person the 1st day of the month after an addendum is filed.
- If the person has not received cash assistance in the current month, add the person retroactive to the 1st day of the month an addendum is filed.
- If the person has received SNAP in the current month, he/she is ineligible for the food portion for that month. See [0011.21 \(Receipt of Other Assistance\)](#).
- On STAT/ADME in MAXIS, add mandatory people in the benefit month they arrived in the household. Calculate overpayments from the arrival month, if not reported timely. Calculate restorations/supplements from the 1st of the month the addendum is filed.

Budget a new member's income prospectively for the 1st 2 months even if the unit is in a retrospective cycle, EXCEPT:

- If the new person was on MFIP in the previous month, continue the budget cycle the person was in.
- If you were already considering the person's income in determining the unit's grant, continue the current budget cycle. See [0016 \(Income From People Not in the Unit\)](#).

When the new member is not reported timely, begin the 1st 2 prospective months with the month of arrival.

The new member's income and assets, combined with the unit's income and assets, must be within the income and asset limits for an ongoing case. If the new unit's assets exceed the limit and the person is a mandatory unit member, close the case. If the person is not a mandatory member, deny eligibility for that person. See [0014.03 \(Determining the Assistance Unit\)](#), [0014.03.03 \(Determining the Cash Assistance Unit\)](#), [0020.09 \(MFIP/DWP Assistance Standards\)](#).

An applicant whose needs were met through foster care for the 1st part of an application month is eligible to receive MFIP for the remaining part of the month in which the applicant returns home. See [0011.21 \(Receipt of Other Assistance\)](#), [0022.12.03 \(Proration\)](#), TEMP Manual TE02.08.023 (Prorated Supplements), TE02.10.03 (How to Restore Benefits).

Children whose needs were met through the Interstate Compact on the Placement of Children (ICPC) are not eligible for MFIP. See [0014.06 \(Who Must Be Excluded From Assistance Unit\)](#).

A child placed in Minnesota under the Interstate Compact for Juveniles (ICJ) may be eligible for MFIP if they meet MFIP eligibility requirements. See INTERSTATE COMPACT FOR JUVENILES in [0002.33 \(Glossary: Independent...\)](#).

WB:

Follow MFIP EXCEPT:

- Reference to retrospective budgeting does NOT apply. WB uses prospective budgeting. See [0022 \(Budgeting and Benefit Determination\)](#).
- Reference to the MFIP food portion does NOT apply.

When 2 separate WB units combine, use the remaining months of the case that stays open.

DWP:

Follow MFIP, EXCEPT:

- Reference to retrospective budgeting does NOT apply. DWP uses only prospective budgeting method. See [0022 \(Budgeting and Benefit Determination\)](#).
- Reference to the MFIP food portion does NOT apply. DWP does NOT have food portion. See [0011.03.06 \(Non-Citizens - MFIP Food Portion\)](#).

If a new member enters the DWP household and the unit meets MFIP or WB criteria, convert the entire household to MFIP or WB. The [Minnesota Transition Application Form \(DHS-5223E\)](#) (MTAF) may be used in place of an addendum ONLY when converting a unit from DWP to MFIP or WB AND you are adding a new unit member. Use the addendum or MTAF date for the new member to determine if the new member has received MFIP or DWP within the past 12 months.

SNAP:

See [0008.06.07 \(Adding a Person to the Unit - SNAP\)](#).

MSA:

Each MSA client is a separate unit.

GA:

A person must meet all verification and eligibility criteria before you add the person to the unit. See [0011 \(Technical Eligibility\)](#), [0012 \(Procedural Eligibility\)](#), [0014 \(Assistance Units\)](#).

The new member's income and assets in combination with the unit's income and assets, must be within the income and asset limits. If either exceeds the limit, terminate assistance for the unit. See [0008.06.12 \(Adding a Person's Income\)](#), [0014 \(Assistance Units\)](#), [0019.06 \(Gross Income Limits\)](#), [0020.18 \(GA Assistance Standards\)](#).

Add the person to the unit as of the date the person applies or the date the person meets all eligibility conditions, whichever is later. Prorate increased benefit amounts from the date you add the person to the unit.

Give units proper notice of the change. If you cannot give proper notice of a decrease, determine overpayments. See [0025.03 \(Determining Incorrect Payment Amounts\)](#), [0026.12 \(Timing of Notices\)](#).

When you add a person whose income you have already considered, the benefit amount does not change. See [0016 \(Income From People Not in the Unit\)](#).

GRH:

No provisions.

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

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

See [0010.18.01 \(Mandatory Verifications - Cash Assistance\)](#).

SNAP:

Verify the following:

- Identity of the applicant and the authorized representative if the authorized representative is applying for the applicant.
- Social Security numbers of all people applying for assistance. See [0010.18.03 \(Verifying Social Security Numbers\)](#).
- Residency in Minnesota, unless verification cannot be obtained because the people are homeless, migrant farmworkers, or newly arrived in Minnesota. A verbal client statement indicating residency in Minnesota meets the verification requirement. Document this verbal statement in CASE/NOTES. For people in the Safe At Home Program, see [0029.29 \(Safe At Home Program\)](#).
- Cash contributions received from sponsors of immigrants. See [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).
- Disability exemption from work registration. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#).
- 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 60 days of application for applicants.
- The number of hours of employment or work program activities for non-exempt able-bodied adults subject to the 3 months in 36 months limit on eligibility. See [0011.24 \(Able-Bodied Adults Without Dependents\)](#) for more information.

Verify and allow the following IF an applicant/participant wants a deduction from their income for:

- Housing costs. Verify at application in order to allow the expense as a deduction. Open the case but do NOT allow the housing cost as a deduction if it is NOT verified.

Verify changes whenever they occur. If a change which is not verified decreases benefits, budget the change and verify at recertification. If a change which is not verified increases benefits, do not budget the change.

At recertification, unchanged housing costs do NOT need to be verified unless the information about the deduction is incomplete, inaccurate, or inconsistent.

NOTE: Use of the standard utility allowance(s) does not need to be verified, unless there is inconsistent information. See [0010.15 \(Verifications – Inconsistent Information\)](#).

- Property taxes and property insurance. Verify property taxes and property insurance when the unit indicates that there are other expenses in the escrow account that are not allowable housing expenses. See [0018.15 \(Shelter Deductions\)](#).
- Some medical expenses in order to allow the expenses as a deduction. See [0018.12 \(Medical Deductions\)](#) for when you can allow the expenses and when to require verification.

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

Verify school attendance if applicable to the SNAP case.

VERIFYING SPONSOR INFORMATION

0010.18.18

AFFIDAVITS OF SUPPORT

The newer Affidavit of Support under Section 213A of the Immigration and Nationality Act (Form I-864) used for family based and certain employment immigrants went into use on 12-19-97. People sponsoring relatives after that date are required to file this form, which remains in effect until the immigrant becomes a naturalized citizen, earns or can be credited with 40 Social Security Credits, leaves the United States permanently, or the immigrant or sponsor dies. Divorce does NOT terminate the obligation. See [0010.18.15.06 \(Verifying Social Security Credits\)](#).

The older Affidavit of Support (Form I-134) was in use prior to 12-97 and may be used for immigrants who are not sponsored by family members.

See [0011.03.15 \(Non-Citizens - LPR With Sponsors\)](#), [0015.48 \(Whose Assets to Consider\)](#), [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).

SAVE AND I-864 SPONSOR INFORMATION

To request sponsorship information using SAVE, check the "Request Affidavit of Support Data" box prior to submitting an automated additional verification request, and the Immigration Status Verifier (ISV) will provide this information when responding to the additional verification request if the non-citizen was sponsored on Form I-864, Affidavit of Support. If the immigrant was not sponsored using Form I-864, the ISV response will state "This alien was not sponsored on Form I-864", and you will need to pursue other means of securing the sponsorship information. If you have determined that the client has a sponsor, but the client is unable to provide the necessary sponsor verification, you can electronically request Affidavit of Support data PRIOR to determining program eligibility from USCIS.

Use SAVE to request specific sponsorship data through the automated additional verification request process. SAVE provides the following information regarding a client's sponsor(s):

- First, middle, and last name(s).
- Social security number(s).
- Last known address including street, city, state, and zip code.

NOTE: Once SAVE responds with the name, SSN, and last known address for the individual's sponsor(s), the agency must secure a release of information from the client prior to contacting the sponsor to request income and asset verifications.

Send a letter to remind the sponsor of his/her legal responsibility to provide support and request information regarding income and assets. If the sponsor and his/her spouse fail to respond to the letter and/or fail to provide verification of income and assets, deny the application or recertification unless you are able to reasonably determine that the immigrant meets an EXCEPTION from the deeming requirement. See [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#). Do not send a reminder letter if the immigrant is exempt from the deeming requirement under a battered status and the sponsor is responsible for the battery.

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

Follow general procedures.

SNAP:

For Categorical Eligible SNAP units who are sponsored, the assets of the sponsor and the sponsor's spouse are not counted. No verification of these assets is needed.

For Non-Categorical Eligible SNAP units, see [0015.48.03 \(Whose Assets To Consider – Sponsors W/I-864\)](#).

MFIP, DWP:

MFIP is composed of both federal block grant money AND state money. This combination of funding allows the program to include populations that could not be covered by a program funded only with federal dollars. Identification of immigration status will determine eligibility and funding source. For information on how to verify citizenship and immigration status, see [0010.18.11 \(Verifying Citizenship and Immigration Status\)](#), [0010.18.12 \(Verifying Lawful Temporary Residence\)](#), [0010.18.15 \(Verifying Lawful Permanent Residence\)](#), [0010.18.15.03 \(Lawful Permanent Resident: USCIS Class Codes\)](#), [0010.18.21 \(Identify Non-Immigrant or Undocumented People\)](#), [0010.18.21.03 \(Non-Immigrant People: USCIS Class Codes\)](#), [0010.18.24 \(Verification - I-94 Cards\)](#), [0010.18.27 \(Verification - I-551 Card\)](#).

FEDERALLY-FUNDED CASH ASSISTANCE

The following non-citizens may be eligible for federal funding WITHOUT considering the date of admission to the United States, if they meet other eligibility criteria for the federally-funded cash portion:

- Refugees admitted to the United States under Section 207 of the United States [Immigration and Nationality Act \(INA\)](#).
- People classified as Iraqi or Afghan Special Immigrants under section 101(a) (27) of the INA. See [0011.03.18 \(Non-Citizens – People Fleeing Persecution\)](#).
- Asylees under Section 208 of the [INA](#).
- People granted withholding of deportation under Section 243(h) or 241(b) (3) of the [INA](#).
- Veterans of the United States Armed Forces with an honorable discharge for a reason other than non-citizen status, or a spouse or an unmarried minor dependent child of the veteran.
- People on active duty in the United States Armed Forces, other than for training, or a spouse or unmarried minor dependent child of the person.
- Cuban/Haitian entrants.
- Amerasians.

The following non-citizens admitted to the United States BEFORE 8-22-96 are eligible for federally-funded cash assistance if otherwise eligible:

- Lawful Permanent Residents (LPR). Determine if an LPR has a sponsor. If he/she has a sponsor, deem the sponsor's income and assets to the LPR. See [0011.03.12 \(Non-Citizens - Lawful Permanent Residents\)](#), [0015.48.03 \(Whose Assets to Consider - Sponsors W/ I-864\)](#), [0015.48.06 \(Whose Assets to Consider - Sponsors W/ I-134\)](#), [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).
- Consider North American Indians born in Canada who have at least 50% American Indian blood to be LPRs when they enter the United States from Canada.
- Battered non-citizens. See [0011.03.21 \(Non-Citizens - Victims of Battery/ Cruelty\)](#).

- People paroled more than 1 year.
- Conditional Entrants prior to 4-1-80.

The following non-citizens admitted to the United States ON OR AFTER 8-22-96 may be eligible for federally-funded cash assistance AFTER residing in the United States for 5 years. Review their circumstances as they approach the 5-year date.

- Lawful Permanent Residence (LPR). Determine if an LPR has a sponsor. If he or she has a sponsor, you must deem the sponsor's income and assets to the LPR. See [0015.48 \(Whose Assets to Consider\)](#), [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).
- Consider North American Indians born in Canada who have at least 50% American Indian blood to be LPRs when they enter the United States from Canada.
- Battered non-citizens. See [0011.03.21 \(Non-Citizens - Victims of Battery/ Cruelty\)](#).
- People paroled more than a year.

STATE-FUNDED CASH ASSISTANCE

All lawfully residing non-citizens who are not eligible for federal funding may be eligible for state funding if they meet other eligibility criteria for state-funded cash assistance.

LPRs age 18 through 69 who are funded under state dollars, and who have been in the country for 4 or more years, must meet 1 of the following additional criteria to be eligible:

- Enrolled in a literacy class, English as a Second Language class, or a citizenship class.
OR
- Applied for admission to a literacy class or English as a Second Language class, and is on a waiting list.
OR
- In the process of applying for a waiver from the U.S. Citizenship and Immigration Services (USCIS) of the English language or civics requirements of the citizenship test.
OR
- Have submitted an application for citizenship to the USCIS and are waiting for a testing date or a subsequent swearing in ceremony.
OR
- Have been denied citizenship due to a failure to pass the test after 2 or more attempts or because of an inability to understand the rights and responsibilities of becoming a United States citizen, as documented by the USCIS or the county agency.

WB:

Follow MFIP EXCEPT WB is composed of all state funding. Units listed under the MFIP state-funded cash assistance units are eligible except they do NOT have to meet the eligibility criteria listed.

SNAP, MSA, GA, GRH:

No provisions. See [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#).

Non-citizens may immigrate to the United States through a petition by a sponsor who agreed to support the immigrant as a condition of the immigrant's entry to the United States. Sponsors may be financially responsible for the immigrant. There are 2 types of sponsorship agreements (forms I-134 and I-864). The rules governing how each of these 2 agreements affect the sponsor's income and assets differ depending on the U.S. Citizenship and Immigration Services (USCIS) classification of the non-citizen and/or the type of Affidavit of Support executed by the sponsor. See [0010.18.18 \(Verifying Sponsor Information\)](#), [0015.48.03 \(Whose Assets to Consider - Sponsors W/ I-864\)](#), [0015.48.06 \(Whose Assets to Consider – Sponsors W/ I-134\)](#), [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).

- The newer Affidavit of Support under Section 213A of the Immigration and Nationality Act (Form I-864) used for immediate relative, family based and certain employment based immigrants on 12-19-97. People sponsoring relatives after that date are required to file this form, which remains in effect until the immigrant becomes a naturalized citizen, earns or can be credited with 40 qualifying work quarters, leaves the United States permanently, or dies. See [0010.18.15.06 \(Verifying Social Security Credits\)](#), TEMP Manual TE02.12.24 (Social Security Credits).
- The older Affidavit of Support (Form I-134) was in use prior to 12-97 and continues to be used for some immigrants who are not sponsored by family members.

For all LPRs who arrived on or after 12/19/97, if the I-551 Permanent Resident Card lists any of the codes below, they maybe sponsored under the I-864 Affidavit of Support.

Listed below are the most common codes. Submit a question through PolicyQuest if you have a code that is not listed.

Immediate Relative Codes:

CF 1, 2
CR 1, 2, 6, 7
IF 1, 2
IR 0, 1, 2, 3, 4, 5, 6, 7, 8, 9

Family Based Codes:

C 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 31, 32, 33, 36, 37,38
CX 1, 2, 3, 6, 7, 8
F 11, 12, 16, 17, 20, 21, 22, 23, 24, 25, 31, 32, 33, 36, 37, 38, 41, 42, 43, 46, 47, 48
FX 1, 2, 3, 6, 7, 8

Employment Based Codes:

C 51, 52, 53
E 10, 11, 12, 13, 14, 15, 16, 17, 18,19, 21, 22, 23, 26, 27, 28, 30, 31, 32, 34, 35, 35, 36,
37, 38, 39, 51, 52, 53, 56, 57, 58
EWO, 3, 4, 5, 8, 9
EX 3, 4, 5
T 51, 52, 53, 56, 57, 58

If you have an LPR who entered under the Diversity Program, the codes to look for are DV 1, 2, 3. These LPRs may be sponsored using the I-134 Affidavit of Support.

Also see SPONSOR in [0002.63 \(Glossary: Special Diet...\)](#). Also see [0010.18.15 \(Verifying Lawful Permanent Residence\)](#), [0011.03.12 \(Non-Citizens - Lawful Permanent Residents\)](#).

Receipt of public cash assistance or institutionalization for long term care at government expense may negatively affect a non-citizen's USCIS status. See [0011.03.17 \(Non-Citizens - Public Charge\)](#).

MFIP, WB, DWP:

Determine if the sponsor is an individual or an agency or organization.

- LPRs whose sponsors are individuals (rather than agencies or organizations) are eligible if they meet all other eligibility conditions.
- LPRs whose sponsors are public or private agencies or organizations are ineligible for 3 years from the date the LPR enters the United States, unless DHS grants an EXCEPTION.

DHS can grant EXCEPTIONS only if the sponsoring agency no longer exists or has become unable to meet the immigrant's needs. There must be a material change in the agency's resources since USCIS approved the application for sponsorship of the immigrant. The non-profit or charitable status of a sponsoring agency is not enough by itself to waive responsibility to support the immigrant.

Submit requests to waive a sponsoring agency's financial responsibility, along with supporting documentation and authorization forms, to:

Department of Human Services
Transition to Economic Stability Division
P.O. Box 64951
St. Paul, Minnesota 55164-0951

For information on how to treat income of LPRs who are ineligible due to agency or organization sponsorship, see [0016.33 \(Income of Ineligible Non-Citizens\)](#).

SNAP:

LPR's with sponsors are eligible if they meet all other eligibility conditions. See [0011.03 \(Citizenship and Immigration Status\)](#), [0011.03.12 \(Non-Citizens - Lawful Permanent Residents\)](#) for additional eligibility requirements.

Determine eligibility of LPRs who became sponsored on or after 12-19-97 by counting the assets and income of the sponsor if the LPR is sponsored by forms I-864 or I-864A.

MSA:

LPRs with sponsors are eligible if they meet all other eligibility conditions. Consider income and assets of sponsors who are individuals (rather than organizations) when determining assistance for sponsored immigrants.

GA:

LPRs with sponsors are eligible if they meet all other eligibility conditions.

GRH:

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

Count the income of members of the unit according to the provisions of [Chapter 17](#).

You must also count all or part of the income of certain people outside an assistance unit in the unit's income eligibility tests and benefit determination. This is sometimes called income "deemed" available to a unit. Count this income even if the unit does not actually receive it. See program provisions below to determine whose income to count.

MFIP, WB, DWP:

To determine gross income of people outside an assistance unit, follow [0017 \(Determining Gross Income\)](#). To determine the net amount deemed from people outside the unit, apply the deductions and disregards described in the following subsections:

- Disqualified unit members. These are mandatory members of the unit who are disqualified. See [0014.06 \(Who Must Be Excluded From Assistance Unit\)](#), [0016.03 \(Income From Disqualified Unit Members\)](#), [0025.24.06 \(Disqualification for Fraud\)](#).
- Parents of minor caregivers. These are parents of a minor caregiver who live with the unit. See [0016.18 \(Income of Inel. Parent/Guard. of Minor Crgvr\)](#).
- Sponsors of immigrants. These are people who signed an affidavit of support as an immigrant's condition of entry into the United States. Sponsors may or may not live with the unit. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).
- Ineligible parents and stepparents in the household of minor children. See [0016.09 \(Income From Ineligible Stepparents\)](#), [0016.15 \(Income From Ineligible Parents\)](#).

Do not deem the income of people who receive MSA or SSI. See [0017.15.45 \(Income From RSDI and SSI\)](#).

Do not deem the income of a person who is away from home on military duty. See [0017.15.93 \(Military Income\)](#) for information on how to determine countable military pay. Also see TEMP Manual 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 of all unit members, including the members away from the family, when determining the unit's eligibility and benefit level. For information on counting assets, see [0015.48 \(Whose Assets to Consider\)](#).

SNAP:

To determine the gross and net amount of income counted from people outside the unit, follow the instructions in the following subsections:

- Disqualified mandatory unit members. See [0016.03 \(Income From Disqualified Unit Members\)](#).
- Sponsors of immigrants. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).
- Ineligible non-citizens. See [0016.33 \(Income of Ineligible Non-Citizens\)](#). (Also see sections for parents, stepparents, etc.)
- Unit members not applying for SNAP (non-applicants). See [0016.42 \(Income of Non-Applicants\)](#).
- Ineligible students. See [0015.06.03 \(Availability of Assets with Multiple Owners\)](#), [0016.36 \(Income of Ineligible Students\)](#).

- Ineligible able-bodied adults. See [0015.06.03 \(Availability of Assets with Multiple Owners\)](#), [0016.39 \(Income of Ineligible Able-Bodied Adults\)](#).

A person who is away from home on military duty. See [0017.15.93 \(Military Income\)](#) for information on how to determine countable military pay. Also see TEMP Manual TE02.10.90 (Military Families Receiving FS, MFIP or DWP).

MSA:

THE PROVISIONS OF THIS CHAPTER DO NOT APPLY TO SSI RECIPIENTS.

If a client, other than an SSI recipient, lives with a spouse who also has a basis of eligibility and who applies for MSA, combine the couple's income and need when determining eligibility and benefit level. See [0022.12.01 \(How to Calculate Benefit Level - SNAP/MSA/GRH\)](#).

To determine the net amount counted from people outside the unit, apply the deductions and disregards as described in the following sections:

- Ineligible spouses of unit members. See [0016.06 \(Income From Ineligible Spouse of Unit Member\)](#).
- Ineligible stepparents. See [0016.09 \(Income From Ineligible Stepparents\)](#).
- Ineligible parents of minor children. See [0016.15 \(Income From Ineligible Parents\)](#).
- Ineligible parents and guardians of minor caregivers. See [0016.18 \(Income of Inel. Parent/Guard. of Minor Crgvr\)](#).
- Sponsors of immigrants. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).
- Parents who choose not to apply. See [0016.24 \(Income of Parents Not Applying\)](#).
- Spouses who choose not to apply. See [0016.27 \(Income From Spouses Who Choose Not to Apply\)](#).

GA:

If people are not in the unit because they receive MFIP, do not count any of their income as available to the unit unless the amount of allocation from the MFIP participant is equal to or exceeds the GA standard of assistance. If it does, there is no GA eligibility.

To determine gross income of people outside the unit, follow [0017 \(Determining Gross Income\)](#). To determine the net amount counted from people outside the unit, apply the deductions and disregards as described in the following subsections:

- Disqualified mandatory unit members. See [0016.03 \(Income From Disqualified Unit Members\)](#).
- Ineligible spouses. See [0016.06 \(Income From Ineligible Spouse of Unit Member\)](#).
- Ineligible stepparents. Treat as parents. [See 0016.09 \(Income From Ineligible Stepparents\)](#).

- Ineligible parents of adult units. See [0016.12 \(Income From Parents of Adult GA Children\)](#).
- Sponsors of immigrants. See [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).
- Spouses who choose not to apply. See [0016.27 \(Income From Spouses Who Choose Not to Apply\)](#).
- Ineligible non-citizens. See [0016.33 \(Income of Ineligible Non-Citizens\)](#).

GRH:

The provisions of this chapter do NOT apply to SSI recipients.

For non-SSI clients who are aged, blind, or disabled: To determine the net amount counted from people outside the unit, see [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).

For all other adults: To determine the net amount counted from people outside the unit, see [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#).

MFIP, WB, 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 and WB only, see [0016.03 \(Income From Disqualified Unit Members\)](#), [0016.18 \(Income of Inel. Parent/Guard. of Minor Crgrvr\)](#) 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. Deduct 18% of the person's 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. For WB only, there is no Transitional Standard.
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 WB or 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 \(Determining Gross Income\)](#).
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.

See [0016.18 \(Income of Incl. Parent/Guard. of Minor Crgvr\)](#).

MFIP, WB, DWP:

Household Size	Monthly Standard (200% of Federal Poverty Guidelines (FPG))
1	\$1,945
2	\$2,622
3	\$3,298
4	\$3,975
5	\$4,652
6	\$5,328
7	\$6,005
8	\$6,682
9	\$7,359
10	\$8,036
Each add'l person	\$677

SNAP, MSA, GA, GRH:

No provisions.

The policy on how to deem income of sponsors of immigrants depends on what affidavit of support was executed by the sponsor. There are 2 different affidavits of support forms I-134 and I-864. Each form has its own deeming requirements.

Deeming of income provisions do not apply to:

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

For information on deeming income of sponsors who executed the I-864, see [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).

For additional information on sponsors of immigrants, see [0011.03.15 \(Non-Citizens - LPR With Sponsors\)](#).

MFIP, WB, DWP:

Some of the income of an immigrant's sponsor, and the sponsor's spouse, may be deemed available to the immigrant. Count the income for 3 years:

- The date the immigrant entered the country with a pre-approved lawful permanent resident (LPR status).
OR
- The date USCIS granted adjustment to LPR status after the immigrant entered the country.

To determine the amount of a sponsor's income to deem:

1. Determine the total combined gross income of the sponsor and sponsor's spouse. See [0017 \(Determining Gross Income\)](#).
2. Deduct 20% or \$175, whichever is less, of the combined earned income of the sponsor and sponsor's spouse.
3. Deduct from the remaining earned and unearned income:
 - An allowance for the needs of the sponsor and spouse and any other people living in the same household whom they claim as dependents for federal income taxes. Do not count any people who are members of the MFIP unit. Use the appropriate Transitional Standard for a unit of the same size to determine the amount of the allowance to deduct. See SNAP provisions in [0019.06 \(Gross Income Limits\)](#).
 - Any amount the sponsor or spouse pays to people outside the sponsor's home who are claimed as dependents on the sponsor's or spouse's federal tax return.
 - Child support, spousal support, child care support, or medical support payments the sponsor or spouse makes to

people living outside the sponsor's household. See [0018.33 \(Child and Spousal Support Deductions\)](#).

4. If the sponsor is responsible for more than 1 sponsored immigrant, divide the remaining income evenly among the sponsored immigrants. Count this amount as available income to each sponsored person for income eligibility tests and benefit calculations.

If the sponsor is part of the immigrant's assistance unit, do NOT deem the sponsor's income. Consider the sponsor's income as you would any other member of the assistance unit.

SNAP:

No provisions.

MSA:

Some of the income of an immigrant's sponsor, and the sponsor's spouse, may be counted as available to the immigrant. It does not matter whether or not the sponsors live with the immigrant. Count the income for 3 years after the immigrant enters the country IF:

- The sponsor is an individual (as opposed to an agency or organization).
AND
- The sponsor has sponsored a person whose sole entrance condition was someone's petition for the immigrant's entrance into the United States.

Some immigrants who have sponsors are not required to have sponsorship as an entry condition. Do not count a sponsor's income if the immigrant was in a category that did not require sponsorship as an entry condition such as, but not limited to, a public interest parolee (PIP), refugee, asylee, or Cuban or Haitian entrant.

If the sponsor is the client's ineligible parent or spouse, follow the provisions of [0016.06 \(Income From Ineligible Spouse of Unit Member\)](#), [0016.15 \(Income From Ineligible Parents\)](#). For other sponsors, follow this procedure:

1. Determine the total gross earned and unearned income of the sponsor and sponsor's spouse (if living in the home). See [0017 \(Determining Gross Income\)](#).
2. Deduct an allocation for the needs of the sponsor and the sponsor's spouse and any minor children.
 - For a sponsor without a spouse in the home, allow the SSI Federal Benefit Rate (FBR) for an individual. See [0029.06.03 \(Supplemental Security Income Program\)](#).
 - For a married couple, when both spouses are sponsors, allow each the individual FBR.
 - For a married couple when only one spouse is the sponsor, allow the individual FBR for the sponsor and 1/2 the individual FBR for the spouse.
 - For each minor child of the sponsor, allow 1/2 the individual FBR. Do not apply the dependent's income to reduce this amount.
3. Count the remaining income as unearned income to the immigrant when determining net income following the provisions of [0018 \(Determining Net Income\)](#).

GA:
Count any amount the sponsor makes available to the client as unearned income.

GRH:
For aged, blind, or disabled clients, follow MSA. For all other adults, follow GA.

The policy on how to deem income of sponsors of LPRs depends on the type of affidavit of support that a sponsor signed. There are 2 different affidavits of support (forms I-134 and I-864). Each form has its own deeming requirements. The I-864 is a legally binding document and deeming is required if it is issued on or after December 19, 1997. The I-134 is not a legally binding document and deeming is not required. Follow the provisions in [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#) for sponsors who signed an I-134.

Deeming of income provisions do not apply to:

- Refugees.

- People granted asylum.

- LPRs who were refugees or asylees.

- People paroled for a period of 1 year.

- Cuban/Haitian Entrants.

The I-864 Affidavit of Support remains valid UNTIL the sponsored LPR:

- Becomes a naturalized citizen.
OR
- Earns or can be credited with 40 qualifying work quarters under the Social Security Act.
OR
- Loses or abandons his/her permanent status and leaves the United States permanently.
OR
- Dies.

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

Sponsor Deeming Exemption Determination

Before requesting verification of a sponsor's and sponsor's spouse's income, review if the LPR who would otherwise be subject to sponsor deeming meets 1 of the 2 EXEMPTIONS listed below:

Do not deem the sponsor's income if the sponsored LPR:

- Is a victim of extreme cruelty/battery. The LPR must provide a statement or documentation that the LPR or his/her child(ren) have been battered or subjected to extreme cruelty by the LPR's spouse or parent. The LPR must also meet the following 2 conditions:
 - NOT living with the batterer.
AND
 - The need resulting from the battery or cruelty has a substantial connection to the need for public assistance.

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

an U.S. Citizenship and Immigration Services (USCIS) determination.

- Is indigent and unable to obtain food and shelter without public assistance as a result of the sponsor's failure to provide support. "Unable to obtain food and shelter" means that the sum of all contributions including, income, and any cash or in-kind assistance provided by the sponsor and others does not exceed 130% of the federal poverty income guidelines for the unit's size. It also means that the sponsored LPR is not currently living with his/her sponsors or getting free shelter from others.

Consider this EXEMPTION when the sponsored LPR reports that his/her own income and any assistance provided by the sponsor or any other individuals is not adequate for the LPR to obtain food and shelter because the sponsor is failing or is unable to provide support or when the LPR is unable to locate the sponsor. Under these circumstances, do not request verification of a sponsor's income directly from the sponsor, instead ask the sponsored LPR to provide verification of the actual amount of income provided by the sponsor to his/her household. Deem the actual amount of income provided by the sponsor as available income to the sponsored LPR.

A determination of indigence and what the exemption means must be explained to the sponsored LPR. An individual has the right to refuse a determination of indigence but must be informed about the consequence of such a refusal on program eligibility in a manner he/she can comprehend. If the LPR or their authorized representative affirmatively refuses the indigence determination, the sponsor's income must be deemed toward the sponsored LPR's household. Such refusal must be case noted with details about the reasons for such refusal.

Once a determination of indigence exemption is made, it remains in effect for 12 months beginning on the date such a determination is made, regardless of any additional information that may be obtained from the SAVE query on the sponsor within the unit's certification period. The 12-month indigence determination must be reviewed before an additional 12-month determination may be approved.

Notification of Indigent Exemption Determination

If the sponsored immigrant meets the exception of the sponsor deeming requirement due to the sponsor's failure to provide support and is approved for Federal Cash or Federal SNAP benefits under the indigent exemption, the name of the sponsor, sponsored LPR(s) involved and case number must immediately be reported to:

DHS
Transitional Support Quality Services
P.O. Box 64245
St. Paul, Minnesota 55164-0245.

DHS annually notifies the Office of Policy and Strategy, U. S. Citizenship and Immigration Services of all indigent determinations.

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

Request verification of a sponsor's total income when:

- A sponsored LPR does not qualify for an exemption from sponsor deeming as explained above.

OR

- A sponsored LPR meets the criteria for the indigent exemption but has opted out of the indigence determination.

In both of these situations, the LPR must explain why the sponsor is not providing assistance to him/her as attested by the sponsor's signature on I-864 Affidavit of Support. Help the client to obtain collateral statement or documentation to support the indigence exemption determination. The sponsored LPR is responsible for obtaining the cooperation of the sponsor and for

providing the information and documentation necessary to calculate deemed income. The county agency must assist the unit in obtaining necessary verification. If necessary, SAVE can be used to provide the sponsor's name, address and Social Security Number. See [0010.18.18 \(Verifying Sponsor Information\)](#).

- If verification is provided, determine the amount of the sponsor's and sponsor's spouse's income according to the program provisions below.
- If verification is not provided, deny or terminate program eligibility for the entire unit. The failure to provide the verification affects the entire unit because the sponsored LPR is an otherwise eligible mandatory member of the assistance unit.

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

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

SNAP:

All income and resources of an LPR's sponsor and sponsor's spouse who have signed a legally binding affidavit of support are counted as belonging to the LPR, even if not available.

Do not deem a sponsor's income if any 1 of the following exemptions are met:

- The sponsored LPR in a SNAP unit does not meet immigration status. See [0011.03.09 \(Non-Citizens - SNAP/MSA/GA/GRH\)](#).
OR
- The sponsored LPR is a child under the age of 18. See [0011.03.15 \(Non-Citizens - LPR With Sponsors\)](#).
OR
- The LPR was in a category that did not require sponsorship as an entry condition, such as, but not limited to, a public interest parolee (PIP), refugee, asylee, or Cuban or Haitian entrant.
OR
- The LPR receives SNAP as a member of the sponsor's SNAP unit.
OR
- The sponsor is an organization or group as opposed to an individual.
OR
- When an LPR meets the criteria for the indigent exemption and has not refused the determination of being declared an indigent immigrant. See INDIGENT IMMIGRANT in [0002.33 \(Glossary: Independent...\)](#).

To determine the amount of the deemed sponsor's income:

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

2. Deduct the following:
 - 20% of the gross earned income.

 - The gross monthly income limit for the sponsor's household size. Include the sponsor, sponsor's spouse, and people who could be claimed as legal dependents on the sponsor's tax return. See [0019.06 \(Gross Income Limits\)](#).
3. Divide the remaining income by the number of LPRs sponsored. Count this amount available to each sponsored person for income eligibility tests and benefit calculations.

GROSS INCOME LIMITS

0019.06

MFIP, WB, DWP, GA, GRH:

No provisions.

SNAP:To determine SNAP categorical eligibility/ineligibility, see [0013.06 \(SNAP Categorical Eligibility/Ineligibility\)](#).For information about the Gross Income Test for elderly/disabled units, see [0019 \(Gross Income Test\)](#).If the elderly/disabled units income is above 165% FPG see [0020.12 \(SNAP Assistance Standards\)](#).Use the gross income limits below for non-categorical eligible SNAP units and when determining the income amount for sponsors and their household size. See [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).

UNIT SIZE	INCOME LIMIT (130% of Federal Poverty Guidelines (FPG))
1	\$1,245
2	\$1,681
3	\$2,116
4	\$2,552
5	\$2,987
6	\$3,423
7	\$3,858
8	\$4,294
Each add'l member	\$436

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

UNIT SIZE	INCOME LIMITS (165% of Federal Poverty Guidelines (FPG))
1	\$1,580
2	\$2,133
3	\$2,686
4	\$3,239
5	\$3,791
6	\$4,344
7	\$4,897
8	\$5,450
Each add'l member	\$553

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.

Counties must keep a record of underpayments, corrective payments, overpayments, and recovery. The information must be sufficient to keep track of people who:

- Currently receive assistance (including people who move from 1 unit to another).
OR
- No longer receive assistance.

Keep information on each overpayment. Overpayment information includes:

- Identifying information on the claimant (at a minimum, name and SSN).
- The day, month, and year the overpayment was discovered.
- The time period covered by the claim. Enter the beginning and ending month on MAXIS.
- The reason the overpayment occurred and documentation.
- The overpayment amount.
- Computation worksheets for income overpayments.
- The county agency, unit, or person pursuing recovery.
- The method of recovery.
- Overpayment notices and billing records.
- The amount of the overpayment recovered to date.

Keep claims records separate from other case information. Maintain both fraud and non-fraud claims record for at least 4 years after the claim has been paid in full or adjusted to \$0. Close the claim ONLY when it has been adjusted or reduced to \$0.

For information on fraud claims, see [0025.24.03 \(Recovering Fraudulently Obtained Assistance\)](#).

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

Follow general provisions.

SNAP:

Complete form [SNAP Claim Determination Report \(DHS-2136\)](#) for all overpayments and file it in the case record and in the central claims file, if appropriate.

As a condition of receiving assistance, clients must cooperate in trying to get support from financially responsible people not in the home. Do not withhold any part of a client's benefits because financially responsible people refuse to contribute.

MFIP, DWP:

Non-custodial parents, some parents of unemancipated minor caregivers, and some sponsors of immigrants are financially responsible to contribute to the unit.

- Refer non-custodial parents of minor children to the county agency IV-D unit. The IV-D unit will determine, together with existing court orders, the amount of support the non-custodial parents must contribute.

NOTE: Married parents who are currently serving in the military away from home are considered to be custodial parents. Do not refer to IV-D when there is no breakdown in the marital relationship. See TEMP Manual TE02.10.90 (Military Families Receiving FS, MFIP or DWP) for MAXIS workarounds.

- The county agency IV-A section computes the contribution amount for an unemancipated minor caregiver's parents who do not live with the child, according to the instructions in [0025.30.03 \(Contributions From Parents Not in Home\)](#). (This provision does not apply to minor caregivers' parents who receive MFIP, SSI, MA, MSA, or GA, unless there is an existing court order for support.). Notify the parent to send the payment to the minor caregiver or to the county agency. See [0026.24 \(Notice of Relative Contribution\)](#). Contributions the minor caregiver receives are unearned income.

If IV-D action had already been brought against a non-custodial parent of a minor caregiver, IV-D must continue action to enforce support and obtain recovery.

- To determine if a sponsor must contribute to the unit, see [0011.03 \(Citizenship and Immigration Status\)](#), [0015.48 \(Whose Assets to Consider\)](#), [0015.48.03 \(Whose Assets to Consider - Sponsors W/I-864\)](#), [0015.48.06 \(Whose Assets to Consider - Sponsors W/I-134\)](#), [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).

WB:

Follow MFIP/DWP, EXCEPT references to IV-D referrals do not apply.

SNAP:

Sponsors of some immigrants must contribute to the sponsored person. To determine if and how much sponsors must contribute, see [0011.03 \(Citizenship and Immigration Status\)](#), [0015.48 \(Whose Assets to Consider\)](#), [0015.48.03 \(Whose Assets to Consider - Sponsors W/I-864\)](#), [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0016.21.03 \(Income of Sponsors of LPRs With I-864\)](#).

MSA:

Follow SNAP.

GA:

Follow MFIP with the following EXCEPTION: Although sponsors of immigrants who do not live with the immigrant are financially responsible for the person, count only income and assets they actually contribute to the immigrant's household for sponsors who executed the I-134 (Affidavit of Support). See [0015.48 \(Whose Assets to Consider\)](#), [0016.21 \(Income of Sponsors of Immigrants With I-134\)](#), [0025.30.03 \(Contributions From Parents Not in Home\)](#).

GRH:

Follow MSA for aged, blind, and disabled clients. Follow GA for all other adults.

