



Date: October 12, 2022

DMS Operations Memo 22-21

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 | |

From: Jonelle Brom, Bureau Director
Bureau of Eligibility Operations & Training
Division of Medicaid Services

Jori Mundy, Bureau Director
Bureau of Enrollment & Eligibility Policy
Division of Medicaid Services

FoodShare Employment and Training (FSET) Component Update

CROSS REFERENCE

- FoodShare Employment and Training Handbook, [1.4 FSET Component Activities](#), [4.5 Initial Employment Plan](#), [8.2 Ongoing Assessment](#), [10.3 Appendix C: FSET Fundable Component Activities](#)
- FoodShare Wisconsin Handbook, [3.16.1 Work Requirements](#), [3.17.1 Able-bodied Adults Without Dependents \(ABAWDs\)](#)

EFFECTIVE DATE

October 29, 2022

PURPOSE

This operations memo announces changes to the FoodShare Employment and Training (FSET) program components to meet federal standardization requirements from Food and Nutrition Services (FNS).

BACKGROUND

The FSET program is Wisconsin's voluntary employment and training program operated as part of the federal Supplemental Nutrition Assistance Program (SNAP), known as FoodShare in Wisconsin. The purpose of FSET is to provide FoodShare members with opportunities to gain skills, training, and

experience needed to improve employment opportunities. Wisconsin's FSET program focuses on identifying the strengths, needs, and preferences of program participants to provide comprehensive, individualized services that will result in successful competitive employment.

FSET agencies must offer a variety of activities to comprehensively address the unique needs of each participant. FNS organizes the SNAP employment and training program into different components including supervised job search, case management, job search training, workfare, work experience, education components, self-employment training, and job retention. These components consist of one or more activities.

POLICY

Effective October 29, 2022, FSET components will be changed to meet standardization requirements from FNS. The FSET Tool in CWW and IMMR reports will reflect these updates. Most of the standardization changes primarily impact federal reporting to FNS and will be unnoticeable to workers.

NEW FSET ACTIVITIES

Related to the standardization changes, two new FSET components will be available for use in the FSET Tool starting October 29, 2022, Job Search Training (JT) and Integrated Training or Bridge Program (BR).

- FSET workers may assign Job Search Training (code JT) to participants who need general guidance with the job search process. Agencies assist job search training participants in developing, practicing, and applying job seeking skills with the goal of securing employment. This includes assistance with applications, resume development, and interviewing skills, including mock interviewing. FoodShare members need limited skills to participate in this component. Case managers will evaluate whether participants are making progress through ongoing assessments. Case managers will assist participants with computer literacy skills required to move into the Supervised Job Search (ES) component leading to employment.
- FSET workers may assign Integrated Training or Bridge Program (code BR) to participants who are in high school and soon to be entering college, or participants who hold a two-year degree who are seeking a four-year or graduate degree. Bridge programs can vary depending on the population served. The criteria for participation in this component will vary greatly by the bridge program activity that is assigned. For example, if a nursing bridge program is offered, case managers will research the skills, knowledge, and experience necessary to participate in the nursing bridge program. If a participant does not meet the standards for the program, the FSET case manager will assign the participant to other activities to gain the required skills for the nursing program. FSET funds are used to pay for these activities after grants and other financial assistance options are exhausted. Case managers assist participants in applying for educational financial assistance when applicable. Prior to paying for any educational program, FSET agencies research the cost of attendance for non-FSET participants and ensure the FSET agency is paying comparable tuition or less than comparable tuition than is required for non-FSET participants.

DMS Operations Memo 22-21

October 12, 2022

Page 3 of 3

CONTACTS

DHS CARES Problem Resolution Team: DHSCARESProblemResolution@dhs.wisconsin.gov

DHS/DMS/BEOT/

DHS/DMS/BEEP/KV