

POLICY CHANGE FOR INCOME REPORTING RULES AND THRESHOLD FOR FOODSHARE MEMBERS

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Income Maintenance Advisory Committee (IMAC) Meeting



Overview

- DHS is electing the option in federal regulations to subject all FoodShare members to simplified reporting rules (a.k.a reduced reporting). All FoodShare members will be subject to simplified reporting rules effective March 1, 2019.
- The threshold for reporting unearned income changes on the Six Month Report Form (SMRF) and at the time of renewal increases from \$50 to \$100 effective March 1, 2019.

Goals

- Ensure the new FoodShare change reporting policy is supported by CARES and ACCESS.
- Ensure CARES correspondence reflects the new FoodShare change reporting policy.

Policy Changes

Simplified Reporting Rules

Only required to report when income received puts the food unit above 130% of the federal poverty level (FPL) by the 10th of the following month in which the increase occurred.

Clarification: The income must be “received” prior to the food unit needing to report.

Example: For new employment, the first paycheck that puts the food unit over 130% of the federal poverty limit must have been received.

Anticipated income is not the same as received income.



Policy Changes

- Effective March 1, 2019, all FoodShare members will be subject to simplified reporting rules when reporting changes.
 - Elderly, blind, or disabled FoodShare food units with no earned income are the only major FoodShare population not currently subject to simplified reporting rules.
 - CARES had also been including the change reporting rules on correspondence sent to migrant workers and override benefits households.



Policy Changes

- The threshold for reporting unearned income changes on the Six Month Report Form (SMRF) and at renewal increases from \$50 to \$100 effective March 1, 2019.
- SMRFs generated and mailed out in February 2019 (with a March 2019 due date) will still show the \$50 threshold.
- SMRFs generated and mailed out in March 2019 (with an April 2019 due date) will show the \$100 threshold.
- EBD households are not subject to SMRF requirements.



Policy Changes

- No changes are being made to how FoodShare eligibility is determined or how food units and assistance groups are created.
- No changes are being made to the information required to be reported on a FoodShare application or renewal.
- If an agency becomes aware of a change, the agency must process it.
- If the member is also enrolled in any other programs, they are also subject to those programs' reporting rules.

System Changes



CARES Changes

- There are no changes to the CWW pages.
- Effective March 2, 2019, all FoodShare-only cases will have the simplified reporting rules listed on the notice of decision.
 - Reminder: If the household is open for other programs, the household is also subject to the reporting requirements for those programs. The notice will display those rules if they are more strict than the FoodShare rules.

Sample Notice with Simplified Rules



Your Reporting Rules


If your household's total monthly income (before taxes) goes over \$1,784.00, you must report it by the 10th day of the next month. For example, if your income goes over the limit in June, you must report it by July 10th.

Working adults between the ages of 18 and 49 with no minor children in the home must report by the 10th day of the next month if their employment hours go below 80 hours each month.

SMRF Changes

Both the paper and online SMRFs will be updated to state that FoodShare households must report changes of more than \$100 in other income.

Sample SMRF Changes



ACCESS

Hello, MOM | [Español](#)

Print Help

Comments

People Job Income **Other Income** Bills Submit

Other Income

Answer all the questions below.

Other Income

* Does anyone get income from a source other than a job? Yes No

FoodShare households only need to report changes of more than **\$100** in Other income.
[Click here](#) to see what we mean by income from a source other than a job.

Sample SMRF Changes

SECTION 5 – OTHER INCOME

A. HAS THERE BEEN A CHANGE IN OTHER INCOME?

Listed below is what we have on file for members of your household.

You only need to report changes of more than **\$100** in Other Income. Check “**Yes**” under “**Change of More Than \$100**,” if the member’s Other Income has changed by more than **\$100**.

Examples of Other Income are payments from Child Support, Unemployment Insurance, Worker’s Compensation or Social Security Income.

(Section 5 Continued on Next Page)

SECTION 5 (Continued)

A. HAS THERE BEEN A CHANGE IN OTHER INCOME?

Change of More Than \$100	Name of Member	Source of Other Income	Monthly Amount
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

If you checked “No” to all the boxes above **AND** no one in your household is getting any Other Income from another source, go to **Section 6** - Signature.

If you checked “Yes” above **OR** to add information about a new source of other income, go to **Part B** – Report Other Income.

Check here if there is no Other Income.

ACCESS Changes

- Text in ACCESS will be updated to remove references to the old change reporting rules.

Wisconsin Shares Child Care, FoodShare, and Health Care Rights and Responsibilities

FoodShare Wisconsin: FoodShare members must report to the agency, by the 10th of the month after the change has happened, if the household's total gross monthly income exceeds 130% of the federal poverty level (FPL) for the reported household size.

The FPL is available at <https://www.dhs.wisconsin.gov/foodshare/fpl.htm>.

Additional Information

CHILD SUPPORT COOPERATION

You must cooperate with the Child Support Agency by helping to locate absent parents, legally naming the absent parent and/or enforcing child support orders if you



One-Time Mailing

- On March 4, 2019, a one-time mailing will be sent to all FoodShare households currently subject to change reporting rules. This letter will inform them that they are now subject to simplified reporting rules for FoodShare.
- The letter will state that members enrolled in other programs must also follow reporting rules for those programs.

Sample One-Time Mailing Letter



The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call XXX-XXX-XXXX. These services are free.

Changes in Your FoodShare Reporting Requirements

This letter tells you about changes to the information you have to report for your FoodShare benefits.

Now, you are **only** required to report if your household's monthly gross income goes above the amounts listed below. Gross income is the amount of money you earn before taxes or other deductions.

Number of People in Your Home	Report if Monthly Household Total Gross Income Goes Over
1	\$1,316
2	\$1,784
3	\$2,252
4	\$2,720
5	\$3,188
6	\$3,656
For each additional person add \$468	

Gross income changes must be reported to your agency by the 10th of the month following the change.

Example: If there are two people living in your home, including yourself, and your household's gross income increases to \$1,800 a month on March 5, you must report this to your agency by April 10.

Note: These gross income amounts are 130% of the federal poverty level, which is set by the federal government each year.

The letters you get about your benefits will tell you what your reporting requirements are for FoodShare and other programs you may be enrolled in. If you are enrolled in other programs, you must still follow any reporting guidelines for those programs.

For more information, call the agency at the phone number listed at the top of this letter.

This institution is an equal opportunity provider.

One-Time Mailing

- Workers will be able to view this letter in ECF and in CWW Correspondence History.
- An automated case comment will be added to all cases that receive this letter.
 - “One-time letter mailed: Changes to FoodShare reporting requirements.”

Impact to IM

Impact to IM

- Decreased volume of change reports for EBD FoodShare assistance groups with no earned income.
- Decreased volume of overpayments for EBD FoodShare assistance groups with no earned income.
- Decreased FoodShare Quality Control and IMQA errors.

Release Readiness Activities

Upcoming Events

- February 12 – Operations Memo published
- March 2 – ACCESS text and CARES correspondence changes implemented.

Questions

If you have any questions after this meeting, please send them to the CARES Call Center.