

# Maintaining Support

## Requirements

Individuals and families are required to do one of the following in order to continue receiving public assistance:

- Work full-time
- Actively pursue full-time work while regularly communicating with an employment counselor (the county typically provides these)
- Participate in an English as a Second Language (ESL) course

## Reporting Income

Those who choose to work must report to their county worker every month with proof of income. Reporting is done via a “Household Report Form” that is usually mailed at the beginning of the month. Recipients can submit these forms via mail or email:

- Mail – The completed form and required proofs (pay stubs, employer letter) can be mailed back to the county.
- Email – Photos of the forms and proofs can be emailed to the county office (their county case number must be included in the subject line).
- Online – The State of MN has an [online database](#) for submitting reports. Recipients will need to create an account and be able to log in if they pursue this route (internet/computer access required).

## Reporting Changes

In addition to monthly reporting, benefit recipients must immediately update their county case worker with any household changes. This could be a pregnancy, wage increase, new residence, or any other change that will affect the family’s eligibility for benefits. Recipients must first call their county case worker with the updates. Their case worker will then send a “Change Report Form” in the mail to be completed and returned for official verification. \*\*\*

**\*If your refugee friend’s case with Arrive Ministries is still active, please encourage them to call their case manager before assisting them with calling the county.**



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