

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

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

Re: **FoodShare Handbook Release 20-01**

Release Date: 2/3/2020

Effective Date: 2/3/2020

EFFECTIVE DATE	The following policy additions or changes are effective 2/3/2020 unless otherwise noted. Underlined text denotes new text. Text with a strike through it denotes deleted text.	
POLICY UPDATES		
1.2.6.1	Suggested Verification Sources	Updated verification sources in tables
1.2.6.2	Verify Only if Questionable	Updated verification sources table
2.1.1.4	Setting the Filing Date	Added step for signed CWW case summary
2.1.3.1	Scheduling the Interview	Updated renewals process
2.1.3.2	Completing the Interview	Updated Interviewing process
2.1.3.4	Signature	Added information for signatures of members under the age of 18
2.2.1	Certification Periods (Renewals)	Updated eligibility being denied during certification period
3.14.1.1	Period of Ineligibility	Added information on second IPVs
3.14.1.3	IPV Disqualification and Transitional FoodShare	<i>New Section</i>
3.15.1	Student Eligibility	Updated qualifications for eligibility
3.16.1.2	FoodShare Work Requirements	Added information for W-2 closures
3.16.1.6	Sanction Period	Updated Examples
3.17.1.1	Able-Bodied Adults Without Dependents (ABAWDs)	Added note about exceptions for members in Puerto Rico or American Samoa
3.17.1.4	Determining ABAWD Status	Clarified examples and added unemployment exception
3.17.1.11	Regaining Eligibility After Exhausting Three Months of Time-Limited Benefits	Updated FSET participation for ABAWDS
4.3.2.1	Counted Earned Income	Updated amounts in examples
4.3.2.2	Disregarded Earned	Updated income from Americorps programs

	Income	
4.3.3.2	Identifying Farms and Other Businesses	Updated process for S Corporations
4.3.3.8	Self-Employment Expenses	Updated Federal Standard Deductions table for COLA
4.3.3.10	Self-Employment Worksheets	Removed Self Employment and Corporation Worksheets
4.3.4.2	Counted Unearned Income	Updated Unemployment Insurance and Child Support
4.4.1.1	Introduction	Updated EBD Housholds
4.5.5.1	Recurring Lump Sum Payment	<i>New Section</i>
4.5.5.2	Nonrecurring Lump Sum Payment	Removed recurring payments as income
4.6.5.2	Allowable Child Support Expenses	Removed Foster Care and Guardianship payments
4.6.5.3	Child Support Expenses Not Allowed	Clarified expenses not allowed
4.6.5.4	Foster Care and Guardianship payments	<i>New Section</i>
4.6.7.2	Allowable Shelter Expenses	Added Shelter costs
4.6.7.3	Standard Utility Allowance	Updated information for air conditioning and sharing shelter expenses
4.7.6	Gross Deeming	Added section reference for drug test
5.1.1.7	Renewal during the TFS Benefit Period	Added example
6.1.1	Change Reporting for all Food Units (Reduced Reporting)	Renamed to Change Reporting for all Food Units (Simplified) and removed second paragraph
6.1.2	Six Month Reporting Requirement	Clarified example
7.1.1.9	Expungement	Clarified EBT benefits
8.1.1.1	Income Limits	Updated amounts in table for 2019
8.1.1.2	Regular SNAP Program Income Limits	Updated table amounts for 2019
8.1.1.3	Asset Limits	<i>New section</i>
8.1.2	Allotment for Monthly Net Income and FoodShare Group Size	Updated table for 2019 amounts
8.1.3	Deductions	Updated table amounts for 2019
8.1.5	Eligible Food Items	Updated Field Code

Contents

1.2.6 Suggested Verification Sources	3
1.2.6.1 Required Verification to Determine Eligibility	3
1.2.6.2 Verify Only If Questionable	6
2.1.1 Initial Certifications (Applications).....	9
2.1.1.4 Setting the Filing Date	9
2.1.3 Interviews	11
2.1.3.1 Scheduling the Interview.....	11
2.1.3.2 Completing the Interview	13
2.1.3.4 Signature	15
2.2.1 Certification Periods (Renewals)	17
3.14.1 Intentional Program Violation (IPV) Disqualification	18
3.14.1.1 Period of Ineligibility.....	18
3.14.1.3 IPV Disqualification and Transitional FoodShare.....	19
3.15.1 Student Eligibility	21
3.16.1 Work Requirements.....	25
3.16.1.2 FoodShare Work Requirements	25
3.16.1.6 Sanction Period	26
3.16.1.6.1 At Application	26
3.17.1 Able-Bodied Adults Without Dependents (ABAWDs)	28
3.17.1.1 Able-Bodied Adults Without Dependents (ABAWDs).....	28
3.17.1.4 Determining ABAWD Status	28
3.17.1.11 Regaining Eligibility After Exhausting Three Months of Time-Limited Benefits.....	31
4.3.2 Earned Income	33
4.3.2.1 Counted Earned Income	33
4.3.2.2 Disregarded Earned Income	35
4.3.3 Farming and Other Self Employment Income	38
4.3.3.2 Identifying Farms and Other Businesses	38
4.3.3.8 Self-employment Expenses	39
4.3.3.10 Self-Employment Worksheets.....	40
4.3.4 Unearned Income.....	42
4.3.4.2 Counted Unearned Income.....	42

4.4.1 Assets	46
4.4.1.1 Introduction	46
4.5.5 Recurring and Nonrecurring Lump Sum Payment.....	48
4.5.5.1 Recurring Lump Sump Payment.....	48
4.5.5.2 Nonrecurring Lump Sump Payment.....	48
4.6.5 Support Payment Deductions.....	50
4.6.5.2 Allowable Child Support Expenses	50
4.6.5.3 Child Support Expenses Not Allowed	50
4.6.5.4 Foster Care and Guardianship Payments.....	50
4.6.5.5 Family Support.....	50
4.6.7 Shelter and Utility Deduction	51
4.6.7.2 Allowable Shelter Expenses	51
4.6.7.3 Standard Utility Allowances	52
4.7.6 Gross Deeming	56
5.1.1 Transitional FoodShare Benefits (TFS)	57
5.1.1.7 Renewal during the TFS Benefit Period.....	57
6.1.1 Change Reporting for All Food Units (Simplified).....	58
6.1.2 Six Month Reporting Requirement	59
7.1.1 Allotments	62
7.1.1.9 Expungement.....	62
8.1.1 Income Limits	63
8.1.1.1 Income Limits.....	63
8.1.1.2 Regular SNAP Program Income Limits.....	63
8.1.1.3 Asset Limits	64
8.1.2 Allotment for Monthly Net Income and FoodShare Group Size	65
8.1.3 Deductions	66
8.1.5 Eligible Food Items.....	67

1.2.6 SUGGESTED VERIFICATION SOURCES

Below is a list of suggested verification sources, this list does not include every possible verification option. Accept any documents that reasonably meet the verification requirement; do not require a specific source of verification.

1.2.6.1 REQUIRED VERIFICATION TO DETERMINE ELIGIBILITY

7 CRF 273.2(f)

Verification Item	Suggested Verification Sources
Immigration Status	<ul style="list-style-type: none"> • SAVE • <i>INS</i> or <i>USCIS</i> Alien Registration Card (Permanent Residence Card, Green Card, Form I-551) • Naturalization certificate • <u>SSA query to verify work quarters</u> • <u>Military services papers</u> • <u>Military Affidavit (F-02431) CWW manual letter: Imm ROP: Military</u> • <u>Other Immigration letters and certification of status documents (trafficking victims, battered immigrant)</u>
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

	<ul style="list-style-type: none"> • List of residents from a treatment center official, group home, etc. • Written statement from non-relative • <u>Legal or government issued document with name and address</u> • <u>Bank Statement with name and address</u> • <u>Mobile phone bill with name and address</u> • <u>DMV Data Exchange</u> • <u>Data Exchange for individuals receiving exchange completed through DMV or SSA/SSI benefits</u> • Verified through another program • Collateral contact
<p>Monthly Gross Income</p>	<p>Earned Income:</p> <ul style="list-style-type: none"> • Dated check stubs fromfer the previous 30 days with the employee's name or ID number • Earnings report or statement from employer • IEVS report or computer match from another state - to be used only if no other form of verification exists. IEVS matches are not verification of the income an employee has earned. IEVS is an indicator that income was earned from that employer sometime during the three months of the work quarter identified. For change reporting requirements see 6.1.1 Change Reporting for All Food Units (<u>Simplified</u>Reduced 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 fromfor the previous tax year • Self-Employment Income Report Form(s) (SEIRF) • Bookkeeping records
Primary Person's ID*	<ul style="list-style-type: none"> • Birth record query • Birth certificate • IEVS match • SSA (<u>SOLQ/SOLQ-IDXSQ/DXSN</u> matches) • Baptismal certificate • Military service papers • Immigration or naturalization papers • Hospital birth record • Adoption record • Passport or US citizen ID card • Family bible • Paycheck • Driver's license • Completed SS-5 • Confirmation or church membership papers • Voter registration card • Family records (birthday books, genealogy, newspaper birth announcement, marriage license, support or divorce papers) • 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, <u>marriage certificate, or divorce certificate</u> • Wage stubs • <u>Voter's registration card</u> • <u>If verified for another program of assistance, no additional verification required</u>
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

	<ul style="list-style-type: none"> • Statement that a person receives <i>Interim Assistance</i> benefits pending the receipt of SSI and SSDI • <u>Statement or collateral contact that proves that an individual receives general assistance and meets the SSA guidelines for a disability</u> • <u>Data exchange with SSA/SSI</u>
ABAWD Work Requirement Exemptions*	<ul style="list-style-type: none"> • Agency form, such as form F-01598 Medical Exemption from Work Requirement for ABAWDs • Statement from health care provider, social worker, or AODA service provider • Employer form/paystub/tax document/EVF-E • Data exchanges • By using information <u>made</u> known to the agency including in-person agency verification of a visibly obvious ABAWD status or exemption, such as pregnancy or inability to work due to a temporary or permanent health condition • IM worker determination that the member is unfit for employment without requiring a statement or additional verification • Information known to the agency • Collateral contact • Other acceptable written statement

*If an ABAWD exemption is not verified, the exemption will not be applied and the member will be treated as an ABAWD with a TLB referral type.

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

1.2.6.2 VERIFY ONLY IF QUESTIONABLE

Verification Item	Suggested Verification Sources
Dependent Care*	<ul style="list-style-type: none"> • Written statement from provider • Cancelled check • Collateral contact with provider • Paid receipt or bill • <u>Collateral contact with child care worker (Wisconsin Shares)</u> • <u>Receipts or bills for costs associated with care such as additional fees, field trips, camps, supplies, transportation</u>
Shelter / Utility Expense*	<ul style="list-style-type: none"> • Mortgage payment records • Rent receipt • Statement from landlord • Lease • <i>HUD</i> subsidized housing approval • Property tax statement

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

	<ul style="list-style-type: none"> • 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) Affidavit 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

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

**[Information may only be verified once; additional request for verification is prohibited.](#)

Household Misfortune replacement benefits

<u>Lost or destroyed food</u>	<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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2.1.1 INITIAL CERTIFICATIONS (APPLICATIONS)

2.1.1.4 SETTING THE FILING DATE

An applicant must provide the minimum information necessary in order to set a FoodShare filing date. This includes name, address, and signature. Local agencies must encourage applicants to file an application or set a filing date for FoodShare on the same day they express an interest in FoodShare or indicate food insecurity. If an applicant chooses not to set a filing date the same day that they contact the agency, the FoodShare application (F-16019A) must be provided if they request it.

The filing date is set the same day, or the next business day if received after the regularly scheduled business hours, when the agency receives one of the following:

1. A signed signature page printed from CARES during the registration process;
2. A signed one-page application registration form (F-16019A);
3. A signed FoodShare Wisconsin application form (F-16019B);
4. A signed faxed registration and/or application form;
5. A request is made and a telephonic signature (2.1.1.4.1 Telephonic Signature) is provided;
6. An ACCESS application containing an electronic signature;
7. A late FoodShare ACCESS renewal – a renewal with a submission date in the renewal month, but received by the agency in the month following renewal due; or
8. A signed PPRF received in the month following renewal due month.

1. A signed CWW generated application or case summary

Note: ACCESS uses the CARES holiday schedule on the CARES Mainframe table TDHY when setting the filing date for holidays. Agencies may be closed on some days that are not CARES holidays such as the day after Thanksgiving, Veteran’s Day, and Christmas Eve. ACCESS submissions will have filing dates set on these days even though the agency may be closed. When processing these requests, IM workers should update the filing date to the next business day for their agency and document in case comments that the agency was closed on that date.

An applicant may verbally request FoodShare, but must also provide ~~a request with~~ a signature through one of the formats listed above in order to set a filing date.

Note: The agency may not certify a FoodShare assistance group for benefits without a signed application on file, and a signed application may be any of the above listed.

Example 4: A FoodShare case has been open since March. The 12-month renewal

was due by February 28. The member did not complete an interview in the renewal month. It is now March 3 and the member is calling to complete the interview and renewal. In this scenario, the member would need to reapply for FoodShare, and benefits would be prorated from the date the member provided a signature setting the new filing date (2.1.1.4.1 Telephonic Signature). This case would also require an evaluation for expedited services (2.1.4 Expedited Service at Application).

The FoodShare Application Registration Form can be used when:

- An applicant comes into the agency, requests FoodShare, but cannot stay to complete the Client Registration process in **CWW**,
- The agency does not have sufficient time or personnel to complete client registration process before the office closes to the public, or
- An applicant calls to request FoodShare and there is insufficient time to complete the telephonic signature before the office closes to the public, or the applicant does not want to complete a telephonic signature and requests a form to be mailed to them.

This procedure was established to ensure applicants have the opportunity to set a filing date the first day they contact the agency. In some instances, the applicant may request to take this form or a FoodShare Application with them. These materials should be made available for the applicant to take. However, it is important for the agency representative to explain the importance of setting the filing date, how it is set, expedited benefits, and verification policies.

The agency should always attempt to set the filing date the same day of contact with the applicant.

To set the filing date, the signature must be valid. Signatures can be collected in writing, telephonically, or via ACCESS. A valid signature must be completed by an adult, authorized representative, emancipated minor, or by a minor that does not have someone exercising parental authority over them. If an application is signed by a minor and it turns out that someone executes parental authority over them, a new signature would be required and the date upon which the new signature is collected would establish a new application filing date.

2.1.3 INTERVIEWS

2.1.3.1 SCHEDULING THE INTERVIEW

7 CFR 273.2(e)(3)

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

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

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

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

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

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

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

he or she was unable to contact the food unit at the appointment time, that the follow-up call was made, and the length of time between calls. Send the Notice of Missed Interview (NOMI), directing the food unit to contact the agency to reschedule.

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

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

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

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

On-Demand Interviews

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

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

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

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

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

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

Note: IM workers must allow at least 15 minutes between the first and second attempt to contact the applicant or member.

Notice of Interview for On-Demand Interviews

If an IM worker is unable to complete the interview at the time he or she contacts a household as described above, the IM worker must send a Notice of Interview. For on-demand interviews, the Notice of Interview language will be generated on the verification checklist (VCL). The household has nine calendar days from the VCL mailing date to call and complete the FoodShare interview. The Notice of Interview provides instructions to complete the interview. If the last day of the on-demand interview time frame falls on a weekend or CARES holiday, the due date will be the next business day. The on-demand interview timeframe of “10 days to call to complete” will not be adjustable in *CWW*. Verification due dates for other types pended after the interview will continue to be based on policy requirements and IM worker action.

2.1.3.2 COMPLETING THE INTERVIEW

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

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

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

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

not apply to FoodShare and households that lose or decline W-2 benefits may still qualify for FoodShare.

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

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

[The agency must ask applicants and members to provide ethnicity and race information for all food unit members. Applicants and members are not required to provide a response for ethnicity or race in order to complete an application or receive a decision about their program eligibility or benefits; individuals may provide information on ethnicity, race, both, or neither.](#)

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

Required Interview Topics

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

- Use of SSNs [3.13.1 Social Security Number (SSN) Requirements].
 - [SSN required for each individual requesting benefits](#)
 - [Data matching](#)
- FoodShare rights and responsibilities. [See Your Rights and Responsibilities for FoodShare \(F-10150B\)](#).
- Appropriate application processing standard time frames for non-expedited and expedited benefits..
- Applicable change and simplified reporting requirements (6.1.1 Change Reporting) at the time of the interview.
 - [How changes can be reported](#)
 - [What changes must be reported](#)
 - [When changes must be reported](#)

- Six-month reporting (6.1.2 Six Month Reporting Requirement) and/or renewal (2.2 Renewals) reporting.
 - How to obtain assistance in completing the six month report form
 - When six month report form will be sent
 - When the report form is due
 - Changes that must be reported on the six month report form
 - Address and shelter utility costs associated with the move
 - Household composition
 - Income
 - Court ordered child support payments for a non-household member
 - Consequences for failing to file a report
- QUEST card information. See Your Wisconsin QUEST Card (P-16088).
- Explain work registration rights and responsibilities, work requirements, and exemptions (3.16.1.2 FoodShare Work Requirements).
- Explain ABAWD work requirements, exemptions, and FSET program [3.17.1 Able-Bodied Adults Without Dependents (ABAWDS)].

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

2.1.3.4 SIGNATURE

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

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

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

In order for a signature to be valid from an individual under age 18, the youth must be the primary person, emancipated or homeless and not under the care and control of another adult.

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

It is not necessary for an applicant's written signature to be witnessed by an agency representative for a FoodShare application or renewal to be considered complete. However, the signature of a witness is required when the application is signed with a

mark. A copy of the FoodShare applicant or member's case summary showing that a telephonic signature was collected will be stored in the electronic case file.

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

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

2.2.1 CERTIFICATION PERIODS (RENEWALS)

7 CFR 273.14(a); 7 CFR 273.10(f)

The certification period for FoodShare eligibility for most food units is 12 months. A certification period should never exceed 12 months. Food units where all members are *homeless* and food units that include a *migrant* or seasonal farm worker have a six-month certification period. Members must complete an interview (2.1.3 Interviews) and verify current household information in the last month of the certification period in order to be recertified and continue receiving FoodShare benefits. This is called a renewal.

FoodShare assistance groups with zero FoodShare benefits in their initial benefit month and a FoodShare allotment greater than zero in the second month, will be certified for 12 months beginning with the application month. If FoodShare eligibility is denied in the month of application for any other reason, and eligibility begins the following month, the 12-month certification period begins in the month following the application month. If the benefit calculation is zero for the first two months, the case will be denied.

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

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~~If FoodShare eligibility is denied in the month of application for any other reason, and eligibility begins the following month, the 12-month certification period begins in the month following the application month.~~

Example 2: Barry's VQT sanction ends August 8. He reapplies and re-requests FoodShare on August 25. He is ineligible in August and eligible for \$141 in September. Barry's 12-month certification period begins September 1.

3.14.1 INTENTIONAL PROGRAM VIOLATION (IPV) DISQUALIFICATION

3.14.1.1 PERIOD OF INELIGIBILITY

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

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

Once an IPV is imposed, all violations occurring before the first IPV cannot be used to pursue a second IPV. A second IPV can only be pursued if the violation occurred after the first IPV is imposed and a 10 day notice is given. If a second IPV is granted during the sanction period of the first IPV, it must be entered for the disqualification period to begin immediately. There may be instances in which IPV's are running simultaneously; therefore, the sanction time period may not be as long as it would have been had the IPV's been separate. Only a court or administrative law judge can set the start date of an IPV.

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

The individual must be notified in writing once it is determined that he or she is to be disqualified. If the person who committed the IPV is not the primary person, then the FoodShare Notice of Disqualification, F-16024 must be sent. Begin the disqualification period no later than the second month following the date the individual receives written notice of the disqualification. The disqualification period must continue uninterrupted until completed regardless of the eligibility of the disqualified individual's food unit.

If a court finds an individual guilty of an IPV, the term of the disqualification period and the disqualification begin date must comply with the court order. If the court order does not specify a disqualification period, the disqualification period for the IPV is in

accordance with the schedule above. If the court order does not specify the date for the disqualification period to begin, the disqualification period should begin in accordance with the provisions in the paragraph above, but within 45 days of the court decision.

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

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

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

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

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

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

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

3.14.1.3 IPV DISQUALIFICATION AND TRANSITIONAL FOODSHARE

When an individual is found by a court or administrative judge to have committed an IPV, that person is ineligible to participate in Transitional FoodShare (TFS). The exception is when that person is part of an already open TFS group. Once the TFS group is open and established, the only reason an individual will be removed is when

that individual begins participating in another FoodShare assistance group or when the TFS group moves out of Wisconsin.

- When an IPV is found to be valid by a court or administrative judge prior to TFS beginning, the IPV should be entered and the individual will be excluded from the TFS assistance group at the TFS eligibility determination.

- When TFS has already started, workers should continue following the instructions in the court order or fair hearing decision to begin the IPV disqualification period in the month directed by the court or administrative law judge. Even though the TFS amount will not decrease, the IPV will be enforced at the point that the TFS certification period ends and the food unit completes a new application or recertification for FoodShare eligibility.

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3.15.1 STUDENT ELIGIBILITY

7 CFR 273.5

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

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

1. Employed at least an average of 20 hours a week with earnings ~~equal to at least the federal minimum wage.~~
 - a. Compliance can ~~Weekly earnings must be at least $\$7.25 \times 20 \text{ hours} = \145 per week. Use student monthly hours to calculate a weekly average. Students whose employment hours fluctuate from week to week may be determined~~ by calculating whether the student worked eligible for FoodShare, provided they maintain an average of 20 hours per week over the period of a month, a quarter, a trimester, or a semester. This is in line with the different ways contractual and fluctuating employment is budgeted. See 4.3.2 Earned Income for budgeting policy.
 - a. The payment can be received with regular frequency (weekly, biweekly, semi-monthly) or as a one-time payment at the end of the employment period. There is no ~~at~~ minimum compensation that must be received so long as income is received ~~wage or a total of 80 hours per month.~~
2. Self-employed at least an average of 20 hours a week with self-employment earnings (after self-employment expenses are subtracted) equivalent to at least the federal minimum wage.
 - a. Weekly earnings must be at least $\$7.25 \times 20 \text{ hours} = \145 per week. Use student monthly hours to calculate a weekly average. Students whose employment hours fluctuate from week to week may be determined eligible for FoodShare, provided they maintain an average of 20 hours per week at minimum wage ~~or a total of 80 hours per month.~~
- ~~3. Employed and self-employed for a combined average of 20 hours a week with total earnings equivalent to at least the federal minimum wage.~~
 - a. ~~Weekly earnings must be at least $\$7.25 \times 20 \text{ hours} = \145 per week. Earnings are based on self-employment income (after self-employment expenses are subtracted) plus gross income from other employment. Use student monthly hours to calculate a weekly average. Students whose employment hours fluctuate from week to week may be determined eligible for FoodShare, provided they maintain an average of 20 hours per week at minimum wage or a total of 80 hours per month.~~
- 4.3. Participating in a federal or state work study program.
 - a. Continue the exemption until the end of the month in which the school term ends or the student refuses to do his or her assigned work. A student

who has stopped working during the school year because the work study funding has run out would continue to be classified as an eligible student until the end of the school term.

- b. The exemption does not cover school breaks longer than one month, unless the student is participating in work study during the break.

~~5.4.~~ 5.4. Responsible for the care of a dependent household member under age six. If two people exercising *parental control* are in the food unit, allow student status to only one person per *child*.

~~6.5.~~ 6.5. Responsible for the care of a dependent household member who has reached age six but is under age 12 if the agency determines adequate child care is unavailable. If two people exercising parental control are in the food unit, allow student status to only one person per child.

~~7.6.~~ 7.6. Is a single parent enrolled in an institution of higher education on a full-time basis, as determined by the institution, and is exercising care and control of a dependent food unit member under the age of 12. To apply this provision there must be only one biological or adoptive parent or *stepparent* in the same food unit as the child. If there is no biological or adoptive parent or stepparent living with the child, another full-time student living with the child may qualify as an eligible student under this provision if the student has parental control of the child and does not live with his or her *spouse*.

~~8.7.~~ 8.7. Receiving a Tribal *TANF* cash payment, *W-2* cash payment, or working in a *W-2* Trial Job. Assigned to or placed in an institution of higher learning by Workforce Innovation and Opportunity Act (WIOA) .

~~9.8.~~ 9.8. Enrolled in a *W-2* employment position or other *TANF*-funded program under Title IV of the Social Security Act.

~~10.9.~~ 10.9. Physically or mentally unfit for gainful employment. Verify the claim if it's questionable, such as through receipt of temporary or permanent disability benefits, or a statement from a physician, or certified psychologist.

~~11.10.~~ 11.10. Participating in an on-the-job training program. This exemption applies only during the period of time the person is being trained by the employer.

~~12.11.~~ 12.11. Is assigned to or placed in an institution of higher education through or in compliance with the requirements of FSET, a program under the Job Training Partnership Act of 1974, or a program under section 236 of the trade Act of 1974.

~~13.12.~~ 13.12. Is enrolled in an educational program that is designed to be completed in two years or less and obtaining certification or a diploma from the program is expected to~~will~~ lead to employment ~~that is in demand~~.

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

employment ~~that is in demand~~.

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

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

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

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

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

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

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

FoodShare Employment and Training

Students enrolled in higher education at the time of the FoodShare application and then found eligible for FoodShare may request to be referred to FSET to participate in activities other than education. Activities may include job search, work experience, or

self-employment. FSET cannot provide reimbursement for expenses related to education for students who self-initiate enrollment in higher education.

Work Registration

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

ABAWDs

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

3.16.1 WORK REQUIREMENTS

3.16.1.2 FOODSHARE WORK REQUIREMENTS

All FoodShare applicants or members ages 16 through 59 must comply with the work registration requirements as a condition of FoodShare eligibility, unless they meet an exemption. Applicants or members who do not comply with the work registration requirements are sanctioned from receiving FoodShare benefits. The work registration requirements are different from the work requirement for certain able-bodied adults without dependents (ABAWDs) that was implemented statewide on April 1, 2015. For information on the ABAWD work requirement, see section 3.17.1.

Compliance with the work registration requirements includes registering for work at the time of application and every 12 months thereafter. An applicant or member must provide the IM agency with sufficient information regarding employment status or availability for work.

To maintain compliance after registering for work:

1. A person who is working a job of 30 or more hours per week (or a job with earnings equivalent to 30 or more hours per week at the federal minimum wage) must not voluntarily and without good cause quit that job. The converted monthly amount (i.e., the amount of monthly earnings calculated based on average weekly earnings) should be used. A person who is working 30 or more hours per week must not voluntarily and without good cause reduce work hours to less than 30 per week. If a person reduces hours to less than 30 per week, but continues to earn weekly wages greater than 30 hours at the federal minimum wage, a sanction should not be applied. The converted monthly amount should be used;
2. A person must not turn down suitable employment without good cause. The following must all be true for a job to be considered suitable employment:
 - Pay is equivalent to minimum wage or higher.
 - The employee is not required to join, quit, or refrain from joining a union or trade organization.
 - The job is not obtained due to strike or lockout.
 - The job does not pose health risks.
 - The job matches a person's physical and mental ability to perform the job.
 - If employment is offered on a piece work-rate basis, the expected average hourly pay (piece work-rate* average hourly output) is at least minimum wage.
 - The daily round-trip commuting time is less than 2 hours, excluding time transporting a child to or from child care.
 - The distance to the job allows for walking, or public, or private transportation is available.
 - The hours of work or nature of work does not interfere with the person's religious observations, convictions, or beliefs.

- Within the first 30 days of work registration, the employment must be in the person's field of experience;
3. A person who has applied for or is receiving unemployment compensation must continue to comply with the unemployment compensation program work requirements;
 4. A person participating in a Wisconsin Works (W-2) placement must continue to comply with the W-2 program work requirement.

Note: If the person is open for W-2 in CWW, he or she is in compliance with the W-2 program work requirement. If W-2 is showing as closed (after having been open) in CWW, the worker will need to review the closure reason and correspondence history to evaluate if there was a failure to comply with W-2. The worker must then evaluate if the member had good cause for the failure to comply with W-2. See Operations Memo 18-40.

Minor variations in the number of work hours worked or in the weekly gross wage equivalent to federal minimum wage multiplied by 30 hours per week are inevitable and must be taken in consideration when assessing compliance with work requirements.

3.16.1.6 SANCTION PERIOD

Sanctions will be systematically applied for the time periods indicated below. During a sanction period, if the applicant or member remains part of a food unit, he or she will be a gross deemer for the purpose of income and deduction budgeting (i.e., his or her income and expenses will be used in the FoodShare benefit determination for the rest of the food group).

Sanction Occurrence	Time Period for Sanctions Applied at the Time of Application (days)	Time Period for Sanctions Applied to Ongoing Cases (benefit months)*
1st	30 days	1 month
2nd	90 days	3 months
3rd and subsequent	180 days	6 months

*In instances where a break in service occurs, the sanction applies from the first date that eligibility is regained and runs for the remainder of that benefit month.

3.16.1.6.1 At Application

If a sanction event occurs within 30 days of the application filing date, without good cause, the applicant or member will be sanctioned from receiving FoodShare benefits as of the application filing date.

An application is not eligible for expedited FoodShare issuance if there is a sanction event. An interview is required to determine if there is a sanction event. When the interview is postponed, the worker must issue expedited FoodShare benefits within seven days from the application filing date. The worker is required to determine sanction events and good cause in the interview. The IM worker should document exploration of sanction events and good cause in case comments. A sanction will start the eligibility month after expedited FoodShare benefits have been issued.

If an applicant's or member's FoodShare eligibility is failing for another reason (e.g., the applicant or member did not verify information), a sanction will not be applied at the time of application.

Example 1: Joe completes an application on December 6 and the agency is unable to reach him for the interview. Joe reports no income or assets and he is otherwise eligible, so the agency postpones his interview and issues expedited FoodShare benefits for the month of December. Joe comes into the agency on December 20 and completes his interview. Joe reports he quit his job on November 26 and has no exemption or good cause. Joe is otherwise eligible so ~~Joe's the worker confirms the closing of his~~ FoodShare application is denied ~~case,~~ and CWW applies his first sanction beginning January 1.

Example 2: Jack applies for FoodShare on August 8. Jack completes his interview on August 21 and reports that he refused suitable employment on July 20 without good cause. Jack is not otherwise exempt. Jack's application pends for verification of his identity. Jack fails to verify his identity by his verification due date of September 7. Since Jack is being denied for failure to verify information, a sanction will not be applied.

3.17.1 ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)

3.17.1.1 ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)

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

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.

3.17.1.4 DETERMINING ABAWD STATUS

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

- Under age 18* or age 50** and older
- Residing in a food unit with a child under age 18***
- Pregnant
- Determined unfit for employment, which includes someone considered any of the following:
 - Receiving temporary or permanent disability benefits from the government or a private source
 - Mentally or physically unable to work as determined by the IM agency
 - Displaying mental instability, combativeness, or other mental health issues. (Per direction from FNS, the IM worker should consider the member unfit for work and document an exemption without requiring verification from a health care professional).
 - ~~Per direction from FNS~~
 - Verified as unable to work by a statement from a health care professional or a social worker (may use form F-01598 Medical Exemption from Work Requirement for ABAWD to verify)
 - Experiencing chronic homelessness
 - (A person is chronically homeless if he or she currently lacks a fixed, regular nighttime residence and does not expect to have a regular nighttime residence in the next 30 days. This includes people who are in a temporary housing situation, such as transitional living arrangements).
- Receives Unemployment Compensation (UC), or has applied for UC, and is complying with UC work requirements

Note: If UC is denied or has ended, the member is no longer exempt regardless of the reason.

- Regularly participates in an alcohol or other drug abuse (AODA) treatment or rehabilitation program
- A high school student 18 years of age or older attending high school at least half time
- A student of higher education who is otherwise eligible for FoodShare (see 3.15.1)
- Primary caretaker of a dependent child under age six or an incapacitated person (may be part of the food unit or in a separate household)
- Is not a work registrant due to working 30 or more hours per week or earning wages equivalent to 30 or more hours per week at the federal minimum wage
- Complying with Wisconsin Works (W-2) program requirements
- Residing in an unemployment exemption county, or the applicant or member is a tribal member living on tribal land that has an unemployment exemption. These areas have an unemployment rate higher than the national average. For a list of the unemployment exemption counties and tribal lands, go to www.dhs.wisconsin.gov/fset/exemptions.htm.

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

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

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

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

Non-ABAWDs are not subject to *TLBs*.

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

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

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

homeless and a non-ABAWD.

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

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

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

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

ABAWD: A FoodShare member is an ABAWD if he or she does not have an exemption from the [ABAWD](#) work requirement, as determined by the IM agency. ABAWDs are subject to TLBs and need to meet the ABAWD work requirement to maintain ongoing eligibility for FoodShare. One of the ways these members can meet the ABAWD work requirement is through FSET participation.

All ABAWDs who are not currently meeting the [ABAWD](#) work requirement outside of FSET receive a [systematic/automatic](#) TLB referral to the FSET program. ABAWDs who are meeting the [ABAWD](#) work requirement outside of FSET may choose to be referred to the FSET program [manually](#). ABAWDs are not required to participate in FSET as a condition of FoodShare eligibility. However they may lose eligibility for FoodShare due to failing to meet the ABAWD work requirement after exhausting three months of TLBs in a 36-month period.

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

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

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

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

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

Note: If an individual has exhausted his or her three TLBs, is reapplying or re-requesting FoodShare, and has a pending exemption or non-ABAWD status, the manual CARES Worker Web letter, FSET PROOF OF EXMPT – NFST, must be sent to request verification. To send this letter in Spanish, use the manual NFSS letter.

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

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

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

4.3.2 EARNED INCOME

4.3.2.1 COUNTED EARNED INCOME

Count the following sources of income as earnings in the month received:

1. Wages, tips, or salaries including, but not limited to, hourly wages and piecework.
2. Self-employment earnings (4.3.3 Farming and Other Self-Employment Income).
3. Recurring profit sharing payments or bonuses. Bonus income from employment should be counted as earned income if receipt is regular and predictable. Budget the bonus based on the frequency of receipt. A bonus would be considered a lump sum payment (4.5.5) if the income is received infrequently or irregularly to be reasonably anticipated.

Example 3: Joan received a \$10,000 bonus in September. Her SWICA wage match history shows that she has received this bonus annually. The bonus would be ~~annualized and~~ budgeted as ~~\$833.33~~ earned income received monthly ($\$10,000/12 = \833.33).

5. Wages withheld at the request of the employee should be counted as income in the month it would normally have been received.
6. Advances on wages.
7. Any money received for accrued sick days and severance pay from an employer.
8. Any money received as payment for baby-sitting or child care as self-employment income if the care is provided in the food unit's home. If a self-employed child care provider also provides meals, they may be entitled to income deductions (8.1.3 Deductions). If the care is not provided in the food unit's home, count the payments as regular earned income.
9. Any child care payment paid by an outside source to a food unit member is treated as earned income. In situations when a food unit member pays another food unit member from his or her own pocket, such child care payments are not counted as earned income because the money is moving between food unit members.
9. Attendant care payments provided by an outside source are treated as earned income for the attendant if the care is for a disabled individual ~~food unit member~~, ~~for example, IRIS payments.~~

4. IRIS payments.

10. Money received from the sale of a person's blood or plasma.

11. Any training allowance from a vocational or rehabilitative program recognized by a governmental agency that is not an expense reimbursement, unless the source is listed as an exception in 4.3.2.2 Disregarded Earned Income.
12. Earnings from **WIOA** On The Job Training when the earner is either:
 - a. At least 19 years old, or
 - b. Less than 19 years old but not under the parental control of a member of the same food unit.

Note: See # 9 in 4.3.2.2 Disregarded Earned Income for **WIOA** work experience.
13. Military pay cycles affect how income is counted. Count any income received on the last day of a month by an active member of the military as income in the following month. Some military personnel are eligible for a supplemental Family Subsistence Supplemental Allowance (FSSA) payment if they meet the FoodShare gross income limits. The FSSA is considered gross earned income and is to be budgeted like other military income. However, it appears on a different line on the military paycheck.
14. Contractual pay that is the food unit's annual income (intended to provide support for the entire year), and is not paid on an hourly or piece work basis, should be prorated over 12 months. Contractual income that is not the food unit's annual income (intended to provide support for the food unit for only a portion of the year), and is not paid on an hourly or piece work basis, should be prorated over the period the income is intended to cover.

Example 4: Joe works for public school as a teacher's aide. Joe has worked there for the last three years and receives a 9 ½ month contract every August. He earns \$13,480.50 annually. He lives off his salary as a teacher's ~~aide~~^{aide} for the full year and does not supplement his income during the summer. Average his income over 12 months ($\$13480.50/12 = \$1,123.37/40$ per month).

Example 5: Nancy works for the public school as a nurse part-time. She receives a contract for 9 ½ months every August. In the summer she supplements her income with a job at the Girl Scouts campgrounds in the first aid tent. Average Nancy's school income over 9 ½ months because her contract income is not her annual income.

Note: Income from piecework or hourly work is not contractual income. Do not treat it as such.

15. **Migrant** Farm Worker Income

To determine migrant farm income:

- a. Request a copy of any existing work agreement,
- b. Contact the employer when necessary to find the hours of work and wage rate, and/or

- c. Ask the migrant how many hours he or she and members of his or her family expect to work and the wage rate they expect to be paid.

Most migrants work in fairly stable work environments such as canning factories or under some type of contract. In these cases, determine the employer's usual pay levels and pay periods, and project the hours and the rate of pay expected. Do not assume without supporting documentation or collateral contacts that a migrant farm worker works 40 hours a week.

If the earnings received by the migrant worker are from employment other than agricultural income, it will be budgeted in the normal procedure on the CWW Employment screens. Normal procedures are also used for all unearned income and assets.

16. All W-2 Wisconsin Works subsidized~~subsidied~~ employment income including Transitional Jobs, Transform Milwaukee Jobs, and the Trial Employment Match Program (TEMP).
17. All Subsidized Private Sector Employment (SPSE) income.
18. All Transitional Jobs Demonstration Project (TJDP) income.
17. Temporary and permanent census employment income.

4.3.2.2 DISREGARDED EARNED INCOME

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

1. Wages withheld as a general practice by an employer (even if in violation of law) until actually received by the employee.
2. Earned Income Tax Credit (*EITC*) payments.
3. Earned income of any person 17 years or younger, who is a food unit member under parental control of an adult food unit member and is enrolled in an elementary, high school, technical school, or university. This includes GED classes and home schools recognized or supervised by the state or local board of education. Disregard the income until the month following the month in which the person turns 18 years of age. These provisions apply to semester and vacation breaks provided the student plans to return to school following the break.
4. Reimbursements or flat allowances for job or training-related expenses. Expenses may be for travel, daily allowance, dependent care, uniforms, and transportation to and from a job or training site, including travel expenses of migrant workers.
5. Reimbursements for a volunteer's out-of-pocket expenses incurred in the course of his or her volunteer activities.
6. Income from Title I of the Domestic Volunteers Service Act of 1973 only when the volunteer received FoodShare at the time he or she joined the Title I program. Interruptions in FoodShare participation do not alter this disregard. Some

individuals were receiving the disregard for a Title I program at the time of conversion to the Food and Nutrition Act of 2008. Continue the disregard for the same time frame for which they said they would volunteer at the time of conversion. If these exceptions do not apply, count Title I income as earned income.

Title I programs include:

- a. AmeriCorps* **VISTA**
 - b. University Year for Action
 - c. Urban Crime Prevention Program
7. All Title II Domestic Volunteer Service Act of 1973 program income. These programs include:
- a. Retired Seniors Volunteer Program (RSVP)
 - b. Foster Grandparents Program
 - c. Senior Companion Programs
8. Income from the Title V Senior Community Service Employment Program (SCSEP) of the Older Americans Act. Organizations that receive Title V include, but are not limited to, the:
- a. Experience Works Program
 - b. National Council on Aging
 - c. National Council of Senior Citizens
 - d. American Association of Retired Persons
 - e. U.S. Forest Service
 - f. National Council on Black Aging
 - g. National Urban League
 - h. National Association for Spanish Speaking Elderly
9. **WIOA** work experience: Any allowances, earnings (except On The Job Training), or payments to food unit members participating in WIOA programs, including Jobs Corps and YouthBuild. Only count earnings from WIOA On The Job Training when the earner is either:
- a. At least 19 years old, or
 - b. Less than 19 years but not under the parental control of a member of the same food unit.

Note: See # 11 in 4.3.2.1 Counted Earned Income for WIOA OJT.

10. On The Job Training payments from the JTPA Summer Youth Employment and Training Program.

11. Allowances, earnings, educational awards, and payments to participants in the **National and Community Service Trust Act of 1993 (NCTSA)**. Income from participation in ~~This act includes the~~ AmeriCorps ~~Network of Programs, which are the network of~~ programs ~~developed to engage Americans in a year or two of national service in exchange for an education award equivalent to the maximum value of the Pell Grant for the award year, per year of completed service. For federal fiscal year 2016 the award amount is \$5,775.~~

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~~Disregard income from the following AmeriCorps programs:~~

- ~~AmeriCorps* State and National – for participants 17 years of age and older, and~~
- ~~AmeriCorps* National Civilian Community Corps (NCCC) – for participants 18 to 24 years of age.~~

- Contrast with number 6a in 4.3.2.2 Disregarded Earned Income (AmeriCorps*VISTA).

- There is no longer an On the Job Training (OJT) component of AmeriCorps. All AmeriCorps income is exempt for FoodShare benefits.

- 12. Work study by a student enrolled in an institution of higher learning.

13. Repayments (4.5.6.7 Earned Income Repayments).

~~14. 2010 Census temporary employment income. The income of permanent census workers is counted as earned income.~~

15. 14. Funds from a crowdfunding accounts (such as GoFundMe, Kickstarter, and Indiegogo) when a member or applicant does not have access to the funds.

4.3.3 FARMING AND OTHER SELF EMPLOYMENT INCOME

4.3.3.2 IDENTIFYING FARMS AND OTHER BUSINESSES

Identify a self-employment business by the following criteria:

1. By Organization

It is organized in one of three ways:

- a. A sole proprietorship is an unincorporated business owned by one person.
- b. A partnership exists when two or more persons conduct business. Each contributes money, property, labor, or skills, and expects to share in the profits and losses. Partnerships are unincorporated.
- c. ~~An SA~~ corporation is a business that elects legal entity authorized by a state to pass corporate income, losses, and deductions through operate under the rules of its shareholders. Shareholders report income and losses on their personal tax returns and are ~~charter. A corporation:~~
 - i. ~~Is~~ taxed at individual income tax rates ~~as an entity rather than its owners being taxed as individuals.~~
 - ii. ~~Provides only limited liability. Each owner's loss is limited to his or her investment, while each owner of an unincorporated business is also personally liable.~~

2. By IRS Tax Forms

A self-employed person earning more than \$400 annual net income must file an end-of-year federal tax return. Anyone who owes more than \$400 in taxes at the end of the year must file quarterly estimates.

3. By Employee Status

- A self-employed person earns income directly from his or her own business, and:
- . Does not have federal income tax and FICA payments withheld from a paycheck.
 - a. Does not complete a W-4 for an employer.
 - b. Is not covered by employer liability insurance or worker's compensation.
 - c. Is responsible for his or her own work schedule.

Examples of self-employment are:

- Businesses that receive income regularly (~~, for example,~~ daily, weekly, or monthly). These may include but are not limited to merchants, such as- ~~merchant;~~ small businesses ~~business;~~ commercial boarding house owners ~~owner~~ or operators; and owners ~~operator; owner~~ of rental property.
- Service businesses that receive income frequently and, possibly sporadically. These may include but are not limited to, ~~such as-~~ craft persons; repair persons; franchise holders; commission sales persons (door-to-door sales, delivery, etc.); subcontractors; and sellers of blood and blood plasma.

- Businesses that receive income seasonally. These may include but are not limited to, such as- summer or tourist oriented businesses~~business~~; seasonal farmers; custom farm machine operators; migrant farm work crew leaders; ~~fishers~~, trappers, ~~or~~ hunters; or roofers.
- Farming, including income from cultivating the soil or raising or harvesting agricultural commodities, earned by full-time, part-time or hobby farming.
- Fishing with gross annual proceeds or expected income of \$1,000 or more.

Example 12: Pam baby sits for her cousin in her cousin's home. This is considered regular employment. Pam's cousin is her employer. ~~Linda provides child care in her own home for three neighborhood children. This is self-employment because Linda is her own employer.~~

Example 2: Linda provides childcare services in her own home for three neighborhood children. This is considered self-employment because Linda is her own employer.

4.3.3.8 SELF-EMPLOYMENT EXPENSES

Expenses Exceeding Income

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

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

Shelter Expense

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

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

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

Farm and Self-Employment Expenses - Utilities

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

Self-employed Child Care Provider

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

Rates effective from July 1, ~~2018~~2019 - June 30, ~~2019~~2020:

Federal Standard Deductions		
Meals	Tier 1	Tier 2
Breakfast	\$1. 31 <u>33</u>	\$0.48
Lunch or Supper	\$2. 46 <u>49</u>	\$1. 48 <u>50</u>
Supplement (snacks)	\$0. 73 <u>74</u>	\$0.20

4.3.3.10 SELF-EMPLOYMENT WORKSHEETS

Use self-employment income worksheets to calculate self-employment income for Partnerships and S corporations. Following the worksheet instructions will ensure that income, expenses, ~~depreciation~~, and other disallowed expenses, gained from IRS tax forms, will be correctly budgeted for FoodShare. Worksheets contain built in formulas and should be completed electronically. This practice will ensure accurate information is entered into CARES Worker Web. Completed worksheets must be scanned into the electronic case file (ECF).

The worksheets are:

- ~~• Self-Employment Income Worksheet Sole Proprietorship (Schedule C or Schedule C-EZ) (F-01984)
 - ~~○ IRS Schedule C, Form 1040: Profit or Loss From Business~~
 - ~~○ IRS Schedule C-EZ, Form 1040: Net Profit From Business~~~~
- ~~• Self-Employment Income Worksheet Sole Proprietorship (Schedule F) (F-01987)
 - ~~○ IRS Schedule F, Form 1040: Profit or Loss From Farming~~~~
- ~~• Self-Employment Income Worksheet Business Capital Gains or Losses (Form 4797) (F-01983)
 - ~~○ IRS Form 4797, Form 4797: Sales of Business Property~~~~
- ~~• Self-Employment Income Worksheet Sole Proprietorship (Schedule E) (F-01986)~~

- ~~○ IRS Schedule E, Form 1040: Supplemental Income and Loss~~
- Partnership (F-16036)
 - IRS Form 1065: Partnership Income
 - IRS Schedule K-1, Form 1065: Partner's Share of Income
- ~~• Corporation (F-16034)~~
 - ~~○ IRS Form 1120: Corporation Income~~
- Subchapter S Corporation (F-16035)
 - IRS Form 1120S: Small Business Corporation Income
 - IRS Schedule K-1, Form 1120S: Shareholder's Share of Income

Personal capital gains are not counted income for FoodShare (4.3.4.3 Disregarded Unearned Income). When personal capital gains are reported, and a Schedule D is submitted, follow the instructions on Self-Employment Income Worksheet Personal Capital Gains or Losses (Schedule D) (F-01985). This will ensure that any unearned income that is budgeted on the case is excluded from the FoodShare budget.

4.3.4 UNEARNED INCOME

4.3.4.2 COUNTED UNEARNED INCOME

1. Tribal *TANF* payments.
2. Interest, ~~dividends~~*dividend*, and royalty payments if available to a food unit member. Dividends that the food unit has the option of either receiving as income or reinvesting in a trust or other investment are to be considered income in the month they become available to the food unit, unless exempt under 4.3.4.3. Disregarded Unearned Income.
3. Annually paid annuities and lottery winnings. Average these payments over 12-months. Do not count the entire amount in the month received.
4. Individual Retirement Account (IRA) payments. Budget IRA withdrawal payments based on frequency received (annually, quarterly, monthly).
5. Net SSI payments.
6. Gross Social Security payments less any repayments withheld due to previous overpayments of Social Security benefits. Include any Child Support payments withheld from Social Security payments. This will ensure that Child Support payments are correctly included in the total gross unearned income and correctly budgeted as a Child Support payment deduction.
7. Unemployment Insurance (Unemployment Compensation) payments, ~~except for the \$25 supplemental weekly Unemployment Compensation payment (stimulus payment) authorized by the American Recovery and Reinvestment Act of 2009 (ARRA) for FoodShare. Disregard the stimulus payments effective 11-06-09.~~
8. Worker's Compensation benefits.
9. *VA* disability and pension benefits, COLA and other adjustments made to the payments. "Aid and Attendant Allowances" referenced in 4.3.4.3 Disregarded Unearned Income are excluded.
10. Private disability payments.
11. Caretaker Supplement (CTS) payments.

1. 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~~ *However, 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.

12. ~~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.~~

- 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.

2. 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.
13. -The most up-to-date information about Child Support and Maintenance is auto populated on the **CARES** Worker Web Child Support screen.
14. **W-2** payments received under W-2T, CSJ full and prorated placements, CMF+, ARP, or as the custodial parent of an infant (CMC). See 8.1.6 System Generated Payments.

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

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

15. Kinship Care payments are unearned income for the child receiving the payment.
16. Subsidized guardianship payments.
17. Any money received for sick or severance pay from an insurance policy, an income continuance policy, or disability payments from an employer that are not paid as accrued sick, vacation, or personal time. Gross income from these sources is budgeted. Whether or not the income is taxed or untaxed does not determine if the pay is counted as unearned or earned income.
18. Reimbursements for normal household living expenses such as rent, mortgage, personal clothing, and food eaten at home. These are counted because they are a gain or benefit. Include stipends that are part of a financial aid package and are intended as a reimbursement for living expenses.
19. Count a subsidized adoption payment or adoption assistance payment as unearned income.
20. Tribal distribution payments. Income from tribal distributions should be prorated over the period it is intended to cover if it is predictable and regularly received. If the FoodShare assistance group becomes ineligible and then reapplies before receiving their next installment, continue to use the same prorated amount as before.

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

period intended:

$\$500/3 = \166.67 per month to be prospectively budgeted.

21. Money withdrawn or dividends that are received or could be received from an otherwise exempt trust fund.

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

23. Income from a land contract. Count any portion of monthly payments received that are considered interest from a land contract as unearned income. Do not count the principal as income, because it is the conversion of one asset form to another. If received less often than monthly, prorate it over the period between payments. Do not count this income until a member actually receives it.

24. Any money received from an installment contract must be:

- a. Counted as income in the month received, or
 - b. Averaged over the number of months between payments. For example, average a quarterly payment received in January over January, February, and March. The food unit must choose one of the above methods. Document the choice in the case record.

~~25.~~ If someone receives rental income and the property is managed more than 20 hours per week, see Self-Employment 4.3.3.4. However, if

21. 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.

- a. 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.
- b. 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".

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Verify unearned rental income using available documentation. It is not necessary to collect Self-Employment Income Report Forms (SEIRF) for unearned income.

4.4.1 ASSETS

4.4.1.1 INTRODUCTION

Non **EBD** Households

Assets are not included as part of the FoodShare eligibility determination and are not required to be verified since all FoodShare applicants and members are authorized to receive a **TANF**-funded service. Most FoodShare applicants and members are categorically eligible for FoodShare (4.2.1). The amount of available liquid assets must be reported at the point of initial application to determine eligibility for priority service and expedited issuance.

EBD Households

Elderly, Blind, or Disabled (EBD) Food Units (all food unit members are~~units that include an elderly, blind, or disabled)~~ member with total gross income over 200% of the FPL must be tested for FoodShare using the regular Supplemental Nutrition Assistance Program (SNAP) rules. Under the regular SNAP rules, these food units have no gross income limit, but must have net income that does not exceed 100% FPL and countable assets that do not exceed the asset limit of \$3,500.

The remainder of this section applies only to EBD food units ~~with an EBD member~~ whose gross income exceeds 200% FPL.

Equity value

Count the equity value of countable assets. Equity value is the fair market value (FMV) minus any encumbrances against the asset. *Disregard* the equity value of exempt assets.

Separate and Mixed Assets

Disregard exempt assets kept in a separate account, or in an account with other exempt assets.

If an asset is in an account mixed with countable assets, disregard the exempt assets for one of these periods:

1. For six months from the date the exempt asset was mixed with the countable assets.
2. If an exempt asset is money that has been prorated as income, exempt it only for the period over which it has been prorated. After that period expires, count the remaining asset. (Self-employment income and ~~or~~) farm income are examples of prorated income.)

Jointly Owned Accounts

A joint account is:

1. A deposit of funds (savings, checking, share and NOW accounts, certificates of deposit, and similar arrangements), made with,
2. A financial institution (such as a bank, savings and loan, credit union, or insurance company), where,
3. The holders have equal access to the funds.

Jointly held accounts in a state-regulated financial institution are accessible to all holders of the account. The food unit has access to the joint account, with the exceptions below.

Do not assume that a jointly held account is accessible if it is:

1. Established for business, charitable, or civic purposes.
2. A trust or restricted account. The person named as holder has no or limited access to the funds.
3. A special purpose account. A special purpose account has at least one holder acting as the power of attorney, guardian, or conservator for another account holder(s).

4.5.5 RECURRING AND NONRECURRING LUMP SUM PAYMENT

4.5.5.1 RECURRING LUMP SUMP PAYMENT

A recurring payment, received in two or more installments, is income. Exceptions are Earned Income Tax Credit (EITC) and SSI Retroactive Installment Payments.

Example 1: A food unit member receives an insurance settlement payment as a lump sum every three years. The agency receives documentation showing that the same amount is set to be paid every three years over the next 30 years. The lump sum should be budgeted as a monthly amount over the period it is meant to cover. The lump sum amount should be divided by 36 with the resulting amount budgeted as monthly unearned income.

4.5.5.2 NONRECURRING LUMP SUMP PAYMENT

7 CFR 273.9(c)(8)

Disregard money received as a nonrecurring lump sum payment as income. A nonrecurring lump sum is a payment received only once. Count it as a liquid asset in the month the food unit receives it. Types of nonrecurring lump sum payments include but are not limited to:

1. Retroactive lump sum insurance settlements.
2. Retroactive *UC* payments.
3. Utility or rental security deposit refunds.
4. Retroactive social security or public assistance payments.
5. Retroactive Caretaker Supplement for Children (CTS).
6. *TANF* payments made to divert a family from becoming dependent on welfare, such as Emergency Assistance.
7. Funds received through crowdfunding accounts (such as GoFundMe, Kickstarter, and Indiegogo). Only those funds accessible to the food unit at the time of interview are to be counted as a liquid asset.
8. A bonus if the income is received infrequently or irregularly to be reasonably anticipated.

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

When a combination of current and lump sum payments are received at once, the current amount is income and the nonrecurring amount is an asset.

Example 21: A food unit member receives social security benefits. In June, he or she gets a \$950 check. \$430 is for the current month (June) and \$520 is a retroactive payment for underpayments in February and March. The \$430 is income and the \$520 is an asset.

~~A recurring payment, received in two or more monthly installments, is income.~~
~~Exceptions are EITC and SS/Retroactive Installment Payments.~~

4.6.5 ~~CHILD SUPPORT PAYMENT~~ DEDUCTIONS ~~DEDUCTION~~

4.6.5.2 ALLOWABLE CHILD SUPPORT EXPENSES

Additional allowable ~~Allowable~~ child support expenses include the following ~~obligations~~ are:

1. Court-ordered arrearages;
2. Legal obligations ~~obligation~~ for a non-food unit member to pay for things such as rent or mortgage payments ~~payment~~;
3. Legal obligations ~~obligation~~ for health insurance payments;
4. A prorated share of child support paid by ineligible members;
- ~~5. Court-ordered Foster Care payments;~~
- ~~6. Court-ordered subsidized Guardianship payments; or~~
- ~~7.5.~~ 5. Court-ordered blood test expenses for the child included in the court-ordered obligation.

4.6.5.3 CHILD SUPPORT EXPENSES NOT ALLOWED

7 CFR 273.9(d)(5)}

Do not allow:

1. Maintenance;
2. Payments made in accord with a property settlement;
3. Lying in costs for the birth of a child;
4. The annual child support receipt and disbursement (R&D) fee; ~~or~~
5. An employer's check withholding fee.

4.6.5.4 FOSTER CARE AND GUARDIANSHIP PAYMENTS

Court ordered Foster Care and court ordered Guardianship payments are allowable expense deductions.

4.6.5.5 FAMILY SUPPORT

If the IM worker is unable to determine which part of a family support payment is child support, prorate the payment among the food unit members it is intended for and exclude the spouse's share as a deduction.

4.6.7 SHELTER AND UTILITY DEDUCTION

4.6.7.2 ALLOWABLE SHELTER EXPENSES

Shelter expenses that are deductible include:

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

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

6. Second mortgage or home equity line of credit (regardless of what the mortgage is used for)-
7. Special assessments-
8. Condominium fees or condo association fees-
9. Mortgage obligation if still owed when a reverse mortgage is in place-
1. Shelter costs paid by a homeless food unit

See 1.2.6.2 Verify Only If Questionable for a list of verification sources that can verifyfor 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~~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~~screen for each contributor, using the correct obligation amount for which each contributor is responsible.

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

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

4.6.7.3 STANDARD UTILITY ALLOWANCES

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

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

Utility Standards

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

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

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

Ongoing expenses paid less often than monthly, such as seasonal expenses, should be budgeted monthly over the entire certification period. For example, a food unit that pays a gas bill for heat only in the winter months is allowed the HSUA for the entire certification period.

If the food unit pays an air conditioning surcharge separate from his or her rent, the expense is allowed as a non-heat electric utility expense. If the air conditioning expense is the only allowable utility expense, or the only other allowable utility expense is a separate, non-heat electric bill, the food unit would receive the EUA. If the food unit with the air conditioning expense has an additional allowable utility expense of a different type, the food unit would receive the LUA.

See 8.1.3 Deductions for the current amount.

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

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

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

Example 2: A food unit claims to have received an energy assistance payment for non-heat expenses. The food unit provides a letter from the local energy assistance office showing a grant amount of \$100.00. The food unit is entitled to the full HSUA;

enter a “Yes” for the question, “Has your household received WHEAP in the current month or past 12 months?”

Example 3: A food unit reports paying an air conditioning surcharge (in addition to their rent) as well as a non-heat electric bill. Because both utilities are counted as an electric expense and the food unit does not have any other type of allowable utility expense, the food unit is entitled to receive the EUA.

Special Situations

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

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

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

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

Verification

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

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

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

Example 3: A food unit owns their home. If the applicant or member claims responsibility for all household utilities, including heat, verification should not be required as this is not questionable.

Example 4: A food unit claims to be responsible for paying heat in their apartment. The lease indicates heat is included in the rent. Because there is conflicting information, the utility expense claimed would be considered questionable.

4.7.6 GROSS DEEMING

7 CFR 273.22(c)(1)

Gross deemers include individuals disqualified from FoodShare eligibility due to:

1. *IPV* disqualification (3.14.1),
2. Fleeing felons (3.19.1),
3. Probation or parole violators (3.19.1),
4. Drug felony ~~sanctions~~sanction (3.20.1), ~~or~~
5. Work registration sanctions (3.16.1.4), ~~or~~
 - A failure to take a drug test (3.20.1.1)

Count these ineligible individuals' income and expenses as if he or she was a member of the FoodShare assistance group. Do not include them in the group to determine the amount of the FoodShare benefit allotment, assigning a standard deduction to the group, or when comparing the group's monthly income with the income eligibility standards. The FoodShare assistance group's benefit allotment cannot be increased as a result of the exclusion of one or more food unit members.

5.1.1 TRANSITIONAL FOODSHARE BENEFITS (TFS)

5.1.1.7 RENEWAL DURING THE TFS BENEFIT PERIOD

7 CFR 273.28

TFS groups may request a renewal for regular FoodShare at any time during the five-month TFS benefit period. If a group requests to end their TFS benefits and be recertified for regular FoodShare benefits, the IM worker can determine a regular FoodShare allotment amount. The member has the choice of which allotment they will receive. If the member chooses to receive regular FoodShare benefits and end the TFS benefit, a renewal including an interview must be completed. The allotment change is effective the first of the month after the interview.

Example: Jane's TFS is certified for February through June. She calls the agency in March to request regular FS and completes the interview and renewal. The new allotment begins in April with a new renewal due in March.

6.1.1 CHANGE REPORTING FOR ALL FOOD UNITS (~~REDUCED REPORTING~~ SIMPLIFIED)

7 CFR 273.12(5)

All food units are only required to report if their total **received** monthly gross income exceeds 130% of the FPL (8.1.1) for their reported food unit size determined at the most recently completed certification. This change must be reported by the 10th of the month following the month in which the total **received** income exceeded 130% of the FPL.

~~As long as a food unit's total **received** income is less than 130% of the FPL, a food unit need not report changes in income, assets, address changes, household composition, etc. This is known as "Reduced Reporting" requirements.~~

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ABAWDs subject to simplified reporting must report by the 10th of the month following a month in which their work hours fall below 80 hours per month.

Note: Anticipated receipt of income and/or work hours is not required to be reported, even if the anticipated income is expected to put the food unit over the 130% FPL. A reported change in income can only be used in the budget after it is received.

If a food unit has reported total income exceeding 130% of the FPL for their food unit size, and the food unit remains open for FoodShare due to broad-based categorical eligibility, the food unit has fulfilled their change reporting requirement for the remainder of the FoodShare certification period.

However, if any change is reported or becomes known to the agency, it must be acted upon.

See 5.1.1 for change reporting requirements for Transitional FoodShare (TFS) members.

6.1.2 SIX MONTH REPORTING REQUIREMENT

7 CFR 273.12(a)(iii)

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

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

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

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

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

Other changes that must be reported on the SMRF are:

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

The paper SMRF and the online form are available to members on ACCESS Renew My Benefits (RMB) and will have the employment fields pre-populated to reflect the most recently verified information in CWW. This is the income that is being used in the current FoodShare benefit calculation.

An ~~adult~~ food unit member must sign the SMRF.

To be considered timely, a SMRF must be returned to the local agency by the due date of the process month (month six). The SMRF due date will always be 10 days before

the adverse action date in the due month. If the food unit fails to return a timely SMRF, FoodShare will close effective the last day of the process month at adverse action.

If verification is needed the member has 10 days to provide verification from the date it is requested. If verification is not returned timely, the FoodShare assistance group will close. A FoodShare assistance group closed prior to the end of the report month may reopen for month seven without a new application if both the SMRF and the requested verification are received prior to the end of month seven. Benefits will be prorated from the date all verification requirements are met.

Example 1: Emma is certified for FoodShare from January to December. Her SMRF is due in June. Emma returns the SMRF June 27 without verification of her income. Although Emma returned her SMRF at the end of the process month, the due date for verification extends into July because the IM worker must allow 10 days to provide verification. Emma provides the requested verification on July 2. Emma's certification period for FoodShare remains the same, January to December. Benefits go back to July 1 and are not prorated. If Emma returned her income verification after the verification due date, benefits would be prorated from the date received., ~~as there was no break in service.~~

If FoodShare closes for lack of SMRF, verification, or other reasons and the food unit takes the required action within the calendar month following the report due month, the agency shall reopen FoodShare and issue prorated benefits from the date the food unit took the required action.

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

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

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

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

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

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

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

Complete SMRF

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

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

7.1.1 ALLOTMENTS

7.1.1.9 EXPUNGEMENT

If there has been no EBT card activity for at least 365 days, any monthly benefits that are older than 365 days will be expunged. The expungement occurs only for benefits that were issued more than 365 days in the past. Expungement may occur over multiple months if card inactivity continues (see Process Help 80.7).

| When all food unit members are deceased, EBT benefits will ~~expire~~be expired.

8.1.1 INCOME LIMITS

8.1.1.1 INCOME LIMITS

Effective October 1, ~~2019~~2018

	Categorical Eligibility Income Limit	Elderly & Disabled Seeking Separate Food Unit Status	Income Change Reporting Threshold And Gross Income Limit For Non-Categorically Eligible Food Groups	Net Income Limit	Monthly Maximum FoodShare Allotment
FoodShare Group Size	Gross Monthly Income Limit (200% FPL)	Gross Monthly Income Limit (165% FPL)	Gross Monthly Income Limit (130 % FPL)	Gross Monthly Income Limit (100% FPL)	
1	\$2,082,024	\$1,718,670	\$1,354,316	\$1,041,012	\$194,192
2	\$2,820,744	\$2,326,264	\$1,832,784	\$1,410,372	\$355,353
3	\$3,556,464	\$2,933,858	\$2,311,252	\$1,778,732	\$509,505
4	\$4,292,184	\$3,541,452	\$2,790,720	\$2,146,092	\$646,642
5	\$5,030,4,904	\$4,149,046	\$3,269,188	\$2,515,452	\$768,762
6	\$5,766,624	\$4,757,640	\$3,748,656	\$2,883,812	\$921,914
7	\$6,502,344	\$5,364,234	\$4,227,124	\$3,251,172	\$1,018,011
8	\$7,240,064	\$5,972,828	\$4,705,592	\$3,620,532	\$1,164,155
9	\$7,978,784	\$6,580,422	\$5,184,060	\$3,989,892	\$1,310,299
10	\$8,716,504	\$7,188,016	\$5,663,528	\$4,358,252	\$1,456,443
Each additional member	+\$738,720	+\$608,594	+\$479,468	+\$369,360	+\$146,144

8.1.1.2 REGULAR SNAP PROGRAM INCOME LIMITS

Effective October 1, ~~2019~~2018

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

1	\$1, <u>041012</u>	\$1, <u>354316</u>	\$1, <u>041012</u>
2	\$1, <u>410372</u>	\$1, <u>832784</u>	\$1, <u>410372</u>
3	\$1, <u>778732</u>	\$2, <u>311252</u>	\$1, <u>778732</u>
4	\$2, <u>146092</u>	\$2, <u>790720</u>	\$2, <u>146092</u>
5	\$2, <u>515452</u>	\$3, <u>269188</u>	\$2, <u>515452</u>
6	\$2, <u>883812</u>	\$3, <u>748656</u>	\$2, <u>883812</u>
7	\$3, <u>251172</u>	\$4, <u>227124</u>	\$3, <u>251172</u>
8	\$3, <u>620532</u>	\$4, <u>705592</u>	\$3, <u>620532</u>
9	\$3, <u>989892</u>	\$5, <u>184060</u>	\$3, <u>989892</u>
10	\$4, <u>358252</u>	\$5, <u>663528</u>	\$4, <u>358252</u>
Each additional member	+\$ <u>369360</u>	+\$ <u>479468</u>	+\$ <u>369360</u>

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8.1.1.3 ASSET LIMITS

Effective October 1, 2019

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

8.1.2 ALLOTMENT FOR MONTHLY NET INCOME AND FOODSHARE GROUP SIZE

Current Allotment Table

Allotment by monthly net income effective October 1, ~~2019~~2018 through September 30, ~~2020~~2019.

Prior Years' Allotment Tables

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

Start Date	End Date
<u>October 1, 2018</u> <ul style="list-style-type: none"> • <u>1-10 persons</u> • <u>11-20 persons</u> 	<u>September 30, 2019</u>
October 1, 2017 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2018
October 1, 2016 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2017
October 1, 2014 <ul style="list-style-type: none"> • 1-10 persons • 11-20 persons 	September 30, 2016
November 1, 2013	September 30, 2014
October 1, 2013	October 31, 2013
October 1, 2012	September 30, 2013
October 1, 2011	September 30, 2012
October 1, 2009	September 30, 2011
April 1, 2009	September 30, 2009
October 1, 2008	March 31, 2009
October 1, 2007	September 30, 2008

8.1.3 DEDUCTIONS

Effective October 1, ~~2019~~2018

Deduction Type	Amount
Standard For groups with 1-3 people For groups with 4 people For groups with 5 people For groups with 6 or more people	\$ 167 164 \$ 178 174 \$ 209 204 \$ 240 234
Dependent Care	<u>Use amount the food unit is obligated to pay that is not covered by a third party.</u> Use total monthly costs.
Utility Allowances HSUA (Heating Standard Utility Allowance) <u>Homeless Shelter Allowance</u> LUA (Limited Utility Allowance) EUA (Electric Utility Allowance) WUA (Water and Sewer Utility Allowance) FUA (Cooking Fuel Allowance) PUA (Phone Utility Allowance) TUA (Garbage and Trash Utility Allowance)	\$ 456 452 \$ 152 308 \$ 318 130 \$ 141 86 \$ 87 \$36 \$ 30 33 \$ 22 23
Shelter Maximum Deduction (non-EBD households)	\$ 569 552
Medical Allowance	Expenses over \$35

8.1.5 ELIGIBLE FOOD ITEMS

A list of eligible food items is found on the Supplemental Nutrition Assistance Program website. This website shows what food items may be purchased using FoodShare benefits.

People receiving their nutrition through Total Parenteral Nutrition (TPN) may be eligible for FoodShare benefits. TPN formulas are an eligible food item.