

**WISCONSIN DEPARTMENT OF HEALTH SERVICES**  
**Division of Health Care Access and Accountability**  
**1 W. Wilson St.**  
**Madison WI 53703**

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To: FoodShare Wisconsin Employment and Training (FSET) Handbook Users

From: Amy Mendel-Clemens, Section Chief  
Technical Assistance, Training, and Education

Re: **FSET Handbook Release 10-01**

Release Date: 02/19/10  
Effective Date: 02/19/10

**EFFECTIVE DATE**

The following policy additions or changes are effective 02/19/10, unless otherwise noted. **Bold text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

**POLICY CLARIFICATIONS**

**2 FSET Funding > 2.4  
Childcare Reimbursement**

**Old Text:**

Childcare is available for all approved FSET components and statuses. FSET participants who need child care funding in order to participate in the FSET program need to apply for childcare funding.

~~Under no circumstances may~~ FSET participants be required to pay a childcare co-payment for FSET activities they are completing as part of their assigned activity.

**New Text:**

Childcare is available for all approved FSET components and statuses. FSET participants who need child care funding in order to participate in the FSET program need to apply for childcare funding. **The co-pay for FSET participation is set at the Regular (REG) level.**

FSET participants **cannot** be required to pay a childcare co-payment for FSET activities they are completing as part of their assigned activity. **The FSET agency must provide reimbursement for expenses that are reasonably necessary and directly related to participation in the FSET program.**

**8 FSET Component  
Definitions > FSET 8.1  
Enrollment Process**

The Sanction Column in the table was removed since it no longer applies.

**8 FSET Component  
Definitions > FSET 8.5  
Assessment**

The Sanction Column in the table was removed since it no longer applies.

**8 FSET Component  
Definitions > FSET 8.11  
Counseling**

The Sanction Column in the table was removed since it no longer applies.

**8 FSET Component  
Definitions > FSET 8.15  
Education**

The Sanction Column in the table was removed since it no longer applies.

**8 FSET Component  
Definitions > FSET 8.29  
Employment Preparation  
and Retention**

The Sanction Column in the table was removed since it no longer applies. Also, this text was deleted.

~~Important: Activities related to job retention and career advancement (CR, EI, JR) are available only for the FSET individual who is working less than 30 hours/week. No FSET funds can be used to cover costs for these activities. Once an individual is employed 30 hours/week or more s/he is no longer eligible to be served by the FSET program.~~

**8 FSET Component  
Definitions > FSET 8.30  
Career Advancement  
Services (CR)**

**Old Text:**

~~Report this activity for part-time (less than 30 hours/week) employed participants exploring and pursuing career advancement opportunities. An actual career advancement plan is to be developed, describing the steps and actions required to meet career advancement goals. Other acceptable activities include:~~

- ~~▪ Assisting the participant in accessing career advancement services, such as undergoing further occupational assessment; and/or~~
- ~~▪ Enrolling in appropriate education/training programs; or~~
- ~~▪ Accessing career advancement opportunities offered through the employer, like career ladders programs.~~

~~The length of time in this activity should reflect the time spent developing the career plan and doing career exploration.~~

~~This component has not been~~ federally approved and will not be counted for FSET reports. FSET funds cannot be used to pay for this activity.

**New Text:**

Report this activity for employed participants exploring and pursuing career advancement opportunities. An actual career advancement plan is to be developed, describing the steps and actions required to meet career advancement goals. Other acceptable activities include:

- Assisting the participant in accessing career advancement services, such as undergoing further occupational assessment; and/or
- Enrolling in appropriate education/training programs; or
- Accessing career advancement opportunities offered through the employer, like career ladders programs.

This component **is** federally approved and will not be counted for FSET reports. FSET funds **can** be used to pay for this activity.

**8 FSET Component  
Definitions > FSET 8.31  
Employer Intervention  
Services(EI)**

**Old Text:**

~~Report this service when it is directed at the employer to facilitate the resolution of job retention barriers faced by the participant who is engaged in part-time unsubsidized employment (less than 30 hours/week). These services could include:~~

- ~~▪ Enhancing communication channels between the employer and participant;~~
- ~~▪ Employer counseling;~~
- ~~▪ Suggesting acceptable work-site accommodations; and~~
- ~~▪ Other on-site interventions with the employer on behalf of the participant.~~

~~The length of the activity should reflect the time working with the employer. Other components reflecting services to the individual should be used as appropriate.~~

This component has been federally approved and will be counted for FSET reports. **FSET funds can be used to pay for this activity.**

**New Text:**

Report this service when it is directed at the employer to facilitate the resolution of job retention barriers faced by the participant who **recently became employed,**

as a result of participating in FSET. These services may include:

- Enhancing communication channels between the employer and participant;
- Employer counseling;
- Suggesting acceptable work-site accommodations; and
- Other on-site interventions with the employer on behalf of the participant.

**Other services designed to facilitate maintain employment should be reported as Job Retention (JR) . This component is limited to the first 90 days of employment, for jobs obtained through FSET.**

**This component has been federally approved and will be counted for FSET reports. FSET funds can be used to pay for this activity.**

**8 FSET Component  
Definitions > FSET 8.34 Job  
Retention (JR)**

**Old Text:**

Report this activity when services are provided directly to the participant to assist him/her in maintaining ~~part time (less than 30 hours/week)~~ unsubsidized employment. The types of services ~~that can be provided~~ include:

- Reviewing workplace demands and employer expectations
- Strategies to help the individual stay employed
- Job specific problem solving
- Crisis resolution

Job Retention may be reported in PENDING, SCHEDULED or the ACTUAL phase.

This component has ~~not~~ been federally approved and will not be counted for FSET reports. ~~FSET funds cannot be used to pay for this activity.~~

**New Text:**

**Report this activity when services are provided directly to the participant to assist him/her in maintaining unsubsidized employment. The types of services may include:**

- Reviewing workplace demands and employer expectations
- Strategies to help the individual stay employed
- Job specific problem solving
- Crisis resolution

Job Retention may be reported in PENDING, SCHEDULED or the ACTUAL phase.

**FSET cannot fund job retention services for employment obtained prior to FSET enrollment. Please see section 2.5 Participant Reimbursement for support services that may be funded for the purpose of job retention.**

This component has been federally approved and will be counted for FSET reports. **FSET funds may be used for job retention for up to 90 days for jobs obtained as a result of participating in FSET.**

**8 FSET Component  
Definitions > FSET 8.35  
Personal/Family  
Enhancement**

The Sanction Column in the table was removed since it no longer applies.

**8 FSET Component  
Definitions > FSET 8.43  
Work-Training**

The Sanction Column in the table was removed since it no longer applies.

**8 FSET Component  
Definitions > FSET 8.45**

This section was rewritten. The changes are too numerous to mention.

**Work Experience (NON  
ABAWDs)/Workfare  
(ABAWDs) (WX)**