

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: Shawn Smith, Deputy Bureau Director
Bureau of Enrollment Policy and Systems

Re: **FS Handbook Release 12-02**

Release Date: 09/18/12
Effective Date: 09/18/12

EFFECTIVE DATE

The following policy additions or changes are effective 09/18/12, 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 > 1.1 Introduction > 1.1.3 Who Is Eligible

New Text:

People receiving their nutrition completely through Total Parenteral Nutrition (TPN) may be eligible for FoodShare benefits even if the TPN is covered by Medicaid or another medical program.

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

Old Text:

~~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.~~

2 Applications and Reviews > 2.1 Applications > 2.1.2 Application Processing Timeframe

Old Text:

~~The application process must be completed within 30 days of the initial filing date, unless the applicant is eligible for expedited services (2.1.4). Applicants are required to cooperate with the completion of this process. Local agencies are required to assist the applicant in the completion of the application process if the applicant requests such assistance.~~

See [1.2.1.2](#) for details on verification due date processing.

New Text:

The application process must be completed 30 days from the initial filing date, unless the applicant is eligible for expedited services (2.1.4). Day 1 of the application processing period is the day after the filing date. The timeframe for processing an application is the file date +30 days.

If the 30th day falls on a weekend or postal holiday :

- For denials - the action to deny should be taken the next business day.
- For approvals - the approval must be processed no later than the 30th day. Waiting until the next business day or later to process an application for an

eligible household is untimely and therefore not allowable.

Applicants are required to cooperate with the completion of this process. Local agencies are required to assist the applicant in the completion of the application process if the applicant requests such assistance.

See [1.2.1.2](#) for details on verification due date processing.

**4 Financial Requirements >
4.6 Deductions and
Expenses > 4.6.4 Medical
Expenses > 4.6.4.1 Allowable
Medical Expenses**

New Text:

Allowable medical expenses are:

12. Any cost-sharing, co-payment, or MA deductible expense incurred by an MA recipient, including MA deductible pre-payments.
13. Payments made on a loan's principal if it was used to pay a one-time medical expense. Do not allow loan expenses, such as interest.
14. BadgerCare and Medicaid Purchase Plan (MAPP) premiums.
15. The SeniorCare enrollment fee.
16. Lifeline / MedicAlert. The costs of Lifeline or MedicAlert devices used by persons to contact medical help in emergencies are an allowable medical expense deduction for FoodShare benefits if prescribed by a licensed practitioner or other qualified health professional.

17. Medical expenses billed on a charge card are allowable. The interest cannot be included as a deduction.

**4 Financial Requirements >
4.6 Deductions and
Expenses > 4.6.5 Child
Support Payment
Deduction > 4.6.5.2 Allowable
Child Support Expenses**

New Text:

Allowable child support obligations are:

1. Arrearages,
2. Legal obligation for a non-food unit member to pay for things such as rent or mortgage payment,
3. Legal obligation for health insurance payments,
4. A prorated share of child support paid by ineligible members,
5. Non-court ordered child support payments that are made on a regular basis, or
6. Court ordered blood test expenses for the child included in the court ordered obligation

**6 Ongoing Case
Management > 6.1 Changes
> 6.1.2 Six Month Reporting
Requirement**

Old Text:

Food units certified for 12 months, and subject to reduced change reporting requirements, are required to submit a six-month report form (SMRF) in the sixth month of the certification period. ~~Using the SMRF, these food units are required to report and verify the current gross earned and unearned income received by all household members.~~ Self-employment income that has already been averaged does not need to be re-verified, unless a significant change is reported. Other changes that must be reported on the interim report are:

1. Household composition (persons that have moved in or out, including newborns)
2. New *address* and resulting changes in shelter expenses
3. ~~New or ended sources of earned income ([4.3.2](#)) (including self-employment) ([4.3.3](#))~~
4. Change in legal obligation to pay child support ([4.6.5](#))

~~Any changes reported must also be verified.~~ An member must sign the interim report form.

To be considered timely, a SMRF must be returned to the local agency by the 5th day of the process month (month 6) ~~or no later than the end of the process month.~~ An incomplete SMRF returned prior to the end of the process month is considered ~~timely and must be acted on by the agency.~~ If the HH fails to return a timely SMRF, FS FoodShare will close effective the last day of the process month at adverse action.

If verification is needed the recipient has 10 days to provide verification from the date it is requested. If verification is not returned timely, the FS AG will close. A FS AG closed prior to the end of the report month may reopen for month 7 without a new application if requested verification is received prior to the end of month 6, or within 10 days of the request date, whichever is later.

New Text:

Food units certified for 12 months, and subject to reduced change reporting requirements, are required to submit a six-month report form (SMRF) in the sixth month of the certification period. Self-employment income that has already been averaged does not need to be re-verified, unless a significant change is reported. Other changes that must be reported on the interim report are:

The paper SMRF form and the online form are available to members on ACCESS Renew My Benefits (RMB) and will have the employment fields pre-populated to reflect the most recently verified information in CWW. This is the income that is being used in the current FoodShare (FS) benefit calculation.

The following changes in income must be reported on the SMRF for FS members:

1. A change of \$50 or more in unearned income based on the most recently verified amount.
2. Changes in earned income (from the most recently verified information) that must be reported includes:
 - Rate of pay,
 - Number of hours worked,
 - Loss of job,
 - Change from full to part-time, or
 - New employment.

Income verification at SMRF is only required for employment that meets the criteria listed above. A worker should not request verification of previously verified earned income that has not changed.

Other changes that must be reported on the interim report are:

1. Household composition (persons that have moved in or out, including newborns)
2. New address and resulting changes in shelter expenses
3. Change in legal obligation to pay child support ([4.6.5](#))

An adult household member must sign the interim report form.

To be considered timely, a SMRF must be returned to the local agency by the 5th day of the process month (month 6) If the HH fails to return a timely SMRF, FS FoodShare will close effective the last day of the process month at adverse action.

6 Ongoing Case Management > 6.1 Changes > 6.1.3 Timely Action on Reported Changes During the Certification Period> 6.1.3.5 Person Add Following a Sanction (Re-

Old Text:

~~Margaret's husband David fails to participate in FSET and is sanctioned from August 1—August 31. Margaret calls on August 25 and requests that David be added back to the FS group on September 1. Verification is complete.~~

New Text:

Margaret's husband David is sanctioned from August 1 – August 31 due to an IPV.

request)

Margaret calls on August 25 and requests that David be added back to the FS group on September 1. Verification is complete.

6 Ongoing Case
Management > 6.1 Changes
> 6.1.4 Changes in Expenses

Old Text:

If a customer reports a new expense as the result of a change in the source of the expense, end date the previous expense in CARES and enter the new expense and source. The expense must be verified in order to be counted.

Example 1: Lisa reports on June 20 that she and her family will be moving on July 1. Her new rent amount will be \$600 per month. Her worker end dates her June shelter expense, enters the new shelter expense in CARES for July, and requests verification. If this change results in an increase in Lisa's FS benefit, and Lisa submits verification within 10 days, her ESS will issue a supplement for July. If the change was reported in July (and verified timely), Lisa's FS benefit would increase for August. If Lisa does not verify the expense within 10 days, the ESS will enter an 'NV' for the rent and the expense would not be allowed. If Lisa later provides verification, the expense would be allowed effective the 1st of the month following the receipt of the verification.

If a customer reports an increase in an expense from the same source the previous verified expense is counted until the increase is verified or until the next review is completed.

Example 2: Lisa reports on September 15 that her landlord will be increasing her rent to \$650 per month in October. She has not moved. The ESS requests verification of the increased rent by entering \$650 as the new rent amount with a "?". A verification request will be generated by CARES requesting verification of the new rent amount within 10 days. The previous verified expense of \$600 is allowed until the increase is verified since CARES will continue to issue the previous confirmed FS benefit while the verification of the new shelter expense "pends". If Lisa does not provide verification of the increased rent amount within 10 days, the ESS would re-enter the previously verified expense of \$600 with the previous verification code. The \$600 expense would be allowed until Lisa's next review or until verification of the increased rent amount is provided. When Lisa completes her review, the current shelter expense (\$650 in this example) must be verified in order for the expense to be allowed. If the \$650 expense is not verified timely following the review interview, the ESS will enter 'NV' for the expense.

If a customer reports a decrease in an expense from the same source the new expense must be verified in order to be allowed.

Example 3: Lisa calls in December and reports that her monthly child care expense will be decreasing from \$250 to \$150 in January. She has not changed providers. The ESS changes the child care expense amount to \$150 in CARES and requests verification. If verification is not provided within 10 days, the ESS enters 'NV' for the expense and the expense is not allowed. Since this change will cause a decrease in benefits, adequate time for verification and negative notice must be allowed. The expense of \$250 must be allowed until the new amount is verified or an 'NV' is entered.

New Text:

Expense policy – See [FSHB 4.6](#)
Expense verification policy – See [FSHB 1.2.4](#)

8 Appendix > 8.1 Tables >
8.1.1 Income Limits

Old Text:

	Categorical Eligibility Income Limit	Elderly & Disabled Seeking Separate Household Status	Income Change Reporting Threshold And Gross Income Limit For Non-Cat Eligible Food Groups	Net Income Limit	Monthly Maximum FS Allotment
FS Group Size	Gross Monthly Income Limit (200% FPL)	Gross Monthly Income Limit (165% FPL)	Gross Monthly Income Limit (130 % FPL)	Gross Monthly Income Limit (100% FPL)	
1	\$1,816	\$1,498	\$1,180	\$908	\$200
2	\$2,452	\$2,023	\$1,594	\$1,226	\$367
3	\$3,090	\$2,548	\$2,008	\$1,545	\$526
4	\$3,726	\$3,074	\$2,422	\$1,863	\$668
5	\$4,362	\$3,599	\$2,836	\$2,181	\$793
6	\$5,000	\$4,124	\$3,249	\$2,500	\$952
7	\$5,636	\$4,649	\$3,663	\$2,818	\$1,052
8	\$6,272	\$5,175	\$4,077	\$3,136	\$1,202
9	\$6,910	\$5,701	\$4,491	\$3,455	\$1,352
10	\$7,548	\$6,227	\$4,905	\$3,774	\$1,502
Each Add'l Member	\$638	\$526	\$414	+\$319	\$150

New Text:

	Categorical Eligibility Income Limit	Elderly & Disabled Seeking Separate Household Status	Income Change Reporting Threshold And Gross Income Limit For Non-Cat Eligible Food Groups	Net Income Limit	Monthly Maximum FS Allotment
FS Group Size	Gross Monthly Income Limit (200% FPL)	Gross Monthly Income Limit (165% FPL)	Gross Monthly Income Limit (130 % FPL)	Gross Monthly Income Limit (100% FPL)	
1	\$1,862	\$1,536	\$1,211	\$931	\$200
2	\$2,522	\$2,081	\$1,640	\$1,261	\$367
3	\$3,182	\$2,625	\$2,069	\$1,591	\$526
4	\$3,842	\$3,170	\$2,498	\$1,921	\$668
5	\$4,502	\$3,714	\$2,927	\$2,251	\$793
6	\$5,162	\$4,259	\$3,356	\$2,581	\$952
7	\$5,822	\$4,803	\$3,785	\$2,911	\$1,052
8	\$6,482	\$5,348	\$4,214	\$3,241	\$1,202
9	\$7,142	\$5,893	\$4,643	\$3,571	\$1,352
10	\$7,802	\$6,438	\$5,072	\$3,901	\$1,502
Each Add'l Member	\$660	\$545	\$429	+\$330	\$150

8 Appendix > 8.1 Tables >
8.1.2 Allotment by Monthly Net Income and FS Group Size

New Text:

Current Allotment Table

Allotment by Monthly Net Income and FS Group Size Effective 10/01/12 through 09/30/13

8 Appendix > 8.1 Tables >
8.1.3 Deductions

Old Text:

This table is effective ~~10/01/11~~

Deduction Type	Amount
Standard	
For AGs with 1-3 people	\$147
For AGs with 4 people	\$155
For AGs with 5 people	\$181
For AGs with 6 or more people	\$208
Dependent Care	Use total monthly costs.
Shelter and Utility Allowances	
Shelter Maximum	\$459
HSUA (Heating Standard Utility Allowance)	\$444
LUA (Limited Utility Allowance)	\$316
PUA (Phone Utility Allowance)	\$32
Medical Allowance	Expenses over \$35

New Text:

This table is effective 10/01/12

Deduction Type	Amount
Standard	
For AGs with 1-3 people	\$149
For AGs with 4 people	\$160
For AGs with 5 people	\$187
For AGs with 6 or more people	\$214
Dependent Care	Use total monthly costs.
Shelter and Utility Allowances	
Shelter Maximum	\$469
HSUA (Heating Standard Utility Allowance)	\$442
LUA (Limited Utility Allowance)	\$316
PUA (Phone Utility Allowance)	\$28
Medical Allowance	Expenses over \$35

8 Appendix > 8.1 Tables >
8.1.5 Eligible Food Items

New Text:

A list of [Eligible Food Items](#) is found on the Supplemental Nutrition Assistance Program website. This site shows what food items may be purchased using FoodShare benefits.

People receiving their nutrition through Total Parenteral Nutrition (TPN) may be eligible for FoodShare benefits. Ultracal Fiber Nutritionally Complete Liquid Tube Feeding Formula, which can be taken orally or by feeding tube, is an eligible food item.