

Adjunct Eligibility

- I. The policy for adjunct (automatic) income eligibility is described below. Clinic staff must assess automatic or adjunct eligibility before requiring additional documentation for an income eligibility determination. Applicants are not required to provide proof of household gross income if they provide current proof they are participating in one of the following programs:
 - a. Supplemental Nutrition Assistance Program (SNAP),
 - b. Family Employment Program (TANF),
 - c. Medicaid (Title XIX).
- II. Medicaid.
 - a. Medicaid includes:
 - i. Traditional Medicaid,
 - ii. Non-Traditional Medicaid,
 - iii. Emergency Medicaid, or
 - ~~iv. Primary Care Network (PCN), or~~
 - v.iv. Medicaid Presumptive Eligibility (Baby Your Baby Medicaid program presumptive eligibility).
 - b. If a pregnant woman or infant currently receives Medicaid, all members of the family are adjunctively eligible for WIC.
 - c. If a child is currently receiving Medicaid benefits, this adjunctively qualifies the child for WIC but does not qualify other family members. Any other family members applying for WIC must provide proof of income at certification.
 - d. Because foster children are separate economic units, Medicaid received by a foster infant cannot be used for adjunct eligibility for the foster family, only the foster infant themselves.
 - e. CHIP does not qualify applicants as being adjunctively eligible.
- III. The Family Employment Program is also known by the federal program name, Temporary Assistance for Needy Families (TANF).
 - a. If any member of the family currently participates in the Family Employment Program, all family members are adjunctively eligible for WIC.
 - b. Proof of presumptive eligibility for TANF may be accepted.

IV. Supplemental Nutrition Assistance Program (SNAP).

- a. Eligibility for the SNAP Program is household based. To be adjunctively eligible for WIC, it must be determined if each individual WIC applicant is a participating member of the SNAP household. Mark the appropriate check box and enter the proof type for each applicant to be certified in the Adjunct Eligibility screen.
- b. If an applicant qualifies for WIC based on receiving Expedited SNAP, also known as emergency SNAP, only the current month's WIC benefits should be issued. Proof of SNAP eligibility or proof of income must be provided before further issuance.
- c. SNAP Horizon cards may not be used as proof of SNAP.

V. When an applicant is adjunctively eligible, they must provide verification of current enrollment in one of the above programs. Otherwise, if proof of current enrollment is not available, they must provide proof of income.

- a. The adjunct eligible program and the proof of participation must be recorded in the Adjunct Eligibility screen within the income screen. If the applicant qualifies based on Medicaid, the Medicaid number must be entered into VISION.
- b. Verification of Medicaid program eligibility is completed using the Eligibility Lookup Tool.
 - i. This is located in the Utah Department of Health and Human Services' Medicaid website at <https://medicaid.utah.gov/eligibility-lookup-tool>.
 - ii. Enter your Provider ID (local health department NPI number) and the date of service (today's date).
 - iii. For the participant, enter either the Medicaid number and the first name and last name; or the first name, last name and date of birth.
 - iv. Local agencies can require the participant to present their Medicaid card prior to checking eligibility on the Medicaid site.
 - v. The results page will return the current eligibility date span along with other information not relevant to WIC.
 - vi. Once eligibility for Medicaid is determined, enter the information in the adjunct eligibility screen in VISION.
- c. Verification of other adjunct program participation is normally documented by the participant providing a letter from the government agency verifying current eligibility.
- d. Local agencies must allow applicants to provide proof of participation in adjunct eligible programs via the internet through the Department of

Workforce Service's "myCase" system. If the myCase system does not have the Medicaid number, the Medicaid card must be presented.

- e. Applicants who have provided proof of adjunct eligibility should have this recorded in the Adjunct Eligibility screen regardless of whether or not the family has also provided proof of household income.
- VI. When proof of adjunctive eligibility has been provided that covers all current applicants to be certified in the family, proof of income is not required. WIC staff must ask the family to self-declare the amount of their current household income.
- a. Staff should explain that the family's self-declared income amount will not affect eligibility, and that this information is used for statistical purposes only.
 - b. Families may estimate their gross household income when exact amounts are unknown. Proof is not required.
 - c. If the family does not wish to self-declare income or cannot provide this information, do not add a row to the income record. Document in the comments the reason a self-declared income was not recorded.
 - d. Steps for entering self-declared income in VISION:
 - i. If all current applicants to be certified in the family are adjunctively eligible,
 - 1. First complete the Adjunct Eligibility record for each adjunctively eligible family member (applicants to be certified and family members currently certified).
 - 2. Add a row to the Income Determination field.
 - 3. Select the appropriate source of income from the drop-down list.
 - 4. Leave the Proof field blank.
 - 5. Enter the dollar amount of household income the family is declaring in the Amount field.
 - 6. Enter the frequency that this income is received in the Period field.
 - ii. If not all family members applying for WIC are adjunctively eligible,
 - 1. Complete the adjunct eligibility link for those who are.
 - 2. Additional family members applying for WIC must provide proof of income; this will be the income record which is entered for the family.
 - 3. No self-declared income should be input when proof of income is required.
 - iii. For foster children who are adjunctively eligible,
 - 1. Complete the Adjunct Eligibility screen.

2. Since foster children are their own economic unit in VISION, add a row to the Income Determination box.
 3. Enter an income record based on how much income the foster child receives if any. If the foster letter indicates that the child has no income, a "0" (zero) should be entered as the income amount.
- e. In summary, all income records should have an income row added. In cases where proof of income is not required due to adjunct eligibility, the Proof field of the income row should be left blank.