FSET Handbook Release 11-04

Table of Contents

1 FSET Program Introduction 1
1.1 FoodShare Employment and Training (FSET) Program Purpose 1
1.2 FSET Program Administration 2
1.3 Eligible FSET Participants 2
1.4 Legal Immigrants in FSET Funded by State GPR Only Funds 4
1.5 FSET Program Legal Basis and Source for Requirements 4
1.6 Acronyms Used in This Document 5
1.7 Applicable Cares Screens 5
2 FSET Funding 7
2.1 General Funding Rules 7
2.2 Federal 100 Percent Allocation 8
2.3 50/50 Match Funding 9
2.4 Supportive Services 12
2.5 FSET Fiscal Reporting Profiles 18
3 Responsibilities 19
3.1 General Information 19
3.2 Economic Support Agency (ESA) Responsibilities 19
3.3 FSET Agency Responsibilities 20
3.4 FSET Participant Responsibilities 21
4 FSET Participation Process 23
4.1 FSET Participant Group 23
4.2 FSET Determination 23
4.3 Program Requirements 23
4.4 FSET Referral Process 24
4.5 W-2 Participants in the FSET Program 30
4.6 Enrollment Process 31
4.7 Enrollment 32
4.8 Orientation (OR) 33
4.9 FSET CARES Enrollment Process Flow Chart 33
4.10 Transfer in Process 35
4.11 FSET Components and Statuses 35
4.12 FSET Components 36
4.13 FSET Statuses 38
4.14 Employability Plan 38
4.15 Employability Plan Features 40
4.16 Employment 41
4.17 Suitable Employment 42
4.18 Entered Employment 42
4.19 Treatment of Special Types Of Employment 44
4.20 Definition Clarification 45
4.21 Reserved 46
4.22 Disenrollment 46
4.23 Transfer In/Out 47
4.24 Determining Participation Hours 49

5 Noncompliance Procedures 51
5.1 General Information 51
5.2 Non-Compliance Procedures 51
6 ABAWDS 53
6.1 ABAWD Temporary Waiver 53
7 CARES Activity Reporting Rules 55
7.1 CARES Changes for the new Voluntary FSET Program 55
7.2 General Rules 56
7.3 Pending Phase 58
7.4 Scheduled Phase 58
7.5 Actual Phase 59
7.6 CARES Activity Reporting Rules 59
7.7 Documentation of Legally Confidential Information 62
7.8 Participant Confidentiality 63
7.9 Placement of Documentation in Case Record 63
7.10 Unsubsidized Employment Reporting 66
8 FSET Component Definitions 69
8.1 Enrollment Process 69
8.2 Enrollment with Orientation (EO) 70
8.3 Enrollment (EN) 70
8.4 Orientation (OR) 71
8.5 Assessment 71
8.6 AODA Assessment (AA) 72
8.7 Disability and Learning Assessment (AD) 73
8.8 Physician's Assessment (AL) 73
8.9 Mental Health Assessment (AM) 73
8.10 Domestic Violence Assessment and Supportive Services (AV) 74
8.11 Counseling 74
8.12 AODA Counseling (CA) 74
8.13 Career Planning and Counseling (CE) 75
8.14 Mental Health Counseling (CM) 75
8.15 Education 76
8.16 Post Secondary Education (PSE) Less Than 2 Years (A1) 77
8.17 Literacy Skills (LS) 79
8.18 Vocational Literacy Skills (VL) 79
8.19 Occupational Testing (OC) 80
8.20 Regular School (RS) 80
8.21 Adult Basic Education (BE) 80
8.22 Vocational Adult Basic Education (VA) 81
8.23 Driver's Education (DR) 82
8.24 English as a Second Language (EL) 82
8.25 Vocational English-as-a-Second Language (VE) 83
8.26 General Education Development (GE) 83
8.27 High School Equivalency (HE) 84
8.28 Job Skills Training (JS) 84
8.29 Employment Preparation and Retention 85

8.30 Career Advancement Services (CR) 85
8.31 Employer Intervention Services(EI) 86
8.32 Employment Search (ES) 86
8.33 Job Readiness/Motivation (MO) 87
8.34 Job Retention (JR) 87
8.35 Personal/Family Enhancement 88
8.36 Housing-Related Activities (HR) 88
8.37 Court-Related/Legal Appointments (LA) 89
8.38 Life Skills (LF) 89
8.39 Ongoing Medical/Personal Care (MP) 90
8.40 Family Member Treatment/Counseling (FC) 90
8.41 Parenting Skills (PA) 90
8.42 Personal Development (PD) 91
8.43 Work-Training 91
8.44 On the Job Training (OJ) 92
8.45 Work Experience (NON ABAWDs)/Workfare (ABAWDs) (WX) 93
8.46 Employer Assurances 97
9 FSET Status Defintions 99
9.1 Unsubsidized Employment 99
9.2 Working Full-Time (WF) 99
9.3 Working Part-Time (WP) 100
9.4 Non-approved Education and Training (NE) 100
9.5 Unassigned (UA) 101

1 FSET PROGRAM INTRODUCTION

1.1 FOODSHARE EMPLOYMENT AND TRAINING (FSET) PROGRAM PURPOSE

View History

The federal Food & Nutrition Service (*FNS*) requires States to design and operate an employment and training program for eligible FoodShare (*FS*) recipients. The purpose of FSET is to provide FS recipients the assistance and support they need to obtain competitive employment.

The objective of FSET is to utilize the strengths, needs and preferences of the job seeker to provide services that will result in successful competitive employment, while promoting economic self-sufficiency. Wisconsin has been recognized nationally for offering a voluntary FSET Program with superior services and outstanding results.

The FSET program, as designed in Wisconsin, consists of several employment and training services
intended to facilitate an efficient use of resources to assist FSET volunteers move promptly into unsubsidized employment. Service provision must be in compliance with state and federal policy and regulation and in accordance with the federally approved FSET State Plan. Wisconsin offers the following employment and training services:

1. Job Search: Services are specifically designed to assist volunteers prepare for employment by addressing barriers to vocational success. This service assists volunteers develop, practice, and apply job seeking skills with the goal of securing employment. Each volunteer should be equipped with the tools and skills needed for an effective job search, prior to contacting employers.
2. Work Experience: Services are available to promote exposure to various types of employment for individuals who lack practical on the job experience or training in a particular area of interest. This service may offer volunteers the opportunity to be exposed to different kinds of employment to help clarify job interests and career goals. Establishing a work reference is also a practical aspect of work experience.
3. Education: Services in this category range from obtaining a GED, *ESL* , Adult Basic Education, vocational literacy to short term technical training. Enrollment in a technical or trades program is allowable if there is a direct link to employment that is in demand.
4. Self Employment: Technical assistance is provided to develop realistic business plans and create sound financial and marketing plans. Technical assistance may include help to obtain financial support through grants, financial institutions or other service providers.
5. Job Retention: Services may be provided for up to 90 days for employment that is obtained as a result of FSET participation. This service is designed to address

barriers that may deter the volunteer from maintaining successful employment. Examples of Job Retention may include: participant reimbursement for initial expenses like transportation, uniforms, and childcare. Other services may include vocational case management and making referrals to other agencies that address barriers that are outside the scope of FSET.

This page last updated in Release Number: 11-01
Release Date: 01/07/11
Effective Date: 01/07/11
View History

1.2 FSET PROGRAM ADMINISTRATION

The *FSET* Program is administered at the federal level by the Food and Nutrition Service (*FNS*) of the US Department of Agriculture (*USDA*) and at the state level by the Department of Health Services (*DHS*) in accordance with federal regulations.

The FSET program is operated at the local level by either the local FS agency or an Employment and Training agency. These agencies are responsible for implementing and operating FSET within their geographic area. *W-2* agencies, which operate an FSET program, are required to operate a separate employment and training program for FSET. The FS agency is responsible for making referrals to FSET after FS eligibly has been determined and the individual chooses to volunteer for the program. Tribal governments may operate a full menu FSET program provided the tribe agrees to serve all FoodShare recipients who wish to voluntarily enroll for FSET services.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

1.3 ELIGIBLE FSET PARTICIPANTS

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.

* A 16 or 17 year old FS recipient may participate in FSET activities such as after school job search or part-time vocational training if these services are not already available through the school or another agency at no cost to the participant. Please see 8.15 Education for additional details.

This page last updated in Release Number: 10-02
Release Date: 06/11/10
Effective Date: 06/11/10
View History

1.4 LEGAL IMMIGRANTS IN FSET FUNDED BY STATE GPR ONLY FUNDS

Beginning August 1, 1998, many legal aliens who were not eligible for the federal Food Stamp Program became eligible for the state-funded State Option FoodShare Program (*SOFSP*). Effective November 1, 1998, many, but not all, of these aliens again became eligible for federal, rather than state-funded, Food Stamp benefits. Aliens eligible for the SOFSP are identified in EOS reports.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

1.5 FSET PROGRAM LEGAL BASIS AND SOURCE FOR REQUIREMENTS

The *FSET* Program was created as a result of the federal Food Security Act of 1985, which amended the Food Stamp Act of 1977. FSET regulations were amended by the Personal Responsibility and Work Opportunity Reconciliation Act (*PRWORA*) of 1996 and the Farm Security and Rural Investment Act (Farm Bill) of 2002 and 2008. The *USDA* / *FNS* created federal regulations at 7 CFR 273.7 et. sec. State enabling legislation for FSET can be found at section 49.124 (1m) Wisconsin Statutes.

Under a mandatory FSET program, as many as 70% of FSET participants were sanctioned for nonparticipation, resulting in greater food insecurity. Federal regulation contains a provision that allows States to operate a voluntary employment and training program. The Wisconsin 2007-2009 biennial budget included a provision, which allowed the FSET program to become voluntary, and transferred the administration of FSET from the Department of Workforce Development (*DWD*) to the Department of Health Services (*DHS*).

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

View History

1.6 ACRONYMS USED IN THIS DOCUMENT

ABAWDs	Able-Bodied Adults Without Dependents
AODA	Alcohol and Other Drug Abuse
CARES	Client Assistance for Re-employment and Economic Support
CORe	Central Office Reporting System
CWW	CARES Worker Web
DCF	Department of Children and Families
DFS	Division of Family Supports
DHS	Department of Health Services
DWD	Department of Workforce Development
DPI	Department of Public Instruction
DVR	Division of Vocational Rehabilitation
ESA	Economic Support Agency
ESL	English-as-a-Second Language
E & T	Employment and Training (generic)
FNS	Food and Nutrition Service
FEP	Financial and Employment Planner
FFP	Federal Financial Participation
FS	FoodShare
FSET	FoodShare Employment & Training Program
FSH	FoodShare Handbook
HOH	Head of Household
NOA	Notice of Adverse Action
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act
SEO	State Employment Options
SOFSP	State Option FoodShare Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
W-2	Wisconsin Works
WIA	Workforce Investment Act
WP	Work Program (FSET, W-2, Learnfare, Children First)
WTCS	Wisconsin Technical College System

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

1.7 APPLICABLE CARES SCREENS

AGEC	Confirmation Screen
AIWP	Work Programs Referral Screen

CMCC	Case Comments Screen
IQFS	*FS* Issuance History
TWCM	*CARES* Reference Table - Default Case Manager in *WP* Office
TWPE	CARES Reference Table - Work Program Exemption Reasons
WPAH	Referral Action History Screen
WPAS	Action Plan Screen (Page Two of Employability Plan)
WPAW	Employment Screen (Assessment)
WPBD	Barriers Detail Screen (Assessment)
WPBS	Barriers Summary Screen
WPCH	Component /Status History Screen
WPCS	Create/Update Component/Status Screen
WPDL	Disenrollment List Screen
WPDS	Disenrollment Screen
WPEL	Employment History List
WPEN	Enrollment Listing Screen
WPED	Education Screen (Assessment)
WPEH	Employment History Detail Screen
WPES	Employability Plan History
WPFN	Request to FIND Information Screen
WPJR	Job Readiness/Participation Screen
WPJS	Goals (Page One of Employability Plan)
WPNP	Non-Participation History (Listing)
WPNH	Non-Participation History (Detail)
WPPR	Service Provider ID's Screen
WPPS	*W-2* Placement Summary Screen
WPTP	W-2 Two-Parent Participation Screen
WPRA	Request Active Enrollees Listing Screen
WPRI	Request Active Individuals Listing Screen
WPRL	Request Referral Listing Screen
WPRR	Referral Listing Screen
WPRU	Unsubsidized Employment Screen (Assessment)
WPSC	Monthly Schedule Screen
WPSS	Supportive Services Screen
WPTN	Transaction History Screen
WPTS	Testing Summary Screen (Assessment)
WPWC	Work Program Client Information Screen (Page Two)
WPWI	Update Work Program Client Information Screen (Page One)
WPWW	Wisconsin Works Information Screen

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

2 FSET FUNDING

View History

2.1 GENERAL FUNDING RULES

County and tribal governments may choose to utilize funding to administer the FSET program in-house or may elect to subcontract with an employment and training agency to provide some or all FSET services.

FSET funding is categorized by purpose and function.

1. 100% Federal funding, otherwise known as Supplemental funding, is designated for administrative costs associated with service provision.
2. 50/50 Match funding is designated for administrative costs that go above and beyond what is funded with 100% Federal funding and for participant support costs. Contingent on the availability of funds, federal dollars are used to reimburse 50% of the total costs incurred by an agency. 50/50 Match may include funding from the following sources if certain criteria are met:
    a. GPR (State funding) matched with federal funds
    b. Local agency funding matched with federal funds. Local funds typically consist of city or county tax levy or charitable donations.
    c. The value of In-kind goods or services provided to or by a governmental agency, matched with federal funds. Only public agencies may claim in-kind expenses,

Regardless of funding source all allowable costs funded with FSET dollars must be federally approved as reasonable and necessary.

Reasonable Costs:

- A cost is reasonable if its nature and amount does not exceed that which a prudent person would pay under similar circumstances.
- Provides a program benefit generally commensurate with the cost incurred,
- Are in proportion to other program costs for the function that the costs serve, and
- Are within the scope of FSET.

Necessary Costs:

- Are incurred to carry out essential functions of FSET,
- Cannot be avoided without adversely affecting program operations,
- Are a priority expenditure relative to other demands on availability of administrative

resources, and

- Do not duplicate existing efforts. FSET funding must not be used to cover costs of goods or services that are available for free elsewhere.

This page last updated in Release Number: 11-02
Release Date: 04/28/11
Effective Date: 04/28/11

View History

2.2 FEDERAL 100 PERCENT ALLOCATION

Supplemental or 100% Federal funding is designated for administrative costs of the *FSET* program. This is an annual allocation from the Food and Nutrition Service; 90% is based on the number of work registrants reported by the State each FFY, and 10% is based on the number of reported ABAWDS.

Current and future allocations are contingent upon receipt of funds from the Department and from the *USDA* / *FNS* .

Funds are to be used by the FSET Agency for the purpose of providing employment and training services which have been designed to assist FSET participants obtain unsubsidized employment. Supplemental funding may be used for expenses related to the development, administration and/or contracting for allowable services, but cannot be used to reimburse participant expenses.

A provision of the 2008 USDA Farm Bill allows funds to be used to reimburse the costs of services or expenses relating to job retention up to 90 days after starting a job that was obtained as a result of FSET services. Supplemental funds are allowable for administrative costs associated with providing job retention, while 50/50 match funding must be used for participant expenses. (See 1.3 for details regarding *TANF* eligible FSET participants.)

Note: Federal regulation does not allow State agencies to carry over any unused 100 percent FSET funding to the next calendar year.

Allowable administrative costs may include the following:

- Salaries and benefits of personnel involved in FSET and administrative support (see below);
- Office equipment, supplies, postage, duplication costs and travel that is necessary to carry out the program's objectives;
- Outreach and marketing materials
- Development and production of FSET materials when no other appropriate materials exist;
- Lease or rental costs;
- Maintenance expenses; and
- Other overhead costs;

This page last updated in Release Number: 11-02
Release Date: 04/28/11
Effective Date: 04/28/11
View History

2.3 50/50 MATCH FUNDING

2.3.1 Introduction
2.3.2 Third Party (Local 50/Federal 50) Match Criteria
2.3.3 In-Kind Donations

2.3.1 Introduction

50/50 Match refers to a reimbursement rate of 50% of total expenses incurred by the agency. For every dollar the FSET agency incurs as an allowable expense, fifty cents will be reimbursed with federal funding. Match funding is categorized according to funding source.

1. Base or 50/50 GPR/Federal Match is an annual allocation of State General Purpose Revenue (GPR) matched with Federal FSET funds.
2. 50/50 Local/Federal Match consists of local funding (typically tax levy) matched with federal dollars, used to fund new or enhanced services to expand the FSET program. Local/Federal match must meet certain criteria prior to receiving State and Federal approval.
3. In-kind 50/50 Match is an allowable source of funding source for public agencies if specific criteria are met.

Note: FSET cannot fund services that are available to the public at no cost. If there is a cost, FSET participants cannot be charged more than what is charged to the public for the same service.

2.3.2 Third Party (Local 50/Federal 50) Match Criteria

Third Party Match is a source of funding that allows agencies the opportunity to provide new or enhanced services to expand service delivery. Agencies who have access to this type of match must comply with specific requirements prior to receiving approval for its use.

1. Dollars put forth as Third Party Match must not supplant existing funding. This means that funding used as match cannot replace existing funding. It cannot be

used as a means to double the amount of existing funds an agency has available for service provision.
2. Services must clearly go above and beyond what is currently offered or available to the public at no cost.
3. Match is not allowed to cover budget shortfalls, or to expand services that are under utilized. Match is not allowed to facilitate program growth unless services go above and beyond existing services and are approved by FNS as part of the state E&T plan.
4. To claim any expenditures under FSET, participants must be eligible and receiving FS benefits;
5. Funds cannot be federal, with the exception of Community Block Grants and some types of federal tribal funding;
6. Funds must be "cash", i.e. actual costs, they cannot be "in-kind" match unless the conditions under 2.3.3 are met;
7. Funds cannot be state or local funds which are already designated as match for another program;
8. All cash contributions must:
    - Be verifiable;
    - Not contributed for another federally assisted program;
    - Necessary and reasonable for accomplishment of FSET project objectives;
    - Not paid by the federal government under another assistance agreement;
    - Are included in the federally approved FSET State Plan

2.3.3 In-Kind Donations

In-kind donations do not involve the transfer of cash. In-kind donations may be an allowable FSET expense under certain conditions:

1. In-kind donations in the form of volunteer time or other non-billable goods or services (e.g., there is no cash transfer between parties) are not allowable unless they are provided to or by a governmental agency. Only public agencies are allowed to claim in-kind charges. The value of in-kind donations including volunteer services to a private entity (private schools, churches, non-governmental entities, etc.), do not represent an expenses to the State, therefore federal regulations do not permit them to be considered as a cost to the program and thus are not reimbursable.
2. In-kinds from government agencies are not allowable if they are already being charged to another Federal funding source.
3. A donated service or a good cannot be claimed as an in-kind if it is not reasonable, or necessary for the purposes of providing FSET services.

Example 1: Although public schools are considered a governmental agency, the cost of student's time to get high school credit hours by volunteering for FSET is not an allowable in-kind charge. The services available to the student are already available for free.

Note: Work registration has guidelines specific to 16 & 17 year olds. Therefore, the minimum age for a FSET enrollment is 16 years of age.

4. The agency must maintain records or an audit trail to support the costs claimed as in- kind.

   To assess the value of a volunteer's time or service to a public organization the following principles must be applied:

   - The volunteer's wages are computed on a reasonable hourly basis in accordance with the duties being performed for FSET, or wages are computed based on the Federal minimum hourly wage established by the United States Department of Labor, and
   - Time reporting must be documented for each volunteer as it occurs. Clear and concise records must be maintained and available for audit, and
   - The value of the volunteer's time is not being used as a match for any other Federal grant.

   To assess the value of donated goods or space, the following principles must be applied:

   - The value for goods other than publicly owned space is computed on reasonable fair market value, and
   - When valuing space owned by a public agency, depreciation or use allowance is used for cost computations, and
   - The value is not being used as a match for any other Federal grant or for another Federal program.

This page last updated in Release Number: 11-02
Release Date: 04/28/11
Effective Date: 04/28/11
View History

2.4 SUPPORTIVE SERVICES

2.4.1 Supportive Services Introduction
2.4.2 Childcare Reimbursement
2.4.3 FSET Participant Reimbursement
2.4.3.1 FSET Participant Reimbursement Introduction
2.4.3.2 FSET Participant Expenses

2.4.1 Supportive Services Introduction

FSET agencies must provide supportive services to FSET participants for expenses that are reasonable and necessary and that directly relate to participation in FSET. Support services are not allowable as a stand alone service. FSET enrollment for the sole purpose of receiving support services is not allowable. A participant must be enrolled and engaged in an allowable FSET component/activity in order to be eligible for support services.

Examples of allowable Support Services include:

- Career Counseling
- Child Care
- Participant Reimbursement
- Referrals to other programs and services
- Case Management

Allowable support costs for FSET must meet the following the following conditions:

- The product or service must directly relate to an approved FSET program activity and be necessary and reasonable;
- The product or service may not be available through another government program or available at no cost to the participant through a private source, e.g., charitable donations; and
- The product or service and its cost must be included as part of the annual state plan approved by the Federal Food & Nutrition Service.

Support services referrals for an FSET participant are tracked on WPSS, the support services tracking screen in *CARES* . This screen is used to list all instances of support services being requested, provided, or referred to a participant.

CARES screen WPSS is used to record referrals and any costs associated with FSET agencies' cost for the support services to a participant. This can be used as a case management tool to track the support services a participant has requested and/or received while participating in the program. Managers can use this screen to monitor how support services are being utilized by the office.

2.4.2 Childcare Reimbursement

Childcare reimbursement for FSET participants is consistent with *W-2* /Temporary Assistance for Needy Families (*TANF*) childcare reimbursement policy. FSET agencies must reimburse the actual cost of dependent care up to either the local market rate or the statewide limit, whichever is lower. Childcare providers are eligible for reimbursement if they are licensed by the state, certified by the county or tribe, or operated by a school board. Children cared for by licensed or certified relatives are eligible for reimbursement up to the maximum rate allowed as a Provisional Certified Family Care Provider.

However, if the childcare provider is living in the child's household s/he is not eligible for the reimbursement. Childcare providers are also eligible for reimbursement for the actual cost of care up to a maximum. The maximum allowable cost eligible for reimbursement is applied to Licensed Group Centers and Licensed Family Day Care providers, which is the 75th percentile of the local area market. Certified Child Care Homes can receive up to 75 percent of the Licensed Family maximum, while Provisional Certified Family Care can receive up to 50 percent of the Licensed Family maximum. However, FSET participants are not required to co-pay dependent care expenses, and FoodShare only households who are working less than 27 hours per week or enrolled in FSET training activities, are eligible for dependent care reimbursements.

Unregulated childcare cannot be funded under W-2 childcare unless the child or regulated provider is ill and unregulated care is the only option available.

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.

2.4.3 FSET Participant Reimbursement

2.4.3.1 FSET Participant Reimbursement Introduction

It is the responsibility of the FSET agency to ensure the availability of assistance for transportation and work-related expenses to FSET participants. FSET participants are eligible for assistance to cover the cost of transportation and work-related expenses if they are reasonable and necessary for the completion of assigned FSET activities. There is no limit to the length of months for participant reimbursement as long as the FSET participant is in approved FSET activities and the assistance is necessary for the completion of the assigned activities. Please see the table in 2.3.3.2 FSET Participant Expenses for a comprehensive list of allowable participant expenses

The nature and scope of the FSET transportation and work-related expenses provided will vary from agency to agency depending upon availability of funding and the extent to which barriers exist for the FSET participant within the local area. The most common types of participant reimbursements often include:

- Transportation (mileage, bus tokens, bus passes, taxi cab, gas money) to and from location of FSET activity;
- Child care and related costs including enrollment fees;
- Clothing suitable for job interviews;
- Uniforms needed to participate in an assigned training/activity;
- Licensing and bonding fees
- Test books and training.*

*Reimbursement for assistance with textbooks, training materials, school supplies, tuition, lab fees, and other education-related costs necessary for training is allowable only to the extent that the assistance is not provided to non-FoodShare, non-FSET participants. See 8.16 Post Secondary Education (PSE) (A1) for additional requirements.

In addition to job seeking and training participant reimbursement is also allowable for volunteers engaged in:

- Job Retention: Reimbursement for items directly related to maintaining employment that was obtained as a result of participating in FSET is allowable up to 90 days after obtaining employment. Reimbursement of support services to persons who obtained employment independent of FSET is not allowable, unless the service is related to career enhancement or advancement.
- Career Advancement and Enhancement: Due to changes in the 2008 Farm Bill, participation in employment activity is no longer limited; meaning that FSET may serve individuals who are employed full or part time. Allowable expenses for career advancement and enhancement may include reimbursement for training or completing course work that will allow the FSET participant to increase their earnings at a job they obtained prior to volunteering for FSET..

Note: The Farm Security and Rural Investment Act of 2002 lifted the $25 transportation/work-related expense limit.

2.4.3.2 FSET Participant Expenses

The federal Food & Nutrition Service created the following list to clarify expenses that may be funded through 50/50 funding Review each item in the context of being reasonable and necessary for successful participation in the FSET program.

FSET is the payer of last resort. Reimbursement is not allowable for services that are available for free.

Item	Almost Always	Sometimes	Never	Other Details
Auto Insurance			X	
Auto Ownership Tag, Title, Licensing			X	
Auto Purchase			X	
Auto Repairs		X		Only under specific conditions*
Background Checks		X		Only if required for employment and training
Books	X			
Clothing for job interview	X			
Clothing required for a job		X		Uniforms almost always, otherwise clothing costs are limited and must be reasonable and necessary for employment.
Commercial Drivers License		X		Only if required for employment
Computers, Laptops, etc			X	
Course Registration Fees	X			
Dental Work		X		To the extent that it is required for employment and as funds allow for reimbursement.
Dependent Care Costs	X			
Drivers License to become a taxi driver		X		Only if required for employment

Drug/Alcohol Counseling			X	Refer to another agency
Drug Tests		X		Only if required for employment
Equipment		X		Must be reasonable and necessary for training or job retention for a job obtained through FSET. (Up to 90 days from the start date)
Fines			X	No exceptions for any type
Fingerprinting		X		Only if required for a employment
Gas	X			
Legal Services		X		Must be very minor (i.e. notary) and directly related to employment
Licensing and Bonding Fees for work or work experience	X			
Living Expenses and Stipends			X	
Medical Expense		X		Only if minor and required for employment, such as a TB test
Mental Health Counseling or Treatment			X	Refer to appropriate agency
Relocation Expenses			X	
Safety Items (on the job)	X			
Student Activity Fees		X		If required to participate in class
Student Loans			X	Apply for financial aid
Test Fees		X		Must be directly applicable to employment and all other funding sources exhausted
Tools		X		Must be reasonable and necessary for training or job retention for a job obtained through FSET. (Up to 90 days from the start date)
Training Materials	X			

Transportation Expenses (gas, bus fare)	X			
Tuition and Fees		X		Please see 8.15 Education.
Uniforms	X			
Union Dues			X	
Vision Needs (glasses or eye exam)		X		If reasonable and necessary for employment or training.

*Auto Repairs may be an allowable expense if **all** of the following conditions are met:

- The repairs are reasonable and necessary for participation in an approved FSET activity, **and**
- The FSET volunteer resides in a rural county or area of the state where there is no or very limited public transportation, **and**
- Car pooling is not a realistic option, **and**
- Cost estimates are verified from at least two auto repair shops, **and**
- The title of the auto is registered in the name of the FSET volunteer, **and**
- The FSET volunteer holds a valid drivers license, **and**
- The cost of the repairs will not exceed the value of the auto, **and**
- Repairs are not for cosmetic reasons, **and**
- Reimbursement is limited to a one time expense, **and**
- The agency can guarantee that the repairs cannot be paid by another source.

This page last updated in Release Number: 11-02
Release Date: 04/28/11
Effective Date: 04/28/11
View History

2.5 FSET FISCAL REPORTING PROFILES

FSET expenses are reported to *DHS* in CARS. For the CARS reporting profiles, refer to the following link:

http://dhs.wisconsin.gov/bfs/CARS/index.htm .

For CARS forms refer to this link:
http://dhs.wisconsin.gov/bfs/CARS/carsforms.htm

This page last updated in Release Number: 11-02
Release Date: 04/28/11
Effective Date: 04/28/11

3 RESPONSIBILITIES

View History

3.1 GENERAL INFORMATION

Open communication between the *FS* eligibility worker and the FSET caseload manager by way of *CARES* , telephone, and direct mail will be an ongoing function. All changes in status and actions taken will be shared between the two agencies.

Once the FS eligibility worker has referred the FS recipients who wish to voluntarily enroll via CARES to the FSET program, appointments for enrollment into the FSET program are made by the FSET worker. Depending on the action, consistent time frames must be adhered to, e.g. times specified to enroll an individual.

Other interagency coordinated and linked service delivery is based on other *E & T* agencies in the local area of the FSET agency, i.e., Job Service, Workforce Development Boards, Goodwill Industries, Community Action Programs, *DVR* , etc. FSET is not only coordinated with the full range of employment programs and agencies, but it is also integrated and connected to those programs and systems able to deal with employment barriers including drug and alcohol, mental health, and other supportive services.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

3.2 ECONOMIC SUPPORT AGENCY (ESA) RESPONSIBILITIES

1. Determine eligibility for FoodShare benefits. Explain to applicants and recipients the various employment and training opportunities that are available when they volunteer for the *FSET* program, as well as available support systems to assist them while they participate. Remind recipients that they are no longer required to participate in the FSET program and can no longer be sanctioned for nonparticipation, however, FSET will continue to serve FS recipients who wish to voluntarily enroll.

   Explain the availability of childcare and transportation assistance during the individual's participation in FSET, and direct him/her to the appropriate childcare agency to apply for childcare assistance during FSET enrollment and on-going participation in the FSET program. Advise them that these support services may be reduced if non-participation occurs.

2. Register a FS group member for FSET in *CARES* by changing the registration code on AIWP from 'E' to 'V', then delete the Exemption Reason and press PF24 (Shift/PF12). This will refer the client to the appropriate FSET office. Screen AIWP controls registration codes, exemption codes and the *WP* referral. AIWP also updates information for CARES work program records. (Note: The voluntary code will need to be re-entered every time the ES worker runs eligibility and processes AIWP.)

3. If the ES worker is notified by the FSET worker that an individual stops participating in an assigned activity, the ES worker will change the registration code on AIWP from 'V' to 'E', enter the appropriate Exemption Reason, and then press PF24.

4. Verify employment reported to the FSET Agency (ES worker will receive an alert when the FSET worker posts new employment information on WPCS) and re-determine FS eligibility and FSET voluntary registration status.

5. Determine *ABAWD* status

   Note: The State of Wisconsin has received a waiver from the *FNS* of federal regulations requiring time-limited FS benefit eligibility for ABAWDs who fail to meet minimum FS work participation requirements while the waiver is in effect (see 6.3).

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

3.3 FSET AGENCY RESPONSIBILITIES

1. Meet with the volunteer as soon as possible. Within five days of the date of referral, mail a Notice of Appointment for enrollment into the *FSET* program at least seven calendar days prior to the appointment date. Include date, time, location, room number, name, and telephone number of the person to be contacted at the FSET agency. If contacting the participant via telephone is preferable, sending a follow up Notice of Appointment may be beneficial in preventing miscommunication.
2. If the volunteer is unable to attend the Enrollment appointment, attempt to reschedule at least one new appointment as soon as possible.
3. When the participant attends a face-to-face Enrollment/Orientation, explain the process used to determine the level and scope of FSET services available to participants (see # 6 below).

4. Provide detailed program information including rights and responsibilities, services available, different support agencies, transportation, work related expenses, and childcare funding. Explain that the level of supportive services is based on participation, and may be reduced when non-participation occurs.
5. Assess the participant's strengths, needs and preferences.
6. Following an assessment, the FSET worker will develop a mutually agreed upon Employability Plan with the participant. Together the worker and participant will determine appropriate FSET activities and related supportive services that may be considered. The participant has the option of accepting all or any part of the FSET worker's recommendations.
7. Assign the federal minimum Participation Requirement hours for all ABAWDs.

   Note: The State of Wisconsin has received a waiver from *FNS* of federal regulations requiring time-limited FS benefit eligibility for ABAWDs who fail to meet minimum FS work participation requirements (see 6.3.0). While the waiver is in effect the FSET worker will not be asked to complete function #7 above

8. Maintain a current Employability Plan in *CARES* that is printed and signed or mailed.
9. Keep a copy of the printed and signed Employability Plan in volunteer's file.
10. Workers are to use CARES.
11. Share EOS and WebI reports, *DHS* Administrator's Memo Series, DHS Operational Memos Series, DHS Operations Policy Update Notices, and other pertinent information with operational agencies.
12. Establish working relationship with FS eligibility worker. To enhance program activities and participant information, FSET provider agencies must coordinate and establish a strong working relationship with the Economic Support staff and other local agencies including *DVR* , *DPI* , *WTCS* , *WIA* and other local agencies.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

3.4 FSET PARTICIPANT RESPONSIBILITIES

1. Be capable of performing the work or *FSET* activities as agreed upon as part of the Employability Plan. If unable to perform the activity the participant should contact the case worker to re-evaluate and work out different arrangements and solutions.
2. Participate in work training or other assignments which do not discriminate against the individual because of age, handicap, sex, race, creed, color, sexual orientation, national or ethnic origin, other reasons prohibited by state law; or is in violation of federal, state or local health and safety standards.

3. If unable to keep an appointment, or if the participant anticipates being late for an appointment, they must contact the FSET worker before the appointment. If unable to call before, they must call as soon as possible. Notify the FSET case manager immediately of any problems that would prevent participation in the program. Additionally, the participant should inform the FSET worker if s/he is no longer interested in participating in the FSET program.
4. Before refusing a job the individual must discuss the situation with his/her FSET case manager. Individuals are not required to accept a job offer that does not meet their vocational strengths, needs and preferences. Individuals will not be required to accept employment that does not meet or exceed the federal or state minimum wage if applicable wage rates, hours of work, and conditions of employment must conform to requirements in the Fair Labor Standards Act as amended.
5. Individuals will not be expected to take a job that is vacant because of a strike, lockout or other bona fide labor dispute. Individuals will not be required to take a job against the rules of a union to which they belong. Individuals will not be required to take a job that would interfere with their ability to return to their regular job within a short period of time. (However, they can be encouraged to take a temporary job until their regular job begins.) If fired from a job, they must call their case manager immediately.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

4 FSET PARTICIPATION PROCESS

View History

4.1 FSET PARTICIPANT GROUP

The *FS* eligibility worker determines eligibility for FoodShare and refers to FSET providers recipients who wish to enroll voluntarily in the program. The following participant groups are those who are potentially eligible for the FSET Program:

1. Participants who receive only a Food Share benefit (FS only);
2. FSW recipients who receive a federal Bureau of Indian Affairs-sponsored Tribal General Assistance grant;
3. FS recipients who choose to receive only FoodShare and Medicaid and/or childcare; or
4. FS recipients who receive FoodShare benefits and *W-2* , if they are placed in W-2 payment position.

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.2 FSET DETERMINATION

When an individual applies for FoodShare benefits, the *FS* eligibility worker will: verify that the individual lives in the county or tribal service area of their *ESA* ; enter financial and non-financial information into *CARES* ; and determine who is in the food unit.

FoodShare recipients who wish to volunteer for FSET services will be referred electronically via CARES, to the FSET Program.

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.3 PROGRAM REQUIREMENTS

As of March 1, 2008, Wisconsin FoodShare applicants and recipients are no longer required to participate in the FoodShare Employment and Training Program. The FSET program will continue to serve *FS* recipients who wish to voluntarily enroll, but FS applicants and members can no longer be sanctioned/removed from the FS group for not complying with FSET program requirements.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

4.4 FSET REFERRAL PROCESS

FS eligibility worker responsibilities:

Starting March 31, 2008, AIWP will show all individuals as Exempt for the *FSET* program. If an individual meets one of the work registration exemptions listed below, that exemption reason will continue to display. If an individual does not meet a specific exemption reason based on the individual's circumstance, they will be exempt with the exemption reason "NR"-No Requirements.
Exemption Reasons for FSET include (*CARES* REFERENCE TABLE TWPE DISPLAYS *WP* EXEMPTION REASONS):

- AG-AGE 60 OR OLDER
- CC-CARING FOR CHILD UNDER 6
  A person who provides the majority of care to a child under age six. The dependent child does not have to be in the FS group, or be living with the FS group/person.

  The FS eligibility worker must determine whether the child is under 6 years old, to exempt only 1 person as caretaker for each child in need of care, and if the child is not in the FS household, to make sure that no other person is caring for them. The individual exempted as caretaker must be responsible for providing the majority of care for the child or children under age 6. The exemption occurs automatically only when the person cared for is in the FS group (CC), (ANHR).
- CH-CHILD UNDER 16
- DR-IN DRUG AND ALCHOL PROGRAM
  A regular participant in a drug addiction or alcoholic treatment and rehabilitation program (in-patient or out-patient), which includes a treatment plan. Attending support groups like Alcoholics Anonymous (AA) does not meet this exemption requirement. Attendance in support groups can be included as part of the treatment plan. (In-patient is ANLA) (Out-patient is ANBC).
- EM-EMPLOYED FULL TIME
  A person who is employed or self-employed at least 30 hours per week. For both employed and self-employed individuals, use the reported hours worked. (EM), (AFEI, AFSE). Although persons working full time are exempt, they may choose to volunteer for FSET to look for new employment or enhance skills needed to maintain or enhance employment.

Note:
Self-employed individuals, working 30 or more hours per week, can earn less than minimum wage and still be exempt.

An individual(s) who reports home schooling is considered self-employed on a full time basis and therefore exempt from work requirements regardless of hours reported for this activity. In a two-parent household in which the home schooling responsibilities are shared by both parents, both parents will be exempt from work requirements participation for a home schooling reason.

Complete AFSE (with zero dollars earned) and assign 30 hours/week for each individual that is home schooling his/her child(ren).

Example 1: Susan reports that she is home schooling her child for 20 hours/week. Consider this activity as full time self-employed and exempt from registering for work..

Example 2: Karen and Joe are living together and have an 8-year old child. Karen reports that she and Joe are sharing the responsibility of home schooling their child. Consider this activity as full time self-employed for both parents, and exempt both parents from registering for work.

- IG-INCAPABLE OF GAINFUL EMPLOYMENT
  A person who is physically or mentally unfit for employment.
- MC-MIGRANT UNDER CONTRACT OF EMPLOYMENT
- Migrant workers under contract or a similar agreement to begin employment within 30 days (MC), (ANDC).
- MC-MINIMUM WAGE EARNINGS
  A person earning gross weekly wages of at least $217.50 ($7.25 X 30). The Federal minimum wage of $7.25 is used to calculate the weekly hourly estimate. (MI), (AFEI, AFSE).
- NR-NO REQUIREMENT
  This exemption reason is used when no other exemption reasons apply to the FS recipient.
- PA-PARTICIPATION IN WORK PROGRAM
  Mandatory *W-2* Work Program participants placed in a W-2 subsidized employment position. In a W-2 two-parent household with one parent placed in a paid placement, both parents will remain exempt on AIWP with exemption reason 'PA-Participating in Work Program'. The exemption reason is set for the case instead of individually; the second (unplaced) parent cannot be coded as a volunteer for FSET using CARES. If the second parent volunteers for FSET, s/he needs to be tracked manually.

  Tribal *TANF* participants who receive a TANF check are also exempt from work requirements. If the exempted Tribal TANF participant is a two-parent household, the second parent is also exempt.
- PR-PREGNANT

The exemption can be applied as soon as the worker becomes aware of the pregnancy.

- SC-SCHOOL/TRAINING AT LEAST ½ TIME
  Students of any age enrolled at least one-half time in a recognized school, training program, institution of higher education, refugee training programs (refugee training programs include, but are not limited to those which provide language and job readiness skills), or through a Department of Public Instruction (*DPI*) registered home educational program including home based and home school instruction.

  A student loses this type of exemption under the following circumstances:

  The individual graduates; or,
  The individual is suspended, expelled, or drops out; or,
  The individual completes a school term and does not intend to register for the next school term (excluding summer school).

  The above summer school exclusion means that a student who completes spring term and does not attend summer school, but intends to register for the same school/training program in the fall at least half time will continue to be exempt during the summer months. Once a student graduates from his/her current school/training program, s/he loses the exemption (see 'a' above) until s/he begins a new school/training program that would exempt the individual. (SC), (ANSE).

- SI-AGE 16 OR 17, NOT PRIMARY PERSON
- TA-CARING FOR INCAPACITATED PERSON
  A person who provides the majority of care to a child under age six. The dependent child does not have to be in the FS group, or be living with the FS group/person.

  The FS eligibility worker must determine whether the child is under 6 years old, to exempt only 1 person as caretaker for each child in need of care, and if the child is not in the FS household, to make sure that no other person is caring for them. The individual exempted as caretaker must be responsible for providing the majority of care for the child or children under age 6. The exemption occurs automatically only when the person cared for is in the FS group (CC), (ANHR).
- TF-TRANSITIONAL FOODSHARE
  All Transitional FoodShare (TFS) group members while receiving TFS. (TF), (AIWP).
- UN-RECEIVING UNEMPLOYMENT COMPENSATION
  A person who has applied for or is receiving unemployment insurance (UN), (AFUI).

The FoodShare eligibility worker, after determining and coding the exemption reasons, will process a referral to the FSET program for the individuals who wish to volunteer via

AIWP. Change the registration code on AIWP from E to V, then delete the Exemption Reason and press PF24 (Shift/PF12). This will refer the client to the appropriate FSET office. The referral will appear on WPRL and can be accessed via WPRR.

A referral to the FSET program cannot be made until the FoodShare group has been determined eligible and the adult is a FoodShare RECIPIENT. To prevent enrollment in FSET prior to FS eligibility, the FS eligibility worker should not send a CARES referral (process AIWP) for a person-add individual until that person is added back to the FS group.

> Note: All referrals between the *ESA* and the FSET office must be completed via CARES. With two exceptions: (1) *ABAWD* regaining eligibility (6.7.0), and (2) the second parent in a two-parent W-2 household in which the placed parent is in a paid position, paper or any form of non-CARES manual referrals from ESA to FSET agencies is prohibited.

In CARES, the ES Work Program Referral screen (AIWP) controls the registration code, exemption code and the WP referral. Before processing AIWP, the FS eligibility worker may also need to update some information for work programs sub-system records. The FS eligibility worker creates an electronic referral to FSET by updating the AIWP screen when necessary and pressing the PF 24 key on each AIWP screen. This establishes the initial link between the ESA and the FSET agency. On the AIWP screen, the system will default to the primary WP office for the county/tribe and program to which the individual is being referred. Each time the FS eligibility worker uses the PF 24 key on AIWP it sends a referral trigger to the WP sub-system. CARES determines what action to take depending on the status of individual when the trigger occurs. The referral history screen, WPAH, displays all referral triggers for the individual.

> Note: In some cases, the FS eligibility worker must override the CARES office determination on the AIWP screen to identify the appropriate referral office. CARES uses a variety of sources to determine the valid WP office. If the eligibility worker fails to put in a region census tract zip code that is only in one region, CARES will display the correct office. If the zip code is in more than one region, CARES will use TWOZ to enter an office number (which is not attached to a specific region). Workers must override to reflect the correct office. The balance of the state uses either TWOI or TWOZ.

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.

FSET Agency/Worker Responsibilities:

Referrals processed by the FS eligibility worker must be acted upon immediately by the FSET agency:

FSET agencies need to schedule the referred individual for an enrollment appointment within 5 working days of the date the referral appeared on WPRL. FSET agencies must mail the appointment notice at least seven calendar days before the date of the enrollment appointment. Referrals from ESC coded as EN are not required to be contacted for an appointment within 5 days, or enrolled within 30 days of referral. The FSET agency is responsible for developing internal procedures for possible outreach efforts for this population.

All referred individuals, other than those coded as EN, must be enrolled in FSET within 30 days of the referral date. If the individual misses the first enrollment appointment, the FSET worker should attempt to re-schedule at least one appointment.

The FSET agency requests a listing of their referrals via WPRR, the REQUEST REFERRAL LISTING. WPRL, the REFERRAL LIST will display when the enter key is pressed on WPRR. The information displaying on WPRL is dependent upon information entered on WPRR. There are three different referral lists for each WP office, based upon the Status of the referral list requested:

- Referred (R): The individual has been referred to the FSET program via AIWP, but the individual has not been scheduled for an enrollment appointment yet. To move the referral to the Scheduled for Enrollment list put an ”M” (to manually schedule) next to the referral name and press the Enter key, or a worker can use the automatic client scheduling system in CARES. This is done on WPRL, the referral list.
- Scheduled for Enrollment (S): The referred individual has been scheduled for an enrollment appointment, but has not been enrolled yet.
- Pending (P): The individual should be referred to the work program office selected but is currently open in another work program office or county.

Individuals can be open in only one work program office at a time between the date of referral and date of Disenrollment. Therefore, the situations described below create a pending referral in a WP office:

1. An individual moves from one county/tribe/Milwaukee region to another county/tribe/Milwaukee region in a different W-2 Agency consortium and the WP record is still open in the old county/tribe/Milwaukee region. Note: If the new county/tribe/Milwaukee region is in the same W-2 Agency consortium, use the ’Transfer’ process. No pending referral is generated during this process.

   When a pending referral is generated, the old county/tribe WP office will receive the alert 010 COUNTY TRANS - DISENROLL CLIENT. The new county/tribe/Milwaukee WP office will get the pending referral.

2. An individual loses eligibility for one WP type and becomes eligible for another, e.g., W-2 to FSET, and the WP record is still open in the old program.

3. The individual must be transferred from the old work program office to the new work program office. Note that a pending referral must be on record in the new office prior to the office transfer. If the new office is an FSET agency follow the ’Transfer In Process’ outlined in 4.6.

Note On Pending Referrals following disenrollment from the old WP office: The pending referral will immediately become an actual referral as soon as the old office disenrolls the record. The FSET office cannot schedule a pending referral for enrollment. If an FSET office has a pending referral and the old office still has not disenrolled the client, the new FSET office should contact the old WP office to ask them to process the disenrollment. The new office cannot work with the individual until they become a referral upon disenrollment in the old WP office. Pending

referrals are not reflected in any CARES reports, however, they are retrievable via WPRR.

Note on alerts to the FSET office before individuals are enrolled: Alerts are sent to the WP case manager listed on WPWI. Each office must have an individual who is currently employed in their office identified as the Default Case Manager. See CARES reference table TWCM to identify the currently assigned default case manager.

The default case manager must have WP security clearance so s/he can act on WP alerts. When a referral is generated via AIWP, WPWI will display the Default Case Manager ID until changed to the USER ID of the actual case manager.
The ID can be changed as soon as the actual case manager is identified. If there are changes in the Default Case Manager (e.g., the client quits), and the WP office doesn't report the changes to DES Security, problems will result (see the CARES Security Manual).

FSET case managers can view and act upon alerts for other case managers in their office. However, they cannot clear another case manager's alerts.

This page last updated in Release Number: 09-03
Release Date: 09/16/09
Effective Date: 07/24/09

View History

4.5 W-2 PARTICIPANTS IN THE FSET PROGRAM

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, 'PA-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.

Failure to complete an activity cannot result in automatic disenrollment from FSET.

Federal regulation states in part, that a State Agency must not disqualify voluntary participants in an Employment &Training (E&T) component for failure to comply with E&T requirements. If other services may reasonably assist the volunteer reach their employment goal, those services should be explored and offered. This does not mean that volunteers are not responsible for following through with the activities they agreed upon as part of their EP. Volunteers must put forth a level of effort by participating in activities that would be comparable to spending approximately 12 hours a month for two months making job contacts.

When a FS recipient is also applying for W-2, AIWP will indicate that W-2 is mandatory until a W-2 placement decision is made. The individual will therefore be referred to the *WP* subsystem as potentially mandatory for W-2 program. Once a placement is made on WPWW, the registration code updates to the correct status for each program on WPWI.

AIWP will continue to set all exemption codes for FSET. The PA (Participating in Work Program) exemption code for FSET will auto populate on AIWP after a participant is placed in a paid W-2 placement.

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.6 ENROLLMENT PROCESS

Enrollment (4.7) and Orientation (4.8) can be conducted together or at separate meetings. If they are conducted together, enter a Y on WPEN in the field, Enrollment with Orientation, and *CARES* will post the EO component after WPEN is processed. Agencies may elect to schedule either group or individual enrollment/orientation appointments.

Although it is not mandatory, it is recommended that agencies conduct enrollment and orientation together. If they are separate meetings, enrollment must be conducted first (unless the Transfer In process has been utilized. See below for details), and a N should be entered in the above field on WPEN. In this case, CARES will post the EN component, and when the orientation has been completed, the *FSET* worker must enter the OR component on WPCS.

In order to complete the enrollment process, a pre-assessment must be conducted, an employability plan (EP) developed and assigned activities posted on WPCS. Although this may be conducted during the initial enrollment appointment, FSET agencies may elect to schedule a separate appointment with the FSET participant to conduct the pre-assessment, develop an EP and post assigned activities on WPCS. The employability

plan, however, must be completed within the first 3 weeks after enrollment or Office Transfer In date on WPTN.

> Note: If the Transfer In process has been utilized, WPEN is not available to record an enrollment because the participant was not disenrolled from the old FSET agency. Complete an orientation (see below) and post in CARES as O. In this case the Participation Agreement must be explained during the orientation and signed by the participant and current FSET worker. A pre-assessment and employability plan must be completed within three weeks of the Transfer I date displayed on WPTN.

The pre-assessment may include gathering information about the participant's work history, job skills, living arrangements, personal resources, individual goals, etc. Following the assessment, an Employability Plan (EP) must be developed.

During the assessment and EP development the case manager should enter employment history information on WPEH, the pre-assessment information on the assessment screens, and the EP on WPJS/WPAS. Finally, the activities assigned must be posted on WPCS. It is recommended that the FSET worker initiate the Work Program Assessment Driver Flow on WPED during assessments and EP reviews/updates. (4.9)

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

4.7 ENROLLMENT

Enrollment is the process in which an *FSET* referred individual meets with the case manager face-to-face to discuss and initiate the FSET process. Program rights and responsibilities are explained at this meeting: The FSET worker will work with the participant to determine appropriate FSET activities and related supportive services that may be considered by the participant. The participant has the option of accepting all or any part of these recommendations. Although participation for FSET is voluntary, agencies are not required to enroll individuals who enter the program with a self initiated employment and training plan in progress and are only interested in participant reimbursement. Agency discretion may be warranted in determining who should be enrolled in FSET.

> **Example 1:** Kim is self employed 7 hours/week and enrolled in an online course, which she anticipates completing in 2 years. When Kim meets with her FSET case manager for enrollment and orientation, she indicates that she is not interested in participating in any FSET activities, and only needs child care, because she is already busy with school and work.

The agency should consider the following:

1. FSET is an employment and training program designed to help individuals plan for and take steps to become gainfully employed.
2. Since Kim already had a self initiated plan, meaning she is already enrolled in the on-line course and self employed, and not interested in other services directly related to employment, Kim is not benefiting from the employment and training services that FSET offers. If Kim was interested in job search activities the agency may consider developing an EP, with biweekly review of progress.
3. Enrolling in FSET for the sole purpose of only receiving child care is not an efficient use of FSET resources.

In addition to explaining the rights and responsibilities of the FSET program, a pre-assessment may be conducted and an EP developed. (4.6)

Enrollment is reported in *CARES* on the WPEN screen. Information entered on WPEN includes: demographic information about the individual, the worker ID number, and the enrollment date. The worker also indicates if orientation was provided with the enrollment.

Note: If the 'Transfer In' process has been utilized, WPEN will not be available. CARES will automatically populate the 'Begin Date' for the FSET program on WPTN during the 'Transfer In' process. See 4.10 for details.

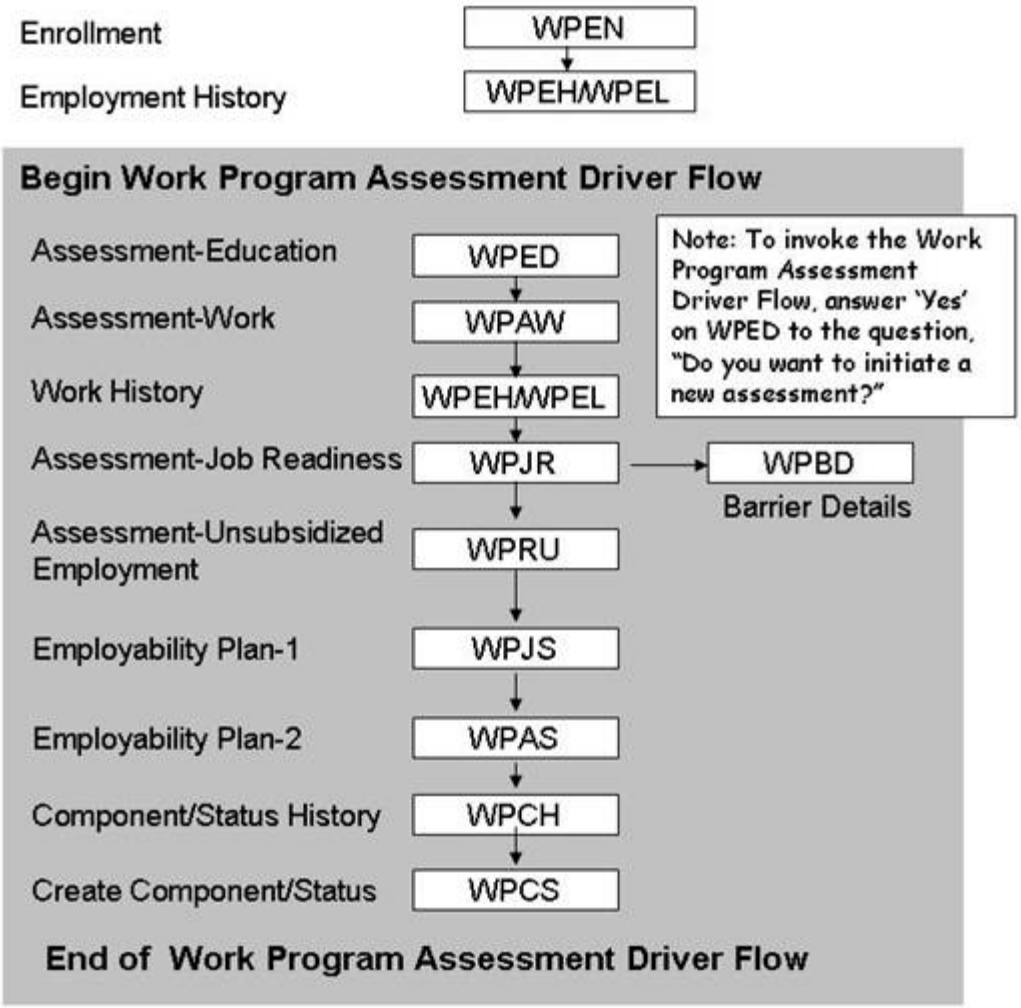
This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

4.8 ORIENTATION (OR)

Orientation is the process of providing comprehensive information to the participant about the *FSET* program, including offered activities and supportive services provided by FSET as well as the local community.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

4.9 FSET CARES ENROLLMENT PROCESS FLOW CHART



*CARES populates the "Last Assessment Update field on the assessment screens by using the date WPRU was processed during the completion of the WP Assessment Driver Flow.

This process must be completed within the first 3 weeks after enrollment. Remember to record Supportive Services and Case Comments!

This page last updated in Release Number: 09-01
Release Date: 05/01/09

Effective Date: 05/01/09
View History

4.10 TRANSFER IN PROCESS

There are three changes to *CARES* functionality that have been made to simplify participant transfers between programs and within consortiums. The three changes are:

- CARES no longer requires the *FSET* worker to end activities/components and disenroll an FSET participant from the *WP* subsystem prior to transferring a participant from one FSET agency to another FSET agency within a *W-2* /FSET consortium.
- The new functionality no longer requires a *FEP* /FSET worker to end activities/components or disenroll a work program participant from the WP subsystem prior to transferring a case between the W-2/FSET program offices within a single W-2/FSET contract agency.
- For Milwaukee, the new functionality will allow a FSET in a consortium to transfer an FSET participant between its own regions without ending all activities/components. (In these situations in Milwaukee, disenrollment is not necessary.)

When an individual is transferred in to the FSET program, WPEN is not available to record an enrollment because the participant was not disenrolled from the old FSET agency. Complete an orientation and post in CARES as 'OR' (see 4.8). In this case the Participation Agreement must be explained during the orientation and signed by the participant and current FSET worker. A pre-assessment and employability plan must be completed within three weeks of the 'Transfer In' date displayed on WPTN.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

4.11 FSET COMPONENTS AND STATUSES

Wisconsin has federal approval to offer the following *FSET* components:
1. Job Search
2. Education
3. Work Experience
4. Self Employment

After enrolling participants, at a minimum, all FSET agencies are required to offer the following *core* activities:

- Orientation (can be provided with enrollment),
- On-going assessment, **and**
- Employment Search

"Offer" means that agencies must make these services available to participants. Volunteers may engage in other components as part of their plan for employment without job search. In order to enroll in FSET a participants must volunteer to engage in at least one approved component. FSET enrollment strictly to receive participant reimbursement is not allowable.

FSET program activities are posted in *CARES* as a Component or Status. Participants must be engaged in at least one Component or Status within the first 3 weeks after enrollment. Components and Statuses are reported on WPCS and displayed on WPCH in CARES.

Case managers must report statuses and components via WPCS. The statuses and components previously reported will display on WPCH, the Component/ Status History screen. This screen includes current and past activities for the individual. The statuses and components on this screen that are in the 'r;Actual' ('r;A') phase and do not have an Actual End Date reported are considered open and reflect current activity for the participant.

There are other *WP* activities that do not require specific reporting on WPCS as they do not fit the definition of any of the statuses or components. Information on these activities may be added to the following CARES screens, WPAS (Employability Service Plan), WPSS (Supportive Services), or CMCC (Case Comments).

The CARES Transaction History screen (WPTN) also logs entry of the statuses and components. Depending upon which parameters are used to access this screen, it can be retrieved at a statewide, county/tribal, or office level. This screen includes the system date (the date the worker made an entry) and the effective date of the activity/status.

This page last updated in Release Number: 10-03
Release Date: 09/03/10
Effective Date: 09/03/10
View History

4.12 FSET COMPONENTS

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
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)

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

This page last updated in Release Number: 10-03
Release Date: 09/03/10
Effective Date: 09/03/10
View History

4.13 FSET STATUSES

A status reports a participant's activity that is not part of *FSET* program sponsored activities, but is an approvable and reportable activity for FSET.
Status that report participant activities include:

NE	Non-approved Education/Training activity
WF	Working Full-time (in unsubsidized employment)
WP	Working Part-time (in unsubsidized employment)

Participants enrolled in the FSET program may volunteer, but cannot be required to participate in program activities for more than 12 hours per month, unless the activity requires additional effort (i.e. enrollment in a certification course would require that the participant attend class). Failure to complete an activity must not result in automatic disenrollment from FSET.

Federal regulation states in part, that an FSET agency must not disqualify voluntary participants in an Employment &Training (E&T) component for failure to comply with E&T requirements. If other services may reasonably assist the volunteer reach their employment goal, those services must be explored and offered. This does not mean that volunteers are not responsible for following through with the activities they agreed upon as part of their EP.

Volunteers must put forth a level of effort by participating in activities for a minimum of approximately 12 hours a month for two consecutive months. Workers may allow exceptions to the 12 hour rule if warranted by the circumstances of the individual.

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.14 EMPLOYABILITY PLAN

The initial Employability Plan (EP) must be developed within the first 3 weeks after enrollment and reviewed/updated at least every 6 months for the duration of engagement in the *FSET* program. An EP is a written agreement developed jointly by a

participant and his/her case manager. The EP should be a mutually agreed upon plan based on the job seekers strengths, needs and preferences, within the confines of policy and efficient use of funding. Following an assessment, the case manager will work with the participant to determine appropriate FSET activities and related supportive services that may be considered by the participant. The participant has the option of accepting all or any part of these recommendations put forth by the case manager. These agreements can be viewed as the "road map" to employment and self-sufficiency. An EP details a logical series of actions, which becomes a blueprint for change. The EP must be entered in *CARES* and printed out for the participant to sign every time an EP is created or updated.

If a participant refuses to sign the EP, explore other options consistent with the results of the assessment, the goals of the FSET program, and available FSET funding.

An EP should:

- Be developed following a thorough assessment;
- Include a clear description of long and short term employment goals and the necessary supportive services that will be provided to achieve the intended goals.
- Be used, as a case management tool to identify an individual's occupational goal, to identify precise tasks required of both the work program and the individual in order to accomplish the goal and include the supportive services needed for obtaining the employment goal. An EP may also identify basic and immediate needs (food, clothing, shelter, health care, etc.) that must be satisfied before the individual can expect to achieve and maintain economic self-sufficiency;
- Be viewed as a means by which participants are able to articulate their aspirations and measure their progress, rather than as a document that must be completed prior to entering a component/activity;
- Be maintained at all times from point of enrollment; and;
- Be reviewed and updated as necessary throughout the work program but at least every three months.

FSET agencies may write joint EPs with other human service agencies (such as *DVR* , *WIA* , *WTCS* , and *AODA* programs) with a participant. If the joint EP is an agency developed form, the FSET agency must assure that the joint EP includes at a minimum:

- A clear employment goal (minimum of one)
- Expiration date of plan
- Disclaimer language as follows:

"This document is for planning purposes and does not represent a guarantee of FSET program funding for any specific service".

These same rules apply if the FSET agency and participant choose to develop a joint EP with other human services agencies using the FSET EP form.

Example 1: FSET volunteer, Kim, resides in a shelter for victims of domestic abuse.

Kim is receiving weekly domestic abuse counseling and assistance finding a new place to live, as well as a job seeking assistance. Although Kim, her FSET case manager and counselor from the shelter agree that all of these activities should be included as part of Kim's EP, because they will increase the likelihood of obtaining and maintaining successful employment, the EP must clearly state that FSET funding will not be used for counseling or housing related activities.

If using an agency-created joint EP, the FSET agency is still required to complete and sign the FSET program EP. This section of the EP is where the case manager records whether FSET Supportive Services will be provided for the outlined activities.

The Employability/Family Service Plan information is recorded on CARES screens WPJS and WPAS. WPJS reflects current employment and personal goals and WPAS reflects current assignments.

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.15 EMPLOYABILITY PLAN FEATURES

At a minimum an EP must contain the following features:

- Participant Employment and Related Goals.
  This section contains employment goals, which may or may not be related to program participation requirements.
- Program Employment Goals.
  Primary and secondary goals must be achievable during program participation, and should relate to the individual's unique skills, education and interest.
- Related Long and Short Term Goals.
  Short-term goals should be achievable within the first 6 months of program participation. If the participant's ultimate career goal is beyond the scope of the program, it can be recorded on the EP as a long-term goal. This goal represents the final objective toward which an individual is working.
- Participant Personal Goals
  These steps outline long range and short-term activities needed to achieve self-sufficiency. These steps may be completed outside of the program participation. Examples of personal goals may include: addressing personal issues, obtaining financial counseling, involvement in support groups, securing a driver's license, obtaining education and training to achieve long-term career goals, etc.
- Participant Program Activity Plan
  The participant's program activity plan portion of the EP includes specific program activities the individual will undertake to achieve their primary job goal. This section of the EP includes the activity to be completed, the planned begin and end dates, provider of service, who is responsible for supportive services

during the activity, address of the site where the activity is located, the number of hours per week the individual is involved in this activity, and any additional remarks to describe detail about the activity, e.g., days of the week the activity takes place, times each day the participant agreed to attend, etc.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

4.16 EMPLOYMENT

Accepted Definitions:

- Working means: (A) work in exchange for money; (B) work in exchange for goods and services (in-kind work); (C) unpaid work, verified under standards established by the State; or (D) any combinations of A, B and C above.
- Work Program means: (A) a program under the Workforce Investment Act (*WIA*); (B) a program under Section 236 of the Trade Act of 1974; (C) an E&T program, other than a job search or job search training program, that meets the standards approved by the Governor of the State.
- Workfare Program means: (A) a program under 273.22; or (B) a comparable program established by a State or political subdivision of a State.

Employment information must be reported in *CARES* :

1. The *FS* eligibility worker must record all episodes of paid employment on AFEI or AFSE regardless of duration or projected affect on eligibility. Unpaid work experience should not be posted on AFEI/AFSE.
2. The FSET worker must report past, current, and new employment in the work program sub-system on WPEH/WPEL. This screen provides detailed information about the employment posted, including whether the employment is considered to be an Entered Employment. Entered Employment (EE) is a term used in work programs to identify those employment entries for which the agency may receive credit for placing the individual in unsubsidized employment.
   Before the FSET worker posts an Entered Employment (EE) on WPEH, the FSET individual should sign the agency's job information detail form and the FSET worker must confirm that the employment began (using established agency procedures) and 'EE' conditions have been met. If the position is subsidized or voluntary, never post as an Entered Employment. Use the V pay code on WPEH for unpaid work experience or voluntary employment.
3. The FSET worker must post an Unsubsidized Employment Status on WPCS/WPCH as a Working Full-time (WF) or Working Part-time (*WP*) Status. This entry triggers CARES alert 014 to the FS eligibility worker WP BEGINS WORK-CHECK WPEL/WPEH.
4. If unsubsidized employment is full time, confirm that the employment began, post WF on WPCS, close all activities on WPCH and disenroll immediately. If the

position is subsidized or voluntary, post as Work Experience or On-the-Job Training.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

4.17 SUITABLE EMPLOYMENT

FS recipients should accept suitable employment if the position is within the scope of their employment goal as defined by a mutually agreed upon EP. Suitable Employment is defined as:

1. The wages offered aligns with the goals identified in their EP, and
2. The participant is not required to join, resign, or refrain from joining any legitimate labor organization as a condition of employment, and
3. The employment offered is not at a site subject to a strike or lockout at the time of the offer. Don't consider a site subject to a strike if the labor action is prohibited under the Taft-Hartley Act or the Railroad Labor Act, and
4. The employer meets all reasonable health and safety standards, and
5. The participant is physically and mentally able to perform the job, and
6. The employment will not interfere with the participant's religious observances, convictions, or beliefs, and
7. Public or private transportation is available or the employer is within walking distance, and
8. Commute time is not longer than what was agreed upon as part of the EP, and
9. Childcare is available, if needed to accept the job.

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.18 ENTERED EMPLOYMENT

An Entered Employment is a job that:

1. Meets the definition of Part-time or Full-time Employment, and
2. Has a start date on or after the date of referral from Economic Support to Work Programs, and
3. Is prior to disenrollment from Work Programs, and
4. Is not a job change while employed by a Temporary Agency, and
5. Fits one of the following:

From no job	To an unsubsidized job
From an unsubsidized job	To an additional unsubsidized job with a different employer

From an unsubsidized job	To a different unsubsidized position with the same employer due to promotion
From a subsidized job	To an unsubsidized job
From a full-time unsubsidized job	To a full-time unsubsidized job with a different employer
From a part-time unsubsidized job	To a full-time unsubsidized job with a different employer
From a part-time unsubsidized job	To a part-time unsubsidized job with a different employer
Meets the special condition described	Temporary to Permanent Hires (see definition, 4.10.4)

Do not count as an Entered Employment for jobs that fit any of the following criteria:

1. Any position in which the income cannot be budgeted for the FoodShare benefits (example: work-study), **or**
2. Entry into a work experience position or volunteer job. This information may be entered on WPEH. Make case comments indentifying the job as WX or volunteer job, **or**
3. Any ONE of the following:

From no job	To a subsidized job (OJ or WX)
From a job	To a subsidized job (OJ or WX)
From a job	To the same job with an increase in gross pay due to regular pay increases and not a job promotion.
From on strike	To return to same employer
From layoff status Medical leave	To return to same employer regardless of change in job title (even if held another job in-between) if the employee/employer relationship had not been severed and the employee did not have to reapply to return to work.

Note: Employment which does not meet the definition of an Entered Employment needs to be reported as work history in *CARES* via WPEH. However, the Entered Employment field should be N (no).

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09

View History

4.19 TREATMENT OF SPECIAL TYPES OF EMPLOYMENT

Self-Employment

Self-employment is considered an Entered Employment if it meets the criteria of an Entered Employment. Divide the monthly income reported by the minimum wage, and then divide that number by 4.3 to determine part-time or full-time employment. If the result is 30 or greater, then the employment is considered full-time. If the result is less than 30, then the employment is considered part-time employment.

Temporary Agencies as Employers

When an individual is assigned to a work site by a temporary agency (also known as staffing agency or employment agency) acting as the employer, the employer for reporting purposes is the temporary agency. The temporary agency name is reported on WPEH as the employer. The job may meet the criteria for an Entered Employment (EE), and should be reported using the temporary agency as the employer.

If the participant changes sites or jobs, but is still employed by the temporary agency, the job or site change does not count as another Entered Employment. Each time a change occurs, the worker should update WPEL/WPEH by end dating the old employment sequence, using SE in the Reason for Leaving field. A new WPEH screen should be completed with the Employment Begin Date of the new job/site change. The Entered Employment field is N, and the temporary agency is re-entered as the employer. The job site employer should be listed in the Job Duties field. Comments on CMCC also may be completed.

If the rate of pay or hours is significantly changed, the change should also be communicated to the worker responsible for eligibility so AFEI can be updated.

Work Study

Work Study jobs do not meet the definition of Entered Employment, working part-time or full-time. Work-study positions are subsidized employment designated to assist students in meeting their educational financial needs.

Internship

Internship is considered to be part of the Post-secondary Education activity, whether it is paid or unpaid, because the participant earns academic credit. If the internship meets the definition of an Entered Employment, then an Entered Employment may be entered.

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.20 DEFINITION CLARIFICATION

Employer: One who offers and provides work to another person. The employer can be an owner, proprietor, corporation, agency or organization.

Employment: Commonly defined as work performed for pay.
Full Time Employment: Employment that is unsubsidized and that averages 30 or more hours per week when the wages are at least equal to the legally established minimum wage for the job held.

Part Time Employment: Employment that is unsubsidized and that averages less than 30 hours per week when the wages are at least equal to the legally established minimum wage for the job held.

Gross Pay: Wages before any deductions are made. Some jobs are categorized under the state minimum wage laws while others are under the federal minimum wage laws.

Job: One's profession, trade or employment. A regular activity performed in exchange or pay.

Self-Employment: A self-employed person earns income directly from his/her own business. Self-employment is considered an Entered Employment if it meets the criteria of an Entered Employment. Self-employment must also meet definitions of WF and *WP* to be an Entered Employment

Subsidized Employment: Employment for which the employer is reimbursed for employing and/or training a worker.

Temporary Agency: An agency that hires individuals to fulfill the employment needs of various employers for a limited time period. The agency pays wages to individuals while they work at different work sites and is therefore the employer of record. If the initial job assignment with the temporary agency meets the definition of an Entered Employment, the Entered Employment should be reported in *CARES* using the temporary agency as the employer.

Subsequent job or site changes while still employed by the temporary agency do not count as another Entered Employment.

Temp to Perm Placements: An employment hire resulting from an employee who was placed in a job by a temporary agency and subsequently being hired by that employer

into a (permanent) job with that employer. Such Temp to Perm hires may be counted as an Entered Employment.

Unsubsidized Employment: In general terms for the *FSET* population, unsubsidized employment is a job in which no public money goes toward paying salaries.

Entered Employment: A term used by work programs to identify credit the agency receives for assisting the individual obtain unsubsidized employment. Commonly referred to as an EE.

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.21 RESERVED

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.22 DISENROLLMENT

Disenrollment is the process whereby an *FSET* individual ends FSET participation . This occurs for a variety of reasons, some of which are:

- The individual withdraws his/her request for FS;
- The individual withdraws his/her request for FSET services;
- The individual loses eligibility for FS;
- The individual does not put forth an effort to participate in the program for at least two consecutive months. Effort is defined as participating in FSET activities for approximately 12 hours/month or more.

Note: Prior to disenrolling a volunteer for nonparticipation the worker must make contact to determine why the individual is not participating and to determine if the EP should be revised to include different services. Workers may exempt the volunteer from participating a minimum of 12 hours per month if the circumstances for nonparticipation seem reasonable.

Participants to be disenrolled appear on the Disenrollment List WPDL. Generally, participants should not be disenrolled from FSET until they appear on the list and the FSET worker has confirmed that disenrollment is warranted. Before disenrolling a

participant who appears on WPDL, the FSET worker should verify that no changes have occurred in eligibility since the last time WPDL was reported. Contact the FS eligibility worker who should check eligibility screens for errors. If the FS eligibility worker identifies an error and makes the appropriate changes, the name will be removed at the next WPDL batch run. (WPDL is updated every Tuesday and Friday evening.)

The disenrollment is not to be reported on WPDS (disenrollment screen) until the worker evaluates the individual and/or assistance group (AG) eligibility status and determines it is appropriate to disenroll the individual. The disenrollment procedures are as follows:

- Verify that the participant should be disenrolled, and;
- Close all components/statuses on WPCH; end-date open barriers on WPBD, and;
- Enter case comments on CMCC, and;
- Record an 'Entered Employment' if appropriate, and;
- Close (disenroll) FSET case via WPDS.

> Note: Be sure to record 'Entered Employments' on WPEH prior to disenrolling a participant. *CARES* will not allow entry of a 'Y' on the 'Entered Employment' field after disenrollment on WPDS.

This page last updated in Release Number: 09-02
Release Date: 07/14/09
Effective Date: 07/14/09
View History

4.23 TRANSFER IN/OUT

Transfer In/Out is the process whereby an *FSET* individual transfers between FSET offices other work programs within an FSET Agency or consortium. The activities/components will transfer and remain open in the new *WP* office as long as the open activities/components are valid/allowable FSET activities. FEPs and FSET workers need to continue to end activities/components that are completed or will not continue in the new WP office.

> Note: Prior to transferring an FSET participant, open activities/ components must be ended and a disenrollment completed. Once a referral is generated by the new FSET agency, that agency must follow the FSET enrollment process.

The following actions have to be taken before the transfer process can be completed:

- **CLOSE W2 COMPONENTS THAT ARE NOT VALID FOR FSET.** When transferring a work program participant from the *W-2* office to the FSET office

(example Kenosha W-2 office to Kenosha FSET office), the *FEP* must close the W-2 activities/components that are valid only for the W-2 program. **Action**: Close activities/components via WPCH which are not valid for FSET.

- **CLOSE FSET COMPONENTS THAT ARE NOT VALID FOR W2**. When transferring a case from the FSET office to the W-2 office (example Dane County Capital Consortium FSET office to Dodge County Capital Consortium W-2 office) the FEP must close activities/components specific to FSET. **Action** Close activities/components via WPCH before transfer to the W-2 office.
- **CF PROGRAM IS OPEN. (Informational only)**. When transferring from the FSET office to the W-2 office (example Dane County Capital Consortium W-2 office to Sauk County Capital Consortium FSET office), *CARES* checks to see if Children First is open. **Action**: Complete the CF program on WPWI before attempting transfer if the receiving office does not wish to continue CF services, or if the receiving office does not operate a CF program.
- **CLOSE COMPONENTS BEFORE OFFICE TRANSFER**. The new work program participant transfer functionality cannot be done between different FSET agencies within Milwaukee with open activities/components. (Example MAXIMUS to UMOS) **Action**: Go to WPCH and complete all open activities/components before transfer.
- **OFFICE TRANSFER CANNOT BE DONE THE SAME DAY THAT A COMPONENT WAS POSTED**. When transferring a work program participant from the FSET office to the W-2 office (or vice versa) within a W-2 contract agency or within a consortium, activities/components with a begin date that is the same as the current date cannot be posted on the same day as the office transfer. **Action**: Perform office transfer the next day. Also refrain from posting any new activities/components in the old WP office on the same day as an office transfer.
- **INTER CONTRACT AGENCY TRANSFER IS NOT ALLOWED**. FSET participants cannot be transferred to different contract agencies outside of Milwaukee County unless the activities/components are ended and the participant is disenrolled from work programs. **Action**: End all activities/components via WPCH and access WPDS to disenroll the participant.
- **NO PENDING REFERRAL. PROCESS REFERRAL THROUGH AIWP/AIJR.** When transferring a participant from the FSET office to the W-2 office (or vice versa) within a W-2 contract agency, there must be a pending referral. **Action**: Process a new referral by AIJR or AIWP, then transfer.
- **OFFICE TRANSFER CANNOT BE DONE. PARTICIPANT IS EXEMPT IN THE PROGRAM.** When transferring a participant from the FSET office to the W-2 office (or vice versa) within a W-2 contract agency, participant must not be coded as exempt in the new program. **Action**: Check AIWP to verify or change status to a V for participants choosing to volunteer for FSET before transferring.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

View History

4.24 DETERMINING PARTICIPATION HOURS

Section 4108 of the 2008 Farm Bill states 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.

The provision expands FSET eligibility to individuals who work part-time or full-time. The policy allows an FS recipient to receive employment and training services to increase opportunities for job security, career enhancement and/or advancement.

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.

> **Note**: The participant must be offered supportive services during participation in the FSET program. (2.3 Supportive Services).

All work programs, including FSET, track a participant while in the program with policy-defined components and statuses which are posted and updated in *CARES* on WPCS/WPCH.

This page last updated in Release Number: 11-04
Release Date: 09/07/11
Effective Date: 09/07/11

5 NONCOMPLIANCE PROCEDURES

View History

5.1 GENERAL INFORMATION

FS recipients who were mandatory FSET participants prior to March 1, 2008, were required to fulfill work, employment search, or training requirements assigned by *W-2* /FSET agencies. If work requirements were not met the person was sanctioned from receiving FS benefits for one to six months, depending on case circumstances.

As of March 1, 2008, the FSET program is no longer a mandatory program. No one can be sanctioned for FSET non-compliance.

At application and review, the IM agency must inform eligible adult FS participants of FSET services offered in their county either verbally or with an FSET Fact sheet or other agency generated pamphlets and refer any household member who wishes to voluntarily enroll in the program to the FSET agency.

If the individual misses the first enrollment appointment, the FSET worker should attempt to re-schedule at least one appointment. As in the past support services are available for voluntary FSET participants who are assigned in approved activities.

This page last updated in Release Number: 09-03
Release Date: 09/16/09
Effective Date: 09/16/09
View History

5.2 NON-COMPLIANCE PROCEDURES

When it is clear that the individual does not intend to participate as a volunteer, the *FSET* worker should request that the ES worker change the registration status from 'V-Volunteer' to 'E-Exempt', and process AIWP. The FSET worker should disenroll (or transfer) the individual from the FSET Office.

Note: As a result of the change in participation policy from mandatory to all voluntary the Non-Compliance procedures are henceforth no more applicable or relevant to FSET. All the related Sections have been removed from Manual. The sections removed include:

Good Cause for Non-participation in FSET;
FSET Sanctions;
Length of Sanctions;
Procedure for Sanctioning;

Re-establishing Eligibility during a Pending Sanction period;
Regaining Eligibility after a period of sanction;
Individual Closure reason Code

This page last updated in Release Number: 09-03
Release Date: 09/16/09
Effective Date: 09/16/09

6 ABAWDS

View History

6.1 ABAWD TEMPORARY WAIVER

Able-Bodied Adults Without Dependents (ABAWDs) are FoodShare recipients who are subject to time-limited benefits if they fail to meet special *ABAWD* eligibility requirements.

- ABAWDs are limited to 3 months of *FS* benefit eligibility if they fail to meet certain work related requirements.
- ABAWDs receive strikes for each month they fail to meet the work related requirements.
- If an ABAWD receives 3 strikes during a set 36-month period s/he must complete the work related requirements within 30 days before s/he can regain FS eligibility.

The State of Wisconsin has received a waiver from Food and Nutrition Services (*FNS*) of federal regulations requiring time-limited FS benefit eligibility for ABAWDs who fail to meet minimum FS work participation requirement. The waiver was approved due to increasing unemployment rates over the past two federal fiscal years in many areas of Wisconsin where the majority of ABAWD FS recipients reside.

In order to provide adequate data to FNS, it will be necessary to continue to ensure that ABAWD status for recipients is recorded correctly on screen ABAWD. However, it will no longer be necessary for eligibility workers to administer ABAWD "strikes" to individuals who are not meeting ABAWD participation requirements.

Note: Although ABAWD requirements no longer apply during the waiver period, ABAWD FS recipients may be voluntary participants in the FSET Program.. However, ABAWD time-limited participation requirements no longer need to be assigned or monitored and ABAWD strikes must no longer be imposed.

Any ABAWD strikes that have been imposed may be deleted at any time. If an ABAWD who has received 3 strikes reapplies for FS benefits, all ABAWD strikes must be deleted and the individual must be allowed to participate in FS Program if all other eligibility requirements are met. Any individual in an open FS case who has been removed from the FS assistance group due to time-limited benefit ABAWD requirements must be given the opportunity to participate in the program. ABAWDs who have been denied FS due to exhausting their time-limited benefits must have their eligibility for FS re-determined at application, re-certification, or at the time of re-request of eligibility.

This page last updated in Release Number: 09-03

Release Date: 09/16/09
Effective Date: 09/16/09

7 CARES ACTIVITY REPORTING RULES

View History

7.1 CARES CHANGES FOR THE NEW VOLUNTARY FSET PROGRAM

As of March 1, 2008, Wisconsin FoodShare applicants and recipients are no longer required to participate in the FSET Program. The FSET program will continue to serve *FS* recipients who wish to voluntarily enroll, but FS applicants and members can no longer be sanctioned from benefits for non-participation in the FSET program.

CARES screen AIWP displays the FSET referral status for each individual along with a reason code if the status is exempt. Prior to March 1, 2008, the status would be mandatory, voluntary, sanctioned or exempt for FSET and mandatory or exempt for Wisconsin Works *W-2* programs.

CARES Processing changes:

Starting March 31, 2008, AIWP will show all individuals as Exempt for the FSET program. If an individual does not meet a specific exemption reason based on the individual's circumstance, they will be exempt with the exemption reason "NR"-No Requirements.

Exemption Reasons for FSET include:
AG-AGE 60 OR OLDER
CC-CARING FOR CHILD UNDER 6
CH-CHILD UNDER 16
DR-IN DRUG AND ALCHOL PROGRAM
EM-EMPLOYED FULL TIME
IG-INCAPABLE OF GAINFUL EMPLOYMENT
MC-MIGRANT UNDERR CONTRACT OF EMPLOYMENT
MC-MINIMUM WAGE EARNINGS
NR-NO REQUIREMENT
PA-PARTICIPATION IN WORK PROGRAM
PR-PREGNANT
SC-SCHOOL/TRAINING AT LEAST ½ TIME
SI-AGE 16 OR 17, NOT PRIMARY PERSON
TA-CARING FOR INCAPACITATED PERSON
TF-TRANSITIONAL FOODSHARE
UN-RECEIVING UNEMPLOYMENT COMPENSATION
FoodShare (FS) only cases
For FS only cases, AIWP will display all individuals as exempt for FSET with one of the exemption reasons listed above.

Example 1: Tricia Spring applied for FoodShare on April 1,

2008. She is not exempt for FSET under any of the existing FSET criteria. Tricia is exempt for FSET with the exemption reason NR- No Requirements. Tricia's daughter Stephanie is exempt for FSET with the existing exemption reason CH- Child Under 16.

Wisconsin Works (W-2) and FoodShare cases
If the family applied for and is found eligible for both W-2 and FS, AIWP will use exemption criteria appropriate for both programs and will display the results for both programs. If one or more of the individuals are determined Mandatory ('M') for either W-2 or Learnfare ('L'), a worker should process the referral on AIWP. Do not ask if the individual wishes to volunteer for FSET until the W-2 placement decision has been made. If the individual is placed in a paid placement for W-2, the individual will remain exempt for FSET. However, the exemption reason on AIWP for that individual will be updated to 'PA-Participating in Work Program'. If the parent is in an unpaid placement, the registration code for the parent will be updated to V on AIWP. The person will remain exempt for FSET program. If the person chooses to volunteer for FSET, change the Registration Code from E to V delete the exemption reason and PF24 to re-process the referral.

Example 2: Susan Sunshine and her 6 year old son Michael are determined eligible for W-2 and FS. Susan is mandatory for W-2 and Exempt for FSET with the Exemption Reason NR- No Requirements. AIWP is processed. Susan is placed in a CSJ placement. On AIWP, Susan remains Exempt for FSET, however the Exemption Reason is updated to PA- Participating in Work Program, Press PF24 to re-process AIWP

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

7.2 GENERAL RULES

The following general rules must be adhered to when using *CARES* . In addition to these rules, *DCF* /DHFS may, from time to time, issue policy that affects CARES reporting.

1. A *WP* receives participants through automated CARES referrals ONLY. New referrals must be scheduled for enrollment immediately upon receipt. Individuals not scheduled for enrollment must have CARES documentation as to why the individual has not been scheduled. The documentation will be listed on CMCC, if it isn't located elsewhere in CARES.
2. Generally, an enrollment or transfer into the *FSET* program must be completed before any services can be reported. The following are the only exceptions:

a. If the individual does not complete the scheduled enrollment because of non-participation, or, s/he is no longer voluntary or s/he is no longer eligible:
Enter the most appropriate of the following information into CARES:

Non-participaton on WPNH;
Disenrollment: No Sanction;

b. Data related to either obtained employment or employment history for an individual can be reported anytime between the date of referral (displayed on WPTN) and the date of disenrollment. Employment History (other than Entered Employment) can be dated prior to the date of referral. (They can also be updated after disenrollment, if the office was the last office of record.) In order to report an Entered Employment, the start date of the job must be on or after the date of referral and prior to disenrollment. The two working statuses, Working Full-time and Working Part-time (WF/WP), can be reported on WPCS prior to enrollment.

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.

3. After enrollment/transfer into FSET and initial EP development, an individual must be assigned, at all times, (through entry on CARES) to at least one component or status (reported via WPCS in any phase). This also includes all individuals who have had an office change on WPWI in counties that have multiple FSET offices.

In CARES, components are reported in three different phases on WPCS. The phases are Pending, Scheduled and Actual. Statuses are always reported in the Actual Phase, except for WF and WP that can be reported in the Scheduled and Actual Phase. After all of the mandatory fields have been filled on WPCS, press the Enter key. The posted Component/Status will display on WPCH. Any updates to the component/status need to be made via WPCH.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

7.3 PENDING PHASE

WP staff may use this phase as a case management tool. It is used for individuals waiting to be scheduled for group or individual activity. The Pending Phase is reported if the component is planned for the individual, but there isn't a scheduled date to begin the component. The date the activity is assigned is the date used for the Begin Date field. No Anticipated End Date is used in the Pending Phase.
Completion for the phase may be reported three different ways:

1. Enter a "C" on the blank line above the component on WPCH and pressing the enter key. The system will then display the WPCS screen allowing entry of completion information;
2. Update the component by entering a "U" above the component on WPCH to Scheduled Phase (*CARES* will automatically complete the Pending Phase and remove it from WPCH); or,
3. Report the Actual Phase of the same component after the start date of the Pending Phase (CARES will automatically complete the Pending Phase and remove it from WPCH).

This phase will only appear on WPCH until completion or deletions. If it is completed or deleted, it will display as deleted only on WPTN.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

7.4 SCHEDULED PHASE

WP staff report this phase if the individual is scheduled to participate in the component and the exact start date is known, but the participant has not actually started the activity. The "Anticipated End-Date" field should reflect the date the Actual Phase is anticipated to begin. Keep the participant in the Scheduled Phase until the participant actually starts the activity.

> **Note:** *FSET* non-participation may be recorded on WPNH if a participant is in the scheduled phase of an activity. In this case the 'Component/Status' field on WPNH is not available. The FSET worker should enter the most appropriate 'Activity Code' when entering the non-participation information.

Completion for the phase may be reported two different ways:

1. Enter a "C" on the blank line above the component on WPCH and press the enter key. The system will then display the WPCS screen allowing entry of completion information; or

2. Reporting the Actual Phase of the same component after the start date of the Scheduled Phase (*CARES* will automatically complete the Schedule Phase).

The Scheduled Phase of a component remains on WPCH if it is open or completed. If it is deleted, it will display as deleted only on WPTN.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

7.5 ACTUAL PHASE

This phase is reported when the individual actually begins the component or status. Keep the participant in Scheduled Phase until the participant starts participating in the activity. The Begin Date of the Actual Phase must be the actual date the participant began the activity (within the current back dating period).

To report the completion of the Actual Phase, enter a C on the blank line above the component on WPCH and press Enter. The system will then display the WPCS screen, allowing entry of completion information. If deleted, the Actual Phase will display on WPTN and will be marked as deleted.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

7.6 CARES ACTIVITY REPORTING RULES

NOTE ON GHOST STATUS AND COMPONENTS:
CARES will not accept an Actual Phase with a begin date that is equal to the begin date of the same component that was previously deleted.

If a Pending, Scheduled, or Actual Phase of a status/component has been reported and then deleted, staff must use a date for reporting the same status/component that is a least one day subsequent to the original begin date. If the date causing the problem is the current date, staff must wait and do the reporting one day later. The CARES error message will read Participant already in Pending/ Scheduled/ Actual Phase of this component/status. Staff can verify the date of a deleted Schedule or Actual component/status on WPTN.

Finally, enter a note on CMCC indicating the actual begin date of the component.

1. Report the Actual Phase of components and statuses only after they have been verified to have actually begun. The Begin Date on WPCS should be the start date of the activity.
2. Use actual start dates for Actual Phase components and statuses. Future start dates are not allowed.
3. Entry of statuses and components in CARES must be consistent with their definition.
4. Report multiple different components/statuses for an individual to reflect their actual participation in simultaneous activities. An example of this is if an individual is in Work Experience and Remedial Education simultaneously. Both components will be reported with their actual start dates. The same status or component should not be end dated and re-reported again during the same period/time of program activity, for example;
    a. An individual changes from one work experience site to another. The work experience (WX) component on WPCH is left open until completion or non-compliance.
    b. An individual is placed in Working Part-time status. The individual finds another part-time job while remaining employed at the first job. The total hours of both jobs does not equal 30 hours per week or more. The Working Part-time status is left open on WPCH and the information is updated. It is not closed, then reopened. **This new employment is reported on WPEH**.
5. Duplicate posting of components/statuses is not allowed. If an individual is already active in a component or status, an attempt to report the *same* component or status (within the same time f*rame)*, will be rejected. Different phases of a component cannot be open at the same time for an individual, e.g., Actual WX and Schedule or Pending WX. This includes attempting to backdate into a previously open same component.
6. A participant cannot be active in a *stand-alone* status concurrently with another component/status. If the status to be reported is a stand-alone, completion must be first reported for all other open components/statuses. A component or status is completed when an Actual End Date has been reported for that component or status.
7. Conversely, if the participant is active in one of the stand-alone statuses, a new component/status cannot be reported until a completion is reported for the stand-alone. An example of a CARES 'stand-alone' status is 'Unassigned' (UA).
8. A new component or status cannot be reported for a participant who is not open, i.e., the period of time before referral or after disenrollment in the Work Program office attempting to report the activity. If the system status displayed on WPWI is "C", closed, the record is not open for additional reporting. However, the last office of record can report Entered Employment Follow Through and Work History via WPFT and WPEH, and some letters may be generated.
9. Special rules for reporting component completion are:

a. Completion must be reported for Remedial Education component when the individual is on summer break or a break longer than three weeks in duration or is otherwise not enrolled in classes; and,
b. Completion must be reported for all components and statuses before a disenrollment or office change can occur for a participant.

10. All activities should be reported in CARES immediately. If this is not possible, they must be reported no later than two working days after the date the activity occurred.

> ▪ CARES BACKDATING RULES:
> ▪ CARES reporting should be timely and reflect accurate dates. However, occasionally circumstances won't allow it, e.g., an individual fails to inform their case manager they began employment. In these situations, the following CARES backdating rules apply:
> ▪ From January 1 of the current year through September 30 of the current year, backdating is allowed to October 1 of the previous year.
> ▪ From October 1 of the current year through December 31 of the current year, backdating is allowed to January 1 of the current year.
> ▪ If unable to reflect accurate dates when reporting via WPEH, WPCS, etc., because of CARES backdating rules, case managers should make comments on CMCC.

11. CARES must be used to report and maintain a complete historical record of services and related comments. Information, once reported, should not be deleted from CARES unless it was reported incorrectly or erroneously.
12. Employment history and current employment activity must be maintained on WPEH. A summary of this information can be found on WPEL.
13. Known assessment information must be maintained on the appropriate assessment screens as follows. The *WP* Assessment Driver Flow should be utilized during the initial appointment for EP development as well as future EP reviews/updates.

WPED	Educational assessment;
WPAW	Employment assessment;
WPJR	Participation readiness assessment;
WPBD	Barrier detail;
WPRU	Unsubsidized employment assessment

14. All non-participation, with and without good cause, must be recorded via WPNH/WPNP.
15. Case comments, other than highly sensitive comments, will be maintained on CARES CMCC, Case Comments Screen.
16. The case comment narrative should be a descriptive account of all contacts with the individual that are not recorded on another screen. Do not use abbreviations

that only you or your office understands. Comments should be able to be read and understood by anyone accessing the records.

> **Note**: The WP case comment record is for an individual not an office. If an individual has been active in more that one CARES office, their individual CMCC would reflect comments from multiple offices.

17. In an *FSET* office, all Special Components (P1, P2, P3, P4, and P5) are not available for local use.
18. Query active enrollee file listings (either WPRI or WPRA) weekly to verify that individuals are not in components longer than they should be according to definition. WPRI is updated every Tuesday and Friday evening. WPRA is a 'real time' listing.
19. Work programs cannot report a new component or status for an individual who is in a "C", closed system status.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

7.7 DOCUMENTATION OF LEGALLY CONFIDENTIAL INFORMATION

Confidentiality Law Including *AODA* & Mental Health Services:
People with substance abuse and mental health problems are likelier to seek (and succeed at) treatment if they are assured that their need for treatment will not be disclosed unnecessarily to others.

The laws governing protection of confidentiality of personal health information such as that related to mental health, developmental disabilities, and drug and alcohol treatment are stricter than most other confidentiality rules. In general, they narrowly restrict the disclosure and use of "patient identifying" information to a "bona fide need to know". Patient identifying information is information that reveals that a person is receiving, has received, or has applied for treatment.

These regulations apply to holders, recipients, and seekers of patient identifying information. An individual or program in possession of such information (for example, a federally assisted substance abuse program) may not release it except as authorized by the patient. Anyone who receives such information from a substance abuse program (for example, a *W-2* agency) may not re-disclose it without patient consent and cannot retain this information in a location where absolute patient confidence cannot be maintained.

However, the restrictions on disclosure do not apply to communications of information between or among personnel having a need for the information in connection with their duties if the communications are:

- Within a program, or,
- Between a program and an entity that has direct administrative control over the program.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

View History

7.8 PARTICIPANT CONFIDENTIALITY

All information obtained regarding clients will be maintained in a secure confidential manner. This can be accomplished by sealing the documentation and storing it in a file that is under lock and key and away from areas frequented by persons who would not normally need to view such information as part of their job.

Any information received or reviewed regarding participants can only be obtained and used to administer programs under the *W-2* contract and the IM contract. Any unauthorized use or disclosure of *CARES* , KIDS, Social Security matches, and all other received materials could result in prosecution under the law.

Agency staff need to ensure that reasonable and prudent procedures are in place to control access to information in order to ensure the privacy of our participants and to protect the staff from potential sanctions under the confidentiality laws.

Note: For additional information on participant confidentiality, see the Self-study Guide included in Operations Memo 00-25.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

7.9 PLACEMENT OF DOCUMENTATION IN CASE RECORD

Cross-referencing of sensitive legally confidential information about barriers must occur in CMCC. However, any legally confidential information must only be generally referenced with further details being secured. Detailed information could include such

items as mental health records, or *AODA* diagnosis and/or prognosis. The information may be kept in the paper file, but should be in a sealed envelope. Documentation of sensitive barriers, includes but is not limited to:

- AODA Treatment;
- Mental Health Treatment;
- Violence Counseling;
- HIV/AIDS.

Mental Health can refer to many situations including individuals receiving or not receiving treatment. Depression, bio-polar disorder, rape, sexual abuse, suicide threats or attempts, and other similar situations can fall under mental health.
General sensitive information must be included in CMCC; however, details of the sensitive issue or barrier must be described in the paper file only. Store the legally confidential information in a sealed envelope in the paper file.

Example 1:
First Entry: The participant was referred for a mental health assessment. The assessment will be completed the week of March 27 and will take a total of 35 hours. An EP was developed for the current assessment activity and will be updated after the assessment results are received. Once the assessment is complete, appropriate activities will be determined and assigned.
Second Entry: A mental health assessment was completed and the participant is now participating in mental health treatment for 10 hours per week. See paper file for detailed assessment results. Motivational workshops for 10 hours per week and work experience for 5 hours per week are also assigned based on the assessment results. The EP was updated to reflect these changes.

Example 2: Participant is currently receiving AODA treatment for 10 hours per week. See paper case file for details of assessment and treatment notes.

The specific details of sensitive patient information should always occur in the paper case record. Sensitive participant information may include but is not limited to:

- Details of Assessments;
- Medical Test results;
- Treatment Notes; and
- Information from third party sources (i.e. MH professionals, medical professionals, AODA counselors, etc.).

If a worker has a question on whether information should be withheld from *CARES* comments, s/he should consult with his/her supervisor. If further clarification is needed, a supervisor should contact the Area Administrator's office.

The following list provides recommendations for what should be entered in paper file comments and what should be entered in CARES comments. This is not a comprehensive listing.

CARES	Paper File
▪ Participant contact or lack of contact; ▪ Manual Appointment Notice reference; ▪ Reported Changes; ▪ Information from Intake and Eligibility Reviews; ▪ Time Limit discussions; ▪ Third Party Contact information; ▪ General Medical Information (sensitive information is documented in the paper file); ▪ Cross-reference that information exists in the paper file; ▪ Reported Changes; ▪ Assessment Information; ▪ General information pertaining to partnering agencies working with participant (sensitive information is documented in the paper file); ▪ Enrollment information/results; ▪ Employability review; ▪ Action plan justification/expected results; ▪ Identification of barriers (that are not sensitive); ▪ Information on how barriers are being addressed; ▪ Updates on participant success and/or progress; ▪ Employment Information; ▪ Non-participation information or cross-reference to information on WPNP/WPNH; ▪ Acknowledgement of AODA treatment activities; ▪ Acknowledgment of mental health treatment activities.	▪ HIV/AIDS diagnosis and other similar physical health medical diagnosis; ▪ Sexually Transmitted Diseases (STDs); ▪ AODA diagnosis and/or prognosis; ▪ AODA treatment facility name; ▪ AODA treatment plan; ▪ Mental health diagnosis and/or prognosis; ▪ Mental health treatment facility name; ▪ Mental health treatment plan

This page last updated in Release Number: 09-01
Release Date: 05/01/09

Effective Date: 05/01/09
View History

7.10 UNSUBSIDIZED EMPLOYMENT REPORTING

1. **The *FSET* worker** must report the employment information on WPEH for a person entering unsubsidized employment - working part time or full time:
   - Accurately report all the data requested in the various fields. For example, the Employment Begin Date should be the date the participant actually started the unsubsidized job. It is not appropriate to use the date the information is being entered into *CARES* and note in comments that the actual start date was some other date. If entering prior work history and exact dates are not known, use closest estimated dates for job begin and end dates.

     If the employment meets the definition of an Entered Employment:

     a. On WPEH, the Entered Employment field must be marked 'Y' (yes).
     b. When recording wages, be sure to accurately reflect the pay for the participant by using the combination of the Hourly Rate field and the Pay Type Code field.
   - If the wage is not paid at an hourly rate and cannot be calculated to an hourly rate, use 0.00 and use the appropriate Pay Code Type (not HR).
   - If the entire wage is paid hourly, enter the amount in the Hourly Wage field. Use the HR code in the Pay Type field.
   - If the wage earned is constant (not fluctuating), such as monthly/weekly, and the amount is equivalent to at least minimum wage, it may be converted to an hourly rate when entering the information on WPEH. If a derived hourly amount can be determined using the guidelines above, it is correct to use HR in the Pay Type Code field only if the entire wage paid is reflected in that amount. Use other Pay Type Codes if the hourly wage in the Hourly Rate field does not reflect the full amount of hourly earnings.

     c. Duration: Expected Length of Job
   - Use the Full-time or Part-time Less than 30 Days when - At the time the job begins, it is expected to last less than 30 days from the start date.
   - Use the Full-time or Part-time 30 Days or More when - At the time the job begins, it is expected to last at least 30 days from the start date.

     d. The FSET worker should not enter a reason for leaving the job on WPEH, except when reporting that a job has ended (and an end date is being entered) or when an Entered Employment is being reported when a subsidized job changes to an unsubsidized job. The code SE (Still Employed) should be used in this instance. Note: The Employment Begin Date should be the date the person started the unsubsidized job after the OJ or Trial Job ends and is the same date as the Entered Employment.

2. The FSET worker should update information as it changes. Especially important is the need to end date all prior jobs listed on WPEL, where person is no longer employed. Use the Job Duties field or CMCC to note significant changes to wages or job changes.
3. **The FSET worker** must report working Fulltime (WF) or Working Part-time (*WP*) on WPCS, according to the definitions listed in this manual (9.1.1 - 9.1.2).
4. **The FS eligibility worker** should post the employment information on AFEI or AFSE, verify the employment and re-determine FS eligibility and FSET registration status.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8 FSET COMPONENT DEFINITIONS

8.1 ENROLLMENT PROCESS

View History

When a FoodShare recipient has been referred electronically to *FSET* by the Economic Support Agency, enrollment is the activity through which the individual enters the FSET program. Enrollment is required for all new referrals. This activity is posted automatically by *CARES* as 'EO', 'EN' or 'OR' depending the data entered in the **Enrollment with Orientation** field when the worker completes WPEN, the enrollment screen. This reporting indicates that the recipient *has completed* a scheduled face-to-face enrollment session, with or without orientation.

Enrollment and orientation can be conducted together or at separate meetings. If completed separately, enrollment must be conducted first.

In order to complete the enrollment process, a pre-assessment must be conducted. During this assessment, the FSET worker will determine appropriate FSET activities and related supportive services that may be considered by the participant. The participant has the option of accepting all or any part of these recommendations. Following this discussion, an employability plan (EP) must be developed and assigned activities posted on WPCS. Although this may be conducted during the initial enrollment appointment, FSET agencies may elect to schedule a separate appointment with the FSET participant to conduct the pre-assessment, develop an EP and post assigned activities on WPCS. The employability plan, however, must be completed within the first 3 weeks after enrollment.

To assist FSET workers in the assessment process, it is recommended that the FSET worker initiate the *WP* Assessment Driver Flow on WPED during EP development and revision.

Notice that none of the FSET components are sanctionable because of voluntary participation. When an FSET component has been federally approved, participation in the activity will be counted for FSET reports and FSET funds will be used to cover costs of the activity (see component definition for details).

CODE	Description
EN	Enrollment
EO	Enrollment with Orientation
OR	Orientation

This page last updated in Release Number: 10-01

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

8.2 ENROLLMENT WITH ORIENTATION (EO)

View History

This activity is posted automatically when the *WP* worker completes WPEN with a ”Y” in the **Enrollment with Orientation**field. This reporting indicates that the recipient has completed a face-to-face scheduled enrollment session that includes program orientation. Enrollment with Orientation cannot be reported via WPCS. It cannot be updated on WPCH and it cannot be deleted.

A pre-assessment followed by EP development may be completed during the enrollment appointment. When the assessment has been completed, the *FSET* worker will determine appropriate FSET activities and related supportive services that may be considered by the participant. The participant has the option of accepting all or any part of these recommendations. Following this discussion an employability plan (EP) must be developed and assigned activities posted on WPCS.

Although the assessment and EP development process is not required to be completed during the enrollment appointment, the EP must be completed and activities assigned within the first 3 weeks of enrollment.

Orientation is the process of providing comprehensive information to the participant about the FSET program, including offered activities and supportive services available, as well as other information related to community services.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.3 ENROLLMENT (EN)

View History

This activity is automatically entered when enrollment is reported for an individual by completing WPEN and entering ’N’ in the **Enrollment with Orientation** field.
A pre-assessment followed by EP development may be completed during the enrollment appointment. The EP, however, must be completed and activities assigned within the first 3 weeks of enrollment. (See above section for enrollment details.)

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.4 ORIENTATION (OR)

View History

Report this activity when an individual participates in a set of activities designed to orient the individual to the *FSET* program. When posting this code on WPCS, the orientation appointment must have occurred separate from and following enrollment.

> Note: If the Orientation is completed at the time of Enrollment, it should be indicated as such on WPEN with a "Y" in the **Enrollment with Orientation field.**

Orientation is the process of providing comprehensive information to the participant about the FSET program, including offered activities and supportive services available, as well as other information related to community services.

WP workers use this component to indicate that the individual has received comprehensive information on FSET and other related program information in an orientation session as delineated in work program policy.

If the 'Transfer In' process has been utilized, enrollment is not available and the FSET worker should complete an orientation as soon as possible after the 'Transfer In' date displayed on WPTN (post the activity on WPCS using 'OR').

The agency may determine when it is appropriate to provide orientation for repeat individuals who have been previously enrolled.

> Note**:** Enrollment/Orientation may be held at the same time or on different days. This activity may be conducted in a group or may also be conducted simultaneously with orientation to other work programs.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.5 ASSESSMENT

View History

Only formal assessments are reported in *CARES* via WPCS. Formal assessment consists of structured group or individual meetings with academic, vocational, medical, and life skills evaluation which include both testing and the interpretation of the results. Assessment may include the use of historical data, standardized tests, and/or other methods to appraise an individual's appropriate level of participation and ability to work.

Assessment may take place any time the enrollee appears to be or is having participation problems; is not successful in job search or another component; or is being considered for training or other services prior to or following the initial job search, i.e., disability and occupational assessment.

If formal assessment takes place as part of the Enrollment or Orientation, it must be reported as a discrete activity in CARES via WPCS. Assessment is either reported as *AODA* Assessment, Disability and Learning Assessment, Domestic Violence Assessment and Supportive Services, Mental Health Assessment, or Physician's Assessment depending on the emphasis of the assessment.

Each of these components may be reported in the PENDING, SCHEDULED or the ACTUAL phase.

The on-going informal assessment performed by a case manager is assumed to be part of the total program and is not reported as a component/activity in CARES. Some examples of on-going informal assessment includes meetings with program individuals for: periodic case reviews, beginning or changing an *FSET* placement, beginning or changing program activities, developing/amending/updating the Employability Plan, or reviewing a individual's progress in program activities.

CODE	Description
AA	AODA Assessment
AD	Disability and Learning Assessment
AL	Physician's Assessment
AM	Mental Health Assessment
AV	Domestic Violence Assessment and Supportive Services

This page last updated in Release Number: 10-01
Release Date: 02/19/10
Effective Date: 02/19/10

8.6 AODA ASSESSMENT (AA)

View History

Report this activity when participants are involved in an Alcohol and Other Drug Abuse (*AODA*) assessment by a qualified AODA provider. This component should not be in actual status for longer than six weeks.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.7 DISABILITY AND LEARNING ASSESSMENT (AD)

View History

Report this activity when participants are involved in a formal assessment by *DVR* or other qualified assessing agency. This assessment will identify the appropriate level of work, needed accommodations and learning capacity of the participant.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.8 PHYSICIAN'S ASSESSMENT (AL)

View History

Report this activity when participants are involved in a physician's assessment to determine the participant's physical limitations due to medical conditions.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.9 MENTAL HEALTH ASSESSMENT (AM)

View History

Report this activity when participants are involved in a mental health assessment by a qualified mental health provider. This component should not be in actual status for longer than six weeks.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.10 DOMESTIC VIOLENCE ASSESSMENT AND SUPPORTIVE SERVICES (AV)

View History

Report this activity for participants who are receiving services for domestic violence. This includes assessment, and supportive services, such as counseling, temporary shelter, legal assistance, etc.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.11 COUNSELING

View History

Report counseling activities on WPCS when an *FSET* individual is engaged in counseling for a specific personal or program issue/barrier. Each of these components may be reported in the PENDING, SCHEDULED or the ACTUAL phase.

CODE	Description
CA	*AODA* Counseling
CE	Career Planning and Counseling
CM	Mental Health Counseling

This page last updated in Release Number: 10-01
Release Date: 02/19/10
Effective Date: 02/19/10

8.12 AODA COUNSELING (CA)

View History

Report this activity when the participant attends *AODA* counseling prescribed by an AODA related health care professional. *FSET* staff use this component when an FSET case manager, for the purpose of enhancing the participant's employability, makes a referral for AODA counseling to another agency or community group. Example; drug/alcohol counseling services.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.13 CAREER PLANNING AND COUNSELING (CE)

View History

Report this activity for participants receiving services geared towards assessment of a participant's career interests and guidance in the career planning process. Examples of activities include:

- Career assessment
- Educational needs assessment
- Career exploration job shadowing
- Reviewing labor market information and training opportunities, and
- Career guidance and counseling
- Technical support to expedite self employment* success, as long as the volunteer has a realistic and viable goal.

*Self Employment
In general, individuals assigned to this component have sound business ideas but lack the skills to successfully create and implement a plan for successful self employment. Participants receive help to develop their business, create sound financial and marketing plans, access grant and local self employment funds and provide other business support services.

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

This page last updated in Release Number: 10-03
Release Date: 09/03/10
Effective Date: 09/03/10

8.14 MENTAL HEALTH COUNSELING (CM)

View History

Report this activity when the participant engages in mental health counseling that has been prescribed by a mental health professional. *FSET* staff use this component when an FSET case manager, for the purpose of enhancing the participant's employability, makes a referral for mental health counseling to another agency or community group. Example, mental health counseling services

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.15 EDUCATION

View History

Report education activities on WPCS when an individual is engaged in *FSET* activities related to education. Each of these components may be reported in the PENDING, SCHEDULED or the ACTUAL phase.

FSET funds may be used to cover costs for educational activities under certain circumstances.

Although some youth (age 16-17) may be eligible to participate in FSET, educational activity as part of FSET must directly improve employability, therefore the participant must to be old enough to work upon completion of the activity.

FSET funding cannot be used to support any services that are already available to the participant at no cost. Most services appropriate to high school aged children are likely to be available through the school system or other public programs, and therefore cannot be funded through FSET.

High school attendance does not count as an FSET component, therefore agencies cannot reimburse individuals aged 16 and17 for the costs associated with attending high school.

CODE	Description
A1	Post Secondary Education < 2 Years
BE	Adult Basic Education
DR	Driver's Education
EL	English as a Second Language (*ESL*)
GE	General Education Development
HE	High School Equivalency
JS	Job Skills Training (Non-ABAWDs)
LS	Literacy Skills
RS	Regular School

VA	Vocational Adult Education
VE	Vocational English-as-a-Language
VL	Vocational Literacy Skills

Driver's education for a regular driver's license to get to and from work is not an allowable FSET expense. The use of FSET funds to pay for a driver's license is only allowable if driving is a job requirement (i.e. taxi driver, pizza delivery, etc). Paying for a WI ID is an allowable expense.

This page last updated in Release Number: 11-04
Release Date: 09/07/11
Effective Date: 09/07/11

8.16 POST SECONDARY EDUCATION (PSE) LESS THAN 2 YEARS (A1)

View History

Report this activity if the PSE course of study takes 2 years or less to complete. This typically includes short term certificates or diplomas that may be earned quickly through a local technical college campus. It does not include course work that normally takes more than 4 semesters to complete.

This component has been federally approved. *FSET* funds can be used to pay for this activity under certain circumstances.

The following points are critical in determining whether FSET funding may be used to fund an educational component:

1. **Educational enrollment by the agency or self initiated while enrolled in FSET.** A participant must be assigned to or placed in an approved education component by the FSET agency as part of the participant's EP. A self initiated placement while the participant is enrolled in FSET is acceptable provided that the education is suitable, and approved by the FSET agency.
2. **FSET cannot be used to supplant funds** for existing services or charge more to FSET individuals. Federal funds whether 100% or 50% reimbursement must not be used to supplant funds being used for existing services and activities. The FSET agency may use Federal funds to operate an approved education component to the extent that costs exceed the normal cost of services provided to non-FSET students.
3. **Existing students*** - A FS recipient who is an eligible student already attending the institution (without benefit of FSET participation) is exempt from FS work requirements, including FSET participation. While the student may volunteer to participate in another FSET activity, his or her education costs are already being met and it is not appropriate to use Federal funds to subsidize those expenses.

*FS Students enrolled in pre-college, adult basic education or not succeeding in a regular degree or certificate program must be enrolled in FSET prior to receiving enhanced student services or engaging in closed courses designed exclusively for

FSET participants. In addition, non-FS students who self initiate educational enrollment prior to becoming FS eligible and voluntarily participating in FSET cannot receive FSET participant reimbursement for those self initiated educational activities. This includes students who are living in poverty or who have limited resources. These students may voluntarily enroll in FSET for enhanced services, job search, work experience or self employment, if eligible for FS.

Note: Matching student & FS Household rosters is not allowable. For instance, a community college seeking access to Federal money may not run computer matches of student rosters against FS participant rolls; and then consider matched students as FSET "volunteers" to claim 50% reimbursement of administrative costs for all students receiving FS. Such a procedure does not comply with the participant confidentiality requirements of the Food and Nutrition Act of 2008 (the Act) and conflicts with the provisions of the Act and Federal SNAP regulations on the proper use of E&T funding.

This page last updated in Release Number: 10-03
Release Date: 09/03/10
Effective Date: 09/03/10

8.17 LITERACY SKILLS (LS)

View History

(Changes are underlined) Report this activity for participants who are engaged in a literacy skills course that is not tied to participation in job skills training. Literacy Skills is a course of study aimed at teaching reading, writing, math and communication skills necessary to prepare a participant to participate in ABE, occupational programs, or unsubsidized employment. Instruction may be provided in a formal educational institution, through a literacy council or through another provider.

Study time that is required for the LS course should also be assigned under this activity if the study time is supervised and tracked for attendance purposes.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.18 VOCATIONAL LITERACY SKILLS (VL)

View History

Report this activity for participants who are assigned to a Literacy Skills course that is completed as part of a job skills training program. The course must be of limited duration and be a necessary or regular part of the job skills training. Vocational Literacy Skills is a course of study aimed at teaching reading, writing, math and communication skills necessary to prepare a participant to participate in job skills training. Instruction may be provided in a formal educational institution, through a literacy council or through another provider.

Study time that is required for the Vocational Literacy Skills course should also be assigned under this activity if the study time is supervised and tracked for attendance purposes.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.19 OCCUPATIONAL TESTING (OC)

View History

(Changes are underlined) Report this activity when the participant is engaged in testing related to employment. Testing may include:

- Exploration
- Aptitude
- Skills, and
- Interest testing and interpretation

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.20 REGULAR SCHOOL (RS)

View History

Report this activity when participant is: enrolled in an education program (kindergarten through 12th grade levels), at a public or private school, at a Wisconsin Technical College System (*WTCS*) school in a program that will include a high school diploma, or through a Department of Public Instruction (*DPI*) registered home educational program including home based and home school instruction.

This component is not federally approved and will not be counted for *FSET* reports. **FSET funds cannot be used to pay for this activity as these services are already available through the Department of Public Instruction or another agency at no cost to the participant.**

This page last updated in Release Number: 10-02
Release Date: 06/11/10
Effective Date: 06/11/10

8.21 ADULT BASIC EDUCATION (BE)

View History

(Changes are underlined) Report this activity for participants who are engaged in an Adult Basic Education course that is not tied to participation in a job skills training. ABE is instruction designed to focus on the areas of reading, mathematics, communication skills, social studies, physical sciences, health and career education. Purpose of assigning ABE is to prepare participants for employment. ABE consists of three levels:

Level 1, or beginning ABE:
Instruction designed for adults whose academic functioning level is comparable to grades 0-5.9.

Level 2, or intermediate ABE:
Instruction designed for adults whose academic functioning level is comparable to grades 6.0-8.9.

Level 3, or Adult Secondary Education:
Instruction which delivers competencies, academic or occupational, comparable to that offered in secondary schools (grades 9.0-12.9).

Study time that is required for ABE should be assigned under this activity if the study time is supervised and tracked for attendance purposes.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.22 VOCATIONAL ADULT BASIC EDUCATION (VA)

View History

Report this activity for participants who are assigned to an Adult Basic Education (ABE) course that is completed as a part of a job skills training program. The course must be of limited duration and be a necessary or regular part of the job skills training. ABE is instruction designed to focus on the areas of reading, mathematics, communication skills, social studies, physical sciences, health, and career education. ABE consists of 3 levels:

Level 1, or Beginning ABE:

Instruction designed for adults whose academic functioning level is comparable to grades 0 – 5.9

Level 2, or Intermediate ABE:

Instruction designed for adults whose academic functioning level is comparable to grades 6.0 – 8.9

Level 3 or Adult Secondary Education (ASE)

Instruction which delivers competencies, academic or occupational, comparable to that offered in secondary schools (grades 9.0 – 12.9)

Study time that is required for Vocational Adult Basic Education should also be assigned under this activity. Study time must be supervised and tracked for attendance purposes.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.23 DRIVER'S EDUCATION (DR)

View History

Report this activity when a participant is enrolled in a course of study which includes both classroom and behind-the-wheel instruction designed to prepare the student to pass the WI Driver's License Examination.

This component has been federally approved and will be counted for FSET reports. Paying for a regular driver's license to get to and from work is not allowable. The use of FSET funds to pay for a driver's license is only allowable if driving is a job requirement (i.e. taxi driver, pizza delivery, etc). Paying for a WI ID is an allowable expense. **FSET funds can be used to pay for this activity if driving is a required job duty.**

This page last updated in Release Number: 11-04
Release Date: 09/07/11
Effective Date: 09/07/11

8.24 ENGLISH AS A SECOND LANGUAGE (EL)

View History

(Changes are underlined) Report this activity for participants who are engaged in English as a Second Language (*ESL*) course that is not tied to participation in job skills training. ESL is a course of study intended to teach English-speaking skills related to

reading, writing, speaking, and listening to students whose primary language is not English. The purpose of assigning ESL is to prepare participants for employment.

Study time that is required for the ESL course should be assigned under this activity if the study time is supervised and tracked for attendance purposes.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.25 VOCATIONAL ENGLISH-AS-A-SECOND LANGUAGE (VE)

View History

Report this activity for participants who are assigned to an English-as-a-Second-Language (*ESL*) course that is completed as part of a job skills training program. The course must be of limited duration and be a necessary or regular part of the job skills training. ESL is a course of study intended to teach English-speaking skills related to reading, writing, speaking and listening to students whose primary language is not English.

Study time that is required for Vocational English-as-a-Second-Language should also be assigned under this activity. Study time must be supervised and tracked for attendance purposes.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.26 GENERAL EDUCATION DEVELOPMENT (GE)

View History

Instruction designed to prepare adults for the Tests of General Educational Development (GED). A Certificate of General Educational Development is issued by the State Department of Public Instruction upon attainment of satisfactory scores on the GED tests. A person must be a Wisconsin resident who is at least 18 years and six months old OR whose high school class has graduated in order to take the GED tests.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.27 HIGH SCHOOL EQUIVALENCY (HE)

View History

Adult educational activities designed to prepare adults to take the tests and courses that lead to a High School Equivalency Diploma (HSED). An HSED is earned by taking all of the GED tests and a health, citizenship, employability skills and career-awareness program OR completing any missing high school credits.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.28 JOB SKILLS TRAINING (JS)

View History

Report this activity for participants who are engaged in training for vocational skills required by an employer. The training will provide skills to help the participant obtain employment or to advance or adapt to the changing demands of the workplace. Training may include customized skills training to meet the needs of a specific employer or it can be general training that prepares an individual for a specific occupation within a particular employment sector. The training activity must be specific to the participant's immediate employment goal. The entire training must consist of a minimum of 40 hours of class room instruction to count as job skills training. Study time that is required for training should also be assigned under this activity. Study time must be supervised and tracked for attendance purposes.

Examples of job skills training include:

- Welding
- Hospitality
- Data Entry
- Medical Assistants
- Legal Assistants

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.29 EMPLOYMENT PREPARATION AND RETENTION

View History

Report Employment Preparation and Retention activities on WPCS when an individual is engaged in *FSET* activities designed to teach general workplace expectations, job seeking and retention skills, and career advancement opportunities. Each of these components may be reported in the PENDING, SCHEDULED or the ACTUAL phase.

CODE	Description
CR	Career Advancement Services
EI	Employer Intervention
ES	Employment Search
JR	Job Retention Services
MO	Job Readiness/Motivation

This page last updated in Release Number: 10-01
Release Date: 02/19/10
Effective Date: 02/19/10

8.30 CAREER ADVANCEMENT SERVICES (CR)

View History

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 be counted for *FSET* reports. **FSET funds can be used to pay for this activity**.

This page last updated in Release Number: 10-01
Release Date: 02/19/10
Effective Date: 02/19/10

8.31 EMPLOYER INTERVENTION SERVICES(EI)

View History

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.

This page last updated in Release Number: 10-01
Release Date: 02/19/10
Effective Date: 02/19/10

8.32 EMPLOYMENT SEARCH (ES)

View History

Report this activity for participants who are engaged in employment search that is tailored to the needs of the individual and includes some or all of the following activities:

- Time used to research prospective employers;
- Making contact with prospective employers whether by phone, in person or via internet to learn of job openings;
- Completing applications for vacancies;
- Preparing for job interviews;
- Interviewing for jobs.

Activity may be completed independently or in a group setting. Scheduled time may include time allotted for transportation to and from potential employer's place of business.
ABAWDs have special rules about Employment Search assignments. Refer to the *ABAWD* section for more details.

When ES is assigned, the travel time between interviews may be counted towards hours of participation. Travel time to the first job interview and the time spent returning home after the last one can not be counted.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.33 JOB READINESS/MOTIVATION (MO)

View History

Report this activity for applicants and participants who are engaged in classes/activities specifically designed to prepare them for work. Activities are geared at learning general workplace expectations, work behavior and job retention skills necessary to compete successfully in the labor market.

A high-quality job readiness program uses various techniques and approaches to build self-esteem and increase self-confidence. Attendance at scheduled sessions must last one hour or more in length. Examples of job readiness/motivation sessions include:

- Workshops on effective job seeking and interviewing skills;
- Instruction in workplace expectations (including instruction on appropriate attire);
- Workshops on self-esteem, goal setting, etc.; and
- Courses on basic computer skills and use of internet.
- Activity may be completed independently or in a group setting.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.34 JOB RETENTION (JR)

View History

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.

This page last updated in Release Number: 10-01
Release Date: 02/19/10
Effective Date: 02/19/10

8.35 PERSONAL/FAMILY ENHANCEMENT

View History

Report Personal/Family Enhancement activities on WPCS when an individual is engaged in *FSET* activities designed to enhance the quality of life of the individuals or their families. Each of these components may be reported in the PENDING, SCHEDULED or the ACTUAL phase.

CODE	Description
HR	Housing-Related Activities
LA	Court-Related/Legal Appointments
LF	Life Skills
MP	Ongoing Medical/Personal Care
PA	Parenting Skills
PD	Personal Development
FC	Family Member Treatment/Counseling

This page last updated in Release Number: 10-01
Release Date: 02/19/10
Effective Date: 02/19/10

8.36 HOUSING-RELATED ACTIVITIES (HR)

View History

Report this activity for those participants experiencing a housing crisis and in need of stabilizing their living situation. This may include guided or self-directed housing search, relocating to get out of a domestic abuse situation and housing education sessions at community agencies. This component should be used in conjunction with assignment to other *W-2* activities until permanent housing is secured.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.37 COURT-RELATED/LEGAL APPOINTMENTS (LA)

View History

Report this activity when a participant is scheduled for court-ordered appointments for self and/or children. This may include:

- child welfare home visits and Wrap-Around staffing sessions,
- child support hearings and legal meetings with attorneys,
- probation and parole appointments, and
- Huber-related activities.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.38 LIFE SKILLS (LF)

View History

Report this activity for participants who are engaged in activities that teach basic life skills that allow them to succeed in the workforce. Activities may include:

- Balancing Life and Work
- Budgeting
- Household management
- Interpersonal skills
- Decision making skills
- Time management

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.39 ONGOING MEDICAL/PERSONAL CARE (MP)

View History

Report this activity when a participant is involved in ongoing medical appointments or during time frames when a participant cannot be assigned to other work activities due to medical restrictions that are expected to last more than six months. The medical restrictions and the expectation that the activity will last more than six months must be certified by a qualified medical or mental health professional.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.40 FAMILY MEMBER TREATMENT/COUNSELING (FC)

View History

Report this activity when a participant is attending appointments on a weekly basis for the treatment of another group members medical, *AODA* or mental health needs.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.41 PARENTING SKILLS (PA)

View History

Report this activity for participants who are engaged in activities that teach effective parenting skills. Activities may include:

- Parenting techniques
- Nutrition
- Family planning
- Behavior Modification

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.42 PERSONAL DEVELOPMENT (PD)

View History

Personal Development - PD: (Changes are underlined) Report this activity for participants who are engaged in activities that promote a healthier lifestyle but the activity has not been determined to be medically necessary. The activity must be assigned with the goal of a moving the participant towards employment. These activities may include, but are not limited to:

- Personal Journaling;
- Motivational Reading;
- Exercise at Home;
- Smoking Cessation;
- Weight Loss Promotion;
- Ongoing Support Groups for Domestic Violence, Alcoholics Anonymous, Narcotics Anonymous, etc.

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**.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.43 WORK-TRAINING

View History

Report Work-Training activities on WPCS when an individual is engaged in activities designed to provide work-training opportunities for individuals who are not job-ready. Each of these components may be reported in the PENDING, SCHEDULED or the ACTUAL phase.

CODE	Description
OJ	On-the-Job Training
WX	Work Experience

This page last updated in Release Number: 10-01
Release Date: 02/19/10
Effective Date: 02/19/10

8.44 ON THE JOB TRAINING (OJ)

View History

Report this activity when a participant is in a paid job subsidized by a program other than *W-2* . This includes, but is not limited to:

- Workforce Investment ACT (WIAA), OJT,
- Division of Vocational Rehabilitation (*DVR*) Work Experience
- Economic Dislocation and Worker's Adjustment Assistance Act (EDWAA) OJT,
- Youth Apprenticeship,
- Adult Apprenticeship, and
- Employment subsidized by Green Thumb, Senior Aides Older Worker Program, the Wisconsin Youth Conservation Corps (YCC), and Volunteers in Service to America (VISTA) workers.

When the OJ contract term ends and the participant remains employed, the participant should be coded as having Entered Employment as of the date the contract ends.

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

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

8.45 WORK EXPERIENCE (NON ABAWDS)/WORKFARE (ABAWDS) (WX)

View History

8.45.1 Transitional Work Experience
8.45.2 Transitional Jobs

8.45.1 Transitional Work Experience

Report this activity for participants who are in unpaid work experience at a public or not-for-profit business. The Optional Workfare Program at CFR 273.22 is removed and designated at CFR 273.7 as part of *FSET* Work Registration Program.

Work Experience provides experience or training for participants not able to obtain unsubsidized employment in order to assist them to move to regular employment. Work Experience may also be used as a method to expose a participant to types of work they have expressed interest. Work Experience activity is reported in *CARES* as WX (work experience) on WPCS. Work Experience placements can be to any available public or private non-profit project, regardless of prior training, experience, skills, and as long as they provide the service benefits and work conditions to FSET participants as those provided to regular employees performing comparable work for comparable hours.

WX is intended to provide participants with an opportunity to learn more about job interests and to practice work habits and skills that are necessary to obtain and succeed in regular employment. Employers are expected to offer real work opportunities with appropriate supervision within an environment that generally replicates that of regular employment, realizing that job coaching and monitoring may be needed to help the participant succeed.

The work experience (WX) component is the only FSET component in which guidance, based on the formula below, has been provided regarding the participation level limit. This guidance correlates the monthly FS benefit received by the FS group with a recommended number of weekly WX hours assigned. However, a participant may request more WX hours/week than the formula suggests. When this occurs the FSET worker should consider the cost of the related supportive services, limited FSET funds, and appropriateness of additional WX hours prior to exceeding the limits suggested by utilizing the formula below.

Suggested Formula for Determination of WX Hours
The number of hours a volunteer should participate in the work experience component is based upon the preference of the participant .As with any FSET component; a participant must put forth an effort to participate a minimum of 12 hours/month for two consecutive months.

FSET agencies are required to provide Worker's Compensation for all participants in the Work Experience Component. Agencies may purchase the DES/Wausau worker's compensation insurance through the State of Wisconsin.

Description of Work Experience/Workfare Program: In general, the majority of the enrollees in this component have little, if any, employment experience or exposure to job possibilities. Some have never worked or have very poor employer references. Others have been out of the Workforce for many years, or do not have experience relevant to the current labor market.

Work Experience will afford the enrollees the opportunity to:

- Develop basic work habits - adjust his/her individual and family life to work.
- Learn more about their job interests.
- Practice skills learned in the classroom.
- Demonstrate skills to a prospective employer.
- Develop a work history and employer references to be used in the job seeking process.

Participation in WX must be specifically designed to assist the participant in overcoming the limitations and becoming self-sufficient within a reasonable time.

WX Administration: The *W-2* /tribal agency is responsible for identifying, creating and managing WX positions. The agency may contract for all or part of the operations. WX positions must:

- Replicate actual conditions of work;
- Have responsibilities and expectations similar to unsubsidized employees to the extent feasible; and
- Have a supervisor. The WX work site supervisor should provide a structured work environment to include close supervision and a willingness to mentor and coach WX participants to succeed in the workplace.

Management of WX positions includes:

- Obtaining new employer sites;
- Maintaining relations with existing employers;
- Promoting entrepreneurial activities;
- Making WX positions available within the W-2/tribal agency;
- Providing or arranging for reasonable accommodations, translator or other supportive services;
- Acting as a liaison between employers and WX participants (when necessary);
- Maintaining and updating an inventory of WX positions; and
- Ensuring that an adequate number of WX exist.

The following is a sample list of entities that may offer opportunities for WX positions:

- Municipal or other government: Jobs with easily expanded work crews. These types of jobs are appropriate because participants can be productively placed in

these types of positions with little or no training, unplanned absences do not disrupt the operation, and functions can be easily expanded or contracted depending upon the need for positions.

Example employers: housing authorities, school systems, parks and recreation, and sanitation departments.

Example job tasks: public housing painting and preparation, maintenance of parks or other facilities, city gardening, neighborhood watch patrol, clean up of city property or vacant lots.

- Community-based organizations and government agencies: Positions which require more supervision by the employer and more reliability and/or skill level from the employee. Participants proven to be reliable in the positions listed in the category above, but who are still not ready for private employment, may be placed into these positions.

Many of these positions are currently provided through non-profit community organizations in the human services field. Many participants with limited English skills can be placed in ethnic community organizations where they can provide elder services, youth activities and other services to the ethnic community. Similarly, placing people who speak a language other than English in food pantries, clothing centers and government agencies will help make these services accessible to other members of the community. The W-2/tribal agency must ensure that persons placed in positions that require a criminal background check will qualify.

Example employers: community non-profits, religious organizations, hospitals, schools, government agencies.

Example job tasks: health aide, clerical or administrative aide, child care aide, teacher's aide, personal assistant, driver.

- Contract organizations: Public and private non-profit agencies which bid for paid services, such as industrial laundry, packaging and distribution, recycling recovery, cleaning and maintenance.

Example employer: private non-profits, W-2/tribal agencies

Example job tasks: same as community-based organizations and other government agencies

This component has been federally approved and will be counted for FSET reports. **FSET funds can be used to pay for administrative expenses and participant reimbursement for expenses incurred as a result of this activity. Subsidizing wages of the participant is not an allowable expense.**

8.45.2 Transitional Jobs

The Transitional Jobs Demonstration Project (TJDP) was created by the Department of Children and Families (DCF) in the 2009-11 Biennial Budget Act (2009 Wisconsin Act 28) to help thousands of people across the state gain skills and re-enter the workforce.

By providing job training and job experience, transitional jobs create more financial security for families and improve the state's economy. The Transitional Jobs Demonstration Project offers new job opportunities for people across Wisconsin to build a career, provide more financial security for families, and create a brighter future for them and their children.

Co-enrollment in FSET and the Transitional Jobs Demonstration Project is not only allowable but can be advantageous to participants. Accessing complimentary services typically increases the likelihood of obtaining employment. Eligibility for child care subsidies may be available for Transitional Jobs participants who co-enroll in FSET for work experience.

According to DCF policy, subsidized jobs in the Transitional Jobs Demonstration Project (TJDP) are not considered to be an approved activity for Wisconsin Shares eligibility.

Wisconsin statutes s. 49.155 (1m), Stats. Allows child care assistance payments to parents participating in a work experience component of the FoodShare Employment and Training Program.

Therefore, child care subsidies may be paid to a TJDP participant who is co-enrolled in TJDP & FSET, with the subsidized transitional job serving as the work experience component of their FSET participation.

FSET funds can be used to pay for administrative expenses incurred by the FSET agency as a result of this activity. Subsidizing wages of the participant is not an allowable expense and are funded through the TJDP.

This page last updated in Release Number: 11-04
Release Date: 09/07/11
Effective Date: 09/07/11

8.46 EMPLOYER ASSURANCES

View History

The *FSET* agency must develop a written agreement outlining specific responsibilities of both the FSET agency and the FSET employer/work training provider for FSET work experience positions. The FSET agency may also consult local labor unions to avoid potential disputes. The state has developed a model work site agreement for *W-2* (DWSP – 10792), which could be reviewed as a guide in the development of the FSET Work Experience Site Agreement.

Although agencies may develop a form or format of their choice, the written agreement with the employer must include the following assurances from the employer:

1. Compliance with, and observation of all federal, state and local laws, ordinances, and regulations affecting FSET participants including the Family Medical Leave Act, the Americans with Disabilities Act, and the Civil Rights Act of 1964 prohibiting discrimination of any employee or trainee based upon race, color, sex, age, sexual orientation, handicap, political affiliation or national origin.
2. Supervision, structure, performance appraisal, training, materials, and tools normally provided regular employees to assist an FSET participant to develop good work habits and skills.
3. Provision of a safe and healthy work environment in compliance with Federal, state and local health and safety standards.
4. Collection and verification of accurate time and attendance reports.
5. Immediate notification to the FSET agency of participant injury, problems detrimental to continued success on the job, transfer/termination from the worksite, or tardiness or absence not authorized by the work experience provider.

6. Timely notification to the FSET agency of any collective bargaining changes that may have an impact on the FSET participant(s) or the worksite agreement.
7. Timely notification to the FSET agency of any changes at the worksite, which might necessitate a reevaluation of the worksite agreement.
8. Development of written work experience provider expectations for all positions to be filled by FSET participants. These may include titles, schedules, task descriptions, and skills and abilities necessary for success in that position.
9. Provision of appropriate on-site access to FSET participants by designated FSET personnel as well as access to any participant records.
10. No FSET work experience position may:
    - Fill a vacancy created by an employer termination a regular employee or otherwise reducing its workforce for the purpose of assigning an individual in an FSET work experience position;
    - Fill a position when any other person is on lay-off or strike from the same or substantially equivalent job within the same organizational unit; or
    - Fill a position when any other person is engaged in a labor dispute regarding the same or substantially equivalent job within the organizational unit.
11. FSET work experience providers must provide a grievance procedure for regular employees of the worksite to address displacement complaints. For a sample grievance procedure, contact your local Area Administrator.
12. Work experience providers should be sensitive to work and family issues, including single parent households, accommodations for disability related issues, the care of elders, and childcare needs. However, they should generally allow no more flexibility in work rules for the FSET participant then they do for a regular employee. No FSET participant may be asked or required to function in any task or activity which promotes or discourages religious, union, or political activity.
13. Provide work experience opportunities for no more than the number of participants who can be utilized productively.
14. Agreement not to disclose information concerning the FSET participant for any purpose not connected with program administration.
15. Agree not to provide false information to the FSET agency representative

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09

9 FSET STATUS DEFINTIONS

View History

9.1 UNSUBSIDIZED EMPLOYMENT

Entry of a working status on WPCS/WPCH will generate an alert to the *FS* eligibility worker that the participant has begun employment and directs the FS eligibility worker to view WPEL. Case managers need to remember to report employment activity on WPCS/WPCH and report the employment details on WPEH/WPEL.

If a participant has more than one job, make a separate entry for each on WPEH. But make only **one** entry on WPCS/WPCH to record the total sum of the employment activity hours (WF or *WP*). The case manager needs to determine if the combination of the hours of the jobs meet the definition of Part-time or Full-time employment.

All new employment (called an Entered Employment) expected to last 30 days or more are tracked with a 30-day and a 180-day follow-through contact on WPFT via WPFL.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

9.2 WORKING FULL-TIME (WF)

Working full-time will be reported in the SCHEDULED or ACTUAL phases only. Report this activity when a participant is working in unsubsidized employment 30 or more hours per week (or average of 30 hours per week or more for the month). If the participant works more than one job and the sum of the hours worked for all jobs meets 30 or more hours per week (or average of 30 hours per week or more for the month), the Working Full-Time activity is reported.

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.**

This page last updated in Release Number: 11-03
Release Date: 07/20/11
Effective Date: 07/20/11

View History

9.3 WORKING PART-TIME (WP)

Working part-time may be reported in the SCHEDULED or ACTUAL phase only. Report this activity when a participant is working in unsubsidized employment less than 30 hours per week (or average of less than 30 hours per week for the month). If a participant has more than one part-time job and the total combined hours are less than 30 in a week (or average of less than 30 hours per week for the month), report the employment activity as *WP* on WPCS.

This status is used for a participant who has an unsubsidized job and is working less than 120 hours per month (or less than 30 hours per week).

> **Note**: If the participant begins a second (or additional) unsubsidized job and the sum of work hours from all jobs meets the 120 minimum hours per month (30 hours per week) rule, then the previously reported Working Part-time status should be completed and the participant should be reported in a 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**.

This page last updated in Release Number: 11-03
Release Date: 07/20/11
Effective Date: 07/20/11
View History

9.4 NON-APPROVED EDUCATION AND TRAINING (NE)

Report this activity when an individual is participating in an educational activity, which is not required by *FSET* . It assists the case manager in tracking individuals who are voluntarily participating in additional educational activities. The hours are not counted as part of an individual's program participation.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09
View History

9.5 UNASSIGNED (UA)

May be reported in the ACTUAL phase only. Report this status only if an individual has completed the enrollment process, is between assignments and is not currently assigned to any other activity.

Note: Agencies must use this status very sparingly and in extreme situations only.

This page last updated in Release Number: 09-01
Release Date: 05/01/09
Effective Date: 05/01/09