Determining Household Size & Zero Income

NEBRASKA WIC PROGRAM

DRAFT

Version 8.29.13

Agenda
WIC Training Webinar
August 30, 2013

1:00-1:10	Team Introduction
1:10-1:40	Assessing Family & Household Size
1:40-1:50	**Questions – Concession Stand**
11:50-2:10	Assessing Income
2:10-2:20	**Questions – 7th Inning Stretch**
2:20-2:50	New Policies & Forms

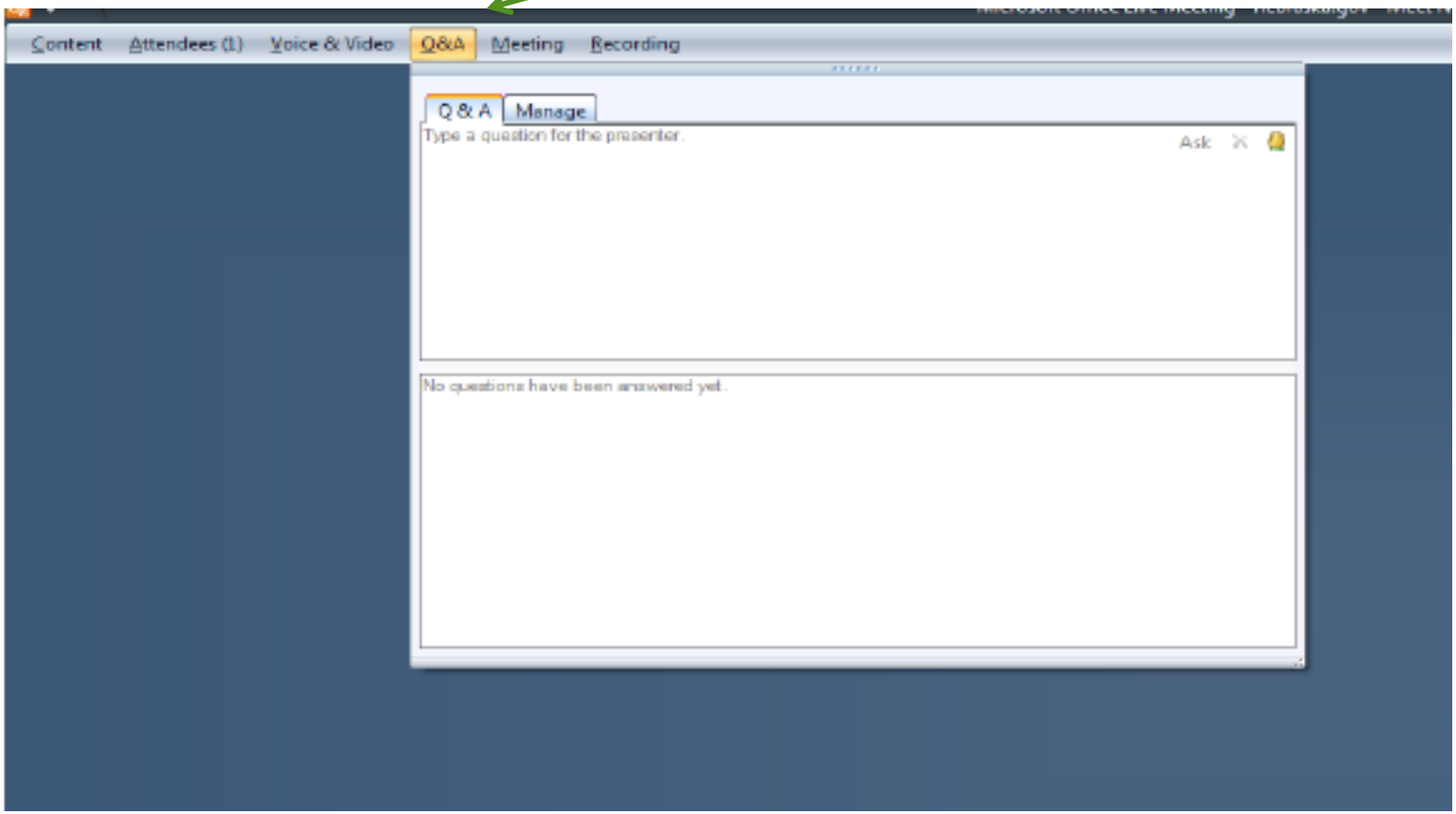
- WIC Benefit Renewal Notice
- Rights & Responsibilities
- Responsible Party
- Enrollment Proxies
- Signature Form; Fraud box; Non-discrimination statement
- Alternate Shoppers/Check Proxies
- Authorization Form
- Due dates to implement

2:50-3:00 **Questions – Game Summary**

Team Introduction

Webinar Computer Tips

- To mute & unmute phones - press *** 6**
- Q & A - To type in questions or comments



INTRODUCTION

WIC Families

- Assessing Family & Household Size

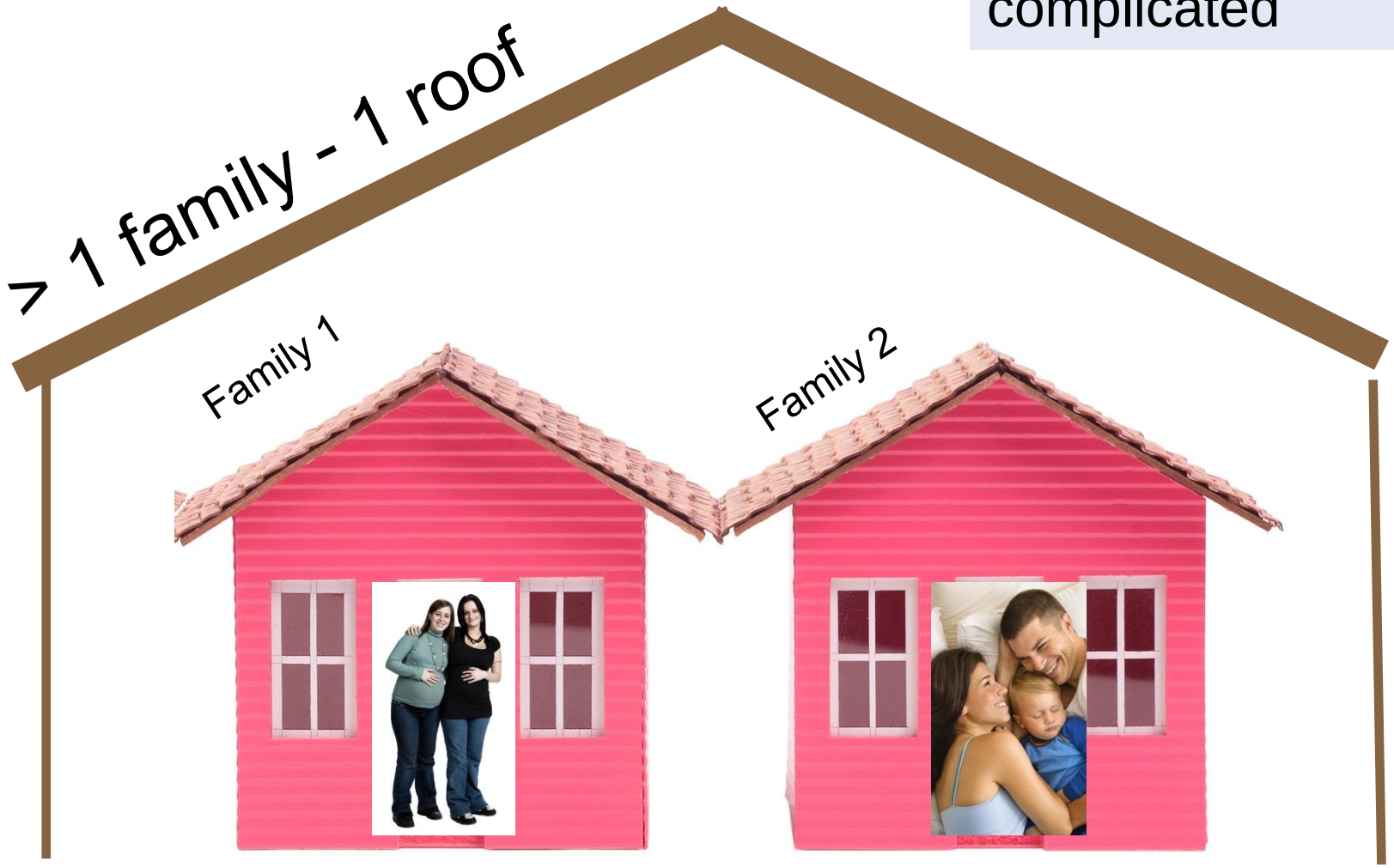
Traditional Family

- All income
- Count all family members

1 family - 1 roof

Non-Traditional Family:

Figuring income & HH size is more complicated



How do we look at this?

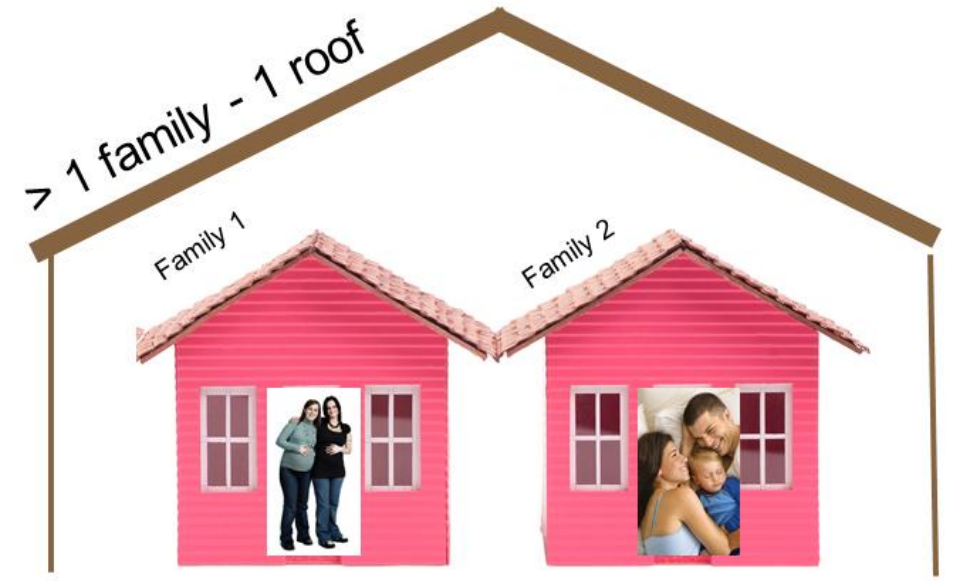
Need to determine if:

Individual Families?

Or

Combined Household?

Non-Traditional Family:



Mayte

Individual Families & Combined Household

- Definition: are related or non-related individuals living together as an economic unit.
- It is important to determine the size correctly in order to assess income eligibility
- Remember to count the unborn in the family size

USDA Guidance

- To be an **Individual Family**:
  - The family must have a source of income

  - Income must be adequate to sustain the economic unit

Potential Income Sources – Families may have

- Monetary Compensation
  - Wages, Salary, Commissions or Fees
- Net Income from farm and non-farm self-employment
- Social Security and Disability Benefits
- Public Assistance or Welfare Payments
  - SNAP, Subsidized Housing, Energy Assistance, ADC, Medicaid
- Unemployment Compensation
- Alimony or Child Support
- Regular contributions from persons not living in the household
- Private Pensions or Annuities
- Net Royalties
- Other Cash Income
  - Withdrawals from savings, investments and trust accounts

Adequacy of Income

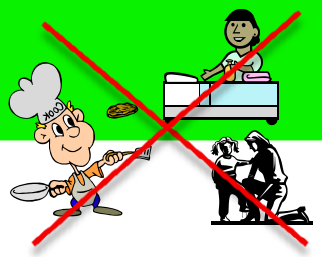
- Adequacy of income, not whether someone receives any in-kind benefits is the determining factor for individual families
  - IN-KIND BENEFITS – are NOT counted as a source of income
  - This includes benefits with monetary value received in place of money for services rendered
  - Examples: housing, utilities, vehicles, food and gas provided or paid by employer

USDA Guidance for In-Kind Services

When multiple families live together

In-Kind services such as day care, nanny services or cooking and cleaning

<u>in exchange for housing and food</u>

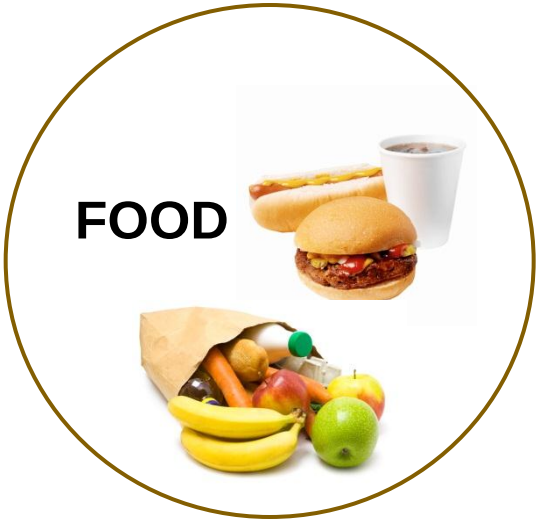


Does **NOT** make the client an individual family.

USDA Guidance - Individual Families

- Income must be adequate to pay for basic living costs

- Nebraska has determined basic living costs to be:



Important!!!!!!

- To be an individual family, they must have their own source of income used to pay for….

Individual Families vs Combined Households

- When multiple families are living together, determine if they are individual families or combined households

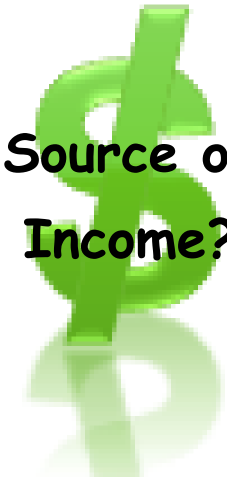
  - **Individual Families**

    - Must use their own source of income to cover basic living expenses (food and housing)

  - **Combined Households**

    - Receive support from others living under the same roof to cover basic living expenses (food and/or housing)

Tell me more about who in your household pays for these items



Source of Income?

Housing

FOOD

$$$

Gas

Other

Imagery – photos.com

Steps for Determining Individual Families vs Combined Households

Ask

- *How many* people live with you including family, friends, boyfriend/girlfriend?
- Does that include anyone besides you, your children and significant other?

Show

- If a Non-Traditional Family….
- Show the client the *circle chart* and have client explain who pays for food and housing.

Determine

- A Family paying for own food and housing = *individual family*
- Someone else paying for food and/or housing = *combined household*

Proceed

- Proceed with income assessment path questions

Individual Families

- Client pays for own food and housing
- Client shares living expenses equally with others
- Homeless-lack a fixed night time residence or living in a shelter
- Student living at school paying own food and housing
- Income: Count only the income for the Individual Family

Combined Households

- Others pay for client's food and/or housing
- Money is combined and expenses are paid (not equal amounts)
- Living permanently with others and not paying for own food and/or housing
- Student living at school and someone else paying for student's food and/or housing
- Foster child or teen that has been adopted
- Income: Count all income for the combined household

Households of One

- Foster Child under age of 5
- Foster Teen
- Income: Count only the money received from the state and any money the foster teen may have coming in

Question

- What do you do when parents of teens do not want to give their income information when their pregnant teen applies for WIC?
  - We would not be able to enroll the pregnant teen without the parents' income information
  - Must count parents' income unless you determine the pregnant teen is an Individual Family

Statement of Status

- Completed by pregnant and postpartum teens under the age of 19
- The answers on the statement of status has no impact on family size for WIC
- By Nebraska law, teens under age 19 are minors. For WIC claims/fraud purposes, the parents would be responsible for repaying WIC

Statement of Status for Teens

STATEMENT OF STATUS FOR PURPOSE OF ENROLLMENT
DECLARACION DE ESTADO CON EL PROPOSITO DE INSCRIPCION

_____
(Client's Name)

Please check those items listed below which describe your situation:
Por favor cheque las declaraciones que siguen, las cuales describen su situación:

☐ I am currently residing in a foster home or other placement through Department of Health & Human Services. Foster Parent(s) Name: _____
Actualmente estoy viviendo en un hogar tutelar u otro alojamiento bajo el Departamento de Salud y Servicios Humanos de Nebraska.

☐ I am no longer living with my parents or legal guardian, and I am no longer receiving any financial support from them for my living expenses.
Parent/Guardian Name(s) _____
Yo ya no vivo con mis padres o tutor legal y ya no estoy recibiendo ninguna ayuda financiera de ellos para mis gastos de manutención. Nombre(s) Padre/Tutor _____

☐ I have no legal guardian.
No tengo tutor legal.

☐ I am living with my parents or legal guardian and am receiving financial support from them for my living expenses. Parent/Guardian Name(s) _____
Estoy viviendo con mis padres o tutor legal y estoy recibiendo ayuda financiera de parte de ellos para gastos de manutención. Nombre(s) Padre/Tutor _____

☐ Am living with parents or legal guardian, but I am not receiving any financial support from them for my living expenses. Parent/Guardian Name(s) _____
Estoy viviendo con mis padres o tutor legal, pero no estoy recibiendo ninguna ayuda financiera de parte de ellos para mis gastos de manutención.
Nombre(s) Padre/Tutor _____

☐ I am married
Estoy casado(a)

I certify that the information I have provided is correct to the best of my knowledge. Program officials may verify the information on this form. I understand that intentionally making a false or misleading statement or intentionally misrepresenting, concealing, or withholding facts may result in paying the State Agency in cash, the value of food benefits improperly issued to me and may subject me to civil or criminal prosecution under State and Federal law.

Yo certifico que la información que he provisto es correcta, según lo que yo se. Los oficiales del Programa pueden verificar la información en esta forma. Yo entiendo que el intencionalmente hacer falsas o engañosas declaraciones o el intencionalmente mal representar, esconder o retener hechos, puede resultar en que yo deba pagar a la Agencia del Estado, en efectivo, el valor monetario de los beneficios de alimentos impropiamente concedidos a mi y que se me podrá sujetar a prosecución civil o criminal bajo las Leyes Estatales o Federales.

Dated:
Fechado en _____ _____ _____
(month, day) Mes y día) (year) Signature Firma

Dated _____ _____ _____
(month, day) (year) Staff Signature

CHILD LIVING IN ANOTHER HOME

*__NOTE:__ IN CASES WHERE CLIENTS ARE SHARING CUSTODY OR HAVE JOINT CUSTODY, IT IS UP TO THE PARENTS TO DECIDE WHICH HOUSEHOLD THE CHILD WILL BE COUNTED IN.

IF THE CLIENT HAS FULL CUSTODY OF A CHILD LIVING IN ANOTHER HOME…	IF CLIENT SHARES OR HAS JOINT CUSTODY OF A CHILD LIVING IN ANOTHER HOME…	IF THE CLIENT IS CARING FOR A CHILD IN THE ABSENCE OF BIOLOGICAL PARENT… EX: ABANDONMENT, MOM IN JAIL, REHAB, ETC.	IF THE CLIENT HELPS PAY SUPPORT FOR A CHILD LIVING IN ANOTHER HOME…
COUNT THE CHILD AS PART OF THE HOUSEHOLD THAT HAS CUSTODY	THE CHILD CAN ONLY BE COUNTED IN ONE HOUSEHOLD*	COUNT THE CHILD AS PART OF THE HOUSEHOLD THE CHILD IS LIVING AT	DO NOT COUNT THE CHILD AS PART OF THE HOUSEHOLD

PRACTICE SCENARIOS

Randi Rents & Baby Max

Household Size Assessment

Randi Rents & Baby Max

How many people live with you…? __

Who pays for these pictured items? __

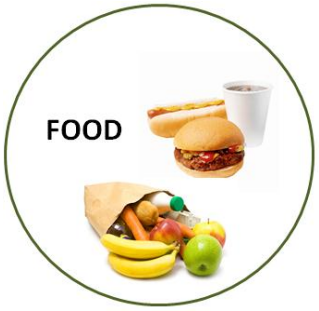
Household Size Assessment

Randi Rents & Baby Max

Individual Family: <u>2 people</u>

OWN SOURCE INCOME (works at mall)

(pays parents for housing)



(buys own food)

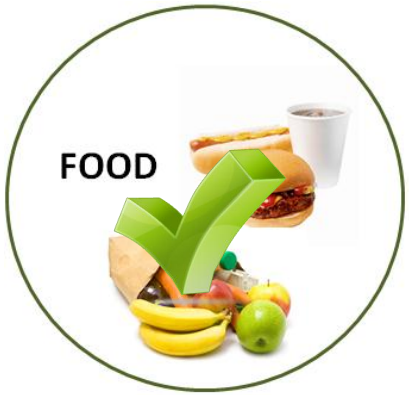
Pam Pizza &
2 year old son Eric

Household Size Assessment

Pam Pizza & Eric

How many people live with you…? ____

Who pays for these pictured items? ___



Household Size Assessment

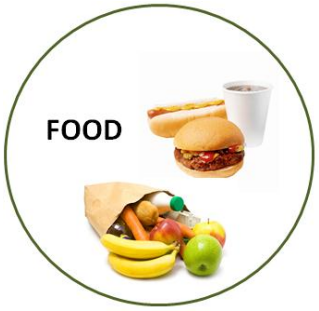
Pam Pizza & Eric

Combined Household: 3 people

(Pam, Eric and Sister)

OWN SOURCE INCOME (own money)

(sister paying for housing)



(pays for her own food)

Candy Cash

(pregnant)

Casey & Chance

Household Size Assessment

How many people live with you…? ___

Candy Cash (pregnant) & Boyfriend

Casey & Chance

Individual Family: <u>5 people</u>

Candy, Boyfriend, Chance, Casey, and Unborn

TRADITIONAL FAMILY

Betty Benefits

Household Size Assessment

How many people live with you…? ____

Individual Family: 4 people

Betty + 3 children

TRADITIONAL FAMILY

Household Size Assessment

Who pays for these pictured items? ___

Betty Benefits

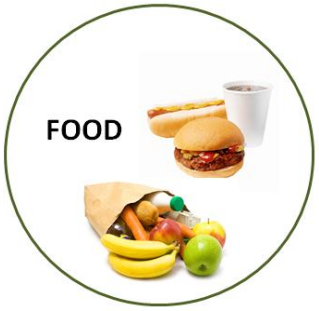
Individual Family: 4 people

(Betty, Ben, Breanna and Brett)

OWN SOURCE INCOME

(Subsidized Housing and SNAP)

(Subsidized Housing)



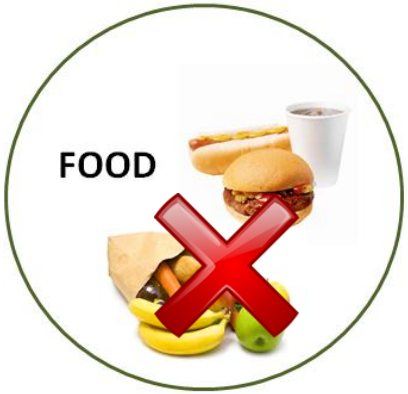
(SNAP)

Henry Homeless

Household Size Assessment

How many people live with you..? ____

Who pays for these pictured items? ____



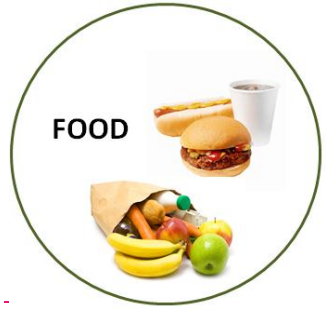
Henry Homeless

Individual Family – 2

(Henry and Heather)

OWN SOURCE INCOME (Just lost job)

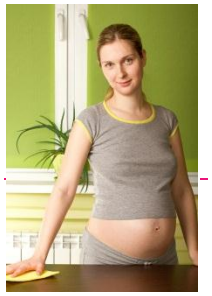
(Living with friend)

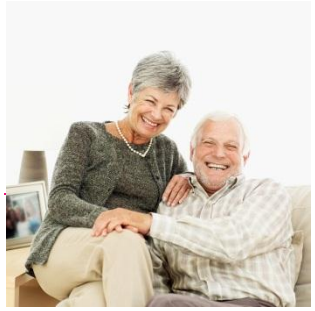


(Food Pantry)

Kelsey Kindly

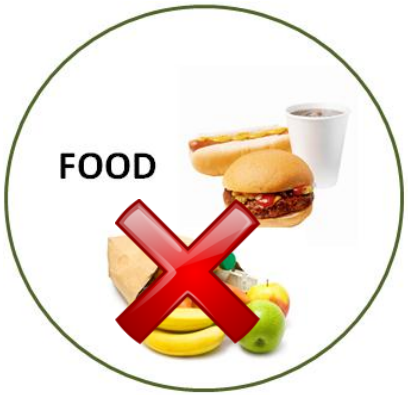
Household Size Assessment

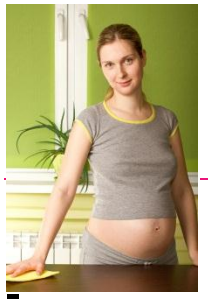


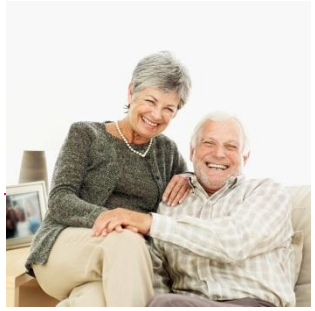


How many people live with you…? ___

Who pays for these pictured items? ___







Combined Household: 4 people

(Kelsey, Unborn and Kelsey's parents)

OWN SOURCE INCOME

(going to school full-time)

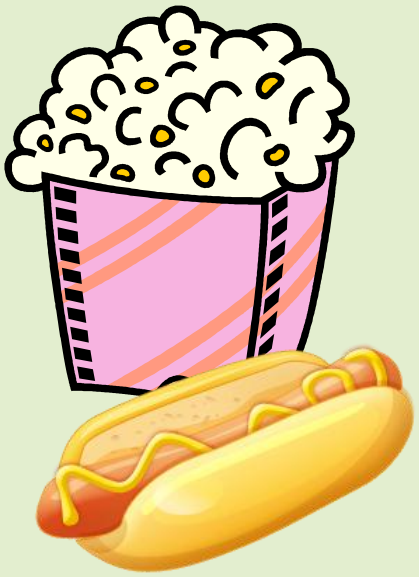
(cleaning in exchange for housing)

(cleaning in exchange for food)

TOON TALK
WHY DID YOU DECLARE A DOUBLE MAJOR?
I'LL NEED ONE CAREER TO PAY FOR FOOD AND SHELTER... AND ANOTHER CAREER TO PAY OFF MY STUDENT LOANS!

Questions - Household Size

- Concession Stand Break
  - Type in questions - household size
  - Short break - to collect questions
  - Answer typed in questions first
  - Call-in questions will be taken at the end



Q&A:
10 MINUTES

Assessing Income

Determining Income Eligibility

- To qualify for the WIC Program:
  - Clients must meet certain income guidelines that are set by USDA
  - Or qualify through one of the adjunct income eligible programs
    - Medicaid/Presumptive Medicaid/Kids Connection
    - ADC
    - SNAP
    - 599 CHIP

Nebraska WIC Income Guidelines

Effective May 20, 2013

Family Size	Annual Income	Monthly Income	Twice Monthly Income	Bi-Weekly Income	Weekly Income
1	21,257	1,772	886	818	409
2	28,694	2,392	1,196	1,104	552
3	36,131	3,011	1,506	1,390	695
4	43,568	3,631	1,816	1,676	838
5	51,005	4,251	2,126	1,962	981
6	58,442	4,871	2,436	2,248	1,124
7	65,879	5,490	2,745	2,534	1,267
8	73,316	6,110	3,055	2,820	1,410
9	80,753	6,730	3,365	3,107	1,554
10	88,190	7,350	3,675	3,394	1,698

Important Income Terms to Know

- **Gross Income:** The amount received for working before any taxes, insurance or other deduction are taken out.
  - This includes overtime and bonuses
- **Net Income:** The amount left after all deductions are taken out. This is the amount the person takes home.
- **Current Income:** This is income received in the past 30 days.
- **Annual Income:** This is the amount received during the entire year.

Determining Gross Income

- In general, you assess income based on what the family is receiving in the last 30 days
- Use gross income, including overtime, before deductions for income taxes, employee's social security taxes, insurance premiums, bonds, etc.
- The amount of a household's gross income shall NOT be reduced for:
  - financial hardships
  - medical bills
  - child support

When to Use - Net Income

- **Net Income** - is money received from self-employment after expenses are deducted
- Use **Net Income** when someone is **self-employed**
- **Examples**: Farmer, Rancher, Crafts, Hobbies, Tupperware, Avon, Truck Driver, Own Business, Babysitting

INCOME ASSESSMENT QUESTIONS

Explaining WIC Income Assessment to Clients:

"In order to qualify for WIC, you must meet WIC income guidelines. USDA requires that we see documentation for ALL sources of income or proof of Medicaid, Kids Connection, SNAP or ADC. This is needed for all people living in your household who receive income."

1. **Are you working for someone or are you self-employed?**

   - If working for someone: How often do you work? *Review pay stubs for gross income*
   - If self-employed: farmer, rancher, babysitter, Avon, Tupperware, Tastefully Simple, Home De'cor, Pampered Chef, Candles, Paper route or other similar job
     - *If self-employed, review tax forms or bookkeeping records for net income. If uneven or sporadic, average several months*

2. **Does anyone living with you work for someone or are they self-employed?** (clarify using same bullets above)

3. **Do you or anyone living with you receive money from any of the following:**

   - Social Security or disability / including military disability
   - Pensions or retirement check
   - Unemployment check
   - Workers compensation check
   - Child Support or Alimony Support
   - Inheritance – last 30 days
   - Lottery winnings over $1500 – last 30 days

   if yes, ask how often and to see documentation

4. **Do you or anyone living with you:**

   - Receive money or financial support from parents, relatives, friends, or any other source on a regular basis
   - Use withdrawals from savings or trust accounts to live. *Routine substantial withdrawals from a saving's account should be counted as income. Call the State if you are unsure.*

5. **Do you or anyone living with you:**
   - Receive money from any other source we have not already discussed?

   If yes, refer to procedure manual to determine if it counts as income

If no to all of the above questions, use the Circle Chart

Is zero income logical??

- Lost job (Last 30 days)
- Just moved here
- Living arrangements just changed
- Living on student loans
- In between jobs
- Started new job, but have not been paid yet
- On Family Medical Leave without pay

Income Assessment Path

Why?

- improve integrity of income screening
- It ensures that all sources of income are considered
- Demonstrates that we apply the same rules for all applicants

Income Assessment Path

- Complete for ALL clients
  - Including adjunct income eligible
  - Treat all clients the same regardless of whether they receive Medicaid or other assistance programs

Income Assessment Path

1. **Are you working for someone or are you self-employed?**

   If working for someone: how often do you work?

Proof you can take:

- Paystubs for each job for everyone in the household
  - Look at the gross income
  - Look at the pay intervals

What to Look For

Date within the last 30 days

Pay Interval

STUB SAMPLES INC.
4891 INGLESIDE DRIVE
HUNTINGTON BEACH CA 92649

Earnings Statement

EMPLOYEE NO.	EMPLOYEE NAME	SOCIAL SECURITY NO	PERIOD BEG.	PERIOD END	CHECK DATE
045345	JOHN J. DOE	xxx-xx-9898	01/18/2011	02/01/2011	02/04/2011

EARNINGS	HOURS	RATE	CURRENT AMOUNT	WITHOLDINGS/DEDUCTIONS	CURRENT AMOUNT	YEAR TO DATE
REGULAR PAY	80	$10/hr	$800	MED Social Security Federal State Health Insurance	5.00 20.00 40.00 15.00 20.00	350.77 0.00 1126.15 133.85 387.69

Gross Income

CURRENT AMOUNT	CURRENT DEDUCTIONS	NET PAY	YTD EARNINGS	YTD DEDUCTIONS	YTD NET PAY	CHECK NO.
$800	$100	$700	9230.77	1998.46	7232.31	48974

Income Assessment Path

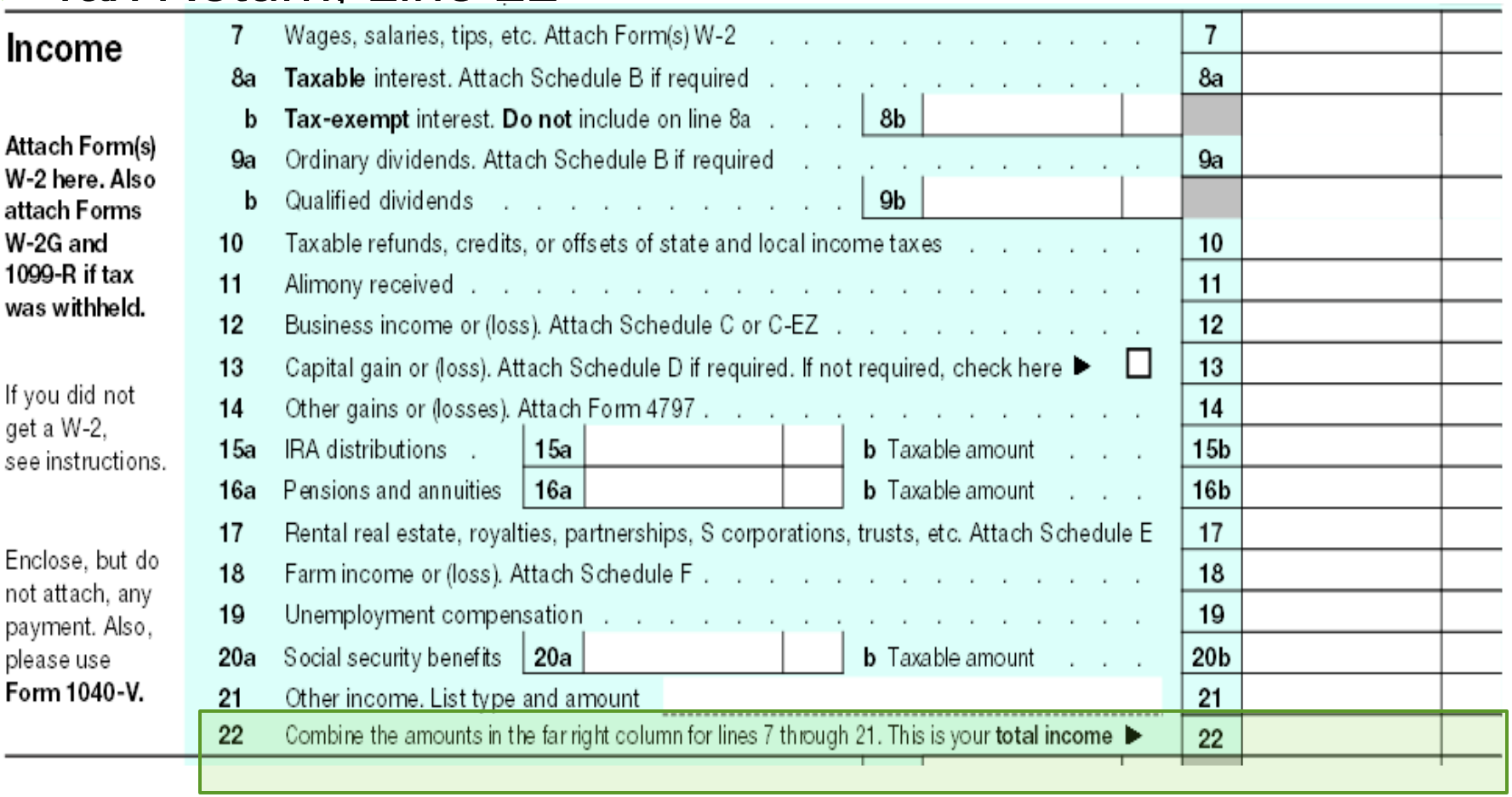
If self-employed: farmer, rancher, babysitter, Avon, Tupperware, Tastefully Simple, Home De'Core, Pampered Chef, candles, paper route, or other similar job

Proof you can take:

- Income Tax Statement
- Bookkeeping Records
  - Use Net Income
  - This type of income may vary sporadically
  - You may have to average income

Self-Employed

- Tax Return, Line 22



Income						
Attach Form(s) W-2 here. Also attach Forms W-2G and 1099-R if tax was withheld.	7	Wages, salaries, tips, etc. Attach Form(s) W-2			7	
	8a	**Taxable** interest. Attach Schedule B if required			8a	
	b	**Tax-exempt** interest. **Do not** include on line 8a	8b			
	9a	Ordinary dividends. Attach Schedule B if required			9a	
	b	Qualified dividends	9b			
	10	Taxable refunds, credits, or offsets of state and local income taxes			10	
	11	Alimony received			11	
	12	Business income or (loss). Attach Schedule C or C-EZ			12	
	13	Capital gain or (loss). Attach Schedule D if required. If not required, check here ▶ ☐			13	
If you did not get a W-2, see instructions.	14	Other gains or (losses). Attach Form 4797			14	
	15a	IRA distributions	15a	b Taxable amount	15b	
	16a	Pensions and annuities	16a	b Taxable amount	16b	
	17	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E			17	
	18	Farm income or (loss). Attach Schedule F			18	
	19	Unemployment compensation			19	
Enclose, but do not attach, any payment. Also, please use **Form 1040-V.**	20a	Social security benefits	20a	b Taxable amount	20b	
	21	Other income. List type and amount			21	
	22	Combine the amounts in the far right column for lines 7 through 21. This is your **total income** ▶			22	

Income Assessment Path

2. Does anyone living with you work for someone or are they self-employed?

If working for someone: how often do you work?

Proof you can take:

- Paystubs for each job for everyone in the household
  - Look at the gross income
  - Look at the pay intervals

Income Assessment Path

If self-employed: farmer, rancher, babysitter, Avon, Tupperware, Tastefully Simple, Home De'Core, Pampered Chef, candles, paper route, or other similar job

Proof you can take:

- Income Tax Statement
- Bookkeeping Records
  - Use Net Income
  - This type of income may vary sporadically
  - You may have to average income

Income Assessment Path

3. Do you or anyone living with you receive money from any of the following:

Social Security or Disability / including military disability

If yes….

Proof you can take:

- Award letter
- Current bank statement
- Online bank statement

Income Assessment Path

Pensions, Annuities or Retirement Check

If yes…

<u>Proof you can take</u>:

- Letter
- Current Bank Statement

Income Assessment Path

Unemployment

If yes…

<u>Proof you can take</u>:

- Bank statement
- Monetary Determination Letter (award letter)
- Copy of computer screen from the Department of Labor with date & amount deposited

Income Assessment Path

Workers Compensation

If yes…

Proof you can take:

- Check Stub
- Bank Statement

Income Assessment Path

Child Support or Alimony

If yes…

Proof you can take:

- Current bank statement showing deposit
- Divorce decree
- Silver ReliaCard (call for date and amount of deposit)
- ReliaCard Statement (printed or on-line)

Income Assessment Path

Inheritance

- Only count if was received in the last 30 days
- Call the State if over $15,000

Lottery Winning

- Only count if they win $1,500 or more (in last 30 days)
- Call the State if over $15,000

If yes…

Proof you can take:

- Bank Statement
- Statement from Probate/Estate Settlement (Inheritance)

Income Assessment Path

4. Do you or anyone living with you .. receive money or financial support from parents, relatives, friends on a regular basis?

If yes…

Proof you can take:

- A letter signed and dated by the person providing financial support stating the amount and how often
- Copy of the check
- Bank statement showing deposits

Income Assessment Path

Include routine scheduled payments
Ex: gift money, interest payments

If yes…

<u>Proof you can take</u>:

- Routine substantial withdrawals from a savings account should be counted as income
- Current bank statement showing withdrawals

Income Assessment Path

5. Do you or anyone else living with you receive money from any other source we have not already discussed?

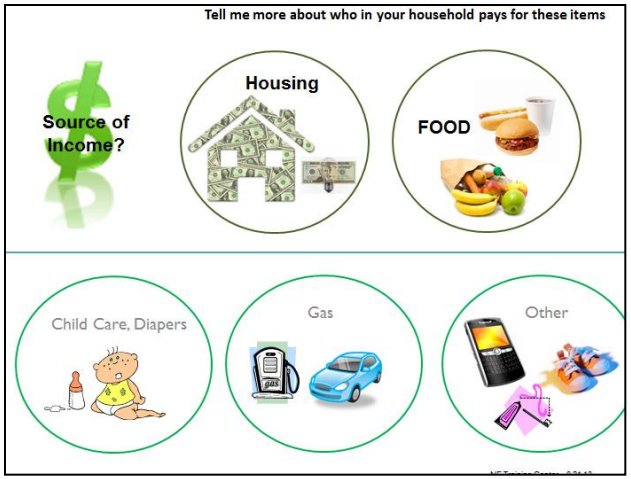
- Remember, at this point to count the amount of ADC if they mentioned it to you before

What if …

by the end of the income assessment, they are not receiving ADC or have not answered YES to any of the income questions?

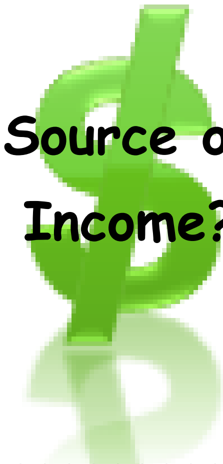
Using Circle Chart:

Clarify - how/who is paying for items on the chart?



http://dhhs.ne.gov/publichealth/Documents/circle_chart_household_size_assessment.pdf

Tell me more about who in your household pays for these items



Source of Income?

Housing

FOOD

$$$

Gas

Other

Imagery – photos.com

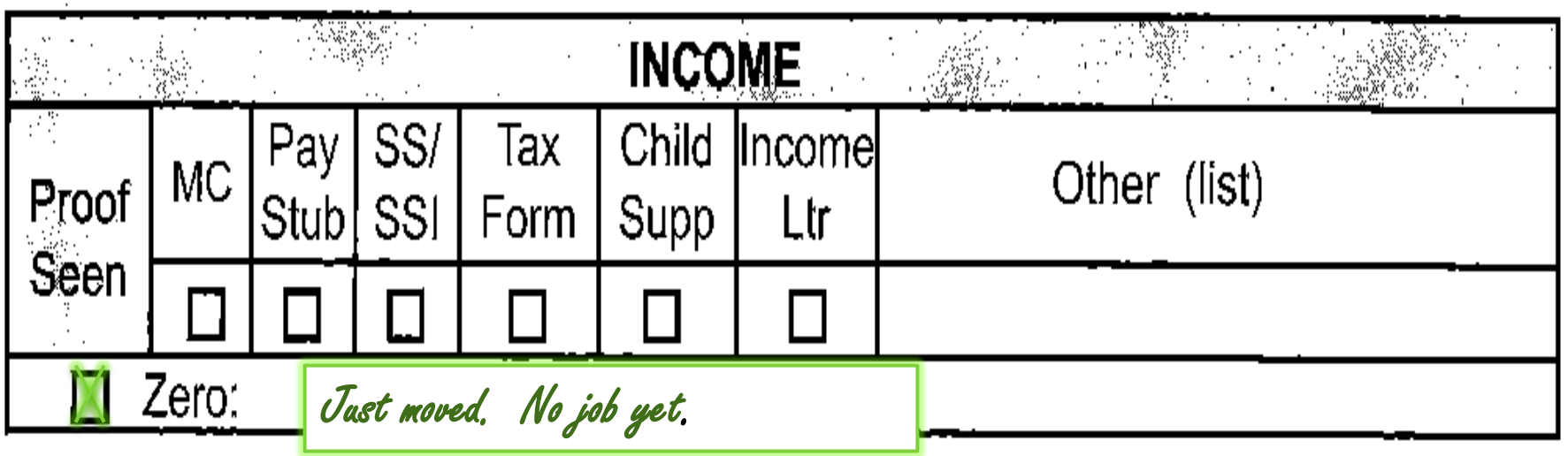
http://dhhs.ne.gov/publichealth/Documents/circle_chart_household_size_assessment.pdf

Zero Income

Is zero income logical??

- - Lost job (Last 30 days)
- - Just moved here
- - Living arrangements just changed
- - Living on student loans
- - In between jobs
- - Started new job, but have not been paid yet
- - On Family Medical Leave without pay

Zero Income



INCOME							
Proof Seen	MC	Pay Stub	SS/ SSI	Tax Form	Child Supp	Income Ltr	Other (list)
	☐	☐	☐	☐	☐	☐	
☒ Zero:	*Just moved. No job yet.*						

7th Inning Stretch - Questions

- Income Assessment Path
- Zero Income

10 MINUTES

Marge
New Policies, Procedures, & Forms

Additional Items

- WIC Benefit Renewal Notice
- Rights & Responsibilities
- Responsibility Party
- Enrollment Proxies
- Signature form; New Fraud box; Non-discrimination statement
- Alternate shopper/Check Proxies
- Authorization Form
  - Due Dates to implement

CREDITS

- Several Images provided – photos.com