

1600 Process 4 – Determining Household Composition

1621 Citizenship Status

The county office must notify by memorandum the Office of Program Planning and Development, Supplemental Nutrition Assistance Program (SNAP) Section, Slot S335, of each such determination, including the names of the sponsor and the sponsored non-citizen involved.

1621.7.3 Battered Aliens

SNAP Manual 06/01/01

A battered alien is:

An alien who has been battered or subjected to extreme cruelty in the United States by a spouse or a parent or a member of the spouse's or parent's family residing in the same household as the alien at the time of the abuse, an alien whose child has been battered or subjected to battery or cruelty, or an alien child whose parent has been battered.

The sponsor's income and resources will not be deemed to battered aliens for 12 months after the county office worker determines that the battering is substantially connected to the household's need for SNAP benefits and that the alien does not live with the batterer. After 12 months, the sponsor's income and resources will not be deemed to the battered alien if:

- The battery is recognized by a court or the INS;
- The battery has a substantial connection to the need for benefits; and
- The alien does not live with the batterer.

1621.7.4 Deeming the Sponsor's Income

SNAP Manual 10/01/11-14

Deeming procedures are used to determine the amount of the sponsor's resources and income to be used in the SNAP budget of the sponsored alien's household. Deemed income and resources will continue to be used in the household's budget for the entire deeming period. The deeming period is three years from the alien's date of entry into the United States.

Deemed resources will be determined through the following actions:

1. Determine the sponsor's total countable resources using [SNAP 7400](#) as a guideline. Include the resources of the sponsor's spouse if the sponsor and his or her spouse are living together.
2. Reduce the sponsor's total countable resources by \$1,500.

EXAMPLE:

A sponsor reports the following resources-\$500 checking account and \$2000 savings account. Total resources are \$2,500 - \$1,500 = \$1,000.

4300 Resource Eligibility Standards

4310 Uniform Resource Standards

4300 Resource Eligibility StandardsSNAP Manual 10/01/14~~1~~

A household's eligibility will be denied or terminated when the value of the household's countable resources (both liquid and non-liquid assets) exceed the following:

- \$3,250 for all households with an age 60 or Older or a individual with disabilities (see Glossary definition of [age 60 or Older/Individuals with Disabilities Households](#)) member regardless of household size;

OR

- ~~\$2,000~~2,250 for all other households.

A household where at least one member receives a TEA benefit as specified in [SNAP 1920](#) is categorically eligible and the Supplemental Nutrition Assistance Program's resource limits will not apply to that household.

If no household member receives TEA benefits, the household is classified as categorically eligible only if all household members receive SSI benefits. If not all household members receive SSI benefits, the entire household is not categorically eligible. However, the individual household members who receive SSI benefits are categorically eligible. This means that any resources solely owned by an SSI recipient are not to be counted when the household's total resources are determined, but all resources owned by the other household members are to be counted. If the resources owned by household members who do not receive SSI exceed the resource limit, the entire household (including the SSI recipient) is ineligible to participate in the Supplemental Nutrition Assistance Program. Co-owned resources will not automatically be excluded under this policy. Instead, the resource will be handled in the same manner as any other jointly owned resource. See [SNAP 4910](#) and [SNAP 4601](#) for instructions.

4310 Uniform Resource Standards

SNAP Manual 08/01/98

Resource standards are uniformly applied to all households except those in which all members are recipients of TEA and/or SSI. Except for categorically eligible households, all resources currently held by the household and all resources anticipated to be received during the certification period must be reported at the time of the interview.

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4400 Excluded Resources

4450 Resources Excluded by Law

- Payments to the Saginaw Chippewa Indian Tribe of Michigan (P.L. 99-346, Section 6(b) (2));
 - Per capita payments to the Chippewas of Mississippi (P.L. 99-377, Section 4(b), 8/8/86);
 - Payments to heirs of deceased Indians under the Old Age Assistance Claims Settlement Act except for per capita shares in excess of \$2,250 (P.L. 98-500, Section 8, 10/17/84);
 - Payments to the Puyallup Tribe of the State of Washington (P.L. 101-41, 6-21-89); and
 - Payments under the White Earth Reservation Land Settlement Act of 1985 to the White Earth Band of Chippewa Indians in Minnesota (P.L. 99-264)
 - Payments under the Seneca Nation Settlement Act of 1990 to members of the Seneca Nation (P.L. 101-503).
 - Funds appropriated in satisfaction of judgments awarded to the Seminole Indians in dockets 73, 151, and 73-A of the Indian Claims Commission (P.L. 101-277)
 - Funds distributed or held in trust for members of the Chippewas of Lake Superior (P.L. 99-146).
 - Assistance paid under P.L. 95-608, the Indian Child Welfare Act of 1978.
 - Payments to the Confederated Tribes of the Colville Reservation under the Grand Coulee Dam Settlement Act (P.L. 103-436).
 - Funds appropriated in satisfaction of judgments awarded to the Seminole Indians by the Indian Claims commission (P.L. 101-277)
 - Distributions under the Michigan Indian Claims Settlement Act, Section 111, to the Ottawa and Chippewa Indians of Michigan (P.L. 105-143)
5. Per capita payments of \$2,250 and less made under Public Law 98-64 to Native Americans from judgment awards and funds held in trust by the Secretary of the Interior and purchases made with certain per capita payments to specific tribes or bands of Indians.

This exclusion applies on a per-person and not a per-household basis. It applies individually to each payment regardless of how frequently the payments are made and regardless of the number of months for which the payment is made. When such payments are deposited in a bank or financial institution, the funds remain excluded. The length of the exclusion period will be determined by the type of funds in the account. See [SNAP 4960](#).

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4900 Special Resource Situations

4974 Periods of Disqualification

disqualification as well as the household's right to an administrative hearing. The disqualification period will begin with the month of application.

If the household is certified at, the time the transfer is discovered, a notice of adverse action that explains the reason for and the length of the disqualification must be sent. The disqualification period begins with the first benefits authorized after the expiration of the adverse action period, unless the household requests an administrative hearing and continued benefits.



NOTE: A disqualification penalty can be imposed only once for the same transfer.

4974 Periods of Disqualification

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To determine the length of the disqualification period, the county office worker must add the value of the transferred resource to the total countable resources and then subtract the resource limit. The remainder will be used to determine the period of disqualification as explained in the following chart.

AMOUNT IN EXCESS OF THE RESOURCE LIMIT	PERIOD OF DISQUALIFICATION
\$ 0 - \$ 249.99	1 month
250 - 999.99	3 months
1,000 - 2,999.99	6 months
3,000 - 4,999.99	9 months
5,000 - and up	12 months

EXAMPLE: A 54-year-old woman made application for SNAP benefits as a one-person household. One week before she submitted the application, the woman transferred \$43,000 from a bank account to a relative leaving a balance of \$1,000 in the account. The household's total countable resources are \$1,000. The value of the transferred resources is \$43,000.

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\$1,000 countable resources + \$43,000 amount of transfer = \$54,000

\$54,000 - \$2,000 resource limit = \$52,000

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The transfer will result in a six-month disqualification.

5400 Income Exclusions

5405 (By) Federal Statute

- Workforce Investment Act (WIA)
- Scholarships or other grants funded through private and publicly funded education programs
- VA educational assistance paid through the Montgomery GI Bill

5405 (By) Federal Statute

SNAP ~~Manual~~ Manual 01/01/07 10/01/14

Any income specifically excluded for SNAP purposes by any Federal statute is not counted as income. These income exclusions are listed below. Refer to [SNAP 4450](#) for an explanation of resources excluded by law.

1. Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970. (P. L. 91-646, Section 216.)
2. Payments to volunteers under the Domestic Volunteer Services Act of 1973 (P.L. 93-113), as amended. Payments under Title II of this Act are excluded. This includes such programs as the Retired Senior Volunteer Program (RSVP), Foster Grandparents Program, Senior Companions Program, and others. Payments under Title I of that Act (including payments from such Title I programs as VISTA, University Year for Action, and Urban Crime Prevention Program to volunteers) will be excluded for individuals who were receiving SNAP benefits or public assistance at the time they joined the Title I program. Temporary interruptions in Supplemental Nutrition Assistance Program participation do not affect this exclusion once an initial determination is made. New applicants who were not receiving public assistance or SNAP benefits at the time they joined VISTA will have these volunteer payments included as earned income.
3. Payments received by individuals from Community Services Employment as authorized by the Older Americans Act (P.L. 100-175). In Arkansas, this program is operated by the U.S. Forest Service, the American Association of Retired Persons (AARP), the National Center on Black Aging, the Experience Works Program (formerly the Green Thumb Program) and the Area Agency on Aging. Other organizations that receive some Title V funds are the National Council of Senior Citizens, National Association for Spanish Speaking Elderly, and National Urban League.
4. Payments or allowances made under Federal Law (other than provided under Title IV-A of the Social Security Act, e.g.- welfare block grant payments) for purpose of energy assistance including utility reimbursements made by the Department of Housing and Urban Development (HUD) and the Farmers Home Administration (FHA). Under the Low-Income Energy Assistance Act (P.L. 99-425, Section E) the amount of any home

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5400 Income Exclusions

5405 (By) Federal Statute

energy payments or allowances provided directly to or, or indirectly on behalf of a household is excluded. Examples of other excluded federal energy assistance are: Payments provided through the Department of Health and Human Services; payments from the Low Income Energy Assistance Program; the Community Services Administration's Energy Crisis Assistance and Crisis Intervention Programs and utility assistance payments. Under this provision, one time Federal or State payments for weatherization or emergency repair/ replacement of heating or cooling devices are excluded. A down payment followed by a final payment upon completion of the work will be considered a one-time payment for purposes of this provision.

5. Under the provisions of the Workforce Investment Act (WIA), which was formerly known as the JTPA, allowances and payments to individuals participating in programs under that Act are excluded as income with the following exception.

EXCEPTION: On the job training (OJT) payments provided under Section 204(5) of Title II of the Workforce Investment Act (WIA), formerly JTPA, are counted as income unless the payee is a dependent less than 19 years of age. If the payee is a dependent less than 19 years of age, OJT payments are excluded.

The Workforce Investment Act (WIA), formerly JTPA, exclusion applies to on-the-job training payments received under the Summer Youth Employment and Training Program.

P.L. 101-610, Section 117(d), 11-28-90, provides that the WIA income exclusion applies to projects conducted under Title I of the National and Community Services Act of 1990 as if such projects were conducted under the Workforce Investment Act (WIA), formerly JTPA, described in item 5 above. This includes:

- a. The Community Service, Schools and Service-Learning Act of 1990 (Serve-America);
 - b. The American Conservation and Youth Service Corps Act of 1990; and
 - c. The National Community Service Act (NCSA). There are about 47 different NCSA programs and they vary by State. Most of the payments are made as a weekly stipend or for educational assistance. The Higher Education Service Learning Program and the AmeriCorps Umbrella Programs come under this Title. The National Civilian Community Corps (NCCC) is a federally managed AmeriCorps program. The Summer for Safety Program is an AmeriCorps program. The School-to-Work Opportunities Program is funded under this Act. In Arkansas, the Delta Service Corps is administered under this Act. Payments, allowances, earnings and payments to individuals participating in programs under this Act are excluded as income.
6. P.L. 102-550, Housing and Community Act of 1992, Section 456(e) provides that payments made under the Youth Build Program are to be treated like Workforce

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5400 Income Exclusions

5405 (By) Federal Statute

Investment Act (WIA), payments. (These payments were formerly known as JTPA payments.) See item 5 above for an explanation of how to handle WIA payments.

7. Federal payments to Indians and Eskimos are excluded as stipulated below:

- Payments received under the Alaska Native Claims Settlement Act (P.L. 92-203, Section 29 dated 1/2/76 and Section 15 of P.L. 100-241, the Alaska Native Claims Settlement Act Amendments of 1987).
- Payments received from the disposition of funds to the Grand River Band of Ottawa Indians (P.L. 94-540).
- Income from certain sub-marginal land held in trust for certain Indian tribes (P.L. 94-114, Section 6). The tribes that may benefit are:
 - Bad River Band of the Lake Superior Tribe of Chippewa Indians of Wisconsin
 - Blackfeet Tribe
 - Cherokee Nation of Oklahoma
 - Cheyenne River Sioux Tribe
 - Crow Creek Sioux Tribe
 - Lower Brule Sioux Tribe
 - Devil's Lake Sioux Tribe
 - Fort Belknap Indian Community
 - Assiniboine and Sioux Tribe
 - Lac Courte Oreilles Band of Lake Superior Chippewa Indians
 - Keweenaw Bay Indian Community
 - Minnesota Chippewa Tribe
 - Navajo Tribe
 - Oglala Sioux Tribe
 - Rosebud Sioux Tribe
 - Shoshone-Bannock Tribes
 - Standing Rock Sioux Tribe
- Funds distributed per capita to the Sac and Fox Indians or held in trust. (P.L. 94-189).
- Payments by the Indian Claims Commission to the Confederated Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation (P.L. 95-443).
- Payments to the Passamaquoddy Tribe and the Penobscot Nation or any of their members received pursuant to the Maine Indian Claims Settlement Act of 1980 (P.L. 96-420, Section 5).

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5405 (By) Federal Statute

- Per capita payments of \$2,250,000 and less made under Public Law 98-64 funds held in trust by the Secretary of Interior.
- Under 25 USCS 1408 (as amended by P.L. 93-134, P.L. 97-458 and P.L. 103-66, Section 13736, 10/7/93) interests of individual Indians in trust or restricted lands will not be considered a resource and up to \$2,250,000 per calendar year of income received by Indians from such interests will be excluded as a resource and as income. Interests include the Indian's right to or legal share of the trust or restricted lands. The exclusion applies to each individual Indian who has an interest.
- Payments of relocation assistance to members of the Navajo and Hopi Tribes (Pub. L. 93-531).
- Payments to the Turtle Mountain Band of Chippewas, Arizona (P.L. 97-403).
- Payments to the Blackfeet, Grosventre, and Assiniboine tribes (Montana) and the Papago (Arizona) P.L. 97-408).
- Per capita and interest payments made to the Red Lake Band of Chippewas (P.L. 98-123, Section 3, 10/13/83).
- Per capita and interest payments made to the Assiniboine Tribe of the Fort Belknap Indian Community and the Assiniboine Tribe of the Fort Beck Indian Reservation (Montana) (P.L. 98-124, Section 5).
- Payments to the Saginaw Chippewa Indian Tribe of Michigan (P.L. 99-346, Section 6 (b)(2)).
- Per capita payments to the Chippewas of Mississippi (P.L. 99-377, Section 4 (b), 8/8/86).
- Old Age Assistance Claims Settlement Act, provides that funds made to heirs of deceased Indians under this Act except for per capita shares in excess of \$2,250,000 (P.L. 98-500, Section 8, 10/17/84).
- Payments to the Puyallup Tribe of the State of Washington (P.L. 101-41, 6-21-89).
- Payments under the White Earth Reservation Land Settlement Act of 1985 to the White Earth Band of Chippewa Indians in Minnesota (P.L. 99-264).
- Payments under the Seneca Nation Settlement Act of 1990 to members of the Seneca Nation (P.L. 101-503).
- Funds appropriated in satisfaction of judgments awarded to the Seminole Indians in dockets 73, 151, and 73-A of the Indians Claims Commission.
- Funds distributed or held in trust for members of the Chippewas of Lake Superior (P.L. 99-146).

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5400 Income Exclusions

5405 (By) Federal Statute

- Assistance paid under P.L. 95-608, the Indian Child Welfare Act of 1978.
 - Payments to the Confederated Tribes of the Colville Reservation under the Grand Coulee Dam Settlement Act (P.L. 103-436).
 - Michigan Indian Claims Settlement Act which pertains to judgment funds of the Ottawa and Chippewa Indians of Michigan.
8. Under P.L. 99-576, Veterans Benefits and Health Care Authorization Act of 1986, any amount by which the basic pay of military service personnel is reduced to fund the G.I. Bill. Under U.S.C., Title 38 Sections 1411 (b) and 1412 (c), the amount by which the basic pay of an individual is reduced to fund the G.I. Bill will not be considered to have been received by or to be within the control of this individual.



NOTE: Section 216 of P.L. 99-576 authorizes stipends for participation in a study of Vietnam-era psychological problems. These payments are counted as unearned income.)

9. Cash donations, based on need, received from one or more private, nonprofit charitable organizations to the extent that such donations do not exceed \$300 in a Federal fiscal year quarter as mandated by the Charitable Assistance and Food Bank Act of 1987 (P.L. 100-232).
10. Payments made to Vietnam veterans under the Agent Orange Veteran Payment Program as authorized by P.L. 101-201. P.L. 101-239, the Omnibus Reconciliation Act of 1989, Section 10405, excludes payments made from the Agent Orange Settlement fund or any other fund established pursuant to the settlement in the Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.)

EXCEPTION: Payments made to Vietnam Veterans under the Agent Orange Act of 1991, P.L. 102-4, are not excluded as income. Veterans of the Vietnam War who are determined to be eligible for veterans' benefits as a result of exposure to Agent Orange will be issued payments in accordance with P.L. 102-4. Refer to [SNAP 5723](#) for additional information.

11. Under P.L. 104-102, Section 1805(d), monthly allowances paid to a child of a Vietnam Veteran for any disability resulting from spina bifida suffered by such child.
12. Under P.L. 106-419, Section 1815 (a), monthly allowances paid to any individual with one or more covered birth defects if he or she is a child of a woman Vietnam veteran.
13. Under the Civil Liberties Act of 1988 (P.L. 100-383), payments to U.S. citizens of Japanese ancestry and permanent resident Japanese aliens or their survivors and Aleut residents of the Pribilof Islands and the Aleutian Islands, Islands West of Unimack Island.

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5400 Income Exclusions

5405 (By) Federal Statute

14. Payments received through the Radiation Exposure Compensation Act (P.L. 101-426, Section 6(h)(2), 10/15/90). This law establishes a program to compensate individuals for injuries or deaths resulting from exposure to radiation from nuclear testing and uranium mining in Arizona, Nevada and Utah.
15. Payments received from the Federal Emergency Management Assistance (FEMA) under P.L. 93-288, Sec. 312 (d) as amended by P.L. 100-707, Section 105 (i) the Disaster Relief and Emergency Assistance Amendments of 1988. Funds distributed by FEMA due to a major disaster or emergency are excluded as income. Not all payments from FEMA are for disaster or emergency assistance. This exclusion applies to Federal assistance provided to persons directly affected and to comparable disaster assistance provided by states, local governments, and disaster assistance organizations. For payments to be excluded, the disaster or emergency must be declared by the President.
16. Disaster Unemployment Assistance paid under Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, to any individual unemployed as a result of a major disaster. Individuals cannot be eligible for any other unemployment compensation ~~and also~~ and also receive disaster unemployment benefits. Payments are limited to 26 weeks.
17. Disaster Relief Employment funded through national emergency grants made available to States that have suffered an emergency or a major disaster as defined in Public Law 100-107, the Robert T. Stafford Disaster Relief and Emergency Assistance Act. These grants provide funds that are expended through public and private organizations for temporary job creation in areas declared eligible for public assistance by FEMA, subject to the limitations of the WIA, section 173 (d). The employment will be on projects that provide food, clothing, shelter, and other humanitarian assistance for disaster victims, or projects that provide demolition, cleaning, repair, renovation and reconstruction etc. within the disaster area. Individuals are eligible to be offered disaster relief employment if he or she is a dislocated worker, has been unemployed for a long term, or is temporarily or permanently laid off as a result of the disaster. No individual can be employed for more than 6 months as the result of a single natural disaster.
18. Income amounts necessary for the fulfillment of a PASS (Plan for Achieving Self-Support) plan under Title XVI of the Social Security Act. Verification of the existence of the PASS and the amounts of resources and income set aside by the plan may be obtained from SSA.

See [SNAP 5413.2](#) for additional information about IDAs.

19. The value of assistance to children under P.L. 89-642, Section 11(b) of the Child Nutrition Act of 1966 and P.L. 79-396, the National School Lunch Act. The Child

SNAP CERTIFICATION MANUAL – SECTION 5000

5400 Income Exclusions

5405 (By) Federal Statute

Nutrition Act authorizes the Special Milk Program, the School Breakfast Program, and the WIC Program. (See item 20 for additional information about the WIC Program.) The National School Lunch Act authorizes the School Lunch Program, the Summer Food Service Program for children, the Commodity Distribution Program and the Child and Adult Care Food Program. The exclusion applies to assistance provided to children rather than that paid to providers.

20. Benefits received from the Special Supplemental Food Program for Women, Infants and Children (WIC) under P.L. 92-443, Sec. 9 and P.L. 100-435, which amended Section 17(m)(7) of the Child Nutrition Act of 1966.
21. Under P.L. 102-586, Section 8, the Child Care and Development Block Grant Act Amendments of 1992, the value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under this subchapter.
22. Payments made to individuals because of their status as victims of Nazi persecution under P.L. 103-286. This exclusion is effective for eligibility and benefit level determinations made on or after August 1, 1994.
23. Under P.L. 101-508, the Omnibus Reconciliation Act of 1990, earned income credit (EIC) payments s under section 3507 of the Internal Revenue Code. EIC payments are received as part of the employee's paycheck through a reduction in taxes withheld.
24. Under P.O. 103-22, compensation made to crime victims as authorized by the Crime Act of 1984.
25. Under P.L. 107-171, the Food Stamp Reauthorization Act of 2002, all student financial assistance. See [SNAP 1622.3](#).
26. Under P.L. 101-625, section 22(i), Cranston-Gonzales National Affordable Housing Act, dated 11/28/90 42 USCS 1437t(i) - no service provided to a public housing resident under section 22(l) of this law may be treated as income. This exclusion applies to services such as child care, employment training and counseling, literacy training, computer skills training, assistance in the attainment of certificates of high school equivalency and other services. It does not apply to wages or stipends. Wages and stipends are counted as income.
27. Funds withdrawn from a Department of Housing and Urban Development's (HUD) Family Self-Sufficiency Program escrow account are excluded as income when determining eligibility for SNAP. See [SNAP 5413.2](#) for additional information about this exclusion.
28. Under P.L. 104-193, section 103 (a) which amended Section 404 (h) of Part A of Title IV of the Social Security Act, funds (including accrued interest) in an individual development account (IDA) under the TANF Block grant program will be excluded during

SNAP CERTIFICATION MANUAL – SECTION 5000

5400 Income Exclusions

5406 In-Kind Benefits

any period during which the individual maintains or makes contributions into such an account. See [SNAP 5413.2](#) for additional information about IDAs.

5406 In-Kind Benefits

SNAP Manual 01/01/00

In-kind benefits are any gain or benefit which is not in the form of money payable directly to the household. In-kind benefits that are excluded include:

1. Meals;
2. Clothing;
3. Public housing;
4. Produce from a garden;
5. Shelter provided to an employee;

EXAMPLE: A farmer hires a household member as a laborer. The household is provided with a house on the farmer's farm and utilities are free of charge. The house and utilities are considered in-kind benefits and excluded as income.

5407 Irregular Income

SNAP Manual 01/01/00

Any recurring income that does not exceed \$30 in a three-month period and that is received too infrequently or irregularly to be reasonably anticipated is excluded as income. The three month period begins with the first month in which income is received from a particular source.

5408 Loans

SNAP Manual 01/01/00

All loans are excluded as income. This includes loans from private individuals as well as commercial loans. A formal repayment agreement is not required. However, the intent to repay the loan must exist.

EXAMPLE: A household member receives a loan from his brother in the amount of \$1,600.00 for the purpose of buying a stereo system. The total amount of the loan is to be repaid. There were no documents signed since both parties verbally agreed to the terms. The amount of the loan (\$1,600) is totally excluded as income to the household.

SNAP CERTIFICATION MANUAL – SECTION 7000

7400 Resource Eligibility

7420 Determining Total Resources

Name of Resource	How Handled	Policy Reference
Security Deposits	Exclude as a resource.	SNAP 4550
Stocks	Count current per stock value times the number of stock held by the household.	SNAP 4670
Trust Funds	Exclude as a resource only if inaccessible as defined in SNAP 4510. If accessible, count full value of fund.	SNAP 4510
Vacation Homes (Includes time-share condominiums, R.V. parks, etc.)	Count equity value unless the property annually produces income consistent with its fair market value.	SNAP 4700
Vehicles	See SNAP 4800-4870 .	SNAP 4800-4870

7420 Determining Total Resources

SNAP Manual 7/01/98

To determine the household's total resources, the worker must add together: a) countable liquid resources, b) the excess value of all countable vehicles, and c) the equity value of all countable non-liquid resources. The resulting figure will be compared to the applicable resource limit.

7430 Limits for Total Allowable Resources

SNAP Manual 10/01/14

No Limit

Categorically eligible households have no resource limit in the Supplemental Nutrition Assistance Program. See [SNAP 1920](#).

Resource Limit - \$3,250

This limit applies to households not classified as categorically eligible when there is a member aged 60 or older or a disabled member as defined in the Glossary definition of [Aged/Disabled](#). (This includes one-person households.)

Resource Limit - \$2,250

This limit applies to households not classified as categorically eligible when all household members are age 59 or younger.

Unless a household is categorically eligible, the household's total resources must be equal to or below the applicable limit. If not, the household's application will be denied.

SNAP CERTIFICATION MANUAL – SECTION 9000

9400 Processing Standards

9444 Alien Status

operational, he or she will not be referred to the E&T Program. However, he or she will be referred at the next certification if verification of disability is not provided.

For households with a member who must meet the requirement to work (RTW), the imposing of a RTW penalty or the granting of a personal exemption will not be delayed. However, the process of verifying RTW compliance may be delayed. See [SNAP 3600](#) for additional information.

9444 Alien Status

SNAP Manual 07/01/03

Expedited service only provides for postponing verification. If an individual will not declare basic information about citizenship and/or alien status, there is no basis on which to allow the individual to participate in the Supplemental Nutrition Assistance Program. He or she will be classified as an ineligible alien when the application is processed. See [SNAP 1621.6](#).

If an alien states he or she meets one of the conditions under which non-citizens may participate in the Supplemental Nutrition Assistance Program (see [SNAP 1621.8](#)) and wishes to be included in the SNAP household, the worker will ask the household to supply documentation of his or her alien status. If the household cannot supply this documentation within the expedited processing time frames, verification will be postponed. The alien will be allowed to participate; however, the required documentation must be provided at the time of the next application if the alien is to continue participating in the Supplemental Nutrition Assistance Program.

9445 Resources

SNAP Manual 12/15/14

Countable liquid resources include cash on hand, checking and savings accounts, stocks and bonds, and lump sum payments.

Applications from expedited households with non-liquid resources which exceed the resource limit will be denied. The resource limits are:

- \$3,250 for households, including one person households, with an **individual living with a disability and/or persons aged 60 or older** as defined in the Glossary definition of **individual living with a disability and/or persons aged 60 or older** household ;
- \$2,250 for all other households.

11100 Reporting Requirements – Summary

11100 Reporting Requirements – Summary

SNAP Manual XX/XX/XX

Ongoing Supplemental Nutrition Assistance Program eligibility and benefit amounts are based on a household's current situation. To ensure current information about a household is available, reporting requirements are imposed on all households that apply for SNAP benefits and all households that receive SNAP benefits. There are two types of reporting requirements - occasional reporting and limited reporting. Occasional reporters are subject to the regular reporting requirements. This means that the household must report specified changes within 10 days of the date the change becomes known.

Limited reporters are required to report when the household's gross income exceeds the household's gross income limit. Some limited reporting households are assigned a 4-month certification period. These households have no other reporting requirements. Other limited reporting households are assigned a 12-month certification period. These households must submit a semi-annual report. On the semi-annual report, the household must report and verify all earned income and report changes in residence, household composition, unearned income and resources. See the chart below for additional information about the reporting requirements.

Limited Reporting Households/No Semi-Annual Report	Limited Reporting Households/Must Submit Semi-Annual Report	Occasional Reporting Households
Homeless households	Households with earned income or a combination of earned and unearned income	Households entitled to be assigned a 36-month certification period because all members are age 60 or older or are individuals with disabilities or minor dependent children and there is no earned income
Households with members who are on strike	Households with unearned income when all household members are not age 60 or older are individuals with disabilities or minor dependent children	Households where all members have SSI income but are assigned a 12-month certification period because at least one member has earned income
Migrant and season farm worker households	Households where all members receive TEA cash assistance or TEA benefits	Expedited households assigned a one or two month certification period because of postponed verification

SNAP CERTIFICATION MANUAL – SECTION 11000

11100 Reporting Requirements – Summary

11110 Subsequent Reviews

Limited Reporting Households/No Semi-Annual Report	Limited Reporting Households/Must Submit Semi-Annual Report	Occasional Reporting Households
Households with self-employment income when assigned a four-month certification period	Households with self-employment income when assigned a twelve-month certification period	Households assigned a one or two month certification period because the household is expected to become ineligible. Households residing in alcoholism and/or drug addiction treatment centers

11110 Subsequent Reviews

SNAP Manual 06/01/01

DHS county offices may not require households to report for an in-office interview during their certification period although they may request households to do so. For example, the DHS county office may not require SNAP households to report for an in-office interview simply to review their case files or for any other reason.

11120 Refusal to Cooperate Following Certification

SNAP Manual 06/01/01

If a household currently participating in the Supplemental Nutrition Assistance Program refuses to cooperate in any subsequent eligibility review, the SNAP case will be closed. Subsequent reviews include:

1. Requests for information, verification or compliance with a program requirement following a report of a change by the household. (See [SNAP 11420](#), [SNAP 11440](#) and [12400](#) for instructions.) Requests for information, verification or compliance with a program requirement following a report from a source other than the household. (See [SNAP 12440](#) for instructions.)
2. Requests for information, verification or compliance with a program requirement at recertification. (See [SNAP 10550](#) for instructions.)
3. Requests for an interview and/or information necessary to complete a Quality Assurance review including the household's signature on consents for information needed by the Quality Assurance worker (see [SNAP 801](#) for instructions).
4. Requests for the household to participate in any special reviews conducted by the county for targeted households (see [SNAP 12400](#) for instructions).

Any household that refuses to cooperate in a subsequent eligibility review may reapply for SNAP benefits, but will not be found eligible until the household cooperates with the county office.

11200 Changes Required to be Reported**11200 Refusal to Cooperate Following Certification****11200 Changes Required to be Reported**

SNAP MANUAL 12/01/03

The following changes must be reported to the DHS county office:

1. Changes in Residence and/or Address

All changes in residence must be reported. If a change in residence results in a change in the household's shelter cost, the new shelter costs must be reported. For occasional reporters as defined in [SNAP 11100](#), these changes must be reported within 10 days of the date the change becomes known to the household. For semi-annual reporters as defined in [SNAP 11100](#), these changes must be reported on the semi-annual report. (We suggest that households voluntarily report address changes immediately to prevent problems with mail delivery.)



NOTE: If a county office worker verifies through any source that a household has moved from Arkansas to another state, the household's case must be closed. This policy applies across the board to all SNAP households regardless of the household's reporting requirements. No advance notice is required (see [SNAP 11450](#) and [SNAP 11571](#)). If the worker suspects the household has moved from the State but the household's residency has not been verified through a reliable source, a request for contact will be sent as instructed in [SNAP 12400](#).

2. Changes in Household Composition

The addition or loss of any eligible or ineligible household member must be reported. For occasional reporters, this change must be reported within 10 days of the date the change becomes known to the household. For semi-annual reporters, this change must be reported on the semi-annual report.

3. Changes in Resources

The acquisition of any licensed vehicle must be reported. (This includes the acquisition of an additional vehicle or the "trading" of one vehicle for another one.)

Total liquid resources (cash on hand, bank accounts, stocks, bonds, etc.) that reach or exceed \$2,250 must be reported.

11400 Special Instructions – Occasional Reporters

11460 Summary Chart

Type of Change	Reporting Requirement	Processing Standard	Verification Code	Notice Code
LIQUID RESOURCES Reach or exceed \$2,250	Within 10 days of date known	10 days	VIO	NOAA or AN
VEHICLES Acquires a vehicle	Within 10 days of date known	10 days	VIO	NOAA or AN
ADDRESS/RESIDENCE	Within 10 days of date known	10 days	VQ	AN
HOUSEHOLD MEMBER – Enters home	Within 10 days of date known	10 days/not later than the beginning of the next calendar month	VQ	NOAA or AN
HOUSEHOLD MEMBER – Leaves home	Within 10 days of date known	10 days	VQ	NOAA or AN
SHELTER COSTS	Only if change of residence – If so, within 10 days of date change becomes known.	10 days	Entitlement to Standard VQ Actual Utility costs VS25	AN
CHILD SUPPORT	None	10 days	VR	NOAA
DEPENDENT CARE COSTS	None	10 days	VC	NOAA or AN
MEDICAL COSTS	None	10 days	VS25	NOAA or AN

Notice Codes for Reported Changes

ANIssue an adequate notice.

NOAAIssue an advance notice of adverse action.

NONNo notice is required.

Verification Codes for Reported Changes

VC.....This information must be verified when the amount paid or caretaker/provider changes.

VRThis information must be verified.

VQ.....This information must be verified if questionable.

VIOThis information must be verified if incomplete, inaccurate, inconsistent, or outdated.

VS25.....This information must be verified if the source has changed or the amount has changed by more than \$25.

SNAP CERTIFICATION MANUAL – SECTION 12000

12200 Changes Reported by the Household

12232 Liquid Resources

If the reported information shows a vehicle will be totally excluded, no additional action is required. If not, it must be determined if the countable value of the vehicle will make the household ineligible.

See [SNAP 4821](#) for instructions on determining the countable value of a vehicle.

If the information provided shows the countable value of the vehicle plus other resources make the household ineligible, additional information may be needed. For example, it may be necessary to determine if the household “traded in” a vehicle currently counted as a resource.

If additional information is needed, an advance notice of adverse action must be manually issued to the household via a *Notice of Action* (DCO-1). The DCO-1 will specify the information to be provided and will state that failure to return the information by the specified date will result in case closure.

12232 Liquid Resources

SNAP MANUAL 10/01/14

When a household reports liquid resources exceeding **\$2,250**, the SNAP case will be closed unless the household contains a member age 60 or older or is categorically eligible as defined in [SNAP 1920](#). If the household has a member age 60 or older, the household will remain eligible unless its total resources exceed \$3,250.

See [SNAP 4950](#) for an explanation of the procedures for handling lump sum payments.

Additional contact with the household will be required if the household reports liquid resources in excess of **\$2,250** but doesn’t specify the amount.

12233 Actions to Take to Change a Resource

SNAP MANUAL 12/01/11

Vehicles

1. Determine the countable value of the new vehicle (see [SNAP 4800](#) - [4841](#)).
2. If the vehicle has any countable value, add this figure to the existing resources. If applicable, subtract the countable value of the vehicle used as the “trade-in.”
3. Compare the household’s total countable resources to the applicable resource limits (see [SNAP 4300](#) - [4310](#)).
4. If the household’s total countable resources are less than the limits, the household continues to be eligible. If not, close the case.

12200 Changes Reported by the Household**12240 Income Changes****Liquid Resources**

If the household's liquid resources exceed the applicable limit (\$2,250 for regular households or \$3,250 for age 60 or older/individuals with disabilities households), the case will be closed unless the household is categorically eligible

12240 Income Changes

SNAP MANUAL 10/01/03

12241 Determining Effect of Change

A reported change in income will be reviewed to determine:

- If the information reported is adequate to determine the effect of the change on the household's monthly SNAP benefit amount; and
- If verification is required.

Other factors to be considered are listed below.

1. Loss of earnings by an eligible student may change student status from eligible to ineligible (see [SNAP 1622.2](#)).
2. An individual who is terminated or laid off from a job may get unemployment compensation.
3. An individual who loses earnings due to illness, injury, or pregnancy may get worker's compensation, sick pay, or maternity benefits.
4. A voluntary quit may have occurred (see [SNAP 3401.1](#)).
5. An individual who becomes entitled to SSA, SSI or VA may receive a lump sum payment (see [SNAP 4950 - 4951](#)).
6. Receipt of SSA or VA by an individual with dependents in the home may mean the dependents also have income.
7. Loss of income may result in receipt of loans or contributions if the household no longer has the income necessary to meet its expenses.

In these instances, for occasional reporters, the worker will use the procedures in [SNAP 12400](#). Semi-annual reporters will be asked to explain these circumstances before the semi-annual report form is processed (see [SNAP 11550](#)).

The case record must also be reviewed to determine if a change in work registration status has occurred. See the chart below: