

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, Bureau Director
 Bureau of Enrollment Policy and Systems

Re: **FS Handbook Release 13-02**

Release Date: 10/29/2013
 Effective Date: 10/29/2013

EFFECTIVE DATE

The following policy additions or changes are effective 10/29/2013, unless otherwise noted. **Yellow text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY CLARIFICATIONS

1.2.3.5 Wisconsin Residency Verification

Wisconsin "residency" refers to residing in Wisconsin but is not limited to any specific type of housing.

- State residency is a ~~required eligibility factor that~~ **condition of eligibility which** can be verified through a number of documents or a collateral contact.
- Because Wisconsin is a state-wide project area, **an individual can** move from one county to another within the state of Wisconsin **and still maintain residency.** ~~A county-to-county move~~ does not make an individual's Wisconsin residency questionable.

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 questionable they will be allowed in the FS allotment calculation.~~

1.2.4.9 Child Support Payments Verification

The legal obligation **and actual payments made by** of a food unit member claiming to pay child support to non-food unit members must be verified. ~~A child support deduction can also be claimed without a court order if the payments are made on a regular basis and can be verified.~~

1.2.6.3 Verify For A Household To Receive A Deduction (Not Required For Eligibility)

Verification Item	Suggested Verification Sources
Child Support Paid Out	<ul style="list-style-type: none"> • KIDS/CARES Interface • Court documentation • Cancelled checks • Bank statements • Check stubs • Written agreement between the two parties

2.1.3.1.1 Notice of Missed Interview (NOMI) Requirements

Application (not expedited)

The agency must send a separate Notice of Missed Interview (NOMI) letter to each applicant who does not meet the criteria for expedited issuance and misses the scheduled interview appointment. The NOMI letter must inform the applicant that s/he missed the **scheduled** appointment and is responsible for rescheduling the interview. If the applicant contacts the agency within the 30-day application processing period, the agency must schedule a second interview. The application may not be denied for not completing the **due to an incomplete** interview prior to the 30th day after the application filing date.

Application (expedited regular)

A NOMI must be sent when: the household misses the interview that was scheduled and a second interview can't be scheduled within the seven day expedited processing period due to household delay.

Application (expedited with postponed interview)

A NOMI is not needed when a household misses the scheduled interview for ongoing benefits after there has been a postponed interview (expedited benefits issued already). ~~When the interview that has been postponed for a FS application eligible for expedited benefits, a NOMI letter is not required if the applicant misses the interview scheduled for ongoing benefits. When the applicant misses an interview that has been scheduled within the seven day processing period for a FS application that meets expedited benefits criteria and the interview cannot be completed within the seven day timeframe due to household delay, a NOMI letter is required to be sent.~~

2.1.4 Expedited Service at Application

Expedited Services are designed to get the initial FS allotment **ensure, if eligible, expedited benefits are issued** to the FS group ~~within seven calendar days from~~ **by the 7th day after** the date of the application. ~~In order to do this, The applicant must be allowed to complete the interview quickly and CARES must issue benefits quickly~~ **benefits must be issued timely.** The two phases of expedited services are:

1. Priority Service – **Screens all applications for potential eligibility for expedited issuance (2.1.4.1) which refers to whether or not a person should be interviewed the same day or the next working day from the filing date**
2. Expedited Issuance – **Benefits must be issued by the 7th day after the application is filed. Benefits will be available on the member's Quest card the same day the application is confirmed in CWW. An interview is still required prior to issuance unless postponed, which refers to how quickly CARES will issue FoodShare benefits once the case is confirmed and eligible for expedited issuance. Expedited benefits will be issued the same day or the next business day following confirmation in CARES. All food units that apply after the 15th of the month and who are eligible for expedited issuance must receive the prorated initial allotment and next month's allotment** ~~within 7 calendar days from~~ **by the 7th day after** the application filing date.

Local agencies must provide priority service and expedited benefits to those households that qualify for them.

When contact is made by phone, effort should be made to complete the FS interview the same day whenever possible. If an interview cannot be completed that day, an interview appointment within the seven day timeframe must be scheduled at the time of contact with the agency. If the applicant cannot make the scheduled appointment, the household loses their right to expedited benefits.

2.1.7 Confirming the FS Eligibility Determination in CARES

If so, confirm the FS eligibility and process a referral of any mandatory FSET participants to the FSET **program, if applicable.** (3.16.1).

3.2.1.3 Homelessness

Note: A homeless youth is someone other than a foster child who is under 18 years of age and is temporarily seeking accommodation in the residence of another individual other than his or her parent. A homeless youth under “parental control” must apply as part of the same household as the adult. A homeless youth under parental control is defined as someone who is financially or otherwise dependent on a member of the household, unless State law defines such a person as an adult.

While some homeless youth may fall under the parental control of a non-parent household member, other homeless youth may not. Anyone who, under FoodShare policy, is considered an individual living alone, should be afforded the opportunity to apply as a one person household.

Example: Jack is a 16 year old homeless youth who is working part-time and is not financially dependent on the adult with whom he is temporarily residing. In this case, Jack can apply for FS as a one person household.

3.2.1.5.1 Residential Care Apartment Complexes (RCAC)

To correctly process a case in ~~CARES on screen ANLA~~ **CWW – Current Demographics Page**

- If the individual’s meals are purchased from the RCAC separately from their cost of care, code the individual as <01> on ~~CARES screen ANLA~~ **the CWW Current Demographics page.**
- If the individual’s meals are included in his/her cost of care, code the individual as <25>, (ineligible unless blind or disabled) on ~~CARES screen ANLA~~ **the CWW Current Demographics Page.**

3.3.1.2 Relationship Definitions

Spouse: A person recognized by Wisconsin law as another person's legal husband or wife. Wisconsin does not recognize common law marriage **or same sex marriages.**

3.13.1 SSN Requirements, 3.13.1.2 SSN Application for Newborns

A completed Form ~~SSA-2583 (Message from Social Security)~~ **SS-5 (PDF)** is proof of application for a Social Security Number for a newborn FS group member.

3.14.1 IPV Disqualification

A person commits an Intentional Program Violation (IPV) when s/he intentionally:

2. Commits any act that constitutes a violation of the Food Stamp Act, the Food Stamp Program Regulations, or any Wisconsin statute for the purpose of using, presenting, transferring, acquiring, receiving, possessing or trafficking of FoodShare benefits or QUEST cards.

Trafficking includes the following:

- Using FS benefits to purchase food that has a container deposit for the sole purpose of returning the container for a cash refund.
- Reselling food purchased with FS benefits for cash or other consideration.
- Purchasing, for cash or other consideration, food that was previously purchased from a supplier using SNAP benefits.
- Directly or indirectly buying, sells or steals EBT cards, card numbers or personal identification numbers (PINs), for cash or other items
- The exchanging of firearms, ammunition, explosives, or controlled substances, as defined in section 802 of title 21, United States Code, for SNAP benefits;

3.16.1.4 Work Registration Requirement

As a condition of FS eligibility, each household member not exempt from work requirements must register for work at the time of application and review.

- 5. A signed signature page from the CARES Application Case Summary.
- 6. A completed telephonic signature (2.1.1.4).

3.18.1 Fleeing Felons and Probation and Parole Violators

This section has been rewritten. The changes are too numerous to list.

3.19.1 Drug Felons

For FS eligibility purposes, a drug felon is a person (adult or a minor) who is convicted of a felony in a state or federal court involving the possession, use or distribution of a controlled substance within the last 5 years. Convicted drug felons must have a negative drug test result (pass) to become eligible for FS. The drug test should include the drug for which the applicant or member received the felony conviction. Drug felons that test positive (fail) for controlled substances will be sanctioned.

The cost of drug testing must be paid for by the local agency and the drug test must be state certified. If the drug felon passes the drug test do not test again at each review. The local agency may use the results of a drug test required conducted by another credible source may be used if state certified entity, if the test was taken within the last 30 days. If a previous drug test result is offered but is older than 30 days, require a new drug test. Examples of credible sources state certified entities include, but are not limited to, probation officers, employers, FEPs, etc. If a previous drug test result is offered but is older than 30 days, require a new drug test.

4.3.3.6.3 Self-Employed Child Care Provider

Effective from July 1, 2013 – June 30, 2014

TIER 1		TIER 2	
Breakfast	\$1.24 \$1.28	Breakfast	\$0.45 \$0.47
Lunch or Supper	\$2.32 \$2.40	Lunch or Supper	\$1.40 \$1.45
Supplement (snacks)	\$0.69 \$0.71	Supplement (snacks)	\$0.19

4.3.4.3 Disregarded Unearned Income

Loans:
Disregard as income any loan to the FS group. This includes loans from private individuals and commercial institutions. A legally executed document is not required to verify that income is a loan. A statement signed by both parties is enough to verify the income is a loan, if it contains: the amount of the loan; that the payment is a loan; and that repayment is required.

4.6.4.2 Medical Expenses Not Allowed

Do not allow:
8. Prescribed medical marijuana.

4.6.5.1 Child Support Payment Introduction

This subsection has been rewritten with this release. The text changes are too numerous to list.

4.6.7.2 Allowable Shelter Expenses

Shelter expenses that are deductible include:

- 2. Home mortgage and property taxes (if not in the mortgage). Homestead property may consist of multiple sections of land for tax purposes. Since the household is responsible for all taxes owed on the homestead property, the taxes owed on all sections of the property are allowed as a deduction.
- 6. Second mortgage or home equity line of credit (regardless of what the mortgage is used for).

4.7.5.1 Pro-rated Income

CARES deems earned and unearned income correctly. Enter the gross income on the appropriate page. Review the eligibility determination on the budget page before confirming.

To manually calculate deemed income:

Example 1 has been updated.

If the ineligible individual has earned income:

4. Multiply the result from step #3 calculation by the number of eligible FS group members. ~~In order to deem the income to the FS group, this amount must be entered into the earned income page under the ineligible person who earned it.~~
5. ~~CWW will~~ Allow the 20% earned income deduction.
6. ~~CWW will then~~ Deem the appropriate income to the eligible household members as unearned income. ~~(shown on FS budget).~~

Example 2 has been updated.

6.1.2 Six Month Reporting Requirement

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 ~~7. or within 10 days of the request date, whichever is later.~~ Benefits will be prorated from the date all SMRF requirements are met.

6.1.3.7 Change Impact Matrix

The table has been updated under the "Homeless or Migrant" household type.

7.3.2.1 Client and Non-client Error

This subsection has been rewritten with this release. The text changes are too numerous to list.

8.1.1.1 Income Limits

The Income limits table has been updated.

8.1.1.2 Regular SNAP Program Income Limits

The Regular SNAP Program Income Limits table has been updated.

8.1.2 Allotment for monthly net income and FS group size

The Current Allotment Table has been updated.

8.1.3 Deductions

The Deductions table has been updated effective October 1, 2013.