

Scott Walker  
Governor



**DIVISION OF MEDICAID SERVICES**

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**INCOME MAINTENANCE ADVISORY COMMITTEE (IMAC)**

**Thursday, June 21, 2018**

**1:00 – 3:30 p.m.**

**Dane County Job Center, 1801 Aberg Avenue - Ballroom, Madison, WI 53704**

**Or online at <https://connect.wisconsin.gov/imac/>**

**For audio, dial 877-820-7831, access code 361278**

**MINUTES**

**Non-State Attendees:**

Jenny Hoffman, Bay Lake / Brown Co.	
Chelsey Groessl, Bay Lake / Brown Co.	Cindi Flynn, Capital / Adams Co.
Shawn Tessmann, Capital / Dane Co.	Katie Gonzalez-Martin, Central / Portage Co.
Tony Sis, Capital / Dane Co.	Stephanie Ronnfeldt, Capital / Richland Co.
Mitch Birkey, East Central / Calumet Co.	Annett Mooney, East Central / Marquette Co.
John Rathman, East Central / Outagamie Co.	Linda Struck, Great Rivers / Eau Claire Co.
Ronda Brown, Great Rivers / St. Croix Co.	Nicole Rolain, IM Central / Marathon Co.
Melody Larson, Moraine Lakes / Walworth Co.	Sandy Potter, Moraine Lakes / Waukesha Co.
Doreen Lang, Northern / Wood Co.	Holly Leask, Red Cliff Band
Kate Chambers, Southern / Iowa Co.	Stephanie Defoe-Haskins, Red Cliff Band
April Heim, Southern / Rock Co.	Nina Taylor, WKRP / Kenosha Co.
Kimm Peters, WKRP / Kenosha Co.	Shawn Carlson, Moraine Lakes / Washington Co.
Brenda Zweck, Moraine Lakes / Walworth Co.	

**State and Federal Attendees:**

Abby Abernathy, DHS	Julie Anstett, DHS
LaTanya Baldwin, DHS	Emily Carlson, DHS
Andrew Best, DHS	Dale Crapp, DHS
Matt Fanale, DHS	Kim Carrington, Miles DHS
Becky David, DHS	Elizabeth Dehling, DHS
Debbie Waite, DHS	Pang Xiong, DHS
Amanda King, DHS	Rebecca McAtee, DHS
Nicole Price, DCF	

1. Administrative Issues – Debbie Waite & John Rathman
  - Report attendance on-site by signing the sign-in sheet and, if attending remotely, by e-mailing Andrew Best of your attendance. E-mail is [Andrew.best@dhs.wisconsin.gov](mailto:Andrew.best@dhs.wisconsin.gov).
  - Rebecca McAtee shared that conversations are ongoing with Division of Hearings and Appeals on some hearing results being issued that are inconsistent with the correct policy of using converted income to determine FoodShare eligibility. The policy has not changed, so consortia should be using converted income. Consortia were asked to share hearing results that are inconsistent with this policy. DHS is also having conversations with DHA to clarify policy for the administrative law judges.
  
2. Approval of April 19, 2018 Meeting Minutes – Debbie Waite
  - Motion to approve the minutes was made, seconded and passed by voice vote.
  
3. FoodShare Asset Test – Rebecca David
  - At the April 2018 IMAC meeting, BEPS staff provided an update on the planned implementation of a \$25,000 liquid asset test for FoodShare households that do not have an elderly, blind or disabled member. This policy change is still pending waiver approval from FNS, and as a result, will not be implemented with the June 23, 2018 CARES release.
  - However, agencies should be aware that a new FoodShare asset page will be added to CARES Worker Web (CWW) as part of the June release. This page can be viewed in the left navigation menu of CWW, but workers will not be able to enter any information on the page. It will not be scheduled as part of any driver flow and will not have any impact on eligibility determinations for FoodShare.
  - If and when the waiver request is approved by FNS, the page functionality in CWW will be turned on and an Operations Memo will be issued with more detailed guidance on the new policy and process. In the meantime, the new page should not impact agencies' day-to-day work in any way. Questions should be directed to the CARES Call Center.
  
4. CARES Call Center Update – Rebecca David (Handout)
  - See “CARES Updates – June 2018” handout for more detail
  - CARES Updates will be moved to Process Help with the June CARES release.
    - Requires WAMS id
    - Will be searchable
    - Will no longer be accessible via Eligibility Management page
    - CARES Coordinator notice will be sent
  
5. Operations Memos – Rebecca David (Handout)
  - See “Operational Memos” handout for more detail.

6. Policy Update – Rebecca McAtee

- FNS Administrator Brandon Lipps and Tim English from FNS Region 5 visited DHS on June 5. Part of visit involved a tour of Dane County Job Center and Just Bakery (an FSET Third Party Partner), which was quite impressive.
- Drug Screening Update – Drug screening rule went into effect June 1 but was not implemented, as planning for implementation is still in progress. More detail should be able to be shared in late summer or early fall.
- Childless Adult Waiver - Rebecca McAtee reported that negotiations with CMS on the waiver proposal continue and may be close to finalization. Once that occurs, more detailed information about its components will be shared with consortia
- Consortia asked question about status of IMD Waiver proposal
  - Not a complete IMD waiver was requested – inpatient substance abuse treatment is part of 1115 waiver request which is still pending.

7. Urban 14 Conference Debrief – Mike Poma/Kim Carrington

- Miles hosted the Urban 14 Conference on June 14 and June 15 in downtown Milwaukee. There were 123 attendees representing counties throughout the Midwest region. There were a number of presenters who shared information as follows:
  - Caleb Bowman presented on FNS Regional and National SNAP Accuracy and Timeliness
  - Various counties provided an update on their agency and shared new tactics they are implementing
  - The State of Washington shared a presentation on Continuous Improvement and Change Management that improved their business processes while maintaining an accuracy rate of 97.7% with an average processing time of 2 days.
  - Franklin County, Ohio shared on Coaching and Developing Leaders.
  - There was an interactive presentation on understanding the Multi-Generational Workplace and helping move past stereotypes.
  - Miles facilitated Roundtable Discussions at each table to provide an opportunity for dialogue on agency challenges and possible solutions.
- Consortia asked if State of Washington process improvement slide set could be shared.
  - Action Item: Slide set will be shared.

8. Regional Enrollment Network (REN) Update – John Rathman

- The fall Regional Enrollment Network Conference will be held on October 2nd and 3rd at the Heidel House in Green Lake, WI. Additional information on registration and the agenda should be available soon. One focus will be lack of federal funding to support open enrollment.

9. Income Maintenance (IM) Funding & Contract Updates – Debbie Waite/John Rathman
  - Debbie Waite noted that the first meeting of the 2019 IM contract negotiation group is scheduled for July 9. As in past years, consortia were given an opportunity to track this process and a number of individuals chose to do this. DHS and the WCHSA negotiating committee have agreed to exchange proposed change lists by Friday June 29.
  - The 2017 overmatch report should be available to consortia by end of June for their use in budget planning and in determining a recommendation to DHS on a distribution methodology for the 2019 contract allocation amounts.
  
10. Consortia Feedback – Shawn Tessmann
  - Consortia provided feedback that BRITS user group meetings are being scheduled with very little lead time and with inconsistent invite lists. Preference would be to have agendas shared at least 1 week in advance.
  - As a follow-up to an informational item that Jen Mueller shared at a previous IMO meeting, consortia asked if the Horizon meeting invite for August could be sent to IT technical staff with copies to operational leads so date can be held on calendars.
  
11. Administrative Memos – Debbie Waite
  - No administrative memos are pending currently.
  
12. Subcommittee & Work Group Update – Debbie Waite
  - Review handout for details
  
13. Miscellaneous Updates / Other / Public Comments
  - Gap Fill Chart Update (Handout)

Debbie Waite referred group to handout showing GAP numbers year-to- date. Some consortia have asked again why their GAP numbers may not correlate with EM CAPO report. Consortia were asked to send case examples to Autumn Arnold.
  - Midwest Partners Conference Planning for August

Debbie Waite reminded consortia about the upcoming FNS 2018 Midwest Partners conference to be held in Battle Creek, Michigan on August 1-3, 2018 and hotel registration deadline of June 28. More information will be coming out from DHS to those appearing on the registration list, including more details about a commercial bus as a travel option.
  - Consortia asked several questions around interpretations of the recently released Ops Memo on Organizations as Authorized Reps, related to required signatures on forms, whether form needs to meet verification requirements, what entries to

make into CWW, whether “old” EBD application forms can still be used, whether authorized rep removal must be in writing, and implications for cases that close and then re-open. DHS will provide clarifying answers at a future meeting. DHS is also amending the ops memo to provide some clarification and updating the handbook.

14. July 19, 2018 and Future Meetings – Tentative Topics

- Federal Policy Updates
- Discrepancies DCF DHS Work Group Update
- SharePoint Access Update