

**M E M O R A N D U M**

**DATE:** August 26, 2020

**TO:** Job Center Directors, Supplemental Nutrition Assistance Program (SNAP) Center Directors, and HIV/AIDS Services Administration (HASA) Center Directors

**FROM:** James K. Whelan, Executive Deputy Commissioner  
Office of Policy, Procedures and Training (OPPT)

**SUBJECT: Supplemental Nutrition Assistance Program Household Composition**

The purpose of this Center Director (CD) Memorandum is to remind staff of how to determine household composition for SNAP.

A SNAP household is either an individual or a group of individuals who live together and who customarily purchase food and prepare meals together for home consumption.

All individuals who reside together and who customarily purchase food and prepare meals together must be included in the same SNAP household.

The following individuals who live with others must be considered as customarily purchasing food and preparing meals with the others, even if they do not do so. This means that they must be included in the same SNAP household, unless otherwise specified.

- (i) Spouses;
- (ii) A person under 22 years of age who is living with their natural or adoptive parent(s) or step-parent(s); and
- (iii) A child (other than a foster child) under 18 years of age who lives with and is under the parental control of a household member other than their parent. A child must be considered to be under parental control if they are financially or otherwise dependent on a member of the household.

An individual (and their spouse) who is elderly and living with others and who is unable to purchase and prepare meals due to a permanent disability may be a separate SNAP household if the gross income of the others with whom the individual resides (excluding the income of the individual and their spouse) does not exceed 165% of the federal poverty limit for the household size of the others.

The Supplemental Nutrition Assistance Program (SNAP) Benefits Household Composition Desk Guide (**LDSS-4314**), which is produced by The Office of Temporary and Disability Assistance (OTDA), is attached to this CD memo. Below are some examples of various household types:

Example 1:

Deborah (age 34) and her two children (ages 5 and 7) reside with Deborah's sister Mary (age 32) and her three children (ages 2, 4, and 6). Deborah states that all seven of them purchase and prepare meals together. This would be a SNAP household of seven people because all the household members purchase and prepare meals together.

Example 2:

Michael (age 57) and his three children (ages 19, 21, and 23) all reside together. Michael states that he and all three of his children purchase and prepare meals separately. This would be a SNAP household of three people because Michael's 19 and 21-year old children must be considered as customarily purchasing food and preparing meals with him even if they do not do so. Michael's 23-year-old child would be a separate SNAP household.

Example 3:

Yvonne and her 19-year old niece reside together. Yvonne states that she and her niece purchase and prepare meals separately. Yvonne can have a SNAP case of her own as a one-person household. If her 19-year old niece also was in need of SNAP benefits, she could also have her own one-person household and receive SNAP benefits.

**Attachment:**

**LDSS-4314** Supplemental Nutrition Assistance Program (SNAP) Benefits Household Composition Desk Guide (Rev. 5/16)

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) BENEFITS HOUSEHOLD COMPOSITION DESK GUIDE**

All persons, even if they are members of different families, who customarily purchase and prepare meals together are to be considered members of the same SNAP benefits household.

<b>RELATIONSHIPS:</b>	<b>SITUATION RESULT</b>
Spouses Living Together	Must always be considered as a single household.
Children Under 22 Years of Age living with their parent(s) (Includes Stepchildren), and if applicable, the children's spouse and their own children.	Must be considered as a single household.
Children Under 18 (Except Foster Children)  Under the Parental Control of an Adult Household Member Who Is Not the Children's Parent or Step Parent.	Must be considered as a single household.  <b>(Reminder:</b> A child under 18 living with their spouse or child is not considered under parental control.)

**NOTE:** There is no age requirement for an individual not under parental control to receive SNAP benefits.

<b>CIRCUMSTANCES CAUSING INELIGIBILITY:</b>	<b>SITUATION RESULT</b>
Resident of Institution	Ineligible <del>unless</del> a resident of a: <ul style="list-style-type: none"> <li>• Drug/alcohol Treatment facility; or</li> <li>• Subsidized housing for the elderly; or</li> <li>• Shelter for the homeless; or</li> <li>• Certain group living arrangement; or</li> <li>• Shelter for battered women and children.</li> </ul>
Ineligible Student	Non-household member. (Income and resources are excluded. The household can claim their prorated share of expenses.)
Work Rules Sanctioned or Intentional Program Violation Disqualified	Excluded household member. (Income and resources are counted in their entirety. The household can claim full expenses.)
ABAWD Ineligible	Ineligible household member. Income is prorated, resources are counted in their entirety. Expenses paid by or billed to the excluded person are prorated.
Any individual who is: <ul style="list-style-type: none"> <li>• Ineligible to get a Social Security Number (SSN); or</li> <li>• Fails to or is unable to provide a SSN and fails to apply for a SSN or refuses to cooperate with resolving a SSN validation discrepancy.</li> </ul>	Excluded household member. (Income is prorated; resources are counted in their entirety. Expenses paid by or billed to the excluded person are prorated.) Applying for or providing the SSN immediately brings the excluded individual into compliance.
A household that fails to or refuses to cooperate in the SSN validation process.	The SNAP case is closed.

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) BENEFITS HOUSEHOLD COMPOSITION DESK GUIDE**

Persons residing together who do not meet any of the previous definitions may be separate households if they purchase and prepare food separately from the other persons.

**SPECIAL LIVING ARRANGEMENT:****SITUATION RESULT**

Boarder (Room and Meals)	<p>Not a part of the household, but may be considered to be a member of a household at the household's request, (unless residing in a commercial boarding house).</p> <p>May never be a separate household. The following can never be considered boarders:</p> <ul style="list-style-type: none"> <li>• Children Under 22 Years of Age living with their parent(s), (including step children).</li> <li>• A spouse of a member of the household.</li> <li>• Children under 18 years of age who are under the parental control of an adult member of the household including a sibling.</li> </ul>
Roomer (Room, No Meals)	Not considered part of household, but may apply as a separate household.
Shared Living (Pays a Share of Shelter Expenses)	Not considered part of household, but may apply as a separate household.
Foster <b>Children</b>	It is the household's decision to include or exclude foster children as household members. If included, those foster care payments that cannot be excluded as verified reimbursements are counted as income. If excluded, the foster care payments are not counted as income.
Elderly Individuals and their Spouses	Separate household status may be granted to those elderly individuals and their spouse <b>who cannot purchase and prepare their own meals because they suffer from certain disabilities</b> , even if they are living and eating with others, if they meet certain conditions.**

**\*\*ALL OF THE FOLLOWING CONDITIONS MUST BE MET:**

- The individual must be 60 years of age or older; **and**
- The individual must suffer from a disability considered permanent under the Social Security Act or from a non-disease related, severe, permanent disability and be unable to purchase and prepare meals; **and**
- The gross income of the others with whom the individual resides (excluding the income of the individual and the spouse) cannot exceed 165% of the poverty level.

**STUDENTS:**

In order to participate in the SNAP Program, a student who is enrolled at least half-time in an institution of higher education and is at least 18 years old but less than 50 years old and is not disabled must meet one of the following criteria:

- Be receiving Family Assistance or Federally funded Safety Net Assistance Benefits; or
- Provide more than half the physical care for a child under 6; or
- Be enrolled full time and be a single parent responsible for the care of a child under 12; or
- Provide more than half the care of a child under 12 and not have adequate child care to work and go to school; or
- Be participating during the school year in a State or Federally financed work study program funded under Title IV-C; or
- Be employed for an average of 20 hours per week and be paid. If self employed, must be working an average of 20 hours per week and earn an amount equal to the Federal minimum wage x 20 hours; or
- Was placed in school through WIOA, SNAP E&T, Safety Net Employment Activity which is comparable to a SNAP E&T activities or DOL.