

FoodShare Interview Scripts

Work Registration Requirements and Work Requirement for Able-bodied Adults without Dependents

Purpose: To ensure income maintenance agency workers are accurately communicating information about work requirements to applicants and members during the FoodShare interview. These scripts should be used when a worker identifies that an individual on the case is a work registrant.

Verbal Scripts

1. Work Registration Requirement

[Unspoken text – Use the following script if there are work registrants on the case with no reported exemptions. If there are work registrants on the case who also need to meet the work requirement for able-bodied adults without dependents, also read script #2 below.]

- It appears that you or someone in your household needs to comply with the FoodShare work registration requirements.
- A person who needs to comply with these requirements must do all of the following:
 - Register for work at the time of application and every 12 months thereafter.
 - Provide us with his or her employment status or ability to work.
 - Not voluntarily and without good cause quit a job of 30 or more hours per week (or a job with earnings equal to 30 or more hours per week at the federal minimum wage).
 - Not reduce work hours to less than 30 per week (or weekly earnings to less than 30 times the federal minimum wage).
 - Accept a suitable job offer if he or she is offered a job.
 - Meet the unemployment compensation program work requirements if he or she has applied for or is getting unemployment benefits.
 - Meet the Wisconsin Works (W-2) program work requirements if he or she is taking part in W-2.
- A person who is not exempt from the work registration requirements will be sanctioned (or disallowed) from getting FoodShare benefits if he or she voluntarily and without good cause does any of the following:
 - Turns down a suitable job offer.
 - Quits a job of 30 or more hours per week (or a job with earnings equal to 30 or more hours per week at the federal minimum wage).
 - Reduces his or her work hours to less than 30 hours per week (or his or her earnings to less than 30 times the federal minimum wage).
 - Takes part in W-2 but does not meet the W-2 program work requirements.
 - Applies for or is getting unemployment benefits but does not meet the unemployment compensation program work requirements.

If a person becomes exempt from the work registration requirements, he or she must report the exemption in order to remove the work registration requirements.

[Unspoken text – If the applicant or member asks what the exemptions are, please provide the information below.]

- A person is exempt from the work registration requirements if he or she:
 - Is 16 or 17 years old and is not the primary person in the FoodShare group.
 - Is 16 or 17 years old and is the primary person in the FoodShare group but is enrolled in school or in an employment and training program at least half-time.
 - Is found to be unfit for work. This includes:
 - A person who gets temporary or permanent disability benefits from the government or a private source.
 - A person who is found to be mentally or physically unable to work by the income maintenance (IM) agency.
 - A person who is verified as unable to work by a statement from a health care professional or social worker.
 - Is enrolled in Wisconsin Works (W-2) and complying with the W-2 work requirement.
 - Is the primary caregiver for a dependent child under age 6 (whether the child lives in the home or out of the home). If two people have parental control of a child, only one of those people can be exempt from work registration as the primary caregiver of that child.
 - Is the primary caregiver for another person who cannot care for himself or herself (whether the person lives in the home or out of the home).
 - Has applied for or is receiving unemployment compensation.
 - Is regularly taking part in an alcohol or other drug abuse (AODA) treatment or rehabilitation program.
 - Is working 30 or more hours per week or earning wages equivalent to 30 or more hours per week at the federal minimum wage.
 - Is enrolled at least half-time in a recognized school, training program, or institution of higher education.
 - Is receiving transitional FoodShare benefits.

2. Work Requirement for Able-Bodied Adults Without Dependents

[Unspoken text – Use the following script if there are individuals on the case who need to meet the work requirement for able-bodied adults without dependents.]

- It appears that you or someone in your household is an adult age 18 through 49 who does not have any children living in the home that needs to meet a work requirement in order to get, or continue to get, FoodShare benefits.
- This work requirement is different from the work registration requirements.
- If a person is not exempt from the FoodShare work requirement, he or she will only get three months of FoodShare benefits in a 36-month (three-year) period unless they do one of the following:
 - Work at least 20 hours per week.

- Take part in an allowable work program for at least 20 hours per week.
- Work and take part in an allowable work program for a combined total of at least 20 hours per week.
- A person who needs to meet the work requirement will be referred to the FoodShare Employment and Training program, also known as FSET. FoodShare members that do not need to meet the work requirement can still ask for a referral to the FSET program.
 - FSET is a work program and one way to meet the work requirement. FSET is free and helps FoodShare members build their job skills and find jobs by looking at a member's current skills, needs, and preferences.
 - When a person is referred to FSET, he or she will get a phone call and a letter about how to enroll.
- If a person starts meeting the FoodShare work requirement or has an exemption, he or she should report this so we can update the information we have on file. For a current list of work requirement exemptions, go to www.dhs.wisconsin.gov/fset/exemptions.htm.