

INCOME MAINTENANCE ADVISORY COMMITTEE (IMAC)

Thursday, September 20, 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:

Chelsey Groessl, Bay Lake / Brown Co.	Kris Parkansky, Bay Lake / Marinette Co.
Shawn Tessmann, Capital / Dane Co.	Kara Ponti, Capital / Dane Co.
Tony Sis, Capital / Dane Co.	Amy Beranek, Capital / Dodge Co.
Stephanie Ronnfeldt, Capital / Richland Co.	John Rathman, East Central / Outagamie Co.
Mitch Birkey, East Central / Calumet Co.	Annett Mooney, East Central / Marquette Co.
Ann Kriegel, East Central / Marquette Co.	Linda Struck, Great Rivers / Eau Claire Co.
Ronda Brown, Great Rivers / St. Croix Co.	Nicole Rolain, IM Central / Marathon Co.
Rachel Pantaleo, Moraine Lakes / Ozaukee Co.	Melody Larson, Moraine Lakes / Walworth Co.
Brenda Zweck, Moraine Lakes / Walworth Co.	Sandy Potter, Moraine Lakes / Washington Co.
Debra Berg, Moraine Lakes / Washington Co.	Debra Berg, Moraine Lakes / Waukesha Co.
Doreen Lang, Northern / Wood Co.	Kate Chambers, Southern / Iowa Co.
Jill Johnson, Southern / Jefferson Co.	April Heim, Southern / Rock Co.
Lorie Graff, Western / LaCrosse Co.	Kimm Peters, WKRP / Kenosha Co.
Nina Taylor, WKRP / Kenosha Co.	Claribel Camacho, WKRP / Racine Co.

State and Federal Attendees:

Abby Abernathy, DHS	LaTanya Baldwin, DHS
Amy Bell Ferries, DHS	Andy Best, DHS
Emily Carlson, DHS	Dale Crapp, DHS
Rebecca David, DHS	Elizabeth Dehling, DHS
Michele Dickinson, DHS	Lisa Epple, DHS
Tonya Evans, DHS, Miles	Judy Johnson, DHS
Stevey Poppe, DHS	Angela Stanford, DHS
Melissa Todd, DHS	Debbie Waite, DHS
Connie Chesnik, DCF	David Dies, DCF
Phyllis Fuller, DCF	Janice Peters, DCF
Nicole Price, DCF	

1. Administrative Issues – Debbie Waite & Shawn Tessmann

- Report attendance on-site by signing the sign-in sheet and, if attending remotely, by e-mailing Andy Best of your attendance. E-mail is Andrew.Best@dhs.wisconsin.gov
- 2. Approval of August 16, 2018 Meeting Minutes – Debbie Waite
 - Motion to approve the minutes was made, seconded and passed by voice vote.
- 3. DCF Rule Changes – Andre Small, Connie Chesnik, David Dies, & Phyllis Fuller
 - Questions have arisen in response to a recent change in DCF 150, the administrative rules related to the guidelines for setting child support:
 - **“DCF 150.02 (2) (a)** In this subsection, “birth cost judgment” means an order establishing the amount of the father’s obligation to pay or contribute to the reasonable expenses of the mother’s pregnancy and the child’s birth under s. 767.89 (3)(e), Stats. Recovery of birth costs is inappropriate in cases where the alleged father is a member of an intact family that includes the mother and the subject child at the time paternity or support is established, and the father’s income, if any, contributes to the support of the child.
 - This change was made at the recommendation of an advisory committee of child support stakeholders convened to review the child support guidelines and make recommendations to the department. This issue was raised by ABC for Health who had a representative on the committee and their motion was approved and subsequently adopted by the department for inclusion in our administrative rule.
 - There have been a lot of questions about when the determination of “intact” is made.
 - DCF’s understanding from DHS is that if the parties are not married at the time the mother applies for Medicaid, even if the potential father is living in the home at the time, his income is not taken into consideration in determining Medicaid eligibility.
 - For DCF’s purposes, the determination of whether the family is intact will be made either at the time paternity is established, or, if the establishment of paternity is not necessary because the parties have filled a voluntary paternity acknowledgment, at the time support is established.
 - This change will reduce birth cost collections, although DCF has no way of knowing how significant that may be.
 - Nothing about the DCF 150 changes should affect how IM agencies determine eligibility. DCF 150 was enacted to establish the requirements for administration of the child support program, which is administered by the Department of Children and Families and they contract with county child support agencies to operate the program. DCF’s policy guidance on the provisions in the revised rule is directed at only agencies responsible for seeking the recovery of birth costs. The status of a family at the time of a referral may not be the same at the time an

action for support or paternity is commenced which is when the determination should be made.

4. Policy Update – Rebecca McAtee
 - No policy updates were provided at this meeting.
5. IM Subcommittee Reports
 - IMOA – John Rathman
 - The IMOA subcommittee met on September 7th. John Rathman shared key discussion points and action items from that meeting. See handout for more details.
 - Performance Monitoring – Linda Struck
 - The Performance Monitoring subcommittee met on September 19th. Linda Struck shared key discussion points and action items from that meeting. See handout for more details.
6. CARES Call Center Update – Rebecca David
 - See “Operational Memos” handout for more detail.
 - Income threshold used under MAGI budgeting rules has increased from \$6,500 to \$12,000 for earned income. October 1st is when the new threshold will take effect.
7. Regional Enrollment Network (REN) Update – John Rathman
 - John Rathman reported that agenda has been firmed up for the REN conference on October 2nd and 3rd and that there are about 160 registrants.
 - Covering Wisconsin received \$200,000 federal grant to provide enrollment assistance for 2019 open enrollment and is putting together an outreach plan.
 - John Rathman reported that DHS has now identified a liaison to the REN work group – Julie Anstett from DHS Area Administration.
8. Income Maintenance (IM) Funding & Contract Updates - Debbie Waite/John Rathman
 - Debbie Waite indicated that the Bureau of Operational Coordination was reviewing WCHSA’s proposed 2019 allocation distribution methodology and preparing a briefing for DMS AO.
 - John Rathman indicated that WCHSA had two proposed wording changes for the draft 2019 Income Maintenance Contract that would be sent to Debbie Waite following the meeting.
9. Consortia Feedback – Doreen Lang
 - Consortia identified a date (the morning of October 23rd) for the strategic planning session on subcommittee structures and expectations. Agenda should include identifying goals and focus areas for each for 2019.
 - There was a discussion (at ES PAC) about the need for a group/shared email for each consortium to report escalated issues with cases between consortia. A directory for each consortium would then be shared. The preference is to not have

the operational lead receive these e-mails. It was requested that including Miles in this directory would be beneficial.

- Consortia asked about scheduling a forum for further discussion of the Asset Verification Systems issues list compiled by Sandy Potter. Future IMO meeting was identified as venue. Discussion should distinguish policy limitations from system limitations.
- Northern Consortium shared some emerging issues with access to VineLink (a database that is used to resolve prisoner discrepancies and is referenced in Process Help). Service has been provided for free to counties but recently vendor is cutting off or limiting access due to excessive volume issues. Doreen Lang and Nicole Rolain will share recent communications from the vendor.
- Consortia discussed IMAC meeting schedule for remainder of 2018 and decided to cancel the December meeting. Goal will be to have 9 meetings in 2019 with July and December suggested as two of the three to cancel. More discussion on this will occur at subcommittee strategic planning session.

10. Administrative Memos – Debbie Waite

- DHS is waiting for final approval from consortia on the draft 2019 FPIP Admin Memo and guidelines. John Rathman indicated three consortia still needed to sign-off on the draft.

11. Miscellaneous Updates / Other / Public Comment

- a) Gap Fill Chart Update (Handout)
- b) GAP Case Numbers - Debbie Waite referred group to handout showing GAP numbers year-to-date and encouraged any consortia that have questions about the numbers to reach out to Pang Xiong at BEPS – EM CAPO.
- c) No other public comment was shared.

12. October 18, 2018 and Future Meetings - Tentative Agenda Topics

- a) Federal Policy Update
- b) October CARES Release

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*If you want to participate by web meeting, you can follow along at your computer by logging into <https://connect.wisconsin.gov/imac/> as a guest 5 minutes ahead of time and calling the above conference line for the audio.

Income Maintenance Subcommittee Key Messages
IMOA
Friday, September 7, Dane County Job Center

Agenda Item	Message/Action/Motion	Audience/Recipient	Assigned To	Deadline
Foodshare Scripts	ACTION: Will need to be read to participants starting in October of 2018.	All Income Maintenance Agencies	DHS staff will issue memo	Implementation in October, 2018
CARES 2018 and 2019 Project Schedule	COMMUNICATION: Committee reviewed the 2018 and 2019 projected CARES Project schedule	All Income Maintenance Agencies	DHS staff will continue to update and revise project schedule as needed	Various Deadlines
Horizon Pilot Update	ACTION: The Horizon Pilot has been extended until 9/11/2018. Each county should submit two testers to Paul Michael by September 25 th if they want to participate in the 2 nd round of testing.	All Income Maintenance Agencies	Counties should submit their two testers names and emails to Paul Michaels.	September 25, 2018
Report Modernization	ACTION: Report Modernization project will be reviewed at September 19 th Performance Monitoring Meeting. All IMMR interested users are invited to attend.	All Income Maintenance Agencies	IMMR users should participate in that segment of th September 19 th Performance Monitoring Subcommittee	September 19, 2018

			Meeting.	
CARES Release Pilot Demo and FAQ Discussion	ACTION: CARES Release Pilot Demos will be released on Wed., October 17 th with a live FAQ session possibly on Friday, October 19 th .	All Income Maintenance Agencies	All IM Agency training/leadership should watch demos released on Wed., October 17 th	September 19, 2018
Workload Management Tool	COMMUNICATION: Work will continue on the workload management tool now that DHS knows all ten consortia and MILES are interested in using it.	All Income Maintenance Agencies	DHS Staff	On-going
COOP Security Planning	ACTION: A draft template to request security access assistance in the event of a disaster was reviewed and will be updated. If needed, this template can be sent by a county security officer directly to state security staff.	All Income Maintenance Agencies	State Staff finalize template – county/consortia staff pre-populate final version for readiness	October or November IMO A
Annual CARES/SYSTEMS Security Review	Communication: Discussed 1 st year annual CARES/SYSTEM Security Review. For year 2, a similar schedule will be assembled. New priorities that will be considered for review are Child Care Access and the SAVE System.	All Income Maintenance Agencies	State Staff	Schedule for 2019 to be created and shared soon
Access Mobile	Communication: Access Mobile overview power point was	All Income Maintenance Agencies	State Staff take feedback and	Operations Memo coming in late October.

	reviewed and IMOA members gave input to the project. An Operations Memo on Access Mobile will be released in late-October. Access Mobile will go live in Mid-November.		finalize design and materials	Implementation in Mid-November
Flooding Discussion	Communication: All ten consortia and MILES updated committee on impact of flooding in their area of the State.	All Income Maintenance Agencies	No required Follow-up	Weather Dependent
Consortia Use of Electronic FoodShare Overpayment Tool	Communication: Consortia shared prevalence of use of new tool versus historic main frame tool. DHS looking for strategies to update FPL's and policy changes. Use is mixed.		State Staff continue to maintain electronic tool	October 15 2018 to incorporate pending FPL changes
Next Meeting will be on Friday, October 5 th at a location to be announced.	Possible Agenda Items: <ul style="list-style-type: none"> • Civil Rights Updates • Work Number Updates • Handling of Crisis Calls • DACUM Discussion • 1115 Waiver/Drug Screening 			

**Income Maintenance Subcommittee Key Messages
Performance Monitoring
Wednesday, September 19th, Dane County Job Center**

Agenda Item	Message/Action/Motion	Audience/Recipient	Assigned To	Deadline
Monthly Consortia Report Upgrade	Upgraded Reports will soon be available on WEBI IMMR. FSET and FH info will be added, BR info will not be available right away. Also pulling correct data for renewal and smrfs. We will continue to receive these reports as monthly PDF's, it's only the info on IMMR that will look different. Performance Monitoring members requested to have documents received and documents processed added and maybe reduce or eliminate the two pages of CDPU info. Patricia would like additional feedback by 10/3.	ESPAC	Patricia Cox	10/3/18
DHS/DCF SWICA Collaboration Updates	State staff have been meeting to discuss how to reduce SWICA matches. Emily McFarland went through the overall list of potential solutions that the state group came up with. She will send the finalized list to Doreen Lang and Linda Struck to present at ESPAC. She would like to get feedback by 10/3.	ESPAC	Emily McFarland	10/3/18