

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Medicaid Services
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To: FoodShare Handbook Users

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

Re: **FoodShare Handbook Release 18-04**

Release Date: 11/05/2018

Effective Date: 11/05/2018

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| | The following policy additions or changes are effective 11/05/2018 unless otherwise noted. Underlined text denotes new text. Text with a strike through it denotes deleted text. |
| POLICY UPDATES | |
| 1.2.3.1 Identity Verification | Updated to include requirement for the Appoint, Change or Remove Authorized Representative form. |
| 1.2.6.1 Required Verification to Determine Eligibility | Updated for change in ABAWD terminology. |
| 2.1.3.4 Signature | Clarified the requirement of a witness when the application is signed with a mark. |
| 3.2.1.1 Joint or Shared Physical Custody of Children | Text deleted to clarify policy regarding determination of custody and its effect on benefits for the food unit. More specific policy detail is under review. |
| 3.4.1 Dual Membership and Duplicate Benefits | Update to include a reference to the Shelters for Victims of Domestic Violence criteria. |
| 3.14.1.1 Period of Ineligibility | Clarification of existing policy. |
| 3.15.1 Student Eligibility | Updated for change in ABAWD terminology. |
| 3.16.1.7 Good Cause | Updated for change in ABAWD terminology. |
| 3.17.1 Able-Bodied Adults Without Dependents (ABAWDs) | Updated for new terms related to ABAWD Status and FSET Referral Types. |
| 4.2.1 Categorical Eligibility | Clarified the definition of broad-based categorical eligibility. |
| 4.3.3.8 Self-Employment Expenses | Updated text for adjustment in annual amounts for self-employed child care providers to deduct the cost of meals. |
| 4.6.7.3 Standard Utility Allowances | Updated the description for HSUA qualification and WHEAP payments. |
| 4.7.5 Prorated Deeming | Updated for change in ABAWD terminology. |
| 5.1.1 Transitional FoodShare Benefits | Minor text updates not impacting policy. |
| 7.1.1.5 Replacement Issuance for Destroyed Food | Clarified the requirements for replacement issuance for destroyed food. |
| 7.3.2.1 Client and Non-Client Error | Updated examples of calculating overpayment amounts. |

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| 8.1.1.1 | Income Limits | Updated for annual adjustments. |
| 8.1.1.2 | Regular SNAP Program Income Limits | Updated for annual adjustments. |
| 8.1.2 | Allotment for Monthly Net Income and FoodShare Group Size | Updated for annual adjustments. |
| 8.1.3 | Deductions | Updated for annual adjustments. |

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1.2.3 NON-FINANCIAL VERIFICATION

1.2.3.1 IDENTITY VERIFICATION

7 *CFR* 273.2(f)(1)(vii)

Verify the identity of the primary person. If an authorized representative applies on behalf of the food unit, then verify the identities of both the authorized representative and the primary person.

Note: A complete Appoint, Change or Remove Authorized Representative form must be on file for an authorized representative designation to be valid. The completed Authorized Representative form meets the ID verification requirement, so no additional verification is required.

Identity is the only verification required to process expedited benefits.

Identity may be verified through readily available documentary evidence, or if this is unavailable, through a collateral contact. See section 1.2.2.2 for definition of collateral contact. Any documents, which reasonably establish the primary person's and/or authorized representative's identity must be accepted, and no requirement for a specific type of document, such as a birth certificate or photo ID, may be imposed.

1.2.6 SUGGESTED VERIFICATION SOURCES

1.2.6.1 REQUIRED VERIFICATION TO DETERMINE ELIGIBILITY

7 CRF 273.2(f)

| Verification Item | Suggested Verification Sources |
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| Immigration Status | <ul style="list-style-type: none"> • SAVE • <i>INS</i> or <i>USCIS</i> Alien Registration Card (Permanent Residence Card, Green Card, Form I-551) • Naturalization certificate • <i>SSA</i> query to verify work quarters |
| Wisconsin Residency | <ul style="list-style-type: none"> • Current rent receipt that must show address • Current mortgage receipt • Current lease agreement • Landlord inquiry • Current utility bill with address and responsible person's name • Check stub with current address • Driver's license • Home visit • Subsidized housing authority approval • Post office statement or collateral contact • Library card • Voter registration • Piece of mail received at claimed residence • Real estate tax statement or receipt • Weatherization program approval or denial • Renter or homeowner's insurance documents • School registration record • Letter from employer offering job • Telephone book • Motor vehicle registration • List of residents from a treatment center official, group home, etc. • Written statement from non-relative • <u>Data exchange completed through DMV or SSA/SSI</u> • <u>Verified through another program</u> • <u>Collateral contact</u> |
| Monthly Gross Income | <p>Earned Income:</p> <ul style="list-style-type: none"> • Dated check stubs for the previous 30 days with the employee's name or ID number • Earnings report or statement from employer • IEVS report or computer match from another state - to be used only if no other form of verification exists. IEVS matches are not verification of the income an employee has earned. IEVS is an |

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| | <p>indicator that income was earned from that employer sometime during the three months of the work quarter identified. For change reporting requirements see 6.1.1.2 Change Reporting for All Other Food Units (Reduced Reporting). For change reporting requirements for EBD food units with no earnings, see 6.1.1.1 Change Reporting for EBD Food Units with No Earnings.</p> <p>Unearned Income:</p> <ul style="list-style-type: none"> • Department of Workforce Development unemployment query • Pension statement • SSA's WTPY report • Current award letter • Current SSA or SSI check • Collateral contact with the employer, SSA, insurance company • IEVS report or computer match from another state - to be used only if no other form of verification exists. IEVS matches are not verification of the unearned income. IEVS is an indicator that unearned income was received sometime during the three months of the quarter identified. <p>For self-employment or farm income and expenses:</p> <ul style="list-style-type: none"> • Income tax return for the previous tax year • Self-Employment Income Report Form(s) (SEIRF) • Bookkeeping records |
| <p>Primary Person's ID</p> | <ul style="list-style-type: none"> • Birth record query • Birth certificate • IEVS match • SSA (DXSQ/DXSN matches) • Baptismal certificate • Military service papers • Immigration or naturalization papers • Hospital birth record • Adoption record • Passport or US citizen ID card • Family bible • Paycheck • Driver's license • Completed SS-5 • Confirmation or church membership papers • Voter registration card • Family records (birthday books, genealogy, newspaper birth announcement, marriage license, support or divorce papers) |

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| | <ul style="list-style-type: none"> • Employee ID card • Life insurance policy • School records (ID, report cards, diploma) • State/federal or Indian census records • Medical records (vaccination certificate, doctor's or clinic's records, bills) • Other social service program ID (when another program of assistance has already verified ID, ID for FoodShare requirements is complete) • Labor union or fraternal organization records • Court order of name change • Wage stubs • Voter's registration card |
| Disability/Blindness | <ul style="list-style-type: none"> • Statement or collateral contact from VA disability benefits • Statement, check, or collateral contact from Social Security Administration • Statement or collateral contact that proves a person receives a Railroad Retirement disability annuity and also qualifies for Medicaid • Statement or collateral contact • Statement that a person receives <i>Interim Assistance</i> benefits pending the receipt of SSI and SSDI • Statement or collateral contact that proves that an individual receives general assistance and meets the SSA guidelines for a disability |
| ABAWD Work Requirement Exemptions* | <ul style="list-style-type: none"> • Agency form, such as form F-01598 Medical Exemption from Work Requirement for ABAWDs • Statement from health care provider, social worker, or AODA service provider • Employer form/paystub/tax document/EVF-E • Data exchanges • By using information known to the agency including in-person agency verification of a visibly obvious ABAWD status or exemption, such as pregnancy or inability to work due to a temporary or permanent health condition • IM worker determination that the member is unfit for employment without requiring a statement or additional verification • Information known to the agency • Collateral contact • Other acceptable written statement |

*If an ABAWD exemption is not verified, the exemption will not be applied and the member will be treated as an ABAWD with a TLB referral type. ~~a non-exempt ABAWD if not otherwise exempt or a non-ABAWD.~~

2.1.3 INTERVIEWS

2.1.3.4 SIGNATURE

7 CFR 273.2 (b)(1)(iii)

A signature is required indicating that all the information provided is true and complete and that the food unit understands their rights and responsibilities. Only one signature is needed for a FoodShare application or request. The applicant or a responsible adult member of the food unit can provide a signature in written, verbal, or electronic format via:

- An electronic signature on an ACCESS *RFA* or application,
- On the completed *CWW* generated Application Summary,
- On the FoodShare Wisconsin Application (F-16019A or F-16019B), or
- A telephonic signature.

A signature is required when a six-month report form is submitted. A telephonic signature is not allowable for six-month report forms.

It is not necessary for an applicant's written signature to be witnessed by an agency representative for a FoodShare application or renewal to be considered complete. However, the signature of a witness is required when the application is signed with a mark. A copy of the FoodShare applicant or member's case summary showing that a telephonic signature was collected will be stored in the electronic case file.

Any responsible adult food unit member or a food unit's authorized representative may sign the FoodShare application, renewal, or six month report form.

Example 1: Eve applies and sets the filing date for FoodShare. Jule, Eve's roommate, who is also an adult, completes the intake interview and signs the case summary signature page. The FoodShare application is valid without Eve's signature on the case summary signature page because Jule is a responsible FoodShare assistance group member.

3.2.1 RESIDENCE

3.2.1.1 JOINT OR SHARED PHYSICAL CUSTODY OF CHILDREN

7 CFR 273.1(b)(1)(iii)

Children are included in the food unit with their primary caretaker, with whom they reside~~where they reside when they are under the care and control of a parent or other caretaker in that food unit.~~

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~~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 parent to apply is allowed to claim the child for receipt of FoodShare benefits so long as they are exercising care and control. A worker may accept the applicant's or member's statement regarding household composition.~~

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

There may be situations when the residence of a child is not easily determined. There are many methods that can be used to determine the child's residence. If the residence of a child is questionable, court documents can be used to determine if there is a primary caretaker designated. ~~If a court order is being followed, IM should grant benefits to the primary caretaker listed in the document. However, if a court order is not being followed, the worker will need to find out what the current custody situation is and make the determination based on that.~~ It may be a situation of 50-50 joint custody. If one parent is not designated as primary caretaker, the parents can be asked to decide.

Individuals can only be included in one FoodShare assistance group, but may be included in more than one food unit.

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:

1. If the parents reside in different school districts, where does the child attend school? Who selected the school?
2. Who assists the child with homework or school-related tasks?
3. Are there tuition costs for the child's education? If so, who pays those costs?
4. If the child is enrolled in day care, who arranges for and pays these costs?
5. Who is responsible for taking the child to and from school and/or day care?
6. Which parent is listed as the contact for emergencies at the child's school or day care provider?

7. Who arranges medical and dental care for the child? Who selects the physician and dentist?
8. Who maintains the child's medical records?
9. Who initiates decisions regarding the child's future?
10. Who responds to medical or law enforcement emergencies involving the child?
11. Who spends money on food or clothing for the child when the child visits the absent parent?
12. Who disciplines the child?
13. Who plays with the child and arranges for entertainment?
14. Are more of the child's toys, clothing, etc. kept at one parent's home than the other's?
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.

Only one parent can receive FoodShare for a child. If you still cannot determine which food group the child should be in, the child should be included in the food group of the parent who first applied. Use the best information available to make your decision, and document in case comments the basis of your determination. ~~If you still cannot determine which food unit the child should be in, call the CARES Call Center.~~

“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 1: Holly lives with her mother in Gleason. She attends school in her mother's district and her mother maintains a home for her. ~~She visits her father~~ Her mother is the primary caregiver. Her father states Holly only visits him on the weekends. Her father is receiving FoodShare. Holly is considered as "residing" with her mother and would be included in her mother's food unit if she applied. Her father cannot include her in his food unit.

Example 2: Fran (mother) has legal custody of Clarence. However, Clarence resides with grandmother, and occasionally visits his mother. Clarence is considered "residing" with grandmother and would be included in grandmother's food unit if she applied. Clarence would not be included in his mother's food unit since he is residing with his grandmother.

Example 3: Mary and Rich have joint/shared custody of Ryan. Ryan spends days with Rich because Mary works days. Ryan spends nights with Mary because Rich works nights. However, Mary maintains a home for Ryan, he attends school in his mother's district, and she provides for most of his needs. Ryan is considered "residing" with Mary, and can receive FoodShare with her. Ryan would not be included in Rich's food unit since Ryan is residing with Mary.

Example 4: Pam and Paul have 50/50 shared custody of Emily. Neither is designated as primary caretaker. They do not agree on who exercises more control over Emily. They both have Emily for three and one half days per week. They live in the same school district, both are contacted in an emergency, etc. Paul comes in to the agency to apply for FoodShare first. Emily would be included in Paul's food unit.

Example 5: Trudy and John have a nesting agreement in place. Trudy is staying in the family home with the children Monday, Tuesday, every other Wednesday, Saturday, and Sunday. John is staying in the family home with the children Thursday, Friday, and every other Wednesday, Saturday, and Sunday. The household bills such as mortgage, utilities, and child care expenses are shared between Trudy and John. As long as this agreement is in place and being followed (even when the divorce is final), Trudy, John, and their children are all considered one food unit and assistance group.

3.4.1 DUAL MEMBERSHIP AND DUPLICATE BENEFITS

7 CFR 273.3(a)
FNS Memo 12/18/14

A person can be in more than one food unit, but may only receive benefits in one FoodShare assistance group at a time. A person cannot be a member of more than one FoodShare assistance group in the same month, except residents of shelters for victims of domestic violence if the criteria in 3.2.1.5.4 Shelters for Victims of Domestic Violence are met.

Persons moving to Wisconsin from another state are not eligible to receive duplicate FoodShare benefits. States typically issue benefits on either a calendar- or fiscal month-cycle. A fiscal month cycle provides benefits from a date in one month to a corresponding date in the next month. Some states, such as California (Fresno), Massachusetts, Nevada, and South Dakota, issue on a fiscal month cycle. Illinois issues benefits by calendar month (first day through the last day of the month) and by fiscal month (16th through 15th). Wisconsin issues on a calendar month cycle.

IM workers should contact the other state to verify the SNAP (FoodShare in Wisconsin) benefit end date.

Duplicate participation checks at application and renewal must not delay processing of the application or renewal beyond regular timeliness processing standards.

Example: In early October, a SNAP assistance group moves to Wisconsin from Illinois. Prior to the move, Illinois issued the group's SNAP benefits on a fiscal month cycle. It was an allotment for September 16 through October 15. The assistance group applies in Wisconsin on October 10. The last day the group is considered an Illinois SNAP group is October 15. If determined eligible, the first day the group would receive Wisconsin FoodShare would be October 16.

Note: When a person from Puerto Rico establishes Wisconsin residence and applies for FoodShare, treat his or her Nutrition Assistance Program (NAP) as follows:

- The NAP benefit is not income, and
- FoodShare can be issued in Wisconsin even if NAP was issued during the same month as the FoodShare application. NAP benefits cannot be used in the United States, so there is no duplication of benefits if FoodShare is issued for the same month as NAP.

3.14.1 INTENTIONAL PROGRAM VIOLATION (IPV) DISQUALIFICATION

3.14.1.1 PERIOD OF INELIGIBILITY

The following sanction periods are for IPV's committed after December 1, 1996. Anyone determined to have committed an IPV is ineligible for:

1. One year for the first IPV.
2. Two years for:
 - a. The second IPV or,
 - b. The first IPV for which an individual is convicted in a federal, state, or local court to have used or received benefits in a transaction involving the sale of drugs of less than \$500.
3. Permanently for:
 - a. A third IPV, **or**
 - b. A first IPV resulting from the conviction of the individual by a federal, state, or local court for having used or received benefits in a transaction involving the sale of firearms, ammunition, or explosives, **or**
 - c. A first IPV resulting from a conviction of an individual in a federal, state, or local court involving trafficking benefits for an aggregate amount of \$500 or more, **or**
 - d. A second IPV for which an individual is convicted in a federal, state, or local court to have used or received benefits in a transaction involving the sale of drugs.

Only the person determined to have committed an IPV is ineligible. Other members of the FoodShare assistance group may continue to be eligible.

The individual must be notified in writing once it is determined that he or she is to be disqualified. Begin the disqualification period no later than the second month following the date the individual receives written notice of the disqualification. The disqualification period must continue uninterrupted until completed regardless of the eligibility of the disqualified individual's food unit.

If a court finds an individual guilty of an IPV, the term of the disqualification period and the disqualification begin date must comply with the court order. If the court order does not specify a disqualification period, the disqualification period for the IPV is in accordance with the schedule above. If the court order does not specify the date for the disqualification period to begin, the disqualification period should begin in accordance with the provisions in the paragraph above, but within 45 days of the court decision.

For all IPV disqualifications, begin the disqualification period in the first possible payment month regardless of whether the person becomes a non-participant member or remains in the food unit. Do not pend the disqualification period until the disqualified individual reapplies.

If a non-participating person with an IPV disqualification does reapply for FoodShare, apply any remaining periods of ineligibility. If the ineligibility period has expired when the person reapplies, he or she may be eligible to receive benefits.

Example 1: John is notified of his one-year IPV disqualification in January, effective February 1. He doesn't request FoodShare for the first nine months of his period of ineligibility. If John reapplies for FoodShare in November and is determined otherwise eligible, he will still be ineligible for FoodShare benefits for the three remaining months of his disqualification period. If he waits until February to reapply, the disqualification period will have expired and he may be determined eligible for FoodShare.

A pending administrative disqualification hearing or prosecution does not affect the person's eligibility. Do not take any adverse action in the matter before the case is resolved. Continue to act on other changes in income and circumstances.

Do not impose a disqualification period retroactively on an individual who has committed an IPV, but who had not been disqualified timely. Disqualify a food unit member only to the extent that the disqualification period has not elapsed.

Example 2: An IM worker determines in December that a person should have been disqualified in June for one year based on an administrative disqualification hearing decision. The agency failed to enter the IPV in CWW timely. Therefore, the IM worker should now disqualify the person for only the remaining five months.

All IPV's determined for an individual prior to April 3, 1983 shall be counted as one IPV for determining a current disqualification period.

3.15.1 STUDENT ELIGIBILITY

7 *CFR* 273.5

An institution of higher education requires a high school diploma or equivalency certificate for enrollment, or is a regular college or university degree program that does not require a high school degree as a condition of enrollment. It does not include any adult basic education program. Higher education institution examples are business, vocational, trade, technical schools, colleges, and universities.

Anyone, age 18-49, enrolled half-time or more in an institution of higher education is ineligible, unless he or she meets one of the following criteria:

1. Employed at least an average of 20 hours a week with earnings equal to at least the federal minimum wage.
 - a. Weekly earnings must be at least $\$7.25 \times 20 \text{ hours} = \145 per week. Use student monthly hours to calculate a weekly average. Students whose employment hours fluctuate from week to week may be determined eligible for FoodShare, provided they maintain an average of 20 hours per week at minimum wage or a total of 80 hours per month.
2. Self-employed at least an average of 20 hours a week with self-employment earnings (after self-employment expenses are subtracted) equivalent to at least the federal minimum wage.
 - a. Weekly earnings must be at least $\$7.25 \times 20 \text{ hours} = \145 per week. Use student monthly hours to calculate a weekly average. Students whose employment hours fluctuate from week to week may be determined eligible for FoodShare, provided they maintain an average of 20 hours per week at minimum wage or a total of 80 hours per month.
3. Employed and self-employed for a combined average of 20 hours a week with total earnings equivalent to at least the federal minimum wage.
 - a. Weekly earnings must be at least $\$7.25 \times 20 \text{ hours} = \145 per week. Earnings are based on self-employment income (after self-employment expenses are subtracted) plus gross income from other employment. Use student monthly hours to calculate a weekly average. Students whose employment hours fluctuate from week to week may be determined eligible for FoodShare, provided they maintain an average of 20 hours per week at minimum wage or a total of 80 hours per month.
4. Participating in a federal or state work study program.
 - a. Continue the exemption until the end of the month in which the school term ends or the student refuses to do his or her assigned work. A student who has stopped working during the school year because the work study funding has run out would continue to be classified as an eligible student until the end of the school term.
 - b. The exemption does not cover school breaks longer than one month, unless the student is participating in work study during the break.
5. Responsible for the care of a dependent household member under age six. If two people exercising parental control are in the food unit, allow student status to only one person per child.

6. Responsible for the care of a dependent household member who has reached age six but is under age 12 if the agency determines adequate child care is unavailable. If two people exercising parental control are in the food unit, allow student status to only one person per child.
7. Is a single parent enrolled in an institution of higher education on a full-time basis, as determined by the institution, and is exercising care and control of a dependent food unit member under the age of 12. To apply this provision there must be only one biological or adoptive parent or *stepparent* in the same food unit as the child. If there is no biological or adoptive parent or stepparent living with the child, another full-time student living with the child may qualify as an eligible student under this provision if the student has parental control of the child and does not live with his or her spouse.
8. Receiving a Tribal TANF cash payment, W-2 cash payment, or working in a W-2 Trial Job. Assigned to or placed in an institution of higher learning by Workforce Innovation and Opportunity Act (WIOA) .
9. Enrolled in a W-2 employment position or other TANF-funded program under Title IV of the Social Security Act.
10. Physically or mentally unfit for gainful employment. Verify the claim if it's questionable, such as through receipt of temporary or permanent disability benefits, or a statement from a physician, or certified psychologist.
11. Participating in an on-the-job training program. This exemption applies only during the period of time the person is being trained by the employer.
12. Is assigned to or placed in an institution of higher education through or in compliance with the requirements of FSET, a program under the Job Training Partnership Act of 1974, or a program under section 236 of the trade Act of 1974.
13. Is enrolled in an educational program that is designed to be completed in two years or less and obtaining certification or a diploma from the program will lead to employment that is in demand.

Example 1: During an interview for FoodShare, Jack, reports that he is a full-time student at Northern Technical College for phlebotomy and plans to graduate in the next year. Since phlebotomists are in occupational demand, Jack is confident he will be able to obtain a job in his field upon graduation. Based on common knowledge that there is a shortage of trained medical professionals, the IM worker agrees. Jack is single and does not meet any of the other exemptions. If all other FoodShare eligibility requirements are met, Jack would be an eligible student because he is enrolled in a two-year program that will lead to employment that is in demand.

Example 2: When Carla applies for FoodShare, she reports that she is enrolled half-time at Madison Area Technical College and is taking cooking with herbs, pottery and jewelry making. Carla indicates that she does not know if she will attend next semester because she is unsure about her career goals. No other student exemptions are met. Carla would not be an eligible student, because the direction of Carla's potential career is unclear. Carla is encouraged to apply again if she

disenrolls from school or pursues courses that will lead to an in-demand job.

Example 3: When Bill applies for FoodShare, he reports that he is enrolled in a four-year nursing program, but only has two years left in the program. Bill would not be an eligible student because the program was designed by the college to be completed in four years.

Note: A student who lives in campus housing and purchases a meal plan that provides more than half of their meals is not eligible for FoodShare, even if the student does not eat meals from the meal plan. If the meal plan is available, but the student does not purchase it, then they may be eligible for FoodShare.

Note: IRS tax dependency status does not impact FoodShare eligibility determinations. A student may be claimed as a tax dependent by his or her parents and still qualify for FoodShare if he or she meets all other non-financial and financial eligibility criteria.

A student is enrolled as of the first day of the school term through normal scheduled class periods, vacation, and recess unless he or she:

1. Graduates.
2. Is suspended, expelled, or drops out.
3. Doesn't intend to register for the next school term (excluding summer school).

FoodShare Employment and Training

Students enrolled in higher education at the time of FoodShare application and then found eligible for FoodShare may request to be referred to FSET to participate in activities other than education. Activities may include job search, work experience, or self-employment. FSET cannot provide reimbursement for expenses related to education for students who self-initiate enrollment in higher education.

Work Registration

A FoodShare-eligible student who meets the criteria in this section is exempt from the FoodShare work registration requirements.

ABAWDs

If an applicant or member ~~ABAWD~~ is determined to be a FoodShare-eligible student based on the criteria in this section, the applicant or member ~~ABAWD~~ is a non-an exempt ~~ABAWD~~.

3.16.1 WORK REQUIREMENTS

3.16.1.7 GOOD CAUSE

When considering whether a potential sanction event has taken place, IM workers are required to consider the reasons leading to the event in order to determine if there was 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.

Reasons for good cause include, but are not limited to, the following:

1. The job did not meet the suitable employment criteria (3.16.1.2).
2. The applicant or member was fired or resigned at the employer's demand.
3. The employer discriminated based on the applicant or member's age, race, sex, color, handicap, religious belief, national origin, or political belief.
4. Work demands or conditions made continued employment unreasonable (e.g., working without being paid timely).
5. The applicant or member accepted other employment at a wage equivalent to working 30 or more hours per week at federal minimum wage.
6. The applicant's or member's work hours were reduced to less than 30 hours per week, but wages earned are equivalent to working 30 or more hours per week at the federal minimum wage.
7. The applicant or member enrolled at least half-time in any recognized school, training program, or institution of higher education that requires him or her to leave employment.
8. There were changes in the food unit residence that impacted access to current employment (e.g., members of the food unit moved to another community because a member accepted a new job or enrolled at least half-time in a recognized school, training program, or institution of higher education).
9. The applicant or member has personal health problems, or others in the food unit have health problems requiring the presence of the applicant or member.
10. The applicant or member is under age 60 and resigned from a job, which the employer recognized as retirement.
11. The applicant or member quit in the context of the natural pattern of employment, such as a migrant worker or construction laborer.
12. Hours of employment were reduced by the employer without consent from the applicant or member, but the employer remained the same.
13. The applicant or member quit unsubsidized employment to join a volunteer program, such as Volunteers In Service To America (VISTA), AmeriCorps, etc.
14. Transportation was not available.
15. The applicant or member was unable to obtain adequate child care for a child or children younger than age 12.
16. The applicant's or member's self-employment ended.
17. There were other circumstances beyond the applicant's or member's control that the agency feels constitute good cause.

Example 6 (sanction event resulting in a sanction): John reports that he quit his job because he doesn't like his boss. No good cause exists. determine if his job ended due to good cause. Scott does not have good cause for quitting his job. Because the worker is processing the sanction event after adverse action in December, his sanction begin date will be February 1.

Example 7 (sanction event not resulting in a sanction due to good cause): John reports that he quit his job because his boss was creating a hostile work environment by harassing him for his religious beliefs. Good cause exists. The worker should not create a sanction.

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.

Any federal, state, or local government employee who participates in a strike and is dismissed because of the participation is considered to have voluntarily quit the job without good cause.

Note: Simplified reporting does not require reporting of job loss or reduction in work hours with the exception of ABAWDs who are meeting exempt from the ABAWD work requirement because they are working at least 80 hours per month (see 6.1.1 Change Reporting). IM workers are required to determine good cause at the time the loss or reduction in employment becomes known to the agency. A sanction is imposed the first of the month after the month proper notice of the sanction is provided.

Example 8: While processing Scott's SMRF on December 20, Mary notices that Scott's last day of work was October 1. Mary contacts Scott to determine if his job ended due to good cause. Scott does not have good cause for quitting his job. Because Mary is processing the sanction after adverse action in December, his sanction begin date will be February 1.

Example 9: John has medical restrictions that limit him to lifting no more than 25 pounds. Pepsi offered John a job at which he would be required to lift 75 pounds regularly. This job does not meet the definition of suitable employment for John because it does not match his physical and mental ability to perform the job (3.16.1.2). John refused the employment and the IM worker should grant him good cause because he could not reasonably perform the duties of the job.

3.17.1 ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)

- 3.17.1.1 Able-Bodied Adults Without Dependents (ABAWDs)
- 3.17.1.2 Application of ABAWD Rules
- 3.17.1.3 ABAWD Status
- 3.17.1.4 Determining ABAWD Status
- 3.17.1.5 ~~Reserved~~ ~~ABAWD Exemptions from Time-Limited FoodShare Benefits~~
- 3.17.1.6 Verification of ABAWD Status and Exemptions from Time-Limited FoodShare
- 3.17.1.7 ABAWD Work Requirement
- 3.17.1.8 ABAWD Definition of Working
- 3.17.1.9 Three Countable Months of Time-Limited FoodShare Benefits
- 3.17.1.10 The 36-Month Period (Clock)
- 3.17.1.11 Regaining Eligibility after Exhausting Three Months of Time-Limited Benefits
- 3.17.1.12 Three Additional Months of FoodShare Benefits
- 3.17.1.13 FSET Participation and FoodShare Eligibility for ABAWDs
- 3.17.1.14 Adjusting or Deleting the FoodShare Clock Page (36-Month Period)
- 3.17.1.15 Additional ABAWD Reporting Requirement
- 3.17.1.16 FoodShare Clock System Updates and Statuses
- 3.17.1.17 Countable Months from another State

3.17.1.1 ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)

ABAWDs must either meet the ABAWD work requirement or an exemption from the work requirement in order to continue to receive FoodShare benefits. ~~Non-exempt~~ ABAWDs who do not meet the work requirement will receive up to three full months of time-limited benefits (*TLB*) in a 36-month time period.

3.17.1.2 APPLICATION OF ABAWD RULES

Note: This section previously contained information related to the pilot implementation of the ABAWD work requirement and the implementation of the new regional structure. The pilot period concluded on March 31, 2015 due to the statewide implementation on April 1, 2015.

3.17.1.3 ABAWD STATUS

Non-ABAWD: A member who is not an *ABAWD*, or has a verified ABAWD exemption, is not subject to *TLBs*, and does not need to meet the ABAWD work requirement.

~~**Exempt ABAWD:** An ABAWD who has a verified exemption from *TLBs* and does not need to meet the ABAWD work requirement.~~

-

Non-exempt ABAWD: An ABAWD who is subject to TLBs and who must meet the ABAWD work requirement in order to maintain FoodShare eligibility after receiving three months of TLBs in a 36-month period.

Note: An individual may request a fair hearing if he or she disagrees with the IM agency's determination of ABAWD status. (see 6.4.1 Fair Hearings)

3.17.1.4 DETERMINING ABAWD STATUS

Non-ABAWD: A FoodShare applicant or member is determined a non-ABAWD if he or she meets any one of the following criteria, as determined by the IM agency:

- Under age 18* or age 50** and older;
- ~~Unable to work;~~
- Residing in a food unit with a child under age 18***; ~~or~~
- Pregnant.

- Determined unfit for employment, which includes someone considered any of the following:
 - Receiving temporary or permanent disability benefits from the government or a private source
 - Mentally or physically unable to work as determined by the IM agency
 - Displaying mental instability, combativeness, or other mental health issues. The IM worker should consider the member unfit for work and document an exemption without requiring verification from a health care professional.
 - Per direction from FNS
 - Verified as unable to work by a statement from a health care professional or a social worker (may use form F-01598 Medical Exemption from Work Requirement for ABAWD to verify)
 - Experiencing chronic homelessness
 - A person is chronically homeless if he or she currently lacks a fixed, regular nighttime residence and does not expect to have a regular nighttime residence in the next 30 days. This includes people who are in a temporary housing situation, such as transitional living arrangements.

- Receives Unemployment Compensation (UC), or has applied for UC, and is complying with UC work requirements
 - **Note:** If UC is denied or has ended, the member is no longer exempt regardless of the reason.

- Regularly participates in an alcohol or other drug abuse (AODA) treatment or rehabilitation program
- A student of higher education who is otherwise eligible for FoodShare (see 3.15.1)

- Primary caretaker of a dependent child under age six or an incapacitated person (may be part of the food unit or in a separate household)
- Is not a work registrant due to working 30 or more hours per week or earning wages equivalent to 30 or more hours per week at the federal minimum wage
- Complying with Wisconsin Works (W-2) program requirements

*Age 18: ABAWD status applies the month following the month the FoodShare member or applicant turns age 18.

**Age 50: ABAWD status no longer applies the first day of the month an ABAWD turns age 50.

*** Individuals who reside with and are included in the same food unit as a child under age 18 are non-ABAWDs, even if that child is ineligible for FoodShare. See section 3.3.1.1 for food unit requirements.

As a best practice, workers should document exemptions in case comments.

Non-ABAWDs are not subject to *TLBs*.

Note: Individuals who are coded as out of the home, including children placed in foster care and out of home tax dependents and co-filers, do not make an individual a non-ABAWD.

~~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:~~

- ~~• Determined unfit for employment, which includes someone who is:~~
 - ~~○ Receiving temporary or permanent disability benefits from the government or a private source;~~
 - ~~○ Mentally or physically unable to work, as determined by the IM agency;~~
 - ~~○ Displays mental instability, combativeness, or other mental health issues; the IM worker should consider the member unfit for work and document an exemption, without requiring verification from a health care professional;~~
 - ~~• Per direction from FNS~~
 - ~~○ Verified as unable to work by a statement from a health care professional or a social worker (may use form F-01598 Medical Exemption from Work Requirement for ABAWD to verify);~~
 - ~~○ Experiencing chronic homelessness;~~
 - ~~• A person is chronically homeless if he or she currently lacks a fixed, regular nighttime residence and does not expect to have a regular nighttime residence in the next 30 days. This includes people who are in a temporary housing situation.~~

- ~~Receiving Unemployment Compensation (UC) or has applied for UC and is complying with UC work requirements;~~
 - ~~**Note:** If UC is denied or has ended, the member is no longer exempt regardless of the reason.~~
- ~~Regularly participating in an alcohol or other drug abuse (AODA) treatment or rehabilitation program;~~
- ~~A student of higher education who is otherwise eligible for FoodShare (see section 3.15.1);~~
- ~~A high school student 18 years of age or older, attending high school at least half-time;~~
- ~~Primary caregiver of a dependent child under age 6 or an incapacitated person (may be part of the food unit or in a separate household);~~
- ~~Meeting the ABAWD work requirement outside of FSET through work and/or other allowable work program participation.~~

~~**Note:** As a best practice, workers should document exemptions in case comments.~~

Example 1: An IM worker conducts a FoodShare renewal interview over the telephone with Jolene. Jolene explains that she is homeless and currently sleeping at a temporary shelter at night and does not know when she will find permanent housing. The worker determines Jolene is chronically homeless and a non-an exempt ABAWD.

Example 2: An IM worker conducts a FoodShare application interview over the telephone with Andrea. Andrea explains that she is homeless and currently sleeping on the couches of three different friends and does not know when she will find permanent housing. The worker determines Andrea is chronically homeless and a non-an exempt ABAWD.

Example 3: An IM worker conducts a renewal FoodShare interview over the telephone with Ronald. Ronald explains that he is living at his friend's house, but he is not on the lease and cannot use it as a mailing address. Ronald plans to continue living with his friend. The worker determines that Ronald is not chronically homeless.

Non-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.

FoodShare members who have a pending exemption receive a referral to the *FSET* program as ~~non-exempt~~-ABAWDs. Once an exemption is verified, a referral update is sent to notify the FSET agency of the status change.

Note: For situations where more than one individual shares care giving responsibilities for a child under age six or an incapacitated person, the agency should work with the member to determine which individual has primary responsibility for care of the child or incapacitated person. The other individual's care giving responsibilities can be seen as work and the hours can count towards meeting the work requirement, see 3.17.1.8 ABAWD Definition of Working. In most situations, only one individual may claim exemption under this provision for the care of an incapacitated individual. However, there may be an exception with medical documentation which specifies that more than one person is needed to provide the required care.

Non-exempt ABAWD: A FoodShare member is ~~an~~ non-exempt ABAWD if he or she ~~is an ABAWD but is not currently meeting the ABAWD work requirement and~~ does not have an exemption from the work requirement, as determined by the IM agency. ~~Non-exempt~~ ABAWDs are subject to *TLBs* and need to meet the ABAWD work requirement to maintain ongoing eligibility for FoodShare. One of the ways these members can meet the ABAWD work requirement is through FSET participation.

All ~~non-exempt~~-ABAWDs who are not currently meeting the work requirement outside of FSET receive a TLB referral to the *FSET* program. ABAWDs who are meeting the work requirement outside of FSET may choose to be referred to the FSET program. ~~Non-exempt~~ ABAWDs are not required to participate in FSET as a condition of FoodShare eligibility. However they may lose eligibility for FoodShare due to failing to meet the ABAWD work requirement after exhausting three months of *TLBs* in a 36-month period.

3.17.1.5 RESERVED

3.17.1.6 VERIFICATION OF ABAWD STATUS AND EXEMPTIONS FROM TIME-LIMITED FOODSHARE

Exemptions from the Non-ABAWD work requirement and exempt ABAWD status may be verified in any of the following ways:

- Agency form;¹⁷
- Statement from health care, social worker, or AODA professional;¹⁷
- Employer form/paystub/taxes/EVF-E;¹⁷
- Upon receipt by using data exchanges;¹⁷
- By using information known to the IM agency;¹⁷
- Collateral contact;¹⁷ or
- Other acceptable written statement.

As long as an exemption exists for part of a month, the member is exempt for the entire month. 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.

IM agency staff may use the FSET provider as a collateral contact or to provide an acceptable written statement to assist in the determination of ABAWD exemptions. The IM worker makes the final determination whether to apply an exemption to the member's case.

Another option to verify if a member is physically or mentally unable to work is the Medical Exemption from Work Requirement for ABAWD form (F-01598). The form is not required, and IM workers must accept other forms of verification for this exemption.

The effective date of an exemption is the first of the month the exemption situation exists as long as verification is provided. 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).

Example 4: Angela is an ABAWD who is not meeting the ABAWD work requirement and does not claim an exemption during her application interview on July 7, so a referral is sent to FSET. Angela receives the FSET referral letter, which lists the ABAWD exemptions and types of proof that can be submitted. On August 25, Angela reports to her IM worker that she started regularly participating in an AODA treatment program on August 10 and is sent a verification request with a due date of September 5. If Angela submits verification, she will be treated as **a non-an-exempt** ABAWD as of August 1. At that time, an update is sent to the FSET agency, notifying them of the ABAWD exemption.

Example 5: Olive received three TLBs in May, June, and July 2015. As a result, she became ineligible for FoodShare benefits in August 2015. In November 2017, Olive reapplied for FoodShare benefits. Her food unit now includes her daughter who was born in September 2015. During her in-person application, Olive mentioned her 2-year-old daughter and her date of birth. The worker discovered Olive could claim an exemption for the three TLBs incurred in 2015 because she was pregnant at that time. Upon request, Olive provides a copy of her daughter's birth certificate. Because Olive never actually incurred a TLB, the worker deletes Olive's FoodShare Clock and documents that Olive's daughter's birth certificate was used to verify an exemption

for May, June, and July 2015 in Case Comments.

Example 6: Chip is an ABAWD who needs to meet the work requirement. He was referred to FSET in June 2017 and earned TLBs in June, July, and August 2017. He started work and met the ABAWD work requirement in September 2017.

On December 1, 2017, Chip reports that his 14-year-old daughter had moved into his apartment in July 2017. The worker adds Chip's daughter to his food unit and overrides the status of the FoodShare Clock to "EX-Exempt" for the months of July and August 2017. The worker notes the removal of the July and August TLBs in Case Comments.

3.17.1.7 ABAWD WORK REQUIREMENT

In addition to FoodShare work requirements (3.16.1) ABAWDs are required to meet an additional ABAWD work requirement as a condition of FoodShare eligibility.

An ABAWD is considered to be meeting the ABAWD work requirement if one of the following applies:

1. Working a minimum of 80 hours per month. Use converted work hours if paid weekly or bi-weekly;
2. Participating and complying with an allowable work program at least 80 hours per month;*
3. Both working and participating in an allowable work program for a combined total of at least 80 hours per month; or
4. Participating and complying with the requirements of a workfare program.

*Allowable work programs include *FSET*, Refugee Employment and Training, *W-2*, Trial Employment Match Program (TEMP), Children First, *WIOA* programs, Refugee Cash Assistance programs, and programs under section 236 of the Trade Act.

3.17.1.8 ABAWD DEFINITION OF WORKING

For ABAWDs, working is defined as one of the following:

1. Work in exchange for money;
2. Work in exchange for goods or services ("in kind");
3. Unpaid work (i.e. volunteer work, community service);
4. Self-employed at any wage; or

5. Any combination of the above.

3.17.1.9 THREE COUNTABLE MONTHS OF TIME-LIMITED FOODSHARE BENEFITS

ABAWD eligibility for FoodShare is limited to three months of *TLBs* in a 36-month period if an ABAWD is not meeting the ABAWD work requirement and does not have a qualifying exemption. The three TLB months do not have to be consecutive.

CWW will count any month as a TLB month in which an ABAWD received a full month of FoodShare benefits and he or she:

1. Is not meeting the ABAWD work requirement; and
2. Does not meet an exemption from the ABAWD work requirement; or
3. Does not verify an exemption from the ABAWD work requirement.

Note: Pro-rated FoodShare benefits are not counted as TLB months.

Example 7: Linda, ~~ana non-exempt~~ ABAWD who is not meeting the work requirement, applied for FoodShare and was found eligible with a certification period of July 2 through August 30. Linda's first TLB month is August because July benefits were prorated.

Example 8: Libby is ~~ana non-exempt~~ ABAWD who earned two TLBs in November and December. On January 5, Libby reports and verifies that her roommate's child moved into her home on December 21. Libby, her roommate, and her roommate's child are in the same food unit. Libby's status changes to non-ABAWD effective December 1, the month the exemption existed.

3.17.1.10 THE 36-MONTH PERIOD (CLOCK)

During a 36-month period, an ABAWD may continue receiving FoodShare benefits or regain eligibility after exhausting the three months of *TLBs* as long as the ABAWD is meeting the work requirement or ~~an exemption, or~~ is determined to be a non-ABAWD.

Counting the 36-Month Period

The 36-month period begins for individuals who are:

- Eligible for FoodShare;
- Determined to be ~~ana non-exempt~~ ABAWD; and
- ~~Not meeting the work requirement; and~~

- ~~Not meeting an ABAWD exemption.~~

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 exceptions to this are if the FoodShare clock 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.

Example 9: Audrey, ~~an a non-exempt~~ ABAWD, applies and is determined eligible for FoodShare effective July 2, 2015. July is a partial month. Audrey does not meet the ABAWD work requirement in August. Audrey's 36-month period begins August 1, 2015 and runs continuously through July 31, 2018, regardless of changes in ABAWD status or FoodShare eligibility.

Subsequent 36-Month Periods

A new 36-month period will start with the first full benefit month after a 36-month period expires and when all of the following are met:

- Is eligible for FoodShare;
- Is determined to be~~not meeting~~ an ABAWD; and ~~exemption~~;
- ~~Is not meeting the work requirement; and~~
- ~~Is determined to be a non-exempt ABAWD.~~

A new 36-month period will not begin if the individual meets one of the following:

- Ineligible for FoodShare;
- Determined to be a non-ABAWD; or
- ~~Meeting the work requirement; or~~
- ~~Meeting an exemption.~~

Example 10: Jeff's 36-month period began February 1, 2015. Jeff was meeting the work requirement when his 36-month period ended on January 31, 2018. A new 36-month period will not begin until Jeff stops meeting the work requirement as~~and he does not have~~ an ABAWD~~exemption~~.

Example 11: Jeff's 36-month period began February 1, 2015. Jeff was not meeting the work requirement and was an ABAWD~~not exempt from the work requirement~~ when his 36-month period ended January 31, 2018. A new 36-month period will begin February 1, 2018.

Example 12: 36-month Period

The table below provides an example of potential changes in ABAWD status and exemptions that may occur during one 36-month period. The **TLB** months are not consecutive due to several factors including: FSET participation, gaining and losing employment, FoodShare ineligibility, and an exemption (receipt of unemployment compensation). Three consecutive additional months (3.17.1.12) are granted after FoodShare eligibility is regained due to meeting the work requirement.

| Year | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
|------|-------------------------------------|--------------------|--------------------|--------------------|--------------|------------|------------|------------|-------------|--------------|-------------|-------------|
| 1 | Applied Eligible FS TLB 1 | FSET | FSET | FSET | Work | Work | Work | Work | Over Income | Over Income | Over Income | Over Income |
| 2 | Applied Eligible FS | UC | UC | UC ends | TLB 2 | Work | Work | Work | Work ends | TLB 3 | Work | Work |
| 3 | Work ends | Additional month 1 | Additional month 2 | Additional month 3 | Ineligible | Ineligible | Ineligible | Ineligible | Ineligible | Ineligible | Ineligible | Ineligible |

Year 1:

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| January 1 | Eligibility for FoodShare begins for an non-exempt ABAWD. A TLB is issued for the first full month of benefits. |
| February through April | The FSET participation requirement is met. |
| May through August | ABAWD work requirement met by working 80 hours or more per month. |
| September through | Ineligible for FoodShare due to being over the income limit. |

December

Year 2:

January through April

Receives *UC*.

January 15

Reapplies and is eligible for FoodShare.

April 5

Reports that *UC* benefits ended.

May

No longer exempt and a second TLB is issued.

June through September

ABAWD work requirement is met by working 80 hours or more per month.

October

Employment ended and no exemption exists. A third TLB is issued.

November through
December

ABAWD work requirement met by working 80 hours or more hours per month.

Year 3:

January

Employment ends.

February through March

Three consecutive additional months of FoodShare are issued.

May through December

Ineligible for FoodShare because the ABAWD work requirement is not met and no exemptions exist.

December 31

The 36-month period ends.

3.17.1.11 REGAINING ELIGIBILITY AFTER EXHAUSTING THREE MONTHS OF TIME-LIMITED BENEFITS

There is no limit on how many times an ABAWD may regain eligibility after exhausting three months of *TLBs*. A new application is required if the ABAWD re-requests FoodShare as a food unit of one unless the case has been closed less than 30 days and can reopen under break in service (2.1.1.3). If an ABAWD is requesting FoodShare on an on-going case, follow the person add policy to re-establish FoodShare eligibility (6.1.3.3). ABAWDs who have exhausted three months of TLBs during a 36-month period may regain eligibility by:

- Meeting the ABAWD work requirement for at least 30 consecutive days prior to the new FoodShare filing date and currently meeting the ABAWD work requirement, OR verifying that the ABAWD work requirement will be met within 30 days of the new filing date. The ABAWD work requirement can be met by:
 - Working (3.17.1.8) a minimum of 80 hours in the 30-day period;
 - Participating in and complying with requirements of an allowable work program (3.17.1.8) for at least 80 hours in the 30-day period (3.17.1.7). FoodShare eligibility is a required prerequisite to FSET enrollment, so an ABAWD cannot regain eligibility through FSET participation after FoodShare closes. Keep in mind, this is only for ~~non-exempt~~ ABAWDs who have exhausted their three TLBs; or
 - A combination of work and participation in an allowable work program for a minimum of 80 hours in the 30-day period;
 - Currently ~~a non-meeting an~~ ABAWD exemption at the time of the application and providing required verification ~~of the exemption~~;
 - Providing verification of an exemption that removes one or more TLBs; or
 - The ABAWD's 36-month period expires.

An ABAWD who has exhausted three months of TLBs and is not meeting one of the above requirements at the time of re-application is ineligible for FoodShare. If the ineligible ABAWD is a member of an open food unit, the ABAWD will be counted as a pro-rated deemer. See 4.7.5 Prorated Deeming.

Example 13: Stella's FoodShare closed on October 31 after three TLBs were issued for August, September, and October. Stella reapplies for FoodShare on January 2. During the FoodShare interview Stella reports that she had gained seasonal employment of 20 hours per week from November 8 through December 28. Stella's application is denied because although she worked 30 consecutive days, she was not meeting the ABAWD work requirement at time of application. Had Stella's job not ended, FoodShare eligibility would be effective from her filing date.

Example 14: Gracie received three TLBs for November, December, and January. FoodShare closes January 31. Gracie claims an exemption when she re-applies for FoodShare on February 10. Verification of the exemption is requested by the IM worker. Gracie failed to submit verification until after the 30 day application processing period, so the FoodShare application is denied.

Example 15: Toby is open for FoodShare on a case with his girlfriend and cousin. Toby received three TLBs for January, February, and March. FoodShare remains open for Toby's girlfriend and cousin. Toby becomes a pro-rated deemer effective April 1. On May 12, Toby requests to be added back into the food unit. He has been working at Target since May 5. He works 10 hours a week, and provides paystubs for verification. When eligibility is run, Toby is found ineligible because he is not fully meeting the ABAWD work requirements and he will continue to be a pro-rated deemer.

3.17.1.12 THREE ADDITIONAL MONTHS OF FOODSHARE BENEFITS

In certain cases, an ABAWD who has exhausted three months of *TLBs*, regains eligibility by meeting the ABAWD work requirement, and then stops meeting the ABAWD work requirement, may receive up to three additional consecutive months of FoodShare eligibility, during which he or she is not required to meet the ABAWD work requirement.

The three additional months of FoodShare eligibility will be determined by *CWW* and:

1. Apply only to ABAWDs who have exhausted three months of TLBs, regained FoodShare eligibility by meeting the ABAWD work requirement (3.17.1.11) , and then stopped fulfilling that ABAWD work requirement while receiving FoodShare; and
2. May only be received one time during a 36-month time period; and
3. Must be applied consecutively, regardless of changes in FoodShare eligibility or ABAWD status.

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. There are two types of referrals, TLB referrals and Non-TLB referrals.

TLB referrals: ABAWDs who are not meeting the work requirement~~Non-exempt~~ ABAWDs must be referred to the FSET program, and they may choose to meet the ABAWD work requirement by participating in FSET. ~~An~~~~A non-exempt~~ ABAWD with a TLB referral who enrolls~~enrolled~~ in FSET must participate in qualifying activities in order to meet the ABAWD work requirement and maintain ~~ongoing~~~~on-going~~ FoodShare eligibility. See the FSET Handbook for more information on qualifying activities.

Non-TLB referrals: ABAWDs who are meeting the ABAWD work requirement outside of FSET and non-ABAWDs have the option of being referred to FSET. ABAWDs with a non-TLB referral will still earn TLBs if they discontinue meeting the ABAWD work requirement.

FSET agencies must enter participation information for all FSET participants in the FSET tool ~~in~~~~ef~~ CWW. This information will be sent to ~~CWW~~ to determine FoodShare eligibility. 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 ~~an~~~~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 3.17.1.16 FoodShare Clock System Updates and Statuses for Active in FSET and Extended Benefit definitions.

***Note:** ~~Non-exempt~~ ABAWDs in the third additional month must also have met the FSET participation requirement during the second additional month in order to be eligible for on-going FoodShare benefits by participating in FSET beyond the three additional months.

FoodShare benefits issued based on reasonable anticipation of FSET participation are recoverable if the ABAWD fails to meet the ABAWD work requirement through FSET participation without good cause. The existing benefit recovery process should be followed if the IM agency becomes aware that the member did not fulfill their participation requirements when this policy was applied (7.3.1 Benefit Overpayment).

If the FSET agency assumed in the third month that the participant will not meet the ABAWD work requirement and at the end of the month the participant met the ABAWD work requirement. The IM worker must process the case to make sure the individual's benefits continue. The FSET agency will notify the IM agency if this circumstance occurred. The IM worker must ensure that the FoodShare Clock System Status is accurate and may need to adjust the status to reflect the FSET participation.

3.17.1.14 ADJUSTING OR DELETING THE FOODSHARE CLOCK PAGE (36-MONTH PERIOD)

Deleting or adjusting the FoodShare Clock page may be required to accurately reflect ABAWD status and FoodShare eligibility. 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 be deleted if proof of the exemption is submitted and no other TLBs exist.

Example 16: Al applies and is determined eligible for FoodShare beginning September 1. During the application interview, Al reported that he met an exemption. Al provides verification 25 days after his filing date. The exemption is effective September 1. Since FoodShare was not prorated for the month of application and Al's clock had begun, the FoodShare clock page should be deleted.

Example 17: Julie applies for FoodShare and is found eligible as ~~an~~ **non-exempt** ABAWD as of August 10. Her 36-month clock begins September 1. She reported during her phone interview on August 15 that she is pregnant and has been since before her FoodShare application. The worker sends her the verification checklist with a due date of September 11. She provides proof of pregnancy on September 1. The worker updates the Pregnancy page, then runs and confirms eligibility. She is considered a non-ABAWD and her 36-month clock is deleted.

If an individual is removed from all Wisconsin assistance programs, the clock will continue to tick. If that individual later reapplies or is added to a food unit within the 36-month period, the existing clock will be systematically updated and become viewable on the current case.

Example 18: Gus and Lucy are receiving FoodShare together and both are ~~non-~~ **exempt** ABAWDs. They each have their own 36-month clock that begins on September 1, 2015. Gus moves out of the home and is removed from the food unit on December 10, 2015; he does not apply for FoodShare on another case. He moves back in with Lucy on June 10, 2016 and is added back to her food unit. He will have the same clock with the September 1, 2015 begin date and his clock will show his monthly status as 'Ineligible' from January 1, 2016 through June 30, 2016.

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, or
- A month being counted as a TLB month when an exemption existed.

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. Workers should document changes to the clock in the case record.

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).

Adjusting the FoodShare Clock due to a Fair Hearing Decision

Fair hearing decisions may also require an adjustment to the ‘System Status’ displayed on one or more months of the FoodShare Clock Page. The IM worker can make the adjustment to the appropriate clock status.

Clock Adjustments

The clock is updated several times each month and because these updates are triggered based on the system statuses, it is critical that IM workers thoroughly review the clock to determine correct system statuses before making any adjustments. System statuses that are incorrectly updated may result in a case not being scheduled for the correct batch run(s) and may also affect an individual’s FoodShare eligibility. Any time that a manual adjustment to a clock is needed, IM workers must enter case comments to explain the action taken.

3.17.1.15 ADDITIONAL ABAWD REPORTING REQUIREMENT

ABAWDs are required to report if their work hours drop below 80 hours per month by the 10th of the month following when the change occurred. ABAWDs are not required to report other changes in ABAWD status or a change in exemption (6.1.1).

An overpayment claim should not be established if benefits were issued for a month that the ABAWD was not exempt or meeting the ABAWD work requirement due to a change in exemption or ABAWD status that was not required to be reported.

Adverse action rules continue to apply.

Example 19: Carol was issued a second TLB for the month of August. In September, Carol's ABAWD status changes to 'Non-ABAWD'~~'Exempt'~~ after she reports and provides verification of participation in an AODA treatment program which started on September 7. During her March FoodShare renewal, Carol reports that AODA treatment ended in October. An overpayment is not established for FoodShare benefits issued from October through March because she was not required to report the change in exemption status due to reduced reporting.

3.17.1.16 FOODSHARE CLOCK SYSTEM UPDATES AND STATUSES

FoodShare Clock 'System Status' updates to the FoodShare clock may occur when:

- Eligibility is run and confirmed for the recurring or current month;
- The new batch job runs on the second Saturday of the month to collect prior month's information from the "Work Requirement Met?" field on the FSET Tool's Track Participation and Good Cause page,
- The new batch job runs on adverse action to collect current month information from the "Anticipated to Meet Work Requirement?" field on the FSET Tool's Track Participation and Good Cause page, or
- Eligibility is run and confirmed in the adverse action batch run.

FoodShare Clock System Statuses

| | |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active in FSET | Individual is participating in FSET for the current month, and is expected to meet the ABAWD work requirement by the end of the month. This is only set if the individual is in their third TLB month, third additional month, or extended benefit month. |
| Additional Month | Individual has exhausted all TLB months and has been granted three consecutive months of additional benefits due to meeting the ABAWD work requirement. |
| Exempt | <u>Criteria which results in a non-ABAWD status. Non-ABAWDs are</u> Individual verified an exemption and is not required to meet the ABAWD work requirement for the month. |
| Extended Benefit Month | Individual has used three TLB and three additional months, has participated in FSET in the second and third additional month, and is expected to participate in FSET the month this status is applied. |
| Incarcerated | Individual was incarcerated for 30 days or less. |

| | |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Ineligible | Individual is ineligible for FoodShare. |
| Met FSET Requirement | Individual met the ABAWD work requirement by participating in FSET. |
| Met Work Requirement | Individual met the ABAWD work requirement by working and/or participating in a work program. |
| Partial Month FoodShare Issued | Individual received a partial month of FoodShare benefits. This is not a countable month. |
| Time-Limited Benefit | Individual received a full month of FoodShare as an non-exempt ABAWD and did not meet the ABAWD work requirement. |

3.17.1.17 COUNTABLE MONTHS FROM ANOTHER STATE

Time-limited months and additional months received in another state are countable months if the ABAWD already had a 36-month clock established in Wisconsin prior to moving to the other state. In this case, the IM agency must verify the number of countable months the individual received in the other state. If the individual did not establish a 36-month clock prior to moving to another state, the IM agency would not need to verify countable months received in the other state.

4.2.1 CATEGORICAL ELIGIBILITY

4.2.1.1 CATEGORICAL AND BROAD-BASED CATEGORICAL ELIGIBILITY INTRODUCTION

In its traditional form, categorical eligibility conveys FoodShare eligibility based on a food unit's receipt of cash assistance from Supplemental Security Income (SSI), the Temporary Assistance for Needy Families (TANF) block grant, or state-run General Assistance (GA) programs. Since the 1996 welfare reform law, states have been able to expand categorical eligibility beyond its traditional bounds. This is known as broad-based categorical eligibility (BBCE).

Broad-Based Categorical Eligibility

Most food units are considered broad-based categorically eligible if their gross income is at or below 200% FPL and the language describing "Job Center of Wisconsin" services, a partially *TANF*-funded service that all food unit members are authorized to receive, is issued to the food unit on a *CARES* generated notice of decision. The following text will appear on FoodShare approval and change notices.

"Job Center of Wisconsin" (formerly known as JobNet) is available to you. Job Center of Wisconsin is the single largest source of job openings in Wisconsin, you can access Job Center of Wisconsin via the internet at <http://www.wisconsinjobcenter.org/> or on touch screen monitors at your local job center. To locate a Job Center of Wisconsin nearest you call 1-888-258-9966."

Broad-based categorically eligible food units have no asset test.

Loss of Broad-Based Categorical Eligibility

The food unit is~~unit is~~ not considered to be broad-based categorically eligible if:

- Total gross income is above 200% ~~(8.1.4 Disqualification for Divestment);~~
- Any member of ~~the~~its food unit loses FoodShare eligibility because he or she was disqualified for an IPV ~~(3.14.1 Intentional Program Violation (IPV) Disqualification)~~;
- Any member of ~~the~~its food unit loses FoodShare eligibility because he or she was disqualified due to a drug felony sanction (3.20.1 Drug Felons), or
- The primary person is disqualified for failure to comply with the work registration requirements (3.16.1.2 FoodShare Work Requirements).

Food units that contain a member who is sanctioned for an IPV or drug felony continue to be eligible to receive TANF Job Center of Wisconsin services so assets are excluded and not deemed. The sanctioned food unit member's income continues to be deemed. The food unit is no longer considered categorically eligible so it must be

tested using the regular *SNAP* program gross and net income limits. See 8.1.1 for those income limits.

If the food unit's gross income goes over 200% of FPL, the case will close. A negative notice will be sent with reason code 013: Income reported exceeds the program eligibility standard.

~~Do not test a categorically eligible food unit against the FoodShare asset, gross income, and net income limits. Calculate the food unit's net income to determine its allotment amount. Continue to verify residency and sponsored immigrant information because Job Center of Wisconsin does not collect this information.~~

-

Broad-based Categorically eligible FoodShare assistance groups with zero benefit allotment amounts will be denied. The denied or closed FoodShare assistance group can file a new application and complete an intake interview if they wish to be reconsidered for FoodShare eligibility.

4.2.1.2 CASE PROCESSING

CARES will deny or close the FoodShare benefits automatically when the FoodShare assistance group's adjusted income is greater than the allotment amount. CARES will issue a closure notice that will include reason code 557: "Your net income exceeds the level to receive FoodShare benefits."

Except during an initial month, all eligible one- and two-person food units shall receive the minimum \$15 allotment, when the gross income is below 200% FPL and ~~even if~~ the net adjusted income exceeds the net income limit.

A denied or closed FoodShare assistance group can file a new application and complete an intake interview if they wish to be reconsidered for FoodShare eligibility.
~~If the food unit is required to re-apply for FoodShare after being closed, the food unit must be assessed for priority service, have a new filing date set, and complete an interview. If the food unit provides verification within the month following the month of case closure, which resolves ineligibility, FoodShare reopens without the food unit needing to reapply for FoodShare. Benefits are prorated from the date the food unit took the required action.~~

4.2.1.3 SPECIAL CIRCUMSTANCES

FoodShare assistance groups units with zero FoodShare benefits in their initial benefit month and a FoodShare allotment greater than zero in the second month will be denied in the first month and opened in the second month. ~~If the benefit calculation is zero for the first two months, the case will be denied.~~ The 12-month FoodShare certification period will begin the month of application even though the first month may be denied because the allotment amount is zero. If the benefit calculation is zero for the first two months, the case will be denied.

Example 1: Barry applied for FoodShare in August after he lost his job. ~~In the FoodShare benefit determination,~~ Barry received zero for August (due to excess income) and was found eligible for \$98 in September. His certification period starts in August.

4.2.1.4 TRANSITIONAL FOODSHARE BENEFITS

If the FoodShare benefit is reduced to zero for the month between the benefit determination month and the month transitional FoodShare benefits (TFS) begins, the case will remain open. See 5.1.1 Transitional FoodShare Benefits (TFS).

Example 2: Donna got a job in July and her last *W-2* check was issued in August. Her TFS benefit starts in September. Her income from her new job ~~impacted~~ caused her August allotment. The August allotment was to be reduced to zero. However, the TFS benefit amount is based on the July budget minus the W-2 payment amount. for August. The case remains open during the month of August and her TFS benefits start in September using the July information.

4.2.1.5 ELDERLY, BLIND, OR DISABLED ~~EBD~~ FOOD UNITS

Food units that include an elderly, blind or disabled member with gross income over 200% of the FPL must be tested for FoodShare using the regular SNAP rules. Under the regular SNAP rules, these food units have no gross income limit, but must have net income that does not exceed 100% FPL and countable assets that do not exceed the asset limit of \$3,500. See 8.1.1.2 Regular SNAP Program Income Limits.

4.2.1.6 ELDERLY, BLIND, OR DISABLED FOOD UNIT CASE PROCESSING

If the food unit passes both the asset and the net income tests, the income must be adjusted in the CARES system for the FoodShare calculation to allow the food unit to pass the 200% gross test and issue the correct benefit to the FoodShare assistance group. Use the [FoodShare Worksheet \(F-16033\)](#) to determine the adjusted income amount. [Scan the worksheet into the ECF and document in case comments the food unit's actual income.](#) Suppress the CARES generated notices and send a manual positive notice along with a copy of the worksheet. See Process Help 17.1 for CWW entries.

4.3.3 FARMING AND OTHER SELF EMPLOYMENT INCOME

4.3.3.8 SELF-EMPLOYMENT EXPENSES

Expenses Exceeding Income

When a food unit has more than one self-employment operation, the losses of one can offset the profits of another. Do not use losses from self-employment to offset other earned or unearned income.

Exception: Offset farm income losses with any other countable income only if the farmer received or anticipates receiving annual gross proceeds of \$1,000 or more from the farm operation.

Shelter Expense

When a self-employed food unit claims the total shelter costs as a business expense, do not allow any shelter deduction. If the food unit claims a percentage of the shelter costs as a business expense, the remaining percentage is a shelter deduction.

If the percentage used for the business expense was not self-declared, use IRS form 8829 or the “Expenses for business use of your home” line from IRS form 1040 Schedule C to determine the amount of the home that was claimed as a business expense. Any remaining amount that was not counted as a business expense should be allowed as a shelter expense.

Example 9: Fred, a self-employed farmer, uses 50% of his homeowners insurance and property taxes as a business deduction. His yearly homeowners insurance and property taxes are \$1,200. Use the remaining \$600 as a shelter deduction. Prorate the \$600 over 12 months.

Farm and Self-Employment Expenses - Utilities

A self-employed food unit is allowed the standard utility allowance (SUA), if eligible for it, regardless of the percentage of utility expense claimed on the taxes for business use of the home.

Self-employed Child Care Provider

A child care provider can deduct the cost of meals provided to the enrolled children from the income earned by the child care business. They may report the actual cost of the meals or they may use the federal standard deductions. Tier 1 applies to food units with income at or below 185% of the FPL income guidelines. Tier 2 applies to all other households.

Rates effective from July 1, 2018 - ~~2017~~-June 30, 2019~~2018~~:

Federal Standard Deductions

| Meals | Tier 1 | Tier 2 |
|---------------------|---------------|---------------|
| Breakfast | \$1.31 | \$0.48 |
| Lunch or Supper | \$2.46 | \$1.48 |
| Supplement (snacks) | \$0.73 | \$0.20 |

4.6.7 SHELTER AND UTILITY DEDUCTION

4.6.7.3 STANDARD UTILITY ALLOWANCES

Food units that have received a *WHEAP* or *LIHEAP* payment greater than \$20* in the current month or within the past 12 months will receive the HSUA. WHEAP or LIHEAP payments may be received at any address (in or out of state) in the current month or the past 12 months.

Food units that have not received WHEAP or LIHEAP will receive the appropriate utility standard based on the utility obligation(s) incurred by the food unit as described below.

Utility Standards

1. The **Heating Standard Utility Allowance (HSUA)** if obligated to pay, or actually paying for any heating source, including but not limited to gas, electric, wood, propane, etc.
2. The **Limited Utility Allowance (LUA)** if obligated to pay, or actually paying for two or more different types of non-heat qualifying utility expenses. The qualifying utility expenses are phone, water, sewer, electric, cooking fuel, or trash.
3. The **Electric Utility Allowance (EUA)** if obligated to pay, or actually paying for only a non-heat electric bill.
4. The **Cooking Fuel Utility Allowance (FUA)** if obligated to pay, or actually paying for, a fuel used only for cooking that is not also used for a heating source.
5. The **Water Utility Allowance (WUA)** if obligated to pay, or actually paying for only a water bill, a sewer bill, septic tank installation or maintenance, or wastewater treatment bill.
6. The **Phone Utility Allowance (PUA)** if obligated to pay, or actually paying for only a telephone, including cellular phones.
7. The **Trash Utility Allowance (TUA)** if obligated to pay, or actually paying for only a trash or garbage bill.

A heating expense is only allowed if the food unit is responsible for the obligation separate from his or her rent regardless whether the resident lives in subsidized housing, unless an individual in the food unit has received a LIHEAP/WHEAP payment in the current month or past 12 months.

See 8.1.3 Deductions for the current amount.

When individuals in a food unit have received a WHEAP payment greater than \$20, they will always qualify for the HSUA. In rare instances, a non-heat WHEAP (also known as an energy assistance payment) is granted to some low income housing individuals. Individuals that receive this type of energy assistance payment are eligible for the full HSUA. Verification of the energy assistance payment is needed. Enter a case comment to state the receipt of energy assistance and that the WHEAP response was marked as "Yes" to apply the HSUA.

IM workers will need to determine the payment amount from out-of-state~~other states'~~ LIHEAP or other energy assistance programs because other states' LIHEAP payments may be less than the \$20 amount necessary to qualify for the HSUA.

Example 1: Bob and Mary live together but are in separate food units. Bob received a WHEAP payment in the current month. He is entitled to the full HSUA. If Mary pays any portion of the heat expense, she is also entitled to the full HSUA. If she does not pay any portion of the heat expense, she is not entitled to the HSUA.

Example 2: A food unit claims to have received an energy assistance payment for non-heat expenses. The food unit provides a letter from the local energy assistance office showing a grant amount of \$100.00. The food unit is entitled to the full HSUA; enter a "Yes" for the question, "Has your household received WHEAP in the current month or past 12 months?"

Special Situations

If a food unit reports a change in address, they are not required to report a change in utilities; the food unit may keep the utility standard applied to their food unit until their renewal. If, however, the food unit does report a change in utilities, enter the appropriate new shelter utility allowance. If WHEAP was received in the current or past 12 months; the food unit is entitled to the full HSUA regardless of current utility obligations.

When utility bills are not in a food unit member's name, but the food unit claims responsibility for the bill and the address for the utility bill is the same as the food unit's address, allow the appropriate utility standard. If separate food units share utility expenses and a residence, each food unit should be granted the full utility standard, regardless of which food unit receives the bill.

If a homeless food unit claims to have both temporary shelter and utility costs, the appropriate utility standard should be granted. If this is determined questionable, follow the verification policy below.

Self-employed food units who claim 100% of utility expenses as a business deduction on their tax forms are not entitled to a utility allowance. If less than 100% is claimed as a business deduction, the food unit is entitled to the appropriate utility allowance.

Verification

If a food unit claims to have received WHEAP, verification will be required. IM workers have access to this verification via the data exchange, Tran code: DXLI, in the CARES Mainframe. A WHEAP and/or LIHEAP payment must be received in order to qualify for the HSUA. In some instances, a WHEAP payment might not display at DXLI. If the individual is stating that they did receive a WHEAP payment and the information does not display, a worker should request verification from the food unit.

Note: If a household receives WHEAP, there will be no DXLI match if the payee is not a food unit member. The food unit is entitled to the HSUA if the heating expense is shared among the household and the food unit.

Regardless of whether an applicant or member received a WHEAP payment in the current or prior 12 months, workers should still enter the expenses declared by the applicant or member on the Utility Costs page. For food units that have not received a WHEAP payment, verification of the food unit's utility obligation(s) will be required only if determined questionable. If verification is requested and not submitted, the utility expense would not be considered when determining which utility allowance is appropriate for the food unit.

Example 32: A food unit owns their home. If the applicant or member claims responsibility for all household utilities, including heat, verification should not be required as this is not questionable.

Example 43: A food unit claims to be responsible for paying heat in their apartment. The lease indicates heat is included in the rent. Because there is conflicting information, the utility expense claimed would be considered questionable.

4.7.5 PRORATED DEEMING

Pro-rated deemers include individuals disqualified from FoodShare eligibility due to:

1. Non-qualifying immigration status, or
2. Failure to provide or apply for a social security number, or
3. ~~Non-exempt~~-ABAWDs who:
 - a. ~~Who~~ Have used their three time-limited benefit months, and
 - b. Are not meeting the ABAWD work requirement or an exemption, and
 - c. Are no longer eligible for FoodShare benefits, and
 - d. Have not been determined ineligible within a food unit of other eligible members.

Note: When performing a manual calculation, do not include pro-rated deemers in the FoodShare assistance group when:

- Determining the amount of the FoodShare benefit allotment,
- Assigning a standard deduction to the FoodShare assistance group, or
- Comparing the FoodShare assistance group's monthly income with the income eligibility standards.

Example 1: Toby received three time-limited benefit months for January, February, and March. FoodShare remains open for Toby's girlfriend and cousin. Toby becomes a pro-rated deemer effective April 1. On May 12, Toby requests to be added back into the FoodShare assistance group. He has been working at Target since May 5. He works 10 hours per week, and provides pay stubs for verification. When eligibility is run, Toby is found ineligible because he is not fully meeting the ABAWD work requirement and he will continue to be a pro-rated deemer.

Prorate the ineligible person's income and expenses between those in and out of the FoodShare assistance group. Calculate the amount of pro-rated income and expenses to *deem* to the FoodShare assistance group separately.

5.1.1 TRANSITIONAL FOODSHARE BENEFITS (TFS)

5.1.1.1 TFS INTRODUCTION

7 CFR 273.26

Transitional FoodShare (TFS) benefits automatically extend FoodShare benefit eligibility for five months to FoodShare assistance groups whose Wisconsin Works (*W-2*) or Tribal *TANF* (TT) cash assistance ends as long as:

1. The member was part of an active FoodShare case in the benefit month and the month the last *W-2* or TT payment was issued, and
2. The member was receiving a *W-2* or Tribal TANF payment. This does not include *W-2* Trial Job Placements or Transitional Jobs ~~cases~~ managed by a *W-2* agency.

FoodShare assistance groups are not eligible for TFS after Wisconsin Works (*W-2*) or Tribal TANF (TT) cash assistance ends when:

1. The *W-2* or TT payment is sanctioned to zero for nonparticipation, or
2. All FoodShare assistance groups members lose FoodShare eligibility due to:
 - a. An intentional program violation
 - b. Failure to comply with a work requirement (see 3.16 Work Requirements)
 - c. Ineligible student status
 - d. Ineligible immigrant status
 - e. Failure to provide information necessary for determining eligibility or failure to complete a renewal
 - f. Assets of an EBD non-categorically eligible FoodShare member were divested for the purpose of qualifying or attempting to qualify for the program
 - g. Dual FoodShare participation
 - h. Status as a fleeing felon

Note: There is no limit to the number of times someone can be eligible for TFS; however the ~~member must~~ ~~case/person needs to~~ be receiving regular FoodShare prior to starting TFS.

Example 1: Linda is eligible for TFS from February through June. She is injured in a fall in May and is unable to work. In May, she re-applies for *W-2* and is placed in a *W-2T*. The TFS benefit period will continue through June. Because the five-month TFS benefit period ends in June, Linda completes a recertification review for regular FS benefits in June, and starts receiving them in July. Linda returns to her full time job in August. Her household will receive another five months of TFS benefits once her *W-2* payment ends.

5.1.1.2 TFS BENEFIT CALCULATION

7 CFR 273.26
7 CFR 273.27

The TFS allotment is calculated using the income (less the W-2 payment), expenses, and FoodShare assistance group size from the month prior to the last W-2 cash payment (benefit determination month). This amount is frozen for the next five consecutive months, regardless of the number of months remaining in the most recent certification period for regular FoodShare. A new 12 month certification period will begin when the FoodShare assistance group reapplies and is eligible for FoodShare at the end of the TFS benefit period.

If a change is reported or becomes known to the agency, the change will be acted upon at time of reapplication at the end of the TFS benefit period.

If the initial W-2 placement is valid the participant is eligible to receive TFS benefits when the W-2 payment ends. This includes cases where some of the W-2 payments may be recouped ~~from the FoodShare assistance group~~ because the member failed to report a change or the ~~IM worker did not end the~~ placement was not ended correctly. If the initial W-2 placement was based on fraudulent information and the total W-2 payments are being recovered, the household is not eligible for the TFS benefit. Calculate the correct FoodShare benefit based on non-TFS criteria for the months the household was incorrectly open for TFS to determine if there is an over/under payment.

5.1.1.4 SANCTIONS AND TFS

CARES will systematically determine the establishment of TFS. TFS will not be established in the following scenarios:

- If a FoodShare assistance group ~~member's member is sanctioned by~~ W-2 eligibility is terminated ~~in the benefit determination month his or her individual participation status will be frozen~~ for failing or refusing to cooperate with W-2.
- The ~~the five month TFS benefit period. If the W-2 or TT benefits are~~ benefit is sanctioned to zero dollars ~~(but the paid placement W-2 remains open)~~ in the benefit determination month, ~~the FoodShare assistance group is not eligible for TFS.~~

7.1.1 ALLOTMENTS

7.1.1.5 REPLACEMENT ISSUANCE FOR DESTROYED FOOD

7 CFR 274.6

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 replacement issuance shall be provided only if a food unit:

1. Reports the loss orally or in writing to the agency within 10 days of the date the loss occurred; ~~and~~
2. Completes a "Request for Replacement FoodShare Benefits" (F-00330). This can be completed and dropped off at the agency, mailed, or faxed to the agency, but must be received by the agency within 10 days of when the food unit reports the loss; ~~and~~.
3. Provides verification of ~~Note: The agency must include~~ the misfortune 10-day due date, and consequences for failure to return this form timely. The worker must send ~~A~~ a manual verification form (F-00330) requesting verification of the misfortune. The verification request must allow 10 days for the submission of verification ~~form should be issued to meet this requirement~~ (1.2.1.2 Request for Verification).

Exception: When a "State of Emergency" has been declared by a government official for an area (county/zip code/city), verification of the misfortune is not required as long as the loss was specifically due to the state of emergency event. The loss may not have occurred the same day as the event. All other criteria above must still be met.

Replacement amounts should be for amount of the loss claimed by the food unit, up to the maximum issued for that month's allotment, unless the allotment includes supplemented benefits, then the full amount issued will be replaced.

Note: The food unit could have purchased food prior to the disaster using FoodShare benefits from previous months.

A replacement issuance must be provided to the FoodShare assistance group within 10 days after report of the loss. Verify the misfortune through the fire department, police department, a community organization such as the Red Cross, a collateral contact or home visit, etc.

Deny or delay a replacement issuance if available documentation indicates that the food unit's request for replacement appears to be fraudulent.

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. Inform the food unit of its right to a fair hearing to contest the denial or delay of a replacement issuance. Replacements shall not be made while the denial or delay is being appealed.

A food unit may experience such a loss more than once. There is no limit to the number of replacement issuances.

Note: Ensure you use the "905" replacement supplement code when issuing replacement benefits for destroyed food. This is essential for tracking purposes.

Example 6: Joyce received the maximum allotment for July, the month of the disaster. The food that Joyce stored in her basement freezer that was purchased with June benefits was also destroyed. Joyce is requesting a replacement for the food purchased in June and July. Joyce is eligible for replacement benefits up to the max allotment for July.

Example 7: Kevin is a single individual receiving FoodShare monthly in the amount of \$170. Kevin completes the "Request for Replacement FoodShare Benefits" (F-00330) stating his food spoiled due to a power outage on July 16, and he lost \$100 worth of food purchased with his July FoodShare benefits. The IM worker would verify the power outage with the power company and issue Kevin \$100 in replacement benefits.

Example 8: Mary and her daughter receive FoodShare benefits of **\$345** each month. There is a fire in their home on July 1 and Mary states that all of her food, valued at \$400, was destroyed. They complete the "Request for Replacement FoodShare Benefits" (F-00330) and are eligible to have their July allotment replaced in the amount of **\$345**.

Example 9: Steve and his child receive a monthly benefit of **\$340** in FoodShare on the 14th of every month. On August 3, Steve reports that **his refrigerator stopped functioning** on July 28. The **refrigerator was not functioning** for more than 24 hours **before it was repaired**, causing all of his cold and frozen foods to spoil. Steve claims to have lost \$600 in food all of which was purchased with his FoodShare over the last two months. Steve is eligible for a replacement up to the maximum monthly amount. Steve's July issuance is **\$340**. Because that is the month of loss, he will receive that in a replacement benefit.

Example 10: Tim and Sue apply for FoodShare on September 25 and are found eligible for \$25. During the application, Sue states that their house caught fire on August 31, which destroyed all of their food. Sue would like to receive FoodShare to cover her destroyed food. Sue is not eligible for a FoodShare replacement because the food destroyed was not purchased with the FoodShare benefits.

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.

7.3.2 CALCULATING OVERPAYMENT CLAIM AMOUNTS

7.3.2.1 CLIENT AND NON-CLIENT ERROR

When calculating the overpayment, consider the food unit's reporting requirements. Do not use income or expenses, or changes in income and expenses that were not reported and were not required to be reported. Calculating an overpayment claim means determining the correct amount of benefits for each month in which a household received an overpayment. The correct amount of benefits is the amount the household would have received had the information used in the eligibility determination been accurate at the time of the determination.

Use converted prospective income to determine ongoing benefit eligibility for the overpayment calculation. Do not use actual income to calculate the claim, even if all information is received for the entire overpayment claim period. Only use the income and expenses reported or required to be reported for each month of the overpayment period. In claim calculations, disregard income that was not previously reported and was not required to be reported.

When a food unit member should have been ineligible, their income and expenses should be deemed following the appropriate deeming standard. The ineligible individual should not be counted as part of the assistance group in calculating the overpayment claim. See 4.7.5 Prorated Deeming and 4.7.6 Gross Deeming.

The "Date of Discovery" is the date you become aware of the potential overpayment. This date is used to establish the look back period. The overpayment period begins with the date of discovery and extends back up to one year (12 months) for non-client errors and up to six years (72 months) for client errors. This look back period is the period of time during which the overpayment may have occurred.

From this point forward the term "Date of Discovery" will be synonymous with the "Date of Awareness." "Date of Discovery" will be used on all future correspondence. The intent of the policy is that both terms are part of a process to define the overpayment period. The overpayment period consists of the number of months during which there were overpayments within the look back period. The overpayment period begins with the first month had the change been reported timely and acted on timely. It would have been effective up to the month prior to when the case was corrected.

The date the claim is mailed or otherwise delivered to the food unit is considered the date of establishment of the claim for tracking purposes, including establishing delinquency for the purposes of tax intercept. If the claim was not established at a fair hearing, a notice of adverse action must be provided. The notice of adverse action can be included with the claim notice or mailed separately. Overpayment claim notices must be sent to the last-known address. If a fair hearing official determines that a claim does exist against the food unit, the food unit must be re-notified of the claim.

Current verification requirements still apply. When all attempts to obtain the verification are unsuccessful the worker must use the best available information to determine the monthly income amount for purposes of the overpayment calculation. The food unit has primary responsibility for providing documentary evidence to support statements in the case record and to resolve any questionable information. The worker must assist the household in obtaining this verification provided the food unit is cooperating with the agency. When the food unit fails or refuses to provide income information needed to calculate the claim and no other information is available, the claim should be calculated as if the food unit was completely ineligible. This process is consistent with eligibility determinations at application, six month report and renewal, where if the applicant member fails to provide mandatory verifications, the food unit is ineligible to receive FoodShare benefits (See 1.2.6.1 Required Verification to Determine Eligibility). The overpayment is to be established using certification rules. If the relevant information is later provided by the food unit, the claim should be recalculated with the new information factored into calculating the monthly eligibility and benefit amount that should have been received.

The food unit must be given a reasonable opportunity to provide verification of income, and the agency may contact the employer directly for verification. It is not necessary to contact the food unit prior to contacting the employer; both contacts can be completed at the same time. Members should be provided 30 days to provide verification, unless it is determined that additional time is necessary in order to collect and submit the verification requested. If more than 30 days are allowed for provision of verification by the member, document the number of days allowed and the reason. Employers should be provided 10 days to provide verification. When no other form of verification is available, then SWICA information is considered the best available information and should be used to calculate an overpayment.

Document clearly in case comments the unsuccessful requests for verification from the household and the employer, and the reason for using a SWICA match as the best available verification of monthly income. Also clearly document how the income amount was calculated from the SWICA match.

If while calculating an overpayment claim, it is found that there was an underissuance that was a result of agency error and the underissuance is within the last 12 months, the amount of the underissuance must be offset against the total claim amount (if a claim is established) or a supplemental issuance should occur if there is no overpayment claim established.

7 CFR 273.18(d)(1)

In order to meet the established timeliness requirements, overpayment claims must be completed before the last day of the quarter following the quarter in which the IM discovered an overpayment. This holds true for both client and non-client errors. Overpayment claims must be established and recovered even if they are not calculated within this timeframe. Overpayment claims must be established and recovered even if they are calculated late; failing to complete a claim within the given timeframe does not void the overpayment.

Client Error

A client error occurs when the food unit unintentionally:

1. Failed to provide correct or complete information,
2. Failed to report a change that was required to be reported, or
3. Received FoodShare for which it was not entitled pending a fair hearing decision.

The look back period for client errors begins with the date of discovery (the day the IM worker discovered the potential that an overpayment may exist) and extends backward:

1. Six years, or
2. To the month the change would have been effective had the food unit timely reported it, whichever is most recent.

The overpayment period begins with the first month had the change been reported timely, and would have been effective up to the month prior to when the case was corrected.

It is essential that the date of discovery be documented in case comments. This date locks in the look back and overpayment period. This date will not change even if the overpayment is calculated untimely.

The month the change would have been effective cannot be more than two months after the change in circumstance actually occurred.

When determining if an overpayment occurred due to an unreported increase in total gross monthly income, compare the total actual unconverted income amount to the income reporting limit for the FoodShare assistance group size to determine if the income should have been reported.

In overpayment calculations, do not apply the 20% earned income disregard to earned income that was required to be reported but was not reported timely. Disregard income that was not previously reported and was not required to be reported due to reduced reporting requirements. If expenses were reported correctly at the time of the overpayment, use those same expenses when calculating the overpayment. If expenses were incorrectly reported, and subsequently verified (examples: the expense was considered questionable and the IM worker requested and received verifications, or the expense was verified through a QC review or a WHEAP data exchange, etc.) use the verified amount in the overpayment calculation. If the IM worker knows the expense is incorrect and verification was requested but was not received, do not allow the expense in the overpayment calculation.

Earned income needs to be verified when determining income to be used in an overpayment calculation.

For Earned Income:

1. Dated check stubs of income that should have been reported that caused the overpayment.
2. Earnings reports, a statement from the employer, or ECF forms, signed by the employer, with all needed information.

Note: IEVS may indicate that income was earned from an employer sometime during three months of the work quarter. Do not use IEVS in calculations and overpayments.

Non-Client Error

A non-client error occurs when the state or local agency:

1. Takes an incorrect action on a FoodShare case,
2. Does not take prompt action on a change the food unit reported,
3. Fails to correct an action,
4. Incorrectly enters information or fails to include information that results in expedited eligibility,
5. Misapplies policy, or
6. System programming error, such as failure to include W-2 or SSI benefit increase.

The look back period for non-client errors begins with the date of discovery (the day the IM discovered the potential that an overpayment may exist) and extends backward:

1. Twelve months, or
2. To the month the error was effective had the change been acted on timely, whichever is most recent.

The overpayment period begins with the first month the change would have been effective up to the month prior to when the case was corrected.

It is essential that the date of discovery be documented in case comments. This date locks in the look back and overpayment period. This date will not change even if calculated untimely.

Example 1: At Jeff's renewal on June 5, 2012, he reported income of \$800 per month. His IM worker miscalculated Jeff's income and budgeted \$400 per month instead of the \$800 per month that Jeff reported. When Jeff submits his SMRF on December 5, 2012, the IM worker discovers her error and corrects the case effective January 1, 2013. While reviewing Jeff's income, the IM worker discovers that Jeff started a second job on August 1, from which he earns \$600 per month.

To calculate the overpayment, the IM worker budgets the correct income amount of \$800 from the job Jeff reported. The IM worker does not use the income in the overpayment calculation from the second job, because this income was not required to be reported due to reduced reporting requirements. Jeff reports this

change on his December 2012 SMRF and this income is budgeted effective January 1, 2013.

- The date of discovery is December 5th, 2012.
- The look back period is June 2012~~December 2011~~ through December 2012 (non-client error).
- Had the June 2012 change been acted on accurately the change would have been effective July 1, 2012, therefore the overpayment period is July 1, 2012 through December 31, 2012.

~~**Example 2:** Margaret submitted a complete SMRF on April 22. On the SMRF Margaret reports her income decreased from \$700 to \$500. On May 20, Margaret's worker discovers the error and corrects the case effective July 1. While determining if Margaret has an underpayment, the IM worker learns that Margaret began a second job on May 1, from which she earns \$120 per month. The additional income does not put Margaret's income over 130% of the FPL, so she is not required to report the change until her next renewal, due to reduced reporting requirements.~~

- ~~• The date of discovery is May 20.~~
- ~~• The look back period is the past 12 months (non-client error).~~
- ~~• Had the April 22 change been acted on timely the change would have been effective June 1. Therefore, the overpayment period is June 1 through June 31.~~

~~The IM worker does not use the income from Margaret's second job because it was not required to be reported.~~

Example 32: Matt submitted a complete SMRF on August 4, 2013. On August 8, 2013, Matt's IM worker discovers that Matt started a job on April 5, 2013, and Matt received income in April that exceeded 130% of the FPL threshold. ~~that should have been reported because the income from this job puts him over the 130% FPL threshold.~~ The new income should have been reported by the 10th of May. The IM worker corrects the case and closes it effective August 31, 2013.

- The date of discovery is August 8, 2013.
- ~~• The look back period is August 2005 through August 2013 (client error).~~
- Had the April 5, 2013, income change been reported timely, the case would have closed as of ~~May 31~~June 30, 2013. Therefore, the overpayment period is ~~June~~July 1, 2013 through August 31, 2013. Section 6.1.1.2 Change Reporting for All Other Food Units (Reduced Reporting) applies, and the change must be reported by the 10th of the month following the month in which the total income exceeded 130% of the FPL.

8.1.1 INCOME LIMITS

8.1.1.1 INCOME LIMITS

Effective October 1, ~~2018~~2017

| | Categorical Eligibility Income Limit | Elderly & Disabled Seeking Separate Food Unit Status | Income Change Reporting Threshold And Gross Income Limit For Non-Categorically Eligible Food Groups | Net Income Limit | Monthly Maximum FoodShare Allotment |
|------------------------|---------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------|
| FoodShare Group Size | Gross Monthly Income Limit (200% FPL) | Gross Monthly Income Limit (165% FPL) | Gross Monthly Income Limit (130 % FPL) | Gross Monthly Income Limit (100% FPL) | |
| 1 | \$2,024,010 | \$1,670,659 | \$1,316,307 | \$1,012,005 | \$192 |
| 2 | \$2,744,708 | \$2,264,233 | \$1,784,760 | \$1,372,354 | \$353,352 |
| 3 | \$3,464,404 | \$2,858,808 | \$2,252,213 | \$1,732,702 | \$505,504 |
| 4 | \$4,184,100 | \$3,452,383 | \$2,720,665 | \$2,092,050 | \$642,640 |
| 5 | \$4,904,798 | \$4,046,3,958 | \$3,188,118 | \$2,452,399 | \$762,760 |
| 6 | \$5,624,494 | \$4,640,532 | \$3,656,571 | \$2,812,747 | \$914,913 |
| 7 | \$6,344,190 | \$5,234,107 | \$4,124,024 | \$3,172,095 | \$1,011,009 |
| 8 | \$7,064,6,888 | \$5,828,682 | \$4,592,477 | \$3,532,444 | \$1,155,153 |
| 9 | \$7,784,586 | \$6,422,257 | \$5,060,4,930 | \$3,892,793 | \$1,299,297 |
| 10 | \$8,504,284 | \$7,016,6,832 | \$5,528,383 | \$4,252,142 | \$1,443,441 |
| Each additional member | +\$720,698 | +\$594,575 | +\$468,453 | +\$360,349 | +\$144 |

8.1.1.2 REGULAR SNAP PROGRAM INCOME LIMITS

Effective October 1, ~~2018~~2017

| FoodShare Group Size | EBD Non Categorically Eligible | Regular SNAP IPV and Drug Felony | |
|------------------------|-------------------------------------|----------------------------------------|-------------------------------------|
| | Net Monthly Income Limit (100% FPL) | Gross Monthly Income Limit (130 % FPL) | Net Monthly Income Limit (100% FPL) |
| 1 | \$1, 012 005 | \$1, 316 307 | \$1, 012 005 |
| 2 | \$1, 372 354 | \$1, 784 760 | \$1, 372 354 |
| 3 | \$1, 732 702 | \$2, 252 213 | \$1, 732 702 |
| 4 | \$2, 092 050 | \$2, 720 665 | \$2, 092 050 |
| 5 | \$2, 452 399 | \$3, 188 118 | \$2, 452 399 |
| 6 | \$2, 812 747 | \$3, 656 574 | \$2, 812 747 |
| 7 | \$3, 172 095 | \$4, 124 024 | \$3, 172 095 |
| 8 | \$3, 532 444 | \$4, 592 477 | \$3, 532 444 |
| 9 | \$3, 892 793 | \$ 5,060 4,930 | \$3, 892 793 |
| 10 | \$4, 252 142 | \$5, 528 383 | \$4, 252 142 |
| Each additional member | +\$ 360 349 | +\$ 468 453 | +\$ 360 349 |

8.1.2 ALLOTMENT FOR MONTHLY NET INCOME AND FOODSHARE GROUP SIZE

Current Allotment Table

Allotment by monthly net income effective October 1, ~~2018~~2017 through September 30, ~~2019~~2018.

Prior Years' Allotment Tables

Allotment by monthly net income and FoodShare group size effective dates:

| Start Date | End Date |
|-----------------------------------------------------------------------------------------------------------|---------------------------|
| <u>October 1, 2017</u> | <u>September 30, 2018</u> |
| October 1, 2016 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons | September 30, 2017 |
| October 1, 2014 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons | September 30, 2016 |
| November 1, 2013 | September 30, 2014 |
| October 1, 2013 | October 31, 2013 |
| October 1, 2012 | September 30, 2013 |
| October 1, 2011 | September 30, 2012 |
| October 1, 2009 | September 30, 2011 |
| April 1, 2009 | September 30, 2009 |
| October 1, 2008 | March 31, 2009 |
| October 1, 2007 | September 30, 2008 |

8.1.3 DEDUCTIONS

Effective October 1, ~~2018~~2016

| Deduction Type | Amount |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standard For groups with 1-3 people For groups with 4 people For groups with 5 people For groups with 6 or more people | \$ 164 160 \$ 174 170 \$ 204 199 \$ 234 228 |
| Dependent Care | Use total monthly costs. |
| Utility Allowances HSUA (Heating Standard Utility Allowance) LUA (Limited Utility Allowance) EUA (Electric Utility Allowance) WUA (Water and Sewer Utility Allowance) FUA (Cooking Fuel Allowance) PUA (Phone Utility Allowance) TUA (Garbage and Trash Utility Allowance) | \$ 452 448 \$ 308 338 \$ 130 167 \$ 86 84 \$ 36 \$34 \$ 33 \$31 \$ 23 \$22 |
| Shelter Maximum Deduction (non-EBD households) | \$ 552 535 |
| Medical Allowance | Expenses over \$35 |