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| EES Policy No. 20-10-11 | RE: Verification of Excess Income |
| Policy Memo | Contact Persons: Janelle Harper |
| From: Sandra Kimmons | KEESM Reference: 1322.1 (1) & 9121.2 |
| Date: October 28, 2020 | |
| Primary DCF Areas Affected: Food Assistance | Where Posted on Web: http://content.dcf.ks.gov/EES/KEESM/Policy_Memo/policy_memo_list.html |

Clarification from USDA Food and Nutrition Service was received regarding verification of excess income. Food Assistance cannot be discontinued or denied based on client statement, either verbally or in writing, of excess gross income. As a result of this clarification, the agency must request verification when the income amount declared by the household through any means of reporting, including on the Application, IR, Review or when an income change is reported that appears to exceed the gross income limit for Food Assistance. The worker cannot recommend the client withdraw the Application due to excess income; withdrawal is solely up to the client.

The agency must attempt a collateral contact to verify the excess income. If the collateral contact is unsuccessful, verification must be requested from the household. If the household fails to provide timely verification, then the Food Assistance case would be denied or discontinued for failure to provide verification. If the household provides the requested verification timely and it verifies the household is over the gross income limit, the Food Assistance case would then be discontinued or denied for exceeding the gross income limit.

This change ensures the client's eligibility is properly determined prior to denying or discontinuing Food Assistance. If the household is denied or discontinued for being over the gross income limit without verification to support the actions, this will be a QC error as an invalid negative action.

NOTE: This clarification does not include verification of excess resources.

Scenarios-

1. Ongoing Food Assistance case clients calls to report a change in employment that puts the household over the 130% income limit. The worker attempts a collateral contact and is unsuccessful. Request for verification is sent to the household. Verification is not received within 10 days. The Food Assistance case would be discontinued for failure to provide verification allowing timely and adequate notice. If the household does respond or the collateral contact is successful and it is verified that the income is higher than the

allowable limit, the case would be discontinued for excess income allowing timely and adequate notice.

2. IR or Review is received and household reports or the agency discovers new employment that puts the household over the income limit for the household size. If the household provided verification of wages with the IR or Review or the collateral contact successfully verifies excess income, the case can be discontinued for excess income. If the household does not provide proof of new wages and collateral contact is unsuccessful, verification of excess income is required before discontinuing the case. If the household fails to verify the income reported on the IR or Review, the case would be discontinued for failure to provide verification.
3. Food Assistance Application is received and the household reports income that puts the household over the income limit for the household size. An interview must be completed. Client statement of excess income is insufficient. The worker attempts a collateral contact and is unsuccessful. Request for verification is sent to the household. If verification is not received within 10 day, the application may be denied for failure to provide verification. If the household responds or the collateral contact is successful and it is verified that the income is higher than the allowable limit, the case would be denied for excess income allowing.