

# FS ABAWD/FSET Roles and Responsibilities

Action	IM Agency Role	FSET Agency Role	Correspondence
Determine FoodShare (FS) eligibility and send referrals for Non-Exempt Able Bodied Adults Without Dependents (ABAWDs) and volunteers to FoodShare Employment and Training (FSET) after FS confirmation	√		Case Summary Eligibility Notice of Decision FSET Referral Letter
Determine ABAWD status and collect verification of claimed exemptions	√		FS ABAWD Exemption VCL
Review FSET referrals, complete enrollment, and provide clear guidance of participant expectations		√	FSET Initial Appointment Letter
Create an Employment Plan with participants and provide ongoing case management of FSET participation		√	Employment Plan Summary Various Appointment Letters
Track ABAWDs' participation weekly within the FSET Tool and ensure final monthly participation is entered timely		√	
Complete FS renewal	√		45 Day Renewal Notice Notice of Decision
Send updated FSET referrals when changes in FS eligibility or ABAWD participation status are confirmed	√		
Disenroll participants from FSET		√	FSET Disenrollment Letter
Scan relevant documents into the Electronic Case File (ECF)	√	√	
Maintain open communication between Income Maintenance (IM) and FSET Agencies	√	√	
Attend and prepare documentation for Fair Hearings	√	√	