

**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: Rich Albertoni, Bureau Director  
Bureau of Enrollment Policy and Systems

Re: **FSET Handbook Release 11-03**

Release Date: 07/20/11  
Effective Date: 07/20/11

**EFFECTIVE DATE**

The following policy additions or changes are effective 07/20/11, unless otherwise noted. **Yellow Highlighted** text denotes new text. Text with a strike through it in the old policy section denotes deleted text.

**POLICY UPDATES**

**4 FSET Participation Process > 4.24 Determining Participation Hours**

**Old Text:**

FSET agencies are required to work with the volunteer to establish reasonable expectations and hours of participation. Volunteers must put forth an effort to participate in FSET activities for at least 12 hours/~~week~~ for 2 consecutive months.

**New Text:**

FSET agencies are required to work with the volunteer to establish reasonable expectations and hours of participation. Volunteers must put forth an effort to participate in FSET activities for at least 12 hours/**month** for 2 consecutive months.

**9 FSET Status Definitions > FSET 9.2 Working Full-Time (WF)**

**Old Text:**

If an *FSET* participant becomes full-time employed/self-employed, s/he ~~should be immediately disenrolled. Such individuals cannot be voluntarily enrolled in FSET.~~

**Note:** This status does not necessarily relate to a reported Entered Employment or to the hours worked at the start of a particular job. If the participant works more than one job and the sum of work hours from all jobs meets the 129 minimum hours per month (30 hours per week x 4.3) rule, the participant qualifies for working full-time status.

This activity has been federally approved and will be counted for FSET reports. ~~**FSET funds, however, cannot be used to pay for this activity because an individual who is working full-time does not qualify for FSET services.**~~

**New Text:**

If an *FSET* participant becomes full-time employed/self-employed, s/he **may be eligible for job retention services.** Please see [8.34](#) for additional information.

**Note:** This status does not necessarily relate to a reported Entered Employment or to the hours worked at the start of a particular job. If the participant works more than one job and the sum of work hours from all jobs meets the 129 minimum hours per month (30 hours per week x 4.3) rule, the participant qualifies for working full-time status.

This activity has been federally approved and will be counted for FSET reports.

FSET funds **may** be used to pay for **job retention**.

9 FSET Status Definitions >  
FSET 9.3 Working Part-Time  
(WP)

Old Text:

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

New Text:

This activity has been federally approved and will be counted for FSET reports.  
FSET funds **may** be used to pay for **job retention**.