

FS ABAWD/FSET Tool Correspondence

IM Worker Related Correspondence

Document	Purpose	Automatically Saved to ECF?	Notes
One-Time Rolling Informational Letter	<ul style="list-style-type: none"> Explains upcoming changes to FoodShare (FS) for Able-Bodied Adults without Dependents (ABAWDs) Describes how an ABAWD can meet the work requirement Provides a list of exemptions from the work requirement 	No	<ul style="list-style-type: none"> Balance of State began receiving this letter in February 2015 Sent monthly near the same date as the 45 day renewal letter to FS households with renewal dates effective the end of the following month Sent to households who may be subject to ABAWD eligibility rules at their next renewal Not sent to households whose members are all over age 50, are considered elderly, blind, and/or disabled, or have a child under age 17 in the home Case comments are systematically created for each household that receives this letter
FoodShare Employment and Training (FSET) Referral Letter	Informs FS members that they have been referred to FSET	Yes	<ul style="list-style-type: none"> Case based letter sent when FS members are referred to FSET from the Refer to FSET page in CARES Worker Web (CWW) Includes all individuals on the case who are referred to FSET as volunteers or as Non-Exempt ABAWDs
FS ABAWD Exemption VCL	Requests verification of reported ABAWD exemption(s)	Yes	<ul style="list-style-type: none"> A Document Tracking Sheet (DTS) accompanies each FS ABAWD Exemption VCL (Verification Checklist)

Note: The existing 45 Day Renewal Letter, Enrollment and Benefits Brochure, Notice of Decision, and Application Case Summary will be updated as appropriate.

FSET Worker Related Correspondence

Document	Purpose	Automatically Saved to ECF?	Notes/How Generated
FSET Initial Appointment Letter	Notifies a referred individual that s/he is currently scheduled for an FSET Orientation and/or Enrollment appointment	Yes	<ul style="list-style-type: none"> Generated when the "FE" or "FO" codes are used to schedule an appointment through Client Scheduling (iCS) Acts as a "Welcome Letter" into the FSET program
FSET Appointment Final Notice Letter	Notifies a referred individual that s/he missed his/her initial FSET appointment and is currently scheduled for another appointment	Yes	<ul style="list-style-type: none"> Generated when the "FS" or "FG" codes are used to schedule an appointment through iCS
FSET Employment Plan Appointment Letter	Notifies a participant that s/he is scheduled for an Employment Plan review meeting	Yes	<ul style="list-style-type: none"> Generated when the "FR" code is used to schedule an appointment through iCS
FSET Workshop Appointment Letter	Notifies a participant that s/he is scheduled to attend an FSET workshop	Yes	<ul style="list-style-type: none"> Generated when the "FW" code is used to schedule an appointment through iCS
FSET Job Club Appointment Letter	Notifies a participant that s/he is scheduled to attend Job Club	Yes	<ul style="list-style-type: none"> Generated when the "FJ" code is used to schedule an appointment through iCS
FSET Participation Letter	Notifies a participant that s/he is scheduled for an appointment to discuss FSET program participation	Yes	<ul style="list-style-type: none"> Generated when the "FP" code is used to schedule an appointment through iCS
Employment Summary Cover Letter	Lists contact information and signature instructions when mailing the Employment Summary PDF	Yes	<ul style="list-style-type: none"> Sent only when workers choose the "Print and Send" option on the Employment Plan Summary page
Employment Plan (EP) Summary PDF	Displays an FSET Participant's basic information, current Goals and Action Steps, and Assigned Activities	Depends on the print option used.	<ul style="list-style-type: none"> If printed locally, a cover letter will not print, nor will it automatically save to the Electronic Case Files (ECF). The worker must print two copies and scan a signed copy of the EP into ECF once a signature is received. If systematically sent, a cover letter and two copies of the EP are automatically sent to the participant. An unsigned copy of the EP is automatically saved; however, the worker must scan a signed copy of the EP into ECF once a signature is received.
FSET Disenrollment Letter	Notifies an FSET participant that s/he has been disenrolled from FSET	Yes	<ul style="list-style-type: none"> Generated from the Participant Summary page within the FSET Tool upon disenrollment of an FSET participant