

1 Department of Human Services

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3 Adopted Permanent Rules Relating to Aid to Families with
4 Dependent Children; Applicant and Recipient Responsibilities

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6 Rules as Adopted

7 9500.2700 APPLICANT AND RECIPIENT RESPONSIBILITIES.

8 [For text of subps 1 to 4, see M.R.]

9 Subp. 5. **Household reports.** Each assistance unit with a
10 member who has earned income or a recent work history, and each
11 assistance unit that has income allocated to it from a
12 financially responsible person living with that unit who has
13 earned income or a recent work history, shall complete a monthly
14 household report form. "Recent work history" means the
15 individual received earned income in any one of the three
16 calendar months preceding the current payment month. Monthly
17 reports must also be completed by each assistance unit in a
18 category that has a greater proportion of the state's total
19 program errors than that category's proportion of the state's
20 total program caseload, as identified through the quality
21 control review process, and when monthly reporting is expected
22 to reduce the error rate for that category. To be complete, a
23 household report form must be signed and dated by a caretaker no
24 earlier than the last day of the reporting period; all questions
25 required to determine assistance payment eligibility must be
26 answered, and documentation of earned income must be included.
27 A recipient shall submit the household report form in time for
28 the local agency to receive it by the eighth calendar day of the
29 month following the reporting period covered by the form. When
30 the eighth calendar day of the month falls on a weekend or
31 holiday, a recipient must submit the household report form in
32 time for the local agency to receive it by the first working day
33 that follows the eighth calendar day. Delays in submitting the
34 completed household report form may delay an assistance payment
35 in the month following the month in which the form is due. When

1 the household report form is late without good cause, except as
2 qualified in subpart 6, item C, the recipient is subject to the
3 following penalty:

4 When a completed household report form is received by a
5 local agency after the last day of the month following the month
6 in which the form is due, and when the delayed household report
7 form reports earned income, an assistance unit shall lose the
8 earned income disregards under part 9500.2580 for the payment
9 month corresponding to the last month covered by the household
10 report form.

11 [For text of subps 6 to 12, see M.R.]