



Date: July 21, 2017

DMS Operations Memo 17-32

To: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
FSET Agencies

<b>Affected Programs:</b>	
<input type="checkbox"/> BadgerCare Plus	<input type="checkbox"/> Caretaker Supplement
<input checked="" type="checkbox"/> FoodShare	<input checked="" type="checkbox"/> FoodShare Employment and Training
<input type="checkbox"/> Medicaid	
<input type="checkbox"/> SeniorCare	

From: Rebecca McAtee, Bureau Director  
Bureau of Enrollment Policy and Systems  
Division of Medicaid Services

**CARES Worker Web Enhancements, FoodShare Employment and Training Tool Enhancements, and Clarified Exemptions for Able-Bodied Adults Without Dependents and Work Registrants**

**CROSS REFERENCE**

- Operations Memo [16-06](#)
- FoodShare Wisconsin Handbook, [Section 3.17.1 Able-Bodied Adults Without Dependents \(ABAWDs\)](#) and [Section 3.16.1.3 Exemptions from the FoodShare Work Registration Requirements](#)
- FSET Handbook, [Section 2.1 FSET and FoodShare Eligibility](#) and [Section 6.2 FSET Participant Status](#)
- 7 C.F.R. § 273.24

**EFFECTIVE DATE**

August 5, 2017

**PURPOSE**

The purpose of this Operations Memo is to announce enhancements to CARES Worker Web (CWW) and the FoodShare Employment and Training (FSET) Tool. Several pages in CWW and the FSET Tool will be enhanced to improve worker usability and comply with Food and Nutrition Service (FNS) directives.

**BACKGROUND**

The Wisconsin Department of Health Services implemented the Able-Bodied Adults Without Dependents (ABAWD) work requirement statewide in April 2015. FoodShare members, 18 to 49 years old, who are considered able-bodied adults and have no minor children living in the home, must meet a work requirement, or they will be limited to three months of FoodShare benefits during a 36-month period.

FoodShare members can meet the ABAWD work requirement by doing any of the following:

- Working at least 80 hours each month
- Participating in an FSET program or another allowable work program at least 80 hours each month
- Both working and participating in an allowable work program if the total combined hours equals at least 80 hours each month

The enhancements described in this Memo are based on feedback received from income maintenance (IM) and FSET agencies. These enhancements are intended to improve interagency communication, improve customer service, and meet FNS requirements.

## **POLICY**

There is no change in policy associated with this Memo.

## **CARES**

The following enhancements will be made on August 5, 2017:

- Updates to simplify navigation between CWW and FSET Tool pages that IM and FSET workers access regularly
- Updates to apply the ABAWD exemption for chronic homelessness and the ABAWD and work registrant exemption for disability based on receipt of Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) payments
- A new action item and alert to notify IM workers that a Disability page must be built when SSI or SSDI information is reported and a page does not exist
- A new action item and alert to notify IM workers when certain information regarding employment is added or updated within the FSET Tool
- A new FSET Contact Information page in the FSET Tool
- A new disenrollment reason in the FSET Tool for incarceration
- Updates to CARES correspondence

## ***CARES WORKER WEB CHANGES***

### ***INDIVIDUAL SUMMARY PAGE***

On the Individual Summary page, the “Individual” section will be updated to include a magnifying glass icon that workers can click to open a FoodShare Clock in a read-only pop-up window.

The “FSET Participation” section will be renamed “FSET Information” and will include two new radio buttons: View PIN Comments and View Track Participation. Workers can choose a radio button to navigate to that particular page for the person. These enhancements will allow the page to serve as a centralized location to access member information within CWW or the FSET Tool.

**Individual Summary** Reset

**Individual**

Name: [redacted] PIN: [redacted]  
Associated PIN(s): [redacted]  
Alias(es): [redacted]  
SSN: [redacted] MCI ID/MAID: [redacted]  
Gender: [redacted] Birth Date: [redacted]  
Language: [redacted] Cleared: **YES**  
Where? [redacted] **FS Clock:** [redacted]

**Query**

View Individual Eligibility History  
 View Individual Participation History  
 View Individual DX Discrepancy History

**Send Information**

Resend Eligibility Information to MMIS

**FSET Information**

View FSET Participant Summary  
 View FSET Referrals  
 View PIN Comments  
 View Track Participation

**RFAs, Cases, Applications and Unsubmitted Requests**

**CASE:** [redacted]  
Filing Date: **05/01/2017** Status: **OPEN** Case Closed Date: **N/A**  
RFA Type: **ES - ECONOMIC SUPPORT (ES)** Overpayment: **NO**  
Eligibility Office: **MILW CO REG 5 W-2,GOODWILL-EMPLOY SOLUTN(5605)**  
County / Tribe: **40 - MILWAUKEE COUNTY** Worker: [redacted]  
IM Consortium: **11 - STATE CONSORTIUM**  
Primary Person: [redacted] Information Provider: [redacted]  
Household Address: [redacted] Phone: [redacted]  
Pending Programs: [redacted]

**Next** ▶

Figure 1 Individual Summary Page

### CURRENT DEMOGRAPHICS PAGE

The Current Demographics page will be updated to include a new “Homeless Information” section. This section will display a question to collect information on the chronic homelessness exemption: “Expects to have a regular nighttime residence in the next 30 days?” This question is required to be answered if all of the following conditions apply:

- FoodShare is requested on the case.
- The applicant’s or member’s living arrangement is “10 – Homeless.”
- The applicant or member is 17 to 49 years old.

The applicant or member will only receive the ABAWD exemption if the response to the chronically homeless question is No.



If the field is left blank, an edit will be displayed at the top of the page.

**Navigation Menu**

- Search
  - CARES Home
  - Search
  - Inbox Search
  - Unlinked Documents
- RFA / Case
  - Client Registration (0)
  - Case Summary
  - Case Comments
  - Expected Changes
  - Application Entry (2)
    - Case Information
      - Individual Demographics
        - Summary
        - Permanent Demo
        - Current Demo
        - Immigrant / Refugee
        - Benefits/School
        - Individual Non Financial
        - Other Health Care Programs
        - Asset Information
        - Employment Queries
        - Employment
        - Unearned Income
        - BC+ Tax Deductions
        - Expenses

**Current Demographics** Cancel  Reset

**The following event has occurred:**  
AE691: Select an entry for 'Expects to have a regular nighttime residence in the next 30 days?' when 'Living Arrangement Type' is '10 - Homeless'. Total: 1

**Individual Demographic Information**

Effective Period  
\* Begin Month: 06 / 2017 Last Updated: 06/02/2017

**Individual Details**

\* Individual: [Blank]  
\* Identification Verification: AF - AGENCY FORM  
Identification MA Verification: FS - PRIMARY PERSON FOODSHARE II  
\* SSN Cooperation: Yes  
\* Marital Status: SI - SINGLE-NEVER MARRIED \* Verification: NQ - NOT QUESTIONABLE  
\* Resides In WI: Yes \* Verification: DR - DRIVER'S LICENSE  
\* Intent To Reside In WI: Yes  
\* Migrant Farm Worker: No Verification: NQ - NOT QUESTIONABLE  
\* Special Needs Child: [Blank] \* Verification: [Blank]  
\* Fleeing Felon Or In Violation Of Probation / Parole: No Source: [Blank]

**Physical Exam**

\* Physical Exam Completed? [Blank] \* Good Cause: [Blank]  
\* Physical Exam Date: MM / DD / YYYY \* Source: [Blank]

**Obsolete Information**

\* Offender Working Without Pay: [Blank] \* Verification: [Blank]

Enter New Begin Month MM / YYYY Go

**Living Arrangement Information**

Effective Period  
\* Begin Month: 06 / 2017 Last Updated: 06/28/2017

**Living Arrangements**

\* Living Arrangement Type: 10 - HOMELESS \* Verification: NQ - NOT QUESTIONABLE  
\* Living Arrangement Date: MM / DD / YYYY  
\* Minor Parent Living Arrangement: [Blank]

**Homeless Information**

\* Expects to have a regular nighttime residence in the next 30 days? [Blank]

**Child Out of Home Details**

\* Is this a child living outside this home and in Foster Care or court-ordered Kinship Care? [Blank]  
\* Are the parents / caretakers cooperating to re-unite with this child? [Blank] \* Verification: [Blank]

**Tax Dependent / Tax Co-File Out of Home Details**

\* Is this individual a tax dependent or tax co-filer living outside of the household? No

**W-2 Temporary Absence Information**

\* Is this Child Temporarily Absent from the home?: [Blank] \* Temporary Absence Verification: [Blank]  
\* Absence Begin Date: [Blank] \* Expected Return Date: [Blank]

Enter New Begin Month: MM / YYYY Go

Individual Updated on or before MM / DD / YYYY Go

Add Case Comment Cancel  Previous Next

Figure 3 Current Demographics Page With Edit

### CONVERSION FOR HOMELESS INFORMATION ON THE CURRENT DEMOGRAPHICS PAGE

A one-time conversion will update homeless information for current members. Specifically, the conversion will update the response to the new chronically homeless question on the Current Demographics page to No if all of the following conditions apply:

- FoodShare is requested on the case.
- The member’s living arrangement is “10 – Homeless.”
- The member is 17 to 49 years old.

Eligibility will be run through batch processing on Saturday, August 12, 2017. Any changes in eligibility that result from the conversion will be effective for September 2017. The conversion will apply the chronic homelessness exemption to members who have already identified that they are homeless.

### BENEFITS RECEIVED PAGE

The ABAWD and work registrant disability exemption will now be applied when Yes is selected for the SSDI Payments, SSI Payments, and/or SSI Letter fields with a valid verification code in the “Additional Information” section on the Benefits Received page. The Yes entry may be updated by workers or through the SOLQ-I data exchange.

Benefits Received [1 of 2]	
<b>Effective Period</b>	
* Begin Month:	06 / 2016
Last Updated:	04/13/2017
<b>Additional Information</b>	
* Individual:	
Has the individual received any of the following benefits?	
* Other State SNAP:	N - No
* Tribal Commodities:	N - No
* SSDI Payments:	Yes
* SSI Payments:	Yes
* SSI Letter:	Yes
* Foster Care/Subsidized Guardianship:	No
* Foster Care Court Order?:	No
* QDWI Referral:	No
<b>Obsolete Information</b>	
* Other State AFDC:	No
* General Relief:	No

Figure 4 Benefits Received Page

A new action item and alert will remind workers to create a Disability page in CWW when SSI and/or SSDI information is newly identified on the Benefits Received page. The new action item and alert 534, "Build Disability Page for Verified SSI or SSDI Payments," will be generated only if a Disability page does not exist for an applicant or member. Workers are required to create the Disability page if one or more of the SSI benefit types have been verified.

▼ Action Items (2) ▶ Documents (0) ▶ Discrepancies (0) ▶ Work Items (1)

July 10, 2017

XCTT38 - BUILD DISABILITY PAGE FOR VERIFIED SSI OR SSDI PAYMENTS

January 31, 2017

Intake Initiated - Eligibility not Initiated

Clear Checked Action Item(s)

Has the individual received any of the following benefits?

* Other State SNAP:	N - No	Verification:	
* Tribal Commodities:	N - No	Verification:	
* SSDI Payments:		* Verification:	
* SSI Payments:	Yes	Verification:	AF - AGENCY FORM
* SSI Letter:	No	Verification:	
* Foster Care/Subsidized Guardianship:	No	* Verification:	
* Foster Care Court Order?:		* Verification:	
* QDWI Referral:	No	* Verification:	

Obsolete Information

* Other State AFDC:		* Verification:	
* General Relief:		* Verification:	

Enter New Begin Month MM / YYYY Go

Figure 5 Benefits Received Page with Action Items

**Note:** Workers must check the FoodShare Clock to ensure that the exemption is applied to the correct begin month as described in [FoodShare Wisconsin Handbook, Section 3.17.1.6 Verification of ABAWD Status and Exemptions from Time-Limited FoodShare](#).

### FS WORK REGISTRANT/ABAWD EXEMPTION PAGE

On the FS Work Registrant/ABAWD Exemption page, the “Most Recent Information” section will include new fields pertaining to the SSI and SSDI exemptions. These fields will be populated based on case information entered on the Benefits Received page.

The “Most Recent FS ABAWD Exemption” section will include a new field for the chronic homelessness exemption. This field will be populated based on case information entered on the Current Demographics page.

**FS Work Registrant / ABAWD Exemption** Cancel Reset

**Effective Period**  
Begin Month: 04 / 2017 End Month: MM / YYYY  
Delete Reason: [ ] Last Updated: 04/02/2017

**Additional Information**  
Individual: [ ]  
Is this individual in compliance with a W-2 work program? No  
Is this individual the primary caretaker of a child under age 6 out of home? No Verification: [ ]  
Is this individual the primary caretaker of an incapacitated individual outside of the home? No Verification: [ ]

**Additional FS ABAWD Exemption**  
Is this individual participating in an allowable work program? No Verification: [ ]  
If Yes, which work program is the individual participating in? [ ]  
On average, how many hours per month does this individual participate in the selected work program? [ ]

**Most Recent Information**  
Is this individual meeting Work Registrant requirement by working (employment and self-employment)? No  
Is this individual currently physically or mentally incapable of working? No Verification: [ ]  
Is a household member needed to care for this person? No  
Primary Caretaker: [ ] Verification: [ ]  
Has this individual applied for or is this individual receiving unemployment compensation? No Verification: [ ]  
Is this individual an inpatient / outpatient participating in a drug or alcohol treatment program? No Verification: [ ]  
**Has this individual received SSDI Payments? No Verification: [ ]**  
**Has this individual received SSI Payments? No Verification: [ ]**  
**Has this individual received an SSI Letter? No Verification: [ ]**

**Most Recent FS ABAWD Exemption**  
Is this individual meeting the FS ABAWD work requirement by working (employment and self-employment)? No  
Individual Pregnant? No Verification: [ ]  
**Expects to have a regular nighttime residence in the next 30 days? Yes**

Enter New Begin Month: MM / YYYY Go [ ] [ ] [ ] [ ]

Individual Updated on or before MM / DD / YYYY Go [ ] [ ] [ ] [ ]

Add Case Comment \* Cancel Previous Next

Figure 6 FS Work Registrant/ABAWD Exemption Page

### FS WORK REGISTRANT/ABAWD DETERMINATION DETAILS PAGE

The FS Work Registrant/ABAWD Determination Details page will be enhanced to include the following exemption codes:

- “HL – Unfit for Work (Chronically Homeless)” is a new ABAWD exemption reason code for applicants or members determined to be chronically homeless on the Current Demographics page.
- “IG – Physically or Mentally Unfit for Employment” is an existing ABAWD and work registrant code that will now include people with verified SSDI payments, SSI payments, or SSI letter on the Benefits Received page.

Benefit Begin Month	Benefit End Month	Date Created	Work Registrant?	Work Registrant Exemption Reason(s)	FS Eligible	FS ABAWD Participation Status	Exemption Reason(s)
07/01/2017		05/30/2017	No	IG	Eligible	Non-ABAWD	NW,HL,IG
06/01/2017	06/30/2017	05/30/2017	No	IG	Eligible	Non-ABAWD	NW,HL,IG
05/26/2017	05/31/2017	05/30/2017	No	IG	Eligible	Non-ABAWD	NW,HL,IG

Figure 7 FS Work Registrant/ABAWD Determination Page

### FS CLOCK PAGE

On the FS Clock page, the “Individual Information” section will be updated to display the member’s PIN. This enhancement will make it easier for workers to search for member information in the FSET Tool.

Month	Last Updated	Overridden By	System Status	Additional Out of State Month(s)	Worker Override Status	Worker Override Reason
02/2017	01/01/2017		TL - Time-Limited Benefit			
01/2017	11/30/2016		EX - Exempt			
12/2016	11/02/2016		TL - Time-Limited Benefit			

Figure 8 FS Clock Page

### CASELOAD MANAGEMENT SEARCH CRITERIA PAGE

The Caseload Management Search Criteria page will be enhanced to feature a new action item and alert regarding new or updated FSET employment information. IM workers will receive the new action item and alert 533, “New or Updated FSET Employment Information,” when FSET workers enter new employment information or update existing employment information on the Employment Assessment page within the FSET Tool.

Action Items	
Online Submissions	Alerts
<input type="checkbox"/> Application Linked - Ready for Intake	<input type="checkbox"/> Overdue Eligibility Determination
<input type="checkbox"/> Intake Initiated - Eligibility not Initiated	<input type="checkbox"/> Eligibility
<input type="checkbox"/> Change Report Received - Ready for Processing	<input type="checkbox"/> Benefit Issuance
<input type="checkbox"/> Change Report Processing Initiated - Eligibility not Initiated	<input type="checkbox"/> Information
	<input type="checkbox"/> Waiting on DDB Decision
	<input type="checkbox"/> Outstanding Verifications Past Due
	<input type="checkbox"/> Outstanding Verifications Approaching
	<input type="checkbox"/> Documents Received
	<input type="checkbox"/> Documents Waiting
	<input type="checkbox"/> Initiate Eligibility and Confirm
	<input type="checkbox"/> Work Programs
	<input type="checkbox"/> Child Care
	<input type="checkbox"/> ACP Follow-up
	<input type="checkbox"/> New or Updated FSET Employment Information

What would you like to do?

View to select cases meeting the above criteria

View counts of cases meeting the above criteria

Go

Figure 9 Caseload Management Search Criteria Page

Upon receiving the action item or alert, IM workers must review the employment information on the FSET Tool Employment Assessment page, create or update the CWW Employment page, and pend for verification (if necessary). IM workers must take action to clear the alert. This process will help IM workers respond to employment changes shared by FSET workers in a timely manner.

### FOODSHARE EMPLOYMENT AND TRAINING TOOL CHANGES

#### PARTICIPANT SUMMARY PAGE

On the Participant Summary page, the “Referral and Enrollment Information” section will be updated to include a magnifying glass icon workers can click to open a person’s FoodShare Clock in a read-only pop-up window. This enhancement will allow workers to view the FoodShare Clock within the FSET Tool.

Fields within the “Contact Information” section will be renamed Case Phone, Case Message Phone, and Case Cell Phone to clarify that this information is case-based contact information from a person’s FoodShare case.

**Note:** The Email Address field in this section is now based on the email address reported by the individual member and is no longer case-based.

The “FSET Contact Information” section will display in read-only mode the phone and email address entered by an FSET worker on the new [FSET Contact Information page](#).

The “What would you like to do?” section will be updated to add “IC - Incarcerated” to the Disenrollment Reason drop-down menu for participants who are disenrolled due to incarceration.

The screenshot shows the 'Participant Summary' page. The 'Referral and Enrollment Information' section includes fields for Enrollment Status (E - Enrolled), Enrollment Date (06/01/2017), Disenrollment Date, Disenrollment Reason, Volunteer status (No), FSET Worker ID, FSET Region/Tribe (01 - Southeast), FSET County (40 - MILWAUKEE COUNTY), and FSET Office (5040). The 'FS Clock' field is highlighted with a red box. The 'Contact Information' section includes Household Address, Mailing Address, Case Phone, Case Message Phone, Case Cell Phone, Email Address, Language (E - ENGLISH), Case, IM Consortium (11 - STATE CONSORTIUM), IM County/Tribe (40 - MILWAUKEE COUNTY), and IM Worker. The 'FSET Contact Information' section is highlighted with a red box and contains Phone and Email Address fields. The 'What would you like to do?' section has two columns: 'Workflow Options' and 'FSET Maintenance'. Under 'Workflow Options', the 'Disenroll' option is selected, and its dropdown menu is open, showing reasons: DE - Death, EE - Entered Employment, FI - FoodShare Ineligible, IC - Incarcerated (highlighted with a red box), NP - Non-Participation, PR - Participant Request, and SC - Successful Completion of Activity. Under 'FSET Maintenance', there are options for Assign to Worker, Transfer FSET Office, and Transfer FSET Region/Tribe, each with associated input fields.

Figure 10 Participant Summary Page

### EMPLOYMENT ASSESSMENT PAGE

The Employment Assessment page will be enhanced to generate the new action item and alert 533, “New or Updated FSET Information,” for the primary IM worker of the case when recent employment information is entered or modified on this page. The action item or alert will be set when both of the following conditions apply:

- Information is added or changed in the “Employment Information” or “Wages and Benefits” sections of this page.
- The date entered in End Date field within the “Employment Information” section is open, set in the future, or set no more than 30 days in the past.

**Example:** On August 15, 2017, an FSET worker enters new employment information for Tony on the Employment Assessment page. The start date is August 15, 2017, and the end date is September 30, 2017. This action will generate an action item and alert for the primary IM worker of Tony’s FoodShare case.

The same day, the FSET worker enters new employment information for Jonathan on the Employment Assessment page. The start date is February 1, 2017, and the end date is June 30, 2017. This date is more than 30 days prior to August 15, 2017. This will not generate an action item and alert for the primary IM worker of Jonathan’s FoodShare case.

The action item and alert will assist FSET workers in communicating reported employment changes to IM workers because it will eliminate the need to directly contact the IM agency whenever employment changes become known to the FSET agency.

The screenshot displays the 'Employment Assessment' web form. The 'Record Management' section shows 'Last Updated: 05/22/2017' and 'Sequence: 2'. The 'Employment Information' section, highlighted with a red border, includes: 'Work Type: TA - Temporary Agency', 'Job Title: STAFF', 'Start Date: 07/01/2015', 'End Date: MM/DD/YYYY', 'Entered Employment?: Yes', 'Reason for Leaving:', and 'Employment Sector: NP - Non-Profit'. The 'Employer Contact Information' section includes fields for 'Employer Name: MCDON', 'Employer Phone', 'Address: 123', 'City', 'State', and 'Zip Code'. The 'Wage and Benefits' section, also highlighted with a red border, includes: 'Average Hours/Week: 10', 'Hourly Wage: \$', and checkboxes for 'Paid Time off', 'Paid Sick', 'Paid Vacation', 'Paid Holidays', 'Health Insurance', 'Flexible Spending Plan', 'Tuition Reimbursement', and 'Retirement'. At the bottom, there is a navigation bar with a 'Sequence' dropdown, an 'Updated on or before' date field (MM/DD/YYYY), and a 'Go' button.

Figure 11 Employment Assessment Page

### FSET CONTACT INFORMATION PAGE

The FSET Contact Information page is a new page that will allow FSET workers to enter a telephone number and email address specific to the participant and their participation in FSET. The case-based phone number provided by CWW often does not match the phone number used by the FSET participant

or the information needed for FSET agency-specific communications. It is also possible that a participant will set up a new email address to use solely for FSET activities.

The FSET Contact Information page will not be scheduled in the FSET driver flow but can be accessed by clicking the FSET Contact Information link located under FSET Tool in the Worker Tools section of the Navigation Menu.

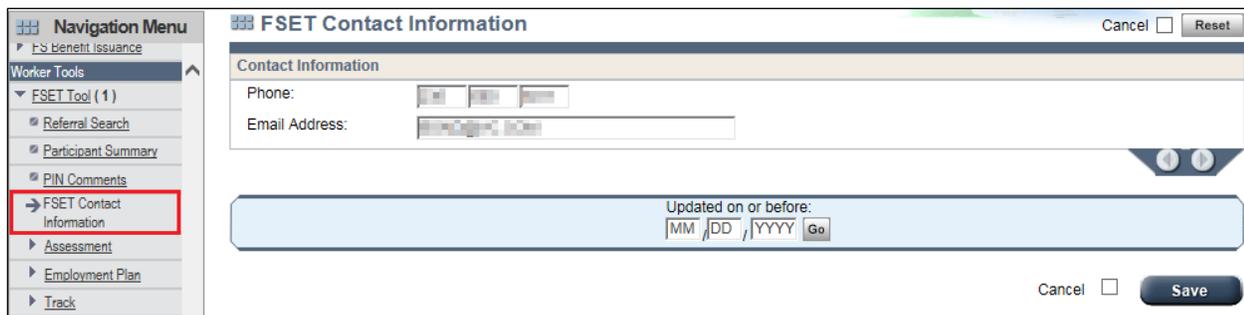


Figure 12 FSET Contact Information Page

If a worker clicks **Save** without entering information in either the Phone field or the Email Address field, the following edit will be displayed: “GL142: Please enter either ‘Phone’ or ‘Email Address.’”

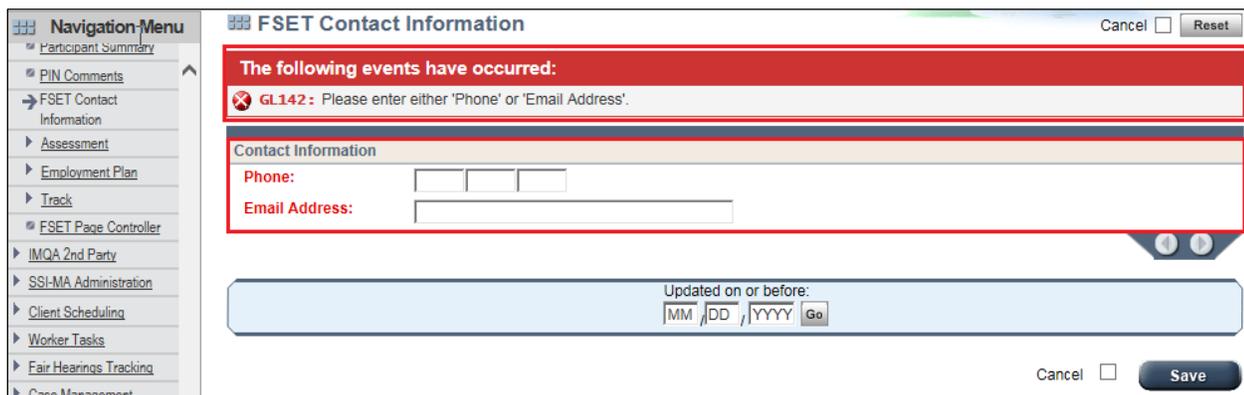


Figure 13 FSET Contact Information Page With Edit

## EMPLOYMENT PLAN SUMMARY PAGE

The functionality to view, save, and mail the Employment Plan Summary page will be updated as follows:

- The View and Print button will be renamed View/Save. FSET workers can click **View/Save** to view an employment plan and print it. This should be used when FSET workers meet with participants in a face-to-face appointment. This option saves information entered on the Employment Plan Summary page but does not save any documents in the Electronic Case File (ECF). FSET workers should continue to scan the signed copy of the employment plan to the ECF using code “FSEP.”
- The Save button will be renamed Send/Save. FSET workers can click **Send/Save** to save information entered on the Employment Plan Summary page and mail a copy of the employment plan to the participant. This should be used when FSET workers update the employment plan and need to send a copy of the plan to the participant for their signature. The unsigned copy of the employment plan used in the participant mailing will be saved in the ECF under the new code “FSEU.”

Goals and Action Steps						
Type	Description	Created On	Action Step	Expected End Date	Date Completed	
Long Term Career	GOAL	01/25/2016	ACTION1	01/02/2018		
			ACRTION2	01/27/2018		

Activities						
Type	Description	Associated Goal(s)	Begin Date	Estimated End Date	Estimated Weekly Hours	
Career Planning	JOB	P,S,L	06/06/2017	01/01/2018	20.0	

Employment Plan Summary PDF

Employment Plan Begin Date: MM/DD/YYYY

Employment Plan End Date: MM/DD/YYYY

Employment Plan Language: English

**View/Save** **Send/Save**

Cancel Previous Next

Figure 14 Employment Plan Summary Page

Any time workers click **View/Save** or **Send/Save**, the most recent Employment Plan Summary dates and information will be saved in the FSET Tool and populated on the member’s Employment Plan Summary PDF.

***CORRESPONDENCE***

The following correspondence will be modified to be consistent with enhancements made to CWW and the FSET Tool.

***VERIFICATION CHECKLIST***

The [Verification Checklist](#) that is sent when proof is needed for a disability exemption from the ABAWD and work registrant requirement will be updated to request proof of SSI or SSDI payments when there are unverified responses to any of the three SSI information questions (SSI, SSDI and SSI Letters) on the Benefits Received page. In addition, the checklist will be modified to include the abbreviated U.S. Department of Agriculture (USDA) nondiscrimination statement.

***FOODSHARE EMPLOYMENT AND TRAINING EMPLOYMENT PLAN SUMMARY***

The “Basic Information” section of the [FSET Employment Plan Summary](#) will be updated as follows:

- Gender will be removed.
- FSET Only Contact Number will be added.
- FSET Only Email Address will be added.

***FOODSHARE EMPLOYMENT AND TRAINING DISENROLLMENT LETTER***

The [FSET disenrollment letter, now titled “You Are No Longer Getting Services through the FoodShare Employment and Training \(FSET\) Program.”](#) will be updated to include incarceration as a reason FSET program services were terminated and to add the abbreviated USDA nondiscrimination statement.

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### *THREE TIME-LIMITED BENEFITS WARNING LETTER*

The exemption reasons in the “Who is Exempt from the Work Requirement” section of the [“Important Information about Your Time-Limited FoodShare Benefits” letter](#) have been updated.

### *ACCESS SUMMARY*

The exemption reasons in the “Work Registration Requirements for Individuals Ages 16 through 59” section of the [ACCESS Summary](#) have been updated.

### **CONTACTS**

BEPS CARES Information and Problem Resolution Center

DHS/DMS/BEPS/KQ