**Wisconsin Shares Operations Memo 23-15**

Subject: **Verifying Income Over 85% State Median Income (SMI) for Wisconsin Shares**

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Effective Date: Immediately

There were changes/new policy added to the following sections of the handbook:

**Section 7.9.2 Ongoing Financial Verification**

If a parent reports a change in income and the new household income is still below 85% State

Median Income (SMI), the agency worker must request verification of the income. If income is

not verified, eligibility will not end due to lack of verification of income.

Workers must end eligibility with a manual override in CARES Mainframe due to not providing verification of income if:

• A parent is added to an Assistance Group (AG) and does not verify income.

• Income over 85% SMI is discovered through a SWICA discrepancy or other data

exchange and verbal confirmation or verification is not provided (see 7.9.3).

• A SWICA discrepancy is received that shows more than a $250 difference for two (2)

consecutive months within a quarter in which there was an application or renewal, and verification is not provided (see 7.9.3).

**Section 7.9.3 SWICA Discrepancies**

Agency workers must manually end eligibility if verification is not provided and:

*\*\*\*The following addition was added to this section\*\*\**

* The SWICA income indicates that the case was over 85% SMI for two (2) consecutive calendar months.

There was also a handy chart added, with the changes to the handbook for this section, that lists the reasons the SWICA occurred and then what to do if the income is not verified.