

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Medicaid Services
1 W. Wilson St.
Madison WI 53703

To: FoodShare Wisconsin Handbook Users

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

Re: **FoodShare Handbook Release 18-01**

Release Date: 01/08/2018
Effective Date: 01/08/2018

EFFECTIVE DATE The following policy additions or changes are **effective 01/08/2018**, unless otherwise noted. **Grey highlighted text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY UPDATES

1.1.1 General Program Introduction Government income maintenance (IM) workers at county/tribal human or social service agencies (local IM agencies) determine eligibility for FoodShare benefits and are responsible for issuing benefits. **These workers are considered merit workers, and only merit workers may make eligibility determinations for FoodShare.**

1.1.2 FoodShare Benefits FoodShare benefits are used to purchase food at authorized FoodShare retailers, including grocery stores, farmers markets, and *direct-marketing farmers* that participate in FoodShare-Wisconsin. **Benefits may be used anywhere in the United States, regardless of the origin of issuance. Instances in which this may occur include travel and Wisconsin residents living on the border of contiguous states.**

Examples 1-3 are new.

1.1.4 Eligibility Overview *This section was updated to reflect the new asset limit of \$3,500 for elderly, blind, or disabled (EBD) households with gross income over 200% FPL, effective October 1, 2017.*

1.2.1.1 General Verification Rules *The citation was updated for this section.*

When verification is requested and not returned by the due date, each item that the applicant or member failed to verify must be updated to indicate it was not verified. This will ensure the notice of decision lists each item that was not verified. This is required for the notice to meet the federal definition of an adequate notice.

1.2.1.2 Request for Verification *An example was added.*

1.2.2.4 Discrepancies in Verification **Note:** For system-generated discrepancies, the worker must take action to resolve the discrepancy. See Process Help 44.4.

1.2.3.1 Identity Verification Verify the identity of the primary person. ~~If the primary person uses an authorized representative applies on behalf of the food unit,~~ then verify the identities of both the authorized representative and the primary person. Identity is the only verification required to process expedited benefits.

1.2.4.4 Asset Verification *Text was updated to reflect the new \$3,500 asset limit for EBD households with*
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gross income over 200% FPL.

1.2.4.6 Dependent Care Expense Verification

An example was added.

1.2.6.1 Required Verification to Determine Eligibility

Data exchange completed through SSA/SSI was added as a suggested verification source for Wisconsin Residency.

2.1.1.3 New Application Required Due to Break in Service

Under some circumstances, income maintenance (IM) workers can reinstate a closed FoodShare assistance group without requiring a new application if all requirements are met during the month after the closure month.

A break in service means that the FoodShare assistance group closed and at least one day has passed. Failure to provide timely verification is a common cause for FoodShare closure. The FoodShare assistance group closes effective the last day of the month following adverse action if a requested action is not taken by the assistance group. The reason for closure must be fully resolved during the calendar month following the closure in order to reopen the FoodShare benefit. The date the closure has been fully resolved by the member is the date used to reestablish eligibility and issue prorated benefits. For example, FoodShare closed for lack of verification and verification is then submitted in the first month of closure. The benefits are prorated from the date **all required** verifications are received by the agency.

- An interview must be completed after adverse action in the month prior to the renewal month and before the end of the last month of the certification period within the renewal month of the current certification period to be considered timely. If the food unit fails to complete a timely interview, FoodShare will close effective the last day of the renewal month, and a notice of closure will be sent at adverse action of the renewal month. A new FoodShare application is required in the month following the renewal due month.

If the FoodShare assistance group has closed and FoodShare has not reopened in the month following the closure, a member of the food unit will be required to reapply and complete the application process to receive benefits.

2.1.1.4.1 Telephonic Signatures

The agency must have Call Center Anywhere (CCA) or Genesys in order to record a telephonic signature. A copy of the case summary showing that a telephonic signature was collected is stored in the electronic case file. The IM worker ~~should~~ **must** record the signature in CCA or Genesys.

2.1.2.1 Application Processing 30 Day Time Frame

Example 1 was updated.

2.1.3.3 Use of an Authorized Representative

This section was reorganized to consolidate authorized representative policy in one section. Policy clarifications are highlighted.

~~Representatives may be authorized to act on behalf of an applicant/member in the application process, obtaining FoodShare benefits, and/or using FoodShare benefits.~~

If an authorized representative applies on behalf of household, the identity of both the authorized representative and the primary person must be verified. When an authorized representative completes an application or renewal for the food unit, they also register the food unit for work (3.16.1.4 Registering for Work).

A non-food unit member may be designated as an authorized representative for the food unit provided that the person is:

1. An adult who is sufficiently aware of relevant food unit circumstances, and
2. The authorized representative designation has been made in writing by the primary person, spouse, or another responsible adult member of the food unit. The authorized representative designation may be made in ACCESS or by completing the form F-10126.

The following groups may not serve as authorized representatives:

- Individuals who are disqualified for an Intentional Program Violation (IPV) (3.14.1) cannot serve as authorized representatives during the disqualification period, unless the agency has determined that no one else is available to serve as an authorized representative.
- Homeless meal providers may not act as an authorized representative for a homeless food unit.
- Agency employees who are involved in the certification process or issuance process and may not act as an authorized representative. Special written approval may be granted by the State of Wisconsin in extenuating circumstances.
- Retailers who are authorized to accept FoodShare benefits may not act as an authorized representative.

Residents of drug addiction or alcoholic treatment and rehabilitation programs that are certified as authorized retailers by FNS or authorized to receive funding under part B of title XIX of the Public Health Service Act (42 U.S.C 300x et seq), which supports block grants for substance abuse prevention and treatment, must apply and be certified for FoodShare eligibility through the use of an authorized representative. The drug addiction or alcoholic treatment and rehabilitation program must employ an individual for the purpose of being the authorized representative.

Residents of group living arrangements have the option to apply and be certified through the use of an authorized representative independent of the facility or who is an employee of the facility. A residential group living facility must employ an individual to be the authorized representative.

See 3.2.1.5 Group Living Arrangement for additional information regarding these housing situations.

If the state agency has determined that an authorized representative has knowingly provided false information about a food unit's circumstances or has made improper use of FoodShare benefits, it may disqualify that person from being an authorized representative for up to one year. Any drug and alcohol treatment centers and the heads of group living arrangements that act as authorized representatives for their residents and intentionally misrepresent food unit circumstances, may be prosecuted under applicable federal and state statutes.

2.1.3.7 Post Interview Process

The agency must always provide the applicant with a copy of the case summary after the interview is complete.

If a telephonic signature is not provided at the time of application, inform the applicant during the interview he or she must sign the case summary and return it or an application document to set the filing date for FoodShare. ~~The filing date is the date the signature is received~~ The application is not complete and a filing date is not set until a signature is on file. The application should pend for the signature.

2.2.1 Certification Periods (Renewals)

The certification period for FoodShare eligibility for most food units is 12 months. A certification period should never exceed 12 months.

3.2.1.1 Joint or Shared Physical Custody of

When a child lives in a shared custody situation the worker should not question the person applying for the child unless the child is already on an open case. The first

Children

parent to apply is allowed to claim the child for receipt of FoodShare benefits. A worker may accept the applicant's/member's statement regarding household composition.

If the child is currently on an open case receiving FoodShare and the other parent applies for himself/herself and the child, household composition for the child would be questionable and verification of living arrangement should be requested.

Note: The worker should review all available case comments prior to determining which assistance group the child should be included in. Case comments may provide additional information which would be relevant to which assistance group to place the child.

If the parents cannot or will not decide, compare the parents' activities and responsibilities against the following list and determine which one is exercising more control than the other:

15. In which household do the children receive the majority of their meals? If a child is receiving 21 meals per week, determine how many meals the child receives at each household each week. The household where the child receives 11 or more meals a week is the household that would be eligible to receive FoodShare for the child.

“Nesting” or “bird's nest” custody is a joint custody arrangement where the children remain in the family home and the parents take turns moving in and out of the family home into separate residences. In other words, the parents are “visiting” the children instead of the children visiting the parents. The parents share financial responsibility for the home and the children. As long as the nesting agreement is in place and being followed, both parents and children will remain as one food unit and assistance group.

Example 5 is new.

3.2.1.2 Temporary Absence

Include in the food unit an individual temporarily absent from the food unit when the expected absence is ~~no longer less~~ than two full consecutive calendar months past the month of departure. Some examples are absence due to illness or hospitalization, employment, and visits.

Nesting agreement - Parents temporarily absent due to a nesting agreement should be included in the food unit.

Examples 6 and 7 were updated.

3.2.1.4 Institution

The citation was updated for this section.

A resident of an institution is anyone who receives ~~most~~ the majority of his or her meals as part of the institution's normal operations (greater than 50 percent of three meals daily).

3.2.1.5 Group Living Arrangement

Link to 2.1.3.3 Use of an Authorized Representative section was added.

3.2.1.5.3 Drug and Alcohol Treatment Centers

Link to 2.1.3.3 Use of an Authorized Representative section was added.

3.2.1.5.4 Shelters for Victims of Domestic Violence

Residents of shelters for victims of domestic violence should have financial eligibility determined solely on the basis of the income and expenses of the individuals in the food unit now residing in the shelter, and they may count shelter room payments as shelter expenses.

3.4.1 Dual Membership and Duplicate Benefits	Duplicate participation checks at application and renewal must not delay processing of the application or renewal beyond regular timeliness processing standards.
3.8.1 EBD Introduction	Use the elderly and disabled definitions to determine food unit membership; restaurant eligibility; student status; and medical, shelter, and utility deductions.
3.10.1.1 Striker Exceptions	None of the following is a striker: <ol style="list-style-type: none"> 2. Persons exempt from the FoodShare work requirements on the day before the strike except those exempt solely because they are employed. For example, a caretaker is not considered a striker if they are the primary caretaker caring for a <i>child</i> under six years old (3.16.1 Work Requirements) 4. Truck Persons such as truck drivers who cannot do their jobs because the strike has left them with nothing to deliver.
3.12.1.1 Qualified Immigrant or Immigration Status	<i>The following text was added after Chart 2:</i> This is not an all-inclusive list of government issued codes. Additional codes may be found at: https://www.uscis.gov/sites/default/files/ocomm/ilink/0-0-0-32054.html .
3.12.1.2 Eligibility Pending Documentation of Immigration Status	An alien who has a pending application for a qualifying status is not potentially eligible until the status has been granted.
3.12.1.7 Ineligible and Illegal Immigrants	Ineligible immigrants include: <ul style="list-style-type: none"> • Visitors and tourists. • Diplomats and others in foreign service. • Persons illegally in the U.S. • Students with student visas. • Immigrants who refuse to provide the documentation required to verify their qualifying immigration status. • Immigrants with a pending immigration status – the individual is ineligible until the agency receives proof a qualifying immigration status has been granted.
3.14.1 Intentional Program Violation (IPV) Disqualification	<i>The following note was added to the section:</i> Note: If a worker receives a notification on the FoodShare IPV Sanction Page in the Individual Information – eDRS Details section that an IPV was received in another state, he or she must verify this information as either true or false with the other state or the member.
3.16.1.1 FoodShare Work Requirements	To maintain compliance after registering for work: <ol style="list-style-type: none"> 2. A person must not turn down suitable employment without good cause. The following must all be true for a job to be considered suitable employment: <ul style="list-style-type: none"> • Pay is equivalent to minimum wage or higher. • The employee is not required to either join, or quit, or refrain from joining a union or trade organization.
3.16.1.3 Exemptions from the FoodShare Work Registration Requirements	Some FoodShare applicants and members are exempt from the work registration requirements in 3.16.1.2. The following applicants and members are exempt from the work registration requirements: <ol style="list-style-type: none"> 41. A person receiving Transitional FoodShare benefits.
3.16.1.5 Sanctions for Noncompliance	The IM worker should document the steps taken to explore good cause in case comments.
3.16.1.6.1 At Application	The IM worker should document exploration of sanction events and good cause in case comments. A sanction will start the eligibility month after expedited FoodShare

benefits have been issued.

3.16.1.7 Good Cause

The IM worker should document steps taken to explore good cause in case comments. When good cause exists, a sanction should not be applied.

Verification of good cause is not required unless the reason for good cause is questionable. If an IM worker receives conflicting or unclear information about the good cause reason, verification must be requested to clarify the circumstances. If verification of good cause is requested, the reason for requesting verification should be documented in case comments.

The citation in Example 9 was updated.

3.16.1.8 Ending a Sanction Event

If the sanction event was determined through a one-person FoodShare application, and it is the first sanction event, the original application can be used so long as the applicant is re-requesting FoodShare no more than 60 days from the original filing date. Steps that follow an application submission must be completed (interview and any required verification). The applicant or member is still required to re-request FoodShare.

After the applicant or member re-requests FoodShare, a worker must run eligibility and confirm the case closed, and then set an expected change for the day after the sanction has ended. The expected change should indicate that the worker needs to take the following ~~these~~ actions following these actions. The worker must end date the Loss of Employment page, then update the FoodShare request to the day after the sanction end date and run eligibility to issue the pro-rated FoodShare benefits starting with the first day after the sanction.

3.17.1.5 ABAWD Exemptions from Time-Limited FoodShare Benefits

Exempt ABAWD: A FoodShare member is determined an exempt ABAWD if he or she is an ABAWD who meets at least one of the following criteria, as determined by the IM agency:

- ~~Receiving transitional FoodShare benefits; or~~

Exempt ABAWDs are not subject to **TLBs** during months in which they have a verified exemption. Workers must apply an exemption on the first of the month in which the exemption began, regardless of when the exemption is reported or whether it is verified timely. Correct determination of ABAWD exemptions impacts whether or not members are subject to TLBs. ABAWDs may cycle on and off FoodShare benefits and may gain or lose exemptions for a variety of reasons.

3.17.1.6 Verification of ABAWD Status and Exemptions from Time-Limited FoodShare

Upon receipt of the exemption verification, workers must determine when the individual initially became exempt and remove TLBs that were incurred while the individual was exempt. An exemption will not be applied until it is verified, so an ABAWD with a pending exemption will receive **TLBs** until the verification is received.

The effective date of an exemption is the first of the month the exemption ~~was reported or has occurred, whichever is later,~~ situation exists as long as verification is provided timely. ~~If verification is due in the month following the month it was reported, the exemption is effective back to the first of the month it was reported as long as verification is received timely. If verification is received after the due date, the exemption is applied the first of the month in which verification is received.~~ The FoodShare Clock Page may need to be adjusted once verification of an exemption is provided. (3.17.1.14)

Once workers receive verification they must determine when the individual became exempt and adjust the individual's current FoodShare Clock by removing TLBs that were incurred while the individual was exempt. Workers should adjust TLB month

statuses but not supplement past benefit months. See [3.17.1.14 Adjusting or Deleting the FoodShare Clock Page \(36-Month Period\)](#).

Verification time frame rules for ABAWD status or exemption requests (not: existing verification policy applies, see [1.2.1](#)):

At **application**: verification is due on the 10th day after requesting the verification, or 30th day of the application processing period, whichever is later.

At **renewal**: verification is due on the 10th day after requesting the verification, or 30th day of the renewal processing period, whichever is later.

At **change**: verification is due on the 10th day after the verification has been requested.

Example 4 was modified. Examples 5 and 6 were deleted, and replaced with new Examples 5 and 6.

3.17.1.9 Three Countable Months of Time-Limited FoodShare Benefits

Examples 7 and 8 were renumbered and updated.

3.17.1.10 The 36-Month Period (Clock)

Once started, the period continues uninterrupted for 36 months, regardless of FoodShare eligibility status, ABAWD status, or whether the work requirement or an ABAWD exemption is met. The only exceptions to this are if the FoodShare clock, which counts the 36-month period, was created in error or if an exemption is verified for past months so the individual did not earn a TLB. See section [3.17.1.14 Adjusting or Deleting the FoodShare Clock Page](#). The period ends after 36 months have elapsed.

Examples 9-12 were renumbered.

3.17.1.11 Regaining Eligibility after Exhausting Three Month of Time-Limited Benefits

ABAWDs who have exhausted three months of TLBs during a 36-month period may regain eligibility by:

- Providing verification of an exemption that removes one or more TLBs; or

Examples 13-15 were renumbered.

3.17.1.13 FSET Participation and FoodShare Eligibility for ABAWDs

Participation in the FSET program is voluntary. All FoodShare members over the age of 16 who do not need to meet the ABAWD work requirement can be referred to FSET for services at their request.

Non-exempt ABAWDs subject to TLBs must be referred to the FSET program, and they may choose to meet the ABAWD work requirement by participating in FSET. Participation in the FSET program is voluntary. A non-exempt ABAWD enrolled in FSET must participate in qualifying activities in order to meet the ABAWD work requirement and maintain on-going FoodShare eligibility. See the [FSET Handbook](#) for more information on qualifying activities. A non-exempt ABAWD enrolled in FSET must participate in qualifying activities in order to meet the ABAWD work requirement and maintain on-going FoodShare eligible. See the [FSET Handbook](#) for more information on qualifying activities.

FSET agencies must will enter participation information for all FSET participants in the FSET tool of CWW. This information will be sent to CWW to determine FoodShare eligibility for the following month. IM workers can check the FoodShare Clock page to see ABAWD participation status if FoodShare eligibility is affected by FSET compliance. See [3.17.1.16 FoodShare Clock System Updates and Statuses](#).

Anticipated to Meet the ABAWD Work Requirement through FSET Participation

Although FoodShare benefits are issued prospectively at adverse action, knowledge of actual FSET participation is retrospective. When a non-exempt ABAWD is in their

third TLB or third additional month* and is actively participating in FSET, the 'Anticipated to Meet the ABAWD Work Requirement' option should be used by the FSET worker if it is reasonably anticipated that the participant will meet the current month's ABAWD work requirement through FSET participation. This is necessary in order for CARES to determine FoodShare eligibility prospectively for the next month. See [section 3.17.1.16](#) FoodShare Clock System Updates and Statuses for Active in FSET and Extended Benefit definitions.

3.17.1.14 Adjusting or Deleting the FoodShare Clock Page (36-Month Period)

The timing of the receipt and processing of verification may result in the 36-month clock beginning incorrectly or a month being counted as a TLB, even though the ABAWD is later determined to be a non-ABAWD or exempt during that month. The 36-month clock starts when an ABAWD is issued their first TLB. The 36-month clock should not be deleted if unless proof of the exemption is submitted timely and no other TLBs exist should have been applied. IM workers can only delete the clock if three or fewer months have passed on the clock. If more than three months have passed and the clock needs to be deleted, IM workers should contact the CARES Call Center.

Example 16 was renumbered and updated, an example was deleted, and Examples 17 and 18 were renumbered.

Adjusting the FoodShare Clock due to Verification Receipt

The FoodShare Clock may need to be adjusted or deleted when a worker receives verification of an exemption which caused:

- The 36-month clock to begin in error beginning in error, or
- A month being counted as a TLB month when an exemption existed, but the ABAWD is later determined to be a non-ABAWD or an exempt ABAWD.

IM workers may make adjustments to the FoodShare Clock by overriding a System Status. They should identify the cause of the incorrect clock status and override the FoodShare Clock System Status to the correct status. More than three "Time-Limited Benefit" statuses cannot be entered on a FoodShare Clock. The "Additional Month" status is not allowed as an override entry. IM workers should document changes to the clock in the case record.

Example 22 was deleted.

Workers must document the steps they took to apply an exemption:

- If the exemption only applies to past months, workers must note in Case Comments how they verified the exemption and the months in which the exemption was effective. Workers should not update the corresponding pages in CWW.
- If the exemption applies to the current month and past months, workers must note in Case Comments how they verified the exemption and the months in which the exemption was effective. Workers must also update the appropriate pages in CWW, using the current month as the Begin Month, and then run and confirm eligibility on the case (so that the exemption will apply to future months as well).

If the clock's start month is more than three months in the past and the clock needs to be deleted, this must be sent to the CARES Call Center along with an explanation regarding why it should be deleted.

3.17.1.15 Additional ABAWD Reporting Requirement	<i>Example 20 was renumbered and updated.</i>
3.17.1.16 FoodShare Clock System Updates and Statuses	<i>The "Incarcerated" status was added to the FoodShare Clock System Statuses table.</i>
3.19.1 Fleeing Felon Status	<p>Actively seeking is defined as any of the following:</p> <ul style="list-style-type: none"> • A federal, state, or local law enforcement agency stating that it intends to enforce an outstanding felony warrant or arrest an individual for a probation or parole violation within 20 30 days of the date of an IM agency requested information about a specific felony warrant or violation associated with an individual. • A law enforcement agency stating that it intends to enforce an outstanding felony warrant or arrest an individual for a probation or parole violation within 20 30 days of the law enforcement agency submitting a written request to an IM agency for information about a specific individual. • A law enforcement agency presents to an IM agency a felony arrest warrant and informs the IM agency of its intent to apprehend the individual. A felony warrant may include any of the following National Crime Information Center Uniform Offense Classification Codes: <ul style="list-style-type: none"> ○ Escape (4901) ○ Flight to Avoid (prosecution, confinement, etc.) (4902) ○ Flight-Escape (4999)
3.20.1.1 Applications	<p>Applicants and food unit members who meet the definition of a drug felon must agree to and pass a drug test within 30 days from either the filing date or the date that the member is notified of the drug testing requirement to be found eligible. If an applicant passes the test, he or she would be made eligible. If a currently eligible food unit member passes the test, he or she would continue to be eligible. If the applicant or food unit member refuses to take a drug test, he or she will be ineligible (gross deemer without a sanction) for FoodShare until he or she agrees to take a drug test.</p> <p>Applicants and food unit members who meet the definition of a drug felon and agree to take a drug test will be tentatively approved until a drug test is taken. If applicant or food unit member passes this test, he or she remains eligible. If the applicant or food unit member refuses to take a drug test, he or she will remain ineligible for FoodShare until he or she agrees to take a drug test.</p> <p><i>Additional grammatical changes were made to a "note" in this section.</i></p>
4.2.1.2 Case Processing	<i>A reference to the minimum allotment for one- and two- person households was updated from \$16 to \$15.</i>
4.2.1.5 EBD Food Units	<i>A reference to the asset limit was updated from \$3,250 to \$3,500 for EBD households with gross income over 200% of the FPL.</i>
4.3.2.2 Disregarded Earned Income	<p>Disregard income from the following AmeriCorps programs:</p> <ul style="list-style-type: none"> • AmeriCorps* State and National - for participants 17 years of age and older, and • AmeriCorps* National Civilian Community Corps (NCCC) - for participants 18 to 24 years of age. <p>Contrast with See number 6a in 4.3.2.2 Disregarded Earned Income to contract with (AmeriCorps*VISTA) which is different.</p>
4.3.3.8 Self-Employment Expenses	<i>Federal Standard Deductions rates updated.</i>
4.3.3.8.1 Disallowed	<i>Redundant text was deleted.</i>

Expenses

4.3.4.3 Disregarded Unearned Income

Tribal / Native American Payments

30. Chippewas of Lake Superior including the Bad River Band, Lac du Flambeau Reservation, Lac Courte Oreilles Band, Sokaogon Chippewa Community, Red Cliff Reservation, and St. Croix Reservation of Wisconsin; disregard any per capita payment issued under this judgement in its entirety (PL 99-146).
36. Band of Potawatomi, including Hannahville Indian Community and Forest County Potawatomi, of Wisconsin; if issued as a per capita payment, disregard the first \$2,000 of each payment made from this judgement (PL 100-581).

Income Tax Refunds, Credits, and Rebates

Disregard income tax refunds, credits, and rebates as income.

4.4.1.1. Introduction

A reference to the asset limit was updated from \$3,250 to \$3,500 for EBD households with gross income over 200% of the FPL.

4.4.1.4 Disregarded Assets

Exclude Disregard as income assets any lump sum or periodic payments received under the Cobell v. Salazar Class Action Trust Case during the one-year period beginning on the date of receipt (PL 111-291).

Income Tax, Refund, Rebate, or Credit

For food units that include an Elderly, Blind, or Disabled member that is over 200% FPL and subject to regular FoodShare rules, disregard any remaining portion of a federal income tax refund, rebate, or credit for 12 months following the month the refund is received.

4.4.1.6.1 Period of Ineligibility

Example 7 was updated from \$3,250 to \$3,500 to reflect the new asset limit for EBD households with gross income over 200% of the FPL.

4.5.5 Nonrecurring Lump Sum Payment

~~Disregard income tax refunds as income.~~ For food units containing an Elderly, Blind, or Disabled member that is over 200% FPL and subject to regular FoodShare rules, disregard an income tax refund or as an asset or resource for 12 continuous months from the month of receipt.

4.6.5.1 Child Support Payment Introduction

The FoodShare child support expense deduction may include only legally obligated or court-ordered child support payments including court-ordered arrearages actually made and/or reasonably anticipated to be made to a non-household member. This information is obtainable through court records and/or the *KIDS* system. ([Process Help Chapter 62.3 Child Support Court Ordered Amount](#)) The average amount an individual is paying on a current obligation is allowed as the expense.

4.6.5.2 Allowable Child Support Expenses

Allowable child support obligations are:

1. Court-ordered Arrearages,
2. Legal obligation for a non-food unit member to pay for things such as rent or mortgage payment,
3. Legal obligation for health insurance payments,
4. A prorated share of child support paid by ineligible members,
5. Court-ordered Foster Care payments,
6. Court-ordered subsidized Guardianship payments, or
7. Court-ordered blood test expenses for the child included in the court-ordered obligation.

4.6.6 Dependent Care Deduction

The dependent care deduction may be claimed for all dependent care-related costs of a child under 18 or an incapacitated person of any age. There is no cap to the total monthly dependent care costs that may be deducted.

The following expenses may be deducted under the dependent care deduction:

- Dependent care-related transportation costs, including transportation costs to and from the care provider. Examples include, but are not limited to, the cost of taxi cab fees and bus fees.
- Costs associated with an activity or other fee associated with the care provided to the dependent that is necessary for him or her to participate in the care. Examples include, but are not limited to, the cost of day camp or a field trip.

~~Effective October 1, 2008 applicants and members can deduct the total monthly dependent care costs. There is no longer a cap.~~

~~Transportation provided by the child care provider, which is not reimbursed through a child care authorization, is an allowable deduction when the transportation is necessary for the food unit member to seek or maintain employment.~~

4.6.7.5 Shelter Deductions for Group Living Arrangement Residents

Example 5 was updated to reflect new maximum allotment amounts.

6.1.2 Six Month Reporting Requirement

Complete SMRF

To be considered complete, all of the boxes must be checked and a signature must be provided on the SMRF. If a box is checked indicating a change but the details of the change have not been provided, it is still a complete SMRF. Missing details related to changes must be pended or the worker must call the member for clarification.

If the SMRF does not have all of the boxes checked or is missing a signature, it is an incomplete SMRF. Refer to [Process Help 3.4 Six Month Report Forms \(SMRFs\)](#) for processing instructions.

6.1.3.2 Changes “Verified on Receipt”

Some examples of changes considered to be "verified on receipt" are:

1. Data exchange (Process Help Chapter 44) information that does not require further contact with the member (Social Security, Wisconsin Child Support Enforcement (KIDS; only child support income and expenses are verified), and Unemployment),

6.2.1.1 Interagency Case Transfers

When a FoodShare case moves from one agency to another within Wisconsin, the ~~agency is responsible for transferring the~~ case should be transferred from the old county of residence (the “transfer-out agency”) to the new county of residence (the “transfer-in agency”). When an inter-agency ~~county~~ move is reported or discovered, the agency that is notified of or discovered the move is responsible for collecting the necessary verification and transferring the case.

Once a case has been transferred to a new agency, it should not be transferred back unless the transfer-out agency has to process an overpayment or close out a W-2 placement. If there are questions about the information entered on the case or problems with the way the case was transferred, the newly assigned IM transfer-in agency should contact the ~~previous IM transfer-out~~ agency to get the required information. Do not transfer the case back to the transfer-out agency to have the previous IM worker complete outstanding items.

6.2.1.2 Processing Requests

If a FoodShare case assigned to the local agency has been closed for less than a

for FoodShare Cases Closed Less than Calendar Month	calendar month, the local agency is responsible for processing the request for FoodShare benefits by either applying the break in service policy (see <u>2.1.1.3 New Application Required Due to Break in Service</u>) or by allowing the individual to complete a new application.
7.1.1.4 Minimum Allotment for One or Two Person Food Units	<i>A reference to the minimum allotment amount for one or two person food units was updated.</i>
7.1.1.5 Replacement Issuance for Destroyed Food	Replace food purchased with FoodShare benefits and destroyed in a household misfortune up to the actual amount destroyed but not more than the monthly allotment actually issued to the FoodShare assistance group that month, whichever is less. A household misfortunate may include, but is not limited to, a natural disaster, power outage (including an outage resulting from failure of the household to pay a bill), or appliance failure.
	A worker must send a Notice of Denial from the DHS Forms Library to explain the reason for the denial because CWW does not generate the required notice.
	<i>Examples 9 and 10 were updated.</i>
	For policy related to replacing an issuance as the result of a federally-declared disaster see 5.3.1 Emergency FoodShare Benefits for Victims of Natural Disasters.
7.3.1.9 Overpayment Due to Client and Non-Client Error	Expedited Issuance In general, expedited FoodShare is issued on the best information available and not recoverable. There are certain situations though where expedited benefits can be recovered. In instances where an individual would not be eligible for expedited issuance and the agency either incorrectly entered information or failed to include known information (data exchange information, for example), resulting in expedited eligibility, the agency can recover. For client errors, do not pursue recovery of expedited benefits since the issuance is based on best available information and the application can only pend for identity prior to the expedited determination.
7.3.2.6 Allotment Reduction	<i>References to the minimum benefit allotment for one or two person food groups were updated to \$15.</i>
7.3.2.7 Writing-Off Claims Against Non-Participating Food Units	<i>The citation was updated to 7 CFR 273.18(e)(8).</i>
8.1.1 Income Limits	<i>The income limit, allotment, and deduction tables were updated to reflect the standards for FFY 2018.</i>