

## JA WINS

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### Purpose

The purpose of this job aid is to provide you with instructions on how to enter actual hours or prompt the System to use the proxy calculation for the Work Incentive Nutritional Supplement (WINS) program.

### WINS Eligibility Requirements

The System automatically determines the CalFresh (CF) household (HH) to be eligible for the WINS Program if the household meets all the following requirements:

- Receives CalFresh, but not CalWORKs or Tribal TANF
- Has a child in the home who is:
  - Under the age of 18; or
  - Under the age of 19, who is attending high school or the equivalent level of vocational or technical training on a full-time basis. The child must also be reasonably expected to complete the educational or training program before his/her 19<sup>th</sup> birthday.
- Has at least one parent or caretaker relative that meets the Work-Eligible Individual (WEI) requirements
- WEIs must be participating in work activities hours that meet the federal TANF work participation hours requirements for subsidized or unsubsidized employment as follows:
  - 30 hours per week for a single custodial parent/caretaker HH with no child under six years old; or
  - 20 hours per week for a single custodial parent/caretaker HH with at least one child under six years old; or
  - 35 combined work hours per week for a two-parent/caretaker HH

**Note:** Supplemental Nutrition Benefit (SNB) households are eligible to receive WINS benefits as long as they are receiving CalFresh and are meeting WINS

eligibility requirements. Transitional Nutrition Benefit (TNB) households are not eligible for WINS as these households are not receiving federal CalFresh benefits.

## WINS Aid Codes

Once a household qualifies for WINS, the CalFresh aid code will be changed to a WINS aid code as follows:

Aid Code	Description
R4	WINS for non-two parent/caretaker relative HHs receiving NACF.
R5	WINS for two parent/caretaker relatives' HHs receiving NACF.
R6	WINS for non-two parent or two parent/caretaker relative HHs receiving California Food Assistance Program (CFAP) benefits.
R7	WINS for non-two parent/caretaker relative HHs receiving Transitional CalFresh (TCF) benefits.
R8	WINS for two parent/caretaker relative HHs receiving TCF benefits.
R9	WINS for non-two parent or two parent/caretaker relative HHs receiving Transitional California Food Assistance Program (TCFAP) benefits.

## Entering Actual Hours for WINS

The user enters WINS Hours on the Income Amount Detail page in the Work Hours field. The Work Hours field is not a required field and values of 0 may be entered. However, for the System to calculate WINS Weekly Hours you must select Actual and enter the number of work hours or select Proxy.

**Note:** The System does not automatically default to using the proxy calculation when no selection is made in the Work Hours field.

For an intake case, EDBC uses the Work Hours from the Begin Date.

For an ongoing case, EDBC calculates the WINS Weekly Hours from the month after the report date of the Work Hours.

The following steps assume you are in the context of a case.

Step	Action
1.	Place the cursor over <b>Eligibility</b> on the <b>Global</b> navigation bar.
2.	Select <b>Customer Information</b> from the <b>Local</b> navigator.
3.	Click the <b>Income</b> link under <b>Financial</b> on the <b>Task</b> navigation bar.
4.	On the <b>Income List</b> page, select <b>Earnings</b> from the <b>Income Category</b> drop list.

	a) Click the <b>Add</b> button.
5.	<p>On the <b>Income Detail</b> page:</p> <ul style="list-style-type: none"> <li>a) Select the appropriate <b>&lt;Name&gt;</b> and <b>&lt;Employment&gt;</b>.</li> <li>b) From the <b>Frequency</b> drop list, select the <b>&lt;Frequency&gt;</b> of the earnings. The frequency selected also determines how the System calculates the WINS Weekly Hours.</li> <li>c) Select <b>Salary, Wages</b> from the <b>Type</b> drop list.</li> <li>d) Under the <b>Income Amounts</b> section, select <b>Cash / CalFresh</b> from the <b>Display Program</b> drop list.</li> <li>e) Click the <b>Add</b> button.</li> </ul>
6.	<p>On the <b>Income Amount Detail</b> page:</p> <ul style="list-style-type: none"> <li>a) Select the appropriate <b>&lt;Reason&gt;</b> from the <b>New Change Reason</b> drop list.</li> <li>b) Enter the appropriate <b>&lt;Date&gt;</b> on the <b>New Reported Date</b> field.</li> <li>c) Enter the appropriate information in the <b>Amount, Date Received</b> and <b>Count in Average</b> fields.</li> <li>d) Select <b>Actual</b> from the <b>Work Hours</b> drop list and enter the <b>&lt;Number of Hours&gt;</b> in the <b>Work Hours</b> field.</li> <li>e) Click the <b>Add</b> button.  <b>Note:</b> You can add multiple entries by repeating steps 6a-6e to calculate an average as needed.</li> <li>f) Enter the appropriate <b>&lt;Date&gt;</b> in the <b>Begin Date</b> field.</li> <li>g) Enter the appropriate <b>&lt;Date&gt;</b> in the <b>End Date</b> field, if applicable.  <b>Note:</b> The System prorates the actual hours based on the Begin and End dates entered.</li> <li>h) Select a <b>&lt;Status&gt;</b> from the <b>Verified</b> drop list.</li> <li>i) Click the <b>Save and Return</b> button on the <b>Income Amount Detail</b> page.</li> </ul> <p><b>Note:</b> The System uses a value of 0 when calculating the WINS Weekly Hours if you select Actual and enter a value of 0 or no value at all in the Work Hours field.</p>
7.	Click the <b>Save and Return</b> button on the <b>Income Detail</b> page.
8.	Run EDBC for the CalFresh program for the appropriate month(s).

## Prompting the System to Use the Proxy Calculation for WINS

The System does not automatically default to using the proxy calculation when no selection is made. Once Proxy is selected, the proxy calculation divides the income amount by the State minimum wage plus \$0.50 to determine the WINS Weekly Hours for the income record.

**Note:** The proxy calculation for the WINS weekly hours must not be used on a regular basis; it should only be used when the actual hours worked information cannot be obtained from the CalFresh household.

The Proxy Average Amount rounding formula rounds at the end of the calculation as follows:

- Round up if 0.5 and greater, and
- Round down if 0.49 or lower

The following steps assume you are in the context of a case.

Step	Action
1.	Place the cursor over <b>Eligibility</b> on the <b>Global</b> navigation bar.
2.	Select <b>Customer Information</b> from the <b>Local</b> navigator.
3.	Click the <b>Income</b> link under <b>Financial</b> on the <b>Task</b> navigation bar.
4.	On the <b>Income List</b> page, select <b>Earnings</b> from the <b>Income Category</b> drop list. b) Click the <b>Add</b> button.
5.	On the <b>Income Detail</b> page: a) Select the appropriate <b>&lt;Name&gt;</b> and <b>&lt;Employment&gt;</b> . b) From the <b>Frequency</b> drop list, select the <b>&lt;Frequency&gt;</b> of the earnings. The frequency selected also determines how the System calculates the WINS Weekly Hours. c) Select <b>Salary, Wages</b> from the <b>Type</b> drop list. d) Under the <b>Income Amounts</b> section, select <b>Cash / CalFresh</b> from the <b>Display Program</b> drop list. e) Click the <b>Add</b> button.
6.	On the <b>Income Amount Detail</b> page: a) Select the appropriate <b>&lt;Reason&gt;</b> from the <b>New Change Reason</b> drop list. b) Enter the appropriate <b>&lt;Date&gt;</b> on the <b>New Reported Date</b> field. c) Enter the appropriate information in the <b>Amount, Date Received</b> and <b>Count in Average</b> fields. d) Select <b>Proxy</b> from the <b>Work Hours</b> drop list. e) Click the <b>Add</b> button. <b>Note:</b> You can add multiple entries by repeating steps 6a-6e to calculate an average as needed. f) Enter the appropriate <b>&lt;Date&gt;</b> in the <b>Begin Date</b> field. g) Enter the appropriate <b>&lt;Date&gt;</b> in the <b>End Date</b> field, if applicable. h) Select a <b>&lt;Status&gt;</b> from the <b>Verified</b> drop list. i) Click the <b>Save and Return</b> button on the <b>Income Amount Detail</b> page.
7.	Click the <b>Save and Return</b> button on the <b>Income Detail</b> page.
8.	Run EDBC for the CalFresh program for the appropriate month(s).

When there are multiple income entries in one month that each have **Proxy** selected in the **Work Hours** drop list of the **Income Amount Detail** page, the System tries to multiply those entries and look at them as individual income records instead of just prorating the hours for the period of the income entry.

For scenarios where the income record carries over into the next month, when adding income and Work Hours entry for the come-up month:

1. End date the prior income entry as of the last day of the prior month.
2. Add the new income with the first pay date of the month and select **Proxy** from the **Work Hours** drop list.

Example 1: There is an existing income record with a Begin Date of 7/9/2021. When you update the income, you should enter an End Date of 7/31/2021 on the existing record, add a new record with a Begin Date of 8/6/2021, and choose **Proxy** from the **Work Hours** drop list.

For scenarios where you entered multiple income records for the same month:

1. Enter the actual income entries but do not select **Proxy** from the **Work Hours** drop list on the actual entries.
2. For the last entry that is used to anticipate on going average income, enter the actual paystubs in the section of the **Income Amount Detail** page and select **Proxy** for each record in the **Average Calculator** section.
  - a. Leave this final entry high dated and enter the appropriate Begin Date.

Example 2: You have a July intake, and the individual gets paid weekly on Fridays. They provided paystubs for 7/2, 7/9 and 7/16. When entering each of those individual income records, leave the **Work Hours** field blank for each of them. For the anticipated ongoing entry with the begin date of 7/23, update the **Average Calculator** section as follows:

- 7/2 \$475, Count in Average: Yes, Work Hours: Proxy
- 7/9 \$480, Count in Average: Yes, Work Hours: Proxy
- 7/16 \$500, Count in Average: Yes, Work Hours: Proxy

The System calculates the average income as \$485. Enter a **Begin Date** of 7/23 and leave it as high dated.

For situations where the actual income is entered (the monthly average is not used), you must select **Proxy** from the **Work Hours** drop list on only one entry per month and select **No** from the **Count in Average** drop list for the income records

so that the System doesn't calculate an average to include the other income entries.

Example 3: The individual applies 7/30 and they get paid weekly on Fridays. They provide their actual weekly paystubs for each Friday in July. For the 7/2 income record, enter the records in the Average Calculator section of the Income Amount Detail page as follows:

- 7/2 \$475, Count in Average: Yes, Work Hours: Proxy
- 7/9 \$480, Count in Average: No, Work Hours: Proxy
- 7/16 \$500, Count in Average: No, Work Hours: Proxy
- 7/23 \$400, Count in Average: No, Work Hours: Proxy
- 7/30 \$450, Count in Average: No, Work Hours: Proxy

Add the remaining individual income records leaving the Work Hours field blank.

## Self-Employment and WINS

The System calculates the Self-Employment hours for WINS by subtracting the actual Self-Employment deductions or the standard deduction (both entered on the Expense List page) from the Gross Self-Employment income to get the Net Self-Employment income. The System divides the monthly Net Self-Employment income by the federal minimum wage to determine the Self-Employment monthly Hours. To calculate WINS Weekly Hours, the System divides the Self-Employment monthly hours by the weekly multiplier of 4.33. Partial hours are rounded to the nearest whole number. If the household is considered a Two-Parent household, hours are combined for two parents (biological or adoptive), or stepparents, with a mutual child, who are considered WEIs.

**Note:** Rental Income that is entered as Self-Employment income is included in the Self-Employment hours calculation.

## IHSS Income and WINS

When an individual has IHSS income, the income is considered earnings for CalFresh but can be exempt under certain circumstances for Medi-Cal.

When IHSS income is counted for both CalFresh and Medi-Cal:

1. Enter the IHSS income on the **Income List** page and select **Earnings** from the **Income Category** drop list.
2. Enter the income amount for the CalFresh program and allow the System to inherit the income for Medi-Cal. Follow the instructions as outlined above to have the System use the Actual or Proxy WINS functionality.

When IHSS income is counted for CalFresh, but not Medi-Cal:

1. Enter the IHSS income on the **Income List** page and select **Earnings** from the **Income Category** drop list.
2. Enter the income amount for the CalFresh program. Follow the instructions as outlined above to have the System use the Actual or Proxy WINS functionality.
3. Enter the income amount of \$0.00 for the Medi-Cal program with the same Begin Date as the CalFresh income amount record to prevent income inheritance.
4. Enter the IHSS income on the **Income List** page and select **IHSS** from the **Income Category** drop list.
5. Select the appropriate **Type** and enter the income amount for the Medi-Cal program.
6. Enter the income amount of \$0.00 for the CalFresh program with the same Begin Date as the Medi-Cal income amount record to prevent income inheritance.