

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

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

From: Rebecca McAtee, Bureau Director
Bureau of Enrollment Policy and Systems

Re: **FSET Handbook Release 16-02**

Release Date: 11/14/2016
Effective Date: 11/14/2016

EFFECTIVE DATE The following policy additions or changes are **effective 11/14/2016**, 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

1.4.6 Job Retention

FSET agencies must offer supportive services for participants who have secured employment. Only individuals who have received other employment and employment/training services through the FSET program are eligible for job retention services. Individuals who receive job retention services are usually not participating in other components. In some cases these services are provided after the individual has lost FoodShare eligibility. This component typically includes ~~participant job retention~~ reimbursement for reasonable and necessary expenses to assist individuals in ~~retaining~~ **maintaining** employment, such as required clothing, equipment, tools, relocation expenses, child care, and transportation. Job retention may also include case management services that address workplace demands and employer expectations.

4.1 FSET Enrollment Process

The FSET enrollment process includes orientation, assessment, and development of an individualized employment plan. During this process, the FSET agency also provides participants with detailed program information, including participant rights and responsibilities. The ~~FSET~~ agency also works with the participant to identify eligibility for supportive services and provide needed referrals to other service programs and community resources outside the scope of FSET, as needed.

FSET participants may face barriers that make it difficult to access the FSET agency ~~and/or participate in FSET activities~~, including limited access to transportation, computers, and telephones. Providing reasonable accommodations and supportive services to FSET participants is required to enable the participant to enroll and participate in FSET activities. Reasonable accommodations include using community resources to provide transportation, if available; traveling to a mutually agreed upon location that is conducive to providing confidential services to the participants; ~~or providing services one-on-one rather than a group setting~~. FSET agencies are required to provide translation services for FSET participants with limited English proficiency.

5.3 Job Retention Expense Reimbursement

Under current federal regulation, FSET agencies may provide reimbursement for items directly related to maintaining employment that was obtained as a result of participating in FSET. After obtaining employment, participants may ~~receive~~ **participate for up to 90 days of** in the job retention services component. ~~Participants who obtained employment prior to FSET enrollment may not receive job retention expense reimbursement of supportive services to persons who obtained employment~~

prior to FSET enrollment is not allowable, unless the service is related to career enhancement or advancement. Reimbursable job retention costs may include, but are not limited to:

- Clothing required for the job
- Equipment or tools required for the job or job training
- Test fees
- Union dues
- Relocation expenses
- Licensing and bonding fees
- Transportation
- Child care

6.3.1 Non-ABAWD and Exempt ABAWD Participation Requirements

6.3.1 Non-ABAWD and Exempt ABAWD Participation Requirements

FSET volunteers who are non-ABAWDs or exempt ABAWDs do not need to meet the ABAWD work requirement and are not required to complete at least 80 hours of FSET participation per month. However, to maintain enrollment, this group of FSET volunteers is required to participate. Non-ABAWDs and exempt ABAWDs may participate in FSET, but do not need to meet the ABAWD work requirement. To maintain enrollment, non-ABAWD and exempt ABAWD FSET participants need to put forth a minimum effort by participating in FSET activities for at least 12 hours per month. FSET agencies are required to work with the volunteer to establish reasonable expectations and hours of participation.

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. 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 that follows the month the change in allotment becomes known to the FSET agency.

6.3.2.5 Workfare Job Search

Prior to placing an non-exempt ABAWD in a workfare position, a job search period may be established for up to 30 days. A non-exempt ABAWD may only participate in workfare job search during the first 30 days after enrollment in FSET at initial certification. In some cases, participants completing a 30-day job search period will attend job seeking skills workshops prior to contacting employers. During the job search period, members are considered to be participating in and complying with the requirements of workfare, thereby meeting the participation work requirement for ABAWDs. Non-exempt ABAWDs who do not obtain employment after the 30 days will be assigned to a workfare position in the community, as determined appropriate based on the participant assessment.

6.8 Decision to Deny Participant Access and/or Services

The FSET agency has the right to deny a participant access to the FSET office and no longer provide employment and training services to a participant whose behavior is determined to be detrimental to FSET operations and/or puts the safety and progress of other participants and staff at risk. FSET participant behavior that warrants prohibiting access to the office and/or services includes but is not limited to:

- Offenses or threats against FSET property or any other person on FSET premises.
- Actions that disrupt or interfere with FSET operations and processes.
- A continued pattern of violation of agency rules after a notice of the rules has been given.

The FSET agency management staff must follow a previously established internal

process for determining whether a participant will be denied access to the office and/or services due to his or her behavior. The process must include providing the participant with written documentation that includes a description of the detrimental behavior and the timeframe that the participant will be denied access to the FSET office and/or services. The written explanation must be sent to the participant. The written explanation must also include the ability for the individual to request an appeal of the decision to deny access and/or services. The decision to deny access and/or services shall maintain in effect until the end of the specified timeframe or until FSET agency management terminates the decision to deny access and/or services, whichever occurs first.

7.2 Job Retention

The Food and Nutrition Act of 2008 introduced job retention services as an allowable employment and training component. The job retention component is meant to provide support job retention services for up to 90 days to participants who have secured employment. Only individuals who have received other employment and employment/training services through the FSET program are eligible for job retention services.

FSET agencies must offer supportive job retention services for up to 90 days for participants who obtained employment as a result of FSET participation. The job retention component is meant for individuals who have obtained employment but who usually will not continue to participate in other employment and training components. In some cases this will include individuals who have become FoodShare ineligible. If an individual obtains employment but continues to participate in other allowable employment and training components, he or she is eligible to receive supportive services. For more information on supportive services, see FSET Chapter 5.0. The job retention component includes participant job retention reimbursement for reasonable and necessary expenses to assist individuals in retaining maintaining employment, such as required clothing, equipment, tools, relocation expenses, child care, and transportation. Job retention may also include case management services that address workplace demands and employer expectations.

10.3 Appendix C: FSET Fundable Component Activities

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| CE | Career Planning | <p>This activity may be assigned for participants receiving services to assess their career interests and guide the career planning process. Examples include career assessment; educational needs assessment; career exploration job shadowing; reviewing labor market information and training opportunities; career guidance and counseling; and technical support to expedite self-employment (see activity code SE) success, as long as the volunteer has a realistic and viable goal.</p> <p>This activity is a non-qualifying activity for ABAWDs, unless it makes up less than half of a non-exempt ABAWD's total monthly FSET participation hours.</p> |
| CR | Career Advancement | <p>This activity may be assigned for employed participants exploring and pursuing career advancement opportunities. An actual career advancement plan is to be developed, which describes the steps and actions required to meet career advancement goals. Other acceptable activities include: 1)Assisting the participant in accessing career advancement services, such as undergoing further occupational assessment; 2)Enrolling in appropriate education/training programs; and 3)Accessing career advancement opportunities offered through the employer, such as career ladders programs.</p> <p>This activity is a non-qualifying activity for ABAWDs, unless it makes up less than half of a non-exempt</p> |

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| | ABAWD's total monthly FSET participation hours. |
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| DR | Driver's Education | <p>This activity may be assigned 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 Wisconsin Driver's License Examination. 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, ect.) Paying for a Wisconsin ID is an allowable expense, and FSET funds can be used to pay for this activity if driving is a required job duty it is reasonable and necessary for an employment and training component or employment as a part of job retention.</p> |
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| JR | Job Retention Services | <p>Job retention services can be provided for up to 90 days to an individual who has secured employment through FSET. In most cases the individual is not participating in other FSET components or assigned activities. Job retention services may include: 1) supportive services job retention reimbursement; 2) reviewing workplace demands and employer expectations; 3) strategies to help the individual stay employed; 4) job-specific problem solving; and 5) crisis resolution. Only individuals who have received other employment and training services under FSET prior to obtaining employment are eligible for job retention services.</p> <p>Supportive services Job retention reimbursement can include:</p> <ul style="list-style-type: none"> • Clothing required for the job • Equipment or tools required for a job • Relocation expenses • Transportation • Child care |
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| OC | Occupational Testing | <p>This activity may be assigned when a participant is engaged in testing related to employment. Occupational testing includes assessments for job exploration, aptitude, skills, and work interest testing and interpretation.</p> <p>This activity is a non-qualifying activity for ABAWDs, unless it makes up less than half of a non-exempt ABAWD's total monthly FSET participation hours.</p> |
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| WF | Workfare | <p>This activity may be assigned for non-exempt ABAWD participants. Workfare is a qualifying activity for non-exempt ABAWDs who need to develop the basic skills and/or work history necessary to enter the job market successfully. FSET agencies should not assign employed participants to workfare. Workfare positions may be established with public or private non-profit employers and are similar to community service jobs in sectors such as housing authorities, parks and recreation, and sanitation departments. The goal of workfare is for participants to learn new job skills and establish work references.</p> |
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| | | <p>A household's monthly workfare participation requirement is determined by dividing the FoodShare benefit amount by the minimum wage. FSET agencies should document in PIN comments when the participant lives in a household that includes multiple ABAWDs sharing responsibility for meeting workfare participation requirements.</p> <p>A workfare participant may be initially assigned a 30-day job search period, which counts as a qualifying activity to meet the work requirement. This initial 30-day workfare job search period must be coded as "WJ".</p> |
| WJ | Workfare Job Search | <p>This activity may be assigned for workfare participants in the first 30-days of a workfare assignment. Workfare participants are considered to be participating in and complying with workfare requirements during this 30-day job search period and are meeting the ABAWD work requirement. The job search period may only be conducted during the first 30 days after enrollment at initial certification prior to making a workfare assignment, but not at recertification.</p> |

10.4 Appendix D: Supportive Services Allowable Expenses *The table was updated.*