Caretaker Supplement

7-7-26

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Introduction to CTS

- Caretaker Supplement, or CTS, is a payment made to parents who receive SSI. The parent, or caretaker, receives money for qualifying children. Prior to W2, SSI parents could receive AFDC for qualifying children. These parents were moved to CTS as AFDC was “sunset.” Initially, EDS (now known as ForwardHealth) processed the program, but it was later decided that Economic Support Specialists should handle it.
- We will examine the policy in a condensed, need to know basis. The CTS Handbook will always be the arbiter of any policy disputes. We will also discuss the screens in Forward Health that will help you with any questions regarding CTS payments.

- Currently, SSI parents receive $275 for the first eligible child, and $165 per child for all others. The payment for these children is added to the recipients State SSI check. Economic Support processes the CTS eligibility, but the checks are paid by Forward Health. It is important to note that the client must be receiving State SSI. If they are not, CTS will not be issued, despite the fact that CARES has found them eligible and issued notices to the client informing them that they are eligible.

Social Security

Supplemental Security Income (SSI)

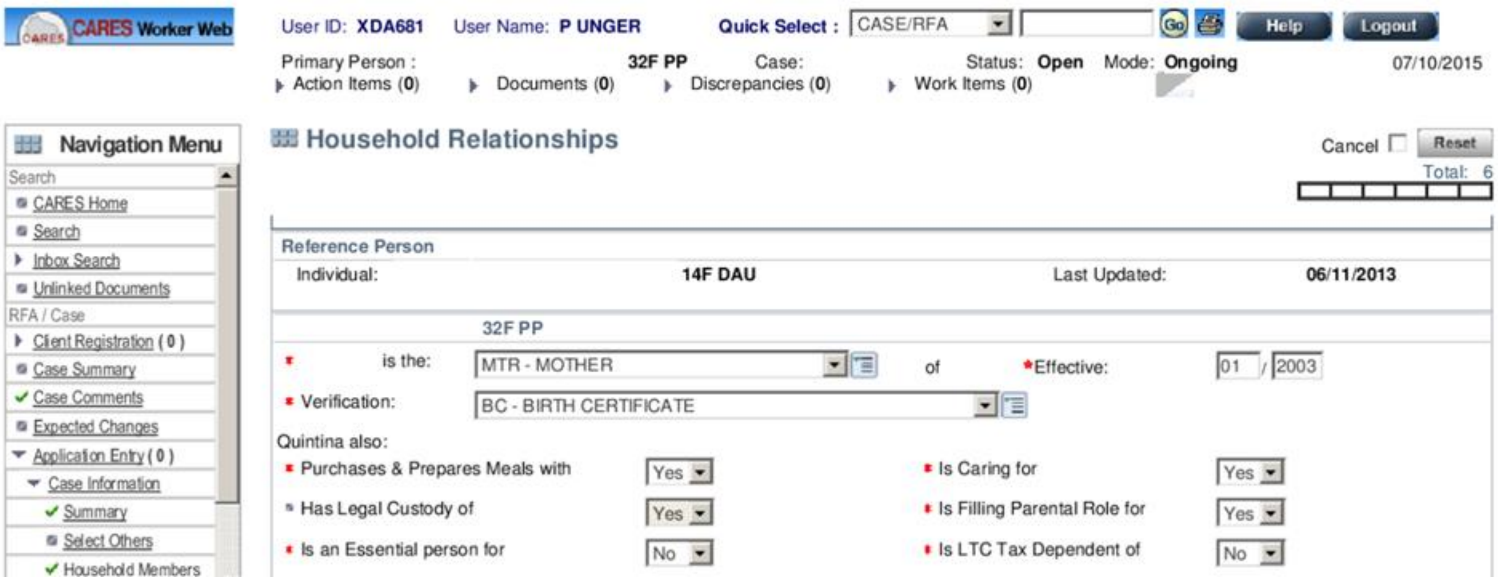
State SSI is received by all SSI recipients in Wisconsin. Forward Health receives the information through an interface with Social Security. If the federal SSI closes, the State SSI will also close. It is important to note that we are talking about Supplemental Security Income. Social Security Disability, Retirement, Survivor's benefits or other Social Security programs do not qualify. We do have recipients who receive a combination of SSI and Social Security who eventually lose their SSI due to COLA (cost of living adjustments) increases. They also lose their CTS after the SSI is ended. There is no grandfather clause.

Non-Financial Eligibility

- ✓ In a single parent household, the parent must receive SSI to qualify for CTS.
- ✓ They must also have children of their own in their care.
- ✓ Any children that receive SSI are not eligible.
- ✓ If there are two parents in the household, both parents must receive SSI to qualify for CTS as a household. If one parent does not receive SSI, the household is not eligible. There is an exception to this rule which we will discuss later.
- ✓ Base eligibility is similar to our other programs: they must be a citizen, they must be a Wisconsin resident and they must be cooperating with social security number and child support requirements.
- ✓ CTS renewals and applications no longer need to sign a paper application. Telephonic signatures are now allowed.

One glitch that we see in addressing CTS questions is that the household relationship screen is not correct.

CARES Worker Web - Household Relationships Page 1 of 1



CARES Worker Web

User ID: XDA681 User Name: P UNGER Quick Select : CASE/RFA Help Logout

Primary Person : 32F PP Case: Status: Open Mode: Ongoing 07/10/2015

Action Items (0) Documents (0) Discrepancies (0) Work Items (0)

Navigation Menu

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RFA / Case
- Client Registration (0)
- Case Summary
- Case Comments
- Expected Changes
- Application Entry (0)
  - Case Information
    - Summary
    - Select Others
    - Household Members

Household Relationships

Cancel Reset

Total: 6

Reference Person

Individual: 14F DAU Last Updated: 06/11/2013

32F PP

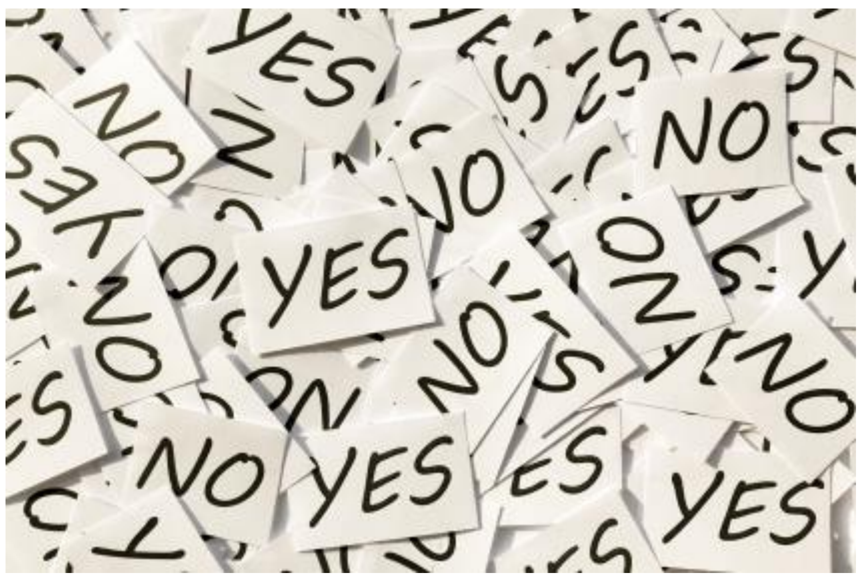
* is the: MTR - MOTHER of *Effective: 01 / 2003

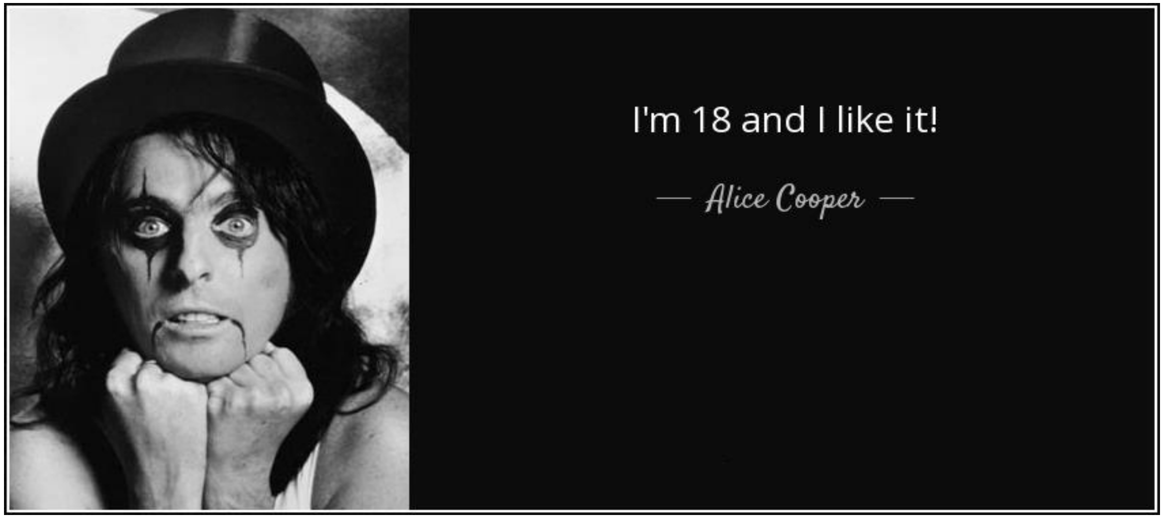
* Verification: BC - BIRTH CERTIFICATE

Quintina also:

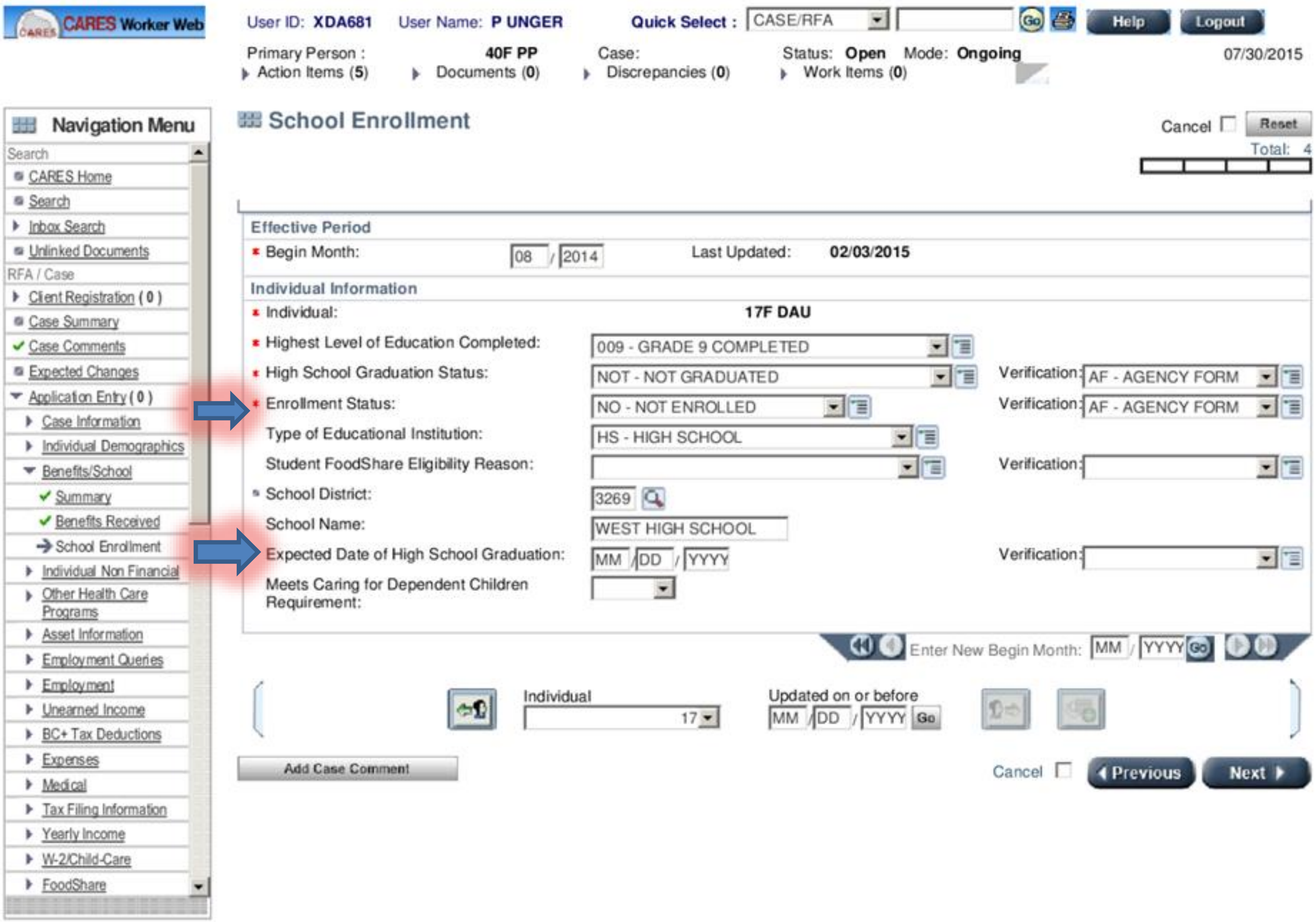
* Purchases & Prepares Meals with	Yes	* Is Caring for	Yes
* Has Legal Custody of	Yes	* Is Filling Parental Role for	Yes
* Is an Essential person for	No	* Is LTC Tax Dependent of	No

The “Is filling Parental Role for” question must be yes. CARES does not include a child if that question is left as no. If that question is not answered correctly there is no denial code in the non-financial result to alert you to that fact. The grant will simply not add up correctly. The “Is Caring for” question must also be yes. It is a good practice to answer both of those questions yes for dependent children for all cases.





Another issue that comes up is that of the eighteen year old child. Technically, they are not eligible for CTS unless they are still in high school AND will graduate before their nineteenth birthday. The worker will receive this alert when a CTS child is turning eighteen and we do not have graduation information completed: 094 TURN 18 GRAD AFTER 19 RUN ELIG. If you see that alert on a CTS case, you will need to request verification that the eighteen year old is in school and when they are scheduled to graduate. If you receive verification, enter the expected graduation date and their enrollment status. They will not be eligible if they will not graduate before they turn nineteen or they are not in school. Eligibility also ends for eighteen years once they graduate.


CARES Worker Web
User ID: XDA681
User Name: P UNGER
Quick Select : CASE/RFA
Help
Logout
Primary Person : 40F PP
Case:
Status: Open
Mode: Ongoing
07/30/2015
Action Items (5)
Documents (0)
Discrepancies (0)
Work Items (0)
Navigation Menu
Search
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Search
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RFA / Case
Client Registration (0)
Case Summary
Case Comments
Expected Changes
Application Entry (0)
Case Information
Individual Demographics
Benefits/School
Summary
Benefits Received
School Enrollment
Individual Non Financial
Other Health Care Programs
Asset Information
Employment Queries
Employment
Unearned Income
BC+ Tax Deductions
Expenses
Medical
Tax Filing Information
Yearly Income
W-2/Child-Care
FoodShare
School Enrollment
Cancel
Reset
Total: 4
Effective Period
Begin Month: 08 / 2014
Last Updated: 02/03/2015
Individual Information
Individual: 17F DAU
Highest Level of Education Completed: 009 - GRADE 9 COMPLETED
High School Graduation Status: NOT - NOT GRADUATED
Verification: AF - AGENCY FORM
Enrollment Status: NO - NOT ENROLLED
Verification: AF - AGENCY FORM
Type of Educational Institution: HS - HIGH SCHOOL
Student FoodShare Eligibility Reason:
Verification:
School District: 3269
School Name: WEST HIGH SCHOOL
Expected Date of High School Graduation: MM / DD / YYYY
Verification:
Meets Caring for Dependent Children Requirement:
Enter New Begin Month: MM / YYYY Go
Individual 17
Updated on or before MM / DD / YYYY Go
Add Case Comment
Cancel
Previous
Next

328 6 MONTHS OLD CHILD WITHOUT SSN is another alert that you will see with CTS cases. When you receive this alert, please check KIDS to see if they have the number. You may also want to call the casehead and obtain the information over the phone. If you can not reach the client by phone, send a verification request with a note explaining that we need the child's number. CARES will remove children without social security numbers from the grant after they turn six months.

The Exception, or Buening

As I mentioned earlier, there is an eligibility exception for some CTS cases. It is rooted in a lawsuit involving CTS's predecessor, AFDC. These exceptions occur in two parent households. The parents are not married. They have a child in common. The child of the non-SSI parent and the child in common make the group ineligible for CTS.

Buening cases occur in two-parent households in which the parents have a child in common and the income of the non-SSI eligible parent and the child in common causes any child(ren) of the SSI parent to be financially ineligible for CTS. See 5.4 Illustrations, Scenarios 12 and 13 for a visual depiction of a Buening case configuration. The ruling states that any half-siblings and their associated parent are to be excluded from the SFU if it is determined that the half-sibling, his/ her full siblings and his/her parent are not needy. To meet the definition of needy, three conditions must be true:

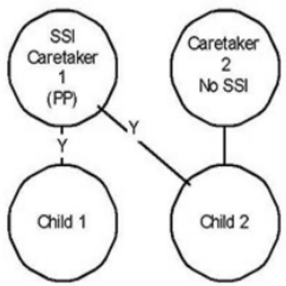
- The child of the non-SSI parent is deprived and
- The income and assets for the non-SSI parent and child(ren) are below the AFDC eligibility limits and
- The child is under the care of a qualified relative

- A child is considered deprived when a parent is disabled. If all three conditions are true, the child(ren) in common is considered needy. The whole group is considered one SFU and remains together. If at least one of the three criteria is not met, the child(ren) in common are not considered needy. The child(ren) in common and their non-SSI parent must be excluded from the CTS SFU and financial testing to allow the SSI parent's child(ren) to be tested for CTS alone.

BUENING SOCIOGRAMS

FROM CTS POLICY HANDBOOK 5.4

Scenario 12



The parents in this household are not married. They have at least one child in common. One of the parents has their own child(ren).

Explanation

The oldest child in common is the target child. The child in common provides a link for their siblings to be pulled into the SFU.

CARES Processing

Parents should be coded on ANHR as caring for all of their children. Because Caretaker 1 is the parent for both Child 1 and Child 2, that parent is coded as caring for both children on ANHR. This will produce one AG in CARES.

CTS Benefits

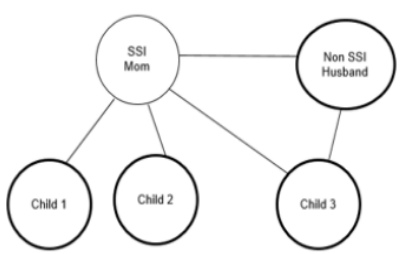
The CTS supplement will be $250, paid to Caretaker 1. (Child 2 is ineligible because only one of their parents is an SSI recipient.)

Buening Implications

This case has the potential of becoming a Buening case. If the group fails the CTS eligibility test for financial reasons, the worker must determine whether Child 2 is "needy." If Child 2 is needy, the group should be confirmed as ineligible for CTS.

If Child 2 is not needy, the worker must change the request on ACPA to "N" for both Child 2 and SSI Caretaker 2 and retest the group for CTS eligibility.

Scenario 13



The parents in this household are married. They have one child in common. The mom has two of her own children under age 18. None of the children have any income of their own.

Explanation

All three dependent children of the SSI Mom and non-SSI Dad of Child 3 are initially included in the Standard Filing Unit (SFU). The income and assets of all four members of the SFU are used to determine financial eligibility for CTS.

Buening Implications

This household may also end up as a Buening case. If the assets are over the limit of the income for the SFU exceeds the gross or net income limit for the group of four, the worker must determine whether Dad and Child 3 are "needy." If the dad and Child 3's income exceeds the gross or net income limit for Dad and Child 3, Child 3 is not needy and should be excluded along with their dad from the SFU.

CTS Benefits

If it is determined to be a Buening case and Child 3 is not considered needy, Child 3 and Dad should be excluded from the SFU. If the income and assets of Child 1 and 2 are at or below the limits for an SFU group of two, they will be eligible for a CTS supplement of $400, paid to the SSI Mom. Child 3 is ineligible because only one of their parents is an SSI recipient.

Financial Eligibility

Assets

- The first rule to remember for CTS financial testing is that all of the SSI recipient(s) income and assets are exempt. The income and assets of the rest of the group are to be considered.
- The important thing is to remember to go through the asset questions for a CTS application. We normally do not ask those for family cases.
- Also remember that CTS cases need to be monitored for divestment. See the CTS Handbook if you suspect a case of divesting assets.
- Members are allowed to have one irrevocable funeral trust and burial plot per applicant/recipient. All other types of irrevocable trusts are not counted. If there is a question regarding the availability of an asset, send it to your corporation counsel.
- We do not need to verify assets. If they report assets that would put them over the asset limit, go ahead and close them. We do not need to verify the amount. If the client disputes the amount, tell them to provide verification of the asset amount.

INCOME

Another point to remember is that child support is not counted for CTS. If the amounts are small enough, it is not an issue. The worker can enter the support and it will not affect the CTS and be counted correctly for other programs.

Child Support Intercept

- If an absent parent for a CTS case is paying support, the first 25% will go to the state to reimburse Wisconsin for the CTS paid. The remaining 75% will go to the client. If federal taxes are intercepted for past due support, up to 25% may go to the state. There is a hierarchy for payments received from intercepts, and CTS is down that list a bit.

Income tests

- There are two income tests for CTS. The first is a gross income test. The second is a net income test. Clients must pass both to qualify for CTS.
- If they pass the first test, they receive a $90 work related expense for each member who is employed or self-employed, a dependent care deduction up to $200 for each child under 2 and $175 for each incapacitated adult or child older than two, an earned disregard of $30, or $30 and 1/3, and child support paid out.
- The budget screenshot below shows the case receiving a $50 disregard for child support received. Remember that child support is not counted for CTS.

CARES Worker Web

User ID: XDA681 User Name: P UNGER Quick Select : CASE/RFA Help Logout

Primary Person : Case: Status: Open Mode: Ongoing 08/19/2015

Action Items (1) Documents (0) Discrepancies (0) Work Items (0)

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  - Individual Non Financial
  - Other Health Care Programs
  - Asset Information
  - Employment Queries
  - Employment
  - Unearned Income
  - BC+ Tax Deductions
  - Expenses
  - Medical
  - Tax Filing Information
  - Yearly Income
  - W-2/Child-Care
  - FoodShare
- Generate Summary
- Initiate Eligibility Determination

Caretaker Supplement Budget

Cancel Reset

Gross Income

Assistance Group Overview

Assistance Group:	CTS - CARETAKER SUPPLEMENT	Sequence:	1
Benefit Begin Date:	07/01/2015	Benefit End Date:	
Determination Date:	05/26/2015		

Results

Assistance Group Status:	O - OPEN	Eligibility Status:	PASS
Gross Income Test:	PASS	Net Income Test:	PASS
Total Grant Amount:	—		

Individuals

Caretaker:		Eligible Children:	
Benefit Amount:	700.00		

Gross Income Test

Eligible Members:		4
Counted Members:	+	0
Assistance Group Size:		4
Pregnant Women In Assistance Group:		0
Gross Income:	$	133.25
Assigned Child Support:	+	—
Child Support Disregard:	–	50.00
Excess Self Employment Expenses:	–	—
Countable Gross Income:	$	83.25
Gross Income Limit:	$	1,429.00

Net Income Test

Eligible Members:		4
Counted Members:	+	0
Assistance Group Size:		4
Pregnant Women In Assistance Group:		0
Gross Earned Income:	$	—
Work Related Expenses:	–	—
Student Disregard:	–	—
Earned Income Disregard:	–	—
Dependent Care Deduction:	–	—
Net Earned Income:	$	—
Unearned Income:	+	133.25
Child Support Disregard:	–	50.00
Child Support /Maintenance:	–	—
Dependent Allocation:	–	—
Excess Self Employment Expenses:	–	—
Countable Net Income:	$	83.25
Assistance Standard:	$	772.00

Individual Income

Expand All Collapse All

PP (XA - EXCLUDED ADULT)

Net Income: $ —

(EC - ELIGIBLE CHILD)

Net Income: $ —

(EC - ELIGIBLE CHILD)

Net Income: $ 133.25

(EC - ELIGIBLE CHILD)

Net Income: $ —

(EC - ELIGIBLE CHILD)

Net Income: $ —

Sequence

Updated on or before MM / DD / YYYY Go

Add Case Comment

Cancel Previous Next

Begin dates

- The first thing to remember with begin dates is that there is no proration of the monthly benefit. Whether the application date, review date or baby add is the last day of the month or the first, the client qualifies for the full benefit for that month.
- Reviews will always go back to the first of the month if they complete their review in the month after they've closed (close 7/31 for no review, complete the review on 8/31, restarts effective 8/1).
- In the previous example, if they complete their review on September 1, they are not eligible for August. Please also remember that CTS reviews are due once per year and that they also receive a grace period of one month.

- We can backdate CTS eligibility if their SSI has begun in a month earlier than the current one AND that they had to have an open case going back to that date. If there were breaks in eligibility, we are able to begin their CTS in the month their case reopened.
- The worker can also backdate a person add when the birth of a baby is reported on an ongoing case.

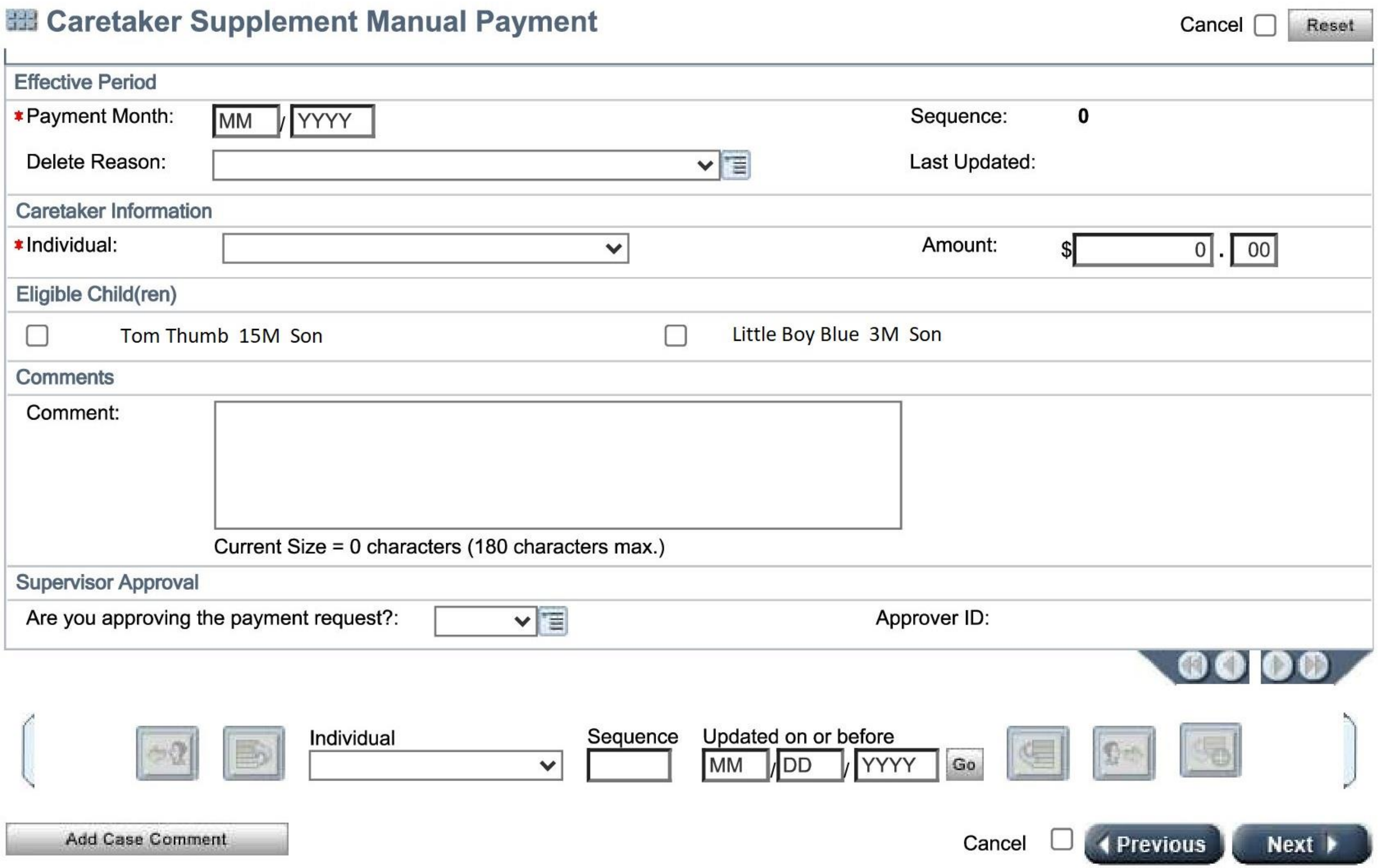
Issuing retro payments

- Retro payments are issued in four steps.

1) Ensure in ForwardHealth that client had state SSI.
2) Run with dates for all desired months.
3) Complete CWW'S Caretaker Supplement Manual Payments screen.
4) Enter case comments.

**Client is not eligible for a retro if they were open for W2 at the time you're considering for a retro.

Caretaker Supplement Manual Payment



Caretaker Supplement Manual Payment

Cancel Reset

Effective Period

*Payment Month: MM / YYYY

Sequence: 0

Delete Reason:

Last Updated:

Caretaker Information

*Individual:

Amount: $ 0 . 00

Eligible Child(ren)

Tom Thumb 15M Son

Little Boy Blue 3M Son

Comments

Comment:

Current Size = 0 characters (180 characters max.)

Supervisor Approval

Are you approving the payment request?:

Approver ID:

Individual

Sequence

Updated on or before

MM / DD / YYYY Go

Add Case Comment

Cancel Previous Next

- Type in the payment month.
- Select the SSI parent from the drop
- Select the children that are eligible for the supplement.
- Add comments
- If you come to this page and there is a screen com-pleted for a prior month, hit the new page icon at the bottom right of the page, above next.
- Be sure to approve the supplement, if you can, or have your supervisor/lead/PRT/Help Queue do so.

***Do not complete this page if CARES is already pending for the month you are considering.

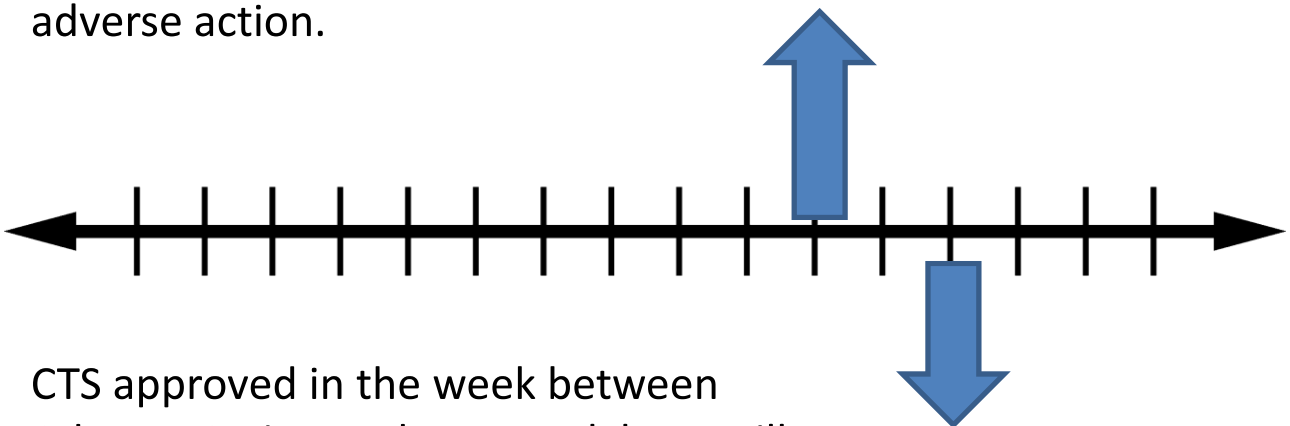
***Please do not attempt to expedite a payment by completing this page. Do not tell the client you can do so. If it was confirmed in CARES without running with dates, it will be issued in the normal cycle.

*** Once the payment is processed in FHiC, it is issued in the next available SSI cycle. The weekly cycle runs on Wednesday nights and displays in FHiC on Thursday mornings; EFT payments are usually in accounts by Friday (but can be up to 3-5 days), however, paper checks take longer (7-10 business days).

Ongoing payment cycle

All CTS approved after the second date until Adverse Action will be issued on the first of the month following adverse action.

Adverse Action



CTS approved in the week between Adverse Action and one week later will be issued in the month following the next month.

One week after adverse action

PAYMENTS

- All CTS payments are issued by Forward Health. The payment is attached to their State SSI payment.
- If they are not receiving State SSI in a given month, they will not receive CTS for that month.
- If you confirm CTS for a month in which the client does not have State SSI, a notice will be sent from CARES but the client will not receive a check.

Caretaker supplement benefits

Caretaker Supplement Benefits

Cancel ☐ Reset

Criteria

Category: **CTS - CARETAKER SUPPLEMENT** Sequence: **1**

Issuance History

Benefit Month	Last Updated	Caretaker	Eligible Children	Benefit Amount
07/2026	06/16/2026	SSI Mother 28F PP	Little Boy Blue 3M Son	$275.00
06/2026	05/18/2026	SSI Mother 28F PP	Little Boy Blue 3M Son	$275.00
05/2026	04/16/2026	SSI Mother 28F PP	Little Boy Blue 3M Son	$275.00
04/2026	03/17/2026	SSI Mother 28F PP	Little Boy Blue 3M Son	$275.00
03/2026	02/13/2026	SSI Mother 28F PP	Little Boy Blue 3M Son	$275.00
02/2026	02/13/2026	SSI Mother 28F PP	Little Boy Blue 3M Son	$275.00
01/2026	02/13/2026	SSI Mother 28F PP	Little Boy Blue 3M Son	$275.00

To Be Issued Benefits

Benefit Month	Last Updated	Caretaker	Eligible Children	Benefit Amount
		No data found.		

Assistance Group: CTS - CARETAKER SUPPLEMENT

Sequence

Benefits Available on or before: MM / DD / YYYY Go

CTS Manual Payment Summary

CTS Manual Payment Summary

Caretaker Payment Details

SSI Mother 28F PP (0123456789) — **Payment Amount : 880.00**

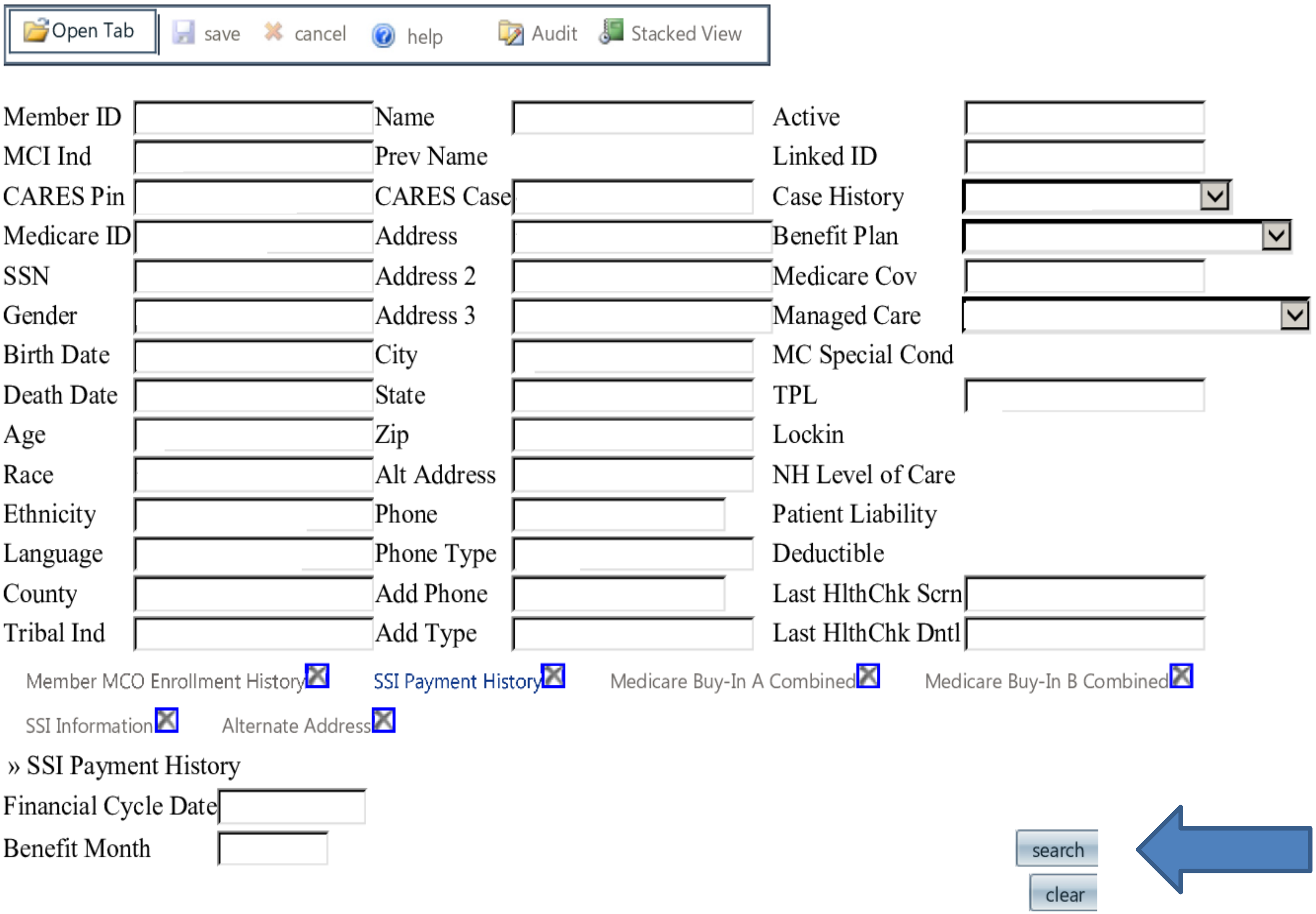
Payment Month	Name Of Child(ren)	Amount	Approved By	Last Updated	
03/2025	Little Boy Blue 3M (1234567890) Humpty Dumpty 2M (2345678901) Jack Horner 1M (3456789012)	$330.00		03/05/2025	
06/2024	Tom Thumb 15M (4567890123)	$275.00		07/02/2024	
05/2024	Tom Thumb 15M (4567890123)	$275.00		07/02/2024	

Previous

ForwardHealth & CTS

- CTS and State SSI payments may be found in ForwardHealth.
- To do so, select iC funtionality and then member search. You can use the client's MAID from CARES.
- The SSI payment history normally appears under the customer's information.

Click the search key. You do not need to enter anything in the Financial Cycle Date nor the Benefit month fields.



- This is what you will see after the search is done.
- Note the status: C01 is paid. N01 is a non-pay status.
- If you click on the Financial Number, you may obtain details about the payment, shown in the next slide.

SSI Payment History List

Benefit Month	Transaction Date	Benefit Plan	Payment Status	Financial Cycle Date	Cleared Suspense	Benefit Amount	Benefit Month Total	Cycle	Financial Number
11/2017	10/18/2017	SSI	C01	10/19/2017	Active	$83.78	$83.78	Monthly	91875
10/2017	10/18/2017	SSI	C01	10/18/2017	Active	$83.78	$483.78	Weekly	91871
10/2017	11/01/2017	CTS	C01	11/01/2017	Active	$400.00	$483.78	Weekly	91882
09/2017	08/23/2017	CTS	N01	08/24/2017	Active	$400.00	$483.78	Monthly	91852
09/2017	08/23/2017	SSI	N01	08/24/2017	Active	$83.78	$483.78	Monthly	91852
08/2017	07/19/2017	CTS	C01	07/20/2017	Active	$400.00	$483.78	Monthly	5711
08/2017	07/19/2017	SSI	C01	07/20/2017	Active	$83.78	$483.78	Monthly	5711
07/2017	06/21/2017	CTS	C01	06/22/2017	Active	$400.00	$483.78	Monthly	2223
07/2017	06/21/2017	SSI	C01	06/22/2017	Active	$83.78	$483.78	Monthly	2223
06/2017	05/24/2017	CTS	C01	05/25/2017	Active	$400.00	$483.78	Monthly	8612

1 2 3 4 5 6 7 8 9 10 ...Next

- This is the SSI Payment detail screen.
- Payment type shows that is an EFT.
- This shot is from the third line of the prior screen. It shows that $40 is being recouped from her CTS for an overpayment.
- EFTS will always show as cashed.
- Paper checks will tell show cashed or not.

Payment Number		Remit Number	167655 (View Image)
Payee Type	Member	Payment Amount	$360.00
Payee ID		Payment Type	EFT
Payee Name		Payment Date	11/02/2017
Address		Payment Status	Cashed
Street		Payment Status Date	11/16/2017
Check		Status Reason	
City		Reissued Payment Number	
State		Previous Payment Number	
Zip		Financial Cycle Date	11/01/2017
		Release Status	Released

STATE SSI DETAILS

- The address information for the casehead comes from SSI.
- If a client reports a new address to us, and is on CTS, please remind them to call Social Security.
- When a client moves from another state, they must report their address to Social Security. This will start the process for State SSI. We can not do anything about it.
- Please remember that State SSI is a Wisconsin program. Federal Social Security doesn’t know anything about it.
- Do not have the client call Social Security for State SSI or CTS check issues. They should call ForwardHealth (1-800/362-3002) and ask for the STATE SSI unit

WHY NOW?

- Effective June 24, 2026 the state began attempting to increase CTS enrollment.
- Telephonic signatures allowed!!!
- CTS request will added to the ACCESS application. It will display when the application is for FS or medical, there is a primary caretaker, there is a parent and at least one parent is receiving SSI.
- The ACCESS summary will have new language regarding CTS.
- The request will follow health care filing date rules.

- The inbox will include CTS requests.
- Certain assets will pend on the Asset Gatepost page if not currently populated.
- CARES will identify potentially eligible CTS cases and a yellow banner will display, reminding workers to ask about CTS.
- A line for CTS will be added to the signature page. Prompts will include CTS language.
- A letter will be issued to potentially eligible CTS households advising them to apply. This will run every month but a letter will be sent to each case once per year.