

CHANGE REPORT QUICK GUIDE

Use this desk aid to quickly review change reporting requirements for programs administered by Capital Consortium.

Remember, this is not a substitute for handbooks and ops memos, so please be sure to reference source materials as necessary.

Not all changes have to be reported during the certification period. However, if any change is reported or becomes known to the agency, it must be acted upon.

Remember, the client’s notice of decision will provide the necessary details specific to their household.

	FOODSHARE	BADGERCARE+	EBD MA	CHILD CARE	CTS
CHANGE REPORTING REQUIREMENTS DURING CERTIFICATION PERIOD	<p>All food units must report when gross income exceeds 130% FPL by the 10th of the following month, based on their food unit size at the time of their most recent certification or recertification.</p> <p>ABAWDs must report when work hours go below 80 hours per month by the 10th of the following month.</p>	<p>Report the following changes within 10 days:</p> <p>Address, household composition, living arrangement, marital status, insurance coverage, expected tax filing status, tax dependents, no longer receiving a tax-related deduction.</p> <p>Report income changes when gross income exceeds the following FPL limits, based on assistance group size:</p> <p>50%, 100%, 133%, 156%, 191%, 200%, 250%, 306%, 350%, 400%</p> <p>Notice of Eligibility will indicate the dollar amount associated with each FPL level, for the BadgerCare Plus group size.</p>	<p>Members must report to the IM agency, within 10 days of the occurrence, a change in address, income, assets, need, medical expenses or living arrangements which may affect eligibility.</p>	<p>Individuals receiving Wisconsin Shares must report any change in circumstances to the local agency within 10 calendar days after the change, if the change may affect eligibility or impact the authorization.</p> <p>Notice of Eligibility will display the income reporting requirements for the household.</p> <p>Provider changes must be reported prior to change. Authorization for new provider cannot start until following month with hardship exceptions (see 2.4.9 for details).</p>	<p>Report within 10 days any change in income, assets, or other household circumstance that may affect eligibility.</p> <p>Report within 5 days if a child(ren) included in the group is (are) no longer under applicant’s care and custody.</p>
HANDBOOK REFERENCE	FSHB 6.1	BCPHB 27	MEH 12.1	Wisconsin Share HB 1.8.1	Page 7 of CTS APP Instructions. Click Here.