



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

September 18, 2025

Manual - Supplemental Nutrition Assistance Program Manual - Volume V

Transmittal # 36

This transmittal contains updated income limits and deductions used to determine eligibility and benefit amounts for the Supplemental Nutrition Assistance Program (SNAP). The transmittal also contains clarifications and revisions of program verification requirements and revised SNAP Employment and Training (SNAP E&T) guidelines.

The provisions of this transmittal are effective October 1, 2025, for all SNAP applications filed or actions taken on cases on or after October 1, 2025, except for provisions of Public Law 119-21, enacted on July 4, 2025. These provisions are noted in the grid below and are effective November 1, 2025.

This transmittal and manual are available on FUSION at <https://fusion.dss.virginia.gov/bp/BP-Home/SNAP/Guidance> and at <https://www.dss.virginia.gov/benefit/snap/manual.cgi>.

Significant changes to the manual are as follows:

Chapter(s) Changed	Significant Changes	Reason for Change
Part II		
Pages 19-20	The minimum benefit amount was changed from \$23 to \$24 for one- and two- member households.	Annual federal update
Appendix II	Benefit amounts for Virginia Combined Application Project participants were changed from \$87 and \$157 to \$128 and \$198, respectively.	Annual federal update

Appendix III	Verification requirements for participants in the Elderly Simplified Application Project were revised.	Direction of the Division
Part III		
Entire Section	Verification requirements were revised. Households must verify deductible expenses.	Direction of the Division
Part VI		
Pages 3-6	The maximum income amounts were increased to allow separate household status for disabled, elderly persons from others in the household. The minimum amounts for boarders to pay for lodging increased.	Annual federal update
Part VII		
Appendix I	The amounts required to earn Social Security work credits for 2025 were added.	Annual federal update
Part X		
Entire Section	Verification requirements for deductible expenses were revised.	Direction of the Division
	Standard deduction amounts were changed.	Annual federal update
	Standard utility allowances were changed from \$369 and \$467 to \$375 and \$476, respectively. The telephone standard was changed to \$54.	Annual federal review
	The maximum shelter deduction was changed from \$712 to \$744.	Annual federal update
	The homeless shelter deduction was changed from \$190.30 to \$198.99	Annual federal update
	Use of energy assistance payments to qualify for the standard utility allowance is restricted to households with an elderly or disabled member.	Requirement of P.L. 119-21
Part XI		
Pages 1-2	Gross and net income limits were increased.	Annual federal update
Part XII		
Pages 1-2	Grammatical corrections were made.	

Pages 5-6	Day care rates for meals and snacks were increased for daycare providers.	Annual federal update
Part XIII		
Pages 9-10	The minimum benefit amount was changed from \$23 to \$24 for one- and two- member households.	Annual federal update
Part XIV		
Pages 1-4	Income limits for reporting changes were revised.	Annual federal update
Part XV		
Entire Section	Exemptions from the work requirement and time-limited benefits for veterans, former foster care participants, and homeless persons were removed. Note however that chronic homelessness remains as a possible barrier to employment. An exemption for Indigenous People was added.	P.L. 119-21
	The age limit for the work requirement changed from 54 to 65. The age limit for household members who are children to exempt adult household members from the work requirement was changed from 18 years to 14 years.	P.L. 119-21
Part XVIII		
Table of Contents and Page 5; (Page 6 deleted)	The chapter for replacing benefits for fraudulent actions was removed as federal funding for this restoration ended December 2024.	Broadcast of December 31, 2024
Part XX		
Pages 17-18	Income limits and benefit levels for the disaster program were revised.	Annual federal update
Part XXI		
Pages 1-2	The minimum benefit amount was revised.	Annual federal update
Part XXIII		
Entire Section	The benefit levels by household size were increased.	Annual federal update
Part XXIV		

Table of Contents, Pages	The Table of Contents was revised to update the Change Report Form. The Change Report Form was revised to update the income limits for reporting changes.	Annual Updates
Part XXV		
Entire Section	Work requirement recipients who are participating in SNAP E&T must engage in SNAP E&T activities for 20 hours per week minimally. References to mandatory status and pending or active cases were deleted. The list of localities participating in SNAP E&T was updated	Revised Plan

Direct questions about this transmittal to practice program consultants or Michele Thomas at michele.thomas@dss.virginia.gov or at (804) 726-7866.

Kevin Erskine
Commissioner

Attachment

- b. A client applies for SSI on November 10. He does not want to apply for SNAP benefits at that time. On December 3 he changes his mind and files a SNAP application. He would be ineligible for SNAP benefits according to NA standards.
- 1) Suppose SSI determines the household eligible for a money payment on December 30.

Because the household was determined eligible for SSI within the 30-day SNAP application processing time frame, the household is categorically eligible back to December 3, the date of the SNAP application.
 - 2) Suppose as of January 2, the SSI determination is pending. The agency chooses to deny the SNAP application on the 30th day.

On February 9, the household informs the agency that SSA approved SSI benefits retroactive to November. The agency reinstates the original SNAP application and provides SNAP benefits back to December 3. That date is the later of the SSI effective date or the SNAP application date.

5. Categorical Eligibility and Benefit Level

Once the worker determines a household's entitlement to SNAP benefits, the benefit level must be determined. Other eligibility factors described in this manual apply to categorically eligible households in determining the benefit amount. The agency must prorate benefits for the initial month based on the application date. The following additional criteria apply:

- a. One- and two-person categorically eligible households are entitled to at least **\$24**, regardless of net SNAP income, except when benefits for the initial month prorate to less than \$10. There will be no issuance in this instance.
- b. Categorically eligible households of four or more members will receive benefits if its net income entitles them to a benefit of \$1.00 or more on the appropriate allotment table, even if its net SNAP income is above the maximum for the household size.
- c. The agency must deny or terminate any categorically eligible household entitled to zero SNAP benefits. The notice must explain that the household will not receive benefits because the benefit amount is \$0 (zero).

H. AUTHORIZED REPRESENTATIVES (7 CFR 273.2(n))

The head of the household, spouse or any other responsible member of the household may designate an authorized representative to act on behalf of the household in applying for SNAP benefits or in using SNAP benefits. In the event that the only adult living with a household is classified as a nonhousehold member (as defined in Part VI.C.), that individual may be the authorized representative for the minor household members. If households designate employers, growers, crew chiefs, etc. as authorized representatives for farm workers or when any single authorized representative has access to a large number of EBT cards, the worker should exercise caution to assure that the household freely requested the help of the authorized representative; the authorized representative is accurately stating the household's situation; and the authorized representative is properly using the SNAP benefits.

1. Making Application

When the head of the household or the spouse cannot file an application, another household member may apply or the household may designate an adult nonhousehold member as the authorized representative for that purpose. The head of the household or the spouse should prepare or review the application whenever possible, even though another household member or the authorized representative will actually be interviewed. Agency staff must inform the household that the household will be liable for any overissuance that results from erroneous information given by the authorized representative, except as specified in Part II.H.5 regarding participation by residents of drug addict/alcoholic treatment and rehabilitation centers.

Households may designate adults who are nonhousehold members as authorized representatives for certification purposes only under the following conditions:

- a. The head of the household, spouse, or another responsible member of the household may designate the authorized representative in writing; and,
- b. The authorized representative is an adult who is sufficiently aware of relevant household circumstances.

The worker may determine, on a case-by-case basis, the frequency with which the agency requests the written designation at a subsequent recertification. The worker may request the household's written designation at the recertification application as often as necessary.

Upon written authorization by the household, the representative must receive copies of all correspondence sent to the household itself. This will include all notices, e.g. *Notice of Action*, *Notice of Expiration*, etc. The agency must send the notices to the representative as long as the representative named on the authorization remains the household's authorized representative unless the written authorization specifies an ending date.

VIRGINIA COMBINED APPLICATION PROJECT

The Virginia Combined Application Project (VaCAP) is a partnership between the Virginia Department of Social Services (VDSS), the Social Security Administration (SSA), and the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA). This demonstration project streamlines the application process for the Supplemental Nutrition Assistance Program (SNAP) for elderly Supplemental Security Income (SSI) recipients and increases their SNAP participation. It does not replace all SNAP eligibility criteria but streamlines certain criteria as defined in this appendix.

Eligible VaCAP participants are identified through a cross match of the State Data Exchange (SDX) and the current SNAP caseload. SDX information is also used by VDSS to update eligibility for SSI recipients monthly after approval for VaCAP. Applications and recertification applications are mailed monthly.

VDSS notifies applicants that they have the option to apply for and participate in the regular, ongoing SNAP, and have the case managed through the local department of social services (LDSS) according to standard policies and procedures.

VaCAP Eligible Household:

To be eligible for VaCAP, an individual must be identified through the SDX as one who:

- Receives SSI;
- Lives in Virginia;
- Is 65 years of age or older;
- Has any Marital Status other than "Married";
- Is not institutionalized;
- Meets Federal Living Arrangement A (FLA="A"); and
- Has no earned income.

In addition, the individual:

- Is not currently receiving SNAP; and
- Purchases and prepares food separately.

VaCAP Application Procedures:

VDSS will mail a simplified application to SSI recipients who meet the eligibility criteria and who are not currently participating in SNAP. Applicants must sign and return the application to the LDSS in the city or county of residence. If the applicant does not return the application within 30 days, a second application is mailed. If the second application is not returned, an application will be mailed at 12- month intervals until a total of five applications are mailed. Individuals may apply for VaCAP if it is determined they meet the VaCAP criteria but, did not receive a computer-generated application because they had already received five applications, or an application had been mailed less than 12 months ago, or because they were participating in regular SNAP.

Upon receipt of the VaCAP application, the LDSS must screen the application to ensure:

- application is signed;
- the applicant is not already participating in SNAP (eligibility system inquiry); and
- the applicant is not disqualified from participating in SNAP (eDRS inquiry).

VaCAP applications are not screened for expedited processing nor screened for death and incarceration. Death and incarceration are routinely reported in the SDX data.

If shelter expenses are not marked on the application, the LDSS must process the application using the lower shelter expense.

VaCAP participants may request that their VaCAP case be closed in order to apply for regular SNAP benefits. Participants receiving regular SNAP benefits may request that their case be changed to VaCAP if it is determined they meet all of the VaCAP criteria except for not currently receiving SNAP.

VaCAP Interview Procedures:

Unless the applicant requests help with the application, there is no certification interview.

VaCAP Verification:

The SDX provides verification of eligibility factors so no further verification is needed. The applicant's declaration of shelter costs is used.

VaCAP Allotment:

The applicant's declaration of monthly shelter expenses will be used to determine the SNAP benefit amount.

- High benefit - **\$198** - shelter expenses total \$500 or more
- Low benefit - **\$128** - shelter expenses total \$499 or less

Eligibility begins the first day of the month an application is received. There is no proration of benefits based on the application date.

VaCAP Certification:

The certification period for cases will be 36 months.

VaCAP Change Reporting:

Households are not required to report changes. Updates through the SDX satisfy SNAP reporting requirements. If a VaCAP participant reports a change that impacts the household's eligibility for VaCAP or benefit amount, the LDSS must act on the change.

The LDSS worker must also evaluate continued VaCAP eligibility when an alert is received for the following changes reported by the SDX monthly updates:

- the participant moves to another Virginia address;
- a change in the mailing address of an Authorized Representative; and
- a change in the name of an Authorized Representative/payee.

Certain SDX monthly case updates will result in the automatic closure of the VaCAP case. Cases are closed if the SDX reports:

- the participant no longer receives SSI;
- the death of the participant;
- the participant is living in an institution;
- the participant is married;
- a change in the Federal Living Arrangement ;
- the participant has earned income; or
- the participant moved out of state

VaCAP Recertification:

VDSS will generate and mail a combined expiration notice and an application to recertify for VaCAP. VDSS will mail the recertification application to participants in the month before the certification period expires. Participants must complete the application and return it to the local department of social services for processing. Continued eligibility for VaCAP is determined using the same criteria established for the initial application for VaCAP.

There is no interview or additional verifications required.

Eligibility to Opt-Out of VaCAP

A VaCAP participant who wants to opt out of the project must request the case be closed. If the participant subsequently applies for regular SNAP and is found eligible, the participant will not receive a supplement for any month for which VaCAP benefits were received.

Fair Hearings

Fair hearing requests for VaCAP cases are treated the same as all other requests.

Quality Control (Qc) Reviews

VaCAP cases are part of the QC sample for review and are considered in the completion rate. These cases are included in the State's payment error rate calculation. Quality Control identifies VaCAP cases in a state option field for evaluation purposes.

Elderly Simplified Application Project

This appendix describes the provisions of the Elderly Simplified Application Project (ESAP). ESAP seeks to increase SNAP participation among elderly households by streamlining some of the processes.

ESAP is a demonstration project with the Food and Nutrition Service that permits ESAP to operate by waiving some federal regulations. While ESAP is similar to the Virginia Combined Application Project (VaCAP) by avoiding some elements, ESAP does not provide set benefit amounts or require an interface with data matches to generate applications.

Unless specifically addressed in this appendix, all other SNAP provisions addressed in this manual will apply to ESAP households.

Eligible Households

ESAP applies to any household in which:

- All eligible household members are 60 years of age or older; and
- There is no earned income.

Application Procedures

Households may apply for ESAP using a simplified Virginia ESAP application or any Virginia SNAP application, including online.

Upon receipt of SNAP or ESAP applications, local departments must evaluate applications for ESAP eligibility. Households may opt out of having their cases converted to ESAP.

Local departments must screen ESAP applications for expedited processing.

Verification Requirements

To the extent possible, local departments must use available computer-matching systems to verify information to determine eligibility and benefit amounts for ESAP households. When possible, local departments must use computer-matching systems to verify:

- Gross nonexempt income
- Residency
- Identity
- Immigration status
- Social Security numbers
- Death match
- Prisoner match
- Legally obligated child support payments

Households must verify the elements above if the information is unclear or questionable. While Part III.F routinely requires secondary verification for some computer-matching systems, secondary verification will not routinely be required for ESAP households unless the information is questionable. Follow up with the household is required however.

Households must claim medical expenses that total a minimum of \$35 per month to qualify for the medical standard deduction. **Households will need to verify that the \$35 threshold is met.**

Local departments must use the medical standard deduction for all ESAP households unless a household verifies medical expenses that exceed the medical standard.

Households must claim shelter expenses. **Households will need to verify the information.** If households claim heating or cooling expenses, local departments may apply the utility standard.

Local departments must use the following systems to verify information:

- State Verification & Exchange System (SVES) – to verify income issued through the Social Security Administration (SSA), verify work quarters for immigration, establish prisoner status, confirm Social Security Number (SSN), and verify Medicare premiums.
- Systematic Alien Verification for Entitlements Program (SAVE) – to confirm the immigration status. Households must claim to have an eligible immigration status on the application.
- Automated Program to Enforce Child Support (APECS) – to verify legally obligated child support payments made to establish an income exclusion.
- Division of Motor Vehicles (DMV) – to access driver's license information to establish identity or residency.
- State Online Query – Internet (SOLQ-I) – to verify income issued through the SSA and confirm the SSN.
- Virginia Department of Corrections (DOC) – to check persons held in custody of DOC the previous month.
- Systems Partnering in a Demographic Repository (SPIDeR) – SPIDeR allows workers to collapse system requests for an individual or all household members into a single action.

Local departments must inquire the following systems at application and recertification:

- Virginia Lottery – (<https://www.valottery.com/winnersnews/latestwinners>) - an inquiry of winnings of \$5,000 or more.
- Electronic Disqualification Recipient System (eDRS) – an inquiry of disqualified recipients for an intentional program violation

Interview Requirements

Local departments must conduct an interview for an initial ESAP application or a reapplication.

Certification Period

The certification period for ESAP cases will be 36 months.

Reporting Requirements

ESAP households must report the following changes during the certification period:

- Changes to household composition;
- If a household member receives earned income during the certification period; and
- Lottery and gambling winnings of \$4,500 or more.

Local departments must act on changes reported by ESAP households during the certification period, regardless of whether households are required to report the changes. Each household must receive a Notice of Action to reflect the impact of changes reported.

ESAP households are exempt from the interim report process.

Recertification/Renewal

The Virginia Case Management System (VaCMS) will generate and mail a combined expiration notice and recertification application to ESAP households in the month before the certification period expires. Participants must complete the application and return it to the local department for processing. Except as noted below, continued ESAP eligibility will be determined using criteria outlined for the initial application for ESAP.

At recertification, the certification interview will not routinely be required. Local departments must conduct an interview at recertification in the following instances:

- If the ESAP household requests an interview;
- Prior to closing or denying an ESAP recertification; or
- If household circumstances have changed or are questionable.

At recertification, local departments must inquire the data matches, noted in the verification section above, to re-verify income and changes in residency. **Households must re-verify medical and shelter expenses.**

Local departments must not deny an ESAP recertification application without first attempting to schedule a recertification interview.

Conversion from/to ESAP

When changes occur during the certification period that cause households to become ineligible for ESAP, local departments must not simply close the case. Workers must determine if households remain eligible for regular SNAP benefits. If cases remain eligible for SNAP benefits, workers must:

- Remove the ESAP Indicator in VaCMS.
- Notify the household of the change and the revised Change Reporting requirements.

The certification period will remain as previously established for ESAP eligibility. Households will be subject to the interim report process at the 12th- or 24th- month interval, as appropriate.

The processes noted here are appropriate if there is sufficient information known about the reported changes. If information is incomplete or unclear, procedures outlined in Part XIV.A.3.d. will apply.

During a SNAP recertification of a SNAP household that is eligible for ESAP or former ESAP households that became ineligible for ESAP, local departments must add these households to ESAP and inform the households of their new status, reporting requirements, and responsibilities. Conversion of these SNAP households must occur unless households opt to remain in SNAP or if there are immediate changes expected that would cause ESAP ineligibility.

Quality Control (QC) Reviews

ESAP cases are subject to QC review to determine if the eligibility determination and benefit level are correct. Active and negative samples must include ESAP cases and include the cases in the state's error rate calculations.

- The reviewer must first determine that the household meets the criteria to participate in ESAP as outlined in this Appendix.
- If a household is incorrectly participating as ESAP, the reviewer must:
 - Review the case against SNAP standards as established in the Food and Nutrition Act and regulations, FNS-approved non-ESAP waivers, or State options.
 - If a household is correctly participating as ESAP, the reviewer must:
 - Review the case against the provisions this Appendix III.
- To determine if a household is or is not correctly participating as ESAP under the rules of the project, the reviewer must:
 - Apply standard verification standards and procedures of all relevant circumstances for the period of time under review as specified in the federal QC Review Handbook

PART III VERIFICATION/DOCUMENTATION

<u>CHAPTER</u>	<u>SUBJECT</u>	<u>PAGES</u>
A.	VERIFICATION	1
1.	Mandatory Verification at Initial Application/Reapplication	1-5
	Residency	1
	Identity	1
	Gross Nonexempt Income	2
	Citizenship and Immigration Status	2
	Shelter Expenses	2-3
	Dependent Care Expenses	3
	Resources	3
	Medical Expenses	3
	Social Security Numbers	-4
	Disability	4-5
	Child Support Payments	5
2.	Verification of Questionable Information	5-6
3.	Sources of Verification	6
	Documentary Evidence	6-7
	Collateral Contacts and Home Visits	7-8
4.	Checklist of Needed Verifications	8
B.	RESPONSIBILITY FOR OBTAINING VERIFICATION	8-9
C.	DOCUMENTATION	9-10
D.	VERIFICATION AT RECERTIFICATION	10-11
E.	VERIFICATION DURING THE CERTIFICATION PERIOD	11-12
1.	Impact on the Benefit Level	11-12
2.	Verification Requirements	12
F.	COMPUTER MATCHING REQUIREMENTS	13
1.	Systems of Record	13-14
2.	Periodic Matches	14-15
3.	Income Eligibility Verification System (IEVS)	15
4.	National Directory of New Hires (NDNH)	15

A. VERIFICATION

Verification is the use of third-party information or documentation to establish the accuracy of statements on the application or Interim Report. Households must be allowed a minimum of ten days to provide required verification.

1. Mandatory Verification at Initial Application/Reapplication

The BPS must verify the following information before certification for households initially applying and for reapplications:

a. Residency

Applicants must establish that they reside in the Virginia locality in which they apply for SNAP benefits. See Part VII.B. Verification of residency is not needed when obtaining proof cannot reasonably be accomplished. Such instances may include homeless households, migrant farm worker households, households newly arrived in a locality, or participants in the Address Confidentiality Program which is available to domestic violence victims.

Where possible, verification of residency may often be accomplished in conjunction with verifying other items such as identity. If the BPS cannot verify residency when verifying other information, the BPS must use a collateral contact or other readily available documentary evidence. Verification may include statements from migrant service agencies or camp officials, letters from the people with whom the household is staying, hotel check-in receipts, day care enrollment forms, and health clinic records for the family. The BPS must accept any document or collateral contact that reasonably establishes the applicant's residency. Households do not have to provide a specific type of verification.

b. Identity

Applicants must verify the identity of the person making the application. When an authorized representative applies on behalf of a household, the agency must verify the identity of both the authorized representative and the head of the household. The BPS may verify identity through readily available documentary evidence, including DMV inquiries through SPIDeR, or through a collateral contact, if no other source is available. Acceptable documentary evidence includes, but is not limited to, a driver's license, work or school identity card, identity card for health benefits or assistance or social services program, a voter registration card, wage stubs, a Social Security card or card stub issued by the Social Security Administration (SSA), or a birth certificate. The BPS must accept any documents that reasonably establish the applicant's identity. Households do not have to provide a specific type of verification.

For drug or alcoholic treatment center residents, the authorized representative may be the resident's collateral contact for purposes of verifying the resident's identity and residency.

c. Gross Nonexempt Income

The BPS must verify gross nonexempt income for each household member before certification. The process of verifying income includes establishing the onset and termination of income.

d. Citizenship and Immigration Eligibility

The applicant must declare in writing the citizenship or immigration status of all household members. Immigrants must present documentation to determine if they are eligible immigrants as defined in Part VII.F. To establish eligibility for immigrants, applicants may need to establish:

- 1) the date of admission;
- 2) the date USCIS granted the status;
- 3) a military connection;
- 4) battered status;
- 5) presence in the U.S. on August 22, 1996;
- 6) the number of work quarters; or
- 7) tribal membership.

While awaiting acceptable documentation, the immigrant in question is ineligible, but the BPS must determine the eligibility of any remaining members, except in the instance when a member disputes the SSA report of countable work quarters to establish eligibility. The member may participate for six months during the SSA investigation. See Part VII.F.3.

The BPS must verify the validity of an immigrant's documents through the U.S. Citizenship and Immigration Services (USCIS). See Appendix 2 of Part VII for the Systematic Alien Verification for Entitlements (SAVE) Program verification system

The BPS must not verify the citizenship of household members unless the information provided by the household is questionable. See Part VII.F.4 for suggested forms of verification and the procedures to verify citizenship.

e. Shelter Expenses

Households must declare their shelter costs to receive a deduction for such expenses. Households must also declare their responsibility for heating or cooling expenses or their responsibility for telephone costs for entitlement to use the standard utility allowance or the telephone standard, respectively. The BPS must verify shelter expenses.

NOTE: Recipients of Low-Income Home Energy Assistance payments are entitled to the utility standard, even if they do not incur direct utility costs, if:

- 1) they received energy assistance at the current residence **during the previous 12 months; and**
- 2) **the household contains a household member who is 60 years of age or older or is disabled, as outlined in Definitions.**

The BPS must not verify the shelter expenses of homeless households that qualify for the Homeless Shelter Allowance unless the claim is questionable. See Part X.A.6.

f. Dependent Care Expenses

Households may declare dependent care expenses for a child or other household member that are needed to allow a household member to work, to look for work, or to be in a job training program. See Part X.A.3. The BPS must verify dependent care expenses.

g. Resources

Applicants must declare the amount of their liquid resources at each application. **Because of the adoption of Broad-Based Eligibility allowance by VDSS**, the BPS must not request verification of resources unless the declared amount is questionable, or the household fails to declare an amount.

When verification is requested, the BPS may obtain verification of liquid resources through checking and savings account statements, clearances sent to banks and savings institutions, credit union statements, etc.

h. Medical Expenses

The BPS must verify the amount of any medical expenses that may be deductible, including expenses that the household expects to incur during the certification period to get the medical standard deduction or to claim actual expenses. The agency must also verify amounts for reimbursement of medical costs, such as a reimbursement from an insurance company for a hospital bill. The BPS must obtain verification before initial certification if the household indicates the existence of a deduction for a household member who is 60 years of age or older or disabled, **as outlined in Definitions**. For the medical standard deduction, the household must verify that eligible members incur more than \$35 a month in allowable medical expenses. Households that incur more than \$235 a month in medical expenses may opt out of the medical standard deduction and verify and claim actual expenses. Any expenses that are anticipated, but not verified at certification, will be allowed if verification is provided during the certification period for households claiming actual expenses or the verification establishes entitlement to the medical standard deduction.

i. Social Security Numbers

The BPS must verify the Social Security number (SSN) of all household members reported by the household by submitting the number to the Social Security Administration (SSA) through SVES. The BPS must not delay certification of an otherwise eligible household solely to verify a Social Security number even if the 30-day processing period has not expired. The BPS must certify the household as soon as all other steps necessary to certify a household have been taken, except for verification of the Social Security number.

If the SVES inquiry indicates that SSA is unable to verify the SSN provided by the client, the BPS must contact the household to determine if the information the household provided is correct and obtain the correct information, as appropriate. If the information the agency has is correct, but the information SSA has is incorrect, advise the household to resolve the discrepancy with the SSA.

If the household fails to provide the necessary information that would allow the verification of an SSN, the household member for whom the number is unverified is ineligible.

If a household must provide information or documentation to the local agency or the SSA, the household must complete the action before the next recertification or show good cause why it was unable to do so.

If a household claims it cannot complete required actions for reasons beyond its control, the BPS must verify the household's inability to cooperate. For example, a household may claim it cannot verify a name change because fire destroyed official records. The BPS must verify this claim to the point he/she is satisfied the claim is accurate, i.e., documentation of the name change no longer exists. In these cases, an SSN match cannot be accomplished since SSA records cannot be corrected without the missing documentation. If the BPS verifies that the household is unable to provide the information needed to verify the SSN, the household member will remain eligible. The case file must adequately document the household's inability to provide the information.

Conversely, if the BPS is unable to substantiate the household's claim that it cannot provide the information, the household member will be ineligible.

j. Disability

Disability status of individual household members must be established whether the stricter or more relaxed definition of disability is evaluated. See Disabled Person in Definitions. If a household fails to verify disability when requested, the individual in question is not considered disabled.

Work Registration, Student Identification, Work Requirement

A statement from a licensed medical provider is sufficient for the less restrictive standards for these policy areas. Receipt of temporary or permanent disability payments may also be used.

Separate Household Status for Elderly, Disabled Persons

For elderly, disabled persons who are unable to purchase and prepare meals separately, the agency must first determine the disability and then establish that these persons are unable to purchase and prepare meals because of the disability. The Social Security Administration's list of disability conditions may be used for this evaluation.

If it is obvious that the individual could not purchase and prepare meals because of the disability, the BPS must consider the individual disabled even if the disability is not specifically mentioned on the SSA list. If the disability is not obvious, the BPS must verify the disability by a statement from a licensed medical provider or licensed or certified psychologist, along with a statement that, in the doctor's opinion, the disability prevents the individual from purchasing and preparing meals.

Disabled for Determining Eligibility for Group Homes, Medical Expenses, Unlimited Shelter Expenses, Net Income Standards, 24-month Certification Periods, Resource Eligibility, Immigration Eligibility

Verification of this evaluation of disability, as noted in Definitions, will usually be determined by receipt of or approval for certain income sources or benefits. For example, approval for or receipt of a disability check from the SSA, including SSI, verifies disability.

k. Child Support Payments

A household member's legal obligation to pay child support, the obligated amount of support to be paid, and the amount of child support actually paid must be verified to allow an income exclusion.

Documents which may be used to verify the household's legal obligation to pay child support and the obligated amount include a court or administrative order, or a legally enforceable separation agreement. The actual payment of support may be verified through such methods as cancelled checks, withholding statements from wages or unemployment compensation, statements from custodial parents about direct payments or payments made to third parties, or payment records of the Division of Child Support Enforcement. Documents used to verify legal obligation to support do not constitute verification of actual payments. Therefore, separate verification of the obligation and actual payments must be obtained, unless the information is obtained through APECS.

2. Verification of Questionable Information (7 CFR 273.2(f)(2))

Local departments of social services must not verify any other factors of eligibility prior to certification unless they are questionable and affect a household's eligibility or benefit level. To be considered questionable, the information on the application must be:

- a. inconsistent with statements made by the applicant;
- b. inconsistent with other information on the application or previous applications; or
- c. inconsistent with any other information received by the local department of social services.

When determining if information is questionable, the local department of social services must base the decision on each household's individual circumstances. For example, a household's report of paid expenses that exceed its income may be grounds for a determination that further explanation and possibly verification is required. This circumstance alone may not be grounds for a denial. The local department of social services must explore with the household how it is managing its finances; whether the household receives excluded income or has resources, and how long the household has managed under these circumstances.

If the local department of social services needs verification to resolve questionable information, the BPS must document why it considered the information questionable. The documentation must also include the verification used to resolve the questionable information.

The definition of questionable information contained in this chapter applies to all references of questionable information throughout this manual.

3. Sources of Verification (7 CFR 273.2(f)(4))

Documentary Evidence

Local departments of social services must use documentary evidence as the primary source of verification. Documentary evidence means written confirmation of a household's circumstances. Examples include wage stubs, rent receipts, and utility bills. The BPS is responsible for determining if the evidence provided is sufficient to determine eligibility. Evidence is sufficient if the local department can derive correct information about the element from the evidence provided. For example, the BPS may use the Year-to-Date totals on pay stubs to establish a missing amount.

Although documentary evidence is the primary source of verification, acceptable verification is not limited to any single type of document. The local department may obtain the information through the household or other sources. The local department must use alternate sources of verification such as collateral contacts and home visits whenever the BPS cannot obtain documentary evidence.

To verify residency, a collateral contact, as well as documentary evidence, **may** serve as a primary source of verification.

When attempts to verify countable income are unsuccessful, the BPS must determine an amount to be used for SNAP purposes based on the best available information. The local

department may use the household's statement if alternate sources of verification are not available or are uncooperative with the household and the local department.

Example

A farm owner refuses to verify a tenant's income. The local Migrant Seasonal Farmworker's Association (MSFA) or Agriculture Stabilization and Conservation Service (ASCS) may be able to provide information of expected income.

Where information from another source contradicts statements made by the household, the household must have an opportunity to resolve the discrepancy prior to an eligibility determination and within the maximum time limits described in Part II.F.

Example

A farm owner reports that the applicant, a tenant farmer, earned a specified amount from the sale of a crop. The applicant reports that this amount is incorrect. If there is no one else to verify the income, and the applicant himself is unable to do so, the agency could use an estimate provided by the Agriculture Stabilization and Conservation Service (ASCS).

Collateral Contacts and Home Visits

A collateral contact is a verbal confirmation of a household's circumstances by a person outside of the household. The person supplying the information may be either in person or over the telephone. Before approval of the initial application/reapplication, the BPS may select a collateral contact only if the household fails to designate one or designates one that is unacceptable. Examples of acceptable collateral contacts include employers, landlords, social service agencies, migrant service agencies, and neighbors of the household who can provide accurate third-party verification. If the BPS designates a collateral contact, the BPS may not make the contact without prior written or oral notice to the household. At the time of this notice, the BPS must inform the household that it must consent to the contact; or provide acceptable verification in another form.

If the household fails to choose one of these options, the BPS must deny the application based on the normal procedures for failure to verify necessary information at the end of the processing period.

When the BPS contacts the collateral contact, there must be:

- No disclosure that the household has applied for benefits;
- No sharing of information provided by the household; or
- No suggestion of wrongdoing by the household.

The BPS may disclose to the collateral contact only that information the contact needs to supply the information the agency seeks.

Before approval of the initial application/reapplication, home visits may serve as verification but only if the agency cannot obtain documentary evidence. The BPS must schedule the visit in advance with the household for a time that is acceptable to the household.

Upon approval of the application, requirements for selecting a collateral contact by the household and advance notice of the collateral contact or home visit no longer apply if needed to investigate a possible overissuance. Documentation is necessary before making the collateral contact or home visit as to the information received that indicates the possibility of an overissuance. For example, after an application is approved, the agency may make a home visit without advance notification if an anonymous caller identified an additional household member. The investigation may be to evaluate the possibility of an overissuance that already occurred or to prevent an overissuance from occurring in the future.

Home visits deemed necessary for front-end or preventative investigations are not subject to advance notification and scheduling requirements with the household. Inconsistencies in a household's circumstances may warrant preventative investigations.

4. Checklist of Needed Verifications

The BPS must provide a checklist that informs each applying household of the verifications needed to process the application and the date by which the information is needed. The agency must provide a checklist for each new application, reapplication, and recertification application filed.

B. RESPONSIBILITY FOR OBTAINING VERIFICATION (7 CFR 273.2(f)(5))

The household is primarily responsible for providing documentary evidence to support statements on the application and to resolve any questionable information. Unless verification is readily available to the household, the household is not responsible for providing verification of reported unearned income for which verification is accessible to the BPS through systems of records. These records include APECS, SVES, and the VEC inquiry of unemployment benefits. The household is also not required to verify earned income if verification is accessible through the automated inquiry of the Work Number.

The BPS must assist the household in obtaining requested verifications provided the household is cooperating with the agency as outlined in Part II.C and the household either does not have other verification available or requests assistance in obtaining information. The household may supply documentary evidence in person, through the mail, by facsimile or other electronic means, or through an authorized representative. The household must provide information during the normal business hours for the local office. Information received after normal business hours is counted as being received the next day. Any reasonable documentary evidence provided by the household is acceptable. The focus of the agency must be primarily on how adequately the verification proves the statements on the application.

Whenever a collateral contact must substitute for documentary evidence because documentary evidence is not available, the BPS must generally rely on the household to provide the name of a collateral contact. The household may request assistance in designating a collateral contact. The local department is not required to use a collateral contact designated by the household if the collateral contact cannot provide accurate third-party verification. When the collateral contact designated by the household is unacceptable, the BPS must ask the household to designate another collateral contact, or the BPS will designate the collateral contact. The BPS is responsible for obtaining verification from acceptable collateral contacts.

The BPS may contact only those persons designated as collateral contacts with the permission of the household. In the absence of documentary evidence and any other source of verification, the BPS must determine the amount to use for certification purposes based on the best available information.

In instances when outside knowledge of an application for SNAP benefits may jeopardize the employment or safety of the applicant household, the BPS must determine that that verification source is unavailable. Examples include an employer or a migrant worker's crew leader who may discourage participation in the Supplemental Nutrition Assistance Program, in which case, the BPS must use another source.

C. DOCUMENTATION (7 CFR 273.2(f)(6))

The BPS must document case files to support eligibility, ineligibility, and benefit level determinations. The documentation must be sufficiently detailed to permit a supervisor or reviewer to determine the reasonableness and accuracy of the determination. The documentation must also indicate that the household received all available options to which it is entitled. At a minimum, the BPS must document the following:

1. The reason for withdrawal of an application, if the household provides a reason and confirmation of the withdrawal. (Part II.B.4.)
2. Details regarding refusal to cooperate. (Part II.C.)
3. The reason the BPS considered information questionable, and the information used to resolve the questionable information. This should include an evaluation of the household's actual expenses, if allowing the utility or telephone standard causes the expenses to exceed the income. This evaluation should address if there are unreported sources of income or resources when the income is insufficient to allow the household to meet its financial obligations. (Part III.A.2.)
4. The reason the BPS considered an alternate source of verification (a collateral contact or home visit) necessary. Note that in verifying residency, a collateral contact is a primary source of verification. (Part III.A.3.)
5. The reason the BPS rejected a collateral contact and requested an alternate or why the agency designated a collateral contact. (Parts III.A.3 and III.B.)

6. A statement that the use of actual utility costs, actual medical expenses, or actual homeless shelter expenses was a decision made by the household. (Part X.A.)
7. Results of record/information systems reviews for applications. (Part III.B.)
8. An explanation as to why the household could not reasonably verify residency, e.g., the household has just recently arrived in the locality. (Part III.A.1.a.)
9. Whenever the agency must verify earned income, the BPS must verify and document the rate and frequency of pay. The BPS must determine the payment cycle and document on what day(s) the household member receives pay and when the wages earned during a pay period are available.
10. The number of hours, period and place of employment or other activity used to regain eligibility for the work requirement. (Part XV.C.)

D. VERIFICATION AT RECERTIFICATION (7 CFR 273.2(f)(8))

At recertification, the BPS must verify eligibility factors to determine a household's continued eligibility for SNAP benefits and the amount of benefits to which the household is eligible. In **some** instances, the BPS must verify only the elements that have changed since the last verification. The BPS must not verify **some** unchanged information unless the information is incomplete, inaccurate, or inconsistent.

In addition to the verification requirements for recertification applications, the BPS must monitor all available information systems for all household members, as addressed in Part III.B.

Households must supply requested verifications to allow the BPS to anticipate income and expenses properly for the new certification period. Generally, the BPS must request information from the month before the last month of certification. For households that file recertification applications after the certification period ends or in the month before the last month of certification, the BPS must request verification that reasonably will reflect the first month of the new certification period.

The following chart lists items the BPS must verify at recertification.

Verification at Recertification

Earned income	Verify amount.
Unearned income	Verify changes in the source or the amount if changed by more than \$50.
Shelter expenses	Verify amounts.
Medical expenses: Medical standard deduction used during previous certification period	Household must declare monthly expenses of \$35 or more. Verify the expenses.

Medical standard deduction was not used during previous certification period	Household must declare monthly expenses of \$35 or more. Verify the expenses Verify any expenses reasonably expected to be incurred in the certification period.
Actual expenses exceeding \$235 per month	
Child support expense	Verify new obligation if the obligation changed. Verify the amount paid.
Work hours or other work activity hours of an individual subject to the work requirement who is not receiving time-limited benefits because of a work activity	Verify the number of work hours, hours in a work program, or volunteering is a weekly average of 20 hours or more. Verify that the number of hours assigned for the SNAP E&T work experience component is met.

In addition to the items above, the agency must address the following items:

Change in alien status	Change affecting entitlement to utility and/or telephone standard
Change in loans	Identity of the person filing the recertification application if this person's identity had not previously been verified
Change in residency	Newly obtained Social Security numbers
Incomplete, inaccurate, or inconsistent items	Questionable information, as defined in Part III.A.2

E. VERIFICATION DURING THE CERTIFICATION PERIOD

The provisions of this chapter do not apply to changed elements reported through the Interim Report (Part XIV.C.2.c) or when verification is not routinely required. The verification requirements addressed here are not dependent on whether a household is required to report the change. The BPS must address changes, as outlined in Part XIV.A.2, and may need to verify the information regardless of whether the household is required to report the change. See Part XIV.A.1 for reporting requirements.

1. Impact on the Benefit Level

During the certification period, households may need to verify information if household circumstances change. For changed information that is unrelated to the Interim Report, households must verify elements that cause benefits to increase. The benefit amount for the first month after the change may reflect the reported change without verification, if the verification is unavailable.

The BPS must obtain verification of the change before the household can receive the second issuance of benefits that reflects the change. If the household does not provide verification within 10 days of the verification request, the BPS must change the allotment back to the original amount certified before the change was entered. The BPS does not have to issue an advance notice if benefits revert to the original level because of the lack of verification if the previous notice advised the household that this would happen at the time of the increase.

For changes that result in a decrease in the benefit amount or that cause no change in the benefit amount, the BPS must act on the change with or without verification of the change. If the BPS does not verify the changed element at the time of handling the change, the agency must verify the element in conjunction with processing the Interim Report, if applicable, but not later than for the next recertification.

2. Verification Requirements

The BPS must verify the following elements if changes are reported:

- Earned income. Verify the new amount.
- Unearned income if the source changed or the amount changed by more than \$125 since the last verification.
- Number of hours worked or performed for a work activity for persons subject to the work requirement.
- Voluntarily reported medical expenses that establish the household is eligible for the medical standard deduction. **Verify the new amounts.**
- Voluntarily reported medical expenses for households that are claiming actual medical expenses. **Verify the new amounts.**

If the BPS learns of a change in medical expenses, from a source other than the household, the BPS must act on the change if the expense is verified upon receipt and if the BPS can make the change without additional information or verification from the household. If the change requires additional information from the household, the BPS may not act on the change during the certification period.

- The legal obligation to pay child support or the amount actually paid.

In addition to verifying changed elements that may affect the benefit amount, the agency must address other changes when changes occur, but no later than at recertification, for elements such as:

- Residency
- Identity (if the person whose identity was verified is no longer a household member)
- Immigrant status
- Money received that is reported as a loan

The agency must request verification for any changes where the information provided is questionable, as defined in Part III.A.2, or for information that is incomplete, inaccurate, or inconsistent. The local agency cannot require verification of other changes, except as indicated here, but the agency may seek clarification or explanations of the household's circumstances.

When attempts to verify mandated items are unsuccessful because someone outside the household fails to cooperate with the household or the local agency, the BPS must determine the information to be used for SNAP purposes based on the best available information. The agency must explore alternate sources of verification available.

F. COMPUTER MATCHING REQUIREMENTS

Part III.B assigns households primary responsibility for providing verification except in verifying unearned income that is otherwise available through computer matching. In addition to using systems of record to verify unearned income, matches of systems of record against SNAP applicants and recipients must routinely be made to verify the accuracy of information presented by households.

1. Systems of Record

The chart below identifies systems of record through which inquiries must be made and whether independent or secondary verification must be sought before acting on the information presented.

Systems of Record – Application Match	
Source	Independent/Secondary Verification?
Automated Program to Enforce Child Support (APECS) <ul style="list-style-type: none"> • Support Paid • Support Received 	No No
Electronic Disqualification Recipient System (eDRS)* <ul style="list-style-type: none"> • Disqualified recipients for an intentional program violation (IPV) and determining the length of an IPV penalty 	Yes
State Verification Exchange System <ul style="list-style-type: none"> • Death Match • Prisoner Match** • Social Security Number Match • Unearned Income received through SSA • Work Credits 	Yes Yes No No No
Virginia Employment Commission (VEC) <ul style="list-style-type: none"> • Earnings • Unemployment Benefits 	Yes No

* Assessment is optional for minors.

**Assessment must be made of incarceration periods of more than 30 days for adults.

Other systems of record are available for specific inquiry. Caseload matches are not required. The chart below identifies the systems of record through which inquiries may be made.

Systems of Record – Specific Inquiry	
Source	Independent/Secondary Verification?
State Online Query – Internet (SOLQ-I) -SSA Benefits	No

Systems of Record – Specific Inquiry (continued)

Source	Independent/Secondary Verification?
Beneficiary Data Exchange (BENDEX) -SSA Benefits	No
Systematic Alien Verification for Entitlement (SAVE)-Immigration Status	No
State Data Exchange (SDX)-SSI Files	No
Virginia Lottery	Yes

Frequency of Matches

All systems queries, except inquiries through SVES, must occur before the approval of applications, reapplications, or recertification/renewals for each household member, as appropriate. Delayed screening for SVES may result in an agency-caused overpayment however. For eDRS, screenings must also occur when new adult members are added to the SNAP household during the certification period.

In addition to system queries at application, screenings must occur for the interim report evaluation, except for eDRS. The SVES match must occur for the interim evaluation for elderly/disabled households certified longer than 12 months as the screening must occur at least once every 12 months for these households. For all other households, SOLQ-I may be used for the interim report evaluation.

The Virginia Lottery provides an inquiry of winnings of \$5,000 or more. Inquiry is available at <https://www.valottery.com/winnersnews/latestwinners>. At a minimum, screenings must occur for the interim report evaluation and at recertification.

Independent/Secondary Verification

The BPS must assess the results of system queries and include information obtained through the inquiries in the evaluation of the case. The BPS must resolve discrepancies noted between the application and system screenings before processing applications or completing the interim evaluation.

Information provided by system queries may be used in SNAP cases without additional verification if the information is provided by the source that also generates the information. The BPS must obtain additional verification of information that is not generated by the source of such information.

2. Periodic Matches

The Virginia Department of Social Services may occasionally match the caseload or a portion of the caseload against other databases. These matches may be used to determine the continued eligibility of households or individual members. These matches may include:

- Virginia Department of Corrections (DOC) – weekly listing accessible through the Data Warehouse of persons in the custody of DOC the previous month. The DOC listing does not establish current status so contact with the household is encouraged before acting. It is recommended to access the report at least once every six months.

- Public Assistance Reporting Information System (PARIS) – quarterly listing accessible through the Data Warehouse of persons receiving assistance in more than one state simultaneously. Resolve the information generally within 30 days of receipt.

3. Income Eligibility Verification System (IEVS)

The Income Eligibility Verification System (IEVS) provides information by running matches of the client population against the files of other state and federal agencies. Matches include:

- Social Security Administration for earnings information from the Benefit Exchange Earnings Records (BEERS);
- Internal Revenue Service for unearned income, such as interest income (RES).

The BPS must obtain independent verification of information obtained from IEVS by contacting the household or the appropriate source of the income or resource. If the BPS opts to contact the household, informally contact the household, informing of the information received, and requesting that the household respond within 10 days. If the household fails to respond in a timely manner, the BPS must follow up on the information to report the impact on the benefit at recertification or the interim evaluation if the electronic record and Benefit Impact Statement are still available. If the report indicates that the household would be over the allowable gross income level, the BPS must send the Request for Contact, as allowed by Part XIV.A.2.d.

The BPS may contact the appropriate source of the information independent verification. After obtaining independent verification, the BPS must properly notify the household of the action it intends to take and provide the household with an opportunity to request a fair hearing prior to any adverse action.

4. National Directory of New Hires (NDNH)

A match of Social Security Numbers of SNAP household members will occur with the NDNH. NDNH matches may occur on a monthly or quarterly basis and is required to determine eligibility and benefit levels for all new, reapplication, and recertification applications. Alerts will notify the BPS of available match results. Match results will be:

- New Hire information;
- Quarterly wage;
- Unemployment Insurance; and
- Unmatched Social Security Numbers that must be resolved.

The BPS must obtain independent verification of information obtained through the NDNH.

If there is a delay in obtaining sufficient verification or to accommodate expedited processing period, continue processing the application. Upon receipt of subsequent match data or verification that establishes a household's ineligibility or incorrect benefit amount, the BPS must terminate or reduce benefits, as appropriate, and establish a claim to collect overpaid benefits.

4. Special Consideration for Elderly and Disabled People (7 CFR 273.1(a)(2)(ii))

Normally, everyone who lives together and who purchases and prepares meals together must be a household for SNAP purposes. However, separate household status may be allowed for a person who is 60 years of age or older and who has a permanent disability, as recognized under the Social Security Act, or one who has a non-disease-related, severe, permanent disability. Separate household status will also be allowed for the spouse of an elderly, disabled individual and children under the age of 18 for whom parental control is exercised. The gross income of the remaining household members may not exceed 165% of the Federal Poverty Income Guidelines, as listed below:

<u>Household Size</u>	<u>165% Limit</u>	<u>Household Size</u>	<u>165% Limit</u>
1	\$2,152	6	\$5,934
2	2,909	7	6,690
3	3,665	8	7,446
4	4,421	each additional	
5	5,177	member	+\$757

Do not count the income of the elderly, disabled person and spouse for this calculation. The elderly, disabled person is responsible for obtaining the cooperation of the other individuals in providing necessary income information to the local department of social services.

The key factor in determining whether a disability qualifies a household for separate status under this provision is the inability to purchase and prepare meals. Assessment of a disability under the Social Security Act, as well as other disability programs, is based on an inability to work. The BPS must not automatically assume a disability constitutes an inability to purchase and prepare meals apart from others.

No specific verification is required if it is obvious to the BPS that the person in question could not purchase and prepare meals. However, when the inability to purchase and prepare meals is not obvious, the BPS should request a statement from a physician that the person is unable to purchase and prepare meals separately.

Note: This section does not apply to elderly or disabled individuals whose food is usually purchased and prepared separately from others by someone else.

5. Residing Together Determinations

In some situations, it may become difficult to determine separate household status for people who live together in the same house. Consider factors, such as, but not limited to the following, to determine separate household status:

- a. If there are separate, identifiable units within the dwelling, separate households probably exist.
- b. If common facilities, such as a kitchen and/or a bathroom are shared, separate households probably do not exist.

- c. If a dwelling is constructed as a single-family home, separate households probably do not exist but, a dwelling constructed as a multi-family structure (e.g., a duplex, apartment building), separate households probably exist.

Examples

- 1) A 20-year-old woman lives in two rooms in her parents' basement. She has a bed, sofa, refrigerator, hotplate, etc., but uses the kitchen and bathroom in her parents' home. All residents must participate together since this is a single-family dwelling and common facilities are shared.
- 2) Individuals live together in the same house. One person lives in an apartment in the basement. The apartment contains a kitchenette and bathroom along with other living space. Since the apartment is a separate, identifiable dwelling unit, the residents are not considered as living together.
- 3) Individuals live in separate rooms in a hotel but must share a bathroom down the hall. Since they live in separate, identifiable units, they are not required to participate together even though they share common facilities.

These types of situations require careful case-by-case evaluation, and the BPS must take care not to impose rigid guidelines, such as requiring a separate unit to have a kitchen or requiring separate units within one dwelling to have separate entrances. Document how the decision to consider persons residing together or not was determined in these types of situations.

6. Household Membership of Those Frequently Away from Home

Use the following guidelines to determine household membership when an individual is frequently away:

- a. If an individual spends at least 15 days per month in the home and otherwise meets the definition of a household member, as described in Part VI.A.1 and Part VI.A.2, consider the individual a household member.
- b. If an individual spends fewer than 15 days per month in the home, the applicant may choose whether to include the individual as a household member, provided the individual otherwise meets the definition of a household member and is not certified for SNAP benefits elsewhere. If the individual, who is frequently away, is the spouse of a household member, consider the individual as a household member unless the household can present an address to document where the spouse resides the rest of the month. A required household member, who is part of more than one household, must be considered a member of the unit where most of the time is spent, if both units apply for SNAP benefits.

Example

Household A receives SNAP for a child who visits on the weekends. Household B subsequently applies for SNAP and includes the child, as the child resides with

Household B most of the time. The child must be removed from the case of Household A and added to the case of Household B, after advance notice is provided to Household A.

If the applicant excludes an individual who is frequently away from the home, that individual may not participate as a separate household at the same address if the individual is a required household member, as described in Part VI.A.2.

B. **BOARDERS (7 CFR 273.1(c))**

1. Those Eligible to Participate

An individual residing with a household and paying reasonable compensation to the household for lodging and meals is considered a boarder.

Boarders in commercial boarding houses are ineligible to participate in the program. A commercial boarding house is an establishment licensed as a commercial enterprise that offers meals and lodging for compensation. A commercial establishment, located in an area without licensing requirements, that offers meals and lodging for compensation with the intention of making a profit will also be classified as a commercial boarding house. The number of boarders residing in the house is not a determining factor.

Other boarders are ineligible to participate in the program independent of the household providing the board. They may participate as members of the household providing the board at that household's request. If boarders are excluded, their income and resources will not be considered available to the household providing the board.

The household with which the boarder resides (including the household of the proprietor of a boarding house) may participate in the program, if they meet all the eligibility requirements for participation.

2. Making Boarder Determinations

If an applicant household identifies any individual in the household as a boarder, apply the following conditions to determine if boarder status shall be granted. Boarder status will not be granted to any of the following:

- a. The spouse of a member of the household.
- b. Children under 18 years of age under parental control of a member of the household.
- c. Children under 22 years of age living with their natural, step- or adoptive parents if parental rights have not been terminated or severed through divorce.
- d. Persons paying less than a reasonable monthly payment for meals.

- 1) An individual furnished both meals and lodging but paying less compensation than a reasonable amount, will be considered a member of the household that provides the meals and lodging. Only direct money payments (cash, check, money order) to the household count in making this evaluation. In no event may SNAP benefits be paid for meals and be credited toward the monthly payment. If payment for meals alone cannot be distinguished from payment for lodging and meals, the full payment amount must be used to make the determination.
- 2) A reasonable monthly payment must equal or exceed the following amounts if the boarder takes two meals or less per day in the home.

Number of boarders being considered as a separate household	Minimum monthly payment required This is two-thirds of the maximum benefit amount, rounded down to the nearest whole dollar amount, for each household size indicated.
1	\$ 198
2	364
3	523
4	662
5	788
6	947
7	1,047
8	1,192

- 3) A reasonable monthly payment must equal or exceed the following amounts if the boarder takes more than two meals per day in the home.

Number of boarders being considered as a separate household	Minimum monthly payment required This is the maximum benefit amount for each household size indicated.)
1	\$ 298
2	546
3	785
4	994
5	1,183
6	1,421
7	1,571
8	1,789

If a single board payment is made for more than one boarder, all boarders for whom the payment is made must be considered as a single household.

Example

A mother and daughter board with another household. The mother pays board to the landlord for herself and her daughter. The mother and daughter must be considered as one household if their board payment is equal to or greater than the required minimum monthly payment.

SSA Quarters of Coverage Verification Procedures for Legal Immigrants

Individuals who are not citizens of the U.S. may be eligible for SNAP benefits depending on their immigration status. (See Part VII.F.1.) One of the eligible classes requires that the immigrant must be credited with 40 quarters of work. This appendix contains the process for determining the number of qualifying quarters with which an individual can be credited.

To determine the number of quarters available to an eligible immigrant household member, the BPS must obtain answers to the following questions:

1. How long has the applicant, the applicant's spouse, or the applicant's parents (before the applicant turned 18) lived in the U.S.?
2. How many years has the applicant, the applicant's spouse, or the applicant's parents (before the applicant turned 18) commuted to work in the U.S. from another country before coming to the U.S. to live, or worked abroad for a U.S. company or in self-employment while a legal resident of the U.S.?

(If the total number of years to both questions is less than 10 years, the BPS does not need to ask question 3 because the 40-quarter standard cannot be met.)

3. In how many of the years reported in answer to question 1, did the applicant, the applicant's spouse, or the applicant's parent earn money through work?

(To determine whether the applicant's earnings were sufficient to establish "quarters of coverage" in those years, the BPS should refer to the income chart included in this appendix.)

If the answer to question 3 is 10 years or more, the BPS must verify the date of entry into the country for the applicant, spouse and/or parent using USCIS documents or other documents. If the dates are consistent with having 10 or more years of work, an inquiry through SVES must be made.

Information received through SVES will not report earnings for the current year and possibly not the last year's earnings. The household must provide verification of earnings through pay stubs, W-2 forms, tax records, employer records, or other documents, if the quarters of this period are needed to qualify for assistance.

If the household believes the information from SSA is inaccurate or incomplete, beyond the current two-year lag period, advise the household to provide verification to the SSA to correct the inaccurate income records.

In evaluating the verification received directly from the household or through SVES, the BPS must exclude any quarter, beginning January 1997 in which the person who earned the quarter received TANF, SSI, Medicaid or SNAP benefits. This evaluation also includes benefits from the Nutritional Assistance Program from Puerto Rico, the Northern Mariana Islands, or American Samoa.

Establishing Quarters

The term “quarter” means the 3-calendar-month period that ends with March 31, June 30, September 30, and December 31 of any year. Social Security credits (formerly called “quarters of coverage”) are earned by working at a job or as a self-employed individual. A maximum of 4 credits can be earned each year. Credits are based solely on the total yearly amount of earnings. All types of earnings follow this rule. The amount of earnings needed for each credit and the amount needed for a year to receive four credits are listed below.

Year	Quarter Minimum	Annual Minimum	Year	Quarter Minimum	Annual Minimum
1978	\$250	\$1000	2002	\$870	\$3480
1979	\$260	\$1040	2003	\$890	\$3560
1980	\$290	\$1160	2004	\$900	\$3600
1981	\$310	\$1240	2005	\$920	\$3680
1982	\$340	\$1360	2006	\$970	\$3880
1983	\$370	\$1480	2007	\$1000	\$4000
1984	\$390	\$1560	2008	\$1050	\$4200
1985	\$410	\$1640	2009	\$1090	\$4360
1986	\$440	\$1760	2011	\$1120	\$4480
1987	\$460	\$1840	2012	\$1130	\$4520
1988	\$470	\$1880	2013	\$1160	\$4640
1989	\$500	\$2000	2014	\$1200	\$4800
1990	\$520	\$2080	2015	\$1220	\$4880
1991	\$540	\$2160	2016	\$1260	\$5040
1992	\$570	\$2280	2017	\$1300	\$5200
1993	\$590	\$2360	2018	\$1320	\$5280
1994	\$620	\$2480	2019	\$1360	\$5440
1995	\$630	\$2520	2020	\$1410	\$5640
1996	\$640	\$2560	2021	\$1470	\$5880
1997	\$670	\$2680	2022	\$1510	\$6040
1998	\$700	\$2800	2023	\$1640	\$6560
1999	\$740	\$2960	2024	\$1730	\$6920
2000	\$780	\$3120	2025	\$1810	\$7240
2001	\$830	\$3320			

If a quarter for the current year is included in the computation, use the current year amount as the divisor to determine the number of quarters available.

For quarters earned before 1978:

- A credit was earned for each calendar quarter in which an individual was paid \$50 or more in wages (including agricultural wages for 1951-1955);
- Four credits were earned for each taxable year in which an individual’s net earnings from self-employment were \$400 or more; and/or
- A credit was earned for each \$100 (limited to a total of 4) of agricultural wages paid during the year for years 1955 through 1977.

PART X		INCOME DEDUCTIONS	
<u>CHAPTER</u>		<u>SUBJECT</u>	<u>PAGES</u>
A.		INCOME DEDUCTIONS	1
	1.	Standard Deduction	1
	2.	Earned Income Deduction	1
	3.	Dependent Care Expense	2
	4.	Shelter Expense	2-5
	5.	Medical Expenses	6
		Allowable Expenses	6-8
		Disallowed Expenses	7-8
	6.	Homeless Shelter Allowance	8
B.		VERIFICATION OF DEDUCTIONS	9

A. INCOME DEDUCTIONS (7 CFR 273.9(d))

Financial eligibility of a household is based on gross or net income, as described in Part XI.A. Benefit level is based on net income which is defined as the total of all countable income, both earned and unearned, after appropriate allowable deductions have been made.

In evaluating expenses toward the calculation of the net income, the household is given credit only for expenses for which a money payment is made or due to someone outside the household. Except for Low-Income Home Energy Assistance Program (LIHEAP) payments, deductions will not be allowed for expenses or the portion of expenses made through vendor payments or for which the household will be reimbursed. LIHEAP participants may have actual utility expenses considered or, **for households with an elderly or disabled member**, may have the utility standard applied even if the expenses are covered by fuel assistance vendor payments. Utility expenses reimbursed or paid through HUD or FmHA utility reimbursements are not deductible.

All households with income will be allowed the following deductions, if appropriate, in determining net income. The BPS must assess each potential deduction and use the allowable standard amounts unless the household elects to use actual amounts or is not entitled to use the standard. The BPS must also assess who has responsibility to pay expenses and whose income is used to pay to determine if the full expense or a prorated amount is used. If an eligible household member is responsible for an expense or pays an expense, the household is entitled to the full expense. If a disqualified household member is responsible for an expense or pays an expense, the expense may be subject to proration as allowed by Part 12.E.

1. Standard Deduction (7 CFR 273.9(d)(1))

Each household is entitled to a standard deduction from the total gross income of the household. The amount of the deduction is dependent on the number of eligible household members. To determine the standard deduction, household size must not include disqualified or ineligible members.

Household Size	Standard Deduction
1-3 members	\$209
4 members	\$223
5 members	\$261
6 or more members	\$299

2. Earned Income Deduction (7 CFR 273.9(d)(2))

Each household with countable earned income may have an earned income deduction. Twenty (20) percent of the countable gross earnings will be deducted.

The earned income deduction is not allowed when determining the amount over issued if the basis for the claim is because the household failed to report earned income timely.

3. Dependent Care Expense (7 CFR 273.9(d)(4))

Dependent care expenses are allowed as a deduction only if it is necessary for household members to accept or continue employment, seek employment, comply with employment and training requirements, attend training or pursue education that is preparatory for employment. The expense may be incurred for the care of a child or other dependent. An expense that could qualify as a dependent care expense or a medical expense may be allowed as either dependent care or medical, but not both.

See Part III.A for verification requirements of dependent care expenses. Verification is **required**. Acceptable forms of verification include a signed statement from the provider, receipts signed by the provider, or statements from agencies or organizations assisting with childcare expenses.

4. Shelter Expense (7 CFR 273.9(d)(5))

The cost of shelter is allowable after all other deductions have been determined. The BPS must add together all expenses that are part of the cost of shelter, except food, to arrive at a total shelter cost figure. That portion of the monthly shelter costs that exceeds 50 percent of the household's adjusted net income will be a deduction, up to **\$744** per month, except as noted below. The adjusted net income is determined by subtracting the standard deduction, earned income deduction, dependent care deduction, child support deduction, homeless shelter standard and medical deduction from the total gross income.

The allowable deduction for shelter may not exceed **\$744** except for households that contain a member who is 60 years of age or older or who is disabled, as defined in Definitions. Households with an elderly or disabled member may receive an excess shelter deduction that exceeds the shelter maximum allowed for other households. These households will receive the actual amount that exceeds half the adjusted net income.

In determining the amount to use as the cost of shelter, the following expenses will count unless vendor payments are made on a household's behalf, except as noted in item e. See Parts XI.F.3 and XIII.B for a discussion of vendor payments. Note the special provisions in section 7 for assessing shelter costs for homeless households.

- a. Rent, mortgage, loan payments, or other continuing charges that lead to ownership of a home, mobile home, or other type of shelter, are allowable. This includes second and/or third mortgages and condominium or association fees. It includes the initial cost of moving a mobile home from a dealer to a lot, along with any set-up charges at the lot. For a subsequent move of a mobile home, only the set-up costs at the new lot are allowable. Costs incurred by a tenant in lieu of full or partial rent are allowable rental costs, provided the arrangement is with the mutual agreement of the landlord.
- b. Real estate taxes or personal property taxes on mobile homes are allowable. Taxes on the contents are not allowable.

- c. Insurance premiums on the home structure are allowable. Separate costs for insuring furniture or personal belongings are not allowable. If insurance premiums on the home structure are combined with other costs that cannot be separated, the total premium is allowable.
- d. Repair costs that result from a fire or flood or a similar disaster are allowable, provided the household will not receive reimbursement or assistance from some other source such as insurance or private or public relief agencies. The disaster does not have to be a presidential declaration but can be a personal disaster, such as a fire damaging only one home.
- e. Utilities incurred separately and apart from the rent or mortgage cost are allowable. Actual direct utility costs may be used in determining shelter costs.

Households may be entitled to use a standard utility amount as its utility expense instead of its actual utility expenses. A standard utility allowance has been established based on the number of persons in the residence. The utility standard includes allowances for heat, electricity, gas, water, sewerage, septic tank maintenance fees, garbage collection and telephone costs. Households may use the standard utility allowance only if the household is responsible for an identifiable heating or cooling expense or an established percentage of an identifiable expense. A household may use the utility standard for a full year if the household incurs a heating or cooling expense at any point during the year or anticipates such an expense.

Recipients of Low-Income Home Energy Assistance payments may claim the utility standard, even if they do not incur direct utility costs, if:

- 1) they received energy assistance at the current residence **during the previous 12 months; and**
- 2) **the SNAP household contains a household member who is 60 years of age or older or is disabled, as outlined in Definitions.**

The current standard utility allowance amounts are:

Number of Persons	Utility Standard
1 - 3	\$375
4 or more	\$476

Multiple family units living in the same residence may have only one standard utility allowance for the residence, based on the total number of people in the residence. The BPS must divide the one utility standard among the units that contribute to meeting heating or cooling costs, regardless of whether each unit is applying for or receiving SNAP benefits. In these instances, each unit may use only its prorated share of the standard allowance, unless it uses its actual costs. The BPS may not prorate the standard allowance if the nonhousehold members are all excluded from the household because they are ineligible to receive SNAP benefits.

Example

A three-person SNAP household lives in a house with another person. The SNAP household and the other person each pay half of the heating costs. The SNAP household's standard utility allowance is **\$238**, i.e. **\$476** based on the total number of persons in the home (4 or more) divided by 2, the number of units contributing to heating costs. The SNAP household may opt to use **\$238** as its utility costs, or it may use its actual utility expense amount.

Examples

- 1) The SNAP household pays for electricity that the household needs to operate the oil furnace. Other persons in the home buy oil. The SNAP household is not entitled to the utility standard since there is no expense for the primary fuel source. The actual electric bill is allowable since this is a direct utility expense.
- 2) A SNAP household cuts its own wood. This wood is free, but the household incurs expenses for gas and oil for the chain saw. The household may not use the utility standard since the household does not incur an expense for the primary fuel source. The actual incidental expenses connected with obtaining the wood are not allowable since these are not direct utility expenses.

If a household incurs a utility expense, such as electricity or gas, that includes heating or cooling along with other uses, e.g., cooking or lights, the utility standard may still be used. If the household does not incur a separate expense for heating or cooling, it is not entitled to the utility standard unless it receives LIHEAP payments, **as stipulated above**. Actual costs for utilities incurred by households that are not entitled to the utility standard are allowable shelter expenses.

Households that have their utilities included in their rent, but who may, on occasion, be required to pay an excess utility charge, may not claim the utility standard unless they receive LIHEAP payments **as stipulated above**. Households that receive HUD or FmHA payments may use the utility standard if they are responsible for utility costs beyond the HUD or FmHA payment. Households that pay a flat amount, not a percentage, for utilities to the homeowner instead of the utility vendor may not use the utility allowance. Actual or anticipated amounts for these utility charges are allowable.

Examples

- 1) A household buys oil twice a year in November and February to heat the home. This household is entitled to use the utility standard for the full twelve months of the year.
- 2) A household lives in an apartment where heat is included in the rent. The household, however, uses an air conditioner in the summer and is responsible for the electric bill for the apartment. Since a cooling expense is incurred, the household is entitled to use the utility standard for the full twelve months of the year.

Each household must receive a thorough explanation of the options available in considering utility expenses. The household may switch between use of the standard and actual costs only at the time of certification. If a household moves while certified, the household may switch from one to the other. If the household initially chose to use actual utility costs but the utility standard was allowed because the household failed to declare costs or verify questionable information timely, the household may not switch to actual costs once the verification is provided.

- f. The utility standard includes the basic service fee for a telephone so a household that uses the utility standard may not also claim a separate telephone expense. For a household that uses actual utility expenses and who incurs an expense for basic telephone service, or has an established percentage of such an expense, the household must use a telephone standard of **\$54**, or the appropriate percentage of the standard.

The BPS must divide the telephone standard among households sharing the expense. A telephone expense is allowable even if the household is not entitled to any other utility allowance.

Example

Two SNAP units live together and each pays half of the telephone bill. The bill includes charges for basic service. Each household will receive half the telephone standard as its telephone expense.

- g. Initial installation fees charged by a telephone, utility, or septic tank company are allowed as an expense, over and above the cost of the actual utility. Initial installation fees are allowable even if the utility or phone standards are used. The household may choose to have the installation bill averaged over the months in the certification period or to have the bill assigned to the month received or due. If a payment or budget plan has been established, the expense may be allowed for each month in the payment plan.
- h. One-time deposits for utilities, telephones, housing, etc., will not count as shelter costs.
- i. Shelter expenses, as described above, include the costs for a home (owned or rented) that is temporarily unoccupied provided the household intends to return to the home. The home may be unoccupied because of employment, training, illness, or a natural disaster or loss. If the household has shelter expenses for both an occupied and unoccupied home, the household is entitled to only one utility or telephone standard.

The cost of shelter cannot be claimed if the vacated home is rented to someone else or if a rent-free occupant is claiming the cost of shelter for the home for SNAP purposes.

- j. Verification requirements for shelter expenses are addressed in Part III.A. Receipts or statements from the provider are sources of acceptable verification.

5. Medical Expenses (7 CFR 273.9(d)(3))

The cost of medical expenses incurred by elderly or disabled household members, excluding special diets, is allowed as a deduction for those households when the cost exceeds \$35 a month. If the cost is \$35 or less, no deduction is allowed. The \$35-threshold applies to the entire household and is not applied individually to the expenses of members who may be entitled to a deduction.

A medical standard deduction of **\$235** has been established. Households must verify that eligible members incur more than \$35 in allowable medical expenses per month to get a medical deduction of **\$200**. Households that incur more than \$235 in allowable medical expenses per month may opt out of using the medical standard deduction. These households may verify and claim all their medical expenses and have them evaluated as allowed by Part XIII.B.4. Households may switch between the medical standard deduction and actual costs only at the time of certification except when the household was not previously entitled to the standard. Once imposed, the medical standard deduction will remain in place for the balance of the certification period provided the household contains at least one elderly or disabled member who was part of the household at certification.

Persons who are 60 years of age or over or who are disabled, as described in Definitions, may be eligible for the medical deduction. An individual must be elderly or disabled when the medical expense is incurred. Spouses or other persons receiving benefits as a dependent of the eligible individual are not entitled to a medical deduction.

a. Allowable expenses include:

- 1) Medical and dental care, including psychotherapy and rehabilitation services provided by a licensed practitioner authorized by state law or other qualified health professional.
- 2) Hospitalization or outpatient treatment, nursing care, and nursing home care. Costs for persons who were household members immediately prior to entering a nursing home or hospital, will also be allowed.
- 3) Prescriptive drugs, when prescribed by a licensed or qualified practitioner, and other over-the-counter medication (including insulin, aspirin, antacids, etc.) which is approved by a licensed or qualified practitioner. Costs of medical supplies, sick room equipment (including rental), or other prescribed equipment are deductible.
- 4) Health and hospitalization insurance policy premiums. Costs of health and accident policies such as those payable in lump sum settlements for death
- 5) Medicare premiums related to coverage under Title XVIII of the Social Security Act and any cost-sharing or spend-down expenses incurred by Medicaid recipients.

- If a Medicaid application is pending when the SNAP benefit application is approved, the Medicare premium is allowed as a medical expense.
 - If a Medicaid application has already been approved when the SNAP benefit application is approved, the Medicare premium is not allowed as a medical expense once Medicaid begins paying the expense as verified through SOLQ-I or SVES.
- 6) Costs of dentures, hearing aids, and prosthetics.
 - 7) Costs of securing and maintaining a Seeing Eye or hearing dog or other attendant animal as well as veterinarian bills and food for the animal. This excludes costs for emotional support animals.
 - 8) Costs of eyeglasses prescribed by a physician skilled in eye disease or by an optometrist.
 - 9) Reasonable costs of transportation and lodging to obtain medical treatment or services. Actual verified amounts may be used. If specific amounts cannot be verified, then the prevailing rate in the community or the state mileage allowance must be used.
 - 10) Costs of maintaining an attendant, homemaker, home health aide, or childcare services or housekeeper, necessary due to age, infirmity, or illness. In addition, an amount equal to the one-person benefit allotment must be deducted if the household furnishes more than half of the attendant's meals. The benefit allotment that is in effect at the time of certification will be used and updated at the next recertification, if there has been an adjustment in benefit allotments.

If a household incurs attendant care costs, as defined above, that qualify as both a medical deduction and dependent care deduction, the expense may be allowed as a medical expense or a dependent care expense, but not both.

- 11) Telephone fees for amplifiers and warning signals for disabled persons and costs of typewriter equipment for the hearing impaired. (These costs may not be entered as shelter costs.)

The expenses listed above are also allowable when incurred by a household member who subsequently dies if the expenses are the responsibility of the remaining household members.

b. Disallowed Expenses:

Only those costs listed above will be considered as a medical expense. Any portion of the cost that is reimbursable by insurance policies or covered by Medicaid will not

be given as a deduction until the household verifies the portion of the cost that is its responsibility.

Example

A household consists of one member who is 64 years old. An allowable medical expense of \$200 is incurred monthly. Insurance policies reimburse the household \$100 a month for the expense. Disallowing the first \$35 a month, the monthly medical deduction for this expense is \$65 if the household elects to use actual amounts instead of the medical standard deduction.

6. Homeless Shelter Allowance

Households in which all members are homeless, as defined in Definitions, are allowed a deduction for incurred or estimated shelter expenses. The homeless shelter standard is **\$198.99** per month. This standard is not calculated as part of the shelter expense deduction described in section 4 of this chapter.

To be eligible for the homeless shelter allowance, a household must incur or reasonably expect to incur shelter costs during a month. Homeless households that incur no shelter costs during the month and anticipate none are not eligible for this shelter allowance.

The BPS must accept the household's declaration of expenses unless the declaration is questionable. If the BPS determines that verification is needed but the household has difficulty in obtaining traditional types of verification of shelter costs, the BPS must use prudent judgement in determining if verification is adequate.

Example

A homeless individual claims to have incurred shelter costs for several nights at a hotel. The costs reported are reasonable. The BPS may accept this information as adequate and allow the household to use the shelter estimate.

No other shelter costs, including the utility standard or telephone standard, may be used if the homeless shelter allowance is used. The homeless shelter allowance also may not be used if the household claims shelter costs that exceed the allowance. Higher or other shelter costs must be handled as a part of the shelter expense deduction (Part X.A.4) in which case, the household may or may not receive an actual deduction.

B. VERIFICATION OF DEDUCTIONS (7 CFR 273.2(f)(3))

Deductible expenses must be verified. If obtaining the verification delays the household's certification, the BPS must advise the household that the eligibility and benefit level determination may be made without allowing a deduction for the unverified expenses. If the expense cannot be verified within 30 days of the date of application, the BPS must determine the household's eligibility and benefit level without providing a deduction for the unverified expense. If a household wants to claim actual utility costs but does not provide verification of its shelter expenses by the 30th day, the utility standard must be allowed if the household is entitled to it. The household is not entitled to restoration of lost benefits when expenses are not deducted because verification could not be obtained. If, however, the expense could not be verified within the thirty-day processing standard because the BPS failed to allow the household at least 10 days to provide the verification, lost benefits must be restored.

If a household would be ineligible without a deductible expense, the BPS must send the household the Notice of Action to extend the pending status of the case on the 30th day after the initial application or reapplication was filed. If the lack of verification is the fault of the household, the household will have an additional 30 days to take the required action. If eligible, the household is entitled to benefits only from the day the household provides the last verification or takes the last required action. (See Part II.G.2.). If the lack of verification is the fault of the local department of social services, and the household is eligible, the household is entitled to benefits retroactive to the month of application. (See Part II.G.3.). If a recertification application is filed, verification time frames at recertification (Part IV.C.4) will apply and the ability to extend the pending status of the application is not allowed.

A. INCOME ELIGIBILITY STANDARDS (7 CFR 273.9(a))

To be eligible for SNAP benefits, the countable gross monthly income of broad-based categorically eligible households may not exceed 200 percent of the gross income limit shown below. The countable gross monthly income of non-categorically eligible households may not exceed 130 percent of the gross monthly income limits shown below. Households with at least one member who is 60 years of age or over or with at least one member who is disabled, as described in Definitions must only meet the 100 percent net monthly income limits. This exception will also apply to a household with a member whose 60th birthday is in the month of application.

All households, except those that are categorically eligible, must be determined eligible based only on net income (gross income less allowable deductions listed in Part X.A). The maximum net income limits are shown below.

Federal Poverty Level (FPL) Gross and Net Income Eligibility Limits			
Household Size	200% FPL Gross Income Limit	130% FPL Gross Income Limit	100% FPL Net Income Limit
1	\$2,608	\$1,696	\$1,305
2	3,525	2,292	1,763
3	4,441	2,888	2,221
4	5,358	3,483	2,680
5	6,275	4,079	3,138
6	7,191	4,675	3,596
7	8,108	5,271	4,055
8	9,025	5,867	4,513
Each additional member	+\$916	+\$596	+\$459

Net income determines the amount of SNAP benefits all eligible households will receive. While categorically eligible households, excluding broad-based categorical eligibility, as defined in Part II.G.3, do not have to meet either the gross or net income eligibility standards, the net income limit will determine entitlement to an allotment even for these households.

B. COUNTABLE INCOME

Countable income is all household income, earned and unearned, from whatever source, excluding only that income specified in Part XI.F.

Income received by one person for another person or for multiple beneficiaries is considered the income of the person receiving it, unless the provisions of Part XI.G (earned income of several members combined into one payment) apply. Evaluate any income exclusions, such as third-party fund exclusion, according to Part XI.F.

When verification of income is required, the BPS must verify gross amounts and the rate and frequency (i.e., weekly, semi-monthly, etc.) of the income received. For income received more often than monthly, verify the payment cycle, i.e., the day the income is received.

10/24

VOLUME V, PART XI, PAGE 2

C. EARNED INCOME (7 CFR 273.9(b)(1))

Earned income includes:

1. Wages and Salaries

All wages and salaries for services performed as an employee. This includes wages held by an employer at the employee's request and advances on wages, as discussed in Part XII.G. Gross wages are considered regardless of the amount and nature of deductions, unless any portion of the gross pay is excludable under Part XI.F or, if the gross amount reflects credit for employee benefits. In situations where benefits are reflected as credits and where the employee cannot elect to receive a cash payment, the amounts shown on the pay stub will not count as income. If an employee elects to have money withheld from the earnings to pay for employee benefits, that money must be counted as income.

Consider vacation pay as earned income if the employer still considers an individual as an employee. Consider sick pay as earned income if the payment to the employee is made directly from the employer or through the employer from insurance obtained by the employer. Consider sick pay as unearned income if the payment is made directly from an insurance company to the employee.

If an individual has terminated employment, consider severance pay and accumulated vacation and sick pay as earned income if the individual receives more than one installment. Severance and accumulated pay will be a lump sum resource if the individual receives only one payment. Laid-off employees are terminated employees for the purposes of this policy. If a laid-off employee opts not to withdraw vacation and/or sick pay, the value of such funds counts an available resource.

Consider bonus pay as earned income.

2. Self-Employment Income

The gross income from a self-employment enterprise, including the total gain from the sale of any capital goods or equipment related to the business, excluding the cost of doing business. (See Part XII.A.) For self-employed households, the BPS must exclude the cost of doing business to determine the countable income.

Ownership of rental property is a self-employment enterprise; however, income derived from the rental property counts as earned income only if a household member actively manages the property for a minimum of 20 hours a week.

Payments from roomers and boarders count as earned self-employment income.

3. Training Allowances

Training allowances from vocational and rehabilitative programs recognized by federal, state or local governments when they do not constitute a reimbursement. (See Part XI.F.) These include, but are not limited to, vocational rehabilitation incentive payments.

A. SELF-EMPLOYMENT INCOME

1. Definition

Self-employment income includes:

- a. The total gross income from a self-employment enterprise. Self-employment income also includes the total gain from the sale of any capital goods or equipment related to the business.
- b. Farm income. Income from farming will be that income derived from activities such as:
 - 1) the production and sale of crops and livestock for food;
 - 2) the raising of livestock to produce items such as eggs, wool, milk, etc.; and
 - 3) the production and sale of tobacco, cotton and other non-food crops.
- c. Payments from roomers and boarders.
- d. Income from rental property. (See Part XI.C.2 and E.6.)

The BPS must assess the business structure of self-employment arrangements to determine if the business is incorporated and the number of business owners. Income from business arrangements that are not incorporated must be calculated as described in this chapter and divided over the number of business owners. Income from business arrangements that are incorporated must be handled as wages/salaries (Part XI.C.1), not self-employment income. Note that limited liability companies (LLC) are not incorporated so the income is considered as self-employment. See Part IX.C.3 for a discussion of business resource assessments for SNAP purposes.

2. Averaging of Self-Employment Income (7 CFR 273.11(a))

All self-employment income is calculated in the same manner described below, except income from boarders not residing in a commercial boarding house. Instructions for computing this type of income are described in Part XII.B.

- a. Self-employment income, which represents a household's annual support, must be annualized over a 12-month period, even if the income is received in a shorter period. For example, income from a farmer's crop that represents the farmer's annual support must be averaged over a 12-month period, even though the income is received in a shorter time frame. In addition, self-employment income that represents a household's annual support must be annualized even if the household has income from other sources.

Note: It may be difficult to determine if self-employment income represents a household's annual support when the household has income from other sources. Consider other factors, in addition to the household's statement, to indicate how long the household could sustain itself on such income. Factors include, but are not limited to, the previous year's business and personal expenses, tax records, anticipated expenses for the current year, income expected to be received from other sources during the coming year, and so on. These factors, when compared with the income from seasonal self-employment, should provide a basis for determining how long the income is intended to support the household.

For example, if the previous year's expenses were proportionate to the household's income from self-employment, it could be an indication that the income would sustain the household for a year; therefore, the household's income should be annualized. If expenses were not proportionate with the income, it might be determined that such income could not sustain the household for a year; therefore, income should be averaged over the period of time the income is intended to cover.

- b. Self-employment income received on a monthly basis but representing a household's annual support must normally be averaged over a 12-month period. Examples of this type of self-employment includes most small businesses, such as grocers, or some farmers. If the averaged amount does not accurately reflect the household's true monthly circumstances because of a substantial increase or decrease in business, the self-employment income must be calculated based on anticipated earnings.
- c. Self-employment income that does not represent a household's annual support must be averaged over the period of time the income is intended to cover. This type of seasonal self-employment includes vendors who receive their income in the summer or during the tourist season and supplement it through another source during the rest of the year.
- d. Households with newly formed enterprises that have been in existence less than a year must have their self-employment income averaged over the amount of time the business has been in operation, and the monthly amount projected for the coming year. If the business has been in operation for such a short time that there is insufficient information to make a reasonable projection, a certification period should be assigned which allows for a timely review of the household's circumstances.

If a household farming for the first year has not yet received its first income, or an established farming household has not yet realized a change in income due to a change in the amount or type of crops raised, the BPS should not anticipate the amount of the expected income from the new crop when determining the household's income.

For households whose mortgage payments represent an investment in the household's residence as well as an investment in income producing property, the mortgage payment, interest, and taxes will be deductible only as part of the household's shelter costs and not as a cost of producing income. If the household can document, however, that costs on that portion of the home used in the self-employment enterprise are separate and identifiable, payments on the mortgage principal, taxes, interest, and other identifiable costs may be deducted as a cost of doing business.

6. Costs Not Allowed (7 CFR 273.11(a)(4)(ii))

The following items are not deductible as a cost of doing business:

- a. net losses from previous periods.
- b. federal, state, and local income taxes.
- c. money set aside for retirement purposes.
- d. other work-related personal expenses, such as transportation to and from work.
- e. depreciation.

NOTE: "b", "c", and "d" are included in the 20% earned income deduction.

7. Allowable Costs of Producing Income for Day Care Providers

When day care is provided in the home of a member of one household to children other than those living in the same SNAP household, an allowance must be made for the cost of meals and snacks that are provided. The allowance is as follows, unless the provider documents actual costs that exceed these amounts:

Breakfast - **\$1.70** per meal; Lunch or Supper - **\$3.22** per meal; Snacks - **\$.96** per meal.

Money paid to day care providers under Section 12 of the School Lunch Act to serve meals to children, other than their own, is countable. Allowable business costs, as described above, are given.

8. Net Loss from Farm or Fishing Operations (7 CFR 273.11(a)(2)(iii))

Self-employed farmers, as defined in Part XII.A.1.b, and self-employed fishermen may have a net loss once allowable costs of doing business are deducted from gross farm income. If the farmer or fisherman receives annual gross proceeds of \$1,000 or more from the farming or fishing enterprise, any net loss amount must be prorated over the year in the same manner used to prorate the farm or fishing income. Losses from farm or fishing self-employment enterprises are offset in two phases. The first phase is offsetting against non-farm or fishing self-employment income. The second phase is offsetting against the total of

earned and unearned income. The gross income eligibility standard is applied after offsetting. The earned income deduction is based on wages and salaries, and any income from self-employment remaining after the first phase of offsetting.

9. Depreciation

Depreciation is not allowed as a cost of producing self-employment income for equipment, machinery or other capital investments necessary to the self-employment enterprise.

B. BOARDERS (7 CFR 273.11(b))

The income of households owning and operating a commercial boarding house is handled as self-employment income under Part XII.A.2 and 3. A commercial boarding house is an establishment licensed as a commercial enterprise that offers meals and lodging for compensation. In localities without licensing requirements, a boarding house is a commercial establishment that offers meals and lodging for compensation with the intent of making a profit. The number of boarders residing in a boarding house is not used to determine if a boarding house is a commercial enterprise.

For all other households containing boarders, the income from the boarders must be calculated following the procedures in this chapter. See Part VI.B. to determine boarder status.

1. Income from the Boarder

The income from boarders must include all direct payments to the household for room and meals, including payments to the household for part of the shelter expenses. Shelter expenses paid by boarders directly to someone outside the household (such as a landlord or utility company) are not counted as income to the household.

2. Cost of Doing Business

To determine the net amount of countable income from a boarder the BPS must deduct the cost of doing business from the gross monthly income figure.

The cost of doing business is equal to one of the following:

- a. The maximum SNAP benefit amount for the number of boarders If the boarders are provided more than two meals per day; or,
- b. Two-thirds of the maximum SNAP benefit amount for the number of boarders If the boarders are provided two meals or less per day; or,
- c. The actual documented costs for providing room and meals, if they are higher than the appropriate SNAP benefit amount.

The allowable cost of doing business may never exceed the amount the household receives from the boarder. If actual costs are used, only separate and identifiable costs of providing rooms and meals to the boarders are allowed.

- Step 8 Subtract the standard deduction appropriate for the number of eligible members in the household. (Part X.A.1)
- Step 9 Subtract dependent care costs. (Part X.A.3)
- Step 10 Subtract the shelter allowance for homeless households that incur or expect to incur shelter expenses during the month. No other shelter costs may be allowed (Step 12) if the shelter allowance is used.
- Step 11 List medical expenses of members eligible for this deduction. Compute the medical deduction by totaling the expenses and subtracting \$35. (Part X.A.5)
- Step 12 The remaining figure is the adjusted net income. To compute the shelter deduction, compare shelter expenses to half the adjusted net income. If shelter expenses exceed half the adjusted net income, the excess shelter expenses can be allowed as a deduction under these guidelines:
- a) If the household does not contain an elderly or disabled member, the excess shelter expense cannot exceed the maximum deduction for shelter (Part X.A.4);
 - b) If the household contains an elderly or disabled member, any amount of excess shelter expense can be allowed as a deduction.
- Step 13 Subtract the shelter deduction from the remaining income to determine the net income.
- Step 14 Round down to the nearest whole dollar amount if the net income amount ends in 1-49 cents. If the net income amount ends in 50-99 cents, round up to the nearest whole dollar amount.
- Eligibility and benefit amounts are based on the net income. See Part XI.A for allowable net income standards and Part XXIII for the benefit amounts for each household size.

D. PRORATION OF BENEFITS (7 CFR 273.10(a))

The benefit level for the household for all applications, except timely filed recertification applications, will be based on the day of the month the household applies for benefits or, in some instances, the day the household supplies needed verifications or takes required actions. The date of application for persons in public institutions jointly applying for SSI and SNAP benefits prior to release from the institution will be the day the person is released from the institution. Using a 30-day calendar, households will receive benefits prorated from the date of application, as defined in Part II.B, the date of eligibility, or the date actions/verifications are provided to the end of the month. (A household applying on the 31st day of a month will be treated as if it applied on the 30th day of the month.)

After using either table described below to determine the benefit amount, the BPS must round the product down if it ends in \$.01 through \$.99. If this computation results in a benefit amount of less than \$10, then no issuance will be made for the initial month however, this month will count as the first month of the certification period. This policy applies to all eligible households, including one- and two-person households who otherwise would be entitled to a minimum allotment of **\$24**.

1. Initial Month Benefits

The initial month of application for the purposes of proration is defined as:

- a. The first month in which a household applies for benefits in a Virginia locality; or
- b. The first month in which a household files a reapplication for benefits, as defined in Definitions.

Example

- 1) A household applies on July 15. The application is denied for July but approved for August. The application is processed within the initial 30-day period. The household must be given a full month's benefits for August.
 - 2) A household's certification period ended June 30. The household reapplies on August 15. The application is approved on August 20. Benefits for August would be prorated because August is the "initial month of application" as defined above.
- c. The first month after the 30th day in which an applicant household supplies any remaining verification or finally provides required information needed to process the application.

Example

- A household applies on July 15. The household fails to submit verifications or to take actions until August 20, 36 days after the application date. The household caused the processing delay so benefits must be prorated from August 20.
- d. The first month in which a household files an application for benefits following the end of the last certification period.

Example

A household's certification period ends June 30. The household files another application on July 15. If the household is determined eligible, benefits for July must be prorated.

A. CHANGES DURING THE CERTIFICATION PERIOD

When changes occur within the certification period that affect the household's eligibility or the amount of the benefit allotment, the BPS must act to adjust the household's benefit level. The responsibility for changes lies with both the recipient household and the local department of social services. The household must report certain changes in income and household status; the BPS must adjust entitlement to benefits and benefit levels based on reported changes and for changes the BPS initiates. Households certified for seven months or longer must file an Interim Report about their circumstances during the certification period except households certified through the VaCAP or ESAP component.

1. Changes that Must Be Reported

The length of the certification period determines change-reporting requirements for each household.

a. Certification periods - one to four months

Households certified up to four months must report the following items:

- Change in household composition with members moving in or out of the SNAP household;
- Change in the household's residence and shelter costs that result from a move;
- Change in legally obligated child support paid outside the household;
- Receipt of lottery or gambling winnings of \$4,500 or more;
- Change if the number of hours worked per week for persons who are subject to time-limited benefits is less than 20 hours per week;
- Change of more than \$125 in the amount of income;
- Change in the source of income including starting or stopping a job; and
- Changing from full-time to part-time status or from part-time to full-time status.

The household does not have to report changes in TANF income for a Virginia TANF case.

b. Certification periods – five months or longer

Except for households that receive benefits through the Transitional Benefits component for former TANF recipients or certified through VaCAP, households certified for five months or longer must report the following items:

- Receipt of lottery or gambling winnings of \$4,500 or more;
- Change if the number of hours worked per week for persons who are subject to time-limited benefits is less than 20 hours per week; and
- The total income exceeds the gross income limit based on household size as established as of certification, the Interim Report evaluation, or a change reported during the certification period. The income limits of the first chart below will apply to most households but the income limits of the second chart apply for households that are ineligible for Broad-Based Categorical Eligibility. The income limits are:

Chart 1 (Gross Income Limit 200%)					Chart 2 (Gross Income Limit 130%)				
HH Size	Monthly	Weekly	Every 2 Weeks	Twice a Month	HH Size	Monthly	Weekly	Every 2 Weeks	Twice a Month
1	\$2,608	\$ 606.51	\$1,213.02	\$1,304.00	1	\$1,696	\$ 394.41	\$ 788.83	\$ 848.00
2	3,525	819.76	1,639.53	1,762.50	2	2,292	533.02	1,066.04	1,146.00
3	4,441	1,032.79	2,065.58	2,220.50	3	2,888	671.62	1,343.25	1,444.00
4	5,358	1,246.04	2,492.09	2,679.00	4	3,483	810.00	1,620.00	1,741.50
5	6,275	1,459.30	2,918.60	3,137.50	5	4,079	948.60	1,897.20	2,039.50
6	7,191	1,672.32	3,344.65	3,595.50	6	4,675	1,087.20	2,174.41	2,337.50
7	8,108	1,885.58	3,771.16	4,054.00	7	5,271	1,225.81	2,451.62	2,635.50
8	9,025	2,098.83	4,197.67	4,512.50	8	5,867	1,364.41	2,728.83	2,933.50
Additional members	+\$916.00	+\$213.02	+\$426.04	+\$458.00	Additional members	+\$596.00	+\$138.60	+\$277.20	+\$298.00

- c. ESAP households must report the following changes during the certification period:
- Changes to household composition;
 - If a household member receives earned income during the certification period; and
 - Lottery and gambling winnings of \$4,500 or more.

2. Time Required and Methods for Reporting Changes

Households must report required changes listed above within 10 calendar days from the date the change occurs or, at the latest, 10 days into the next month after the month the change occurs.

Households may report changes using the Change Report form, by telephone, by personal contact, by mail, or electronically. The household may also report a change of its circumstances with the filing of the Interim Report. A household member, an authorized representative, or any person having knowledge of the household's circumstances may report the change to any staff member of the local department of social services. When the household reports the change by mail, the report will be timely if the postmark of the letter is within the required 10-day period regardless of when the local department of social services receives the information.

During the interview, the BPS must advise applicants:

- the responsibility to report changes;
- when changes need to be reported;
- how to report changes;
- the changes that need to be reported; and
- the telephone number of the local office and, if necessary, a toll-free number or a number for accepting collect calls from households outside the local calling area.

The BPS must provide the Change Report form to each household at initial application, reapplication, and when the household size changes. Additionally, the BPS must provide the form at recertification, if the household needs another form, whenever the household returns a form, or reports a change in the number of household members.

3. Local Agency Action on Changes (7 CFR 273.12(c), 273.2(f))

Except when households receive Transitional Benefits for former TANF recipients, the BPS must act promptly to terminate or to adjust benefits when changes in household circumstances are reported by recipient households, including information about an upcoming or future change reported at application/renewal or through the interim report. For changes that will occur in the future, the BPS is encouraged to use electronic or manual reminders to adjust the benefit level or a household's eligibility for benefits timely when the change finally occurs. For Transitional Benefits cases, the BPS must input changed information during the Transitional Benefits period, but the benefit amount must remain in the same amount calculated when the TANF case closed, i.e., overriding a calculated benefit amount. (See Part XII.H.)

The SNAP case must reflect the following changes:

- changes reported by the household;
 - If the household reports an address change, the BPS must inquire about shelter costs that result from the move. If the household fails to **declare and verify** new shelter costs, the BPS must remove existing shelter costs from the SNAP calculations.
- changes put into VaCMS to meet reporting or policy requirements of another program;
- changes to prevent duplicate participation; and
- changes that are considered verified upon receipt, such as information about the removal of a child from the home by a foster care worker or information from a drug treatment center that says a client moved.

Other information may become known to the BPS through other means than listed above. If the change is one that the household was required to report, the BPS must act on the information. If the change is a change that was not required to be reported, the BPS must hold the information and evaluate it at the next interim report or renewal, whichever comes first.

The Appendix to this chapter contains charts that outline the procedures for handling changes reported or discovered during the certification period.

The BPS has 10 days from the date the BPS learns of a change to act on the new information. When the reported change requires a reduction, termination or suspension of benefits, the BPS must issue an advance notice within 10 calendar days, beginning with the date the BPS receives the change, unless one of the exemptions for mailing the notice in Part XIV.D is applicable. In these cases, depending on the change, the BPS must send an adequate notice if a notice is required at all.

Part III.F contains required BPS actions needed in response to information obtained through IEVS. The household or the source of information must verify unverified information received through IEVS. If the BPS opts to obtain verification from the household, the BPS must request the information and allow the household 10 days to respond, as allowed in section d below.

If the household reports the addition of a new member, that person may not be included in the allotment until the BPS knows the income and resource information about the individual.

a. Required Supplemental Allotments

If the reported change requires an increase in the household's benefits, the change must be reflected no later than the first allotment issued ten (10) days after the date the change was reported. However, if the increase in benefits is a result of the addition of a new household member or is the result of a decrease of \$50 or more in the household's gross monthly income, the BPS must reflect the change no later than the month following the month in which the change was reported. If it is too late in the month to adjust the upcoming month's allotment, it will be necessary to issue a supplementary allotment by the 10th of the upcoming month.

b. Voluntary Supplemental Allotments

At its option, the local agency may give a supplemental allotment for individual household changes in the month of the changes. The agency may not give supplemental allotments for household composition changes. The agency may give supplemental allotments for income reductions or increased shelter, medical or dependent care expenses.

If the agency opts to provide supplements, the agency must give the supplements for all similar situations, e.g., medical expenses more than \$100, loss of income or income reductions of \$200 or more, etc.

c. Changes and Verification

Households may need to verify information that changes during the certification period. See Part III.E for a discussion of verification requirements for changes unrelated to the Interim Report process. See Part XIV.C.2.c for a discussion of verification requirements for changes related to the Interim Report.

d. Contacting the Household

Whenever the BPS learns of a change or a potential change in the household's circumstances during the certification period, the BPS must determine the impact of the change on the household's eligibility and benefit level based on the information reported. The BPS must initiate the review of the change within ten days of the notification of the change.

1) Informal Contact

Depending on the source of the information reported, as addressed above, and the completeness of the report, the BPS may need to contact the household for additional information or clarification. If the BPS is unable to determine the impact of the information as reported, the BPS should

PART XV		WORK REQUIREMENT	
<u>CHAPTER</u>		<u>SUBJECT</u>	<u>PAGES</u>
A.		General Provisions	1-2
B.		Work Requirement Exemptions	2-3
C.		Regaining Eligibility	4
	1.	Eligibility Dependent on Changes in Circumstances	4
	2.	Eligibility Dependent on Work Activities	4-5
Appendix I - Localities Whose Residents Are Exempted from the Work Requirement			1

A. GENERAL PROVISIONS

All individuals, able to work, must be working or actively engaged in a work activity to receive SNAP benefits. Unless an exemption to the work requirement exists, individuals may receive SNAP benefits for only three months during a 36-month period. Individuals must be evaluated for exemptions as allowed in Part XV.B. After the initial three-month period (Y1 benefits), an individual may receive benefits through a Special Exemption (E9) to allow certification up to six months. Special Exemption E9 months may also extend the certification period to six months for households with members who regain eligibility (Y2 benefits), as allowed in Part XV.C. The E9 allowance does not apply when an individual's status changes during an established certification period. After the initial and regained benefit months (Y1, Y2) have been exhausted, an individual may receive benefits only if there is an exemption to the work requirement.

To receive SNAP benefits beyond three months, a nonexempt able-bodied household member must:

1. work for cash wages in any amount or for in-kind goods or services for 20 hours or more per week, averaged monthly;
2. participate in and comply with requirements of an employment services program operated by the Department of Social Services, other than job search, for 20 hours or more per week or for the number of hours assigned for the work experience component as calculated by the household's allotment divided by the federal minimum wage;
3. participate in and comply with non-departmental (VDSS) work programs for 20 hours or more per week;
4. serve in an unpaid, volunteer capacity for a public or private agency, at a minimum, for the number of hours that is equal to the household's allotment divided by the federal minimum wage; or
5. any combination of these activities.

If the member was unable to work, as described above, and is able to show good cause, the member will meet the work requirement as long as the absence is temporary and the member retains the job.

The 36-month period is a fixed period from the first of the month in which a household containing an individual between 18 and **65** years of age is certified in Virginia. The 36-month period will begin and continue for any household member who is at least 18 and under **65** years of age, even if an exemption from the work requirement exists for that member at the time of certification or other case action. Tracking must be completed for all individuals within the age range, even when they are exempt.

Any month in which an affected individual receives the full benefit month as part of a certified household will count toward the three-month limit.

Months in which a household receives prorated benefits will not count toward the three-month limit. Months in which a household does not receive an allotment because benefits are prorated to zero (i.e., less than \$10) will also not count toward the limit. Months in which a certified household is eligible to receive benefits but does not actually participate do not count toward the three-month period. Months for which a household repays benefits received erroneously also will not count toward the three-month limit once the household repays the claim in full.

For the purposes of this provision, a work program will include programs operated under the Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Assistance Act in addition to the agency-sponsored employment and training programs. Job search activities assigned through SNAP E&T or other state or local social services programs are not acceptable tasks to count toward establishing a household member's eligibility for continuing benefits beyond the initial three-month limit. Job search activities assigned through WIOA will be evaluated as an acceptable task, however.

An unemployed (0 work hours) or underemployed (<30 work hours) individual is not entitled to additional benefits during the balance of the 36-month period after receiving benefits for three countable months, unless the individual meets an exemption from the work requirement or meets the regaining provisions of Part XV.C. The BPS must send an advance notice to participating households when a member becomes ineligible to participate further because of the work requirement. Such a household member is a disqualified household member during any period in which the individual does not meet the work requirement. See Parts VI.C and XII.E for a discussion of disqualified household members.

Ongoing households with members who are not eligible because of the work requirement must continue to report changes involving these members.

B. WORK REQUIREMENT EXEMPTIONS

The following individuals are exempt from the work requirement:

1. Any individual who is under 18 years of age or **65** years of age or older. See Part XIII.A.2.
2. Any individual who is medically certified as mentally or physically unfit for work or has other barriers that make them unfit for work, such as chronic homelessness. Chronic homelessness is defined as meeting at least one of the components of the homeless household found in Definitions for six months or more.
3. Any adult member of a SNAP household of which a child under age **14** is part of the SNAP household.
4. A pregnant woman.
5. Any resident of an exempt locality. The exemption may be based on the unemployment rate of the locality or its identification as a Labor Surplus Area.

6. **An individual who is:**
 - a. **An Indigenous Person. This section refers to one who is called an Indian, Native American, Alaska Native, Indigenous Person, or Tribal Member. This section also references units as tribes, bands, nations, or other organized groups or communities based on limited definitions of the Indian Health Care Improvement Act (IHCIA), or any Alaska Native village or group or regional or village corporation pursuant to the Alaska Native Claims Settlement Act.**
 - b. **An Urban Indigenous Person. This is one who:**
 - 1) **resides in an urban center which is any community with a sufficient urban indigenous population, whether they live on or near a reservation, and meet one of the following:**
 - a. **is a member or a first- or second-degree descendant of a member of a tribe that has been terminated since 1940 and those recognized now or in the future by the State in which they reside; or**
 - b. **is determined to be indigenous by the U.S. Secretaries of Interior or Health and Human Services.**
 - 2) **is an Eskimo or Aleut or other Alaska Native.**
 - c. **An individual is a “California Indigenous Person” who:**
 - 1) **is a member of a federally recognized tribe;**
 - 2) **is a descendant of an Indigenous Person who was residing in California on June 1, 1852, if the descendant:**
 - a. **is a member of the community served by a local program of the Indian Health Service; and**
 - b. **is regarded as an Indigenous Person by the community in which the person lives.**
 - 3) **is an Indigenous Person who holds trust interests in public domain, national forest, or reservation allotments in California; or**
 - 4) **is an Indigenous Person of California listed on the distribution plans for assets of rancherias and reservations located in California under the Act of August 18, 1958, and any descendants.**
7. **Any individual who is otherwise exempt from work registration as outlined in Part VIII.A.1, excluding age.**

The BPS must:

- assess every household member for exemption from time-limited benefits;
- assess fitness for employment at certification or recertification; and
- document that the household was informed of the exemptions or how to comply, **including providing verification of one’s tribal affiliation of indigenous status.** Documentation may include that the SNAP Time-Limited Benefit flyer was provided.

The BPS must establish the 36-month period and track the reasons for the exemption for everyone who meets an exemption other than age.

C. REGAINING ELIGIBILITY

Nonexempt individuals denied eligibility after being eligible for three months of Y1 initial benefits, or those who would have been denied if an application had been filed, can regain eligibility. These individuals may regain eligibility only under specific conditions for the balance of the 36-month period. Individuals who regain eligibility by being exempted from the requirement will remain eligible as long as the exemption exists. Individuals, who regain eligibility through work activities, as listed below, are eligible for a maximum of three months of regained benefits (Y2) if they are no longer working or involved in a work activity.

1. Eligibility Dependent on Changes in Circumstances

SNAP eligibility may be reestablished for an individual who loses eligibility because of the work requirement if the individual becomes exempt from the work requirement as listed in Chapter B. For participating households, an individual may regain eligibility the month following the month the change occurs. Reapplying households may regain eligibility on the date of application or a later date if the individual's status has changed.

2. Eligibility Dependent on Work Activities

Nonexempt individuals denied after being eligible for the initial three-month period of Y1 benefits, or any subsequent period of unemployment, may regain eligibility only if the individual:

- a. works 80 hours or more during a 30-calendar day period; or
- b. complies with requirements of work programs identified in Part XV.A for 80 hours or more during a 30-calendar day period.

The BPS must document the case to show that the required work effort met the 80-hour/30-day requirement. The documentation must include the number of hours, place, and period of employment. Households may not use any work activities performed before the three-month eligibility period for Y1 or Y2 benefits have expired to regain eligibility.

Nonexempt individuals who have received their three initial months of benefits (Y1) can receive SNAP benefits for up to three consecutive months (Y2) once the 80-hour, 30-day requirement has been satisfied. Once the evaluation period for regained benefits begins, the period must continue even if the individual is ineligible for SNAP benefits during a portion of the period. Benefits for the second three-month period may be provided only if the qualifying work (a-b above) has terminated or is reduced below the qualifying standards of Chapter A. Once the BPS establishes eligibility for Y2 benefits, the certification period must end.

If the qualifying work continues after the initial 80 hours, eligibility may continue under the normal work requirement rules. Entitlement to the Y2 benefits is postponed until a later time during which the household member is no longer working or is no longer exempt from the Work Requirement.

Applications filed for nonexempt household members before the completion of the 80 hours/30-day rule must be denied if the 80 hours will not be completed during the month of application. If the 80 hours will be completed during the month of application but after the application filing date, benefits must be prorated from the date after eligibility is established. See Part XIII.D.2 for additional information regarding the calculation of benefits.

Regaining and Maintaining Eligibility

After receipt or authorization of the second set of benefits (Y2), following subsequent periods of unemployment or under-employment (less than 20 hours per week), a nonexempt member must regain (a–b above) and maintain that eligibility by engaging in a work activity as required by Chapter A. During a period of unemployment or underemployment, a nonexempt member is not eligible for benefits. There is no limit to the number of times a member may engage in this regaining-maintaining eligibility cycle.

Localities Whose Residents Are Exempted from the Work Requirement*

April 2020- June 2023	July 2023- June 2024	July 2024- June 2025	July 2025-
Statewide Exemption	Brunswick Buchanan Danville Dinwiddie Franklin City Greensville/ Emporia Hopewell Nottoway Petersburg Portsmouth Prince George Sussex	Brunswick Buchanan Danville Dickenson Dinwiddie Greensville Emporia Hopewell Martinsville Petersburg Surry Sussex	No exempt areas

*The BPS must track the work requirement for all household members except those persons under 18 or over age 54.

PART XVIII REPLACEMENT OF EBT CARDS, BENEFITS AND FOOD

<u>CHAPTER</u>	<u>SUBJECT</u>	<u>PAGES</u>
A.	REPLACEMENT OF EBT CARDS	1
1.	Undelivered EBT Cards	1
a.	Undeliverable, Returned Cards	1
b.	Nonreceipt of EBT Cards	1-2
2.	Lost, Stolen, Damaged Cards	2
3.	EBT Card Replacement Fee	2-3
4.	EBT Card Replacement Fee Credit	3-4
B.	BENEFIT REPLACEMENT	4
C.	REPLACEMENT OF FOOD DESTROYED IN A DISASTER	4-5

Replacement may be provided for food destroyed after power outages that exceed eight hours.

The agency must provide replacement benefits within 10 days of the reported loss or within 2 working days of receiving the affidavit, whichever is later.

There is no limit on the number of times a household may receive replacement of food destroyed in a disaster. If USDA issues a disaster declaration and the household is eligible for emergency benefits under that policy, the household may not receive both the emergency benefits and a replacement for the same period. See Part XX for a discussion of the disaster program.

- b. Determine the household's accessible liquid resources as of the date of application.

All liquid resources that the household can access must be counted. They include, but are not limited to, cash on hand, money in checking, savings, and credit union accounts, Christmas or Vacation Club accounts, certificates of deposit, and money market accounts.

Jointly held resources between married persons belong to each party equally. Jointly held resources between other people belong to the parties in proportion to their net contributions. If the parties establish that they intended a different ownership arrangement, that arrangement prevails.

Example

A daughter is listed on her elderly mother's bank account. The daughter and her mother say the money belongs to the mother. The account is not a countable resource to the daughter.

Individual Retirement Accounts, stocks, bonds and Keogh plans are not counted.

Do not count the same money as income and a resource for the same month.

Example

A client's paycheck is deposited directly in a checking account. Count the paycheck as income but deduct that amount from the resource balance.

- c. To be eligible for benefits, households' income and accessible liquid resources must be below the allowable levels.

For households with \$100 or more in unreimbursed disaster-related expenses use Chart A. The income levels in Chart A incorporates the Disaster Standard Expense Deduction (DSED). Households whose total income plus accessible liquid resources that are less than or equal to the levels in Chart A would qualify for D-SNAP.

For households with \$100 or less in unreimbursed disaster-related expenses, or food loss is the only expense use Chart B. The income levels in Chart B does not incorporate the Disaster Standard Expense Deduction (DSED). Households whose total income plus its accessible liquid resources minus their actual disaster-related expenses must be less than or equal to the levels in Chart B to qualify for D-SNAP.

If the household's income is at or below the limit for its size, the household is eligible for the benefit shown:

Chart A (DSED):

Household Size	Income Limit	Benefit Amount Full Month	Benefit Amount* Half Month
1	\$3,269	\$ 298	\$ 149
2	4,243	546	273
3	4,870	785	393
4	5,733	994	497
5	6,314	1,183	592
6	7,049	1,421	711
7	7,584	1,571	785
8	8,117	1,789	895
Each additional person	+\$533	\$218	\$109

Chart B (DGIL):

Household Size	Income Limit	Benefit Amount Full Month	Benefit Amount* Half Month
1	\$2,258	\$ 298	\$ 149
2	2,716	546	273
3	3,174	785	393
4	3,647	994	497
5	4,143	1,183	592
6	4,639	1,421	711
7	5,098	1,571	785
8	5,556	1,789	895
Each additional person	+\$459	\$218	\$109

* The half-month benefit amount is calculated by dividing the full month amount by two and rounding up to the nearest whole dollar amount.

- d. For eligible households, the BPS must complete the Internal Action Form for Disaster Benefits to authorize the issuance of the EBT card. See Appendix I for a copy of the form.

M. DISASTER PROGRAM BENEFIT PERIOD

1. The benefit period for the D-SNAP is not based on a calendar month as it is for the regular program. The benefit period is determined by the disaster benefit period authorized by FNS. The period will be either a half-month (15 days) or a full month (30 days).
2. The full amount of accessible liquid resources must be counted regardless of whether the length of the disaster benefit period is a half month or a full month.

A. GENERAL PURPOSE

This chapter provides guidelines local agencies must use if the USDA orders a reduction, suspension or cancellation of SNAP benefits. Depending upon the orders issued by USDA, there could be a suspension or cancellation of benefits for one or more months, a reduction for one or more months or a combination of these.

B. DEFINITIONS

1. Reduction - A reduction of SNAP benefits means that there will be a percentage reduction of the maximum benefit amounts. Local agencies will receive benefit tables that reflect the reduction as it applies to each household size at each income increment.
2. Cancellation - A cancellation of SNAP benefits means that there will be no benefits issued for a particular month or months.
3. Suspension - A suspension of SNAP benefits is basically the same as a cancellation except it should be more temporary. The net effect of a suspension may mean that eligible household would receive benefits a delayed basis.

C. REDUCTION

The Virginia Department of Social Services will notify local agencies if there must be a reduction of SNAP benefits. The notification will include the effective date of the reduction and the percentage.

When agencies receive the notice that a reduction must occur, local workers must act immediately to implement the order. Modification of the statewide computer system must also occur so that households would receive the appropriate benefit amounts.

Any household with one or two members whose reduced benefits would be less than \$24 would generally receive a minimum benefit of \$24. If there is a reduction rate of 90% or more for the affected month, one or two-person households would not receive the \$23 minimum. Benefit levels of \$1, \$3 and \$5 must be rounded up to \$2, \$4 and \$6 respectively.

D. SUSPENSION AND CANCELLATIONS

The Virginia Department of Social Services will notify local agencies if there must be a suspension or cancellation of SNAP benefits and the effective date of the suspension or cancellation.

Households will not receive a minimum benefit if benefits are suspended or cancelled.

When agencies receive the notice that a suspension or cancellation must take place, local workers must act immediately to implement the order. Reprogramming for the statewide computer system must also occur timely to make necessary computer adjustments.

E. GENERAL OPERATING PROCEDURES

1. Notifying Eligible Households

A reduction, suspension or cancellation of benefits would be a mass change. Normal requirements applied to mass changes would be used:

- a. Notification of recipients through news media.
- b. Posters in certification offices.
- c. General explanatory notices mailed to participating households.

The BPS may not use the Advance Notice of Proposed Action to notify households if there is a reduction, suspension or cancellation of benefits.

2. Restoration of Benefits

Households receiving restored benefits or who are to receive retroactive benefits at the time of the order for reduction, suspension or cancellation of benefits, will not have these benefits affected during the month(s) the action is in effect.

Households who receive reduced or cancelled benefits because of these procedures are not entitled to restoration of benefits at a future date unless USDA orders the restoration.

3. Record Keeping

There must be a record of benefits that households receive during a month(s) when a reduction is in effect and the amount households would have received had full monthly benefits been distributed. There must also be records kept showing the benefit amount households would have received if there is a cancellation of benefits.

4. Eligibility Determination

An order for a reduction, suspension or cancellation of benefits will not affect the determination of eligibility. The BPS must accept and process applications within normal time frames. If an applicant is determined eligible and a reduction is in effect, that household must receive benefits according to the revised issuance tables that reflect the reduction.

If an applicant is eligible and a cancellation is in effect, the household will not receive any benefits.

5. Expedited Services

- a. Households eligible for expedited processing who apply during month(s) when a reduction or suspension is in effect must be processed as allowed by expedited procedures.

PART XXIII

BENEFIT ALLOTMENTS

CHAPTER

SUBJECT

PAGES

A. CALCULATING BENEFIT ALLOTMENTS

1

B. BENEFIT ALLOTMENT TABLES

1-90

A. CALCULATING BENEFIT ALLOTMENTS

The tables on the following pages show the appropriate benefits for household sizes 1 through 10.

For household sizes 1 and 2, **\$24** is the minimum allotment for all eligible households, including categorically eligible households. The maximum monthly net income does not apply to categorically eligible households, however.

For household sizes 3 through 10, the allotment tables reflect the maximum benefit allotment to the \$1 minimum allotment. NOTE: ONLY CATEGORICALLY ELIGIBLE HOUSEHOLDS ARE ELIGIBLE FOR ALLOTMENTS WHERE THE HOUSEHOLD'S NET INCOME EXCEEDS THE NET INCOME MAXIMUM. For example, for a 4-person household, the maximum net income is **\$2,680**. The allotment offered at that level of income is **\$190**. The rest of the allotment table, from the net income of **\$2,681** through **\$3,310**, the last income figure, for which an allotment is available, applies to categorically eligible households only.

To calculate issuances to households of more than ten persons, use the following formula:

1. Maximum Benefit Allotment. If there are more than ten household members, add **\$218** to the monthly maximum benefit allotment.
2. Maximum Monthly Net Income. If there are more than ten household members, add **\$459** to the monthly maximum net income. NOTE: Maximum monthly net income limits do not apply to categorically eligible households.

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
0 - 0	298	546	785	994	1183	1421	1571	1789	2007	2225
1 - 3	297	545	784	993	1182	1420	1570	1788	2006	2224
4 - 6	296	544	783	992	1181	1419	1569	1787	2005	2223
7 - 10	295	543	782	991	1180	1418	1568	1786	2004	2222
11 - 13	294	542	781	990	1179	1417	1567	1785	2003	2221
14 - 16	293	541	780	989	1178	1416	1566	1784	2002	2220
17 - 20	292	540	779	988	1177	1415	1565	1783	2001	2219
21 - 23	291	539	778	987	1176	1414	1564	1782	2000	2218
24 - 26	290	538	777	986	1175	1413	1563	1781	1999	2217
27 - 30	289	537	776	985	1174	1412	1562	1780	1998	2216
31 - 33	288	536	775	984	1173	1411	1561	1779	1997	2215
34 - 36	287	535	774	983	1172	1410	1560	1778	1996	2214
37 - 40	286	534	773	982	1171	1409	1559	1777	1995	2213
41 - 43	285	533	772	981	1170	1408	1558	1776	1994	2212
44 - 46	284	532	771	980	1169	1407	1557	1775	1993	2211
47 - 50	283	531	770	979	1168	1406	1556	1774	1992	2210
51 - 53	282	530	769	978	1167	1405	1555	1773	1991	2209
54 - 56	281	529	768	977	1166	1404	1554	1772	1990	2208
57 - 60	280	528	767	976	1165	1403	1553	1771	1989	2207
61 - 63	279	527	766	975	1164	1402	1552	1770	1988	2206
64 - 66	278	526	765	974	1163	1401	1551	1769	1987	2205
67 - 70	277	525	764	973	1162	1400	1550	1768	1986	2204
71 - 73	276	524	763	972	1161	1399	1549	1767	1985	2203
74 - 76	275	523	762	971	1160	1398	1548	1766	1984	2202
77 - 80	274	522	761	970	1159	1397	1547	1765	1983	2201

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
81 - 83	273	521	760	969	1158	1396	1546	1764	1982	2200
84 - 86	272	520	759	968	1157	1395	1545	1763	1981	2199
87 - 90	271	519	758	967	1156	1394	1544	1762	1980	2198
91 - 93	270	518	757	966	1155	1393	1543	1761	1979	2197
94 - 96	269	517	756	965	1154	1392	1542	1760	1978	2196
97 - 100	268	516	755	964	1153	1391	1541	1759	1977	2195
101 - 103	267	515	754	963	1152	1390	1540	1758	1976	2194
104 - 106	266	514	753	962	1151	1389	1539	1757	1975	2193
107 - 110	265	513	752	961	1150	1388	1538	1756	1974	2192
111 - 113	264	512	751	960	1149	1387	1537	1755	1973	2191
114 - 116	263	511	750	959	1148	1386	1536	1754	1972	2190
117 - 120	262	510	749	958	1147	1385	1535	1753	1971	2189
121 - 123	261	509	748	957	1146	1384	1534	1752	1970	2188
124 - 126	260	508	747	956	1145	1383	1533	1751	1969	2187
127 - 130	259	507	746	955	1144	1382	1532	1750	1968	2186
131 - 133	258	506	745	954	1143	1381	1531	1749	1967	2185
134 - 136	257	505	744	953	1142	1380	1530	1748	1966	2184
137 - 140	256	504	743	952	1141	1379	1529	1747	1965	2183
141 - 143	255	503	742	951	1140	1378	1528	1746	1964	2182
144 - 146	254	502	741	950	1139	1377	1527	1745	1963	2181
147 - 150	253	501	740	949	1138	1376	1526	1744	1962	2180
151 - 153	252	500	739	948	1137	1375	1525	1743	1961	2179
154 - 156	251	499	738	947	1136	1374	1524	1742	1960	2178
157 - 160	250	498	737	946	1135	1373	1523	1741	1959	2177
161 - 163	249	497	736	945	1134	1372	1522	1740	1958	2176

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
164 - 166	248	496	735	944	1133	1371	1521	1739	1957	2175
167 - 170	247	495	734	943	1132	1370	1520	1738	1956	2174
171 - 173	246	494	733	942	1131	1369	1519	1737	1955	2173
174 - 176	245	493	732	941	1130	1368	1518	1736	1954	2172
177 - 180	244	492	731	940	1129	1367	1517	1735	1953	2171
181 - 183	243	491	730	939	1128	1366	1516	1734	1952	2170
184 - 186	242	490	729	938	1127	1365	1515	1733	1951	2169
187 - 190	241	489	728	937	1126	1364	1514	1732	1950	2168
191 - 193	240	488	727	936	1125	1363	1513	1731	1949	2167
194 - 196	239	487	726	935	1124	1362	1512	1730	1948	2166
197 - 200	238	486	725	934	1123	1361	1511	1729	1947	2165
201 - 203	237	485	724	933	1122	1360	1510	1728	1946	2164
204 - 206	236	484	723	932	1121	1359	1509	1727	1945	2163
207 - 210	235	483	722	931	1120	1358	1508	1726	1944	2162
211 - 213	234	482	721	930	1119	1357	1507	1725	1943	2161
214 - 216	233	481	720	929	1118	1356	1506	1724	1942	2160
217 - 220	232	480	719	928	1117	1355	1505	1723	1941	2159
221 - 223	231	479	718	927	1116	1354	1504	1722	1940	2158
224 - 226	230	478	717	926	1115	1353	1503	1721	1939	2157
227 - 230	229	477	716	925	1114	1352	1502	1720	1938	2156
231 - 233	228	476	715	924	1113	1351	1501	1719	1937	2155
234 - 236	227	475	714	923	1112	1350	1500	1718	1936	2154
237 - 240	226	474	713	922	1111	1349	1499	1717	1935	2153
241 - 243	225	473	712	921	1110	1348	1498	1716	1934	2152
244 - 246	224	472	711	920	1109	1347	1497	1715	1933	2151

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
247 - 250	223	471	710	919	1108	1346	1496	1714	1932	2150
251 - 253	222	470	709	918	1107	1345	1495	1713	1931	2149
254 - 256	221	469	708	917	1106	1344	1494	1712	1930	2148
257 - 260	220	468	707	916	1105	1343	1493	1711	1929	2147
261 - 263	219	467	706	915	1104	1342	1492	1710	1928	2146
264 - 266	218	466	705	914	1103	1341	1491	1709	1927	2145
267 - 270	217	465	704	913	1102	1340	1490	1708	1926	2144
271 - 273	216	464	703	912	1101	1339	1489	1707	1925	2143
274 - 276	215	463	702	911	1100	1338	1488	1706	1924	2142
277 - 280	214	462	701	910	1099	1337	1487	1705	1923	2141
281 - 283	213	461	700	909	1098	1336	1486	1704	1922	2140
284 - 286	212	460	699	908	1097	1335	1485	1703	1921	2139
287 - 290	211	459	698	907	1096	1334	1484	1702	1920	2138
291 - 293	210	458	697	906	1095	1333	1483	1701	1919	2137
294 - 296	209	457	696	905	1094	1332	1482	1700	1918	2136
297 - 300	208	456	695	904	1093	1331	1481	1699	1917	2135
301 - 303	207	455	694	903	1092	1330	1480	1698	1916	2134
304 - 306	206	454	693	902	1091	1329	1479	1697	1915	2133
307 - 310	205	453	692	901	1090	1328	1478	1696	1914	2132
311 - 313	204	452	691	900	1089	1327	1477	1695	1913	2131
314 - 316	203	451	690	899	1088	1326	1476	1694	1912	2130
317 - 320	202	450	689	898	1087	1325	1475	1693	1911	2129
321 - 323	201	449	688	897	1086	1324	1474	1692	1910	2128
324 - 326	200	448	687	896	1085	1323	1473	1691	1909	2127
327 - 330	199	447	686	895	1084	1322	1472	1690	1908	2126

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
331 - 333	198	446	685	894	1083	1321	1471	1689	1907	2125
334 - 336	197	445	684	893	1082	1320	1470	1688	1906	2124
337 - 340	196	444	683	892	1081	1319	1469	1687	1905	2123
341 - 343	195	443	682	891	1080	1318	1468	1686	1904	2122
344 - 346	194	442	681	890	1079	1317	1467	1685	1903	2121
347 - 350	193	441	680	889	1078	1316	1466	1684	1902	2120
351 - 353	192	440	679	888	1077	1315	1465	1683	1901	2119
354 - 356	191	439	678	887	1076	1314	1464	1682	1900	2118
357 - 360	190	438	677	886	1075	1313	1463	1681	1899	2117
361 - 363	189	437	676	885	1074	1312	1462	1680	1898	2116
364 - 366	188	436	675	884	1073	1311	1461	1679	1897	2115
367 - 370	187	435	674	883	1072	1310	1460	1678	1896	2114
371 - 373	186	434	673	882	1071	1309	1459	1677	1895	2113
374 - 376	185	433	672	881	1070	1308	1458	1676	1894	2112
377 - 380	184	432	671	880	1069	1307	1457	1675	1893	2111
381 - 383	183	431	670	879	1068	1306	1456	1674	1892	2110
384 - 386	182	430	669	878	1067	1305	1455	1673	1891	2109
387 - 390	181	429	668	877	1066	1304	1454	1672	1890	2108
391 - 393	180	428	667	876	1065	1303	1453	1671	1889	2107
394 - 396	179	427	666	875	1064	1302	1452	1670	1888	2106
397 - 400	178	426	665	874	1063	1301	1451	1669	1887	2105
401 - 403	177	425	664	873	1062	1300	1450	1668	1886	2104
404 - 406	176	424	663	872	1061	1299	1449	1667	1885	2103
407 - 410	175	423	662	871	1060	1298	1448	1666	1884	2102

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
411 - 413	174	422	661	870	1059	1297	1447	1665	1883	2101
414 - 416	173	421	660	869	1058	1296	1446	1664	1882	2100
417 - 420	172	420	659	868	1057	1295	1445	1663	1881	2099
421 - 423	171	419	658	867	1056	1294	1444	1662	1880	2098
424 - 426	170	418	657	866	1055	1293	1443	1661	1879	2097
427 - 430	169	417	656	865	1054	1292	1442	1660	1878	2096
431 - 433	168	416	655	864	1053	1291	1441	1659	1877	2095
434 - 436	167	415	654	863	1052	1290	1440	1658	1876	2094
437 - 440	166	414	653	862	1051	1289	1439	1657	1875	2093
441 - 443	165	413	652	861	1050	1288	1438	1656	1874	2092
444 - 446	164	412	651	860	1049	1287	1437	1655	1873	2091
447 - 450	163	411	650	859	1048	1286	1436	1654	1872	2090
451 - 453	162	410	649	858	1047	1285	1435	1653	1871	2089
454 - 456	161	409	648	857	1046	1284	1434	1652	1870	2088
457 - 460	160	408	647	856	1045	1283	1433	1651	1869	2087
461 - 463	159	407	646	855	1044	1282	1432	1650	1868	2086
464 - 466	158	406	645	854	1043	1281	1431	1649	1867	2085
467 - 470	157	405	644	853	1042	1280	1430	1648	1866	2084
471 - 473	156	404	643	852	1041	1279	1429	1647	1865	2083
474 - 476	155	403	642	851	1040	1278	1428	1646	1864	2082
477 - 480	154	402	641	850	1039	1277	1427	1645	1863	2081
481 - 483	153	401	640	849	1038	1276	1426	1644	1862	2080
484 - 486	152	400	639	848	1037	1275	1425	1643	1861	2079
487 - 490	151	399	638	847	1036	1274	1424	1642	1860	2078
491 - 493	150	398	637	846	1035	1273	1423	1641	1859	2077

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
494 - 496	149	397	636	845	1034	1272	1422	1640	1858	2076
497 - 500	148	396	635	844	1033	1271	1421	1639	1857	2075
501 - 503	147	395	634	843	1032	1270	1420	1638	1856	2074
504 - 506	146	394	633	842	1031	1269	1419	1637	1855	2073
507 - 510	145	393	632	841	1030	1268	1418	1636	1854	2072
511 - 513	144	392	631	840	1029	1267	1417	1635	1853	2071
514 - 516	143	391	630	839	1028	1266	1416	1634	1852	2070
517 - 520	142	390	629	838	1027	1265	1415	1633	1851	2069
521 - 523	141	389	628	837	1026	1264	1414	1632	1850	2068
524 - 526	140	388	627	836	1025	1263	1413	1631	1849	2067
527 - 530	139	387	626	835	1024	1262	1412	1630	1848	2066
531 - 533	138	386	625	834	1023	1261	1411	1629	1847	2065
534 - 536	137	385	624	833	1022	1260	1410	1628	1846	2064
537 - 540	136	384	623	832	1021	1259	1409	1627	1845	2063
541 - 543	135	383	622	831	1020	1258	1408	1626	1844	2062
544 - 546	134	382	621	830	1019	1257	1407	1625	1843	2061
547 - 550	133	381	620	829	1018	1256	1406	1624	1842	2060
551 - 553	132	380	619	828	1017	1255	1405	1623	1841	2059
554 - 556	131	379	618	827	1016	1254	1404	1622	1840	2058
557 - 560	130	378	617	826	1015	1253	1403	1621	1839	2057
561 - 563	129	377	616	825	1014	1252	1402	1620	1838	2056
564 - 566	128	376	615	824	1013	1251	1401	1619	1837	2055
567 - 570	127	375	614	823	1012	1250	1400	1618	1836	2054
571 - 573	126	374	613	822	1011	1249	1399	1617	1835	2053
574 - 576	125	373	612	821	1010	1248	1398	1616	1834	2052

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
577 - 580	124	372	611	820	1009	1247	1397	1615	1833	2051
581 - 583	123	371	610	819	1008	1246	1396	1614	1832	2050
584 - 586	122	370	609	818	1007	1245	1395	1613	1831	2049
587 - 590	121	369	608	817	1006	1244	1394	1612	1830	2048
591 - 593	120	368	607	816	1005	1243	1393	1611	1829	2047
594 - 596	119	367	606	815	1004	1242	1392	1610	1828	2046
597 - 600	118	366	605	814	1003	1241	1391	1609	1827	2045
601 - 603	117	365	604	813	1002	1240	1390	1608	1826	2044
604 - 606	116	364	603	812	1001	1239	1389	1607	1825	2043
607 - 610	115	363	602	811	1000	1238	1388	1606	1824	2042
611 - 613	114	362	601	810	999	1237	1387	1605	1823	2041
614 - 616	113	361	600	809	998	1236	1386	1604	1822	2040
617 - 620	112	360	599	808	997	1235	1385	1603	1821	2039
621 - 623	111	359	598	807	996	1234	1384	1602	1820	2038
624 - 626	110	358	597	806	995	1233	1383	1601	1819	2037
627 - 630	109	357	596	805	994	1232	1382	1600	1818	2036
631 - 633	108	356	595	804	993	1231	1381	1599	1817	2035
634 - 636	107	355	594	803	992	1230	1380	1598	1816	2034
637 - 640	106	354	593	802	991	1229	1379	1597	1815	2033
641 - 643	105	353	592	801	990	1228	1378	1596	1814	2032
644 - 646	104	352	591	800	989	1227	1377	1595	1813	2031
647 - 650	103	351	590	799	988	1226	1376	1594	1812	2030
651 - 653	102	350	589	798	987	1225	1375	1593	1811	2029
654 - 656	101	349	588	797	986	1224	1374	1592	1810	2028
657 - 660	100	348	587	796	985	1223	1373	1591	1809	2027

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
661 - 663	99	347	586	795	984	1222	1372	1590	1808	2026
664 - 666	98	346	585	794	983	1221	1371	1589	1807	2025
667 - 670	97	345	584	793	982	1220	1370	1588	1806	2024
671 - 673	96	344	583	792	981	1219	1369	1587	1805	2023
674 - 676	95	343	582	791	980	1218	1368	1586	1804	2022
677 - 680	94	342	581	790	979	1217	1367	1585	1803	2021
681 - 683	93	341	580	789	978	1216	1366	1584	1802	2020
684 - 686	92	340	579	788	977	1215	1365	1583	1801	2019
687 - 690	91	339	578	787	976	1214	1364	1582	1800	2018
691 - 693	90	338	577	786	975	1213	1363	1581	1799	2017
694 - 696	89	337	576	785	974	1212	1362	1580	1798	2016
697 - 700	88	336	575	784	973	1211	1361	1579	1797	2015
701 - 703	87	335	574	783	972	1210	1360	1578	1796	2014
704 - 706	86	334	573	782	971	1209	1359	1577	1795	2013
707 - 710	85	333	572	781	970	1208	1358	1576	1794	2012
711 - 713	84	332	571	780	969	1207	1357	1575	1793	2011
714 - 716	83	331	570	779	968	1206	1356	1574	1792	2010
717 - 720	82	330	569	778	967	1205	1355	1573	1791	2009
721 - 723	81	329	568	777	966	1204	1354	1572	1790	2008
724 - 726	80	328	567	776	965	1203	1353	1571	1789	2007
727 - 730	79	327	566	775	964	1202	1352	1570	1788	2006
731 - 733	78	326	565	774	963	1201	1351	1569	1787	2005
734 - 736	77	325	564	773	962	1200	1350	1568	1786	2004
737 - 740	76	324	563	772	961	1199	1349	1567	1785	2003
741 - 743	75	323	562	771	960	1198	1348	1566	1784	2002

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
744 - 746	74	322	561	770	959	1197	1347	1565	1783	2001
747 - 750	73	321	560	769	958	1196	1346	1564	1782	2000
751 - 753	72	320	559	768	957	1195	1345	1563	1781	1999
754 - 756	71	319	558	767	956	1194	1344	1562	1780	1998
757 - 760	70	318	557	766	955	1193	1343	1561	1779	1997
761 - 763	69	317	556	765	954	1192	1342	1560	1778	1996
764 - 766	68	316	555	764	953	1191	1341	1559	1777	1995
767 - 770	67	315	554	763	952	1190	1340	1558	1776	1994
771 - 773	66	314	553	762	951	1189	1339	1557	1775	1993
774 - 776	65	313	552	761	950	1188	1338	1556	1774	1992
777 - 780	64	312	551	760	949	1187	1337	1555	1773	1991
781 - 783	63	311	550	759	948	1186	1336	1554	1772	1990
784 - 786	62	310	549	758	947	1185	1335	1553	1771	1989
787 - 790	61	309	548	757	946	1184	1334	1552	1770	1988
791 - 793	60	308	547	756	945	1183	1333	1551	1769	1987
794 - 796	59	307	546	755	944	1182	1332	1550	1768	1986
797 - 800	58	306	545	754	943	1181	1331	1549	1767	1985
801 - 803	57	305	544	753	942	1180	1330	1548	1766	1984
804 - 806	56	304	543	752	941	1179	1329	1547	1765	1983
807 - 810	55	303	542	751	940	1178	1328	1546	1764	1982
811 - 813	54	302	541	750	939	1177	1327	1545	1763	1981
814 - 816	53	301	540	749	938	1176	1326	1544	1762	1980
817 - 820	52	300	539	748	937	1175	1325	1543	1761	1979
821 - 823	51	299	538	747	936	1174	1324	1542	1760	1978
824 - 826	50	298	537	746	935	1173	1323	1541	1759	1977

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
827 - 830	49	297	536	745	934	1172	1322	1540	1758	1976
831 - 833	48	296	535	744	933	1171	1321	1539	1757	1975
834 - 836	47	295	534	743	932	1170	1320	1538	1756	1974
837 - 840	46	294	533	742	931	1169	1319	1537	1755	1973
841 - 843	45	293	532	741	930	1168	1318	1536	1754	1972
844 - 846	44	292	531	740	929	1167	1317	1535	1753	1971
847 - 850	43	291	530	739	928	1166	1316	1534	1752	1970
851 - 853	42	290	529	738	927	1165	1315	1533	1751	1969
854 - 856	41	289	528	737	926	1164	1314	1532	1750	1968
857 - 860	40	288	527	736	925	1163	1313	1531	1749	1967
861 - 863	39	287	526	735	924	1162	1312	1530	1748	1966
864 - 866	38	286	525	734	923	1161	1311	1529	1747	1965
867 - 870	37	285	524	733	922	1160	1310	1528	1746	1964
871 - 873	36	284	523	732	921	1159	1309	1527	1745	1963
874 - 876	35	283	522	731	920	1158	1308	1526	1744	1962
877 - 880	34	282	521	730	919	1157	1307	1525	1743	1961
881 - 883	33	281	520	729	918	1156	1306	1524	1742	1960
884 - 886	32	280	519	728	917	1155	1305	1523	1741	1959
887 - 890	31	279	518	727	916	1154	1304	1522	1740	1958
891 - 893	30	278	517	726	915	1153	1303	1521	1739	1957
894 - 896	29	277	516	725	914	1152	1302	1520	1738	1956
897 - 900	28	276	515	724	913	1151	1301	1519	1737	1955
901 - 903	27	275	514	723	912	1150	1300	1518	1736	1954
904 - 906	26	274	513	722	911	1149	1299	1517	1735	1953
907 - 910	25	273	512	721	910	1148	1298	1516	1734	1952

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
911 - 913	24	272	511	720	909	1147	1297	1515	1733	1951
914 - 916	24	271	510	719	908	1146	1296	1514	1732	1950
917 - 920	24	270	509	718	907	1145	1295	1513	1731	1949
921 - 923	24	269	508	717	906	1144	1294	1512	1730	1948
924 - 926	24	268	507	716	905	1143	1293	1511	1729	1947
927 - 930	24	267	506	715	904	1142	1292	1510	1728	1946
931 - 933	24	266	505	714	903	1141	1291	1509	1727	1945
934 - 936	24	265	504	713	902	1140	1290	1508	1726	1944
937 - 940	24	264	503	712	901	1139	1289	1507	1725	1943
941 - 943	24	263	502	711	900	1138	1288	1506	1724	1942
944 - 946	24	262	501	710	899	1137	1287	1505	1723	1941
947 - 950	24	261	500	709	898	1136	1286	1504	1722	1940
951 - 953	24	260	499	708	897	1135	1285	1503	1721	1939
954 - 956	24	259	498	707	896	1134	1284	1502	1720	1938
957 - 960	24	258	497	706	895	1133	1283	1501	1719	1937
961 - 963	24	257	496	705	894	1132	1282	1500	1718	1936
964 - 966	24	256	495	704	893	1131	1281	1499	1717	1935
967 - 970	24	255	494	703	892	1130	1280	1498	1716	1934
971 - 973	24	254	493	702	891	1129	1279	1497	1715	1933
974 - 976	24	253	492	701	890	1128	1278	1496	1714	1932
977 - 980	24	252	491	700	889	1127	1277	1495	1713	1931
981 - 983	24	251	490	699	888	1126	1276	1494	1712	1930
984 - 986	24	250	489	698	887	1125	1275	1493	1711	1929
987 - 990	24	249	488	697	886	1124	1274	1492	1710	1928

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
991 - 993	24	248	487	696	885	1123	1273	1491	1709	1927
994 - 996	24	247	486	695	884	1122	1272	1490	1708	1926
997 - 1000	24	246	485	694	883	1121	1271	1489	1707	1925
1001 - 1003	24	245	484	693	882	1120	1270	1488	1706	1924
1004 - 1006	24	244	483	692	881	1119	1269	1487	1705	1923
1007 - 1010	24	243	482	691	880	1118	1268	1486	1704	1922
1011 - 1013	24	242	481	690	879	1117	1267	1485	1703	1921
1014 - 1016	24	241	480	689	878	1116	1266	1484	1702	1920
1017 - 1020	24	240	479	688	877	1115	1265	1483	1701	1919
1021 - 1023	24	239	478	687	876	1114	1264	1482	1700	1918
1024 - 1026	24	238	477	686	875	1113	1263	1481	1699	1917
1027 - 1030	24	237	476	685	874	1112	1262	1480	1698	1916
1031 - 1033	24	236	475	684	873	1111	1261	1479	1697	1915
1034 - 1036	24	235	474	683	872	1110	1260	1478	1696	1914
1037 - 1040	24	234	473	682	871	1109	1259	1477	1695	1913
1041 - 1043	24	233	472	681	870	1108	1258	1476	1694	1912
1044 - 1046	24	232	471	680	869	1107	1257	1475	1693	1911
1047 - 1050	24	231	470	679	868	1106	1256	1474	1692	1910
1051 - 1053	24	230	469	678	867	1105	1255	1473	1691	1909
1054 - 1056	24	229	468	677	866	1104	1254	1472	1690	1908
1057 - 1060	24	228	467	676	865	1103	1253	1471	1689	1907
1061 - 1063	24	227	466	675	864	1102	1252	1470	1688	1906
1064 - 1066	24	226	465	674	863	1101	1251	1469	1687	1905
1067 - 1070	24	225	464	673	862	1100	1250	1468	1686	1904
1071 - 1073	24	224	463	672	861	1099	1249	1467	1685	1903

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1074 - 1076	24	223	462	671	860	1098	1248	1466	1684	1902
1077 - 1080	24	222	461	670	859	1097	1247	1465	1683	1901
1081 - 1083	24	221	460	669	858	1096	1246	1464	1682	1900
1084 - 1086	24	220	459	668	857	1095	1245	1463	1681	1899
1087 - 1090	24	219	458	667	856	1094	1244	1462	1680	1898
1091 - 1093	24	218	457	666	855	1093	1243	1461	1679	1897
1094 - 1096	24	217	456	665	854	1092	1242	1460	1678	1896
1097 - 1100	24	216	455	664	853	1091	1241	1459	1677	1895
1101 - 1103	24	215	454	663	852	1090	1240	1458	1676	1894
1104 - 1106	24	214	453	662	851	1089	1239	1457	1675	1893
1107 - 1110	24	213	452	661	850	1088	1238	1456	1674	1892
1111 - 1113	24	212	451	660	849	1087	1237	1455	1673	1891
1114 - 1116	24	211	450	659	848	1086	1236	1454	1672	1890
1117 - 1120	24	210	449	658	847	1085	1235	1453	1671	1889
1121 - 1123	24	209	448	657	846	1084	1234	1452	1670	1888
1124 - 1126	24	208	447	656	845	1083	1233	1451	1669	1887
1127 - 1130	24	207	446	655	844	1082	1232	1450	1668	1886
1131 - 1133	24	206	445	654	843	1081	1231	1449	1667	1885
1134 - 1136	24	205	444	653	842	1080	1230	1448	1666	1884
1137 - 1140	24	204	443	652	841	1079	1229	1447	1665	1883
1141 - 1143	24	203	442	651	840	1078	1228	1446	1664	1882
1144 - 1146	24	202	441	650	839	1077	1227	1445	1663	1881
1147 - 1150	24	201	440	649	838	1076	1226	1444	1662	1880
1151 - 1153	24	200	439	648	837	1075	1225	1443	1661	1879
1154 - 1156	24	199	438	647	836	1074	1224	1442	1660	1878

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1157 - 1160	24	198	437	646	835	1073	1223	1441	1659	1877
1161 - 1163	24	197	436	645	834	1072	1222	1440	1658	1876
1164 - 1166	24	196	435	644	833	1071	1221	1439	1657	1875
1167 - 1170	24	195	434	643	832	1070	1220	1438	1656	1874
1171 - 1173	24	194	433	642	831	1069	1219	1437	1655	1873
1174 - 1176	24	193	432	641	830	1068	1218	1436	1654	1872
1177 - 1180	24	192	431	640	829	1067	1217	1435	1653	1871
1181 - 1183	24	191	430	639	828	1066	1216	1434	1652	1870
1184 - 1186	24	190	429	638	827	1065	1215	1433	1651	1869
1187 - 1190	24	189	428	637	826	1064	1214	1432	1650	1868
1191 - 1193	24	188	427	636	825	1063	1213	1431	1649	1867
1194 - 1196	24	187	426	635	824	1062	1212	1430	1648	1866
1197 - 1200	24	186	425	634	823	1061	1211	1429	1647	1865
1201 - 1203	24	185	424	633	822	1060	1210	1428	1646	1864
1204 - 1206	24	184	423	632	821	1059	1209	1427	1645	1863
1207 - 1210	24	183	422	631	820	1058	1208	1426	1644	1862
1211 - 1213	24	182	421	630	819	1057	1207	1425	1643	1861
1214 - 1216	24	181	420	629	818	1056	1206	1424	1642	1860
1217 - 1220	24	180	419	628	817	1055	1205	1423	1641	1859
1221 - 1223	24	179	418	627	816	1054	1204	1422	1640	1858
1224 - 1226	24	178	417	626	815	1053	1203	1421	1639	1857
1227 - 1230	24	177	416	625	814	1052	1202	1420	1638	1856
1231 - 1233	24	176	415	624	813	1051	1201	1419	1637	1855
1234 - 1236	24	175	414	623	812	1050	1200	1418	1636	1854
1237 - 1240	24	174	413	622	811	1049	1199	1417	1635	1853

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1241 - 1243	24	173	412	621	810	1048	1198	1416	1634	1852
1244 - 1246	24	172	411	620	809	1047	1197	1415	1633	1851
1247 - 1250	24	171	410	619	808	1046	1196	1414	1632	1850
1251 - 1253	24	170	409	618	807	1045	1195	1413	1631	1849
1254 - 1256	24	169	408	617	806	1044	1194	1412	1630	1848
1257 - 1260	24	168	407	616	805	1043	1193	1411	1629	1847
1261 - 1263	24	167	406	615	804	1042	1192	1410	1628	1846
1264 - 1266	24	166	405	614	803	1041	1191	1409	1627	1845
1267 - 1270	24	165	404	613	802	1040	1190	1408	1626	1844
1271 - 1273	24	164	403	612	801	1039	1189	1407	1625	1843
1274 - 1276	24	163	402	611	800	1038	1188	1406	1624	1842
1277 - 1280	24	162	401	610	799	1037	1187	1405	1623	1841
1281 - 1283	24	161	400	609	798	1036	1186	1404	1622	1840
1284 - 1286	24	160	399	608	797	1035	1185	1403	1621	1839
1287 - 1290	24	159	398	607	796	1034	1184	1402	1620	1838
1291 - 1293	24	158	397	606	795	1033	1183	1401	1619	1837
1294 - 1296	24	157	396	605	794	1032	1182	1400	1618	1836
1297 - 1300	24	156	395	604	793	1031	1181	1399	1617	1835
1301 - 1303	24	155	394	603	792	1030	1180	1398	1616	1834
1304 - 1306	24	154	393	602	791	1029	1179	1397	1615	1833
1307 - 1310	24	153	392	601	790	1028	1178	1396	1614	1832
1311 - 1313	24	152	391	600	789	1027	1177	1395	1613	1831
1314 - 1316	24	151	390	599	788	1026	1176	1394	1612	1830
1317 - 1320	24	150	389	598	787	1025	1175	1393	1611	1829
1321 - 1323	24	149	388	597	786	1024	1174	1392	1610	1828

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1324 - 1326	24	148	387	596	785	1023	1173	1391	1609	1827
1327 - 1330	24	147	386	595	784	1022	1172	1390	1608	1826
1331 - 1333	24	146	385	594	783	1021	1171	1389	1607	1825
1334 - 1336	24	145	384	593	782	1020	1170	1388	1606	1824
1337 - 1340	24	144	383	592	781	1019	1169	1387	1605	1823
1341 - 1343	24	143	382	591	780	1018	1168	1386	1604	1822
1344 - 1346	24	142	381	590	779	1017	1167	1385	1603	1821
1347 - 1350	24	141	380	589	778	1016	1166	1384	1602	1820
1351 - 1353	24	140	379	588	777	1015	1165	1383	1601	1819
1354 - 1356	24	139	378	587	776	1014	1164	1382	1600	1818
1357 - 1360	24	138	377	586	775	1013	1163	1381	1599	1817
1361 - 1363	24	137	376	585	774	1012	1162	1380	1598	1816
1364 - 1366	24	136	375	584	773	1011	1161	1379	1597	1815
1367 - 1370	24	135	374	583	772	1010	1160	1378	1596	1814
1371 - 1373	24	134	373	582	771	1009	1159	1377	1595	1813
1374 - 1376	24	133	372	581	770	1008	1158	1376	1594	1812
1377 - 1380	24	132	371	580	769	1007	1157	1375	1593	1811
1381 - 1383	24	131	370	579	768	1006	1156	1374	1592	1810
1384 - 1386	24	130	369	578	767	1005	1155	1373	1591	1809
1387 - 1390	24	129	368	577	766	1004	1154	1372	1590	1808
1391 - 1393	24	128	367	576	765	1003	1153	1371	1589	1807
1394 - 1396	24	127	366	575	764	1002	1152	1370	1588	1806
1397 - 1400	24	126	365	574	763	1001	1151	1369	1587	1805
1401 - 1403	24	125	364	573	762	1000	1150	1368	1586	1804
1404 - 1406	24	124	363	572	761	999	1149	1367	1585	1803

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1407 - 1410	24	123	362	571	760	998	1148	1366	1584	1802
1411 - 1413	24	122	361	570	759	997	1147	1365	1583	1801
1414 - 1416	24	121	360	569	758	996	1146	1364	1582	1800
1417 - 1420	24	120	359	568	757	995	1145	1363	1581	1799
1421 - 1423	24	119	358	567	756	994	1144	1362	1580	1798
1424 - 1426	24	118	357	566	755	993	1143	1361	1579	1797
1427 - 1430	24	117	356	565	754	992	1142	1360	1578	1796
1431 - 1433	24	116	355	564	753	991	1141	1359	1577	1795
1434 - 1436	24	115	354	563	752	990	1140	1358	1576	1794
1437 - 1440	24	114	353	562	751	989	1139	1357	1575	1793
1441 - 1443	24	113	352	561	750	988	1138	1356	1574	1792
1444 - 1446	24	112	351	560	749	987	1137	1355	1573	1791
1447 - 1450	24	111	350	559	748	986	1136	1354	1572	1790
1451 - 1453	24	110	349	558	747	985	1135	1353	1571	1789
1454 - 1456	24	109	348	557	746	984	1134	1352	1570	1788
1457 - 1460	24	108	347	556	745	983	1133	1351	1569	1787
1461 - 1463	24	107	346	555	744	982	1132	1350	1568	1786
1464 - 1466	24	106	345	554	743	981	1131	1349	1567	1785
1467 - 1470	24	105	344	553	742	980	1130	1348	1566	1784
1471 - 1473	24	104	343	552	741	979	1129	1347	1565	1783
1474 - 1476	24	103	342	551	740	978	1128	1346	1564	1782
1477 - 1480	24	102	341	550	739	977	1127	1345	1563	1781
1481 - 1483	24	101	340	549	738	976	1126	1344	1562	1780
1484 - 1486	24	100	339	548	737	975	1125	1343	1561	1779
1487 - 1490	24	99	338	547	736	974	1124	1342	1560	1778

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1491 - 1493	24	98	337	546	735	973	1123	1341	1559	1777
1494 - 1496	24	97	336	545	734	972	1122	1340	1558	1776
1497 - 1500	24	96	335	544	733	971	1121	1339	1557	1775
1501 - 1503	24	95	334	543	732	970	1120	1338	1556	1774
1504 - 1506	24	94	333	542	731	969	1119	1337	1555	1773
1507 - 1510	24	93	332	541	730	968	1118	1336	1554	1772
1511 - 1513	24	92	331	540	729	967	1117	1335	1553	1771
1514 - 1516	24	91	330	539	728	966	1116	1334	1552	1770
1517 - 1520	24	90	329	538	727	965	1115	1333	1551	1769
1521 - 1523	24	89	328	537	726	964	1114	1332	1550	1768
1524 - 1526	24	88	327	536	725	963	1113	1331	1549	1767
1527 - 1530	24	87	326	535	724	962	1112	1330	1548	1766
1531 - 1533	24	86	325	534	723	961	1111	1329	1547	1765
1534 - 1536	24	85	324	533	722	960	1110	1328	1546	1764
1537 - 1540	24	84	323	532	721	959	1109	1327	1545	1763
1541 - 1543	24	83	322	531	720	958	1108	1326	1544	1762
1544 - 1546	24	82	321	530	719	957	1107	1325	1543	1761
1547 - 1550	24	81	320	529	718	956	1106	1324	1542	1760
1551 - 1553	24	80	319	528	717	955	1105	1323	1541	1759
1554 - 1556	24	79	318	527	716	954	1104	1322	1540	1758
1557 - 1560	24	78	317	526	715	953	1103	1321	1539	1757
1561 - 1563	24	77	316	525	714	952	1102	1320	1538	1756
1564 - 1566	24	76	315	524	713	951	1101	1319	1537	1755
1567 - 1570	24	75	314	523	712	950	1100	1318	1536	1754

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1571 - 1573	24	74	313	522	711	949	1099	1317	1535	1753
1574 - 1576	24	73	312	521	710	948	1098	1316	1534	1752
1577 - 1580	24	72	311	520	709	947	1097	1315	1533	1751
1581 - 1583	24	71	310	519	708	946	1096	1314	1532	1750
1584 - 1586	24	70	309	518	707	945	1095	1313	1531	1749
1587 - 1590	24	69	308	517	706	944	1094	1312	1530	1748
1591 - 1593	24	68	307	516	705	943	1093	1311	1529	1747
1594 - 1596	24	67	306	515	704	942	1092	1310	1528	1746
1597 - 1600	24	66	305	514	703	941	1091	1309	1527	1745
1601 - 1603	24	65	304	513	702	940	1090	1308	1526	1744
1604 - 1606	24	64	303	512	701	939	1089	1307	1525	1743
1607 - 1610	24	63	302	511	700	938	1088	1306	1524	1742
1611 - 1613	24	62	301	510	699	937	1087	1305	1523	1741
1614 - 1616	24	61	300	509	698	936	1086	1304	1522	1740
1617 - 1620	24	60	299	508	697	935	1085	1303	1521	1739
1621 - 1623	24	59	298	507	696	934	1084	1302	1520	1738
1624 - 1626	24	58	297	506	695	933	1083	1301	1519	1737
1627 - 1630	24	57	296	505	694	932	1082	1300	1518	1736
1631 - 1633	24	56	295	504	693	931	1081	1299	1517	1735
1634 - 1636	24	55	294	503	692	930	1080	1298	1516	1734
1637 - 1640	24	54	293	502	691	929	1079	1297	1515	1733
1641 - 1643	24	53	292	501	690	928	1078	1296	1514	1732
1644 - 1646	24	52	291	500	689	927	1077	1295	1513	1731
1647 - 1650	24	51	290	499	688	926	1076	1294	1512	1730
1651 - 1653	24	50	289	498	687	925	1075	1293	1511	1729

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1654 - 1656	24	49	288	497	686	924	1074	1292	1510	1728
1657 - 1660	24	48	287	496	685	923	1073	1291	1509	1727
1661 - 1663	24	47	286	495	684	922	1072	1290	1508	1726
1664 - 1666	24	46	285	494	683	921	1071	1289	1507	1725
1667 - 1670	24	45	284	493	682	920	1070	1288	1506	1724
1671 - 1673	24	44	283	492	681	919	1069	1287	1505	1723
1674 - 1676	24	43	282	491	680	918	1068	1286	1504	1722
1677 - 1680	24	42	281	490	679	917	1067	1285	1503	1721
1681 - 1683	24	41	280	489	678	916	1066	1284	1502	1720
1684 - 1686	24	40	279	488	677	915	1065	1283	1501	1719
1687 - 1690	24	39	278	487	676	914	1064	1282	1500	1718
1691 - 1693	24	38	277	486	675	913	1063	1281	1499	1717
1694 - 1696	24	37	276	485	674	912	1062	1280	1498	1716
1697 - 1700	24	36	275	484	673	911	1061	1279	1497	1715
1701 - 1703	24	35	274	483	672	910	1060	1278	1496	1714
1704 - 1706	24	34	273	482	671	909	1059	1277	1495	1713
1707 - 1710	24	33	272	481	670	908	1058	1276	1494	1712
1711 - 1713	24	32	271	480	669	907	1057	1275	1493	1711
1714 - 1716	24	31	270	479	668	906	1056	1274	1492	1710
1717 - 1720	24	30	269	478	667	905	1055	1273	1491	1709
1721 - 1723	24	29	268	477	666	904	1054	1272	1490	1708
1724 - 1726	24	28	267	476	665	903	1053	1271	1489	1707
1727 - 1730	24	27	266	475	664	902	1052	1270	1488	1706
1731 - 1733	24	26	265	474	663	901	1051	1269	1487	1705
1734 - 1736	24	25	264	473	662	900	1050	1268	1486	1704

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1737 - 1740	24	24	263	472	661	899	1049	1267	1485	1703
1741 - 1743	24	24	262	471	660	898	1048	1266	1484	1702
1744 - 1746	24	24	261	470	659	897	1047	1265	1483	1701
1747 - 1750	24	24	260	469	658	896	1046	1264	1482	1700
1751 - 1753	24	24	259	468	657	895	1045	1263	1481	1699
1754 - 1756	24	24	258	467	656	894	1044	1262	1480	1698
1757 - 1760	24	24	257	466	655	893	1043	1261	1479	1697
1761 - 1763	24	24	256	465	654	892	1042	1260	1478	1696
1764 - 1766	24	24	255	464	653	891	1041	1259	1477	1695
1767 - 1770	24	24	254	463	652	890	1040	1258	1476	1694
1771 - 1773	24	24	253	462	651	889	1039	1257	1475	1693
1774 - 1776	24	24	252	461	650	888	1038	1256	1474	1692
1777 - 1780	24	24	251	460	649	887	1037	1255	1473	1691
1781 - 1783	24	24	250	459	648	886	1036	1254	1472	1690
1784 - 1786	24	24	249	458	647	885	1035	1253	1471	1689
1787 - 1790	24	24	248	457	646	884	1034	1252	1470	1688
1791 - 1793	24	24	247	456	645	883	1033	1251	1469	1687
1794 - 1796	24	24	246	455	644	882	1032	1250	1468	1686
1797 - 1800	24	24	245	454	643	881	1031	1249	1467	1685
1801 - 1803	24	24	244	453	642	880	1030	1248	1466	1684
1804 - 1806	24	24	243	452	641	879	1029	1247	1465	1683
1807 - 1810	24	24	242	451	640	878	1028	1246	1464	1682
1811 - 1813	24	24	241	450	639	877	1027	1245	1463	1681
1814 - 1816	24	24	240	449	638	876	1026	1244	1462	1680
1817 - 1820	24	24	239	448	637	875	1025	1243	1461	1679

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1821 - 1823	24	24	238	447	636	874	1024	1242	1460	1678
1824 - 1826	24	24	237	446	635	873	1023	1241	1459	1677
1827 - 1830	24	24	236	445	634	872	1022	1240	1458	1676
1831 - 1833	24	24	235	444	633	871	1021	1239	1457	1675
1834 - 1836	24	24	234	443	632	870	1020	1238	1456	1674
1837 - 1840	24	24	233	442	631	869	1019	1237	1455	1673
1841 - 1843	24	24	232	441	630	868	1018	1236	1454	1672
1844 - 1846	24	24	231	440	629	867	1017	1235	1453	1671
1847 - 1850	24	24	230	439	628	866	1016	1234	1452	1670
1851 - 1853	24	24	229	438	627	865	1015	1233	1451	1669
1854 - 1856	24	24	228	437	626	864	1014	1232	1450	1668
1857 - 1860	24	24	227	436	625	863	1013	1231	1449	1667
1861 - 1863	24	24	226	435	624	862	1012	1230	1448	1666
1864 - 1866	24	24	225	434	623	861	1011	1229	1447	1665
1867 - 1870	24	24	224	433	622	860	1010	1228	1446	1664
1871 - 1873	24	24	223	432	621	859	1009	1227	1445	1663
1874 - 1876	24	24	222	431	620	858	1008	1226	1444	1662
1877 - 1880	24	24	221	430	619	857	1007	1225	1443	1661
1881 - 1883	24	24	220	429	618	856	1006	1224	1442	1660
1884 - 1886	24	24	219	428	617	855	1005	1223	1441	1659
1887 - 1890	24	24	218	427	616	854	1004	1222	1440	1658
1891 - 1893	24	24	217	426	615	853	1003	1221	1439	1657
1894 - 1896	24	24	216	425	614	852	1002	1220	1438	1656
1897 - 1900	24	24	215	424	613	851	1001	1219	1437	1655
1901 - 1903	24	24	214	423	612	850	1000	1218	1436	1654

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1904 - 1906	24	24	213	422	611	849	999	1217	1435	1653
1907 - 1910	24	24	212	421	610	848	998	1216	1434	1652
1911 - 1913	24	24	211	420	609	847	997	1215	1433	1651
1914 - 1916	24	24	210	419	608	846	996	1214	1432	1650
1917 - 1920	24	24	209	418	607	845	995	1213	1431	1649
1921 - 1923	24	24	208	417	606	844	994	1212	1430	1648
1924 - 1926	24	24	207	416	605	843	993	1211	1429	1647
1927 - 1930	24	24	206	415	604	842	992	1210	1428	1646
1931 - 1933	24	24	205	414	603	841	991	1209	1427	1645
1934 - 1936	24	24	204	413	602	840	990	1208	1426	1644
1937 - 1940	24	24	203	412	601	839	989	1207	1425	1643
1941 - 1943	24	24	202	411	600	838	988	1206	1424	1642
1944 - 1946	24	24	201	410	599	837	987	1205	1423	1641
1947 - 1950	24	24	200	409	598	836	986	1204	1422	1640
1951 - 1953	24	24	199	408	597	835	985	1203	1421	1639
1954 - 1956	24	24	198	407	596	834	984	1202	1420	1638
1957 - 1960	24	24	197	406	595	833	983	1201	1419	1637
1961 - 1963	24	24	196	405	594	832	982	1200	1418	1636
1964 - 1966	24	24	195	404	593	831	981	1199	1417	1635
1967 - 1970	24	24	194	403	592	830	980	1198	1416	1634
1971 - 1973	24	24	193	402	591	829	979	1197	1415	1633
1974 - 1976	24	24	192	401	590	828	978	1196	1414	1632
1977 - 1980	24	24	191	400	589	827	977	1195	1413	1631
1981 - 1983	24	24	190	399	588	826	976	1194	1412	1630
1984 - 1986	24	24	189	398	587	825	975	1193	1411	1629

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
1987 - 1990	24	24	188	397	586	824	974	1192	1410	1628
1991 - 1993	24	24	187	396	585	823	973	1191	1409	1627
1994 - 1996	24	24	186	395	584	822	972	1190	1408	1626
1997 - 2000	24	24	185	394	583	821	971	1189	1407	1625
2001 - 2003	24	24	184	393	582	820	970	1188	1406	1624
2004 - 2006	24	24	183	392	581	819	969	1187	1405	1623
2007 - 2010	24	24	182	391	580	818	968	1186	1404	1622
2011 - 2013	24	24	181	390	579	817	967	1185	1403	1621
2014 - 2016	24	24	180	389	578	816	966	1184	1402	1620
2017 - 2020	24	24	179	388	577	815	965	1183	1401	1619
2021 - 2023	24	24	178	387	576	814	964	1182	1400	1618
2024 - 2026	24	24	177	386	575	813	963	1181	1399	1617
2027 - 2030	24	24	176	385	574	812	962	1180	1398	1616
2031 - 2033	24	24	175	384	573	811	961	1179	1397	1615
2034 - 2036	24	24	174	383	572	810	960	1178	1396	1614
2037 - 2040	24	24	173	382	571	809	959	1177	1395	1613
2041 - 2043	24	24	172	381	570	808	958	1176	1394	1612
2044 - 2046	24	24	171	380	569	807	957	1175	1393	1611
2047 - 2050	24	24	170	379	568	806	956	1174	1392	1610
2051 - 2053	24	24	169	378	567	805	955	1173	1391	1609
2054 - 2056	24	24	168	377	566	804	954	1172	1390	1608
2057 - 2060	24	24	167	376	565	803	953	1171	1389	1607
2061 - 2063	24	24	166	375	564	802	952	1170	1388	1606
2064 - 2066	24	24	165	374	563	801	951	1169	1387	1605
2067 - 2070	24	24	164	373	562	800	950	1168	1386	1604

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2071 - 2073	24	24	163	372	561	799	949	1167	1385	1603
2074 - 2076	24	24	162	371	560	798	948	1166	1384	1602
2077 - 2080	24	24	161	370	559	797	947	1165	1383	1601
2081 - 2083	24	24	160	369	558	796	946	1164	1382	1600
2084 - 2086	24	24	159	368	557	795	945	1163	1381	1599
2087 - 2090	24	24	158	367	556	794	944	1162	1380	1598
2091 - 2093	24	24	157	366	555	793	943	1161	1379	1597
2094 - 2096	24	24	156	365	554	792	942	1160	1378	1596
2097 - 2100	24	24	155	364	553	791	941	1159	1377	1595
2101 - 2103	24	24	154	363	552	790	940	1158	1376	1594
2104 - 2106	24	24	153	362	551	789	939	1157	1375	1593
2107 - 2110	24	24	152	361	550	788	938	1156	1374	1592
2111 - 2113	24	24	151	360	549	787	937	1155	1373	1591
2114 - 2116	24	24	150	359	548	786	936	1154	1372	1590
2117 - 2120	24	24	149	358	547	785	935	1153	1371	1589
2121 - 2123	24	24	148	357	546	784	934	1152	1370	1588
2124 - 2126	24	24	147	356	545	783	933	1151	1369	1587
2127 - 2130	24	24	146	355	544	782	932	1150	1368	1586
2131 - 2133	24	24	145	354	543	781	931	1149	1367	1585
2134 - 2136	24	24	144	353	542	780	930	1148	1366	1584
2137 - 2140	24	24	143	352	541	779	929	1147	1365	1583
2141 - 2143	24	24	142	351	540	778	928	1146	1364	1582
2144 - 2146	24	24	141	350	539	777	927	1145	1363	1581
2147 - 2150	24	24	140	349	538	776	926	1144	1362	1580

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2151 - 2153	24	24	139	348	537	775	925	1143	1361	1579
2154 - 2156		24	138	347	536	774	924	1142	1360	1578
2157 - 2160		24	137	346	535	773	923	1141	1359	1577
2161 - 2163		24	136	345	534	772	922	1140	1358	1576
2164 - 2166		24	135	344	533	771	921	1139	1357	1575
2167 - 2170		24	134	343	532	770	920	1138	1356	1574
2171 - 2173		24	133	342	531	769	919	1137	1355	1573
2174 - 2176		24	132	341	530	768	918	1136	1354	1572
2177 - 2180		24	131	340	529	767	917	1135	1353	1571
2181 - 2183		24	130	339	528	766	916	1134	1352	1570
2184 - 2186		24	129	338	527	765	915	1133	1351	1569
2187 - 2190		24	128	337	526	764	914	1132	1350	1568
2191 - 2193		24	127	336	525	763	913	1131	1349	1567
2194 - 2196		24	126	335	524	762	912	1130	1348	1566
2197 - 2200		24	125	334	523	761	911	1129	1347	1565
2201 - 2203		24	124	333	522	760	910	1128	1346	1564
2204 - 2206		24	123	332	521	759	909	1127	1345	1563
2207 - 2210		24	122	331	520	758	908	1126	1344	1562
2211 - 2213		24	121	330	519	757	907	1125	1343	1561
2214 - 2216		24	120	329	518	756	906	1124	1342	1560
2217 - 2220		24	119	328	517	755	905	1123	1341	1559
2221 - 2223		24	118	327	516	754	904	1122	1340	1558
2224 - 2226		24	117	326	515	753	903	1121	1339	1557
2227 - 2230		24	116	325	514	752	902	1120	1338	1556
2231 - 2233		24	115	324	513	751	901	1119	1337	1555

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2234 - 2236		24	114	323	512	750	900	1118	1336	1554
2237 - 2240		24	113	322	511	749	899	1117	1335	1553
2241 - 2243		24	112	321	510	748	898	1116	1334	1552
2244 - 2246		24	111	320	509	747	897	1115	1333	1551
2247 - 2250		24	110	319	508	746	896	1114	1332	1550
2251 - 2253		24	109	318	507	745	895	1113	1331	1549
2254 - 2256		24	108	317	506	744	894	1112	1330	1548
2257 - 2260		24	107	316	505	743	893	1111	1329	1547
2261 - 2263		24	106	315	504	742	892	1110	1328	1546
2264 - 2266		24	105	314	503	741	891	1109	1327	1545
2267 - 2270		24	104	313	502	740	890	1108	1326	1544
2271 - 2273		24	103	312	501	739	889	1107	1325	1543
2274 - 2276		24	102	311	500	738	888	1106	1324	1542
2277 - 2280		24	101	310	499	737	887	1105	1323	1541
2281 - 2283		24	100	309	498	736	886	1104	1322	1540
2284 - 2286		24	99	308	497	735	885	1103	1321	1539
2287 - 2290		24	98	307	496	734	884	1102	1320	1538
2291 - 2293		24	97	306	495	733	883	1101	1319	1537
2294 - 2296		24	96	305	494	732	882	1100	1318	1536
2297 - 2300		24	95	304	493	731	881	1099	1317	1535
2301 - 2303		24	94	303	492	730	880	1098	1316	1534
2304 - 2306		24	93	302	491	729	879	1097	1315	1533
2307 - 2310		24	92	301	490	728	878	1096	1314	1532
2311 - 2313		24	91	300	489	727	877	1095	1313	1531
2314 - 2316		24	90	299	488	726	876	1094	1312	1530

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2317 - 2320		24	89	298	487	725	875	1093	1311	1529
2321 - 2323		24	88	297	486	724	874	1092	1310	1528
2324 - 2326		24	87	296	485	723	873	1091	1309	1527
2327 - 2330		24	86	295	484	722	872	1090	1308	1526
2331 - 2333		24	85	294	483	721	871	1089	1307	1525
2334 - 2336		24	84	293	482	720	870	1088	1306	1524
2337 - 2340		24	83	292	481	719	869	1087	1305	1523
2341 - 2343		24	82	291	480	718	868	1086	1304	1522
2344 - 2346		24	81	290	479	717	867	1085	1303	1521
2347 - 2350		24	80	289	478	716	866	1084	1302	1520
2351 - 2353		24	79	288	477	715	865	1083	1301	1519
2354 - 2356		24	78	287	476	714	864	1082	1300	1518
2357 - 2360		24	77	286	475	713	863	1081	1299	1517
2361 - 2363		24	76	285	474	712	862	1080	1298	1516
2364 - 2366		24	75	284	473	711	861	1079	1297	1515
2367 - 2370		24	74	283	472	710	860	1078	1296	1514
2371 - 2373		24	73	282	471	709	859	1077	1295	1513
2374 - 2376		24	72	281	470	708	858	1076	1294	1512
2377 - 2380		24	71	280	469	707	857	1075	1293	1511
2381 - 2383		24	70	279	468	706	856	1074	1292	1510
2384 - 2386		24	69	278	467	705	855	1073	1291	1509
2387 - 2390		24	68	277	466	704	854	1072	1290	1508
2391 - 2393		24	67	276	465	703	853	1071	1289	1507
2394 - 2396		24	66	275	464	702	852	1070	1288	1506
2397 - 2400		24	65	274	463	701	851	1069	1287	1505

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2401 - 2403		24	64	273	462	700	850	1068	1286	1504
2404 - 2406		24	63	272	461	699	849	1067	1285	1503
2407 - 2410		24	62	271	460	698	848	1066	1284	1502
2411 - 2413		24	61	270	459	697	847	1065	1283	1501
2414 - 2416		24	60	269	458	696	846	1064	1282	1500
2417 - 2420		24	59	268	457	695	845	1063	1281	1499
2421 - 2423		24	58	267	456	694	844	1062	1280	1498
2424 - 2426		24	57	266	455	693	843	1061	1279	1497
2427 - 2430		24	56	265	454	692	842	1060	1278	1496
2431 - 2433		24	55	264	453	691	841	1059	1277	1495
2434 - 2436		24	54	263	452	690	840	1058	1276	1494
2437 - 2440		24	53	262	451	689	839	1057	1275	1493
2441 - 2443		24	52	261	450	688	838	1056	1274	1492
2444 - 2446		24	51	260	449	687	837	1055	1273	1491
2447 - 2450		24	50	259	448	686	836	1054	1272	1490
2451 - 2453		24	49	258	447	685	835	1053	1271	1489
2454 - 2456		24	48	257	446	684	834	1052	1270	1488
2457 - 2460		24	47	256	445	683	833	1051	1269	1487
2461 - 2463		24	46	255	444	682	832	1050	1268	1486
2464 - 2466		24	45	254	443	681	831	1049	1267	1485
2467 - 2470		24	44	253	442	680	830	1048	1266	1484
2471 - 2473		24	43	252	441	679	829	1047	1265	1483
2474 - 2476		24	42	251	440	678	828	1046	1264	1482
2477 - 2480		24	41	250	439	677	827	1045	1263	1481
2481 - 2483		24	40	249	438	676	826	1044	1262	1480

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2484 - 2486		24	39	248	437	675	825	1043	1261	1479
2487 - 2490		24	38	247	436	674	824	1042	1260	1478
2491 - 2493		24	37	246	435	673	823	1041	1259	1477
2494 - 2496		24	36	245	434	672	822	1040	1258	1476
2497 - 2500		24	35	244	433	671	821	1039	1257	1475
2501 - 2503		24	34	243	432	670	820	1038	1256	1474
2504 - 2506		24	33	242	431	669	819	1037	1255	1473
2507 - 2510		24	32	241	430	668	818	1036	1254	1472
2511 - 2513		24	31	240	429	667	817	1035	1253	1471
2514 - 2516		24	30	239	428	666	816	1034	1252	1470
2517 - 2520		24	29	238	427	665	815	1033	1251	1469
2521 - 2523		24	28	237	426	664	814	1032	1250	1468
2524 - 2526		24	27	236	425	663	813	1031	1249	1467
2527 - 2530		24	26	235	424	662	812	1030	1248	1466
2531 - 2533		24	25	234	423	661	811	1029	1247	1465
2534 - 2536		24	24	233	422	660	810	1028	1246	1464
2537 - 2540		24	23	232	421	659	809	1027	1245	1463
2541 - 2543		24	22	231	420	658	808	1026	1244	1462
2544 - 2546		24	21	230	419	657	807	1025	1243	1461
2547 - 2550		24	20	229	418	656	806	1024	1242	1460
2551 - 2553		24	19	228	417	655	805	1023	1241	1459
2554 - 2556		24	18	227	416	654	804	1022	1240	1458
2557 - 2560		24	17	226	415	653	803	1021	1239	1457
2561 - 2563		24	16	225	414	652	802	1020	1238	1456
2564 - 2566		24	15	224	413	651	801	1019	1237	1455

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2567 - 2570		24	14	223	412	650	800	1018	1236	1454
2571 - 2573		24	13	222	411	649	799	1017	1235	1453
2574 - 2576		24	12	221	410	648	798	1016	1234	1452
2577 - 2580		24	11	220	409	647	797	1015	1233	1451
2581 - 2583		24	10	219	408	646	796	1014	1232	1450
2584 - 2586		24	9	218	407	645	795	1013	1231	1449
2587 - 2590		24	8	217	406	644	794	1012	1230	1448
2591 - 2593		24	7	216	405	643	793	1011	1229	1447
2594 - 2596		24	6	215	404	642	792	1010	1228	1446
2597 - 2600		24	5	214	403	641	791	1009	1227	1445
2601 - 2603		24	4	213	402	640	790	1008	1226	1444
2604 - 2606		24	3	212	401	639	789	1007	1225	1443
2607 - 2610		24	2	211	400	638	788	1006	1224	1442
2611 - 2613		24	1	210	399	637	787	1005	1223	1441
2614 - 2616		24		209	398	636	786	1004	1222	1440
2617 - 2620		24		208	397	635	785	1003	1221	1439
2621 - 2623		24		207	396	634	784	1002	1220	1438
2624 - 2626		24		206	395	633	783	1001	1219	1437
2627 - 2630		24		205	394	632	782	1000	1218	1436
2631 - 2633		24		204	393	631	781	999	1217	1435
2634 - 2636		24		203	392	630	780	998	1216	1434
2637 - 2640		24		202	391	629	779	997	1215	1433
2641 - 2643		24		201	390	628	778	996	1214	1432
2644 - 2646		24		200	389	627	777	995	1213	1431
2647 - 2650		24		199	388	626	776	994	1212	1430

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2651 - 2653		24		198	387	625	775	993	1211	1429
2654 - 2656		24		197	386	624	774	992	1210	1428
2657 - 2660		24		196	385	623	773	991	1209	1427
2661 - 2663		24		195	384	622	772	990	1208	1426
2664 - 2666		24		194	383	621	771	989	1207	1425
2667 - 2670		24		193	382	620	770	988	1206	1424
2671 - 2673		24		192	381	619	769	987	1205	1423
2674 - 2676		24		191	380	618	768	986	1204	1422
2677 - 2680		24		190	379	617	767	985	1203	1421
2681 - 2683		24		189	378	616	766	984	1202	1420
2684 - 2686		24		188	377	615	765	983	1201	1419
2687 - 2690		24		187	376	614	764	982	1200	1418
2691 - 2693		24		186	375	613	763	981	1199	1417
2694 - 2696		24		185	374	612	762	980	1198	1416
2697 - 2700		24		184	373	611	761	979	1197	1415
2701 - 2703		24		183	372	610	760	978	1196	1414
2704 - 2706		24		182	371	609	759	977	1195	1413
2707 - 2710		24		181	370	608	758	976	1194	1412
2711 - 2713		24		180	369	607	757	975	1193	1411
2714 - 2716		24		179	368	606	756	974	1192	1410
2717 - 2720		24		178	367	605	755	973	1191	1409
2721 - 2723		24		177	366	604	754	972	1190	1408
2724 - 2726		24		176	365	603	753	971	1189	1407
2727 - 2730		24		175	364	602	752	970	1188	1406

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2731 - 2733		24		174	363	601	751	969	1187	1405
2734 - 2736		24		173	362	600	750	968	1186	1404
2737 - 2740		24		172	361	599	749	967	1185	1403
2741 - 2743		24		171	360	598	748	966	1184	1402
2744 - 2746		24		170	359	597	747	965	1183	1401
2747 - 2750		24		169	358	596	746	964	1182	1400
2751 - 2753		24		168	357	595	745	963	1181	1399
2754 - 2756		24		167	356	594	744	962	1180	1398
2757 - 2760		24		166	355	593	743	961	1179	1397
2761 - 2763		24		165	354	592	742	960	1178	1396
2764 - 2766		24		164	353	591	741	959	1177	1395
2767 - 2770		24		163	352	590	740	958	1176	1394
2771 - 2773		24		162	351	589	739	957	1175	1393
2774 - 2776		24		161	350	588	738	956	1174	1392
2777 - 2780		24		160	349	587	737	955	1173	1391
2781 - 2783		24		159	348	586	736	954	1172	1390
2784 - 2786		24		158	347	585	735	953	1171	1389
2787 - 2790		24		157	346	584	734	952	1170	1388
2791 - 2793		24		156	345	583	733	951	1169	1387
2794 - 2796		24		155	344	582	732	950	1168	1386
2797 - 2800		24		154	343	581	731	949	1167	1385
2801 - 2803		24		153	342	580	730	948	1166	1384
2804 - 2806		24		152	341	579	729	947	1165	1383
2807 - 2810		24		151	340	578	728	946	1164	1382
2811 - 2813		24		150	339	577	727	945	1163	1381

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2814 - 2816		24		149	338	576	726	944	1162	1380
2817 - 2820		24		148	337	575	725	943	1161	1379
2821 - 2823		24		147	336	574	724	942	1160	1378
2824 - 2826		24		146	335	573	723	941	1159	1377
2827 - 2830		24		145	334	572	722	940	1158	1376
2831 - 2833		24		144	333	571	721	939	1157	1375
2834 - 2836		24		143	332	570	720	938	1156	1374
2837 - 2840		24		142	331	569	719	937	1155	1373
2841 - 2843		24		141	330	568	718	936	1154	1372
2844 - 2846		24		140	329	567	717	935	1153	1371
2847 - 2850		24		139	328	566	716	934	1152	1370
2851 - 2853		24		138	327	565	715	933	1151	1369
2854 - 2856		24		137	326	564	714	932	1150	1368
2857 - 2860		24		136	325	563	713	931	1149	1367
2861 - 2863		24		135	324	562	712	930	1148	1366
2864 - 2866		24		134	323	561	711	929	1147	1365
2867 - 2870		24		133	322	560	710	928	1146	1364
2871 - 2873		24		132	321	559	709	927	1145	1363
2874 - 2876		24		131	320	558	708	926	1144	1362
2877 - 2880		24		130	319	557	707	925	1143	1361
2881 - 2883		24		129	318	556	706	924	1142	1360
2884 - 2886		24		128	317	555	705	923	1141	1359
2887 - 2890		24		127	316	554	704	922	1140	1358
2891 - 2893		24		126	315	553	703	921	1139	1357
2894 - 2896		24		125	314	552	702	920	1138	1356

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2897 - 2900		24		124	313	551	701	919	1137	1355
2901 - 2903		24		123	312	550	700	918	1136	1354
2904 - 2906		24		122	311	549	699	917	1135	1353
2907 - 2910		24		121	310	548	698	916	1134	1352
2911 - 2913				120	309	547	697	915	1133	1351
2914 - 2916				119	308	546	696	914	1132	1350
2917 - 2920				118	307	545	695	913	1131	1349
2921 - 2923				117	306	544	694	912	1130	1348
2924 - 2926				116	305	543	693	911	1129	1347
2927 - 2930				115	304	542	692	910	1128	1346
2931 - 2933				114	303	541	691	909	1127	1345
2934 - 2936				113	302	540	690	908	1126	1344
2937 - 2940				112	301	539	689	907	1125	1343
2941 - 2943				111	300	538	688	906	1124	1342
2944 - 2946				110	299	537	687	905	1123	1341
2947 - 2950				109	298	536	686	904	1122	1340
2951 - 2953				108	297	535	685	903	1121	1339
2954 - 2956				107	296	534	684	902	1120	1338
2957 - 2960				106	295	533	683	901	1119	1337
2961 - 2963				105	294	532	682	900	1118	1336
2964 - 2966				104	293	531	681	899	1117	1335
2967 - 2970				103	292	530	680	898	1116	1334
2971 - 2973				102	291	529	679	897	1115	1333
2974 - 2976				101	290	528	678	896	1114	1332
2977 - 2980				100	289	527	677	895	1113	1331

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
2981 - 2983				99	288	526	676	894	1112	1330
2984 - 2986				98	287	525	675	893	1111	1329
2987 - 2990				97	286	524	674	892	1110	1328
2991 - 2993				96	285	523	673	891	1109	1327
2994 - 2996				95	284	522	672	890	1108	1326
2997 - 3000				94	283	521	671	889	1107	1325
3001 - 3003				93	282	520	670	888	1106	1324
3004 - 3006				92	281	519	669	887	1105	1323
3007 - 3010				91	280	518	668	886	1104	1322
3011 - 3013				90	279	517	667	885	1103	1321
3014 - 3016				89	278	516	666	884	1102	1320
3017 - 3020				88	277	515	665	883	1101	1319
3021 - 3023				87	276	514	664	882	1100	1318
3024 - 3026				86	275	513	663	881	1099	1317
3027 - 3030				85	274	512	662	880	1098	1316
3031 - 3033				84	273	511	661	879	1097	1315
3034 - 3036				83	272	510	660	878	1096	1314
3037 - 3040				82	271	509	659	877	1095	1313
3041 - 3043				81	270	508	658	876	1094	1312
3044 - 3046				80	269	507	657	875	1093	1311
3047 - 3050				79	268	506	656	874	1092	1310
3051 - 3053				78	267	505	655	873	1091	1309
3054 - 3056				77	266	504	654	872	1090	1308
3057 - 3060				76	265	503	653	871	1089	1307
3061 - 3063				75	264	502	652	870	1088	1306

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3064 - 3066				74	263	501	651	869	1087	1305
3067 - 3070				73	262	500	650	868	1086	1304
3071 - 3073				72	261	499	649	867	1085	1303
3074 - 3076				71	260	498	648	866	1084	1302
3077 - 3080				70	259	497	647	865	1083	1301
3081 - 3083				69	258	496	646	864	1082	1300
3084 - 3086				68	257	495	645	863	1081	1299
3087 - 3090				67	256	494	644	862	1080	1298
3091 - 3093				66	255	493	643	861	1079	1297
3094 - 3096				65	254	492	642	860	1078	1296
3097 - 3100				64	253	491	641	859	1077	1295
3101 - 3103				63	252	490	640	858	1076	1294
3104 - 3106				62	251	489	639	857	1075	1293
3107 - 3110				61	250	488	638	856	1074	1292
3111 - 3113				60	249	487	637	855	1073	1291
3114 - 3116				59	248	486	636	854	1072	1290
3117 - 3120				58	247	485	635	853	1071	1289
3121 - 3123				57	246	484	634	852	1070	1288
3124 - 3126				56	245	483	633	851	1069	1287
3127 - 3130				55	244	482	632	850	1068	1286
3131 - 3133				54	243	481	631	849	1067	1285
3134 - 3136				53	242	480	630	848	1066	1284
3137 - 3140				52	241	479	629	847	1065	1283
3141 - 3143				51	240	478	628	846	1064	1282
3144 - 3146				50	239	477	627	845	1063	1281

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3147 - 3150				49	238	476	626	844	1062	1280
3151 - 3153				48	237	475	625	843	1061	1279
3154 - 3156				47	236	474	624	842	1060	1278
3157 - 3160				46	235	473	623	841	1059	1277
3161 - 3163				45	234	472	622	840	1058	1276
3164 - 3166				44	233	471	621	839	1057	1275
3167 - 3170				43	232	470	620	838	1056	1274
3171 - 3173				42	231	469	619	837	1055	1273
3174 - 3176				41	230	468	618	836	1054	1272
3177 - 3180				40	229	467	617	835	1053	1271
3181 - 3183				39	228	466	616	834	1052	1270
3184 - 3186				38	227	465	615	833	1051	1269
3187 - 3190				37	226	464	614	832	1050	1268
3191 - 3193				36	225	463	613	831	1049	1267
3194 - 3196				35	224	462	612	830	1048	1266
3197 - 3200				34	223	461	611	829	1047	1265
3201 - 3203				33	222	460	610	828	1046	1264
3204 - 3206				32	221	459	609	827	1045	1263
3207 - 3210				31	220	458	608	826	1044	1262
3211 - 3213				30	219	457	607	825	1043	1261
3214 - 3216				29	218	456	606	824	1042	1260
3217 - 3220				28	217	455	605	823	1041	1259
3221 - 3223				27	216	454	604	822	1040	1258
3224 - 3226				26	215	453	603	821	1039	1257
3227 - 3230				25	214	452	602	820	1038	1256

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3231 - 3233				24	213	451	601	819	1037	1255
3234 - 3236				23	212	450	600	818	1036	1254
3237 - 3240				22	211	449	599	817	1035	1253
3241 - 3243				21	210	448	598	816	1034	1252
3244 - 3246				20	209	447	597	815	1033	1251
3247 - 3250				19	208	446	596	814	1032	1250
3251 - 3253				18	207	445	595	813	1031	1249
3254 - 3256				17	206	444	594	812	1030	1248
3257 - 3260				16	205	443	593	811	1029	1247
3261 - 3263				15	204	442	592	810	1028	1246
3264 - 3266				14	203	441	591	809	1027	1245
3267 - 3270				13	202	440	590	808	1026	1244
3271 - 3273				12	201	439	589	807	1025	1243
3274 - 3276				11	200	438	588	806	1024	1242
3277 - 3280				10	199	437	587	805	1023	1241
3281 - 3283				9	198	436	586	804	1022	1240
3284 - 3286				8	197	435	585	803	1021	1239
3287 - 3290				7	196	434	584	802	1020	1238
3291 - 3293				6	195	433	583	801	1019	1237
3294 - 3296				5	194	432	582	800	1018	1236
3297 - 3300				4	193	431	581	799	1017	1235
3301 - 3303				3	192	430	580	798	1016	1234
3304 - 3306				2	191	429	579	797	1015	1233
3307 - 3310				1	190	428	578	796	1014	1232

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3311 - 3313					189	427	577	795	1013	1231
3314 - 3316					188	426	576	794	1012	1230
3317 - 3320					187	425	575	793	1011	1229
3321 - 3323					186	424	574	792	1010	1228
3324 - 3326					185	423	573	791	1009	1227
3327 - 3330					184	422	572	790	1008	1226
3331 - 3333					183	421	571	789	1007	1225
3334 - 3336					182	420	570	788	1006	1224
3337 - 3340					181	419	569	787	1005	1223
3341 - 3343					180	418	568	786	1004	1222
3344 - 3346					179	417	567	785	1003	1221
3347 - 3350					178	416	566	784	1002	1220
3351 - 3353					177	415	565	783	1001	1219
3354 - 3356					176	414	564	782	1000	1218
3357 - 3360					175	413	563	781	999	1217
3361 - 3363					174	412	562	780	998	1216
3364 - 3366					173	411	561	779	997	1215
3367 - 3370					172	410	560	778	996	1214
3371 - 3373					171	409	559	777	995	1213
3374 - 3376					170	408	558	776	994	1212
3377 - 3380					169	407	557	775	993	1211
3381 - 3383					168	406	556	774	992	1210
3384 - 3386					167	405	555	773	991	1209
3387 - 3390					166	404	554	772	990	1208
3391 - 3393					165	403	553	771	989	1207

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3394 - 3396					164	402	552	770	988	1206
3397 - 3400					163	401	551	769	987	1205
3401 - 3403					162	400	550	768	986	1204
3404 - 3406					161	399	549	767	985	1203
3407 - 3410					160	398	548	766	984	1202
3411 - 3413					159	397	547	765	983	1201
3414 - 3416					158	396	546	764	982	1200
3417 - 3420					157	395	545	763	981	1199
3421 - 3423					156	394	544	762	980	1198
3424 - 3426					155	393	543	761	979	1197
3427 - 3430					154	392	542	760	978	1196
3431 - 3433					153	391	541	759	977	1195
3434 - 3436					152	390	540	758	976	1194
3437 - 3440					151	389	539	757	975	1193
3441 - 3443					150	388	538	756	974	1192
3444 - 3446					149	387	537	755	973	1191
3447 - 3450					148	386	536	754	972	1190
3451 - 3453					147	385	535	753	971	1189
3454 - 3456					146	384	534	752	970	1188
3457 - 3460					145	383	533	751	969	1187
3461 - 3463					144	382	532	750	968	1186
3464 - 3466					143	381	531	749	967	1185
3467 - 3470					142	380	530	748	966	1184
3471 - 3473					141	379	529	747	965	1183
3474 - 3476					140	378	528	746	964	1182

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3477 - 3480					139	377	527	745	963	1181
3481 - 3483					138	376	526	744	962	1180
3484 - 3486					137	375	525	743	961	1179
3487 - 3490					136	374	524	742	960	1178
3491 - 3493					135	373	523	741	959	1177
3494 - 3496					134	372	522	740	958	1176
3497 - 3500					133	371	521	739	957	1175
3501 - 3503					132	370	520	738	956	1174
3504 - 3506					131	369	519	737	955	1173
3507 - 3510					130	368	518	736	954	1172
3511 - 3513					129	367	517	735	953	1171
3514 - 3516					128	366	516	734	952	1170
3517 - 3520					127	365	515	733	951	1169
3521 - 3523					126	364	514	732	950	1168
3524 - 3526					125	363	513	731	949	1167
3527 - 3530					124	362	512	730	948	1166
3531 - 3533					123	361	511	729	947	1165
3534 - 3536					122	360	510	728	946	1164
3537 - 3540					121	359	509	727	945	1163
3541 - 3543					120	358	508	726	944	1162
3544 - 3546					119	357	507	725	943	1161
3547 - 3550					118	356	506	724	942	1160
3551 - 3553					117	355	505	723	941	1159
3554 - 3556					116	354	504	722	940	1158
3557 - 3560					115	353	503	721	939	1157

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3561 - 3563					114	352	502	720	938	1156
3564 - 3566					113	351	501	719	937	1155
3567 - 3570					112	350	500	718	936	1154
3571 - 3573					111	349	499	717	935	1153
3574 - 3576					110	348	498	716	934	1152
3577 - 3580					109	347	497	715	933	1151
3581 - 3583					108	346	496	714	932	1150
3584 - 3586					107	345	495	713	931	1149
3587 - 3590					106	344	494	712	930	1148
3591 - 3593					105	343	493	711	929	1147
3594 - 3596					104	342	492	710	928	1146
3597 - 3600					103	341	491	709	927	1145
3601 - 3603					102	340	490	708	926	1144
3604 - 3606					101	339	489	707	925	1143
3607 - 3610					100	338	488	706	924	1142
3611 - 3613					99	337	487	705	923	1141
3614 - 3616					98	336	486	704	922	1140
3617 - 3620					97	335	485	703	921	1139
3621 - 3623					96	334	484	702	920	1138
3624 - 3626					95	333	483	701	919	1137
3627 - 3630					94	332	482	700	918	1136
3631 - 3633					93	331	481	699	917	1135
3634 - 3636					92	330	480	698	916	1134
3637 - 3640					91	329	479	697	915	1133
3641 - 3643					90	328	478	696	914	1132

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3644 - 3646					89	327	477	695	913	1131
3647 - 3650					88	326	476	694	912	1130
3651 - 3653					87	325	475	693	911	1129
3654 - 3656					86	324	474	692	910	1128
3657 - 3660					85	323	473	691	909	1127
3661 - 3663					84	322	472	690	908	1126
3664 - 3666					83	321	471	689	907	1125
3667 - 3670					82	320	470	688	906	1124
3671 - 3673					81	319	469	687	905	1123
3674 - 3676					80	318	468	686	904	1122
3677 - 3680					79	317	467	685	903	1121
3681 - 3683					78	316	466	684	902	1120
3684 - 3686					77	315	465	683	901	1119
3687 - 3690					76	314	464	682	900	1118
3691 - 3693					75	313	463	681	899	1117
3694 - 3696					74	312	462	680	898	1116
3697 - 3700					73	311	461	679	897	1115
3701 - 3703					72	310	460	678	896	1114
3704 - 3706					71	309	459	677	895	1113
3707 - 3710					70	308	458	676	894	1112
3711 - 3713					69	307	457	675	893	1111
3714 - 3716					68	306	456	674	892	1110
3717 - 3720					67	305	455	673	891	1109
3721 - 3723					66	304	454	672	890	1108
3724 - 3726					65	303	453	671	889	1107

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3727 - 3730					64	302	452	670	888	1106
3731 - 3733					63	301	451	669	887	1105
3734 - 3736					62	300	450	668	886	1104
3737 - 3740					61	299	449	667	885	1103
3741 - 3743					60	298	448	666	884	1102
3744 - 3746					59	297	447	665	883	1101
3747 - 3750					58	296	446	664	882	1100
3751 - 3753					57	295	445	663	881	1099
3754 - 3756					56	294	444	662	880	1098
3757 - 3760					55	293	443	661	879	1097
3761 - 3763					54	292	442	660	878	1096
3764 - 3766					53	291	441	659	877	1095
3767 - 3770					52	290	440	658	876	1094
3771 - 3773					51	289	439	657	875	1093
3774 - 3776					50	288	438	656	874	1092
3777 - 3780					49	287	437	655	873	1091
3781 - 3783					48	286	436	654	872	1090
3784 - 3786					47	285	435	653	871	1089
3787 - 3790					46	284	434	652	870	1088
3791 - 3793					45	283	433	651	869	1087
3794 - 3796					44	282	432	650	868	1086
3797 - 3800					43	281	431	649	867	1085
3801 - 3803					42	280	430	648	866	1084
3804 - 3806					41	279	429	647	865	1083
3807 - 3810					40	278	428	646	864	1082

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3811 - 3813					39	277	427	645	863	1081
3814 - 3816					38	276	426	644	862	1080
3817 - 3820					37	275	425	643	861	1079
3821 - 3823					36	274	424	642	860	1078
3824 - 3826					35	273	423	641	859	1077
3827 - 3830					34	272	422	640	858	1076
3831 - 3833					33	271	421	639	857	1075
3834 - 3836					32	270	420	638	856	1074
3837 - 3840					31	269	419	637	855	1073
3841 - 3843					30	268	418	636	854	1072
3844 - 3846					29	267	417	635	853	1071
3847 - 3850					28	266	416	634	852	1070
3851 - 3853					27	265	415	633	851	1069
3854 - 3856					26	264	414	632	850	1068
3857 - 3860					25	263	413	631	849	1067
3861 - 3863					24	262	412	630	848	1066
3864 - 3866					23	261	411	629	847	1065
3867 - 3870					22	260	410	628	846	1064
3871 - 3873					21	259	409	627	845	1063
3874 - 3876					20	258	408	626	844	1062
3877 - 3880					19	257	407	625	843	1061
3881 - 3883					18	256	406	624	842	1060
3884 - 3886					17	255	405	623	841	1059
3887 - 3890					16	254	404	622	840	1058

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3891 - 3893					15	253	403	621	839	1057
3894 - 3896					14	252	402	620	838	1056
3897 - 3900					13	251	401	619	837	1055
3901 - 3903					12	250	400	618	836	1054
3904 - 3906					11	249	399	617	835	1053
3907 - 3910					10	248	398	616	834	1052
3911 - 3913					9	247	397	615	833	1051
3914 - 3916					8	246	396	614	832	1050
3917 - 3920					7	245	395	613	831	1049
3921 - 3923					6	244	394	612	830	1048
3924 - 3926					5	243	393	611	829	1047
3927 - 3930					4	242	392	610	828	1046
3931 - 3933					3	241	391	609	827	1045
3934 - 3936					2	240	390	608	826	1044
3937 - 3940					1	239	389	607	825	1043
3941 - 3943						238	388	606	824	1042
3944 - 3946						237	387	605	823	1041
3947 - 3950						236	386	604	822	1040
3951 - 3953						235	385	603	821	1039
3954 - 3956						234	384	602	820	1038
3957 - 3960						233	383	601	819	1037
3961 - 3963						232	382	600	818	1036
3964 - 3966						231	381	599	817	1035
3967 - 3970						230	380	598	816	1034
3971 - 3973						229	379	597	815	1033

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
3974 - 3976						228	378	596	814	1032
3977 - 3980						227	377	595	813	1031
3981 - 3983						226	376	594	812	1030
3984 - 3986						225	375	593	811	1029
3987 - 3990						224	374	592	810	1028
3991 - 3993						223	373	591	809	1027
3994 - 3996						222	372	590	808	1026
3997 - 4000						221	371	589	807	1025
4001 - 4003						220	370	588	806	1024
4004 - 4006						219	369	587	805	1023
4007 - 4010						218	368	586	804	1022
4011 - 4013						217	367	585	803	1021
4014 - 4016						216	366	584	802	1020
4017 - 4020						215	365	583	801	1019
4021 - 4023						214	364	582	800	1018
4024 - 4026						213	363	581	799	1017
4027 - 4030						212	362	580	798	1016
4031 - 4033						211	361	579	797	1015
4034 - 4036						210	360	578	796	1014
4037 - 4040						209	359	577	795	1013
4041 - 4043						208	358	576	794	1012
4044 - 4046						207	357	575	793	1011
4047 - 4050						206	356	574	792	1010
4051 - 4053						205	355	573	791	1009
4054 - 4056						204	354	572	790	1008

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4057 - 4060						203	353	571	789	1007
4061 - 4063						202	352	570	788	1006
4064 - 4066						201	351	569	787	1005
4067 - 4070						200	350	568	786	1004
4071 - 4073						199	349	567	785	1003
4074 - 4076						198	348	566	784	1002
4077 - 4080						197	347	565	783	1001
4081 - 4083						196	346	564	782	1000
4084 - 4086						195	345	563	781	999
4087 - 4090						194	344	562	780	998
4091 - 4093						193	343	561	779	997
4094 - 4096						192	342	560	778	996
4097 - 4100						191	341	559	777	995
4101 - 4103						190	340	558	776	994
4104 - 4106						189	339	557	775	993
4107 - 4110						188	338	556	774	992
4111 - 4113						187	337	555	773	991
4114 - 4116						186	336	554	772	990
4117 - 4120						185	335	553	771	989
4121 - 4123						184	334	552	770	988
4124 - 4126						183	333	551	769	987
4127 - 4130						182	332	550	768	986
4131 - 4133						181	331	549	767	985
4134 - 4136						180	330	548	766	984
4137 - 4140						179	329	547	765	983

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4141 - 4143						178	328	546	764	982
4144 - 4146						177	327	545	763	981
4147 - 4150						176	326	544	762	980
4151 - 4153						175	325	543	761	979
4154 - 4156						174	324	542	760	978
4157 - 4160						173	323	541	759	977
4161 - 4163						172	322	540	758	976
4164 - 4166						171	321	539	757	975
4167 - 4170						170	320	538	756	974
4171 - 4173						169	319	537	755	973
4174 - 4176						168	318	536	754	972
4177 - 4180						167	317	535	753	971
4181 - 4183						166	316	534	752	970
4184 - 4186						165	315	533	751	969
4187 - 4190						164	314	532	750	968
4191 - 4193						163	313	531	749	967
4194 - 4196						162	312	530	748	966
4197 - 4200						161	311	529	747	965
4201 - 4203						160	310	528	746	964
4204 - 4206						159	309	527	745	963
4207 - 4210						158	308	526	744	962
4211 - 4213						157	307	525	743	961
4214 - 4216						156	306	524	742	960
4217 - 4220						155	305	523	741	959
4221 - 4223						154	304	522	740	958

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4224 - 4226						153	303	521	739	957
4227 - 4230						152	302	520	738	956
4231 - 4233						151	301	519	737	955
4234 - 4236						150	300	518	736	954
4237 - 4240						149	299	517	735	953
4241 - 4243						148	298	516	734	952
4244 - 4246						147	297	515	733	951
4247 - 4250						146	296	514	732	950
4251 - 4253						145	295	513	731	949
4254 - 4256						144	294	512	730	948
4257 - 4260						143	293	511	729	947
4261 - 4263						142	292	510	728	946
4264 - 4266						141	291	509	727	945
4267 - 4270						140	290	508	726	944
4271 - 4273						139	289	507	725	943
4274 - 4276						138	288	506	724	942
4277 - 4280						137	287	505	723	941
4281 - 4283						136	286	504	722	940
4284 - 4286						135	285	503	721	939
4287 - 4290						134	284	502	720	938
4291 - 4293						133	283	501	719	937
4294 - 4296						132	282	500	718	936
4297 - 4300						131	281	499	717	935
4301 - 4303						130	280	498	716	934
4304 - 4306						129	279	497	715	933

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4307 - 4310						128	278	496	714	932
4311 - 4313						127	277	495	713	931
4314 - 4316						126	276	494	712	930
4317 - 4320						125	275	493	711	929
4321 - 4323						124	274	492	710	928
4324 - 4326						123	273	491	709	927
4327 - 4330						122	272	490	708	926
4331 - 4333						121	271	489	707	925
4334 - 4336						120	270	488	706	924
4337 - 4340						119	269	487	705	923
4341 - 4343						118	268	486	704	922
4344 - 4346						117	267	485	703	921
4347 - 4350						116	266	484	702	920
4351 - 4353						115	265	483	701	919
4354 - 4356						114	264	482	700	918
4357 - 4360						113	263	481	699	917
4361 - 4363						112	262	480	698	916
4364 - 4366						111	261	479	697	915
4367 - 4370						110	260	478	696	914
4371 - 4373						109	259	477	695	913
4374 - 4376						108	258	476	694	912
4377 - 4380						107	257	475	693	911
4381 - 4383						106	256	474	692	910
4384 - 4386						105	255	473	691	909
4387 - 4390						104	254	472	690	908

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4391 - 4393						103	253	471	689	907
4394 - 4396						102	252	470	688	906
4397 - 4400						101	251	469	687	905
4401 - 4403						100	250	468	686	904
4404 - 4406						99	249	467	685	903
4407 - 4410						98	248	466	684	902
4411 - 4413						97	247	465	683	901
4414 - 4416						96	246	464	682	900
4417 - 4420						95	245	463	681	899
4421 - 4423						94	244	462	680	898
4424 - 4426						93	243	461	679	897
4427 - 4430						92	242	460	678	896
4431 - 4433						91	241	459	677	895
4434 - 4436						90	240	458	676	894
4437 - 4440						89	239	457	675	893
4441 - 4443						88	238	456	674	892
4444 - 4446						87	237	455	673	891
4447 - 4450						86	236	454	672	890
4451 - 4453						85	235	453	671	889
4454 - 4456						84	234	452	670	888
4457 - 4460						83	233	451	669	887
4461 - 4463						82	232	450	668	886
4464 - 4466						81	231	449	667	885
4467 - 4470						80	230	448	666	884

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4471 - 4473						79	229	447	665	883
4474 - 4476						78	228	446	664	882
4477 - 4480						77	227	445	663	881
4481 - 4483						76	226	444	662	880
4484 - 4486						75	225	443	661	879
4487 - 4490						74	224	442	660	878
4491 - 4493						73	223	441	659	877
4494 - 4496						72	222	440	658	876
4497 - 4500						71	221	439	657	875
4501 - 4503						70	220	438	656	874
4504 - 4506						69	219	437	655	873
4507 - 4510						68	218	436	654	872
4511 - 4513						67	217	435	653	871
4514 - 4516						66	216	434	652	870
4517 - 4520						65	215	433	651	869
4521 - 4523						64	214	432	650	868
4524 - 4526						63	213	431	649	867
4527 - 4530						62	212	430	648	866
4531 - 4533						61	211	429	647	865
4534 - 4536						60	210	428	646	864
4537 - 4540						59	209	427	645	863
4541 - 4543						58	208	426	644	862
4544 - 4546						57	207	425	643	861
4547 - 4550						56	206	424	642	860
4551 - 4553						55	205	423	641	859

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4554 - 4556						54	204	422	640	858
4557 - 4560						53	203	421	639	857
4561 - 4563						52	202	420	638	856
4564 - 4566						51	201	419	637	855
4567 - 4570						50	200	418	636	854
4571 - 4573						49	199	417	635	853
4574 - 4576						48	198	416	634	852
4577 - 4580						47	197	415	633	851
4581 - 4583						46	196	414	632	850
4584 - 4586						45	195	413	631	849
4587 - 4590						44	194	412	630	848
4591 - 4593						43	193	411	629	847
4594 - 4596						42	192	410	628	846
4597 - 4600						41	191	409	627	845
4601 - 4603						40	190	408	626	844
4604 - 4606						39	189	407	625	843
4607 - 4610						38	188	406	624	842
4611 - 4613						37	187	405	623	841
4614 - 4616						36	186	404	622	840
4617 - 4620						35	185	403	621	839
4621 - 4623						34	184	402	620	838
4624 - 4626						33	183	401	619	837
4627 - 4630						32	182	400	618	836
4631 - 4633						31	181	399	617	835
4634 - 4636						30	180	398	616	834

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4637 - 4640						29	179	397	615	833
4641 - 4643						28	178	396	614	832
4644 - 4646						27	177	395	613	831
4647 - 4650						26	176	394	612	830
4651 - 4653						25	175	393	611	829
4654 - 4656						24	174	392	610	828
4657 - 4660						23	173	391	609	827
4661 - 4663						22	172	390	608	826
4664 - 4666						21	171	389	607	825
4667 - 4670						20	170	388	606	824
4671 - 4673						19	169	387	605	823
4674 - 4676						18	168	386	604	822
4677 - 4680						17	167	385	603	821
4681 - 4683						16	166	384	602	820
4684 - 4686						15	165	383	601	819
4687 - 4690						14	164	382	600	818
4691 - 4693						13	163	381	599	817
4694 - 4696						12	162	380	598	816
4697 - 4700						11	161	379	597	815
4701 - 4703						10	160	378	596	814
4704 - 4706						9	159	377	595	813
4707 - 4710						8	158	376	594	812
4711 - 4713						7	157	375	593	811
4714 - 4716						6	156	374	592	810
4717 - 4720						5	155	373	591	809

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4721 - 4723						4	154	372	590	808
4724 - 4726						3	153	371	589	807
4727 - 4730						2	152	370	588	806
4731 - 4733						1	151	369	587	805
4734 - 4736							150	368	586	804
4737 - 4740							149	367	585	803
4741 - 4743							148	366	584	802
4744 - 4746							147	365	583	801
4747 - 4750							146	364	582	800
4751 - 4753							145	363	581	799
4754 - 4756							144	362	580	798
4757 - 4760							143	361	579	797
4761 - 4763							142	360	578	796
4764 - 4766							141	359	577	795
4767 - 4770							140	358	576	794
4771 - 4773							139	357	575	793
4774 - 4776							138	356	574	792
4777 - 4780							137	355	573	791
4781 - 4783							136	354	572	790
4784 - 4786							135	353	571	789
4787 - 4790							134	352	570	788
4791 - 4793							133	351	569	787
4794 - 4796							132	350	568	786
4797 - 4800							131	349	567	785
4801 - 4803							130	348	566	784

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4804 - 4806							129	347	565	783
4807 - 4810							128	346	564	782
4811 - 4813							127	345	563	781
4814 - 4816							126	344	562	780
4817 - 4820							125	343	561	779
4821 - 4823							124	342	560	778
4824 - 4826							123	341	559	777
4827 - 4830							122	340	558	776
4831 - 4833							121	339	557	775
4834 - 4836							120	338	556	774
4837 - 4840							119	337	555	773
4841 - 4843							118	336	554	772
4844 - 4846							117	335	553	771
4847 - 4850							116	334	552	770
4851 - 4853							115	333	551	769
4854 - 4856							114	332	550	768
4857 - 4860							113	331	549	767
4861 - 4863							112	330	548	766
4864 - 4866							111	329	547	765
4867 - 4870							110	328	546	764
4871 - 4873							109	327	545	763
4874 - 4876							108	326	544	762
4877 - 4880							107	325	543	761
4881 - 4883							106	324	542	760
4884 - 4886							105	323	541	759

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4887 - 4890							104	322	540	758
4891 - 4893							103	321	539	757
4894 - 4896							102	320	538	756
4897 - 4900							101	319	537	755
4901 - 4903							100	318	536	754
4904 - 4906							99	317	535	753
4907 - 4910							98	316	534	752
4911 - 4913							97	315	533	751
4914 - 4916							96	314	532	750
4917 - 4920							95	313	531	749
4921 - 4923							94	312	530	748
4924 - 4926							93	311	529	747
4927 - 4930							92	310	528	746
4931 - 4933							91	309	527	745
4934 - 4936							90	308	526	744
4937 - 4940							89	307	525	743
4941 - 4943							88	306	524	742
4944 - 4946							87	305	523	741
4947 - 4950							86	304	522	740
4951 - 4953							85	303	521	739
4954 - 4956							84	302	520	738
4957 - 4960							83	301	519	737
4961 - 4963							82	300	518	736
4964 - 4966							81	299	517	735
4967 - 4970							80	298	516	734

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
4971 - 4973							79	297	515	733
4974 - 4976							78	296	514	732
4977 - 4980							77	295	513	731
4981 - 4983							76	294	512	730
4984 - 4986							75	293	511	729
4987 - 4990							74	292	510	728
4991 - 4993							73	291	509	727
4994 - 4996							72	290	508	726
4997 - 5000							71	289	507	725
5001 - 5003							70	288	506	724
5004 - 5006							69	287	505	723
5007 - 5010							68	286	504	722
5011 - 5013							67	285	503	721
5014 - 5016							66	284	502	720
5017 - 5020							65	283	501	719
5021 - 5023							64	282	500	718
5024 - 5026							63	281	499	717
5027 - 5030							62	280	498	716
5031 - 5033							61	279	497	715
5034 - 5036							60	278	496	714
5037 - 5040							59	277	495	713
5041 - 5043							58	276	494	712
5044 - 5046							57	275	493	711
5047 - 5050							56	274	492	710

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5051 - 5053							55	273	491	709
5054 - 5056							54	272	490	708
5057 - 5060							53	271	489	707
5061 - 5063							52	270	488	706
5064 - 5066							51	269	487	705
5067 - 5070							50	268	486	704
5071 - 5073							49	267	485	703
5074 - 5076							48	266	484	702
5077 - 5080							47	265	483	701
5081 - 5083							46	264	482	700
5084 - 5086							45	263	481	699
5087 - 5090							44	262	480	698
5091 - 5093							43	261	479	697
5094 - 5096							42	260	478	696
5097 - 5100							41	259	477	695
5101 - 5103							40	258	476	694
5104 - 5106							39	257	475	693
5107 - 5110							38	256	474	692
5111 - 5113							37	255	473	691
5114 - 5116							36	254	472	690
5117 - 5120							35	253	471	689
5121 - 5123							34	252	470	688
5124 - 5126							33	251	469	687
5127 - 5130							32	250	468	686
5131 - 5133							31	249	467	685

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5134 - 5136							30	248	466	684
5137 - 5140							29	247	465	683
5141 - 5143							28	246	464	682
5144 - 5146							27	245	463	681
5147 - 5150							26	244	462	680
5151 - 5153							25	243	461	679
5154 - 5156							24	242	460	678
5157 - 5160							23	241	459	677
5161 - 5163							22	240	458	676
5164 - 5166							21	239	457	675
5167 - 5170							20	238	456	674
5171 - 5173							19	237	455	673
5174 - 5176							18	236	454	672
5177 - 5180							17	235	453	671
5181 - 5183							16	234	452	670
5184 - 5186							15	233	451	669
5187 - 5190							14	232	450	668
5191 - 5193							13	231	449	667
5194 - 5196							12	230	448	666
5197 - 5200							11	229	447	665
5201 - 5203							10	228	446	664
5204 - 5206							9	227	445	663
5207 - 5210							8	226	444	662
5211 - 5213							7	225	443	661
5214 - 5216							6	224	442	660

**October 2025
Benefit Issuance by Household Size**

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5217 - 5220							5	223	441	659
5221 - 5223							4	222	440	658
5224 - 5226							3	221	439	657
5227 - 5230							2	220	438	656
5231 - 5233							1	219	437	655
5234 - 5236								218	436	654
5237 - 5240								217	435	653
5241 - 5243								216	434	652
5244 - 5246								215	433	651
5247 - 5250								214	432	650
5251 - 5253								213	431	649
5254 - 5256								212	430	648
5257 - 5260								211	429	647
5261 - 5263								210	428	646
5264 - 5266								209	427	645
5267 - 5270								208	426	644
5271 - 5273								207	425	643
5274 - 5276								206	424	642
5277 - 5280								205	423	641
5281 - 5283								204	422	640
5284 - 5286								203	421	639
5287 - 5290								202	420	638
5291 - 5293								201	419	637
5294 - 5296								200	418	636
5297 - 5300								199	417	635

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5301 - 5303								198	416	634
5304 - 5306								197	415	633
5307 - 5310								196	414	632
5311 - 5313								195	413	631
5314 - 5316								194	412	630
5317 - 5320								193	411	629
5321 - 5323								192	410	628
5324 - 5326								191	409	627
5327 - 5330								190	408	626
5331 - 5333								189	407	625
5334 - 5336								188	406	624
5337 - 5340								187	405	623
5341 - 5343								186	404	622
5344 - 5346								185	403	621
5347 - 5350								184	402	620
5351 - 5353								183	401	619
5354 - 5356								182	400	618
5357 - 5360								181	399	617
5361 - 5363								180	398	616
5364 - 5366								179	397	615
5367 - 5370								178	396	614
5371 - 5373								177	395	613
5374 - 5376								176	394	612
5377 - 5380								175	393	611
5381 - 5383								174	392	610

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5384 - 5386								173	391	609
5387 - 5390								172	390	608
5391 - 5393								171	389	607
5394 - 5396								170	388	606
5397 - 5400								169	387	605
5401 - 5403								168	386	604
5404 - 5406								167	385	603
5407 - 5410								166	384	602
5411 - 5413								165	383	601
5414 - 5416								164	382	600
5417 - 5420								163	381	599
5421 - 5423								162	380	598
5424 - 5426								161	379	597
5427 - 5430								160	378	596
5431 - 5433								159	377	595
5434 - 5436								158	376	594
5437 - 5440								157	375	593
5441 - 5443								156	374	592
5444 - 5446								155	373	591
5447 - 5450								154	372	590
5451 - 5453								153	371	589
5454 - 5456								152	370	588
5457 - 5460								151	369	587
5461 - 5463								150	368	586
5464 - 5466								149	367	585

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5467 - 5470								148	366	584
5471 - 5473								147	365	583
5474 - 5476								146	364	582
5477 - 5480								145	363	581
5481 - 5483								144	362	580
5484 - 5486								143	361	579
5487 - 5490								142	360	578
5491 - 5493								141	359	577
5494 - 5496								140	358	576
5497 - 5500								139	357	575
5501 - 5503								138	356	574
5504 - 5506								137	355	573
5507 - 5510								136	354	572
5511 - 5513								135	353	571
5514 - 5516								134	352	570
5517 - 5520								133	351	569
5521 - 5523								132	350	568
5524 - 5526								131	349	567
5527 - 5530								130	348	566
5531 - 5533								129	347	565
5534 - 5536								128	346	564
5537 - 5540								127	345	563
5541 - 5543								126	344	562
5544 - 5546								125	343	561
5547 - 5550								124	342	560

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5551 - 5553								123	341	559
5554 - 5556								122	340	558
5557 - 5560								121	339	557
5561 - 5563								120	338	556
5564 - 5566								119	337	555
5567 - 5570								118	336	554
5571 - 5573								117	335	553
5574 - 5576								116	334	552
5577 - 5580								115	333	551
5581 - 5583								114	332	550
5584 - 5586								113	331	549
5587 - 5590								112	330	548
5591 - 5593								111	329	547
5594 - 5596								110	328	546
5597 - 5600								109	327	545
5601 - 5603								108	326	544
5604 - 5606								107	325	543
5607 - 5610								106	324	542
5611 - 5613								105	323	541
5614 - 5616								104	322	540
5617 - 5620								103	321	539
5621 - 5623								102	320	538
5624 - 5626								101	319	537
5627 - 5630								100	318	536

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5631 - 5633								99	317	535
5634 - 5636								98	316	534
5637 - 5640								97	315	533
5641 - 5643								96	314	532
5644 - 5646								95	313	531
5647 - 5650								94	312	530
5651 - 5653								93	311	529
5654 - 5656								92	310	528
5657 - 5660								91	309	527
5661 - 5663								90	308	526
5664 - 5666								89	307	525
5667 - 5670								88	306	524
5671 - 5673								87	305	523
5674 - 5676								86	304	522
5677 - 5680								85	303	521
5681 - 5683								84	302	520
5684 - 5686								83	301	519
5687 - 5690								82	300	518
5691 - 5693								81	299	517
5694 - 5696								80	298	516
5697 - 5700								79	297	515
5701 - 5703								78	296	514
5704 - 5706								77	295	513
5707 - 5710								76	294	512
5711 - 5713								75	293	511

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5714 - 5716								74	292	510
5717 - 5720								73	291	509
5721 - 5723								72	290	508
5724 - 5726								71	289	507
5727 - 5730								70	288	506
5731 - 5733								69	287	505
5734 - 5736								68	286	504
5737 - 5740								67	285	503
5741 - 5743								66	284	502
5744 - 5746								65	283	501
5747 - 5750								64	282	500
5751 - 5753								63	281	499
5754 - 5756								62	280	498
5757 - 5760								61	279	497
5761 - 5763								60	278	496
5764 - 5766								59	277	495
5767 - 5770								58	276	494
5771 - 5773								57	275	493
5774 - 5776								56	274	492
5777 - 5780								55	273	491
5781 - 5783								54	272	490
5784 - 5786								53	271	489
5787 - 5790								52	270	488
5791 - 5793								51	269	487
5794 - 5796								50	268	486

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5797 - 5800								49	267	485
5801 - 5803								48	266	484
5804 - 5806								47	265	483
5807 - 5810								46	264	482
5811 - 5813								45	263	481
5814 - 5816								44	262	480
5817 - 5820								43	261	479
5821 - 5823								42	260	478
5824 - 5826								41	259	477
5827 - 5830								40	258	476
5831 - 5833								39	257	475
5834 - 5836								38	256	474
5837 - 5840								37	255	473
5841 - 5843								36	254	472
5844 - 5846								35	253	471
5847 - 5850								34	252	470
5851 - 5853								33	251	469
5854 - 5856								32	250	468
5857 - 5860								31	249	467
5861 - 5863								30	248	466
5864 - 5866								29	247	465
5867 - 5870								28	246	464
5871 - 5873								27	245	463
5874 - 5876								26	244	462
5877 - 5880								25	243	461

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5881 - 5883								24	242	460
5884 - 5886								23	241	459
5887 - 5890								22	240	458
5891 - 5893								21	239	457
5894 - 5896								20	238	456
5897 - 5900								19	237	455
5901 - 5903								18	236	454
5904 - 5906								17	235	453
5907 - 5910								16	234	452
5911 - 5913								15	233	451
5914 - 5916								14	232	450
5917 - 5920								13	231	449
5921 - 5923								12	230	448
5924 - 5926								11	229	447
5927 - 5930								10	228	446
5931 - 5933								9	227	445
5934 - 5936								8	226	444
5937 - 5940								7	225	443
5941 - 5943								6	224	442
5944 - 5946								5	223	441
5947 - 5950								4	222	440
5951 - 5953								3	221	439
5954 - 5956								2	220	438
5957 - 5960								1	219	437
5961 - 5963									218	436

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
5964 - 5966									217	435
5967 - 5970									216	434
5971 - 5973									215	433
5974 - 5976									214	432
5977 - 5980									213	431
5981 - 5983									212	430
5984 - 5986									211	429
5987 - 5990									210	428
5991 - 5993									209	427
5994 - 5996									208	426
5997 - 6000									207	425
6001 - 6003									206	424
6004 - 6006									205	423
6007 - 6010									204	422
6011 - 6013									203	421
6014 - 6016									202	420
6017 - 6020									201	419
6021 - 6023									200	418
6024 - 6026									199	417
6027 - 6030									198	416
6031 - 6033									197	415
6034 - 6036									196	414
6037 - 6040									195	413
6041 - 6043									194	412
6044 - 6046									193	411

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6047 - 6050									192	410
6051 - 6053									191	409
6054 - 6056									190	408
6057 - 6060									189	407
6061 - 6063									188	406
6064 - 6066									187	405
6067 - 6070									186	404
6071 - 6073									185	403
6074 - 6076									184	402
6077 - 6080									183	401
6081 - 6083									182	400
6084 - 6086									181	399
6087 - 6090									180	398
6091 - 6093									179	397
6094 - 6096									178	396
6097 - 6100									177	395
6101 - 6103									176	394
6104 - 6106									175	393
6107 - 6110									174	392
6111 - 6113									173	391
6114 - 6116									172	390
6117 - 6120									171	389
6121 - 6123									170	388
6124 - 6126									169	387
6127 - 6130									168	386

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6131 - 6133									167	385
6134 - 6136									166	384
6137 - 6140									165	383
6141 - 6143									164	382
6144 - 6146									163	381
6147 - 6150									162	380
6151 - 6153									161	379
6154 - 6156									160	378
6157 - 6160									159	377
6161 - 6163									158	376
6164 - 6166									157	375
6167 - 6170									156	374
6171 - 6173									155	373
6174 - 6176									154	372
6177 - 6180									153	371
6181 - 6183									152	370
6184 - 6186									151	369
6187 - 6190									150	368
6191 - 6193									149	367
6194 - 6196									148	366
6197 - 6200									147	365
6201 - 6203									146	364
6204 - 6206									145	363
6207 - 6210									144	362

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6377 - 6380									93	311
6381 - 6383									92	310
6384 - 6386									91	309
6387 - 6390									90	308
6391 - 6393									89	307
6394 - 6396									88	306
6397 - 6400									87	305
6401 - 6403									86	304
6404 - 6406									85	303
6407 - 6410									84	302
6411 - 6413									83	301
6414 - 6416									82	300
6417 - 6420									81	299
6421 - 6423									80	298
6424 - 6426									79	297
6427 - 6430									78	296
6431 - 6433									77	295
6434 - 6436									76	294
6437 - 6440									75	293
6441 - 6443									74	292
6444 - 6446									73	291
6447 - 6450									72	290
6451 - 6453									71	289
6454 - 6456									70	288
6457 - 6460									69	287

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6461 - 6463									68	286
6464 - 6466									67	285
6467 - 6470									66	284
6471 - 6473									65	283
6474 - 6476									64	282
6477 - 6480									63	281
6481 - 6483									62	280
6484 - 6486									61	279
6487 - 6490									60	278
6491 - 6493									59	277
6494 - 6496									58	276
6497 - 6500									57	275
6501 - 6503									56	274
6504 - 6506									55	273
6507 - 6510									54	272
6511 - 6513									53	271
6514 - 6516									52	270
6517 - 6520									51	269
6521 - 6523									50	268
6524 - 6526									49	267
6527 - 6530									48	266
6531 - 6533									47	265
6534 - 6536									46	264
6537 - 6540									45	263
6541 - 6543									44	262

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6544 - 6546									43	261
6547 - 6550									42	260
6551 - 6553									41	259
6554 - 6556									40	258
6557 - 6560									39	257
6561 - 6563									38	256
6564 - 6566									37	255
6567 - 6570									36	254
6571 - 6573									35	253
6574 - 6576									34	252
6577 - 6580									33	251
6581 - 6583									32	250
6584 - 6586									31	249
6587 - 6590									30	248
6591 - 6593									29	247
6594 - 6596									28	246
6597 - 6600									27	245
6601 - 6603									26	244
6604 - 6606									25	243
6607 - 6610									24	242
6611 - 6613									23	241
6614 - 6616									22	240
6617 - 6620									21	239
6621 - 6623									20	238
6624 - 6626									19	237

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6627 - 6630									18	236
6631 - 6633									17	235
6634 - 6636									16	234
6637 - 6640									15	233
6641 - 6643									14	232
6644 - 6646									13	231
6647 - 6650									12	230
6651 - 6653									11	229
6654 - 6656									10	228
6657 - 6660									9	227
6661 - 6663									8	226
6664 - 6666									7	225
6667 - 6670									6	224
6671 - 6673									5	223
6674 - 6676									4	222
6677 - 6680									3	221
6681 - 6683									2	220
6684 - 6686									1	219
6687 - 6690										218
6691 - 6693										217
6694 - 6696										216
6697 - 6700										215
6701 - 6703										214
6704 - 6706										213
6707 - 6710										212

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6711 - 6713										211
6714 - 6716										210
6717 - 6720										209
6721 - 6723										208
6724 - 6726										207
6727 - 6730										206
6731 - 6733										205
6734 - 6736										204
6737 - 6740										203
6741 - 6743										202
6744 - 6746										201
6747 - 6750										200
6751 - 6753										199
6754 - 6756										198
6757 - 6760										197
6761 - 6763										196
6764 - 6766										195
6767 - 6770										194
6771 - 6773										193
6774 - 6776										192
6777 - 6780										191
6781 - 6783										190
6784 - 6786										189
6787 - 6790										188

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6791 - 6793										187
6794 - 6796										186
6797 - 6800										185
6801 - 6803										184
6804 - 6806										183
6807 - 6810										182
6811 - 6813										181
6814 - 6816										180
6817 - 6820										179
6821 - 6823										178
6824 - 6826										177
6827 - 6830										176
6831 - 6833										175
6834 - 6836										174
6837 - 6840										173
6841 - 6843										172
6844 - 6846										171
6847 - 6850										170
6851 - 6853										169
6854 - 6856										168
6857 - 6860										167
6861 - 6863										166
6864 - 6866										165
6867 - 6870										164
6871 - 6873										163

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6874 - 6876										162
6877 - 6880										161
6881 - 6883										160
6884 - 6886										159
6887 - 6890										158
6891 - 6893										157
6894 - 6896										156
6897 - 6900										155
6901 - 6903										154
6904 - 6906										153
6907 - 6910										152
6911 - 6913										151
6914 - 6916										150
6917 - 6920										149
6921 - 6923										148
6924 - 6926										147
6927 - 6930										146
6931 - 6933										145
6934 - 6936										144
6937 - 6940										143
6941 - 6943										142
6944 - 6946										141
6947 - 6950										140
6951 - 6953										139
6954 - 6956										138

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
6957 - 6960										137
6961 - 6963										136
6964 - 6966										135
6967 - 6970										134
6971 - 6973										133
6974 - 6976										132
6977 - 6980										131
6981 - 6983										130
6984 - 6986										129
6987 - 6990										128
6991 - 6993										127
6994 - 6996										126
6997 - 7000										125
7001 - 7003										124
7004 - 7006										123
7007 - 7010										122
7011 - 7013										121
7014 - 7016										120
7017 - 7020										119
7021 - 7023										118
7024 - 7026										117
7027 - 7030										116
7031 - 7033										115
7034 - 7036										114
7037 - 7040										113

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
7041 - 7043										112
7044 - 7046										111
7047 - 7050										110
7051 - 7053										109
7054 - 7056										108
7057 - 7060										107
7061 - 7063										106
7064 - 7066										105
7067 - 7070										104
7071 - 7073										103
7074 - 7076										102
7077 - 7080										101
7081 - 7083										100
7084 - 7086										99
7087 - 7090										98
7091 - 7093										97
7094 - 7096										96
7097 - 7100										95
7101 - 7103										94
7104 - 7106										93
7107 - 7110										92
7111 - 7113										91
7114 - 7116										90
7117 - 7120										89
7121 - 7123										88

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
7124 - 7126										87
7127 - 7130										86
7131 - 7133										85
7134 - 7136										84
7137 - 7140										83
7141 - 7143										82
7144 - 7146										81
7147 - 7150										80
7151 - 7153										79
7154 - 7156										78
7157 - 7160										77
7161 - 7163										76
7164 - 7166										75
7167 - 7170										74
7171 - 7173										73
7174 - 7176										72
7177 - 7180										71
7181 - 7183										70
7184 - 7186										69
7187 - 7190										68
7191 - 7193										67
7194 - 7196										66
7197 - 7200										65
7201 - 7203										64
7204 - 7206										63

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
7207 - 7210										62
7211 - 7213										61
7214 - 7216										60
7217 - 7220										59
7221 - 7223										58
7224 - 7226										57
7227 - 7230										56
7231 - 7233										55
7234 - 7236										54
7237 - 7240										53
7241 - 7243										52
7244 - 7246										51
7247 - 7250										50
7251 - 7253										49
7254 - 7256										48
7257 - 7260										47
7261 - 7263										46
7264 - 7266										45
7267 - 7270										44
7271 - 7273										43
7274 - 7276										42
7277 - 7280										41
7281 - 7283										40
7284 - 7286										39
7287 - 7290										38

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
7291 - 7293										37
7294 - 7296										36
7297 - 7300										35
7301 - 7303										34
7304 - 7306										33
7307 - 7310										32
7311 - 7313										31
7314 - 7316										30
7317 - 7320										29
7321 - 7323										28
7324 - 7326										27
7327 - 7330										26
7331 - 7333										25
7334 - 7336										24
7337 - 7340										23
7341 - 7343										22
7344 - 7346										21
7347 - 7350										20
7351 - 7353										19
7354 - 7356										18
7357 - 7360										17
7361 - 7363										16
7364 - 7366										15
7367 - 7370										14

October 2025
Benefit Issuance by Household Size

Monthly Net Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
7371 - 7373										13
7374 - 7376										12
7377 - 7380										11
7381 - 7383										10
7384 - 7386										9
7387 - 7390										8
7391 - 7393										7
7394 - 7396										6
7397 - 7400										5
7401 - 7403										4
7404 - 7406										3
7407 - 7410										2
7411 - 7413										1

PART XXIV		FORMS	
<u>FORM NUMBER</u>	<u>NAME</u>		<u>PAGES</u>
032-03-1100-40-eng	APPLICATION FOR BENEFITS		1-16
032-03-729A-20-eng	RENEWAL APPLICATION FOR AG, SNAP, AND TANF		17-26
032-03-0823-11-eng	EVALUATION OF ELIGIBILITY		27-31
032-03-823B-03-eng	PARTIAL REVIEWS AND CHANGES		32-34
032-03-0819-14-eng	SNAP - HOTLINE INFORMATION		35-37
032-03-0821-08-eng	KNOW YOUR RIGHTS WHEN APPLYING FOR SNAP BENEFITS		38-39
032-03-0718-08-eng	EXPEDITED SERVICE CHECKLIST		40-41
032-03-0814-10-eng	CHECKLIST OF NEEDED VERIFICATIONS		42-43
032-03-0117-21-eng	NOTICE OF ACTION		44-47
032-03-0018-34-eng	ADVANCE NOTICE OF PROPOSED ACTION		48-51
032-12-0157-21-eng	NOTICE OF EXPIRATION		52-53a
032-03-0051-43-eng	CHANGE REPORT		54-56
032-03-0153-15-eng	ENTITLEMENT TO RESTORATION OF LOST BENEFITS		57-59
032-03-0148-03-eng	REQUEST FOR CONTACT		60-61
032-03-0649-12-eng	INTERIM REPORT FORM – REQUEST FOR ACTION		67-69
032-03-823A-05-eng	PERMANENT VERIFICATION LOG		70-72
032-03-0388-05-eng	FOOD REPLACEMENT REQUEST		73-74
032-03-0387-07-eng	INTERNAL ACTION AND VAULT EBT CARD AUTHORIZATION		75-77
032-02-0072-13-eng	EMPLOYMENT SERVICES PROGRAMS COMMUNICATION FORM		78-80

PART XXIV		FORMS (continued)	
<u>FORM NUMBER</u>	<u>NAME</u>		<u>PAGES</u>
032-03-0174-09-eng	SNAP SANCTION NOTICE FOR NON-COMPLIANCE WITH A WORK REQUIREMENT		81-83
032-03-0721-12-eng	NOTICE OF INTENTIONAL PROGRAM VIOLATION		84-86
032-03-0722-06-eng	WAIVER OF ADMINISTRATIVE DISQUALIFICATION HEARING		87-89
032-03-0725-05-eng	REFERRAL FOR ADMINISTRATIVE DISQUALIFICATION HEARING		90-91
032-03-0724-08-eng	ADVANCE NOTICE OF ADMINISTRATIVE DISQUALIFICATION HEARING		92-94
032-03-0723-11-eng	ADMINISTRATIVE DISQUALIFICATION HEARING DECISION		95-96
032-03-0052-13-eng	NOTICE OF DISQUALIFICATION FOR INTENTIONAL PROGRAM VIOLATION		97-98
032-03-0419-04-eng	MISSED INTERVIEW NOTICE		99-100
032-03-0460-05-eng	NOTICE OF ACTION AND EXPIRATION		101-103
032-03-0658-03-eng	NOTICE OF TRANSFER		111-113
032-03-0227-10-eng	CASE RECORD TRANSFER FORM		114-115
032-03-0440-00-eng	RIGHTS AND RESPONSIBILITIES		116-117
032-03-0572-00-eng	COMPROMISING CLAIMS WORKSHEET		118-119
032-03-729B-16-eng	TANF APPLICATION TO ADD NEW ASSISTANCE MEMBERS		120-122
032-03-824A-01-eng	APPLICATION FOR THE ELDERLY SIMPLIFIED APPLICATION PROJECT (ESAP)		123-128
032-03-729D-01-eng	RENEWAL APPLICATION FOR ELDERLY SIMPLIFIED APPLICATION PROJECT (ESAP)		129-134
032-03-1140-01-eng	SNAP EBT Replacement and Client Attestation		135

CHANGE REPORT

CASE NAME	CASE NUMBER
WORKER NAME	LOCALITY
AGENCY TELEPHONE NUMBER	
CERTIFICATION PERIOD	YOUR HOUSEHOLD SIZE

You must report changes that occur in your household to ensure that your Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) benefit amount is correct. You may use this form to report changes listed below for your SNAP or TANF case. You may also report changes online at <https://commonhelp.virginia.gov/access/>. Report changes within 10 days from when they occur but, no later than the 10th day of the next month. If you do not report changes, you may have to repay benefits you receive incorrectly, be fined, or prosecuted.

Please note changes on the next page. Please provide proof if there are changes.

- **If you receive TANF, tell us if:**
 - Your address changes;
 - A child, including a newborn, or the father, or the mother of a child, enters or leaves your home;
 - There are changes that may affect your participation in VIEW, such as changes in income, employment, education, training, transportation, and childcare; or
 - All the income for your household before taxes goes over the 130% Gross Income Limit listed in Chart A below.

Your case has been certified effective - based on a household size of .

- **If you receive SNAP as part of the Elderly Simplified Application Project (ESAP) and your certification period is 36 months (three years), tell us if:**
 - There is a change in the number of people in your household;
 - You have lottery or gambling winnings of \$4,500* or more; or
 - You or any member of your household starts getting income from working.
- **If you receive SNAP and your certification period is five (5) months or longer, tell us if:**
 - All the income for your household before taxes goes over the limits in Chart B below unless the note for Chart A applies.
 - The number of work hours goes under 20 per week for persons who are between the ages of 18-54 if there are no children in the home.
 - You have lottery or gambling winnings of \$4,500* or more.
- **If you receive SNAP and your certification period is for one (1) month to four (4) months, tell us if:**
 - There is a change in the number of people in your household;
 - Your address changes, including shelter expenses that change resulting from the move;
 - The obligation to pay child support changes or the amount paid to someone outside the household changes;
 - Your liquid resources, such as bank accounts, cash, bonds, etc. are \$3,000 or \$4,500* or more;
 - You have lottery or gambling winnings of \$4,500* or more;
 - The number of work hours goes under 20 per week for persons who are between the ages of 18-54 if there are no children in the home; or
 - There are changes in income:
 - There are income changes of more than \$125 except, you do not have to tell us if your TANF income changes if your TANF case is in Virginia;
 - The source of your income changes, including if you start or stop a job: or
 - Your job switches from full-time to part-time or part-time to full-time.

Chart 1 (Gross Income Limit 200%)					Chart 2 (Gross Income Limit 130%)				
HH Size	Monthly	Weekly	Every 2 Weeks	Twice a Month	HH Size	Monthly	Weekly	Every 2 Weeks	Twice a Month
1	\$2,608	\$ 606.51	\$1,213.02	\$1,304.00	1	\$1,696	\$ 394.41	\$ 788.83	\$ 848.00
2	3,525	819.76	1,639.53	1,762.50	2	2,292	533.02	1,066.04	1,146.00
3	4,441	1,032.79	2,065.58	2,220.50	3	2,888	671.62	1,343.25	1,444.00
4	5,358	1,246.04	2,492.09	2,679.00	4	3,483	810.00	1,620.00	1,741.50
5	6,275	1,459.30	2,918.60	3,137.50	5	4,079	948.60	1,897.20	2,039.50
6	7,191	1,672.32	3,344.65	3,595.50	6	4,675	1,087.20	2,174.41	2,337.50
7	8,108	1,885.58	3,771.16	4,054.00	7	5,271	1,225.81	2,451.62	2,635.50
8	9,025	2,098.83	4,197.67	4,512.50	8	5,867	1,364.41	2,728.83	2,933.50
Additional members	+\$916.00	+\$213.02	+\$426.04	+\$458.00	Additional members	+\$596.00	+\$138.60	+\$277.20	+\$298.00

*Amounts are valid through 9/30/2026.

Add together the gross income for all the people in your household. New income total \$_____

Note: Chart A applies to SNAP households that have a member who cannot get SNAP benefits because of a felony conviction, a conviction for a SNAP intentional program violation, or because of an employment and training requirement. Please contact me at the number above if you are not sure which chart applies to you or if you need help completing this form.

This institution is an equal opportunity provider

DETAILS ON CHANGES THAT HAVE OCCURRED

CHANGE IN THE NUMBER OF PEOPLE IN YOUR HOUSEHOLD

HAS ANYONE MOVED IN?

Name	Date moved in	Relationship to you	Social Security Number
Date of Birth	Race (not required)	Sex	Marital Status
U.S. Citizen Yes () No ()	If Alien, give alien number, date of entry	Last school grade completed	Currently in School? Yes () No ()

HAS ANYONE MOVED OUT?

Name	Date moved out	Name	Date moved out
------	----------------	------	----------------

CHANGE IN YOUR ADDRESS

New Address (Street, Apt. Number)	City, State, ZIP
-----------------------------------	------------------

CHANGE IN SHELTER EXPENSES THAT RESULT FROM THE MOVE (If you have not moved, you may report es in your changes in your expenses for your current home. Be sure to provide proof of the expenses.)

Rent or Mortgage \$ _____ per _____	Property Taxes \$ _____ per _____	Homeowner's Insurance \$ _____ per _____	Electricity \$ _____ per _____
Gas \$ _____ per _____	Oil \$ _____ per _____	Kerosene, Coal, wood, etc. List and give amount	
Water/Sewer \$ _____ per _____	Garbage \$ _____ per _____	Telephone (Basic Service Only) \$ _____ per _____	Installation Fees \$ _____ per _____

CHANGE IN LEGALLY OBLIGATED CHILD SUPPORT PAID TO ANOTHER HOUSEHOLD

-Person paying support	Person receiving support	Amount legally obligated \$ _____ per _____	Amount paid \$ _____ per _____
------------------------	--------------------------	--	-----------------------------------

CHANGE IN YOUR LIQUID RESOURCES SUCH AS CASH, BANK ACCOUNTS, BONDS, ETC. THAT REACH OR EXCEED \$3,000 OR \$4,500* (**\$4,500 applies only if someone in your household is 60 years of age or older or who is permanently disabled.)

Name	Account Type	Balance
------	--------------	---------

RECEIPT OF LOTTERY OR GAMBLING WINNINGS OF \$4,500 OR MORE

Name	Gross Amount Received	When Received
	Where Received	

CHANGE IN THE NUMBER OF WORK HOURS IN A WEEK GOES UNDER 20 FOR MEMBERS WHO ARE BETWEEN THE AGES OF 18-54 IF THERE ARE NO CHILDREN IN THE HOME.

Name	Number of Work Hours
------	----------------------

CHANGE IN INCOME OF MORE THAN \$125 (money from working or from sources such as Social Security, SSI, pensions, etc.)

Name	Income Type	Amount
------	-------------	--------

CHANGE IN INCOME SOURCE - HAVE YOU STARTED OR STOPPED RECEIVING INCOME?

Name	Source	Date Started/Stopped
		Number Of Hours If Started Working

HAVE YOU CHANGED FROM FULL-TIME TO PART-TIME OR PART-TIME TO FULL-TIME?

Name	Employer	Number Of Hours
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OTHER CHANGES

Person completing this form

Date

PART XXV SNAP EMPLOYMENT & TRAINING (SNAP E&T)

<u>CHAPTER</u>	<u>SUBJECT</u>	<u>PAGES</u>
A.	SNAP E&T PURPOSE	1
B.	REFERRAL TO SNAP E&T	
	1. Eligibility Process	1
	2. Participant Categories	1
	3. SNAP E&T Categories	1
	4. SNAP E&T Program Documentation	2
C.	ASSESSMENT	2
	1. Pre-Assessment	3
	2. Initial Assessment	3-4
	3. Procedures	4-5
	4. Activity and Service Plan of Participation	5
	5. Reassessment	5-6
D.	PROGRAM COMPONENTS	6
	1. Case Management	6
	2. Supervised Job Search	7-8
	3. Job Search Training	9
	4. Work Experience	9-12
	5. Education	12-13
	6. Training	13-14
	7. Employment and Training for Ex-Offenders	14
	8. Employment and Training for Refugees	15
	9. Job Retention	15
E.	SOCIAL/SUPPORTIVE SERVICE	15-18
	1. SNAP E&T Worker Responsibilities	16
	2. Social/Supportive Services for Participants	16-17
	3. Duration of SNAP E&T Services	18
F.	VOLUNTEERS	18
G.	CHANGES/TRANSFERS	18-19
H.	SNAP RECIPIENT & HIGH SCHOOL ATTENDANCE	19-20
I.	PROVIDER DETERMINATIONS	20
J.	WORKFORCE PARTNERSHIPS	20
K.	CONTRACTS	21-23

PART XXV	SNAP EMPLOYMENT & TRAINING (continued)	
L.	TERMINATION OF SNAP E&T ENROLLMENT	23
	1. Good Cause for Failure to Participate	23-24
	2. Reasons for Terminating SNAP E&T	24-25
	3. Required Documentation	25
	4. SNAP E&T Notice of Case Closure	25
M.	APPEALS/HEARINGS	26
N.	STATISTICS AND REPORTING	26
O.	LOCAL SNAP EMPLOYMENT & TRAINING PLAN	26
APPENDIX I	Virginia SNAP E&T Agencies	1
APPENDIX II	Forms	1-40

A. SNAP EMPLOYMENT AND TRAINING PURPOSE

SNAP Employment & Training (SNAP E&T) is a federally funded, state administered program that assists program participants in gaining the skills, training or work experience needed to move toward and into employment. SNAP E&T also helps reduce barriers to work by providing individuals with support services such as transportation and childcare as they prepare for and obtain employment and job retention services to help them maintain employment. Participation in SNAP E&T is voluntary.

See Appendix I for a list of Virginia localities that operate SNAP E&T.

B. REFERRAL TO SNAP E&T

1. Eligibility Process

The BPS must determine the work registration status for each household member. The BPS must record any member as registered if the member does not meet a registration exemption or if the member wants to volunteer to participate in SNAP E&T. Those who want to volunteer must be referred to SNAP E&T through VaCMS at application or reapplication and every twelve months thereafter. New household members, added during the certification period, must be registered at recertification. See Part VIII.A for a discussion on the registration exemptions.

Note A: A SNAP E&T script for the BPS may be found on FUSION, located on the SNAP E&T Forms page under “Case Management”.

Note B: Able-Bodied Adults Without Dependents (ABAWDs) who participate in SNAP E&T are required to engage in qualifying work or training activities for at least 20 hours per week to maintain eligibility. Individuals, who are not considered ABAWDs and who are enrolled in SNAP E&T, are not obligated to meet a weekly participation requirement.

2. Participant Categories

- a. New – participant who has not been included in the on-board count for the current Federal Fiscal Year (10/01-9/30).
- b. Re-registrant – participant who has been included in the on-board count for the current Federal Fiscal Year (10/01-9/30).

3. SNAP E&T Categories

- a. Active - a category in which participants with no barriers to employment are placed.
- b. **Allowable SNAP E&T categories or components no longer include inactive or pending categories beginning May 2025.**

4. SNAP E&T Program Documentation

All SNAP E&T case narrative documentation must be entered into the Data Collection-Case Comments module of the VaCMS for all case actions, assessments, supportive services, and when completing monthly ESP data entry participation inputs. E&T must use ESP for the Entity and SNAP E&T for the program header.

All required forms must be scanned into DMIS as indicated on the Benefit Programs Required Scanning Documents form. As a best practice, scan documents and forms within 48 hours of receiving them to avoid an oversight.

C. ASSESSMENT

An assessment will identify participants' job readiness and, if appropriate, to develop a plan that outlines participants' future course of action in the program, ultimately leading to self-sufficiency.

Some SNAP E&T participants may have disabilities, including temporary medical conditions, or are caring for household members with disabilities, that may affect program participation. Disabilities may be identified during the application process or later at a SNAP E&T assessment. When the SNAP E&T worker has documentation of a verified disability and the effect of the disability on program participation, accommodations must be put in place so that the participant is not denied the opportunities available through SNAP E&T.

Accommodations may include, but are not limited to:

- part-time or flexible hours for work activities;
- providing the individual with work activities in a specific work environment that enables the individual to participate in work activities;
- providing particular types of jobs or work activities that are consistent with the person's limitations;
- activities that are scheduled so they do not conflict with ongoing medical or mental health treatment or care-taking responsibilities;
- additional notices of program appointments;
- additional explanations of program rules;
- job coaches;
- additional time to complete program requirements; and
- additional intervention before an individual's SNAP E&T case is closed because of non-compliance with SNAP E&T requirements.

See the Job Accommodation Network site for an extensive list of accommodations by disability <http://www.jan.wvu.edu/media/atoz.htm>.

There are three types of assessments: pre-assessments, initial assessments and reassessments. Assessments may be conducted either individually or in a group.

1. Pre-Assessment

A pre-assessment may be conducted for any participant due for an initial assessment.

- a. If the SNAP E&T worker has sufficient reason to believe that a registrant's status needs to be reevaluated, this must be communicated to the BPS on the Communication Form or by other appropriate means. The BPS must review the registrant's status and inform the SNAP E&T worker of the outcome within 30 days. See Appendix II of this Part or Part XXIV for the Communication Form.
- b. The pre-assessment may be conducted face-to-face, by mail or by phone.
- c. If conducted by mail, the participant must complete and return the pre-assessment form to the agency within 14 calendar days. The SNAP E&T worker must send the registrant a letter that advises:
 1. The purpose of the SNAP E&T component;
 2. The reason for completing the pre-assessment form and the date by which the form is to be returned to the agency;
 3. That failure to complete and return the form by the required date may affect the registrant's or household's eligibility for SNAP E&T; and
 4. How to contact the SNAP E&T worker if the participant is unable to complete and return the form by the required date.
- d. Based on the information provided by the participant on the pre-assessment form, the worker must decide if the participant will be scheduled for an initial assessment. If the decision is to schedule the participant for an initial assessment, this assessment must be scheduled within 30 calendar days of receipt of the original referral.

2. Initial Assessment

- a. The SNAP E&T worker must assess each participant within 30 days of receipt of the registration form, even if a Pre-Assessment was completed.
- b. The assessment may be a face-to-face interview (individual or group) between the participant and the SNAP E&T worker or by a telephone interview.
- c. The SNAP E&T worker must send the participant a letter that provides:
 - The date of the assessment interview;
 - An explanation that appearance for the interview is a condition of continued eligibility for SNAP E&T benefits and that the consequence of not attending the interview may be the inability to enroll in SNAP E&T;
 - Instructions for contacting the SNAP E&T worker; and

- Instructions for contacting the SNAP E&T worker if the participant is unable to attend the interview or needs to reschedule the appointment.

To the extent possible, employed registrants must have their initial assessment interviews scheduled at a time that does not interfere with their normal work hours.

3. Procedures

- a. The SNAP E&T Assessment Form or an assessment tool that has been pre-approved by the SNAP E&T Manager must be completed on each participant. See Appendix II for the Assessment form.
- b. The assessment must include the following:
 1. An identification and evaluation of the participant's recent work history, occupational skills, education and training and a determination of the individuals' ability to read and write English.
 2. An identification of the participant's employment goal(s).
 3. A detailed evaluation of supportive service needs.
- c. The SNAP E&T worker must inform the participant of the following information:
 1. program goals;
 2. program requirements, including an explanation of responsibilities and expectations for participants;
 3. that failure to comply, without good cause, with program requirements will result in closure of the SNAP E&T case and termination of supportive services;
 4. what constitutes good cause for not complying with program requirements;
 5. name and phone number of the SNAP E&T worker or other persons who might need to be contacted; and
 6. requirement to respond to all agency correspondence.
 7. During the initial assessment, the SNAP &ET worker must offer an opportunity for the SNAP E&T participant to register through the Virginia Career Works Portal at <https://va-career-works.myjourney.com>. The SNAP E&T worker must also document VaCMS and the referral portal regarding the registration offer and instances when the client declines the registration offer.

- d. After the assessment, the SNAP E&T worker must determine the participant's ability to participate in the program. A participant who has no substantial barriers to employment must be assigned to a component, placed in an active status, and be subject to the full requirements of SNAP E&T.
- e. If the SNAP E&T worker has sufficient reason to believe that a participant's status needs to be reevaluated following the assessment, this determination will be communicated to the BPS through an internal communication form along with copies of all documentation at the time the reevaluation is requested.

4. Activity and Service Plan of Participation

- a. For initial assessments and reassessments, the SNAP E&T worker must develop a written Plan of Participation with the participant, recording the outcome of the assessment.
 - 1. For participants placed in an active status, the Plan must:
 - a. state the component to which the participant is assigned; the specific responsibilities of the participant and the agency, including, but not limited to, the expected levels of participation, attendance and/or the requirement to return information to the SNAP E&T worker and report changes which impact employment and/or participation;
 - b. identify the component begin and end dates;
 - c. describe the supportive services needed by the participant to carry out the assignment;
 - d. describe a plan for monitoring the participant's progress while he/she is participating in a component.
 - 2. A new Plan must be completed whenever the participant is assigned to a different component. If the participant is reassigned to the same component, the current Plan must be updated. A copy of the updated Plan must be provided to the participant.
 - 3. Both the SNAP E&T worker and the participant must sign the Plan if the Assessment is conducted in person.

5. Reassessment

A reassessment must be conducted whenever a participant completes the requirement of a component or when a re-evaluation is required.

- a. The reassessment must take place no later than 30 calendar days following the completion of the component activity.

- b. Assignments to some categories and/or components may be long-term. Participants in education, training, and work experience components must be reassessed at the end of the scheduled component's completion.

Procedures for the reassessment will be the same as the initial assessment procedures that are outlined in Section D.3.

Note: A participant may be reassigned to the same component.

D. PROGRAM COMPONENTS

Individuals participating in any program component other than Supervised Job Search must be monitored monthly for attendance of scheduled hours. In addition, individuals participating in an education, training and/or work experience component must be monitored for satisfactory progress at periodic intervals.

Note that completion of a SNAP E&T component assignment does not mean the SNAP E&T case must close. The SNAP E&T case must close however if the BPS closes the SNAP case.

The SNAP E&T worker must verify SNAP eligibility monthly in VaCMS to ensure the client is eligible for E&T Services. To verify eligibility, please follow the steps below:

- In VaCMS, from the left Navigation menu, select "Inquiry", next select "Case", then insert the case number, and click the "Search" button. Scroll down to click on "Eligibility Summary".
- Review the Eligibility Summary to ensure that the SNAP Eligibility Result is "Approved".

1. Case Management

Case Management is defined as services and activities that must directly support an individual's participation in the SNAP E&T program. Case management services can include, but are not limited to, comprehensive intake assessments, individualized Plan of Participation, progress monitoring, or coordination with service providers consisting of case management and at least one component. SNAP E&T programs must consist of case management and at least one Employment and Training Component. Case Management is a SNAP E&T component and must be provided to all SNAP E&T Participants. Case Management must directly support an individual's participation in an Employment and Training program. Case Management services must be targeted to the needs of the participant and allow for efficient delivery of services. Case Management Services may only include allowable Employment and Training Costs. Time spent by the participant must count toward time-engaged with Employment and Training, if the services are allowable costs.

2. Supervised Job Search

Job Search activities that occur at in state-approved locations or systems where job-search activities are directly supervised and the timing/activities are tracked. This component requires participants make a predetermined number of inquiries to prospective employers over a specified period. Examples of state approved locations may include but are not limited to American Job Centers (A.J.Cs), Public Libraries, Employment Service Organizations (E.S.Os), 50/50 Providers and use of software/electronic platforms which track & time job search activities. Supervised Job Search may be self-paced and can occur remotely or in person, but engagement with a skilled person must occur at least monthly. Supervised Job search activities must have a direct link to increase employment opportunities.

- a. Participants assigned to this component must participate in up to 8 weeks of supervised job search every 12 months.
- b. Supervised Job Search may be performed individually or in a group setting.
 1. Individual

A participant makes a predetermined number of job contacts on his/her own.
 2. Group

A group of participants access telephones, computers, fax machines, newspapers, photocopiers and any other equipment to aid in a job search.
- c. The participant must schedule up to 48 job interviews or submit up to 48 applications/resumes to prospective employers per 8-week session. The SNAP E&T worker must provide support and direction to the registrant throughout the supervised job search assignment.
 1. The participant must be registered with the nearest Virginia Employment Commission Office. Registration with the Virginia Employment Commission will be considered as one employer contact.
 2. The participant must report employer contacts in writing to the SNAP E&T worker by completing the SNAP E&T Supervised Job Search Form.
 3. To qualify as an employer contact, four conditions must be met:
 - a. The participant must present himself/herself to an employer as being available for work;
 - b. The employer must ordinarily employ persons in areas of work for which the participant is reasonably qualified in terms of experience, training or ability;

- c. The participant cannot count the same employer more than once during a given supervised job search period unless different positions were sought; and
 - d. Contacts with employers may only be in the form of face-to-face interviews or by submission of applications or resumes to businesses that are hiring.
4. The SNAP E&T worker may contact any employer listed on the SNAP E&T Supervised Job Search Form to verify the contact.
- d. The specific requirements of Supervised Job Search will be determined by the local agency and described in each agency's Local Employment & Training Plan.
 - e. Participants who obtain full-time employment while participating in the Supervised Job Search component will have fulfilled all program requirements for that assignment.
 - f. Participants who obtain full-time employment during Supervised Job Search, but lose that employment during the first 30 calendar days, are required to complete their supervised job search. For example, if a registrant assigned to Supervised Job Search was required to have 24 job contacts but had completed only 17 at the time of employment, the registrant must make 7 more contacts.
 - g. Participants who obtain part-time employment during Supervised Job Search and remain employed for 30 calendar days or more will have fulfilled all program requirements for that assignment.
 - h. Participants who obtain part-time employment during Supervised Job Search but lose that employment during the first 30 calendar days are required to complete their job search requirement.
 - i. If, at the end of the supervised job search assignment, the participant is unemployed or employed part-time and remains registered, they must be re-assessed and assigned to an appropriate component within 30 days.
 - j. Participants who are employed part-time will continue active participation in SNAP E&T with their activities scheduled around their work hours.
 - k. The Supervised Job Search component does not qualify as a stand-alone work program for the purpose of maintaining SNAP eligibility for individuals subject to the work requirement.

For purposes of the SNAP E&T evaluation, full-time employment is defined as employment of at least 30 hours per week and part-time employment is defined as less than 30 hours per week.

3. Job Search Training

This component strives to enhance the job readiness of participants by providing job seeking techniques and methods to increase motivation and self-confidence.

- a. Job Search Training includes activities that may consist of employability skill assessments, employability training, job placement services, or other direct training or support activities, including educational programs to expand the job search abilities or employability of the registrant. The Employment and Training Annual Plan must describe whether the local department will utilize Job Search Training component. If utilized, the process must be described. Examples of some acceptable programs are as follows:
 1. Group or Individually coordinated job search training activities may consist of employability assessments, occupational exploration, training and counseling in personal preparation for employability, and training and counseling in techniques for identifying and pursuing employment opportunities (including information on local emerging and demand occupations and job placement services).
 2. Nutrition Class
 - a. Classroom instruction on how to pack a nutritious lunch.
 - b. Classroom instruction on how to provide nutritious meals for a household and still be employed.
- b. The Job Search Training component does not qualify as a stand-alone work program for the purpose of maintaining SNAP eligibility for individuals who are subject to the work requirement.

4. Work Experience

A work experience program is defined as a program designed to improve employability of the household member through actual work experience or training, or both, and to enable individuals employed or trained under such programs to move promptly into regular, public or private employment. Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period. Work Experience may be paid or unpaid, as appropriate and consistent with other laws such as the Fair Labor Standards Act (FLSA). Work Experience may be arranged within the private sector, the non-profit sector or the public sector. Labor Standards apply in any work experience setting where there is an employee/employer relationship, as defined by FLSA.

A Work Experience Program must not provide any work that has the effect of replacing the employment of an individual not participating in the employment or training experience program. Additionally, the Work Experience must provide the same benefits and working

conditions that are provided at the job site to employees performing comparable work for comparable hours. Work Experience is now divided into two categories:

a. Work Activity

1. This is defined as a Work Activity performed in exchange for SNAP Benefits to improve employability. Work Activity provides an individual with an opportunity to acquire general skills, knowledge and work habits necessary to obtain employment. The purpose of work activity is to improve the employability of those who cannot find unsubsidized full-time employment

b. Work Based Learning

1. Work Based Learning activities are defined as sustained interactions with industry or community professionals in real world settings to the extent possible. For example, Work Based Learning activities can take place at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field that are aligned to curriculum and instruction. Work-based learning emphasizes employer engagement and includes specific training objectives that leads to regular employment.
2. Work-based learning can include internships, pre-apprenticeships, apprenticeships, customized training, transitional jobs, incumbent worker training, and on-the-job training as defined under WIOA. Work-based learning can include both subsidized and unsubsidized employment models.

The work experience placement may be followed by ~~two weeks~~ of supervised job search.

The primary focus of work experience is the development of good work habits, additional job skills, positive work attitudes, an understanding of the employee-employer relationship, and to obtain a recent job reference.

The Work Experience component qualifies as a work program for the purpose of maintaining SNAP eligibility for individuals who are subject to the work requirement.

c. Time Frames

1. The number of weeks a registrant may participate depends on the job site.
2. The amount of time used in traveling to and from the job site is not included when determining the number of hours the participant can work.
3. The participant cannot be required to be on a work site more than 120 hours per calendar month.

4. The total amount of time spent each month by a participant in a SNAP E&T work program, combined with work for compensation, is unlimited. However, the State must provide Worker's Compensation coverage for a maximum of 120 hours a month.

d. Assignment Criteria

Each assignment must take the prior training, experience, skills and employment goal(s) of the participant into consideration to determine whether:

- The individual needs additional job skills or
- Work experience will yield a job reference or the development of good work habits or job skills.

e. Limitations

The use of the Work Experience component is limited by the following:

1. Participants must not be required to use their personal resources to pay participation costs.
2. Participants in the Work Experience component must not displace persons currently employed or be placed in established, unfilled positions.

Participants must not perform tasks that would have been undertaken by current employees or which would have the effect of reducing the work hours of paid employees. Work Experience participants cannot be placed in the position of workers who are on sick leave, annual leave, leave without pay, or any other granted leave with or without pay, as that would be an act of displacement.

3. Participants must not be assigned to projects that require that they travel unreasonable distances from their homes or remain away from their homes overnight without their consent. A round trip more than two hours from the participant's home to the work site is considered an unreasonable distance in any situation. The transportation time determined reasonable must be relative to the number of hours being worked in a day.

f. Worker's Compensation

For Worker's Compensation purposes only, the Virginia Department of Social Services is considered the individual's employer. The Virginia Department of Social Services provides coverage for all Work Experience participants for the hours of participation that are mandated. If a claim must be filed, the following procedures will be followed:

1. The work site personnel must immediately complete the Employer's First Report of Accident form (VWC Form No. 3). The original and all copies must be clearly coded in the upper right-hand corner with *0765-000e, SNAP WORK EXPERIENCE PARTICIPANT*. See Appendix II of this Part. The Employer's First Report of Accident form is in Appendix II.
2. The Local Agency Supervisor must develop a Panel of Physicians (with no less than three physicians) to offer to the injured employee. The Panel of Physicians form is available at <http://www.covwc.com/physicianform.php> . Providers should be in close proximity if possible and have skills related to employee's needs. A provider list is available at <http://www.covwc.com/pponetwork.php> . If you need help navigating the search tool or assistance with locating a provider, please contact our network partner, Care Works at client.services@careworks.com or by calling (800) 734-4460.
3. The work site must submit all correspondence (forms, bills, etc.) regarding injury and accidents to Managed Care Innovations (MCI) in one of four ways:
 - Upload the documents with the Claim Reporting Portal by visiting froi.sedgwick.com
 - Email to covimaging@yorkrsq.com
 - Fax to 804-371-2556
 - Mail to P.O. Box 1140, Richmond, VA 23218-1140
4. The work site must send a copy of the accident report to the SNAP E&T Worker at the local agency.
5. Physicians should be instructed to submit their invoices and Attending Physician's Report directly to the claims office at the MCI. All invoices must show the participant's/employee's social security number.

5. Education

This component provides educational programs or activities to improve basic skills or otherwise improve employability or job retention of participants. Education services are allowed for up to 90 days after employment. The Education component qualifies as a work program for the purpose of maintaining SNAP eligibility for individuals who are subject to the work requirement.

- a. Educational placements must be based on an assessment which indicates that placement is necessary to develop job readiness and that educational deficit seems the primary barrier to employment.
- b. Educational programs to which participants may be assigned include, but are not limited to:
 1. Adult Basic Education;
 2. GED;

3. Vocational Education;
4. Community College Programs;
5. Post-Secondary Education;
6. Employment Training and Education Programs.

Such programs or activities must be part of a program or study of career and technical education as defined in section 3 of the Carl D. Perkins Act of 2006, high school or equivalent educational programs, remedial education programs for basic literacy level achievement and English as a second language instructional programs.

Educational components must directly enhance participants' employability. Approved components must establish a linkage between education and job-readiness.

- c. Participation in an education program is limited to the amount of time generally allowed for the completion of the curriculum.
 - d. During an individual's participation in an education program, progress must be monitored to ensure that satisfactory progress, as defined by the institution, is being made. This should coincide with the end of the institution's quarter or semester grading period. However, at a minimum, an evaluation may consist of documentation, such as a report card, showing the registrant's grade(s). Participants who are not progressing satisfactorily may be assigned to another activity that will more adequately move them toward employment.
 - e. Attendance must be monitored on an on-going basis. The Time and Attendance Report may be used for this purpose.
 - f. **Up to one hour of unsupervised study or homework time may be counted as vocational education and training for each hour of scheduled class time. The need for unsupervised homework/study time must be confirmed by the education or training program. Unless specifically required by the instructor, unsupervised study or homework time cannot be counted as vocational education and training when the training is outside the classroom and the activity does not support counting unsupervised study or homework hours. Supervised study time verified by the education or training program may also be counted as participation.**
 - g. The completion of an education assignment may be followed by job search.
 - h. The completion of an education assignment may be followed by two weeks of job search.
6. Training

This component provides training in a skill or trade that should improve the employability of participants and allow the participant to move directly into employment or to retain

employment. Training services are allowed for up to 90 days after employment.

- a. Training placements must be based on an assessment that indicates training is necessary to improve the registrant's employability or job retention.
- b. Training programs to which registrants may be referred include, but are not limited to:
 1. Computer classes,
 2. Vocational Rehabilitation,
 3. Employment Training and Education Programs.
- c. Participation in training programs is limited to the amount of time generally allowed for the completion of the program.
- d. During an individual's participation in a training program, progress must be monitored to ensure that satisfactory progress, as defined by the training facility, is being made. However, at a minimum, an evaluation may consist of documentation from the training facility that shows the registrant's progress. Participants who are not progressing satisfactorily may be assigned to another activity that will more adequately move them toward employment.
- e. Attendance must be monitored on an on-going basis. The Time and Attendance Report may be used for this purpose.
- f. **Up to one hour of unsupervised study or homework time may be counted as vocational education and training for each hour of scheduled class time. The need for unsupervised homework/study time must be confirmed by the education or training program. Unless specifically required by the instructor, unsupervised study or homework time cannot be counted as vocational education and training when the training is outside the classroom and the activity does not support counting unsupervised study or homework hours. Supervised study time verified by the education or training program may also be counted as participation.**
- g. The completion of a training assignment may be followed by job search.
- h. The completion of a training assignment may be followed by two weeks of job search.

7. Employment and Training for Ex-Offenders

Employment and training services for ex-offenders are offered in partnership with the Virginia Department of Criminal Justice. This component includes job skills assessments, occupational exploration, training and counseling in personal preparation for employability, employment opportunities, including information on local emerging and demand occupations and job placement services. This component will share costs for education and vocational training and supportive services. A referral form will be used. See Appendix II for the referral form.

8. Employment and Training for Refugees

Employment and training services for refugees are offered in partnership with the Office of Newcomer Services through local Refugee Resettlement Agencies. Employment and training participants under the Refugee Social Services Program or Match Grant Program meet participation requirements for SNAP E&T by way of their enrollment in the Refugee Program(s). Participants enrolled in both the Refugee Resettlement Program and SNAP E&T must meet the following procedures:

- a. The refugee resettlement staff will accompany the participant to the initial SNAP E&T assessment to help with language barriers, if any, and to talk about the Comprehensive Resettlement Plan (CRP) that will substitute for a SNAP E&T Plan of Participation.
- b. SNAP E&T agencies must stay in contact with the resettlement agency but, the resettlement agency is not required to send a break-down of component activities and hours to the SNAP E&T agency.
- c. SNAP E&T will be notified if a refugee refuses to comply with refugee resettlement requirements to determine whether the SNAP E&T case should be closed; when someone leaves the program; and when there is a job placement.

9. Job Retention

Job retention services is an allowable Employment & Training component. SNAP E&T agencies may offer this component for at least 30 days and no more than 90 days. The job retention component is intended to provide support services for at least 30 days and up to 90 days to individuals who have secured employment. Individuals are eligible to receive job retention services if they received SNAP benefits in the month of or the month before they start job retention and may receive job retention services after leaving SNAP unless the individual is leaving SNAP due to a failure to comply with the general work requirement or an intentional program violation. The participant must have secured employment after or while receiving other Employment & Training services. There is no limit to the number of times an individual may receive job retention services, if the individual has re-engaged with Employment & Training prior to obtaining new employment.

E. SOCIAL/SUPPORTIVE SERVICE

Social/supportive services may be provided to participants in SNAP E&T for expenses that are reasonably necessary and directly related to participation in SNAP E&T. Agencies are encouraged to explore alternatives to removing barriers if supportive service funds are limited.

The need for any supportive services must be linked to needs identified on the Participant's Plan of Participation. Supportive services related to starting or retaining employment are allowed for a period not to exceed 90 days.

Participants who fail to comply with SNAP E&T requirements are not entitled to supportive services.

1. SNAP E&T Worker Responsibilities

- a. The SNAP E&T worker is a case manager. The worker must assist the participant in meeting the service needs. This may be done directly by the SNAP E&T worker or through a referral to a service/social worker or an outside service provider.
- b. When providing social services to recipients, the Plan of Participation may replace the Service Application regardless of the funding source for the service.

2. Social/Supportive Services for Participants

There are three categories of social/supportive services available to SNAP E&T participants. These SNAP E&T social/supportive services may be provided directly or may be purchased.

a. Childcare

Childcare services are provided to enable a caretaker to participate in program components.

1. Arrangement for and/or payment of childcare as a supportive service must be provided when the participant needs this service to participate in component activities.
2. Participants who are parents of school age children are expected to search for a job during the hours that the children are in school. However, if a job interview must take place outside of school hours, childcare may be authorized.
3. Participants who need childcare and who cannot arrange their own may be provided assistance. Payment will be made within the guidelines of childcare policy. Payment may also include childcare related transportation costs.

b. Transportation

This service is provided to enable participants to travel to and from authorized SNAP E&T activities.

1. The participant is primarily responsible for arranging transportation to participate in a SNAP E&T component. Transportation will be provided only when the registrant is unable to make arrangements.
2. Transportation may be provided by any of the following means:
 - a. Agency or public transportation;

- b. Individuals other than public transportation. In this circumstance, payment is made to the individual provider. Such payment must be pre-authorized and reimbursement cannot exceed the current mileage reimbursement rate. A reimbursement type purchase order may serve as a pre-authorization; or
 - c. Commercial establishments. For example, a client who needs gas for his/her car could receive a voucher that a gas station would honor. Through the purchase order/invoice system, the station would receive payment.
- c. Other allowable expenses include:
- 1. Clothing suitable for job interviews
 - 2. Licensing and bonding fees for a work experience or job placement
 - 3. Uniforms
 - 4. Work shoes
 - 5. Purchase of an initial set of tools or equipment if required for a SNAP E&T component or job retention component
 - 6. Fingerprinting, if necessary for a job
 - 7. Background check when necessary for a job
 - 8. Medical services, such as TB testing if required for a job
 - 9. Personal safety items required to complete training/educational coursework
 - 10. Books
 - 11. Course registration fees
 - 12. Drug tests if required for a job
 - 13. Eye exams and vision correction, such as the purchase of eyeglasses
 - 14. Dental work such as routine cleaning
 - 15. Minor auto repairs
 - 16. Test fees and training material directly related to a SNAP E&T component
 - 17. Union dues necessary for a job
 - 18. Housing assistance including rent/or utilities. Housing assistance is for emergencies only and on a case-by-case basis. Not to exceed \$1,500.00 per occurrence and no more than two times in a 12-month period.
 - 19. Broadband/Internet Access/Wi-Fi, Laptops & Tablets for Education, **Supervised Job Search**, Vocational Training & Job Retention components. Assistance is limited to \$1,200 per individual in a 12-month period.
 - 20. Certain fees associated with the reinstatement of Driver's Licenses (Exceptions apply to certain conviction-related suspensions and revocations. A list of these suspensions and revocations can be found at <https://www.dmv.virginia.gov/webdoc/pdf/dmv39f.pdf>. Assistance is limited to \$300.00 per occurrence and no more than once in a 12-month period).

Note: Refer to the Spending Funds Guide for VIEW and SNAP E&T located on FUSION on the Workforce Development Center page ([Workforce Development Center](#)) under the header Resources.

3. Duration of SNAP E&T Services

SNAP E&T social/supportive services may be provided for as long as the individual needs the service to participate in a SNAP E&T component.

F. VOLUNTEERS

SNAP household members who are exempt from the work registration requirement may volunteer to participate in SNAP E&T.

1. Agencies may, at their option, permit volunteers to participate in a SNAP E&T component.
2. The same assessment procedures that apply to **ABAWD** participants will apply to volunteers.
3. Social Services reimbursements/payments for transportation and daycare may only be made for expenses that are reasonably necessary and directly related to participation in the SNAP E&T program.

Example

A volunteer works part-time and has been assigned to the training component for 5 hours a week. Child day care services may only be provided for the 5 hours that the individual participates in the Training activity.

G. CHANGES/TRANSFERS

1. The SNAP E&T worker must notify the BPS of any changes in the participant's situation that may affect the SNAP benefits or the individual's exemption status. This notification must be in writing and must occur within five working days of the change. The Communication Form must be used for this purpose.
2. SNAP cases may be transferred from one Virginia locality to another. SNAP E&T case transfer procedures follow.
 - When a SNAP E&T case transfers from one SNAP E&T locality to another SNAP E&T locality, daily alerts are generated to the SNAP E&T worker in the sending locality and to the transfer in caseload in the receiving locality
 - The sending SNAP E&T locality will need to close all open SNAP E&T enrollments for the SNAP case with the SNAP E&T Closure Status value = "05" for Transferred.
 - In the SNAP E&T database, the history for this enrollment record and its assessments and employments will show this sending FIPS.
 - The SNAP E&T worker in the receiving FIPS will not be able to open an enrollment record on the transferred in case until the sending agency SNAP E&T worker has closed the enrollment record.

- When the receiving SNAP E&T locality opens a SNAP E&T Enrollment for the transferred in SNAP E&T client, the rule for the SNAP E&T Enrollment Start Date changes. The Start Date is to be the day after the Close Date on the SNAP E&T enrollment closed for transfer (closure status = 05)
- The Date Entered Employment may equal the Date Entered Employment on the Enrollment in the Transfer Out locality. However, any “MMYYYY of Change” entered in the new FIPS can only start with the month after the last “MMYYY of Change” in the Transfer Out locality.
- If a SNAP case transfers from a SNAP E& T to a non-SNAP E&T agency, the enrollment is closed in the sending agency. No action is taken in the receiving agency.
- If a SNAP case transfers from a non-SNAP E&T to a SNAP E&T agency, a referral is made to the SNAP E&T queue if the SNAP participant volunteers during the certification period.
- No action must be taken if a SNAP case transfers from a non-SNAP E&T to a non-SNAP E&T agency.

H. SNAP RECIPIENTS & HIGH SCHOOL ATTENDANCE

The use of SNAP E&T Funds for Individuals attending High School is prohibited based on the following conditions:

1. State agencies may not use SNAP E&T funds to pay for costs associated with programs or courses offered through public high schools. This includes general types of government services normally provided to the general public, such as public education. The prohibition extends to paying for costs associated with programs offered through private high schools. Since a free public education is available through the State public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free.
2. Use of SNAP E&T funds may be used in certain cases for costs associated with out-of-school activities. While there are instances when it may be appropriate to provide SNAP E&T services to these individuals after school or on the weekends (i.e. outside of a high school setting), State agencies must ensure the following:
 - a. The costs are reasonable and necessary. Most individuals 16 to 18 years of age are required to be in school and are already receiving services through the State’s education system. Virginia provides free high school education beyond age 18. High school curriculums are designed so that students are college or career ready upon graduation. Local agencies must work with the respective local school district to ensure that SNAP E&T service offered are not duplicative.
 - b. The components or activities offered meet the purpose and design requirements of SNAP E&T. The purpose of SNAP E&T is to help SNAP household members gain skills, education, or experience that help them obtain regular employment. SNAP E&T components must be designed to move SNAP recipients promptly into

employment. There should be a direct link between the activities and the member's ability to obtain employment. Employment and Training participants, if offered regular employment, should be able to accept it. Programs designed for individuals who are still in high school are unlikely to meet these requirements. For example, drop-out prevention programs, career exploration activities, or summer youth employment programs, while admirable, do not meet these requirements. In the alternative, a program where an industry sponsor provides specific job training after school or in the evenings that is designed to lead directly and promptly to regular employment may be allowable.

3. Use of SNAP E&T funds may be used in certain cases for individuals above the Age of compulsory education and who are not attending high school: Individuals aged 16 or 17 who are head of the households or not attending school may be subject to the work requirements. In such cases, it would be appropriate for the Eligibility Worker to refer the individual to SNAP E&T. The associated costs must be allowable as detailed above. Interested SNAP participants who are 16 or 17 years of age and who are not attending high school should be referred to work with their state workforce agencies to coordinate services with the Workforce Innovation and Opportunity Act (WIOA) Youth Program.

I. PROVIDER DETERMINATIONS

Provider determinations are issued when SNAP E&T participants have been determined to be ill-suited to participate in assigned Employment and Training component activities by a provider. LDSS staff are required to notify SNAP E&T participants who have been issued provider determination by an Employment and Training program or 50/50 provider within 10 days of receiving the information from the provider. By the next recertification period the LDSS must select one of the following steps after an individual receives a provider determination.

1. Refer the individual to an appropriate employment and training component;
2. Refer the individual to an appropriate workforce partnership, if available;
3. Re-assess the individual for mental and physical fitness; or
4. Coordinate with other Federal, State, or local workforce or assistance programs to identify other Employment and Training opportunities.

Provider Determinations are required to be documented in the VaCMS and a notation of which one of the four steps listed above was taken.

J. WORKFORCE PARTNERSHIPS

Workforce Partnerships are cultivated by fostering partnerships with Employers, Employer Service Organizations, not-for-profits or eligible WIOA service providers. Workforce Partnerships for SNAP E&T participants are focused on gaining employment and training opportunities. Workforce Partnerships must be approved by the SNAP E&T unit or state contracted providers of Employment and Training programs. **For ABAWD participants**, Workforce Partners must provide at least 20 hours of training, work or work experience. The SNAP E&T provider must provide SNAP participants with information about workforce partnerships, so that participants can make an informed decision.

K. CONTRACTS

Agencies may enter into financial agreements with individuals or organizations to operate all or portions of their SNAP E&T program. Agencies are bound by State statutes set forth in the Virginia Public Procurement Act and by any local procedures that may supersede the Act. Contracts with other state entities, including community colleges and WIA Service Delivery Area (SDA) are not subject to the requirements of the Virginia Public Procurement Act, but may be subject to local procurement procedures.

1. A copy of the contract must be submitted to the Division of Benefit Programs to maintain a central library of SNAP E&T contracts. The contract should define what is to be monitored and evaluated for contract effectiveness.

2. Consideration in Contracting

Numerous individuals and agencies, both public and private, in almost every area of the State are capable of delivering services under an agency's Local Employment and Training Plan. Prior to contracting, the agency should ensure that the contractor can provide services of an equal or higher quality and/or at a lower cost than the agency itself. Care should be taken to ensure that the contract represents an extension of services, rather than compensation for services previously provided at no cost. The contract must contain a certification from the provider that the services being contracted for are not otherwise available from the provider at no cost.

3. Services that may be contracted

Any program activity or service may be contracted.

4. Selection of Service Providers

When selecting service providers, the local agency must consider such things as the past performance of the contractor in providing similar services, the contractor's demonstrated effectiveness, fiscal accountability, cost efficiency and other factors which the local agency determines are appropriate. A process must exist that documents these factors were considered.

5. Expected Services

The deliverable services of the contract should be written in such a way as to identify the performance and outcomes acceptable through the contract. These performance measures and outcomes will assist in determining the success of the contract. The definition of effectiveness and progress measures for the contract should be agreed upon prior to the start of the contract. Success should be defined incrementally and in terms of completion.

6. Payment and Reimbursement

Payment for a contract should always be linked to contract performance. Payments are typically prorated according to quantifiable rates of progress and/or performance. Most of

the time, expenses are submitted for reimbursement. Under specific but rare circumstances, advances are allowed. A detailed budget should be attached to the contract.

7. Contract Duration

Contracts can be negotiated for any period agreeable to both the agency and the contractor so long as they terminate by the end of the fiscal year. To allow local agencies maximum flexibility in operating SNAP E&T, contracts may be negotiated for a period of six months (or less) rather than for a year. Agencies that choose to contract for 12 months and who later become dissatisfied with the contractor's performance may terminate the contract by providing notice as stated in the contract.

8. Contract Requirements

a. Format

The agency must use the revised contract format approved by the Office of the Attorney General. Other formats may be used in addition if required by the local government. A completed version of the state-approved format must be signed and sent to the Division of Benefit Programs along with a description of the services to be provided. The contract must show the total cost for all contracted services between the agency and the contractor. If more than one service will be provided, a separate cost for each service should be included in the description of the services.

b. Description of Services

Each service to be provided by the contractor must be described in full. Agencies contracting out more than one service will need to develop a description of each service.

The description must contain:

1. A summary of activities included in the service;
2. An explanation of roles of the contractor and agency in providing the service;
3. An explanation of the contractor's responsibility regarding required reporting;
4. A description of the numbers and kinds of clients who will receive the service (age, volunteers, and high school graduates, etc.);
5. A statement of the time frame for the service, including beginning and ending dates; and
6. A description of the specific anticipated outcomes

c. Contract Monitoring

1. It is the responsibility of the local agency to monitor each contract on a frequent basis to ensure both that the terms of the contract are being met and that progress is being made toward the achievement of the outcome goals.

Monitoring may be carried out through reviewing reports made by the contractor and contract site visits. At a minimum, the agency must require the contractor to submit monthly client specific progress reports as well as quarterly reports. The quarterly report should include information on overall contract progress, identified problems and client outcomes. The final annual report should provide an objective review of summarizing the overall program operations for the contract period as well as client specific outcomes/progress.

2. It is the responsibility of the local agency, based on information from its monitoring of the contract, to determine the appropriateness of future contracts with the same contractor.

L. TERMINATION OF SNAP E&T ENROLLMENT

SNAP E&T participants are expected to comply with component requirements. Failure to comply may result in the closure of the SNAP E&T case or the loss of supportive services unless there is good cause for the noncompliance. SNAP clients who are subject to time limit benefits and fail to comply with SNAP E&T may result in the loss of benefits for the affected individual if no other exemption exists.

Note: SNAP E&T cannot be used to regain SNAP eligibility. If someone's SNAP case closes due to their clock and they reapply for SNAP, to regain eligibility, they would need to either meet one of the Work Requirement exemptions or (1) work 80 hours or more during a 30-calendar day period or (2) comply with requirement of work programs identified in Part XV.A for 80 hours or more during a 30-calendar day period.

The regaining eligibility policy is outlined in the SNAP Manual Part XV.A- C.

1. Good Cause for Failure to Participate

- a. Prior to termination, the SNAP E&T worker must determine if a good cause reason for the noncompliance existed at the time of the noncompliance. Documentation must be requested from the participant as part of the evaluation.
- b. A participant who has good cause for noncompliance will not be terminated. Good cause exists if:
 1. The participant's inability to fulfill program requirements is due to circumstances outside his/her control or is the result of a change in circumstances over which the participant had no control;

2. Childcare is necessary for an individual to accept employment or enter or continue in the program, and childcare cannot be arranged by the recipient nor provided by the agency.
 3. Transportation is necessary for an individual to accept employment or enter or continue in the program, and transportation cannot be arranged by the recipient nor provided by the agency.
- c. The good cause investigation will consist of an evaluation of information in the case record. When there has been no recent contact with the participant, efforts must be made to determine if the participant has contacted the SNAP E&T worker to discuss the problem, giving a reason for not attending an interview, or for not completing an assignment, or having not kept any program related appointment.
 - d. A reasonable effort must be made to contact participants. The worker must document that an attempt by telephone or a personal contact has been made prior to terminating the case.

The purpose of this contact is to ensure the participant understands the program and has an opportunity to explain the reason for noncompliance.
 - e. The SNAP E&T worker may issue a warning to a participant instead of closing the SNAP E&T case when there has been a misunderstanding of the requirements and there have been no prior acts of noncompliance.
2. Reasons for Terminating SNAP E&T

Failure to:
 - a. complete and return the pre-assessment form or other requested information by the required date;
 - b. report for scheduled appointments and/or interviews;
 - c. actively engage in Supervised Job Search or to complete requirements designated in the annual local Employment and Training Plan and state policy;
 - d. report to or complete a Work Experience assignment, including job search;
 - e. report to or complete assigned education and training activities, including job search;
 - f. report to or complete other assigned SNAP E&T activities as stated on the Plan of Participation;
 - g. accept available supportive services, thereby preventing participation in any program activity;

M. APPEALS/HEARINGS

Right of Appeal

All participants have the right to appeal an agency decision that results in adverse action being taken against them, including the closure of the SNAP E&T case and the termination of supportive services. See Part XIX for the appeals process.

The SNAP E&T case must remain open until a decision is rendered.

1. If the agency's action is reversed, the participant must be reassessed to determine the appropriate component assignment.
2. If the agency's action is sustained, the SNAP E&T case must be closed.

N. STATISTICS AND REPORTING

The SNAP E&T Monthly **Activity/No Activity** Report is emailed to local agencies. Special reports are available upon request. The request must be submitted to the SNAP E&T Home Office Consultants.

O. LOCAL SNAP EMPLOYMENT AND TRAINING PLAN

Each local department of social services must submit a Local Employment and Training Plan to the Virginia Department of Social Services by July 1st of each year or as directed. Each local department of social services must follow the plan template located on FUSION on the Workforce Development Center page ([Workforce Development Center](#)).

VIRGINIA SNAP E&T AGENCIES

AGENCY	FIPS	AGENCY	FIPS
Albemarle	003	Manassas City	683
Alexandria	510	Montgomery	121
Arlington	013	Newport News	700
Bedford	019	Norton	720
Bristol	520	Petersburg	730
Brunswick	025	Pittsylvania	143
Charlottesville	540	Portsmouth	740
Chesapeake	550	Prince George	147
Chesterfield-Colonial Heights	041/570	Richmond City	760
Danville	590	Roanoke County	161
Fairfax	059	Smyth	173
Galax	640	Stafford	179
Grayson	077	Surry	181
Hampton	650	Tazewell	185
Henry/Martinsville	089	Virginia Beach	810
King & Queen	097	Wise	195

SNAPET FORMS

<u>FORM NUMBER</u>	<u>NAME</u>	<u>PAGES</u>
032-01-0921-03-eng	Working Your Way to a Better Life Pamphlet	1-3
032-02-0014-02-eng	SNAP E&T Pre-Assessment Form	4-5
032-22-1090-01-eng	SNAP E&T Assessment Form	6-13
032-02-1000-13-eng	ESP Activity and Service Plan	14-17
032-02-1030-02-eng	SNAP E&T Job Search Form	18-21
032-02-1070-02-eng	SNAP E&T Work Site Agreement	22-23
032-02-1060-10-eng	Referral to Work Experience Site	24-25
032-02-1010-03-eng	Work Experience Attendance and Performance Record	26-27
032-02-1020-05-eng	Education and Training Attendance Sheet	28-30
032-02-0072-12-eng	Employment Services Programs Communication Form	31-32
032-02-0089-08-eng	SNAP E&T Notice of Case Closure	33-35
032-03-1040-11-eng	SNAP E&T Medical Evaluation	36-39
032-03-0412-02-eng	Local Department of Social Services Re-Entry Client Referral Sheet	40-41
VWC Form No. 3 (rev. 10/08)	First Report of Injury	42-43

EDUCATION AND TRAINING ACTIVITIES ATTENDANCE SHEET

This form must be returned to the Employment Services Worker (ESW) by the 5th of every month.

Name of Class: _____ Name of Program/Curriculum: _____

Name of Institution: _____ Instructor Name: _____

How is instruction delivered: In-person Online Hybrid Other: _____

TO BE COMPLETED BY THE PARTICIPANT

Please circle the dates that your class is scheduled to meet for the month. After each class meeting, fill in the number of hours that you attended class, labs, or other activities required for the class. If you were not in class, please use one of the codes listed below to explain why you were not in class on that date.

Please sign the form and have the Instructor (or designee) sign the form to confirm that the information is correct.

Attendance Month: _____ 20____

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

TO BE COMPLETED BY THE INSTRUCTOR

Is homework/study time necessary for success in this class?

Yes No

TO BE COMPLETED BY THE (ESW)

Homework/Study Hours						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

EMPLOYMENT SERVICES PROGRAM
EDUCATION AND TRAINING ACTIVITIES ATTENDANCE SHEET

FORM NUMBER - 032-03-1020

Employment Services Program Acronyms	
CWEP	Community Work Experience
ESP	Employment Services Program
ESW	Employment Services Worker including FSS, FSW, SSS, SSW
FEP	Full Employment Program
PSP	Public Service Program
SNAP E&T	Supplemental Nutrition Assistance Program Education & Training
VIEW	Virginia Initiative for Education and Work
WE	Work Experience (SNAP E&T)

PURPOSE OF FORM - This form provides a written means for the Employment Services Worker (ESW) to monitor a VIEW or SNAP E&T participant's attendance in an education or training program on a monthly basis.

USE OF FORM - This form is used by the education or training program instructor to verify the participant's attendance. The form is also used by the ESW to evaluate any need for intervention to enhance the VIEW or SNAP E&T participant's progress. A separate form is completed for each course.

NUMBER OF COPIES - One

DISPOSITION OF COPIES - The original is mailed to the agency by the fifth calendar day after the report month and becomes a part of the case record.

INSTRUCTIONS FOR PREPARATION OF FORM:

The ESW will be responsible for informing the participant of their responsibility to ensure that the form has been completed in its entirety and signed by the instructor/ his designee each month. A sufficient supply of copies of the form for the semester/ quarter/ length of the course should be given to the participant at the time the assignment is made.

All sections of the form need to be completed in their entirety to enable the ESW to verify attendance. The ESW will fill in the Participant's Name, Case #, ESW name, and ESW Phone # at the top of the form. The participant will fill in the Name of Class, Name of Program/Curriculum, Name of Institution, Name of Instructor, and How is Instruction Delivered. The participant will circle the days of the month the class is scheduled to meet. After each scheduled class meeting, the participant will fill in the actual hours of attendance, or the appropriate code if the class was not attended. After the form has been completed, the participant will sign it and then have the instructor or designee answer the homework and attendance questions and sign the form.

10/25

VOLUME V, PART XXV, APPENDIX II, PAGE 30

The ESW will review the form, and, if unsupervised homework or study time is necessary for success in the class (this will be checked by the instructor), will add one hour of unsupervised homework/study time for each hour of scheduled class time and will total the hours of attendance and unsupervised homework/study time, and fill in the Total monthly attendance hours. The ESW will fill in the Assigned hours for the month, the Holiday hours used during the month, the Excused Absence hours used during the month, and the Total Countable hours of participation for the month.

Note: Unsupervised homework/study time can be counted for each hour the participant was scheduled to attend, even if the participant was absent from class on a particular day, if the class was not held because the institution was closed on the scheduled class day, or because scheduled day fell on a holiday. If the participant reports that supervised study time is a required part of the class, the worker will obtain verification from the instructor and will note the hours spent in supervised study by date on the form and add them to the Total Hours for the Report Month). The total hours of class attendance, unsupervised homework/study time, plus any supervised study time, will be reported as participation if otherwise allowable.

The participant will be responsible for providing the completed form to the ESW by the fifth calendar day after the close of the report month.

