Department of Social and Health Services

Olympia, Washington
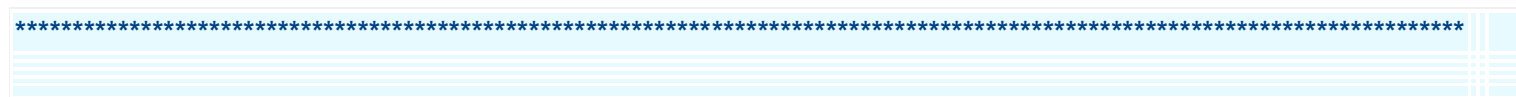
EAZ Manual

Revision	#929
Category	Program Summary: Working Family Support
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Summary

Adding program summary for new Working Family Support program.

See below for edited text:

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Working Family Support

(Revised…)

Purpose:

The Washington State Working Family Support (WFS) program is a cash program that provides an additional food benefit to any qualifying household who are recipients of Basic Food (SNAP), Food Assistance Program for Legal Immigrants (FAP), or Transitional Food Assistance (TFA) and meet WFS program eligibility criteria. The WFS program begins on May 1, 2016 and is intended to help working families stay employed.

WAC 388-406-0055	When do my benefits start?
WAC 388-434-0010	How do I get Basic Food benefits after my certification period has ended?
WAC 388-493-0010	Working Family Support

- Clarifying Information and Worker Responsibilities

Clarifying Information:

1. A client must meet all of the eligibility criteria in WAC 388-493-0010 to receive the $10.00 monthly food benefit.
2. We must verify employment hours. There are two separate hours calculations.
   a. For regular employment (paid subsidized or unsubsidized):
      i. Count the hours using prospective budgeting rules. You do not need to record actual hours of employment each month after you have verified the current weekly hours after a complete month.
      ii. Follow financial eligibility rules to estimate the number of hours.

EXAMPLE: A parent gets paid twice a month and works 40 hours per week at $8.55 per hour. The worker calculates the income as follows: 40 x $8.55 = $342 per week x 52 weeks per year = $17784 ÷ 24 pay periods = $741 ÷ $8.55 = 86.66 hours per pay period, rounded up to 87 hours. The worker enters 87 hours per pay period into the ACES EARN screen hour field.

   b. For self-employment:
      i. Hours are based on the verified gross income minus the 50% self-employment deduction or actual business expenses, whichever is greater.

NOTE: ACES will do the self-employment calculation for you. Enter the gross income and ACES will allow the 50% self-employment expense deduction and then calculate hours based on federal minimum wage $7.25/hour.

EXAMPLE: Kristen has gross self-employment income of $2500 per month from her business. The worker enters this and ACES calculates her hours from her net self-employment income $1250. $1250/7.25 = 172.4 hours per month. 172.4 divided by 4.33 weeks = about 40 hours per week. Kristen is working enough to qualify for WFS if she meets the other WFS criteria.

NOTE: The WFS benefit is countable income against the Basic Food Assistance Unit (AU). Since Basic Food is the priority program, a household isn't eligible for WFS if receipt of the additional WFS payment causes the food assistance to be terminated for excess income.

3. If any household member of the Basic Food AU is receiving Temporary Assistance for Needy Families (TANF), Tribal TANF, or State Funded Assistance (SFA), no one in that household is eligible for the Working Family Support program.
4. Eligible WFS households receive one monthly payment per AU. This monthly payment is budgeted against the Basic Food AU.
5. A Basic Food AU may have multiple active WFS AUs within it. This could occur when parents of one Basic Food AU both have children living in the home but don't have children in common. Each adult must meet the WFS criteria. All WFS payments issued to members of the same AU are budgeted against their Basic Food AU.

EXAMPLE: Charlie has one child and his wife Emma has two children. They have no children in common. Both Charlie and Emma work 35 hours per week. Charlie and Emma would each receive WFS payments. Their Basic Food income would include the total of $20 in WFS income.

6. An application isn't required for the Working Family Support program, but contact must be made with the client. Clients can request WFS:
   a. During the SNAP/FAP interview;
   b. During SNAP/FAP eligibility review;
   c. At mid-certification review; or
   d. Any time the client requests WFS.
7. The Working Family Support payments:
   a. Don't count towards the TANF or SFA 60-month time limit;
   b. Aren't subject to overpayments; and
   c. Aren't prorated. Eligible clients will receive the full benefit amount regardless of the day of the month eligibility is established.

NOTE: Do not delay processing of a Basic Food application, MCR, or ER while waiting for WFS verifications.

Worker Responsibilities

1. Screen in a new program when the client requests WFS. Use the existing AU if completing a reconsideration.
2. Verify employment hours when processing a WFS request.
3. Follow the CSD Procedures Handbook section on pending for verification if WFS was pended for verification of hours. Do not pend food recertification or applications for WFS verification.
4. Deny WFS if any household member receives Tribal TANF.

EXAMPLE: Deidra and her three children apply for Basic Food. Deidra is working 35 hours a week at $10.00 an hour, and provides pay stubs to verify the income and the hours worked. The worker processes the Basic Food application. Deidra is potentially eligible for WFS and agrees to participate. The worker screens and approves the WFS program.

EXAMPLE: Ellen and her two children are in the office to complete a Basic Food eligibility review. Ellen claims no changes to her previously verified gross income of $300 per week and 35 hours per week. The worker approves Basic Food and offers Ellen the WFS program. Ellen is interested in WFS but the worker must verify her employment hours before approving WFS. The worker screens in the WFS AU but leaves it pending and gives Ellen a letter requesting verification of her employment hours.