

## NC1/NC2 Cheat Sheet\*

Revised 06/10

### a) For Households with an NC2 with Income \*\* (Use the step which provides the lesser SNAP benefit amount from Steps 1 and 2 below)

#### *Step One*

1. Allow deductions for the expenses paid by the filing group, including the expenses paid by the NC2.
2. Include the NC2 in the benefit group as if the person were eligible; i.e., code the person with AD or HH.
3. Count all the income of the NC2 as well as the income of other household members whose income must be counted.
4. Let the system do the calculation but do not update **or** use the DHS 221F or on-line noncitizen calculator. Narrate the amount.

#### *Step Two*

1. Do not allow the NC2's deductions.
2. Exclude the NC2 from the benefit group; i.e., code the person with an IA or IH, whichever is appropriate.
3. Remove the income of the NC2.
4. Count all the income of the eligible members.
5. Let the system do the calculation **or** use the DHS 221F or the on-line noncitizen calculator. Compare the amount with Step One. Take the action that issues less benefits to the household.

### b) For Households with NC1 and NC2 both with Income \*\* (Use the step which provides the lesser FS benefit amount from Steps 1 and 2)

#### *Step One*

1. Allow the deductions paid by the eligible filing group members. Include expenses paid by the NC2 and the prorated share of the NC1s costs (do not include NC2s in the count of eligible people, even though they are coded as AD or HH on the case).
2. Include the NC2 in the benefit group as if the person were eligible; i.e., code the person with an AD or HH, whichever is appropriate.
3. Code the NC1 with an IA or IH, whichever is appropriate.
4. Prorate the income of the NC1 according to the number of people in the filing vs benefit group (do not include NC2s in the count of eligible people, even though they are coded as AD or HH). Code the income separately under the NC2 according to its type.
5. Let the system do the calculation but do not update **or** use the DHS 221F or the online noncitizen calculator. Narrate the amount.

#### *Step Two*

1. Prorate the deductions for the NC1 according to the number of ineligible (qualified and unqualified) members in the filing group.
2. Do not allow the NC2's deductions.
3. Code the NC1 and NC2 with IA or IH, whichever is appropriate.
4. Remove the income of the NC2.
5. Code the countable income of the NC1 (do not prorate, as the computer automatically prorates income of a person coded IA or IH).
6. Let the system do the calculation **or** use the DHS 221F or the online noncitizen calculator. Compare the amount with Step One. Take the action that issues less benefits to the household.

\* These benefit calculations assume that there is at least one other member who is a US citizen or meets alien status requirements for SNAP.

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### c) For Households with NC1s with Income

1. Manually prorate rent.
2. Code the NC1 as IA or IH, whichever is appropriate. The computer will automatically prorate all income except for SSI and GNT based on the IA and IH member types. (SSI is never prorated.)
3. Manually prorate child support paid by the client.
4. Code dependent care deduction as CCP so that computer will automatically prorate.
5. Allow other deductions in the full amount, including utilities.

Note: For deductions that are prorated, prorate whenever an NC1 contributes to paying the expense. If the deduction is shared with eligible members, prorate the NC1's portion only. If the bills are not being paid, but just incurred, prorate them if they are being billed to the NC1. To prorate, divide by the number of individuals in the SNAP filing group and multiply by the number of individuals in the SNAP benefit group.

### d) For Households with NC1s Who Have No Income

Code the NC1 as IA or IH, whichever is appropriate. Prorate deductions as specified above.

### e) For Households with NC2s Who Have Income and NC1s Who Have No Income

Use the 2-step process for households with a NC2 with income. Code the NC1 as IA or IH. Prorate deductions as specified above.

### f) For Households with NC2s Who Have No Income

Code the NC2 as IA or IH, whichever is appropriate.

### g) For Households with NC1s and NC2s Who Have No Income

Code the NC1 and NC2 as IA or IH, whichever is appropriate. Prorate deductions (other than utilities) of NC1 as specified above.

### h) For Households with NC2s Who Have No Income and NC1s Who Have Income

Code the NC2 as IA or IH, whichever is appropriate. For the NC1, follow the steps above for households with NC1s with income.

\* These benefit calculations assume that there is at least one other member who is a US citizen or meets alien status requirements for SNAP.