

DHS FSET Plan Guidelines for CY2009

After the 30 days comment period, local agencies (under the right of first refusal practice) may submit a plan to provide voluntary FSET services for FoodShare participants for calendar year 2009. DHS is looking for proposals that will strive to reach the objectives of the FSET program including:

- High levels of customer satisfaction
- Evidence of customer participation in the development of their Employment Plan
- Demonstrated progress reaching individual goals within the Employment Plan
- Obtaining and maintaining successful employment
- Increasing opportunities for career enhancement and/or advancement

To acknowledge an interest in receiving Federal funding to provide FSET services, please submit a brief plan (2-5 pages) describing at a minimum, the following areas:

- Program objectives.
- Possible coordination of services with other service providers. List the provider agencies and describe how various services will be coordinated, as well as the impact of this coordinated effort on obtaining and maintaining successful employment.
- Target group or groups of FoodShare participants to be served.
- Services to be provided. Describe the program services the agency plans to provide to FSET participants. Include job retention services (up to 90 days) if your agency intends on providing this service.
- Estimated number of participants by service areas.
- Describe the process for enrolling and engaging participants in FSET components/activities.
- Anticipated outcome for each identified service.
- Monitoring provisions. Describe monitoring strategies the agency plans to implement to ensure the goals of the participant and program are being met.
- Sources of match funds and how they will be used, if applicable. Participant reimbursement for employment related services or items such as transportation, childcare, tools and uniforms cannot be paid with 100% Federal funding allocation. Actual costs of these items must be directly related to employment and reimbursed with the 50/50 match (Federal/GPR). Please provide an estimate that identifies how the 50/50 match will be spent.
- Locally funded FSET projects (Local/Federal) should be defined and summarized in the plan.

Thank you for your time and interest in making Wisconsin's voluntary FSET program a success.