



Date: October 8, 2018

DMS Operations Memo 18-36

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

Affected Programs:	
<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	

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 Division of Medicaid Services

Change in Terminology Regarding Able-Bodied Adults Without Dependents (ABAWDs)

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CROSS REFERENCE

Operations Memos [14-55](#), [15-53](#), [16-06](#), [17-32](#), and [17-49](#)

FoodShare Wisconsin Handbook, [Section 3.17.1 Able-Bodied Adults Without Dependents \(ABAWDs\)](#)

FSET Handbook, [Section 6.2 FSET Participant Status](#)

Process Help, [Chapter 71 Application of ABAWD Policy](#)

EFFECTIVE DATE

October 27, 2018

PURPOSE

This Operations Memo announces a change in terminology regarding able-bodied adults without dependents (ABAWDs). The Wisconsin Department of Health Services (DHS) will no longer use the terms “Exempt ABAWD” and “Non-Exempt ABAWD” to describe persons who must either meet the work requirement or have an exemption from the work requirement in order to continue to receive FoodShare benefits. CARES processes, including CARES Worker Web (CWW), the FoodShare Employment and Training (FSET) tool, and client correspondence, will be enhanced accordingly.

BACKGROUND

To align with U.S. Department of Agriculture Food and Nutrition Service (FNS) regulations, DHS will discontinue the use of “Exempt ABAWD” and “Non-Exempt ABAWD” terminology. A person who is meeting the ABAWD work requirement will no longer be classified as an “Exempt ABAWD.” This is not a change to the policy regarding the ABAWD work requirement, but, rather, a change in the terminology used to explain who is an ABAWD and those ABAWDs who are meeting the work requirement.

CARES processes will be changed to be consistent with FNS-mandated terminology, including an update to eligibility logic to correctly determine and apply exemptions from the ABAWD work requirement. Updates will be made to the FSET referral and FSET participation management processes. Public-facing communications (i.e., ACCESS and client correspondence) will also be updated.

POLICY

There is no change in the policy regarding ABAWDs. However, the current distinction between exempt or non-exempt ABAWDs will be discontinued and persons will be identified as ABAWDs or non-ABAWDs as appropriate. The following is an overview of the revised use of these terms.

UPDATED ABAWD STATUSES

What is currently known as the ABAWD Participant Status will become the ABAWD Status. Eligibility processes will be enhanced to assign an ABAWD Status value of ABAWD, Ineligible, or Non-ABAWD to all FoodShare applicants and members ages 16 and over, effective November 2018.

ABAWD

An ABAWD is a FoodShare-eligible person who does not have an exemption from the ABAWD work requirement.

INELIGIBLE

The Ineligible status applies to a person deemed ineligible for FoodShare.

NON-ABAWD

A non-ABAWD is a person who meets any of the following criteria:

- Less than 18 years of age or greater than 49 years of age
- Has at least one minor (a person less than 18 years of age) in the same food unit
- Pregnant
- Determined unfit for employment, which includes someone considered any of the following:
 - Receiving temporary or permanent disability benefits from the government or a private source
 - Mentally or physically unable to work as determined by the income maintenance (IM) agency
 - Displaying mental instability, combativeness, or other mental health issues. In this situation, the IM worker should document an exemption without requiring verification from a health care professional.
 - Verified as unable to work by a statement from a health care professional or a social worker
 - Experiencing chronic homelessness; a person is chronically homeless if he or she does not expect to have a regular nighttime residence during the next 30 days

- Receives unemployment compensation (UC), or has applied for UC, and is complying with UC work requirements
- Regularly participates in an alcohol or other drug abuse (AODA) treatment or rehabilitation program
- A student of higher education who is otherwise eligible for FoodShare
- Primary caretaker of a dependent child under age six or an incapacitated person (may be part of the food unit or in a separate household)
- Working 30 or more hours per week or earning wages equivalent to 30 or more hours per week at the federal minimum wage
- Complying with Wisconsin Works (W-2) program requirements

Note: This list includes all work registrant exemptions. Anyone who is not a work registrant is also considered a non-ABAWD.

CARES

SUMMARY OF CARES ENHANCEMENTS

On October 27, 2018, enhancements will be made across CARES to implement the change in terminology regarding ABAWDs and to update eligibility logic. These CARES enhancements can be categorized by the following types of functionality:

- Referral Types
- Application Entry/Driver Flow
- Eligibility Workflow, Post-Eligibility Workflow, and Confirmation
- Refer to FSET
- FoodShare Clock
- FSET Tool
- Data Conversion
- Correspondence
- ACCESS

Note: The effective date for change in functionality on CWW pages is October 27, 2018; the effective month for changes in eligibility determinations is November 2018.

REFERRAL TYPES

A new value called the Referral Type will be assigned to every FSET referral. The referral type indicates if the member must participate in FSET in order to meet the ABAWD work requirement.

There will be three referral types used in CARES:

Referral Type	Description
Time-Limited Benefits (TLB)	The member is subject to the ABAWD work requirement and is not currently meeting the work requirement. If this member does not participate in FSET, they will accrue TLBs.
Non-Time-Limited-Benefits (Non-	The member is either a non-ABAWD or an ABAWD who is currently meeting the work requirement outside of FSET.

TLB)	An ABAWD with a Non-TLB referral may accrue a TLB if they stop meeting the ABAWD work requirement.
Ineligible	The member is not currently eligible for benefits.

Referral types will be based on the ABAWD status and whether the applicant or member is meeting the ABAWD work requirement outside of FSET.

The following chart matches referral types to statuses based on the member's situation.

Situation	Old Status	New Status	Referral Type
Member is an ABAWD, works fewer than 20 hours a week (employment, self-employment, and/or work program hours) and does not have a verified ABAWD exemption.	Non-Exempt ABAWD	ABAWD Not meeting the ABAWD work requirement outside of FSET	TLB
Member is an ABAWD, works (employment, self-employment, and/or work program hours) between 20 and 29 hours a week, and does not have a verified exemption.	Exempt ABAWD Exemption reason EM (work) or EW (work and/or work program)	ABAWD Meeting the ABAWD work requirement reason EM or EW	Non-TLB
Member has a verified exemption or is a non-ABAWD.	Non-ABAWD or Exempt ABAWD Exemption reason can be any of the following: PR, LG, HC, HL, CC, DR, IG, SC, TA, UN, WG, AG, CI, TC, NW, XP, TF	Non-ABAWD Exemption reason can be any of the following: PR, LG, HC, HL, CC, DR, IG, SC, TA, UN, AG, CI, TC, NW, XP, TF	Non-TLB
Member is not eligible for FoodShare benefits.	FS Ineligible	Ineligible	Ineligible

APPLICATION ENTRY/DRIVER FLOW

FOODSHARE SUMMARY

On the FoodShare Summary page, the “FS Work Registrant/ABAWD Exemption” section will be renamed “FS Work Registrant/ABAWD Information.” This name change also applies to the pop-up window that displays when workers click the small clock icon.

FoodShare Summary Cancel Reset

FS Work Registrant / ABAWD Information

Row	Individual	Begin Month	End Month	Last Updated	Delete Reason	Compliance with W2 Work Program	Allowable Work Participation	Primary Caretaker of Child under age 6 outside of the home	Primary Caretaker of Incapacitated Individual
		03/2017		03/10/2017		N	N	N	N

FS Clock

Row	Individual	Start Month	End Month	Last Updated	Delete Reason	TLB Month 1	TLB Month 2	TLB Month 3
No data found.								

DSNAP

Row	Issuance Month	Last Updated	Delete Reason	Sequence	Requesting DSNAP	Number of DSNAP-eligible Individuals	Requesting FoodShare
	201701	03/10/2017		4	YES	1	YES

ABAWD Relevant Individuals

Row	Child's Name	Begin Month	End Month	Last Updated	Delete Reason	Date of Birth	Child Living Arrangement
No data found.							

Individual: Begin Month: Updated on or before:

Cancel

Figure 1 FoodShare Summary Page

FoodShare Summary Details

FS Work Registrant / ABAWD Information

Summary

Individual:

Details

Begin Month	End Month	Last Updated	Delete Reason	Compliance with W2 Work Program	Allowable Work Participation	Primary Caretaker of Child under age 6 outside of the home	Primary Caretaker of Incapacitated Individual
02/2018		02/07/2018		N	N	N	N

Figure 2 FoodShare Summary Details (Pop-Up)

FS WORK REGISTRANT/ABAWD INFORMATION

The FS Work Registrant/ABAWD Exemption page will be updated to track both work registrant exemptions and ABAWD exemptions, and to capture how people are meeting the ABAWD work requirement.

The FS Work Registrant/ABAWD Exemption page will be updated as follows:

- A. The page will be renamed FS Work Registrant/ABAWD Information.
- B. The “Additional Information” section will be renamed “Additional Exemption Information.”
- C. The “Additional FS ABAWD Exemption” section will be renamed “ABAWD Work Requirement.”
- D. The “Most Recent ABAWD Work Requirement” is a new section that includes the field “Is this individual meeting the ABAWD work requirement by working (employment and self-employment)?”
- E. The “Most Recent FS ABAWD Exemption” section will be renamed “Most Recent ABAWD Exemptions.”
- F. The “Most Recent Information” section will be renamed “Most Recent Exemption Information.”
- G. The page link in the Navigation Menu will be renamed FS WR/ABAWD Info

The screenshot shows a web application interface for "FS Work Registrant / ABAWD Information". On the left is a "Navigation Menu" with various categories like Case Summary, Case Comments, and Application Entry. The main content area is titled "FS Work Registrant / ABAWD Information" and contains several sections:

- Effective Period:** Includes fields for Begin Month (07 / 2018), End Month (MM / YYYY), Delete Reason, and Last Updated (07/04/2018).
- Additional Exemption Information:** Labeled with callout B. Contains questions about individual compliance with a W-2 work program and primary caretaker status, each with a "No" dropdown and a "Verification" field.
- ABAWD Work Requirement:** Labeled with callout C. Contains a question about participating in an allowable work program with a "Yes" dropdown, a "Verification" field set to "AF - AGENCY FORM", and a sub-question about hours per month with a "10" input field.
- Most Recent ABAWD Work Requirement:** Labeled with callout D. Contains a question about meeting the ABAWD work requirement by working, with a "No" answer.
- Most Recent ABAWD Exemptions:** Labeled with callout E. Contains questions about individual pregnancy and nighttime residence, with answers "No" and "Yes" respectively.
- Most Recent Exemption Information:** Labeled with callout F. Contains questions about meeting work registrant requirements and physical/mental incapability, with answers "No" and "No".

Callout G points to the "FS WR/ABAWD Info" link in the Navigation Menu.

Figure 3 FS Work Registrant/ABAWD Information Page

FS WORK REGISTRANT/ABAWD VCL

The FS Work Registrant/ABAWD Exemption VCL page will be updated as follows:

- The page will be renamed FS Work Registrant/ABAWD VCL.
- The page link in the Navigation Menu will be renamed FS WR/ABAWD VCL.

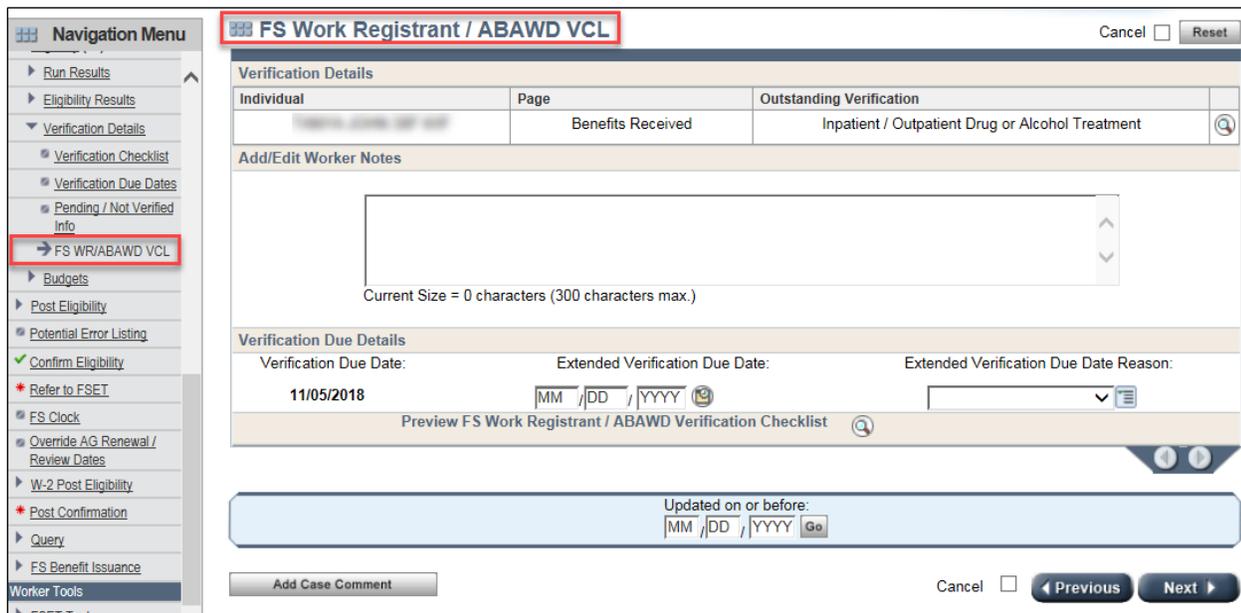


Figure 4 FS Work Registrant /ABAWD VCL Page

CASE SUMMARY/PPRF

The “FoodShare Work Requirement Exemptions” section of the Case Summary/PPRF PDF document will be updated as follows:

- The section will be renamed “Information about the FoodShare Work Requirement.”
- The column header “Caring for a child under age 6 who does not live in the home?” will be renamed “Primary caretaker of a child under age 6 out of home?”
- The column header “Caring for another person who cannot care for himself or herself?” will be renamed “Primary caretaker of an incapacitated individual outside of the home?”

Information about the FoodShare Work Requirement A			
Person	Taking part in an allowable work program?	Primary caretaker of a child under 6 out of home? B	Primary caretaker of an incapacitated individual outside of the home? C
	No	No	No

Figure 5 Case Summary/PPRF

ELIGIBILITY WORKFLOW, POST-ELIGIBILITY WORKFLOW, AND CONFIRMATION

REASON CODES

The following reason codes will be added or revised to reflect the revised ABAWD statuses:

Met Work Requirement Reason Code	Description
EM – Employed 80 or more hours per month (either employed or self-employed)	The Met Work Requirement is a new value for ABAWDs.
EW – Combined 80 or more hours per month spent employed, self-employed, or participating in a work program.	EM and EW will no longer be considered ABAWD Exemption reason codes.

ABAWD Exemption Reason Code	Description
WG – Empl/self-empl wage \$935.25 or more per month	A person who meets the criteria for WG will be assigned the Non-ABAWD status with the NW (Non Work Registrant) exemption reason code. WG will no longer be considered an ABAWD Exemption reason code.
NW – Non Work Registrant	NW applies only to a non-ABAWD and only when the person has no other verified ABAWD exemption.
TC – Compliance with W2/TANF	The TC – Compliance with W2/TANF reason code will be considered both an ABAWD exemption and a Work Registrant exemption.

The following reason codes will be renamed:

Former Name	New Name
CC – Caring for a Child Under Age 6	CC – Primary Caretaker of Child Under Age 6
TA – Caring for an Incapacitated Person	TA – Primary Caretaker of Incapacitated Person

Note: The updated use of the term caretaker is not related to the change in ABAWD terminology but is required for the consistent use across CARES.

ASSIGN REFERRAL TYPE

Online and batch confirmation processes will be enhanced to assign a referral type to all persons age 16 or above who apply for or receive FoodShare as shown in the following table:

Referral Type	Assignment
TLB	Member is eligible for FoodShare and is an ABAWD, but is not currently meeting the work requirement.
Non-TLB	Member is eligible for FoodShare and is either a non-ABAWD or an ABAWD meeting the work requirement outside of FSET.
Ineligible	Member is ineligible for FoodShare and a valid referral exists for the person.

FS WORK REGISTRANT/ABAWD DETERMINATION DETAILS

The FS Work Registrant/ABAWD Determination Details page will be updated to refer to the correct ABAWD terminology and to display the Met Work Requirement status for all FoodShare persons in the household above 16 years of age. This page will always be scheduled for households exploring FoodShare that have at least one person age 16 or above, regardless of the Work Registrant or ABAWD statuses of those on the case.

When workers view a historical page dated before November 2018, the old ABAWD Participation Status values (Exempt ABAWD, Non-Exempt ABAWD, Non-ABAWD, and FS Ineligible) will continue to be displayed. However, the column headers displayed will refer to the newer values.

The column headers will be updated as follows:

- A. Work Registrant? will be renamed Work Registrant.
- B. Work Registrant Exempt Reason(s) will be renamed Work Reg Exempt Reason(s).
- C. FS ABAWD Participation Status will be renamed ABAWD Status.
- D. A new column header, Met Work Req, will display the Met Work Requirement status determined by eligibility processes.

FS Work Registrant / ABAWD Determination Details									Cancel <input type="checkbox"/>	Reset
Benefit Begin Month	Benefit End Month	Date Created	Work Registrant A	Work Reg Exempt Reason(s) B	FS Eligible	ABAWD Status C	Exemption Reason(s)	Met Work Req D		
04/01/2017		03/13/2017	No	HR	Eligible	Non-ABAWD	NW	N/A		
04/01/2017		03/13/2017	Yes		Eligible	ABAWD		No		
04/01/2017		03/13/2017	Yes		Eligible	ABAWD		Yes - EW		
04/01/2017		03/13/2017	Yes		Eligible	ABAWD		No		

Updated on or before

MM / DD / YYYY Go

Add Case Comment

Figure 6 FS Work Registrant/ABAWD Determination Details Page

The following values will be displayed in the Met Work Req column:

Value	Description
Yes – EM	EM is set as the Met Work Requirement code for a person determined to be an ABAWD who is meeting the work requirement through employment or self-employment hours.
Yes – EW	EW is set as the Met Work Requirement code for a person determined to be an ABAWD who is meeting the work requirement through a combination of employment, self-employment, and/or work program hours.
No	No is set as the Met Work Requirement code for a person determined to be an ABAWD who is not meeting the work requirement.
N/A	Set for a person determined to be either a non-ABAWD or FoodShare ineligible.
Blank (no value)	Indicates historical information attributable to a time before the implementation date.

Currently, a validation message is displayed if there is a change to the Eligibility Status or FS ABAWD Participation Status. After implementation, the validation message will display if the Eligibility Status, ABAWD Status, or Met Work Requirement Status changes for any person on the case during the current eligibility run.

The screenshot shows a web application interface titled "FS Work Registrant / ABAWD Determination Details". At the top right, there are "Cancel" and "Reset" buttons. A yellow banner at the top states "The following events have occurred:". Below this is a warning message: "XE148: FS ABAWD exemption status of some individuals may have changed. Please review and update FS Clock page if applicable." The main content area contains two tables with the following columns: Benefit Begin Month, Benefit End Month, Date Created, Work Registrant, Work Reg Exempt Reason(s), FS Eligible, ABAWD Status, Exemption Reason(s), and Met Work Req. Both tables show data for 12/01/2018 to 10/29/2018, with "Yes" for Work Registrant, "Eligible" for FS Eligible, and "ABAWD" for ABAWD Status. Below the tables is a date filter: "Updated on or before" with a date input field (MM/DD/YYYY) and a "Go" button. At the bottom, there is an "Add Case Comment" button on the left and "Previous" and "Next" navigation buttons on the right.

Figure 7 FS Work Registrant /ABAWD Determination Details Page With Validation Message

REFER TO FSET

The Refer to FSET page will be updated to display all referral information as determined by eligibility in one consolidated table. CARES will automatically send a referral to those persons with a referral type of Time-Limited Benefits (TLB). IM workers can send a referral to those persons with a referral type of Non-Time Limited Benefits (Non-TLB) who are requesting a referral.

The updated “Referral Information” section displays information previously displayed in the “Non-Exempt ABAWDs/Previously Referred Individuals” and “Voluntary Referrals” sections on this page, plus the following additional information:

- Referral Type (note that persons determined to be ineligible who did not have a prior referral will not be displayed on this page.)
- Met Work Requirement

Note: Two column headers will be updated as follows:

- Participation Status will be renamed ABAWD Status.
- FS Eligible? will be renamed FS Eligible.

Individual	Referral Type	Date of Last Referral Sent	ABAWD Status	Met Work Requirement	FS Eligible	Exemption Reason(s)	Category Sequence	Send Referral	Referral History
	Non-Time-Limited Benefits	05/01/2017	ABAWD	Yes	Eligible		01	<input checked="" type="checkbox"/>	
	Non-Time-Limited Benefits	06/01/2017	ABAWD	Yes	Eligible		01	<input checked="" type="checkbox"/>	
	Non-Time-Limited Benefits	01/23/2018	Non-ABAWD	N/A	Eligible	IG	01	<input checked="" type="checkbox"/>	
	Ineligible	06/01/2017	Ineligible	N/A	Ineligible		01	<input checked="" type="checkbox"/>	
	Time-Limited Benefits	01/24/2018	ABAWD	No	Eligible		01	<input checked="" type="checkbox"/>	
	Non-Time-Limited Benefits		Non-ABAWD	N/A	Eligible	IG	01	<input type="checkbox"/>	

Figure 8 Refer to FSET Page – Referral Information Section

On the page, the Send Referral check box for each entry will be one of the following:

- Checked and Disabled if the referral type is Time-Limited Benefits or there is a referral on file.
- Unchecked and Enabled if the referral type is Non-Time-Limited Benefits and there is no referral on file. If the person asks to become a participant, IM workers can check the box to initiate the referral.
- Checked and Enabled if the referral type is Non-Time-Limited Benefits and the person was referred for the first time on that day. This would be a member-requested referral. If the person decides later that day that he or she does not want to participate, IM workers can return to the Refer to FSET page on the same day to uncheck this box in order to not send the Refer to FSET Letter.

The referral will be sent upon save of the page. The page will be saved when the worker does any of the following:

- Clicks Next or Enter.
- Clicks Previous.
- Clicks a link in the Navigation menu.

If the worker clicks Cancel before leaving the page, the information is not saved and a referral will not be sent.

FOODSHARE CLOCK

The processes to create and update a FoodShare Clock will be enhanced. The interaction between the ABAWD Status, Referral Type, and whether there is an existing FoodShare Clock is illustrated in the following table:

ABAWD Status	Referral Type	Existing FS Clock?	Expected Result
Non-ABAWD	Non-TLB	Yes	FoodShare Clock status is set to EX – Exempt.
		No	No FoodShare Clock is established.
ABAWD meeting work requirement	Non-TLB	Yes	FoodShare Clock status is set to MW – Met Work Requirement.
		No	No FoodShare Clock is established.
ABAWD not meeting the work requirement	TLB	Yes	FoodShare Clock status is set to TL – Time-Limited Benefit.
		No	FoodShare Clock is established with the status set to TL.
Ineligible	Ineligible	Yes	FoodShare Clock status is set to IN.
		No	No FoodShare Clock is established.

Note: No changes will be made to the Expedited or Transitional benefits issuance functionality. Also, no changes will be made to the confirmation processes that schedule the Refer to FSET page.

The following set of examples illustrates the expected results for the different combinations of ABAWD Status, Referral Type, and existing FoodShare Clock.

Example 1: Non-ABAWD with a Non-TLB Referral Type and an Existing FoodShare Clock

Ellen is a 28-year-old ABAWD and currently not working. Because she did not meet the ABAWD work requirement, her FoodShare Clock was established and she incurred TLBs for September and October.

On November 25, Ellen reported she was pregnant and provided proof that verified the pregnancy. The IM worker entered the information on the Pregnancy page.

As a result, Ellen’s ABAWD status changed to Non-ABAWD, her referral type switched to Non-TLB, and her FoodShare Clock status was updated to EX – Exempt for the month of November and going forward.

Example 2: Non-ABAWD with a Non-TLB Referral Type and No FoodShare Clock

Ellen is a 28-year-old ABAWD, is currently working, and has met the FoodShare work requirement since she started receiving FoodShare benefits.

On November 25, Ellen reported she was pregnant and provided proof that verified the pregnancy. The IM worker entered the information on the Pregnancy page.

As a result, Ellen's ABAWD status changed to Non-ABAWD, and her referral type remained Non-TLB. No FoodShare Clock was established or updated because Ellen has consistently met the work requirement while an ABAWD.

Example 3: ABAWD Meeting the Work Requirement with a Non-TLB Referral Type and an Existing FoodShare Clock

Elmer is a 33-year-old ABAWD. After losing a seasonal job last August, he did not seek work. Therefore, in September, his FoodShare Clock was established and he incurred TLBs for September and October.

On November 5, Elmer reported he found a job and works 20 hours a week. The IM worker entered the information on the Employment page.

As a result, Elmer's ABAWD status remained ABAWD, his referral type switched to Non-TLB, and his FoodShare Clock status was updated to MW – Met Work Requirement for the month of November.

Example 4: ABAWD Meeting the Work Requirement with a Non-TLB Referral Type and No FoodShare Clock

Elmer is a 33-year-old ABAWD, currently is working, and has met the FoodShare work requirement for several months.

His ABAWD status remains ABAWD, his referral type is Non-TLB, and no FoodShare Clock is established or updated because Elmer has consistently met the work requirement as an ABAWD.

Example 5: ABAWD with a TLB Referral Type and an Existing FoodShare Clock

Elgin is a 38-year-old ABAWD. After losing a seasonal job last April, he did not seek work. In May, his FoodShare Clock was established, and he incurred TLBs for May and June before finding a full-time job in July.

On November 30, Elgin reported he was fired from that job on November 1, and has not worked (or otherwise met the ABAWD work requirement) since that time. The IM worker entered the information on the Employment Information page.

As a result, Elgin's ABAWD status remained ABAWD, his referral type switched to TLB, and his FoodShare Clock status was updated to TL – Time-Limited Benefit for the month of November.

Example 6: ABAWD with a Non-TLB Referral Type and No FoodShare Clock

Elgin is a 38-year-old ABAWD who has met the ABAWD work requirement for several months.

On November 30, Elgin reported he was fired from his job on November 1, and has not worked (or otherwise met the ABAWD work requirement) since that time. The IM worker entered the information on the Employment page.

As a result, Elgin’s ABAWD status remained ABAWD, his referral type switched to TLB, and a FoodShare Clock status was established with the status of TL – Time-Limited Benefit for the month of November.

Example 7: Ineligible Applicant/Member with an Ineligible Referral Type and an Existing FoodShare Clock

Elizabeth is 43 years old and currently not working. On April 1, her FoodShare Clock was established and she incurred TLBs for April, May, and June. She has been ineligible for benefits since July.

Her ABAWD status remains Ineligible, her referral type is Ineligible, and her FoodShare Clock status remains (and will remain) IN – Ineligible since she continues not to meet the work requirement as an ABAWD.

Example 8: Ineligible Applicant/Member with No FoodShare Clock

Eloise is a 20-year-old non-ABAWD who is a primary caretaker for a child under 6. She is exempt from meeting the ABAWD work requirement. Eloise is eligible for benefits in April, May, and June. Eloise reported that she gained full-time employment on June 6. The worker enters her employment. Eloise becomes ineligible for FoodShare benefits due to being over income as of July.

Her ABAWD status becomes Ineligible, her referral type becomes Ineligible, and there is no change to a FoodShare Clock because she never had a FoodShare clock established.

FSET TOOL

MENU BAR

The FSET Tool menu bar (located at the top of the page) will be updated as follows:

- The Participation Status field will be renamed ABAWD Status and will display the person’s current ABAWD status.
- A new field named Ref. Type will display the person’s current referral type (TLB, Non-TLB, or Ineligible).

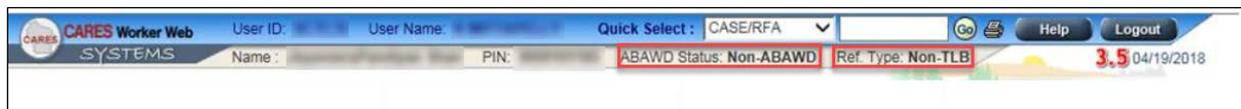


Figure 9 FSET Tool – Menu Bar

REFERRAL SEARCH CRITERIA

The “Search Criteria” section of the Referral Search Criteria page will be updated to include ABAWD Status and Referral Type as searchable elements in the Search For field. This will allow workers to focus their referral search after selecting options for the Search By and Enrollment Status fields.

Workers can use the Search For field as follows:

A. Select an ABAWD Status option from the drop-down menu:

- All (the default selection)
- ABAWD
- Non-ABAWD
- Ineligible

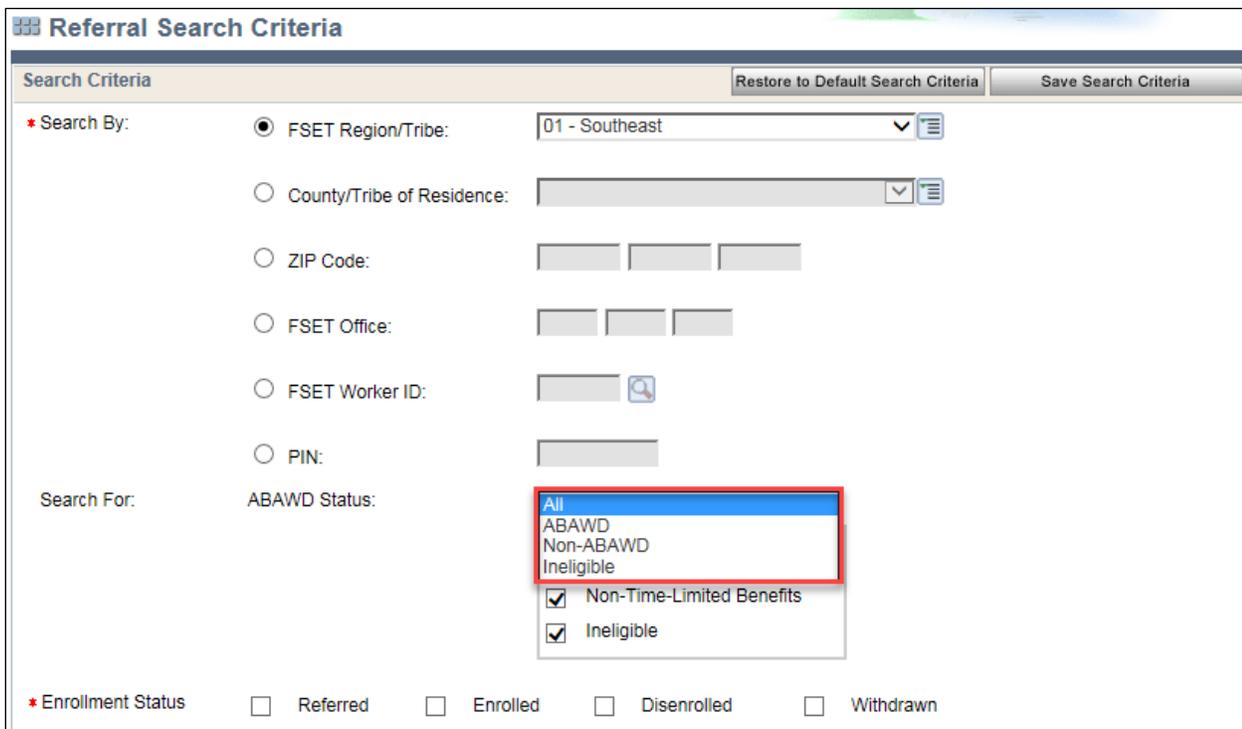


Figure 10 Referral Search Criteria Page – ABAWD Status Options

B. The check boxes for referral types displayed will depend on which ABAWD Status option that was selected. Workers can uncheck boxes if necessary. The options are:

ABAWD Option Selected	Displayed Check Boxes for Referral Type
All	<ul style="list-style-type: none"> • Time-Limited Benefits • Non-Time-Limited Benefits • Ineligible
ABAWD	<ul style="list-style-type: none"> • Time-Limited Benefits • Non-Time-Limited Benefits
Non-ABAWD	<ul style="list-style-type: none"> • Non-Time-Limited Benefits
Ineligible	<ul style="list-style-type: none"> • Ineligible

Referral Search Criteria

Search Criteria Restore to Default Search Criteria Save Search Criteria

Search By: FSET Region/Tribe: 01- Southeast County/Tribe of Residence: ZIP Code: FSET Office: FSET Worker ID: PIN:

Search For: ABAWD Status: All

Referral Type

- Time-Limited Benefits
- Non-Time-Limited Benefits
- Ineligible

Enrollment Status: Referred Enrolled Disenrolled Withdrawn

Figure 11 Referral Search Criteria Page – Referral Type Check Boxes

REFERRAL SEARCH RESULTS

The “Search Criteria” section of the Referral Search Results page will be updated to display ABAWD Status and Referral Type depending on the criteria selected on the Referral Search Criteria page.

Referral Search Results

Search Criteria

Enrollment Status:	Referred	FSET Region/Tribe:	01 - Southeast
Referral Updated On:	After 02/27/2017	County/Tribe of Residence:	
Effective Date:	All Dates	ZIP Code:	
PIN:		FSET Office:	
Initial Contact Established:	All	FSET Worker ID:	
Employment Plan Due Date:	All Dates	ABAWD Status:	All
Referral Type:	Time-Limited Benefits, Non-Time-Limited Benefits, Ineligible		

Figure 12 Referral Search Results Page – Search Criteria Section

The table columns in the “Search Results” section will be updated as follows:

- A. Participation Status will be renamed ABAWD Status.
- B. Referral Type will be added.
- C. FSET Region will be renamed FSET Rgn.
- D. Region of Residence will be renamed Rgn of Rsdnce.

Also, two terms used in the entries displayed in the Search Results section will be abbreviated:

- A. Time-Limited Benefits will be renamed TLB.
- B. Non-Time-Limited Benefits will be renamed Non-TLB.

Search Results												
Updated On	Name	Effective Date	Enrollment Status	ABAWD Status A	Referral Type B	FSET Worker	FSET Office	County/ Tribe of Residence	FSET Rgn C	Rgn of Rsdnce D		
12/05/2017		12/05/2017	Referred	Non-ABAWD	Non-TLB F		5040	40 - MILWAUKEE COUNTY	01	01		
06/01/2017		06/30/2017	Referred	ABAWD	TLB E		5040	40 - MILWAUKEE COUNT	01	01		
05/21/2017		06/30/2017	Referred	ABAWD	TLB		5040	40 - MILWAUKEE COUNTY	01	01		
05/20/2017		06/30/2017	Referred	Ineligible	Ineligible		5040	40 - MILWAUKEE COUNTY	01	01		

Figure 13 Referral Search Results Page – Search Results Section

MULTIPLE TRANSFER RESULTS

There will be two list views on the page: Search Results and FSET Maintenance. In both views, the same set of updates that will be made to the Referral Search Results page will be made to the Multiple Transfer Results page: Participation Status will be renamed ABAWD Status and Referral Type will be added as a new column. The Referral Type column will display abbreviated referral type values in both list views.

Search Results												
Select All	Updated On	Name	Effective Date	Enrollment Status	ABAWD Status A	Referral Type B	FSET Worker	FSET Office	County/ Tribe of Residence	FSET Rgn C	Rgn of Rsdnce D	
<input type="checkbox"/>	12/05/2017		12/05/2017	Referred	Non-ABAWD	Non-TLB F		5040	40 - MILWAUKEE COUNTY	01	01	
<input type="checkbox"/>	06/01/2017		06/30/2017	Referred	ABAWD	TLB E		5040	40 - MILWAUKEE COUNTY	01	01	
<input type="checkbox"/>	05/21/2017		06/30/2017	Referred	Non-ABAWD	Non-TLB		5040	40 - MILWAUKEE COUNTY	01	01	
<input type="checkbox"/>	05/20/2017		06/30/2017	Referred	ABAWD	TLB		5040	40 - MILWAUKEE COUNTY	01	01	

FSET Maintenance												
Updated On	Name	Effective Date	Enrollment Status	ABAWD Status A	Referral Type B	FSET Worker	FSET Office	County/ Tribe of Residence	FSET Rgn C	Rgn of Rsdnce D		
12/05/2017		12/05/2017	Referred	Non-ABAWD	Non-TLB F		5040	40 - MILWAUKEE COUNTY	01	01		

Assign to Worker Worker ID: FSET Office:

Transfer FSET Office

Transfer FSET Region/Tribe

Cancel

Figure 14 Multiple Transfers Results Page

REFERRAL DETAILS

The “Referral Information” section of the Referral Details page will be updated to include two new fields:

- ABAWD Status will display the status for the person.
- Referral Type will display the type for the person.

Referral Information			
Referral:	[Redacted]	Referral Updated By:	[Redacted]
ABAWD Status:	ABAWD	Referral Type:	Time-Limited Benefits
ABAWD Exemption Status:	Claimed	Exemption Reasons:	IN DRUG AND ALCOHOL PROGRAM
FS Referral Effective Begin Date:	12/05/2018	FS Referral Effective End Date:	
FSET Region/Tribe:	01 - Southeast	FSET Worker ID:	[Redacted]
FSET Office:	5040	FSET County:	40 - MILWAUKEE COUNTY

Figure 15 Referral Details Page – Referral Information Section

PARTICIPANT SUMMARY

The “Referral and Enrollment Information” section of the Participant Summary page will be updated to no longer display the Volunteer field (which will no longer be used.)

Referral and Enrollment Information			
Enrollment Status:	R - Referred	FSET Worker ID:	[Redacted]
Enrollment Date:		FSET Region/Tribe:	01 - Southeast
Disenrollment Date:		FSET County:	40 - MILWAUKEE COUNTY
Disenrollment Reason:		FSET Office:	5040
ABAWD Exemption Status:	Claimed	FS Clock:	[Redacted]
		Exemption Reasons:	IN DRUG AND ALCOHOL PROGRAM

Figure 16 Participant Summary Page – Referral and Enrollment Information Section

Note: The table will display ABAWD Status as a column header, rather than Participation Status, when historic records are viewed using the record navigator (those dated prior to implementation).

Participant Summary History									
Updated Date	Updated By	Referral ID	ABAWD Status	Enrollment Status	Enrollment / Disenrollment Date	Disenrollment Reason	FSET Worker	FSET Region/Tribe	Office
08/03/2018	[Redacted]	[Redacted]	Ineligible	Referred			[Redacted]	[Redacted]	5040
04/18/2018	[Redacted]	[Redacted]	Non-ABAWD	Referred			[Redacted]	[Redacted]	5040
03/14/2018	[Redacted]	[Redacted]	ABAWD	Enrolled	03/14/2018		[Redacted]	[Redacted]	5040
01/20/2018	[Redacted]	[Redacted]	ABAWD	Referred			[Redacted]	[Redacted]	5040

Figure 17 Participant Summary Page Displaying Historical Record

DATA CONVERSION

On the implementation date, data related to the three pages listed in the table below will be converted to correspond with the change in terminology regarding ABAWDs. Note that no new records will be created as part of the conversion.

CWW or FSET Page	Conversion Details
FS Work Registrant/ ABAWD Determination Details (CWW)	<p>One-time conversion will be performed for all FoodShare persons, including historic information.</p> <p>Two new data elements will be added to capture ABAWD Status and the Met Work Requirement Code.</p>
Refer to FSET (CWW)	<p>One-time conversion will be performed for all FoodShare persons, including historic information.</p> <p>Three new data elements will be added to capture the following: ABAWD Status Met Work Requirement Code Referral Type Status</p>
Referral Details (FSET)	<p>One-time conversion will be performed for the latest record for all FoodShare (FS) persons.</p> <p>Two new data elements will be added to capture ABAWD Status and Referral Type Status.</p>

CORRESPONDENCE

FSET REFERRAL LETTER

Several updates will be made to the FSET Referral Letter.

The use of the following terms will be updated throughout the letter:

- Time-Limited FoodShare Referral will be replaced by Time-Limited Benefits Referral.
- Voluntary Referral will be replaced by Non-Time-Limited Benefits Referral.
- Caregiver will be replaced by caretaker.

The “Members Referral Table” section, which lists the referral type by member, will be moved to the beginning of the letter, and an introductory paragraph will be added to explain what the table means.

RETURN ADDRESS
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Mailing Date: MM/DD/YYYY

MAILING ADDRESS
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX



State of Wisconsin
Case #: #####

<Agency Name>
Worker: <NAME>
Phone #: <number>
Fax #: <number>
Use fax # to send verifications.



The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call 1-888-947-6583. These services are free.

REFERRAL TO THE FOODSHARE EMPLOYMENT AND TRAINING (FSET) PROGRAM

The table below shows who in your household has been referred to the FSET program and the month they can begin the program. The FSET program is a free program for FoodShare members to help build job skills and find employment. **For members who need to meet the work requirement to keep getting FoodShare benefits, taking part in the FSET program is one way to meet that requirement. If a member believes they are exempt from work requirements, they may need to provide proof to their agency.**

Member Name	Referral Type	Begin Month
██████████	Time-Limited Benefits	Oct. 2016
██████████	Non-Time-Limited Benefits	Oct. 2016

Figure 18 FSET Referral Letter – Member Referral Table

Also, a new column titled Examples of Proof will be added to the table in this section in order to provide examples of proof items for meeting the work requirement or meeting an exemption. (This information is currently described in the “Items You Can Use to Provide Proof” section.)

WMSC

PROOF OF MEETING THE WORK REQUIREMENT OR AN EXEMPTION

Instructions:

- Review the list below to tell us if you or someone in your household is meeting the work requirement or an exemption.
- Check the box and write the name of the individual(s) in the space provided.
- The last column provides examples of the type of proof that can be used to verify information. Submit this completed form and any proof to:

If you live in **Milwaukee County:**
 MDPU
 PO Box 05676
 Milwaukee, WI
 Fax: 888-409-1979

If you live in **another county:**
 CDPU
 PO Box 5234
 Janesville, WI 53547-5234
 Fax: 855-293-1822

Meeting the Work Requirement		
Work Requirement	Name(s)	Examples of Proof
<input type="checkbox"/> I am working at least 80 hours each month (20 hours per week)		<ul style="list-style-type: none"> • All check stubs from the last 30 days • A signed statement from an employer that includes gross earnings, hours worked, and pay dates expected in the next 30 days • An Employer Verification of Earnings form—to get a copy of this form, contact your agency listed on page 1 or call Member Services at 800-362-3002 • A statement from an allowable employment program that includes participation hours
<input type="checkbox"/> I am taking part in an allowable work program, or programs under WIOA at least 80 hours each month (20 hours per week).		
<input type="checkbox"/> I am both working and taking part in an allowable work program for a combined total of at least 80 hours each month (20 hours per week).		

Figure 19 FSET Referral Letter – Proof of Meeting the Work Requirement or an Exemption

FOODSHARE WORK REQUIREMENT EXEMPTION PROOF NEEDED LETTER

The FoodShare Work Requirement Exemption Proof Needed Letter (FVCL) will be updated as follows:

- A. The header that states “Proof Needed for Exemption from FoodShare Work Requirement” will be restated as “Action Required: Provide Proof of FoodShare Work Requirement Hours or Proof of an Exemption.”
- B. Month names will be stated in full (February) rather than abbreviated (Feb.)
- C. The “Proof of Work Requirement” section will be renamed the “Proof Needed for FoodShare Work Requirement Hours and Exemption.”

<p>MILWAUKEE MILWAUKEE ENROLLMENT SERVICES PO BOX 05676 MILWAUKEE WI 53205</p>		<p>State of Wisconsin</p>
<p>Mailing Date: 01/22/2018</p>	<p>Case #: 0000000000</p>	
<p><i>[Faded text]</i></p>	<p>Milwaukee Enrollment Services</p>	<p>Worker: D KIM</p>
	<p>Phone #: 1-888-947-6583</p>	<p>Fax #: (414) 438-4580</p>
	<p>Use fax # to send verifications.</p>	

	<p>The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call 1-888-947-6583. These services are free.</p>
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Action Required: Provide Proof of FoodShare Work Requirement Hours or Proof of an Exemption

You or someone in your household reported that he or she is meeting the FoodShare work requirement hours or has an exemption and does not need to meet the FoodShare work requirement.

To get credit for the work requirement hours or an exemption, you must provide proof of the items requested on the next page by **February 19, 2018**.

Figure 20 FoodShare Work Requirement Exemption Proof Needed Letter

 Proof Needed for FoodShare Work Requirement Hours and Exemption		
<p>This section lists items that we need proof of for your work requirement hours or exemption by the due date listed on Page 1 of this letter. Contact the agency at the phone number listed at the top of Page 1 right away if you have questions or problems getting the proof.</p>		
What?	Who?	Examples
Taking part in an allowable work program		A statement from an allowable employment program that includes your participation hours
Taking part in an alcohol or other drug abuse (AODA) program		Statement or note from an AODA counselor or program service provider
Unable to work due to a physical or mental health condition		<ul style="list-style-type: none"> • Statement or note from a certified health care provider explaining the medical condition • An approval letter from the state Disability Determination Bureau • An award letter from the Social Security Administration

Figure 21 FoodShare Work Requirement Exemption Proof Needed Letter – “Proof Needed for FoodShare Work Requirement Hours and Exemption” Section

TIME-LIMITED FOODSHARE BENEFITS LETTER

The Time-Limited FoodShare Benefits Letter will be updated as follows:

- The list of ABAWD exemptions will be updated.
- The term caretaker will be replaced by caregiver in the Time-Limited FoodShare Benefits Letter.

Who is Exempt from the Work Requirement?

Some adults do not have to meet the work requirement to get FoodShare benefits and are considered exempt. You may not have to meet the work requirement if any of the following are true:

- You are living with a child under age 18 who is part of the same FoodShare household.
- You are the primary caretaker for a person who cannot care for himself or herself.
- You are the primary caretaker for a child under age 6 who does not live in the home.
- You are physically or mentally unable to work. This includes being homeless long-term. Being homeless long-term means you will not have a regular place to stay for the next 30 nights.
- You are pregnant.
- You are receiving or have applied for unemployment insurance.
- You are taking part in an alcohol or other drug abuse (AODA) treatment or rehabilitation program.
- You are enrolled in an institution of higher learning at least half-time.
- You are age 18 or older attending high school at least half-time.
- You are enrolled in W-2 and complying with W-2 requirements.
- You are working 30 or more hours per week or are earning wages equal to 30 or more hours per week at the federal minimum wage.

If you meet one of the exemptions listed above, you should contact your agency at the number listed on the top of page 1 of this letter to report the exemption and find out what kind of proof is needed.

Figure 22 Time-Limited FoodShare Benefits Letter

WORK REGISTRANT SANCTION LETTER

The Work Registrant Exemption List will be updated for the change in terminology regarding ABAWDs in the Work Registrant Sanction Letter.

Work Registration

All members of your FoodShare group must be registered for work unless they are exempt. You may be considered exempt and may not need to meet the FoodShare work requirement if any of the following applies to you:

- You are younger than age 16 or older than age 59.
- You are already working at least 30 hours per week (or getting weekly earnings that equal 30 times the federal minimum hourly wage).
- You are the parent or are responsible for the care of a dependent child younger than age 6 (in or out of the home).
- You are the parent or are responsible for the care of a person of any age who cannot care for himself or herself (in or out of the home).
- You are age 16 or 17 and are not the primary person for the case.
- You are age 16 or 17 and the primary person for the food unit, but you are enrolled in school or in an employment and training program at least half-time.
- You are taking part in an alcohol or other drug abuse (AODA) treatment program.
- You are getting or have applied for unemployment insurance.
- You are enrolled at least half-time in a recognized school, training program, or institution of higher learning.
- You are physically or mentally unable to work.
- You are taking part in certain work programs.

If you meet one of the exemptions listed above, you should contact your agency at the number listed at the top of page 1 of this letter to report the exemption and find out what kind of proof may be needed.

If you have a good cause reason for the loss of job or hours, there may be no loss of FoodShare benefits.

Figure 23 Work Registrant Sanction Letter – Work Registrant Exemption List

ACCESS

There will be two types of updates made to the text of the ACCESS Summary PDF:

- The Work Registrant Exemption List will be updated to reflect the change in terminology regarding ABAWDs.
- The term caretaker will be replaced by the term caregiver.

CONTACTS

BEPS CARES Information and Problem Resolution Center

DHS/DMS/BEPS/KV