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**Division of Medicaid Services**  
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To: Users

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

Re: **FSET Handbook Release 20-02**

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Effective Date: 08/03/2020

<b>EFFECTIVE DATE</b>	The following policy additions or changes are <b>effective 08/03/2020</b> unless otherwise noted. <b>Underlined text denotes new text. Text with a strike through it denotes deleted text.</b>
<b>POLICY UPDATES</b>	
<b>1.4 FSET Component Activities</b>	Updated non-qualifying activities
<b>3.5.2 Number of Contacts</b>	Added instructions for how to track attempted contacts
<b>4.6 PIN Comments</b>	<i>New section</i>
<b>5.1 FSET Participant Expense Reimbursement</b>	Added instructions for supportive services funded by an outside source
<b>6.5.1 Monthly Participation</b>	Clarified how often to submit participation hours
<b>8.1.1 Time Frames for Employment Plan Reviews</b>	Added when to create a new EP
<b>8.5 Disenrollment</b>	Minor grammar change
<b>9.4 Managing Fraud, Waste, and Abuse</b>	Updated information about FSET payments for expenses directly related to the program
<b>10.3 Appendix C: FSET Fundable Component Activities</b>	Added three examples
<b>10.4 Appendix D: Supportive Services Allowable Expenses</b>	Updated details of FSET fundable component activities
<b>10.6 Appendix F: FSET Worker Time Frames</b>	Clarified second Saturday of the month time frames

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## 1.4 FSET COMPONENT ACTIVITIES

The Food and Nutrition Service (FNS) structures the SNAP employment and training program into components including supervised job search, job search training, workfare, work experience, education, self-employment, and job retention. Wisconsin's FSET components also include formal assessment and on-the-job training. FSET workers assign participants to program activities that fall within one of the program components.

FSET activities are classified as qualifying and non-qualifying activities. In order to meet the ABAWD work requirement through FSET participation, ABAWDs must participate in qualifying activities for at least half of their total required hours. FSET agencies are required to provide qualifying activities so that all ABAWDs who enroll in FSET are able to meet the work requirement by participating in FSET, if they choose. FSET workers must not assign ABAWDs to non-qualifying activities for more than half of their total required hours.

Employment search, which falls within the supervised job search component, is a non-qualifying activity. ~~Job readiness and motivation, the only activity within the job search training component, is also a non-qualifying activity.~~ Enrollment and orientation do not fall within any of the components and are also non-qualifying activities. All other component activities are qualifying activities.

FSET agencies must offer a variety of activities in order to comprehensively address the unique needs of each participant. See FSET Handbook 10.3 Appendix C: FSET Fundable Component Activities for a complete list of FSET fundable activities.

## 3.5 CONTACTING THE PARTICIPANT

### 3.5.2 Number of Contacts

At a minimum, FSET workers must schedule a second appointment for individuals who miss their initial appointment.

The Department of Health Services strongly encourages FSET agencies to continue scheduling additional appointments beyond the required two appointments for ABAWDs who fail to attend these scheduled appointments.

~~The~~ Other than multiple attempts to schedule enrollment and orientation, which may be documented under one PIN comment, the FSET worker should document in PIN comments information relating to each contact that is attempted.

See FSET Handbook 4.6 PIN Comments for detailed policy requirements regarding PIN commenting.

## 4.6 **RESERVED** PIN COMMENTS

### General Info regarding PIN Comments

FSET agencies should PIN comment all interactions with FSET participants. All FSET workers and DHS employees should be easily able to chronologically understand the participant's progress in the FSET program when reading the PIN comments. All PIN comments should stay professional and avoid workers' personal opinions about FSET participants.

#### 1. Orientation and Enrollment and Ongoing Assessments

All information gathered during the orientation and enrollment process as well as ongoing assessments must be summarized into PIN comments includes information that is entered into other pages of CWW including but not limited to the barriers, assessments, and the participants' strengths, needs and preferences.

All discussions of supportive services, and referrals to community resources, even if declined by the participant, must be included in PIN comments. If an FSET agency loses contact with an FSET participant, the FSET agency must include any known information as to why the participant discontinued communicating with the FSET agency.

#### 2. Employment Plan Development

Details related to a participant's Employment Plan should be captured through PIN Comments. Case workers should help participants brainstorm short-, medium-, and long-term goals related to employment activities. All relevant Assigned Activities should be documented in PIN comments.

All discussions of the participants' short- and long-term goals and activity assignments must be included in PIN comments. This means that if a participant's employment plan is updated, a narrative of employment plan discussion must be included in PIN comments. If a participant has a short term goal of immediately obtaining employment, the FSET worker should encourage the participant to explore long-term goals that lead to sustainable employment.

#### 3. Communication with Outside Organizations

Communication with outside organizations including IM, other work programs, training providers and employers, should be documented in PIN comments. If a participant is co-enrolled in other work programs, this should also be documented along with any interaction case worker has with contacts in the co-enrolled program. All interactions with IM agencies should also be documented in PIN comments. This includes, but is not limited to, interactions assisting participants

with obtaining exemptions, working with IM to update the ABAWD clock, and any other relevant updates provided.

#### 4.4. Template PIN Comments

Template PIN commenting is not generally encouraged by DHS but is acceptable. To ensure that correct templates and correct information are being used for each participant, it is best practice to double check templates and the information contained within. If DHS finds consistent errors in template PIN commenting, an agency may be directed to discontinue use of template PIN comments.

## 5 SUPPORTIVE SERVICES

FSET agencies must provide supportive services to ABAWD and non-ABAWD participants for reasonable and necessary expenses that directly relate to FSET participation in allowable FSET activities. An ABAWD cannot be penalized for not meeting the ABAWD work requirement if the FSET agency fails to provide supportive services that are reasonable and necessary for meeting the FSET participation requirement. Good cause hours should be provided if required supportive services are unavailable to the participant.

For the purpose of determining whether a supportive service is reasonable and necessary for meeting FSET participation, the federal government defines these terms as follows:

**Reasonable Cost:** A cost is considered reasonable if it:

- Does not exceed that which someone who is careful with his or her finances would pay,
- Provides a program benefit generally in line with its cost,
- Is comparable to other similar types of program costs, and
- Is within the scope of FSET.

**Necessary Cost:** A cost is considered necessary if it:

- Is taken on in order to carry out essential functions of FSET,
- Cannot be avoided without negatively impacting program services and operations,
- There is a greater need for this expense compared to other competing needs for administrative resources, and
- Does not duplicate existing efforts. The product or service must not be available through another government program or available at no cost to the participant through a private source (e.g. charitable donations).

Supportive services, however, are not allowable as a stand-alone service. FoodShare members cannot enroll in FSET for the sole purpose of receiving supportive services. A participant must be enrolled and participating in at least one allowable FSET component activity in order to be eligible for supportive services.

**Example:** Phil, a FoodShare eligible student, is referred to FSET. Phil requests help with interviewing skills and finding work after graduation. He also needs help paying for textbooks. Phil is assigned to an educational component and is enrolled in interviewing and job seeking workshops. Supportive services for textbooks is allowable because Phil is assigned to at least one allowable FSET component with

allowable activities, and he is not enrolling in FSET for the sole purpose of receiving supportive services.

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Supportive services for an FSET participant must be tracked on the Track Supportive Services page in the CARES Worker Web (CWW) FSET Tool. This ~~screen~~page is used to list all instances of support services being requested, provided, or referred to a participant, along with the cost of each FSET-provided supportive service. Supportive services provided by the FSET agency, but funded by an outside source, must be tracked on this page with a zero dollar amount entered for the cost. When referrals are made to an outside agency that provide a supportive service, that supportive service does not need to be tracked on the Track Supportive Services page.



## 6.5 TRACKING FSET PARTICIPATION

### 6.5.1 Monthly Participation

FSET agencies must collect and record attendance information in CWW for assigned activities for all ABAWD and non-ABAWD participants. All participation documentation must be obtained from the FSET participant, work site or other education and training providers on a monthly basis (at minimum). The documentation must be maintained in the participant's electronic case file (ECF). FSET agencies must provide participants with a variety of methods for submitting participation hours including, but not limited to, in-person, over the phone, email, 24-hour drop boxes, and fax.

FSET agencies are responsible for collecting group activity participation when multiple participants are engaged in the same activity at one location. It is the primary responsibility of the participant to return the paperwork to the agency verifying participation in activities that involve an activity log. The agency should make arrangements to get the paperwork directly from the service provider when possible. FSET agencies can encourage participants to turn in participation hours on a weekly basis, however, FSET agencies must notify participants that they should at a minimum submit documentation of participation hours by the end of the current month of participation.

Individuals assigned to job retention should be assigned to exactly one hour per month of job retention. See FSET Handbook 1.4.6 Job Retention for more information on this activity. Record the number of work hours under the employment activity code. Any additional activities should be recorded under that specific activity code.

## 8.1 EMPLOYMENT PLAN REVIEWS

### 8.1.1 Time Frames for Employment Plan Reviews

For ABAWDs who are participating in FSET to meet the ABAWD work requirement, the EP must be reviewed at least once every ~~three months~~ 90 days. For non-ABAWDs and ABAWDs who are meeting the work requirement outside of FSET, the EP must be reviewed at least once every ~~six months~~ 180 days.

A new EP can be created earlier than the original end date. A new EP should be created when there is a change in ABAWD status. When a change in ABAWD status results in the participant needing to meet the work requirement, FSET workers must contact the ABAWD as soon as possible to create an EP with enough activity hours to meet the work requirement.

## 8.5 DISENROLLMENT

FSET disenrollment is completed on the Participant Summary page in the CWW FSET Tool. The primary reasons for disenrolling a participant from the FSET program include:

1. A participant met the work requirement by obtaining unsubsidized employment for 80 hours per month, has been verified to be an ABAWD with a non-TLB referral, and chooses not to participate in FSET. Disenrollment should not occur while a participant is receiving job retention services for a job obtained as a result of participating in FSET. A participant is eligible to receive up to 90 days of job retention services through FSET even if he or she is no longer eligible for FoodShare.

If an FSET participant loses FoodShare eligibility, the FSET agencies must not disenroll FoodShare ineligible participants until on or after the sixth (6th) day of the month following the month FoodShare closed. On the referral update, the effective date displays the date FoodShare eligibility ends. Disenrollment of a FoodShare ineligible participant must be completed no later than the last day of the month following the month FoodShare eligibility was lost and FoodShare closed. Information in CARES Worker Web (CWW) may show that FoodShare is scheduled to close because the FoodShare interview or other requirements were not completed prior to adverse action. FoodShare may reopen within the same month or the following month.

2. Non-ABAWDs and ABAWDs with a non-TLB referral type who have not participated in FSET for two months without good cause. Non-participation is defined as a complete lack of contact from the participant to the FSET agency. Non-ABAWDs and ABAWDs with a non-TLB referral type who participate fewer than 12 hours per month are considered to be participating in the FSET program and should not be disenrolled without their consent. This disenrollment reason does not apply to ABAWDs with a TLB referral type.

Prior to disenrolling a non-ABAWD or an ABAWD with a non-TLB referral type for non-participation, the worker must attempt to make contact by letter or telephone to determine why the individual is not participating and to determine if the employment plan (EP) should be revised to include different services.

3. Non-ABAWDs or ABAWDs with a non-TLB referral type requests to end services. This disenrollment reason does not apply to ABAWDs with a TLB referral type.

**Note:** FoodShare will be systematically scheduled to close at adverse action when required action for a review or Six Month Report Form (SMRF) was pending action, including pending verification. If the member completes the necessary action to reopen FoodShare benefits, an updated referral will be sent to the FSET worker showing that the participant is again eligible

## 9.4 MANAGING FRAUD, WASTE, AND ABUSE

FSET agencies should match supportive services to the activities in which the participant is involved. FSET agencies are required to provide payment to FSET participants for expenses that are reasonable, necessary, and directly related to participating in assigned FSET activities. Federal regulations allow payment to be provided as a reimbursement for expenses incurred, or in advance as payment for anticipated expenses in the coming month.

- If an FSET agency suspects or has knowledge that a participant is using supportive services for something other than an FSET activity, or is trading or selling supportive services the following steps should be taken:

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1. The FSET agency must discuss the matter with the participant.
2. If it is determined that the participant intentionally or unintentionally misused FSET funds, the participant must be notified in writing that they will only receive reimbursement for expenses that are reasonable and necessary, and directly related to completing assigned activities, after documentation of the expense is provided. FSET workers will seek supervisory approval prior to providing written notification to the participant. A copy of the written notice must be scanned into the Electronic Case File (ECF)
3. The participant must be informed that they are allowed to file for a fair hearing if they do not agree with this decision.
4. Details of the steps taken to resolve this issue and the outcome must be documented in PIN comments.

- FSET agencies also have the ability to question good cause when it seems questionable and request verification. There is no means to recoup issued supportive services. If the FSET participant is not attending their activities without valid good cause, their participation hours should reflect the lack of participation. If the FSET agency is notified that the IM agency is recouping a future month's benefits, the FSET agency should not issue supportive services in that month.

## 10.3 APPENDIX C: FSET FUNDABLE COMPONENT ACTIVITIES

Code	Description	Details
A1	Post-Secondary Ed. – Two Years or Less	<p><del>This</del> Assign this activity <del>may be assigned</del> for educational courses <u>with an industry-recognized credential</u> that can be completed in two years or less. This typically includes short-term certificates or diplomas that may be earned <del>quickly</del> through a local technical college <del>campus. It does not include courses of study that normally take more than four semesters to complete.</del> Count the number of hours the person is in the classroom and up to one hour of unsupervised study time for each hour of class time; <del>unless additional study time is warranted.</del> Supervised study time may also be assigned under this activity <del>and tracked for attendance purposes.</del> A statement from the educational program indicating that an additional amount of study time may be required to successfully complete the course can be included in the assigned number of hours. <del>Take into consideration any barriers to learning that may result in a participant needing additional study time.</del></p>
BE	Adult Basic Education	<p><del>This</del> Assign this activity <del>may be assigned for to</del> participants who are engaged in an adult basic education course <del>that is not tied to participation in job or literacy skills training. Adult basic education is instruction designed to focus on</del> <u>courses in</u> the areas of reading, mathematics, communication skills, social studies, physical sciences, <del>health, and career education. The purpose of assigning adult basic education is to prepare participants for employment</del> <u>and health.</u> Count the number of hours the person is in the classroom and up to one hour of unsupervised study time for each hour of class time; <del>unless additional study time is warranted.</del> Supervised study time may also be assigned under this activity <del>and tracked for attendance purposes.</del> A statement from the educational program indicating that an additional amount of study time may be required to successfully complete the course can be included in the assigned number of hours. <del>Take into consideration any barriers to learning that may result in a participant needing additional study time.</del></p>
CE	Career Planning	<p><del>This</del> Assign this activity <del>may be assigned for participants if</del> <u>participant is</u> receiving services to <del>asses</del> <u>evaluate</u> their</p>

		<p>career interests <del>and</del>, guide the career planning process, <u>or advance their career, as long as the participant has a realistic and viable goal.</u> Examples include <del>career assessment; educational needs assessment;</del> career exploration, job shadowing; <u>evaluations for aptitude, skills,</u> reviewing labor market information and training opportunities; <u>and</u> career guidance and counseling; <del>and technical support to expedite self-employment (see activity code SE) success, as long as the volunteer has a realistic and viable goal.</del></p>
CR	Career Advancement	<p><del>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.</del></p>
CS	Community Service	<p><del>This activity may be assigned for participants engaged in community service or unpaid work; which is service done for the benefit of the public or its institutions. Community service may be required by the government as a part of citizenship requirements, typically in lieu of military service. Courts may demand community service in lieu of, or in addition to, other criminal justice sanctions. Schools may mandate community service to meet the requirements of a class, such as in the case of service-learning or to meet the requirements of graduation. Community service can also be assigned for participants who are co-enrolled in another program.</del><u>Assign this activity if participant is engaged in service hours done for the benefit of the public or its institutions. This activity is set up by the participant or another organization outside of FSET.</u></p>
CT	Customized Skills Training	<p><del>This activity may be assigned when training is arranged to meet the specific needs of an employer. This type of training addresses labor shortages for a specific occupation, where the employer is involved in developing the training program.</del></p>
DR	Driver's Education	<p><del>This</del><u>Assign this activity</u> <del>may be assigned</del> when a participant is enrolled in a course of study <del>which</del><u>that</u> includes both classroom and behind-the-wheel instruction</p>

		<p>designed to prepare the student to pass the Wisconsin Driver's License Examination. <del>The use of FSET funds to pay for a driver's license is only allowable if it is reasonable and necessary for an employment and training component or employment as a part of job retention.</del></p>
EL	English as a Second Language	<p>This activity may be assigned <del>for</del> participants <del>who are engaged</del> <u>enrolled</u> in <del>an</del> English as a Second Language (ESL) course <del>that is not tied to participation in job skills training. ESL is a course of study intended to teach English reading, writing, speaking, or trainings and listening skills to students whose primary language is not English. The purpose of assigning ESL is</del> <u>activities meant to prepare participants for employment</u> <u>ESL courses. This code can be used when someone is enrolled in literacy classes that assist with their ability to read or write.</u> Count the number of hours the person is in the classroom and up to one hour of unsupervised study time for each hour of class time. Supervised study time may also be assigned under this activity <del>and tracked for attendance purposes.</del> A statement from the educational program indicating that an additional amount of study time may be required to successfully complete the course can be included in the assigned number of hours.</p>
EN	Enrollment	<p><del>This activity may be assigned when the FSET worker is conducting a pre-assessment followed by employment plan development that is completed during the enrollment appointment.</del></p> <p>-</p> <p><del>This activity is a non-qualifying activity for ABAWDs, unless it makes up less than half of an ABAWD's total monthly FSET participation hours.</del></p>
EO	Enrollment with Orientation	<p><del>This activity may be assigned when an individual participates</del> <u>Use this code for individuals who participate</u> in a set of activities designed to orient <u>and enroll</u> the individual <del>to</del> <u>into</u> the FSET program. <del>Orientation is the process of providing comprehensive information to the</del></p> <p>-</p> <p><del>Assign this activity if a participant about the FSET program, including offered activities and supportive services available, as well as other information related to community services.</del></p> <p>-</p> <p><del>This activity is</del> <u>is participating in</u> a non-qualifying activity for ABAWDs, unless it makes up less than half of an ABAWD's total monthly FSET participation hours.</p>

ES	Supervised Employment Search	<p><del>This</del> <u>Assign this</u> activity <del>may be assigned</del> to participants engaged in <del>individualized</del> employment search <del>or group employment search training</del>. <del>This includes:</del> <u>that is tailored to individual needs, such as</u> 1) <del>Time</del> <u>time</u> used to research prospective employers; 2) <del>Making</del> <u>making</u> contact with prospective employers to learn of job openings, whether by phone, in person, or via the internet; 3) <del>Completing</del> <u>completing</u> applications for job vacancies; 4) <del>Preparing</del> <u>preparing</u> for job interviews; 5) <del>Interviewing</del> <u>interviewing</u> for jobs; and 6) <del>Resume writing workshops</del>.</p> <p>- <u>on effective job seeking and interviewing skills.</u></p> <p>- This is a non-qualifying activity for ABAWDs, unless it makes up less than half of an ABAWD's total monthly FSET participation hours.</p>
FS	<del>Full-Time Student</del>	<del>This activity may be used for FSET volunteers who are full-time students and their education is being paid with non-FSET funds.</del>
GE	<del>General Education Development</del>	<del>This activity may be assigned for FSET participant instruction and study time designed to prepare for the Tests of General Educational Development (GED).</del>
HE	High School Equivalency Diploma <u>or GED</u>	<p><del>This</del> <u>Assign this</u> activity <del>may be assigned</del> for FSET <del>participant adult educational activities, including participants who are receiving instruction and</del> study time, designed to prepare <del>adults to take for</del> the tests <del>and courses that lead to a of</del> <u>General Educational Development (GED) or High School Equivalency Diploma (HSED)</u>. <del>An HSED is earned by taking all of the GED tests and a health, citizenship, employability skills, and career-awareness program OR by completing any missing high school credits.</del></p>
JR	Job Retention <del>Services</del>	<p>Job retention <del>services</del> can be provided for up to 90 days to an individual who has secured employment after enrolling in FSET. In most cases the individual is not participating in other FSET components or assigned activities. Job retention services may include: 1) 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. <del>Only individuals who have received other employment and training services under FSET prior to obtaining employment are eligible for job retention services.</del></p>



		<p>-</p> <p><del>Job retention reimbursement can include:</del></p> <ul style="list-style-type: none"> <li><del>• Clothing required for the job</del></li> <li><del>• Equipment or tools required for a job</del></li> <li><del>• Relocation expenses</del></li> <li><del>• Transportation</del></li> </ul> <p><del>Child care</del></p>
JS	Job Skills Training	<p><del>This activity may be assigned for FSET participants who are engaged in training for vocational skills required by an employer. Assign this activity when a participant is enrolled in a training arranged to meet the specific needs of an employer or a general training that prepares an individual for a specific occupation within a particular employment sector where they will not earn an industry recognized credential. 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 instruction 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 related to the participant's immediate employment goal. Study time that is required for training should also be assigned under this activity. Study time can be assigned and tracked for attendance purposes. Examples of job skills training programs include: welding, hospitality, data entry, medical assistants, and legal assistants. Count the number of hours the person is in the training and up to one hour of unsupervised study time for each hour of training time. Supervised study time may also be assigned under this activity. A statement from the training program indicating that an additional amount of study time may be required to successfully complete the training can be included in the assigned number of hours.</del></p>
LS	Literacy Skills	<p><del>This activity may be assigned 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 adult basic education, occupational programs, or unsubsidized employment. Study time that is required for the literacy skills course should also be assigned under this activity and tracked for attendance purposes.</del></p>

MO	Job Readiness/ Motivation	<p><del>This</del> Assign this activity <del>may be assigned to</del> <u>individuals</u> <del>participants</del> engaged in classes/ <u>and</u> activities specifically designed to prepare them for work. Activities are geared toward learning general workplace expectations, work behavior, and <del>soft skills that enhance an individual's career prospects.</del> <u>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.</u> Activities may include: 1) <del>Instruction in soft skills such as</del> <u>instruction in</u> workplace expectations; <del>adaptability, integrity, and cooperation;</del> 2) <del>Courses (including instruction on reading for information, applied mathematics, locating information, problem solving, critical thinking, and appropriate attire);</del> 2) <u>workshops on self-esteem, goal setting, etc.;</u> and 3) <u>courses on basic computer skills including the</u> <del>and</del> <u>use of the Internet</u> <del>internet.</del> Job readiness activities may be completed independently or in a group setting.</p> <p><del>-</del> <u>If an individual is enrolled in a comprehensive job readiness program curriculum, as long as the intent of the component is met, it can include additional activities, such as financial literacy, household management techniques, and assistance with other life skills, that help an individual's circumstances so they are a better able to obtain or maintain employment.</u></p>
OC	Occupational Testing	<p><del>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.</del></p>
OJ	On-the-job Training	<p><del>This activity may be assigned when a participant is in a paid job subsidized by a program other than W-2. Examples are 1) Workforce Innovation and Opportunity Act (WIOA) on-the-job training, 2) Division of Vocational Rehabilitation (DVR) Work Experience, 3) Economic Dislocation and Worker's Adjustment Assistance Act (EDWAA) on-the-job training, 4) Adult Apprenticeship, and 5) Employment subsidized by Green Thumb, Senior Aides Older Worker Program, the Wisconsin Youth Conservation Corps (YCC), and Volunteers in Service to America (VISTA) workers.</del></p> <p><del>-</del> <del>If the on-the-job training contract term ends and the participant remains employed, the FSET worker should</del></p>

		<del>record an Entered Employment for this job, as of the date the contract ends.</del>
OR	Orientation	<del>This activity may be assigned when an individual participates in a set of activities designed to orient the individual to the FSET program.</del> - <del>This activity is a non-qualifying activity for ABAWDs, unless it makes up less than half of an ABAWD's total monthly FSET participation hours.</del>
PS	Part-Time Student	<del>This activity may be assigned for FSET participants who are part-time students and whose education is being paid for outside of the FSET program.</del>
SE	Self-Employment	<del>This</del> Assign this activity <del>may be assigned</del> when a person is involved in a self-employment training or individualized technical assistance program. 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.
SF	Full-Time Employment: Subsidized	<del>This</del> Assign this activity <del>may be assigned if</del> when a participant is employed <u>or self-employed in a subsidized position full-time (30 or more than 30 hours a per week</u> <del>and the employment is subsidized by another program.)</del> .
SP	Part-Time Employment: Subsidized	<del>This</del> Assign this activity <del>may be assigned if</del> when a participant is employed <u>less or self-employed in a subsidized position part-time (fewer than 30 hours a per week</u> <del>and the employment is subsidized by another program.)</del> .
TE	<del>Transitional Employment (Co-Enrollment)</del>	<del>This activity may be assigned when a participant is engaged in activities through a transitional jobs program, as a co-enrollment with FSET. The transitional job program activities should be recorded under this activity code.</del>
TJ	<del>Trial Job (Co-Enrollment)</del>	<del>This activity may be assigned when a participant is engaged in activities through the trial jobs program, as a co-enrollment with FSET. The trial job program activities should be recorded under this activity code.</del>
UF	Full-Time Employment: Unsubsidized	<del>This</del> Assign this activity <del>may be assigned</del> when a participant is employed <u>or self-employed full-time (30 or more hours per week)</u> .
UP	Part-Time Employment: Unsubsidized	<del>This</del> Assign this activity <del>may be assigned</del> when a participant is employed <u>or self-employed part-time (fewer than 30 hours per week)</u> .

VA	Vocational Adult Basic Education	<del>This activity may be assigned for participants in an adult basic education course that is completed as a part of a job skills training program. Study time that is required for vocational adult basic education should also be assigned under this activity. Study time can be assigned and tracked for attendance purposes.</del>
VE	Vocational English as a Second Language	<del>This activity may be assigned for participants in an English as a Second Language (ESL) course that is completed as part of a job skills training program. Study time that is required for Vocational ESL should also be assigned under this activity. Study time must be supervised and tracked for attendance purposes.</del>
VL	Vocational Literacy	<del>This activity may be assigned for participants in a literacy skills course that is completed as part of a job skills training program. Study time that is required for vocational literacy should also be assigned under this activity. Study time must be supervised and tracked for attendance purposes.</del>
WE	Work Experience/W-2	<del>This</del> Assign this activity <del>may be assigned</del> for participants who are job shadowing or learning work skills in <u>an</u> unpaid work experience <del>at a public or not-for-profit business</del> as part of the W-2 program.
WF	Workfare	<p><del>This</del> Assign this activity <del>may be assigned</del> to ABAWD-TLB participants. Workfare is a qualifying activity for 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 <del>and are similar to community service jobs in sectors</del>, such as housing authorities, parks and recreations, and sanitation departments. The goal of workfare is for participants to learn new job skills and establish work references.</p> <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>-</p> <p><del>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".</del></p>

WJ	Workfare Job Search	<p><del>This activity may be assigned for workfare participants in the first 30 days of a workfare assignment.</del> <u>Workfare job search may be assigned to ABAWDs during the first 30 days after enrollment at initial certification prior to making a workfare site placement. Workfare job search includes activities outlined in the employment search activity component. The household's workfare hourly requirement is determined by dividing the FoodShare benefit amount by the minimum wage.</u> 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. <del>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.</del> An FSET participant who has more than one initial certification may be assigned to <del>workfare</del> <u>Workfare</u> job search at each initial certification. <del>but cannot be assigned</del> <u>Workfare job search at recertification.</u></p>
WX	Work Experience/FSET	<p><del>This</del> <u>Assign this activity</u> <del>may be assigned</del> for participants who are job shadowing or learning work skills in unpaid work experience at a <u>private, public,</u> or <u>not-for-profit</u> business <del>in the FSET program.</del></p>

## 10.4 APPENDIX D: SUPPORTIVE SERVICES ALLOWABLE EXPENSES

Item	Almost Always	Sometimes	Never	Other Details
Auto insurance		X		Only if required for FSET participation and no other transportation option is available. The insurance payment should be limited to no more than two months.
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 as a part of job retention.
Commercial driver's 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. Dental work costs are limited to minor work, such as a cleaning. Major work, such as oral surgery, bridge work, braces, and

				dentures, are not allowable expenses.
Dependent care costs	X			
Driver license applications and renewal fees		X		Must be reasonable and necessary for participation in an employment and training component or employment as a part of job retention.
Drug/alcohol counseling			X	Refer participant to another agency.
Drug tests		X		Only if required for employment.
Equipment		X		Must be reasonable and necessary for participation in an employment and training component or employment as a part of job retention.
Fines			X	No exceptions for any type.
Fingerprinting		X		Only if required for 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 tuberculosis test.
Mental health counseling or treatment			X	Refer participant to appropriate agency.
Relocation expenses		X		Must be reasonable and necessary for employment as part of a job retention component.
Safety items (on the job)	X			
Student activity fees		X		Only if required to participate in class.

Student loans			X	Participants should apply for financial aid.
Taxi driver's license		X		Only if required for employment.
Test fees		X		Must be directly applicable to employment and all other funding sources exhausted.
Temporary housing		X		Housing assistance may be provided on a case-by-case basis for emergency situations, and only when all other funding sources have been exhausted. The rationale for housing assistance must also be documented in PIN comments in the FSET Tool. Housing assistance may be provided for a period of one month maximum per an individual's FoodShare <del>eligibility period</del> <del>(one month maximum per certification period)</del> . <sup>**</sup>
Tools		X		Must be reasonable and necessary for participation in an employment and training component or employment as part of job retention.
Training materials	X			
Transportation expenses (gas, bus fare)	X			
Tuition and fees		X		
Uniforms	X			
Union dues		X		Only if required for employment.
Vision needs (glasses or eye exam)		X		Must be reasonable and necessary for participation in an employment and training component or employment as a part of job retention.

\*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
- Carpooling 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 driver's 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.

\*\*Example 1: Lenny applies and becomes eligible for FoodShare in January 2019 and maintains eligibility until his next recertification in December 31, 2019. Lenny received temporary housing assistance in May 2019. Lenny would again become eligible for another month of temporary housing assistance on January 1, 2020, the first month of the new certification period.

Example 2: Ivy applies and becomes eligible for FoodShare in January 2019 and receives temporary housing assistance in February 2019. Ivy loses FoodShare eligibility in May 2019 and reapplies and regains eligibility in August 2019. Ivy is again eligible for temporary housing assistance after her new application in August 2019.

Example 3: Chrissy and her husband, Phil, apply and become eligible for FoodShare in January 2019. Chrissy receives temporary housing assistance in February, 2019. In June 2019 Chrissy loses FoodShare eligibility due to three TLBs while her husband, Phil, remains eligible through December 2019. Chrissy regains eligibility for FoodShare by meeting the ABAWD work requirement in June 2019. Chrissy would not be eligible for temporary housing assistance until January 2020, the first month of the new certification period.

## 10.6 APPENDIX F: FSET WORKER TIME FRAMES

Time Frames	Importance
1st of the month	<ul style="list-style-type: none"> <li>• Pull FSET enrollees detail report for expiring employment plans and/or schedule employment plan review appointments.</li> </ul>
5th of the month	<ul style="list-style-type: none"> <li>• Update the “Work Requirement Met” field indicating the prior month’s participation.</li> </ul>
6th of the month	<ul style="list-style-type: none"> <li>• Begin disenrolling individuals who are no longer eligible for FoodShare as of the end of the prior month.</li> </ul>
<u>No later than the 2nd Saturday of the month</u>	<ul style="list-style-type: none"> <li>• Update the “Anticipated to Meet Work Requirement” field.</li> <li>• CARES Worker Web (CWW) pulls information from the “Work Requirement Met” field and uses it to update the FoodShare clock.</li> </ul>
Adverse Action	<ul style="list-style-type: none"> <li>• CWW pulls information from the “Anticipated to Meet Work Requirement” field and uses it to update the FoodShare clock.</li> </ul>
5 Business Days	<ul style="list-style-type: none"> <li>• An FSET participant should be contacted either by letter or telephone within five business days of the FSET agency receiving a referral.</li> </ul>
10 Business Days	<ul style="list-style-type: none"> <li>• FSET initial appointments should be scheduled to occur within 10 business days from the date the referral is received (or effective date of FoodShare eligibility, if the referral is sent early).</li> <li>• Initial employment plan should be developed at initial appointments.</li> </ul>
12 Calendar Days	<ul style="list-style-type: none"> <li>• Workers will be able to preview an appointment letter created within 12 calendar days of the actual appointment, and CWW will send the letter overnight (If letters are created within 13 days of the actual appointment, workers will be unable to view the letter, but the system will automatically send it 12 days before the appointment date).</li> </ul>
2 Months	<ul style="list-style-type: none"> <li>• Non-ABAWDs and ABAWDs meeting the work requirement outside of FSET (non-TLB referrals) may be disenrolled from FSET if they have not participated in FSET for two months without good cause.</li> </ul>

	<ul style="list-style-type: none"> <li>FSET workers have up to two calendar months from the FoodShare eligibility end date to override a disenrollment.</li> </ul>
90 Calendar Days	<ul style="list-style-type: none"> <li>FSET participants may receive up to 90 days of job retention services after securing employment through FSET.</li> </ul>
<del>3 months</del> <u>90 days</u>	<ul style="list-style-type: none"> <li>The longest duration of an ABAWD's employment plan. ABAWD employment plans must be reviewed every three months, at minimum.</li> <li>The number of time-limited benefits (TLBs) an ABAWD may receive without meeting the work requirement.</li> <li>The number of additional months an ABAWD may earn after exhausting his or her three TLBs.</li> </ul>
<del>6 months</del> <u>180 days</u>	<ul style="list-style-type: none"> <li>The longest duration of an FSET participant's employment plan. Non-ABAWDs and ABAWDs with a non-TLB referral must have employment plans reviewed every six months, at minimum.</li> </ul>
36 months	<ul style="list-style-type: none"> <li>The duration of an ABAWD's FoodShare clock.</li> </ul>