

Minnesota Paid Leave (MPL) – Income Determination

QUICK REFERENCE – JUNE 2026

1. Ask the applicant to log into the MPL portal. Log into: <https://paidleave.mn.gov/>
2. Click **Access Your Applicant Account** under **Applicants**.
3. Have the **participant** log into the MPL portal.
4. Click the **Accept and Continue** button.
5. Determine types of MPL provided (just medical, medical and family).
6. Use a calendar or [Date Calculator](https://www.calculator.net/date-calculator.html) (<https://www.calculator.net/date-calculator.html>) to determine the number of weeks between the **Leave dates** for each type of MPL.
7. Click **Payments** on the left navigation bar (NOTE! The amount shown here is **not gross**.)
8. Click the **View all payments** button.
9. Record the gross **Weekly benefit amount**.
10. Click one of the **Processing Dates**.
11. Record the **Total** under **Deductions**.
12. Repeat steps 7-11 if receiving more than one type of MPL.
13. Calculate the MPL income:
 - **Medical leave (50%):** ((Gross weekly benefit amt – Total Deductions) x # of weeks) x .50
 - **Family leave (100%):** (Gross weekly benefit amt – Total Deductions) x # of weeks
14. Calculate any supplemental partial pay during MPL weeks (PTO, sick, vacation, etc.) based on sum of MPL # of weeks (if receiving more than one type of MPL).
15. Calculate regular income. (Determine # of weeks of regular income per year then subtract total # of weeks receiving MPL benefits. Calculate income based on difference.)
16. Determine other sources of household income.
17. Enter income into WINNIE:
 - Add the MPL income as a yearly itemized income.
 - Select the appropriate proof: MPL – Medical or MPL – Family.
 - Repeat if second MPL income.
 - Enter supplemental pay during MPL weeks into Yearly tab (select appropriate proof).
 - Enter regular employment income into Yearly tab (select appropriate proof).
 - Enter any other household income as appropriate.

Pending MPL determination: If a WIC applicant applied for MPL, but hasn't received their notification yet, consider the applicant's most recent income from their employer. If it appears that the participant might be eligible for WIC with MPL, complete a Pending certification and issue one month of benefits. A second 30-day temporary eligibility period is not allowed.