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**STATE OF WISCONSIN**

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Date: May 22, 2019

DMS, DECE, and DFES Operations Memo 19-J5

To: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
Child Care Eligibility and  
Authorization Supervisors and Workers  
W-2 Agencies

From: Debbie Waite, Deputy Bureau Director  
Bureau of Enrollment Policy and Systems  
Division of Medicaid Services  
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Katherine McGurk, Director  
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Bureau of Working Families  
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**Affected Programs:**

- ☒ BadgerCare Plus
- ☐ Caretaker Supplement
- ☐ Children First
- ☐ Emergency Assistance
- ☒ FoodShare
- ☐ FoodShare Employment and Training
- ☐ Job Access Loan
- ☐ Job Center Programs
- ☒ Medicaid
- ☐ Other Employment Programs
- ☐ Refugee Assistance Program
- ☐ SeniorCare
- ☒ Wisconsin Shares Child Care
- ☒ Wisconsin Works
- ☐ Workforce Innovation and Opportunity Act

**2020 Census Income**

**EFFECTIVE DATE**

Immediately

**PURPOSE**

This operations memo provides guidance for all programs regarding income received by individuals working as census takers and enumerators for the U.S. Census Bureau for the 2020 census. This memo also communicates a change to FoodShare policy regarding this income.

**BACKGROUND**

The U.S. Census Bureau performs a census of the nation's population every 10 years. For the 2020 census, the Bureau will be hiring people nationwide. These individuals will be hired for part-time temporary positions as census takers and enumerators. These positions last an average of four to eight

weeks, with intermittent schedules between 20 and 35 hours per week. Pay will be based on the geographic location of employment and no benefits or reimbursement for travel will be offered. Employment could begin as early as July 26, 2019, and may extend through September 2020. However, the range of hiring and length of employment is subject to change. These positions will not lead to permanent employment with the Census Bureau.

## POLICY

There are no policy changes for BadgerCare Plus; Medicaid for the Elderly, Blind, and Disabled (EBD Medicaid); Wisconsin Shares Child Care Subsidy (Wisconsin Shares); and Wisconsin Works (W-2) regarding census worker income.

- For BadgerCare Plus, Wisconsin Shares, and W-2, income earned by census workers will continue to be counted.
- For EBD Medicaid, income earned by census workers will continue to be disregarded.

## FOODSHARE

For FoodShare, income earned by census workers is countable earned income. [FoodShare Wisconsin Handbook, Section 4.3.2 Earned Income](#), will be updated in a later release to reflect this change in policy.

The hours of employment must be taken into consideration for individuals subject to student eligibility and for work requirements for able-bodied adults without dependents (ABAWDs).

Simplified reporting rules apply to all households. Members are not required to report when the employment ends unless the member is an ABAWD and is no longer meeting the ABAWD work requirement.

## CARES

Workers must enter the income on the Employment page in CARES Worker Web (CWW) using the “Employment Type” as “C – Census Enumerator.” This will ensure that CWW correctly counts the income for all relevant programs and will correctly disregard the income for EBD Medicaid. Complete the rest of the Employment page as normal, entering the information required based on the program(s) requested.

Employment Description			
Employee Type:	TE - Temporary	Job Title for Health Insurance:	ST - Staff
Employment Type:	C - CENSUS ENUMERATOR	Verification:	NQ - NOT QUESTIONABLE
Begin Date:	04 / 01 / 2019	Verification:	NQ - NOT QUESTIONABLE
First Pay Check Date:	MM / DD / YYYY		
Employment Ended?	No		
Employment End Date:	MM / DD / YYYY	Verification:	
Date Of Last Paycheck:	MM / DD / YYYY	Verification:	

**Figure 1** Employment Information Section of the Employment Page

## **CONTACTS**

BEPS CARES Information and Problem Resolution Center

For Wisconsin Shares Child Care policy questions outside of Milwaukee County: Bureau of Regional Operations (BRO), child care coordinators at [broccpolicyhelpdesk@wisconsin.gov](mailto:broccpolicyhelpdesk@wisconsin.gov)

For Child Care CARES/CWW and CSAW processing questions statewide and policy questions in Milwaukee County: Child Care Subsidy and Technical Assistance line at [childcare@wisconsin.gov](mailto:childcare@wisconsin.gov) or 608-422-7200

For W-2 policy questions in the rest of the state: Bureau of Regional Operations, W-2 regional coordinators

For W-2 policy questions in Milwaukee: Milwaukee Operations Section regional administrators

For W-2 WWP and CARES functionality questions: W-2 Help Desk

DHS/DMS/BEPS/EM and JT

DCF/DECE/BELP/ERR

DCF/DFES/BWF/JC