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Date: June 3, 2022

DMS, DECE, and DFES Operations Memo 22-07

To: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Training Staff
Child Care Eligibility and
Authorization Supervisors and Workers

From: Jonelle Brom, Director
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Affected Programs:

- BadgerCare Plus
- Caretaker Supplement
- Children First
- Emergency Assistance
- FoodShare
- FoodShare Employment and Training
- Job Access Loan
- Job Center Programs
- Medicaid
- Other Employment Programs
- Refugee Assistance Program
- SeniorCare
- Wisconsin Shares Child Care
- Wisconsin Works
- Workforce Innovation and Opportunity Act

Enhancements to Ethnicity and Race Identity Information Collection

CROSS REFERENCE

- ACCESS Handbook, [3.4 Applicant Information](#), [3.5 Household Members](#), [6.3 Renew My Benefits](#), and [7.1 Six-Month Report Forms](#)

EFFECTIVE DATE

June 25, 2022

PURPOSE

This operations memo announces enhancements for collection of ethnicity and race identity information to align with the overarching vision of the Division of Medicaid Services (DMS) Diversity, Equity, and Inclusion initiative while continuing to align with federal requirements.

BACKGROUND

Federal regulations issued in the Food and Nutrition Service's Civil Rights Manual and by the Centers for Medicare & Medicaid Services at 42 CFR 438.340(b)(6), and guidance issued by the Administration for Children and Families, requires states to collect and report information on individuals' ethnicity and race. The federal Office of Management and Budget has developed standards for collecting ethnicity and race information.

Individuals are not required to respond to questions on ethnicity or race to be determined eligible for a program, to receive benefits, or participate in a program. Individuals must be informed of what their ethnicity and race information may be used for when they are asked about this information. Any information received on ethnicity and race may be shared with federal authorities and with managed care organizations for analysis to ensure the program or programs are administered in a nondiscriminatory manner and for program improvement.

Obtaining more complete demographic data will provide DHS and DCF with data to identify and understand gaps that exist in Wisconsin and recognize community needs to address health disparities amongst marginalized populations. Further, developing comprehensive member demographic data will support program initiatives, strategies, and drive health policies to address disparities and combat inequalities across the population served in alignment with DMS' Diversity, Equity, and Inclusion initiative.

POLICY

On June 25, 2022, applicants and members will be asked more detailed race and ethnicity questions. Further, applicants and members will be able to select more than one response to accurately report their race and ethnicity information.

The intended use statement for ethnicity and race will be revised. When adding or updating ethnicity and race information for household members over the phone or in person, the revised intended use statement must be read prior to asking for ethnicity or race.

Applicants and members are not required to provide responses for ethnicity or race to complete an application or receive a decision about program eligibility or benefits.

If the applicant or member responds affirmatively to Hispanic or Latino/a in the initial ethnicity question, they will be offered the ability to provide additional details. The following table provides the ethnicity response options effective June 25, 2022.

Question	Initial response options	If initial response selected, additional details offered	
Ethnicity	Hispanic or Latino/a	<ul style="list-style-type: none"> • Cuban • Mexican • Mexican American • Puerto Rican 	<ul style="list-style-type: none"> • Chicano/a • Other • I don't know • I prefer not to answer
	Not Hispanic or Latino/a	N/A	
	I don't know	N/A	
	I prefer not to answer	N/A	

If the applicant or member responds affirmatively to one or more of the responses in the initial race question, they will be offered the ability to provide additional details about each. The following table provides the race response options effective June 25, 2022.

Question	Initial response options	If initial response selected, additional details offered	
Race	American Indian/Alaska Native	<ul style="list-style-type: none"> • Bad River Band of the Lake Superior Tribe of Chippewa Indians • Forest County Potawatomi Community • Ho-Chunk Nation • Lac Courte Oreilles Band of Lake Superior Chippewa Indians of Wisconsin • Lac du Flambeau Band of Lake Superior Chippewa Indians • Menominee Indian Tribe of Wisconsin • Oneida Nation 	<ul style="list-style-type: none"> • Red Cliff Band of Lake Superior Chippewa Indians • Sokaogon Chippewa Community • Saint Croix Chippewa Indians of Wisconsin • Stockbridge-Munsee Community • Other • I don't know • I prefer not to answer
	Asian	<ul style="list-style-type: none"> • Asian Indian • Chinese • Filipino • Hmong • Japanese 	<ul style="list-style-type: none"> • Korean • Vietnamese • Other • I don't know • I prefer not to answer
	Black/African American	<ul style="list-style-type: none"> • Black • African American • African (Black) • Caribbean 	<ul style="list-style-type: none"> • Other • I don't know • I prefer not to answer
	Native Hawaiian/Pacific	<ul style="list-style-type: none"> • Native Hawaiian 	<ul style="list-style-type: none"> • Other

Question	Initial response options	If initial response selected, additional details offered
	Islander	<ul style="list-style-type: none"> • Guamanian or Chamorro • Samoan
	White	<ul style="list-style-type: none"> • I don't know • I prefer not to answer • Middle Eastern • North African • European • Persian • Other • I don't know • I prefer not to answer
	Other	N/A
	I don't know	N/A
	I prefer not to answer	N/A

The processes to send and receive Federally Facilitated Marketplace (FFM) applications will be enhanced to exchange detailed ethnicity and race responses. Client correspondence and summary documents will be also updated to reflect the detailed ethnicity and race responses collected.

CONTACTS

DHS CARES Problem Resolution Team: DHSCARESProblemResolution@dhs.wisconsin.gov.

For Wisconsin Shares Child Care policy questions outside of Milwaukee County: Bureau of Regional Operations (BRO), Child Care Coordinators at broccpolicyhelpdesk@wisconsin.gov

For Child Care CARES/CWW and CSAW processing questions statewide and policy questions in Milwaukee County: Child Care Subsidy and Technical Assistance line at childcare@wisconsin.gov or 608-422-7200

For W-2 Policy Questions: refer to the [BWF Policy Question SharePoint](#).

DHS/DMS/BEOT/
 DHS/DMS/BEEP/NH
 DCF/DECE/BCCSA/DB
 DCF/DFES/BWF/EM