



Date: January 25, 2019

DMS Operations Memo 19-03

To: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff

<b>Affected Programs:</b>	
<input type="checkbox"/> BadgerCare Plus	<input type="checkbox"/> Caretaker Supplement
<input type="checkbox"/> FoodShare	<input checked="" type="checkbox"/> FoodShare Employment and Training
<input type="checkbox"/> Medicaid	
<input type="checkbox"/> SeniorCare	

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

**Updated FoodShare Employment and Training Activities**

**CROSS REFERENCE**

Process Help [Section 74.3.3.2 Assign Activities](#)

**PURPOSE**

This operations memo announces updated FoodShare Employment and Training (FSET) activities and instructs FSET workers on what codes to use in CARES Worker Web (CWW).

**BACKGROUND**

The FSET program had 36 defined activities, many of which had overlapping definitions and/or were not used by vendors. The Wisconsin Department of Health Services worked with FSET vendors and the Food and Nutrition Service to create an updated list of 21 FSET activities to:

- Better meet the needs of local agencies and federal policy criteria.
- More closely align with federal component reporting requirements.
- Simplify the state's data collection and analysis processes.

**POLICY**

There are no policy changes associated with this memo.

**CARES**

There are no system changes associated with this memo. The activity codes will be updated in CWW in the future. Until then, FSET workers should refer to the following tables when assigning activities in the FSET Tool as described in Process Help, [Section 74.3.3.2 Assign Activities](#).

**MODIFIED FSET DETAILS FOR CURRENT ACTIVITY CODES**

When adding new activities to employment plans, FSET workers should use the modified “Details” definitions below for the existing activity codes. The descriptions will be updated in CWW sometime in the future.

**Note:** The footnotes below indicate the proposed new FSET activity descriptions. These are subject to change, but have been included here to provide clarity about the types of activities the codes should be used for until the changes can be made in CWW.

Code	Description	Details
A1	Post-Secondary Ed. – Two Years or Less <sup>1</sup>	Assign this activity for educational courses with an industry-recognized credential that can be completed in two years or less. This typically includes short-term certificates or diplomas that may be earned through a local technical college. Count the number of hours the person is in the classroom and up to one hour of unsupervised study time for each hour of class time. Supervised study time may also be assigned under this activity. A statement from the educational program indicating that an additional amount of study time may be required to successfully complete the course can be included in the assigned number of hours.
BE	Adult Basic Education	Assign this activity to participants who are engaged in an adult basic education course or literacy skills courses in the areas of reading, mathematics, communication skills, social studies, physical sciences, and health. Count the number of hours the person is in the classroom and up to one hour of unsupervised study time for each hour of class time. Supervised study time may also be assigned under this activity. A statement from the educational program indicating that an additional amount of study time may be required to successfully complete the course can be included in the assigned number of hours.
CE	Career Planning	This activity is assigned for participants receiving services to evaluate their career interests, guide the career planning process, or advance their career. Examples include career exploration job shadowing; evaluations for aptitude, skills, reviewing labor market information and training opportunities; career guidance and counseling; as long as the participant has a realistic and viable goal.
CS	Community Service	This activity may be assigned for participants engaged in service hours done for the benefit of the public or its institutions. This activity is set up by the participant or another organization outside of FSET.
DR	Driver’s Education	This activity may be assigned when a participant is enrolled in a course of study that includes both classroom and behind-the-wheel instruction designed to prepare the student to pass the Wisconsin Driver’s License Examination.

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<sup>1</sup> Credential or Certificate Receiving Program

Code	Description	Details
EO	Enrollment with Orientation <sup>2</sup>	<p>Use this code for individuals who participate in a set of activities designed to orient and enroll the individual into the FSET program.</p> <p>This activity is a non-qualifying activity for ABAWDs, unless it makes up less than half of a nonexempt ABAWD's total monthly FSET participation hours.</p>
ES	Employment Search	<p>This activity may be assigned for participants engaged in employment search that is tailored to individual needs, such as 1) time used to research prospective employers; 2) making contact with prospective employers to learn of job openings, whether by phone, in person, or via the internet; 3) completing applications for job vacancies; 4) preparing for job interviews; 5) interviewing for jobs; and 6) workshops on effective job seeking and interviewing skills.</p> <p>This is a non-qualifying activity for ABAWDs, unless it makes up less than half of a nonexempt ABAWD's total monthly FSET participation hours.</p>
HE	High School Equivalency Diploma <sup>3</sup>	<p>Assign this activity for participants who are receiving instruction and study time designed to prepare for the tests of General Educational Development (GED) or High School Equivalency Diploma.</p>
JR	Job Retention Services <sup>4</sup>	<p>Job retention services can be provided for up to 90 days to an individual who has secured employment after enrolling in FSET. Job retention services may include: 1) job retention reimbursement; 2) reviewing workplace demands and employer expectations; 3) strategies to help the individual stay employed; 4) job-specific problem solving; and 5) crisis resolution.</p>
JS	Job Skills Training <sup>5</sup>	<p>Assign this activity when a participant is enrolled in a training arranged to meet the specific needs of an employer or a general training that prepares an individual for a specific occupation within a particular employment sector where they will not earn an industry recognized credential. The training will provide skills to help the participant obtain employment or to advance or adapt to the changing demands of the workplace. Count the number of hours the person is in the classroom and up to one hour of unsupervised study time for each hour of class time. Supervised study time may also be assigned under this activity. A statement from the educational program indicating that an additional amount of study time may be required to successfully complete the course can be included in the assigned number of hours.</p>

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<sup>2</sup> Enrollment and Orientation

<sup>3</sup> High School Equivalency

<sup>4</sup> Job Retention

<sup>5</sup> Job Skills Training Program

Code	Description	Details
EL	English as a Second Language <sup>6</sup>	This activity may be assigned to participants enrolled in English as a Second Language (ESL) course or trainings and activities meant to prepare participants for ESL courses. This code can be used when someone is enrolled in literacy classes that assist with their ability to read or write. Count the number of hours the person is in the classroom and up to one hour of unsupervised study time for each hour of class time. Supervised study time may also be assigned under this activity. A statement from the educational program indicating that an additional amount of study time may be required to successfully complete the course can be included in the assigned number of hours.
MO	Job Readiness/ Motivation	<p>This activity may be assigned to participants engaged in classes and activities specifically designed to prepare them for work. Activities are geared toward learning general workplace expectations, work behavior and skills necessary to compete successfully in the labor market. A high-quality job readiness program uses various techniques and approaches to build self-esteem and increase self-confidence. Activities may include: 1) instruction in workplace expectations (including instruction on appropriate attire); 2) workshops on self-esteem, goal setting, etc.; and 3) courses on basic computer skills and use of internet. Job readiness activities may be completed independently or in a group setting.</p> <p>If an individual is enrolled in a comprehensive job readiness program curriculum, as long as the intent of the component is met, it can include additional activities, such as financial literacy, household management techniques, and assistance with other life skills, that help an individual's circumstances so they are a better able to obtain or maintain employment.</p>
SE	Self-Employment <sup>7</sup>	This activity may be assigned when a person is involved in self-employment training or individualized technical assistance program. In general, individuals assigned to this component have sound business ideas but lack the skills to successfully create and implement a plan for successful self-employment. Participants receive help to develop their business, create sound financial and marketing plans, access grant and local self-employment funds, and provide other business support services.
SF	Full-Time Employment: Subsidized	This activity may be assigned when a participant is employed or self-employed in a subsidized position full time (30 or more hours per week).
SP	Part-Time Employment: Subsidized	This activity may be assigned when a participant is employed in a subsidized or self-employed position part-time (fewer than 30 hours per week).

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<sup>6</sup> Language/Literacy

<sup>7</sup> Self-Employment Preparation

Code	Description	Details
UF	Full-Time Employment: Unsubsidized	This activity may be assigned when a participant is employed or self-employed full time (30 or more hours per week).
UP	Part-Time Employment: Unsubsidized	This activity may be assigned when a participant is employed or self-employed part-time (fewer than 30 hours per week).
WE	W-2 Work Experience	Assign this activity for participants who are job shadowing or learning work skills in an unpaid work experience as part of the W-2 program.
WF	WorkFare	<p>This activity may be assigned for nonexempt ABAWD participants. Workfare is a qualifying activity for nonexempt ABAWDs who need to develop basic skills and/or work history necessary to enter the job market successfully. FSET agencies should not assign employed participants to workfare. Workfare positions may be established with public or private nonprofit employers, such as housing authorities, parks and recreations, and sanitation departments. The goal of workfare is for participants to learn new job skills and establish work references.</p> <p>A household's monthly workfare participation requirement is determined by dividing the FoodShare benefit amount by the minimum wage. FSET agencies should document in PIN comments when the participant lives in a household that includes multiple ABAWDs sharing responsibility for meeting workfare participation requirements.</p>
WJ	WorkFare Job Search	WorkFare job search may be assigned to ABAWDs during the first 30 days after enrollment at initial certification prior to making a workfare site placement. WorkFare job search includes activities outlined in the employment search activity component. The household's workfare hourly requirement is determined by dividing the FoodShare benefit amount by the minimum wage. Workfare participants are considered to be participating in and complying with workfare requirements during this 30-day job search period and are meeting the ABAWD work requirement. An FSET participant who has more than one initial certification may be assigned to Workfare job search at each initial certification but cannot be assigned WorkFare job search at recertification.
WX	Work Experience/FSET <sup>8</sup>	Assign this activity for participants who are job shadowing or learning work skills in an unpaid work experience at a private, public, or not-for-profit business.

### ***OBSELETE CODES***

The following codes should no longer be used for new and updated employment plans. Note that FSET workers do not need to update obsolete codes in existing records in CWW.

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<sup>8</sup> Work Experience

Obsolete Codes	Use Instead
CR, OC	CE – Career Planning
CT	JS – Job Skills Training
FS, PS	Use most appropriate code from following list. See the table above for detailed guidance. A1 – Post-Secondary Ed. – Two Years or Less BE – Adult Basic Education HE – High School Equivalency Diploma JS – Job Skills Training
GE	HE – High School Equivalency Diploma
LS, VA, VL	BE – Adult Basic Education
OJ	SP – Part-Time Employment: Subsidized SF – Full-Time Employment: Subsidized
OR, EN	EO – Enrollment with Orientation
TE, TJ	WX – Work Experience/FSET
VE	EL – English as a Second Language

**CONTACTS**

BEPS CARES Information and Problem Resolution Center

DHS/DMS/BEPS/MR