

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Health Care Access and Accountability
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To: FoodShare Wisconsin Handbook Users

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

Re: **FS Handbook Release 11-01**

Release Date: 03/16/11
Effective Date: 03/16/11

EFFECTIVE DATE

The following policy additions or changes are effective 03/16/11, 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 > 1.2.3 Nonfinancial Verification > 1.2.3.5 Wisconsin Residence Verification

Information from OPS Memo 10-56 and 10-59 was added. The changes are too numerous to list.

1 General Program Requirements > 1.2 Verification > 1.2.3 Nonfinancial Verification > 1.2.3.6 Address Verification

Old Text:
~~CARES Processing – Address~~
~~It is acceptable to enter an NQ in the Address Verification field on the General Case Information page if there is no other documentation verifying address.~~

1 General Program Requirements > 1.2 Verification > 1.2.3 Nonfinancial Verification > 1.2.3.7 Household Composition Verification

Information from OPS Memo 10-56 and 10-59 was added.

Old Text:
~~CARES Processing: Household Composition~~
If information is presented at application that causes household composition to be questionable the worker must:

- Enter a "?" in the Verification code field ~~for the individual's living arrangement type~~ on the ~~Current Demographics~~ page to pend FS, **and**
- Initiate an FEV if appropriate.

If the worker becomes aware of information that causes household composition to be questionable for an ongoing case s/he must:

- Enter a "?" in the ~~Loss of Contact~~ field on the General Case Information page to pend FS. Using CNIN, add text to the verification checklist to explain to the customer what information needs to be clarified,
- When the information is provided by the customer, make the appropriate updates to the case, **and**
- If there is no response from the customer by the verification due date, change the ~~Loss of Contact~~ field to a "Y".

Example 3: ~~Susan is applying for FS and provided a Wisconsin street address, but failed to verify her shelter expenses. Since she works in Wisconsin and the~~

~~address on her pay stub matches the address she provided, state residency is considered to be verified and is not questionable. Additional verification is not needed and because the shelter expenses were not verified those expenses will not be used in the FS allotment calculation.~~

New Text:

CARES Processing: Household Composition

If information is presented at application that causes household composition to be questionable the worker must:

- Enter a "Q?" in the Household Composition Verification field on the General Case Information page to pend FS, **and**
- Initiate an FEV if appropriate.

If the worker becomes aware of information that causes household composition to be questionable for an ongoing case s/he must:

- Enter a "Q?" in the Household Composition Verification field on the General Case Information page to pend FS. Using CNIN, add text to the verification checklist to explain to the customer what information needs to be clarified,
- When the information is provided by the customer, make the appropriate updates to the case, **and**
- If there is no response from the customer by the verification due date, change the Household Composition Verification field to a "QV".

**4 Financial Requirements >
4.2 Categorical Eligibility >
4.2.1 Categorical Eligibility>
4.2.1.1 Categorical Eligibility
Introduction**

Old Text:

~~"Wisconsin JobNet is available to you. JobNet is the single largest source of job openings in Wisconsin, you can access JobNet via the internet at <http://www.dwd.state.wi.us/jobnet/mapWI.htm> or on touch screen monitors at your local job center. To locate a Job Center nearest you call 1-888-258-9966."~~

New Text:

"Job Center of Wisconsin" (formerly known as JobNet) is available to you. Job Center of Wisconsin is the single largest source of job openings in Wisconsin, you can access Job Center of Wisconsin via the internet at <http://www.wisconsinjobcenter.org/> or on touch screen monitors at your local job center. To locate a Job Center of Wisconsin nearest you call 1-888-258-9966."

The FS group is not categorically eligible if any member of its food unit loses FS eligibility because s/he:

1. Total gross income is above 200% (8.1.4),
2. Was disqualified for an IPV (3.14.1)or,
3. Was disqualified due to a drug felony sanction (3.19.1).

Food Units that contain a member who is sanctioned for an IPV or Drug Felony continue to be eligible to receive TANF JobNet services so assets are excluded and not deemed. The sanctioned food unit member's income continues to be deemed. The household is no longer considered categorically eligible so must be tested using the regular SNAP program gross and net income limits. See 8.1.1 for those income limits.

**4 Financial Requirements >
4.6 Deductions and
Expenses > 4.6.2 Standard
Deduction**

New Text:

The standard deduction is subtracted from all countable gross income in the FS eligibility determination. The standard deduction varies depending on FS group size (only eligible HH members are included in determining standard deduction amount) and is adjusted annually by the federal government. (See 8.1.3 Deductions)

**4 Financial Requirements >
4.7 Deeming > 4.7.2 Deeming
From A Sponsor> 4.7.2.1
Introduction**

An introduction was added to this section. The subsequent subsections were renumbered.

4 Financial Requirements >
4.7 Deeming > 4.7.2 Deeming
From A Sponsor> 4.7.2.3
Indigence Exemption

(Formerly 4.7.2.2)

Old Text:

If the immigrant's household income, including any cash or in-kind assistance provided by the sponsor or others, does not exceed 130 percent of the poverty income limit for the household's size, the immigrant is entitled to an indigence exemption from deeming.

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An immigrant who satisfies the indigence exemption criteria is exempt from deeming for 12 months and may be renewed for additional 12-month periods.

New Text:

A sponsored immigrant may ask for an indigence exemption from deeming by stating that they are unable to obtain food and shelter. A sponsored immigrant is considered indigent if the sum of the alien's own income plus any cash, food, housing, in-kind assistance, or other assistance provided by other individuals, including their sponsor does not exceed 130 percent of the poverty income limit for the household's size.

Inform the sponsored immigrant that when the Agency makes an indigence determination the Agency must notify the Attorney General of the names of the sponsor and the sponsored immigrant. The sponsor signed an agreement to support the sponsored immigrant financially in order for the immigrant to enter the U.S.

If the sponsored immigrant does not want this disclosure to occur they have the option to refuse the indigence determination but also inform them by refusing, the sponsored immigrant is ineligible for FS. Eligibility is determined for the remaining food group members using the sponsored immigrants' income and resources and the sponsor's income and resources (if known) are deemed to the sponsored immigrant's household in the FS determination.

4 Financial Requirements >
4.7 Deeming > 4.7.2 Deeming
From A Sponsor> 4.7.2.6
Self-Declare Non-Support
from Sponsor

This new section was added.

New Text:

4.7.2.6 Self-Declare Non-Support from Sponsor

However, the sponsored immigrant may self-declare that they are not being supported by the sponsor. If the sponsored immigrant self-declares non-support from the sponsor, all that can be estimated when determining indigence is the sponsored immigrant household's income and any other income received from others. The Agency does not need verification from the sponsor of non-support. Requiring such verification would create a barrier to program access, particularly in cases where the sponsor cannot be located.

Once determined indigent, the sponsored immigrant is exempt from sponsor deeming. However, if the immigrant receives cash contributions from the sponsor, then the amount of cash given must be verified following normal verification procedures.

5 Specific Programs > 5.1.1
Transitional FoodShare
Benefits (TFS)

An introduction was added to this section. The subsequent subsections were renumbered.

5 Specific Programs > 5.1.1
Transitional FoodShare
Benefits (TFS)> 5.1.1.1 TFS
Introduction

New Text:

Transitional FoodShare (TFS) benefits automatically extend FoodShare benefit eligibility for 5 months to food units whose Wisconsin Works (W-2) or Tribal TANF (TT) cash assistance ends as long as:

1. the member was part of an active FS case in the benefit month and the month the last W-2 or TT payment was issued, **and**
2. the member was receiving a W-2 or Tribal TANF payment. This does not include W-2 Trial Job Placements or Transitional Jobs case managed by a

W-2 agency.

Households are not eligible for TFS after Wisconsin Works (W-2) or Tribal TANF (TT) cash assistance ends when:

1. The W-2 or TT payment ends due to a W-2 or TT sanction, **or**
2. All household members lose FS eligibility due to:
 - An intentional program violation;
 - Failure to comply with a work requirement;
 - Ineligible student status;
 - Ineligible alien status;
 - Failure to provide information necessary for determining eligibility or failure to complete a renewal.;
 - Assets of an *EBD* noncategorical eligible FS member were divested for the purpose of qualifying or attempting to qualify for the program;
 - Dual FS participation, **or**
 - Status as a fleeing felon

5 Specific Programs > 5.1.1 Transitional FoodShare Benefits (TFS)> 5.1.1.2 TFS Benefit Calculation

This new subsection was added.

New Text:

The TFS allotment is calculated using the income (less the W2 payment), expenses, and food group size from the month prior to the last W-2 cash payment (benefit determination month). This amount is frozen for the next 5 consecutive months, regardless of the number of months remaining in the most recent certification period for regular FS. A new 12 month certification period will begin when the household reapplies and is eligible for FS at the end of the TFS benefit period.

If a change is reported or becomes known to the agency, the change will be acted upon at time of reapplication at the end of the TFS benefit period.

5 Specific Programs > 5.1.1 Transitional FoodShare Benefits (TFS)> 5.1.1.4 Sanctions and TFS

New Text:

If a food unit member is sanctioned by W-2 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.

5 Specific Programs > 5.1.1 Transitional FoodShare Benefits (TFS)> 5.1.1.8 Recertification When the TFS Benefit Period Expires

New Text:

The TFS benefit period will end after five consecutive months. To continue receiving FS benefits the food unit must complete a recertification including an interview before the end of the 5th month in the TFS benefit period. The agency is responsible for scheduling the interview and making a benefit determination to meet the standard 30 day processing requirement. If benefits are not issued within 30 days, due to agency delay, the food unit is entitled to a continuation of TFS benefits until the determination is made. Delays caused by the food unit will result a FS denial. Information known to the agency and any adjustments to the cost of living must be included as part of the redetermination for regular FS.

6 Ongoing Case Management > 6.1 Changes > 6.1.1 Change Reporting> 6.1.1.1 Change Reporting For EBD Food Units With No Earnings

New Text:

Elderly, Blind, or Disabled (EBD) Food Units are those where all food unit members are elderly, blind, or disabled. If no one in this food unit has earned income, these food units are required to report the following changes within 10 days:

1. Number of people in the home:
 - a. When a person is born or dies
 - b. When someone moves in or out
2. Income:
 - a. Unearned: New source- increases of more than \$100 per month in *child* support income; increases of more than \$50 per month in other types of unearned income.
 - b. Earned: Changes in the source of income (a new job must be reported within 10 days from the start of the job, not from when the recipient

- received the job.
3. Address /Shelter Expense:
 - a. New address when a move takes place.
 - b. Change in shelter and utility expense obligations if a move occurs.
 4. Any change in the legal obligation to pay child support.

6 Ongoing Case Management > 6.1 Changes > 6.1.1 Change Reporting> 6.1.1.2 Change Reporting for All Other Food Units (Reduced Reporting)

New Text:

All other food units are only required to report if their total monthly gross income exceeds 130% (8.1.1) of the Federal Poverty Level (FPL) for their reported food unit size. This change must be reported by the 10th of the month following the month in which the total income exceeded 130% of the FPL.

As long as a food unit's total income is less than 130% of the FPL, a food unit need not report changes in income, assets, address changes, household composition, etc. This is known as "Reduced Reporting" requirements.

If a food unit has reported total income exceeding 130% FPL for their food unit size, and the food unit remains open for FS due to categorical eligibility, the food unit has fulfilled their change reporting requirement for the remainder of the FS certification period.

The 130 % FPL reduced reporting level is based on the food unit size determined at the most recently completed certification.

However, if any change is reported, or becomes known to the agency it must be acted upon.

See 5.1.1 for change reporting requirements for Transitional FoodShare (TFS) recipients.

7 Benefits > 7.3.1 Benefit Overissuance> 7.3.1.8 Notice of Overissuance

Broken links to forms in this section were fixed.

8 Appendix > 8.1 Tables > 8.1.1 Income Limits> 8.1.1.2 Regular SNAP Program Income Limits

This new income limit table was added.

8.1.1.2 Regular SNAP Program Income Limits

FS Group Size	<i>EBD</i> Non Cat Elig	Regular SNAP IPV and Drug Felony	
	Net Monthly Income Limit (100% FPL)	Gross Monthly Income Limit (130 % FPL)	Net Monthly Income Limit (100% FPL)
1	\$903	\$1,174	\$903
2	\$1,215	\$1,579	\$1,215
3	\$1,526	\$1,984	\$1,526
4	\$1,838	\$2,389	\$1,838
5	\$2,150	\$2,794	\$2,150
6	\$2,461	\$3,200	\$2,461
7	\$2,773	\$3,605	\$2,773
8	\$3,085	\$4,010	\$3,085
9	\$3,397	\$4,416	\$3,397
10	\$3,709	\$4,822	\$3,709
Each Add'l Member	\$312	\$406	\$312

