
MANUAL TRANSMITTAL

Arkansas Department of Human Services
Division of County Operations

Policy Directive

Issuance Number: SNAP 17-6

SNAP Certification Manual

Issuance Date: 01-01-18

From: Mary Franklin, Director

Expiration Date: Until Superseded

Subj: SNAP Aged/Disabled Resource Limit Increase

Summary of Changes:

The resource limit for households where at least one person is age 60 or older, or is disabled, will increase to \$3,500.

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SNAP CERTIFICATION MANUAL – SECTION 1000

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 xx/xx/xx

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.

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1600 Process 4 – Determining Household Composition

1621 Citizenship Status

3. Add the sponsor's deemed resources to any resources declared by the alien's household.
4. Compare the total resources (the deemed portion of the sponsor's resources and the resources declared by the alien's household) to the maximum resource limits, which are \$2,250 for households without a member age 60 or older and \$3,500 for all households with at least one member age 60 or older.
5. Deny the application if the household's total resources exceed the appropriate maximum resource limit.

NOTE: For individuals who sponsor more than one alien, the deemed resources will be prorated among the aliens who have applied to participate or who are actually participating in the Supplemental Nutrition Assistance Program.

If the sponsored alien's household is eligible based upon resources, determine the amount of the sponsor's income by completing the following actions:

1. Determine the sponsor's total gross monthly-earned income. Include net self-employment income. Include SSI and other public assistance payments. Include the earned income of the sponsor's spouse if the sponsor and his/her spouse are living together. (This income must be included even if the sponsor and spouse were not married at the time the agreement to sponsor was signed.) To determine gross monthly income, follow the instructions in SNAP 7500.
2. Calculate the earned income deduction and subtract it from the sponsor's gross earned income. (See the Current Standards Appendix for the current percentage used to calculate the earned income deduction.) The result is the sponsor's net earned income.
3. Add together all the unearned income of the sponsor and his or her spouse. Do not include income excluded under SNAP 5400. The result is the sponsor's total unearned income.
4. Add together the sponsor's net earned income and total unearned income. The result is the sponsor's net income.
5. Subtract from the sponsor's net income the maximum gross SNAP income allowable for the sponsor's correct household size. To determine the sponsor's correct household size, include all individuals who could be or who are claimed as tax dependents even those not actually living with the sponsor.
6. Use the resulting amount as unearned income in the sponsored alien's SNAP budget. (If the sponsor actually provides money to the sponsored alien, any money in excess of the deemed income amount will be shown in the alien's SNAP budget in addition to the deemed income.)

SNAP CERTIFICATION MANUAL – SECTION 1000

1600 Process 4 – Determining Household Composition

1624 Determining if a Household Member is a Boarder

disqualified member. Apply the \$3,500 resource limit only if one of the eligible members is aged or disabled as defined in the Glossary, definition of Aged/Disabled. Close the case if there are no eligible household members. Notify the household of the closure via *Notice of Action* (DCO-1). State on the DCO-1 when the household may reapply.

1624 Determining if a Household Member is a Boarder

SNAP Manual 10/01/97

Boarders may not participate in the Supplemental Nutrition Assistance Program.

A boarder is defined as an individual or a group of individuals to whom a household furnishes lodging and meals for a reasonable monthly payment.

NOTE: A roomer is an individual to whom a household furnishes lodging only. Roomers may participate in the Supplemental Nutrition Assistance Program if otherwise eligible. Roomer payments will be counted as unearned income in the SNAP budget. Any identifiable expense related to furnishing the room will be excluded from the roomer payment before the payment is included in the SNAP budget.

The following individuals may not be designated by a household as a boarder:

1. A spouse of a household member. See the Glossary for an explanation of a spouse.
2. Children age 21 and younger who are under the parental control of a household member. See the Glossary for an explanation of parental control.

Boarders must make a reasonable monthly payment. (See SNAP 1624.1 for determination of a reasonable monthly payment.) If a boarder does not make a reasonable monthly payment, he or she will be included as a household member and all of his or her income and resources will be counted in the SNAP budget. When the boarder is considered a household member, the actual boarder payment will not be shown as income. If the individual does make a reasonable monthly payment, the payment will be considered self-employment income. See SNAP 5621 for procedures on handling income from boarders.

The SNAP household may elect to include boarders as household members. If a boarder is added to the SNAP household, all of the boarder's income and resources will be counted in the budget. The boarder payment will not be counted as income.

SNAP CERTIFICATION MANUAL – SECTION 4000

2B4300 Resource Eligibility Standards

4300 Uniform Resource Standards

4300 Resource Eligibility Standards

SNAP Manual xx/xx/xx

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:

- \$3,500 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

- \$2,250 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.

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.	<u>SNAP 4550</u>
Stocks	Count current per stock value times the number of stock held by the household.	<u>SNAP 4670</u>
Trust Funds	Exclude as a resource only if inaccessible as defined in SNAP 4510. If accessible, count full value of fund.	<u>SNAP 4510</u>
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.	<u>SNAP 4700</u>
Vehicles	See <u>SNAP 4800-4870</u> .	<u>SNAP 4800-4870</u>

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 xx/xx/xx

No Limit

Categorically eligible households have no resource limit in the Supplemental Nutrition Assistance Program. See SNAP 1920.

Resource Limit - \$3,500

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 7000

7400 Resource Eligibility

7431 Denying Applications When Resources Exceed Limits

EXAMPLE: Mr. and Mrs. Monroe, ages 59 and 65, apply for SNAP benefits. On their application they declare the following resources:

1. A certificate of deposit valued at \$1,000;
2. Two acres of land (other than their home) currently valued at \$5,000 with \$4,000 remaining to be paid on the Monroe's loan to purchase the land;
3. One vehicle
4. A checking account with a balance of \$900 including the Monroe's Social Security checks for this month. (They receive \$600 per month Social Security.)

The Monroe's total resources are:

\$1,000	Certificate of deposit
+1,000	Equity value of land (\$5,000 less \$4,000)
+ 0	Vehicle
+ 300	Resource in checking (\$900 less \$600)
<u>\$2,300</u>	<u>Total</u>

The Monroes are resource eligible since there is a member over age 60.

7431 Denying Applications When Resources Exceed Limits

SNAP Manual xx/xx/xx

Applications may be denied immediately when the worker determines that the household's resources exceed the limit if the household is not categorically eligible. See SNAP 12230 when resources exceed the limit at reported change or submission of semi-annual report.

EXAMPLE: Mr. and Mrs. Polk apply for SNAP benefits. They are age 61 and 62. At the interview they declare that they have \$3,200 in a certificate of deposit, \$1,000 in their checking account (including their monthly income of \$600), and a 1999 Lincoln Town Car.

\$3,200.00	Value of CD
<u>\$400.00</u>	<u>Checking (\$1,000 total less \$600 monthly income)</u>
\$3,600.00	Total

Since \$3,500 is the resource limit, the household is ineligible based upon declared resources. Therefore, the application may be denied at the time of the interview.

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 xx/xx/xx

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:

- \$3,500 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.

SNAP CERTIFICATION MANUAL – SECTION 12000

12200 Changes Reported by the Household

12232 Liquid Resources SNAP MANUAL 10/1/17

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 10/1/17

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 \$3,500.

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 xx/xx/xx

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.

SNAP CERTIFICATION MANUAL – SECTION 12000

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 \$3,500 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:

NOTICE OF RULE MAKING

Pursuant to the Food and Nutrition Act of 2008 (P.L. 110-246), the Supplemental Nutrition Assistance Program proposes to increase the resource limit for regular household. Under this rule, the resource limit for regular households will increase from \$2,250 to \$3,500.

DHS/DCO policy will be effective January 1, 2018.

Copies of the proposed policy may be obtained by writing to the Division of County Operations, OPPD, P. O. Box 1437, S335, Little Rock, AR 72203-1437. All comments must be submitted no later than 10/13/17.

If you need any material in a different format, such as large print, contact our Americans with Disabilities Act Coordinator at 682-8922 (Local); 1-800-482-5850, extension 2-8922 (Toll-Free); or obtain access to these numbers through voice relay: 1-800-877-8973 (TTY Hearing Impaired).

The Arkansas Department of Human Services is in compliance with Federal law and the U.S. Department of Agriculture policy, which prohibits the Department from discriminating on basis of race, color, national origin, sex, age, religion, political belief or disability. EL4501731051

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