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TO: **Income Maintenance Supervisors
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Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators**

FROM: Amy Mendel-Clemens
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Section
Bureau of Eligibility Management
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BEM/DWS OPERATIONS MEMO					
No:	07-52 Amended 09/07/07				
DATE:	9/6/2007				
FS	<input checked="" type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other	EP	<input type="checkbox"/>	★
PRIORITY: HIGH					

SUBJECT: **FoodShare Disaster Policy for 2007 Severe Storm Victims**

CROSS REFERENCE: FSHB 7.1.1.5

EFFECTIVE DATE: September 7, 2007

PURPOSE

The U.S. Department of Agriculture and the Department of Health and Family Services (DHFS) have approved the issuance of disaster food assistance through a Disaster FoodShare Plan (DFSP) to residents of Crawford, LaCrosse, Richland, Sauk and Vernon Counties. These are the counties included in the President's August 26, 2007 Disaster Declaration.

Applications for Disaster FoodShare benefits will be taken from September 10, 2007 through September 18, 2007 for victims of the disaster who are experiencing difficulty purchasing food.

POLICY

Eligible residents in the affected counties will receive a one time DFSP payment equal to the maximum allotment for their household size. Current FS recipients affected by the disaster may have their **September** benefit increased to the maximum allotment. To be eligible for the DFSP

benefit, applicants/recipients must apply during the 7-day application period (September 10, 2007 - September 18, 2007). Households that have already received replacement benefits as a result of the flooding can still receive the DFSP benefit up to the allotment maximum.

APPLICATIONS

Benefits must be provided as soon as possible. Process all disaster applications as priority service.

New Applicants

New applicants must complete and sign the Disaster FoodShare Wisconsin Assistance Application ([HCF 16060](#)). The IM agency will use this paper form to manually determine eligibility. **See the Procedures section of this memo for detailed instructions.**

Households applying for disaster benefits that wish to apply for ongoing FoodShare benefits may do so, but will be required to follow the regular application process in order for the agency to determine eligibility for ongoing benefits. See the Procedures section of this memo for more detailed instructions.

Current Recipients

Households currently receiving FoodShare benefits who want to receive a supplement to increase their September benefit amount to the maximum allotment for their family size must complete and sign the Affidavit of Lost Income or Disaster-Related Costs ([HCF 16106](#)) to receive the increase in the allotment.

ELIGIBILITY REQUIREMENTS

Non-Financial

- Applicants/recipients must have lived or worked in the disaster area at the time of the disaster (beginning August 18, 2007).
- Applicants/recipients may be eligible if temporarily living outside of the five-county disaster area if they lived in one of the affected counties at the time of the disaster. In these cases, applications should be submitted to and processed by the county/tribal agency where the applicant is temporarily residing.
- Applicants must have experienced at least *one* of the following adverse affects:
 1. Food damaged by the disaster or spoiled due to lack of refrigeration from a power outage of at least 4 hours,
 2. Damage to or destruction of home, work place, or self-employment business,
 3. Disaster-related expenses not expected to be reimbursed during the disaster benefit period, or
 4. Lost or inaccessible income.

Financial

Households applying for disaster FoodShare benefits must meet the following expanded income and asset test:

Disaster FoodShare Program
October 2006 – September 2007

Household Size	Disaster Gross Income Limit	Maximum Allotment
1	\$1368	\$155
2	\$1651	\$284
3	\$1935	\$408
4	\$2223	\$518
5	\$2529	\$615
6	\$2837	\$738
7	\$3120	\$813
8	\$3403	\$932
Each Additional Member	+\$284	\$117

~~The asset limit for households who do not have an elderly (age 60 and over) household member is \$2000, if the household has an elderly household member the limit is \$3000. Count only liquid resources such as cash on hand, and funds in accessible checking and saving accounts. Assets do not need to be verified unless the information is readily available.~~

Use the Eligibility Computation (Section VI) of the Disaster FoodShare Wisconsin Assistance Application form ([HCF 16060](#)) to manually compute DFSP eligibility.

Line #1 - "Total anticipated income" includes the wages a household actually receives after taxes and all other payroll withholding, unearned income payments and net self employment income received during the benefit period (August 18 – September 17, 2007).

Line #2 - "Total accessible cash" includes all accessible liquid resources such as cash on hand and funds in accessible checking and saving accounts.

Line #4 - "Total disaster expenses" includes disaster related expenses actually paid or anticipated to be paid out of pocket during the disaster benefit period.

The household is eligible for the maximum amount if the "total available funds" (household income + accessible cash - allowable disaster related deductions) is less than the disaster maximum income limit.

Verification Requirements

Applicant's Information	Status	Suggested ways to verify
Identity	Mandatory	<ul style="list-style-type: none"> • Photo ID • Two documents that verify identity and residency • A signed affidavit from a collateral contact attesting to the identity of the applicant. • For additional sources of verification see FSH 1.2.6.1
Residency	When Possible	<ul style="list-style-type: none"> • Utility bills, tax bills, insurance policies, driver's licenses, other ID with address, bills, or other documents that establish the applicant's home or work address.
Household Composition	If questionable	<ul style="list-style-type: none"> • After taking the application, ask applicant to orally list the names, ages, and birthdates of all household members

PROCEDURESCURRENT RECIPIENTS

Current recipients have already met financial eligibility for FoodShare Benefits.

1. Determine non-financial eligibility based on the criteria listed on page 3 of this memo.
 - a. On the Permanent Demographics page enter code <WO> - WI DISASTER BENEFITS – ONGOING in the Alert Flag 1 field. This is a new code that will allow the state to track cases for FS QC and reporting to FNS.
 - b. If eligible, issue a supplement for September 2007 up to the maximum September monthly allotment using auxiliary reason code 938-MANUAL ISSUANCE OF BENEFIT. Issue a positive notice using the manual Disaster FoodShare Notice ([HCF 16105](#)).
 - c. If not eligible, issue a negative notice using the manual Disaster FoodShare Notice ([HCF 16105](#)).
2. Scan the affidavit and notice into the ECF using the "APP" code.
3. Enter Case Comments.

EXAMPLE: Joe is a food group of 1. He received \$100 in FS for the month of September. He is determined DFSP eligible and can receive the difference up to the maximum allotment of \$155 (\$155-\$100=\$55 auxiliary). Joe receives an additional \$55 in DFSP. Receipt of replacement benefits does not affect this calculation. So, if Joe had received \$100 in replacement benefits, he would still be eligible for \$55 in disaster benefits.

NEW APPLICANTS

Manually determine eligibility using the DFSP Application.

If eligible for disaster FoodShare benefits

Eligible cases must be entered into CARES. CARES will issue a full “disaster” monthly allotment as the August benefit. Eligibility for September will be denied. Complete the following steps:

1. Enter the DFSP FoodShare application in CARES with a program filing date of August 18, 2007, and request only FS. Do not enter earned or unearned income.
2. On the Permanent Demographics page enter code <WD> - WI DISASTER BENEFITS - NEW' in the Alert Flag 1 field. This is a new code that will allow the state to track cases for FS QC and reporting to FNS.
3. Enter all verifications as 'NQ – Not Questionable' with a Begin Month of 08/2007.
4. On the Benefits Received page, enter Begin Month 08/2007 and “No” for receiving FS in another state for everyone in the household. Go to the date navigator and enter 09/2007 as the new Begin Month and hit Go. Change the “no” for receiving FS in another state to “Yes”. Navigate to the next person. This will deny FS for the month of September 2007.
5. Suppress all CARES generated notices on CNHS and provide a manual positive notice using the Disaster FoodShare Notice ([HCF16105](#)).
6. Enter an auxiliary payment for August 2007 so that the total August allotment is the maximum allotment for that group size. (See table above). Use auxiliary reason code 938-MANUAL ISSUANCE OF BENEFIT.

Example: If CARES determines the allotment to be \$69 and the maximum for that group size is \$155, an auxiliary will need to be issued for \$86 ($\$155 - \$69 = \86). Enter \$86 as the auxiliary amount for 08/2007 with reason code 938.

7. Scan the manual application form and the notice into the ECF using the “APP” code.
8. Enter Case Comments.
9. Since month one is passing and month two is failing, it is not possible to issue an emergency vault card. Give the recipient the option of returning the next day to pick up a vault card, or wait to receive a new card in the mail.

NOTE ➤ If the recipient has an old inactive EBT card, the benefits will be applied to that card. If the recipient no longer has the old EBT card, a replacement card can be issued. (See the EBT Manual, Section 2.8 Card Replacement, for instructions on issuing a replacement vault card.)

If not eligible for disaster FoodShare benefits

Ineligible cases must be entered into CARES and denied. This will allow tracking of denied disaster FS applications and scanning of the manual disaster FS application into ECF.

1. Enter the DFSP application in CARES with a program filing date of August 18, 2007, and process a FS only request. Do not enter earned or unearned income.
2. On the Permanent Demographics page enter code 'WD - WI DISASTER BENEFITS - NEW' in the Alert Flag 1 field. This is a new code that will allow the state to track cases for FS QC and reporting to FNS.
3. Enter all verifications other than those required for the emergency benefit with the verification code NQ with a Begin Month of 08/2007.
4. On the benefits received page enter "Yes" for receiving FS in another state with an 08/2007 Begin Month for everyone in the household. This will deny FS.
5. Suppress all CARES generated notices on CNHS and provide a negative manual notice using the Disaster FoodShare Notice.
6. Scan the manual application form and the notice into the ECF under "APP" code.

DFSP APPLICANTS REQUESTING ONGOING FS BENEFITS

If the applicant is also requesting ongoing regular FS benefits, the application date cannot be prior to 9/17/07 since FS disaster benefits run through 9/17/07. Enter a new application for regular FoodShare following regular processes. This new application cannot have a filing date prior to 9/18/2007 nor be processed prior to 9/18/2007. This may require local agencies to hold the regular FS application for a few days.

QUALITY CONTROL

FNS will hold the State and County agency harmless from QC errors for DFSP certifications. To ensure that they are not included in the QC sample use the Wisconsin Disaster (WD) code for new FS participants and (WO) code for ongoing participants listed in the CARES instructions of this memo.

CONTACTS

BEM CARES Information & Problem Resolution Center

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHFS/DHCF/BEM/JB/AMC