

**DISASTER FOODSHARE BENEFITS QUICK REFERENCE GUIDE**  
**June 26, 2008**

FORMS/PUBLICATIONS

Disaster FoodShare Wisconsin Assistance Application form  
<http://dhfs.wisconsin.gov/FoodShare/Flood/Chart.pdf>

Disaster FoodShare Notice ([HCF16105](#))

Affidavit of Lost Income or Disaster-Related Costs  
<http://dhfs.wisconsin.gov/FoodShare/Flood/Chart.pdf>

County Specific Posters <http://dhfs.wisconsin.gov/FoodShare/Flood>

Factsheet: <http://dhfs.wisconsin.gov/FoodShare/Flood/FactSheet.pdf>

CARES CODES FOR PERMANENT DEMOGRAPHICS PAGE

- New Applicants: <WD> - WI DISASTER BENEFITS - NEW
- Current Member: <WO> - WI DISASTER BENEFITS – ONGOING

PRIORITY SERVICE/EXPEDITED ISSUANCE

Process all disaster applications as priority service and schedule for same or next day interviews. Client registration staff should not enter income when screening applicants for priority services.

VERIFICATION REQUIREMENTS

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

**ELIGIBILITY REQUIREMENTS**

**Non-Financial**

- Applicants/members must have lived or worked in the disaster area at the time of the disaster beginning June 5, 2008.
- Applicants/members may be eligible if temporarily living outside of the county disaster area if they lived in the affected county at the time of the disaster. If so, and their county of residence was approved for DFSP they can apply at the local county/tribal agency where they are temporarily residing if it is a DFSP approved county.
- Applicants/members 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**

**Disaster FoodShare Program**  
 October 2007 – September 2008

<b>Household Size</b>	<b>Maximum Income Limit</b>	<b>Maximum Allotment</b>
1	\$1,416	\$162
2	\$1,706	\$298
3	\$1,996	\$426
4	\$2,295	\$542
5	\$2,609	\$643
6	\$2,923	\$772
7	\$3,213	\$853
8	\$3,503	\$975
Each Additional Member	+\$290	\$122

CURRENT MEMBERS

Current members have already met financial eligibility for FoodShare Benefits.

1. Determine non-financial eligibility based on the non- financial criteria listed above.
  - a. On the Permanent Demographics page enter code <WO> - WI DISASTER BENEFITS – ONGOING in the Alert Flag 1 field. This code will allow the state to track cases for FS QC and reporting to FNS.
  - b. If eligible, issue a supplement for July 2008 up to the maximum July 2008 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.
3. Enter Case Comments.

## NEW APPLICANTS

New applicants must complete and sign the Disaster FoodShare Wisconsin Assistance Application HCF 16060. County specific forms (with the correct dates) can be found at: <http://dhfs.wisconsin.gov/FoodShare/Flood/Chart.pdf>. Use the Eligibility Computation (Section VI) of this form to manually compute eligibility.

### **Eligibility Determination**

**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 June 5 - July 4, 2008.

**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.

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

### **If new applicant is eligible**

CARES will issue the "disaster" monthly allotment as the June benefit. Eligibility for July will be denied. Complete the following steps:

1. Enter the DFSP FoodShare application in CARES with a program filing date of June 1, 2008, 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 code 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 06/2008.
4. On the Benefits Received page, enter Begin Month 06/2008 and "No" for receiving FS in another state for everyone in the household. Go to the date navigator and enter 07/2008 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 July 2008.
5. Suppress all CARES generated notices on CNHS and provide a manual positive notice using the Disaster FoodShare Notice ([HCF16105](#)).
6. Scan the manual application form and the notice into the ECF.
7. Enter Case Comments.

8. Since month one is passing and month two is failing, it is not possible to issue an emergency vault card. Give the member the option of returning the next day to pick up a vault card, or wait to receive a new card in the mail.

If the member has an old inactive EBT card, the benefits will be applied to that card. If the member no longer has the old EBT card, a replacement card can be issued. (See the Process Help handbook, [Chapter 80.19](#))

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.

**If new applicant 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 June 1, 2008 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 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 06/2008.
4. On the benefits received page enter "Yes" for receiving FS in another state with a 06/2008 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 ([HCF16105](#)).
6. Scan the manual application form and the notice into the ECF.