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**State of Wisconsin
Governor Jim Doyle**

**TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators**

**FROM: Vicki Jessup, Policy Section Chief
Bureau of Enrollment Policy & Systems
Division of Health Care Access and Accountability**

BEPS/DFS OPERATIONS MEMO					
No:	10-77	Amended			
DATE:	10/26/2010	02/01/2011			
FS	<input checked="" type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input type="checkbox"/>		
CC	<input type="checkbox"/>	W-2	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
				EP	

SUBJECT: Request for FoodShare on the Pre-Printed Renewal Form

CROSS REFERENCE: Ops Memo 10.54, Process Help 3.13, Process Help 4.1.8.3

EFFECTIVE DATE: Immediately

PURPOSE:

The purpose of this memo is to communicate a clarification of the policy for setting a FoodShare (FS) file date by signing the Pre-printed Renewal Form (PPRF).

BACKGROUND:

Operations Memo 10-54 announced the implementation of the PPRF to be used when BadgerCare Plus and Medicaid households that include a minor child request a paper renewal packet. The form was optional to be used for any Medicaid renewal. As part of this implementation, the Renewal Signature Page (F-00234) was developed to include a FS signature section for the member to check indicating s/he would like to also use the form to complete the household's FS renewal.

When the signed PPRF was returned with the FS box checked, a new FS filing date for closed FS cases could be set as of the date the form was received by the agency.

We have received clarification from FNS that the language contained in the FS signature section is not sufficient to set the filing date for FS if the FS case has been closed and can not be re-opened using the Break in Service policy.

OLD POLICY:

By checking the box in the FS signature section of the PPRF and signing the form, the member was requesting to complete his or her FS renewal. If the FS benefit was closed, and the Break in Service policy did not apply, the request on the Signature Page was sufficient to set the file date for the new FS request. A FS application was still required but the file date was set by the check box and the signature on the form.

NEW POLICY:

The request on the PPRF Signature Page will not set the file date for the new FS request. To set the file date when FS is closed and the Break in Service Policy does not apply, the applicant must submit a new signature on:

- The CWW generated Application Summary,
- The CWW RFA Application Registration,
- The FoodShare Wisconsin Application/Registration ([F-16019B](#)) or
- Electronically through ACCESS AFB.

A new letter ([FoodShare Renewal Request for a Closed Case, F-00363](#)) has been created to be sent to the member when an agency receives the PPRF signature page with a FS request and the closed FS case can not be re-opened using the Break in Service policy. ([See attached letters](#)) The letter should be put on the agency's letterhead and sent as soon as possible after the signature page has been submitted, so the member understands s/he will have to reapply in order to get FoodShare again.

- **Note:** An interview must still be completed for a FS renewal or FS application.

CARES:

There are no CARES changes associated with this policy change.

CONTACTS:

BEPS CARES Information & Problem Resolution Center

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHS/DHCAA/BEPS/MR