

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

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

Re: **FoodShare Handbook Release 20-03**

Release Date: 11/23/2020

Effective Date: 11/23/2020

EFFECTIVE DATE	The following policy additions or changes are effective 11/23/2020 unless otherwise noted. Underlined text denotes new text. Text with a strike through it denotes deleted text.
POLICY UPDATES	
1.1.2 FoodShare Benefits	Clarified policy for EBT and updated examples
1.2.2.5 Request for Contact	Removed examples and clarified request for contact policies and quality control
1.2.3.5 Wisconsin Residency Verification	Updated policies and examples for FNS corrective action returned mail, residency, and EBT
1.2.3.6 Address Verification	Updated text used for policy
1.2.5 Questionable Items	Removed example 7
1.2.6.1 Required Verification to Determine Eligibility	Updated data exchange for Wisconsin Residency
1.2.6.2 Verify Only if Questionable	Added Huber Status section to table
2.1.3.1 Completing the Interview	Added Exception section and removed note
2.1.3.2 Completing the Interview	Updated forms and references for Required Interview Topics
2.1.3.3 Use of an Authorized Representative	Added note for Authorized Representatives as court-appointed guardians
3.2.1 Residency	Updated Guidelines for determining residency and added note
3.2.1.1 Joint or Shared Physical Custody of Children	Updated language and examples used for policy and added note for Food Unit Assistance Groups
3.2.1.2 Temporary Absence	Updated text for policy and examples and added note
3.2.1.3 Homelessness	Clarified policy for transitional housing

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3.2.1.5.2	Adult Family Home (AF)	Clarified policy for AFH information
3.9.1	Attendant/Housekeeper	Clarified policy for qualifications of a live-in attendant/housekeeper and added examples
3.14.1	Intentional Program Violation (IPV) Disqualification	Clarified policy of when a member commits an IPV
3.15.1	Student Eligibility	Added student eligibility exemption and clarification for higher education
3.17.1.4	Determining ABAWD Status	Moved section for unemployment exemption up to qualifications to determine non-ABAWD status
3.19.1	Fleeing Felons and Probation and Parole Violaters	Moved section for Address from Application processing to Definition of Actively Seeking section and clarified policy for Application Processing
4.3.3.8	Self Employment Expenses	Updated Federal Standard Deductions table amounts for 2020
4.3.4.1	Unearned Income Introduction	Updated text
4.3.4.2	Counted Unearned Income	Updated text and added section for COVID-19 Pandemic Assistance
4.3.4.3	Disregarded Unearned Income	Added section for COVID-19 Pandemic Assistance and removed Unemployment Insurance section
4.6.7.1	Shelter and Utility Deduction Introduction	Updated policy for determining shelter and utility deductions
4.6.7.2	Allowable Shelter Expenses	Updated list of shelter expenses when they are deductible
5.3.1.3	DSNAP Verification Requirements	Updated Residency section in table to Address
6.1.2	Six Month Reporting Requirement	Updated policy for SMRFs when determining employment, unearned income, and child support expenses and added examples
6.1.3.7	Change Impact Matrix	Removed example for SMRF requirements and updated text for TFS section in table
6.2.1.1	Interagency Case Transfers Introduction	Updated text for residency
7.3.1.8	Notice of Overissuance (Overpayment)	Updated text
8.1.1.1.1	Income Limits	Updated table amounts for 2020
8.1.1.2	Regular SNAP Program Income Limits	Updated table amounts for 2020
8.1.2	Allotment for Monthly Net Income and FoodShare Group Size	Added 2019 Allotment Table reference
8.1.3	Deductions	Updated table amounts for 2020 and clarified Dependent Care section

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1.1.2 FOODSHARE BENEFITS

FNS Memo 12/18/14,

Online waiver approval 2020

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

Example 1: ~~Joan lives in Green Bay, Wisconsin. Joan calls her agency and asks if she can purchase food while visiting a friend, per CWW. When viewing the EBT card usage for the last three months, all of Joan's transactions are showing in Mississippi. The answer is Yes. worker reached out to Joan and discovered that, due to her mother's death, she had been in Mississippi handling her affairs. Joan has not moved. She can purchase food anywhere SNAP-EBT is accepted nationwide still resides in Wisconsin.~~

Example 2: ~~Jack reported he moved from Wisconsin to California. Jack's FoodShare case was closed. However, Jack still has FoodShare benefits in his EBT account. Jack is allowed to spend his remaining FoodShare benefits while living in California, even if he starts to receive SNAP benefits in California. Example 2: Bob lives in Milwaukee, Wisconsin, per CWW. When viewing the EBT card usage for the prior three months, transactions are showing in the following five states: Wisconsin, Illinois, Minnesota, Michigan, and Indiana. Bob is an over-the-road truck driver based on information found on the Employment page in CWW. His EBT usage is not an indicator of out-of-state residence.~~

Example 3: ~~Joe lives in Platteville, Wisconsin, per CWW. The SMRF was returned to the agency as undeliverable. The worker looks at the EBT card usage for the prior three months and all the transactions are showing in Texas. The worker calls Joe and finds out that he moved back to Texas three months ago. The worker should close Joe's case.~~

FoodShare benefits are deposited in a member's account using an Electronic Benefits Transfer (EBT) system and are spent using a debit card called the Wisconsin QUEST card. The Wisconsin QUEST card allows access to FoodShare benefits through point-of-sale, ~~or~~ swipe card terminals, or online EBT payment options with participating SNAP

retailers-at-food-stores. These transactions look like any other debit card transaction and are free to the cardholder.

FoodShare benefits can be used to buy foods such as:

- Breads and cereals.
- Fruits and vegetables.
- Meats, fish, and poultry.
- Dairy products.
- Seeds and plants that produce food for the household to eat.

FoodShare benefits **cannot** be used to buy items such as:

- Nonfood items (pet foods, paper products, soaps, household supplies, grooming items, toothpaste, cosmetics, etc.).
- Beer, wine, liquor, cigarettes, or tobacco.
- Food that will be eaten in the store.
- Hot foods (for example, food that is purchased and cooked at the store).
- Vitamins and medicines.

Hot foods are only excluded if they are hot at the time they are sold. Occasionally grocery stores will chill hot foods; these items are then eligible for purchase with FoodShare benefits.

If a container deposit fee is required when purchasing an eligible food item, this additional fee cannot be paid by using FoodShare benefits. The container deposit fee must be paid in cash or through another form of payment.

If the member has questions about specific food items, refer the member to the Food and Nutrition Service's list of eligible food items.

If the member eats at a group meal site for the elderly or has meals delivered to the member's home, FoodShare benefits can pay for these meals if the facility or meal provider is an authorized FoodShare retailer.

FoodShare benefits can be used for group meals if the facility is authorized to accept QUEST cards and the member is staying in a drug and alcohol treatment center, a shelter for victims of domestic violence, a shelter for the *homeless* or a group home for the disabled.

1.2.2 SOURCES FOR VERIFICATION

1.2.2.5 REQUEST FOR CONTACT

7 CFR 273.12(c)(3)

The agency may receive unclear information about changes in an applicant's or food unit member's circumstances from which the agency cannot readily determine the effect of the change on the food unit's FoodShare case. ~~The agency may receive unclear information from a third party or from the food unit itself.~~ If there is not enough information reported to request specific verification, issue a request for contact (Loss of Contact) notice to the applicant/member.

When FoodShare Quality Control is attempting to complete the federally required case review and has been unable to contact the household, the worker may be asked to send a request for contact. This request is to be sent as an attempt to get the member to comply with the Quality Control review.

The agency may also receive information from *CWW* that the case meets an automated Error Prone Profile (EPP) that the IM worker needs to resolve. In this case, a request for contact notice may also be appropriate.

~~The request for contact notice advises the applicant/member of unclear information that has been reported and the need to contact the agency within 10 days. If there are other items that need to be verified, the notice will list those specific items. The notice will also state the consequences if the applicant/member fails to respond. The applicant/member has 10 days to respond either by telephone or by other correspondence to clarify its circumstances. The burden of clarifying an issue is placed on the applicant/member. If the applicant/member does not respond to the request for contact, the agency must issue a notice of denial or termination for loss of contact and close the FoodShare assistance group or deny the FoodShare application. If the applicant/member does respond but refuses to provide sufficient information to clarify its circumstances, the agency must also issue an appropriate notice to close the FoodShare assistance group or deny the FoodShare application.~~

Note: IM workers should add a case comment stating the reason for loss of contact.

Example 1: ~~A notice of decision was sent to Mike at adverse action. The notice was returned to the agency by the Post Office as "undeliverable" with no forwarding address. The IM worker should enter a "?" on the "Loss of Contact" field and request verification of Mike's Wisconsin residency. If Mike does not contact the agency within 10 days, the IM worker should enter the "Y" on "Loss of Contact" and close the FoodShare assistance group.~~

Example 2: Mary's neighbor reports to the IM agency that a man has moved in with Mary and her children. The neighbor doesn't know the man's name or if he is related to Mary or her children. The IM worker should enter a "?" in the Loss of Contact field and send the verification checklist requesting contact. If Mary does not contact the IM agency within 10 days, a "Y" should be entered and the FoodShare assistance group closed due to loss of contact.

Example 3: Lydia's landlord reports that he believes either Lydia or her husband is working but doesn't know where. The IM worker doesn't know if Lydia or her husband is the one working or what the source of income is. The IM worker should enter the "?" on the "Loss of Contact" field and send the verification checklist requesting contact. If Lydia does not contact the agency within 10 days, a "Y" should be entered and the FoodShare assistance group closed due to loss of contact.

If the landlord had reported that Lydia was now working at ABC Corporation, the IM worker would enter the appropriate information on the employment page and use the "?" on that page to pend the FoodShare assistance group and request verification.

Example 4: During a renewal, an "expenses exceed income" *EPP* is produced. At the interview, the IM worker is expected to ask questions of the member's circumstances. The member may have just lost a job and may be living off his or her savings. The member's circumstance may also appear questionable and require further investigation. A referral to Front End Verification or a fraud investigation may be appropriate.

1.2.3 NON-FINANCIAL VERIFICATION

1.2.3.5 WISCONSIN RESIDENCY VERIFICATION

7 CFR 273.2(f)(1)(vi)

Address, Wisconsin *residency*, and household composition are separate and distinct eligibility factors with different verification requirements (see 3.2.1 Residence).

Verification of the primary person's residency is required at application and if questionable at renewal for FoodShare eligibility, with an exception for homeless and migrant workers.

~~Residency must also be verified whenever a household member states that he or she resides in Wisconsin, but his or her Wisconsin residency is determined questionable. Do not require a specific type of verification. See 1.2.6.1 Required Verification to Determine Eligibility~~

~~If it becomes known that a FoodShare applicant or member does not reside in Wisconsin, action must be taken to follow up with the food unit to determine their residency.~~

Wisconsin "residency" refers to residing or living in Wisconsin, but is not limited to any specific type of housing, place of residence, living arrangement, or address.

- State residency (living in Wisconsin) is a condition of eligibility that can be verified through a number of acceptable documents from the applicant, a collateral contact, or another source, and must not be limited to a single type of document.
- If the address on the application is not a fixed Wisconsin mailing address and there is no additional information presented at the time of the interview to verify that the applicant resides in Wisconsin, the IM worker should attempt to obtain verification of state residency.
- ~~• Applicants/IM workers should verify state residency only if the information was not already receiving other programs of assistance, such as verified for another program (e.g. BadgerCare, have already been determined to be living in-Plus). In other words, do not over-verify.~~
- ~~Because Wisconsin, No further action is required to determine if the a statewide project area, an applicant is living in /member can move from one county to another within the state of Wisconsin and still maintain residency. A county to-county move does not make an applicant/member's Wisconsin residency questionable.~~

Note: Persons on vacation in Wisconsin are not residents of Wisconsin.

Example 1: Mary is applying for FoodShare. She refuses to provide any information regarding where she is living. Mary claims she is not homeless, not a migrant, and

she is not participating in the Safe at Home program. Mary only provides a PO Box for her mail. No other information on Mary's application establishes her Wisconsin residency. Mary's application should be pended and a request for verification sent.

Example 2: Trent is currently open for health care. On November 13, Trent completes a program add for FoodShare. When the worker starts to process the new FoodShare request, all of the information collected from the health care application is in the case. Wisconsin residency is verified, and not questionable due to receiving health care. Receiving another program of assistance is a valid verification source for Wisconsin residency.

Example 3: Joe was homeless at the time of his application. When Joe is completing his renewal (month 6), he reports he is no longer homeless and now living at 1212 N. Union Street, Berlin, Wisconsin. There is no need to request verification of WI Residency since he is stating he is living in Wisconsin and there is no other indicator that this would be questionable.

Exception

An exception exists for verifying the residency of homeless persons (3.2.1.3 Homelessness) and migrant farm workers (2.1.4.3 Eligibility for Migrant Workers). Do not require residence verification for homeless persons or migrant applicants newly arrived in Wisconsin. ~~Do not verify shelter (4.6.7 Shelter and Utility Deduction) as part of residence verification. Shelter verification is a separate verification requirement.~~

Questionable at renewal

CARES Processing – Residency

~~If the IM worker is unable to obtain the applicant/member's current address as part of a Wisconsin residency determination at either the application or as part of an ongoing case, Wisconsin residency is questionable and the IM worker must:~~

- ~~• Enter a "Q?" in the Resides in Wisconsin Verification field on the Current Demographics page to pend FoodShare.~~
- ~~• If information is provided by the applicant/member, make the necessary updates to the case.~~
- ~~• If the applicant/member does not respond by the verification due date, update the Resides in Wisconsin Verification field with a "QV". Enter case comments to document the denial or termination of FoodShare due to failure to verify state residency.~~

~~An IM worker may become aware of information that makes Wisconsin residency questionable at the time of renewal. For example a new hire match is received showing the current employer is out of state and the member address listed with the employer is out of state. Clarify the information received through the data exchange on an ongoing FoodShare case. Examples of questionable residency include:~~

1. ~~Refusing to provide the address where the food unit is living,~~
2. ~~Notices returned as "undeliverable with the member, and pend for verification if necessary. no known forwarding address", or~~
3. ~~Agency receiving unclear information.~~

Example 4: Susan reports a change of address and new employment at her renewal. Her new employer is located in Illinois, but the address on her pay stub matches the address she provided. State residency is not questionable. **Example 1:** Mary is applying for FoodShare. She refuses to provide the street address where she is currently living. She will only provide a general delivery (PO Box) address, but does not claim to be homeless. This brings into question whether she is living in Wisconsin (state residency), and whether her presence in the home will have an effect on her case or another case (household composition).

Since state residency is questionable, the IM worker should follow the process described above to obtain verification of residency. Since Mary's household composition is also questionable, the IM worker should enter a "Q?" in the Household Composition Verification field for Mary's case on the General Case Information page and initiate a Front End Verification, if appropriate. If verification of state residency is not provided by the verification due date, deny the case for failure to do so by entering a "QV" in the Resides in Wisconsin Verification field on the Current Demographics page. If Mary fails to provide clarifying information on her household composition or verification that is adequate for the IM worker to correctly determine Mary's food unit by the verification due date, then the IM worker must deny FoodShare for failure to do so by entering "QV" in the Household Composition Verification field on the General Case Information page.

Example 2: Margaret is open for FoodShare. Her notice of decision was returned to the IM agency as undeliverable with no forwarding address. The IM agency attempts to obtain Margaret's current address to determine her Wisconsin residency; they are unable to do so and determine that Margaret's Wisconsin residency is questionable. The IM worker must enter a "Q?" in the Resides in Wisconsin Verification field and issue the verification notice using the appropriate verification due dates. If acceptable verification is not received by the due date, the IM worker must enter a "QV" in the Resides in Wisconsin Verification field and run eligibility and confirm to close FoodShare.

Example 3: Susan is applying for FoodShare and provided a Wisconsin street address, but failed to verify her shelter expenses. Since she works in Wisconsin and the address on her pay stub matches the address she provided, state residency is considered to be verified and is not questionable. Additional verification is not needed.

1.2.3.6 ADDRESS VERIFICATION

Verification of address is not required for FoodShare eligibility.

Address refers to the actual place where the household is living or receiving mail. ~~Verification of address is not required~~resides.

- An address is required to be provided at the time of application unless a household is homeless, a migrant, or newly arrived in Wisconsin. ~~Verification of address is not required.~~
- A household does not have to live~~reside~~ in a permanent dwelling.
- A household may use a general mailing~~delivery~~ address ~~when it applies~~.

An address must be provided in order to set a FoodShare filing date. ~~An application is considered filed the day the agency receives a request for FoodShare with a name, address, and valid signature.~~

An applicant can give a general mailing address and the application filing date will be set if the application also includes the applicant's name, and signature. If an address is not given on the application, the application is not valid and cannot be used to set the filing date unless the applicant is homeless, migrant, or has recently moved to Wisconsin and does not yet have a fixed mailing address. If the applicant is homeless or migrant, the application must include a name, date, and signature to set the filing date.

1.2.5 QUESTIONABLE ITEMS

7 CFR 273.2(f)(2) and

USDA SNAP Policy Guidance, November 13, 2008

IM agencies may request verification of other factors if information provided at application, renewal, or reported change is questionable, unclear, or incomplete and would have an effect on FoodShare eligibility or benefit level.

Some examples of circumstances that may require further verification are:

1. Household composition,
2. Claim of separate food unit,
3. School enrollment,
4. Household expenses exceed income,
5. Pay stub name differs from employed applicant/member's name,
6. Medical expenses that are unusually high or exceed monthly income, or
~~7. Returned mail such as "undeliverable" or "not known at this address," or~~
~~8-7.~~ Resolving any identified *EPPs* (Process Help 70.1).

If an IM agency receives conflicting information, verification must be requested to clarify the circumstances. For example, if food unit expenses exceed income, obtain a written statement from the applicant/member on how they are paying expenses, or verify with the landlord how rent is being paid.

There may be instances where the applicant/member has reported earnings as required by program rules and produced a pay stub to verify those earnings. Although the name on the pay stub differs from the applicant/member's name, the purpose of the documentation is not to verify identity. The applicant/member can attest to the accuracy of those earnings and provide a reasonable explanation for the discrepancy with the name contained on the pay stub. IM workers should document this explanation in case comments. The local agency could reasonably consider such documentary evidence to verify the reported income. See 1.2.1.3 Responsibility for Verification.

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
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 • Military services papers • Military Affidavit (F-02431) CWW manual letter: Imm ROP: Military • Other Immigration letters and certification of status documents (trafficking victims, battered immigrant)
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 • Legal or government issued document with name and address • Bank Statement with name and address • Mobile phone bill with name and address • DMV Data Exchange

	<ul style="list-style-type: none"> • Data Exchange for individuals receiving State SSA/SSI benefits • Verified through another program • Collateral contact
<p>Monthly Gross Income</p>	<p>Earned Income:</p> <ul style="list-style-type: none"> • Dated check stubs from 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 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 Change Reporting for All Food Units (Simplified Reporting). <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 from 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 (SOLQ/SOLQ-I matches) • Baptismal certificate • Military service papers • Immigration or naturalization papers

	<ul style="list-style-type: none"> • 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) • 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, marriage certificate, or divorce certificate • Wage stubs • Voter’s registration card • If verified for another program of assistance, no additional verification required
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 • Data exchange with SSA/SSI
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

	<ul style="list-style-type: none"> • Employer form/paystub/tax document/EVF-E • Data exchanges • By using information made 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
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*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.

**Information may only be verified once; additional request for verification is prohibited.

1.2.6.2 VERIFY ONLY IF QUESTIONABLE

Verification Item	Suggested Verification Sources
Dependent Care*	<ul style="list-style-type: none"> • Written statement from provider • Cancelled check • Collateral contact with provider • Paid receipt or bill • Collateral contact with child care worker (Wisconsin Shares) • Receipts or bills for costs associated with care such as additional fees, field trips, camps, supplies, transportation
Shelter / Utility Expense*	<ul style="list-style-type: none"> • Mortgage payment records • Rent receipt • Statement from landlord • Lease • HUD subsidized housing approval • Property tax statement • Real estate agreement • Canceled check for rent or utility payment • Statement from person(s) with whom the food unit shares shelter costs • Utility bill • Utility budget amounts • Statement from utility company • Landlord inquiry • Deferred payment agreement • Firewood receipt

	<ul style="list-style-type: none"> • Telephone bill • Documented collateral contact with landlord or utility company • Statement or receipt from landlord for utilities paid by landlord • Homeowner's insurance policy or billing statement • Statements from collateral contact • WHEAP/LIHEAP or other energy assistance
SSN**	<ul style="list-style-type: none"> • Social Security Card • Form 1610 (I-D) • Form SS-5 – Application for a Social Security Card • Form 2583 • Tax documentation (W-2, tax return form, refund check) • SSA documents such as award/denial letter or SSA/SSI benefit check • SOLQ-I search
Age	<ul style="list-style-type: none"> • Birth certificate • IEVS match • Baptismal certificate • Military service papers • Immigration or naturalization papers • Hospital birth record • Adoption record • Passport or U.S. citizen ID card • Driver's license • Family records (birthday books, genealogy, newspaper birth announcement, marriage license, support or divorce papers) • Life insurance policy • School records (ID, report cards, diploma) • State/federal or Indian census records • Wisconsin birth query
Relationship	<ul style="list-style-type: none"> • Birth record query • Birth certificate • Baptismal certificate • Military service papers • Immigration or naturalization papers • Hospital birth record • Adoption record • Family Bible • Confirmation or church membership papers • Family records (birthday books, genealogy, newspaper birth announcement, marriage license, support or divorce papers) • Life insurance policy

Household Composition	<ul style="list-style-type: none"> • Written or oral statement from a third party • FoodShare Buy and Make Food Separately (F-02491) signed by applicant indicating food is purchased and prepared separately from other household members
School Enrollment Status	<ul style="list-style-type: none"> • Report card • Collateral contact with school authorities • Current school schedule • Enrollment letters • Financial aid papers • Literature from the school (brochure or online program information) • Collateral contact with Job Center of Wisconsin, FSET, or an employment agency
<u>Huber Status</u>	<ul style="list-style-type: none"> • <u>Agency Form</u> • <u>Collateral Contact</u> • <u>Court Order</u> • <u>City or County Records</u> • <u>Lawyer Statement or Record</u> • <u>Other Acceptable Written Statement</u>

* Lack of verification will not affect eligibility, but the deduction will not be allowed.

**Information may only be verified once; additional request for verification is prohibited.

Household Misfortune Replacement Benefits~~replacement benefits~~

Lost or destroyed food	<ul style="list-style-type: none"> • Power outage map • Statement from utility company • Statement from insurance company • Report from fire department • Disconnection notice • Receipt from purchase of replacement freezer or refrigerator • Landlord statement • Non-household member collateral statement • Statement from community organization
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2.1.3 INTERVIEWS

2.1.3.1 SCHEDULING THE INTERVIEW

7 CFR 273.2(e)(3)

Agencies must make every attempt to schedule interviews to ensure that an initial FoodShare eligibility determination can be completed within the 30-day processing time frame. Priority Service interviews must be completed (2.1.4 Expedited Service at Application).

FoodShare applicants have the right to complete a face-to-face or phone interview (2.1.3.5 Telephone Interviews). If an applicant requests a face-to-face interview, the interview is typically held at the local office but may be held at a mutually acceptable location such as the applicant's residence.

If a home-based certification interview is scheduled with the applicant or member, a hardship must exist (including but not limited to) and must be case commented:

- Illness
- Transportation difficulties
- Care of a household member
- Hardships due to residency in a rural area
- Prolonged severe weather
- Work or training hours that prevents the household from participating in an in-office interview

Agencies are required to schedule and provide written notice of an interview for an initial FoodShare application. Notice of the interview must be in writing and mailed to the applicant unless the notice cannot be received by the applicant prior to the date of the interview. Verbal notification of the interview is only allowable if an interview letter cannot be received prior to the interview and only if the agency provides this information directly to a responsible adult household member. If verbal notice is provided the agency must document in case comments that a verbal notice was provided, the name of the person who received the verbal notice, the date and time of the interview, and whether the interview will be conducted by telephone or face-to-face.

If the applicant is physically present when the appointment is scheduled, the agency must provide the applicant a print out of the written notice.

The IM worker must make two attempts to contact the applicant or an adult member of the food unit at the time of the scheduled interview. If the first attempt to contact the food unit is unsuccessful, make a second attempt 15 minutes after the first call. If the second attempt is unsuccessful, the IM worker must document in case comments that he or she was unable to contact the food unit at the appointment time, that the follow-up

call was made, and the length of time between calls. Send the Notice of Missed Interview (NOMI), directing the food unit to contact the agency to reschedule.

NOMI requirements must be met if the applicant or member misses the interview.

The agency must notify each applicant or member who misses the application or renewal interview that they missed the scheduled interview and that the applicant or member is responsible for rescheduling a missed interview. The use of Client Scheduling in *CWW* will ensure that the NOMI is generated by CWW and sent to the applicant or member, see Process Help 1.8.9.7 for details on the automated NOMI process. If Client Scheduling is not used, a NOMI must be manually issued by the local agency. A copy of the agency notice must be scanned to the electronic case file. Agencies may not deny an application prior to the 30th day after the application filing date if the applicant fails to appear for the first interview.

For applicants who miss a scheduled appointment and contact the agency to reschedule within the 30-day application processing period (2.1.2 Application Processing Time Frame), the agency must schedule another interview.

An application must not be denied prior to the 30th day, unless the interview has been completed, even if other information has been reported on the application that would make the FoodShare assistance group ineligible.

On-Demand Interviews

Wisconsin received federal approval for a waiver that allows IM consortia to implement an on-demand, or unscheduled, interview model. Under the on-demand interview model, FoodShare applicants and renewing members may call their IM agency to complete the required FoodShare interview during the agency-designated FoodShare on-demand hours.

A consortium must apply this model across all agencies within the consortium. An on-demand interview must be offered at both application and renewal. A consortium implementing the on-demand interview model must continue to provide scheduled face-to-face or telephone interviews upon request.

All FoodShare applications must be screened for expedited service. A consortium must meet the following application and renewal processing standards:

- Expedited applications: IM workers must make at least two attempts to contact an applicant to complete the interview on the same business day the application is received or by the end of the next business day. IM workers must continue to meet all expedited service processing standards.
- Standard 30-day applications: IM workers must make at least two attempts to contact an applicant to complete the interview on the same business day the

application is received or by the end of the second business day following the day it was received.

- Renewals: On-demand interviews must be offered for all renewals when received. IM workers must make at least two attempts to contact a member to complete the interview on the same business day the renewal is received or by the end of the fifth business day following the day it was received.

A worker should make two contact attempts. ~~Note: IM workers must allow~~ at least 15 minutes apart, to complete the interview. If the worker is unable to connect with ~~between the first and second attempt to contact~~ the applicant or member during these attempts, pend for interview.

Exception

Sometimes two contact attempts are not possible such as when there is a disconnected phone, or if the applicant is unavailable and specifically tells the worker not to call them back if they connect on the first attempt. See below for alternative processing.

When an applicant member is contacted during the first attempt:

- If the first contact is made and the worker connects with the applicant and the applicant cannot complete the interview at that time, schedule the interview at an agreed upon date and time and send the scheduled interview notice. No other contact attempt is required as this contact meets the On-Demand requirement.
- If the first contact is made and the worker connects with the applicant but the applicant cannot complete the interview at that time, and an interview cannot be scheduled at an agreed upon date and time (because they do not want to schedule an appointment at that time or because they state they will call back at another time), the worker should pend for an interview. This meets the On-Demand requirement and no additional contact attempt is needed.
- For priority service scenarios, to avoid timeliness issues, the worker will need to take the additional step of indicating priority service was declined by the applicant, when the interview is scheduled beyond the 7 days or when the member refuses to both schedule and complete the interview.

Notice of Interview for On-Demand Interviews

If an IM worker is unable to complete the interview at the time he or she contacts a household as described above, the IM worker must send a Notice of Interview. For on-demand interviews, the Notice of Interview language will be generated on the verification checklist (VCL). The household has nine calendar days from the VCL mailing date to call and complete the FoodShare interview. The Notice of Interview provides instructions to complete the interview. If the last day of the on-demand

interview time frame falls on a weekend or CARES holiday, the due date will be the next business day. The on-demand interview timeframe of “10 days to call to complete” will not be adjustable in *CWW*. Verification due dates for other types pended after the interview will continue to be based on policy requirements and IM worker action.

2.1.3.1.1 Notice of Missed Interview (NOMI) Requirements

2.1.3.2 COMPLETING THE INTERVIEW

7 CFR 273.2(e)(1); 7 CFR 273.2 (b)(4)(iv)

The interview needs to be completed by a responsible adult applicant, member of the food unit, or an authorized representative. If the applicant is an individual under age 18, the youth must be the primary person, emancipated or homeless and not under the care and control of another adult in order to complete the interview.

During an interview, the agency must not simply review the information that appears on the application, but must explore and resolve with the applicant all unclear information. The interviewer must also advise applicants of their rights and responsibilities during the interview.

Although *CWW* provides a means for an individual to apply for several programs of assistance, FoodShare eligibility must be based solely on the requirements and regulations governing the FoodShare program. Applications for FoodShare may not be denied solely on the basis that an application to participate in another program has been denied. Similarly, ongoing FoodShare benefits may not be terminated solely because benefits from another program have been terminated. During an interview, the interviewer must advise applicants for joint W-2/FoodShare that W-2 requirements do not apply to FoodShare and households that lose or decline W-2 benefits may still qualify for FoodShare.

The agency must ask the applicant/member/authorized representative to identify all household members and their relationship to each other, and if they share food.

Providing Social Security numbers (SSNs) [3.13.1 Social Security Number (SSN) Requirements] for each household member is voluntary. However failure to provide an SSN will result in the denial of FoodShare benefits to each applicant or member failing to provide an SSN. Although SSN and immigrant status information is not required for household members not applying for benefits, the agency must determine if the non-applicant household member has income or assets that affect the applying applicants' eligibility. If so, that information must be provided and verified in order to determine FoodShare eligibility for the applicant(s).

The agency must ask applicants and members to provide ethnicity and race information for all food unit members. Applicants and members are not required to provide a response for ethnicity or race in order to complete an application or receive a decision

about their program eligibility or benefits; individuals may provide information on ethnicity, race, both, or neither.

Agencies must inform individuals that responses may be used to help improve the State of Wisconsin's public assistance programs and ensure the program will not discriminate based on ethnicity or race. This may include reporting ethnicity and race data to federal agencies or sharing ethnicity and race information with managed care organizations to support monitoring of health disparities.

Required Interview Topics

All FoodShare interviews must include a discussion of these items in addition to standard financial and non-financial criteria:

- Use of SSNs [3.13.1 Social Security Number (SSN) Requirements].
 - SSN is required for each individual requesting benefits
 - Data matching
- FoodShare rights and responsibilities. See Your Rights and Responsibilities for FoodShare (F-10150B).
- Appropriate application processing standard time frames for non-expedited ([2.1.2 Application Processing Timeframes](#)) and expedited benefits ([2.1.4 Expedited Service at Application](#)).
- Applicable change and simplified reporting requirements (6.1.1 Change Reporting) at the time of the interview.
 - How changes can be reported
 - What changes must be reported
 - When changes must be reported
- Six-month reporting (6.1.2 Six Month Reporting Requirement) and/or renewal (2.2 Renewals) reporting.
 - How to obtain assistance in completing the six month report form
 - When six month report form will be sent
 - When the report form is due
 - Changes that must be reported on the six month report form
 - Address and shelter utility costs associated with the move
 - Household composition
 - Income
 - Court ordered child support payments for a non-household member
 - Consequences for failing to file a report
- QUEST card information. See Your Wisconsin QUEST Card (P-16088).
- Explain work registration rights and responsibilities, work requirements, and exemptions (3.16.1.2 FoodShare Work Requirements).
- Explain ABAWD work requirements and, exemptions, and FSET program [3.17.1 Able-Bodied Adults Without Dependents (ABAWDS)].
- Discuss the FSET program and offer voluntary referrals to FSET to eligible FoodShare members (P-16092).
- At the end of the call the "Reporting Requirements Call Script" must be read.

It is not necessary for applicant signatures to be witnessed by an agency representative for a FoodShare application to be considered complete.

2.1.3.3 USE OF AN AUTHORIZED REPRESENTATIVE

7 CFR 273.2(n)

The local agency must inform applicants and prospective applicants, who indicate that they may have difficulty completing the application process, that a non-food unit member may be designated as the authorized representative for application processing purposes. The authorized representative designated for application processing purposes may also carry out food unit responsibilities during the certification period such as reporting changes in the food unit's circumstances. If an authorized representative applies on behalf of a household, the identity of both the authorized representative and the primary person must be verified. An authorized representative must be designated by the primary person in writing before he or she is authorized to take action on a case. When an authorized representative completes an application or renewal for the food unit, they also register the food unit for work (3.16.1.4 Registering for Work).

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

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

The following groups may not serve as authorized representatives:

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

Residents of drug addiction or alcoholic treatment and rehabilitation programs that are certified as authorized retailers by FNS or authorized to receive funding under part B of title XIX of the Public Health Service Act (42 U.S.C 300x et seq), which supports block

grants for substance abuse prevention and treatment, must apply and be certified for FoodShare eligibility through the use of an authorized representative. The drug addiction or alcoholic treatment and rehabilitation program must employ an individual for the purpose of being the authorized representative.

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

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

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

Note: Applicants/members that have a court-appointed guardian due to incompetency do not need to designate an Authorized Representative. The court-appointed guardian is the authorized representative. The guardian must submit a Letter(s) of Guardianship.

3.2.1 RESIDENCE

7 CFR 273.3

Applicants for FoodShare benefits must livereside in or be temporarily absent from Wisconsin.

Guidelines for determining *residency* (1.2.3.5 Wisconsin Residency Verification):

1. Residency is the act of living in the state or other geographical area. A residence is a home or physical dwelling (temporary or permanent) where an individual is living (homeless individuals may not have a place of residence).
1. ~~Living Residence does not mean the legal place of residence or principal home.~~
2. ~~Residence does not mean the intent to live permanently in Wisconsin makes or the individual a "resident". county.~~
- 3.2. ~~A person who is in Wisconsin or in a county solely for vacation purposes is not a Wisconsin resident of the county.~~
- 4.3. ~~Do not require someone to livereside in Wisconsin or within a county for any minimum length of time.~~

Note: Applicants already receiving other programs of assistance, such as BadgerCare, have already been determined to be living in Wisconsin. No further action is required to determine the applicant is living in Wisconsin.

5. ~~Residence does not mean a permanent dwelling or a fixed mailing address.~~

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 ofwith their primary caretaker, with whom they livereside.

There may be situations when the living arrangementresidence of a child is not easily determined. There are many methods that can be used to determine where the child is living.

~~child's residence.~~ If the living arrangementresidence of a child is questionable, court documents can be used to determine if there is a primary caretaker designated. If the living arrangement is ~~it may be a situation of 50-50 joint placement, and custody.~~ If one parent is not designated as the primary caretaker, the parents can be asked to decide.

Note: A person/individuals can be in more than one food unit, but may only receive benefitsbe included in one FoodShare assistance group at a time. A person cannot, but may be a member of more than one FoodShare assistance group in the same month. (3.3.1 Food Unit/Assistance group/Relationships) (3.4.1 Dual Membership and Duplicate Benefits). ~~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 livereside 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 assistancefood group the child should be in, the child should be included in the assistancefood 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.

“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. 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 "livingresiding" 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 ~~lives/resides~~ with his grandmother, and occasionally visits his mother. Clarence is considered to be living/residing with his 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 ~~living/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 to be living/residing with Mary, and can receive FoodShare with her. Ryan would not be included in Rich's food unit since Ryan is ~~living/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, and 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.

3.2.1.2 TEMPORARY ABSENCE

Include in the food unit an individual temporarily absent from the food unit when the expected absence is less than two full consecutive calendar months past the month of departure. Some examples are absence due to illness or hospitalization, employment, and visits.

To be considered temporarily absent, one must meet ALL of the following conditions:

1. The individual must have ~~lived/resided~~ with the food unit immediately before the absence,
2. The individual intends to return to the home, and the food unit must maintain the home for him or her,
3. If the absent person is a child, the caregiver of the absent child is responsible for the child's care and control when the child returns to the home, and
4. If the absent person is an *adult*, the adult must still be responsible for care and control of the child during their absence.

Attending school - Persons temporarily absent due to ~~attending/attend~~-a school are no longer~~is not a reason to remain~~ included in the food unit.

Hospitalized newborn - Infants who remain hospitalized for an extended period of time should be added to the food unit, even if the absence is greater than two consecutive months.

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

Example 6: Karley resides with and receives FoodShare with her mother. On June 6, it is reported that on June 1st Karley ~~went~~~~is going~~ to stay with her father in Madison for the summer. She will be returning to her mother's home on August 15.

The month of departure is June. Since she is only absent for one full calendar month (July), she is not considered temporarily absent from her mother's household. She will not be out of the mother's home two full consecutive calendar months past the month of departure.

Example 7: Karley's mother reports Karley will be leaving on May 24 to spend the summer with her father. Karley is expected to return to her mother's residence on August 1.

Because Karley will be absent from her mother's home for two full consecutive calendar months (June and July), she would be considered absent from the home. Karley should be removed from her mother's food unit the next possible benefit month July 1, and added back to the food unit when she returns. Karley will be eligible for benefits the first full benefit month after she has been reported back in the home.

3.2.1.2.1 Military Absence

Someone absent solely for full-time service in the military is not considered temporarily absent, and is not in the FoodShare assistance group. Income from this individual may be included in the FoodShare assistance group.

If military income is direct-deposited into an account jointly owned by the person in the military and a member of the FoodShare assistance group, it will be counted as unearned income, with the exception of combat pay. Military allotments paid to a spouse or dependent of the person in the military are budgeted as unearned income as long as the *spouse* or dependent is a member of the FoodShare assistance group. This includes cash sent directly from the person in the military to a FoodShare assistance group member.

Please see 4.3.4.3 ~~disregarded~~*Disregarded* Unearned Income for the treatment of combat pay.

3.2.1.2.2 Incarceration and Huber Law Prisoners

An individual who is incarcerated for more than 30 days is ineligible for FoodShare unless they meet all the Huber criteria listed below.

Huber law prisoners who are released from confinement for the purpose of caring for members of their family and who purchase and prepare meals with their family members can still be included in the food unit and may be eligible for FoodShare benefits. The prisoner must meet all financial and non-financial eligibility requirements.

A Huber Law prisoner is caring for his or her family if he or she meets all the following criteria:

1. Intends to return home after his or her confinement.
2. Continues to exercise care and control of his or her children.
3. Continues to plan for the support and care of his or her children.
4. Is released to attend to the needs of his or her family and to purchase or prepare meals with his or her family.

A Huber law prisoner released under a bracelet monitoring program who continues to live in the home is eligible for FoodShare.

[For FoodShare, if an individual's Huber status is questionable, request verification \(1.2.6.2 Verify if Questionable\).](#)

The temporary absence policy (3.2.1.2) time limit does not apply for Huber and those monitored under the bracelet program.

Note: Under simplified reporting rules, a change in household composition is not required to be reported until SMRF or renewal.

Example 8: A mother with three school age children has been sentenced to serve 90 days in a Huber facility. She is released at 8:00 A.M. to her place of employment and must report directly back to the Huber facility by 4:30 P.M. This mother is absent from the household and is not eligible for FoodShare benefits.

Example 9: A father applies for FoodShare for himself and his two school age children. He is sentenced to serve 90 days in a Huber facility. Under the terms of his sentence he is released each morning at 6:00 A.M. to report to his job; at 3:00 P.M. he is to leave his job and report to his home to care for his children, including fixing and eating dinner with them. He must report back to the Huber facility by 8:00 P.M. This father is temporarily absent from the FoodShare household and is eligible for FoodShare benefits.

Example 10: A father is on a bracelet monitoring program under the Huber program, ~~and~~ living with his wife and child at home and ~~working~~ full time. Some of his wages are intercepted by the county jail to offset incarceration and monitoring costs. Treat this case as a FoodShare assistance group of three and budget the gross amount of his wages.

3.2.1.3 HOMELESSNESS

7 CFR 271.2

A *homeless* individual is someone who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:

1. A supervised shelter designed to provide temporary accommodations (such as a welfare hotel, ~~or~~ congregate shelter, or transitional housing),
2. A halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized,
3. A temporary accommodation for not more than 90 days in the residence of another individual, or
4. A place not designed for, or ordinarily used as a regular sleeping accommodation for human beings (a hallway, bus station, a lobby, or similar places)."

Note: A homeless youth is someone, other than a foster child who is under 18 years of age, is temporarily seeking accommodation in the residence of another individual other than his or her parent. A homeless youth under "parental control" must apply as part of the same food unit as the adult. A homeless youth under parental control is defined as someone who is financially or otherwise dependent on a member of the household, unless state law defines such a person as an adult.

While some homeless youth may fall under the parental control of a non-parent household member, other homeless youth may not. Anyone who, under FoodShare

policy, is considered an individual living alone, should be afforded the opportunity to apply as a one-person household.

Example 11: Jack is a 16 year old homeless youth who is working part-time and is not financially dependent on the adult with whom he is temporarily residing with. In this case, Jack can apply for FoodShare as a one-person household.

3.2.1.5.2 Adult Family Home (AFH)

An AFH is a type of group living arrangement where care and maintenance above the level of room and board, but not including nursing care, are provided in a private ~~homeresidence~~ by the care provider. ~~This would be the whose primary home of the care giver where the adult domicile is also living and receiving care this residence.~~ The ~~homeresidence~~ may have three or four adults, or more adults if all of the adults are siblings, each of whom has a developmental disability. A home that meets this criteria can be considered an AFH regardless if they are licensed to be an AFH or not.

The individual in an AFH who is receiving foster care or paying board may be in their own FoodShare assistance group. This is true regardless if the care provider prepares the individual's meals as part of the care that is received in the AFH.

The individual providing care for an individual(s) in an AFH can choose to include an individual(s) to their group or they can be separate. However, the care provider would be required to include his or her spouse and/or any children under the age of 22 in their group.

3.9.1 ATTENDANT/HOUSEKEEPER

7 CFR 273.1(b)(6)

A live-in attendant/housekeeper may participate as a separate food unit from other household members if the live-in attendant/housekeeper meets both of the following conditions:

1. Live-in attendant/housekeeper lives in the home of the person for whom the live-in attendant/housekeeper provides care or similar services, and
2. Live-in attendant/housekeeper is not:
 - the parent, of a child under age 22 years,
 - 2. ~~a, sibling or~~ spouse of the person for whom he or she provides care or any other member of the care recipient's food unit [~~mandatory inclusion rules apply (3.3.1.2)].~~
 - is not a foster child under age of 18

Note: mandatory inclusion rules apply (3.3.1.2).

Example: Mom, dad, daughters Mandy (age 28) and daughter Bree (age 18), and sons Doug (age 26) and Jeff (22) all live in the same home. Doug, Jeff, and Bree are all disabled and unable to care for themselves. Mom, dad, and Mandy provide their care, and are considered live-in attendants for Doug and Jeff. Mandy, Doug, and Jeff can be their own separate food units. However, because Bree is 18, she cannot be a separate food unit. Bree must be included in mom and dad's FoodShare case.

3.14.1 INTENTIONAL PROGRAM VIOLATION (IPV) DISQUALIFICATION

7 CFR 273.16

An applicant or member commits an Intentional Program Violation (IPV) when he or she intentionally:

- Makes a false or misleading statement or misrepresents, conceals, or withholds facts, including but not limited to their identity, who he or she is living with, or which state they live in~~place of residence~~, to become eligible or to remain eligible for benefits; or
- Commits any act that constitutes a violation of the Food and Nutrition Act of 2008, the Supplemental Nutrition Assistance Program Regulations, or any Wisconsin statute for the purpose of using, presenting, transferring, acquiring, receiving, possessing, or trafficking of FoodShare benefits or QUEST cards.

Trafficking includes the following:

- Using FoodShare benefits to purchase food for the sole purpose of returning the food for a cash refund,
- Reselling food purchased with FoodShare benefits for cash or other consideration,
- Purchasing, for cash or other consideration, food that was previously purchased from a supplier using FoodShare benefits,
- Directly or indirectly buying, selling, or stealing EBT cards, card numbers, or personal identification numbers (PINs) for cash or other consideration,
- The exchanging of firearms, ammunition, explosives, or controlled substances, as defined in section 802 of Title 21 of the United States Code, for SNAP benefits, or
- Unauthorized person(s) knowingly obtaining, possessing, transferring, or using FoodShare program benefits.

An IPV may be determined by the following means:

- Federal, state, or local court order,
- Administrative Disqualification Hearing (ADH) decision,
- Pre-charge or pretrial diversion agreement initiated by a local district attorney and signed by the FoodShare member in accordance with federal requirements, or
- A signed and completed “Waiver of Administrative Disqualification Hearing” form (F-16039):
 - The only acceptable ADH waiver is a completed DHS forms library version (F-16039). No other actions taken by or on behalf of the household should be interpreted as the individual waiving their ADH.

- The “Waiver of Administrative Disqualification Hearing” form should always be mailed to the individual. When the form is sent, it should be documented in the case comments.

eDRS: If a worker receives a notification on the FoodShare IPV Sanction Page in the Individual Information – eDRS Details section that an IPV was received in another state, he or she must verify this information as either true or false with the other state or the member.

Documentation may be in any form deemed appropriate and legally sufficient. Such documentation may include, but shall not be limited to, electronic or hard copies of court decisions, administrative disqualification hearing determinations, signed disqualification consent agreements or administrative disqualification hearing waivers.

You may accept a verbal or written statement from another State agency attesting to the existence of the documentation listed above.

You may accept a verbal or written statement from the household affirming the accuracy of the disqualification information if such a statement is properly documented and included in the case record. If the statement from the household contradicts the disqualification data, additional documentation will be required to verify that the individual should not be disqualified.

IM workers should document any collateral contacts or other information regarding the IPV disqualification in Case Comments.

3.15.1 STUDENT ELIGIBILITY

7 CFR 273.5

Anyone (age 18-49) enrolled half-time or more in an institution of higher education is ineligible for FoodShare unless he or she meets one of the following exemptions below.

An institution of higher education may be defined as:

- A business, technical, trade, or vocational school that normally requires a high school diploma or equivalency certificate for enrollment in the curriculum; or
- A regular curriculum at a college or university that offers degree programs regardless of whether a high school diploma is required.

Student Eligibility Exemptions:

1. An 18 year-old (or older) student attending high school or adult basic education courses (HSED/GED).

1.2. Employed at least an average of 20 hours a week with earnings.

- a. Compliance can be determined by calculating whether the student worked an average of 20 hours per week over the period of a month, a quarter (calendar), a trimester (Fall, Winter, Spring), or a semester (Fall semester (1st) and Spring semester (2nd)). This is in line with the different ways contractual and fluctuating employment is budgeted. See 4.3.2 Earned Income for budgeting policy.
- b. The payment can be received with regular frequency (weekly, biweekly, semi-monthly) or as a one-time payment at the beginning or end of the employment period. There is no minimum compensation that must be received so long as income is received.

2.3. 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.

a.b. 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.

3.4. Participating in a State or federally financed work study program during the regular school year:

- a. The student must be approved for work study at the time of application, the work study must be approved for the school term, and the student must anticipate actually working during that time.
- b. The exemption shall begin with the month in which the school term begins or the month work study is approved, whichever is later. Once begun, the exemption shall continue until the end of the month in which the school term ends, or it becomes known that the student has refused an assignment.

- c. The exemption shall not continue between terms when there is a break of a full month or longer unless the student is participating in work study during the break.
- ~~4.5.~~ 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*.
- ~~5.6.~~ 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 to enable the student to attend class or work activities. If two people exercising parental control are in the food unit, allow student status to only one person per child.
- ~~6.7.~~ 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*.
- ~~7.8.~~ 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) .
- ~~8.9.~~ Enrolled in a W-2 employment position or other TANF-funded program under Title IV of the Social Security Act.
- ~~9.10.~~ 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.
- ~~10.11.~~ 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.
- ~~11.12.~~ 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.
- ~~12.13.~~ 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 is expected to lead to employment.

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. Jack is enrolled in a two-year degree program that is expected to lead to employment.

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. No other student exemptions are met. Carla would not be an

eligible student, because she is not enrolled in a program that will lead to employment.

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.

Example 4: Bella participates in an internship for a semester (5 months). Bella works a total of 400 hours over the semester. At the end of the internship, Bella will be paid a stipend of \$1,000. The hours would be averaged over the 5 months $400/5$ totaling 80 per month or 20 per week. The stipend of \$1,000 will be averaged and budgeted over the 5 month semester and \$200 of earned income to will budgeted per month. Bella is an eligible student.

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:

- Graduates;
- Is suspended, expelled, or drops out; or
- 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 the 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 is determined to be a FoodShare-eligible student based on the criteria in this section, the applicant or member is a non-ABAWD.

3.17.1 ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)

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
- Residing in a food unit with a child under age 18***
- 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. (Per direction from *FNS*, the IM worker should consider the member unfit for work and document an exemption without requiring verification from a health care professional)
 - 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
 - i (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.

- Residing in an unemployment exemption area or are a tribal member living on tribal land that has an unemployment exemption. For a list of the unemployment exemption areas and tribal lands or reservations, go to www.dhs.wisconsin.gov/fset/exemptions.htm.
- Regularly participates in an alcohol or other drug abuse (AODA) treatment or rehabilitation program
- A high school student 18 years of age or older attending high school or adult basic education courses at least half time
- 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
- ~~Residing in an unemployment exemption county, or the applicant or member is a tribal member living on tribal land that has an unemployment exemption. These areas have an unemployment rate higher than the national average. For a list of the unemployment exemption counties and tribal lands, go to www.dhs.wisconsin.gov/fsct/exemptions.htm.~~

*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.

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-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. She does not know when she will find permanent housing. The worker determines Andrea is chronically homeless and a non-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-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 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 ABAWD 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.

ABAWD: A FoodShare member is an ABAWD if he or she does not have an exemption from the ABAWD work requirement, as determined by the IM agency. 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 ABAWDs who are not currently meeting the ABAWD work requirement outside of FSET receive a systematic/automatic TLB referral to the FSET program. ABAWDs who are meeting the ABAWD work requirement outside of FSET may choose to be referred to the FSET program manually. 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.

3.19.1 FLEEING FELONS AND PROBATION AND PAROLE VIOLATORS

7 CFR 273.11(n)

A person is ineligible to receive FoodShare benefits if he or she is a fleeing felon or probation/parole violator.

The FoodShare application allows an applicant, member or anyone in the food unit to self-declare whether he or she is a fleeing felon or in violation of probation/parole. If the applicant or member responds affirmatively, the IM agency must verify fleeing felon or probation/parole violation status with law enforcement. The IM agency may also become aware of a felony warrant or probation/parole violation through a data base, media or other sources.

Fleeing Felon

A fleeing felon is a person who is intentionally fleeing to avoid prosecution or custody/confinement for a crime, or an attempt to commit a crime, that would be classified as a felony.

The IM agency must take action to deny or terminate FoodShare benefits when the following conditions are met and verified:

- There is an outstanding felony warrant for the individual;
- The individual is aware of or can reasonably expect a felony warrant has or would be issued;
- The individual has taken some action to avoid being arrested or jailed; and
- A law enforcement agency is actively seeking the individual.

Probation or Parole Violator

To be considered a probation or parole violator, an impartial party as designated by the state agency must determine that the individual violated a condition of his or her probation or parole imposed under federal or state law and that federal, state, or local law enforcement authorities are actively seeking the individual to enforce the conditions of the probation or parole. An impartial party can include, but is not limited to, the individual's parole officer or a judge/court of law.

Verification of Status

IM agencies are responsible for obtaining the verification of the applicant or member's status with law enforcement when the individual self-declares on a FoodShare application or renewal, or is found through other sources, to be a fleeing felon or probation or parole violator. It is not the applicant or member's responsibility to verify his or her status for purposes of this policy.

Definition of Actively Seeking

Actively seeking is defined as any of the following:

- A federal, state, or local law enforcement agency stating that it intends to enforce an outstanding felony warrant or arrest an individual for a probation or parole violation within 20 days of the date of an IM agency requested information about a specific felony warrant or violation associated with an individual.
- A law enforcement agency stating that it intends to enforce an outstanding felony warrant or arrest an individual for a probation or parole violation within 20 days of the law enforcement agency submitting a written request to an IM agency for information about a specific individual.
- A law enforcement agency presents to an IM agency a felony arrest warrant and informs the IM agency of its intent to apprehend the individual. A felony warrant may include any of the following National Crime Information Center Uniform Offense Classification Codes:
 - Escape (4901)
 - Flight to Avoid (prosecution, confinement, etc.) (4902)
 - Flight-Escape (4999)

Application Processing

~~The agency should continue to process the application while awaiting verification of fleeing felon or probation or parole violation verification status. If the verification is not returned within the 30 day processing timeframe, process the application without consideration of the individual's fleeing felon or probation or parole violator status. The worker must code the person as "No", he or she is not a fleeing felon or probation or parole violator, and then determine eligibility.~~

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~~If it is determined that an individual meets the conditions for being considered a fleeing felon or violator of probation or parole, the worker must code the "Current Demographics" page accordingly. Coding the Fleeing Felon/In Violation of Probation or Parole question will issue the correct denial/termination notice for that individual. If an ineligible individual is still in the home, count his or her income and expenses as if he or she were still a FoodShare group member. An individual ineligible for FoodShare because he or she is a fleeing felon or in violation of probation or parole conditions is a Gross Deemer (4.7.6 Gross Deeming) if there are other eligible household members.~~

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Upon the written request of a local, state, or federal law enforcement officer when a food unit applicant or member is fleeing to avoid prosecution or custody for a crime that would be classified as a felony or is violating a condition of probation or parole, the worker must provide an address. Address refers to the actual place where the household resides.

- An address is required to be provided unless a household is homeless, a migrant, or newly arrived in Wisconsin. Verification of address is not required.
- A household does not have to reside in a permanent dwelling.
- A household may use a general delivery address when it applies.

Application Processing

The agency should continue to process the application while awaiting verification of fleeing felon, probation, or parole violation verification status. If the verification is not returned within the 30 day processing timeframe, process the application without consideration of the individual's fleeing felon probation, or parole violator status. The worker must code the person as not a fleeing felon or probation or parole violator and then determine eligibility.

If it is determined that an individual meets the conditions for being considered a fleeing felon or violator of probation or parole, the worker must code the individual accordingly to issue the correct denial/termination notice for that individual.

If an ineligible individual (because he or she is a fleeing felon or in violation of probation or parole conditions) is still in the home, count his or her income and expenses as if he or she were still a FoodShare group member. The ineligible individual is a Gross Deemer (4.7.6 Gross Deeming) if there are other eligible household members on the case.

IM agencies must not require that a photo ID be required as a condition of eligibility for FoodShare. The IM worker is only to provide a photograph to law enforcement in the above circumstances if the food unit member happened to use a photo ID to verify their identity.

Note: Disclosure of an applicant or household member being a fleeing felon will not automatically disqualify the assistance group from child care. The Department of Children and Families will investigate the circumstances in more detail and determine the disclosure's effects on eligibility.

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4.3.3 FARMING AND OTHER SELF EMPLOYMENT INCOME

7 CFR 273.11(a) and (b)

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, ~~2020~~2019 - June 30, ~~2021~~2020:

Federal Standard Deductions		
Meals	Tier 1	Tier 2
Breakfast	\$1. 3933	\$0. 5048
Lunch or Supper	\$2. 6149	\$1. 5850
Supplement (snacks)	\$0. 7874	\$0. 2120

4.3.3.8.1 Disallowed Expenses

Some specific expenses that are not allowed in the calculation of Self Employment Income for FoodShare are:

1. Depreciation
2. Net loss carryover from previous periods (long term capital loss), known as net operating loss (NOL) on IRS tax forms
3. Federal, state, and local income taxes
4. Charitable donations
5. Work-related personal expenses, such as transportation to and from work
6. Employer work-related personal expenses such as pensions, employee benefit and retirement programs and/or profit sharing expenses (Business expenses for employees' pensions, benefits, retirement programs, and profit sharing expenses are allowable, but the work-related personal expenses of the employer are not).
7. Amortization and depletion
8. Guaranteed payments to partners

4.3.4 UNEARNED INCOME

4.3.4.1 UNEARNED INCOME INTRODUCTION

7 CFR 273.9(b)(2)

Unearned income is income not gained by work or delivery of a service or product. Count all unearned income unless it must be disregarded. Some unearned income is disregarded because of source, type, or the reason for which it is received.

Count unearned income as income in the month that it is received, except when:

1. It is not available to the food unit;
2. Specific instructions in this handbook state otherwise; or
3. When two payments from the same income source are received the same month due to mailing cycle adjustments, Count, ~~count~~ each payment only for the month it is intended. Income sources commonly affected by such mailing cycle fluctuations include general assistance, other public assistance programs, **SSI**, and **SSA** benefits.

Note: Occasionally, a regular periodic payment (e.g. Title II, or **VA** benefits) is received in a month other than the month of normal receipt. As long as there is no intent to interrupt the regular payment schedule, consider the funds to be income in the normal month of receipt.

4.3.4.2 COUNTED UNEARNED INCOME

1. Tribal **TANF** payments.
2. Interest, dividends, and royalty payments if available to a food unit member. Dividends that the food unit has the option of either receiving as income or reinvesting in a trust or other investment are to be considered income in the month they become available to the food unit, unless exempt under 4.3.4.3. Disregarded Unearned Income.
3. Annually paid annuities and lottery winnings. Average these payments over 12-months. Do not count the entire amount in the month received.
4. Individual Retirement Account (IRA) payments. Budget IRA withdrawal payments based on frequency received (annually, quarterly, or monthly).
5. Net SSI payments.
6. Gross Social Security payments less any repayments withheld due to previous overpayments of Social Security benefits. Include any Child Support payments withheld from Social Security payments. This will ensure that Child Support payments are correctly included in the total gross unearned income and correctly budgeted as a Child Support payment deduction.
7. Unemployment Insurance (Unemployment Compensation) payments.
8. Worker's Compensation benefits.
9. **VA** disability and pension benefits, COLA and other adjustments made to the payments. "Aid and Attendant Allowances" referenced in 4.3.4.3 Disregarded Unearned Income are excluded.

10. Private disability payments.
11. Caretaker Supplement (CTS) payments.
12. Child Support and maintenance payments made directly to the food unit, or passed through to the food unit by a child support agency, whether court-ordered or voluntary.
 - Child support paid to a custodial *parent* who resides with the non-custodial parent and the *child*(ren) for whom the child support is paid is not counted as income.
 - Disregard child support payments received directly from an absent parent by a food unit if the money is turned over to the child support agency.
 - Disregard child support payments retained by a child support agency.
 - Child support arrears paid through the child support agency on behalf of an adult child are counted as income to the individual it is sent or paid to. If the payment is sent directly to the parent, it is the parent's income. If the payment is sent directly to the adult child from the child support agency, it is the adult child's counted income.
13. Child Support and Family Support must be prorated among the members covered by the court order.
 - If a Family Support order includes the custodial parent, the income proration would also include that parent.
 - Child support is prorated for only the children covered by the court order.
 - Maintenance is budgeted for the person actually receiving it.
 - The most up-to-date information about Child Support and Maintenance is auto populated on the **CARES** Worker Web Child Support screen.
14. **W-2** payments received under W-2T, CSJ full and prorated placements, CMF+, ARP, or as the custodial parent of an infant (CMC). See 8.1.6 System Generated Payments.

Note: CMF+ is an incentive payment for job retention services and is not considered a paid placement for TFS eligibility.

Note: See 7.1.1.7 Deny Benefit Increases Due to Penalties in Other Programs.

15. Kinship Care payments are unearned income for the child receiving the payment.
16. Subsidized guardianship payments.
17. Any money received for sick or severance pay from an insurance policy, an income continuance policy, or disability payments from an employer that are not paid as accrued sick, vacation, or personal time. Gross income from these sources is budgeted. Whether or not the income is taxed or untaxed does not determine if the pay is counted as unearned or earned income.
18. Reimbursements for normal household living expenses such as rent, mortgage, personal clothing, and food eaten at home. These are counted because they are a gain or benefit. Include stipends that are part of a financial aid package and are intended as a reimbursement for living expenses.

19. Count a subsidized adoption payment or adoption assistance payment as unearned income.
20. Tribal distribution payments. Income from tribal distributions should be prorated over the period it is intended to cover if it is predictable and regularly received. If the FoodShare assistance group becomes ineligible and then reapplies before receiving their next installment, continue to use the same prorated amount as before.

Example 1: Dawn receives \$500 quarterly from the Potawatomi Tribe. The frequency of the payment is regular and the amount is predictable. To calculate the monthly amount to be budgeted prospectively, prorate the amount over the time period intended:
 $\$500/3 = \166.67 per month to be prospectively budgeted.

21. Money withdrawn or dividends that are received or could be received from an otherwise exempt trust fund.
22. Monetary gifts over \$30 a calendar quarter. Calendar quarters refer to three consecutive month periods beginning with January, April, July, or October.
23. Income from a land contract. Count any portion of monthly payments received that are considered interest from a land contract as unearned income. Do not count the principal as income, because it is the conversion of one asset form to another. If received less often than monthly, prorate it over the period between payments. Do not count this income until a member actually receives it.
24. Any money received from an installment contract must be:
 - a. Counted as income in the month received, or
 - b. Averaged over the number of months between payments. For example, average a quarterly payment received in January over January, February, and March. The food unit must choose one of the above methods. Document the choice in the case record.
22. If someone receives rental income and the property is managed more than 20 hours per week, see Self-Employment 4.3.3.4. However, if someone manages the property for less than 20 hours a week, treat the income as unearned and budget it as listed below.
 - Include gross receipts minus allowable business expenses as earned income.
 - Tax Forms 1040 Schedule C or 1040 Schedule E are used to determine rental income.
 - If using tax form Schedule E, use recorded rental income plus the principal paid, to estimate future income.
 - If the applicant or member has not completed a Schedule C or Schedule E tax form, use the following method to calculate earned income.

1. When the owner is not an occupant, "net rent" is the total rent payment(s) received minus the total mortgage payment (principal and interest) and other verified operational costs such as (but not limited to) hazard insurance, mortgage insurance, and taxes.
2. When income is received from a multi-unit property and the owner lives in one of the units, compute "net rent" as follows:
 - Step 1:** Add the total mortgage payment (principal and interest) and other verified operational costs such as (but not limited to) hazard insurance, mortgage insurance, and taxes common to the entire operation.
 - Step 2:** Multiply the number of rental units by the total in Step 1.
 - Step 3:** Divide the result in Step 2 by the total number of units, to get the proportionate share.
 - Step 4:** Add the proportionate share in Step 3 to any operating costs paid that are unique to the rental unit. This equals total expenses.
 - Step 5:** Subtract total expenses in Step 4 from gross rent payments to get net rent.

- CARES will budget self-employment income from rental property as earned income if the property is self-managed 80 or more hours per month. If the monthly hours entered are less than 80, the income will be treated as unearned income even if the self-managed switch is "Y".
- Verify unearned rental income using available documentation. It is not necessary to collect Self-Employment Income Report Forms (SEIRF) for unearned income.

COVID-19 Pandemic Assistance

[Refer to Process Help COVID-19 Main Page for specific policies and process related to COVID-19 pandemic income.](#)

4.3.4.3 DISREGARDED UNEARNED INCOME

Disregard means do not count. When you are calculating the total amount of unearned income a person has received, you should exempt or exclude any of the following kinds of unearned income:

Housing and related income:

1. Disregard rent paid by the Department of Housing and Urban Development (*HUD*) and Farmer's Home Administration (*FMHA*) directly to a landlord as income. Do not include these payments as a deduction. Only include as a rent expense what the food unit owes to the landlord after the HUD or FMHA payments.
2. Disregard rent paid by HUD to residents in the experimental housing program in Green Bay.

3. Disregard HUD or FMHA utility reimbursement payments made directly to a food unit or utility provider as income.
4. Disregard HUD utility reimbursement payments diverted by a Native American housing authority directly to the utility provider without permission, consent, or agreement of the food unit.
5. Under the Family Investment Centers program, HUD provides grant money to public housing agencies and Indian housing authorities. In turn, they provide access to education and job opportunities to public housing residents. Disregard as income services provided to these residents. Services include:
 - a. Child care
 - b. Employment and training counseling
 - c. Literacy training
 - d. Computer skills training
 - e. Assistance in attaining certificates of high school equivalency
 - f. Other similar services
6. Disregard free rent, no income is counted and no rent deduction is allowed.
7. A tenant may be billed utility expenses for common electrical devices, for the benefit of any number of tenants, but wired through his or her meter. A notice from the landlord identifies that cost and the tenant's reimbursement. Disregard the reimbursement.
8. Income received as a result of participation in the Fresh Start Program.

Employment Training and Education:

1. Educational aid for students is not counted as income.
2. Disregard educational expense reimbursements.
3. Disregard income produced by an educational trust.
4. Disregard W-2 TSP (stipends for non-custodial parents) received for W-2 education and training activities.

Loans:

Disregard as income any loan to the food unit. This includes loans from private individuals and commercial institutions. A legally executed document is not required to verify that income is a loan. A statement signed by both parties is enough to verify the income is a loan, if it contains: the amount of the loan, that the payment is a loan, and that repayment is required.

Medical and Dependent Care:

1. Disregard reimbursements for medical or dependent care. Some examples of medical or dependent care reimbursements that should be disregarded are:
 - a. Reimbursements from the Medical Assistance (MA), also known as Medicaid or Title 19 Community Integration Program (CIP).
 - b. Reimbursements from the Alzheimer's Family Caregiver Support Program (AFCSP) and National Family Caregiver Support Program (NFCSP).
2. Disregard dependent care payments as income for a food unit member's care when a county agency:
 - a. Pays a dependent care provider directly,

- b. Reimburses the food unit after the food unit has incurred or paid a dependent care expense.
2. Disregard payments from the Wisconsin Family Support Program, which assists families by covering medical, dependent and other allowable expenses for in-home support for children with severe disabilities. Payments may be issued in several ways, including by voucher or direct payment to the vendor, or direct payment to the family as a reimbursement for allowable expenses. Do not confuse this program with "family support", a court-ordered obligation that combines child support and maintenance.

SSA programs:

1. Disregard reimbursements for services provided by the Social Services Block Grant Program.
2. Disregard retroactive SSI payments which are paid in installments.
 - a. Retroactive SSI benefits which total 12 months or more of the Federal Benefit Rate (monthly SSI amount) will be paid in three or fewer installments at six month intervals. Each installment payment should be counted as an asset. Retroactive SSI benefits which equal or exceed 12 months of benefits, but which are owed to the following categories of recipients, will continue to be received in one lump sum:
 - i. A person who has a medical impairment which is expected to cause death within 12 months.
 - ii. A person who is ineligible for benefits and is likely to remain ineligible for the next 12 months.
3. Disregard income of an SSI recipient necessary to fulfill a Plan to Achieve Self-Support (PASS) regardless of the source. This income may be spent in accordance with an approved PASS or deposited into a PASS account. The SSA must approve the individual's PASS in writing, identifying the amount of income that must be set aside each month to fulfill the PASS. It is the member's responsibility to report and verify that such income is necessary to fulfill its PASS in order for the income to be disregarded.
4. A *qualified organization* may collect a fee for acting as the representative payee for an SSI or *OASDI* recipient. Disregard the amount withheld from the SSI or OASDI payment as income to the recipient. Reduce the SSI or OASDI amount by the amount withheld instead.

SSI-E

Disregard SSI-E income for FoodShare. It is not necessary to determine if a SSI-E payment is being used for its intended purpose in order to disregard the income.

Energy Assistance Program

Disregard all payments provided by the Low Income Home Energy Assistance Program (LIHEAP) or Wisconsin Home Energy Assistance Program (WHEAP).

Community Options Program

Disregard Community Options Program (COP) reimbursement for long-term care services. If a food unit member is receiving COP payments for providing services, count the money as earned income.

Tribal / Native American Payments

Disregard payments to individual tribal members of the following tribes and/or from the following federal settlements:

1. Seminole Indians of Florida (PL 84-736).
2. Pueblos of Zia and Jemez of New Mexico (PL 84-926).
3. Red Lake Band of Chippewa Indians (PL 85-794).
4. Alaska Native Claims Settlement Act (PL 92-203).
5. Stockbridge Munsee Indian Community of Wisconsin (PL 92-480).
6. Burns Indian Community of Oregon (PL 92-488).
7. Pueblo of Santa Ana (PL 95-498).
8. Pueblo of Zia of New Mexico (PL 95-499).
9. Bois Forte Band of the Chippewa Tribe or the Grand Portage Band of Lake Superior Chippewa Indians under 25 USC 1407 (PL 93-134, 97-458, 106-568, 113-290).
10. Navajo and Hopi Tribe relocation payments (PL 93-531).
11. Cherokee Nation of Oklahoma (PL 94-114).
12. Cheyenne River Sioux, Crow Creek Sioux, Lower Brule Sioux, Oglala Sioux, and Rosebud Sioux Tribes of South Dakota (PL 94-114).
13. Devils Lake Sioux and Standing Rock Sioux Tribes of North Dakota (PL 94-114).
14. Shoshone-Bannock Tribes of Idaho (PL 94-114).
15. Sac and Fox Indian claims agreement (PL 94-189).
16. Grand River Band of Ottawa Indians (PL 94-540).
17. Confederated Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation (PL 95-433).
18. Indian Child Welfare Act of 1978 (PL 95-608).
19. Delaware Tribe of Indians and the Delaware Tribe of Western Oklahoma (PL 96-318).
20. Passamaquoddy Tribe, Penobscot Nation, and Houlton Band of Maliseet Indians under the Maine Indian Claims Settlement Act of 1980 (PL 96-420).
21. Wyandot Tribe of Indians of Oklahoma (97-371).
22. Absentee Shawnee Tribe of Oklahoma, Eastern Shawnee Tribe of Oklahoma, and Cherokee Band of Shawnee descendants (PL 97-372).
23. Miami Tribe of Oklahoma and Miami Indians of Indiana (PL 97-376).
24. Clallam Tribe of Indians, including Port Gamble Indian Community, Lower Elwha Tribal Community, and Jamestown Band of Clallam Indians, of Washington (PL 97-402).
25. Turtle Mountain Band of Chippewas of Arizona (PL 97-403).
26. Blackfeet, Gros Ventre Tribes, and Assiniboine Tribes of Montana (PL 97-408).
27. Papago Tribe of Arizona (PL 97-408).
28. Red Lake Band of Chippewas (PL 98-123).

29. Assiniboine Tribes of Fort Belknap Indian Community and Fort Peck Indian Reservation of Montana (PL 98-124).
30. Chippewas of Lake Superior including the Bad River Band, Lac du Flambeau Reservation, Lac Courte Oreilles Band, Sokaogon Chippewa Community, Red Cliff Reservation, and St. Croix Reservation of Wisconsin; disregard any per capita payment issued under this judgement in its entirety (PL 99-146).
31. Keweenaw Bay Indian Community of Michigan (PL 99-146).
32. Fond du Lac, Grand Portage, Nett Lake, and White Earth Reservations of Minnesota (PL 99-146).
33. White Earth Band of Chippewas in Minnesota (PL 99-264).
34. Saginaw Chippewa Indian Tribe of Michigan (PL 99-346).
35. Chippewas of the Mississippi including Mille Lac, White Earth, and Leech Lake of Minnesota (PL 99-377).
36. Band of Potawatomi, including Hannahville Indian Community and Forest County Potawatomi, of Wisconsin; if issued as a per capita payment, disregard the first \$2,000 of each payment made from this judgement (PL 100-581).
37. Puyallup Tribes under the Puyallup Tribe of Indians Settlement Act of 1989 (PL 101-41).
38. Seneca Nation of New York under the Seneca Nation Settlement Act of 1990 (PL 101-503).
39. Catawba Indian Tribe of South Carolina (PL 103-116).
40. Confederated Tribes of the Colville Reservation (PL 103-436).

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

Disregard up to \$2,000 per calendar year held by an individual Native American which is derived from restricted land or land held in trust by the Department of Interior, Bureau of Indian Affairs (PL 103-66, 92-203, and 100-241).

Disregard the first \$2,000 of individual shares for the following:

1. Confederated Tribes of the Warm Springs Reservation (PL 97-436).
2. Old Age Assistance Claims Settlement Act (PL 98-500).
3. Seminole Nation of Oklahoma (PL 101-277).
4. Seminole Tribe, Miccosukee Tribe of Indians, and the independent Seminole Indians of Florida (PL 101-277).
5. Rincon Band of Mission Indians (Docket 80-A).
6. Walker Paiute Tribe (Docket 87-A).
7. Ak-Chin, Salt River Pima-Maricopa, and Gila River Pima-Maricopa Indian Communities (Docket 228).
8. Maricopa Ak-Chin Indian Community (Docket 235).
9. Peoria Tribe of Oklahoma (Dockets 313, 314-A, and 314-B).
10. Yankton Sioux Tribe (Dockets 342-70 and 343-70).

11. Wichita and Affiliated Tribe (Keechi, Waco & Tawakonie) of Oklahoma (Dockets 371 and 372).

Child Nutrition Act of 1966 and the National School Lunch Act

Disregard the value of assistance received from programs under the Child Nutrition Act of 1966 and the National School Lunch Act. These are:

- a. Special Milk Program.
- b. School Breakfast Program.
- c. Special Supplemental Food Program for Women, Infants and Children (*WIC*).
- d. School Lunch Program.
- e. Summer Food Service Program for Children.
- f. Commodity Supplemental Food Program.
- g. Child and *Adult* Care Food Program.

Disaster and Emergency Assistance Payments

1. Disregard major disaster and emergency assistance payments made by federal, state, county, and local agencies, and other disaster assistance organizations, including National Flood Insurance Program (NFIP).
2. Disregard Emergency Assistance or emergency General Assistance when either is given to a *migrant* or seasonal farm worker food unit if:
 - a. The payment is provided to a third party (vendored) on behalf of the migrant or seasonal farm worker; and,
 - b. The food unit was in the job stream when (for example, working) it was provided.
 2. Disregard disaster unemployment benefits to any individual who is unemployed as a result of a major disaster. Individuals cannot be eligible for any other unemployment compensation and also receive disaster unemployment benefits. Payments are limited to 26 weeks.

COVID-19 Pandemic Assistance

[Refer to Process Help COVID-19 Main Page for specific policies and process related to COVID-19 pandemic income.](#)

Veterans Benefits

Exclude VA aid and attendance and homebound allowances if:

1. The payment is for a past or future expense.
2. The payment is not in excess of the actual expense.
3. The payment is not for a normal household living expense.
4. The payment is used for the intended purpose.

Disregard aid and attendance and housebound allowances received by veterans, spouses of disabled veterans, and surviving spouses.

GI Bill

All military personnel fund the GI Bill through mandatory payroll deductions in their first year of service. Disregard these deductions when counting income.

Example 2: During Joe's first year of military service, his gross pay is \$1,000 per month. One hundred dollars is deducted from his paycheck each month for the GI Bill. The IM worker disregards the \$100 deduction and budgets his pay as \$900 per month.

Combat Pay

IM workers are required to determine if a military allotment made available to a food unit by an absent member deployed to a combat zone should be excluded when determining eligibility. Disregard any amount of combat zone pay that goes to the food unit that is in excess of the military person's pre-deployment pay. The exclusion lasts while the military person is deployed to the combat area.

If the amount of military pay from the deployed absent family member is equal to or less than the amount the food unit was receiving prior to deployment, all of the allotment would be counted as income to the food unit. Any portion of the military pay that exceeds the amount the food unit was receiving prior to deployment to a designated combat zone should be excluded when determining the food unit's income for FoodShare purposes.

Procedure

Follow these steps in determining how to budget combat zone pay:

1. Ask if the service member is deployed to a combat zone.
2. If the answer is no, verify military pay using a bank record or Leave and Earnings Statements (LES) and clearly document in case comments how income to the food unit was determined and verified.
3. If the answer is yes, verify the service member's pay before deployment to a combat zone and the amount they receive due to being assigned to a combat zone. Leave and Earnings Statements (LES) or bank records can be used to verify this amount.
4. Any portion that is more than the amount the food unit was receiving immediately before deployment to a combat zone is exempt as combat pay.
5. Clearly document in case comments the combat pay source of verification and method used to determine amount to be disregarded and budgeted.

Note: Deployment to a combat zone can be established through a variety of methods including:

1. The deployed person's military pay record, the Leave and Earnings statement (LES).
2. Orders issued to the military person in which the place of deployment is public record.

3. Contacting the Call Center which has a listing of designated combat zones, as well as a listing of pay items which may or may not be the result of deployment to a designated combat zone

Example 3: John, his wife Bonnie and their daughter have an open FoodShare case. John is in the military stationed overseas, his monthly income is \$1,000. John sends his wife \$1,000 every month.

When John is deployed to a combat zone his pay is increased to \$1,300 a month, which is deposited into a joint account. Because the \$300 is combat pay, it is exempt income and not counted in the determination. The pre-combat pay of \$1,000 is budgeted as unearned income for FoodShare .

Example 4: Dori is in the military and receives \$1,000 per month in wages. Dori's husband Louie and their son Joe have an open FoodShare case. Dori has her military pay directly deposited into a bank account in her name only; Louie has no access to the funds or to the account. Do not count any of Dori's income in the eligibility determination for Louie and Joe.

Example 5: Ben is in the military. His paycheck is \$1,000 a month. He has \$500 directly deposited into his account and \$500 directly deposited into a joint account with his wife, Andrea. The \$500 directly deposited into the joint account is budgeted as unearned income in Andrea's FoodShare determination. Since Andrea does not have access to Ben's account, only the amount deposited in their joint account is counted.

Example 6: Tim is in the military making \$1,200 a month. An allotment check of \$1,000 is paid directly to his wife Karla, and \$200 to himself. \$1,000 is budgeted as Karla's unearned income for her FoodShare determination.

Dottie Moore

Disregard as income any penalty payment paid as a result of the Dottie Moore lawsuit by **DHS** (formerly DHSS) to any Aid to Families with Dependent Children (AFDC) applicant or member. These \$50 to \$200 penalty payments have been ordered by the U.S. District Court for the Eastern District of Wisconsin in Civil Action No. 80-C-118.

Income Tax Refunds, Credits, and Rebates

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

Victims of Nazi Persecution

Disregard as income payments under PL 103-286 to victims of Nazi persecution.

Payments to Crime Victims

Disregard any payments received from a state established fund to aid victims of a crime.

Agent Orange Settlement Fund

Disregard payments received from the Agent Orange Settlement Fund or any other fund established in settling "In Re Agent Orange Product Liability Settlement Fund litigation M.D.L. No. 381 (E.D.N.Y.)." Continue to disregard the payments for as long as they are identified separately. Apply this disregard retroactively to 1-1-89.

Wartime Relocation of Civilians

Disregard payments under PL 100-383 to U.S. citizens of Japanese ancestry and permanent resident Japanese immigrants or their survivors and Aleut residents of the Pribilof Islands and the Aleutian Islands West of Unimak Island.

Radiation Exposure Act

Disregard payments from any program under the Radiation Exposure Compensation Act (PL 101-426) paid to compensate injury or death resulting from exposure to radiation from nuclear testing (\$50,000) and uranium mining (\$100,000). Apply this disregard retroactively to 10-15-1990. When the affected person is deceased, payments are made to the surviving *spouse*, children, parents, or grandparents of the deceased. The federal DOJ makes the payments. Continue to disregard the payments for as long as they are identified separately. Apply this disregard retroactively to 10-15-90.

Children of Vietnam Veterans Who Are Born With Spina Bifida

Disregard payments received under the provision of the Benefits for Children of Vietnam Veterans Who Are Born With Spina Bifida (PL 104-204). These payments are made to any child of a Vietnam veteran for any disability he or she experiences resulting from the spina bifida. Apply this disregard retroactively to 9-26-96. Continue this disregard as long as payments are identified separately.

Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970

Disregard reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (PL 91-646, Section 216).

Capital Gains

Disregard capital gains from the sale of a personal asset as income. Profits gained from the sale of an asset continue to be counted as an asset. (See 4.3.3.3 for policy related to self-employment).

Reverse Mortgage

Disregard reverse mortgage payments made to homeowners. Reverse mortgage payments are loans against the borrower's home and are considered an asset these payments are not considered income.

Payments to Filipino World War II Veterans

Disregard payments from the Filipino Veterans Equity Compensation Fund. The American Recovery and Reinvestment Act (ARRA) of 2009 created the fund for certain veterans and the spouses of veterans who served in the military of the Government of the Commonwealth of the Philippines during World War II. The compensation fund offers one time payments may be up to \$15,000 to eligible persons.

~~Unemployment Insurance (Unemployment Compensation, or UC) Stimulus Payment~~

~~Effective 11-06-09~~

~~The \$25 supplemental weekly Unemployment Compensation (UC) payment (stimulus payment) authorized by the American Recovery and Reinvestment Act of 2009 (ARRA) for FoodShare.~~

4.6.7 SHELTER AND UTILITY DEDUCTION

4.6.7.1 SHELTER AND UTILITY DEDUCTION INTRODUCTION

The shelter deduction is determined by the food unit's reported monthly expense obligation for the current place they are living~~residence for shelter~~.

The Shelter and Utility deduction is determined by adding the Deduct shelter expense to the and-utility standard (such as the HSUA or EUA), the total of these is the Shelter Utility deduction (CWW budget page shows this as shelter/utility cost). obligation amounts (not actual amount paid) which exceed 50% of the food unit's net income after all other deductions are made. If the total shelter and utility deduction is more obligation amounts (not actual amount paid) are less than 50% of the adjusted food unit's income the assistance group will receive, do not allow a deduction.

The shelter and utility deduction cannot exceed the shelter maximum, this is a capped amount (8.1.3 Deductions) unless the assistance group food unit includes an elderly, blind, or disabled individual. Assistance groups Food units that include elderly, blind, or disabled individuals have no shelter cap.

Private payments and loans

Sometimes a relative or friend who is not a food unit member will pay the food unit's shelter directly to the provider or landlord on behalf of the food unit. In such cases, the IM worker should determine if the payment is a loan.

If the payment is a loan, it is excluded from income, and the expense is allowed in the shelter computation. If the payment is not a loan and a relative or friend makes the vendor payment, it must be excluded from income and the shelter expense is not allowed as a deduction. (4.3.4.3)

4.6.7.2 ALLOWABLE SHELTER EXPENSES

Shelter expenses that are deductible include:

1. Rent
2. Home mortgage and property taxes (if not in the mortgage). Homestead property may consist of multiple sections of land for tax purposes. Since the food unit is responsible for all taxes owed on the homestead property, the taxes owed on all sections of the property are allowed as a deduction.
- ~~3. Countable utility expenses~~
- ~~4.3. Mobile home lot rent and loan payments.~~
- ~~5.4. Insurance on the structure (if not included in the mortgage). If a food unit has a homeowner's insurance policy that includes insurance on the structure and household contents, but the costs cannot be separately identified, the total cost is allowable.~~

Note: Renter's insurance is not an allowable shelter deduction.

- ~~6-5.~~ _____ Second mortgage or home equity line of credit (regardless of what the mortgage is used for)
- ~~7-6.~~ _____ Special assessments. This could include a property tax or value assessment, or for the assessment cost of utility installations.
- ~~8-7.~~ _____ Condominium fees or condo association fees.
- ~~9-8.~~ _____ Mortgage obligation if still owed when a reverse mortgage is in place.
- ~~10-9.~~ _____ Shelter costs paid by a homeless food unit.

See 1.2.6.2 Verify Only If Questionable for a list of verification sources that can verify shelter and utility expenses if the expense is found questionable.

Do not count surcharges such as pet expenses or extra garage rentals as shelter or utility expenses. The monthly amount of rent the individual is obligated to pay should be taken into consideration each month when the shelter deduction is determined without regard to when the rent is actually paid. Only allow current monthly expenses. Do NOT include arrearages, late charges or discounts for early payment.

Disregard HUD and *FMHA* payments paid directly to the landlord or mortgage holder as an expense. Only include the amount the food unit owes after the HUD or FMHA payments as a rent expense.

Do not allow in-kind payments as a shelter deduction. This includes arrangements such as receiving free rent for providing *child* care, or other services. In these situations, no rent deduction is allowed, no income is counted and no child care deduction is allowed.

Include costs for the repair of damages to the food unit's home due to a natural disaster as a shelter expense. Examples of natural disasters are fires, floods, hurricanes, and tornadoes.

Do not count expenses for repairs that have been or will be reimbursed to the food unit by any private or public relief agency, insurance company, or any other source.

If anyone in the household shares the shelter cost with the food unit, create a separate shelter sequence for each contributor, using the correct obligation amount for which each contributor is responsible.

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.

5.3.1 DISASTER SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (DSNAP) FOR VICTIMS OF NATURAL DISASTERS

5.3.1.3 DSNAP Verification Requirements

Applicant's Information	Status	Suggested ways to verify
Identity	Mandatory	<ul style="list-style-type: none"> • Photo ID Two documents that verify identity. • SSA data exchange for health care is acceptable to verify identity. • A signed affidavit from a collateral contact attesting to the identity of the applicant. • For additional sources of verification see 1.2.6.1 Required Verification to Determine Eligibility.
<u>AddressResidency</u>	When possible	Utility bills, tax bills, insurance policies, driver's licenses, other ID with <i>address</i> , bills, or other documents that establish the applicant's home or work address.
Household Composition	If questionable	After taking the application, ask applicant to orally list the names, ages, and birthdates of all household members.
Loss or inaccessibility of liquid resources or of income	Where possible	Obtain a list of banks that were closed due to the disaster and compare with damage maps. Remember that in this day of ATM cards and electronic transmission, few liquid resources are truly inaccessible.
Food Loss	If questionable	Check with the power company. Note: A power outage lasting over four hours can cause food spoilage.

6.1.2 SIX MONTH REPORTING REQUIREMENT

7 CFR 273.12(a)(iii)

Food units certified for 12 months and subject to simplified change reporting requirements are required to submit a six-month report form (SMRF) in the sixth month of the certification period. Elderly Blind and Disabled food units without earned income are exempt from the six-month report requirement.

The following changes in income must be reported on the SMRF for FoodShare members:

- A change of \$100 or more in unearned income based on the most recently verified amount.
- Changes in earned income (from the most recently verified information) that must be reported includes:
 - Rate of pay,
 - Number of hours worked,
 - Loss of job,
 - Change from full to part-time, and
 - New employment, but only if the first paycheck has actually been received by the time the SMRF is completed.

Income verification at SMRF is only required for employment that meets the criteria listed above. An IM worker should not request verification of previously verified earned income that has not changed.

Self-employment income that has already been averaged is not to be re-verified, unless a significant change is reported.

Other changes that must be reported on the SMRF are:

- Household composition (persons that have moved in or out, including newborns),
- New *address* and resulting changes in shelter expenses, and
- Change in legal obligation to pay *child* support (4.6.5 Child Support Payment Deduction)

The paper SMRF and the online form are available to members on ACCESS Renew My Benefits (RMB) and will have the employment, self-employment, unearned income, and child support expense fields pre-populated to reflect the most recently verified information in CWW. This is the income and expenses that are being used in the current FoodShare benefit calculation (the prepopulated information may not reflect all the income and expenses that factor into the budget).

A SMRF can be completed and submitted using the paper form, ACCESS, MyACCESS, and by phone.

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A SMRF signature can be completed and submitted using the paper form, through ACCESS, or the signature can be completed telephonically through CWW. A “no-changes” SMRF (all information on the mailed form is current and correct) can also be signed and submitted through MyACCESS.

An *adult* food unit member, authorized representative, or legal guardian must sign the SMRF.

~~SMRFs To be considered timely, a SMRF must be submitted by the end of the sixth month of the certification period returned to avoid a break in service. When a SMRF is submitted in month six with changes requiring verification, a verification checklist will be sent giving ten days to provide the requested verification. When the local agency by the due date for verification goes into the seventh month of the process month (month six). The SMRF due date will always be 10 days before the adverse action date in the due month. If the food unit fails to return a timely SMRF, FoodShare will close effective the last day of the process month at adverse action.~~

~~If verification is needed the member has 10 days to provide verification from the date it is requested. If verification is not returned timely, the FoodShare assistance group will close. A FoodShare assistance group closed prior to the end of the report month may reopen for month seven without a break in service so long as new application if both the required documentation is supplied on or before the SMRF and the requested verification are received prior to the end of month seven. Benefits will be prorated from the date all verification due date requirements are met.~~

Example 1: Emma is certified for FoodShare from January to December. Her SMRF is due in June. Emma returns the SMRF June 27 without verification of her income. Although Emma returned her SMRF at the end of the process month, the due date for verification extends into July because the IM worker must allow 10 days to provide verification. Emma provides the requested verification on July 2, prior to the due date of July 7. Emma’s certification period for FoodShare remains the same, January to December. Benefits go back to July 1 and are not prorated. If Emma returned her income verification after the verification due date, benefits would be prorated from the date the verification was received.

If FoodShare closes for lack of SMRF, verification, or other reasons and the food unit takes the required action within ~~the calendar~~ month seven following the report due month, the agency shall reopen FoodShare under the break in service policy and issue prorated benefits from the date the food unit took the required action. The benefit shall be prorated from the date the SMRF is returned if the action was taken prior to or by the verification due date set for month seven, or if the reason for closure is because of agency delay.

If FoodShare closes due to agency delay in processing a SMRF, benefits shall be restored back to the first of the month.

Example 2: Jon is required to submit Joe has an open FoodShare case with a certification period of April through March. His SMRF is due in March. Jon submits September. Joe fails to return a timely SMRF in September and FoodShare closes effective September 30.

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Joe returns the SMRF April 17. Verification of a change of employment is due April 27. Jon submits his with required verification April 27. Jon's on October 25, but he forgot to sign the form. The IM agency returns the SMRF to Joe and indicates that he must return a signed SMRF by October 31 to avoid needing a new FoodShare application.

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Note: The SMRF must have an action date on the View/Record Six Month Report Actions page that is in the process month otherwise CWW will continue to fail the case for lack of SMRF.

-
Joe returns the signed SMRF on October 31. Although Joe regains FoodShare eligibility October 31, FoodShare will fail with a \$0 benefit for October and pass with a FoodShare benefit for November and December. The FoodShare certification period for Joe's case remains the same, April through March.

-
Had Joe returned a timely SMRF, but the IM agency did not process the form until October, benefits are prorated from April 17 forward because the verification was submitted by the would have been issued back to October 1, due date. to the agency's late processing.

-
If Joe had returned the signed SMRF on November 1, which is beyond the month following the report month, FoodShare would have closed and he would need to reapply.

Example 3: Lillie was required to submit a SMRF by the end of August. Lillie submits her SMRF September 19. Lillie must provide verification of her change in employment by September 29 . Lillie provides her verification on September 30. Lillie's benefits are prorated from September 30 forward because her verification was submitted after the due date.

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If at the beginning of month eight the SMRF process is not complete (a completed form and all verifications submitted), a new application must be submitted unless the cause for delay into month eight is agency delay. In instances, when a complete SMRF is submitted in month seven and verification is required, verification must be provided before the end of month seven which may result in the member having less than 10 days to provide the verification. The worker will need to manually adjust the due date to coincide with the end of month seven.

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Example 4: Gwen is required to submit a SMRF in January. Gwen submits her SMRF February 26. Gwen must submit verification of her employment change by February 28. If verification is not provided, Gwen will need to reapply in March because the required verification was not submitted by the end of month seven.

Example 5: Joe has an open FoodShare case with a certification period of April through March. His SMRF is due in September. Joe fails to return a timely SMRF in September and FoodShare closes effective September 30.

- Joe returns the SMRF with required verification on October 25, but he forgot to sign the form. The IM agency returns the SMRF to Joe and indicates that he must return a signed SMRF by October 31 to avoid needing a new FoodShare application.

- **Note:** The SMRF must have an action date on the View/Record Six Month Report Actions page that is in the process month otherwise CWW will continue to fail the case for lack of SMRF.

- Joe returns the signed SMRF on October 31. Although Joe regains FoodShare eligibility October 31, FoodShare will fail with a \$0 benefit for October and pass with a FoodShare benefit for November and December. The FoodShare certification period for Joe's case remains the same, April through March.

- Had Joe returned a timely SMRF, but the IM agency did not process the form until October, benefits would have been issued back to October 1 due to the agency's late processing.

- If Joe had returned the signed SMRF on November 1, month eight, FoodShare would have closed and he would need to reapply.

Complete Paper SMRF

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

If the SMRF does not have all of the boxes checked or is missing a signature, it is an incomplete SMRF. Refer to Process Help 3.4 for processing instructions.

6.1.3 TIMELY ACTION ON REPORTED CHANGES DURING THE CERTIFICATION PERIOD

6.1.3.7 CHANGE IMPACT MATRIX

Use the Change Impact Matrix to determine how to respond to changes reported by food units. ~~For example, referencing the first row, if a regular food unit type with an initial certification period of 12 months and SMRF requirement reports homelessness or a migrant household member and the worker is taking action prior to adverse action in the fourth month, the household would be subject to a certification period of six months with review in month six to continue eligibility, but no SMRF requirement. However, if the household described above reports homelessness or a migrant household member after adverse action in the fourth month, there would be no effect on the original certification period of 12 months and the household would continue to have a SMRF requirement.~~

Food Unit Type	Initial Certification Period	Initial SMRF Requirement	Change Reported	Date Change Acted On	Impact on Certification Period	SMRF Requirement after Change
Regular	12 months	Yes	Homelessness or Migrant in household	Prior to adverse action in the fourth month	Certification period of six months requiring a review in month six to continue eligibility	No
				After adverse action in the fourth month	No effect on the original certification period of 12 months	Yes
Homeless or Migrant	6 months	No	Reports securing housing or no longer migrant	Prior to adverse action in the	Certification period of 12 months	Yes

				fourth month		
				After adverse action in the fourth month	Certification period remains four months	No
EBD household with earnings	12 months	Yes	Source of earnings ends	At any time	No effect	No
EBD without earnings	12 months	No	New source of earnings	Prior to adverse action in the fourth month	No effect	Yes
				After adverse action in the fourth month		No
TFS	5 months	No	<u>Change in income, household comp, or Changes other types then death of change PP, or loss of WI residence by PP</u>	At any time	No effect	No
			Death of PP or <u>when PP moves</u>			TFS closes and member

			outless of <u>Wisconsin</u> WI residence by PP		must re- apply	
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6.1.3.8 PROCESSING ABAWD CHANGES

When an exemption is reported and verified timely, the exemption is effective the first of the month of report or occurrence, whichever is later. If verification is received after the due date, the exemption is applied the first of the month in which verification is received. See 3.17.1.6 Verification of ABAWD Status from Time-Limited FoodShare.

6.2.1 INTERAGENCY CASE TRANSFERS

6.2.1.1 INTERAGENCY CASE TRANSFERS INTRODUCTION

7 CFR 273.3(b)

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

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

Note:

- See 5.1.1 Transitional FoodShare Benefits (TFS) for policy related to transferring TFS cases
- See 7.1.1.7 Deny Benefit Increases Due To Penalties In Other Programs for information on not increasing benefits for individuals who are penalized in other programs.

6.2.1.2 Processing Requests for FoodShare Cases Closed Less than a Calendar Month

If a FoodShare case assigned to the local agency has been closed for less than a calendar month, the local agency is responsible for processing the request for FoodShare benefits by either applying the break in service policy (see 2.1.1.3 Break in Service) or by allowing the individual to complete a new application.

7.3.1 BENEFIT OVERPAYMENT

7.3.1.8 NOTICE OF OVERISSUANCE (OVERPAYMENT)

7 CFR 273.18(d)

A Notice of FoodShare Overissuance, F-16028, a completed FoodShare Wisconsin Under/Overissuance Worksheet or FoodShare Wisconsin Overpayment Calculator worksheet, F-16030, and a FoodShare Repayment Agreement, F-16029, must be sent to the member for all types of claims.

Mail all correspondence to the last known address reported to the agency, unless through investigation it is verified that the member no longer lives/resides at that address. In this instance, agencies must demonstrate and document the due diligence process in obtaining the best known address for the member.

Attempt a personal contact with the food unit in the initial collection efforts. The agency may request the repayment be brought before the court or addressed in an agreement reached between the prosecutor and accused person.

All Repayment Agreements are due on the 25th of the month. In all cases, if the FoodShare assistance group is receiving FoodShare benefits, recoupment will take place. If the member signs and returns the repayment agreement, they are expected to make a monthly repayment in addition to the recoupment from the FoodShare benefit allotment.

If FoodShare benefits are not being issued and the member does not sign and return the FoodShare Repayment Agreement, dunning notices will be issued through CARES. The local agency may also pursue other collection action. The State of Wisconsin Public Assistance Collection Unit may also pursue collection action.

If the FoodShare assistance group fails to make a scheduled payment or underpays, send a dunning notice stating that the group must contact the local agency to renegotiate the payment schedule.

The FoodShare assistance group must either:

1. Negotiate a new schedule, or
2. Pay the overdue amount and continue to pay based on the previous schedule.

7.3.1.9 OVERPAYMENT DUE TO CLIENT AND NON-CLIENT ERROR

Federal regulations require that corrective action must be taken to establish a claim for any error discovered through a Quality Control (QC) review, regardless of the size of the error. Failure to take timely corrective action may result in liquidated damages against the agency in the amount of \$250 or more.

A client error occurs when the food unit unintentionally:

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

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

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

Do not establish a claim if:

- An overpayment occurs because the agency did not ensure that a food unit signed the application form.
- Appropriate notice of a renewal or SMRF requirement was not sent due to an incorrect certification period in CARES.
- Expedited issuance resulting from a non-client error: Expedited issuance is based on best available information at the time of the eligibility determination and the FoodShare would only pend for identity.
- Benefits are issued solely because the 10-day negative notice requirement cannot be or has not been met.

Example 3: Mary's W-2 payment ended and she became eligible for TFS. CARES incorrectly set a 12 month certification period instead of a five month certification period. Because Mary did not receive a timely notice that her TFS benefits were ending after the fifth month, she would not be responsible for paying back any benefits that were issued incorrectly after the fifth month.

Do not establish a claim if Social Security, **SSI**, or Wisconsin Unemployment updates from data exchange are incorrect. These updates cannot be recovered or found in error because the information comes from a trusted third party source.

Expedited Issuance

In general, expedited FoodShare is issued on the best information available and not recoverable. There are certain situations where expedited benefits can be recovered. In instances where an individual would not be eligible for expedited issuance and the

agency either incorrectly entered information or failed to include known information (data exchange information, for example), resulting in expedited eligibility, the agency can recover. If the agency establishes an intentional program violation (IPV), the agency can recover benefits. For client errors, do not pursue recovery of expedited benefits since the issuance is based on best available information and the application can only pend for identity prior to the expedited determination.

8.1.1 INCOME LIMITS

8.1.1.1 INCOME LIMITS

Effective October 1, ~~2020~~2019

	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, 128 082	\$1, 755 718	\$1, 383 354	\$1, 064 044	\$ 204 194
2	\$2, 874 820	\$2, 371 326	\$1, 868 832	\$1, 437 410	\$ 374 355
3	\$3, 620 556	\$2, 987 933	\$2, 353 344	\$1, 810 778	\$ 535 509
4	\$4, 368 292	\$3, 603 544	\$2, 839 790	\$2, 184 146	\$ 680 646
5	\$5, 114 030	\$4, 219 149	\$3, 324 269	\$2, 557 515	\$ 807 768
6	\$5, 860 766	\$4, 835 757	\$3, 809 748	\$2, 930 883	\$ 969 924
7	\$6, 608 502	\$5, 451 364	\$4, 295 227	\$3, 304 254	\$1, 071 018
8	\$7, 354 240	\$ 6,067 5,972	\$4, 780 705	\$3, 677 620	\$1, 224 164
9	\$ 8,102 7,978	\$6, 683 580	\$5, 266 484	\$ 4,051 3,989	\$1, 377 310
10	\$8, 850 716	\$7, 299 188	\$5, 752 663	\$4, 425 358	\$1, 530 456
Each additional member	+\$ 748 738	+\$ 616 608	+\$ 486 479	+\$ 374 369	+\$ 153 146

8.1.1.2 REGULAR SNAP PROGRAM INCOME LIMITS

Effective October 1, ~~2020~~2019

	EBD Non Categorically Eligible	Regular SNAP IPV and Drug Felony	
FoodShare Group Size	Net Monthly Income Limit (100% FPL)	Gross Monthly Income Limit (130 % FPL)	Net Monthly Income Limit (100% FPL)

1	\$1, <u>064041</u>	\$1, <u>383354</u>	\$1, <u>064041</u>
2	\$1, <u>437440</u>	\$1, <u>868832</u>	\$1, <u>437440</u>
3	\$1, <u>810778</u>	\$2, <u>353311</u>	\$1, <u>810778</u>
4	\$2, <u>184146</u>	\$2, <u>839790</u>	\$2, <u>184146</u>
5	\$2, <u>557515</u>	\$3, <u>324269</u>	\$2, <u>557515</u>
6	\$2, <u>930883</u>	\$3, <u>809748</u>	\$2, <u>930883</u>
7	\$3, <u>304251</u>	\$4, <u>295227</u>	\$3, <u>304251</u>
8	\$3, <u>677620</u>	\$4, <u>780705</u>	\$3, <u>677620</u>
9	\$ <u>4,0513,989</u>	\$5, <u>266184</u>	\$ <u>4,0513,989</u>
10	\$4, <u>425358</u>	\$5, <u>752663</u>	\$4, <u>425358</u>
Each additional member	+\$ <u>374369</u>	+\$ <u>486479</u>	+\$ <u>374369</u>

8.1.1.3 ASSET LIMITS

Effective October 1, 2019

Food Unit Type	Asset Limit
Elderly, Blind, or Disabled (EBD) Food Units are those where all food unit members are elderly, blind, or disabled	\$3,500
Regular FoodShare (SNAP) Household (Non-EBD)	\$2,250

8.1.2 ALLOTMENT FOR MONTHLY NET INCOME AND FOODSHARE GROUP SIZE

Current Allotment Table

Allotment by monthly net income effective October 1, ~~2020~~2019 through September 30, ~~2021~~2020.

Prior Years' Allotment Tables

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

Start Date	End Date
<u>October 1, 2019</u> <ul style="list-style-type: none"> • <u>1-10 persons</u> • <u>11-20 persons</u> 	<u>September 30, 2020</u>
October 1, 2018 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2019
October 1, 2017 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2018
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, ~~2020~~2019

Deduction Type	Amount
<p>Standard</p> <p>For groups with 1-3 people For groups with 4 people For groups with 5 people For groups with 6 or more people</p>	<p>\$167 \$181178 \$212209 \$243240</p>
<p>Dependent Care</p>	<p>Use <u>the out-of-pocket</u> amount the food unit is obligated to pay. This that is <u>the amount</u> not paid/covered by a third party.</p>
<p>Utility Allowances</p> <p>HSUA (Heating Standard Utility Allowance) Homeless Shelter 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)</p>	<p>\$462456 \$157152 \$320318 \$141 \$9087 \$3736 \$2930 \$2322</p>
<p>Shelter Maximum Deduction (non-EBD households)</p>	<p>\$586569</p>
<p>Medical Allowance</p>	<p>Expenses over \$35</p>