**WIOA Young Adult Programs**

**Chapter 06: Income Inclusions and Exclusions/MFIP and SNAP Treatment of Young Adult Earnings**

Summary

This policy establishes the rules regarding income inclusions and exclusions when earnings limits are part of WIOA Young Adult Program eligibility determinations. This policy also provides the rules regarding how the MFIP and SNAP programs treat the earnings of young adults

Relevant Laws, Rules or Policies

[Workforce Innovation and Opportunity Act (Public Law 113-128)](http://www.gpo.gov/fdsys/pkg/PLAW-113publ128/html/PLAW-113publ128.htm)

[WIOA Final Rule (Dated 08-19-2016)](https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf)

[WIOA Final Rule: Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions (Dated 08-19-2016)](https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15977.pdf)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 23-14 (Dated 3-26-15)](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4244)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 8-15 (Dated 11-17-15)](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6073)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 21-16 (Dated 3-2-17)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7159)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 7-18 (Dated 12-19-18)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4255)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 14-18 (Dated 3-25-19)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7611)

[U.S. Dept. of Labor Training and Employment Notice No. 22-19 (Dated 4-3-20)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8754)

[Office of Management and Budget Code of Federal Regulations 2 CFR 200](https://gov.ecfr.io/cgi-bin/text-idx?SID=970b58af63fde7ba10fd201add7ec48c&mc=true&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) (Uniform Guidance)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 10-16, Change 2 (Dated 9-15-22)](https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2022/TEGL%2010-16%20Change%202/TEGL%2010-16%20Change%202.pdf)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 23-19, Change 1 (Dated 10-25-22](https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2019/TEGL%2023-19%20Change%201/TEGL%2023-19%2C%20Change%201%20%28Complete%20document%29.pdf))

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 9-22 (Dated March 2, 2023)](https://www.dol.gov/agencies/eta/advisories/tegl-09-22)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 23-19, Change 2 (Dated 5-12-23)](https://www.dol.gov/agencies/eta/advisories/tegl-23-19-change-2)

Effective Date

7/1/15

Last Updated

5/30/23

Contact:

Kay Tracy

Email: [Kay.Tracy@state.mn.us](mailto:Kay.Tracy@state.mn.us)

Phone: 651-259-7555

John Olson

Email: John.R.Olson@state.mn.us

Phone: 651.259.7547

Larry Eisenstadt

Email: Larry.Eisenstadt@state.mn.us

Phone: 651.259.7538

Policy

*LOW INCOME*

Eligibility for both the WIOA In-School and Out of School programs depends in part on the individual being determined to be “low-income”. WDAs are to use the following general definitions, inclusions and exclusions when determining income eligibility.

**IMPORTANT NOTE REGARDING LOW-INCOME STATUS:** TEGL 23-19, Change 1 (Data Validation) states an applicant \*may\* self-attest to being “low-income.” However, if it is later determined that the participant misrepresented their income status, it can be grounds for exiting them immediately under the exclusion clause of “found ineligible.”

Under WIOA, the term “low-income” means:

* An individual who receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C.2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
* Is in a family with total family income that does not exceed the higher of –
* The poverty line; or
* 70 percent of the lower living standard income
* Is a homeless individual (as defined in section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or a homeless child or youth (as defined under section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))
* Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.)
* Is a foster child on behalf of whom State or local government payments are made; or
* Is an individual with a disability whose own income meets the income requirements of “low income” but who is a member of a family whose income does not meet this requirement.

*\*The term “low-income” also includes a youth living in a high poverty area (WIOA Sec. 129 (2))*

*FAMILY*

Family is defined as two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

* A married couple and dependent children
* A parent/guardian, and dependent children
* A married couple

The phrase “living in a single residence” with other family members includes temporary, voluntary residence elsewhere (e.g. attending school or college or visiting relatives). It does not include involuntary temporary residence elsewhere (e.g. incarceration or placement as a result of a court order).

In determining whether an individual without a disability can be considered to be a family unit of one, eligibility specialists are to consider the following:

* An individual 14 years of age or older, not living with his/her family, and receiving less than 50 percent maintenance from the family in the 6 month period prior to program application;
* An individual 18 years of age, living with his/her family, receiving less than 50 percent maintenance from the family in the 6 month period prior to program application, and is not the principal earner nor the spouse of the principal earner.

Family income is the income received from included sources of income of all members of the family, as defined above. Eligibility specialists are to determine self-employment income on the basis of the most recently submitted federal income tax return or on the basis of annualized proceeds posted in more up-to-date acceptable accounting records. Specialists are to annualize other income based on receipts incurred during the past 6 months.

Family size is the maximum number of family members during the income determination period. For a separated or divorced applicant, specialists are to prorate the income depending on the length of time during the last 6 months the applicant lived with the other wage earner.

*INCLUSIONS IN THE FAMILY INCOME*

* **Gross wages and salaries before deductions**: The full amount, before payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation from work performed as an employee. If a family’s only source of income was from wages and salary payments, family income would be equal to gross wages and salary received.
* **Income from non-farm self-employment:** Net income (gross receipts minus operating expenses) from a person’s own unincorporated business or other non-farm enterprise in which a person is engaged on his/her own account. If the business or enterprise has suffered a loss, this loss will be allowed to offset wage earnings. However, expenditures for business expansion or amortization of capital indebtedness cannot be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is to be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
* **Income from farm self-employment:** Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses). If the farm has suffered a loss, this loss will be allowed to offset wage earnings. Money received under the Agricultural Crop Stabilization Program is considered income.
* **Interest, dividends, and other net income from real or personal property:** Expenditures for amortization of capital indebtedness cannot be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized by the Internal Revenue Service. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family.
* **Child Support Payments;**
* **State and Federal Unemployment Insurance Compensation;**
* **Money received from such periodic sources as:**
* Governmental and non-governmental pensions (including military retirement pay);
* Social Security Disability Insurance (SSDI) payments (Title II of the Social Security Act, Federal Old Age, Survivors and Disability Insurance);
* Regular payments from Old Age, Survivors and Disability Insurance (OASI) benefits received under Section 202 of the Social Security Act;
* Railroad retirement benefits;
* Strike benefits from union funds;
* Workers’ compensation;
* Regular training stipends;
* Alimony;
* Military family allotments or other regular support from an absent family member or someone not living in the household (*except* child support payments and military payments listed below which are both excluded from family income calculations);
* Regular insurance or annuity payments;
* College or university scholarships, grants (excluding Pell Grants), fellowships, and assistantships;
* Net royalties;
* Periodic receipts from estates or trusts; and
* Net gambling or lottery winnings.

*EXCLUSIONS FROM THE FAMILY INCOME*

* **Non-cash benefits such as:**
* Employer paid or union paid portions of fringe benefits;
* Food or housing received in lieu of wages;
* Medicare benefits;
* Medicaid benefits;
* SNAP;
* School lunches; and
* Housing assistance.
* **Housing and Urban Development:** Rental subsidies such as Section 8 programs;
* **Scholarship Assistance:** Assistance that is needs-based;
* **Financial Assistance:** Assistance under Title IV of the Higher Education Act (i.e. Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study programs, PLUS, Stafford and/or Perkins loans). Loans are considered to be “debt” and not “income;
* **Capital gains/losses;**
* **Assets drawn down as withdrawals from banks;**
* **Cash welfare payments:** Payments received under a Federal, State, or local income-based public assistance program such as:
* TANF/MFIP;
* Supplemental Security Income (SSI);
* Emergency Assistance money payments;
* General Assistance/Work Readiness; and
* Refugee Cash Assistance
* **Cash Payments under Title V of the Older Americans Act:**
* Green Thumb;
* Senior Aides; and
* Older American Community Service Employment Program
* **Job Corps payments;**
* **The sale of property, house, or an automobile;**
* **Tax refunds;**
* **One-time gifts;**
* **Loans;**
* **Lump sum inheritances;**
* **One-time insurance payments, or compensation for injury;**
* **IRA withdrawals;**
* **Cash value of food and fuel produced and consumed on farms;**
* **Imputed value of rent from owner-occupied non-farm or farm housing;**
* **Income earned by any person while serving on active duty and income derived from certain other veterans’ benefits:**
* Compensation for service connected disability;
* Family compensation for service-connected death;
* Vocational rehabilitation; and
* Education Assistance.
* **Payments received under the Trade Readjustment Act of 1974 as subsequently amended;**
* **Black Lung payments received under the Benefits Reform Act of 1977;**
* **Terminal leave pay; severance pay or a cash-out of unused accrued**

**vacation time;**

* **Payments to volunteers under the Domestic Volunteer Act of 1973 (42 U.S.C. 5044 (g) 5058):**
* AmeriCorps;
* Volunteers in Service to America (VISTA);
* Retired Senior Volunteer Program;
* Foster Grandparent Program
* Youthful offender incarceration alternatives;
* Senior companions
* **Allowances, earnings and payments to participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d));**
* **Allowance, earnings and payments made to individuals participating in WIA/WIOA programs or any other workforce development program for which eligibility is based upon a needs and/or income test;**
* **Payments or allowances made under the U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f))**
* **Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments (26 U.S.C. 32 (j))**
* **Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Act (42 U.S.C. 10602); and**
* **Payments made by the State and/or local on behalf of a foster child.**

*MFIP and SNAP TREATMENT OF YOUNG ADULT EARNINGS*

“How MFIP and SNAP treat young people’s earned income: A Resource for Youth employment services providers”(Attachment A) was developed by the Minnesota Department of Human Services and updated on October 26, 2022.

“Student Training, Service and Rehabilitation Programs: Guide and FAQ for Cash Programs” (Attachment B) was developed by the Minnesota Department of Human Services in September 2022.

Related Links

[DEED Youth Website](http://mn.gov/deed/programs-services/office-youth-development/index.jsp)

**How MFIP and SNAP treat young people’s earned income: A Resource for Youth employment services providers**

|  | **MFIP** | **SNAP** |
| --- | --- | --- |
| **Children younger than 18 (minor children)**  Attending school (Attendance may be self-verified.) | Earnings from a job do NOT count if the young person is enrolled full-time in school. | Earnings from a job do NOT count if the young person is both:   * enrolled at least half-time in school and * living with a parent or another responsible adult   The eligibility worker will need to know about all of these earnings even if they will not count |
| **Someone 18 years old** | Earnings from a job do NOT count if the young person:   * does not have a high school diploma or GED, and * is a fulltime student in secondary school or is pursuing a fulltime secondary level course | Earnings from a job DO count:  SNAP counts the earnings of people 18 and older regardless of whether or not they are enrolled in school. |
| **A young person who is a parent** | Earnings do NOT count if the young person is:   * younger than 20; and * enrolled at least half time in a secondary program. | SNAP does not have any special policies for young parents. |
| **In kind income** ( examples: gift cards for specific purchases or at certain retailers; shelter; or clothing) | MFIP does not count in-kind income for people of all ages. | In-kind income does NOT count if a person of any age does not have a choice between cash or in-kind payment. |
| **Earnings funded by WIOA or Disability Employment Initiative**, including:   * Job Corps * Summer Youth Employment (WIOA funded) * Minnesota Migrant Council * YouthBuild | Earnings do not count (for a person of any age)  MFIP does NOT count reimbursements for training or work related expenses (such as child care or transportation) as income. | Earnings do NOT count (for a person of any age). |
| **Earnings from the Minnesota Youth Program** | See row above. | Earnings do NOT count |

**Not all earnings count dollar for dollar against benefits**

| **Program** | **What earnings from work are disregarded when figuring out benefits** |
| --- | --- |
| **SNAP** | 20% of income earned as wages is not counted, per wage earner |
| **MFIP** | The first $65 and then half of the remaining earnings per wage earner |

**What happens when a young person turns 18 or 19**

MFIP (*MFIP provides combined cash and food benefits).*

**A young person is no longer a minor child for MFIP purposes when she or he:**

* Turns 18 with a high school diploma or
* Turns 19 with a high school diploma.  *The family continues to get cash benefits for the young person between their 18th and 19th birthdays if the young person does not have a high school diploma but is attending school fulltime to get a high school diploma or GED or is in a trade school.*

**When a young person is no longer considered a minor child**

* The young person is no longer counted for calculating how much assistance the family gets on MFIP.
* But that young person may be able to SNAP benefits.
* The young person’s earnings income:
  + Will not affect the family’s MFIP benefits.
  + Will affect their SNAP benefits.

**When a young adult (over 18 years of age) family member is disabled:**

**If a parent is the legal guardian of their adult child, how do MFIP treat that situation?**

**MFIP:** MFIP combines cash and food benefits for families, commonly referred to as the MFIP cash and food portions. The food portion of the MFIP grant follow some different rules than regular SNAP benefits. See the chart below for what policies apply in different circumstances:

| **The disabled adult child’s particular circumstances** | **How that affects the family’s MFIP benefits** |
| --- | --- |
| The adult child is on SSI | * The adult child is not counted when figuring out how much MFIP assistance the family qualifies for * The adult child’s SSI benefits do not affect how much MFIP the rest of the family receives |
| The adult child is not on SSI and has a high school diploma or GED | * MFIP does not count that person when figuring out how much cash assistance the family qualifies for |
| The parent is needed in the home to care for the disabled adult child | * The parent is eligible for family stabilization services. * The parent is still required to follow MFIP’s work requirements however, the work requirements can be more flexible. * The parent may qualify for assistance beyond the 5 year lifetime limit. |
| The adult child qualifies for waivered services or home-based services through Medical Assistance | * The parent can bank additional months to use at a later date if they have not been on MFIP for 60 months. * The parent may qualify for assistance beyond the 5 year lifetime limit. |

**Other SNAP resources related to Students and Able-Bodied Adults Without Dependents:**

[Combined Manual (CM)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CombinedManual):

[CM0011.18 (Students)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=cm_001118)

[CM0017.15.15 (Income of Minor Child/Caregiver Under 20)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171515)

[CM0011.24 (Able-Bodied Adults Without Dependents)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=cm_001124)

[CM0028.03.03 (Employment Services/SNAP E&T Required Components)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00280303)

[CM0028.06.12 (Who is Exempt from SNAP Work Registration)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00280612)

[CM0028.07 (General Work Rules for SNAP)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_002807)



**Economic Assistance and Employment Supports Division**

**Student Training, Service and Rehabilitation Programs**

**Guide and FAQ for Cash Programs**

[Student Training Programs 3](#_Toc114665362)

[Definition 3](#_Toc114665363)

[Examples of student training programs 3](#_Toc114665364)

[Service and Rehabilitation Programs 4](#_Toc114665365)

[Definitions 4](#_Toc114665366)

[MAXIS Coding 5](#_Toc114665367)

[Student Training Programs 5](#_Toc114665368)

[Service Programs 5](#_Toc114665369)

[Rehabilitation Programs 6](#_Toc114665370)

[TEMP Resources: 6](#_Toc114665371)

[Frequently Asked Questions 7](#_Toc114665372)

[Resources 10](#_Toc114665373)

[CM 10](#_Toc114665374)

[TEMP 10](#_Toc114665375)

[ESM 10](#_Toc114665376)

[Forms 10](#_Toc114665377)

[CCAP 10](#_Toc114665378)

# Student Training Programs

Effective August 01, 2021, income received from student training programs are no longer counted as earned or unearned income for the Cash programs.

## **Definition**

Student training program is defined as:

**An education or training program designed to build skills, knowledge, and/or work experience. Regular employment that includes a training time period is not considered a student training program.**

See STUDENT TRAINING PROGRAMS in [CM0002.63 (Glossary: Special Diet)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000263).

## **Examples of student training programs**

Student training programs include but are not limited to:

* Job skills training (if the job skills training includes compensation for the activities the income is be excluded.)  
  Job skills training focuses on skills required for specific jobs and should provide a participant the ability to get a job or to advance or adapt to changing demands in a workplace.
* Paid internships
* Paid apprenticeships (or pre-apprenticeships)
* WIOA programs: This income was only excluded if it had an educational or training component however, effective November 1, 2022 all WIOA programs are excluded. See [CM0017.15.18 (Employment, Training, and National Service Income)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171518).
* Post-secondary training and education and/or vocational training program. (Post-secondary education is training or education provided by a private or state college or post-secondary institution that results in a degree or an industry-recognized certificate, including vocational or technical schools.)

For CCAP: Please refer to the [Child Care Assistance Program Policy Manual.](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-330977)

# Service and Rehabilitation Programs

Effective November 1, 2022, income from service and rehabilitation programs are no longer counted as earned or unearned income for the cash programs.

## **Definitions**

**Service Programs**

Programs include income types listed in [CM0017.15.18 (Employment, Training and National Service Program Income)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171518), [0017.15.78 (National and Community Service Programs)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171578) and [0017.15.66 (Older Americans Act)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171566).”

See [CM0002.61 (GLOSSARY: SELF…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000261).

**Rehabiliation (Rehab) Programs**A program that provides counseling, training, job skills, and/or job placement services to help people return to work, enter a new line of work, or enter the workforce for the first time. This includes vocational rehabilitation programs and services.

See [CM0002.55 (GLOSSARY: RECIPIENT…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000255).

# MAXIS Coding

Although income from student training, service and rehabilitation programs are not counted, the income and hours still need to be coded on the STAT/JOBS panel in MAXIS. MAXIS is fully automated to not count the following income type codes:

T – Training Program

J – WIOA

G – Experience Works

P – Service Program

R – Rehab Program

Use normal procedures to code the income and hours on the JOBS panel as shown below according to the income type.

## **Student Training Programs**

* Income Type: T – Training Program
* Ver: use the best code to reflect the type of verification provided. If section A of the HRF is used, use code 4 – Other Document.
* Hourly Wage: enter the hourly pay rate
* Inc Start: enter the date the client received their first pay check
* Pay Date: enter pay dates
* Gross Wages: enter wages
* Hrs: enter the actual hours.

## **Service Programs**

* Income Type: code according to the type of income.

**NOTE:** There are three types of service income: “J – WIOA,” “G - Experience Works,” and “P – Service Program.” If the income is not J or G, use P.

* Subsidized Income Type: code according to the subsidized income type if known. Leave blank if unknown.
* Ver: use the best code to reflect the type of verification provided. If section A of the HRF is used, use code 4 – Other Document.
* Hourly Wage: enter the hourly pay rate.
* Inc Start: enter the date the client received their first pay check.
* Pay Date: enter pay dates.
* Gross Wages: enter wages.
* Hrs: enter the actual hours.

## **Rehabilitation Programs**

* Income Type: R – Rehab Program
* Subsidized Income Type: code according to the subsidized income type if known. Leave blank if unknown.
* Ver: use the best code to reflect the type of verification provided. If section A of the HRF is used, use code 4 – Other Document.
* Hourly Wage: enter the hourly pay rate.
* Inc Start: enter the date the client received their first pay check.
* Pay Date: enter pay dates.
* Gross Wages: enter wages.
* Hrs: enter the actual hours.

MAXIS will send out monthly Household Report Forms (HRFs) when a STAT/JOBS panel exists.

**NOTE:** If this is a new job and the MFIP unit isn’t already subject to monthly reporting (listed on REPT/MONT), you will need to manually send HRFs to the unit for the first two months. TIKL to track the manual HRFs.

## **TEMP Resources:**

TE02.08.191 - STAT/JOBS: When Verificaton Is Not Required

TE02.05.34 – AmeriCorps

TE02.08.010 – Experience Works

TE19.068 – Mailing HRFs

# Frequently Asked Questions

1. **What is considered student training income?**

Income that is associated with a student training program. Student training program is defined as “An education or training program designed to build skills, knowledge, and/or work experience. Regular employment that includes a training time period is not considered a student training program.” See STUDENT TRAINING PROGRAM in [CM002.63 (GLOSSARY: Special Diet…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000263).  
Refer to the [Student Training Programs](#_Student_Training_Programs_1) information above.

1. **What is considered service program?**

Programs include income types listed in [CM0017.15.18 (Employment, Training and National Service Program Income)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171518), [0017.15.78 (National and Community Service Programs)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171578) and [0017.15.66 (Older Americans Act)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171566).” This definition can be found in [CM0002.61 (GLOSSARY: Self…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000261).

1. **What is considered rehabilitation program?**

A program that provides counseling, training, job skills, and/or job placement services to help people return to work, enter a new line of work, or enter the workforce for the first time. This includes vocational rehabilitation programs and services. This definition can be found in [CM0002.55 (GLOSSARY: Recipient…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000255).

1. **Is a paid internship considered a student training program?**

Yes.

1. **Is a PhD student’s employment by the school, as part of their PhD program, considered a student training program?**

These cases will need to be assessed individually. A PQ should be submitted in this case to assess if a PhD student’s employment by their school would be considered a student training program.

1. **There are situations where employers pay a "training wage" while the new employee is training for their job. Is this income considered a student training income?**

No, this is considered earned income from wages and is counted income.

1. **Is on-the-job training (OJT) considered a student training program?**

No. OJT is considered earned income.

1. **Are Job Corps, YouthBuild, Minnesota Youth (MYP) considered student training programs?**

Yes. See the following for more information:

[MN DEED](https://mn.gov/deed/programs-services/office-youth-development/youth-programs/youth-program.jsp)  
[Job Corps](https://huberthhumphrey.jobcorps.gov/our-program)  
[YouthBuild](https://mn.gov/deed/programs-services/office-youth-development/youth-programs/youthbuild.jsp)  
[Minnesota Youth (MYP)](https://mn.gov/deed/programs-services/office-youth-development/youth-programs/youth-program.jsp)

1. **Are WIOA programs considered student training, service or rehabiliation programs?**

Yes, WIOA programs are considered student training, service and rehabilitation programs. Determine which program the income falls under and code the JOBS panel according to the “[MAXIS Coding](#_MAXIS_Coding)” section above. If assistance is needed to determine this, submit a PQ.

1. **Is verification of the job required if the income is not counted?**

Yes, verification is required at the initial start of employment and when the employment ends. Verification is needed when they initially start to determine if the income is counted or not.

1. **Once the student training, service, or rehabilitation income is initially verified, do they need to report their wages and hours monthly when submitting the HRF?**

Yes, clients will still need to report their wages and hours worked monthly. Clients can do this by submitting their check stubs, or report the wages and hours in section A of the HRF. Although the income is not counted, it still needs to be tracked on the STAT/JOBS panel. Loading the STAT/JOBS panel will trigger MAXIS to send a HRF each month). Determine which program the income falls under and code the JOBS panel according to the “[MAXIS Coding](#_MAXIS_Coding)” section above.

1. **If a client with income from a student training, service, or rehabilitation program does not submit their pay stubs or complete section A of the HRF, is the HRF considered incomplete?**

Yes, the HRF is considered incomplete. However, since this income is not counted, attempt to call the client to get the information verbally.

* If you reach the client, complete section A of the HRF with the information reported and enter this in MAXIS. Document the conversation in CASE/NOTEs.
* If you are unable to reach the client, send out the [DHS-2414](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2414-ENG) explaining what is missing. To prevent delays in issuing benefits, you may also send section A of the HRF along with the [DHS-2414](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2414-ENG). Document all actions taken in CASE/NOTEs.

See the “[MAXIS Coding](#_MAXIS_Coding)” section above for coding instructions.

1. **Do we need to verify hours if the income source is not counted?**

No, verification of hours is not required however, the client still needs to report this. See questions 11 and 12 above. The financial/eligibility worker is responsible for obtaining the hours/information from the client. Information known to the agency must be shared within the agency. For example, if employment services takes a “verbal” confirmation of the client’s hours in these activities, the information needs to be shared with the financial/eligibility worker so it can be appropriately coded in MAXIS. Document in case notes.

See the “[MAXIS Coding](#_MAXIS_Coding)” section above for coding instructions.

1. **How is income from student training, service, and rehabilitation programs coded in MAXIS?**

See the “[MAXIS Coding](#_MAXIS_Coding)” section above.

1. **If a participant reports fewer hours than required by employment services, can the ES worker impose a sanction?**

Yes, the employment counselor must followprovisions in [ESM Chapter 19 (Sanctions and Non-Compliance)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=TOC_ESM_0019) and [ESM 17.61 (Sanctions)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=ESM_001761).

1. **How does income from student training, service, and rehabilitation programs affect the Work Participation Rate (WPR)?**

Student training, service, and rehabilitation program hours affect the Work Participaton Rate (WPR). They need to either be reported monthly on the HRF or the client will have to provide their check stubs and recorded on the JOBS panel in MAXIS. These hours are reported for the federal WPR as paid employment hours.

# Resources

## CM

[0002.63 (Glossary: Special Diet)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000263): STUDENT TRAINING PROGRAMS

[0002.61 (Glossary: Self…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000261): SERVICE PROGRAMS

[0002.55 (Glossary: Recipient…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000255): REHABILITATION (REHAB) PROGRAMS

[0017.15.18 (Employment, Training, and National Service Income)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171518)

[0017.15.78 (National and Community Service Programs)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171578)

[0017.15.66 (Older Americans Act)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171566)

[0007.12.03 (What is a Complete HRF/CSR)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00071203)

[0007.12.06 (Incomplete HRF/CSR)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00071206)

[0028.18 (Good Cause For Non-Compliance – MFIP/DWP)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_002818)

[0028.30 (Sanctions For Failure to Comply – Cash)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_002830)

## TEMP

TE02.08.191 - STAT/JOBS: When Verificaton Is Not Required

TE02.05.34 – AmeriCorps

TE02.08.010 – Experience Works

TE19.068 – Mailing HRFs

## ESM

[17.61 (Sanctions)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=ESM_001761)

[Chapter 19 (Sanctions and Non-Compliance)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=TOC_ESM_0019)

## Forms

[DHS-2120](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2120-ENG-pform) (Household Report Form)

[DHS-2414](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2414-ENG) (Notice of Late or Incomplete Household Report Form, Healthcare Renewal Form or Combined Six-Month Report)

[DHS-2919](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2919-ENG) (Verification Request Form)

[DHS-2146](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2146-ENG) (Authorization for Release of Employment Information)

## CCAP

[Child Care Assistance Program Policy Manual](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-330977)