

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

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

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

Re: **FSET Handbook Release 11-05**

Release Date: 10/26/11
Effective Date: 10/26/11

EFFECTIVE DATE

The following policy additions or changes are effective 10/26/11, 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

**1 FSET Program
Introduction > 1.3 Eligible
FSET Participants**

Old Text:

Eligibility for *FSET* services include:

1. FS recipients* who have been determined reasonably able to obtain competitive employment may volunteer for FSET.
2. Adult FS recipients who may already be employed, but wish to volunteer to increase their earning potential or those who wish to receive services to enhance or advance career opportunities. Section 4108 of the 2008 Farm Bill indicates that FSET volunteers are not subject to the 120 hour-a-month participation limit or the requirement that the number of hours of participation can not exceed the household's FS allotment divided by the minimum wage.
3. Current FSET volunteers who need job retention services. Only persons who have obtained employment as a result of FSET services are eligible for job retention services. As permissible by Section 4108 of the 2008 Farm Bill, agencies may use a portion of FSET funds to administer job retention services up to 90 days after individuals obtain employment through the FSET program.
4. ~~FS recipients who receive an actual cash TANF W-2 payment are eligible for FSET services. FS recipients who only receive W-2 case management are not eligible. FSET may serve Transitional FS recipients as long they are not receiving W-2 case management. Failure to complete FSET activities must not result in a FS sanction.~~

New Text:

Eligibility for *FSET* services include:

1. FS recipients* who have been determined reasonably able to obtain competitive employment may volunteer for FSET.
2. Adult FS recipients who may already be employed, but wish to volunteer to increase their earning potential or those who wish to receive services to enhance or advance career opportunities. Section 4108 of the 2008 Farm Bill indicates that FSET volunteers are not subject to the 120 hour-a-month participation limit or the requirement that the number of hours of participation can not exceed the household's FS allotment divided by the minimum wage.
3. Current FSET volunteers who need job retention services. Only persons who have obtained employment as a result of FSET services are eligible for job

retention services. As permissible by Section 4108 of the 2008 Farm Bill, agencies may use a portion of FSET funds to administer job retention services up to 90 days after individuals obtain employment through the FSET program.

4. FS recipients who receive cash and noncash W-2 assistance are eligible for FSET services. FS recipients engaged in Transitional Jobs are also eligible. Failure to complete FSET activities must not result in a FS sanction.

4 FSET Participation Process > 4.5 W-2 Participants in the FSET Program

Old Text:

~~W-2 participants who are placed in subsidized employment positions [Trial Jobs (TJB), Community Service Job (CSJ), or W-2 Transitions (W-2 T)] are categorically eligible for FS, but are exempt from FSET with FSET Exemption Reason, 'Participating in Work Program'. Participation in a W-2 employment position (TJB, CSJ, W-2 T) will always take precedence over participation in the FSET program.~~

~~W-2 participants who receive an actual W-2 payment are eligible to volunteer and receive FSET services and FSET participant reimbursements. W-2 participants who receive only case management services are not eligible to receive FSET services. Failure of a W-2 participant to complete an FSET activity cannot result in a FS sanction.~~

New Text:

W-2 participants who are placed in subsidized employment positions; Trial Jobs (TJB), Community Service Job (CSJ), or W-2 Transitions (W-2 T), are categorically eligible for FS. Participation in a W-2 employment position (TJB, CSJ, W-2 T) will always take precedence over participation in the FSET program.

W-2 participants who receive W-2 cash assistance and W-2 noncash assistance are eligible to volunteer for FSET and FSET participant reimbursements. Failure of a W-2 participant to complete an FSET activity cannot result in a FS sanction.

4 FSET Participation Process > 4.12 FSET Components

“RS – Regular School” was moved from the table of FSET funded activities to the table for activities that FSET cannot fund.

Old Text:

Components include activities that offer regularly scheduled, structured participation and generally have assignments. In order for a component's activities, to be accepted and qualify for federal reporting, they must entail a certain level of effort by the participants. Effort is defined as participating in FSET activities for approximately 12 hours/month or more for at least 2 consecutive months.

Participation in any one or more of the following federally approved FSET program activities will be counted for FSET reports. **FSET funds can be used to pay for these activities:**

Code	Description
AD	Disability and Learning Assessment
BE	Adult Basic Education
CE	Career Planning and Counseling
CR	Career Advancement Services
DR	Driver's Education (See 8.23)
EI	Employer Intervention
EL	English as a Second Language (ESL)
EN	Enrollment
EO	Enrollment with Orientation
ES	Employment Search
GE	General Education Development
HE	High School Equivalency
JR	Job Retention Services
JS	Job Skills Training (Non-ABAWDs)

LS	Literacy Skills
MO	Job Readiness/Motivation
OC	Occupational Testing
OJ	On-the-Job Training
OR	Program Orientation
A1	Post-Secondary Education < years.
RS	Regular School
VA	Vocational Adult Basic Education
VE	Vocational English-as-a Second-Language
VL	Vocational Literacy Skills
WX	Work Experience Non-ABAWDs
WX	Workfare (ABAWDs)

New Text:

The following FSET program activities have not been federally approved and will not be counted for FSET reports. **FSET funds cannot be used to pay for these activities:**

Code	Description
AA	AODA Assessment
AL	Physician's Assessment
AM	Mental Health Assessment
AV	Domestic Violence Assessment and Supportive Services
CA	AODA Counseling
CM	Mental Health Counseling
FC	Family Member Treatment/Counseling
HR	Housing-related Activities
LA	Court-related Legal Appointments
LF	Life Skills
PM	Ongoing Medical/Personal Care
PA	Parenting Skills
PD	Personal Development
RS	Regular School