

**Indiana WIC Program
Indiana State Department of Health**

**Income
Standard Income Eligibility
Household Size and Calculating Income**

Policy

The Indiana WIC Program shall use household size and household income to determine income eligibility/ineligibility. Income eligibility is determined by an applicant's total gross income not exceeding 185 percent of the annually published Federal poverty income guidelines.

Authority

7 CFR Part 246.2 (Family)
7 CFR Part 246.7 (c)(1)(ii)
7 CFR Part 246.7 (d)(2)
7 CFR Part 246.7 (h)(1)(i)(ii)
Policy Memo 2010-02 Exclusion of Combat Pay
Policy Memo 2013-3 Income Eligibility Guidance

Procedures

- I. The Indiana State WIC program shall annually notify the local WIC agencies of new income guidelines.
- II. Determining household size
 - A. The number of people related or nonrelated living together as one economic unit and sharing income and consumption of goods and/or services should determine household size.
 - B. For a pregnant woman, family size is increased by the number of fetuses she is carrying. Proof of multiple fetuses is required. Women may request to waive the increase in family size.
 - C. A foster child, for income purposes, shall be considered a separate household (i.e. household of one). If the foster child is adopted, the child is considered a member of the household where he/she resides.

- D. Child/children residing with relatives and/or friends for one year or less are counted as a separate household. This includes children whose parent(s) are incarcerated.
- E. Military families
 - 1. Military personnel serving overseas, or at a military base in the United States, and who are not living with their families, must be counted as a member of the household.
 - 2. Child/children temporarily left with relatives and/or friends while both parents are assigned to military duty are counted as a separate household if the child's own source of income is sufficient to sustain the child's needs.
 - 3. Other exceptions shall be reviewed on a case-by-case basis.
- F. Applicants residing in institutions (e.g. drug treatment centers, intermediate care facilities for mentally retarded or mentally ill persons, etc.), and other facilities such as homeless shelters, half-way houses, or homes for domestic violence victims, are considered a separate household, consisting of the applicant and family members residing in the institution or facility.

III. Determining household income

- A. Applicants who report zero income should be prompted to detail their living circumstances and how they obtain basic living necessities such as food, shelter, medical care, and clothing. Means of support must be included in the household income.
- B. Separate households under one roof, occurs on an exception basis only. For multiple households residing under one roof, when the applicant's household has been residing with the other household for
 - 1. one year or less: The applicant's household income, regardless of adequacy, must be used to determine income eligibility.
 - 2. more than one year: If the applicant's household income is enough to support their household, independent of the

other family, it should be used to determine income eligibility. This includes the ability to pay fair share of rent, utilities and food.

- C. The income of a foster child, before Medicaid, TANF or SNAP is approved, shall be payments made by the social service agency for the care of the child.
 - 1. If the letter provided by Child Services does not include the amount of support payments, the foster parent may self-declare the income of the foster child as zero.
 - 2. If the foster child receives income, whether from a job or outside financial source, it must be counted in the income determination.
- D. Child support or alimony payment(s) must be included as income for the household.
 - 1. The individual making the payment(s) cannot be included as a member of the household receiving the payment(s).
 - 2. Child support or alimony payments(s) made by the household member(s) cannot be deducted from the income of the household.
- E. Income eligibility is determined at each certification except for migrants. Migrant income determination is valid for one year. A determination by any State that the income of a migrant has met the WIC income guidelines should satisfy the income screening for subsequent certification in any state for that one year period.

IV. Calculating income

- A. Annual income will be calculated based on gross income for the last 30 days and entered into the INWIC.
 - 1. Check Stubs (paper or electronic) required for last 30 days:
 - a. For weekly pay periods: 4 pay stubs
 - b. For biweekly pay periods: 2 pay stubs
 - c. For semi-monthly pay periods: 2 pay stubs

- d. For monthly pay periods: 1 pay stub
 - 2. Two or more checks showing different gross amounts will be averaged. The average will be entered in the INWIC by pay frequency.
 - B. Partial income (e.g. due to new job, lost job) declared for the past 30 days is entered into INWIC as total monthly income
 - C. For farm net income use IRS form 1040, line 18 (Farm income or loss) as annual income (a profit counts toward household income; a loss counts as zero income toward household income).
 - D. For non-farm Self-employed net business income use IRS for 1040, line 12 (Business income or loss) as annual income (a profit counts toward household income; a loss counts as zero income toward household income)
 - E. Lump sum payments are entered into the INWIC as annual income.
- XI. Applicants who possess but fail to bring proof of income will be placed in a 30-day Short-cert.
- A. The WIC staff must select "documentation not provided" as proof of income.
 - B. The applicant will be issued a written 30-day Benefit Notification that includes the applicant's right to a fair hearing.
 - 1. An applicant, not in an active certification, placed in a 30-day Short-cert during certification may choose to appeal the Short-cert. The applicant will not receive benefits past the end of the Short-cert while awaiting the hearing or the hearing officer's decision.
 - 2. The local agency Coordinator or other WIC representative must sign the 30-day Benefit Notification and note the clinic phone number.
 - 3. Scan the completed notification and give the original to the applicant or authorized representative. Scanned copies may be viewed from the communications screen in the INWIC.

- C. Instruct the applicant to return with their proof of income within 30 days. When the client returns **with** proof:
 - 1. within the 30-day short-cert period, update the missing information with the income amount for the last 30 days.
 - 2. beyond the 30-day short-cert period, but before the certification period end date, reinstate the terminated record and update the missing information with the income amount for the last 30 days.
 - D. A second 30-day Short-cert is not allowed within the certification period. No Termination Notice or additional benefits will be issued to clients returning **without** proof beyond the initial 30-day period.
- XII. The applicant, Authorized Representative (AR) may require an exemption to proof of income due to:
- A. victim of theft,
 - B. victim of disaster,
 - C. homeless individual, or
 - D. migrant farm worker
- A No Proof Reporting Form must be completed.
- XIII. For clients with more than 90 days remaining in their certification period, if the local agency becomes aware that either the client and/or other eligible family member(s) may no longer be income eligible for WIC:
- A. Staff must confirm that the client and/or other eligible family member(s) is not enrolled in Indiana Medicaid, TANF or SNAP.
 - B. Staff must determine that the client and/or other eligible family member(s) is not:
 - 1. a member of a family which contains an individual enrolled in Indiana TANF, or
 - 2. a member of a family in which a pregnant woman or an infant is enrolled in Indiana Medicaid.
 - C. If no adjunctive eligibility is found, standard income screening must be completed. If the individual(s) is no longer income eligible, the client(s) must be terminated mid-certification.