



TO: **Child Care Eligibility and Authorization Workers and Supervisors**
Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators

DECE/BCCSA OPERATIONS MEMO
No: 23-06
DATE: 03/02/2023
Child Care

FROM: Junior Martin, Director
Bureau of Child Care Subsidy Administration
Division of Early Care and Education
Department of Children and Families

SUBJECT: FoodShare Employment and Training (FSET) Activity Code Update

CROSS REFERENCE: [Wisconsin Shares Handbook](#),
Section 5.1.5 FoodShare Employment and Training (FSET)
Participation
[OM 22-21 FoodShare Employment and Training \(FSET\) Component Update](#)

EFFECTIVE DATE: Immediately

PURPOSE: This Operations Memo informs local agencies of updates to the Wisconsin Shares Handbook FSET crosswalk in Section 5.1.5.

BACKGROUND: Wisconsin Shares Handbook Section 5.1.5 includes a crosswalk that describes which of the FSET activity codes qualify as an approved activity for Wisconsin Shares. The crosswalk is being updated to align with activity code changes made by FSET.

POLICY: The following policy will be revised in the Wisconsin Shares Handbook. New policy is highlighted in yellow and policy with a ~~red strikethrough~~ is being deleted.

Section 5.1.5 FoodShare Employment and Training (FSET) Participation

Participation in the following FSET activities is an approved activity for Wisconsin Shares:

- Job search
- Work experience

No other activities assigned in the FSET program are approved activities for Wisconsin Shares.

The following is a crosswalk of FSET codes from Appendix C: Fundable Component Codes in the [FSET Handbook](#) to Wisconsin Shares Activity Type codes on the Child Care Activity Status page in CWW:

Code	Description	CWW CC Activity Status Code
AP	Pre-apprenticeship/Apprenticeship	FSWE-FSET Work Experience
A1	Post-Secondary Ed. – Two (2) Years or Less Credential or Certificate Receiving Program	Not approved activity
BE	Adult Basic Education	Not approved activity
BR	Integrated Training or Bridge Program	Not approved activity
CE	Career Planning	FSJS-FSET Job Search
CM	Case Management	Not approved activity
CS	Community Service	FSWE-FSET Work Experience
DR	Driver's Education	Not approved activity
EL	English as a Second Language Language/Literacy	Not approved activity
EO	Enrollment with Orientation	Not approved activity
ES	Supervised Job Employment Search	FSJS-FSET Job Search
HE	High School Equivalency Diploma or GED	Not approved activity
IN	Internship	Paid: EMPL - Employment Unpaid: FSWE-FSET Work Experience
JR	Job Retention	EMPL - Employment
JS	Job Skills Training Program	Not approved activity
JT	Job Search Training	FSJS-FSET Job Search
MO	Job Readiness/Motivation	Not approved activity
OJ	On-the-job Training	EMPL - Employment
SE	Self-Employment Training	EMPL – Employment Not approved activity
SF	Full-Time Employment: Subsidized	EMPL - Employment
SP	Part-Time Employment: Subsidized	EMPL - Employment
TE	Transitional Employment (Co-Enrollment)	TRNJ – Transitional Job EMPL- Employment
TJ	Transitional Job Trial Employment Match Program (TEMP)	TRNJ – Transitional Job WWEM-W-2 Placement
UF	Full-Time Employment: Unsubsidized	EMPL - Employment
UP	Part-Time Employment: Unsubsidized	EMPL - Employment
WE	Work Experience / W-2	FSWE-FSET Work Experience (W-2 is WWEM-W-2 Placement)
WF	Workfare	FSWE-FSET Work Experience
WJ	Workfare Job Search	FSJS-FSET Job Search
WX	Work Experience / FSET Work Activity	FSWE-FSET Work Experience

CONTACTS:

For Wisconsin Shares policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Program Integrity technical assistance, Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Help Desk at: childcare@wisconsin.gov or 608-422-7200.

DCF/DECE/BCCSA/KS