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STATE OF WISCONSIN

Date: May 22, 2019

DMS, DECE, and DFES Operations Memo 19-J5

Amended March 9, 2020

To: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Child Care Eligibility and
Authorization Supervisors and Workers
W-2 Agencies

From: Rebecca McAtee, Bureau Director
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Division of Medicaid Services
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Katherine McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families

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Bureau of Working Families
Division of Family and Economic Security
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Affected Programs:

- BadgerCare Plus
- Caretaker Supplement
- Children First
- Emergency Assistance
- FoodShare
- FoodShare Employment and Training
- Job Access Loan
- Job Center Programs
- Medicaid
- Other Employment Programs
- Refugee Assistance Program
- SeniorCare
- Wisconsin Shares Child Care
- Wisconsin Works
- Workforce Innovation and Opportunity Act

2020 Census Income

EFFECTIVE DATE

Immediately
March 1, 2020

PURPOSE

This operations memo provides guidance for all programs regarding income received by individuals working as census takers and enumerators for the U.S. Census Bureau for the 2020 census. This memo also communicates a change to FoodShare policy regarding this income.

BACKGROUND

The U.S. Census Bureau performs a census of the nation's population every 10 years. For the 2020 census, the Bureau will be hiring people nationwide. These individuals will be hired for part-time temporary positions as census takers and enumerators. These positions last an average of four to eight weeks, with intermittent schedules between 20 and 35 hours per week. Pay will be based on the geographic location of employment and no benefits or reimbursement for travel will be offered. Employment could ~~begin~~ **have begun** as early as July 26, 2019, and may extend through September 2020. However, the range of hiring and length of employment is subject to change. These positions will not lead to permanent employment with the Census Bureau.

On February 28, 2020, the Food and Nutrition Service (FNS) approved a request from the Wisconsin Department of Health Services (DHS) to participate in a demonstration project that allows states to exclude income from temporary employment in the 2020 Census. DHS participated in a similar demonstration project for the 2010 Census.

POLICY

There are no policy changes for BadgerCare Plus; Medicaid for the Elderly, Blind, and Disabled (EBD Medicaid); Wisconsin Shares Child Care Subsidy (Wisconsin Shares); and Wisconsin Works (W-2) regarding census worker income.

- For BadgerCare Plus, Wisconsin Shares, and W-2, income earned by census workers will continue to be counted.
- For EBD Medicaid, income earned by census workers will continue to be disregarded.

FOODSHARE

For FoodShare, income earned by census workers is **not** countable income. **However, income earned by census workers prior to the effective date of March 1, 2020 cannot be excluded.** The FoodShare Wisconsin Handbook, ~~Section 4.3.2 Earned Income~~, will be updated in a later release to reflect this change in policy.

The hours of employment must be taken into consideration for individuals subject to student eligibility and for work requirements for able-bodied adults without dependents (ABAWDs). **Additionally, per policy, ABAWDs are required to report when their monthly hours drop below 80 per month.**

Simplified reporting rules apply to all households. Members are not required to report when the employment ends unless the member is an ABAWD and is no longer meeting the ABAWD work requirement.

CARES

Information on how income maintenance workers process earned income from temporary employment in the 2020 Census will be provided in a CARES Coordinator Notice.

~~Workers must enter the income on the Employment page in CARES Worker Web (CWW) using the "Employment Type" as "Census Enumerator." This will ensure that CWW correctly counts the income for all relevant programs and will correctly disregard the income for EBD Medicaid. Complete~~

the rest of the Employment page as normal, entering the information required based on the program(s) requested.

Employment Description	
Employee Type:	TE - Temporary
Job Title for Health Insurance:	ST - Staff
Employment Type:	C - CENSUS ENUMERATOR
Verification:	NQ - NOT QUESTIONABLE
Begin Date:	04 / 01 / 2019
Verification:	NQ - NOT QUESTIONABLE
First Pay Check Date:	MM / DD / YYYY
Employment Ended?	No
Employment End Date:	MM / DD / YYYY
Verification:	
Date Of Last Paycheck:	MM / DD / YYYY
Verification:	

Figure 1 Employment Information Section of the Employment Page

CONTACTS

BEPS CARES Information and Problem Resolution Center

For Wisconsin Shares Child Care policy questions outside of Milwaukee County: Bureau of Regional Operations (BRO), child care coordinators at broccpolicyhelpdesk@wisconsin.gov

For Child Care CARES/CWW and CSAW processing questions statewide and policy questions in Milwaukee County: Child Care Subsidy and Technical Assistance line at childcare@wisconsin.gov or 608-422-7200

For W-2 Policy Questions: DCF2PolicyQuestions@wisconsin.gov

For W-2 WWP and CARES functionality questions: BWF Work Programs Help Desk

DHS/DMS/BEPS/EM and JT
DCF/DECE/BELP/EAM
DCF/DFES/BWF/JC and LW