

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Health Care Access and Accountability
1 W. Wilson St.
Madison WI 53703

To: FoodShare Wisconsin Handbook Users

From: Rich Albertoni, Director
Bureau of Enrollment Policy and Systems (BEPS)

Re: **FS Handbook Release 10-01**

Release Date: 02/16/10
Effective Date: 02/16/10

EFFECTIVE DATE

The following policy additions or changes are effective 02/16/10, unless otherwise noted. **Bold text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY CLARIFICATIONS

1 General Program Requirements > 1.2 Verification > 1.2.4 Financial Verification > 1.2.4.6 Dependent Care Expense Verification

Old Text:

~~Verify reported dependent care expenses required for food unit members to keep or obtain employment, get training or education preparatory for employment, or comply with employment and training requirements. Convert verified expenses to monthly amounts.~~

New Text:

Dependent care expenses required for food unit members to keep or obtain employment, get training or education preparatory for employment, or comply with employment and training requirements should be deducted from income. Convert verified expenses to monthly amounts.

Dependent care expenses are not required to be verified in order for the expense to be used in the FoodShare benefit calculation, unless the applicant or member's statement is deemed questionable. Examples of applicant/member statements that may be considered questionable include:

- **Claimed dependent care expenses exceed monthly income,**
- **Reported amount seems unreasonably high compared to market rates, and**
- **Applicant or member receives child care subsidy and reported the full amount rather than his/her share of the cost.**

Reminder: Only the amount of dependent care expenses the household is responsible to pay can be used as a deduction.

1 General Program Requirements > 1.2 Verification > 1.2.4 Financial Verification > 1.2.4.7 Shelter and Utility Expense Verification

Old Text:

~~At application verify monthly expenses for food unit members to maintain occupancy of the current residence. At review verify monthly expenses if a change is reported or if the verification in the case file is questionable; be sure to document clearly why the verification is questionable. Some examples of these expenses are rent, mortgage, condo and association fees, property taxes, assessments, and homeowner's insurance and current rent statement, mortgage statement, lease agreement, etc. Current means the lease/rental agreement/mortgage etc. period includes the review month.~~

~~Homeless individuals can claim shelter and receive the HSUA deductions for temporary living situations, if the shelter expense is verified, and the household reasonably anticipates receiving an energy assistance payment.~~

New Text:

Shelter and utility expenses are not required to be verified in order for the expense to be used in the FoodShare benefit calculation, unless the applicant or member's statement is deemed questionable. Examples of applicant/member statements that may be considered questionable include:

- Claimed shelter or dependent care expenses exceed monthly income,
- Applicant or member receives housing subsidy but reported the market rent amount, and
- Reported amount seems unreasonably high compared to market rates.

2 Applications and Reviews
> 2.1 Applications > 2.1.1
Initial Certifications
(Applications)> 2.1.1.1
Application Process

This information was added to the end of this section.

New Text:

FoodShare applicants have the right to apply for assistance in person.

If a childless adult appears at a local agency and requests FoodShare, DHS prefers that they complete a full application by phone or online. However, the individual must be given the option to apply with only their name, address and signature using a paper Request for Assistance (RFA). Paper RFAs that are submitted to the local agency by childless adults should be faxed to the ESC at (888) 415-2115.

Local agencies can also complete an RFA electronically using CWW, if they collect a written signature. The written signature should be faxed to the ESC at (888) 415-2115.

Important Note: The agency should not create an RFA and then also have the customer apply online or by phone. The application should be submitted one way or the other, but not both. Submitting duplicate applications only delays application processing and benefit issuance.

2 Applications and Reviews
> 2.1 Applications > 2.1.1
Initial Certifications
(Applications) > 2.1.1.4
Setting the Filing Date >
2.1.1.4.3 Application
Registrations at the Wrong
Agency

This information was added to the end of this section.

New Text:

RFAs that are submitted to the local agency by childless adults should be faxed to the ESC at (888) 415-2115.

3 Nonfinancial
Requirements > 3.14.1 IPV
Disqualification > 3.14.1.1
Period of Ineligibility

New Text:

All IPV's determined for an individual prior to 04/03/1983 shall be counted as one IPV for determining a current disqualification period.

4 Financial Requirements >
4.3 Income > 4.3.2 Earned
Income > 4.3.2.1 Counted
Earned Income

2010 Census Enumerator Income is disregarded.

Old Text:

~~15. 2010 Census Enumerator income~~

4 Financial Requirements >
4.3 Income > 4.3.2 Earned
Income > 4.3.2.2
Disregarded Earned Income

New Text:

14. 2010 Census temporary employment income.

4 Financial Requirements >
4.3 Income > 4.3.4 Unearned
Income> 4.3.4.2 Counted
Unearned Income

Effective 11-06-09

New Text:

Unemployment Insurance (Unemployment Compensation) payments, **except for the \$25 supplemental weekly Unemployment Compensation payment (stimulus payment) authorized by the American Recovery and Reinvestment Act of 2009 (ARRA) for FoodShare. Disregard the stimulus payments effective 09-06-09.**

4 Financial Requirements >
4.3 Income > 4.3.4 Unearned
Income> 4.3.4.3 Disregarded
Unearned Income

Effective 11-06-09

New Text:

Unemployment Insurance (Unemployment Compensation, or UC) Stimulus Payment

The \$25 supplemental weekly Unemployment Compensation (UC) payment (stimulus payment) authorized by the American Recovery and Reinvestment Act of 2009 (ARRA) for FoodShare.

5 Specific Programs > 5.1.1
Transitional FoodShare
Benefits (TFS)> 5.1.1.2
Sanctions and TFS

New Text:

If a food unit member is sanctioned in the benefit determination month his or her individual participation status will be frozen for the five month TFS benefit period. **If the W-2 or TT benefit is sanctioned to zero (but W2 remains open) in the benefit determination month, the household is not eligible for TFS.**

6 Ongoing Case
Management > 6.2 Transfers
> 6.2.1 Interagency Case
Transfers>

New Text:

If a FoodShare case assigned to the local agency has been closed for less than a calendar month, the local agency is responsible for processing the request for FoodShare benefits by either applying the break in service policy or by allowing the individual to complete a new application. These individuals should not be referred to the ESC. The case remains with the county until the member either applies for the Core Plan or instructions have been given to start the transfer of existing FoodShare cases to the ESC.