

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Medicaid Services
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To: FoodShare Wisconsin Employment and Training (FSET)
Handbook Users

From: Rebecca McAtee, Bureau Director
Bureau of Enrollment Policy and Systems

Re: **FSET Handbook Release 17-01**

Release Date: 05/18/2017
Effective Date: 05/18/2017

EFFECTIVE DATE The following policy additions or changes are **effective 05/18/2017**, unless otherwise noted. **Grey highlighted text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY UPDATES

Note: Several sections of the handbook were edited to better organize and clarify content. There are no policy changes to these sections. While these changes are not highlighted in the handbook, or listed in this cover sheet, the bottom of a page references if the page was updated for this release.

1.2 FSET Goals and Objectives

This section was deleted and marked reserved. This section was incorporated into Section 1.1 FSET Program Description.

1.4.1 Job Search and Job Search Training

~~The duration of job search activities may vary from 30 days to no more than 180 days without re-assessment. If progress toward obtaining employment is lacking after 180 days, the employment plan must be reviewed to determine if further assessment, training, or educational options should be explored.~~
FSET workers must reassess assignment to activities within job search and job search training during regular employment plan reviews in accordance with FSET Handbook 8.1 Employment Plan Reviews. During employment plan reviews FSET workers should discuss with participants whether participation in assessment, training, or education activities would help the participant better achieve employment goals.

1.4.6 Job Retention

~~FSET agencies must offer supportive services for participants who have secured employment. Only individuals who have received other employment and employment/training services through the FSET program are eligible for job retention services. Individuals who receive job retention services are usually not participating in other components. In some cases these services are provided after the individual has lost FoodShare eligibility. This component typically includes job retention reimbursement for reasonable and necessary expenses to assist individuals in maintaining employment, such as required clothing, equipment, tools, relocation expenses, child care, and transportation. Job retention may also include case management services that address workplace demands and employer expectations.~~
The only activity under the job retention component is job retention. It is a qualifying activity that provides services for up to 90 days to participants who have secured employment. All of the following must be true in order for an individual to participate in job retention:

- The individual enrolled in FSET prior to obtaining employment; and
- The individual received FoodShare benefits the month of or the month prior to when job retention services would begin.

The criteria above must be met each time the job retention component is assigned.

An individual who received job retention services for employment and then obtained new employment may be eligible for additional job retention services, if the individual participated in an FSET component besides job retention prior to gaining the new employment.

Example 1: Sheena participates in employment search, gains employment, and receives 90 days of job retention services. Sheena later participates in employment search and job skills training to find a better job. Sheena obtains another job and qualifies for an additional 90 days of job retention services.

There is no limit on the number of times an individual may receive job retention services if the individual participated in FSET activities, other than job retention, prior to obtaining the new employment.

Job retention includes job retention reimbursement for reasonable and necessary expenses to assist individuals in maintaining employment, and case management services that address workplace demands and employer expectations.

Individuals receiving job retention services usually will not continue to participate in other FSET components, but they may choose to continue participation. In some cases individuals may become FoodShare ineligible while enrolled in job retention services. Job retention services may continue after an individual becomes FoodShare ineligible as long as the individual became ineligible for a reason other than an intentional program violation or failure to comply with FoodShare work requirements without good cause. If an individual obtains employment but continues to participate in other allowable FSET components, he or she is eligible to receive supportive services if reasonable, necessary, and directly related to participation in the FSET components. For more information on supportive services, see FSET Handbook Chapter 5.0 Supportive Services.

1.4.7 Formal Assessment

This section is new.

1.4.8 On-the-job Training

This section is new.

2 FSET Eligibility

2 FSET and FoodShare Eligibility

2.1 FSET Eligibility Criteria

2.1 FSET and FoodShare Eligibility Criteria

This section was rewritten. This section includes content that was in 2.2 IM Agency Responsibilities.

2.2 IM Agency Responsibilities

This section was deleted and marked reserved.

2.3 FSET Agency Responsibilities

This section was deleted and marked reserved.

4.2 Initial Appointment

This section was deleted and marked reserved.

4.4 Assessment

4.4 Assessment Initial Enrollment Appointment

4.5 Initial Employment Plan

An EP is a written agreement developed jointly by a participant and his or her case manager. The EP should be a mutually agreed upon plan based on the job seeker's strengths, needs and preferences, within the confines of policy and efficient use of funding. An initial EP must be completed at the initial enrollment appointment.

4.6 Time Frame for Completion of Enrollment Process

This section was deleted and marked reserved.

6.3.1 Non-ABAWD and Exempt ABAWD Participation

Non-ABAWDs and exempt ABAWDs may participate in FSET, but do not need to meet the ABAWD work requirement. ~~To maintain enrollment, non-ABAWD and exempt ABAWD FSET participants need to put forth a minimum effort by participating in FSET activities for at least 12 hours per month.~~ Non-ABAWD and exempt ABAWD FSET participants should be assigned to at least 12 hours of FSET activities per month. FSET agencies are required to work with the volunteer to establish reasonable expectations and hours of participation.

6.5.1 Monthly Participation

~~FSET agency staff must collect and record attendance information for assigned activities.~~ FSET agencies must collect and record attendance information in CWW for assigned activities for all non-exempt ABAWDs, exempt ABAWDs, and non-ABAWD FSET participants. All participation documentation must be obtained from the FSET participant, work site or other education and training providers on a weekly, bi-weekly or monthly basis. The documentation must be maintained in the participant's electronic case file (ECF).

7.2 Job Retention

This section was deleted and marked reserved.