

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Health Care Access and Accountability
1 W. Wilson St.
Madison WI 53703

To: FoodShare Wisconsin Employment and Training (FSET) Handbook Users

From: Angela Dombrowicki, Director
Bureau of Enrollment Management

Re: **FSET Handbook Release 09-02**

Release Date: 07/14/09
Effective Date: 07/14/09

EFFECTIVE DATE

The following policy additions or changes are effective 07/14/09, unless otherwise noted. **Bold text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY CLARIFICATIONS

4 FSET Participation Process > 4.1 FSET Participant Group

Old Text:

~~Any individual who is receiving FoodShare benefits is eligible to participate in the FSET Program as a volunteer except individuals who are working full-time, i.e., 30 hours or more a week. The FS eligibility worker determines eligibility for FoodShare and refers to FSET providers recipients who wish to enroll voluntarily in the program. The following participant groups are those who are potentially eligible for the FSET Program:~~

1. Participants who receive only a Food Share benefit (FS only);
2. ~~FS recipients who receive a county GR grant (Sections 49.027 and 49.124 Wisconsin Statutes);~~
3. FSW recipients who receive a federal Bureau of Indian Affairs-sponsored Tribal General Assistance grant;
4. FS recipients who choose to receive only FoodShare and Medicaid and/or childcare; or
5. FS recipients who receive FoodShare benefits and W-2, if they are placed in W-2 unsubsidized employment (CMU, or CMF).

New Text:

The FS eligibility worker determines eligibility for FoodShare and refers to FSET providers recipients who wish to enroll voluntarily in the program. The following participant groups are those who are potentially eligible for the FSET Program:

1. Participants who receive only a Food Share benefit (FS only);
2. FSW recipients who receive a federal Bureau of Indian Affairs-sponsored Tribal General Assistance grant;
3. FS recipients who choose to receive only FoodShare and Medicaid and/or childcare; or
4. FS recipients who receive FoodShare benefits and W-2, if they are placed in W-2 **payment position.**

4 FSET Participation Process > 4.2 FSET Determination

New Text:

When an individual applies for FoodShare benefits, the FS eligibility worker will: verify that the individual lives in the county or tribal service area of their ESA; enter financial and non-financial information into CARES; and determine who is in the food

before the date of the enrollment appointment. **Referrals from ESC coded as EN are not required to be contacted for an appointment within 5 days, or enrolled within 30 days of referral. The FSET agency is responsible for developing internal procedures for possible outreach efforts for this population.**

All referred individuals, **other than those coded as EN**, must be enrolled in FSET within 30 days of the referral date. If the individual misses the first enrollment appointment, the FSET worker should attempt to re-schedule at least one appointment.

**4 FSET Participation
Process > 4.5 W-2
Participants in the FSET
Program**

New Text:

W-2 participants who are placed in subsidized employment positions [Trial Jobs (TJB), Community Service Job (CSJ), or W-2 Transitions (W-2 T)] are categorically eligible for FS, but are exempt from FSET with FSET Exemption Reason, 'PA-Participating in Work Program'. Participation in a W-2 employment position (TJB, CSJ, W-2 T) will always take precedence over participation in the FSET program.

W-2 participants who receive an actual W-2 payment are eligible to volunteer and receive FSET services and FSET participant reimbursements. W-2 participants who receive only case management services are not eligible to receive FSET services. Failure of a W-2 participant to complete an FSET activity cannot result in a FS sanction.

Failure to complete an activity cannot result in automatic disenrollment from FSET. Federal regulation states in part, that a State Agency must not disqualify voluntary participants in an Employment & Training (E&T) component for failure to comply with E&T requirements. If other services may reasonably assist the volunteer reach their employment goal, those services should be explored and offered. This does not mean that volunteers are not responsible for following through with the activities they agreed upon as part of their EP. Volunteers must put forth a level of effort by participating in activities that would be comparable to spending approximately 12 hours a month for two months making job contacts.

**4 FSET Participation
Process > 4.7 Enrollment**

New Text:

Example 1: Kim is self employed 7 hours/week and enrolled in an online course, which she anticipates completing in 2 years. When Kim meets with her FSET case manager for enrollment and orientation, she indicates that she is not interested in participating in any FSET activities, and only needs child care, because she is already busy with school and work.

The agency should consider the following:

- 1. FSET is an employment and training program designed to help individuals plan for and take steps to become gainfully employed.**
- 2. Since Kim already had a self initiated plan, meaning she is already enrolled in the on-line course and self employed, and not interested in other services directly related to employment, Kim is not benefiting from the employment and training services that FSET offers. If Kim was interested in job search activities the agency may consider developing an EP, with biweekly review of progress.**
- 3. Enrolling in FSET for the sole purpose of only receiving child care is not an efficient use of FSET resources.**

**4 FSET Participation
Process > 4.11 FSET
Components and Statuses**

New Text:

After enrolling participants, at a minimum, all FSET agencies are required to offer the following ~~four~~ core activities:

- Orientation (can be provided with enrollment);
- On-going assessment;
- Employment Search; and

• ~~Work Experience.~~

FSET program activities are posted in CARES as a Component or Status. Participants must be engaged in at least one Component or Status within the first 3 weeks after enrollment. Components and Statuses are reported on WPCS and displayed on WPCH in CARES.

Case managers must report statuses and components via WPCS. The statuses and components previously reported will display on WPCH, the Component/ Status History screen. This screen includes current and past activities for the individual. The statuses and components on this screen that are in the 'Actual' ('A') phase and do not have an Actual End Date reported are considered open and reflect current activity for the participant.

There are other WP activities that do not require specific reporting on WPCS as they do not fit the definition of any of the statuses or components. ~~In these unreported activities, the individual must complete the activity as assigned, i.e., EP review appointment.~~ Information on these activities may be added to the following CARES screens, WPAS (Employability Service Plan), WPSS (Supportive Services), or CMCC (Case Comments).

4 FSET Participation Process > 4.12 FSET Components

The following codes were moved **to** the table of codes that can use FSET funds **from** the table of codes that can not use FSET funds.

CR -Career Advancement Serviced
EI - Employer Intervention
JR-Job Retention Services

4 FSET Participation Process > 4.13 FSET Statuses

New Text:

Participants enrolled in the FSET program may volunteer, but cannot be required to participate in program activities for more than 12 hours per month, unless the activity requires additional effort (i.e. enrollment in a certification course would require that the participant attend class). Failure to complete an activity must not result in automatic disenrollment from FSET.

Federal regulation states in part, that an FSET agency must not disqualify voluntary participants in an Employment & Training (E&T) component for failure to comply with E&T requirements. If other services may reasonably assist the volunteer reach their employment goal, those services must be explored and offered. This does not mean that volunteers are not responsible for following through with the activities they agreed upon as part of their EP.

Volunteers must put forth a level of effort by participating in activities for a minimum of approximately 12 hours a month for two consecutive months. Workers may allow exceptions to the 12 hour rule if warranted by the circumstances of the individual.

4 FSET Participation Process > 4.14 Employability Plan

New Text:

The initial Employability Plan (EP) must be developed within the first 3 weeks after enrollment and reviewed/updated at least every 6 months for the duration of engagement in the FSET program. An EP is a written agreement developed jointly by a participant and his/her case manager. **The EP should be a mutually agreed upon plan based on the job seekers strengths, needs and preferences, within the confines of policy and efficient use of funding.** Following an assessment, the **case manager will work with the participant** to determine appropriate FSET activities and related supportive services that may be considered by the participant. The participant has the option of accepting all or any part of these recommendations **put forth by the case manager.** These agreements can be viewed as the "road map" **to employment** and self-sufficiency. An EP details a logical series of actions, which becomes a blueprint for change. The EP must be entered in CARES and

- From a full-time unsubsidized job- To a full-time unsubsidized job **with a different employer**
- From a part-time unsubsidized job- To a full-time unsubsidized job **with a different employer**
- From a part-time unsubsidized job- To a part-time unsubsidized job **with a different employer**
- Meets the special condition described- Temporary to Permanent Hires (see definition, 4.10.4)

Do not count as an "Entered Employment" for jobs that fit any of the following criteria:

1. Any position in which the income cannot be budgeted for the FoodShare benefits (example: work-study), or
2. Entry into a work experience position or volunteer job. This information may be entered on WPEH. Make case comments indentifying the job as WX or volunteer job, or
3. Any ONE of the following:

From no job- To a subsidized job (OJ or WX)

From a job- To a subsidized job (OJ or WX)

From a job - To the same job with an increase in gross pay **due to regular pay increases and not a job promotion.**

4 FSET Participation Process > 4.19.Treatment of Special Types Of Employment

New Text:

Self-Employment

Self-employment is considered an Entered Employment if it meets the criteria of an Entered Employment. Divide the monthly income reported by the minimum wage, and then divide that number by 4.3 to determine part-time or full-time employment. If the result is 30 or greater, then the employment is considered full-time. If the result is less than 30, then the employment is considered part-time employment.

~~Note: This formula is used in the determination of Entered Employment. For determining exemptions, workers must use the reported hours of work.~~

Temporary Agencies as Employers

When an individual is assigned to a work site by a temporary agency (also known as staffing agency or employment agency) acting as the employer, the employer for reporting purposes is the temporary agency. The temporary agency name is reported on WPEH as the employer. The job may meet the criteria for an Entered Employment (EE), and should be reported using the temporary agency as the employer.

If the participant changes sites or jobs, but is still employed by the temporary agency, the job or site change does not count as another Entered Employment. Each time a change occurs, the worker should update WPEL/WPEH by end dating the old employment sequence, using SE in the Reason for Leaving field. A new WPEH screen should be completed with the Employment Begin Date of the new job/site change. The Entered Employment field is N, and the temporary agency is re-entered as the employer. The job site employer should be listed in the Job Duties field. Comments on CMCC also may be completed.

If the rate of pay or hours is significantly changed, the change should also be communicated to the worker responsible for eligibility so AFEI can be updated.

Work Study

Work Study jobs do not meet the definition of Entered Employment, working part-time or full-time. Work-study positions are subsidized employment designated to assist students in meeting their educational financial needs. ~~Work Study is not an approved FSET activity.~~

Internship

Internship is considered to be part of the Post-secondary Education activity, whether it is paid or unpaid, because the participant earns academic credit for it. If the internship meets the definition of an Entered Employment, then an Entered Employment may be entered. ~~Internship, unless it meets the definition of an EE, will not be an approved FSET activity.~~

4 FSET Participation Process > 4.20 Definition Clarification:

New Text:

Temporary Agency: An agency that hires individuals **to fulfill the employment needs of various employers for a limited time period**. The agency pays wages to individuals while they work at different work sites and is therefore the employer of record. If the initial job assignment with the temporary agency meets the definition of an Entered Employment, the Entered Employment should be reported in CARES using the temporary agency as the employer.

Subsequent job or site changes while still employed by the temporary agency do not count as another Entered Employment.

Temp to Perm Placements: An employment hire resulting from an employee who was placed in a job by a temporary agency and subsequently being hired by that employer into a (permanent) job with that employer. Such "Temp to Perm" hires may be counted as an Entered Employment.

Unsubsidized Employment: In general terms for the FSET population, unsubsidized employment is a job in which no public money goes toward paying salaries.

Entered Employment: **A term used by work programs to identify credit the agency receives for assisting the individual obtain unsubsidized employment. Commonly referred to as an EE.**

4 FSET Participation Process > 4.21 Reserved 4 FSET Participation Process > 4.22 Disenrollment

This section is now marked as "Reserved."

New Text:

Disenrollment is the process whereby an FSET individual **ends FSET participation** .

This occurs for a variety of reasons, some of which are:

- The individual withdraws his/her request for FS;
- The individual withdraws his/her request for FSET services;
- The individual loses eligibility for FS;
- The individual does not put forth an effort to participate in the program for at least two consecutive months. Effort is defined as participating in FSET activities for approximately 12 hours/month or more.

Note: Prior to disenrolling a volunteer for nonparticipation the worker must make contact to determine why the individual is not participating and to determine if the EP should be revised to include different services. Workers may exempt the volunteer from participating a minimum of 12 hours per month if the circumstances for nonparticipation seem reasonable.

Participants to be disenrolled appear on the Disenrollment List WPDL. Generally, participants should not be disenrolled from FSET until they appear on the list **and the FSET worker has confirmed that disenrollment is warranted**. Before disenrolling a participant who appears on WPDL, the FSET worker should verify that

no changes have occurred in eligibility since the last time WPDL was reported. Contact the FS eligibility worker who should check eligibility screens for errors. If the FS eligibility worker identifies an error and makes the appropriate changes, the name will be removed at the next WPDL batch run. (WPDL is updated every Tuesday and Friday evening.)

**6 ABAWDS > 6.4 ABAWD
Participation and FS
Eligibility**

The minimum wage was updated to \$7.25 beginning July 24, 2009.

**6 ABAWDS > 6.5 Workfare
Placements**

The minimum wage was updated to \$7.25 beginning July 24, 2009.

**6 ABAWDS > 6.9 ABAWD
Strike Process**

The minimum wage was updated to \$7.25 beginning July 24, 2009.