DEPARTMENT POLICY

Supplemental Nutrition Assistance Program (SNAP).The Michigan Combined Application Project (MiCAP) is a Food Assistance demonstration project approved by the Food and Nutrition Administration (FNA). MiCAP is a series of waivers that allows Michigan Department of Health and Human Services (MDHHS) to issue Supplemental Nutrition Assistance Program (SNAP) benefits to Supplemental Security Income (SSI) individuals who qualify for this program.

The program is administered by the centrally located MiCAP unit. Final eligibility determination and redetermination is the responsibility of the MiCAP unit.

All eligibility factors in this item must be met.

MiCAP Targeted Population

The targeted MiCAP population is SSI individuals with the following characteristics:

- Age 18 or older.
- Receives SSI income and no other type of income.
- Meets the Social Security Administrations (SSA) definition of independent living (Living arrangement code A).
- Resides in Michigan.
- Purchases and prepares food separately.

Note: Individuals are considered to be receiving SSI even if their SSI is in suspense status.

Application of MiCAP

A simplified application form, DHS-513, Michigan Combined Application Project (MiCAP), is used when determining eligibility for MiCAP. The MiCAP unit automatically sends a DHS-513 to all SSI individuals who may qualify when their SSI case is opened in Bridges informing them of the program and giving them the opportunity to apply for MiCAP.

ELIGIBILITY DETERMINATION

The MiCAP unit determines eligibility for MiCAP whenever it receives a DHS-513.

The MiCAP unit registers the application and determines SNAP eligibility at application and redetermination. Once an individual has been determined eligible, a Bridge card will be issued if an individual has never received one.

Clients may receive only one free replacement Bridge card during their lifetime. Clients' available benefits will be reduced to cover the cost of all subsequent replacement cards, with no exceptions granted.

The MiCAP unit is responsible for:

- Running the MiCAP Application Report (Social Security Administration interface) daily and mailing the DHS-513 to individuals on the report.
- Completing a file clearance to determine if an individual has an active SNAP case.
- Registering the application in Bridges.
- Completing the case actions and certifying eligibility in Bridges.
- Referring individuals to customer service at 888-678-8914 to assign a Bridge card personal identification number and for Bridge card replacements.
- Maintaining the MiCAP case record.
- Completing redeterminations.

BENEFITS

Benefit Period

Once an individual is determined to be eligible for MiCAP, eligibility will be for a 36-month benefit period. A redetermination of eligibility will be completed every 36 months. Food Assistance benefits continue for the duration of the benefit period unless an individual is

no longer eligible for MiCAP or fails to return the DHS-542, MiCAP Redetermination Form.

Note: Eligibility factors are the same at application and redetermination.

Eligibility for MiCAP begins the first day of the month the application is received in the MiCAP unit via U.S. mail, fax, or local office referral. The begin date of the benefit period for MiCAP is always the first day of the application month. There is no proration of benefits.

Benefit Amount

The amount of SNAP benefits MiCAP individuals receive is determined by their total shelter expenses (shelter, actual utilities, and heat and utility expenses). If an individual's total shelter expenses are:

- Below $500, the SNAP benefit is $77 per month.
- Between $500 and $749 the SNAP benefit is $145 per month.
- Equal to or exceed $750, the SNAP benefit amount is $261 per month.

NONFINANCIAL ELIGIBILITY FACTORS

Residence

An individual must be a resident of the State of Michigan. Individuals are considered residents if they live in Michigan and intend to remain in Michigan.

Age

An individual must be aged 18 or older.

Concurrent Receipt of Benefits

An individual cannot receive both MiCAP and SNAP in the same month.

Identity

If an authorized representative (AR) applies on behalf of a client, the AR must verify their identity see; BEM 221, Identity, for verification sources.

If the client is unable to sign their name, the AR must provide proof they are able to sign on behalf of the client.

Verification Sources

Acceptable verification sources include, but are not limited to:

- Guardianship paperwork.
- Legal document(s) allowing the individual to sign legal paperwork for the client.

FINANCIAL ELIGIBILITY FACTORS

Group Composition

The MiCAP group is always a group of one.

Assets

There is no asset test.

Exception: This does not apply to a single lottery or gambling winning of $4,750 or more.

Income

There is no income test.

ONGOING ELIGIBILITY

Once eligible, eligibility continues unless an individual:

- Loses SSI eligibility or has any other type of income.
- Moves out of state.
- Is ineligible due to a change in the SSA living arrangement code.
- Dies.
- Becomes a mandatory member of another active SNAP case.

Exception: An adult child, aged 18-22, who meets the criteria under MiCAP Targeted Population, may receive MiCAP benefits even if living with parents.

Example: An SSI individual has a baby and applies for food assistance benefits at a MDHHS local office. The SSI individual is a mandatory member of the baby's active SNAP case so the MiCAP case must be closed.

ELIGIBILITY FOR OTHER PROGRAMS

When a MiCAP individual applies for SNAP at a MDHHS local office, contact the MiCAP specialist to request case closure. The MiCAP phone number is 877-522-8050.

REFFERALS TO MICAP

The MDHHS local offices may refer an individual to MiCAP. The DHS-513 must be completed and signed by an individual, then sent to the MiCAP unit as follows:

- Send or give the client a MiCAP application.
  - Provide the client with the fax number 517-324-9919 and the mailing address.

    Michigan Department of Health & Human Services
    Michigan Combined Application Project SPO/MICAP
    PO Box 30037
    Suite 1403
    Lansing MI 48909
    Phone number: 877-522-8050
    Fax number: 517-324-9919

  - If the DHS-513 is returned to the local office, it should be faxed to the MiCAP unit.
- Or give the client the MiCAP unit's phone number (877-522-8050) so an application may be mailed to them.

CASE TRANSFERS

Do **not** transfer any case records to the MiCAP unit. Retain them at the local office.

MiCAP cases are not transferred to local offices; they remain at the MiCAP office.

LEGAL BASE

Food and Nutrition Act of 2008, as amended
7 USC 2026