

RETURN ADDRESS
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Mailing Date: MM/DD/YYYY

ANNA MEMBER
123 MAIN ST
ANYTOWN WI 55555



State of Wisconsin

Case #: 1234567890

ABC Agency

Phone: 987-654-3210

Fax: 555-555-5555

Online at access.wi.gov



The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call 1-987-654-3210. These services are free.

You Will Keep Getting FoodShare in January 2025

You or someone in your household must meet a work requirement to get FoodShare. If you don't meet the work requirement, you can only get FoodShare for three months in a three-year period.

You used your three months for the three-year period that ends December 31, 2024. There is a new three-year period from January 1, 2025, through December 31, 2027.

As a result, you will keep getting FoodShare in January 2025.

However, if you do not tell us about an exemption or meet the work requirement in January, February, and March 2025, your FoodShare benefits will end in April. Please review the information in this letter about what you need to do to keep your benefits.

What is the FoodShare work requirement?

To keep getting FoodShare, you must work or participate in a work training program such as the FoodShare Employment and Training (FSET) program for at least 80 hours per month unless you have an exemption. If you are meeting the work requirement, you should tell your agency. Agency contact information can be found at the top of Page 1 of this letter. For more information about the FoodShare work requirement, go to dhs.wi.gov/foodshare/work.htm.

What are exemptions to the work requirement?

Exemptions are reasons why you don't have to meet the work requirement. Some examples are if you are physically or mentally unable to work, pregnant, experiencing homelessness, or a veteran.

Refer to our exemption list at dhs.wi.gov/foodshare/work.htm to see if you have a qualifying reason. If you do, let your agency know right away. You can also enter exemptions in ACCESS at access.wi.gov.

Is there a work training program for FoodShare members?

FoodShare Employment and Training (FSET) is a free, voluntary program you can enroll in to meet the work requirement. You'll get one-on-one support in setting career goals, pursuing education and skills training, and finding a job. FSET can also help you pay for things you might need for training and your job search, like bus passes, gas, and work clothes.

For more information about FSET, go to dhs.wi.gov/fset.