

**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: Shawn Smith, Bureau Director  
Bureau of Enrollment Policy and Systems

Re: **FSET Handbook Release 12-02**

Release Date: 09/14/12  
Effective Date: 09/14/12

**EFFECTIVE DATE**

The following policy additions or changes are effective 09/14/12, 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 > 4.4 FSET Referral Process**

**Old Text:**

**~~Enrollment Services Center Eligibility Worker Responsibilities~~**

~~Enrollment Services Center (ESC) staff, who determine eligibility for non-EBD adults without dependent children will follow the procedures below to make FSET referrals:~~

~~Once FoodShare benefits are confirmed by ESC staff, the customer will be provided general information about the FSET program and the household will be referred to the appropriate local FSET agency.~~

~~The referral process is completed on the AIWP screen in CARES. Potential FSET customers will be defined as voluntary participants by ESC staff by entering a V in the RGCD field.~~

~~An additional code will be entered by only by ESC staff in the Exemption Reason field:~~

- ~~1. An entry of EY in the Exemption Reason field indicates a household is interested in participating in FSET.~~
- ~~2. An entry of EN in the Exemption Reason field indicates a household is not interested in participating in FSET.~~

~~Local FSET agencies will receive all referral types, but should give a higher priority to the households coded as EY. Even if the customer is not initially interested in participating, the local FSET agency will receive a list containing both referral types. This allows the FSET agency the opportunity to conduct outreach at a later date.~~

~~The additional step taken as part of the ESC referral is not required for any other IM Agency. Since this is a way for local FSET agencies to distinguish between ESC referrals and the local IM Agency referral, the additional Special Circumstance field should only be completed by the ESC. Completion of this additional field is not a mandatory.~~

**7 CARES Activity Reporting  
Rules > FSET 7.2.General  
Rules**

**Old Text:**

**Example:** An individual scheduled for enrollment informs the FSET office that s/he began work either full-time or part-time after being referred to the FSET program.

The example above indicates that employment was obtained on or after the Date of Referral (displayed on WPTN) and therefore meets the definition of Entered Employment. This is reported via WPEH as an Entered Employment and the individual is placed in the appropriate working status via WPCS (WF/WP). ~~Finally, if the individual is working 30 or more hours/week, s/he, cannot volunteer for the program, and must be disenrolled via WPDS.~~