



Date: March 28, 2017

DMS Operations Memo 17-16

To: FSET Agencies

<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	

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Division of Medicaid Services

**New Employment Reporting Form for FoodShare Employment and Training Agencies**

**CROSS REFERENCE**

- FSET Handbook, [Section 7.1.2 Entered Employment](#)
- FSET Handbook, [Section 10.1 Appendix A: FSET Definitions](#)
- Electronic Case File Handbook, [Section 2.1.1 ECF Workflow Introduction](#)

**EFFECTIVE DATE**

April 1, 2017

**PURPOSE**

This Operations Memo introduces the new FoodShare Employment and Training (FSET) Program New Employment Reporting form ([F-01891](#)) that will be used by FSET agencies. This form will not affect current income maintenance (IM) agency processes. This form will standardize entered employment data obtained from the FSET Tool, which is used for federal data reporting and agency monitoring purposes.

**BACKGROUND**

Currently, FSET agencies use the FSET Tool in CARES Worker Web (CWW) to track FSET participation and the employment status of FSET participants. An FSET worker changes the Entered Employment field to Yes in the FSET Tool when a participant reports employment that meets the criteria outlined in the [FSET Handbook, Section 7.1.2 Entered Employment](#) and [FSET Handbook, Section 10.1 Appendix A: FSET Definitions](#). This policy is shown below:

- Meets the definition of part-time or full-time employment
- Has a start date on or after the FSET enrollment start date
- Is gained prior to disenrollment from FSET

- Is not a job change while employed by a temporary agency
- Fits one of the following criteria:

<b>Initial Condition</b>	<b>New Condition</b>
From no job	To an unsubsidized job
From an unsubsidized job	To an additional unsubsidized job with a different employer
From an unsubsidized job	To a different unsubsidized position with the same employer due to promotion
From a subsidized job	To an unsubsidized job
From a full-time unsubsidized job	To a full-time unsubsidized job with a different employer
From a part-time unsubsidized job	To a full-time unsubsidized job with a different employer
From a part-time unsubsidized job	To a part-time unsubsidized job with a different employer
Meets the special condition described	Temporary to permanent hires

The Department of Health Services (DHS) reports data to United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) regarding the number and percentage of participants who gain employment while participating in the FSET program. Additionally, under the Agricultural Act of 2014, DHS is required to report information regarding short-term and long-term outcomes of FSET participants to FNS. The New Employment Reporting form (F-01891) will standardize the process for updating the Entered Employment field on the Employment Assessment page.

## **POLICY**

### ***FOODSHARE EMPLOYMENT AND TRAINING AGENCY RESPONSIBILITIES AND PROCESS***

When a participant reports employment that meets the Entered Employment criteria specified in the FSET Handbook, Section 7.1.2 Entered Employment, an FSET worker must do the following:

- Complete the New Employment Reporting form (F-01891). This requirement applies to reports made in person, by mail, by phone, or by another means of electronic communication, such as email or text message.
- Enter information from the form such as employer, average hours, average hourly wage, etc., on the FSET Tool Employment Assessment page. This includes changing the Entered Employment field to Yes, if appropriate.
- Scan the form into the participant's Electronic Case File (ECF) using the Process First procedure as shown in the [Electronic Case File Handbook, Section 2.1.1 ECF Workflow Introduction](#).

### ***COMPLETING FORM***

To be considered complete, a New Employment Reporting form must include

- Participant name
- Social Security or PIN number

- Employer name
- Whether the employer is a temporary agency
- Worksite (if the employer is a temporary agency)
- Start date
- Average hours worked per week
- Average hourly wage

Required information is also identified on the form.

If a participant appears in person to complete the form, the participant has the option to sign it. If the participant provides information by other means, such as phone or email, the FSET worker should check the appropriate box to indicate how the participant provided the information. The FSET worker should select email for any means of electronic reporting, such as text message. Optional information may also be collected on the form, including

- The type of business
- A brief description of job duties
- Benefits received
- How the participant learned about the position

Completing optional fields provides additional information for FSET agencies and workers regarding their clients and outcomes associated with the program. However, optional fields do not need to be completed for the New Employment Reporting form to be considered complete.

### *SCANNING FORM*

After all required information has been collected on the New Employment Reporting form, the FSET worker must scan the form into the participant's electronic case file (ECF) as a Process First document. See the Electronic Case File Handbook, Section 2.1.1 ECF Workflow Introduction for more information.

### *EMPLOYMENT ASSESSMENT PAGE*

If the participant's job meets the criteria outlined in the FSET Handbook, Section 7.1.2, the FSET worker can select Yes from the Entered Employment drop-down menu on the Employment Assessment page. Entered Employment information may only be entered for employment gained after a participant's enrollment in FSET.

Record Management	
Last Updated:	Sequence: 0
Updated By:	Delete Reason: [dropdown]
Employment Information	
Work Type: UF - Unsubsidized - Full-Time	Job Title: [text]
Start Date: 03 / 01 / 2017	End Date: MM / DD / YYYY
Entered Employment? Yes	Reason for Leaving: [dropdown]
Employment Sector: PR - Private	
Employer Contact Information	

Figure 1 Employment Assessment Page in CWW Showing the Entered Employment? Question Answered Yes

FSET workers do not need to verify an FSET participant’s employment that is reported on the New Employment Reporting form.

The New Employment Reporting form does not impact the current processes used by FSET agencies to communicate employment of FSET participants to the IM agency. The FSET agency is still required to notify the IM agency regarding the new employment reported by the FSET participant.

***INCOME MAINTENANCE AGENCY RESPONSIBILITIES***

This form will not affect the work of IM agencies. When new employment is reported to an FSET agency, the FSET agency will continue to report that employment to IM agencies using current reporting processes. IM agencies should continue to use current employment verification processes.

**CONTACTS**

BEPS CARES Information and Problem Resolution Center

DHS/DMS/BEPS/SM