



Date: February 15, 2019

DMS Operations Memo 19-06
Amended February 28, 2019

To: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff

Affected Programs:

- | | |
|---|--|
| <input type="checkbox"/> BadgerCare Plus | <input type="checkbox"/> Caretaker Supplement |
| <input checked="" type="checkbox"/> FoodShare | <input type="checkbox"/> FoodShare Employment and Training |
| <input type="checkbox"/> Medicaid | |
| <input type="checkbox"/> SeniorCare | |

From: Rebecca McAtee, Bureau Director
Bureau of Enrollment Policy and Systems
Division of Medicaid Services

Policy Change for Income Reporting Rules and Threshold for FoodShare Members

CROSS REFERENCE

- FoodShare Wisconsin Handbook [Section 6.1.1 Change Reporting](#) and [Section 6.1.2 Six Month Reporting Requirement](#)
- Operations Memo [18-38](#)

EFFECTIVE DATE

March 1, 2019

Amendment: February 28, 2019

PURPOSE

This operations memo announces that all FoodShare members will use simplified reporting rules as of March 1, 2019. This memo also announces an increase of the unearned other income reporting threshold for renewals and on the FoodShare Six-Month Report form (SMRF).

BACKGROUND

FoodShare members are subject to one of two types of reporting rules: change reporting or simplified reporting (also known as reduced reporting). Currently, FoodShare households consisting only of elderly, blind, or disabled (EBD) FoodShare members with no earned income are subject to change reporting rules and all other members are subject to simplified reporting rules. With change reporting rules, EBD FoodShare members with no earned income are required to report any change to income, address, shelter expenses, legal obligation to pay child support, and the number of people in their home within 10 days. All other FoodShare members subject to simplified reporting rules are only required to report when income puts the food unit above 130% of the federal poverty level (FPL) by the 10th of the following month in which the increase occurred.

Due to recent changes in federal regulations, DHS will exercise the existing option to make all FoodShare members subject to simplified reporting rules. This change will only affect EBD FoodShare members with no earned income as all other FoodShare members are already subject to simplified reporting rules.

In addition, a different change in federal regulations increased the threshold for reporting unearned income changes ~~at renewal and~~ for the six-month report form.

POLICY

Effective March 1, 2019, all FoodShare members will be subject to simplified reporting rules. A one-time mailing will be sent to EBD FoodShare members with no earned income to inform them that their reporting requirements will change from change reporting rules to simplified reporting rules. All food units are required to report if their total received monthly gross income exceeds 130% of the FPL for their reported food unit size. This change must be reported by the 10th of the month following the month in which the total received income exceeded 130% of the FPL (see [FoodShare Handbook, Section 6.1.1 Change Reporting](#)).

EBD FoodShare food units with no earned income will not receive or be required to complete a SMRF. EBD FoodShare food units with no earned income will remain certified for 12 months, eligible to receive medical expense deductions, and not have a shelter and utility expense deduction cap.

The call script to communicate FoodShare reporting requirements during FoodShare interviews will be updated with the new policy. See Operations Memo [18-38](#) for the FoodShare call script.

Also starting March 1, 2019, all food units will be required to report a change in unearned income over \$100 at the time of ~~renewal and at the time of~~ SMRF. ~~For renewals, the worker should ask the food unit if any of their unearned income information has changed by \$100 or more from the amount currently budgeted.~~

SMRFs sent in February with a March due date will have had the previous \$50 amount listed. Workers who receive a SMRF in March in which a FoodShare member has checked an increase over \$50 must act on the reported change and budget the change of income. SMRFs issued in March with an April due date will display the new unearned income reporting threshold.

If a food unit is open for another program of assistance, the food unit must continue to report changes required for those programs. Workers are still required to act on all known and reported changes. There is no FoodShare error if the food unit does not report changes required by other programs but not required by FoodShare. Only changes required to be reported for FoodShare can be considered when determining a possible FoodShare overpayment (See FoodShare Handbook Sections [7.3.1.9](#) and [7.3.2.1](#)).

Example 1: Antonio is only open for FoodShare. He is in an EBD FoodShare food unit with no earned income. On March 15, the interest income he receives increases but does not put the food unit's income above 130% of the FPL. Since the food unit's income remains below 130% of the FPL, Antonio does not need to report this change until his next renewal.

Note: If Antonio does report the change to the agency, the worker must act on it. All reported changes must be acted on.

Example 2: Victoria and Henry are only open for FoodShare. They are in an EBD FoodShare food unit with no earned income. On February 25, Victoria moves out of the home. Since change reporting rules still apply to EBD FoodShare food units through February 28, 2019, Henry must report this change in household composition within 10 days. On March 4, Henry reports that Victoria moved out. The worker must act on this reported change.

Example 3: Irene and her child, Marcus, are open for FoodShare and health care. They are in an EBD FoodShare food unit with no earned income. Even though FoodShare only requires simplified reporting, health care has more strict reporting requirements for members. On March 20, Marcus moves out of the home. Irene is required to report this change within 10 days per health care reporting requirements.

CORRESPONDENCE

ONE-TIME MAILING

On March 4, 2019, a [one-time mailing](#) will be sent to all EBD FoodShare members with no earned income who will be switching to simplified reporting rules. This mailing will inform members of the change to simplified reporting rules. Recipients will receive a paper or email copy based on their paperless election.

Workers will see the one-time mailing listed in the Correspondence History Search Results page in CARES Worker Web (CWW) for each case. The one-time mailing will also be stored in ECF with the "CORR" code. An automated case comment will be created for all cases in which a member received this one-time mailing. The case comment will read "One-time letter mailed: Changes to FoodShare reporting requirements."

NOTICE OF DECISION

Any Notice of Decision generated after March 2, 2019, will reflect simplified reporting rules in the "Your Reporting Rules" section for all FoodShare households. Based on the programs the member is open for, the strictest reporting rules will continue to display on the Notice of Decision.

CHANGE TO SECTION 5 OF THE SMRF

Both the online and paper SMRFs, [F-16076](#), will be updated on March 2, 2019, to state that FoodShare households must report changes of more than \$100 in other income.

ACCESS

ACCESS will be updated on March 2, 2019, to reflect the change to simplified reporting rules for all FoodShare members, and the increased threshold for reporting other income.

The language used on the following pages will be updated to reflect simplified reporting rules for all FoodShare applicants and members.

- Final Application Submission
- Change Selection in Review My Changes (RMC)
- ACCESS Summary PDF

CONTACTS

BEPS CARES Information and Problem Resolution Center

DHS/DMS/BEPS/RW