



**COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 04/2016**

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

0015.27 (Excluded Assets - Income) in SNAP deletes the 1st paragraph about excluding pro-rated self-employment income as this is no longer accurate.

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

0022.03.01.03 (Prospective Budgeting - SNAP Provisions) in SNAP under the sub-heading SIX-MONTH REPORTING AND CHANGE REPORTING SNAP UNITS in the 14th bullet deletes prior self-employment income instructions and adds for self-employment income calculations to see 0017.15.33.03 (Self-Employment, Convert Inc. to Monthly Amt.).

0028.21 (Good Cause Non-Compliance - SNAP/MSA/GA/GRH) in SNAP adds a new 1st paragraph that the county eligibility worker has primary responsibility to determine Good Cause.

Exclude income as an asset during the month the client receives it. Income retained into the next month loses that exclusion with the specific EXCEPTIONS listed below. Also see [0015.33 \(Excluded Assets - Student Financial Aid\)](#), [0015.36 \(Excluded Assets - Funds to Fix/Replace Asset\)](#).

Exclude payments made to people because of their status as victims of Nazi persecution. This includes reparation payments the Federal Republic of Germany makes to certain survivors of the Holocaust. They may be monthly payments or lump sum payments.

Exclude 1-time payments made to certain World War II veterans or their surviving spouse under the Filipino Veterans Equity Compensation (FVEC) Fund. For information about the treatment of these payments as income, see [0017.06 \(Excluded Income\)](#).

For information on how to treat lump sums, see [0015.60 \(Evaluation of Lump Sums\)](#), [0022.15 \(Counting Lump Sums as Income\)](#).

See [0015.30 \(Excluded Assets - Payments Under Federal Law\)](#) for payments made by federal agencies under a presidential declaration of disaster.

MFIP, DWP:

Exclude the value of cash assistance corrective payments in the month the client receives them and in the next month.

Exclude monthly assistance payments in the month the client receives them. Count any cash assistance available in the following month, for example in an EBT account, as an asset.

Exclude income received in a budget month through the end of the payment month. This would include child support that is deposited into a stored value card.

Exclude proceeds from the sale of a homestead for 6 months if the unit keeps the proceeds unused in a separate account and intends to use them to buy another home.

Exclude disaster relief funds paid by state and local governments and disaster relief groups such as Red Cross and Salvation Army.

Exclude the federal earned income tax credit, Minnesota Working Family Credit, and state and federal income tax refunds as assets in the month received and the following month.

Exclude state homeowners and renter's credits, property tax rebates and other federal or state tax rebates as assets in the month received and the following month.

Exclude the savings from earned income of a minor child or a minor caregiver that are set aside in a separate account designated specifically for future education or employment costs.

Exclude the value of gift cards.

SNAP:

Exclude HUD retroactive tax and utility payments issued under the settlement of Underwood v. Harris for the month the client receives the payment and the next month.

Exclude disaster relief funds paid by state and local governments and disaster relief groups such as Red Cross and Salvation Army.

Exclude federal and state tax refunds as income. See [0015.72 \(Excess Assets – Applicants\)](#), [0015.75 \(Excess Assets – Participants\)](#).

Exclude federal, state, or local Earned Income Credit (EIC) income as an asset for up to 12 months after the date the client receives it. The client must have been a SNAP participant when he/she received the credit(s) and must continue as a SNAP participant for the 12-month exclusion period. The exclusion ends if there is a break in SNAP participation of even 1 day.

Exclude the value of gift cards.

Exclude the value of food support benefits in the client's EBT account.

Exclude resources prorated as income.

Exclude gate money received by an applicant/recipient released from a penal institution. Also see [0017.06 \(Excluded Income\)](#).

MSA:

For SSI recipients, no action is required. SSA makes all asset and resource exclusion determinations.

For SSI excess income clients:

Exclude proceeds from the sale of a homestead for 3 full months after the month of receipt. To qualify for this exclusion, the client must legally obligate the funds during that period for the purchase of a replacement home.

Exclude, in the month of receipt and the next month, cash payments (including retroactive payments) made to an ineligible spouse or parent providing medical or social services to an eligible person. To qualify for this exclusion, the payment must be identifiable.

Exclude disaster relief funds provided by states, local governments, and disaster relief organizations if:

- The person stopped living in his or her home as a result of the disaster.
AND
- The person began to receive the assistance within 30 days after the disaster.
AND
- The person receives the assistance while living in a residence maintained by another person. A residence can include a private household, shelter, or any other temporary housing arrangement the person resorts to due to the disaster.

Exclude relocation assistance a client receives from state or local governments for 9 months.

Follow MFIP if a client receives federal, state, or local tax refunds.

Exclude federal Earned Income Credit (EIC) income.

Exclude Netherlands' Act (WUV) payments as assets. See NETHERLANDS' ACT (WUV) in [0002.45 \(Glossary: Netherlands' Act...\)](#) for a description of these payments.

Exclude the value of gift cards.

GA:

Exclude proceeds from the sale of a homestead for 6 months if the unit keeps the proceeds in a separate account and intends to use them to buy another home.

Exclude the value of corrective payments in the month received and the next month.

Exclude disaster relief funds paid by state and local governments and disaster relief groups such as Red Cross and Salvation Army.

Follow MFIP if a client receives federal, state, or local tax refunds.

Exclude federal Earned Income Credit (EIC) income.

GRH:

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

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

MFIP, DWP:

Household Size	Monthly Standard (200% of Federal Poverty Guidelines (FPG))
1	\$1,980
2	\$2,670
3	\$3,360
4	\$4,050
5	\$4,740
6	\$5,430
7	\$6,122
8	\$6,815
9	\$7,508
10	\$8,202
Each add'l person	\$693

SNAP, MSA, GA, GRH:

No provisions.

MFIP, DWP, MSA, GA, GRH:

For information about cash program provisions, see [0022.03.01 \(Prospective Budgeting - Program Provisions\)](#).

SNAP:

For information on what assistance grant amounts to budget when determining SNAP benefits, see [0017.15.06 \(Assistance Payments Income\)](#).

To determine mandatory verifications, see [0010.18.02 \(Mandatory Verifications - SNAP\)](#).

SIX-MONTH REPORTING AND CHANGE REPORTING SNAP UNITS

SNAP units subject to Six-Month Reporting or to change reporting use prospective budgeting.

All income must be converted to monthly amounts when anticipating income. MAXIS will calculate the monthly amount by using the appropriate multiplier. Use of this income multiplier does NOT constitute averaging income. The multiplier is:

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

Use income received 30 days back from the most recent pay stubs and/or other available earned or unearned income verification based on the income received dates, for applications, Combined Six-Month Report, or recertification, as an indicator of the income that will be available during the next 6-month period. The income verification must include the most recent pay stub and/or other earned/unearned income received dates. The date on the application/recertification form or the Combined Six-Month Report submitted by the client must be within a reasonable time period corresponding to the county date stamp of receipt. **NOTE:** This may not be the same date the worker processes the SNAP case. Document in MAXIS CASE/NOTES what income was used and why.

If income received 30 days prior to the month of application, Combined Six-Month Report, or recertification is NOT used, consider ALL of the following when determining prospective income:

- Use income already received in the application month through the date of approval as an indicator of the income that will be available during the 6-month period. When the date of application and the date of the interview are different, document in MAXIS CASE/NOTES what income was used.
- Use only anticipated income both the county agency and the client are reasonably certain will be received during the certification period. Document this information in MAXIS CASE/NOTES.
- When the unit is unsure of the amount of income or when it will be received, count only that portion of the income that can be anticipated with reasonable certainty.
- If a client gives a reason that the amount an employer says it will pay is inaccurate, contact the employer for confirmation. See [0010.03 \(Verification - Cooperation and Consent\)](#), [0010.15 \(Verification - Inconsistent Information\)](#). If you cannot reconcile the employer's and the client's claims, budget the amount the client expects to get (which might be \$0). Document your action in CASE/PERSON NOTES in MAXIS.
- Do not use past income as an indicator of income that will be available during the 6-month period if the unit cannot anticipate this income continuing in the future. Document in MAXIS CASE/NOTES why past income was not used for the 6-month period.

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- Convert regular recurring income received less often than monthly into a monthly amount.
 - When income fluctuates to the extent that the 30 days income prior to the application month is NOT an accurate indication of anticipated income, use a reasonable period of time and income. Document in MAXIS CASE/NOTE the period of time and income used for the 6-month period.
 - When the client anticipates receiving future income from a source not received in the 30 days prior to the application, Combined Six-Month Report, or recertification, use an amount both the client and the county agency are reasonably certain will be received.
 - When recalculating a new 6-month report period, take into account income received in the last 30 days. Use any anticipated income the unit and county agency are reasonably certain will be received during the next 6-month period. If the unit reports no change in income on the [Combined Six Month Review \(DHS-5576\) \(PDF\)](#), continue to budget the same income for the next 6 months.
 - If wages are held by the employer at the request of the client, count this income in the month the wages would have been received by the client.
 - Anticipate DWP, GA, and MSA grants for the period of time the agency is reasonably certain these grants will be received during the certification period. For DWP/SNAP households, count the amount of DWP benefits the agency can reasonably anticipate once the client has met the Employment Plan requirements. If the agency cannot determine when or what amount of DWP benefits a client will receive, even though the client has cooperated, budget only that part of the DWP benefits the agency and the client are reasonably certain the client will receive that month.
 - Do not increase the unit's SNAP benefits IF a participant unit or unit member is disqualified from GA for not cooperating with tort liability requirements. Compute benefits using the cash grant the unit would have received had the disqualification not occurred.
 - For units with seasonal income, it may be appropriate to use the most recent past season's income to determine the amount of income that will be received during the 6-month budget period. Consider any anticipated income fluctuations and new circumstances.
 - For self-employment income calculations and the methods available, see [0017.15.33.03 \(Self-Employment, Convert Inc. to Monthly Amt.\)](#).
 - Budget COLA increases in federal benefits prospectively.
 - Budget recurring medical expenses prospectively. See [0018.12 \(Medical Deductions\)](#).

UNCLE HARRY FOOD SUPPORT UNITS

Use prospective budgeting for the 1st 2 months of eligibility for each Uncle Harry Food Support (UHFS) member who was not a Minnesota SNAP participant the month before the application month.

After the 1st 2 months of eligibility, continue to budget prospectively the following UHFS units:

- Units with no counted or excluded earned income, no GA income, and no members who have received counted or excluded earned income within the 3 months before the budget month.
- Units with all members in the migrant work stream. See MIGRANT FARMWORKER UNITS in [0002.41 \(Glossary: Medically Necessary...\)](#).
- Units in which any member is a seasonal farmworker. See SEASONAL FARMWORKER in [0002.59 \(Glossary: RSDI...\)](#).

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- Units with no counted or excluded earned income in which all adult members are either disabled or age 60 or older, including units receiving GA.
 - Units in which all members are homeless. See HOMELESS in [0002.29 \(Glossary: Gross RSDI...\)](#).
 - Units living on Indian reservations. Unit members do not have to be members of a tribe for this purpose.

Consider the following when determining prospective income in a prospectively budgeted month.

- Count only cash assistance and other income both the county agency and the unit are reasonably certain the unit will receive during the certification period.
- Always budget cash assistance grants for the current month prospectively, even when you budget other income and expenses retrospectively. See [0017.15.06 \(Assistance Payments Income\)](#).
- If a client gives a reason that the amount an employer says it will pay is inaccurate, contact the employer for confirmation. See [0010.03 \(Verification - Cooperation and Consent\)](#), [0010.15 \(Verification - Inconsistent Information\)](#). If you cannot reconcile the employer's and the client's claims, budget the amount the client expects to get (which might be \$0). Document your action in CASE/PERSON NOTES in MAXIS.
- It may be appropriate to suspend an UHFS unit in a prospective month. See [0022.03.04 \(Ineligibility in a Prospective Month - SNAP\)](#), [0022.18 \(Suspensions\)](#).
- For people certified for SNAP in Minnesota the month before the application month, continue the budgeting cycle they were in. Change the budget cycle only if there was a change that would alter the budgeting cycle. See [0022.09.03 \(When to Switch Budget Cycles - SNAP\)](#).
- Budget COLA increases in federal benefits prospectively only when received during the initial 2 months. For COLA increases received after the 1st 2 months, see [0022.06 \(How and When to Use Retrospective Budgeting\)](#).
- Budget recurring medical expenses prospectively. See [0018.12 \(Medical Deductions\)](#).

MFIP, DWP:

See [0028.18 \(Good Cause for Non-Compliance--MFIP/DWP\)](#).

SNAP:

The county eligibility worker has primary responsibility to determine Good Cause.

Good cause for not participating in employment services requirements means circumstances beyond the client's control, including:

- Client illness or injury.
- Illness or injury of another unit member that requires the client's presence.
- A household emergency.
- Inability to obtain transportation needed to participate in SNAP E&T.

Good cause for quitting or not accepting work includes:

- Client illness or injury.
- Illness or injury of another unit member that requires the client's presence.
- A household emergency.
- Inability to obtain needed transportation.
- The job did not meet suitable work requirements. See [0028.18.03 \(Suitable/Unsuitable Work\)](#).
- Employer discrimination.
- Work demands or conditions that make working unreasonable, such as working without being paid on schedule.
- The PWE enrolls at least half-time in any recognized school, training program, or institution of higher education that requires the PWE to leave employment.
- The PWE quits work so another unit member can accept employment or enroll at least half-time in any recognized school, training program, or institution of higher education.
- A client under age 60 resigns, and the employer recognizes it as retirement.
- The client accepts a new job of 20 hours a week at minimum wage, or fewer hours equal to the pay of 20 hours a week at minimum wage.
- Leaving a job because employment patterns make it necessary for workers to frequently move from 1 employer to another.

Also see [0028.30.09 \(Refusing or Terminating Employment\)](#).

MSA, GA, GRH:

No provisions.

