



**COMBINED MANUAL  
DESCRIPTION OF CHANGES ATTACHMENT  
REVISED SECTIONS – ISSUED 01/2016**

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

**0004.03 (Emergency Aid Eligibility - Cash Assistance)** in EGA in the 4th bullet adds clarifying language that the current net income must be under 200% of the federal poverty guidelines for the previous year.

**0018 (Determining Net Income)** in GA deletes all previous language and adds to see 0018.18 (Earned Income Disregards) for clarity.



**MFIP, DWP, MSA, GRH:**

No provisions.

**SNAP:**

See [0004.04 \(Emergency Aid Eligibility - SNAP/Expedited Food\)](#).

**GA:**

See EGA.

**EGA:**

To receive Emergency General Assistance (EGA) a unit must meet ALL the following conditions:

- Have not used EGA within 12 months following each use after 7-1-03. Anyone in the unit receiving EGA makes the entire unit ineligible for the 12-month period. Also, see [0004.01 \(Emergencies - Program Provisions\)](#).
- Be in an emergency situation in which it is without, or will lose within 30 days after application, a BASIC NEED item as defined in [0002.05 \(Glossary: Assistance Standard...\)](#). An emergency situation must require immediate financial assistance. The financial assistance required by the emergency must be temporary and must not exceed 30 days.
- Have an emergency that threatens the unit members' health or safety and meet the written criteria adopted by the county agency.
- The applicant and family, if any, must have a current net income under 200% of the federal poverty guidelines for the previous year.
- The unit must not have received or be eligible for emergency aid from the County Consolidated Fund within 12 months of application for EGA.
- At least 1 person in the EGA unit must meet GA or GRH citizenship or immigration status requirements listed under [0011.03 \(Citizenship and Immigration Status\)](#).
- For a single person, a childless married couple, or a family, at least 1 person must have lived in Minnesota for at least 30 days.
- The unit must not currently be eligible for or receiving MFIP.
- Disqualification from GA or MFIP must not have caused the emergency.
- Eligibility may not exceed 30 days.
- Aid is subject to the availability of funds.



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Determine a client's net income by subtracting deductions and disregards from gross income. See [0017 \(Determining Gross Income\)](#).

Use net income to determine a client's eligibility and level of benefits. See [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#), [0022.12.01 \(How to Calculate Benefit Level - SNAP/MSA/GRH\)](#), [0020 \(Net Income Limits\)](#).

Subtract disregards and deductions in the specific order below to determine net income.

**MFIP:**

Apply an initial income test as noted in program provisions below.

Determine net income for the initial income test by adding gross earned income, unearned income and deemed income, then subtract the following deductions in the order listed:

1. Earned income disregard. See [0018.18 \(Earned Income Disregards\)](#).
2. Allocations. Apply allocations against earned income first. Apply any remaining allocation amount against unearned income. See [0018.30 \(Allocations\)](#).
3. Actual dependent care costs up to the maximum allowance from earned income. See [0018.09 \(Dependent Care Deduction\)](#).
4. Child and spousal support deductions. See [0018.33 \(Child and Spousal Support Deductions\)](#).

If net income (after allowing the deductions above) is less than the Family Wage Level, determine the benefit level using the appropriate assistance standard. See [0020.09 \(MFIP/DWP Assistance Standards\)](#).

Compute net income EACH MONTH to use in determining benefits by subtracting the following deductions from gross earned and unearned income, including deemed income in the order listed:

1. Earned income disregard. See [0018.30 \(Allocations\)](#).
2. Allocations. Apply allocations against earned income first. Apply any remaining allocations amount against unearned income. See [0018.30 \(Allocations\)](#).
3. Child and spousal support deduction. Apply this deduction against any remaining earned income. Apply any remaining amount of the deduction against unearned income. See [0018.33 \(Child and Spousal Support Deductions\)](#).

After you apply these deductions, follow the procedures in [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#). If the MFIP grant you compute using this procedure is \$0 or less (because the unit's income exceeds the standard), the unit is not eligible.

**DWP:**

Follow MFIP for the initial income determination. Then compare the net need for the DWP grant to the CASH portion of the appropriate Assistance Standard.

The minimum cash benefit amount is \$10, if income and asset tests are met. Do not vendor pay benefits of \$10.

In most cases once the grant amount is determined, if the participant obtains a job or receives additional earned income, or unearned income, the income is NOT used to reduce the unit's DWP benefits. See [0022.12 \(How to Calc. Benefit Level - MFIP/DWP/GA\)](#) for more information.

**SNAP:**

For all units:

1. Farm loss offset. See [0017.15.33.18 \(Self-Employment Loss Offset\)](#).
2. Work expense deduction. See [0018.06. \(Work Expense Deductions\)](#).
3. Standard disregard. See [0018.21 \(Standard Disregard\)](#).
4. Dependent care deduction. See [0018.09 \(Dependent Care Deduction\)](#).
5. Medical deduction. See [0018.12 \(Medical Deductions\)](#).
6. Shelter deduction. See [0018.15 \(Shelter Deductions\)](#).
7. Child support deduction. See [0018.33 \(Child and Spousal Support Deductions\)](#).

**MSA:**

For clients who are SSI recipients, subtract \$20 from the amount of the client's full SSI Federal Benefit Rate (FBR). EXCEPT, do not allow the \$20 disregard for SSI recipients living in a long term care facility (LTCF) who have their cost of care paid by MA. See [0029.06.03 \(Supplemental Security Income Program\)](#).

For clients not getting SSI who live in an LTCF and have their cost of care paid by MA:

1. Guardianship fees to a legally-appointed guardian or conservator. Allow up to 5% of the client's monthly gross income to a maximum of \$100.
2. Allocations. See [0018.30 \(Allocations\)](#).

For all other clients:

1. Earned income disregard for blind or disabled student children. See [0018.18 \(Earned Income Disregards\)](#).
2. Standard disregard. See [0018.21 \(Standard Disregard\)](#).
3. The 1st \$65 of the earned income disregard. See [0018.18 \(Earned Income Disregards\)](#).
4. Work expense deduction for disabled clients. See [0018.06 \(Work Expense Deductions\)](#).
5. One-half the remaining earned income. See [0018.18 \(Earned Income Disregards\)](#).
6. Work expense deduction for blind clients. See [0018.06 \(Work Expense Deductions\)](#).
7. Income used to fulfill an approved Plan to Achieve Self-Support (PASS) for disabled or blind people. See [0018.06.06 \(Plan to Achieve Self-Support \(PASS\)\)](#).

**GA:**

See [0018.18 \(Earned Income Disregards\)](#).

**GRH:**

See [0018.01 \(Determining Net Income - GRH\)](#).

