



## **Procedure: Adjunct Income Eligibility**

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: A 4 b

Approval Date: 7/2013

Citation: 246.7(d)(2)(5)(v) & (vi); 246.7&(1)(v)

Revised Date: 1/2013

### **Individuals Who Are Adjunctively Income Eligible For WIC**

An applicant is adjunctively (automatically) income eligible for WIC if documentation shows that the individual:

- Receives benefits from either SNAP, Medicaid, Kids Connection, Aid To Dependent Children, or
- Is determined presumptively eligible for Medicaid, or
- Is a member of a household containing
  1. an ADC recipient or
  2. a pregnant woman or infant currently on Medicaid.

Any time a household has a pregnant woman, teen, or an infant who is receiving Medicaid then everyone residing in that household is income eligible for WIC.

Example #1: A pregnant teen is living with her parents and a 3 year old brother. The teen is receiving Medicaid; therefore, everyone living in the house is income eligible for WIC including the 3 year old brother.

Example #2: Three families are living together in the same household. One family has a baby who is receiving Medicaid. Everyone in all three families are income eligible for WIC regardless of the actual income earned.

### **Documentation of Adjunct Program Participation**

Proof of adjunct income eligibility based on participation/eligibility in one of the programs listed above must be confirmed at the time of application.

Self-declaration of participation in one of the above listed programs is not sufficient.

Documentation must include the person's name, the program they are participating in, and the date participation is for.

Documentation may include:

- Notice of Action
- On line viewing of benefits at Access Nebraska
- Verification of program eligibility through Nebraska Medicaid Eligibility System (NMES)
- Copy of Medicaid presumptive eligibility form with date eligible.
- Caseworker confirmation by phone.
- On-line access to adjunct programs which indicates current status (i.e. N-FOCUS).

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**Documentation of  
Income**

Income must be collected for clients who are adjunctively eligible for WIC. Clients should be informed this is for reporting purposes only and does not affect the client's eligibility in any way.

Once adjunctive eligibility has been documented a verbal statement of income is acceptable. Clients who are adjunctively income eligible for WIC **DO NOT** need to show pay stubs or other proof of the dollar amount they may be receiving from an employer or other source.

The amount of income should be entered into the computer at the time of collection.

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**Documentation  
In WIC ADP  
System**

There are two possibilities for documenting adjunct eligibility in the Nebraska WIC computer system. They are:

**Reported:** is when the applicant tells staff they are participating in one of the programs listed above, but does not have written proof of the participation and WIC staff are unable to confirm participation with a caseworker.

The applicant is not considered automatically income eligible and must be screened for income eligibility the same as any other applicant.

Reported participation is to be marked with an "R" in the Adjunct Eligible field of the computer system and income assessed as for any other client.

**Documented:** is when the applicant tells staff they are participating in one of the programs listed above and the participation has been verified by

- written proof
- verification using NEIMS
- contact with the caseworker

An applicant who is adjunctively eligible must report household size and income received from all family members. The amount of income for the household should be entered in the income field of the computer system. The income is collected for statistical and program planning purposes only. These applicants are not required to provide proof of income.

Documented participation is to be marked with a "D" in the Adjunct Eligible field of the computer system. The appropriate programs the applicant is enrolled or participating in should be marked in the pop up screen.