

NUMBER#-17-01-01

DATE

August 29, 2017

OF INTEREST TO

County Directors

Financial Eligibility Workers and
SupervisorsEmployment Service Counselors
and Managers

Tribal Agencies

Community Based
Organizations**ACTION/DUE DATE**Please read information and
prepare for implementation on
October 1, 2017**EXPIRATION DATE**

September 30, 2019

Supplemental Nutrition Assistance Program (SNAP) Clarifications to Work Registration Process, Exemptions, ABAWDs, SNAP E&T Sanctions, Banked Month Guidance

TOPIC

SNAP Clarifications to Work Registration Process, Exemptions, ABAWDs, SNAP E&T Sanctions, and Banked Month Guidance.

PURPOSE

Inform eligibility and employment service staff of the clarifications listed in the Topic of this Bulletin.

CONTACT

Submit policy questions to PolicyQuest.

Contact the TSS Help Desk for all MAXIS related questions.

SIGNEDJames G. Koppel
Assistant Commissioner
Children and Family Services**TERMINOLOGY NOTICE**

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Background

During the 2017 Minnesota Legislative session there were no changes that affect SNAP or SNAP E&T. For 2017 legislation was proposed to make all persons enrolling in SNAP E&T voluntary participants. This legislation did not pass. This will be proposed again in the 2018 Legislative session.

This Bulletin outlines clarifications about:

- Work Registration Process and information for SNAP Applicants and Recipients
- Work Registration Exemptions
- Able Bodied Adults Without Dependents (ABAWDs)
- Banked Months and
- Information about coding the MAXIS STAT: WREG panel.

All changes outlined in the Bulletin will be made to the Combined Manual, POLI/TEMP, and the SNAP Employment & Training Manual with an October 2017 effective date.

II. Work Registration Process

Work Registration Process:

Currently the DHS Combined Application Form (CAF) DHS-5576 form contains an Employment Services Registration section and the ApplyMN application contains a separate form (DHS-5959C) with the Employment Services Work Registration information. During a recent review by the Food and Nutrition Service (FNS) staff determined that the Employment Services statement on the CAF and ApplyMN form does not contain all of the information required in the Federal regulations.

To meet federal requirements for Work Registration effective October 1, 2017, the Work Registration Notice for SNAP (**Attachment A**) must be given to **ALL** SNAP applicants at application and recipients during their recertification and screened to determine if they are mandatory Work Registrants. In addition, the information on the Work Registration Notice must be reviewed with the SNAP applicant/recipient at interview whether done in person or by phone to determine if they are a mandatory Work Registrant. If the SNAP interview is done by phone a copy of the SNAP Work Registration Notice (**Attachment A**) form must be mailed to the SNAP applicant if they are a mandatory Work Registrant.

It is important to point out to the SNAP applicant that by signing the CAF or by submitting the application via ApplyMN, the SNAP applicant/recipient is registered for work unless **exempt** from the Work Registration requirements.

Attachment A will be developed into a DHS form. All counties and tribes will be notified when this SNAP Work Registration Notice is available.

III. Clarification of Work Registration Exemptions

Three Work Registrations exemptions have been reviewed and clarified by FNS to make sure that Minnesota is correctly exempting and coding work registrants.

A. Responsible for the care of an incapacitated person.

FNS has clarified that the incapacitated person does NOT need to be in the same SNAP unit or live in the same home as the work registrant. The incapacitated person does not need to be professionally certified as having a mental or physical illness, injury, or incapacity unless questionable. Eligibility for this exemption requires the work registrant give the information listed below **verbally or in writing**:

- Name of the incapacitated person and
- Number of hours and days per week that care of this incapacitated person is provided.

In order for this Work Registration exemption to be used, compare the amount of time care is provided to the amount of time that the work registrant is available to work or participate in SNAP Employment & Training (E&T) Activities. The ABAWD work requirement is 20 hours/week, averaged 80 hours/month. This work registration exemption should be used only when the amount of care provided for the incapacitated person is equal to or more than 20 hours/week, averaged 80 hours/month.

Consult with your Employment Service SNAP E&T Provider if there are questions about whether the SNAP recipient is available to participate in SNAP E&T activities.

Usually, only one unit member may claim exemption under this provision. However, there may be an EXCEPTION if medical documentation specifies that more than one unit member is needed to provide the required care.

Document the use of this work registration exemption including the name of the incapacitated person and the number of hours and days per week that care of the incapacitated person is provided by the Work Registrant in MAXIS CASE/NOTES.

MAXIS SYSTEM CODING:

1. On the STAT: WREG panel: FSET Work Reg Status field – use code 04 “Responsible For Care Incap HH Member (1 Exemption Per HH)”. **NOTE:** This code name will be updated to: “Responsible For Care Of Incap Person” as there may be a situation where more than one unit member is caring for another incapacitated person.
2. On the STAT: WREG panel: ABAWD Status field – use code 01 “Work Reg Exmpt”.

B. Responsible for the care of a child under age 6 (even if child care is available).

FNS staff clarified that a child under age 6 does NOT need to be in the same SNAP unit or live in the same home as the work registrant. Eligibility for this exemption requires the work registrant to provide the following information **verbally or in writing**:

- Child’s name
- Child’s birthdate
- Number of hours and days per week that the care of the child under 6 is provided.

In order for this Work Registration exemption to be used, compare the amount of time care is provided to the amount of time that the work registrant is available to work or participate in SNAP Employment & Training (E&T) Activities. The ABAWD work requirement is 20 hours/week, averaged 80 hours/month. This work registration exemption should be used only when the amount of care provided for the child is equal to or more than 20 hours/week, averaged 80 hours/month.

Consult your Employment Service SNAP E&T Provider if there are questions about the SNAP recipient is available to participate in SNAP E&T activities.

In some cases more than one SNAP unit member can claim this child under age 6 Work Registration Exemption. See **Attachment B** for examples of when the child under age 6 Work Registration exemption can be used.

The unit members may designate which person will use this exemption, but may not change the person designated until the next recertification period. This exemption ends the month after the child turns 6.

Document the use of this work registration exemption including the child's name, birthdate, and the number of hours and days per week that care of the child under age 6 is provided in MAXIS CASE/NOTES.

MAXIS SYSTEM CODING:

1. On the STAT:WREG:FSET Work Reg Status field – use code 08 “Resp For Care Of Child < 6 Years Old (1 Exemption Per HH)” NOTE: This code name will be updated to “Resp For Care Of Child <6 Years Old” as there may be situations where other unit members are also caring for another child <6.
2. On the STAT: WREG: ABAWD Status field – use code 01 “Work Reg Exmpt”.
3. Create a TIKL to be issued the month the child turns 6. Remove this exemption reason for that unit member the month after the month the child turns 6. Re-evaluate their status for any other work registration exemption. If none exists, change FSET Work Reg Status field to code 30 and the ABAWD Status field to code 10 – ABAWD Counted Month.

C. Applied for SSI:

According to FNS, SNAP applicants or recipients who have applied for SSI or appealed their SSI denial is **NOT** a valid Work Registration exemption. FNS staff pointed out that this provision can only be used if the state has an agreement with the SSA administration to accept and process SNAP applications for SSI as required in 7 C.F.R. § 273.2(k)(1)(i). MN does not have this agreement.

Current SSI recipients and RSDI – Disability recipients are coded as Temporary or Permanently Disabled using code 03 on the FSET Work Reg Status field on the STAT: WREG panel. This coding is correct and should continue to be used for these disability recipients and for others who receive disability benefits from governmental or private sources.

The Unfit for Employment Work Registration exemption can be used for those persons who are SSI applicants. In cases where the SNAP applicant or recipient has applied for SSI, and the reason for unfitness for employment is not observable, allow the use of this work registration exemption if documentation is necessary and is provided. Verification of unfitness for employment is to be obtained for physical or mental unfitness when necessary. This verification of their unfitness for employment should be from a Qualified Professional. See CM section 0011.39 in the SNAP section for details about who is a Qualified Professionals. Document in MAXIS CASE/NOTES the details related to this Work Registration exemption and the conversation with the applicant.

Also if the unfitness for employment is due to an injury that is observed or if information about a surgery or recuperation of a surgery is provided by the client, these persons can also be exempt as Unfit for Employment. In 2015 information was added to the Combined Manual about verifying conditions

that limit a Work Registrant or an ABAWD from engaging in gainful employment. This information is found in CM section 0010.18.06 – VERIFYING DISABILITY/INCAPACITY – SNAP in the third section titled, **Additional verification acceptable for exemption from work requirements and for verifying that a student is an eligible student.** A cross reference will be added to CM section 0028.06.12 – Who Is Exempt from SNAP Work Registration to clarify that this information can be used as part of the Unfit for Employment Work Registration exemption. Document in MAXIS CASE/NOTES the details about what was observed, if the injury limits the ABAWD from employment and/or working with the SNAP E&T Provider, and the length of time that this injury will last.

Persons who are determined to be Unfit for Employment should be coded in MAXIS with these steps:

MAXIS SYSTEM CODING:

1. On the STAT:WREG panel: FSET Work Reg Status field – use code 03 “Temp/Perm Incap (Min 30 Days)” **NOTE:** This code name will be updated to “Unfit For Employment”
2. On the STAT: WREG panel: ABAWD Status field – use code 01 “Work Reg Exmpt”.
3. **Make sure that there is a corresponding DISA panel for this WREG exemption.**
 - a. On DISA: Food Support Disability status, use code 09 – Ill/Incapacity (if no other code is applicable).
 - b. When there is an observable injury or surgery, use Verification code 05 – Wrk Judgement (if no other code is applicable).

Code 22 – Applied for SSI will be removed from the FSET Work Reg Status field.

Any current Work Registrants with Code 22 **MUST BE** reviewed at their next recertification or six-month review to determine if the SNAP recipient meets any other Work Registration exemption.

Changes to the STAT: WREG panel and the manuals are being made to better align the Work Registration exemptions with the codes used on the STAT: WREG panel. Information on this STAT: WREG panel is used for reporting and funding purposes.

Discuss the Unfit for Employment work registration exemption with the SNAP applicant during the Interview and with SNAP recipients at Recertification. Verification of physical or mental unfitness does not need to be verified unless necessary. For example when the physical or mental unfitness is not observed medical verification of the unfitness for employment is necessary.

The Work Registration section of the Combined Manual CM 0028.06.12- WHO IS EXEMPT FROM SNAP WORK REGISTRATION will be revised to outline the Unfit for Employment work registration exemption.

Workers must review with SNAP recipients when changes are reported and/or age changes occur during recertifications to determine if a different work registration exemption will make the SNAP recipient exempt from Work Registration and the ABAWD time and work requirements.

See **Attachment C** for the Revised SNAP Work Registration Codes for the STAT: WREG effective October 1, 2017.

IV. Reminders about Able-Bodied Adults Without Dependents (ABAWDs)

All SNAP applicants and recipients must be told about the Work Registration exemptions from the SNAP Work Requirements at SNAP application and recertification including the following information:

The 3 out of 36 month time limit for ABAWDs

How to fulfill the ABAWD Work Requirements by working 20 hours per week, averaged 80 hours monthly or by participating in a SNAP E&T activities which would avoid using the 3 out of 36 month time limit

Review the Work Registration Exemptions outlined in CM section 0028.06.12 – WHO IS EXEMPT FROM SNAP WORK REGISTRATION to determine if any exemptions may apply.

Minnesota uses a rolling individual ABAWD clock that is programmed into the MAXIS system on the STAT: WREG ABAWD Tracking Record pop-up window. The definition from FNS of this rolling clock is:

The Rolling clock does NOT have a definite start and stop date AND

The 36 month period includes the month SNAP benefits are being determined for and the previous 35 months.

For many ABAWDs their 36 month clock has restarted. Please review the ABAWD Tracking Record on the STAT: WREG panel for new applications, recertifications and when changes occur with an ABAWD on their SNAP case.

FNS issued a memo to clarify that the ABAWD time limit does not apply to any individual receiving Veterans Administration (VA) Disability benefits. Because the ABAWD is considered to be receiving temporary or permanent disability benefits issued by governmental or private sources, the ABAWD is considered to be physically or mentally unfit for employment, regardless of the percentage of the

disability rating. Receipt of VA Disability Benefits exempts the client from work registration and the ABAWD time limits.

Any current ABAWDs that receive a VA Disability must have their SNAP case reviewed prior to October 1, 2017 to determine if the ABAWD is exempt from the ABAWD work and time limits. Also review the ABAWD Tracking Record to determine if any ABAWD months can be deleted. See **Attachment C** for the coding of this Work Registration exemption

Do NOT count partial ABAWD months as one of the initial 3 ABAWD months that an ABAWD is given.

When an ABAWD received SNAP in another state that does not have a waiver of the mandatory work provisions, contact the other state. Count the number of full countable months used in the other state.

Prior to closing, removing an ABAWD or denying a SNAP application due to the use of the 3 ABAWD months, review the case to determine if the case was coded correctly and to remove any months where an ABAWD met an exemption.

Reporting requirements must be discussed during the interview with ABAWDs who are change reporters or six month reporters. They MUST be told of the requirement to report when their work hours fall below 20 hours per week, average 80 hours monthly. This information is outlined in CM section 0007.15.03-Unscheduled Reporting Of Changes – SNAP.

For ABAWDs who are six month reporters, this information must be provided to the SNAP applicant/recipient both orally and in writing. Some Eligibility Workers use the What is Six Month Reporting document, to explain six-month reporting to their SNAP recipients. This document has been revised and is attached to this Bulletin in Attachment D as a tool to assist Eligibility Workers to remind SNAP recipients to report when their work hours fall below 20 hours per week, average 80 hours monthly.

V. SNAP Employment & Training Sanction Information

SNAP E&T Sanction notices have been changed due to FNS federal rules. Effective with benefit month of February 2017, SNAP E&T Sanctions were made easier to process on the MAXIS system.

Additional fields were added to the STAT: WREG panel on MAXIS to generate correct eligibility results and to provide more clear and concise notice text about:

- Why the SNAP unit/member is being sanctioned

- How long the SNAP unit/member is sanctioned for and
- What steps the SNAP unit/member must take to avoid the sanction before it begins.

Since these SNAP E&T fields were added to the STAT: WREG panel, MN.IT staff continue to be notified of ABORTS occurring on SNAP cases when FIAT is used instead of the appropriate SNAP E&T sanction data being entered on the STAT:WREG panel and generating correct results through ELIG.

IMPORTANT NOTE: When these cases ABORT after the approval process, **NO** notice is generated to the SNAP unit.

Below are the steps for processing a SNAP E&T Sanction on the MAXIS system. Following these steps will allow MAXIS to determine correct eligibility and produce the correct notice to the client. REMEMBER: all applicable STAT panels **MUST BE** completed.

IMPORTANT REMINDER: There should be NO REASON to FIAT when sanctioning a SNAP case/member. If there is a situation where it is thought that FIAT is needed, please contact the TSS Help Desk for assistance PRIOR TO using FIAT.

TO INITIATE SANCTION - SYSTEM PROCESSING STEPS:

When the Failure to Comply Notice for SNAP Employment & Training Program DHS-3227 form is received after the MAXIS 10 day cut-off the SNAP E&T sanction cannot begin until the next full month of SNAP benefits will be issued. Completion of the STAT/WREG panel must be done for the next benefit or footer month in MAXIS. For example, if the DHS-3227 is received to sanction a SNAP case after 10-day cut off for August, the sanction will be imposed for October because 10 day notice must be given to the ABAWD who has not complied with SNAP E&T. The sanction information will need to be added in the footer month of October. Create a TIKL for September to impose the sanction for October since September is the first month when the footer month of October will be available.

- On STAT: WREG – the “FSET Work Reg Status” field should be coded 02 – Fail to Cooperate w/FSET.
- The “Defer FSET/No Funds (Y/N)” field should be blank.
- Complete the “FSET Sanction Begin Date” field. This date must be the first full month that the SNAP E&T sanction is effective.
- Enter the sanction number on the “Number of Sanctions” field. Three codes are available to use depending on the sanction that the ABAWD is in:
 - 01 - 1st Sanction
 - 02 - 2nd Sanction, and
 - 03 - 3rd Sanction.
- Enter the reason for the sanction on the “Reason for Sanction” field. Three codes available to use depending on what information comes from the SNAP E&T Counselor about the reason for this sanction. The codes are:

01 Attend Orientation

02 Develop Work Plan and

03 Follow Work Plan.

- Send the case through background. Review the ELIG results, the “WORK REGISTRATION” Person Test should be FAILED. If the person being sanctioned is the Principal Wage Earner (PWE), then the “WORK REGISTRATION” Case Test will also be FAILED.
- Review and approve results and complete a detailed case note.

Before the SNAP closing notice goes out please review the SNAP sanction closing notice to ensure that the date of compliance and the effective date of the SNAP closure is accurate, clear and understandable. If needed a Worker Comment should be added to the closing notice so that the sanction and the SNAP closing are clear and understandable to the SNAP recipient.

TO REMOVE SANCTION – SYSTEM PROCESSING STEPS:

Before the effective begin date of the sanction, when an ABAWD clears up their SNAP E&T sanction, the Eligibility Worker must get the information in writing from the SNAP E&T Provider about the reason for the ABAWD not complying with SNAP E&T. The DHS SNAP E&T Status Update Form DHS-3165A can be used and the Sanction information should be in the Sanction imposed or postponed section of this form.

NOTE: Remove the sanction only if the person being sanctioned has complied PRIOR to the sanction going into effect. Or if the unit member has fulfilled the sanction for the appropriate period of time and has reapplied.

- On STAT: WREG – the “FSET Work Reg Status” field should be coded 30 – “Mandatory FSET Participant” unless the person being sanctioned reports that they now meet an exemption. If they meet an exemption, code the field with the applicable exemption code.
- If no exemption and “FSET Work Reg Status” field is coded 30 – “Mandatory FSET Participant”, the “Defer FSET/No Funds (Y/N)” field will need to be completed.
- Remove the “FSET Sanction Begin Date”.
- Remove or change the sanction number on the “Number of Sanctions” field (No sanction took effect. Or the sanction has ended).

NOTE: Only remove the sanction number if the member complies PRIOR TO the sanction taking effect. DO NOT remove the sanction number if the sanction has ended/completed.

- Remove the reason for sanction on the “Reason for Sanction” field.

NOTE: Only remove the current “Reason for Sanction” if they complied prior to the sanction going into effect. If the sanction has ended/completed, DO NOT remove the “Reason for Sanction”

- Send the case through background. If all other eligibility factors have been met, the SNAP unit member should be determined eligible.
If it was the PWE who was to be sanctioned, and the entire SNAP case was set to close, the entire case should be determined eligible.
- Review and approve results and the Eligibility Worker must complete MAXIS CASE/NOTES explaining why the sanction was postponed or removed.
The above process is current and is outlined in POLI/TEMP Section – TE13.050 “SNAP E&T SANCTIONS – SYSTEM PROCESS.

VI. Banked Month Clarification

Banked Months for SNAP is defined as additional months of SNAP benefits that can be issued to ABAWDs. Banked Months are also called exemptions that are earned by Minnesota for the number of SNAP Work Registration exemptions claimed by SNAP recipients. Quarterly, Minnesota reports the Work Registration exemptions to the Food and Nutrition Services (FNS) on the FNS-583 report. Annually, Minnesota receives an annual allotment of exemptions based on 15 percent of the Able Bodied Adults Without Dependents (ABAWDs) subject to the ABAWD time limit. This definition for SNAP and Banked Months will be added to the Combined Manual Glossary section 0002.05 in 10/2017.

The following actions cannot be taken for ABAWDs using Banked Months:

- Do NOT establish overpayments when a Banked Month has been given in error or if the ABAWD does not cooperate with SNAP E&T.
- Do NOT sanction the ABAWD for not attending Orientation or cooperating with SNAP E&T requirements. Instead when ABAWDs do NOT cooperate with SNAP E&T by attending orientation, establishing a SNAP E&T Plan or following their SNAP E&T Plan, these ABAWDs will be closed if the ABAWD is the only member of the unit or removed from the SNAP case if there are other persons in the SNAP unit. During Banked months when the ABAWD has not cooperated with SNAP E&T requirements they have surrendered access to further banked months unless they have good cause for failing to comply.
- Do NOT count pro-rated or partial Banked Months as a counted Banked Month.

- The intent of the Banked Month process is that in most cases the 3 Banked months run consecutively. If an ABAWD meets one of the five personal exemptions, Banked Months 4, 5, and 6 must also run consecutively. For more information about the five personal exemptions see **Bulletin 15-01-01 or the SNAP Banked Month Policy and Procedures (PDF) in the Guides and Handouts Section** of the Combined Manual. There are situations when an ABAWD open on SNAP using Banked Months meets a Work Registration exemption or becomes ineligible for SNAP. Follow the process below for these situations:
 - If the documentation provided verifying the exemption indicates the ABAWD also qualified for an exemption in one, two or all of the counted banked months, uncount the month by replacing the "M" with a "D" on the ABAWD's "SNAP ABAWD Tracking Record". Document in CASE/NOTE the documentation of the exemption and the uncounting of the banked months. Review ELIG results and approve a new version of SNAP Eligibility. If the exemption does not allow for all banked months to be uncounted the MAXIS CASE/NOTE must reflect why only one or two banked months are left.
 - When an ABAWD is open on SNAP under the banked month provisions and uses 1 or 2 banked months and then becomes otherwise ineligible for SNAP, close the SNAP case or remove the ABAWD from the SNAP case giving proper notice. The ABAWD's remaining banked month(s) are available once the ABAWD reapplies and is otherwise SNAP eligible. An example of when an ABAWD becomes otherwise eligible for SNAP includes but is not limited to incarceration.
- ABAWD's using Banked Months must be coded 13 (ABAWD Banked Months) in the ABAWD status field. Review the SNAP ABAWD Tracking Record to ensure that the 3- Counted ABAWD months are coded with either an X {System Entered} or an M {Worker Entered}.
- If the Banked Month is not marked on the ABAWD Tracking Record, enter code M {Worker Entered} for the banked ABAWD month.

Work on revisions to the Banked Month policy are part of DHS discussions with the ABAWD Task Force for Fiscal Year 2018. If changes are made to the Banked Month policy those details will be issued through a Bulletin later in 2017.

VII. Americans with Disabilities Act (ADA)

Advisory

This information is available in accessible formats for people with disabilities by calling 651-431-4049 (voice) or toll free at (800) 234-1138 or by using your preferred relay service. For other information on disability rights and protections, contact your agency's ADA coordinator.

WORK REGISTRATION NOTICE

Supplemental Nutrition Assistance Program (SNAP)

In order to be eligible for SNAP benefits you must:

- Register for work at the time you apply for SNAP and every 12 months after that time.
- Participate in an Employment & Training (E&T) program if your county assigns you to a program.
- Participate in a workfare program if assigned by the county.
- Provide information about whether you have a job or how ready you are for work.
- Report to an employer if the county refers you to.
- Accept a job offer of suitable employment.
- Not quit a job without good cause and
- Not voluntarily reduce your work hours to less than 30 hours per week.

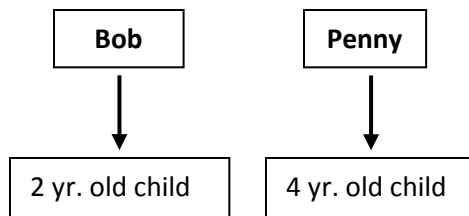
If you do not accept a job offer of suitable employment OR you do not have good cause reason to continue suitable employment of 30 hours or more weekly - you or your entire household may be closed or removed from SNAP.

Caring for a Child Under Age 6 Work Registration Exemption Case Scenarios

The following are examples of different scenarios when the Work Registration exemption **Caring for a child under age 6** can be used.

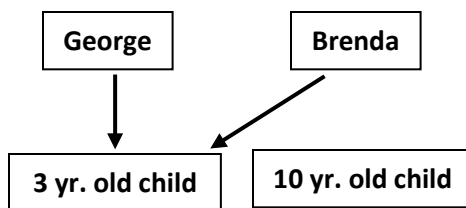
1) Two adults living at the same residence with two children.

Bob lives with his sister Penny. Penny has a 2 year old child and a 4 year old child. They do not purchase and prepare food together. Bob and Penny are two separate SNAP units. Bob may claim the Work Registration exemption of **Caring for a child under age 6** for one of Penny's children and Penny can claim the same exemption for her other child. In this scenario both adults are Work Registration and SNAP Employment and Training exempt.



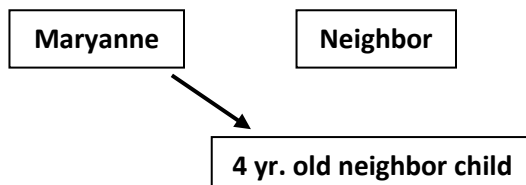
2) Two adults are living in the same residence with two children.

George and Brenda live together with their 3 year old child Brandon and their 10 year old child Morgan. They are one SNAP unit because they have a child in common. The three yr. old child has a medical disability where both parents will need to care for him. After receiving a medical statement both George and Brenda can claim the Work Registration exemption of **Caring for a child under age 6** for the 3 yr. old. In this scenario both adults are Work Registration and SNAP Employment and Training exempt.



3) 1 adult living in a different residence as the child.

Maryanne lives alone in her apartment. She cares for her neighbor's 4 year old child while the neighbor is at work. Maryanne watches the child approximately 5 hours each day, 5 days a week. Maryanne provides the child's name, date of birth, the number of hours and the days of the week that she watches the child. The worker searches MAXIS and finds the same child is already a SNAP recipient with her family and an adult in her own unit is also claiming the Caring for a Child under 6 exemption. Following Data Privacy regulations the worker reviews both cases and determines that Maryanne watches the child while the neighbor is at work. Maryanne is able to claim this Work Registration exemption for her own SNAP case even though the child lives in a different residence and there is no legal relationship between the two. Maryanne can be paid or unpaid for these services.



SNAP Work Registration Exemption Codes on the STAT:WREG panel

Work Registration Exemptions are found in CM0028.06.12

STAT/WREG

STATUS Code: Explanation of each Status Code:

- | | |
|-----------|--|
| 03 | <p>Unfit for employment - Physically or mentally. This exemption is verified when necessary. This includes:</p> <ul style="list-style-type: none"> • Individuals having a mental or physical illness, injury or incapacity and which impairs the individual's ability to obtain or retain employment. • Applicants for SSI who provide documentation from a Qualified Professional about unfitness for employment. • Persons who are have an injury that is observed or provide information about a surgery or recuperation of a surgery. • Veterans receiving a VA disability payment regardless of the percentage of the disability rating. |
| 04 | Individuals responsible for the care of an incapacitated person. The disability of the person being cared for does not have to be professionally certified as being disabled. |
| 05 | Individuals age 60 or older. |
| 06 | Individuals under age 16. |
| 07 | Individuals age 16 – 17 and living with a parent, caregiver or attending school or enrolled in an employment training program at least half time. |
| 08 | Individuals responsible for the care of a child under the age of 6 (even if child care is available). |
| 09 | Individuals who are employed or self-employed and is working at least 30 hours a week (regardless of wage level) or receiving earnings at least equal to 30 hours a week at the federal minimum wage. |
| 10 | Individuals who are refugees receiving the Matching Grant Program. <i>These persons are exempt due to participation in the intensive Employment & Training services and supports that the refugees receive.</i> |
| 11 | Individuals receiving or have applied for Unemployment Insurance (UI) and are registered for work with the MN Department of Employment and Economic Development (DEED). Verification of a receipt of UI or application pending must be received. |
| 12 | Individuals enrolled as a student at least half-time in a recognized school, training program or institution of higher learning and is eligible under the student/higher education provisions. |
| 13 | Individuals participating regularly in a drug addiction or alcohol treatment and rehabilitation program. There is no minimum weekly amount of time that a person must be attending. If the person is following the treatment and rehabilitation program plan, the exemption is available. This does not include participants in Alcoholics Anonymous or Narcotics Anonymous. |

What is Six-Month Reporting?

Six-Month Reporting is a way of calculating Supplemental Nutrition Assistance Program (SNAP) benefits and reporting changes for some cases. These cases will be required to report every six month.

Who Is Not In Six Month Reporting?

The following cases will not be Six Month Reporters:

- Homeless
- Migrant workers
- Seasonal farm workers
- Elderly (60+) or disabled without earned income
- Individuals living on Tribal Reservations
- Those units receiving MFIP including the Uncle Harry food support cases

The remaining cases are six-month reporters.

When your monthly income is more than your gross income limit, you must report this income change by the tenth of the following month.

Gross income is the amount of your earned or unearned income received before deductions, such as taxes or insurance, are taken out.

SNAP Unit Size	1	2	3	4	5	6	7	8	9	10
Gross Income	\$1,307	\$1,760	\$2,213	\$2,665	\$3,118	\$3,571	\$4,024	\$4,477	\$ 4,930	\$5,383

If your household has more than 10 members, add \$453.00 for each additional member.

If your SNAP unit size is: _____

Your unit's monthly gross "income limit" is: _____

You may continue to report other changes that may impact your SNAP case BUT you are not required to do so.

NOTE: The above listed SNAP reporting change does not change the reporting requirements of other programs. If you are receiving benefits from MFIP, DWP, GA, MSA, or RCA cash assistance, health care programs, or Child Care Assistance, you still need to report changes to your worker. Your worker will make changes based on information that is received from you or another source.

Able-Bodied Adults Without Dependents (ABAWDs) must also report a change in work or job activities that cause his/her hours to fall below 20 hours per week averaged monthly.

What forms will you need to fill out for Six Month Reporting?

You will need to complete a Combined Six Month Report Form and an annual recertification form in order to continue receiving SNAP benefits.