



DEPARTMENT OF CHILDREN
AND FAMILIES
Secretary Eloise Anderson
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES
Secretary Dennis G. Smith
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

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

BEPS/DFS OPERATIONS MEMO					
No: 12-34					
DATE: 06/25/2012					
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: Priority Services FoodShare

CROSS REFERENCE: FoodShare Handbook, 2.1.4; Process Help Handbook, 1.4.2; 7CFR273.2(a)(2), (2)(c), (2)(e)(3), and 273.2(i)

EFFECTIVE DATE: IMMEDIATELY

PURPOSE:

The purpose of this Memo is to announce a change in policy regarding Priority Service determinations for FoodShare.

BACKGROUND:

Benefits for households meeting the criteria for expedited issuance must have their benefits available within seven calendar days of the filing date. All applications are screened at the time of application, to see if there is potential eligibility for expedited benefits. These applications are considered eligible for Priority Service and agencies are required to complete the interview the same day or next day after setting the filing date.

The interview requirement for Priority Service households was developed when food stamp coupons were mailed to the members after eligibility was confirmed in CARES. It was intended to ensure households that met the expedited issuance criteria had their benefits available by the seventh day.

With the implementation of the EBT process, benefits are available on the household's EBT card the same day the worker confirms an expedited benefit. The seven day requirement can be met without requiring an interview the same day or next day after setting the filing date.

CURRENT POLICY:

Currently agencies must schedule a same day or next day interview for households that are determined to be potentially eligible for Expedited Services during the Priority screening using the following criteria:

1. The household's total monthly gross income and available assets are less than the monthly Heating Standard Utility Allowance (HSUA) (See FSHB, [8.1.3 Deductions](#)) and rent or mortgage; or
2. The household's gross monthly income is less than \$150 and they have \$100 or less in available liquid assets; or
3. Their household includes a migrant/seasonal farm worker, who is also defined as "destitute" by meeting all of the following criteria:
 - a. Liquid assets are less than \$100,
 - b. Income prior to the day of application was from a terminated source,
 - c. Income received on a monthly or more frequent basis, shall be considered as coming from a terminated source if it will not be received again during the balance of the month of application or during the following month,
 - d. If income is normally received less often than monthly (i.e. quarterly), it is considered terminated, if the source has been terminated and no future payments are made, **and**
 - e. They do not expect to receive more than \$25 from a new source ten days after the date of application.

The agency may postpone the interview and process the application prior to the interview, if the applicant's identity can be verified and the agency has made two attempts but was unable to contact the household or the agency determines the interview cannot be scheduled in time to complete the expedited issuance process timely.

NEW POLICY:

FoodShare applications will continue to be screened for a Priority Service determination. Agencies will no longer be required to complete a same day or next day interview for a household meeting the Priority Service determination at application. A priority service determination informs the agency the household is potentially eligible for expedited benefits.

These applications must still be considered a priority when processing applications to ensure the benefits will be available to the household within seven days of the filing date, if the household is determined to be eligible for expedited benefits once the application is processed.

CARES:

No CARES changes are necessary for 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/JB