

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

**Income
Adjunctive Income Eligibility**

Policy

At certification, the local agency (LA), in order to determine adjunctive income eligibility, shall request and verify the applicant's participation in Indiana Medicaid, Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP).

Authority

7 CFR Part 246.7 (c)(1)(ii)
7 CFR Part 246.7 (d)(2)(v)(A)(B)(C)(D)
7 CFR Part 246.7 (d)(2)(vi)(A)(1)(2),(B)(C)
7 CFR Part 246.7 (d)(2)(vii) and (ix)

Procedures

I. Indiana Medicaid Programs

- A. An applicant verified eligible to receive Indiana Medicaid is adjunctively income eligible.
- B. An applicant who is a member of a family in which a pregnant woman or an infant is verified eligible to receive Indiana Medicaid is adjunctively income eligible.
- C. Verification of current Medicaid status may be done by using the Omni POS machine, the toll free automated voice response system, the on-line verification system or eligibility letter.
- D. Complete the Adjunctive Eligibility information in the INWIC, include the type of verification and Medicaid number.

II. Indiana TANF Program

- A. An applicant verified eligible to receive Indiana TANF is adjunctively income eligible.
- B. An applicant who is a member of a family that is verified eligible to receive Indiana TANF is adjunctively income eligible.
- C. The applicant must bring a copy of the eligibility letter from the Office of Family Resources or the Department of Child Services,

or a printout of the report that shows their eligibility for the Indiana TANF program. Eligible household members are listed on the letter.

- D. Complete the Adjunctive Eligibility information in the INWIC, include a type of verification.
- E. An electronic benefits transfer (EBT) card is not acceptable proof of participation in Indiana TANF.

III. Indiana SNAP

- A. An applicant verified eligible to receive Indiana SNAP is adjunctively income eligible.
- B. The applicant must bring a copy of the eligibility letter from the Office of Family Resources or the Department of Child Services, or a printout of the report that shows their eligibility for the Indiana SNAP program. Eligible household members are listed on the letter.
- C. Complete the Adjunctive Eligibility information in the INWIC, include a type of verification.
- D. An electronic benefits transfer (EBT) card is not acceptable proof of participation in Indiana SNAP.

IV. Adjunctively eligible applicants will self-declare their income for documentation in the INWIC as required for federal reporting.

- A. Money received from adjunctive programs must not be included in the self-declared income.
- B. Stipend money and personal income for each foster child, whether from a job or outside financial source, must be included in the self-declared income.

V. 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 proof of income within 30 days. When the client returns **with** proof:
1. within the 30-day short-cert period, update information, including self-declared income.
 2. beyond the 30-day short-cert period, but before the certification period end date, reinstate the terminated record and update information, including self-declared income.
- 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.
- VI. For clients with more than 90 days remaining in their certification period, if the LA becomes aware that either the client and/or other eligible family member(s) may no longer be adjunctively 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.