

Change Summary for FoodShare Eligibility Handbook Release 25-03

Release Date: 12/10/2025

This coversheet contains a summary of the changes included in this release and the redline edit changes that were made in the handbook.

Policy Changes

TOPIC	SUMMARY	SECTIONS	SOURCE
FoodShare Late Renewal Processing Changes	Changes in policy for FoodShare renewals that are submitted and/or completed in the month after the renewal was due	1.2.1.2; 1.2.4.4; 2.1.2.2; 2.1.3.1; 2.1.3.6; 2.1.4; 2.1.4.1; 2.1.4.2; 2.1.4.3; 2.2.1.5; 2.2.1.7; 2.3.1	Ops Memo 25-18
Changes to Exemptions and Time Limit Suspensions for FoodShare Work Requirements	Changes in policy for the suspension of time limits related to the FoodShare work requirement for applicants and members who are able-bodied adults without dependents (ABAWDs) and the implementation of a new exemption for ABAWDs who are tribal members and live on tribal lands.	3.17.1.2; 3.17.1.3; 3.17.1.10; 3.17.1.11;	Ops Memo 25-14
FoodShare Cost of Living Adjustments	FoodShare Cost of Living Adjustments (COLA), new Standard Utility Allowance (SUA), and federal standard deductions for meals provided by self-employed childcare providers for federal fiscal year (FFY) 2026. FFY 2026 is October 1, 2025, through September 30, 2026.	4.3.3.8; 4.4.1.8.1; 8.1.1.1; 8.1.1.2; 8.1.1.3; 8.1.2; 8.1.3	Ops Memo 25-13

Clarifications and Corrections

TOPIC	SUMMARY	SECTIONS
Verification	Grammar and readability	1.2.1.2 Request for Verification
Verification	Policy Changes related to the late renewal project and Asset Verification Changes. Ops Memo 25-18	1.2.4.4 Asset Verification
Verification	Asset Verification Policy	1.2.6.1 Required Verification to Determine Eligibility
Verification	Asset Verification Policy	1.2.6.2 Verify only if Questionable

Expedited Benefits	Expedited service guidance	2.1.2.2 Late Expedited Determinations
Interview	Expedited service guidance	2.1.3.1 Scheduling the Interview
Interview	Expedited service guidance	2.1.3.6 Post Interview Process
Application	Expedited service guidance	2.1.4 Expedited Service at Application
36-Month Certification Period	Interview	2.2.1.2 36-Month Certification Period
Living Arrangement	Updated to clarify domestic violence shelter residents can be in two assistance groups, even if the prior household is in another state.	3.2.1.9 Shelters for Victims of Domestic Violence
Verification	Updated to align with 2023 policy change to only require verification of exemptions from the FoodShare basic work rules and work requirement if questionable.	3.15.1.2 Verification
Deductions	Allowable Medical Expenses for Assisted Living Facility Residents	4.6.4.1 Allowable Medical Expenses

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1.2.1 Verification Introduction

1.2.1.2 Request for Verification

7 CFR 273.2(c)(5); 7 CFR 273.2(h)(2)(i)(A)
OM 14-48

Requests for verification must be made in writing. Verbal requests are not acceptable and cannot be used in a fair hearing. The verification notice must identify the required verification, the date the verification is due to the agency, and the consequences of not verifying timely.

If verification is not received, the FoodShare application must not be denied due to lack of verification until whichever date is later:

- The 20th day after requesting the verification, or
- 30 days from the filing date

Example 1	Ed submits an application with a filing date of January 2. However, the interview was not completed until January 26 and verification of income was requested the same day. Ed has until February 15 to provide verification. Do not deny the application until February 15.
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If the 20th or 30th day falls on a weekend or postal holiday:

- For negative actions or denials, the action should be taken the next business day.
- For positive actions or approvals, the approval must be processed no later than the due date. Waiting until the next business day or later to process verification for an eligible food unit is untimely and, therefore, not allowable.

An application denied for failing to provide verification or complete the interview within 30 days, must provide verifications and -have completed the interview no later than the 60th day from the filing date for FoodShare to open without requiring a new application or interview (see SECTION 2.1.2.1 APPLICATION PROCESSING 30-DAY TIME FRAME).

~~After a renewal termination for failing to provide verification, verification can be provided in the month following closure without needing to submit a new application (see SECTION 2.2.1.4 RENEWAL PROCESING TIME FRAME).~~

Allow FoodShare to reopen at Six Month Report Form (SMRF)-~~or renewal~~ when closed for lack of verification (or other reasons) if the reason for case closure is fully resolved during the calendar month following case closure. The SMRF must be returned no later than close of business on the last business day of the month after the SMRF was due ~~and the renewal interview completed no later than the last day of the renewal month.~~

Allow FoodShare to reopen when closed for lack of verification after a required change is reported and if the requested verification is provided in the calendar month following case closure.

In the above situations, FoodShare benefits are prorated from the day all the required actions were completed.

Allow FoodShare to reopen after failing to complete all renewal requirements by the end of the renewal month without needing to submit a new application if the reason for case closure is resolved during the

late renewal month, or by the due date in the following month (see [SECTION 2.2.1.5 RENEWAL PROCESSING TIME FRAME](#) for information on benefit proration at renewal).

For unclear information, follow Section 1.2.7 Unclear Information to determine the correct verification action.

1.2.4 Financial Verification

1.2.4.4 Asset Verification

7 CFR 273.2(f)(2) and 7 CFR 273.2(f)(3)

FoodShare applicants and members tested under broad-based categorical eligibility or categorical eligibility rules do not have an asset test. Their assets are not counted since they are authorized to receive Temporary Assistance for Needy Families (TANF)-funded services. FoodShare applicants and members tested under these rules must not be asked to provide information about or to verify their assets.

EXCEPTION: A substantial lottery or gambling winning (see section 6.1.1.1 substantial lottery or gambling winning) is considered an asset. Any member who reports a questionable substantial lottery or gambling winning must provide verification.

Applicants and members must report the amount of available liquid assets at the point of initial application or late renewal to determine eligibility for priority service and expedited issuance. The reported assets are not required to be verified ([see SECTION 2.1.4 EXPEDITED SERVICE AT APPLICATION](#)).

Under regular SNAP rules FoodShare applicants and members are tested for assets. Elderly, Blind, or Disabled (EBD) food units with gross monthly income that exceeds 200% of the Federal Poverty Limit (FPL) are subject to the asset limit. Non-EBD food units may be tested under regular SNAP rules if certain criteria are met (see section 4.2.2 Regular SNAP Rules). These food units are subject to the non-EBD asset limit. Food units tested under regular SNAP rules must verify their assets if they are found questionable (SEE SECTION [4.4.1 ASSETS](#)).

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 • INS or USCIS Alien Registration Card (Permanent Residence Card, Green Card, Form I-551) • Naturalization certificate • SSA query to verify work quarters • Military services papers • Military Affidavit (F-02431) • 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 • 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 • Data Exchange for individuals receiving State SSI benefits • Verified through another program • Collateral contact
Gross Monthly Income	<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

	<ul style="list-style-type: none"> • 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 Section 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 • Consular ID - Consular identification (CID) cards are issued by some governments to their citizens who are living in foreign countries. A consular ID is an allowable identity verification type valid for FoodShare and should be coded as PH – Photo ID • Hospital birth record • Adoption record • Passport or US citizen ID card • Family bible • Paycheck • Wage stubs • Driver's license or Government ID • Completed SS-5 • Confirmation or church membership papers • Voter registration card

	<ul style="list-style-type: none"> • Family records (birthday books, genealogy, newspaper birth announcement, marriage license, support or divorce papers, other legal documentation) • 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 • 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 Interim Assistance 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 Hours Worked	<ul style="list-style-type: none"> • Employer form/paystub/tax document/EVF-E (F-10146) • Written statement from the employer, work program, or volunteer site • Employer, work program, or volunteer site collateral contact • Signed statement outlining in-kind work agreement
ABAWD Countable Months in Another State	<ul style="list-style-type: none"> • Any form of communication from the agency administering SNAP in the other state (for example, phone call, email, written form)
Huber Status	<ul style="list-style-type: none"> • Agency Form • Court Order • City or County Records • Lawyer Statement or Record • Other Acceptable Written or Verbal Statement from jail staff
Drug Test Results	<ul style="list-style-type: none"> • Drug test results report • Parole officer statement • Licensed doctor or qualified health professional statement • Any document that shows a drug test result with the test date from a professional entity

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

Asset Verification for Regular SNAP Rules

Verification Item	Suggested Verification Sources
Checking or Saving Account	<ul style="list-style-type: none"> • Bank statements • Letter from the bank on official letterhead showing account balance
Stocks or Bonds	<ul style="list-style-type: none"> • Brokerage or financial statements showing the value of holdings • Stock or bond certificate
Savings Certificate	<ul style="list-style-type: none"> • Statement from the financial institution that hold the savings certificate • Copy of a physical certificate
Lump Sum Payments	<ul style="list-style-type: none"> • Bank statement with the deposit amount • Copy of document showing the amount and type of deposit

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 • 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

	<ul style="list-style-type: none"> • 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
ABAWD/FoodShare Work Requirement Exemptions	<ul style="list-style-type: none"> • Agency form, such as the Medical Exemption from Work Requirement for ABAWDs form (F-01598) • Statement from health care provider, social worker, homeless shelter, or AODA service provider • Data exchanges • Department of Veteran Affairs service department correspondence or contact including documents relating to release, discharge, or transfer; identification card indicating service veteran status- • Information made known to the agency including agency verification of an obvious ABAWD status or exemption, such as pregnancy or inability to work due to a temporary or permanent health condition • IM worker determination that a person is unfit for employment (without requiring a statement or additional verification) • Tribal Enrollment Card • Written statement or document issued by the tribe indicating tribal affiliation • Medical record card (or similar documentation) issued by an Indian Health Service provider for American Indians and Alaska Natives that specifies an individual is an Indian or tribal member • Information known to the agency • Collateral contact • Other acceptable written statement
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

	<ul style="list-style-type: none"> • 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
Substantial Lottery or Gambling Winning	<ul style="list-style-type: none"> • Member statement- • Wisconsin Lottery Winner Claim Form • W-2G Certain Gambling Winnings Form • Letter from lottery commission or gaming entity • Another State's Lottery Claim Form • Any documentation that identifies the source of the payment, winner(s) name, address, date of the winning, and gross amount before taxes

* 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.

Asset Verification for Regular SNAP Rules

Verification Item	Suggested Verification Sources
<u>Checking or Saving Account</u>	<ul style="list-style-type: none"> • <u>Bank statements</u> • <u>Letter from the bank on official letterhead showing account balance</u>

<u>Stocks or Bonds</u>	<ul style="list-style-type: none"> • <u>Brokerage or financial statements showing the value of holdings</u> • <u>Stock or bond certificate</u>
<u>Savings Certificate</u>	<ul style="list-style-type: none"> • <u>Statement from the financial institution that hold the savings certificate</u> • <u>Copy of a physical certificate</u>
<u>Lump Sum Payments</u>	<ul style="list-style-type: none"> • <u>Bank statement with the deposit amount</u> • <u>Copy of document showing the amount and type of deposit</u>

Household Misfortune 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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2.1.2 Application Processing Time Frame

2.1.2.2 Late Expedited Determinations

A late determination of expedited benefits can happen when an application is submitted as a non-Priority Service application but is then found to be eligible for Expedited Issuance benefits at any time during the eligibility determination process. Once the agency is aware that the applicant is eligible for expedited benefits, benefits must be made available to the FoodShare assistance group within seven calendar days from the date of discovery, or by the 30th day following the filing date, whichever is sooner. The application is no longer considered a 30-day application, but an expedited application, and must be processed as such.

Example 3	<p>Jerome submits a FoodShare application on April 7. Based on the information on the application, Jerome does not meet the criteria for Priority Service/Expedited Issuance. Jerome completes the FoodShare interview on April 18. During the interview Jerome reports that he is no longer employed, and his last check was received April 12 and was for \$100. Jerome's rent is \$500, and his heating expense is paid separately from his rent. Because of the updated information discovered in the interview, Jerome's application is now considered eligible for Expedited Issuance. Benefits must be confirmed by April 25 (within 7 days of the discovery of eligibility for Expedited Issuance) to be considered timely.</p> <p>If FoodShare Benefits are not confirmed on Jerome's case until April 29, it would be considered a late determination of expedited benefits.</p>
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2.1.3 Interviews

2.1.3.1 Scheduling the Interview

7 CFR 273.2(e)(3)

On-Demand Interviews

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. Scheduled face-to-face or telephone interviews must be provided upon request by an applicant or member.

All FoodShare applications and late renewals must be screened for priority service and expedited issuance.

Priority service applications: At least two attempts must be made 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 priority service processing standards ~~for applications~~.

Standard 30-day applications: At least two attempts must be made 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 and non-priority late renewals: On-demand interviews must be offered for all renewals when received. At least two attempts must be made to contact a member to complete ~~the~~ required 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.

Priority service late renewals: At least two attempts must be made to contact a member to complete a required interview on the same business day the late renewal is received or by the end of the next business day. IM workers must continue to meet all priority service processing standards for late renewals.

Two contact attempts must be made, at least 15 minutes apart, to complete ~~the~~ required interview. If the worker is unable to connect with the applicant or member during these attempts, pend for interview.

If the applicant or member is reached during the first contact attempt but they are not able to complete the interview, the applicant or member may choose to schedule an interview or call back to complete the interview. No second contact attempt is necessary in this scenario.

If scheduling an interview, ensure that an initial FoodShare eligibility determination can be completed within the 30-day processing time frame. Priority Service interviews must be completed by day 7 (see [SECTION 2.1.4 EXPEDITED SERVICE AT APPLICATION](#)).

FoodShare applicants and members have the right to complete a face-to-face or phone interview (see [SECTION 2.1.3.5 TELEPHONE INTERVIEWS](#)). If an applicant or member 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

When an interview is scheduled the notice of the interview must be in writing and mailed to the household unless it cannot be received 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 printout of the written notice.

Two attempts must be made to contact the applicant or an adult member at the time of the scheduled interview. If the first attempt to contact the applicant or member 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 they were unable to contact the household 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 household 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 when they missed the scheduled interview and that the applicant or member is responsible for rescheduling a missed interview (see Process Help, [Section 1.8.9.7 Automated NOMI for FoodShare](#)). 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 interview and contact the agency to reschedule within the 30-day application processing period (see [SECTION 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 household ineligible.

Notice of Interview for On-Demand Interviews

If an IM worker is unable to complete the interview at the time they attempt to contact a household, ~~the IM worker must send~~ a Notice of [Missed Interview](#) [is sent](#). The Notice of Interview provides instructions for completing the interview.

2.1.3.6 Post Interview Process

If verification is needed after an interview, mail out a verification checklist and send it to the applicant or member with instructions to provide the listed documents to the local agency within 20 calendar days or by the end of the application ~~or renewal~~ processing period, whichever is later. The agency must always provide the applicant with a copy of the case summary ~~after the interview is complete~~.

If the food unit claims deductible expenses during the interview, the food unit must verify certain claimed deductions or the deduction will not be allowed (see [Section 1.2.4.5 Expense Verification](#)). If verification of the deductions is not provided, do not allow the deduction and do not close the case.

Applications

At the end of the telephone interview, the agency must record the telephonic signature if they do not already have a written, telephonic, or electronic signature, and then generate a copy of the case summary to be mailed to the applicant. The applicant must review the case summary and notify the agency within 10 calendar days if corrections are needed.

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

Renewals

At the end of a renewal interview, collect a telephonic signature if a written, telephonic, or electronic signature has not already been collected. If the member refuses to provide a telephonic signature, instruct the member that you will be mailing the printed case summary to them for their signature. In this situation, the case summary needs to be signed and returned to the agency within 10 calendar days or by the end of the late renewal processing period, whichever is later. The renewal is not complete until the agency receives the signed case summary signature page. If a valid signature is returned to the agency received after 4:30 PM on the last business day of the renewal month, it is considered a late renewal.

If the signed case summary is not returned within the 10-day period or by the end of the late renewal processing period, whichever is later, the case needs to be closed for failure to return the FoodShare renewal signature.

2.1.4 Priority Service and Expedited Service at Application Issuance

7 CFR 273.2(i)

Priority services are designed to ensure ~~that~~ applications and late renewals are screened for quicker service including a required interview and eligibility determination. If determined eligible for expedited benefits are issued to eligible, FoodShare ~~assistance groups~~ benefits must be issued by the seventh day after the date of the application ~~or late renewal~~. The applicant or member must be allowed to complete the required interview quickly and benefits must be issued timely. The two phases of expedited services are described below.

- **Priority Service:** ~~Screens all~~ All applications and late renewals with a required interview must be screened for potential eligibility for expedited issuance and faster service from the agency (see [SECTION 2.1.4.1 ELIGIBILITY FOR EXPEDITED SERVICE AT APPLICATION](#)).
- **Expedited Issuance:** Benefits must be issued by the seventh day after the application or late renewal is filed. Benefits will be available on the member's QUEST card the same day the application or late renewal is confirmed in CWW.
- Members approved for expedited benefits must be offered the opportunity to come into an agency to receive a Temporary QUEST Card if they do not have an active QUEST card on file and available to them. This offer must be made by the worker on the same day the member is approved for expedited issuance, or on the next business day after the member is approved for expedited issuance (see section 7.2.1.2 Temporary Quest Card).

All food units that apply or renew after the 15th of the month and who are eligible for expedited issuance must receive the prorated initial allotment and next month's allotment by the seventh day after the ~~application~~ filing date.

Agencies must provide expedited benefits to applicants who qualify for them after they are screened through the priority service process.

When contact is made by phone, every effort should be made to complete the FoodShare interview on the same day whenever possible. If an interview cannot be completed that day, an interview appointment must be offered to be scheduled within the seven-day time frame. If an applicant or member cannot make the scheduled appointment, ~~the applicant~~ they will lose their right to expedited benefits.

2.1.4.1 Eligibility for Priority Service and Expedited Issuance at Application

7 CFR 273.2(i), 273.10(e)(3)

A person or food unit may be eligible for priority services and expedited issuance if:

1. Their total monthly gross income (actual income received in that calendar month) and available assets are less than the monthly allowable Standard Utility Allowance (SUA) (see [Section 8.1.3 Deductions](#)) and monthly shelter expenses; or
2. Their gross monthly income is less than \$150 and they have \$100 or less in available liquid assets; or
3. Their food unit includes a migrant seasonal farm worker, who is also defined as "destitute" by meeting all of the following criteria:
 - a) Liquid assets are less than \$100,
 - b) They don't expect to receive more than \$25 from a new source within the ten days after following the date of application or late renewal receipt date, and

- c) Income prior to the ~~day of~~ application or late renewal receipt date was from a terminated source, defined as:
 - i. Income received on a monthly or more frequent basis, shall be considered as coming from a terminated source if it will not be received again during the balance of the month of application, late renewal month, or during the following month, or
 - ii. If income is normally received less often than monthly (for example, quarterly), it is considered terminated if the source has been terminated and no future payments are made.

Treatment of Income for Destitute Migrants:

1. Budget income from a terminated source which was received by the food unit between the first of the month of application and the application receipt date, (or the first of the late renewal month and the late renewal receipt date), as income available for the food unit's needs in the month of application or late renewal month.
2. Disregard any income from a new source expected during the month of application or late renewal month if income of more than \$25 from the new source will not be received by the 10th day after the ~~date of~~ application or late renewal receipt date [7 CFR 273.10(e)(3)(ii)].
3. After the application month or late renewal month, budget income from a new source for the months it will be received.

The home of a migrant worker in their state of residency is an exempt asset.

~~There is no eligibility for expedited services at~~ Renewals submitted in the renewal due month are not eligible for priority service (see [Section 2.2.1 Certification Periods \(Renewals\)](#)).

2.1.4.2 Verification Requirements for Expedited Services

7 CFR 273.2(i)(4)

At application, identity is the only verification required prior to the issuance of expedited benefits. Priority service late renewals are not required to verify identity to qualify for expedited benefits. All other verifications must be postponed when they cannot be submitted within the expedited timeframe. When an authorized representative applies on behalf of the food unit, the identity of both the authorized representative and the applicant needs to be verified.

Any documents, that reasonably establish the applicant and authorized representative's identity, must be accepted, and no requirement for a specific type of document, such as a birth certificate or photo ID, may be imposed. Collateral contact is also acceptable. If any other required verification is readily available, it must be used in the initial eligibility determination. Other outstanding required verification items must be requested, however do not delay the issuance of expedited benefits pending the receipt of other requested verification.

~~A~~At application or late renewal, a request for verification must be sent to the ~~household~~food unit for the postponed verifications. ~~Ensure~~For applications, ensure the verification due date on the checklist is the 30th day of the application or next business day if the 30th day falls on a weekend or holiday. Suppress any incorrect notices. Ongoing benefits will be denied if the postponed verifications are not received by day 30 of the application. For late renewals, give 20 days for the food unit to provide verification.

There is no limit to the number of times a FoodShare household unit can be certified under expedited procedures. If an expedited service application or late renewal had postponed verification requirements that were not satisfied and there is any pending information relevant to the household's food unit's current situation, or the household was not certified under normal processing standards in the past 12 months, the household is not eligible for expedited services.

Once postponed verifications are provided or no longer relevant, the household food unit may meet criteria for an expedited issuance of benefits.

Example 1	<p>Sam applied for FoodShare on January 10th, 2025, and was determined eligible for expedited issuance of January benefits. The expedited FoodShare was issued and verification was requested for the ongoing eligibility benefit determination with a verification due date of February 10th. Sam did not provide the verification by the verification due date and ongoing eligibility was denied.</p> <p>In July 2025, Sam reapplied for FoodShare. The requested verification from the previous January 10th application is still relevant to the current eligibility determination and verification was requested. Sam is not eligible for expedited issuance and must provide verification before eligibility can be confirmed. If Sam provides the verification, eligibility will be determined, and Sam may qualify for an expedited issuance at that point.</p> <p>If Sam did not reapply until February 2026, he could qualify for an expedited issuance of benefits even if the requested verification from the January 10th, 2025, application is still relevant.</p>
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2.1.4.3- Late Expedited Determinations

7 CFR 273.2(i)(3)(iv)

A late determination of expedited service eligibility can happen when a food unit submits a non-priority service application or late renewal but is then found eligible for expedited issuance during the eligibility determination process.

Once the agency is aware that the food unit is eligible for expedited benefits at application, the application is no longer considered a 30-day application, but an expedited application, and benefits must be made available to the FoodShare assistance group within seven calendar days from the date of awareness of expedited service eligibility, or by the 30th day following the filing date, whichever is sooner.

Once the agency is aware that the food unit is eligible for expedited benefits at late renewal, it is considered an expedited late renewal. Benefits must be made available to the FoodShare assistance group within seven calendar days from the date of awareness.

Example 1	<p><u>Jerome submits a FoodShare application on April 7. Based on the information on the application, Jerome does not meet the criteria for Priority Service/Expedited Issuance.</u></p> <p><u>Jerome completes the FoodShare interview on April 18. During the interview Jerome reports that he is no longer employed, and his last check was received April 12 and was for \$100. Jerome's rent is \$500, and his heating expense is paid separately from his rent.</u></p>
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Because of the updated information discovered in the interview, Jerome's application is now considered eligible for Expedited Issuance. Benefits must be confirmed by April 25 (within 7 days of the discovery of eligibility for Expedited Issuance) to be considered timely.

If FoodShare Benefits are not confirmed on Jerome's case until April 29, it would be considered a late determination of expedited benefits.

2.1.4.4 Eligibility for Migrant Workers

According to Wis. Stat. § 103.90(5)(a), "A 'migrant worker' is any person who temporarily leaves a principal place of residence outside of this state and comes to this state for not more than 10 months in a year to accept seasonal employment in the planting, cultivating, raising, harvesting, handling, drying, packing, packaging, processing, freezing, grading, or storing of any agricultural or horticultural commodity in its unmanufactured state."

Migrants are eligible for priority service if:

- Gross income is less than \$150, and available assets are \$100 or less, or
- They meet the definition of "destitute" by meeting all three of the following criteria:
 1. Assets are \$100 or less, and
 2. The only income received by the food unit prior to the application or late renewal filing date was from a terminated source, and
 3. The food unit does not expect to receive more than \$25 from a new source within 10 calendar days from the ~~date of~~ application or late renewal filing date.

Treatment of Income for Destitute Migrants:

1. Budget income from a terminated source which was received by the food unit between the first of the month of application and the application filing date, (or first of the late renewal month and the late renewal filing date), as income available for the food unit's needs in the month of application ~~or the late renewal month~~
2. Disregard any income from a new source expected during the month of application ~~or late renewal month~~. This income may not be more than \$25 ~~or~~ must be received at least 10 days after the ~~date of~~ application or late renewal filing date.
3. After the application or late renewal month, budget income from a new source for the months it will be received.

The home of a migrant worker in their state of residency is an exempt asset.

2.2.1 Certification

2.2.1.2 36-Month Certification Period

Certain EBD food units with no earned income can receive 36-month certification periods. These food units will not need to complete SMRFs and may not need to complete an interview at renewal.

Food units must meet the following criteria to receive a 36-month certification period:

- All adult members must be EBD and have no counted earned income.
- Must include at least one adult member.
- Children under the age of 18 may be present in the household even if a child has earned income. Once a child who is not disabled turns 18, the household will no longer meet the eligibility criteria to have a 36-month certification period.
- No member can be a migrant farm worker.

Note	If the food unit meets the criteria to receive a 6-month certification period (see Section 2.2.1.1 Six Month Reviews), they will not receive a 36-month certification period.
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Food units that can receive a 36-month certification period should receive expedited service, if eligible (see [SECTION 2.1.4 EXPEDITED SERVICE AT APPLICATION](#)).

All food units with 36-month certification periods are simplified reporters (see SECTION 6.1.1 CHANGE REPORTING FOR ALL FOOD UNITS (SIMPLIFIED)).

All food units that meet the criteria to have a 36-month certification period are sent annual outreach letters at months 11 and 23. This letter includes a case summary detailing current FoodShare information on their case. The food unit has no required action to take at that time, besides existing simplified reporting requirements. Updating current case information can ensure the assistance group is receiving the correct benefit amounts to which they are entitled.

Example 1	Ethel has a 36-month certification period. In the 11th month of her certification period, she receives her annual outreach letter, including a summary of the current information on her case. Ethel reviews her case summary and notices she is not receiving a deduction for a new, ongoing prescription medication she started two months ago. Ethel has no required changes to report at this time. Even though it is not required, Ethel calls her agency to report her new medical expense. She provides verification of the expense. She provides verification of the expense. Her monthly FoodShare benefit increases due to the new medical expense deduction.
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Food units with 36-month certification periods cannot shorten their certification period. The renewal for a 36-month certification period will not continuously align with another program's renewal or application. No other program has 36-month certification periods.

If a food unit with a 36-month certification period becomes eligible for Transitional FoodShare (TFS), their certification period will be shortened in accordance with TFS policy (see [SECTION 5.1.1 TRANSITIONAL FOODSHARE BENEFITS](#)).

Interview

~~The first time~~When a food unit first receives a 36-month certification period ~~at their initial application,~~ they ~~are required to~~must complete an interview. ~~At~~ during that application or renewal, ~~these food~~ Food units in a 36-month certification period may not be required to complete an interview at renewal. If there is pending verification or questionable information for FoodShare on the case at renewal, or if the food unit no longer meets the eligibility criteria to have a 36-month certification period, an interview is required. Food units will receive a letter with instructions on how to complete their required interview. If the required interview is not completed, the case will lose their FoodShare eligibility.

Food units can always request a renewal interview even if it is not required. The food unit is responsible for contacting their agency to complete an optional interview. No food unit will be determined ineligible for failing to complete an optional interview. An optional interview must be completed within the renewal month.

Never deny an application or renewal without first attempting to schedule an interview.

Losing 36-Month Certification Period Eligibility

If a food unit stops meeting the eligibility criteria to have a 36-month certification period, their certification period will not be shortened. If the food unit is still eligible to receive FoodShare benefits, they will retain the remaining months in their 36-month certification period, and their renewal date will not change. However, these food unit will need to complete SMRFs every six months until their next renewal and complete an interview at their next renewal.

A food unit could stop meeting the 36-month certification period eligibility criteria but maintain eligibility for FoodShare benefits in the following ways:

- A non-EBD adult food unit member is added to the case or becomes eligible for FoodShare on the case,
- An adult food unit member loses their disability determination,
- An adult member of the food unit reports receiving counted earned income, or
- A migrant farm worker is added to the food unit.

Example 2	Ci and his 17-year-old son Alang apply for FoodShare together. Ci is disabled and does not have any earned income. Alang is not disabled and has a part time job. Even though Alang has earned income, the food unit receives a 36-month certification period because Alang is not an adult. Eight months into their certification period, Alang turns 18. The food unit no longer meets the 36-month certification period eligibility criteria because Alang is now a non-disabled adult with earned income. The food unit will be required to complete SMRFs at months 12, 18, 24, and 30 and will be required to complete an interview at their next renewal. If the food unit circumstances have not changed at their next renewal, the food unit will receive a 12-month certification period.
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When a food unit loses their eligibility criteria to have a 36-month certification period, they will be notified of the requirement to complete SMRFs and their next SMRFs due date, if applicable. These food units will not receive Annual Outreach letters since they are required to complete SMRFs. If the food unit stops meeting the eligibility criteria past month 30 in their certification period, they will not be required to complete SMRFs because their next required eligibility action is the renewal.

Once a food unit loses their 36-month certification period eligibility criteria, they are required to complete SMRFs and complete an interview at renewal even if they regain 36-month certification period eligibility criteria.

Example 3	Jan, Darrel, and Theresa have a 36-month certification period. Jan and Darrel are elderly, Theresa has a disability, and no one in the food unit has earned income. Sixteen months into their certification period, Darrel reports his granddaughter Nataleigh moved in. Nataleigh is 19. Since she does not have a disability and is not elderly, the food unit no longer meets 36-month certification period eligibility criteria. The food unit is required to complete SMRFs at months 18, 24, and 30 and complete an interview at renewal. Seven months after losing eligibility criteria, month 23, Darrel reports Nataleigh moved out. While the food unit meets the 36-month certification period eligibility criteria at this time, they are still required to complete SMRFs at months 24 and 30 and complete an interview at renewal. If the food unit still meets the eligibility criteria at their next renewal, they will receive a 36-month certification period.
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Food units that stop meeting the 36-month certification period eligibility criteria and are ineligible for FoodShare will stop receiving FoodShare benefits.

Conversion

Existing FoodShare food units that meet the eligibility criteria at project implementation will have their certification periods extended between two and 24 months. These food units will receive a one-time conversion letter. The letter will tell them of the change to their certification period, their new renewal date, reporting requirements, and responsibilities. No food unit will receive a certification period longer than 36 months or shorter than 12 months. At their next renewal, if the food unit still meets eligibility criteria, they will receive a 36-month certification period. Post implementation, all applicants that meet eligibility criteria will receive a 36-month certification period.

2.2.1.5 Renewal Processing Time Frame

The 30-day renewal processing time frame ~~for a renewal~~ is not the same as it is for applications. The 30-day renewal processing time frame refers to the month the renewal month. In other words, a is due. All renewal requirements must be processed and confirmed completed by the last business day of the renewal month, ~~with two exceptions~~ for the case to continue receiving benefits without interruption, unless:

- There is an agency-caused delay processing a renewal received in the renewal month. The renewal submission must have been the last required action in the FoodShare renewal process.
- The food unit's last action is a required FoodShare interview, and the worker is unable to complete a required the interview by the last day of the renewal month and delays the interview once.
- There is an agency-caused delay (for example, allowing 20 days for verification). processing required FoodShare verification received in the renewal month. The required verification must have been the last required action for the FoodShare renewal process.

When the last required action for renewal is completed by the end of the renewal month, but there is an agency-caused delay, the worker must document the reason for the late renewal and set the delay must

be documented in CWW. The FoodShare program request date is set for the first of the month so that benefits are not prorated.

~~The FoodShare case will close effective the last day of the renewal month at~~ At adverse action of the renewal month ~~if renewal is not completed, including confirmation. The worker and the FoodShare member have until the end of the renewal month to complete renewal.~~

~~FoodShare that closes at renewal may reopen without requiring a new application under specific conditions. Allow FoodShare to reopen at renewal if the action needed to resolve ineligibility is completed in the month following the end of the current certification period, as long as the interview was timely.~~

~~Required interviews must be completed within the renewal month of the current certification period to be considered timely. If an interview is not completed timely, FoodShare will close effective the last day of the renewal month at adverse action and a new FoodShare application is required.~~

~~If FoodShare closes for lack of~~ due month if all renewal required actions have not been completed.

When a renewal, including a signature, is received in the renewal month, but all renewal requirements are not completed by the end of the renewal due month, benefits will be prorated from the date the last required FoodShare action was taken in the late renewal month or the following month. The last required action after a timely renewal, can be a required FoodShare interview or required FoodShare verification ~~after a timely renewal and the household takes the required action within the calendar month following the certification period, the agency shall reopen FoodShare and prorate benefits from the date the~~ . A timely renewal is received in the renewal due month.

- ~~• If the last~~ required action was taken. The new certification period will begin the month after the month the renewal was due.
 - ~~• The FoodShare household must be allowed 20 days to provide verifications. If the verification due date is in the month following the renewal month, workers should identify whether the closed FoodShare case may be reopened or a new application is needed (see Process Help,).~~
- ~~• If FoodShare closes for lack of signature after a timely renewal and the signature is returned within the calendar month following the certification period, the agency shall reopen FoodShare and prorate~~ is the interview, benefits will be prorated from the date the household returns the signature page. The new certification period will begin the month after the month the interview is completed in the late renewal was due.

~~If FoodShare closes due to agency delay in completing the interview or the household contacts the agency within the renewal month and is not available to complete the interview until after the renewal month, benefits shall be restored back to the first of the month to ensure ongoing benefits, as long as verification is timely~~ month.

Example 4	<p>Holly completes a timely <u>Tricia's FoodShare renewal is due by June 30. Tricia submitted her renewal on July 9 but June 27. She does not have</u> <u>complete her required interview until July 2. She has no required</u> <u>verification of her wages from Marigold's. Verification of her earned income is requested. Holly fails to provide verification, and</u> <u>due; the interview was the last required action for her case closes effective July 31.</u></p> <p>On August 5, Holly provides verification of her wages. She regains eligibility under a FoodShare break in service as of August 5 and is issued <u>renewal. Her benefits are prorated benefits from August 5 through August 31. Holly's FoodShare new certification period remains unchanged.</u></p>
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	<p>If Holly had responded timely to the request for verification and submitted her verification in July, but the verifications were not processed until August, benefits would have been issued back to August 1 due to agency delay from July 2.</p>
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If the last required action after a timely renewal is required verification, prorate benefits from the verification receipt date when the receipt date is in the late renewal month. If verification is received on or before the due date, benefits are prorated from the verification receipt date.

Example 5	<p>Tom's Holly's FoodShare renewal is due by June 30. He July 31. She completes his required a timely FoodShare renewal, including the interview, on June 27 and has July 9 but does not have verification due July 17. Tom provides the of her wages from Marigold's. Verification of her earned income is requested and is due by July 29. Holly fails to provide verification on July 15. Although Tom's, and her case closed closes effective June 30 due to lack of completed renew/July 31.</p> <p>On August 5, Holly provides verification, his FoodShare case is reopened with a certification period beginning July 1 because he completed the interview in the renewal month and provided the requested verification by the due date. Benefits are not of her wages. She regains eligibility as of August 5 and is issued prorated, and he is not required to submit a new application benefits from August 5 through August 31.</p>
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Example 6	<p>Ruby calls her IM worker on August 21 to schedule an in-person Tom's FoodShare renewal is due by August 31, but the only appointment available is not until September 4. Ruby completes her June 30. He submits his renewal on September 4 but does not have and completes his required interview on June 27. His verification of her wages from Sunny's Craft House. Verification of earned income is due July 17. Tom provides the requested with a verification due date of September 24. Ruby submits on July 15. Although Tom provided the necessary requested verification on September 20. Because Ruby submitted her verification timely (within 20 days) and because by the agency was unable to due date, he did not complete the interview in August, Kim issues entire renewal process by the end of June. For this reason, his benefits to Ruby back to September 1.</p> <p>Had Ruby submitted the necessary verification after September 24, but before September 30, Kim would not issue benefits back to the first but only to the date verification was submitted are prorated from July 15.</p>
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Example 7	<p>Tricia's FoodShare assistance group has a FoodShare certification period ending June 30. Tricia completed a telephone interview on June 17 and the case pends for a signature. The signature page is not returned and FoodShare closes June 30. Tricia returns the signature page on July 14. FoodShare reopens without requiring a new FoodShare application. Benefits are prorated from July 14, with a new certification period from July 14 to June 30. Lila's FoodShare renewal is due by October 31. She submits her renewal on October 29 but does not complete her required interview until November 9. Lila's verification due date is December 9. She provides the verification on December 8. Her benefits are prorated from December 8.</p>
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Late Renewal

Late renewals are FoodShare renewals received in the month after the renewal due month. Renewals are late starting after 4:30 p.m. on the last business day of the renewal month. Late renewals, including a signature, must be received no later than the last business day of the late renewal month by 4:30 p.m., or the food unit must reapply.

When an interview is required, the agency must make at least two attempts to contact the food unit to complete the interview on the same business day the late renewal is received or within five business days if the late renewal is not eligible for priority service.

Food units required to verify information for FoodShare at renewal must have their benefits prorated from the late renewal receipt date if verification is received on or before the due date. If required verification is received after the verification due date, benefits will be prorated from the required verification receipt date. Benefits are prorated based on the date the agency receives required verification for FoodShare, even if there is agency delay processing the verification.

Agencies must give food units 20 days to provide verification. For late renewals, the verification due date may fall into the month after the late renewal month. If the agency does not receive the food unit's required verification on or before the due date, and the due date falls in the month after the late renewal month, the food unit must reapply.

When the food unit is not required to complete an interview or provide verification, their benefits are prorated from the late renewal receipt date.

Example 8	Fatima has a 12-month certification period. Her next renewal is due in October. The renewal is received on November 3. She completes her required interview the next day and receives a verification due date of November 24. She submits her verification on November 16. Her benefits are prorated from November 3, the date Fatima's late renewal was received.
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Example 9	Sutton has a 36-month certification period. His next renewal is due in April. His renewal is received on May 2, and Sutton completes the required interview the same day. He receives a verification due date of May 22. Sutton submits his verification via ACCESS on May 27 at 8:30 p.m. Sutton's benefits are prorated starting May 28, which was the date the verification was received by the agency.
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Expedited Service at Late Renewal

Late renewals must be screened for priority service, unless the food unit is not required to complete a FoodShare interview. Priority service screens for potential eligibility for expedited issuance and faster service from the agency. If an assistance group is eligible for expedited issuance, they will receive their FoodShare benefits within seven days.

For priority service late renewals, agencies must make at least two attempts to contact a member to complete the interview on the same business day the late renewal is received or by the end of the next business day. The food unit must complete their priority service interview within seven days, or they will lose their right to receive expedited benefits.

All verifications or held information must be postponed when they cannot be submitted during the expedited late renewal timeframe. If any verification or held items are readily available, they must be

used in the initial eligibility determination. Other outstanding verification or held items must be requested, but do not delay the issuance of expedited benefits while pending receipt.

For policy on eligibility for expedited service at late renewal see [section 2.1.4.1](#).

For policy on eligibility for expedited service at late renewal for migrant workers see [section 2.1.4.3](#).

2.3.1 Break in Service

A break in service means that the FoodShare assistance group has closed for at least one day. Failure to provide timely verification, when appropriately requested, is a common cause for FoodShare closure. The FoodShare assistance group closes effective the last day of the month following adverse action if a requested action is not taken by the assistance group. To open the case without a new application, the reason for closure must be fully resolved during the calendar month following the closure- with the exception of a timely renewal with required verification due in the month following the late renewal month. The date the closure is fully resolved by the member is the date used to re-establish eligibility and issue prorated benefits.

Example 1	Verification of income was due November 26. FoodShare closed for lack of verification on December 31. Verification is submitted on January 7. FoodShare benefits are prorated from January 7, the date all required verifications were received. A new application is not needed.
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If the reason for closure is not fully resolved the month following the month of closure, a new application must be completed.

Example 2	Verification of income was due November 26. FoodShare closed for lack of verification on December 31. Verification is submitted on February 7. A new application is required.
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~~Allow FoodShare to reopen at renewal if the requested action is completed in the month following the end of the current certification period, as long as the interview was completed before the end of the renewal month.~~

- ~~• A required interview must be completed within the renewal month of the current certification period to be considered timely. If the food unit fails to complete a timely required interview, FoodShare will close effective the last day of the renewal month, and a notice of closure will be sent at adverse action of the renewal month. A new FoodShare application is required in the month following the renewal due month.~~
- ~~• If FoodShare closes for lack of verification or other reasons after a timely required renewal interview and the food unit takes the required action within the calendar month following the certification period, the agency shall reopen FoodShare and prorate benefits from the date the food unit took the required action was taken. The certification period will begin with the month after the renewal was due.~~
- ~~• If FoodShare closes due to agency delay in scheduling a required the interview or the food unit household is not available to complete the interview offered by the agency until the month following the renewal month, benefits shall be restored and a supplemental benefit will need to be issued back to the first of the month to ensure ongoing benefits, as long as verification is timely.~~

If the food unit ~~FoodShare household~~ contains a member who is a migrant and received FoodShare in the previous calendar month, benefits will not be prorated from the day the food unit provides necessary information was provided ~~but~~. Benefits will be restored back to the beginning of the month (see [SECTION 7.1.1.2 INITIAL ALLOTMENT FOR MIGRANT AND SEASONAL FARM WORKERS](#)). Benefits should not be issued as expedited when applying a break in service.

See [2.2.1.5 Renewal Processing Time Frame](#) for policy on prorating benefits at renewal.

Example 3	Sam requests an appointment to renew his FoodShare benefits on September 25. His benefits end on September 30. The first available appointment is October 3. Sam completes the interview on October 3. The information related to the reason for the late certification, and other supporting information, is documented in the case comments. Benefits begin the first of the month.
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3.2.1 Residence

3.2.1.9 Shelters for Victims of Domestic Violence

7 CFR 273.11(g)

~~A shelter for victims of domestic violence is a public or private nonprofit residential facility serving this population.~~ For a resident of a shelter for domestic violence to be eligible for FoodShare, the shelter must meet certain criteria. The shelter for victims of domestic violence must:

- Be a public or private nonprofit residential facility serving this population. If the facility serves other individuals, a portion of the facility must be set aside on a long-term basis to serve only victims of domestic violence, or
- Be authorized by FNS to redeem FoodShare benefits at wholesale stores

Document how the shelter meets the criteria in case comments.

Shelters for victims of domestic violence may act as the authorized representative for ~~FoodShare applicants and members.~~ Document the basis that the facility is eligible to participate. Any shelter residents. Residents of shelters for victims of domestic violence, or shelter residents, are not required to appoint the shelter as their authorized by FNS to redeem FoodShare representative. They may apply on their own and use their benefits at wholesale stores is eligible in or out of the shelter.

A shelter resident may ~~be have recently left a member of an eligible FoodShare assistance group~~ household containing the person who abused them before entering the shelter. ~~Although in most cases an individual may not be a member of two~~ The members of the abuser's household may have received benefits in Wisconsin or in another state. If their former household was receiving benefits, the adult and children who fled the abuser's household may be eligible to receive FoodShare in their own FoodShare assistance groups in the same month, a case. The shelter residents must live in the shelter, and be otherwise eligible for FoodShare to open as their own FoodShare case. The shelter resident of a shelter for victims of domestic violence may be eligible for dual benefits as, including any children, must be in a separate FoodShare assistance group while living at the shelter. This occurs when the earlier food unit contains the person who allegedly abused the resident.

~~They are food units separate from:~~

1. ~~Other residents of the shelter and~~

~~Any food unit to which they belonged at the time they entered the other shelter if that food unit contains the person who allegedly abused them~~ residents.

~~Residents of shelters for victims of domestic violence~~ Shelter residents should have their financial eligibility determined solely on the basis of their own income and expenses of the individuals in the food unit now residing in the shelter, and they may count, without regard for their former household. The shelter resident's expenses must include shelter room payments as shelter expenses, if applicable. Review the former FoodShare assistance group's eligibility and allotment. Re-test the former group and include the change in FoodShare assistance group composition.

Shelter residents should be screened for priority service receive expedited benefits, if eligible (see SECTION 2.1.4 Priority Service and Expedited Issuance).

3.8.1 Elderly, Blind, or Disabled (EBD) Individuals

3.8.1.1 EBD Introduction

7 CFR 271.2

For FoodShare, an elderly, blind or disabled person meets one or more of the following criteria:

- Is age 60 years or older.
- Receives disability or blindness benefits from any of these programs: Social Security Administration (SSA), Elderly, Blind or Disabled Medicaid (EBD MA), Social Security Income (SSI) or SSI-related MA, Railroad Retirement Board (RRB). A person certified for SSI-related MA is disabled until they or the Disability Determination Bureau (DDB) report they are no longer disabled.
- Receives a Veteran's Assistance (VA) payment and meets one of the criteria listed in [SECTION 3.8.1.2 DISABLED VETERANS](#).
- Receives a disability retirement benefit from a governmental agency because of a disability considered permanent under section 221(i) of the Social Security Act (Social Security Act requirements of disabled).
 - This includes the disability payment paid out from governmental employee trust fund (ETF) accounts, such as, Wisconsin ETF Disability Payments. However, it does not include income continuation payments which may be paid by the same ETF accounts. This level of disability is usually short term and not permanent.

If a person is certified as disabled or blind by one of the above agencies, but has not received the initial benefit, consider them disabled.

A person receiving retirement benefits from the RRB and found eligible for Medicare by the RRB is disabled. A person who receives general assistance and meets the SSI program disability criteria is also disabled.

A person determined disabled by Bureau of Clinical Policy and Pharmacy (BCPP), including Katie Beckett (KBM) and BCPP presumptive disability, is considered disabled for FoodShare.

Under certain specific circumstances a person and their spouse who are both elderly and/or disabled may be a separate food unit even if they are living and eating with others (see Section 5.2.1 FS-E for rules related to FoodShare-E eligibility).

3.15.1 Student Eligibility

3.15.1.2 Verification

Verification of student enrollment status is typically not required. ~~However, there are two exceptions.~~ Enrollment at an institute of higher education ~~must be~~is verified using existing policy if: deemed questionable or unclear by the agency.

- ~~• Deemed questionable by the agency, or~~
- ~~• An applicant or member is determined to be an ABAWD and at least half time enrollment in a qualifying institute of higher education is the applicant or member's only reported exemption from the FoodShare Work Requirement (see -).~~

~~Verification of student eligibility exemption(s) is not required unless otherwise noted as a part of eligibility requirements, deemed questionable, or specifically listed in Section 1.2.3.8 Student Eligibility Exemptions.~~

Example 6	Francois applies for FoodShare and reports that he is enrolled full time at an institute of higher education. He also reports that he is self-employed earning \$1000 per month. Self-employment earnings of greater than \$580 per month (federal minimum wage of \$7.25 x 80) is an allowable student eligibility exemption. Because income is also a mandatory verification for FoodShare, the IM worker pends for verification of self-employment income.
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3.17.1 FoodShare Work Requirements for ABAWDs

3.17.1.2 FoodShare Work Requirement

In addition to FoodShare basic work rules (see Section 3.16.1 FoodShare Basic Work Rules), ABAWDs are required to meet an additional FoodShare work requirement as a condition of FoodShare eligibility.

An ABAWD is meeting the FoodShare work requirement if one of the following applies:

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

*Allowable work programs include FSET, Refugee Employment and Training, W-2, [Trial Employment Match Program \(TEMP\)](#), [Transitional Jobs](#), [Transform Milwaukee Jobs](#), Children First, WIOA programs [such as Job Corps](#), Refugee Cash Assistance programs, and programs under section 236 of the Trade Act.

3.17.1.3 Determining Exemptions From the FoodShare Work Requirement

Identification and correct determination of ABAWD exemptions impacts whether members are subject to TLBs and maintain eligibility for benefits. Members may cycle on and off FoodShare benefits and may gain or lose exemptions for a variety of reasons.

The effective date of an exemption is the first of the month the exemption situation exists. As long as an exemption exists for part of a month, the member is exempt for the entire month.

A FoodShare applicant or member is determined exempt from the FoodShare work requirement if they meet any one of the following exemption criteria, as determined by the IM agency:

- Under age 18* or age 55** and older
 - *Under Age 18: ABAWD status applies the month following the month the FoodShare member or applicant turns age 18.
 - **Age 55 and older: ABAWD status no longer applies the first day of the month an ABAWD turns age 55.
- Residing in a food unit with a child under age 18***
 - ***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 HUG (Households, Units, Groups) for food unit requirements).
- 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 the Medical Exemption from Work Requirement for Able-Bodied Adults Without Dependents form ([F-01598](#)) to verify).

- Experiencing chronic homelessness. (A person is chronically homeless if they currently lack a fixed, regular nighttime residence and do 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)

The definition of homelessness for the FoodShare work requirement exemption is Note the same as the definition of homelessness used for residency (see [Section 3.2.1.3 Homelessness](#) for the complete definition).

- Tribal member, including any person who is living on an eligible Tribal reservation area or Tribal lands belonging to:
 - [Bad River Band of Lake Superior Chippewa Indians](#)
 - [Fond du Lac Band of Lake Superior Chippewa Indians](#)
 - [Forest County Potawatomi Community](#)
 - [Ho-Chunk Nation](#)
 - [Lac Courte Oreilles Band of Lake Superior Chippewa Indians](#)
 - [Lac Du Flambeau Band of Lake Superior Chippewa Indians](#)
 - [Menominee Indian Tribe of Wisconsin](#)
 - [Oneida Nation](#)
 - [Red Cliff Band of Lake Superior Chippewa Indians](#)
 - [St. Croix Chippewa Indians of Wisconsin](#)
 - [Sokaogon Chippewa Community Mole Lake Band](#)
 - [and Stockbridge-Munsee Community Band of Mohican Indians.](#)

- Veteran, including any person who, regardless of discharge or release condition, has served in any branch of the United States Armed Forces (including the Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, National Guard, and Armed Forces Reserve).
- Former Foster Care Youth including any person who is 18 to 24 years old who was previously in a foster care program at the time when they turned 18 years old. Foster care programs include foster care, court ordered kinship care, subsidized guardianship, and adoption assistance.

Foster care placements may include a foster home, a treatment foster home, respite care, Note supervised independent living, a group home or residential center, relative care, and trial reunification.

- Exempt from the FoodShare basic work rules (see Section 3.16.1.3 Exemptions from the FoodShare Basic Work Rules for more details and full list of basic work rules exemptions).
 - Primary caretaker of a dependent child under age six or a person who can't care for themselves (may be part of the food unit or in a separate household).
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Note	<p>For situations where more than one person shares caregiving responsibilities for a child under age six or a person who can't care for themselves, the agency should work with the applicant or member to determine which person has primary responsibility for care of the child or person who can't care for themselves. The other person's care giving responsibilities can be seen as work and the hours can count towards meeting the FoodShare work requirement, (see Section 3.17.1.2.1 Definition of Working for FoodShare Work Requirement for ABAWDs).</p> <p>In most situations, only one person may claim exemption under this provision for the care of an person who can't care for themselves. However, there may be</p>
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	an exception with medical documentation which specifies that more than one person is needed to provide the required care.
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- Receives Unemployment Compensation (UC), or has applied for UC, and is complying with UC work requirements.
- Regularly participates in an alcohol or other drug abuse (AODA) treatment or rehabilitation program.
- A student aged 18 years or older who is enrolled at least half-time in a recognized school, training program, or institute of higher education. Enrollment in a GED or HSED program does not qualify for the exemption (though it might be an assigned activity that counts towards required hours for an ABAWD choosing to meet the work requirement through FSET participation).
- 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.

Workers must document all exemptions in case comments.

	If a person's child is coded as out of the home, including children placed in foster care and children coded as out of home tax dependents, the applicant or member would be considered an ABAWD unless otherwise exempt.
Note	Persons who reside in an area where the time limit of the FoodShare work requirement is suspended or are a tribal member living on tribal land where the time limit of the FoodShare work requirement is suspended are not considered exempt. Rather, if no other exemptions are met they would be an ABAWD who is not subject to the time limit and they would not accrue TLBs.

Example 3	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 exempt from the FoodShare work requirement due to being homeless.
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Example 4	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 homeless.
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3.17.1.10 Countable Months From Another State

7 CFR 273.2(f)(1)(xiv)(B)

The IM worker must verify the number of time-limited benefit (TLB) months and additional months received in another state as an additional condition of eligibility for ABAWDs. Time-limited benefit months and additional months received in another state are countable months if received during Wisconsin's current three-year fixed clock period.

Prior to certification, if there is indication that an adult food unit member aged 18-54 received SNAP in another state, the IM agency must verify the number of countable months, including additional months,

that the individual received in the other state. The IM agency must specify Wisconsin’s current three-year clock period or request the month and year the countable months were received in the other state. Verification of countable months in another state prior to certification must not delay processing of the application beyond regular timeliness processing standards.

Note	TLB months do not need to be verified for individuals who received benefits in Puerto Rico or American Samoa. Puerto Rico and American Samoa do not operate a SNAP program. Instead, they operate a block grant for their programs, so they are not subject to the same rules and regulations as SNAP.
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Example 19	Zayne is 33 years old and lived in Ohio from October 2010 until he moved to Wisconsin in December of 2026. Wisconsin’s current three-year clock started on January 1, 2025, and will end on December 31, 2027. Zayne applied for FoodShare in Wisconsin on December 17, 2026. During Zayne’s FoodShare interview, he reported receiving SNAP benefits in Ohio during Wisconsin’s current three-year period. Because Zayne is an adult aged 18-54 and indicated receipt of SNAP benefits in Ohio, the worker must verify the number of countable months Zayne used in Ohio. The IM worker must also ask Ohio for Zayne’s benefit end date to complete the required duplicate benefit check at this time. The IM worker hears back from Ohio within one week and learns that Zayne earned countable months (TLBs) in April of 2026 and May of 2026. Zayne is determined eligible for FoodShare benefits in Wisconsin as an ABAWD and will receive prorated benefits for December 2026. Zayne’s Wisconsin clock will reflect two TLBs earned for April 2026 and May 2026.
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Example 20	Sheila is 24 years old and lived in Indiana until she moved to Wisconsin in July of 2027. Wisconsin’s current three-year clock started on January 1, 2025, and will end on December 31, 2027. Sheila applied for Foodshare July 12, 2027, and reported she was not working and did not have any exemptions from the FoodShare work requirement. During Sheila’s FoodShare interview, she reported receiving SNAP benefits in Indiana during Wisconsin’s current three-year period. Because Sheila is an adult aged 18-54 and indicated receipt of SNAP benefits in Indiana, the IM worker must verify the number of countable months Sheila used in Indiana and verify her benefit end date. The IM worker hears back and learns that Sheila earned countable months (TLBs) in September, October, and November of 2026. Sheila also used additional months in February, March, and April of 2027. Sheila does not meet policy requirements for regaining eligibility and is denied eligibility because she has exhausted her TLBs and additional months.
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States that have a suspension of the time limit of the work requirement for ABAWDS who live in geographic areas experiencing ~~employment at higher rates than the national average~~ [high unemployment](#) do not apply the time limit during the suspension period. States that have a partial suspension for specific geographic areas may implement the time limit in portions of their state and those that do not have a waiver apply the time limit of the work requirement for ABAWDs statewide. IM workers may use the link below to check if the other state was under a suspension of the time limit of the work requirement for ABAWDs. If a state or geographic region is covered by a suspension, no countable months (TLBs) are applied to individuals residing in the covered area.

[SNAP ABAWD Suspensions](#)

3.17.1.11 ABAWD Status and Referral Type

Non-ABAWD with a Non-TLB Referral Type: A member who is not an ABAWD, or has an ABAWD exemption, is not subject to TLBs, and does not need to meet the FoodShare work requirement. Non-ABAWDs are not subject to the FoodShare work requirement or TLBs during months in which they have an exemption. Workers must apply an exemption on the first of the month in which the exemption began, regardless of when the exemption is reported.

A FoodShare member is a Non-ABAWD if they have been granted a discretionary exemption.

Note	Discretionary exemptions are a special federal flexibility that states may allocate to ABAWD members and may be used as an exemption from the FoodShare work requirement. Beginning October 1, 2025, ABAWD applicants and members who are tribal members and do not live on a tribal reservation area are approved to receive a discretionary exemption.
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ABAWD with a TLB referral Type: An ABAWD who is subject to TLBs and who must meet the FoodShare work requirement to maintain FoodShare eligibility after receiving three months of TLBs in the current three-year period.

A FoodShare member is an ABAWD if they do not have an exemption from the FoodShare work requirement, as determined by the IM agency. ABAWDs subject to TLBs need to meet the FoodShare work requirement to maintain ongoing eligibility for FoodShare. One of the ways these members can meet the FoodShare work requirement is through FSET participation.

All ABAWDs who are not currently meeting the FoodShare work requirement outside of FSET receive a systematic/automatic TLB referral to the FSET program. 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 FoodShare work requirement after exhausting three months of TLBs in the three-year period.

FoodShare members who have a pending exemption receive a referral to the FSET program as ABAWDs with a TLB referral type. Once an exemption is verified or no longer pending, a referral update is sent to notify the FSET agency of the status change.

Note	An individual may request a fair hearing if they disagree with the IM agency's determination of ABAWD status (see Section 6.4.1 Fair Hearings).
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ABAWD with a Non-TLB Referral Type: An ABAWD with a Non-TLB referral type must meet one of the following conditions:

- Meeting the FoodShare work requirement.
- Is not subject to TLBs due to living in an area where the time limit is suspended for all ABAWDs or on tribal land where the time limit is suspended for tribal members.
- Is not subject to TLBs due to receipt of a discretionary exemption intended to function as a suspension for that month.

A FoodShare member is still an ABAWD, but with a Non-TLB referral type, if they are living in an area of the state where the time limit is suspended or if they are living on tribal land where the time limit is suspended. ABAWDs living in a qualifying area are not subject to TLBs during the months the suspension is in place.

A FoodShare member is still an ABAWD, but with a Non-TLB referral type, if they have been granted a discretionary exemption that is intended to function as a suspension. Discretionary exemptions are a special federal flexibility that states may allocate to ABAWDs and may be used to function similar to a suspension of the time limit.

Note	ABAWDS living in a suspended area or on tribal land with a suspension will be identified in CWW as Non-ABAWD with a geographic waiver (GW) exemption during the period from January 2022 to June 2022 and will be correctly identified as an ABAWD with a Non-TLB referral beginning July 2022 and onward.
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~~**Note** The following areas have been approved for a suspension of the time limit from October 1, 2024, through September 30, 2025:~~

- ~~— City of Racine~~
- ~~— Adams, Bayfield, Douglas, Florence, Forest, Iron, Marquette, and Menominee Counties~~
- ~~— Bad River, Forest County, Ho-Chunk Nation, Lac Courte Oreilles, Lac du Flambeau, Menominee, Red Cliff, Red Cliff Reservation, St. Croix, Sokaogon Chippewa Community, and the Stockbridge Munsee Community tribal reservation areas.~~

~~The following areas have been approved for discretionary exemptions functioning like a suspension of the time limit from October 1, 2024, through September 30, 2025:~~

- ~~— Fond du Lac Band of Lake Superior Chippewa and Oneida Tribal Reservation Areas.~~

4.3.3 Farming and Other Self Employment Income

4.3.3.8 Self-employment Expenses

Expenses Exceeding Income

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

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

Shelter Expense

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

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

Example 11	Fred, a self-employed farmer, uses 50% of his property taxes as a business deduction. His yearly property taxes are \$1,200. Allow \$600 as a business expense. Use the remaining \$600 as a household shelter deduction. Prorate the \$600 over 12 months.
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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~~ food units.

Rates effective from July 1, ~~2024-2025~~ - June 30, ~~2025~~ 2026:

Federal Standard Deductions		
Meals	Tier 1	Tier 2
Breakfast	\$ 1.66 <u>70</u>	\$.60 <u>61</u>
Lunch or Supper	\$ 3.15 <u>22</u>	\$ 1.90 <u>94</u>
Supplement (snacks)	\$ 0.93 <u>96</u>	\$0.26

4.3.4 Unearned Income

4.3.4.2 Counted Unearned Income

Count the following as unearned income:

1. Tribal TANF payments.
2. [Bureau of Indian Affairs General Assistance payments.](#)
- ~~2.~~3. Interest income (interest, dividends, royalty payments) if available to a food unit member. Members may reinvest interest income from an investment or receive it directly as income. Count interest income directly received as unearned income in the month it becomes available to the food unit member. Count reinvested interest income as an asset because it is not available to the member. Any reinvested interest income becomes a part of the net value of the investment. Do not count exemptions listed under [Section 4.3.4.3. Disregarded Unearned Income.](#)
- ~~3.~~4. Annually paid annuities and lottery winnings. Average these payments over 12 months. Do not count the entire amount in the month received.
- ~~4.~~5. Individual Retirement Account (IRA) payments. Budget IRA withdrawal payments based on frequency received (annually, quarterly, or monthly).
- ~~5.~~6. Net Supplemental Security Income (SSI) payments.
- ~~6.~~7. 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.~~8. Unemployment Insurance (Unemployment Compensation) payments.
- ~~8.~~9. Worker's Compensation benefits.
- ~~9.~~10. _____ VA disability and pension benefits, including Cost of Living Adjustment (COLA) and other adjustments made to the payments. "Aid and Attendant Allowances" referenced in [Section 4.3.4.3. Disregarded Unearned Income](#) are excluded.
- ~~10.~~11. _____ Pensions and retirement payments.
 - a) Annual withdrawals from 401k plans are to be annualized or counted for the period of time the withdrawal is intended to cover.
- ~~11.~~12. _____ Private disability payments.
- ~~12.~~13. _____ Foster care payments.
- ~~13.~~14. _____ Caretaker Supplement (CTS) payments.
- ~~14.~~15. _____ 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.
- ~~15.~~16. _____ 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.

~~16~~17. W-2 payments received under Wisconsin Works Transitions (W-2T), Community Service Job (CSJ) full and prorated placements, Case Management Follow Up (CMF+), At Risk Pregnancy (ARP), or as the custodial parent of an infant (CMC). CMF+ is an incentive payment for job retention services and is not considered a paid placement for Transitional FoodShare (TFS) eligibility (see Section 8.1.6 System Generated Payments and [Section 7.1.1.8 Deny Benefit Increases Due to Penalties in Other Programs](#)).

~~17~~18. Kinship Care payments are unearned income for the child receiving the payment.

~~18~~19. Subsidized guardianship payments.

~~19~~20. 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.

~~20~~21. 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.

~~21~~22. Count a subsidized adoption payment or adoption assistance payment as unearned income.

~~22~~23. Tribal distribution payments, unless excluded (see [Tribal / Native American Payments in Section 4.3.4.3 Disregarded Unearned Income](#)). 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.
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~~23~~24. Money withdrawn or dividends that are received or could be received from an otherwise exempt trust fund.

~~24~~25. Monetary gifts over \$30 a calendar quarter. Calendar quarters refer to three consecutive month periods beginning with January, April, July, or October.

~~25~~26. 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.

~~26~~27. Any money received from an installment contract must be either:

- a) Counted as income in the month received.
- 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.

~~27~~.28. If someone receives rental income and the property is managed more than 20 hours per week, see [Section 4.3.3.4 Rental Income](#). 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.

~~28~~.29. Refugee Assistance Program payments.

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

4.4.1 Assets

4.4.1.8 Divestment

4.4.1.8.1 Period of Ineligibility

Add the value of the divested assets to other countable asset values. Determine how much this total exceeds the FoodShare assistance group's asset limit. Use the chart in Section 8.1.4 Disqualification for Divestment to determine the ineligibility period.

Example 9	<p>An EBD food unit of one with \$1,250 in savings transferred the ownership of stocks worth \$5,650 to a person not in the same food unit. As calculated:</p> <p>\$ 5,650 = value of stocks = countable divested value + 1,250 = food unit's existing assets \$ 6,900 = total of food unit's assets and divested value - 4,250500 = food unit's asset limit \$2,650400 = divested value in excess of food unit's asset limit.</p> <p>The divested value in excess of food unit's asset limit is used to calculate the FoodShare disqualification period.</p>
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The period of ineligibility begins at either:

1. The month of application.
2. The first allotment issued after the notice of adverse action period has expired in an ongoing FoodShare case, unless a fair hearing and continuation of benefits is requested.

4.6.4 Medical Expenses

4.6.4.1 Allowable Medical Expenses

Allow previously acquired charges (not yet paid) and current payments when calculating a medical expense deduction. Previously acquired charges include charges incurred any time before or during the certification period, as long as the person is still obligated to pay the expense and the incurred expense has not been previously allowed as a FoodShare deduction.

Past unpaid medical bills can be used to prospectively budget recurring medical expenses.

One-time medical expenses (such as hospital bills) can be budgeted for one month, averaged over the remaining months of the entire certification period, or averaged over the remaining months in the first 12 months of a 36-month certification period (if applicable).

Medical expense payments made during the certification period are allowed to be considered when determining if a deduction is applicable. Medical expenses paid prior to the certification period are not allowed to be considered when determining if a deduction is applicable.

Example 1	Jack has surgery in January and receives a hospital bill for \$400 in February. Jack then applies and becomes eligible for FoodShare in April. At the time of application, Jack has not made any payments toward the medical bill. The entire \$400 hospital bill can be used when calculating Jack's medical expense deduction.
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Example 2	Jack has surgery in January and receives a hospital bill for \$400 in February. He makes his first \$50 monthly payment toward his medical bill in March. Jack then applies and becomes eligible for FoodShare in April. The \$50 March payment cannot be used when calculating the medical expense deduction. However, the remaining \$350 of the hospital bill ($\$400 - \$50 = \$350$) can be used to calculate the deduction.
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Not all medical expenses are allowed to be considered when determining if a deduction is applicable. Medical expenses that may be considered include but are not limited to:

- Medical and dental care (including psychotherapy and rehabilitation services) provided by a state-licensed practitioner, other qualified health professional, chiropractor, or acupuncturist.
- Hospitalization, outpatient treatment, nursing care, and nursing home care. This includes payments by the food unit for a person who was a food unit member immediately before entering a state-recognized hospital or nursing home.
 - Medical costs from assisted living facilities, only when they are separately identified as medical costs (see [4.6.7.5 Shelter Deductions for Group Living Arrangement Residents](#)).
- Prescription drugs when prescribed by a licensed medical practitioner authorized under state law. This includes the cost of postage for mail-order prescription drugs.
- Over-the-counter medication when approved by a licensed practitioner or other qualified health professional.

Note	Certain over-the-counter hemp products are allowable expenses when a licensed medical practitioner or qualified health professional has prescribed or approved them. Current federal guidance states that only products that contain a delta-9 tetrahydrocannabinol (delta-9 THC) concentration of no more than 0.3% on a dry weight basis can be considered allowable. Medical marijuana and other Schedule 1 controlled substances are not allowable medical expenses.
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- Sickroom equipment (including rental), other prescribed equipment, and medical supplies.
- Health insurance premiums, hospitalization insurance premiums, Medicare premiums, and monthly HealthShare contributions.
 - Nursing home care insurance policies are deductible only if the policy states that the benefits are intended to pay medical bills. If the policy is intended to pay medical bills, it is reasonable to conclude that the food unit member intends to use the benefits for paying medical bills rather than normal living expenses.
 - Only allow the premium of the elderly, disabled, or blind food unit member.

Example 3	A mother pays \$165 for herself and her disabled son. If she only covered herself, the payment would be \$100. Therefore, \$65 is the expense for the child. Count the \$65 as an allowed medical expense.
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- If the premium amount intended for the eligible food unit member is unknown, prorate the premium and allow the EBD member's portion of the premium as the expense.

Example 4	A disabled husband, a non-disabled wife, and two children have a family health insurance plan. It cannot be readily determined how much of the premium is for the disabled husband. The premium is \$1,000 per month. To find the husband's share of the premium divide the total premium \$1,000 by the number of people covered under the plan, which is four. The premium amount per person is \$250. The husband's allowable premium expense is \$250.
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- Dentures, hearing aids, and prosthetics.
- Purchase and maintenance costs of any service animal specially trained to perform some function that the EBD food unit member cannot readily perform on their own.
 - This includes the cost of securing and maintaining a service animal (such as food and veterinarian care.)
 - This also includes companion animals specifically trained to assist the EBD food unit member with the medical issue for which a licensed practitioner prescribed the animal. (The trainer does not need to have any special credentials and can be the person claiming the deduction as long as the animal is trained to do a specific function the EBD person cannot do for themselves.)
 - Reimbursement for each expense is an allowable deduction if:
 - Only for the amount of the actual expense.
 - It does not represent a gain or benefit to the food unit as do normal living expenses such as rent or mortgage, personal clothing or food eaten in the home.
 - It is provided specifically for an identified expense.
 - It is used for the purpose intended.
- Eyeglasses and contact lenses prescribed by an ophthalmologist or optometrist.
- Reasonable cost of transportation and lodging to obtain medical care. For transportation when the expense has not or will not be reimbursed by a third party, allow:

- The actual cost of the public carrier (taxi, bus, etc.)
 - If a private vehicle, the lesser of the mileage rate paid by the county (to employees) or by the state for unrepresented state employees. See the [State of Wisconsin Travel Guide](#) to obtain the current state rates.
- Charges for an attendant, homemaker, home health aide, child care, or housekeeper necessary due to age, infirmity or illness.
- Treat attendant care costs that qualify either as a medical or dependent care deduction as a medical deduction.
 - Deduct an amount equal to the one-person maximum allotment if the food unit furnishes the majority of the attendant's meals. Use the allotment in effect the last time eligibility was determined.
 - IM workers must update the amounts at the next scheduled renewal but may do so earlier.
 - Any cost-sharing, co-payment, or Medicaid deductible expense incurred by a Medicaid member, including Medicaid deductible pre-payments.
 - Payments made on a loan's principal if it was used to pay a one-time medical expense. Do not allow loan expenses, such as interest.
 - BadgerCare Plus and Medicaid Purchase Plan (MAPP) premiums.
 - The SeniorCare enrollment fee.
 - Lifeline/MedicAlert. The costs of Lifeline or MedicAlert devices used by persons to contact medical help in emergencies are an allowable medical expense deduction for FoodShare benefits if prescribed by a licensed practitioner or other qualified health professional.
 - Medical expenses billed on a charge card are allowable. The interest cannot be included as a deduction.
 - Exercise equipment prescribed by a licensed practitioner or qualified health professional. A recommendation or referral for the equipment is not valid justification to allow the expense.
 - The cost of a medically necessary app or any subscription fee associated with the app. This could include, but is not limited to, an insulin monitoring app or an app that reminds someone to take their medications. Verification that the app was prescribed and is medically necessary is required from a medical professional.

4.6.7 Shelter and Utility Deduction

4.6.7.2 Allowable Shelter Expenses

Deductible shelter expenses 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. Mobile home lot rent and loan payments.
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.

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

See [Section 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. It is considered questionable if more than one food unit in a household reports they are responsible for paying all of the 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.

4.6.7.5 Shelter Deductions for Group Living Arrangement Residents

Allow the appropriate utility allowance for a resident of a qualified group home if the utilities are identified separately. Residents of group living arrangements have no limit on the amount used as a shelter deduction because they are disabled. Allow shelter and medical deductions for room and medical costs that can be separately identified.

Sometimes room, meals, and medical costs cannot be identified separately. If the cost of room and meals are combined into one amount, the amount of the payment that exceeds the maximum allotment for a one-person FoodShare assistance group can be used as the shelter deduction.

If the amount paid for medical and shelter cost cannot be separately identified by the group home, no deduction is allowed for the cost.

Example 6	Bev pays the , <u>age 79, lives in a public, state-certified</u> community-based residential facility (CBRF) <u>with less than 16 residents</u> . She pays \$500 and receives shelter, meals, and medical care. Separate <u>Do not allow a deduction because separate</u> costs cannot be identified. Do not allow a deduction <u>The CBRF is a group living arrangement because there are less than 16 residents.</u>
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Example 7	Shirley is <u>disabled and in lives a private, state-certified</u> CBRF and her <u>with less than 16 residents</u> . Her room and meal costs are combined into one amount of \$600 per month. Separate costs cannot be identified. A one-person allotment is \$281 (effective October 1, 2022). $\$600 - \$281 = \$319$. The shelter expense is \$319.
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5.1.1 Transitional FoodShare Benefits (TFS)

5.1.1.8 Renewal ~~when~~ When the TFS Benefit Period Expires

7 CFR 273.28

The TFS benefit period will end after five consecutive months. To continue receiving FoodShare benefits, the group must complete a renewal, ~~including an interview,~~ before the end of the ~~5th~~ late renewal month ~~in the TFS benefit period.~~ The agency is responsible for scheduling the interview or pending for the interview under the On-Demand model (see- [SECTION 2.1.3.1 SCHEDULING THE INTERVIEW](#)) and making a benefit determination ~~to meet the standard 30-day renewal processing requirement.~~ If benefits are not issued by the last day of the renewal month, due to agency delay, the food unit is entitled to a continuation of TFS benefits until the determination is made. Delays caused by the food unit will result in a FoodShare denial. ~~An interview must be completed within the renewal month of the current TFS benefit period to be considered timely. If the food unit fails to complete a timely interview, FoodShare will close effective the last day of the renewal month at adverse action and a new FoodShare application is required.~~ Information known to the agency and any adjustments to the cost of living must be included as part of the redetermination for regular FoodShare. ~~Since a renewal is completed at the end of the TFS period, there is no eligibility for expedited services.~~

7.1.1 Allotments

7.1.1.1 Initial Allotment

7 CFR 273.10(a)(1)

An initial FoodShare allotment is prorated from the application filing date, unless the prorated initial allotment amount is less than \$10. Initial allotments of less than \$10 are not issued. There is an exception for food units that include a migrant or seasonal farm worker and have continuing FoodShare eligibility (see [Section 7.1.1.2 Initial Allotment for Migrant and Seasonal Farm Workers](#)).

Example 2	Vera's case closed November 30. She reapplies on January 3 and is found eligible and will receive prorated benefits for January.
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Do not prorate an allotment in the month following FoodShare case closure if closure is due to an agency delay (see Section 2.1.1 Initial Certifications (Applications)). Benefits should go back to the 1st of the month.

Example 3	Jeff receives notice of an appointment for a renewal interview in the last month of his certification period (July) but cannot attend the appointment because he is working. Jeff asks to reschedule the appointment, but the next appointment the IM worker has available is August 5. Jeff completes the renewal interview on August 5 and provides all . <u>He has reported no changes that require verification by August 8 for FoodShare.</u> Do not prorate benefits for August. Issue benefits from the first of the month. Document in case comments the reason for the delayed renewal <u>interview</u> .
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7.1.1.4 Minimum Allotment for One or Two Person Assistance Groups and Zero Dollar Allotments

7 CFR 273.10 (e)(2)(ii)(C)

Categorically eligible assistance groups that include one or two persons are eligible for a minimum ~~\$23~~ 24 allotment, except for the initial prorated benefit which cannot be less than \$10.

Note	When testing under regular SNAP rules following a lottery or gambling closure, there is no minimum allotment for one- or two-person assistance groups.
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FoodShare assistance groups with \$0 FoodShare benefits in their initial benefit month and an allotment greater than \$0 in the second month will be denied in the first month and opened in the second month. The 12-month FoodShare certification period will begin the month of application even though the first month may be denied because the allotment amount is \$0. If the benefit calculation is \$0 for the first two months, the application will be denied.

Example 7	Barry applied for FoodShare in August after he lost his job. Barry received \$0 for August (due to excess income) and was found eligible for \$98 in September. His certification period starts in August.
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Example 8	Tiffany applied for FoodShare on March 28. Tiffany was found eligible but received \$0 for March because her benefits were prorated. In April, she is eligible for \$55. Her certification period starts in March and her renewal will be due in February of the next year.
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Transitional FoodShare ~~households~~ food units will remain open if the FoodShare benefit is reduced to \$0 for the month between the benefit determination month and the month transitional FoodShare benefits (TFS) begin (see [SECTION 5.1.1 TRANSITIONAL FOODSHARE BENEFITS \(TFS\)](#)).

Example 9	Donna accepted a job in July and her last W-2 check was issued in August. Her TFS benefit starts in September. Her income from her new job impacted her August allotment. The August allotment was reduced to \$0. However, the TFS benefit amount is based on the July budget minus the W-2 payment amount. The case remains open during the month of August and her TFS benefits start in September using the July information.
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7.3.1 Calculating Overpayment Claim Amounts

7.3.1.7 Notice of Overissuance (Overpayment) and Repayment Agreement

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-16030A](#)) and a FoodShare Repayment Agreement ([F-16029](#)) must be sent to the member for all types of claims. The Notice of FoodShare Overissuance must show how the claim was calculated.

When claims are ~~established in~~ received from BRITS, ~~normal operation should result in~~ the Notice of FoodShare Overissuance ~~being generated and~~ will be mailed the following business day. The FoodShare Repayment Agreement will be ~~generated and mail~~ mailed on the first business day of the month following the Notice Date of the claim-). Failure to ensure these notices are sent may result in the claim being invalid or could require it to be recalculated based on when notice is correctly sent to the liable individuals.

Mail all correspondence to the last known address reported to the agency, unless through investigation it is verified that they no longer reside at that address. In this instance, agencies must demonstrate and document the due diligence process in obtaining the best-known address for the liable individuals. 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 (RPA) are due by the last working day of the month in which they are sent. In all cases, if the FoodShare assistance group is receiving FoodShare benefits, recoupment will take place. If the liable individual(s) signs and returns the repayment agreement, they may make a monthly repayment in addition to the recoupment from the FoodShare benefit allotment.

If FoodShare benefits are not being recouped and the liable individual(s) does not sign and return the FoodShare Repayment Agreement, the overpayment claim may be considered delinquent. The State of Wisconsin Public Assistance Collection Section will pursue collection action.

If a liable individual fails to make a scheduled payment or underpays, the overpayment claim may be considered delinquent as of the date of the missed payment.

Once a claim is delinquent, it is always delinquent.

7.4.1 Benefit Underpayment

7.4.1.1 Supplement Benefits Due to Underpayment

7 CFR 273.17 (a) and (b)
7 CFR 273.17(e)

Supplement FoodShare benefits when a FoodShare food unit received fewer benefits than it was entitled to receive. Only supplement benefits if the food unit did not cause the underpayment. Do not supplement benefits if the underpayment occurred more than 12 months before the month the underpayment is discovered.

IM workers must issue the appropriate supplement benefit as soon as possible, but always by the 10th day of the month the increase in benefits is effective. Issuing supplemental benefits prior to the QC sample pull (1st Saturday of each month) may result in the case being correct for a QC review rather than in error.

Note	Federal regulations require that corrective action must be taken to restore lost or under-issued benefits for errors discovered through a Quality Control (QC) review, except for client caused under-issuances, which are not to be supplemented. Failure to take timely corrective action may result in liquidated damages against the agency in the amount of \$250 or more.
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Supplement benefits even if the FoodShare assistance group is currently ineligible. The food unit does not need to request the supplement. Supplement benefits as soon the underpayment is discovered. The local agency servicing the FoodShare case handles the correction if the case is receiving FoodShare. If the case is closed, the local agency that last serviced the case corrects the error.

Supplement benefits for a member disqualified due to an IPV only if the disqualification is reversed. Compare the allotment the FoodShare assistance group received with what it would have received if the disqualified member had participated and supplement the difference.

~~IM workers must issue the appropriate supplement benefit as soon as possible, but always by the 10th day of the month the increase in benefits is effective. Issuing supplemental benefits prior to the QC sample pull (1st Saturday of each month) may result in the case being correct for a QC review rather than in error.~~ If a member is already getting benefits and requests a hearing before the benefits change, the assistance group can keep getting the same benefits until the hearing officer makes a decision. If the hearing officer decides that the agency was right, the assistance group may need to return the extra benefits received after the benefits were supposed to change.

8.1.1 Income Limits

8.1.1.1 Monthly Income Limits

Effective October 1, ~~2024~~2025, through September 30, ~~2025~~2026.

	Categorical Eligibility Income Limit	Elderly & Disabled Separate Assistance Group	Income Change Reporting Threshold and Gross Income Limit for Non-Categorically Eligible Assistance Groups	Net Income Limit	Monthly Maximum FoodShare Allotment*
FoodShare Assistance 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	\$2,510610	\$2,071152	\$1,632696	\$1,255305	\$292298
2	\$3,408526	\$2,811909	\$2,215292	\$1,704763	\$536546
3	\$4,304442	\$3,551665	\$2,798888	\$2,152221	\$768785
4	\$5,200360	\$4,290421	\$3,380483	\$2,600680	\$975994
5	\$6,098276	\$5,030177	\$3,9634,079	\$3,049138	\$1,158183
6	\$6,9947,192	\$5,770934	\$4,546675	\$3,497596	\$1,390421
7	\$7,8908,110	\$6,510690	\$5,129271	\$3,9454,055	\$1,536571
8	\$8,7889,026	\$7,249446	\$5,712867	\$4,394513	\$1,756789
9	\$9,686944	\$7,9898,203	\$6,295463	\$4,843972	\$1,9762,007
10	\$10,584862	\$8,729960	\$6,8787,059	\$5,292431	\$2,196225
Each additional member	\$898918	\$740757	\$583596	\$449459	\$220218

Note The minimum allotment for one- and two-person assistance groups is \$2324.

8.1.1.2 Regular SNAP Program Monthly Income Limits

Effective October 1, ~~2024~~2025 through September 30, ~~2025~~2026.

	EBD Non-Categorically Eligible	Regular SNAP	
FoodShare Assistance Group Size	Net Monthly Income Limit (100% FPL)	Gross Monthly Income Limit (130 % FPL)	Net Monthly Income Limit (100% FPL)

1	\$1,255305	\$1,632696	\$1,255305
2	\$1,704763	\$2,215292	\$1,704763
3	\$2,152221	\$2,798888	\$2,152221
4	\$2,600680	\$3,380483	\$2,600680
5	\$3,049138	\$3,9634,079	\$3,049138
6	\$3,497596	\$4,546675	\$3,497596
7	\$3,9454,055	\$5,129271	\$3,9454,055
8	\$4,394513	\$5,712867	\$4,394513
9	\$4,843972	\$6,295463	\$4,843972
10	\$5,292431	\$6,8787,059	\$5,292431
Each additional member	\$449459	\$583596	\$449459

8.1.1.3 Asset Limits

Effective October 1, 20242025, through September 30, 20252026.

Regular SNAP Rules Food Unit Type	Asset Limit
Elderly, Blind, or Disabled (EBD) and EBD over 200% FPL	\$4,500
Non-EBD	\$3,000

	Asset Limit
Substantial Lottery or Gambling Winning	\$4,500

8.1.2 Allotment for Monthly Net Income and FoodShare Assistance Group Size

Current Allotment Table

- [1-10 persons](#)
- [11-20 persons](#)

Allotment by monthly net income effective October 1, ~~2024~~[2025](#), through September 30, ~~2025~~[2026](#).

Prior Years' Allotment Tables

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

Start Date	End Date
October 1, 2024 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2025
October 1, 2023 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2024
October 1, 2022 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2023
January 1, 2021 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2022*
October 1, 2020 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	December 31, 2020
October 1, 2019 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2020
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

*The January 1, 2021, tables were initially applicable only through June 30, 2021, but were extended through September 30, 2021.

8.1.3 Deductions

Effective October 1, ~~2024~~2025.

Deduction Type	Amount
Standard	
For groups with 1-3 people	\$ 204 <u>209</u>
For groups with 4 people	\$ 217 <u>223</u>
For groups with 5 people	\$ 254 <u>261</u>
For groups with 6 or more people	\$ 291 <u>299</u>
Dependent Care	Use the out-of-pocket amount the food unit is obligated to pay. This is the amount not paid by a third party.
Utility Allowances	
HSUA (Heating Standard Utility Allowance)	\$ 538 <u>553</u>
LUA (Limited Utility Allowance)	\$ 375 <u>385</u>
EUA (Electric Utility Allowance)	\$ 151 <u>155</u>
WUA (Water and Sewer Utility Allowance)	\$ 103 <u>106</u>
FUA (Cooking Fuel Allowance)	\$ 47 <u>48</u>
PUA (Phone Utility Allowance)	\$ 30 <u>31</u>
TUA (Garbage and Trash Utility Allowance)	\$ 27 <u>28</u>
Shelter Maximum Deduction (non-EBD households)	\$ 712 <u>744</u>
Homeless shelter deduction	\$ 190 <u>199</u>
Medical Allowance	Expenses over \$35