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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
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Division of Family and Economic Security

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BEPS/DFS OPERATIONS MEMO					
DCF/DFES OPERATIONS MEMO					
DCF/DECE OPERATIONS MEMO					
No: 10-78					
DATE: 11/05/2010					
FS	<input checked="" type="checkbox"/>	MA	<input checked="" type="checkbox"/>	BC+	<input checked="" type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input checked="" type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input checked="" type="checkbox"/>		
CC	<input checked="" type="checkbox"/>	W-2	<input checked="" 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: Verification Notice Redesign Conversion

CROSS REFERENCE: Operations Memo 10-59

EFFECTIVE DATE: 11/08/2010

PURPOSE:

Operations Memo 10-59, Verification Notice Redesign, announced enhancements to the process for obtaining verification and information required to determine eligibility for BadgerCare Plus (BC+), Medicaid (MA), FoodShare (FS), Caretaker Supplement (CTS), Child Care (CC) and Wisconsin Works (W-2). As a part of the implementation, cases that are pending (intake, ongoing or review mode) prior to November 8, 2010 will run through a conversion process. This memo will explain what the conversion process is and what workers need to do on or after November 8, 2010.

BACKGROUND:

Several new verification fields have been added as a part of the Verification Notice Redesign Project. In addition, other verification fields have become obsolete. Please see the chart below. In an effort to reduce entries as much as possible on current and history sequences for these fields, values for the fields will be populated through a conversion process. However, some fields will require worker entry when revisiting the page.

CARES CONVERSION PROCESS:

The following chart lists existing, newly created or obsolete verification fields and the CWW pages they can be found on. The third column lists what will happen to these fields during the conversion process.

CWW Page	Verification Field / Eligibility Factor	Conversion Process	Program(s) Impacted
Household Members	SSN Worker Override Verification	All existing records (including history) should be blank.	All
General Case Information	Household Composition	All existing records (including history) will be defaulted to 'NQ.'	All
General Case Information	Address Verification	No conversion required.	Address verification is still required for CC only.
Permanent Demographics	Date of Death - Source	For all existing records (including history), the 'Source' field will be defaulted to 'DE' when the Date of Death Verification was Data Exchange. The value will be defaulted to 'NW' when the Date of Death Verification was Newspaper. All other records will be defaulted to 'Other.'	All. The 'Source' Field will not pertain to any program, but will be used to collect the source of death date information.
Permanent Demographics	Date of Death Verification	This field is now obsolete.	All
Current Demographics	Offender Working Without Pay	This field is now obsolete.	All
Current Demographics	Resides in Wisconsin	If the response to 'Resides in WI' is "Yes," then all existing records (including history) will be defaulted to 'NQ.'	All
Benefits Received	Other State SNAP	If the response to 'Other State SNAP' is "Yes," then all existing records (including history) will default to 'NQ.'	FS
Benefits Received	Tribal Commodities	If the response to 'Tribal Commodities' is "Yes," then all existing records (including history) will default to 'NQ.'	FS
School Enrollment	Student FoodShare	If the response to 'Student	FS

	Eligibility Reason / Work Study Participation	FoodShare Eligibility Reason – Work Study Participation is “Yes,” then all existing records (including history) will default to ‘NQ.’	
Individual Non-Financial Gatepost	Is anyone in your household under age 13 months?	This field is no longer required. Any records with a value of ‘?’ will be changed to ‘No.’	MA
Disability	Has the individual submitted MADA form?	<p>The field will be populated with ‘? – Unknown’ when the following conditions are met:</p> <ol style="list-style-type: none"> 1) The response to any of the following questions is “Yes.” <ul style="list-style-type: none"> Question 1: Has the individual been established by the Disability Determination Bureau? Question 2: Has the individual been established disabled by the Disability Determination Bureau? Question 3: Has the individual been established Medicaid Purchase Plan (MAPP) disabled by the Disability Determination Bureau 2) There is a ‘?’ or ‘Q?’ for the verification field associated with Questions 1-3 above. 3) The DDB Application Status is: ‘Hold,’ ‘Re-sent,’ or ‘Initiate Request.’ <p>The field will be populated with ‘Y – Yes’ when the following conditions are met:</p> <ol style="list-style-type: none"> 1) The response to any of Questions 1-3 listed above is “Yes” 2) There is a ‘?’ or ‘Q?’ for the verification field associated with Questions 1-3 above. 3) The DDB Application Status is: ‘Received’ or ‘Sent.’ 	MA

		The field will be populated with ' OT-Other ' when the following conditions are met: 1) The response to any of Questions 1-3 listed above is "Yes." 2) There are no responses to the associated verification fields with Questions 1-3.	
Disability	Has the individual submitted Authorization to Disclose Information form?	This field is populated the same way as is stated for the question "Has the individual submitted MADA form?"	MA
Newborn	Has this child been continuously living with his/her natural mother since birth?	All current records with a 'No' or '?' value will be changed to 'Yes.'	BC+ (Continuously Eligible Newborns)
Drug Felon	Passed Drug Test	If the response to this question is "Yes," all existing records (including history) will be defaulted to 'NQ.'	FS, W-2
Drug Felon	Drug Test Result Date	This field is now obsolete.	FS, W-2
FS IPV Sanction	Decision Date Verification	This field is now obsolete.	FS
Institutions	Veteran (No Dependents)?	This field is now obsolete. All current records with a value of 'Yes' will be changed to 'No.'	MA
Institutions	Daily Rate Verification	This field is now obsolete.	MA
Expenses	Medical Expenses	'NV' will be defaulted to 'QV' for all existing records (including history). '?' will be defaulted to 'Q?' for all current records.	MA
Expenses	Shelter Costs	'NV' will be defaulted to 'QV' for all existing records (including history). '?' will be defaulted to 'Q?' for all current records.	MA, FS
Medical	Medical Coverage Premium Amount	'NV' will be defaulted to 'QV' for all existing records (including history). '?' will be defaulted to 'Q?' for all current records.	MA

VERIFICATION DUE DATES

For cases that are pending prior to conversion, the Verification Due Date(s) or Verification Extended Due Date(s) that were calculated on the Verification Due Dates Page will not be updated during the conversion process. The existing dates will be carried forward. Because the dates are not being recalculated during conversion, you may see old dates on the Verification Due Dates Page. Please make adjustments to the dates as needed.

VIEWING THE PENDING REASONS FOR THE CASE

The conversion process will not automatically schedule the Initiate Eligibility Page. If you need to see what the pending reasons are on the case, re-run eligibility on the case. The pending reasons will be displayed on the Verification Checklist Page. Please note: For existing pending cases, an old version of the Verification Checklist was sent to the customer. To avoid customer confusion, be sure to click "Cancel" on the Verification Checklist Page before navigating away from the page which will prevent a Verification Notice from being issued. Or, if you need to view the Verification Due Dates and complete the driver flow, suppress the Verification Notice on the Correspondence Suppression Search Page.

CONTACTS:

BEPS CARES Information & Problem Resolution Center
W-2 Policy Related Questions: Operations Staff
W-2 CARES Processing Questions: W-2 CARES Help Desk
Child Care Processing and Policy Questions: CC Help Desk

*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.

DCF/DFES/BWF/TJ
DHS/DHCAA/BEPS/