

**System Updates for the  
FoodShare Work Requirements**

**IMAC Presentation**  
April 2024

# FoodShare Work Requirements – System Updates

On June 22, 2024, the system will be enhanced to better track countable hours for the FoodShare work requirement and exemptions for the FoodShare basic work rules and the FoodShare work requirement, including updates to the following:

- CARES Worker Web (CWW)
- ACCESS

# **CWW Updates**

# FoodShare Work Requirements – CWW Updates

The FS Work Registrant/ABAWD Information page will be scheduled for all members who may be subject to either the FoodShare work requirement, or FoodShare basic work rules.

A new feature at the top of the page will display those members.

FS Work Registrant / ABAWD Information

Cancel  Reset

FS WORK REGISTRANT / ABAWD information required for following individuals

18M PP 58F DAU 53F STD 23F SSR

Effective Period

\* Begin Month: MM / YYYY End Month: MM / YYYY

Delete Reason: Last Updated:

Exemptions from FS Basic Work Rules (Work Registrants) and FS Work Requirement (ABAWDs)

\* Individual:

\* Is this individual in compliance with a W-2 work program?

\* Is this individual the primary caretaker of a child under age 6 out of home? Verification:

\* Is this individual the primary caretaker of an incapacitated individual outside of the home? Verification:

Exemptions from FS Work Requirement (ABAWDs)

Is this individual a veteran of the United States Armed Forces, who has been discharged or released under any condition? Verification:

\* Is this individual a former foster care youth under the age of 25 who was in foster care when they turned 18? Verification:

FS Work Requirement Hours

Is this individual participating in an allowable work program? Verification:

If Yes, which work program is the individual participating in?

On average, how many hours per month does this individual participate in the selected work program?

FS Work Requirement Met

Is this individual meeting the FS work requirement by working (employment, self-employment, in-kind, and volunteer hours)? No

Exemptions from FS Work Requirement (ABAWDs)

Is this individual pregnant? No Verification:

Is this individual experiencing homelessness? No

Waived from Time Limited Benefits (ABAWDs)

# FoodShare Work Requirements – CWW Updates

Workers must complete fields that collect information about exemptions from the FoodShare basic work rules for potential work registrants and FoodShare work requirement exemptions, and work program hours for potential ABAWDs.

The screenshot displays the 'FS Work Registrant / ABAWD Information' form. At the top, there are tabs for '18M PP', '58F DAU', '53F STD', and '23F SSR'. The 'Effective Period' section includes fields for 'Begin Month' (MM/YY) and 'End Month' (MM/YY), along with a 'Delete Reason' dropdown and a 'Last Updated' field. The 'Exemptions from FS Basic Work Rules (Work Registrants) and FS Work Requirement (ABAWDs)' section contains several questions with dropdown menus and verification fields: 'Is this Individual in compliance with a W-2 work program?', 'Is this individual the primary caretaker of a child under age 6 out of home?', and 'Is this individual the primary caretaker of an incapacitated individual outside of the home?'. The 'Exemptions from FS Work Requirement (ABAWDs)' section includes questions about veteran status and former foster care youth. The 'FS Work Requirement Hours' section asks about participation in allowable work programs and the number of hours per month. The 'FS Work Requirement Met' section has a 'No' response for the question 'Is this individual meeting the FS work requirement by working (employment, self-employment, in-kind, and volunteer hours)?'. The 'Exemptions from FS Work Requirement (ABAWDs)' section also includes 'Individual Pregnant?' and 'Is this individual experiencing homelessness?'. The bottom section is 'Waived from Time Limited Benefits (ABAWDs)'. The form has 'Cancel' and 'Reset' buttons in the top right corner.

# **ACCESS Updates**

# FoodShare Work Requirements – ACCESS Updates

The Apply for Benefits (AFB) module in ACCESS will be updated to collect information on exemptions for the FoodShare work requirement and FoodShare basic work rules, along with participation in an allowable work program.

The screenshot displays a web application interface for 'Documents'. At the top, there is a blue header with 'Documents' and a dropdown arrow. Below the header, there is a light blue bar with 'Application number:' followed by a greyed-out input field. The main content area has a white background. On the left, there is a blue arrow and the text '← Back'. On the right, there is a blue icon and the text 'Application overview'. Below this, there is a section titled 'Household details' with a blue underline. The main heading for this section is 'FoodShare Work Registrant/ABAWD Information', which is highlighted with a red rectangular border. Below the heading, there is a paragraph: 'Please tell us if anyone in your household is meeting any of the below work registrant exemptions.' This is followed by another paragraph: 'These questions are asked to help further determine if you can get FoodShare.' There are two questions, each with 'Yes' and 'No' radio button options. The first question is 'Is anyone in your household in compliance with a W-2 work program?' and the second is 'Is anyone in your household caring for a child under age 6 out of home?'. At the bottom of the page, there is a decorative border with a repeating pattern of grey triangles. The text 'Is anyone in your household caring for' is partially visible at the bottom of the page.

# FoodShare Work Requirements – ACCESS Updates

On the new FoodShare Work Registrant/ABAWD Information page in the "Household details" section, members can answer yes-or-no questions that correspond to exemptions to the requirement.

The screenshot shows a web application interface for the ACCESS system. At the top, there is a blue header with the word "Documents" and a dropdown arrow. Below the header, there is a light blue bar containing the text "Application number:" followed by a greyed-out input field. The main content area has a white background. On the left, there is a blue link labeled "← Back". On the right, there is a blue link labeled "Application overview" with a hamburger menu icon. Below these links, the section "Household details" is indicated by a blue horizontal line. The main heading for this section is "FoodShare Work Registrant/ABAWD Information", which is highlighted with a red rectangular border. Below the heading, there is a paragraph of text: "Please tell us if anyone in your household is meeting any of the below work registrant exemptions." This is followed by another paragraph: "These questions are asked to help further determine if you can get FoodShare." There are two questions, each with two radio button options: "Yes" and "No". The first question is "Is anyone in your household in compliance with a W-2 work program?". The second question is "Is anyone in your household caring for a child under age 6 out of home?". At the bottom of the page, there is a decorative border consisting of a row of grey triangles pointing upwards. The text "Is anyone in your household caring for" is partially visible at the bottom of the page.



# FoodShare Work Requirements – ACCESS Updates

If the member answers **Yes**, a set of checkboxes for all persons in the household that could be subject to a work requirement (depending on their age) is dynamically displayed.

They can check the box for each person in the household for which the **Yes** answer applies.

Application number:

[← Back](#) [☰ Application overview](#)

Household details

## FoodShare Work Registrant/ABAWD Information

Please tell us if anyone in your household is meeting any of the below work registrant exemptions.

These questions are asked to help further determine if you can get FoodShare.

Is anyone in your household in compliance with a W-2 work program? \*

Yes  
 No

Which household member is in compliance with a W-2 work program? \*

Jenny Paul  
 John Paul

# FoodShare Work Requirements – ACCESS Updates

The AFB PDF will include a new table for applications with the completed FoodShare Work Registrant/ABAWD Information page.

FoodShare Work Registrant / ABAWD Information	
Question	Your answer
Is anyone in your household in compliance with a W-2 work program?	Yes
Which household member is in compliance with a W-2 work program?	Lisa Paul
Is anyone in your household caring for a child under age 6 out of home?	Yes
Which household member is caring for a child under age 6 out of home?	John Paul
Is anyone in your household caring for an incapacitated individual outside of the home?	Yes

# FoodShare Work Requirements – ACCESS Updates

The Report My Changes (RMC) module will be updated.

First, the member checks a box that indicates ABAWD information has changed.

Welcome to Report My Changes! As part of getting benefits, you may need to tell your worker if you have changes in your household, your income and/or your bills. This tool will help you report those changes.

We may ask you to provide proof of some of the changes you tell us about. If we ask for proof, you'll need to provide it within 10 days of when we ask for it. If you report a change but don't provide proof, your benefits may end. [Click here](#) to read more about the kinds of proof you may need to give to your worker.

Report My Changes may only be used to report changes for FoodShare, Healthcare, Caretaker Supplement or Wisconsin Shares Child Care programs. Participants in other programs, including Wisconsin Works (W-2) and Job Access Loan(JAL), must report changes directly to the agency.

To make changes to your email choices, [click here](#) to go to the Manage My Email page.

## Reporting Changes Through ACCESS

Based on the benefits you are getting, you must tell your worker if your household's total gross monthly income goes over \$1215.00.

By gross monthly household income, we mean all of the money that the people in your home get each month before taxes or anything else is taken out. If this happens, you must report these changes within 10 days after it happens.

If your household's income has gone above the limit shown above, click the boxes below to tell us about your income change. If there are other types of changes you must report, we've listed them below.

Please check the boxes for all of the changes that you want to report through ACCESS.

Based on the benefits you are getting, here are the changes you must report:

- Your address, phone number, or ABAWD information has changed
- Someone moved into your home
- Someone moved out of your home
- Someone got married. Make sure you report any changes to marital relationships, including marriages between spouses of the same gender.
- Someone got divorced
- Someone in your home died
- Someone had a change in expected tax filing status
- Someone had a change in tax dependents
- Someone no longer has a tax deduction

Here are the changes you may report, but you don't have to report:

- Someone became unable to work
- Someone changed their job, job-kind, or volunteer

# FoodShare Work Requirements – ACCESS Updates



Then a new page, the FoodShare Work Registrant/ABAWD Information page, is scheduled so members can answer yes-or-no questions that correspond to exemptions to the requirement(s).

They can check the box for each person in the household who is participating in a work program or for which the exemption applies.



**Start** **People** **Submit**

**FoodShare Work Registrant/ABAWD Information**  
Please tell us if anyone in your household is meeting any of the below work registrant exemptions. These questions are asked to help further determine if you can get FoodShare.

**Is anyone in your household in compliance with a W-2 work program?**  
Please check the box (or boxes) to tell us who is in compliance with a W-2 work program.

 SAM   Max

**Is anyone in your household the primary caretaker of a child under age 6 out of the home?**  
Please check the box (or boxes) to tell us who is the primary caretaker of a child under age 6 out of the home.

 SAM   Max

**Is anyone in your household the primary caretaker of an incapacitated individual outside of the home?**

# FoodShare Work Requirements – ACCESS Updates

And the Renew My Benefits (RMB) module will be updated.

There will be a new gatepost question in the FoodShare renewal flow in ACCESS: “Does anyone in your household have FS Work Registrant / ABAWD exemptions?”

The screenshot displays the ACCESS Renew My Benefits (RMB) module interface. At the top, there is a navigation bar with icons for People, Other Benefits, Assets, Job Income, Other Income, Bills, and Submit. Below this, the form is divided into several sections:

- Household Members:** A section with a blue border containing the text: "Answer all the questions below. If we already have information about your household on file, you can see it by clicking on the Show Information link."
- Basic Information:** A section with a blue border containing the text: "This is the mailing address we have on file for you:" followed by a greyed-out address field. Below this, it says "Preferred contact method: None". A question is posed: "\* Has there been a change in your home address, your mailing address, or how to contact you?" with radio buttons for "Yes" and "No" (selected). A "Show Information" link is also present.
- FS Work Registrant/ABAWD Exemption:** A section with a blue border and a red highlight. It contains the question: "\* Does anyone in your household have FS Work Registrant / ABAWD exemptions?" with radio buttons for "Yes" (selected) and "No".
- Disability:** A section with a blue border containing the question: "\* Has anyone become disabled, blind, or unable to work because of an illness or injury?" with radio buttons for "Yes" (selected) and "No".

# FoodShare Work Requirements – ACCESS Updates



Again, the FoodShare Work Registrant/ABAWD Information page is scheduled so members can answer yes-or-no questions that correspond to exemptions to the requirement.

They can check the box for each person in the household who is participating in a work program and for which the exemption applies.



**Start** **People** **Submit**

**FoodShare Work Registrant/ABAWD Information**  
Please tell us if anyone in your household is meeting any of the below work registrant exemptions. These questions are asked to help further determine if you can get FoodShare.

**Is anyone in your household in compliance with a W-2 work program?**  
Please check the box (or boxes) to tell us who is in compliance with a W-2 work program.

 SAM   Max

**Is anyone in your household the primary caretaker of a child under age 6 out of the home?**  
Please check the box (or boxes) to tell us who is the primary caretaker of a child under age 6 out of the home.

 SAM   Max

**Is anyone in your household the primary caretaker of an incapacitated individual outside of the home?**

# FoodShare Work Requirements – ACCESS Updates

If members enter and save exemption information in the RMC or RMB modules, a PDF Summary including that exemption information will be generated.

Here is an example of a PDF generated after the member has submitted a renewal.

Information about FoodShare Basic Work Rules and/or FoodShare Work Requirement

Who	In compliance with a W-2 work program?	Primary caretaker of a child under age 6 who does not live in the home?	Primary caretaker of another person who cannot care for himself or herself?	A veteran of the United States Armed Forces?	A person under the age of 25 who was in a foster care program when they turned 18?	Taking part in an allowable work program?
SAM Age: 24	Yes	Yes	No	No	No	No
Max Age: 24	Yes	Yes	No	No	No	No

## Your Interview

You must complete an interview with a worker in order to get FoodShare and/or Wisconsin Shares Child Care. Interviews are often done over the phone, but you may also ask to have a face-to-face interview with a worker. You will get more information about how to complete your interview from your agency.

**Questions?**