

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 14-03**

Release Date: October 17, 2014
Effective Date: October 17, 2014

EFFECTIVE DATE

The following policy additions or changes are effective 10/17/2014, unless otherwise noted. **Grey highlighted text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY CLARIFICATIONS

1.2.2.5 Request for Contact

The agency may also receive information, from CWW that the case meets an automated Error Prone Profile (EPP) the worker needs to resolve. In this case, a request for contact may also be appropriate.

Example 4: During a review, an “expenses exceed income” EPP is produced. At the interview, the worker is expected to ask questions of the member’s circumstances. The member may have just lost a job and may be living off his/her savings. The member’s circumstance may also appear questionable and require further investigation. A referral to FEVS or a fraud investigation may be appropriate.

1.2.4.8 Medical Expense Verification

Example 3: Violet, a disabled FS member is also eligible for Home and Community Based Waivers as a Group B participant. At application, Violet reports and provides proof of a recurring monthly medical expense for FoodShare. In the fifth month of her certification period, Violet’s worker receives notice from the Aging and Disability Resource Center of a medical/remedial cost to be used in her Group B Waiver cost share calculation from her care manager for Long Term Care (LTC) purposes. ~~Because For FS purposes, this change is not considered as verified upon receipt. for FS purposes, her~~ Violet’s worker updates her case by creating a new sequence using the ‘OP – Out of Pocket Med/Remedial’ code on the Medical Expenses page. ~~when creating a new sequence that will~~ This will allow CWW to budget the expense correctly for LTC purposes and not impact her FS determination. If the care manager had provided verification of the medical/remedial expense, ~~that the verification could be used as a FS expense at the time the change was reported.~~ The new FS expense amount would be entered using the appropriate code on the Medical Expense page and used in the benefit calculation. Note: The CM (Case Management) and OP (Out of Pocket Med/Remedial) codes are NOT applicable for FS. To see what Expense Type codes will work in CWW for FS vs. EBD MA, click on the Reference Table Pop Up.

1.2.5 Questionable Items

Some examples of circumstances that may require further verification are:

7. Returned mail such as “undeliverable” or “not known at this address”
8. Resolving any identified Error Prone Profiles (EPPs) (Process Help 70)

1.2.6.1 Required Verification to Determine Eligibility

Verification Item	Suggested Verification Sources
Monthly Gross Income	<p><u>Earned Income:</u></p> <ul style="list-style-type: none"> Dated check stubs for the previous 30 days with the employee's name or ID number Earnings report or statement from employer IEVS report or computer match from another state - to be used only if no other form of verification exists. IEVS matches are not verification of the income an employee has earned. IEVS is an indicator that income was earned from that employer sometime during the 3 months of the work quarter identified. Do not use IEVS in calculations for overpayments. For change reporting requirements see 6.1.1.2. For change reporting requirements for EBD Food Units with no earnings, see 6.1.1.1.

2.1.1.2 Application Process

4. Resolving any identified Error Prone Profiles (EPPs) (Process Help 70)

2.2.1.3 Completing a Recertification

4. Resolving any identified Error Prone Profiles (EPPs) (Process Help 70)

3.4.1 Dual Membership & Duplicate Benefits

Workers should contact the other state to verify the FS end date. See the [Directory for Out of State Public Assistance Agencies](#) for other state contacts.

3.14.1 IPV Disqualification

- Makes a false or misleading statement, or misrepresents, conceals or withholds facts; including their identity or place of residence or
- 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:

- No unauthorized person may knowingly obtain, possess, transfer or use FoodShare program benefits.

3.14.1.2 IPV Disqualification for Receipt of Multiple FS Benefits

A person who makes a false or misleading statement, or misrepresents, conceals or withholds facts including but not limited to with respect to their identity or place of residence in order to receive multiple FS benefits simultaneously shall be ineligible for a period of 10 years.

4.3.3.6.3 Self-Employed Child Care Provider

Effective from October 1, 2014 – September 30, 2015

TIER 1	TIER 2
Breakfast: \$1.28 \$1.31	Breakfast: \$0.47 \$0.48
Lunch or Supper: \$2.40 \$2.47	Lunch or Supper: \$1.45 \$1.49
Supplement (snacks): \$0.71 \$0.73	Supplement (snacks): \$0.19 \$0.23

4.6.7.3 Standard Utility Allowances

WHEAP or energy assistance payments may be received at any address (in or out of state) in the current or previous 12 months. ~~If the FS household lives in subsidized housing and heat is included in the housing costs, the heat is being paid by energy assistance and the household is entitled to the full HSUA.~~

7.1.1.8 EBT Benefit Issuance Calendar

Benefit distribution is based on 8th digit of your Social Security number.

See <http://dhs.wisconsin.gov/FoodShare/ebt/general/questfaq.htm> <http://www.dhs.wisconsin.gov/FoodShare/ebt/general/usingquest.htm> for the calendar.

7.3.1.2 Liability

Code of Federal Regulations citations updated.

7.3.2.1 Client and Non-client Error

From this point forward the term "Date of Discovery" will be synonymous with the "Date of Awareness." "Date of Discovery" will be used on all future correspondence. The intent of the policy is that both terms are part of a process to define the overissuance period. The overissuance period consists of the number of months during which there were overpayments within the look back period. The overissuance period begins with the first month benefits could have been affected if the change been reported timely and acted on timely. It would have been effective up to the month prior to when the case was corrected.

Client Error

Earned income needs to be verified when determining income to be used in an overpayment calculation.

For Earned Income:

1. Dated check stubs of income that should have been reported that caused the overpayment
2. Earnings reports, a statement from the employer, or ECF forms, signed by the employer, with all needed information

Note: IEVS may indicate that income was earned from an employer sometime during three months of the work quarter. Do not use IEVS in calculations and overpayments.

7.3.2.4 IPV

The cardholder is the only person that can make authorized purchases on his/her Quest card to purchase food for the card holder's household. However, cardholders may verbally authorize someone else to make purchases for them as long as the purchases are for the case head's household.

An unauthorized individual that uses a Quest card without the cardholder's consent is committing fraud. Unauthorized individuals using the card to make purchases for themselves without the card holder's consent is also committing fraud. If the cardholder knows the card is in the hands of an unauthorized individual, both the card holder and unauthorized individual may be accused of fraud.

Example 4: Ellen is receiving FoodShare for herself and her two children. Ellen is sick and gives her card to a friend to buy food for the HH; her friend does. Since she authorizes her friend to buy food for Ellen's family, Ellen's friend is considered an authorized buyer even though there is not a form filled out.

Example 5: Steve is a single FS recipient who has been in jail for the last 4 months. Steve gives his Quest card to a friend to use while he is in jail. His friend is not buying food for Steve, the person eligible for the card. His friend is an unauthorized buyer, and both are guilty of committing fraud.

8.1.1 Income Limits

This table has been updated with values effective October 1, 2014.

8.1.1.2 Regular SNAP Program Income Limits

This table has been updated with values effective October 1, 2014.

8.1.2 Allotment for monthly net income and FS group size

The Current Allotment Tables have been updated with values effective October 1, 2014.

8.1.3 Deductions

This table has been updated with values effective October 1, 2014.