

Income 2A – Adjunctive Eligibility – WINNIE Online Training Module

OCTOBER 2023

Introduction

Intro

This WINNIE online training module is provided by the Minnesota (MN) Department of Health WIC Program. It provides an overview of documenting adjunctive income eligibility in WINNIE the MN WIC Information System.

Date

All dates in this module are based on today's date being October 23, 2023.

Overview 1

Current participation in another assistance program with similar income allows that person to be automatically eligible for WIC.

If it's a household-level program, any member of the family on this program, whether participating in WIC or not, makes all other family members automatically eligible for WIC.

This is Adjunctive Eligibility.

We should always assess for participation in these programs before collecting traditional income information.

Overview 2

We only need to verify and document participation in ONE of these adjunctive programs to meet income requirements.

<Transition Slide>

<screen description – no audio> Slide transitions to Certification History page for Beau Vine.

Income 1

We are the income assessor and are completing the income for our co-worker for Eve Ning's certification.

Eve has Medical Assistance and we have verified this with the online system.

We have also verified with mom that their household size has not changed.

Income 1A

To create a new income record that isn't being copied, we click the Add button in the Contacts panel.

Go ahead and do that.

Income 2

Once we click add, our new contact for today displays in the left panel.

On the right, the Household Size clears and it, along with the Pending Proof toggle, become enabled.

The Original Screening Date changes to today's date, and the Add buttons in both the Adjunctive and Income sections become enabled.

Let's enter our Household Size.

Click into the field and type 4.

Income 3

<no audio> Click into the Household Size field and type 4.

Adjunctive 1

We are adding an Adjunctive Eligibility record.

Click that Add button.

Adjunctive 2

The Program and Proof dropdowns display, and both are required.

Click the Program dropdown.

Adjunctive 3

The 7 programs listed first are household level and allow all family members to be automatically eligible.

SSI and TEFRA are individual-level programs that provide automatic eligibility but only for that applicant or participant.

Although this doesn't apply to Eve, let's take a look at individual adjunctive eligibility first.

Individual 1

SSI is Supplemental Security Income and TEFRA is the Tax Equity and Fiscal Responsibility Act. Unlike with household-level incomes that we can enter into any household member's folder, we must be in the specific member's folder when documenting their individual adjunctive income.

Individual Video 1

When we select SSI or TEFRA, Individual displays in the Applies To column.

The Proof list is similar to other non-healthcare programs, and we select what we used to verify participation.

We have to update the grid then Save.

When we save, the person to whom the adjunctive eligibility applies displays in the Participant Name column.

<Transition Slide>

<screen description – no audio> Slide transitions back to Adjunctive Eligibility Program dropdown expanded.

Adjunctive 4

For the non-healthcare programs, just in case we aren't familiar, Food Support is generally SNAP or the Supplemental Nutrition Assistance Program and MFIP is the Minnesota Family Investment Plan.

Go ahead and select Food Support.

<no audio> Select Food Support from the dropdown.

Adjunctive 5

Notice that the Applies To column now displays Household.

Click the Proof dropdown.

Proof 1

When we select one of the first two options from the Proof dropdown, we are documenting that we have verified current participation in the adjunct program by either reviewing an eligibility letter or using the phone or online verification system, and this is all the documentation necessary.

We do not scan or import electronic documents into WINNIE for income.

We have to note there are exceptions for certain one-staff certification procedures for SOD, and that requirement should be addressed by our agency processes.

In other words, we do not do this unless we are explicitly told to.

Proof 2

We select Pending Proof – 30 Day if we cannot verify their participation before or at the time of their certification.

Go ahead and click the Program dropdown again.

Adjunctive 6

The other two options are the Minnesota Health Care Program – Medical Assistance and Minnesota Care.

Eve has Medical Assistance.

Select the MA option.

<no audio> Select MHCP-MA from the dropdown.

Proof 3

Click the Proof dropdown.

Proof 4

Presumptive Eligibility – 90 day is an additional option for the MN Health Care Programs.

Proof 5

Notice that the MN Health Services card is not an option that we can select.

We can use the card to help verify participation when calling or using the online service, but we cannot use the card itself as proof.

We used the online system for Eve. Go ahead and select that option.

<no audio> Select Phone/System Verification from the dropdown.

Adjunctive 7

Since we are working within a grid on this page, and not a separate modal that opens on top of the page, we need to click the Update button before clicking the Save button.

Adjunctive 8

If we don't...

Adjunctive Msg 1

...an error message will display indicating we haven't added an income yet.

Adjunctive 9

Let's click the Update button.

Edit/Delete 1

Once the grid has been updated, the Created Date is added.

The Edit and Delete buttons are only enabled on the date the row is added in case anything needs to be corrected.

Edit/Delete 2

Like other grids in WINNIE, we must select the row in the grid then click the button or...

Edit/Delete 3

...we can double-click the row...go ahead...

Edit/Delete 4

...which is the same as clicking the edit button.

Since we didn't make a change, and the grid has already been updated, we can just click the Save button.

Click Save.

<Waiting>

<screen description – no audio> Spin icon displays.

Adjunctive 11

The garbage icon next to the contact date only displays on the date the income record is created and deletes the whole income contact.

Since income is part of eligibility determination, once a certification has been completed that the income record is associated with, it cannot be edited or deleted.

Adjunctive End

That's really all there is to documenting verified adjunctive income in WINNIE.

In the next module, we'll look at Pending Proof, or when we are unable to verify the adjunctive program.

Click the button to continue.

End

End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the [WINNIE Questions for the State WIC Office](#) form.

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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