

SNAP HOUSEHOLD COMPOSITION AND CIRCUMSTANCES

A SNAP household consists of individuals who live together and customarily purchase and prepare meals together. Some members are **Mandatory**, some are **Optional**, while others will be **Excluded** or **Ineligible** to receive benefits.

This desk aid shows whether or not members of a household can be part of the SNAP household and receive benefits. Additionally, this chart will show whose income and expenses may be considered when determining SNAP eligibility and benefit calculation.

CBMS Pages to Determine Household Composition (includes but not limited to):

- Demographics/Marital Status
- Household Relationship
- Attributes
- Purchase and Prepare
- Student Detail/Financial



Note:

For the purposes of this desk aid, some items may be shortened to acronyms;
HH = Household, **HOH** = Head of Household, etc.

HH Member Type	Member Type Qualifier	Included in HH Size	Income Considered?	Expenses Considered?
Parent	Child under 22	Mandatory	X	X
	Child in Common	Mandatory	X	X
	Child 22 yrs +	Optional unless P&P together	Only if Requesting	X
Child	Biological, step, adopted, under age 22	Mandatory	X	X
	Foster Child	Optional	Only if Requesting	
	Not biological, step, or adopted and under age 18 with no financial means	Mandatory	X	X
	Shared Household see page 4 of this desk aid	Mandatory	X	X



SNAP HOUSEHOLD COMPOSITION TABLE - CONTINUED

HH Member Type	Member Type Qualifier	Included in HH Size	Income Considered?	Expenses Considered?
Spouse	Married, Common Law	Mandatory	X	X
Elderly/Disabled	Living with others, unable to P&P	Optional (may be separate HH)	X	X
Roomer	Renting a Room Only	Optional unless P&P together	Only if Requesting	Only if Requesting
Boarder	Receiving Room and Board	Ineligible as HOH, but may be part of another HH	Only if Requesting Another Case	Only if Requesting Another Case
Student (higher education) *see SNAP student desk aid	Dorm, Meal Plan	Ineligible		
	Meets Eligible Student Criteria or not considered a student for SNAP	Mandatory	X	X
	Ineligible Student	Ineligible		
Roommate		Optional unless P&P together	Only if Requesting	Only if Requesting
Ineligible Non-Citizen	If Otherwise Mandatory	Excluded	Income is prorated	Some expenses are prorated
Incarcerated		Excluded		
IPV Disqualification		Excluded	X	X
Fleeing Felon		Ineligible	X	X



SNAP HOUSEHOLD COMPOSITION TABLE - CONTINUED

HH Member Type	Member Type Qualifier	Included in HH Size	Income Considered?	Expenses Considered?
Boy/Girlfriend	If no child in common	Optional unless P&P together	Only if Requesting	Only if Requesting
Temporary Member	If otherwise mandatory	Mandatory	X	X
Sponsor	Not in Household		Income is deemed	
Live-in Attendants		Optional	Only if Requesting	Only if Requesting

Mandatory Members:

- SpouseMarried, Common-Law
 - Parent(s) of child(ren) under age 22
- Child(ren) under 22 living with parent
- Other Children under 18 with no financial means of support



Note:

You cannot separate a spouse from a spouse or a parent from a child.

Purchase and Prepare:

If a client declares they customarily buy and cook their food together with other people they live with, those people will be mandatory members of the SNAP household.

All members of the SNAP household must be added to a Purchase and Prepare group.*

**Refer to the Completing Purchase and Prepare Process Manual for more information about data entry.*



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Children with separated parents may be shown as potentially living in two SNAP households at the same time.

To determine which household should receive the benefits, use the chart below:

CHILDREN IN SHARED LIVING ARRANGEMENTS FLOWCHART



- Acceptable Verification Sources for Majority Custody:**
1. School admission record
 2. Attendance record
 3. Court documents
 4. Collateral Contact

