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EXECUTIVE COMMISSIONER

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To: Eligibility Services – Regional Directors
Regional Attorneys
Hearings Officers

Region 08
Program Managers
Eligibility Services Supervisors

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State Office 2115

Subject: Pilot – Expanded Use of Texas Workforce Commission (TWC) Quarterly Wage Information (QWI) to Budget Earned Income

This bulletin is being sent to supervisors and other regional managers. Supervisors must share this information with all Texas Works staff participating in the pilot. If you have any questions regarding the information in this bulletin, follow regional procedures. Active bulletins are posted on the Texas Works Handbook (TWH) website at <http://www.dads.state.tx.us/handbooks/TexasWorks/>.

Pilot – Expanded Use of TWC QWI to Budget Earned Income

Background

The Food and Nutrition Service (FNS) has approved Texas' participation in a pilot program to test the validity of quarterly wage data as verification of earned income for the Supplemental Nutrition Assistance Program (SNAP). The pilot policy will be implemented for several months. Quality Control (QC) staff will collect data through a special pilot case review process, and HHSC will share the data with FNS on a monthly basis.

Pilot Policy for SNAP, Temporary Assistance for Needy Families (TANF), TP 08 and TP 56

The policy in this bulletin only applies to pilot participants within Region 08's Pleasanton Road office. Staff outside the pilot office must continue to follow current policy. HHSC is revising the verification policy to expand the use of TWC QWI at the pilot office for SNAP; TANF; TP 08, Parents and Caretaker Relatives Medicaid; and TP 56, Medically Needy with Spend Down. Policy for TP 40 and Children's Medicaid will not be impacted because those programs already

allow for a broad use of QWI data as verification (see TWH [A-1355.2](#), How to Use TWC Quarterly Wage Information to Budget Earned Income).

During this pilot:

- the criteria for using QWI for these programs is revised to be less restrictive.
- when the QWI meets the pilot usage criteria, the advisor must use it as verification, even when other sources such as pay stubs; Form H1028, Employment Verification; or TALX data are available.

The QWI displayed within Data Broker reflects a total of wages reported to TWC for the quarter. Each employer sends updated data to TWC during a 30-day window after the end of each quarter. The latest available quarter posted by TWC for a specific employer may be for the quarter that ended as recently as one month before the current calendar month, or as long as three months ago. The quarterly wage records are coded as shown below:

- 1 = January–March
- 2 = April–June
- 3 = July–September
- 4 = October–December

The code is then followed by the two-digit year in which the quarter was earned.

Example of QWI Data from a Data Broker Report

WAGE DETAILS:
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Name	Account	Qtr	Wages	Employer Name and Address
J DOE	07-615310-8	2-12 3-12	827.75 1,552.25	DEBONAIRE INDUSTRIAL SERVICES CO 1102 HOWARD DR ANYTOWN, TX 77536-2639 (512) 555-8000
*				
J DOE	09-335715-9	1-13	1,313.87	LAST DEPOT HOLDINGS INC % TALX UCM SERVICES INC PO BOX 283 ANYTOWN, TX 63166-0283 (512) 555-2000

Use of QWI Data

Use the latest QWI available in Data Broker for verification as explained in the remainder of this bulletin. The advisor must verbally discuss the three questions in the following table with the household member interviewed, before using QWI as verification.

Note: The advisor can use QWI during a desk review recertification if the advisor is able to contact the household and discuss the three questions. If unable to contact the household by phone while processing a desk review, the advisor must document the failed attempt and use another available verification source or pend for verification.

Step	Question	Yes	No
1.	Is the individual still working for the employer listed on the latest available quarter?	Go to Step 2	Use another source for verification
2.	Did the individual receive pay from the current employer for all pay periods in the latest available quarter?	Go to Step 3	Use another source for verification
3.	Did the individual have any change in hourly wage/salary or a change in part-time/full-time work status during the latest available quarter or after that quarter ended?	Use another source for verification	Use QWI data as verification. Answer the question in TIERS that the QWI <i>is</i> representative of current and future pay and enter earned income as explained in the following section.

Budgeting Earned Income

When using QWI as verification, use the TIERS “TWC Inquiry” functionality on the **Employment – Payments** page to enter the gross quarterly wage amount and indicate the frequency of pay. TIERS will calculate the gross earnings per pay period, which the advisor will then enter into the pay dates required by TIERS. Completion of this TIERS page provides the required documentation.

Exception: When determining the budget for prior Medicaid months, see [A-831.3](#), Income Computation.

Notes:

- Continue to verify tip income not included on an individual's wage statement by having the individual provide a signed and dated statement, as required by TWH [A-1370](#), Verification Requirements. Continue to create a separate income record for tip income in TIERS.
- There are no changes to overpayment referral policy or procedures related to the pilot. Continue to observe TWH [B-700](#), Claims, when determining potential overpayment referrals during the pilot period.

Training

Before HHSC implements the pilot, HHSC will provide training on the pilot policy along with how to properly complete TIERS pages.

Pilot Reporting

HHSC QC staff will sample pilot cases beginning in month three of the pilot, and state office will then provide monthly reports to FNS on SNAP households in which QWI data is used as verification.