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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**

DHS OPERATIONS MEMO					
No:		DHS 14-21			
DATE:		5/29/2014			
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"/>

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

SUBJECT: Reminder: FoodShare Categorical Eligibility For EBD Households

CROSS REFERENCE: [Operations Memo 10-51](#), [FoodShare Handbook 4.2.1.5](#)

EFFECTIVE DATE: July 1, 2010

PURPOSE:

The purpose of this Operations Memo is to remind local agencies of the policy for EBD households who apply for FoodShare (FS) and have gross income that exceeds 200% of the federal poverty level (FPL).

BACKGROUND:

When Wisconsin implemented broad-based categorical eligibility (BBCE) in 2004, the gross income limit of the program used to confer BBCE established a new gross income limit of 200% of the FPL that all FoodShare households were required to meet. However, states with BBCE were notified in 2010 that households with elderly or disabled members who do not meet the BBCE gross income limit must be tested under regular SNAP rules. Under the regular SNAP program rules, these households have no gross income limit, but must meet a net income limit of 100% of the FPL, and are subject to an asset limit of \$3,000. This policy change was communicated to local agencies through [Operations Memo 10-51](#).

POLICY:INCOME:

Households that include an elderly or disabled member with gross household income over 200% of the FPL must be tested for FS using the regular SNAP rules. Under the regular SNAP rules, these households have no gross income limit, but must have net income that does not exceed 100% of the FPL.

ASSETS:

Households tested under the regular SNAP rules must have countable assets at or below \$3000. The FoodShare Handbook chapter 4.4 contains the policy regarding when to count or exempt assets.

CARES:

CARES does not do a second eligibility test using the regular SNAP rules, when households that include elderly or disabled members have gross household income that exceeds 200% of the FPL. Income Maintenance (IM) workers will have to use the ["FoodShare Wisconsin Worksheet"](#) (F-16033) to manually determine if the household meets the asset and net income test using regular SNAP rules.

If the household is either over the asset limit or over the net income limit of 100% of the FPL, suppress the CARES notices and issue a manual ["Negative Notice"](#) (P-16001) along with a copy of the worksheet.

Use the following reason codes and citations on the negative notice:

ASSETS: The assets we counted for your household are over the program limit (7 CFR 273.8).

INCOME: The income we counted for your household is over the program limit. To learn more, please see the worksheet enclosed. (7 CFR 273.9)

If the household meets both the asset and the net income test, the income must be adjusted for the FS calculation to allow the household to pass the 200% gross test and issue the correct benefit. The worker will have to use the [F-16033](#), to determine the adjusted income amount. Suppress the CARES generated notices and send a manual ["Positive Notice"](#) (P-16015) along with a copy of the worksheet.

In order to get the correct benefit issuance, the following CWW entries must be made. Workers should contact the CARES Call Center if they need assistance with the correct entries on the case.

UNEARNED INCOME:

For Social Security and SSI income that is auto updated, change the "Income Available" question to an "N". Enter a separate unearned income page with income type OT with the actual countable MA income in the Monthly MA Amount field and the actual countable FS income in the Monthly Converted Amount field.

Income Type:	OT - OTHER	
Verification:	AW - AWARD LETTER	
Claim SSN Number:	N/A	
Income Begin Date:	11 / 29 / 2013	Income End Date: MM / DD / YYYY
Income Discontinued?		Date Loss Of Income Reported: MM / DD / YYYY
Frequency Period:	M - MONTHLY	Number of Pays: 1
Income Available?	Yes	Monthly Converted Amount: \$ 420 . 00
Monthly MA Amount:	\$ 500 . 00	
Monthly BC+ Taxable Amount:		

For unearned income that is not auto updated, enter the total MA countable gross income in the Monthly MA Amount field and the adjusted countable FS amount in the Monthly Converted Amount field.

EARNED INCOME:

Enter an override amount of "0" for the converted amount on the Earned Income page. Enter the adjusted FS income as OTFS on the Unearned Income page (be sure to deduct the 20% earned income disregard prior to entering OTFS).

➤**Note:** Change as few income pages as possible. For example, if a household has a high amount of SS income along with earned income, you may be able to adjust the income by only adjusting the SS income amount. (Indicate the SS is unavailable and enter the countable MA and Converted amounts on a separate OT Unearned Income page).

CONTACTS:

BEPS CARES Information & Problem Resolution Center

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, FSET – FoodShare Employment and Training.

DHS/DHCAA/BEPS/LA