

## Division of Community Nutrition

<i>Subject:</i> <b>Adjunctive Financial Eligibility</b>		<i>Policy:</i> <b>CRT 05.1</b>
<i>Reference:</i> <b>CFR § 246.7</b>	<i>Effective:</i> <b>August 3, 2015</b>	<i>Supersedes:</i> <b>August 12, 2013</b>

### I. Policy:

- A. An applicant has adjunctive financial eligibility for WIC services if any of the following conditions apply:
- 1) It can be documented that he / she is fully eligible to receive Temporary Assistance for Needy Families (TANF), Medicaid, FAMIS Plus (Medicaid for children), or the Supplemental Nutrition Assistance Program (SNAP) / Food Stamps
  - 2) It can be documented that he / she is enrolled in the Family Access to Medical Insurance Security Plan (FAMIS) and has a \$2.00 co-pay level
  - 3) It can be documented that he / she is a member of a family containing a TANF recipient
  - 4) It can be documented that he / she is a member of a family containing a pregnant woman or infant who is enrolled in the Medicaid program; or
  - 5) It can be documented that he / she is has a family member receiving free or reduced lunches through the National School Lunch Program

### II. Procedure(s):

- A. All applicants with adjunctive financial eligibility shall have their self-declared income recorded in Crossroads. If it comes to the attention of the local agency that a participant is no longer adjunctively eligible through a program, such as Medicaid, the local agency shall determine if the participant is eligible through a different program for adjunctive eligibility.
- 1) If the participant is adjunctively eligible through another program, local agency staff shall enter the program change in Crossroads.
  - 2) If the participant is not adjunctively eligible through a different program, local agency staff shall determine if the participant is financially eligible by income as addressed in CRT 05.2.
- B. The economic unit for an applicant with adjunctive eligibility shall be determined and recorded in Crossroads. See CRT 05.2.
- C. The identification number assigned to the applicant by the qualifying adjunctive program shall be recorded in Crossroads.
- D. Local agency staff may use online or telephone access to SNAP, Medicaid, or TANF, or the following documentation may be presented by the applicant to check an applicant's adjunctive income eligibility:

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- 1) SNAP / Food Stamps: “Notice of Eligibility” form.
- 2) TANF: Printout with case number or documentation from social services.
- 3) Medicaid / FAMIS Plus (Medicaid for Children): The applicant or the family member with Medicaid / FAMIS Plus shall present a Medicaid / FAMIS Plus card, Medicaid / FAMIS Plus HMO card, or letter from Medicaid stating that the applicant has been determined Medicaid / FAMIS Plus eligible (not pending), and that the Medicaid / FAMIS Plus eligibility period includes the WIC application date.  

Medicaid / FAMIS Plus eligibility shall be verified unless a Medicaid / FAMIS Plus eligibility letter is provided. Local Agency personnel shall utilize the “Verify Medicaid” feature on the Income Screen to verify Medicaid / FAMIS Plus eligibility status.

In the event that Medicaid / FAMIS Plus eligibility information obtained from the Crossroads Medicaid verification function conflicts with statements from the applicant, WIC personnel shall contact the Medicaid Automated Help-Line or the HMO to obtain verification of current Medicaid / FAMIS Plus participation.
- 4) National School Lunch Program: Applicants who have family members receiving free or reduced lunches shall provide a letter from the school system to document participation in the National School Lunch Program.
- 5) FAMIS / FAMIS MOMS: Enrollment in FAMIS (if a co-pay is applicable) shall be verified through Crossroads or other means provided by FAMIS.
  - a. Applicants enrolled in the FAMIS MOMS program shall have the required income eligibility screening procedures performed to determine financial eligibility for WIC participation, unless a different adjunctive program can be used to meet financial eligibility requirements.
  - b. If a FAMIS applicant states s/he is responsible for \$2.00 FAMIS co-pay amount, the co-pay amount shall be verified.
  - c. If the applicant does not have a FAMIS co-pay the required income eligibility screening procedures shall be performed to determine financial eligibility for WIC participation, unless a different adjunctive program can be used to meet financial eligibility requirements.

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- d. If the applicant is responsible for the \$5.00 FAMIS co-pay amount, or if no co-pay amount is shown, the required income eligibility screening procedures shall be performed to determine financial eligibility for WIC participation, unless a different adjunctive program can be used to meet financial eligibility requirements.