

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
October 17, 2016**

IM 5284

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance

SUBJECT: **Treatment of Income**

PROGRAMS: Supplemental Nutrition Assistance Program (SNAP)

EFFECTIVE: Immediately

RETENTION: Until superseded

**SECTIONS
AFFECTED:** **Treatment of Income 430-05-30-40-20**
Income Exclusions 430-05-50-25-03

Effective October 1, 2016, SNAP income policies were updated to align with the other Economic Assistance Program policies.

The treatment of income policy for students in higher education has been updated to match the updated income policy.

In addition, the Income Exclusion policy contains an error. Americorp Vista income is counted as earned income if the household was not receiving SNAP at the time they took their oath to join Americorp Vista.

Treatment of Income 430-05-30-40-20

For both **eligible and ineligible** students, financial aid and educational funds such as scholarships, work study, assistantships, fellowships, internships or stipends that do not require work participation are excluded.

Educational-related income from internships, or stipends, teaching assistantships, or fellowships which require work participation to receive the income is counted as earned income.

Verification of financial aid is not required.

Eligible Student

All income, other than financial aid and educational funds, such as wages from employment, self-employment and unearned income are counted in determining eligibility and benefit level.

Ineligible Student

The income of an ineligible student living with a household is not considered in determining eligibility or level of benefits, **unless** the student makes the money available to the other household members.

When an ineligible student makes money available (e.g. deposit to joint account) from a countable income source to other household members it is counted as unearned income.

1. The **net** earned income of the ineligible student is the portion counted as unearned income when the ineligible student is making all of their earned income available to the household.
2. Cash payments from any countable income source made to the household by the ineligible student are treated as unearned income to the household.
3. When the earned income of an ineligible student and other household members is combined into one wage, the income is determined as follows:
 - a. If the household's share can be identified, count the portion due to the household as earned income.
 - b. If the household's share cannot be identified, prorate the earned income among individuals earning the combined wage. The portion of the prorated amount is counted as earned income.

Income Exclusions 430-05-50-25-03

30. All payments to volunteers under the National and Community Service Act which includes payments from the following programs:

- Americorps (Americorps State and National)
- Americorps VISTA
- Americorps NCCC (National Civilian Community Corps)
- Retired Senior Volunteer Program (RSVP)
- Foster Grandparents Program
- Senior Companion Program

EXCEPTION:

Americorp VISTA income is counted as earned income if the household was not receiving SNAP at time they took their oath to join Americorp VISTA.