

requirement.

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

The word "verified" was deleted. It should not have been included in the 10-01 release.

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.

4 Financial Requirements > 4.3 Income > 4.3.2 Earned Income

New Text:

Earned Income is gained from the performance of service, labor, or work. Earned income includes, but is not limited to salaries, wages, commission, tips, or payments for services. Count earned income only for the month in which it is received, except when the average number of payments increase due to mailing cycle adjustments.

Note: Occasionally, a regular periodic payment (e.g., wages, title II, or VA benefits) is received in a month other than the month of normal receipt. As long as there is no intent to interrupt the regular payment schedule, consider the funds to be income in the normal month of receipt.

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

This statement was added because only temporary census income is disregarded.

New Text:

#14 2010 Census temporary employment income. **The income of permanent census workers is counted as earned income.**

4 Financial Requirements > 4.3 Income > 4.3.3 Farming and Other Self Employment Income > 4.3.3.5 Averaging Income > 4.3.3.5.3 Worksheets

This information was added to this section to provide clarification on the treatment of certain self-employment expenses. Some specific disallowed expenses have been listed.

New Text:

Disallowed Expenses

Some specific expenses that are not allowed in the calculation of Self Employment Income for FoodShare are:

1. Depreciation
2. Net loss carryover from previous periods
3. Federal, State, and local income taxes
4. Charitable donations
5. Work-related personal expenses, such as transportation to and from work
6. Employer work-related personal expenses such as pensions, employee benefit and retirement programs and/or profit sharing expenses (Business expenses for employees' pensions, benefits, retirement programs, and profit sharing expenses are allowable, but the work-related personal expenses of the employer are not).
7. Amortization

4 Financial Requirements > 4.3 Income > 4.3.4 Unearned Income > 4.3.4.1 Unearned Income Introduction

Old Text:

Count unearned income as income in the month that it is received, except when:

1. It isn't available to the **FS** group.
2. You're told otherwise by specific instructions in this Handbook.
3. ~~Two payments from the same income source are received by the FS group in the same month due to mailing cycle adjustments. Count each payment only for the month it is intended.~~ Income sources commonly affected by

such mailing cycle fluctuations include general assistance, other public assistance programs, SSI, and SSA benefits.

New Text:

Count unearned income as income in the month that it is received, except when:

1. It isn't available to the FS group.
2. You're told otherwise by specific instructions in this Handbook.
3. **When two payments from the same income source are received the same month due to mailing cycle adjustments, count each payment only for the month it is intended.** Income sources commonly affected by such mailing cycle fluctuations include general assistance, other public assistance programs, SSI, and SSA benefits.

Note: Occasionally, a regular periodic payment (e.g., title II, or VA benefits) is received in a month other than the month of normal receipt. As long as there is no intent to interrupt the regular payment schedule, consider the funds to be income in the normal month of receipt.

**4 Financial Requirements >
4.6 Deductions and
Expenses > 4.6.6 Dependent
Care Deduction**

New Text:

Determine the monthly allowable dependent care expenses if the dependent care is necessary to enable an individual in the food unit to:

1. Keep or obtain employment.
2. Get training or education preparatory for employment.
3. **Maintain a spot for their child(ren) with their current dependent care provider if one or both parents temporarily lose their ability to meet one of the above requirements.**

Do not allow the deduction unless the dependent care is necessary and there is not a capable parent available in the food group to provide dependent care.

Example 1: Tim and Jane are married and have one child. Jane states that their child attends daycare two days a week while she looks for work. Although she states that Tim is capable of caring for the children, he is not currently participating in any of the four activities listed above. Do not allow the dependent care deduction.

Example 2: A married couple, Mary and Ian, send their children to Sprouts Daycare while Mary works and Ian attends college. Mary was notified that she will be laid off for one or more months. Mary and Ian are required to make ongoing payments to Sprouts Daycare, whether or not their children attend, in order to maintain a spot for their children at the daycare. Allow the dependent care deduction. Changes in circumstances will be captured at their next review or if they report a change in income that exceeds reduced reporting limits.

**5 Specific Programs > 5.3.1
Emergency FoodShare
Benefits for Victims of
Natural Disasters> 5.3.1
Disaster FoodShare Benefits
for Victims of Natural
Disasters**

New Text:

5.3.1.1 Disaster FoodShare Introduction

Disaster FoodShare Program (DFSP) policies are used after affected areas have received a Presidential major disaster declaration and the United States Secretary of Agriculture officially declares a FS emergency. DHS will notify the appropriate county/ tribal/ W-2 FoodShare agencies when this happens and work with the local agency to provide DFSP benefits.

The rules for the DFSP are significantly different from the regular FS program. For example, alien status, student status, failure to provide a SSN, work requirements and disqualification status (IPV) from regular FS are irrelevant when determining DFSP benefits. However, committing an IPV in the DFSP WILL count towards disqualification for regular FS.

Eligible residents in the affected areas can receive a one time DFSP payment

equal to the maximum allotment for their household size. Current FS members affected by the disaster may have their benefit increased to the maximum allotment for the month the disaster occurred. To be eligible for the DFSP benefit, applicants/members must apply during the application period for the disaster. Households that have received replacement benefits as a result of the disaster can still receive the DFSP benefit up to the allotment maximum.

See 7.1.1.5 Replacement Issuance for Destroyed Food for the policy on Replacement Issuance for Destroyed Food.

5.3.1.2 Disaster FoodShare Applications

All Disaster FS applications must be completed in person by the disaster victim or their authorized representative. This includes the interview process.

Benefits must be provided as soon as possible. Process all disaster applications as priority service and schedule for a same or next day interview. Client registration staff should be informed about anticipated Disaster FS applications, and instructed to not enter income when screening applicants for priority services.

New Applicants

New applicants must complete and sign the Disaster FoodShare Wisconsin Assistance Application (F-16060). The IM agency will use this paper form to manually determine eligibility. Households applying for disaster benefits that wish to apply for ongoing FoodShare benefits may do so, but will be required to follow the regular application process in order for the agency to determine eligibility for ongoing benefits.

Current Members

Households currently receiving FoodShare benefits who want to receive a supplement to increase their July benefit amount to the maximum allotment for their family size must complete and sign the Affidavit of Lost Income or Disaster-Related Costs (F-16106) to receive the increase in the allotment.

5.3.1.3 Verification Requirements

Applicant's Information	Status	Suggested ways to verify
Identity	Mandatory	<ul style="list-style-type: none"> • Photo ID Two documents that verify identity and residency • A signed affidavit from a collateral contact attesting to the identity of the applicant. • For additional sources of verification see 1.2.6.1 Required Verification to Determine Eligibility
Residency	When Possible	Utility bills, tax bills, insurance policies, driver's licenses, other ID with address, bills, or other documents that establish the applicant's home or work address.
Household Composition	If questionable	After taking the application, ask applicant to orally list the names, ages, and birthdates of all household members.

7 Benefits > 7.1.1 Allotments > 7.1.1.5 Replacement Issuance for Destroyed Food

Old Text:

Replace food purchased with FoodShare benefits and destroyed in a household misfortune or disaster up to the actual amount destroyed but not more than 1 month's allotment. A replacement issuance shall be provided only if a household reports the loss orally or in writing to the agency within 10 days of the date the loss occurred.

A household may experience such a loss more than once. There is no limit to the number of replacement issuances.

A replacement issuance must be provided to the household within 10 days after report of the loss. Verify the household misfortune ~~or disaster~~ through the fire department, police department, a community organization such as the Red Cross, a collateral contact or home visit.

Deny or delay a replacement issuance if available documentation indicates that the household's request for replacement appears to be fraudulent.

Inform the household of its right to a fair hearing to contest the denial or delay of a replacement issuance. Replacements shall not be made while the denial or delay is being appealed.

New Text:

Replace food purchased with FoodShare benefits and destroyed in a household misfortune up to the actual amount destroyed but not more than 1 month's allotment **or the amount that was actually issued to the household, whichever is less**. A replacement issuance shall be provided only if a household reports the loss orally or in writing to the agency within 10 days of the date the loss occurred.

A household may experience such a loss more than once. There is no limit to the number of replacement issuances.

A replacement issuance must be provided to the household within 10 days after report of the loss. Verify the household misfortune through the fire department, police department, a community organization such as the Red Cross, a collateral contact or home visit.

Deny or delay a replacement issuance if available documentation indicates that the household's request for replacement appears to be fraudulent.

Inform the household of its right to a fair hearing to contest the denial or delay of a replacement issuance. Replacements shall not be made while the denial or delay is being appealed.

For policy related to replacing an issuance as the result of a disaster see 5.3.1 Disaster FoodShare Benefits for Victims of Natural Disasters.