

WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES
Division of Health Care Financing
1 W. Wilson St.
Madison WI 53702

To: FoodShare Wisconsin Handbook Users

From: Joanne Simpson, Interim Director
Bureau of Eligibility Management

Re: **FS Handbook Release 07-02**

Release Date: 07/10/07
Effective Date: 07/10/07

EFFECTIVE DATE The following policy additions or changes are effective 07/10/07, unless otherwise noted. **Bold text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY CHANGES

1.2.1.2 General Program Requirements> Verification> Introduction

Clarified Policy:

"Postal Holiday" was added to the online glossary. It is defined as: 1) January 1 - New Year's Day, 2) Third Monday in January -Martin Luther King Jr.'s Birthday, 3) Third Monday in February - Washington's Birthday (President's Day), 4) Last Monday in May - Memorial Day, 5) July 4 - Independence Day, 6) First Monday in September - Labor Day, 7) Second Monday in October - Columbus Day, 8) Second Monday in November - Veterans Day Observed, 9) Fourth Thursday in November – Thanksgiving Day, 10) December 25 - Christmas Day

1.2.3.1 General Program Requirements> Verification> Nonfinancial Verification> Identity Verification

Old Policy:

Verify the identity of the ~~applicant~~. If the ~~applicant~~ uses an authorized representative verify the identities of both the authorized representative and the applicant. Identity is the only verification required to process expedited benefits.

Clarified Policy:

Verify the identity of the **primary person**. If the **primary person** uses an authorized representative verify the identities of both the authorized representative and the applicant. Identity is the only verification required to process expedited benefits.

2.1.3.1 Applications and Reviews> Applications> Interviews> Scheduling the Interview

Old Policy:

Local agencies must notify each household that misses ~~its initial interview appointment that it~~ missed the scheduled interview and that the household is responsible for rescheduling a missed interview.

Clarified Policy:

Local agencies must notify each household that misses **their initial application interview or review appointment that they** missed the scheduled interview and that the household is responsible for rescheduling a missed interview.

2.1.3.5 Applications and Reviews> Applications> Interviews> Telephone Interviews

Clarified Policy:

Clients who request a FTF interview must be granted one. ~~Do not allow a telephone interview for FS food units that include an individual who has committed an Intentional Program Violation (3.14.1).~~

3.2.1.2 Nonfinancial Requirements>

Clarified Policy:

~~Incarceration - Huber Law prisoners released for the purpose of caring for members~~

4. When there is less than one full month of actual income information available, calculate a monthly average net self-employment income using the actual net income received in the partial month (since the change in circumstance occurred) and estimated income and expenses for the next two months. See example 7.

Use the average until the person's next review or if a significant change in circumstances is reported between reviews.

Example 5: Bonnie applies for CC and FS on April 5, 2007. She reports that she started self-employment in January 2007. The agency uses a SEIRF for January, February and March to determine the prospective self-employment income estimate for Bonnie's FS and CC certification period (April 2007 – March 2008).

On Bonnie's September SMRF, no change in self-employment income is reported and the worker continues to use the average determined at the time of application.

Example 6: Ricardo is applying for FS and Medicaid eligibility on February 5, 2007. He started self-employment on December 15th. To calculate his prospective self-employment income, he completes a SEIRF for December, January, and February including his actual and expected income and expenses for three months. The worker divides this total by three to determine an anticipated monthly average income amount. This amount is used until a change in self-employment is reported, or until Ricardo completes a new application or a review.

Example 7: Jenny is a FS and CC recipient who has been self-employed as a hair dresser since 2002. Jenny's FS and CC certification period is December 2006 to November 2007. The worker used Jenny's 2005 tax return to establish a monthly income amount.

In March 2007 Jenny reports that she has been unable to work since breaking her arm on February 17. She is not sure when she'll be able to return to work, but it will not be until at least May. The worker has Jenny complete a SEIRF for February 17- February 28 (actual income since the change in circumstance occurred) and for March and April using the best estimate of income to establish her prospective self-employment income. The worker will use these three months to determine a prospective self-employment income estimate for the remainder of the certification period. Jenny does not need to submit any additional SEIRFs.

Remember, eligibility for CC could continue pending Jenny's return to work. However, the CC authorization can continue for up to 6 weeks for a break in employment.

4.3.3.6.4
Financial Requirements>
Income> Farming and
Other Self Employment
Income

An incorrect link was corrected.

4.3.4.2 Financial
Requirements> Income>
Unearned Income

Clarified Policy:
Capital Gains
Disregard capital gains as income. Profits gained from the sale of an asset continue to be counted as an asset.

4.6.7.1 Financial
Requirements>

Clarified Policy:
Do not count as shelter or utility expenses such surcharges as pet expenses, extra

can be entered on AFMD, AFMC (AFMI), or AFME. This also determines whether or not the deduction for shelter is capped at the ~~\$388.00~~ maximum (**see 8.1.5**) and also if the gross income test must be met. Both fields give these exemptions.

**8.3.3 Appendix>
Processing Guidelines>
Assets**

Clarified Policy:

This section was made obsolete and a link to the appropriate Process Help section was added.

**8.3.5 Appendix>
Processing Guidelines>
Self Employment**

Clarified Policy:

This section was made obsolete and a link to the appropriate Process Help section was added.

**8.3.7 Appendix>
Processing Guidelines>
Child Support (CS)**

Clarified Policy:

This section was made obsolete and a link to the appropriate Process Help section was added.

**8.3.9 Appendix>
Processing Guidelines>
Migrant Eligibility**

Clarified Policy:

This section was made obsolete and a link to the appropriate Process Help section was added.

**8.3.14 Appendix>
Processing Guidelines>
Case Transfers**

Clarified Policy:

This section was made obsolete and a link to the appropriate Process Help section was added.

**8.3.15 Appendix>
Processing Guidelines>
Deeming Process**

Clarified Policy:

This section was made obsolete and a link to the appropriate Process Help section was added.