

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual
Notice of Revision



Date: 1/3/2017

Notice Number: 2016-07

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
Chapter: 6 – Income	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change: <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
<p>If you have questions about this revision or wish additional copies, call or write:</p> <p style="text-align: center;"> Department of Health State WIC Nutrition Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410 </p>	

Explanation of Revisions:

Please see the attached table of revisions which lists specific changes to the chapter. This chapter goes into effect January 1, 2017.

Note: Minor changes were made to the chapter since posting in December 2016. The changes are noted on the table of revisions in *italics*.

Remove: **Remove the chapter dated 10/2012 from Volume 1 of the manual.**

Insert: **This current revision dated 1/2017.**

Attachments:

- Memo**
- Manual Revision**
- Other** _____



This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.

PUBLIC HEALTH
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HEALTHIER WASHINGTON



DOH 960-105 January 2017

Volume 1, Chapter 6 – Income
Table of Revisions

Policy/Page	Revision	Comments
Throughout the chapter	<ul style="list-style-type: none"> • Rearranged the order of policies in the chapter and the information within policies. • We added hyperlinks to other manual chapters and forms on the website. • <i>We added links to the Table of Contents so you can click on the page number and jump to that page in the chapter. The links in the Table of Contents aren't visible; they aren't blue and underlined.</i> 	<p>We reordered and separated policies to help staff locate information easier.</p> <p>When using a hyperlink to another policy in the same chapter, press the Alt and Left Arrow key <u>at the same time</u> to return where you were in the chapter.</p>
WIC Income Eligibility p. 1 – 3	<p>Policy: Overarching policy includes:</p> <ul style="list-style-type: none"> • When to assess for income eligibility • Types of WIC income eligibility. <p>Staff must follow separation of duties requirements at every certification and recertification.</p> <ul style="list-style-type: none"> • One staff person must assess and document income eligibility • Another staff person must assess nutrition risk eligibility • Either staff person can issue WIC checks 	<p>This policy is an overview of WIC income eligibility assessment.</p> <p>See the “Separation of Duties” policy on the website for more information.</p>
<p>Adjunctive Income Eligibility: Income Eligibility Based on Participation in an Income-Qualifying Program p. 4 - 6</p> <p>Adjunctive Eligibility due to a Household Member: Income Eligibility Based on a Household Member’s Participation in an Income-Qualifying Program p. 7 – 10</p> <p>Income-based Eligibility: Income Eligibility Based on Household Size and Income p. 11 - 12</p>	<p>Policies:</p> <ul style="list-style-type: none"> • Separated out the different ways a person can be income eligible for WIC into separate policies. <ul style="list-style-type: none"> ○ Adjunctive eligibility ○ Adjunctive eligibility based on a household member ○ Income-based eligibility <p>Added the following information to the Adjunctive Eligibility policies:</p> <ul style="list-style-type: none"> • Staff must not delay the client from receiving WIC benefits by requiring the client to use adjunctive eligibility. • Staff must assess for other types of adjunctive eligibility if the person doesn’t have a ProviderOne card or if the P1 search result is negative for adjunctive eligibility. <p>Changed name of “Traditional” income eligibility to “Income-based eligibility.”</p>	<p>We separated each way a person can be income eligible for WIC into separate policies so staff can find the information easier.</p> <p>Washington WIC has the convenience of the ProviderOne search in Client Services to assess for medical assistance program adjunctive eligibility. However, if the P1 search is negative for adjunctive eligibility, staff must ask if the client has any other type of adjunctive eligibility. If the person doesn’t have any other types of adjunctive eligibility, assess income-based eligibility.</p> <p>Income-based eligibility is more reflective of the assessment and is a term used in federal guidance.</p>

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Section 2: When to Assess Income Eligibility	<p>Section: New section with policies and best practices about when to assess income eligibility.</p> <ul style="list-style-type: none"> • Prescreen for Income Eligibility = Best Practice • Certification and Recertification = Required • When There are Changes = Required • Transfer Clients Income Eligibility = Not required unless the person reports a change • Migrants = Required one time per household per year 	
“Prescreen for Income Eligibility” p. 13 - 14	<p>New Best Practice: It’s best practice to prescreen applicants for WIC income eligibility.</p>	<p>We recommend prescreening applicants to see if they appear income eligible for WIC. Client Services doesn’t require staff to complete the income tab in the Prescreen wizard.</p>
“Assess Income Eligibility at Certification and Recertification” p. 15 - 16	<p>Policy: Staff must follow separation of duties requirements at every certification and recertification.</p> <ul style="list-style-type: none"> • One staff person must assess and document income eligibility • Another staff person must assess nutrition risk eligibility • Either staff person can issue WIC checks 	<p>The “Separation of Duties” policy (which will be located in Volume 1, Chapter 18 – Certification) has more details about the separation of duties requirement and the required file review when clinics can’t meet the requirement.</p>
“Transfer Clients Income Eligibility” p. 20	<p>New policy: Staff must not assess income eligibility for transfer clients unless:</p> <ul style="list-style-type: none"> • The person reports a change in income, household size or eligibility for an income-qualifying program • The eligibility period is over 	<p>This isn’t new, just separated out so it’s easier to find. Federal regulations state a transfer client is income eligible, the income assessment was done by the previous clinic.</p>
“Assess Migrant Income” p. 21 - 22	<p>New policy: Staff must:</p> <ul style="list-style-type: none"> • Assess the income eligibility one time per household, per 12 month period. • Accept migrants with transfer documentation as income eligible if the income assessment was completed within the past 12 months. <p>Expanded the definition of migrant to include migrant farmworkers and loggers who move from one location to another for work.</p>	

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<p>“Definition of Household Size” p. 23 - 26</p>	<p>Policy: Added the following to policy:</p> <ul style="list-style-type: none"> • An economic unit must have its own source of income (or savings) to support living expenses. <ul style="list-style-type: none"> ○ The income must be adequate to sustain the household. State guidance for adequacy is \$500 per person per month. ○ Staff must not use in-kind benefits as a factor to determine if a separate economic unit exists. • Staff must count an applicant or client in the household that directly supports his or her living expenses. <p>Procedure:</p> <ul style="list-style-type: none"> • Updated procedures (especially procedure F, Pregnant teen) to align with policy changes listed above. 	<p>Federal guidance no longer allows using in-kind benefits, for example providing babysitting or child care in exchange for room and board, as a factor in determining separate economic units.</p> <p>See the “Zero Income” policy when the household reports zero income.</p>
<p>“Definition of Income” p. 27 - 34</p>	<p>Policy: Definition of current income – all income received by any and all members of the household during the past 30 days. Added the following to the Income Inclusion section:</p> <ul style="list-style-type: none"> • Supplemental Security Income (SSI) • Income from estates or trusts • Net rental income • Net income from farm and nonfarm self-employment • Veteran’s payments • Alimony (also known as spousal support or spousal maintenance) payments received • Child support payments received • Separated out types of lump sum payments • Student grants and scholarships except those identified as income exclusions. • GI Bill/Veteran’s Education Program (VEP): <ul style="list-style-type: none"> ○ Count the one-time rural benefit payment. ○ Don’t count other portions of the GI Bill such as tuition and fees paid directly to the school or portions paid for a monthly housing allowance. 	<p>The definition changed from the past calendar month to the past 30 days.</p> <p>We received updated information from USDA/FNS about what counts and doesn’t count for income in the WIC assessment.</p> <p>Most of the income inclusions were previously listed, but were combined with other items. We separated them out so they would be easier to find.</p> <p>We removed student loans as income, they aren’t counted since they must be repaid.</p> <p>The only portion of the GI Bill that counts as income for WIC is the one-time rural benefit payment.</p>

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<p>“Definition of Income” p. 27 – 34 continued</p>	<p>We made the following changes to the Income Exclusion section:</p> <ul style="list-style-type: none"> • Don’t count any portion of the grants, scholarships and loans listed. • GI Bill/Veteran’s Education Program (VEP): <ul style="list-style-type: none"> ○ Don’t count the deductions from a military personnel’s income to fund the GI Bill or VEP. ○ Don’t count other portions of the GI Bill such as tuition and fees paid directly to the school or ○ Don’t count portions paid for a monthly housing allowance based on the Basic Allowance for Housing (BAH). Washington doesn’t count the BAH. <p>Loans: exclude loans from banks or other sources (or a line of credit). These funds are only temporarily available and the person must pay them back.</p> <p>Procedure: Added procedures:</p> <ul style="list-style-type: none"> • Assess income based on WIC’s income inclusion and exclusion rules. • Enter accurate income information in the person’s file even when adjunctive eligibility is used. <p>Information: Added Information section with clarification about annual verses current income.</p>	<p>Previously we stated to only exclude the portion of these grants, scholarships and loans for school-related expenses. FNS states that none of these grants, scholarships or loans count as income for the WIC assessment.</p> <p>We included the Military Pay Code Table and the list of designated combat zones in the Appendix of this chapter.</p>
<p>“Requirement to Document Income Information” p. 39 - 40</p>	<p>New policy: Staff must document the client’s income eligibility in Client Services.</p>	<p>This isn’t a new requirement, it was separated into its own policy.</p>

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<p>“Proof of Income Eligibility” p. 43 - 46</p>	<p>Policy: Clarified that staff can accept written or electronic proof of income eligibility. <i>Policy item #2:</i></p> <ul style="list-style-type: none"> • <i>Bolded that proof of household income is for the past 30 days.</i> • <i>Changed Example to the second bullet. “The person must show all paystubs from the past 30 days, even when he or she gets paid the same amount each pay period.</i> • <i>Added reference to the “Document Income Interval/Frequency” policy</i> <p>The proof documented must match the method used to determine income eligibility.</p> <ul style="list-style-type: none"> • Adjunctive eligibility – document proof of the income qualifying program. • Income-based eligibility – document proof of the household income. 	
<p>“Document Income Interval/Frequency” p. 47 - 48</p>	<p>Policy:</p> <ul style="list-style-type: none"> • <i>Weekly: Removed “the same amount”</i> • <i>Weekly: Moved the example to end of policy section and made more global.</i> 	
<p>“Grace Period for Proof of Income” p. 49 - 50</p>	<p>Policy: New requirement to have the client or caregiver fill out and sign the Grace Period for Proof of Income form. One form can be used for household members certified and given a grace period for proof of income on the same day.</p> <p>Procedure: Updated to support new policy requirement.</p>	<p>This is a new requirement from USDA – FNS. The new form is posted on-line.</p>
<p>“No Proof of Income – WIC Statement of Income Form” p. 51</p>	<p>Procedure:</p> <ul style="list-style-type: none"> • Updated procedure to match the form revision. • Staff typically use this method when proof of income doesn’t exist or isn’t readily available and the situation doesn’t meet the criteria for using the WIC Statement of Income Form. 	<p>The revised Statement of Income form is posted on-line.</p>

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<p>“Reliable Third Party Statement” p. 52</p>	<p>Policy:</p> <ul style="list-style-type: none"> • Separated out to a new policy. <p>Procedure: <i>Added Procedure C:</i></p> <ul style="list-style-type: none"> • <i>Keep the statement on file for four years.</i> • <i>File the statement according to clinic practice.</i> 	<p><i>Staff file the statement according to clinic practice, for example in a day file, a participant file, Third Party Statement file, etc.</i></p>
<p>Appendix</p>	<ul style="list-style-type: none"> • Added the Military Pay Codes table • Added VEP/GI Bill income to the table • Added the list of designated combat zones 	<p><i>The Military Income Guide was updated with the VEP/GI Bill information and posted to the website.</i></p>