



WISCONSIN DEPARTMENT  
*of* HEALTH SERVICES

# A GUIDE TO THE FOODSHARE WORK REQUIREMENT

P-03606 (04/2024)

**FoodShare**  
  
**WISCONSIN**

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## Your Guide to the FoodShare Work Requirement

# Important Links

The Wisconsin Department of Health Services has many online links to help you understand the FoodShare Work Requirement and what resources are available to you.



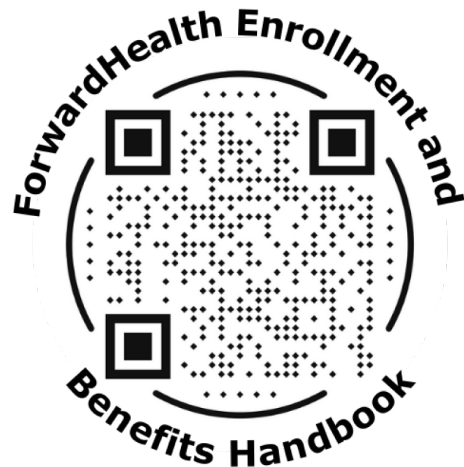
Scan to visit the FoodShare News and Updates page for the most up-to-date information on the FoodShare Program



Scan to find agency contact information by county or Tribe



Scan to learn more about the FoodShare Employment and Training (FSET) Program



Scan to learn more about the FoodShare Program and your rights and responsibilities



## Your Guide to the FoodShare Work Requirement

# Important Links

The Wisconsin Department of Health Services has many online resources to help you understand the FoodShare Work Requirement.

### FoodShare News and Updates

Visit [dhs.wi.gov/foodshare/news.htm](https://dhs.wi.gov/foodshare/news.htm) for the most up-to-date information on the FoodShare Program.

### Local and Tribal Contact Information

Visit [dhs.wi.gov/im-agency](https://dhs.wi.gov/im-agency) to find the contact information for your local or tribal agency.

### FoodShare Employment and Training (FSET)

Visit [dhs.wi.gov/fset/index.htm](https://dhs.wi.gov/fset/index.htm) to learn more about the FSET program.

### ForwardHealth Enrollment and Benefits Handbook

View the handbook at [dhs.wi.gov/library/collection/p-00079](https://dhs.wi.gov/library/collection/p-00079) to learn more about the FoodShare Program and your rights.

### ACCESS

Visit the ACCESS website at [access.wi.gov](https://access.wi.gov) to apply for and manage your benefits.

# Your Guide to the FoodShare Work Requirement

## Work Requirement 101

Some FoodShare members who are able-bodied adults without dependents need to meet the FoodShare work requirement to receive benefits. These members are adults between certain ages, who have no children under age 18 in their FoodShare household, and who don't qualify for an exemption from the work requirement policy.



Recently the age range for who needs to meet the FoodShare work requirement changed. Previously, the requirements applied to FoodShare members aged 18-49. As of October 1, 2023, this rule applies to members up to the age of 52.

If you need to meet the FoodShare work requirement, you must meet it each month to keep getting benefits unless you have an exemption.

If you need to meet the FoodShare work requirement, you will get a letter in the mail or via ACCESS letting you know. An example of the letter is shown below.

- Between the ages of 18 and 52?
- Have no children under 18 in your FoodShare household?
- Don't qualify for an exemption

**You might need to meet the FoodShare work requirement**

RETURN ADDRESS XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	 <b>State of Wisconsin</b> Case #: 1234567890
Mailing Date: XX/XX/XXXX	<b>ABC Agency</b> Worker: IM A WORKER Phone #: 1-987-654-3210 Fax #: (555) 555-5555 Use fax # to send verifications.
ANNA MEMBER 123 MAIN ST ANYTOWN WI 55555	 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.
<b>FoodShare Basic Work Rules and Work Requirement Information</b>	
Some FoodShare members in your household must follow FoodShare basic work rules or meet the FoodShare work requirement to keep getting FoodShare benefits. Each member of the household may have different things that they need to do to continue getting their FoodShare benefits. This is explained in more detail in this letter.	
Even if you do not have to follow FoodShare basic work rules or meet the FoodShare work	

## Time-limited benefits

If you are a FoodShare member who has to meet the work requirement, and you don't, you can only get three months of FoodShare benefits in a three-year period. The current period started on January 1, 2022 and will end December 31, 2024. A new three-year period will start on January 1, 2025.

## Meeting the FoodShare work requirement

If you need to meet the FoodShare work requirement you can do so by:

- Working at least 80 hours each month.
- Taking part in an allowable work program at least 80 hours each month.
- Working and taking part in an allowable work program for a combined total of at least 80 hours each month.

Working can include work in exchange for money, such as working for an employer or working for your own business or self-employment. Working can also include working in exchange for goods or services. This type of work is sometimes called "in kind" work. You can also meet the work requirement by doing unpaid work, such as volunteer work or community service.

Any combination of the different types of work hours and work program hours could be used to meet the work requirement. For example, you could work 40 hours a month at an employer, volunteer for 20 hours per month, and participate in FSET for 20 hours per month. Those hours combined would equal 80 hours which means you would meet the work requirement.



## Members qualified for exemption

You may not need to meet the work requirement if you are:

- The primary caretaker for a person who cannot care for themselves
- The primary caretaker for a dependent child under age 6 in a separate household
- Physically or mentally unable to work
- Pregnant
- Receiving or have applied for unemployment insurance
- Taking part in an alcohol or other drug abuse (AODA) treatment or rehabilitation program
- Enrolled in an institution of higher learning at least half-time
- An 18-24-year-old who was in foster care, a subsidized guardianship, or court-ordered kinship care, when they turned 18
- A veteran
- Experiencing homelessness

The above are examples of common exemptions.

Sometimes you may need to provide documents to verify the information needed to qualify for an exemption. You will get a letter if you need to give us these documents. Sending them in promptly is important to make sure you get your exemption if you qualify.

Members who live in the cities of Milwaukee or Racine; Menominee, Forest, Iron, or Adams County; or tribal members living on federally-recognized tribal land may not need to meet the FoodShare work requirement from October 1, 2023 - September 30, 2024. Your local agency will let you know if this applies to you.



## Your Guide to the FoodShare Work Requirement

# Reporting Your Information

Some FoodShare members ages 18-52 may need to meet a work requirement to get more than three months of FoodShare in a three-year period if they do not have a qualifying exemption. Previously, this requirement applied to FoodShare members aged 18-49. As of October 1, 2023, this rule applies to members up to the age of 52, unless they have an exemption.

### Reporting to your local agency

There is a local or tribal agency that helps you with your benefits. As part of the application and renewal process for your benefits, your agency will help you get your benefits and keep your information up to date. As part of the application and renewal process for your benefits, your local or tribal agency will ask you about your work information to see if you need to meet the FoodShare work requirement to get benefits. They will also see if you potentially meet any exemptions to the work requirement.

Once you are getting benefits, you will need to keep in contact with your local or tribal agency to report important information for your case. This includes FoodShare work requirement hours met and information about your exemption from the work requirement. If your exemption situation changes you should report that to your local or tribal agency as soon as possible.

If you need to meet the FoodShare work requirement and your work hours go below 80 hours in a month, you are required to report that to your local or tribal agency. You must report that you had a month with less than 80 hours of work by the 10th day of the following month. Unless you had good cause to report, you may get time-limited benefits.





## Good cause

Good cause means there is something you cannot control that temporarily stops you from being able to meet the FoodShare work requirement. Good cause may be granted for circumstances beyond your control that resulted your missing work or work activity hours. This can include:

- Work activity was cancelled
- Discrimination
- Family issues
- Illness or personal health reasons
- Inclement weather
- Legal issues
- Lack of transportation
- Unreasonable job demands
- Unanticipated emergency

You can report good cause for not meeting the FoodShare work requirement in a month when you got time-limited benefits. You can only get three months of time-limited benefits during a three-year period. It is important to report any good cause hours for months where you did not meet the FoodShare work requirement so you can continue receiving your benefits.

Good cause hours can be reported at any time, even if you lost eligibility because you used up all three months of time-limited benefits in the current three-year period. If you were found to have good cause, you could get FoodShare benefits again.

The Wisconsin Department of Health Services understands that there may times when you are unable to meet the work requirement due to situations outside of your control. In these cases, you can work with your local or tribal agency to report good cause hours.



## Your Guide to the FoodShare Work Requirement

# FoodShare Employment and Training Program

If you are a FoodShare member who needs to meet the work requirement, you can do so by participating in the FoodShare Employment and Training (FSET) Program.

FSET is a free and voluntary program that helps FoodShare members build their job skills and find jobs. Any FoodShare member aged 16 and older may be able to participate in the program. While the FSET program is not required for FoodShare members, it is a great resource for meeting the work requirement and expanding job opportunities.

## What does FSET offer?

In the FSET program, you will work with a case manager to identify your strengths, needs, and preferences to work towards successful employment. FSET can help you with:

- Job searches and job referrals
- Job skills assessment
- Career planning
- Job training and education
- Work experience
- Referrals to other community services



## FSET services in detail

### Job training

Examples of training you may be able to take part in:

- Certified nursing assistant (CNA)
- Forklift driver
- Customer service
- Computer numerical control (CNC)

### Education

FSET may offer the following types of education services:

- General education diploma (GED)
- High school equivalency diploma (HSED)
- Associates degree for jobs in high demand
- English as a second language

### Job search

FSET staff can help you develop:

- Cover letter and resume
- Interview skills
- Job leads

## Other help

If you need additional help to participate in FSET, the program may be able to help you pay for things like:

- Child care
- Bus tokens or gas money
- Interview and work clothes
- Books
- Tools
- Trainings

If you get a job from participating in the program, FSET may be able to keep providing these supportive services for up to **90 days**.

## Learn more about the FSET Program

If you are interested in the FSET program, contact your local agency that helps you with your FoodShare benefits for a referral or to learn more about the program. Once you are referred, a worker from your local FSET service provider will contact you to talk more about your job needs and goals.

# USDA Nondiscrimination Statement

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

1. mail:

Food and Nutrition Service, USDA  
1320 Braddock Place, Room 334  
Alexandria, VA 22314; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

[FNSCIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda.gov)

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