



**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.

**COMBINED MANUAL UPDATES  
DESCRIPTION OF CHANGES ATTACHMENT**

**ISSUED 06/2016  
Page 2**

0007.15 (Unscheduled Reporting of Changes - Cash).  
0010 (Verification).  
0010.03 (Verification - Cooperation and Consent).  
0010.18.01 (Mandatory Verifications - Cash Assistance).  
0010.18.30 (Verifying Student Income And Expenses).  
0015 (Assets).  
0015.01 (Counted Assets). New section.  
0015.03 (Asset Limits).  
0015.06.06 (Availability of Trusts).  
0015.27 (Assets - Income).  
0015.30 (Assets - Payments Under Federal Law).  
0015.39 (Assets - Vehicle Exclusions).  
0015.48 (Whose Assets to Consider).  
0015.54 (Evaluation of Vehicles).  
0015.60 (Evaluation of Lump Sums).  
0015.63 (Evaluation of Pension and Retirement Plans).  
0015.72 (Excess Assets - Applicants).  
0015.75 (Excess Assets - Participants).  
0017.06 (Excluded Income).  
0017.12.03 (Unearned Income).  
0017.15.09 (Income From Tribal Land).  
0017.15.21 (Tax Credits and Refund Income).  
0017.15.42 (Interest and Dividend Income).  
0017.15.51 (Payments Resulting From Disaster Declaration).  
0017.15.54 (Capital Gains as Income).  
0017.15.84 (Contracts For Deed As Income).  
0017.15.90 (Trust Disbursement Income).  
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).  
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).

**COMBINED MANUAL UPDATES  
DESCRIPTION OF CHANGES ATTACHMENT**

**ISSUED 06/2016  
Page 3**

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 section is a cross-reference update only due to section title changes. No policy was changed:**

0002.73 (Glossary: Victim...).



**TABLE OF CONTENTS****0001**

---

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

**COMBINED MANUAL**

**ISSUE DATE 06/2016**

**TABLE OF CONTENTS**

**0001**

---

**THIS PAGE INTENTIONALLY LEFT BLANK**

## TABLE OF CONTENTS

0001

---

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

---

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

---

0005.09.15	Emergency Assistance and Applications
0005.10	Minnesota Transition Application Form (MTAF)
0005.12	Accepting and Processing Applications
0005.12.03	What is a Complete Application
0005.12.06	Who Must Sign Applications
0005.12.09	Date of Application
0005.12.12	Application Interviews
0005.12.12.01	Forms/Handouts for Applicants
0005.12.12.06	Orientation to Financial Services
0005.12.12.09	Family Violence Provisions/Referrals
0005.12.15	Application Processing Standards
0005.12.15.03	Delays in Processing Applications
0005.12.15.06	Determining Who Caused the Delay
0005.12.15.09	Delays Caused by the Applicant Household
0005.12.15.12	Delays Caused by the Agency
0005.12.15.15	Delays Caused by the Agency and Applicant
0005.12.18	Withdrawing an Application
0005.12.21	Reinstating a Withdrawn Application
<b>CHAPTER 6</b>	<b>DETERMINING FINANCIAL RESPONSIBILITY</b>
0006	Determining Financial Responsibility
0006.03	Initial Application
0006.06	Moving Between Counties - Participants
0006.09	Moving Between Counties - Minor Children
0006.12	Assistance Terminated Within Last 30 Days
0006.15	Multiple County Financial Responsibility
0006.18	Excluded Time Facilities and Services
0006.18.03	Excluded Time - Entering
0006.18.06	Excluded Time - Leaving
0006.21	Transferring Responsibility - Old County
0006.24	Transferring Responsibility - New County
0006.27	County Financial Responsibility Disputes
0006.30	State Financial Responsibility Disputes
<b>CHAPTER 7</b>	<b>REPORTING</b>
0007	Reporting
0007.03	Monthly Reporting - Cash
0007.03.01	Monthly Reporting - Uncle Harry FS
0007.03.02	Six-Month Reporting - SNAP
0007.03.03	Monthly Reporting Deadlines

## TABLE OF CONTENTS

0001

---

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

**CHAPTER 8****CHANGES IN CIRCUMSTANCES**

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

**CHAPTER 9****RECERTIFICATION**

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

**CHAPTER 10****VERIFICATION**

0010	Verification
0010.03	Verification - Cooperation and Consent
0010.06	Sources of Verification - Documents
0010.09	Sources of Verification, Collateral Contacts
0010.12	Sources of Verification - Home Visits

## TABLE OF CONTENTS

0001

---

0010.15	Verification - Inconsistent Information
0010.18	Mandatory Verifications
0010.18.01	Mandatory Verifications - Cash Assistance
0010.18.02	Mandatory Verifications - SNAP
0010.18.03	Verifying Social Security Numbers
0010.18.03.03	Verifying Social Security Numbers - Newborns
0010.18.05	Verifying Disability/Incapacity - Cash
0010.18.06	Verifying Disability/Incapacity - SNAP
0010.18.08	Verifying Intent to Remain in Minnesota
0010.18.09	Verifying Self-Employment Income/Expenses
0010.18.11	Verifying Citizenship and Immigration Status
0010.18.11.03	Systematic Alien Verification (SAVE)
0010.18.12	Verifying Lawful Temporary Residence
0010.18.15	Verifying Lawful Permanent Residence
0010.18.15.03	Lawful Permanent Resident: USCIS Class Codes
0010.18.15.06	Verifying Social Security Credits
0010.18.18	Verifying Sponsor Information
0010.18.21	Identify Non-Immigrant or Undocumented People
0010.18.21.03	Non-Immigrant People: USCIS Class Codes
0010.18.24	Verification - I-94 Cards
0010.18.27	Verification - I-551 Card
0010.18.30	Verifying Student Income and Expenses
0010.18.33	Verifying Family Violence
0010.21	Verification Due Dates
0010.24	Income and Eligibility Verification System
0010.24.03	IEVS Match Type and Frequency
0010.24.06	Resolving IEVS Matches
0010.24.06.03	UNVI Match Report Terms
0010.24.09	Processing IEVS Matches Timely
0010.24.12	Determining IEVS Effect on Eligibility
0010.24.15	Recording IEVS Resolution Findings
0010.24.18	Client Cooperation with IEVS
0010.24.21	IEVS Safeguarding Responsibilities
0010.24.24	IEVS Non-Disclosure and Employee Awareness
0010.24.27	IEVS Fraud
<b>CHAPTER 11</b>	<b>TECHNICAL ELIGIBILITY</b>
0011	Technical Eligibility
0011.03	Citizenship and Immigration Status
0011.03.03	Non-Citizens - MFIP/DWP Cash

## TABLE OF CONTENTS

0001

---

0011.03.06	Non-Citizens - MFIP Food Portion
0011.03.09	Non-Citizens - SNAP/MSA/GA/GRH
0011.03.12	Non-Citizens - Lawful Permanent Residents
0011.03.12.03	Non-Citizens - Adjustment of Status
0011.03.15	Non-Citizens - LPR With Sponsors
0011.03.17	Non-Citizens - Public Charge
0011.03.18	Non-Citizens - People Fleeing Persecution
0011.03.21	Non-Citizens - Victims of Battery/Cruelty
0011.03.24	Non-Citizens - Lawfully Residing People
0011.03.27	Undocumented and Non-Immigrant People
0011.03.27.03	Protocols for Reporting Undocumented People
0011.03.30	Non-Citizens - Trafficking Victims
0011.06	State Residence
0011.06.03	State Residence - Excluded Time
0011.06.06	State Residence - Interstate Placements
0011.06.09	State Residence - 30-Day Requirement
0011.09	County Residence
0011.12	Institutional Residence
0011.12.01	Drug Addiction or Alcohol Treatment Facility
0011.12.03	Under Control of the Penal System
0011.15	Strikers
0011.18	Students
0011.21	Receipt of Other Assistance
0011.24	Able-Bodied Adults Without Dependents
0011.27	Criminal Conviction
0011.27.03	Drug Felons
0011.27.03.01	Drug Felons - SNAP
0011.27.06	Parole Violators
0011.27.09	Fleeing Felons
0011.27.12	Residency Fraud Conviction
0011.30	60-Month Lifetime Limit
0011.30.03	MFIP Transition Period
0011.30.06	180 to 60 Days Before MFIP Closes
0011.33	MFIP Hardship Extensions
0011.33.02	MFIP Hardship Extensions - Removing 1 Parent
0011.33.03	MFIP Employed Extension Category
0011.33.03.03	Limited Work Due to Illness/Disability
0011.33.06	MFIP Hard to Employ Extension Category
0011.33.09	MFIP Ill/Incapacitated Extension Category
0011.36	Special Medical Criteria

## TABLE OF CONTENTS

0001

---

0011.39	Qualified Professionals
<b>CHAPTER 12</b>	<b>PROCEDURAL ELIGIBILITY</b>
0012	Procedural Eligibility
0012.03	Providing/Applying for an SSN
0012.06	Requirements for Caregivers Under 20
0012.12	Applying for Other Benefits
0012.12.03	Interim Assistance Agreements
0012.12.06	Special Services - Applying for SSI
0012.15	Incapacity and Disability Determinations
0012.15.03	Medical Improvement Not Expected (MINE) List
0012.15.06	State Medical Review Team (SMRT)
0012.15.06.03	SMRT - Specific Program Requirements
0012.18	Assigning Rights to Support
0012.21	Responsible Relatives Not in the Home
0012.21.03	Support From Non-Custodial Parents
0012.21.06	Child Support Good Cause Exemptions
0012.24	Child Support Sanctions
0012.30	Chemical Use Assessment
<b>CHAPTER 13</b>	<b>BASIS OF ELIGIBILITY</b>
0013	Basis of Eligibility
0013.03	MFIP Bases of Eligibility
0013.03.03	Pregnant Woman Basis - MFIP/DWP
0013.03.06	MFIP Basis - State-Funded Cash Portion
0013.03.09	MFIP Housing Assistance Grant
0013.05	DWP Bases of Eligibility
0013.06	SNAP Categorical Eligibility/Ineligibility
0013.09	MSA Bases of Eligibility
0013.09.03	MSA Basis - Age 65 or Older
0013.09.06	MSA Basis - Blind
0013.09.09	MSA Basis - Disabled Age 18 and Older
0013.15	GA Bases of Eligibility
0013.15.03	GA Basis - Permanent Illness
0013.15.06	GA Basis - Temporary Illness
0013.15.09	GA Basis - Caring for Another Person
0013.15.12	GA Basis - Placement in a Facility
0013.15.15	GA Basis - Women in Battered Women's Shelter
0013.15.18	GA Basis - Unemployable
0013.15.24	GA Basis - DD/MI

---

0013.15.27	GA Basis, SSD/SSI Application/Appeal Pending
0013.15.30	GA Basis - Advanced Age
0013.15.33	GA Basis - Displaced Homemakers
0013.15.39	GA Basis - Performing Court Ordered Services
0013.15.42	GA Basis - Learning Disabled
0013.15.48	GA Basis - English Not Primary Language
0013.15.51	GA Basis - People Under Age 18
0013.15.54	GA Basis - Drug/Alcohol Addiction
0013.18	GRH Bases of Eligibility
0013.18.03	GRH Basis - Age 65 or Older
0013.18.06	GRH Basis - Blind
0013.18.09	GRH Basis - Disabled Age 18 and Older
0013.18.12	GRH Basis - Requires Services in Residence
0013.18.15	GRH Basis - Permanent Illness
0013.18.18	GRH Basis - Temporary Illness
0013.18.21	GRH Basis - Unemployable
0013.18.24	GRH Basis - DD/MI
0013.18.27	GRH Basis - SSD/SSI Appl/Appeal Pend
0013.18.30	GRH Basis - Advanced Age
0013.18.33	GRH Basis - Learning Disability
0013.18.36	GRH Basis - Drug/Alcohol Addiction

**CHAPTER 14****ASSISTANCE UNITS**

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

**CHAPTER 15****ASSETS**

0015	Assets
0015.01	Counted Assets
0015.03	Asset Limits
0015.06	Availability of Assets
0015.06.03	Availability of Assets with Multiple Owners
0015.06.06	Availability of Trusts
0015.27	Assets - Income

## TABLE OF CONTENTS

0001

---

0015.30	Assets - Payments Under Federal Law
0015.39	Assets - Vehicle Exclusions
0015.48	Whose Assets to Consider
0015.48.03	Whose Assets to Consider - Sponsors W/I-864
0015.48.06	Whose Assets to Consider - Sponsors W/I-134
0015.54	Evaluation of Vehicles
0015.60	Evaluation of Lump Sums
0015.63	Evaluation of Pension and Retirement Plans
0015.69	Asset Transfers
0015.69.03	Asset Transfers From Spouse to Spouse
0015.69.06	Improper Asset Transfers
0015.69.09	Improper Transfer Ineligibility
0015.69.12	Improper Transfers - Onset of Ineligibility
0015.69.15	Multiple Asset Transfers
0015.72	Excess Assets - Applicants
0015.75	Excess Assets - Participants
0015.78	Waivers of Asset Rules
<b>CHAPTER 16</b>	<b>INCOME FROM PEOPLE NOT IN THE UNIT</b>
0016	Income From People Not in The Unit
0016.03	Income From Disqualified Unit Members
0016.06	Income From Ineligible Spouse of Unit Member
0016.09	Income From Ineligible Stepparents
0016.12	Income From Parents of Adult GA Children
0016.15	Income From Ineligible Parents
0016.18	Income of Inel. Parent/Guard. of Minor Crgvr
0016.18.01	200 Percent of Federal Poverty Guidelines
0016.21	Income of Sponsors of Immigrants With I-134
0016.21.03	Income of Sponsors of LPRs With I-864
0016.24	Income of Parents Not Applying
0016.27	Income From Spouses Who Choose Not to Apply
0016.33	Income of Ineligible Non-Citizens
0016.36	Income of Ineligible Students
0016.39	Income of Ineligible Able-Bodied Adults
0016.42	Income of Non-Applicants
<b>CHAPTER 17</b>	<b>DETERMINING GROSS INCOME</b>
0017	Determining Gross Income
0017.01	Non-Recurring Income
0017.03	Available or Unavailable Income

---

0017.06	Excluded Income
0017.09	Converting Income to Monthly Amounts
0017.12	Determining if Income Is Earned or Unearned
0017.12.03	Unearned Income
0017.12.06	Earned Income
0017.15	Specific Types of Income
0017.15.03	Child and Spousal Support Income
0017.15.06	Assistance Payments Income
0017.15.09	Income From Tribal Land
0017.15.12	Infrequent, Irregular Income
0017.15.15	Income of Minor Child/Caregiver Under 20
0017.15.18	Workforce Investment Act (WIA) Income
0017.15.21	Tax Credits and Refund Income
0017.15.24	In-Kind Income
0017.15.27	Vendor Payments as Income
0017.15.30	Lump Sum Income
0017.15.33	Self-Employment Income
0017.15.33.03	Self-Employment, Convert Inc. to Monthly Amt
0017.15.33.24	Self-Employment Income From Farming
0017.15.33.27	Self-Employment Income From Roomer/Boarder
0017.15.33.30	Self-Employment Income From Rental Property
0017.15.36	Student Financial Aid Income
0017.15.36.03	When to Budget Student Financial Aid
0017.15.36.06	Identifying Title IV or Federal Student Aid
0017.15.36.09	Student Financial Aid Deductions
0017.15.39	Foster Care Payment Income
0017.15.42	Interest and Dividend Income
0017.15.45	Income From RSDI and SSI
0017.15.45.03	How to Determine Gross RSDI
0017.15.48	Displaced Homemaker Program Income
0017.15.51	Payments Resulting From Disaster Declaration
0017.15.54	Capital Gains as Income
0017.15.57	Payments to Persecution Victims
0017.15.60	Family Support Grant Income
0017.15.63	Relative Custody Assistance Grants
0017.15.66	Older Americans Act
0017.15.69	Adoption Assistance
0017.15.75	Reimbursement of Expenses
0017.15.78	National and Community Service Trust Act
0017.15.81	Utility Payments

## TABLE OF CONTENTS

0001

---

0017.15.84	Contracts for Deed as Income
0017.15.87	AmeriCorps Payments
0017.15.90	Trust Disbursement Income
0017.15.93	Military Income
0017.15.96	Weatherization, Heating/Cooling Device Pmts
0017.15.99	Housing Subsidy
0017.15.100	Learn and Serve America
0017.15.103	Income from Youth Employment Programs
<b>CHAPTER 18</b>	<b>DETERMINING NET INCOME</b>
0018	Determining Net Income
0018.01	Determining Net Income - GRH
0018.06	Work Expense Deductions
0018.06.06	Plan to Achieve Self-Support (PASS)
0018.09	Dependent Care Deduction
0018.12	Medical Deductions
0018.12.03	Allowable SNAP Medical Expenses
0018.13	Transportation Expense
0018.15	Shelter Deductions
0018.15.03	Shelter Deduction - Home Temporarily Vacated
0018.15.09	Utility Deductions
0018.18	Earned Income Disregards
0018.21	Standard Disregard
0018.30	Allocations
0018.33	Child and Spousal Support Deductions
0018.36	Child Unmet Need
0018.39	Prior and Other Income Reductions
0018.42	Income Unavailable in First Month
<b>CHAPTER 19</b>	<b>GROSS INCOME TEST</b>
0019	Gross Income Test
0019.03	Gross Income Test - What Income to Use
0019.06	Gross Income Limits
0019.09	GIT for Separate Elderly Disabled Units
<b>CHAPTER 20</b>	<b>NET INCOME LIMITS</b>
0020	Net Income Limits
0020.03	People Exempt From Net Income Limits
0020.06	Choosing the Assistance Standard Table
0020.09	MFIP/DWP Assistance Standards

## TABLE OF CONTENTS

0001

---

0020.12	SNAP Assistance Standards
0020.18	GA Assistance Standards
0020.21	MSA Assistance Standards
0020.22	GRH Assistance Standards
0020.24	Personal Needs Allowance
<b>CHAPTER 22</b>	<b>BUDGETING AND BENEFIT DETERMINATION</b>
0022	Budgeting and Benefit Determination
0022.03	How and When to Use Prospective Budgeting
0022.03.01	Prospective Budgeting - Program Provisions
0022.03.01.03	Prospective Budgeting - SNAP Provisions
0022.03.03	Ineligibility in a Prospective Month - Cash
0022.03.04	Ineligibility in a Prospective Month - SNAP
0022.06	How and When to Use Retrospective Budgeting
0022.06.03	When Not to Budget Income in Retro. Cases
0022.09	When to Switch Budget Cycles - Cash
0022.09.03	When to Switch Budget Cycles - SNAP
0022.12	How to Calc. Benefit Level - MFIP/DWP/GA
0022.12.01	How to Calculate Benefit Level - SNAP/MSA/GRH
0022.12.02	Beginning Date of Eligibility
0022.12.03	Proration
0022.12.03.03	Proration Table
0022.15	Counting Lump Sums as Income
0022.15.03	Budgeting Lump Sums in a Prospective Month
0022.15.06	Budgeting Lump Sums in a Retrospective Month
0022.18	Suspensions
0022.18.03	Overpayments Relating to Suspended Cases
0022.21	Income Overpayment Relating to Budget Cycle
0022.24	Uncle Harry Food Support Benefits
<b>CHAPTER 23</b>	<b>SPECIAL NEEDS PAYMENTS</b>
0023	Special Needs Payments
0023.06	Home Repairs
0023.09	Household Furnishings and Appliances
0023.12	Special Diets
0023.15	Guardian or Conservator Fees
0023.18	Restaurant Meals
0023.21	Representative Payee Services
0023.24	MSA Housing Assistance

## TABLE OF CONTENTS

0001

---

<b>CHAPTER 24</b>	<b>PAYMENTS</b>
0024	Payments
0024.03	When Benefits Are Paid - MFIP/DWP
0024.03.03	When Benefits Are Paid - SNAP/MSA/GA/GRH
0024.04	How Benefits Are Paid
0024.04.03	Benefit Delivery Methods
0024.04.03.03	Benefit Delivery Methods--Program Provisions
0024.04.04	Changes in Automatic Benefit Delivery Method
0024.04.06	Expedited SNAP Issuance
0024.04.09	GA Weekly Issuance
0024.05	Cashing Warrants
0024.06	Provisions for Replacing Benefits
0024.06.03	Situations Requiring SNAP Benefit Replacement
0024.06.03.03	Replacing SNAP Stolen/Lost Before Receipt
0024.06.03.15	Replacing Food Destroyed in a Disaster
0024.06.03.18	Replacing Damaged SNAP Cash-out Warrants
0024.09	Protective and Vendor Payments
0024.09.01	Protective and Vendor Payments-SNAP/MSA/GA/GRH
0024.09.03	Choosing Protective Payees
0024.09.09	Discontinuing Protective and Vendor Payments
0024.09.12	Payments After Chemical Use Assessment
0024.12	Issuing and Replacing Identification Cards
<b>CHAPTER 25</b>	<b>BENEFIT ADJUSTMENTS AND RECOVERY</b>
0025	Benefit Adjustments and Recovery
0025.03	Determining Incorrect Payment Amounts
0025.06	Maintaining Records of Incorrect Payments
0025.09	Correcting Underpayments
0025.09.03	Where to Send Corrective Payments
0025.12	Types of Overpayments
0025.12.03	Overpayments Exempt From Recovery
0025.12.03.03	Suspending or Terminating Recovery
0025.12.03.06	Bankruptcy
0025.12.03.09	Claim Compromise & Termination
0025.12.06	Repaying Overpayments - Participants
0025.12.09	Repaying Overpayments - Non-Participants
0025.12.12	Action on Overpayments - Time Limits
0025.15	Order of Recovery - Participants
0025.18	Order of Recovery - Non-Participants
0025.21	Recovery Methods

---

0025.21.03	Overpayment Repayment Agreement
0025.21.06	Civil Recovery
0025.21.07	JOL - Establishing Claims
0025.21.08	JOL - Docketing & Renewing
0025.21.09	Revenue Recapture Act
0025.21.12	Estate Claims
0025.21.15	Recoupment
0025.21.15.03	Amount to Recoup
0025.21.18	Treasury Offset Program
0025.21.21	Minnesota Collection Enterprise
0025.24	Fraudulently Obtaining Public Assistance
0025.24.03	Recovering Fraudulently Obtained Assistance
0025.24.06	Disqualification for Fraud
0025.24.06.03	Administrative Disqualification Hearing
0025.24.07	Disqualification for Illegal Use of SNAP
0025.24.08	SNAP Electronic Disqualified Recipient System
0025.27	Protection From Garnishment
0025.30	Financial Responsibility, People Not in Home
0025.30.03	Contributions From Parents Not in Home
<b>CHAPTER 26</b>	<b>NOTICES</b>
0026	Notices
0026.03	Content of Notices
0026.06	Notice - Approval of Application or Recert.
0026.09	Notice of Processing Delays
0026.12	Timing of Notices
0026.12.03	10 Day Notice
0026.12.06	5 Day Notice
0026.12.09	Adequate Notice
0026.12.12	When Not to Give Additional Notice
0026.12.15	When to Give Retroactive or No Notice
0026.12.18	Cash Cut-Off Notice
0026.12.21	Voluntary Request for Closure Notice
0026.15	Notice of Denial, Termination, or Suspension
0026.18	Notice of Change in Benefit
0026.21	Notice of Change in Issuance Method
0026.24	Notice of Relative Contribution
0026.27	Notice of Mass Changes
0026.30	Notice, Disqualification of Authorized Rep.
0026.33	Notice, Denying Good Cause for IV-D Non-Coop

## TABLE OF CONTENTS

0001

---

0026.39	Notice of Overpayment and Recoupment
0026.42	Notice of Incomplete or Missing Report Form
0026.45	Notice of SNAP Expiration
0026.48	Notices - IEVS
0026.51	Notices - Chemical Use Assessment
<b>CHAPTER 27</b>	<b>APPEALS</b>
0027	Appeals
0027.03	Appealable Issues
0027.06	Client Appeal Rights
0027.09	Appeal Requests
0027.12	Appeal Hearing Process
0027.12.03	Appeal Hearing Expense Reimbursement
0027.15	Continuation of Benefits
0027.18	Effect of Appeal Decision
<b>CHAPTER 28</b>	<b>EMPLOYMENT SERVICES</b>
0028	Employment Services
0028.03	County Agency Empl. Serv. Responsibilities
0028.03.01	County Agency SNAP E&T Responsibilities
0028.03.02	ES Provider Responsibilities - SNAP E&T
0028.03.03	Employment Services/SNAP E&T Required Components
0028.03.04	SNAP E&T Assessment/EDP
0028.03.06	Determining SNAP Principal Wage Earner
0028.03.09	Reporting Changes to Job Counselor
0028.06	Participation Requirements
0028.06.02	Universal Participation Provisions
0028.06.03	Who Must Participate in Empl. Services/SNAP E&T
0028.06.10	Who Is Exempt From SNAP E&T
0028.06.12	Who Is Exempt From SNAP Work Registration
0028.09	ES Overview/SNAP E&T Orientation
0028.09.03	Content of ES Overview/SNAP E&T Orientation
0028.09.06	Exemptions From ES Overview/SNAP E&T Orientation
0028.12	Education Requirements
0028.15	Employment Plan (EP)
0028.16	Support Services
0028.18	Good Cause for Non-Compliance--MFIP/DWP
0028.18.01	MFIP Good Cause--Caregivers Under 20
0028.18.02	MFIP Good Cause--Child Care
0028.18.03	Suitable/Unsuitable Work

## TABLE OF CONTENTS

0001

---

0028.18.06	Conciliation Conferences
0028.18.09	SNAP E&T Satisfactory Progress
0028.20	Failure to Comply - SNAP E&T
0028.21	Good Cause Non-Compliance-SNAP/MSA/GA/GRH
0028.30	Sanctions for Failure to Comply - Cash
0028.30.03	Pre 60-Month Type/Length of ES Sanctions
0028.30.04	Post 60-Month Empl. Services Sanctions
0028.30.04.03	Post 60-Month Sanctions: 2-Parent Provisions
0028.30.06	Type/Length of SNAP E&T Sanctions
0028.30.09	Refusing or Terminating Employment
0028.30.12	Sanction Notice for Minor Caregiver
0028.33	Employment Services/SNAP E&T Notice Requirements

**CHAPTER 29****OTHER RELATED PROGRAMS**

0029	Other Related Programs
0029.03	Health Care Programs
0029.03.03	Transitional MA Programs
0029.03.06	Family Support Grant Program
0029.03.09	Consumer Support Grant Program
0029.03.12	Workers' Compensation
0029.03.15	Veterans' Benefits
0029.03.18	Relative Custody Assistance Program
0029.06	Other Maintenance Programs
0029.06.03	Supplemental Security Income Program
0029.06.06	Retirement, Survivors & Disability Insurance
0029.06.09	Unemployment Insurance
0029.06.12	Foster Care
0029.06.21	United States Repatriation Program
0029.06.24	Tribal TANF Programs
0029.06.24.03	Tribal TANF - Mille Lacs Band of Ojibwe
0029.06.24.06	Tribal TANF – Red Lake Band of Chippewa Indians
0029.07	Food and Nutrition Programs
0029.07.03	State Food Programs
0029.07.06	School Lunch Program
0029.07.09	Women, Infants, and Children (WIC) Program
0029.07.12	Commodity Supplemental Food Program
0029.07.15	Food Distribution Program-Indian Reservation
0029.09	Telephone Assistance Programs
0029.15	Social Services
0029.20.03	Publicly Assisted Housing

## TABLE OF CONTENTS

0001

---

0029.20.09	Family Homeless Prevention Assistance
0029.20.12	Bridges Housing Subsidy
0029.27	Low Income Home Energy Assistance Program
0029.29	Safe At Home Program
0029.30	Child Care Assistance
0029.31	Child Care Resource and Referral
0029.36	Domestic Violence Brochure Program
<b>CHAPTER 30</b>	<b>REFUGEE RESETTLEMENT PROGRAM</b>
0030	Refugee Resettlement Program
0030.01	Voluntary Agencies (VOLAGS)
0030.03	Refugee Cash Assistance
0030.03.01	Processing RCA Applications
0030.03.01.01	Ineligible for Other Cash Programs
0030.03.03	RCA Assistance Units
0030.03.06	RCA Assistance Standards
0030.03.09	Determining RCA Gross Income
0030.03.12	RCA Asset Limits
0030.03.15	RCA Budgeting
0030.03.16	Processing Reported Changes - RCA
0030.03.18	RCA Overpayments and Underpayments
0030.05	RCA Benefit Issuance
0030.06	Refugee Medical Assistance
0030.09	RCA Financial Orientation
0030.12	Refugee Employment Services
0030.12.03	RCA Post-Secondary Education/Training
0030.12.06	RCA Employment Services Good Cause Claims
0030.15	RCA Sanction Provisions
0030.18	RCA 5-Month Reviews
0030.21	Closing/Terminating RCA
0030.24	RCA/RES Appeals
0030.27	RCA - Moves Within the State



**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 \(MFIP/DWP Assistance Standards\)](#).

**UNALABLE 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 \(Monthly Reporting - Uncle Harry FS\)](#).

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

## VERIFYING STUDENT INCOME AND EXPENSES

0010.18.30

---

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 \(Glossary: Two Party...\)](#).

**SNAP:**

There is no asset limit for any unit.

**MSA, GRH:**

For non-SSI recipients, follow GA.

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



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 recipients, 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 recipients, 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.

## ASSETS - VEHICLE-EXCLUSIONS

0015.39

---

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.



## EVALUATION OF LUMP SUMS

0015.60

---

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.



## PAYMENTS RESULTING FROM DISASTER DECLARATION

0017.15.51

---

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.



## TRUST DISBURSEMENT INCOME

0017.15.90

---

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.

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.

