



Date: June 10, 2022

DMS Operations Memo 22-10
Amended August 11, 2022

To: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
FSET Agencies

Affected Programs:	
<input type="checkbox"/> BadgerCare Plus	<input type="checkbox"/> Caretaker Supplement
<input checked="" type="checkbox"/> FoodShare	<input checked="" type="checkbox"/> FoodShare Employment and Training
<input type="checkbox"/> Medicaid	
<input type="checkbox"/> SeniorCare	

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New Consolidated Notice and Oral Explanation of FoodShare Work Requirements

CROSS REFERENCE

- FoodShare Wisconsin Handbook [Section 2.1.3.2.1 Required Interview Topics](#), [Section 3.16.1.4.1 Work Registration Interview Requirements](#) and [Section 3.17 Able-Bodied Adults Without Dependents \(ABAWDs\)](#)
- FSET Policy Handbook [Section 6.3, FSET Participation Requirements](#)
- Process Help, [Chapter 71](#)
- 7 CFR [§ 273.7\(c\)\(11\)\(ii\) and \(iii\)](#)

EFFECTIVE DATE

June 25, 2022

PURPOSE

The purpose of this operations memo is to explain the new consolidated notice and oral explanation of FoodShare basic work rules and FoodShare work requirements. As part of this project, “work registrant requirements” are being renamed “FoodShare basic work rules,” and “ABAWD work requirements” are being renamed “FoodShare work requirements.”

BACKGROUND

When applying for or receiving FoodShare benefits, able-bodied adults without dependents (ABAWDs) and work registrants must meet certain work requirements (see [FoodShare Wisconsin Handbook, Section 3.16.1 Work Requirements](#)). Income Maintenance (IM) agencies must provide an oral explanation of applicable requirements to applicants and members at the time of application and renewal. Applicants and members also receive written notification outlining these requirements.

Current policy requires that during the FoodShare interview, IM workers must explain the FoodShare rights and responsibilities, the FoodShare basic work rules, the FoodShare work requirements, and the consequences of failure to comply with the FoodShare basic work rules and work requirements. IM workers must also provide applicants and members with information on exemptions from the FoodShare basic work rules and work requirements so that they may recognize any current or future exemptions for themselves or FoodShare unit members (see [FoodShare Wisconsin Handbook, Section 3.16.1.4.1 Work Registration Interview Requirements](#)).

To streamline and improve communication between the IM agency and FoodShare applicants and members, Food and Nutrition Services (FNS) published a final rule that requires states to create a consolidated notice and oral explanation that explains all aspects of the member's FoodShare basic work rules and FoodShare work requirements. Starting ~~on June 25 August 14, 2022~~ **at a later date**, ABAWDs and work registrant applicants and members will receive the required consolidated notice of FoodShare basic work rules and FoodShare work requirements. This notice must be sent at application, renewal or when reported changes impact a FoodShare unit member's work registrant or ABAWD status.

In addition, the Work Registrant and ABAWD Reporting Script will be replaced with a new oral explanation that must be provided to applicable applicants and members during interviews. The new oral explanation aligns with the information in the consolidated notice.

POLICY

Both the consolidated notice and the oral explanation of the FoodShare basic work rules and FoodShare work requirements will provide applicants and members with the relevant information regarding their current and future eligibility.

CONSOLIDATED NOTICE

Starting ~~on June 25 August 14, 2022~~ **at a later date**, existing work requirement notices will be replaced with the [consolidated FoodShare basic work rules and FoodShare work requirements notice](#). This new notice will include:

- Which FoodShare basic work rules and FoodShare work requirements apply to each FoodShare member.
- Explanation of the FoodShare basic work rules and FoodShare work requirements and how to meet them.
- Current exemptions from FoodShare basic work rules and FoodShare work requirements.

The consolidated FoodShare basic work rules and FoodShare work requirements notice will be automatically sent to FoodShare units with ABAWDs or work registrants at the following intervals:

- Application.
- Renewal.
- When a member's work registrant or ABAWD status changes.

The new notice will not be sent to a household if no members are subject to either of the requirements.

ORAL EXPLANATION

Effective June 25, 2022, the new [oral explanation](#) of work requirements must be provided to all households with a member subject to a work requirement. Under the new oral explanation of FoodShare basic work rules and FoodShare work requirements policy, IM workers must identify which FoodShare unit member or members are subject to FoodShare basic work rules and FoodShare work requirements and provide the following information to the FoodShare unit as part of each FoodShare interview:

- An explanation of each work rule and applicable work requirement.
- Information on exemptions from each applicable work rule and work requirement.
- An explanation of the process to request an exemption, including contact information to request an exemption.
- What is required to maintain eligibility under each work rule and applicable work requirement.
- Consequences for failure to comply with each work rule and applicable work requirement.
- An explanation of the process for requesting good cause, including examples of good cause circumstances and contact information to initiate a good cause request.

If the household includes an applicant or member subject to the FoodShare work requirements, IM workers must also provide information on the FoodShare Employment and Training Program (FSET). If an applicant or member lives in an area where the FoodShare time limit is waived, IM workers are also required to provide information about the current status of the time limit policy.

Note: The Work Registrant and ABAWD Reporting Script that IM workers currently read during the FoodShare interview will be obsolete beginning June 25, 2022. The [FoodShare Reporting Requirements Call Script for Income Maintenance Agencies](#) is not changing and will still be required. To identify discussion topics all FoodShare interviews must include, see [FoodShare Handbook 2.1.3.2.1, Required Interview Topics](#).

CONTACTS

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DHS/DMS/BEOT/
DHS/DMS/BEEP/KQ