**FDSH- Things to remember:**

1. FDSH needs a verbal confirmation for FS/CC and doesn’t always for HC—see the following explanation of this rule**:**
   1. If you are completing an intake during a telephonic application for Health Care and/or an interview for FoodShare or Child Care, you should view the FDSH information during the interview and ask the member if the amount is correct. The applicant/member must agree to the amounts verbally. You are to ask the applicant/member if the amounts for each separate pay date are correct.
      1. If they agree to the amounts, we can use the FDSH amounts to determine benefits. Use a verification code of “DE”.
      2. If they do not agree, you must enter the member-reported information and request verification using a “?” or “Q?”.

OR

* 1. For Health Care on an ACCESS or Mail-In application:
     1. If the amounts on FDSH are the same as what the applicant/member listed on their ACCESS or mail- in Health Care application, then we would use the FDSH amounts with a verification code of “DE”.
     2. If there is a discrepancy between what the applicant/member reported and what FDSH provides (if they do not match), you must enter the member-reported information and request verification using a “?” or “Q?”.

**Further things to remember**

1. Average the gross wages and budget as SAL-Salary. Use the “DE” verification code.
2. Don’t use Hours X Pay Rate because the hours displayed are approximate hours.
3. For Work Program exemptions-calculate average hours per pay period using the hours displayed on FDSH
4. You must document in screen level/case comments that either the applicant/member agreed or disagreed with the FDSH amounts and the action you took. Or that the FDSH amounts matched what was on the ACCESS/Mail-In HC application.
5. Must use the Documentation of Prospective Earned Income to document
6. Refer to the Prospective Budgeting Desk Aid, page 3 for further details on FDSH.
7. Refer to Process Help 44.2.2.13
8. Refer to the FDSH Power Point Handout

**Unreported employment**

* If a worker sees FDSH information for an unreported employment outside of a telephonic interview, the worker should build the employment page for the unreported job and enter $0.00 in the override fields and Q? to pend the case for verification of the employment.  Agencies may not deny or terminate benefits based on data received from FDSH without giving the member the opportunity to verify their reported income amount