

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: Vicki Jessup, Policy Section Chief
Bureau of Enrollment Policy and Systems

Re: **FS Handbook Release 10-05**

Release Date: 12/02/10
Effective Date: 12/02/10

EFFECTIVE DATE

The following policy additions or changes are effective 12/02/10, unless otherwise noted. **Yellow 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 > 1.2.4.8 Medical Expense Verification

Information from Ops Memo 10-66 was added.

Old Text:

~~Out of pocket medical expenses claimed by an elderly or disabled applicant for FS must be verified prior to initial certification in order for the expense to be allowed as a deduction. Do not allow a deduction if the expense is not verified. However, anytime a medical expense is reported and verified, the deduction must be allowed. The following items must be verified: date of service, billing date, amount owed, and date amount is due.~~

New Text:

Medical 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:

- Applicant or member has private health insurance or is covered by Medicaid or BadgerCare Plus and is claiming unusually high out of pocket expenses for a time period when s/he had coverage.
- Claimed monthly medical expenses exceed monthly income.

If questionable request verification, which includes: date of service, billing date, amount owed, and date amount is due.

1 General Program Requirements > 1.2 Verification > 1.2.5 Questionable Items

Information from Ops Memo 10-66 was added.

New Text:

Some examples of circumstances that may require further verification are:

1. Household Composition
2. Claim of Separate Food Unit
3. School Enrollment
4. Household expenses exceed income
5. Pay stub name differs from employed FS Unit member's name
6. Medical expenses that are unusually high or exceed monthly income
7. Other

1 General Program FoodShare Handbook Release 10-05

Information from Ops Memo 10-66 was added. The Medical Expenses row in this

Requirements > 1.2
Verification > 1.2.6
Suggested Verification
Sources > 1.2.6.2 Verify Only
If Questionable

2 Applications and Reviews
> 2.1 Applications > 2.1.4
Expedited Service at
Application > 2.1.4.1
Eligibility for Expedited
Services at Application

table was moved from **1.2.6.3 Verify For A Household To Receive A Deduction (Not Required For Eligibility)** to **1.2.6.2 Verify Only If Questionable**.

Old Text:

A person or food unit may be eligible for priority services and expedited issuance if:

1. Their total monthly gross income and available assets are less than the monthly costs for utilities and rent or mortgage; or
2. Their 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, and
 - b. Income prior to the month of application was from a terminated source, and
 - c. They don't expect to receive more than \$25 from a new source in the next ten days.

There is no eligibility for expedited services at recertification ([2.2.1](#)).

New Text:

A person or food unit may be eligible for priority services and expedited issuance if:

1. Their total monthly gross income and available assets are less than the monthly costs for utilities and rent or mortgage; or
2. Their 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 don't expect to receive more than \$25 from a new source ten days after the date of application.

Treatment of Income for Destitute Migrants:

1. Budget income from a terminated source which was received by the food unit between the first of the month of application and the application date, as income available for the food unit's needs in the month of application.
2. Disregard any income from a new source expected during the month of application. This income may not be more than \$25.00 or must be received at least 10 days after the date of application.
3. After the application month, budget income from a new source for the months it will be received.

The home of a migrant worker in his/her state of residency is an exempt asset.

3 Nonfinancial
Requirements > 3.12.1
Citizenship and Immigration
Status > 3.12.1.10 Derivative
Citizenship

New Text:

A child born outside of the US automatically becomes a citizen of the US when ALL of the following conditions have been fulfilled:

1. At least one parent of the child is a citizen of the US, whether by birth or

- naturalization,
- 2. The child is under the age of eighteen years,
- 3. The child has entered the U.S. as a legal immigrant, **and**
- 4. The child is residing in the US in the legal AND physical custody of the citizen parent pursuant to a lawful admission for permanent residence.

3 Nonfinancial Requirements > 3.15.1 Student Eligibility

Information from Ops Memo 10-80 was added.

New Text:

- 13. Is enrolled in an educational program that is designed to be completed in 2 years or less and obtaining certification or a diploma from the program will lead to employment that is in demand.

Example 1: During an interview for FS, Jack, reports that he is a full time student at Northern Technical College for phlebotomy and plans to graduate in the next year. Since phlebotomists are in occupational demand, Jack is confident he will be able to obtain a job in his field upon graduation. Based on common knowledge that there is a shortage of trained medical professionals, the worker agrees. Jack is single and does not meet any of the other exemptions. If all other FS eligibility requirements are met, Jack would be an eligible student based on the new exemption reason.

Example 2: When Carla applies for FS, she reports that she is enrolled half time at Madison Area Technical College and is taking cooking with herbs, pottery and jewelry making. Carla indicates that she does not know if she'll attend next semester because she is unsure about her career goals. No other student exemptions are met. Carla would not be an eligible student, because the direction of Carla's potential career is unclear. Carla is encouraged to apply again if she disenrolls from school or if she pursues courses that will lead to a job in demand.

Example 3: When Bill applies for FS, he reports that he is enrolled in a 4 year nursing program, but only has 2 years to graduate. Bill would not be an eligible student since the program was designed by the college to be completed in 4 years.

Note: A student who lives in campus housing that offers a meal plan and the student gets more than half of their meals from the meal plan, is not eligible for FS.

A student is enrolled as of the 1st day of the school term through normal scheduled class periods, vacation, and recess unless s/he:

- 1. Graduates.
- 2. Is suspended, expelled, or drops out.
- 3. Doesn't intend to register for the next school term (excluding summer school).

FoodShare Employment & Training

Students enrolled in higher education at time of FS application and then found eligible for FS, may request to be referred to FSET to participate in activities other than education. Activities may include job search, work experience or self employment. FSET cannot provide reimbursement for expenses related to education for students who self initiate enrollment in higher education.

3 Nonfinancial Requirements > 3.16.1 Work Requirements > 3.16.1.6 Sanction Period > 3.16.1.6.1 At Application

New Text:

Example 2: Kathy applied for FS for herself on March 15th. She voluntarily quit her full time job on March 14th **without Good Cause.** Her sanction period would be from March 15th through April 13th. Since there are no household members eligible for FS, her application will be denied. She can re-apply for FS benefits anytime after April 13th **or at anytime she becomes exempt prior to that date.**

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

New Text:

15. All W-2 Wisconsin Works Trial Job wages, including the employer subsidy portion.
16. All Subsidized Private Sector Employment (SPSE) income.
17. All Transitional Jobs Demonstration Project (TJDP) income.

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

Old Text:

1. Tribal **TANF** payments
2. ~~The employer subsidy portion of **W-2** Trial Job wages~~

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

New Text:

Example 4: Dori is in the military and receives \$1000 per month in wages. Dori's husband Louie and their son Joe have an open FS/MA case. Dori has her military pay directly deposited into a bank account in her name only; Louie has no access to the funds or to the account. Do not count any of Dori's income in the eligibility determination for Louie and Joe.

Example 5: Ben is in the military. His paycheck is \$1,000 a month. He has \$500 directly deposited into his account and \$500 directly deposited into a joint account with his wife, Andrea. The \$500 directly deposited into the joint account is budgeted as unearned income in Andrea's FS and/or MA determination. Since Andrea does not have access to Ben's account, only the amount deposited in their joint account is counted.

Example 6: Tim is in the military making \$1,200 a month. An allotment check of \$1,000 is paid directly to his wife Karla, and \$200 to himself. \$1,000 is budgeted as Karla's unearned income for her FS and/or MA determination.

4 Financial Requirements >
4.6 Deductions and
Expenses > 4.6.4 Medical
Expenses> 4.6.4.3
Budgeting Medical
Expenses including MA
Deductible Expenses

New Text:

Example 3: A FS group member has a MA deductible of \$400 for a 6 month MA certification period. Based on the verified expenses in the previous 6 months, the person anticipates he will incur \$100 per month in medical expenses. Enter \$100 in expenses **on the Medical Expense page in CARES** and CARES will allow \$65 in excess medical expenses for each month ($\$100 - \$35 = \$65$). When the FS/MA group member meets the MA deductible and MA opens, the worker should remove the monthly excess medical deduction. Remember to check the medical expense screens whenever MA opens and adjust the expenses accordingly.

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

New Text:

Replace food purchased with FoodShare benefits and destroyed in a household misfortune up to the actual amount destroyed but not more than the monthly allotment actually issued to the household that month, whichever is less.

A replacement issuance shall be provided only if a household:

1. Reports the loss orally or in writing to the agency within 10 days of the date the loss occurred.
2. Completes an "Affidavit Request for Replacement FoodShare" (F-00330). This can be completed and dropped off at the agency, mailed, or faxed to the agency, but must be received by the agency within 10 days of when the household reports the loss.

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, etc.

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.

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

Note: Ensure you use the "905" replacement auxiliary code when issuing replacement benefits for destroyed food. This is essential for tracking purposes.

Example 1: Joyce received the maximum allotment for July, the month of the disaster. The food that Joyce stored in her basement freezer that was purchased with June benefits was also destroyed. Joyce is requesting a replacement for the food purchased in June and July. Joyce is eligible for replacement benefits up to the max allotment for July, but not for the food purchased with the June benefit.

Example 2: Kevin is a single individual receiving FoodShare monthly in the amount of \$200. Kevin completes the Affidavit of destroyed food stating his food spoiled due to a power outage on July 16 and he lost \$100 worth of food purchased his July FS benefits. The worker would verify the power outage with the Power Company and his replacement benefit amount would be \$100. The worker would look at the CWW EBT Transaction Detail screen to ensure he has spent \$100 prior to the power outage date in July.

Example 3: Mary and her daughter receive the maximum FS benefit for a family of 2 of \$367. They have a fire on July 17th and she states all her food was destroyed. She had just gone to the grocery store the day before and used all her benefits. They complete the affidavit and are eligible to have their July allotment replaced for the amount of \$367.

Example 4: Steve and his child receive \$367 a month in FS. There is a power outage on the 10th of the month and the food in his refrigerator that he purchased with current months FS has spoiled and he requests full replacement. However the worker checks CWW, the EBT Transaction Detail screen and sees he only spent \$200 worth of his current months benefits on food, his replacement will be for \$200. He still has a monthly benefit of \$167 in his account that he could still use after the power outage was fixed.

For policy related to replacing an issuance as the result of a disaster see [5.3.1](#).

8 Appendix > 8.1 Tables > 8.1.1 Income Limits

The Gross Income Limit for each additional member after 10 was incorrectly listed as \$600. The correct amount is \$624, effective 10-01-09.

Old Text:

	Categorical Eligibility Income Limit
FS Group Size	Gross Monthly Income Limit (200% FPL)
1	\$1,806
2	\$2,430
3	\$3,052
4	\$3,676
5	\$4,300
6	\$4,922
7	\$5,546
8	\$6,170
9	\$6,794
10	\$7,418
Each Add'l Member	\$600

New Text:

	Categorical Eligibility Income Limit
FS Group Size	Gross Monthly Income Limit (200% FPL)
1	\$1,806
2	\$2,430
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5	\$4,300
6	\$4,922
7	\$5,546
8	\$6,170
9	\$6,794
10	\$7,418
Each Add'l Member	\$624

8 Appendix > 8.1 Tables >
8.1.3 Deductions

Obsolete utility allowances were removed.

Old Text:

Shelter and Utility Allowances	
Shelter Maximum	\$458
HSUA (Heating Standard Utility Allowance)	\$433
LUA (Limited Utility Allowance)	\$299
EUA (Electric Utility Allowance)	\$135
PUA (Phone Utility Allowance)	\$33
WUA (Water or Sewer Utility Allowance)	\$63
TUA (Trash Utility Allowance)	\$15
FUA (Cooking Fuel Utility Allowance)	\$27

New Text:

Shelter and Utility Allowances	
Shelter Maximum	\$458
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LUA (Limited Utility Allowance)	\$299
PUA (Phone Utility Allowance)	\$33