

NUMBER

#19-69-02

DATE

April 29, 2019

OF INTEREST TO

County Directors

Financial Assistance Supervisors
and Staff

Tribal Directors

ACTION/DUE DATEPlease read information and
prepare for implementation**EXPIRATION DATE**

April 29, 2021

Eligibility for Minnesota Supplemental Aid Housing Assistance

TOPIC

This bulletin clarifies eligibility criteria for Minnesota Supplemental Aid (MSA) Housing Assistance.

PURPOSE

To provide information and instruction on determining eligibility for MSA Housing Assistance.

CONTACT

Submit policy questions to Policy Quest.

SIGNED

STACY TWITE

Interim Assistant Commissioner

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

Minnesota Supplemental Aid (MSA) Housing Assistance is a recurring special need payment available to some MSA clients with high housing costs. MSA Housing Assistance can help people with disabilities afford housing of their choice in the community.

This bulletin clarifies eligibility criteria for Housing Assistance and reminds counties and tribes to identify MSA clients who may be eligible for this additional benefit.

II. Eligibility for MSA Housing Assistance

To receive MSA Housing Assistance, a person must:

1. Be eligible for MSA,
2. Be under the age of 65 when they begin receiving Housing Assistance,
3. Have shelter costs that exceed 40% of their gross income, and
4. Meet one of these conditions:
 - Relocating to the community from an institution (hospital, nursing facility, regional treatment center, or intermediate care facility for persons with developmental disabilities) or intensive residential mental health treatment program, or
 - Eligible for Medical Assistance personal care assistance (PCA) services, or
 - A recipient of Medical Assistance waiver services living in their own home or apartment.

MSA clients who receive rental assistance or live in subsidized housing are not eligible for Housing Assistance.

Always apply the lives alone assistance standard to recipients of MSA Housing Assistance.

A. Change in eligibility criteria

Applicants for MSA Housing Assistance are no longer required to verify they have applied for rental assistance.

This requirement was removed from CM 23.24 (MSA Housing Assistance) in January 2019.

DHS-6351 (Verification of Application for Rental Assistance) has been removed from eDocs.

B. Corrective payments to clients denied MSA Housing Assistance

Review MSA cases to identify those denied MSA Housing Assistance in 2018 solely because they did not apply for rental assistance.

DHS has developed a report, available in SIR MAXIS County Action Reports, to help counties and tribes identify such people. The report lists MSA recipients under age 65 who had high housing costs, did not live in subsidized housing, and received waiver services at some point during 2018.

Issue corrective payments to clients who applied for and were denied MSA Housing Assistance in 2018 solely because they did not apply for rental assistance. Use the actual date of application to determine the amount of any corrective payment. Do not issue corrective payments for any month preceding January 2018, or any month after January 2019.

Deduct any outstanding overpayments from corrective payments.

III. Identifying clients eligible for MSA Housing Assistance

Assess MSA clients for Housing Assistance eligibility at application, recertification, or whenever the client reports a change in circumstances that might make them eligible.

- Question 24 on the Combined Application Form (DHS-5223) asks MSA recipients whether they have high housing costs. If a client checks “yes,” determine whether such costs exceed 40% of their gross monthly income and whether they meet other eligibility criteria for MSA Housing Assistance.
- Always ask MSA clients who receive waiver services, or are eligible for PCA services, whether their housing costs exceed 40% of their gross monthly income.
- Whenever an MSA client submits DHS-2402 (Change Report Form), pay particular attention to any reported changes in shelter costs.
- Anytime STAT/SHEL is updated in MAXIS, consider whether the client’s housing costs make them potentially eligible for Housing Assistance.
- Use the report mentioned in Section II.B to identify people who may be eligible for MSA Housing Assistance. Results can be filtered by servicing county or by county of financial responsibility.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3039 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency’s ADA coordinator.