

memo

DATE: August 7, 2019
TO: WIC Coordinators
FROM: State WIC Staff
SUBJECT: Separation of Duties – Clarification on Pending & Presumptive Eligibility

Thank you to local agencies for your work on ensuring separation of duties (SOD)! This memo is to clarify questions raised about SOD requirements in cases of pending eligibility and presumptive eligibility.

- **Pending eligibility:** is when a participant is missing proof of income and self-reported income doesn't exceed 185% FPG. In this case, he/she is temporarily eligible for 30 days.
- **Presumptive eligibility:** is when proof of income is above 185% FPG, but within the income guidelines for [Minnesota Health Care Programs](#). Income must be verified and documented at the time of certification in a note, and presumptive eligibility must be documented in an alert and a note. In this case he/she is temporarily eligible for up to 3 months.

For both Pending and Presumptive eligibility, separation of duties must be performed at two times:

- At the time of certification
- When the participant returns with proof of income (Pending eligibility) or proof of medical assistance (Presumptive eligibility).

Documentation

There are two ways that separation of duties can be documented at the time of the certification:

- In the Certification Guided Script
- In a "SOD-Income" note

At the time of income verification when the participant returns, there is only one way to document separation of duties:

- In a "SOD-income" note stating that income was verified and the staff person who completed verification.

SEPARATION OF DUTIES

Note that in both these instances the person verifying income or determining eligibility has to be a different person than the one determining nutrition risk (the certifier). The same person can complete both notes as long as they are not the certifier.

When verifying presumptive eligibility, a “SOD-Income” note can be used as dual documentation for SOD and for Presumptive eligibility purposes, as long as the following information is included in the note:

- Family size
- Income
- Type of income proof provided
- Confirmation that SOD was done

The follow-up SOD-Income note, if used for both purposes, would indicate how Presumptive eligibility was resolved and that SOD was done.

Consult your State WIC Consultant if there are questions about your SOD plan.

For questions about the difference between pending eligibility and presumptive eligibility, see [MOM Section 5.2.4](#).