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TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Shawn Smith, Bureau Director
Bureau of Enrollment Policy & Systems
Division of Health Care Access and Accountability

DHS OPERATIONS MEMO

No: DHS 14-55

DATE: 12/17/2014

Amended 1/7/2015

| | | | | | |
|----|-------------------------------------|-----|--------------------------|------|-------------------------------------|
| FS | <input checked="" type="checkbox"/> | MA | <input type="checkbox"/> | BC+ | <input type="checkbox"/> |
| SC | <input type="checkbox"/> | CTS | <input type="checkbox"/> | FSET | <input checked="" type="checkbox"/> |

SUBJECT: Updates to Able-Bodied Adults without Dependents (ABAWDs) Policy

CROSS REFERENCE: Operations Memos [14-25](#) and [14-27](#)

EFFECTIVE DATE: December 22, 2014, for pilot region (Kenosha, Racine, and Walworth counties)
April 1, 2015, for all other counties

PURPOSE:

The purpose of this memo is to communicate updates and changes in policy and process for applying time-limited FoodShare (FS) benefits to Able-Bodied Adults without Dependents (ABAWDs).

BACKGROUND:

As described in Operations Memos 14-25 and 14-27, beginning July 1, 2014, Wisconsin implemented new eligibility rules to determine ABAWD status for FS applicants and members residing in the pilot region of Kenosha, Racine, and Walworth counties. Updates to the ABAWD policies described in this operations memo will be effective December 22, 2014, for the pilot region (unless otherwise noted), and April 1, 2015, for all other counties.

Process and policy changes noted in this operations memo are supplementary to the policies and processes described in Operations Memos 14-25 and 14-27.

POLICY:

Policy related to time-limited FS benefits for ABAWDs and the ABAWD work requirement were detailed in Operations Memo 14-25. The policy section below describes additional changes and new effective dates for statewide implementation.

APPLICATION OF ABAWD RULES:

Effective December 22, 2014, for the pilot region and April 1, 2015, for all other counties, ABAWD rules will be applied only at application or renewal as described in Operations Memo 14-25; ABAWD rules will no longer be applied at break-in-service.

EXPEDITED ISSUANCE AND ABAWD TIME-LIMITED BENEFITS:

Priority service FS applications that include at least one individual who has exhausted his or her three time-limited FS benefit months and has no known or no apparent non-ABAWD status or exemption must complete his or her FS interview prior to receiving FS benefits; the interview cannot be postponed because there is not for lack of sufficient information to determine eligibility. If the time-limited FS benefits are from another state, the months must be verified; if the worker is unable to verify the months of the time-limited FS benefits from the other state, and the individual is otherwise eligible for expedited benefits, then benefits must be issued and the interview postponed.

PROVIDING INFORMATION FOR NON-EXEMPT ABAWDs:

When the IM worker identifies that one or more individuals in the household may be a non-exempt ABAWD, the worker should inform the household of the ABAWD work requirement and encourage FSET participation as a way to meet the work requirement. The worker should also explain the importance of enrolling and participating as soon as possible in order to remain eligible for FS. The following explanatory script, or something very similar, should be used when communicating with applicants and members:

"It appears you or someone in your household may need to meet a work requirement in order to continue to receive FS benefits. To meet the work requirement, a person must work or participate in a work program at least 20 hours a week. Anyone who is not already meeting the work requirement will be referred to the FoodShare Employment and Training Program, also known as FSET. Taking part in this program can help you meet the work requirement. If referred, you will receive a phone call and a letter that will tell you how to enroll. Please make sure to check your mail and follow up with any phone messages so that you get started as soon as possible. If the work requirement is not being met, your FoodShare benefits will end after three months. If you or someone in your household meet one of the exemption reasons that we just discussed or start working more than 20 hours a week, you should report this change as soon as possible so I can remove the work requirement from your case."

TRANSITIONING EXISTING FSET VOLUNTEERS:

The process for transitioning existing FSET volunteers from the CARES mainframe to the new FSET tool within CARES Worker Web (CWW) is a manual process. With the exception of the pilot region, the current FSET vendors will disenroll existing volunteers from the CARES mainframe prior to April 1, 2015. The income maintenance (IM) worker will need to send over a new voluntary referral from the Refer to FSET page in CWW on or after April 1, 2015, so the participant can continue with his or her FSET ongoing activities. A list of current volunteers to be referred to the new FSET tool will be provided to IM consortia prior to April 1, 2015.

STATE-TO-STATE TRANSFERS:

Effective April 1, 2015, any Time-Limited FS benefits and Additional Months' benefits an individual has received from other state(s) within the member's previous 36 month period on or after April 1, 2015 must be recorded and counted.

Time-limited FS benefits received from another state within the previous 36 months should be counted for applicants and members aged 18-49. Any time-limited FS benefits months received prior to April 1, 2015, should not be counted, even if they were used within the previous 36 months and regardless of when ABAWD rules were applied.

IM workers should only count time-limited FS benefits received from another state during the **current** or **active** 36-month period. (See the CARES, FS Out-of-State Clock section of this operations memo for more information on how to count time-limited FS benefits for fixed versus rolling 36-month periods.)

If an individual does not have a current 36-month period established in Wisconsin, the start of his or her 36-month Wisconsin period should begin when he or she received the first time-limited benefit month from the other state(s) on or after April 1, 2015. For each TLB month and additional month from another state, verify the month and year received. Standard verification processing requirements apply (see FoodShare Handbook [1.2.1.2](#)).

CARES:

CWW will be updated on December 22, 2014, with six new IM pages, enhancements to several existing CWW pages, and correspondence updates. The new and revised pages will only be scheduled for and should only be used by the pilot region until statewide implementation on April 1, 2015. These pages will be viewable on all cases but should not be used prior to April 1, 2015, for cases that are not in the pilot region. CWW will also be updated in March 2015 for the statewide implementation on April 1, 2015.

NEW PAGES:**FoodShare Summary Page**

The link to the FoodShare Summary page will be located in the Navigation Menu after the link to the W-2/Child Care page and prior to the link to the Generate Summary page. The new FoodShare Summary page will display information from the following pages: the FS ABAWD Exemption page, the ABAWD Relevant Individuals page, and the FS Clock page.

- **NOTE:** Information from the FS Out of State Clock page is not displayed on the FS Summary page because information entered on the FS Out of State Clock page is stored on the FS Clock page.

Navigation Menu

- Expenses
- Medical
- Tax Filing Information
- Yearly Income
- W-2/Child-Care
- FoodShare
 - Summary
 - Gatepost
 - ABAWD Relevant Individuals
 - FS Out of State Clock
 - FS ABAWD Exemption
- Generate Summary
- Initiate Eligibility Determination
- Eligibility (5)
- Post Eligibility
- Potential Error Listing
- Confirm Eligibility
- Refer to FSET
- FS Clock
- Override AG Review Dates
- Post Confirmation
- Query
- Benefit Issuance

Worker Tools

FoodShare Summary

Cancel Reset

| FS ABAWD Exemption | | | | | | | | | | |
|--------------------|-----------------------|-------------|-----------|--------------|---------------|------------------------------|--|---------------------------------------|--|--|
| Row | Individual | Begin Month | End Month | Last Updated | Delete Reason | Allowable Work Participation | Caretaker of Child under age 6 outside of the home | Caretaker of Incapacitated Individual | | |
| | BERTHA EXAMPLE 45F PP | 11/2014 | | 11/21/2014 | | N | N | Y | | |
| | AVA TEST 18F DAU | 11/2014 | | 11/21/2014 | | N | N | N | | |
| | BELLA EXAMPLE 17F DAU | 11/2014 | | 11/21/2014 | | N | N | N | | |

| ABAWD Relevant Individuals | | | | | | | | | |
|----------------------------|--------------|-------------|-----------|--------------|---------------|---------------|--------------------------|--|--|
| Row | Child's Name | Begin Month | End Month | Last Updated | Delete Reason | Date of Birth | Child Living Arrangement | | |
| | MINOR CHILD | 11/2014 | | 11/21/2014 | | 03/05/2005 | OW | | |

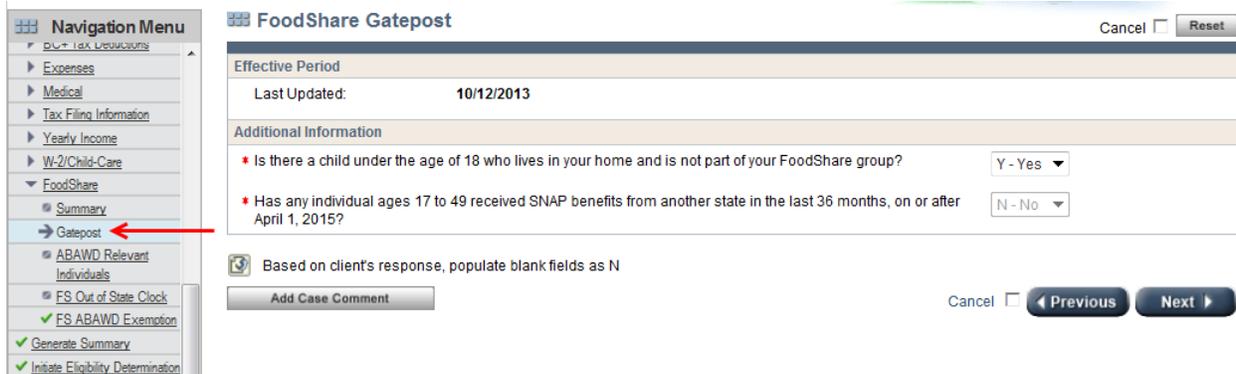
| FS Clock | | | | | | | | | |
|----------|-----------------------|-------------|-----------|---------------|-------------|-------------|-------------|--|--|
| Row | Individual | Start Month | End Month | Delete Reason | TLB Month 1 | TLB Month 2 | TLB Month 3 | | |
| | BERTHA EXAMPLE 45F PP | 04/2015 | 03/2018 | | 04/2015 | | | | |

Individual:
 Begin Month:
 Updated on or before:

Cancel

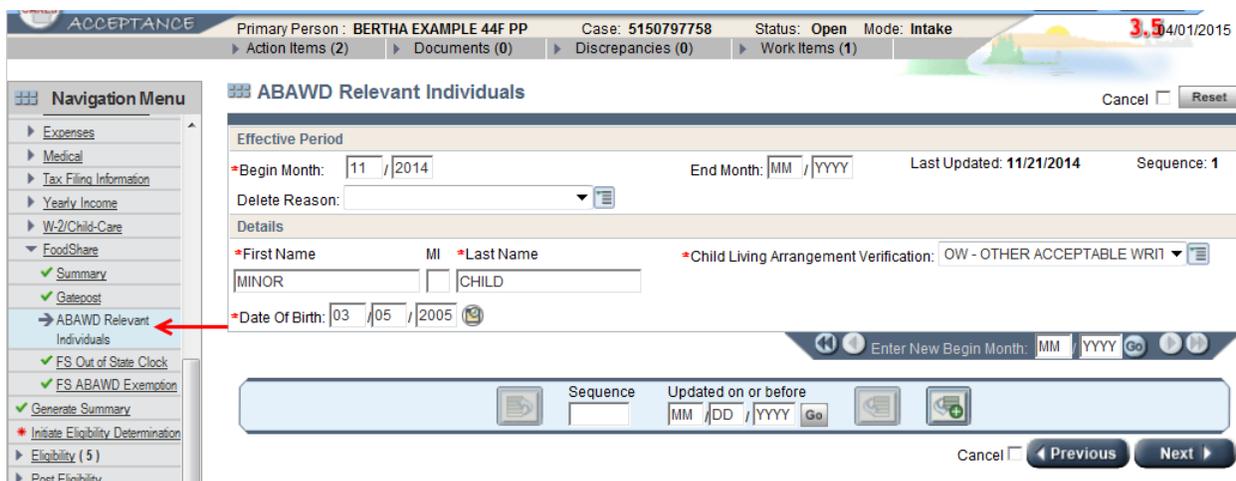
FoodShare Gatepost Page

The FoodShare Gatepost page will be scheduled for cases with a FS request that have at least one individual over the age of 17 on the case. This page contains questions that will be used to document children residing in the home who are not included in the FS unit, as well as information on time-limited Supplemental Nutrition Assistance Program (SNAP) benefits received outside of Wisconsin. The question regarding other state SNAP benefits will be greyed out until the March CWW updates are made. Responses to these questions will determine whether the ABAWD Relevant Individuals page and FS Out of State Clock page are scheduled.



ABAWD Relevant Individuals Page

If the question “Is there a child under the age of 18 who lives in your home and is not part of your FoodShare group?” on the FoodShare Gatepost page is answered with a “Yes” or “?” the new ABAWD Relevant Individuals page will be scheduled. For the purpose of determining ABAWD status, this page will be used to document children who reside in the same home as the FS applicant. Children included on this page are not requesting FS on this case and are not required to be added to the case based on relationship rules and food unit rules as described in FoodShare Handbook 3.3.1. Workers will no longer need to add a child who is not requesting FS to the case as a household member; however, the child’s name, date of birth, and living arrangement are required to be verified. The child will affect the individual’s ABAWD status through the month in which the child turns age 18.



- **NOTE:** Although individuals are not relevant to ABAWD status effective the month following the month in which they turn 18, workers will not be restricted from entering a date of birth for an individual over age 18. If workers enter the name of an individual who

is age 18 or older, an informational message will be displayed to notify the worker that the individual entered is age 18 or older.

FS Out of State Clock Page

Beginning April 1, 2015, time-limited FS benefits and additional months' benefits received from other states will be collected at a FS member's application or renewal interview. If any individual between the ages of 17 and 49 on the application or case has moved to Wisconsin from another state, agencies are required to attempt to contact the other state(s) to verify whether or not the individual has received any time-limited FS benefits or additional months' benefits on or after April 1, 2015, regardless of when the case was first subject to ABAWD rules. Any time-limited FS benefits or additional months' benefits received prior to April 2015 will be disregarded, regardless of whether or not the individual resided in the pilot region of Wisconsin and/or had a clock that began prior to April 1, 2015. This page will be viewable to all workers beginning December 22, 2014, but workers should not use the page prior to April 1, 2015.

When counting time-limited FS benefits from states with a fixed 36-month period, count only time-limited FS benefits received in another state during the **current** or **active** 36-month period. When counting time-limited FS benefits from another state with a rolling clock, count the first time-limited FS benefit month that is within the past 36 months as the clock's start month.

Example 1: Curtis is moving to Wisconsin and applying for FS in October 2016. He is moving from a state that applies ABAWD policy and uses a **fixed 36-month period**. Curtis exhausted his three time-limited FS benefit months in another state within the past 36 months; the worker verifies that March 2016, April 2016, and July 2016 were time-limited FS benefit months. Curtis's last 36-month clock ended in June 2016, and a new 36-month clock started in July 2016. The worker counts the time-limited FS benefits received for July 2016 as the start month for the FS Out of State Clock. Even though time-limited FS benefits from March 2016 and April 2016 were received during the past 36 months, they are not countable because they were received in a 36-month period that had ended.

Example 2: Curtis is moving to Wisconsin and applying for FS in May 2016. He is moving from a state that applies ABAWD policy and uses a **rolling 36-month period**. Curtis received three time-limited FS benefit months (January 2015, March 2016, and April 2016) in another state during the past 36 months. His FS Out of State Clock's start month should be March 2016, with March 2016 and April 2016 being time-limited FS benefit months. The time-limited FS benefit for January 2015 was received prior to ABAWD policy implementation for out-of-state benefits, so it should not be counted.

- **NOTE:** For states with rolling 36-month periods, all time-limited FS benefits received after April 1, 2015, should be counted.

Effective April 1, 2015, if the question, "Has any individual ages 17 to 49 received SNAP benefits from another state in the last 36 months on or after April 1, 2015?", is answered with a "Yes" or "?," the new FS Out of State Clock page will be scheduled. The worker will select the appropriate individual from the drop-down field. Only individuals ages 17 to 49 will be displayed in the drop-down field.

If the individual selected has a current FS Clock page, then the page will be updated with the clock's start month and benefit information. The start month and statuses will be greyed out. Workers will be unable to change the clock start month or system statuses that are populated from the FS Clock page; if any statuses need to be changed, statuses must be updated on the

FS Clock page. Reference Operations Memo 14-25 for more information regarding when and how the FS Clock page should be updated.

If the individual selected does not have a current FS Clock page, the IM worker should enter a clock start month and year and click the “Establish Out of State Clock” button. The entered start month is the first time-limited FS benefit month or additional month for which benefits were received from the other state during the past 36 months. Workers can enter the status of time-limited FS benefits on the FS Out of State Clock page; any other changes to statuses must be sent to the CARES Call Center.

Upon clicking “Next” or hitting Enter to save the page, the information on the FS Out of State Clock will be displayed on the FS Clock Page. If the worker clicks “Next” to send the benefit information to the FS Clock page and then returns to the FS Out of State Clock page, the information previously entered will not be displayed. This page is only used to collect the time-limited FS benefits received from other states and will not retain information entered on the page. However, if the individual has an existing FS Clock, upon selecting that individual on the Out of State Clock page, any information from the FS Clock page will be displayed.

In the example below, a worker has verified that “Libby Example” received time-limited FS benefits from another state in May 2015 and September of 2015. Upon clicking “Next,” this information will be updated to the FS Clock page.

The screenshot shows the 'FS Out of State Clock' application. On the left is a 'Navigation Menu' with various options, including 'FS Out of State Clock' which is highlighted with a red arrow. The main form area is titled 'FS Out of State Clock' and contains the following elements:

- Individual Information:** A dropdown menu for 'Individual:' showing 'LIBBY EXAMPLE 24F PP' with a red arrow pointing to it. A 'Delete' checkbox is to the right.
- Clock Start Month:** A date selector showing '05 / 2015' and an 'Establish Out of State Clock' button.
- Clock Information and Benefit Months:** A table with columns 'Month' and 'System Status'.

| Month | System Status |
|---------|---------------------------|
| 11/2015 | [Dropdown] |
| 10/2015 | [Dropdown] |
| 09/2015 | TL - Time-Limited Benefit |
| 08/2015 | [Dropdown] |
| 07/2015 | [Dropdown] |
| 06/2015 | [Dropdown] |
| 05/2015 | TL - Time-Limited Benefit |

At the bottom of the form are buttons for 'Add Case Comment', 'Cancel', 'Previous', and 'Next'.

Below is what the FS Clock page will look like when updated with the FS Out of State Clock page information. The “Ineligible” system statuses indicate that there is no information available for those months from the FS Out of State Clock page or FS Clock page; these statuses are not an indicator of FS eligibility.

FS Clock
Cancel **Reset**

Individual Information

| | | | |
|----------------|----------------------|---------------|------------|
| Individual: | LIBBY EXAMPLE 24F | Last Updated: | 10/01/2015 |
| Delete Reason: | <input type="text"/> | Sequence: | 3 |

36 Month Clock

| | | | |
|-----------------------|-----------|-----------|----------------------|
| Start Month: | 05 / 2015 | Override: | <input type="text"/> |
| End Month: | 04/2018 | | |
| Clock Months Expired: | 5 | | |

Benefit Months

| | | | |
|------------------------------|--------------------|--------------------|---------|
| Time-limited Benefit Months: | Month 1 05/2015 | Month 2 09/2015 | Month 3 |
| Additional Months Start: | End: | | |

Clock Information and Benefit Months

| Month | Last Updated | Overridden By | System Status | Additional Month(s) | Out of State | Worker Override Status | Worker Override Reason |
|---------|--------------|---------------|---------------------------|---------------------|--------------|------------------------|------------------------|
| 11/2015 | 10/01/2015 | | IN - Ineligible | | | <input type="text"/> | <input type="text"/> |
| 10/2015 | 10/01/2015 | | IN - Ineligible | | | <input type="text"/> | <input type="text"/> |
| 09/2015 | 10/01/2015 | | TL - Time-Limited Benefit | | Yes | <input type="text"/> | <input type="text"/> |
| 08/2015 | 10/01/2015 | | IN - Ineligible | | | <input type="text"/> | <input type="text"/> |
| 07/2015 | 10/01/2015 | | IN - Ineligible | | | <input type="text"/> | <input type="text"/> |
| 06/2015 | 10/01/2015 | | IN - Ineligible | | | <input type="text"/> | <input type="text"/> |
| 05/2015 | 10/01/2015 | | TL - Time-Limited Benefit | | Yes | <input type="text"/> | <input type="text"/> |

Individual
Sequence
Updated on or before

LIBBY EXAMPLE 24F PI

MM / DD / YYYY

Cancel

FS ABAWD Determination Details Page

The new FS ABAWD Determination Details page will display after running eligibility but prior to confirmation. This page shows the ABAWD status for each individual on the case, per month, so that workers can review ABAWD statuses and verified exemptions, if applicable, prior to confirming the eligibility determination and creating the FS Clock.

- **NOTE:** Individuals who have pending exemptions or non-ABAWD statuses will display on the ABAWD Determination Details page as non-exempt ABAWDs. Pending exemptions and statuses will be displayed on the following page, the ABAWD Exemption VCL page.

Example 3: Bob has verified an exemption for the month of February only and is a non-exempt ABAWD for March. If the worker clicks on the reference table next to the exemption reason code, a pop-up describing the noted exemption will display. In Bob's case, he is an exempt student. Angie is a non-exempt ABAWD because she has an exemption that is pending for

verification, which will be shown on the following page. Sally is a non-ABAWD because she is pregnant and has provided verification of her pregnancy.

Navigation Menu

- FoodShare
- Generate Summary
- Initiate Eligibility Determination
- Eligibility (7)
- Run Results
- Eligibility Results
- Eligibility Summary
- Non-Financial Summary
- Assets Determination Summary
- Verification Checklist
- FS ABAWD Determination Details**
- FSET ABAWD Exemption VCL
- Budgets
- Post Eligibility
- Potential Error Listing
- Confirm Eligibility
- Refer to FSET
- FS Clock

FS ABAWD Determination Details Cancel Reset

| BOB EXAMPLE 44M | | | | | | |
|---------------------|-------------------|--------------|----------------------|-------------|---------------------|--|
| Benefit Begin Month | Benefit End Month | Date Created | Participation Status | FS Eligible | Exemption Reason(s) | |
| 03/01/2015 | | 02/01/2015 | Non-Exempt ABAWD | Eligible | | |
| 02/01/2015 | 02/28/2015 | 02/01/2015 | Exempt ABAWD | Eligible | SC | |

| ANGIE EXAMPLE 25F | | | | | | |
|---------------------|-------------------|--------------|----------------------|-------------|---------------------|--|
| Benefit Begin Month | Benefit End Month | Date Created | Participation Status | FS Eligible | Exemption Reason(s) | |
| 03/01/2015 | | 02/01/2015 | Non-Exempt ABAWD | Eligible | | |
| 02/01/2015 | 02/28/2015 | 02/01/2015 | Non-Exempt ABAWD | Eligible | | |

| SALLY EXAMPLE 24F | | | | | | |
|---------------------|-------------------|--------------|----------------------|-------------|---------------------|--|
| Benefit Begin Month | Benefit End Month | Date Created | Participation Status | FS Eligible | Exemption Reason(s) | |
| 03/01/2015 | | 02/01/2015 | Non-ABAWD | Eligible | PR | |
| 02/01/2015 | 02/28/2015 | 02/01/2015 | Non-ABAWD | Eligible | PR | |

Updated on or before

FS ABAWD Exemption VCL Page

Effective December 22, 2014, workers will no longer have to use the mainframe CNSL standard letter to send manual verification checklists (VCLs) for ABAWD exemptions. The FS ABAWD Exemption VCL page will display all ABAWD-related exemptions that have been entered, but not yet verified, along with the due date as determined by CWW. The due date logic used for the ABAWD VCL is the same as the due date logic used for the eligibility VCL. CWW will allow 10 days for an ongoing case and 30 days for a new application. Workers will be able to extend the verification due date if needed, add a worker note, and preview the VCL. A document tracking sheet will also be included with the VCL.

- **NOTE:** If there is a change in an exemption or a change to a worker-added note, CWW will act on this change and automatically extend the due date 10 days from the current date.

It is important that workers explain to members that they may receive two VCLs if eligibility is also pending: one for the eligibility verification requirements and the other for their ABAWD-related verification. If verification received has the necessary information for both the eligibility requirements and the ABAWD exemption requirements, the worker should use the same verification and not require additional verification.

Example 4: Angie reported that she is caring for a child under the age of 6 outside of the home but has not provided verification. At the top of the page, the worker can see the pending verification item, the corresponding page, and the verification due date. The worker can also preview the VCL by selecting the magnifying glass in the Preview FS ABAWD Verification Checklist section as seen below.

The screenshot shows the 'FS ABAWD Exemption VCL' interface. On the left is a 'Navigation Menu' with options like 'Run Results', 'Eligibility Results', 'Assets Determination Summary', 'Verification Checklist', 'FS ABAWD Determination Details', 'FSET ABAWD Exemption VCL', 'Budgets', 'Post Eligibility', 'Potential Error Listing', 'Confirm Eligibility', 'Refer to FSET', 'FS Clock', 'Override AG Review Dates', 'Post Confirmation', 'Query', 'Benefit Issuance', and 'Worker Tools'. The main area has a 'Verification Details' table with columns for 'Individual', 'Page', and 'Outstanding Verification'. Below this is a text area for 'Add/Edit Worker Notes'. At the bottom, the 'Verification Due Details' section shows the 'Verification Due Date' as 03/03/2015 and an option to 'Preview FS ABAWD Verification Checklist' with a magnifying glass icon highlighted by a red arrow.

The ABAWD Exemption VCL is similar to the eligibility VCL. It includes the agency's contact information, the proof needed, the due date, examples of verification proofs, and a document tracking sheet. The following screenshots show the VCL from Bob's case for Angie's exemption that is not yet verified.

The mailing notice is titled 'PROOF NEEDED FOR FOODSHARE'. It includes the following information:

- Mailing Date:** 11/10/2014
- Address:** 000001, BOB EXAMPLE, 123 MAIN ST, KENOSHA WI 53140
- Contact Info:** Wisconsin's Kenosha Racine Partners, Toll Free Number: 1-888-794-5820, Worker: E MERTENS, CDPU Fax Number: 1-855-293-1822. Note: Use Fax to send verifications.
- Disclaimer:** The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call 1-800-362-3002, press option #7 and state your language. Or, e-mail us at: memberservices@wisconsin.gov. These services are free.
- Instructions:** Someone in your household reported that he or she does not need to meet the work requirement because of an exemption. To get credit for the exemption, you need to provide proof of items requested on the next page by **Mar. 3, 2015**. If you do not provide proof, you may only get up to three months of FoodShare benefits in a 36-month period.
- Next Steps:** To make sure your proof gets processed as quickly as possible, use the Document Tracking Sheet at the end of this notice.



PROOF NEEDED FOR FOODSHARE EXEMPTION FROM WORK REQUIREMENT

This section lists items that we need proof of by the due date. Contact us right away if you have questions or problems getting the proof and we will help you.

| What? | Who? | Examples* |
|--|-------|---|
| Caring for a Child under age 6 who does not Live in the Home | ANGIE | Statement from the child's parent or legal guardian, lease, or statement from the landlord. |

ENHANCEMENTS TO EXISTING PAGES:

Permanent Demographic Page

Effective April 1, 2015, the Permanent Demographics page will be updated so that tribal members may choose to be referred to their tribal office for FSET services. Under the Federally Recognized Tribe section, a new question “Do you want to receive FSET services through your tribe?” will be asked. If a member has reported that he or she is a member of a tribe, the worker should ask the following:

- If the member would like his or her FSET referral to be sent to the tribal office rather than the FSET regional service provider.
- If the member lives on or near the tribal agency.

Asking these questions will help ensure that the member is able to receive FSET services from the tribal agency. If the worker selects “Yes,” the “Tribe Processing FSET Referral” drop-down list will become enabled, allowing the worker to select the appropriate tribe of the FS applicant. Selecting a tribe will send the individual’s FSET referral to the tribal agency instead of the regional FSET agency.

- **NOTE:** These questions should only be used for tribal members whose tribal agency provides FSET services.

Tribal Member Information

Are you a member or a child of a member of an American Indian Tribe or an Alaskan Native? Yes ▾

Are you eligible to receive health care from Indian Health Services or at a tribal clinic? ▾

Have you received services from Indian Health Service or a tribal health program? ▾

Verification: TC - TRIBAL MEMBER CARD ▾

Verification: ▾

Federally Recognized Tribe

Are you a member of a federally recognized tribe: Yes ▾

Tribe Name: ▾

Do you want to receive FSET services through your tribe? Yes ▾

Tribal Processing FSET Referral: 84 - MENOMINEE TRIBE ▾

FS ABAWD Exemption Page

CWW will be updated so that the FS ABAWD Exemption page will be scheduled at an individual's next FS application or renewal on or after April 1, 2015, as long as there is an FS request and at least one individual between the ages of 17 and 49 on the case. If there is more than one potential ABAWD on the case, the worker should click the "Add New" button to create an FS ABAWD Exemption page for each potential ABAWD. If a case has more than one adult, and not all adults on the case have an ABAWD Exemption page entered, then when the worker clicks "Next" or hits Enter, a message will be displayed to remind the worker that he or she may need to enter additional ABAWD Exemption screens as shown below until each adult has an ABAWD Exemption page entered.

FS ABAWD Exemption

Cancel

The following events have occurred:

 AE220: Please click the 'Add New' icon if you wish to add more household members.

Refer to FSET Page

Effective April 1, 2015, all FSET referrals will be sent via the Refer to FSET page within CWW. Workers will no longer need to go to the AIWP screen in the mainframe to send FSET referrals. The Refer to FSET page will be scheduled after FS eligibility is confirmed. The referrals will be sent upon clicking "Next" or hitting Enter.

FS Clock Page

The FS Clock page will be updated to show benefit information from the Out of State Clock page. A new column has been added to the page, which indicates that the system status for that month is from the Out of State Clock page. The FS Clock page is not scheduled in the driver flow.

CORRESPONDENCE:

The following changes have been made to correspondence as a result of changes outlined in this operations memo:

- The 45-day renewal notice has been updated to remove language regarding the pilot region.
- The Case Summary page has been updated to display ABAWD relevant children.
- The Enrollment and Benefits Handbook has been updated to include information regarding the ABAWD work requirement and TLBs.

In addition, a rolling one-time mailing will be sent to FS households with potential ABAWDs at about the same time as their 45-day renewal notice to inform them that they may be subject to time-limited benefits and the ABAWD work requirement.

PRIORITY SERVICE FS APPLICATIONS FOR ABAWDs:

The policy for priority service applications allows workers to issue expedited benefits for qualifying individuals and postpone the FS interview if the agency has been unable to contact the applicant to complete the interview. The FS application and ACCESS have not been updated to collect ABAWD status or exemptions, so this information may not be known when an application is received. Workers are still required to follow the current process for priority service applications, including making at least two attempts to contact the applicant to complete the interview within seven days of the filing date.

When an application is received for an individual who has no known or no apparent non-ABAWD status or exemption, and the worker has verified that the individual has received three time-limited FS benefit months within the past 36 months from Wisconsin and/or another state, the FS interview must be completed prior to issuing expedited FS or denying the application. This does not change the priority service screening process or interview scheduling requirements for expedited applications. If the worker has been unable to contact the applicant to complete the interview within the seven-day requirement for issuing expedited benefits, a work-around is needed to properly pend the application for an interview. Following are the steps that should be followed for the work-around:

1. The worker must update the Priority Service Determination page by increasing the liquid asset amount to be more than \$100 so that expedited benefits are not issued.
2. The worker should document in case comments that this work-around was completed to pend for interview.
3. The worker should pend FS for an interview and send the appropriate notice.
4. The worker should then schedule an interview appointment. Workers should still attempt to complete the interview as soon as possible.
5. When the interview is completed, the worker should update the Priority Service Screening page with the correct information, so that if the individual is determined eligible for expedited FS, it will be considered a late expedited determination as described in [FoodShare Handbook 2.1.2.2](#).

If the worker is not able to verify that the applicant has received three countable time-limited FS benefits months within the past 36 months, or it appears that the individual may be a non-ABAWD or an exempt ABAWD, the worker must follow current FS policy by issuing expedited benefits, if applicable, and postpone the FS interview.

Example 5: Sam was receiving FS as a non-exempt ABAWD who received time-limited FS benefits in July 2015, October 2015, and January 2016. She is reapplying on February 15, 2016, there are no known non-ABAWD statuses or exemptions, such as pregnancy or disability, and Sam has no income and is eligible for a priority service interview. The worker is not able to contact her to complete an interview within the seven days. Because the worker has verified that Sam has received three time-limited benefit months and does not appear to be a non-ABAWD or exempt ABAWD, the worker does not issue expedited FS. Instead, the worker pends FS for an interview, sends the proper notice, and schedules an interview for February 25, 2016.

Example 6: On June 19, 2015, Jeff applies for FS using ACCESS. He completes his interview by phone on June 20, 2015. During his FS interview, Jeff reports that he moved to Wisconsin from Texas earlier in June and was receiving SNAP benefits there. His Texas SNAP benefits ended April 30, 2015. He reports that he was working while in Texas and does not think he received any time-limited FS benefits. Jeff's IM worker attempts to contact Texas but is unable to verify if he received any time-limited FS benefits. Since reported information was not verified,

the IM worker should issue expedited FS and refer Jeff to FSET as a non-exempt ABAWD. If it is later verified that Jeff received time-limited FS benefits in January 2015, February 2015, and March 2015, the expedited benefits issued in Wisconsin would not be recoverable, as the worker used the best available information to determine eligibility.

CONTACTS:

BEPS CARES Information & Problem Resolution Center

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – SeniorCare, CTS – Caretaker Supplement, FSET – FoodShare Employment and Training.

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