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TO: **Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators**

FROM: Amy Mendel-Clemens
Technical Assistance and Training Section
Bureau of Enrollment Management
Division of Health Care Access and
Accountability

BEM/DFS OPERATIONS MEMO

No: 08-14

DATE: 3/26/2008

FS	<input checked="" type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> ★
				EP	

PRIORITY: HIGH

**SUBJECT: Voluntary FoodShare Employment and Training (FSET) Program
CARES Changes**

CROSS REFERENCE: FoodShare Handbook 3.16.1; FSET Manual (Version 07-02),
Operations Memo 08-10

EFFECTIVE DATE: March 28, 2008

PURPOSE

This memo explains the CARES changes for the new voluntary FSET Program.

BACKGROUND

As of March 1, 2008 Wisconsin FoodShare (FS) Applicants and Recipients are no longer required to participate in the FoodShare Employment and Training (FSET) Program. The FSET program will continue to serve FS recipients who wish to voluntarily enroll, but FS applicants and members can no longer be sanctioned from benefits for non-participation in the FSET program.

CARES screen AIWP displays the FSET referral status for each individual along with a reason code if the status is exempt. Currently the status would be mandatory, voluntary, sanctioned or exempt for the FoodShare Employment and Training (FSET) and mandatory or exempt for Wisconsin Works (W-2) programs.

CARES CHANGES

AIWP (WORK PROGRAMS REFERRAL/ACTION) CHANGES

Starting March 31, 2008, AIWP will show all individuals as Exempt for the FSET program. If an individual meets an FSET exemption listed below, that exemption reason will continue to display. If an individual does not meet one of the exemption reasons listed below, s/he will be exempt with the exemption reason 'NR' – No Requirement.

Exemption Reasons for FSET include:

AG	AGE 60 OR OLDER
CC	CARING FOR CHILD UNDER 6
CH	CHILD UNDER 16
DR	IN DRUG AND ALCOHOL PROGRAM
EM	EMPLOYED FULL TIME
IG	INCAPABLE OF GAINFUL EMPLOYMENT
MC	MIGRANT UNDER CONTRACT OF EMPLOYMENT
MI	MINIMUM WAGE EARNINGS
NR	NO REQUIREMENT
PA	PARTICIPATING IN WORK PROGRAM
PR	PREGNANT
SC	SCHOOL/TRAINING AT LEAST 1/2 TIME
SI	AGE 16 OR 17, NOT PRIMARY PERSON
TA	CARING FOR INCAPACITATED PERSON
TF	TRANSITIONAL FOODSHARE
UN	RECEIVING UNEMPLOYMENT COMPENSATION

FOODSHARE (FS) ONLY CASES

For FS only cases, AIWP will display all individuals as exempt for FSET with one of the exemption reasons listed above.

Example: Tricia applied for FoodShare on April 1, 2008. She is not exempt for FSET under any of the existing FSET criteria. Tricia is Exempt for FSET with exemption reason NR – No Requirements. Tricia's daughter Stephanie is exempt for FSET with existing exemption reason CH – Child Under 16.

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AIWP                WORK PROGRAMS REFERRAL/ACTION                04/01/08 09:47
CASE: 7700448370                WORKER: XCT548                XCT548 P JANSSEN
LAST UPDATED: 04 01 08                CASE STATUS: OPEN                CASE MODE: ONGOING

-----W-2-----FSET-----
NUM NAME      CASE      CAT SEQ RG EXMP WP      CASE      CAT SEQ RG EXMP WP
              CD RSN  OFF              CD RSN  OFF
01 TRICI S    7700448370 FS    01  E  NR    2571
PRIOR DETER. ON

02 STEPH S    7700448370 FS    01  E  CH    2571
PRIOR DETER. ON

-----INDIVIDUALS-----
01 TRICI S (PP )    02 STEPH S (DAU)

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Ask individuals in the household if they wish to volunteer for the FSET program. If an individual wishes to volunteer, change the Registration Code from an 'E' to a 'V' and delete the Exemption Reason. Press PF24 to process the referral. The voluntary code will need to be re-entered every time the worker runs eligibility and processes AIWP.

Example 2: Tricia applied for FoodShare on April 1, 2008. She was determined Exempt from FSET with Exemption Reason 'NR.' She wishes to volunteer for the FSET program. Enter V for the Registration Code, delete the Exemption Reason code, and press PF24 to process the referral.

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AIWP                WORK PROGRAMS REFERRAL/ACTION                04/01/08 09:47
CASE: 7700448370                WORKER: XCT548                XCT548 P JANSSEN
LAST UPDATED: 04 01 08                CASE STATUS: OPEN                CASE MODE: ONGOING

-----W-2-----FSET-----
NUM NAME      CASE      CAT SEQ RG EXMP WP      CASE      CAT SEQ RG EXMP WP
              CD RSN  OFF              CD RSN  OFF
01 TRICI S    7700448370 FS    01  V          2571
PRIOR DETER. ON

02 STEPH S    7700448370 FS    01  E  CH    2571
PRIOR DETER. ON

-----INDIVIDUALS-----
01 TRICI S (PP )    02 STEPH S (DAU)

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WISCONSIN WORKS (W-2) AND FOODSHARE (FS) CASES

If the family applies for and is found eligible for both W-2 and FS, AIWP will use exemption criteria appropriate for both programs and will display the results for both programs. If one or more of the individuals are determined Mandatory ('M') for either W-2 or Learnfare ('L'), a worker should process the referral on AIWP. Do not ask if the individual wishes to volunteer for FSET until after the W-2 placement decision has been made. If the individual is placed in a paid placement for W-2, the individual will remain exempt for FSET, however the exemption reason on AIWP for that individual will be updated to 'PA – Participating in Work Program.' If the parent is placed in an unpaid placement, the registration code for the parent will be updated to 'V' on AIWP. The person will remain exempt for FSET. The individual can choose to remain in the W-2 program or volunteer for the FSET program. If the person chooses to volunteer for FSET, change the Registration Code from 'E' to 'V,' delete the Exemption Reason and PF24 to re-process the referral.

Example 3: Susan and her 6 year old son Michael are determined eligible for W-2 and FS. Susan is Mandatory for W-2 and Exempt for FSET with Exemption Reason 'NR – No Requirements'. AIWP is processed. Susan is placed in a CSJ placement. On AIWP, Susan remains Exempt for FSET, however the Exemption Reason is updated to 'PA – Participating in Work Program.' Press PF24 to re-process AIWP.

AIWP	WORK PROGRAMS REFERRAL/ACTION	04/01/08 13:32
CASE: 0700448403	WORKER: XCT548	XCT547 P JANSSEN
LAST UPDATED: 04 01 08	CASE STATUS: OPEN	CASE MODE: ONGOING

-----W-2-----							-----FSET-----							
NUM	NAME	CASE	CAT	SEQ	RG	EXMP	WP	CASE	CAT	SEQ	RG	EXMP	WP	
					CD	RSN	OFF				CD	RSN	OFF	
01	SUSAN S	0700448403	WW	C	01	M	1572	0700448403	FS	01	E	PA	2572	
	PRIOR DETER. ON		04	01	08	M	1572		04	01	08	E	NR	2572
02	MICHA S	0700448403	WW	C	01	E	CH	0700448403	FS	01	E	CH	2572	
	PRIOR DETER. ON		04	01	08	E	CH	04	01	08	E	CH	2572	

-----INDIVIDUALS-----

01 SUSAN S (PP) 02 MICHA S (SON)

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Example 4: Mary and her son William are determined eligible for W-2 and FS. Mary is Mandatory for W-2 and exempt for FSET with exemption reason 'NR – No Requirements.' Mary is placed in a CMU placement. On AIWP, Mary's registration code for W-2 is updated to 'V.' Mary remains exempt for FSET with exemption reason 'NR – No Requirements.'

AIWP	WORK PROGRAMS REFERRAL/ACTION	04/01/08 13:54
CASE: 1700448412	WORKER: XCT548	XCT548 P JANSSEN
LAST UPDATED: 04 01 08	CASE STATUS: OPEN	CASE MODE: ONGOING

-----W-2-----							-----FSET-----						
NUM NAME	CASE	CAT	SEQ	RG	EXMP	WP	CASE	CAT	SEQ	RG	EXMP	WP	
					CD	RSN					CD	RSN	OFF
01 MARY C	1700448412	WW	C	01	V	1574	1700448412	FS	01	E	NR	2574	
PRIOR DETER. ON		04	01	08	V	1574		04	01	08	E	NR	2574
02 WILLI C	1700448412	WW	C	01	E	CH	1700448412	FS	01	E	CH	2574	
PRIOR DETER. ON		04	01	08	E	CH	1574	04	01	08	E	CH	2574

-----INDIVIDUALS-----

01 MARY C (PP) 02 WILLI C (SON)

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Example 5: Mary wishes to volunteer for the FSET program. The 'E' is changed to a 'V' and the NR Exemption Reason deleted. PF24 was pressed to re-process the referral.

AIWP	WORK PROGRAMS REFERRAL/ACTION	04/01/08 13:54
CASE: 1700448412	WORKER: XCT548	XCT548 P JANSSEN
LAST UPDATED: 04 01 08	CASE STATUS: OPEN	CASE MODE: ONGOING

-----W-2-----							-----FSET-----						
NUM NAME	CASE	CAT	SEQ	RG	EXMP	WP	CASE	CAT	SEQ	RG	EXMP	WP	
					CD	RSN					CD	RSN	OFF
01 MARY C	1700448412	WW	C	01	V	1574	1700448412	FS	01	V		2574	
PRIOR DETER. ON		04	01	08	V	1574		04	01	08	E	NR	2574
02 WILLI C	1700448412	WW	C	01	E	CH	1700448412	FS	01	E	CH	2574	
PRIOR DETER. ON		04	01	08	E	CH	1574	04	01	08	E	CH	2574

-----INDIVIDUALS-----

01 MARY C (PP) 02 WILLI C (SON)

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NOTE > In a W-2 two-parent household with one parent placed in a paid placement, both parents will remain exempt on AIWP with exemption reason 'PA – Participating in Work Program.' The exemption reason is set for the case instead of individually; the second (unplaced) parent cannot be coded as a volunteer for FSET using CARES. If the second parent volunteers for FSET, s/he needs to be tracked manually.

OTHER CARES CHANGES

There were no changes made to the ABWD – ABAWDS Determination screen. It will continue to be scheduled after AIWP in the driver flow. Continue to press PF24 to process the screen.

On February 29, 2008, a data update was done to end date all individuals in 'SA' (sanction) or 'FS' (pending sanction) component on WPCS with a 2/29/08 date and a completion code of "Q." This change prevented workers from receiving alerts to process FSET sanction requests effective March 1.

CONTACTS

BEM CARES Information & Problem Resolution Center

Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHFS/DHCAA/BEM/