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**State of Wisconsin  
Governor Scott Walker**

**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:** Rich Albertoni, Bureau Director  
Bureau of Enrollment Policy & Systems  
Division of Health Care Access and Accountability

<b>BEPS/DFS OPERATIONS MEMO</b>					
<b>No: 11-64 Amended</b>					
<b>DATE: 11/23/2011</b>					
<b>FS</b>	<input checked="" type="checkbox"/>	<b>MA</b>	<input type="checkbox"/>	<b>BC+</b>	<input type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b>	<input type="checkbox"/>	<b>FSET</b>	<input type="checkbox"/>
<b>BC+ Basic</b>	<input type="checkbox"/>	<b>BC+ CORE</b>	<input type="checkbox"/>		
<b>CC</b>	<input checked="" type="checkbox"/>	<b>W-2</b>	<input type="checkbox"/>	<b>EA</b>	<input type="checkbox"/>
<b>CF</b>	<input type="checkbox"/>	<b>JAL</b>	<input type="checkbox"/>	<b>JC</b>	<input type="checkbox"/>
<b>RAP</b>	<input type="checkbox"/>	<b>WIA</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/> *
<b>EP</b>					

**SUBJECT: New FoodShare Requirements for Reporting Income Changes on the Six Month Report Form**

**CROSS REFERENCE:** FoodShare Handbook [Chapter 6.1.2](#); 7CFR273.12(a)(1)

**EFFECTIVE DATE:** January 1, 2012

**PURPOSE:**

The purpose of this memo is to inform local agencies of changes to the Supplemental Nutrition Assistance Program (SNAP) Federal requirements for reporting changes on the Six Month Report Form (SMRF) for FoodShare as well as the changes to the SMRF to conform to the new requirements.

**BACKGROUND:**

The 2010 Final Rule of the Farm Security and Rural Investment Act of 2002 (FSRIA) announced changes to the income reporting requirements for FoodShare (FS) recipients completing their Six Month Report Form. Changes have been made to the SMRF and SMRF Instructions to accommodate the policy changes.

Due to Quality Assurance errors, the statement indicating the SMRF can be submitted on the last day of the month has also been removed.

***POLICY:***

Currently FS households must report and verify all earned and unearned income on the SMRF even if there has been no change in their employment or unearned income since the last application or renewal.

Effective January 1, 2012, (Process month for the December SMRFs) only the following changes in income must be reported on the SMRF for FS members:

1. A change of \$50 or more in unearned income based on the most recently verified amount.
2. Changes in earned income (from the most recently verified information) that must be reported includes:
  - rate of pay,
  - number of hours worked,
  - loss of job,
  - change from full to part-time, or
  - new employment.

Income verification at SMRF is only required for employment that meets the criteria listed above. A worker should not request verification of previously verified earned income that has not changed. Child Care (CC) households must continue to report and verify all income on the SMRF.

**SMRF CHANGES (SEE ATTACHMENTS):**

- A statement was added to emphasize to the member that they have the option to complete the SMRF online at [access.wi.gov](http://access.wi.gov), as well as complete the form and mail.
- Because we no longer collect utility amounts the questions regarding utility expenses have been removed.
- The statement on the form that the SMRF can be submitted by the last day of the month has been removed. This is not a policy change. The SMRF continues to be due on the 5<sup>th</sup> to allow time to request and provide verification and to allow for timely processing and proper notice. The previous statement was causing Quality Assurance errors, because it could be misunderstood to mean there were two due dates. However, because the FS benefit does not close until the last day of the month the SMRF is due, a SMRF turned in prior to the actual closure date must still be processed.
- The income questions have been separated into two sections:
  1. Section 4: Job Income and Wages and
  2. Section 5: Other Income.
- The SMRF will no longer be printed on blue, legal-sized paper.

Changes to the Employment Income Section (Section 4) of the SMRF:

Beginning with the December SMRF, the paper form and the online form available to the member on ACCESS Renew My Benefits (RMB) will have the employment fields pre-populated to reflect the most recently verified information in CWW. This is the income that is being used in the current FS benefit calculation. If the income is entered as 'zero' on the Earned or Unearned income pages using the override field, that employment information will not display on the SMRF.

➤**Note:** Due to space issues, the paper form will display a maximum of five jobs. If the household has more than five jobs, the additional jobs will be listed in Section B: Report Income.

The household will be instructed to report changes in employer, rate or type of pay and hours worked. If there are no changes in those items, no further verification is required for FS. CC households must verify all income. To allow CARES to pass FS and pend the CC for verification of income workers should use the **PN** verification code.

Changes to the Other Income Section (Section 5) of the SMRF

Beginning with the December SMRF, the paper form and the online form on ACCESS RMB will have the most recently verified unearned income source and amount pre-populated on the form. FS households only have to re-verify this income if the amount has changed by more than \$50. CC household must continue to verify all reported income.

**CARES CHANGES:**

There are no CARES/CWW changes associated with this implementation.

**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/JB