



Date: June 2, 2022

DMS Operations Memo 22-06

To: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff

Affected Programs:

- | | |
|---|--|
| <input type="checkbox"/> BadgerCare Plus | <input type="checkbox"/> Caretaker Supplement |
| <input checked="" type="checkbox"/> FoodShare | <input type="checkbox"/> FoodShare Employment and Training |
| <input type="checkbox"/> Medicaid | |
| <input type="checkbox"/> SeniorCare | |

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Verify Self-Reported Income Before Denying FoodShare Benefits

CROSS REFERENCE

- FoodShare Handbook, [4.3 Income](#), [8.1.1 Income Limits](#)

EFFECTIVE DATE

July 1, 2022

PURPOSE

This operations memo announces changes made to FoodShare policy to verify self-reported income that is over the gross income limit before denying or terminating benefits.

BACKGROUND

FoodShare policy states that only those non-elderly blind or disabled (EBD) households who are below the gross income limit can receive benefits as detailed in [FoodShare Wisconsin Handbook 4.3 Income](#) and [8.1.1 Income Limits](#). Income information is collected at application, renewal, SMRF and reported income change. Previously, self-reported income over the gross income limit did not require verification.

The Food and Nutrition Service (FNS) provided guidance that self-reported income is not adequate verification to deny or close a FoodShare applicant or member for exceeding the income limit. Starting July 1, 2022, members will be asked to verify income that is over the income limit.

POLICY

Effective July 1, 2022, household income over the income limit must be verified prior to determining whether the household is eligible for FoodShare benefits. Benefit amounts, termination, or denial of benefits will be determined by the verified income using existing policy and processes. There are no changes to how applicants and members are notified of verification requests.

Denial and termination notices will be updated to inform applicants and members that their FoodShare benefits were denied or closed due to lack of verification if income was not verified. Denial and termination notices will no longer reference income limit failures unless all income is verified and over the income limit.

Example 1: Jim applies for FoodShare on August 22, 2022. During his interview, his self-reported income is over the income limit. Jim is sent a verification checklist requesting verification of his income. He fails to provide verification by the due date. Jim is denied FoodShare benefits because he failed to provide verification of his income. Jim is sent a notice that his application is denied, with the only reason included being the failure to verify income.

Example 2: Megan applies for FoodShare on June 22, 2022 and her application is processed on June 29, 2022. Her self-reported income is over the limit for June, July, and August. Because the new policy is not effective until July 1, 2022, FoodShare eligibility will fail for June because her self-reported income is over the limit, whereas July and August will pend for verification of income. Megan is sent a verification checklist requesting verification of her income. She returns her income verification. If Megan's income reflects what she stated, she will be ineligible for benefits for June forward because her verified income is over the gross income limit. If Megan's verified income is below the income limit for any month (June, July, or August), she will be eligible for FoodShare as long as she meets all other eligibility criteria. Her notices will include the verified income used to determine her eligibility.

CONTACTS

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DHS/DMS/BEEP/JT/KQ