

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Health Care Access and Accountability
1 W. Wilson St.
Madison WI 53703

To: FoodShare Wisconsin Handbook Users

From: Angela Dombrowicki, Director
Bureau of Enrollment Management

Re: **FS Handbook Release 08-05**

Release Date: 12/15/08
Effective Date: 12/15/08

EFFECTIVE DATE

The following policy additions or changes are effective 12/15/08, unless otherwise noted. **Bold text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY CLARIFICATIONS

**1 General Program
Requirements > 1.2
Verification > 1.2.2 Sources
for Verification > 1.2.2.5
Request For Contact**

These examples were added in the Request For Contact section:

Example 1: If a FoodShare participant tells you they moved but you haven't received the requested verification, use the appropriate address VR fields.

Example 2: A Notice of Decision was sent to Mike at Adverse Action. The notice was returned to the agency by the Post Office as "undeliverable" with no forwarding address. The worker should enter a "?" on the "Loss of Contact" field and request verification of Mike's new address. If Mike does not contact the agency within 10 days, the worker should enter the "Y" on "Loss of Contact" and close the FoodShare case.

Example 3: Mary's neighbor reports to the agency that a man has moved in with Mary and her children. The neighbor doesn't know the man's name or if he is related to Mary or her children. The worker should enter a "?" in the Loss of Contact field and send the verification checklist requesting contact. If Mary does not contact the agency within 10 days, a "Y" should be entered and the FoodShare case closed due to loss of contact.

Example 4: Lydia's landlord reports he believes either Lydia or her husband is working but doesn't know where. The worker doesn't know if Lydia or her husband is the one working or what the source of income is. The worker should enter the "?" on the "Loss of Contact" field and send the verification checklist requesting contact. If Lydia does not contact the agency within 10 days, a "Y" should be entered and the FoodShare case closed due to loss of contact.

If the landlord had reported that Lydia was now working at ABC Corporation, the worker would enter the appropriate information on Employment Page and use the "?" s on that screen to pend the case and request verification.

**1 General Program
Requirements > 1.2
Verification > 1.2.5
Questionable Items**

New Text:

1. Household Composition.
2. Claim of Separate Food Unit
3. ~~Incapacitation for an FSET exemption.~~
4. School Enrollment

5. Household expenses exceed income
6. **Pay stub name differs from employed FS Unit member's name**
7. Other

There may be instances where the household member has reported its earnings as required by program rules, and produced a pay stub to verify those earnings. Although the name on the pay stub differs from the applicant/participant's name, the purpose of the documentation is not to verify identity. The household member can attest to the accuracy of those earnings and provides a reasonable explanation for the discrepancy with the name contained on the pay stub. The local agency could reasonably consider such documentary evidence to verify the reported income (See 1.2.1.3 Responsibility for Verification)

3 Nonfinancial Requirements > 3.2.1 Residence > 3.2.1.5 Group Living Arrangement > 3.2.1.5.1 RCAC

A broken link on this page was fixed.

3 Nonfinancial Requirements > 3.15.1 Student Eligibility

The examples in this section were updated with the current minimum wage amount.

New Text:

Anyone, age 18-49, enrolled half time or more, in an institution of higher education is ineligible, unless s/he meets one of the following criteria.

Employed at least 20 hours a week at any wage.

Self employed at least 20 hours a week with self employment earnings (after SE expenses are subtracted) equivalent to at least the federal minimum wage for 20 hours a week (**$\$6.55 \times 20 = \131** a week).

Both employed and self-employed at least 20 hours a week and earning at least the federal minimum wage for 20 hours a week (**$\$6.55 \times 20 = \131** a week). Earnings are based on self employment income (after SE expenses are subtracted) plus gross income from other employment.

4 Financial Requirements 4.6.1 Deductions and Expenses > 4.6.1.4 Converting Expenses To Monthly Amounts

This section was moved from 8.3.8 to 4.6.1.4.

New Text:

4.6.1.4 Converting Expenses To Monthly Amounts

Expenses that are billed more or less than monthly must be converted to monthly amounts:

- **2 for semi-monthly expenses (billed 2 times per month)**
- **2.15 for bi-weekly expenses (billed every 2 weeks)**
- **4.3 for weekly expenses (billed each week)**

If there is no regular interval between billing periods, average the expense over the period the expense is intended to cover.

4 Financial Requirements > 4.6 Deductions and Expenses > 4.6.6 Dependent Care Deduction

Old Text:

Do not allow a dependent care deduction for the portion an agency pays directly to the dependent care provider. Deduct any amount the group actually incurs or pays above the vendored, vouchered, or reimbursed payment up to the maximum.

New Text:

Do not allow a dependent care deduction for the portion an agency pays directly to

Penalties In Other Programs	period is longer, that penalty will continue after the FS period is completed. The prohibition on increasing benefits follows a person who moves from one household to another.
7 Benefits > 7.1.1 Allotments> 7.1.1.8 EBT Benefit Issuance Calendar	This new subsection was added. <u>New Text:</u> Benefit distribution is based on 8th digit of your Social Security number: See http://dhs.wisconsin.gov/FoodShare/ebt/general/questfaq.htm for the calendar.
8 Appendix> 8.1 Tables> 8.1.1 Income Limits	Sections 8.1.2, 8.1.3, 8.1.4, and 8.1.7 were deleted and the information from these income limits pages was added to the newly renamed 8.1.1 Income Limits. Subsequent sections were renumbered.
All of Chapter 8.3 Processing Guidelines	The Processing Guidelines section has been made obsolete and is being deleted in this release. See the Process Help for process information.