

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Health Care Access and Accountability
1 W. Wilson St.
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To: FoodShare Wisconsin Employment and Training (FSET)
Handbook Users

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

Re: **FSET Handbook Release 15-03**

Release Date: 06/02/2015

Effective Date: 06/02/2015

EFFECTIVE DATE

The following policy additions or changes are **effective 06/02/2015**, unless otherwise noted. **Grey highlighted text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY UPDATES

1.4.4 Work Experience

Work experience ~~or on-the-job training~~ offers the opportunity for job shadowing or a short-term placement in an actual work or training setting. The benefits of work experience include exposing ~~volunteers~~ participants to a variety of work options, improving employability, and helping ease the participant's transition into regular employment.

Work experience ~~or on-the-job training~~ is a qualifying activity for ~~non-exempt~~ ABAWDs if the service enables the ABAWD to move promptly into regular public or private employment. ~~Similar to workfare, the required hours of participation are determined by dividing the household's monthly FS allotment by state or federal minimum wage, whichever is higher. Federal law prohibits FSET agencies from requiring an ABAWD to work beyond the maximum number of hours calculated. However, it is allowable for individuals voluntarily participating in FSET, including non-exempt ABAWDs, to participate in work experience.~~ Non-exempt ABAWDs participating in work experience must ~~still~~ meet the 80-hour per month work requirement. Non-exempt ABAWDs enrolled in work experience may meet the work requirement by voluntarily participating in work experience for 80 hours per month, or by participating in work experience in combination with other qualifying activities for a combined total of 80 hours per month. The calculation used to determine workfare participation hours for non-exempt ABAWDs cannot be used for work experience.

Note: Non-exempt ABAWDs are allowed to voluntarily participate in work experience beyond the total number of participation hours needed to meet the work requirement, if they so choose. It is not allowable to require additional hours of participation beyond the total number of hours needed to meet the work requirement.

~~In contrast to workfare,~~ Work experience placements can include placement with private, for-profit companies or public and private non-profit employers. Work experience assignments may not replace an individual's regular employment and must provide the same benefits and working conditions provided to regularly employed persons performing similar work for equal hours. FSET agencies must monitor the quality of work experience sites to ensure they provide participants with the experience and skills necessary to advance employment opportunities.

6.3.2.4 Determining Required Hours of Workfare Participation

FSET participation requirements differ for workfare, in terms of the number of hours needed for a non-exempt ABAWD to meet the work requirement. The number of required workfare hours per month is equivalent to the household's current monthly FS allotment divided by the state or federal minimum wage, whichever is higher. Weekly workfare hours must be established after accounting for hours of participation in other programs, such as a Title IV work program. Federal law prohibits FSET agencies from requiring an ABAWD to work beyond the maximum number of hours calculated. Allowing participants to volunteer to work beyond the maximum number of hours is also prohibited under federal law. Non-exempt ABAWDs are allowed to voluntarily participate beyond the maximum number of required workfare hours, if they so choose. It is not allowable to require additional hours of participation beyond the maximum requirement calculated as described above. Changes in the amount of the monthly FS allotment may increase or decrease the number of required monthly hours for workfare. If there is a change in benefit amount, the FSET agency should recalculate the required number of participation hours, and apply that change beginning the month which follows the month the change in allotment becomes known to the FSET agency.