COMBINED MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 06/2016

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

0001 (Table of Contents) adds 0015.01 (Counted Assets). It changes the section title of 0015.27 (Assets - Income), 0015.30 (Assets - Payments Under Federal Law) 0015.39 (Assets - Vehicle Exclusions). It also deletes 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), 0015.33 (Excluded Assets - Student Financial Aid), 0015.36 (Excluded Assets - Funds to Fix/Replace Asset), 0015.42 (Excluded Assets - Liquid Assets), 0015.45 (Excluded Assets - Special Groups of People), 0015.51 (Evaluation of Insurance Policies), 0015.57 (Evaluation of Real Property), 0015.58 (Mortality Table).

The following sections are updated due to Legislative changes for Program Uniformity/Assets:

0002.03 (Glossary: Agent Orange...) deletes definition for APPRAISAL. Updates definitions for ASSET LIMIT and ASSETS.
0002.07 (Glossary: Benefit...) deletes definition for BUSINESS ASSETS.
0002.09 (Glossary: Calendar Month...) in CAPITAL EXPENDITURE adds cross-reference to the SNAP Farm Loss Offset Policy Guide.
0002.13 (Glossary: Conciliation...) IN CONTRACT FOR DEED deletes the cross-reference to 00015 (Assets). Adds new definitions for COUNTABLE ASSETS, COUNTED ASSETS and DEBIT CARD.
0002.29 (Glossary: Gross RSDI...) Deletes definition for HOMESTEAD.
0002.31 (Glossary: Honoraria...) In IN-KIND INCOME deletes "or LIQUID ASSETS". Deletes definition for INCOME-PRODUCING ASSET.
0002.37 (Glossary: Learning...) in LIQUID ASSETS adds the definition is only for SNAP.
0002.39 (Glossary: Lump Sum...) adds definition for MATURED CERTIFICATE OF DEPOSIT.
0002.43 (Glossary: Money...) deletes definition for NET COUNTED ASSETS and moves it to COUNTED ASSETS.
0002.45 (Glossary: Netherlands' Act…) deletes definition for NON-HOMESTEAD REAL PROPERTY
0002.57 (Glossary: Relative...) in REPAYMENT AGREEMENT deletes cross-reference to 0015.12.06 (Repayment Agreements on Real Property).
0002.63 (Glossary: Special Diet...) adds a new definition for SPECIAL NEEDS TRUST and updates definition for STORED VALUE CARD (SVC).
0002.65 (Glossary: Suitable...) adds new definition for SUPPLEMENTAL NEEDS TRUST.
0002.71 (Glossary: Two Party...) updates definition for VEHICLES.

0007.15 (Unscheduled Reporting of Changes - Cash).
0010 (Verification).
0010.03 (Verification - Cooperation and Consent).
0010.18.01 (Mandatory Verifications - Cash Assistance).
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0025.21 (Recovery Methods).
0025.21.03 (Overpayment Repayment Agreement).

The following sections are deleted due to Legislative changes for Program Uniformity/Assets:
0015.06.06.03 (Supplemental Needs Trusts).
0015.09 (Excluded Assets for Self Support).
0015.11 (Excluded Assets - Contracts for Deed).
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0015.58 (Mortality Table).

The following section is a cross-reference update only due to section title changes. No policy was changed:
0002.73 (Glossary: Victim...).

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AGENT ORANGE
A herbicide used in the Vietnam War to eliminate foliage.

AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC)
The program authorized to provide financial assistance and social services to needy families with a MINOR CHILD. The PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY AND RECONCILIATION ACT (PRWORA) replaced AFDC with a block grant called TANF. In Minnesota, AFDC was replaced by the MINNESOTA FAMILY INVESTMENT PROGRAM. See MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) in 0002.41 (Glossary: Medically Necessary...).

ALIMONY
An allowance for support that a court orders a person to pay to his/her SPOUSE.

ALLOCATION
A DEDUCTION from 1 person's income for the maintenance needs of others. See TEMP Manual TE02.10.60 (Family Cash Allocations), 0018.30 (Allocations).

ALTERNATIVE CARE (AC)
Payments made by Social Services for HOME CARE SERVICES for a person over age 65 who would otherwise require care in a NURSING FACILITY. See the Insurance Affordability Programs/Health Care Manuals.

ALTERNATIVE EMPLOYMENT PLAN (AEP)
MFIP : The AEP was replaced by the Employment Plan. See 0028.15 (Employment Plan (EP)) for further information.

AMERASIAN
A person of Asian and American parentage. There are special provisions for non-citizen children of Vietnamese mothers and American fathers. See 0011.03.18 (Non-Citizens - People Fleeing Persecution).

AMERICORPS
AmeriCorps includes AmeriCorps*State and AmeriCorps*National (together these two programs are also known as AmeriCorps*USA), AmeriCorps*VISTA (formerly known as VISTA), AmeriCorps*NCCC (AmeriCorps*National Civilian Community Corps). For more information on the AmeriCorps Program, see 0017.15.78 (National and Community Service Trust Act), 0017.15.87 (AmeriCorps Payments).

APPEAL
A client's or authorized representative's request to the HUMAN SERVICES JUDGE for review of a COUNTY AGENCY's action or inaction. See 0027 (Appeals).

APPLICANT
A person who has submitted a request for assistance for whom no decision has been made regarding eligibility, and whose application has not been acted upon or voluntarily withdrawn.

APPLICATION
A request for assistance made by submitting a signed and dated page number 1 of the COMBINED APPLICATION FORM (CAF) or APPLYMN application. See 0005 (Applications), 0009.06.03 (Recertification Processing Standards).

APPLICATION DATE
Date of application varies depending on the program and the applicant's situation. See 0005.12.09 (Date of Application) for more specific information.

APPLYMN
An online application the public may use to apply for cash assistance, Supplemental Nutrition Assistance Program (SNAP), Child Care Assistance Program (CCAP) and emergency help.

APPROVAL
The act of certifying that an APPLICANT is eligible to receive benefits.

ASSET LIMIT

The maximum amount of COUNTED ASSETS clients may own or have available and remain eligible for assistance. See AVAILABILITY in 0002.05 (Glossary: Assistance Standard...).

ASSET TRANSFER
The conveying of ownership of an asset to another party.

ASSETS
PERSONAL PROPERTY owned wholly or in part by the client.

ASSIGNMENT
To transfer legal claim, such as assignment of CHILD SUPPORT or MEDICAL SUPPORT.

ASSISTANCE
Benefits received from the MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), DIVERSIONARY WORK PROGRAM (DWP), SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), MEDICAL ASSISTANCE (MA), GENERAL ASSISTANCE (GA), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), REFUGEE MEDICAL ASSISTANCE (RMA), and EMERGENCY PROGRAMS. See the Insurance Affordability Programs/Health Care Manuals for the health care programs.

ASSISTANCE PAYMENT
Assistance received from the MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), DIVERSIONARY WORK PROGRAM (DWP), GENERAL ASSISTANCE (GA), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), and EMERGENCY cash programs.

ASSISTANCE PROGRAMS
The MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), DIVERSIONARY WORK PROGRAM (DWP), SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), MEDICAL ASSISTANCE (MA), GENERAL ASSISTANCE (GA), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), REFUGEE MEDICAL ASSISTANCE (RMA), and EMERGENCY PROGRAMS. See the Insurance Affordability Programs/Health Care Manuals for the health care programs.

BENEFIT
Any assistance payment, including CASH ASSISTANCE, and SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) or other state-administered food program received by an ASSISTANCE UNIT or paid on their behalf. Also see 0012.12 (Applying for Other Benefits).

BENEFIT MONTH
The month for which a BENEFIT is designated. Also see PAYMENT MONTH in 0002.47 (Glossary: OJT...).

BENEFIT RECOVERY SECTION
A section of DHS which pursues collection of 3rd party payments, and determines if health insurance is cost-effective.

BIRTH CHILD
A parent's child by birth.

BLIND
An SSI definition used for the SNAP and MSA programs. The condition of a person without vision. Or, a person with corrected vision of 20/200 or less in the better eye using a standard Snellen chart. If the corrected vision in 1 eye is better than 20/200 but the person's visual field is 20 degrees or less, consider the person blind. Blind also includes people with aphakic eye with vision of 20/70 or worse in the better eye.

BNDX
Beneficiary Data Exchange. A monthly IEVS exchange between the Social Security Administration and the Department of Human Services. The report provides information on Title II benefits (RSDI) and Medicare Parts A and B.

BOARDER
A person who eats with the UNIT and pays for meals but does not live with the unit and is not a unit member.

BRS
See BENEFIT RECOVERY SECTION above.

BRU
See BENEFIT RECOVERY SECTION above.

BUDGET MONTH
The calendar month from which the COUNTY AGENCY uses the income or circumstances of a UNIT to determine the amount of the BENEFIT for the PAYMENT MONTH.

BUDGETING
Assigning income to a PAYMENT MONTH. Using UNIT income to compute eligibility and BENEFIT levels. See PROSPECTIVE BUDGETING in 0002.51 (Glossary: Professional...), RETROSPECTIVE BUDGETING in 0002.57 (Glossary: Relative...). Also see 0022 (Budgeting and Benefit Determination).

BURIAL FUNDS
Funds paid or designated in advance for funeral expenses.

BURIAL PLAN
Funds paid or designated in advance for funeral expenses.

BURIAL PLOT
A cemetery lot.

BURIAL SPACE
Cemetery lot, burial vault, mausoleum space, etc.

BURIAL TRUST
Funds paid in advance for funeral expenses and held in a TRUST.

BUSINESS LOANS
Loans used for the operation of a business.

CAC
See COMMUNITY ALTERNATIVE CARE (CAC) in 0002.11 (Glossary: Child Care...).

CADI
See COMMUNITY ALTERNATIVES FOR DISABLED INDIVIDUALS (CADI) in 0002.11 (Glossary: Child Care...).

CAF (COMBINED APPLICATION FORM (DHS-5223) (PDF))
See COMBINED APPLICATION FORM in 0002.11 (Glossary: Child Care...).

CALENDAR MONTH
A period that begins with the 1st day of the month and ends with the last day of the month.

CAPITAL ASSET
An asset with a useful life of more than 1 year.

CAPITAL EXPENDITURE
The purchase or improvement of REAL PROPERTY or PERSONAL PROPERTY having a useful life of more than 1 year. See the SNAP Farm Loss Offset Policy Guide (PDF).

CAPITAL GAIN
Profit from the sale of a CAPITAL ASSET.

CAREGIVER
A person who provides care and support to a MINOR CHILD. The person may or may not receive benefits.

MFIP, DWP : See 0014.03.03 (Determining the Cash Assistance Unit) for a list of who may be a CAREGIVER. A pregnant woman with no other children is also considered a caregiver; see 0013.03.03 (Pregnant Woman Basis - MFIP/DWP).

CASH ASSISTANCE
Assistance received from 1 of the CASH PROGRAMS, excluding the food portion of an MFIP grant.

CASH CUT-OFF NOTICE
A notice sent prior to cash benefit issuance for the subsequent month. See 0026.12.18 (Cash Cut-Off Notice).

CASH GIFT
Money given directly to a UNIT which is not otherwise counted as income to the unit, or considered to be a RELATIVE CONTRIBUTION.

CASH-OUT DEMONSTRATION PROJECT
SNAP: A pilot project that issues cash benefits to eligible people rather than benefits restricted to food purchases (People age 65 or older or eligible for SSI.)

CASH PROGRAMS
MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP), DIVERSIONARY WORK PROGRAM (DWP), GENERAL ASSISTANCE (GA), MINNESOTA SUPPLEMENTAL AID (MSA), REFUGEE CASH ASSISTANCE (RCA), and EMERGENCY GENERAL ASSISTANCE (EGA).

CASUALTY
MFIP : Damage to a HOMESTEAD such as from fire.

CATEGORY OF ASSISTANCE
A general grouping of similar types of ASSISTANCE. The 2 categories in this manual are: CASH ASSISTANCE, see above, and SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM, see 0002.25 (Glossary: First Adult...). Also see HEALTH CARE PROGRAMS in 0002.29 (Glossary: Gross RSDI...).

C-CORPORATION
An artificial ‘legal being’ (legal concept only) endowed by law with the powers, rights, liabilities and duties of a natural person. A corporation’s assets are controlled by the business entity itself, not by the owners (stockholders) directly.

CERTIFICATION
The initial determination that an APPLICANT is eligible for ASSISTANCE.

CERTIFICATION PERIOD
The period of time between initial eligibility and the date a county must review the case, or the period of time between required reviews.

CHANGE REPORTERS
Units that are NOT required to report changes on a monthly HOUSEHOLD REPORT FORM (HRF) or COMBINED SIX-MONTH REPORT (CSR). For more information, see 0002.11 (Glossary: Child Care...), 0002.31 (Glossary: Honoraria...), 0007.03.02 (Six-Month Reporting - SNAP), 0007.15 (Unscheduled Reporting of Changes - Cash), 0007.15.03 (Unscheduled Reporting of Changes - SNAP).

CHANGE REPORT FORM (DHS-2402) (PDF)
A form given to clients who do not report monthly or every 6 months to report required changes; the form may also be used to report changes for all programs. See 0007.15 (Unscheduled Reporting of Changes - Cash), 0007.15.03 (Unscheduled Reporting of Changes - SNAP).

CHEMICAL DEPENDENCY
The compulsive use of a chemical(s) characterized by 3 or more of the following: daily use required to function, inability to stop using the chemical, repeated efforts to control or reduce excessive use, binge use, amnesia about events occurring while intoxicated, and use despite physical problems aggravated by use.

CHEMICAL USE ASSESSMENT
GA : An assessment interview and written listing of the client's specific problems related to chemical use which enables the assessor to determine a level of chemical involvement.

CHILD
MFIP, DWP : See MINOR CHILD in 0002.41 (Glossary: Medically Necessary...).

SNAP: A person under age 22 who is living with a parent(s). See 0014.03.06 (Determining the SNAP Unit).

CHILD & TEEN CHECKUPS
A component of the Medical Assistance program that promotes comprehensive health care that includes screening, diagnosis, and treatment services for children from birth to age 21. Child and Teen Checkups (C&TC) is Minnesota's name for the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. See the Insurance Affordability Programs/Health Care Manuals.

CONCILIATION CONFERENCE
MFIP : An informal meeting offered to the CAREGIVER by the EMPLOYMENT SERVICES PROVIDER or COUNTY AGENCY to resolve Employment Services-related non-compliance issues. This opportunity is also offered to a MINOR CAREGIVER to resolve non-compliance issues related to education requirements.

CONDITIONAL ENTRANT
See REFUGEE in 0011.03.18 (Non-Citizens - People Fleeing Persecution).

CONFESSION OF JUDGMENT
Written authority by a debtor allowing a legal judgment to be made against him or her in the event of payment default.

CONFIDENTIAL DATA
Data that are available neither to the public nor the subject of the data under State law. See 0003.09.09 (Clients Rights, Private and Confidential Data).

CONSOLIDATED FUND
A combination of state and federal dollars the state allocates to counties to administer Welfare Reform. Counties and tribes have the flexibility to use these funds to develop local programs and services designed to improve DWP and MFIP participant outcomes. These programs and services may include Employment Services, social services and emergency funds, as well as others with the goal of improving the economic stability of DWP and MFIP participants. Services may also be provided to families whose incomes are under 200% of FPG, and to non-custodial parents of a child receiving DWP and MFIP. See also TANF PARTICIPATION RATE in 0002.65 (Glossary: Suitable...).

CONTRACT FOR DEED
A conditional sales contract for purchase of real estate. The contract is held by a private party as opposed to a lending institution. See 0017 (Determining Gross Income), 0018 (Determining Net Income). Also see INSTALLMENT CONTRACT in 0002.33 (Glossary: Independent...).

CORRECTIVE PAYMENT
An ASSISTANCE PAYMENT made to correct an UNDERPAYMENT. See 0025.09 (Correcting Underpayments), 0025.09.03 (Where to Send Corrective Payments).

COST EFFECTIVE
A comparison of the cost of goods and services. An alternative that costs less than other choices but produces the desired result.

COUNTABLE ASSETS
Specific assets that may be counted toward the asset limit.

COUNTABLE INCOME
EARNED and UNEARNED income that is not excluded or disregarded.

COUNTED ASSETS
The total value of all countable assets which are available and not excluded.

COUNTED EARNINGS
The EARNED income that remains after applicable disregards have been subtracted from gross earned income.

COUNTY AGENCY
The county human service agency(s) responsible for the administration of the cash, food, and health care programs. It also includes any agency(s) that contracts with the human service agency for the delivery of financial, health care, child care programs, and employment services.

COUNTY AGENCY ERROR OVERPAYMENT
An OVERPAYMENT caused by county agency action or inaction.

COUNTY OF FINANCIAL RESPONSIBILITY
The county obligated to pay a participant's benefits.

COUNTY OF RESIDENCE
The county where the CAREGIVER has established a home.

COURT-ORDERED SERVICES
A court imposed sentence requiring people to perform unpaid public work or community service.

CRIMINAL RECOVERY
Recovery of an OVERPAYMENT through the criminal judicial process rather than the civil one. See 0025.24.03 (Recovering Fraudulently Obtained Assistance).

CRUELTY/BATTERY
See BATTERED NON-CITIZEN in 0002.05 (Glossary: Assistance Standard...).

CSR
See COMBINED SIX-MONTH REPORT (CSR) in 0002.11 (Glossary: Child Care...), 0007.03.02 (Six-Month Reporting - SNAP).

CUBAN ENTRANT
See 0011.03.18 (Non-Citizens - People Fleeing Persecution).

CUBAN/HAITIAN ENTRANT
See 0011.03.18 (People Fleeing Persecution).

CUSTODIAL PARENT
A PARENT who has physical custody of his/her child.

CWEP
See COMMUNITY WORK EXPERIENCE PROGRAM in 0002.11 (Glossary: Child Care...).

DATA PRACTICES MANUAL
A manual issued by DHS that contains the policies and procedures that DHS has adopted to ensure compliance with laws governing the practices of sensitive information collected and maintained by the welfare system. It also outlines procedures to ensure that individuals and the public have access to appropriate data.

DATE OF APPLICATION
See APPLICATION DATE in 0002.03 (Glossary: Agent Orange...).

DEBIT CARD
MFIP, DWP, MSA, GA, GRH: A bank card issued by a financial institution that accepts direct deposits, has a dollar value and allows the card owner to make an electronic purchase or withdraw cash. This includes cards provided by a bank as a service for customers who cannot open checking or other deposit accounts.

DEDUCTION
An amount of income not counted in the computation of a person's income because its use or intended use is for certain specific expenses.

GROSS RSDI
The RSDI benefit amount before deducting the Medicare premium.

GROSS SELF-EMPLOYMENT INCOME
GROSS RECEIPTS from SELF-EMPLOYMENT, less DEDUCTION for allowable business expenses. See 0017.15.33 (Self-Employment Income).

GROSS SSI
See FEDERAL BENEFIT RATE (FBR) in 0002.23 (Glossary: Fair Hearing...).

GROUP HOME
A specialized facility providing 24-hour care for no more than 10 children, including the group home parents' own children under age 21.

GROUP LIVING ARRANGEMENT
A public or private non-profit facility certified under Section 1616(e) of the Social Security Act or a comparable state law or rule which serves no more than 16 people. This may include Intermediate Care Facility for Persons with Developmental Disabilities (ICF/DD).

GROUP RESIDENTIAL HOUSING (GRH)
A state-funded program that provides at a minimum, room and board for unrelated people who live in certain licensed or registered group living arrangements and who receive SSI or would be eligible for SSI EXCEPT for excess income and are blind, age 65 or older, or disabled and age 18 or older, or meet a category of eligibility under the GA program.

GSL
See GUARANTEED STUDENT LOANS (GSL) below.

GUARANTEED STUDENT LOANS (GSL)
A federal educational loan program for post-secondary students.

GUARDIAN
See LEGAL GUARDIAN in 0002.37 (Glossary: Learning...).

HAITIAN ENTRANT
See 0011.03.18 (Non-Citizens - People Fleeing Persecution).

HALF-TIME STUDENT
MFIP : A person who is enrolled in a graded or ungraded primary, intermediate, secondary, GED, trade, technical, or vocational school, and who meets the school's standard of half-time attendance.

HALFWAY HOUSE

- A place that provides a temporary residence for people waiting for institutional placement.
- A place that provides a temporary residence for people who have left an institution and who are preparing to re enter the community.

HEAD OF HOUSEHOLD
See PRIMARY CONTACT PERSON in 0002.49 (Glossary: Permanent...).

HEALTH CARE PROGRAMS
MEDICAL ASSISTANCE (MA), Refugee Medical Assistance, and MINNESOTACARE. See the Insurance Affordability Programs/Health Care Manuals for Health Care programs.

HEALTH MAINTENANCE ORGANIZATION
An organization licensed by the Department of Health to provide all defined health care benefits to people in return for a capitated

payment.

HMO
See HEALTH MAINTENANCE ORGANIZATION above.

HOME
The primary place of residence used by a person as the base for day to day living and does not include locations used as mail drops.

HOMELESS
SNAP: A person who lacks a fixed and regular nighttime residence, or a person whose primary residence is: a supervised shelter designed for temporary accommodations; a halfway house or similar facility that provides temporary residence; a place not designed for sleeping accommodations (bridge, lobby, etc.); a temporary accommodation in the home of another person (a person in this situation may be considered homeless for no more than 90 days).

HONORARIA
Payments given to professional people for services for which fees are not legally or traditionally required.

HOSPITAL
An INSTITUTION used primarily for the treatment and care of people with illnesses other than mental diseases and tuberculosis.

HOUSEHOLD
People who live together.

HOUSEHOLD REPORT FORM (DHS-2120) (PDF) (HRF)
A form used by CLIENTS to report income and circumstance changes.

HRF
See HOUSEHOLD REPORT FORM (HRF) above.

HUBER LAW
A federal law allowing people temporary release from jail to work, seek employment, or live with their families.

HUD
The United States Department of Housing and Urban Development.

HUMANITARIAN PAROLE
See 0011.03.24 (Non-Citizens - Lawfully Residing People).

HUMAN SERVICES JUDGE
A person who presides over APPEAL hearings and issues a recommendation on the appealed matter to the Commissioner of DHS.

IEVS
A set of data exchanges with other state and federal sources that is used to verify income and assets of applicants for or participants of MFIP, DWP or SNAP.

IMD
See INSTITUTION FOR MENTAL DISEASES (IMD) in 0002.33 (Glossary: Independent...).

IMMIGRANT
A person who leaves another country to settle permanently in the United States.

IMMIGRANT SPONSOR
A person, church, organization, or group agreeing to help receive and place refugees in the United States.

IMMIGRATION REFORM AND CONTROL ACT (IRCA)
The Immigration Reform and Control Act (IRCA) of 1986, Public Law 99-603, which amended the Immigration and Nationality Act (INA).

IMMIGRATION STATUS
The status of a person who is not a United States citizen. See 0011.03 (Citizenship and Immigration Status).

IMPROPER TRANSFER
When an ASSET is sold, given away, or otherwise disposed of for less than FAIR MARKET VALUE for the purpose of obtaining ASSISTANCE.

IN-KIND INCOME
Payment for a service in a form other than money, or receipt of non-cash gifts or non-cash contributions such as gift cards, food, or clothing. See 0017.15.24 (In-Kind Income).

GA : Income, benefits, or payments that are provided in a form other than money, and which the APPLICANT or PARTICIPANT

cannot legally require to be paid in cash to himself or herself, including goods, produce, services, privileges.

INCOME
CASH or an IN-KIND benefit whether earned or unearned, received by or available to an APPLICANT or PARTICIPANT that is not an ASSET.

INCOME COMPUTATION WORK SHEET
A state or COUNTY AGENCY form that shows the income and calculations used to determine NET INCOME.

INDEMNITY BOND
A bond that provides reimbursement for a loss that results from a breach of trust. (For example, a VENDOR receives a check replacement and then cashes both the replacement check and the original check.)

INDEMNITY POLICY
An insurance policy that pays benefits directly to people for each day of hospitalization or for a specified injury and does not limit using benefits to paying for medical expenses.

LEARNING DISABLED
MFIP, DWP : A disorder in 1 or more of the psychological processes involved in perceiving, understanding, or using concepts through verbal language or non-verbal means. It does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; of developmental disability; of emotional disturbance; or of environmental, cultural, or economic disadvantage. The disability must severely limit the person's ability to obtain, perform, or maintain suitable employment.

SNAP, GA, GRH : A disorder in 1 or more of the psychological processes involved in perceiving, understanding, or using concepts through verbal language or non-verbal means. It does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; of developmental disability; of emotional disturbance; or of environmental, cultural, or economic disadvantage.

LEGAL CUSTODIAN
MFIP, DWP : A person under legal obligation to provide care for and who is in fact providing care for a minor. For a Native American child, any Native American person who has legal custody of a Native American child under tribal law or custom, under state law, or to whom temporary physical care, custody, and control has been transferred by the parent of the child. If assistance is being requested for the MINOR CHILD, this person meets the definition of CAREGIVER in 0002.09 (Glossary: Calendar Month...).

LEGAL GUARDIAN
"Legal guardian" or "guardian" is a person appointed by a parent's will or by the court to have the powers and responsibilities of a parent, except that the guardian is not legally obligated to provide support for the ward out of the guardian's own funds. If assistance is being requested for the MINOR CHILD, this person meets the definition of CAREGIVER in 0002.09 (Glossary: Calendar Month...).

LEP
See LIMITED ENGLISH PROFICIENCY (LEP) below.

LICENSED MOTOR VEHICLE
A MOTOR VEHICLE legally permitted to use the streets and highways.

LICENSED PHYSICIAN
A person licensed to practice medicine under Minnesota state statutes.

LIEN
A legal claim against property for the satisfaction of a debt. The lien is paid off at the time the property is sold.

LIFE ESTATE
Ownership allowing the occupancy and use of real estate during a person's lifetime. Life estates are REAL PROPERTY. Establishing a life estate is a TRANSFER.

LIHEAP
See LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) below.

LIMITED ENGLISH PROFICIENCY (LEP)
Unable to speak, read, write, or understand the English language well enough to allow a person to interact effectively with health care, social services, or other providers.

LIQUID ASSETS
SNAP: Cash or property (such as stocks or bonds) easily converted to cash. Consider the amount of money from child support payments in a Stored Value Card as liquid assets. See STORED VALUE CARD in 0002.63 (Glossary : Special Diet).

LITERACY TRAINING PROGRAM
GA : A program for GA clients who lack formal education or job skills. The program must assess reading level, learning disabilities, reading potential, and vocational and occupational interests, and must teach language and reading skills needed for job performance.

LOCAL LABOR MARKET

A geographic area no more than 2 hours round trip from a person's home in which the person must search for SUITABLE EMPLOYMENT.

LONG TERM CARE FACILITY (LTCF)
A place such as a skilled nursing facility (SNF), intermediate care facility for people with developmental disabilities (ICF/DD), medical hospital, MA-covered bed in a psychiatric in-patient hospital or a SNF that is also an Institution for Mental Diseases (IMD), where a person resides or is expected to reside for 30 days or longer. Group Residential Housing (GRH) and assisted living facilities are not long-term care facilities. See the Insurance Affordability Programs/Health Care Manuals.

LONG TERM CARE FACILITY RESIDENT
A person living in a LONG TERM CARE FACILITY.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
A program that helps low income people pay heating costs, resolve heating related emergency crises, and reduce home energy consumption through conservation and weatherization activities.

LPR
See LAWFUL PERMANENT RESIDENT (LPR) in 0002.35 (Glossary: Inventory...).

LTCF
See LONG TERM CARE FACILITY above.

LTR
See LAWFUL TEMPORARY RESIDENT in 0002.35 (Glossary: Inventory...).

LUMP SUM
Cash received on a non-recurring or irregular basis that cannot reasonably be anticipated. Lump sums include winnings, insurance settlements, and inheritances, retroactive payments of RSDI, VA, and UNEMPLOYMENT INSURANCE. See 0015.60 (Evaluation of Lump Sums), 0017.15.30 (Lump Sum Income), 0022.15 (Counting Lump Sums as Income).

MA
See MEDICAL ASSISTANCE (MA) below.

MAC
See MOTHERS AND CHILDREN (MAC) PROGRAM in 0002.43 (Glossary: Money...).

MANDATORY SCHOOL FEES
SNAP: Fees charged to all students of a school or to all students within a certain curriculum. This includes the rental or purchase of equipment, materials, or supplies related to the pursuit of the course of study involved.

MANDATORY UNIT MEMBERS
People who must be included in the ASSISTANCE UNIT. See 0014 (Assistance Units), 0005 (Applications).

MARKET VALUE
The most probable price property would bring on the open, competitive market. For REAL PROPERTY this is the ESTIMATED MARKET VALUE on the REAL ESTATE TAX STATEMENT or the appraisal of a licensed REAL ESTATE APPRAISER.

MASS CHANGE
A change brought about by a shift in federal or state policy which affects many or all ASSISTANCE UNITS.

MATCHING GRANT PROGRAM
The Matching Grant program is administered federally by the Office of Refugee Resettlement. The purpose of the program is to help eligible clients attain self-sufficiency within 120 to 180 days of becoming eligible for the program. The Matching Grant program will provide cash benefits for 4 months. The Matching Grant Program also provides Employment Services.

In Minnesota the Matching Grant Program is administered by the Voluntary Agencies (VOLAGs). For more information about VOLAGs, see 0002.73 (Glossary: Victim...), 0030.01 (Voluntary Agencies (VOLAGS)).

MATERNITY HOME
Any home or institution that provides residential care for 3 or more pregnant women.

MATURED CERTIFICATE OF DEPOSIT:
A finance term meaning a certificate of deposit (CD) has become due for payment to the CD owner. The maturity date determines when the owner is eligible to access the funds with no withdrawal penalty.

MAXIS
Minnesota's statewide automated eligibility system for public assistance programs.

MEDICAL ASSISTANCE (MA)
The program established under Title XIX of the Social Security Act and Minnesota Statutes 256B providing for health care to needy people. See the Insurance Affordability Programs/Health Care Manuals.

MEDICAL CERTIFICATION
A statement about a person's illness, injury, or incapacity that is signed by a LICENSED PHYSICIAN, licensed consulting psychologist, or licensed psychologist who is qualified through professional training and experience to diagnose or certify the person's condition. For an incapacity involving a spinal sub-luxation condition, a statement signed by a licensed physician or by a licensed chiropractor who is qualified through professional training and experience to diagnose and certify the condition.

MFIP, DWP : A statement about a person's illness, injury, or incapacity that is signed by a LICENSED PHYSICIAN, licensed chiropractor, licensed consulting psychologist, or licensed psychologist who is qualified through professional training and experience to diagnose or certify the person's condition.

MEDICAL DEDUCTION
SNAP: An income DEDUCTION based on medical expenses. See 0018.12 (Medical Deductions).

MEDICAL EVIDENCE
GA : Records, reports, treatment notes, or other written documentation about a person's illness, injury, or impairment from a hospital, clinic, treatment facility, detoxification facility, physician, psychologist, nurse, therapist, or other mental health professional, including evidence listed in a copy of the Disability Determination Rationale provided by the Social Security Administration.

MEDICAL PROGRAMS
See HEALTH CARE PROGRAMS in 0002.29 (Glossary: Gross RSDI...).

MEDICAL SUPPORT
Health insurance or other payments from a liable 3rd party or FINANCIALLY RESPONSIBLE PERSON which may be applied to the cost of medical care.

MONEY MISMANAGEMENT
MFIP : Money mismanagement exists where the well-being of the child(ren) is jeopardized by a CAREGIVER'S inability to plan use of income. See 0024.09 (Protective and Vendor Payments).

GA : A continuing pattern of money mismanagement includes, but is not limited to, a client having received a total of 2 or more emergency assistance payments within an 18 month period for which the emergencies were a direct result of the client's failure to use available resources for payment of basic need items. See 0024.09 (Protective and Vendor Payments).

MONTH OF APPLICATION
The calendar month in which a county agency receives a client's APPLICATION for ASSISTANCE.

MONTHLY INCOME ALLOWANCE
See ALLOCATION in 0002.03 (Glossary: Agent Orange...). Also see 0018.30 (Allocations).

MONTHLY INCOME TEST
The test used to determine ongoing eligibility and the UNIT'S ASSISTANCE amount.

MONTHLY REPORTING
The requirement to complete a HOUSEHOLD REPORT FORM (DHS-2120) (PDF) every month. See 0007.03 (Monthly Reporting - Cash), 0007.03.01 (Monthly Reporting - Uncle Harry FS).

MORTGAGE
A pledge of property to a creditor as security against a debt. In order for a loan to be considered a mortgage or 2nd mortgage, it must be secured by a legal lien against the property.

MORTALITY TABLES
A chart issued by the Commissioner of Revenue which shows the value of a LIFE ESTATE based upon a person's age.

MOTHERS AND CHILDREN (MAC) PROGRAM
A program administered by the Department of Health which gives commodity foods and recipes to women, children, and infants. On the Red Lake Indian Reservation, MAC is called the Commodity Supplemental Food Program. See 0029.07.12 (Commodity Supplemental Food Program).

MOTOR VEHICLE
A motorized road vehicle used to transport people or goods.

MSA
See MINNESOTA SUPPLEMENTAL AID in 0002.41 (Glossary: Medically Necessary...).

MULTIPLE OWNERSHIP
Two or more people have a financial share of the same property. Also see JOINT OWNERSHIP in 0002.35 (Glossary: Inventory...), TENANTS-IN-COMMON in 0002.65 (Glossary: Suitable...).

NADA
National Automobile Dealers Association.

NADA USED CAR GUIDE
A private publication giving standard values for motor vehicles.

NAPS
See NUTRITION ASSISTANCE PROGRAM FOR SENIORS (NAPS) in 0002.45 (Glossary: Netherlands' Act...), 0011.21 (Receipt of Other Assistance), 0029.07.12 (Commodity Supplemental Food Program).

NATIONAL SCHOOL LUNCH ACT
A federal law which provides free and reduced price lunches for children.

NATURAL DISASTER

Destruction of life or property caused by natural forces including but not limited to destruction caused by fire or weather.

NATURALIZED CITIZEN
A person who was not born in the United States, but who became a citizen by meeting legal requirements for citizenship and taking an oath of allegiance to the United States.

NEGOTIATED RATE FACILITY
See GROUP RESIDENTIAL HOUSING in 0002.29 (Glossary: Gross RSDI...).

NET INCOME
Income remaining after each program's DEDUCTIONS and DISREGARDS are subtracted from GROSS INCOME.

NET INCOME LIMIT
The appropriate ASSISTANCE STANDARD for the UNIT or HOUSEHOLD size.

NETHERLANDS' ACT (WUV)
WUV is a Dutch acronym for payments the Dutch government makes under the Netherlands' Act on Benefits for Victims of Persecution 1940-1945. These payments are for both Dutch and non-Dutch people who, during the German and Japanese occupation of the Netherlands and Netherlands East Indies (now the Republic of Indonesia) in World War II, were victims of persecution because of their race, religion, beliefs, or homosexuality and, as a result of that persecution, suffer from illness or disability. Payments under this Act began 1-1-73, and include 4 categories of benefits: periodic income payments; compensation for non-definable disability expenses (Dutch acronym, NMIK); reimbursement of persecution-related disability expenses; and partial compensation for persecution-related disability expenses. See 0015.27 (Assets - Income), 0017.15.57 (Payments to Persecution Victims).

NON-APPLICANT
SNAP: A unit member who is not applying for SNAP. The non-applicant's income and assets may be deemed toward the eligible unit members. See 0011.03.09 (Non-Citizens - SNAP/MSA/GA/GRH), 0011.03.27 (Undocumented and Non-Immigrant People), 0015.48 (Whose Assets to Consider), 0016.42 (Income of Non-Applicants).

NON-CITIZEN
A person who is not a United States citizen. See 0011.03 (Citizenship and Immigration Status).

NON-CUSTODIAL PARENT
A birth or adoptive mother or father who is not living in the home. See TEMPORARY ABSENCE in 0002.65 (Glossary: Suitable...).

NON-FRAUD CLIENT ERROR OVERPAYMENTS
Non-fraudulent OVERPAYMENTS caused by a client's action or inaction.

NON-IMMIGRANT
A NON-CITIZEN legally present in the United States on a temporary basis such as a visitor, tourist, diplomat, student, and some temporary or agricultural workers. See 0010.18.21 (Identify Non-Immigrant or Undocumented People), 0010.18.21.03 (Non-Immigrant People: USCIS Class Codes), 0011.03.27 (Undocumented and Non-Immigrant People).

NON-PARENT CAREGIVER
A person who is a CAREGIVER for a child but who is not the child's PARENT.

NON-REAL PROPERTY USED AS A HOME
For example: boats, campers, and vehicles used as the person's residence.

NON-RECURRING INCOME
Income the county agency and the unit do not anticipate the client to receive more than once. For more information about specific program provisions, see 0017.01 (Non-Recurring Income).

NON-RECURRING LUMP SUM
SNAP: Money received in the form of a non-recurring lump sum payment including, but not limited to, income tax refunds, rebates, or credits; retroactive lump-sum social security, SSI, public assistance, railroad retirement benefits, or other payments, lump sum insurance settlements, or refunds of security deposits on rental property or utilities. See 0015.60 (Evaluation of Lump Sums).

NON-RECURRING MEDICAL EXPENSES
A medical expense reasonably expected to be a 1 time occurrence; for example, glasses. Also see RECURRING MEDICAL EXPENSES in 0002.55 (Glossary: Recipient...).

NORTHSTAR CARE FOR CHILDREN
Consolidates Northstar Foster Care, Northstar Kinship Assistance, and Northstar Adoption Assistance into a single benefit program that is consistent with Title IV-E of the Social Security Act. See NORTHSTAR FOSTER CARE, NORTHSTAR KINSHIP ASSISTANCE, and NORTHSTAR ADOPTION ASSISTANCE below.

NORTHSTAR ADOPTION ASSISTANCE
A benefit program for a child provided under an agreement with the financially responsible social service agency, the commissioner and the adoptive parent(s) who has adopted an eligible child. The benefit includes medical coverage and financial

support paid to the relative custodian to assist with the cost of care for the child. Also see NORTHSTAR CARE FOR CHILDREN above.

NORTHSTAR FOSTER CARE
A benefit program for a child placed away from their legal parent or guardian by a court order or voluntary agreement and the county or tribal social service agency has the responsibility for the child care. The benefit includes medical coverage and financial support paid to the foster parent to assist with the cost of care for the child. Also see NORTHSTAR CARE FOR CHILDREN above.

NORTHSTAR KINSHIP ASSISTANCE
A benefit program for a child provided under an agreement with the financially responsible social service agency, the commissioner and the relative(s) who has received a transfer of permanent legal and physical custody of an eligible child. The benefit includes medical coverage and financial support paid to the relative custodian to assist with the cost of care for the child. Also see NORTHSTAR CARE FOR CHILDREN above.

NOTARIZED AGREEMENT
A signed contract which also contains a Notary Public's seal and signature.

NOTICE OF EXPIRATION
SNAP: A notice used to inform SNAP participants of the date their current CERTIFICATION PERIOD ends, the last day the UNIT may apply for RECERTIFICATION with uninterrupted BENEFITs, and their rights and responsibilities concerning recertification.

NUTRITION ASSISTANCE PROGRAM FOR SENIORS (NAPS)
A federal nutrition program administered by the Minnesota Department of Health. This program gives commodity food and recipes to seniors 60 years or older. NAPS is part of the Commodity Supplemental Food Program. See 0011.21 (Receipt of Other Assistance), 0029.07.12 (Commodity Supplemental Food Program).

RELATIVE CONTRIBUTION
The amount of money which program rules require a relative who is a FINANCIALLY RESPONSIBLE PERSON to pay toward a participant's support or cost of care.

RELATIVE CUSTODY ASSISTANCE GRANTS
Monthly financial assistance payment administered by Social Services for relatives who take permanent legal and physical custody of children with special needs upon a juvenile court determination that the children are unable to return to their parent's home.

RELATIVE FOSTER CARE PROVIDER
A non parental CAREGIVER of a MINOR CHILD or MINOR CAREGIVER who provides FOSTER CARE services to that MINOR CHILD or MINOR CAREGIVER.

RELOCATION ASSISTANCE
Payments the federal or county government grant to people who are required to move or relocate their home. For example, people required to move because the federal government purchases the land they reside on for a new highway. See 0017.06 (Excluded Income).

REPAYMENT AGREEMENT
An agreement a client signs with a county agency to repay assistance received. See 0025 (Benefit Adjustments and Recovery), 0025.21.03 (Overpayment Repayment Agreement).

REPRESENTATIVE PAYEE
A person or organization, selected by the Social Security Administration, designated to receive benefits on behalf of an RSDI or SSI RECIPIENT and obligated to use those benefits for the RSDI or SSI RECIPIENT's personal care and well being.

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

RESOURCE LIMIT
See ASSET LIMIT in 0002.03 (Glossary: Agent Orange...).

RESTITUTION
A court order for repayment of an OVERPAYMENT.

RESTORED BENEFITS
The issuance of BENEFITs to an ASSISTANCE UNIT that received fewer benefits than they were entitled to in previous months.

RETIREMENT FUNDS
Savings plans such as PERA (Public Employee Retirement Association), IRA, and KEOGH PLANS which are recognized by the Internal Revenue Service as being for retirement.

RETIREMENT, SURVIVORS, AND DISABILITY INSURANCE (RSDI)
A program operated by the Social Security Administration that provides a monthly income to retired people, survivors or dependents of insured people, and people with disabilities. See 0029.06.06 (Retirement, Survivors & Disability Insurance).

RETROSPECTIVE BUDGETING
Calculating BENEFIT levels using income received 2 months before the PAYMENT MONTH to determine benefit levels for the payment month. For example, use January income to determine March benefit levels. See 0022.06 (How and When to Use Retrospective Budgeting), 0022.06.03 (When Not to Budget Income in Retro. Cases). Also see PROSPECTIVE BUDGETING in 0002.51 (Glossary: Professional...).

RETROSPECTIVE CYCLE
Looking back on conditions in a past month and applying the information in the present month. For example, budget income received in January for March. Budget income received in February for April.

RETROSPECTIVE ELIGIBILITY
Eligibility based on RETROSPECTIVE BUDGETING.

REVENUE RECAPTURE ACT
A method of recovering OVERPAYMENTs by intercepting Minnesota income tax or property tax refunds from former participants. See 0025.21.09 (Revenue Recapture Act).

ROOMER
A person who is not a UNIT member who lives with the unit and pays the unit for lodging but does not eat with the unit or pay the unit for food.

ROYALTIES
A share paid to an author or composer out of the proceeds resulting from the sale or performance of the work. A share paid to an inventor or proprietor for the right to use the invention or services. Compensation paid to the owner for the use of property, usually copyrighted material or natural resources such as mines, oil wells, or timber tracts. A royalty may be expressed as a percentage of receipts from using the property or as an amount per unit produced.

SPECIAL DIET
A diet prescribed by a physician for 1 of the medical conditions listed in 0023.12 (Special Diets).

SPECIAL NEED FUNDS
Money available to some participants for some expenses not covered by the monthly grant. See 0023 (Special Needs Payments).

SPECIAL NEEDS TRUST
Trusts established to benefit a person who is disabled and provide for the disabled beneficiary's future support needs when public assistance is insufficient. It is funded with the income or assets of the disabled beneficiary. A "pooled" special needs trust is one that is managed by a non-profit organization on behalf of many disabled beneficiaries.

SPONSOR
Any person, or public or private agency or organization, who signed an AFFIDAVIT agreeing to support an IMMIGRANT (who is not the MINOR CHILD or SPOUSE of the sponsor) as a condition of the IMMIGRANT's entry into the United States.

SPOUSAL SUPPORT
An allowance for support that a court orders a person to pay to his/her SPOUSE or former spouse.

SPOUSE
A person who is legally married to another person; husband or wife.

SR
See SIX-MONTH REPORTING in 0007.03.02 (Six-Month Reporting - SNAP).

SSA
See SOCIAL SECURITY ADMINISTRATION in 0002.61 (Glossary: SELF...).

SSDI
See SOCIAL SECURITY DISABILITY INSURANCE in 0002.61 (Glossary: SELF...).

SSI
See SUPPLEMENTAL SECURITY INCOME (SSI) in 0002.65 (Glossary: Suitable...). Also see 0029.06.03 (Supplemental Security Income Program).

SSI GROSS LIMIT
The FEDERAL BENEFIT RATE for the Supplemental Security Income Program. See FEDERAL BENEFIT RATE (FBR) in 0002.23 (Glossary: Fair Hearing...).

SSI RECIPIENT
A person who receives at least $1, or who is not receiving SSI due to recoupment or a 1-month suspension by SSA due to excess income. See the definitions of 1619A SOCIAL SECURITY ACT and 1619B SOCIAL SECURITY ACT in 0002.01 (Glossary: 1619A...).

SSN
Social Security number.

STAGGERED ISSUANCE
SNAP: A BENEFIT issuance system which issues regular monthly SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM benefits throughout the 1st 15 days of the month. Units receive their benefits on the same day each month.

STAGGERED ISSUANCE CYCLE
Issuing BENEFITs over several days.

STANDARD DISREGARD
An income DISREGARD some programs apply to the EARNED INCOME or UNEARNED INCOME of every CLIENT. See 0018.21 (Standard Disregard).

STANDARD UTILITY ALLOWANCE
A type of expense allowance available only to units that incur expenses for heating and/or cooling. The allowance covers heating, cooling, electricity, water, sewer, garbage, and phone expenses. For information on specific utility allowance amounts, see 0018.15 (Shelter Deductions).

STATE MEDICAL REVIEW TEAM (SMRT)
People appointed by the COMMISSIONER to determine DISABILITY.

STATE VERIFICATION AND EXCHANGE SYSTEM (SVES)
The electronic data exchange which verifies Social Security numbers in a monthly batch job. It initiates SDX and BENDEX data exchanges to verify Title II (RSDI) and Title XVI (SSI) benefit information. It initiates BEER data exchanges to verify wages, self-employment and federal pension earnings from federal tax returns.

STEPPARENT
The spouse of a child's birth, adoptive, or legal parent.

STORED VALUE CARD (SVC)
SNAP: The Stored Value Card or debit card is an option custodial parents have of an account to have their child's support payment directly deposited into. The Stored value card has a VISA logo and can be used like a credit or debit card for purchases or at ATM's. The only money on the SVC card is child support that has been deposited by the Minnesota Child Support Payment Center.

STRIKER
An employee involved in a work stoppage, slowdown, or interruption of work, whether or not the employee voted for the strike.

STRUCTURED SETTLEMENT
Compensation awarded as a result of a lawsuit which is paid over a period of time.

STUDENT EDUCATIONAL LOAN FUNDS
State financial aid program for post-secondary students.

STUDENT FINANCIAL AID
Loans, grants, scholarships, and work study funds to be used for educational and living expenses while attending school.

SUITABLE EMPLOYMENT
The definition of SUITABLE EMPLOYMENT varies by program. See 0028.18.03 (Suitable/Unsuitable Work).

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)
A federal financial aid program for post-secondary students.

SUPPLEMENTAL LOANS FOR STUDENTS (SLS)
Federal financial aid program for post-secondary students.

SUPPLEMENTAL NEEDS TRUST
Trusts established to benefit a person who is disabled and provide for the disabled beneficiary's future support needs when public assistance is insufficient. It is funded by someone other than the disabled beneficiary.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
The federal Food and Nutrition Service Program of the United States Department of Agriculture. Formerly known as Food Support or Food Stamps. This program helps low-income people eat a more nutritious diet by supplementing their food budget.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING (SNAP E&T)
The name of an employment and training program for some SNAP recipients.

SUPPLEMENTAL SECURITY INCOME (SSI)
A program operated by the Social Security Administration that provides monthly income to low income people who are AGED, BLIND, or have a DISABILITY.

SUPPLIES
Products or items used or consumed in a SELF-EMPLOYMENT business which cannot be identified as related to a particular sale or service and which have a useful life of less than 1 year. See also CAPITAL ASSET and CAPITAL EXPENDITURE in 0002.09 (Glossary: Calendar Month...), INVENTORY in 0002.35 (Glossary: Inventory...).

SUPPORT AND COLLECTIONS
The IV-D or child support agency.

SUPPORTED WORK
MFIP, DWP : Funding or activities and services designed to support a participant who is engaged in paid employment. This includes, but is not limited to, wage subsidies, supervision and job coaching, and on-the-job specific skills training.

SUSPENSION
A 1 month interruption in eligibility for BENEFITs. BENEFITs suspended 1 month are reinstated the next month without a new APPLICATION.

SWORN STATEMENT
MFIP, DWP : A written declaration made by participant. It is similar to an affidavit, but unlike an affidavit, it does not need to be sealed by an official such as a notary public or other authorized officer. The signing of the statement only needs to be witnessed if a Notary is not available.

SVES
See STATE VERIFICATION AND EXCHANGE SYSTEM in 0002.63 (Glossary: Special Diet...).

SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)
A process which allows access to U.S. Citizenship and Immigration Service (USCIS) data to validate the IMMIGRATION STATUS of NON-CITIZEN APPLICANTs for MFIP, DWP, SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), REFUGEE CASH ASSISTANCE, and MINNESOTA FOOD ASSISTANCE PROGRAM (MFAP) who are determined eligible for those programs; or for PARTICIPANTs of those programs who report an IMMIGRATION STATUS change. Authorized staff may access the USCIS data through the Alien Status Verification System. See 0010.18.11.03 (Systematic Alien Verification (SAVE)). SAVE is also required for some health care programs; see the Insurance Affordability Programs/Health Care Manuals.

TANF

See TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GRANT below.

TANF PARTICIPATION RATE
An MFIP process measure that tracks the percentage of participants in a given month who are fully engaged in the work or work-related activity requirements of MFIP. For more information, see Employment Services Manual 16.3 (TANF Participation Rate).

TARGETING
The setting of special parameters by DHS to reduce the number of IEVS matches referred to county agencies for follow-up.

TECHNICAL ELIGIBILITY
Non-financial eligibility requirements dealing with criteria such as CITIZENSHIP, residence, student or STRIKER status, and eligibility for other types of assistance. See 0011 (Technical Eligibility).

TEFRA OPTION
Provides MA eligibility to some disabled children who live with their families. It was part of the Tax Equity and Fiscal Responsibility Act of 1982. See the Insurance Affordability Programs/Health Care Manuals.

TELEPHONE ASSISTANCE PROGRAMS
Lifeline, Telephone Assistance Plan (TAP), and Link-Up provide new telephone service installations and monthly telephone service discounts to low-income people. Telephone Equipment Distribution (TED) program provides equipment for those who have hearing loss, speech, and/or mobility impairment that limits their use of a standard telephone. For additional information about these programs, see 0029.09 (Telephone Assistance Programs).

TEMPORARILY UNOCCUPIED
Refers to a home which a client intends to return to, but is not living in currently due to travel needs for employment or training, illness, natural disaster, or CASUALTY. The home cannot be rented out.

TEMPORARY ABSENCE
A period of time a person may be physically absent from a residence but still considered to be in the UNIT. See 0014.09 (Assistance Units - Temporary Absence).

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GRANT
A federal grant which replaced the AFDC program in Minnesota.

TEMPORARY DAY LABOR
Work acquired by going to an agency each day to compete for a work assignment for that day. The workers are often paid on a daily basis.

TEMPORARY PROTECTED STATUS
See 0011.03.24 (Non-Citizens - Lawfully Residing People).

TEN DAY NOTICE
Notices mailed or given to clients at least 10 days before the date of action. See 0026.12.03 (10 Day Notice).

TENANTS-IN-COMMON
Ownership of property whereby the owners' equity is prorated according to shares of ownership. Also see JOINT OWNERSHIP in 0002.35 (Glossary: Inventory...), MULTIPLE OWNERSHIP in 0002.43 (Glossary: Money...).

TERMINATION
A discontinuation of program participation and BENEFITs.

TWO PARTY PAYMENT
ASSISTANCE BENEFIT issued by the COUNTY AGENCY to the PARTICIPANT and another person jointly. Neither party can cash the check without the signature of the other party.

UBEN
Unemployment Insurance data. An IEVS exchange with the Department of Employment and Economic Development completed monthly for participants and semi monthly for applicants for federal programs.

UHFS
See UNCLE HARRY FOOD SUPPORT below.

UNCLE HARRY
See UNCLE HARRY FOOD SUPPORT (UHFS) below.

UNCLE HARRY FOOD SUPPORT (UHFS)
SNAP benefits received by any person who lives with a MFIP unit AND who would be part of the unit under SNAP policy, but is NOT a mandatory unit member under MFIP policy.

UNCOLLECTIBLE CLAIMS
OVERPAYMENTs for which the county agency documents it cannot locate the overpaid UNIT, or the cost of continuing collections is likely to exceed the amount the county agency can recover.

UNDER PARENTAL CONTROL
SNAP: To be under age 18 and dependent, financially or otherwise, on an adult unit member.

UNDERPAYMENT
A BENEFIT which is less than the amount to which the CLIENT is entitled.

UNDOCUMENTED PEOPLE
People living in the United States without the knowledge or approval of the U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS). See 0011.03.27 (Undocumented and Non Immigrant People), 0011.03.27.03 (Protocols for Reporting Undocumented People).

UNEARNED INCOME
Income a person receives without being required to perform any labor or service as a condition of receiving the income. See 0017.12 (Determining if Income Is Earned or Unearned), 0017.12.03 (Unearned Income).

UNEMPLOYMENT COMPENSATION
See UNEMPLOYMENT INSURANCE.

UNEMPLOYMENT INSURANCE
A state insurance benefit paid to unemployed people and considered UNEARNED INCOME for assistance programs. This benefit is more commonly called Unemployment Compensation in other states.

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT
A federal program offering cash payments to people forced to move under certain circumstances.

UNIFORMED SERVICES
The United States Army, Navy, Air Force, Marine Corps, Coast Guard, and National Oceanographic and Atmospheric Administration.

UNIT
See ASSISTANCE UNIT in 0002.05 (Glossary: Assistance Standard...).

UNIT MEMBERS
People living together as part of an ASSISTANCE UNIT.

UNRELATED MEMBER
MFIP : A person not included in the list of who could apply as an eligible caregiver for the assistance unit children. See 0014.03.03 (Determining the Cash Assistance Unit), 0020.09 (MFIP/DWP Assistance Standards).

UNSALABLE REAL PROPERTY
Property which 2 sources who are knowledgeable about the value of the property and the local area agree cannot be sold due to a specified condition, or property which has been for sale at least 90 days at a price no more than the highest current MARKET VALUE without an offer received. Current market value means a value established within 6 months of application or since the last RECERTIFICATION.

UNSUITABLE EMPLOYMENT
The definition of UNSUITABLE EMPLOYMENT varies by program. See 0028.18.03 (Suitable/Unsuitable Work).

UNVI
Unverified Unearned Income. An IEVS exchange completed annually for participants and monthly for applicants of federal programs. The source is the Internal Revenue Service (IRS). It reports information such as dividends, interest, and lottery winnings.

U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)
Formerly named Bureau of Citizenship and Immigration Service (BCIS).

VA
Veterans' Administration.

VEHICLES
MFIP, DWP, MSA, GA.GRH: Vehicles/cars are defined as a car, truck, van, camper, motorcycle or trailer.

NOTE: A mobile home or manufactured home intended for permanent occupancy is NOT a trailer.

SNAP: Vehicles/cars are defined as anything that a person travels in or on, or uses to transport something. See 0013.06 (SNAP Categorical Eligibility/Ineligibility), 0015.39 (Assets - Vehicle Exclusions), 0015.54 (Evaluation of Vehicles), 0029.36 (Domestic Violence Brochure Program).

VENDOR
A provider of goods or services.

VENDOR PAYMENT

- A payment made by a 3rd party to a vendor on behalf of the unit.
  OR
- ASSISTANCE PAYMENTS made directly to a provider of goods and services on the unit's behalf.

VERIFICATION
The process and evidence used to establish accuracy or completeness of information from an APPLICANT, PARTICIPANT, THIRD PARTY, etc. See 0010 (Verification).

VETERAN
A person who served in active duty (not active duty for training) in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard who fulfilled the minimum 2 years active duty service requirement and was released with a discharge characterized as honorable and NOT on account of alienage. This includes people who died while or after serving in active duty. A veteran is also a person with certain military service before 7-1-46, in the military and some organized guerilla forces of the Philippine government, including service in the Philippine Scouts.

VETERANS' BENEFITS
Benefits and services provided by the United States Veterans Administration (VA) to people who have served in the United States

armed forces and their dependents.

VICTIM OF FAMILY VIOLENCE
A person who has been subjected to FAMILY VIOLENCE. See FAMILY VIOLENCE in 0002.23 (Glossary: Fair Hearing...).

VISTA
Volunteers in Service to America (VISTA) is known as AmeriCorps VISTA. See 0015.30 (Assets - Payments Under Federal Law), 0017.15.78 (National And Community Service Trust Act), 0017.15.87 (AmeriCorps Payments) for more information on AMERICORPS.

VOCATIONAL SPECIALIST
GA :A counselor of the Minnesota Department of Employment and Economic Development or Division of Rehabilitation Services, or another qualified person who advises people about occupational goals and employment. This includes Job Service counselors, vocational rehabilitation counselors, certified employment and training providers who counsel people on employment issues, or other similarly qualified individuals.

VOLAGs
RCA : See Voluntary Agencies (VOLAGs) below.

VOLUNTARY AGENCIES (VOLAGs)
RCA :Voluntary Agencies (VOLAGs) administer the provisions of RCA. VOLAGs are responsible, under contract with the U.S. Department of State, for providing refugees with initial housing, food, clothing and shelter immediately after arrival in the United States. See 0030.01 (Voluntary Agencies (VOLAGs)).

VOLUNTARY DEPARTURE
See 0011.03.24 (Non-Citizens - Lawfully Residing People).

VOUCHER
A written guarantee by the COUNTY AGENCY to pay a VENDOR for goods or services and used instead of a cash payment to a CLIENT.

VULNERABLE ADULTS
GA :A person age 18 or older who is a resident or patient of a facility; OR a person age 18 or older who receives services at or from a licensed facility who, regardless of residence, is unable or unlikely to report abuse or neglect without assistance because of mental or physical impairment or emotional status.

WAGE MATCH
An IEVS exchange with the Minnesota Department of Employment and Economic Development completed quarterly for participants and monthly for applicants of federal programs. It provides information on wages earned in Minnesota.

WAGE GARNISHMENT
A legal withholding of a specified sum from wages to satisfy a creditor.

WAIVER
A suspension or change of an eligibility requirement in a client's case.

WARD
A person under direct court protection or under court protection through a guardian.

WATER AND SEWER SYSTEM
The structures required to provide water to and dispose of sewage from a home.

WB
See WORK BENEFIT PROGRAM below.

WELFARE FRAUD
Obtaining ASSISTANCE PAYMENTS by deceit or misrepresentation.

WIA (WORKFORCE INVESTMENT ACT)

See WORKFORCE INVESTMENT ACT (WIA) below.

WIC (WOMEN, INFANTS and CHILDREN)
See WOMEN, INFANTS, AND CHILDREN NUTRITION PROGRAM (WIC) below.

WINNINGS
SNAP: A cash award received without making a monetary investment, such as a "no purchase necessary to enter or win". See 0017.15.30 (Lump Sum Income).

WITHHOLDING OF DEPORTATION OR REMOVAL
See 0011.03.18 (Non-Citizens - People Fleeing Persecution).

WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM
A federal program authorized by the Child Nutrition Act of 1966 to provide nutritious food and nutrition education to low income pregnant and postpartum women and their children. (In this instance, "postpartum" means up to 6 months after termination of pregnancy.) See 0029.07.09 (Women, Infants, and Children (WIC) Program).

WORK BENEFIT PROGRAM (WB)
A monthly cash benefit for families who have exited DWP or MFIP and are working a required number of hours with income below 200% FPG. This program was suspended effective 12/01/2014.

WORKERS' COMPENSATION
An employer-paid insurance program that covers the medical expenses and lost wages of workers injured on the job.

WORKFORCE INVESTMENT ACT (WIA)
A national workforce preparation and employment system designed to integrate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs delivered through the 1-stop (Workforce Center) system. See 0017.15.18 (WorkForce Investment Act (WIA) Income) for more information.

WORKFORCE ONE
A consolidated web-based case management and management information system that enables the delivery of Employment and Training services within the Minnesota workforce development system. WORKFORCE ONE is used by Employment Counselors for the MFIP, DWP, and SNAP E&T programs. WORKFORCE ONE is also used by other Employment and Training program staff.

WORK HISTORY
See RECENT WORK HISTORY in 0002.53 (Glossary: Qualified...).

WORK-RELATED EXPENSES
The amount withheld or paid for: state and federal income taxes; FICA; mandatory retirement fund deductions; dependent care costs; transportation costs to and from work at the amount allowed by the IRS for personal car mileage; costs of work uniforms, union dues, and medical insurance premiums; costs of tools and equipment used on the job; the costs of meals eaten during employment; public liability insurance required by an employer when an automobile is used in employment and the cost is not reimbursed by the employer; and the amount paid by an employee from personal funds for business costs not reimbursed by the employer. See 0018.06 (Work Expense Deductions) for specific program provisions.

WORK STUDY

- Federal or non-federally funded employment arranged for students by a POST SECONDARY SCHOOL. See 0017.15.36 (Student Financial Aid Income).

- A program operated or approved by a SECONDARY SCHOOL (high school) or its equivalent which allows students to earn academic credit for employment.

YOUTH COMMUNITY CONSERVATION AND IMPROVEMENT PROJECT
A federal employment and training program.

YOUTH INCENTIVE ENTITLEMENT PROJECT
A federal employment and training program.

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

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

MFIP:
Applicants must report changes immediately while their application is pending.

Participants must report changes by the earliest of these dates:

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

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

Changes which participants must report within 10 days include:

- An adult or child in the unit starts or terminates a job, works more or fewer hours, or gets a raise.
- A unit member starts or stops a business, or the business undergoes a major change.
- Initial receipt of unearned income.
- A recurring change in unearned income.
- A non-recurring change of more than $30 in unearned income.
- Receipt of a lump sum.
- Any change in assets if an assistance unit's assets are $9,000 or greater.
- A change in United States Citizenship and Immigration Service (USCIS) status.
- A change in household composition, including births, returns to and departures from the home of unit members and financially responsible people, a unit member temporarily absent from the home, or a change in the custody of a minor child. See 0008.06.06 (Adding a Person to the Unit - Cash), 0008.06.09 (Removing a Person from the Unit), 0008.06.15 (Removing or Recalculating Income).
- A pregnancy terminated before birth when there are no other minor children in the assistance unit (pregnant woman case). Case note that the pregnancy was terminated and close the case due to no minor child in the home. It is not necessary to verify the termination of the pregnancy.
- A change in a non-custodial parent’s address, visitation schedule or any other information the Child Support Agency can use to identify, locate or determine contribution amounts from non-custodial parents. See 0012.21 (Responsible Relatives Not in the Home), 0012.21.03 (Support from Non-Custodial Parents).
- Marriage, legal separation, or divorce of an assistance unit member. Require verification of a marriage before adding the spouse (step-parent) to the assistance unit. Verification of divorce is needed to determine distribution of marital assets or

parenting time when joint custody has been awarded.

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

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

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

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

- Household size.
- Shelter expenses.
- Utility Expenses.
- Decrease in income.
- Initial employment.
- Initial receipt of unearned income.
- A recurring change in unearned income.
- A non-recurring change of more than $30 in unearned income.
- Receipt of a lump sum.
- Any change in assets if an assistance unit's assets are $9,000 or greater.

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

SNAP:
No provisions. See 0007.15.03 (Unscheduled Reporting of Changes - SNAP).

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

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

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

Non-SSI clients must report any change in assets if an assistance unit's assets are $9,000 or greater.

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

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

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

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

All clients MUST report changes which affect eligibility including:

- Initial employment.
- Initial receipt of unearned income.
- A recurring change of more than $50 per month of net earned or unearned income.
- Receipt of a lump sum.
- Any change in assets if an assistance unit's assets are $9,000 or greater.
- A change in the physical or mental status of an incapacitated adult if the issue is the basis of eligibility or the basis of exemption from an employment services program.
- A change in employment status.
- A change in unit composition, including births, returns to and moves from the home of unit members and financially responsible people, or a change in the custody of a dependent child.
- Marriage or divorce of a unit member.
- Death of a parent.
- A change in address or living quarters of the unit.
- The sale, purchase or other transfer of property.
- Units must report within 10 days a change in school attendance of a member of an assistance unit over 15 years of age.

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

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

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

All programs require verification of certain information. See 0010.18 (Mandatory Verifications). Verify other information to determine eligibility or a benefit amount if the information the client gives is inconsistent or questionable. See 0010.15 (Verification - Inconsistent Information).

Any form of written or electronic verification is acceptable if it confirms the client's statement. Do not demand a specific document or form of verification if another is more readily available. Sources of verification include:

- Written records or documents. See 0010.06 (Sources of Verification - Documents).
- Written or oral statements from people outside assistance units. See 0010.09 (Sources of Verification, Collateral Contacts).
- Direct observation at home visits. See 0010.12 (Sources of Verification - Home Visits).

Providing proof is the responsibility of the client. You must help clients who have trouble getting proof. Clients must either provide necessary proof or give their written consent for you to get the information.

When proof is not available despite the efforts of you and the client, get a signed statement from the client attesting to the correctness of the information. See 0010.03 (Verification - Cooperation and Consent) for specifics, including limits on when a signed statement is acceptable. Deny or end assistance to people who refuse or deliberately fail to help verify information.

The date a client verifies a factor of eligibility does not affect the date of eligibility, if the client provides the proof within the application processing period. See 0005 (Applications), 0005.12 (Accepting and Processing Applications), 0005.12.15 (Application Processing Standards), 0022.12.02 (Beginning Date of Eligibility).

MFIP, DWP, MSA, GA, GRH:
Follow general provisions.

Use DHS-6054 (Signed Personal Statement about Assets for MFIP, DWP, GA, MSA and GRH Programs) (PDF) as a signed personal statement to verify countable assets. For a list of countable assets, see 0015.01 (Counted Assets).

SNAP:
Follow general provisions.

See 0010.06 (Sources of Verification - Documents) for when to use verbal statements as verification.

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

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

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

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

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

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

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

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

See 0010.18 (Mandatory Verifications) for mandatory verifications that apply to all programs.

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

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

MFIP:
See 0010.03 (Verification – Cooperation and Consent) for circumstances when a signed personal statement from the client is acceptable verification.

VERIFY THE FOLLOWING AT INITIAL APPLICATION:

- Costs of child care when applying the initial eligibility test. See 0018.09 (Dependent Care Deduction).
- Stop work, if necessary to verify income in the month of application.
- The number of hours worked each month.
- Verify the following assets. See 0010 (Verification), 0015.01 (Counted Assets).
  - Bank Accounts:
    - -- Checking accounts.
    - -- Savings accounts.
    - -- Debit cards. An EBT card is not a debit card. See DEBIT CARD in 0002.13 (Glossary: Conciliation...).
    - -- Money market accounts.
    - -- Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in 0002.39 (Glossary: Lump Sum...).
  - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
  - Ownership of vehicles.
- Source and purpose of deposits and withdrawals from business accounts.
- Presence of a minor child in the home, if questionable.
- Identity of adults.
- Age, if related to eligibility or benefit level.
- Social Security number, unless the unit member qualifies as a non-citizen who is a victim of battery and/or cruelty. See 0011.03.21 (Non-Citizens - Victims of Battery/Cruelty). Do not require a Social Security card to verify the social security number (SSN) a client provides. Only keep copies of social security cards in a case file if they are used to resolve an IEVS discrepancy or an SSN DAIL message. See 0010.18.03 (Verifying Social Security Numbers). Do not require undocumented persons to provide a Social Security number.
- Child and spousal support payments to people outside the household, to be allowed as a deduction.
- School attendance, if related to eligibility.
- Relationship of caregivers to the child. See 0005.12.12 (Application Interviews), 0010.03 (Verification Cooperation and Consent), 0010.06 (Sources of Verification - Documents), 0014.03.03 (Determining the Cash Assistance Unit).
- Pregnancy, if related to eligibility. See 0013.03.03 (Pregnant Woman Basis – MFIP/DWP).

- State residence. See 0011.06 (State Residence), 0011.06.09 (State Residence – 30-Day Requirement). For applicants with a Safe At Home Identification Card, see 0029.29 (Safe At Home Program).
- The number of months the unit received TANF funds in another state only if the applicant checks "yes" on the application to receipt of assistance in another state. See 0011.30 (60-Month Lifetime Limit), 0013.05 (DWP Bases of Eligibility).
- Application for other maintenance benefits. See 0012.12 (Applying for Other Benefits).
- Disability or illness, if needed to determine eligibility for Family Stabilization Services (FSS) or 60-month extension. See 0011.33 (MFIP Hardship Extensions). For information on FSS, see the Employment Services Manual.
- Family violence if used as a basis to qualify for a family violence waiver. See 0005.12.12.09 (Family Violence Provisions/Referrals), 0011.30 (60-Month Lifetime Limit), 0010.18.33 (Verifying Family Violence).
- Shelter costs, as required for vendor payments. See SHELTER COSTS in 0002.61 (Glossary: SELF...), 0024.09 (Protective and Vendor Payments).
- The amount of a housing subsidy and exceptions to counting the subsidy. See 0017.15.99 (Housing Subsidy).
- Living arrangement of a minor caregiver. See 0012.06 (Requirements for Caregivers Under 20).
- Sponsor income and assets. See 0015.48 (Whose Assets to Consider), 0016 (Income From People Not in the Unit).

Counties must verify immigration status for ANY person reported on the Combined Application Form (CAF) who is NOT a United States citizen and for whom the applicant is requesting benefits. DO NOT request verification of immigration status for people listed on the application who are NOT applying for assistance. DO NOT verify citizenship when the applicant reports on the CAF that they are a United States citizen.

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

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

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

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

If the applicant does not want you to contact the U.S. Citizenship and Immigration Services (USCIS) for proof of citizenship for an OPTIONAL unit member and indicates that he/she is here unlawfully:

- Determine eligibility for the remaining unit members. No further verification of immigration status would be requested.
  AND
- Do not report this optional unit member to DHS because it is not known that he or she is in the United States unlawfully. See 0011.03.27.03 (Protocols for Reporting Undocumented People).

If the client has given you permission to contact the U.S. Citizenship and Immigration Services (USCIS), see 0011.03.27.03 (Protocols for Reporting Undocumented People).

VERIFY THE FOLLOWING AT RECERTIFICATION:

- Income, unless excluded.
- Self-employment expenses used as a deduction. See 0010.18.09 (Verifying Self-Employment Income/Expenses).
- Source and purpose of deposits and withdrawals from business accounts.
- Presence of a minor child in the home, if questionable.
- Inconsistent information. See 0010.15 (Verification - Inconsistent Information).
- Verify the following assets when the client reports that their total combined counted asset value is within $200 of the asset limit.. See 0010 (Verification), 0015.01 (Counted Assets).
  - Bank Accounts:
    - -- Checking accounts.
    - -- Savings accounts.
    - -- Debit cards. An EBT card is not a debit card. See DEBIT CARD in 0002.13 (Glossary: Conciliation...).
    - -- Money market accounts.
    - -- Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in 0002.39 (Glossary: Lump Sum...).
  - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
  - Ownership of vehicles.
- Whether a caregiver is eligible for Family Stabilization Services (FSS). For information on FSS, see the Employment Services Manual.
- Child and spousal support payments to people outside the household. See 0018.33 (Child and Spousal Support Deductions).

VERIFY THE FOLLOWING CHANGES WHEN REPORTED:

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

- Verify the following assets when the client reports that their total combined counted asset value is within $200 of the asset limit.. See 0010 (Verification), 0015.01 (Counted Assets).
  - Bank Accounts:
    - -- Checking accounts.
    - -- Savings accounts.
    - -- Debit cards. An EBT card is not a debit card. See DEBIT CARD in 0002.13 (Glossary: Conciliation...).
    - -- Money market accounts.
    - -- Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in 0002.39 (Glossary: Lump Sum...).

- Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.

- Ownership of vehicles.

- Unit member whose earnings or hours are counted starts a job. See 0007.12 (Agency Responsibilities for Client Reporting).

- Unit member whose earnings or hours are counted terminates a job. See 0008.06.15 (Removing or Recalculating Income).

- Unit member whose earnings or hours are counted starts or stops a business, or the business undergoes a major change. See 0010.18.09 (Verifying Self-Employment Income/Expenses); 0017.15.33.03 (Self-Employment, Convert Inc. to Monthly Amt).

- Unit member whose income is counted reports initial receipt of unearned income or a lump sum. See 0022 (Budgeting and Benefit Determination).

- Birth and relationship of newborn to father when he is in the home. See 0008.06.12.09 (Converting a Pregnant Woman Case), 0010.03 (Verification Cooperation and Consent), 0010.06 (Sources of Verification - Documents).

- Returns to the home of unit members and financially responsible people. See 0008.06.06 (Adding a Person to the Unit – Cash); 0008.06.12 (Adding a Person's Income).

- Temporary absences of unit members from the home. See 0014.09 (Assistance Units – Temporary Absence).

- A change in the custody of a minor child or a change in visitation schedule. See 0014.12 (Units for People With Multiple Residences).

- Child and spousal support payments to people outside the household. See 0018.33 (Child and Spousal Support Deductions).

- Full-time school attendance and anticipated graduation date of 18 year old minor children in the assistance unit.

- Half-time school attendance of an employed minor child in the assistance unit and caregivers under age 20 to determine exclusion of earnings.

- School attendance for parents under age 20 who are required to attend school as part of an Employment Services Plan. See 0028.12 (Education Requirements).

- Illness or disability if needed to determine eligibility for a hardship extension or to change to FSS. See 0011.33 (MFIP Hardship Extensions).

- Family violence at the time it is claimed. See 0010.18.33 (Verifying Family Violence).

- A change in United States Citizenship and Immigration Service (USCIS) status. See the Guide to Non-citizen Eligibility for Cash, SNAP and Child Care Assistance (DHS-4864) (PDF).

- Application for a benefit a participant may be eligible for. Counties can use Notice to Apply for Other Maintenance Benefits (DHS-2116) (PDF) to notify participant of this requirement. See 0012.12 (Applying for Other Benefits).

DWP:
See 0010.03 (Verification – Cooperation and Consent) for circumstances when a signed personal statement from the client is acceptable verification.

Follow MFIP. In addition, verify:

- Family maintenance needs before the expense can be allowed in the DWP grant calculation, see 0022.12 (How to Calc.

Benefit Level - MFIP/DWP/GA), FAMILY MAINTENANCE NEEDS in 0002.23 (Glossary: Fair Hearing...).
AND

- Receipt of DWP or MFIP within the last 12 months. See 0013.05 (DWP Bases of Eligibility).
AND
- Receipt of TANF-funded assistance months, used to determine DWP eligibility. See 0013.05 (DWP Bases of Eligibility).

SNAP:
See 0010.18.02 (Mandatory Verifications - SNAP).

MSA:
For SSI recipients, verify the client's receipt of SSI and the Federal Benefit Rate used to determine the client's SSI benefits.

For non-SSI recipients, verify:

- The following assets when the client reports that their total combined counted asset value is within $200 of the asset limit.. See 0010 (Verification), 0015.01 (Counted Assets).
  - Bank Accounts:
    - -- Checking accounts.
    - -- Savings accounts.
    - -- Debit cards. An EBT card is not a debit card. See DEBIT CARD in 0002.13 (Glossary: Conciliation...).
    - -- Money market accounts.
    - -- Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in 0002.39 (Glossary: Lump Sum...).
  - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.
  - Ownership of vehicles.
- Social Security number of all people applying for assistance. See 0010.18.03 (Verifying Social Security Numbers).
- Basis of eligibility (age, blindness, or disability). See 0010.18.05 (Verifying Disability/Incapacity - Cash).

GA:
Verify:

- The following assets when the client reports that their total combined counted asset value is within $200 of the asset limit.. See 0010 (Verification), 0015.01 (Counted Assets).
  - Bank Accounts:
    - -- Checking accounts.
    - -- Savings accounts.
    - -- Debit cards. An EBT card is not a debit card. See DEBIT CARD in 0002.13 (Glossary: Conciliation...).
    - -- Money market accounts.
    - -- Certificates of deposit, including if it is matured or not. See MATURED CERTIFICATE OF DEPOSIT in 0002.39 (Glossary: Lump Sum...).
  - Stocks and Bonds, including if there is a financial penalty associated with accessing stocks and bonds. Pension and retirement accounts are considered stocks and bonds.

- Ownership of vehicles.

- Identity of each person applying for assistance.
- Age, if required to determine eligibility.
- State residence. See 0011.06 (State Residence), 0029.29 (Safe At Home Program).
- GA eligibility basis. See 0013.15 (GA Bases of Eligibility).
- Basis of claim for exemption from SNAP E&T participation (GA category).
- Date and reason of employment termination, and date last paid. Verify at the point of employment termination for participants, and for any employment terminated within 90 days of application for applicants.
- Social Security number. See 0010.18.03 (Verifying Social Security Numbers).

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

For all recipients of the GRH Supplemental Service rate, verify the following information on the Group Residential Housing - Professional Statement of Need (DHS-7122) (PDF) at application and recertification:

- Has an illness or disabling condition which limits their ability to work and provide self-support.
- Needs assistance to access or maintain housing.

For residents of Supportive Housing settings for people who were long-term homeless, verify all of the following at application:

- Receipt showing they were assessed to need supportive housing through their local Coordinated Entry system, if applicable.
- Approved habitability inspection. Use Habitability Inspection Form Group Residential Housing – Supportive Housing Setting (DHS-7123) (PDF).
- Meets DHS' criteria for long-term homelessness with an approved MN Housing Long Term Homeless Verification Form. The Long Term Homeless Verification Form form is on the Minnesota Housing Finance Agency web site.
  - Person has been homeless continuously for 1 year or more, or at least 4 times in the past 3 years.
  - Exclude any period of institutionalization or incarceration when determining the length of homelessness.

In this section, "student income" means student financial aid. See 0017.15.36 (Student Financial Aid Income). For provisions on verifying other types of income to students, see 0010.18 (Mandatory Verifications).

MFIP, DWP:
Undergraduate student financial aid is not counted as income. In order to exclude undergraduate student income, you must verify that it is student financial aid. 0017.15.36 (Student Financial Aid Income).

Verify student income using:

- Financial Aid Form (DHS-2646) (PDF).
- The client's award letters.
- Other correspondence from the school.

For provisions on verifying other types of income to students, see 0010.18 (Mandatory Verifications).

SNAP:
Verify student income and/or expenses using:

- Financial Aid Form (DHS-2646) (PDF).
- The client's award letters.
- Other correspondence from the school.

The Financial Aid Form (DHS-2646) (PDF) is sufficient verification of tuition or expenses for the school year. Do not require additional verification unless the student reports a change in tuition or a higher amount of expenses, or the information provided is questionable or inconsistent. See 0010.15 (Verification - Inconsistent Information).

MSA:
Verify student income and expense using correspondence from the school, award letters, or receipts.

GA:
Follow SNAP. In addition, use the comments section in the lower left hand corner of the Financial Aid Form (DHS-2646) (PDF) to request verification for any additional allowable deductions. See 0017.15.36.09 (Student Financial Aid Deductions) for those deductions.

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

All programs allow clients to own or have available a limited amount of assets and still be eligible for assistance. Count the value of countable assets that are available and not explicitly excluded. See: 0015.03 (Asset Limits). Also see the following sections:

0015.03 Asset Limits

0015.01 Counted Assets.

0015.06 Availability of Assets.

0015.27 Assets - Income.

0015.30 Assets - Payments Under Federal Law.

0015.39 Assets - Vehicle Exclusions.

Count assets of clients or units. See 0015.48 (Whose Assets to Consider) for a list of other people whose assets count. For information on assets of SNAP units, see 0013.06 (SNAP Categorical Eligibility/Ineligibility), 0015.03 (Asset Limits).

In some programs there are special methods for computing the counted values of some assets. See:

0015.39 Assets - Vehicle Exclusions.

0015.54 Evaluation of Vehicles.

0015.60 Evaluation of Lump Sums.

0015.63 Evaluation of Pension and Retirement Plans.

Clients are allowed to reduce assets to attain or retain eligibility for programs only by specific methods and within specific limits. See 0015.69 (Asset Transfers).

In some cases, it is possible to waive rules governing retention of assets because of hardship or special program considerations. See 0015.78 (Waivers of Asset Rules). However, in most situations, terminate or deny eligibility if clients do not reduce net countable assets in excess of the limits by allowable means within specified time limits. See 0015.72 (Excess Assets - Applicants), 0015.75 (Excess Assets - Participants).

MFIP, DWP, MSA, GA, GRH:
The following assets are counted toward the asset limit if they are available to the assistance unit, or to people not in the unit whose assets must be counted. See 0015.03 (Asset Limits), 0015.06 (Availability of Assets), 0015.48 (Whose Assets to Consider), 0010.18.01 (Mandatory Verifications - Cash Assistance).

- Cash.

- Bank Accounts:

  -- Checking accounts.
  -- Savings accounts.
  -- Debit cards. An EBT card is not a debit card. See DEBIT CARD in 0002.13 (Glossary: Conciliation...).
  -- Money market accounts.
  -- Matured certificates of deposit. See MATURED CERTIFICATE OF DEPOSIT in 0002.39 (Glossary: Lump Sum...).

- Stocks and Bonds that can be accessed without a financial penalty.

  Financial penalties include any reduction in an investments value or benefit if accessed early, surrender charges, penalties for early withdrawal, revocation of bonuses or one-time payments, higher fees, or reduced interest guarantees.

  Pension and retirement accounts are considered stocks and bonds.

- Vehicles.

  Count all vehicles owned by members of an assistance unit and not excluded under 0015.39 (Assets - Vehicle Exclusions).

  See 0015.54 (Evaluation of Vehicles) to determine how to value a counted vehicle. For the definition of VEHICLES, see 0002.71 (Glossary: Two Party...).

MSA, GRH:
For non-SSI receipients, follow GA.

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

SNAP:
There is no asset limit for any unit.

When counted assets exceed $10,000, people are either ineligible or must reduce assets within certain time limits. See 0015.72 (Excess Assets - Applicants), 0015.75 (Excess Assets - Participants).

MFIP, DWP, GA:
Follow general provisions.

SNAP:
There is no asset limit for any unit.

MSA:
For non-SSI receipients, follow general provisions.

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

Residents of a long term care facility (LTCF) whose cost of care is paid for by MA are eligible for MSA if they meet MA (rather than MSA) asset provisions and limits. See the Insurance Affordability Programs/Health Care Manuals. They must meet all other MSA eligibility requirements.

GRH:
For non-SSI receipients, follow general provisions.

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

MFIP, DWP, MSA, GA, GRH:
Special Needs Trusts and Supplemental Needs Trusts are not counted as an asset. Other trusts may be counted as an asset if available to the client. Presume that the client has access to the trust unless documented otherwise. If legal access to the trust is determined, then the trust may be counted as an asset if it is comprised in the form of countable assets. See 0015.01 (Counted Assets).

SNAP:
No provisions.

Do not count 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.

Do not count 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 (Assets - Payments Under Federal Law), for payments made by federal agencies under a presidential declaration of disaster.

MFIP, DWP, MSA, GA,GRH:
Follow general provisions.

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).

Do not count the following federal payments as assets for all programs:

- Low Income Home Energy Assistance Program (LIHEAP) payments.
- Payments for tribal land claim settlements listed in 0017.15.09 (Income From Tribal Land).
- Benefits from the Women, Infant, and Children (WIC) nutrition program.
- Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970. See 0015.27 (Assets - Income) for treatment of relocation assistance from state or local governments.
- Payments received from youth incentive entitlement projects, youth community conservation and improvement projects.
- Reparation payments to Aleut people and people of Japanese ancestry under Public Law 100-383.
- Agent Orange payments to veterans and their dependents.
- Payments made under the Radiation Exposure Compensation Act (Public Law 101-426).
- Payments made by federal agencies under a presidential declaration of disaster including, but not limited to, individual and family grants from the Federal Emergency Management Agency (FEMA). See 0015.27 (Assets - Income) for other disaster payments which may be not counted.
- Funds, including accrued interest, deposited in Individual Development Accounts (IDAs) through The Family Assets for Independence in Minnesota (FAIM) Program.

EXCEPTION: Payments made to American Indians under Cobell v Salazar (Public Law 111-291) are not counted for 1 year from the date of receipt. Count payments as an asset after this 1 year period expires. See 0017.15.09 (Income From Tribal Land).

MFIP, DWP:
Do not count the funds listed in the general provisions as long as the client holds them in a separate account from any counted funds.

Do not count all benefits and payments received by participants in all AmeriCorps programs. For more information on AmeriCorps programs, see 0017.15.78 (National and Community Service Trust Act), 0017.15.87 (AmeriCorps Payments).

Do not count all benefits and payments provided by Senior Corps and Learn and Serve America payments as an asset. For more information, see 0017.15.78 (National and Community Service Trust Act), 0017.15.100 (Learn and Serve America).

See 0017.15.87 (AmeriCorps Payments) for information on how to treat the income of civil service employees.

Do not count Title VII, Nutrition Program for the Elderly funds.

Do not count VA benefits awarded to children of Vietnam veterans, regardless of their age or marital status, for a covered birth defect identified by the VA as associated with the service of these veterans who served in the Republic of Vietnam from 2-28-61 through 5-7-75 and performed active military service.

SNAP:
Exclude the funds listed in the general provisions for the entire time the client holds them in a separate account from any non-excluded funds. If the client combines excluded funds with non-excluded funds, continue the exclusion for 6 months from the date the client combines the funds.

Also exclude AmeriCorps VISTA (formerly known as VISTA) payments to volunteers (not permanent staff salaries) if the volunteers were AFDC (when AFDC existed), SSI, or SNAP participants before they joined VISTA.

Exclude earned income credits received before 1-1-80 as a result of Public Law 95-600. See 0015.27 (Assets - Income) for information on current earned income credits.

Exclude VA benefits awarded to children of Vietnam veterans, regardless of their age or marital status, for a covered birth defect identified by the VA as associated with the service of these veterans who served in the Republic of Vietnam from 2-28-61 through 5-7-75 and performed active military service.

MSA:
Do not count the funds listed in the general provisions as long as the client holds them in a separate account from counted funds.

Do not count AmeriCorps VISTA (formerly known as VISTA) payments made to volunteers (not permanent staff salaries) as long as the client holds them in a separate account from counted funds.

GA:
Do not count the funds listed in the general provisions as long as the client holds them in a separate account from any counted funds.

Do not count AmeriCorps (formerly known as VISTA) educational awards made to volunteers (not permanent staff salaries) for grants, scholarships and fellowships if the client holds them in a separate account from counted funds.

Do not count Title VII Nutrition Program for the Elderly funds.

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

Do not count 1 vehicle per member of the assistance unit who is age 16 or older. See VEHICLES in 0002.71 (Glossary: Two Party...). Also see 0015.54 (Evaluation of Vehicles) to determine the value of vehicles not excluded. Leased or rented vehicles are not countable.

MFIP, DWP, GA:
Follow general provisions.

SNAP:
SNAP has no asset test.

MSA, GRH:
For SSI recipients, no county action is required.

For non-SSI recipients, follow general provisions.

For deeming assets of sponsors who executed the I-864, see 0015.48.03 (Whose Assets to Consider - Sponsors W/ I-864).

Follow 0015.48.06 (Whose Assets to Consider- Sponsors W/ I-134) for deeming assets of sponsors who executed the I-134.

Consider the assets of ALL clients or members of the assistance unit, and people listed below who are NOT in the unit, when determining total available assets.

MFIP, DWP:
Count the assets of the following people:

- Mandatory unit members who are disqualified. See 0014.06 (Who Must Be Excluded From Assistance Unit).
- Parents and stepparents not in the unit when determining eligibility for their birth and adopted minor children who live with them. This does not apply when the parent is a participant of MSA, SSI, or when the child is a minor caregiver.
- Ineligible mandatory unit members.

Do NOT count the assets of optional unit members who choose not to participate. Also, do NOT deem the sponsor's income if the sponsor is part the immigrant's assistance unit. Consider the sponsor's income as you would any other member of the assistance unit.

Do NOT count the individually owned assets of a military person out of the home on active duty unless they are made available to the family. For jointly owned assets, see 0015.06.03 (Availability of Assets With Multiple Owners). Also see TEMP Manual TE02.10.90 (Military Families Receiving FS or Family Cash).

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 assets of all unit members, including the members away from the family, when determining the unit's eligibility and benefit level. For information on counting income, see 0016 (Income From People not in the Unit). This is not considered temporary absence.

SNAP:
SNAP has no asset test.

MSA:
Consider the assets of a spouse when the spouses live together.
Exclude the assets of parents of certain blind children who are eligible for a personal needs allowance. See 0020.24 (Personal Needs Allowance).

Consider the assets of the parent(s) or spouse of the parent of any other minor child, if the child lives with the parent(s) or the parent's spouse.

GA:
Consider the assets of:

- Spouses who live together. When determining eligibility for adults who are childless and unmarried or living apart from their children or spouses, consider the assets of parents who live with them unless the parents are SSI recipients or MSA participants.
- People disqualified from the unit for failure to provide or apply for a Social Security number (SSN). See 0012.03 (Providing/Applying for an SSN).

- Ineligible people who are not in the assistance unit, but who are financially responsible. See 0014.06 (Who Must Be Excluded From Assistance Unit).

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

Count the trade-in value of any vehicle not excluded under 0015.39 (Assets - Vehicle Exclusions). The trade-in value is the Average Trade-In value listed in the current NADA online car values and car prices guide.

If the car is not listed in the current NADA online guide or the applicant or participant disputes the trade-in value listed in the current NADA online guide, a written statement of a vehicle's trade-in value from a car dealer licensed in Minnesota must be accepted from the client.

If there is a cost in securing a written statement, the county must reimburse the client. Do not require a written statement if it will not affect the client's eligibility.

For procedures on completing the asset panels in MAXIS, see TEMP Manual TE02.10.31 (Jointly Owned Assets).

See VEHICLES in 0002.71 (Glossary: Two Party...), 0015.06 (Availability of Assets), 0015.39 (Assets - Vehicle Exclusions).

MFIP, DWP, GA:
Follow general provisions.

SNAP:
SNAP has no asset test.

MSA:
For SSI recipients, no county action required.

For non-SSI recipients, follow GA.

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

A lump sum is cash received on a non-recurring or irregular basis that cannot be reasonably anticipated. See 0017.15.30 (Lump Sum Income), 0015.27 (Assets - Income), 0022.15 (Counting Lump Sums as Income).

Do not count lump sum income as an asset during the month the client receives it. Count lump sum income retained into the next month as an asset, with the specific EXCEPTIONS listed below:

- Non-recurring lump sum payments to the extent that it is earmarked and used for the purpose for which it is intended is not counted as an asset.
- 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.
- 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).
- Federal payments that are required to be excluded under federal law. See 0015.30 (Assets - Payments Under Federal Law).

For information on counting lump sums as income, see 0017.15.30 (Lump Sum Income).

MFIP, DWP, GA:
A lump sum is income in the month of receipt. See 0017.15.30 (Lump Sum Income).

Treat the remaining amount of a lump sum as an asset in the 3rd month after the month of receipt.

SNAP:
A lump sum is NOT counted as earned/unearned income or as an asset.

MSA:
For SSI recipients, no action is required. SSA makes all asset determinations.

If an Interim Assistance Agreement, SSI Interim Assistance Authorization (DHS-1795) (PDF) and/or non-SSI Interim Assistance Agreement (DHS-1795A) (PDF), is on file, or if the client voluntarily repays the interim assistance, follow Interim Assistance Agreement procedures. See 0012.12.03 (Interim Assistance Agreements).

A lump sum is income in the month of receipt. See 0017.15.30 (Lump Sum Income).

Treat the remaining amount of a lump sum as an asset in the 3rd month after the month of receipt.

Exclude retroactive lump sum payments of RSDI or SSI as assets for 6 months after the client receives them.

GRH:
Follow MSA for aged, blind, or disabled clients. Follow general provisions for all other adults.

MFIP, DWP, MSA, GA, GRH:
Count the full value of any available pension or other retirement funds unless there is a penalty for early withdrawal. Once the funds become available, deduct any penalties for early withdrawal. See 0015.06 (Availability of Assets), 0017.15.30 (Lump Sum Income), 0017.15.42 (Interest and Dividend Income), 0022.15 (Counting Lump Sums as Income).

SNAP:
SNAP has no asset test.

MFIP, DWP:
Applicants with excess assets are ineligible unless they reduce the excess within the application processing period (normally 30 days, but longer if the period is extended for reasons other than reduction of assets). See 0005.12.15.03 (Delays in Processing Applications).

Deny the application if the unit does not reduce its assets timely. If applicants reduce excess assets timely, eligibility begins the day after assets are within the asset limit.

Applicants may reduce excess assets in any way that does not result in an improper transfer. See 0015.69.06 (Improper Asset Transfers).

If an applicant chooses not to reduce excess assets, the agency can use a signed personal statement as verification of ineligibility. Inform the applicant of the reason they are ineligible.

SNAP:
SNAP has no asset test.

MSA:
Applicants are ineligible if they have excess assets on the 1st day of the month of application. A change in the amount of assets during the month does not affect their eligibility for that month.

If an applicant chooses not to reduce excess assets, the agency can use a signed personal statement as verification of ineligibility. Inform the applicant of the reason they are ineligible.

GA:
Applicants with excess assets are ineligible unless they reduce the excess within the application processing period. Send a notice to deny the application if the unit does not reduce its assets timely. Inform the applicant in writing how assets may be excluded or reduced. If applicants reduce excess assets timely, eligibility begins the day after assets are within the asset limit.

Applicants may reduce excess assets in any way that does not result in an improper transfer. See 0015.69.06 (Improper Asset Transfers).

If an applicant chooses not to reduce excess assets, the agency can use a signed personal statement as verification of ineligibility. Inform the applicant of the reason they are ineligible.

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

Give timely notice when terminating a case for excess assets. See 0026 (Notices).

If participants properly reduce excess assets before the effective date of termination, eligibility continues. They may reduce assets in any manner not described as an improper transfer in 0015.69.06 (Improper Asset Transfers).

MFIP, DWP:
Evaluate assets prospectively. Terminate the case when excess assets exist or when you know the exact date the unit will acquire an asset that will create an excess. Give the unit 10 days notice before terminating the case.

If the unit proves it reduced assets before the effective date of termination, eligibility continues.

There is no overpayment if the unit reports receipt of an asset timely. Ineligibility starts when you can properly process the change.

SNAP:
SNAP has no asset test.

MSA:
Terminate assistance when excess assets exist on the 1st of the month. If assets go over the limit during a month, clients must reduce assets before the 1st of the following month to continue eligibility.

GA:
Send a notice to terminate assistance when excess assets exist. Inform the participant in writing how assets may be excluded or reduced. If the client provides verification of asset reduction before the effective date of termination, continue eligibility.

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

Exclude income from the following sources for all programs:

- Children's Nutrition Act.
- Benefits from the Women, Infant, and Children (WIC) nutrition program.
- Benefits from the National School Lunch Act. Count some payments from the Child Care Food Program to providers.
- Benefits from the State Food Programs. See 0029.07.03 (State Food Programs).
- Loans which the client has a written agreement to repay, EXCEPT some programs count student loans. See 0017.15.36 (Student Financial Aid Income). You may use the Gift or Loan Statement (DHS-2808) (PDF) to verify that a personal loan is not a gift.
- Reverse mortgages.
- Most income from American Indian tribal land settlements and some income from interest in tribal trust and other restricted Indian lands. See 0017.15.09 (Income from Tribal Land).
- Payments from the Low Income Home Energy Assistance Program (LIHEAP).
- Amounts a client receives which are related to shared living expenses and are solely to pay a portion of another person's living expense. The client may not own the home, make a profit, or provide any services in exchange for the income. An example is the amount the client receives from a roommate to forward to the landlord.
- Payments by the vocational rehabilitation program administered by the state, EXCEPT those payments that are for current living expenses.
- Relocation Assistance for displaced persons under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the Housing and Redevelopment Act of 1965, or the Housing Act of 1965.
- Refunds or rebates from the United States Department of Housing and Urban Development (HUD) for excess rents charged.
- Security deposit refunds for rent and utility deposit refunds, whether paid by the client, EGA, the former Emergency Assistance program, or out of the Consolidated Fund.
- Trade Adjustment Act of 1974.
- War reparations payments to Japanese-Americans and Aleuts under Public Law 100-383.
- Cash from the sale of the client's property or assets, regardless of whether the asset was excluded. This does not apply to some business capital gains. See 0017.15.54 (Capital Gains as Income). For instruction on treating cash from the sale of property as assets, see 0015.60 (Evaluation of Lump Sums).
- Payments to replace personal or real property made by public agencies, issued by insurance companies, awarded by a court, or solicited through public appeal. See 0017.15.30 (Lump Sum Income).
- Payments to veterans or their dependents made as a result of legal settlements between veterans and manufacturers of Agent Orange or other chemical agents.
- Payments received and used for care and maintenance of a 3rd-party beneficiary who is not a household member. If the payment is intended for both household and non-household members and you cannot determine portions, prorate among the beneficiaries and exclude the non-household members' pro rata share.
- Payments made under the Radiation Exposure Compensation Act (Public Law 101-426).
- Mandatory salary reduction amounts for military service personnel which are used to fund the G.I. Bill (Public Law 99 576).

- Payments from the Consumer Support Grant (CSG) program when placed in a CSG account. NOTE: When funds from the CSG account are used as wages to pay for care of the CSG beneficiary, they are considered earned income to the person providing the care and are not excluded under the CSG exclusion provision. See 0029.03.09 (Consumer Support Grant Program).

- Income that is otherwise specifically excluded by federal or state law or federal regulations.

- VA benefits awarded to children of Vietnam veterans, regardless of their age or marital status, for a covered birth defect identified by the VA as associated with the service of these veterans who served in the Republic of Vietnam from 2-28-61 through 5-7-75 and performed active military service.

- Combat or Hazard Duty pay received by military personnel who would otherwise be mandatory assistance unit members if they were not serving in a designated Combat Zone. See 0017.15.93 (Military Income), TE02.10.90 (Military Families Receiving FS, MFIP or DWP), TE02.10.92 (Designated Combat Zones).

- Funds, including accrued interest, deposited in Individual Development Accounts (IDAs) through the Family Assets for Independence in Minnesota (FAIM) Program.

- One time payments made to certain World War II veterans or their surviving spouse under the Filipino Veterans Equity Compensation (FVEC) Fund. See 0015.27 (Assets - Income) for asset information.

- Payments from the Crime Victims Compensation Program, known as the Crime Victims Reparations Board in Minnesota.

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

MFIP, DWP, MSA, GA, GRH:
Follow general provisions. Also, conditional cash transfers to families participating in a family independence demonstration are excluded income.

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

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

Unearned income is income a client receives without being required to perform any labor or service as a condition of receiving the income. See 0017.06 (Excluded Income), 0017.12 (Determining if Income Is Earned or Unearned), 0017.15.84 (Contracts for Deed as Income). Consider the following types of income unearned for all programs:

- Spousal support.
- Annuity and pension payments.
- Contract for deed income.
- Disability benefits. This does not include Social Security benefits. See 0017.15.45 (Income From RSDI and SSI). This also does not include sick pay. See SICK PAY in 0002.61 (Glossary: SELF...). Also see 0017.12.06 (Earned Income).
- Social Security benefits. See 0017.15.45 (Income From RSDI and SSI).
- Retirement benefits.
- Royalties and honoraria, unless they fit the definition of earned income. See EARNED INCOME in 0002.19 (Glossary: Early...). Also see 0017.12.06 (Earned Income).
- Trust disbursements.
- Workers' Compensation.
- Unemployment Insurance.
- Veterans' benefits. For information on veterans' benefits issued as student financial aid, see 0017.15.36 (Student Financial Aid Income).
- Severance pay, if it is not based on accrued leave time.
- Gambling winnings. See GAMBLING WINNINGS in 0002.27 (Glossary: FSET...).
- Tribal payments, including per capita payments from casinos. See 0017.09 (Converting Income to Monthly Amounts).
- Consider income from illegal activities to be unearned income. See 0017.12.06 (Earned Income).

Other types of income may be treated differently for each program. See 0017.15 (Specific Types of Income).

MFIP, DWP:
COUNT as unearned income the military pay the family of a military person receives when that military person is out of the home on military duty. EXCLUDE combat or hazard duty pay received as a result of deployment to a combat zone. See 0017.06 (Excluded Income), 0017.15.93 (Military Income).

SNAP:
COUNT as unearned income the military pay the family of a military person receives when that military person is out of the home on military duty. EXCLUDE combat or hazard duty pay received as a result of deployment to a combat zone. See 0017.06 (Excluded Income), 0017.15.93 (Military Income).

COUNT the gross amount of gambling winnings. Do not offset winnings with losses. See GAMBLING WINNINGS in 0002.27 (Glossary: FSET...).

MSA:

Follow general provisions, EXCEPT the “income from illegal activities” provisions do not apply.

GA:
Follow general provisions.

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

Exclude the 1st $2,000 a person receives each year from his/her interest in Indian trust land or other restricted Indian lands.

Exclude the 1st $2,000 per person per year of per capita payments from Bois Forte Band of Ojibwe or Grand Portage Band as a result of annual payments to the Tribe from the State of Minnesota for voluntarily restricting tribal rights to hunting and fishing in ceded territories.

Exclude American Indian tribal land settlements as income if the Public Law awarding the settlement directs its exclusion. The following settlements affecting Minnesota tribes are excluded as income from all programs:

- Any funds distributed per capita under Public Law 98-123, Public Law 98-124, and Public Law 99-377 to the Mississippi Band Chippewa Indians of White Earth, Leech Lake, and Mille Lacs reservations.
- Payments to members of the White Earth Band from the White Earth Reservation Land Settlement Act of 1985 (Public Law 99 264, Public Law 100-153, and Public Law 100-212).
- Payments from the Cobell v. Salazar class action settlement between the United States Government and American Indian plaintiffs whose land trust royalties were mismanaged by the United States Interior Department (Public Law 111-291). For how to treat this as an asset, see 0015.30 (Assets - Payments Under Federal Law).

For information on settlements not listed, contact the Local Agency Support Policy Center.

Count tribal per capita payments from casinos as unearned income. If not received monthly, convert into a monthly amount. See 0017.12.03 (Unearned Income).

MFIP, GA:
Count per capita payments made to members of the Fond Du Lac Bands of Chippewa Indians as unearned lump sum payments. See 0017.15.30 (Lump Sum Income), 0022.15 (Counting Lump Sums as Income).

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

SNAP:
Follow general provisions.

MSA:
Count per capita payments made to members of the Fond Du Lac Bands of Chippewa Indians as unearned income in the month received.

GRH:
Follow MSA for aged, blind, or disabled clients. Follow MFIP for all other adults.

Exclude all tax refunds, credits, and rebates as income.

Tax refunds include:

- Federal and state withholding refunds.
- Homeowner/Renter Property Tax Refund.

Tax credits include:

- Earned Income Credit (EIC).
- Federal Child Care Credit.
- Minnesota Working Family Credit.

MFIP, DWP, GA:
Count interest or dividends as unearned income.

SNAP:
Count interest and dividends as unearned income.

MSA:
Do not count interest and dividends that meet the criteria for infrequent, irregular income. See 0017.15.12 (Infrequent, Irregular Income).

Count all other interest and dividends as unearned income.

GRH:
Follow MSA for aged, blind, or disabled clients. Follow MFIP for all other adults.

Exclude federal payments issued due to a presidential declaration of disaster. Federal payments include, but are not limited to, grants from the Federal Emergency Management Agency (FEMA).

State and local governments, and disaster relief organizations such as Red Cross and Salvation Army, may also provide disaster assistance.

MFIP, DWP, GA:
Also exclude disaster relief payments made by states, local governments, and disaster relief organizations.

SNAP:
For information on how to treat disaster payments as assets, see 0015.27 (Assets - Income), 0015.30 (Assets - Payments Under Federal Law).

MSA:
Also exclude disaster assistance provided by states, local governments, and disaster relief organizations if:

- The person stopped living in his/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.

GRH:
Follow MSA for aged, blind, or disabled clients. Follow MFIP for all other adults.

Capital gain is an Internal Revenue Service (IRS) term for proceeds from the sale of capital assets. The gain is the difference between the purchase and selling price minus allowable expenses.

Only count income from capital gains if the client is self-employed AND is in the business of selling assets, such as a farmer who holds grain until the prices change.

Some programs allow you to use tax forms to verify capital gains. Capital gains recorded on self-employment tax forms, such as Schedules C and F, include items such as the sale of livestock or grain. You may not be able to distinguish capital gains on self-employment forms from other self-employment income.

The IRS Capital Gains and Losses form (Schedule D) includes excluded and counted capital gains. The client must clarify whether Schedule D capital gains are from the sale of an asset or from self-employment.

In addition to capital gains from the sale of assets, Schedule D includes capital gain distributions. Capital gain distributions are dividends from stock or mutual funds. See 0017.15.42 (Interest and Dividend Income).

MFIP, DWP:
Proceeds from the sale of assets, while excluded as income, may be counted as assets. See 0015.01 (Counted Assets).

When a self-employment business closes, count the proceeds from sale of assets (EXCEPT vehicles) used in the business as self-employment income.

SNAP:
Use the tax form figures to verify the countable capital gain. If the client did not file tax forms, determine the capital gain using self-employment income procedures. See 0017.15.33 (Self-Employment Income).

Count capital gains only if the client will continue to have capital gains in the certification period.

MSA, GA, GRH:
Determine the capital gain using self-employment income procedures. See 0017.15.33 (Self-Employment Income).

Count capital gains only if the client will continue to have capital gains in the certification period.

MFIP, MSA, GA, GRH:
Count all payments EXCEPT the principal portion of a contract for deed or other property agreement as unearned income. If the owner of the contract or property agreement is paying the property taxes and/or homeowner's insurance, allow these as deductions from the non-principal portion of the payment.

If the real property is encumbered by another mortgage or contract for deed and the owner of the contract is making that payment, allow a deduction for the interest portion of that payment.

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

SNAP:
Count all payments (including the principal portion) of a contract for deed or other property agreement as unearned income. If the owner of the contract or property agreement is paying the property taxes and/or homeowner's insurance, allow these as deductions from the payment. If the real property is encumbered by another mortgage or contract for deed, and the owner of the contract is making that payment, allow a deduction for the interest portion of that payment.

There are many kinds of trusts. Payments made to a trust, or from a trust to a client (or for the benefit of the client), are considered trust disbursement income.

Count trust disbursement income as unearned income. See 0017.12.03 (Unearned Income). If income from a trust is unavailable, the client must try to make it available. See 0015.06.06 (Availability of Trusts).

Do NOT count trust disbursement income from a special needs trust or supplemental needs trust. See SPECIAL NEEDS TRUST in 0002.63 (Glossary: Special Diet...) and SUPPLEMENTAL NEEDS TRUST in 0002.65 (Glossary: Suitable...).

Have your county attorney review that a trust meets all the conditions of a special needs trust or supplemental needs trust. DHS does not review trusts.

MFIP, DWP:
Follow general provisions. After the initial DWP determination, do not count any unanticipated income the unit may receive.

SNAP:
Trust disbursements are not available income.

MSA, GRH:
For SSI recipients, no county action is required.

For non-SSI recipients, follow GA.

GA:
Follow general provisions.

Methods of recovery vary depending on whether the overpaid person is a participant or non-participant.

Recovery methods for recovering overpayments from participants are:

- Recoupment.
- Voluntary repayment. See 0025.21.03 (Overpayment Repayment Agreement).
- Civil recovery. See 0025.21.06 (Civil Recovery).
- Criminal restitution. See 0025.24 (Fraudulently Obtaining Public Assistance).
- Offsetting overpayments with underpayments. See 0025.09 (Correcting Underpayments).

For additional methods of recovering overpayments from participants, see the individual programs listed below.

Common methods for recovering overpayments from non-participants are:

- Voluntary repayment, repayment agreements, and Confessions of Judgment. See 0025.21.03 (Overpayment Repayment Agreement).
- Referral to Revenue Recapture. See 0025.21.09 (Revenue Recapture Act).
- Civil recovery. See 0025.21.06 (Civil Recovery).
- Criminal restitution. See 0025.24 (Fraudulently Obtaining Public Assistance).
- Contracting with a professional or private collection agency.

For programs other than SNAP and the food portion of MFIP, all direct recoveries by the county (EXCEPT recoupments) qualify for retention of 50% of the non-federal share.

For SNAP and the food portion of MFIP, there is a 35% federal incentive provided for fraud recoveries, 20% for household errors, and 0% for agency errors. Counties receive half of this incentive when Treasury Offset Program (TOP) recovers the money and they receive full incentive when recovery is a result of recoupment or direct payment.

Do not use wage garnishment for participants. Do not use wage garnishment for non-participants until 6 months after all public assistance eligibility ends.

MFIP:
Also use the Treasury Offset Program (TOP) as an additional method of recovery for non-participants for the MFIP Food Portion only.

DWP:
Follow general provisions. However, there is no cross-program recoupment.

SNAP:
Also use the Treasury Offset Program (TOP) as an additional method of recovery for non-participants.

MSA, GA:
Use the Minnesota Collection Enterprise (MCE) professional collection agency as an additional method of recovery for non-participants. See 0025.21.21 (Minnesota Collection Enterprise).

NOTE: In March 2004 MCE changed its name to Collection Division of the Department of Revenue. The codes and process for debt referral will continue to be referred to as MCE on MAXIS.

GRH:
Follow general provisions.

OVERPAYMENT REPAYMENT AGREEMENT 0025.21.03

An overpayment repayment agreement is a payment plan the client and the county agency agree to as a method of repaying an overpayment.

Use repayment agreements with participants in the following situations:

- Client requests voluntarily repayment in excess of the recoupment amount.
- Fraud determination or a pretrial diversion require repayment in excess of the recoupment amount.

Use repayment agreements with non-participants in the following situations:

- Client requests voluntary repayment.
- Fraud determinations.

Clients may voluntarily repay the overpayment before you start other methods of recovery. The Notice of Overpayment explains this option.

Overpayment repayment agreements include any of the following:

- A Confession of Judgment.
- A written agreement between the county agency and the client.