

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Medicaid Services
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To: FSET Handbook Users

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

Re: **FSET Handbook Release 21-01**

Release Date: 03/29/2021

Effective Date: 03/29/2021

EFFECTIVE DATE	The following policy additions or changes are effective 03/29/2021 unless otherwise noted. Underlined text denotes new text. Text with a strike through it denotes deleted text.
POLICY UPDATES	
1.3.3 Service Delivery ABAWDS	Changed “qualifying services” to “qualifying activities”
1.4.2 Education	Added abbreviations
1.4.8 On-the-Job Training	Clarified
4.1 FSET Orientation and Enrollment Process	Grammar fixes
4.5.1.2 Assign Component Activities	Updated hyperlink
4.6 PIN Comments	Grammar fixes
6.2.3 ABAWD	Grammar fixes
6.5.4.3 Anticipated to Meet Work Requirement	Grammar fixes
7.1.2 Entered Employment	Grammar fixes
7.1.3.2 Employment through a Temporary Agency	Grammar fixes
8.5 Disenrollment	Removed reference to good cause
9.1 Confidentiality	Updated hyperlink
9.4 Managing Fraud, Waste, and Abuse	Grammar fixes
10.6 Appendix F: FSET Worker Time Frames	Removed reference to good cause

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1.3 FSET PROGRAM DELIVERY IN WISCONSIN

1.3.3 Service Delivery to ABAWDs

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) limits the receipt of FoodShare benefits to three full months in a 36-month time period for ABAWDs who do not meet the work requirement or meet an exemption from the work requirement.

From 2002 through 2014, the State of Wisconsin was granted approval from the federal Food and Nutrition Service (FNS) to waive the federal time limit on FoodShare benefits for ABAWDs who failed to meet ABAWD work requirements. As specified in the Wisconsin 2013-2015 biennial budget, the state implemented the federal time limit on FoodShare benefits for ABAWDs statewide effective April 1, 2015. For more information about ABAWD TLBs and the 36-month period, see the FoodShare Handbook 3.17.1 Able-Bodied Adults without Dependents.

During a 36-month period, an ABAWD may continue receiving FoodShare benefits as long as the ABAWD is meeting the work requirement or is later determined to be a non-ABAWD. Participating in the FSET program is one way for ABAWDs to meet the work requirement and maintain ongoing eligibility for FoodShare. Once FoodShare eligibility is confirmed, an ABAWD is systematically referred to FSET, so that he or she has the opportunity to choose to participate, as soon as possible, and not exhaust his or her time-limited benefit months.

In order to meet the work requirement through FSET participation, ABAWDs must participate in 'qualifying' activities. FSET agencies are required to provide qualifying ~~services~~activities so that all ABAWDs who enroll in FSET are able to meet the work requirement by participating in FSET, if they choose.

1.4 FSET COMPONENT ACTIVITIES

1.4.2 Education

All activities within the education component are qualifying activities. Educational activities must have a direct link to employment.

Allowable activities within the education component include:

- Adult Basic Education (ABE)
- Driver's Education
- Customized Skills Training
- English as a Second Language (ESL)
- General Educational Development (GED)
- High School Equivalency Diploma
- Higher Education - Full-time Student
- Higher Education - Part-time Student
- Job Skills Training
- Job Readiness/Motivation
- Literacy Skills
- Post-secondary Education (2 years or less)
- Regular School (K-12)
- Vocational Adult Basic Education
- Vocational English as a Second Language
- Vocational Literacy

See FSET Handbook 10.3 Appendix C: FSET Fundable Component Activities for a full description of the activities listed above.

FSET agencies are encouraged to work with local employers to design customized job skills training programs based on the skill needs of employers in the local labor market. This includes partnering with technical colleges to offer certified qualifying training programs.

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

- The educational activity must be on the participant's employment plan;
- FSET funding cannot be used to replace funds for existing services;
- Charges for FSET students cannot exceed the cost applied to non-FSET students for the same service; and
- A FoodShare member who is an eligible student already attending the institution (without benefit of FSET participation) is exempt from FoodShare work requirements. 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.

1.4.8 On-the-Job Training

The only activity under the on-the-job training component is on-the-job training. It is a qualifying activity and may be assigned when a participant is in a paid job subsidized by a program other than Wisconsin Works (W-2) including:

- Workforce Innovation and Opportunity Act (WIOA) on-the-job training
- Division of Vocational Rehabilitation (DVR) work experience
- Economic Dislocation and Worker's Adjustment Assistance Act (EDWAA) on-the-job training
- Adult Apprenticeship
- Employment subsidized by Green Thumb, Senior Aides Older Worker Program, the Wisconsin Youth Conservation Corps (YCC), and Volunteers in Service to America (VISTA) workers.

4.1 FSET ORIENTATION AND ENROLLMENT PROCESS

All FSET participants must attend an orientation to the FSET program and participate in an initial enrollment appointment. During FSET enrollment and orientation, FSET agencies should provide individuals with detailed information about the FSET program and the ABAWD work requirement to allow them to make well-informed decisions about participating in FSET.

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. FSET agencies are required to provide reasonable accommodations and supportive services to FSET participants 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 in a group setting. FSET agencies are required to provide translation services for FSET participants with limited English proficiency.

Enrollment in FSET, for the sole purpose of accessing supportive services, is not allowable. Supportive services are only allowable if the cost is reasonable and necessary in order to complete FSET activities. See FSET Handbook 5.0 Supportive Services.

4.5 INITIAL EMPLOYMENT PLAN

4.5.1.2 Assign Component Activities

After completing goals and action steps, the FSET worker must collaborate with the participant to assign one or more individualized activities that will facilitate progress toward reaching identified employment and training goals. The FSET worker must discuss the FSET agency's policies for collecting and turning in participation information for the assigned activities. The FSET worker should also explain the good cause policy for FSET participation in accordance with the FSET Handbook 6.6 Good Cause.

When assigning activities, the FSET worker must take into account the individual's ABAWD status and any allowable activities that the participant is already engaged in. For ABAWDs, the FSET worker should account for the following when assigning activities:

- **Qualifying Components for ABAWDs:** In order to meet the ABAWD work requirement, ABAWDs must participate in qualifying FSET component activities. Job search, including job search training, is not considered a qualifying component for ABAWDs unless it comprises no more than half of an ABAWD's monthly participation hours. For more information on which activities are considered qualifying activities for ABAWDs, see the FSET Handbook 1.4 FSET Component Activities.
- **Co-Enrollment in Another Work Program:** During the enrollment process, the FSET worker may become aware that the participant is co-enrolled in another employment program. Co-enrollment in FSET and other qualifying work programs is allowable to meet the ABAWD work requirement (see the FSET Handbook 10.5 Appendix E: Qualifying Work Programs for ABAWDs for a list of other allowable work programs). If a participant is co-enrolled in another program, the FSET agency must make contact with the other program to establish a collaborative partnership for serving the participant. Participation hours in an allowable work program must be included on the participant's EP and must be tracked monthly.
- **FSET Participation Hours:** ABAWDs must meet the ABAWD work requirement by working ~~(see the~~ See FSET Handbook 6.3.2.1 [Definition of Working ABAWD Work Requirement](#) for [ABAWDs](#)) more information, or participating in a work program for at least 80 hours per month. See FSET Handbook 6.3.2.2 ABAWD Work Requirement for more information on the ways to meet the ABAWD work requirement. Some ABAWDs need to participate in FSET for 80 hours a month

in order to meet the ABAWD work requirement because they are not engaged in any other type of work or work program. Other ABAWDs are referred to FSET because although they are already partially meeting the ABAWD work requirement, participation in FSET would allow them to make up the difference between their current hours and the 80 hour requirement. When assigning activities on the EP, the FSET worker must determine each ABAWD's current work hours and other allowable activities outside FSET that must be counted on the EP prior to determining additional FSET participation hours. Activities that must be included on the EP include co-enrollment in an allowable work program, employment, or participation in other activities that may be categorized as FSET components on the participant's EP, such as an educational program. See FSET Handbook 6.3.2.3 Determining Participation Hours.

- **Workfare and Workfare Job Search:** When placing an ABAWD in workfare, the FSET worker should keep in mind that participation hours are determined differently for this activity type. See FSET Handbook 6.3.2.4 Determining Required Hours of Workfare Participation for details on determining participation hours for workfare. In addition, federal regulations allow ABAWDs, assigned to workfare, to complete a 30-day job search period prior to starting their workfare placement. This activity counts toward meeting the ABAWD work requirement. For more information on workfare job search, see FSET Handbook 6.3.2.5 Workfare Job Search.

The Assign Activity page in the CARES Workers Web (CWW) FSET Tool provides a detailed list of activity types that may be used to assign FSET activities. This list includes both qualifying and non-qualifying activities for ABAWDs. It also contains FSET fundable activities and activities that may be assigned, but are not fundable through FSET. See the FSET Handbook 10.3 Appendix C: FSET Fundable Component Activities for a detailed list of assignable component activities.

FSET education and work activity sites must not discriminate against the individual because of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from any public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. All FSET participation sites must be in compliance with federal, state, and local health and safety standards.

4.6 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. This 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, as well as, any changes made to the EP 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 and document this conversation in PIN comments.

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 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. 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.

6.2 FSET ABAWD STATUS

6.2.3 ABAWD

A FoodShare member is an ABAWD if he or she does ~~not~~ meet any of the criteria that make an individual ~~an~~ non-ABAWD as determined by the IM agency. ABAWDs are subject to TLBs and need to meet the ABAWD work requirement to remain eligible for FoodShare. One of the ways these individuals can meet the work requirement is through FSET participation.

All ABAWDs with a TLB referral type receive a referral to FSET. ABAWDs with a TLB referral type are not required to participate in FSET as a condition of FoodShare eligibility. However, they may lose eligibility for FoodShare due to failing to meet the ABAWD work requirement after exhausting three months of TLBs in a 36-month period. The 36-month period begins when an ABAWD receives their first TLB. Once three TLBs are received, FoodShare eligibility is lost for the remainder of the 36-month period unless an ABAWD becomes a non-ABAWD or begins meeting the work requirement.

For more information about ABAWD status and exemptions, see FoodShare Handbook 3.17.1 Able-Bodied Adults without Dependents (ABAWDs).

Note: An individual may request a fair hearing if he or she disagrees with the IM agency's determination of ABAWD status. For more information see FoodShare Handbook 6.4.1 Fair Hearings.

6.5 TRACKING FSET PARTICIPATION

6.5.4.3 Anticipated to Meet Work Requirement

By the second Saturday of the month, the FSET agency is responsible for recording whether a participant is anticipated to meet the ABAWD work requirement by the end of the current month.

This action should only be taken for all ABAWDs who are enrolled, fully participating in FSET, expected to meet the ABAWD work requirement through FSET participation by the end of the current month, and:

1. Are in their third TLB month, or
2. Are in their second or third additional benefit month or an extended benefit month, with no break in FSET participation since the second additional benefit month.

The FSET agency's timely recording of this information tells CWW that FoodShare benefits may be issued prospectively for the next month. If the agency does not indicate timely whether it is anticipated that the ABAWD work requirement will be met by the end of the month, an individual's eligibility for FoodShare may end incorrectly, resulting in FSET disenrollment and a lapse in FSET services.

Note: Recording whether a participant in the third TLB month, third additional month, or any extended benefit month is anticipated to meet the ABAWD work requirement must be completed each month for the remainder of the individual's FSET participation period. This keeps an individual from inaccurately being determined FoodShare ineligible and allows CWW to issue benefits prospectively for the following month by updating the FoodShare clock to 'Active in FSET' status.

Example 2: Susie is an ABAWD. In March, her third TLB month, Susie enrolls and is participating in FSET in order to meet the ABAWD work requirement. The FSET worker determines that Susie is anticipated to meet the March ABAWD work requirement by the end of the month. The FSET worker updates the 'Anticipated to Meet Work Requirement?' indicator on the Track Participation and Good Cause page to 'Yes' prior to the second Saturday in March so that Susie can maintain FoodShare eligibility and continue participating in FSET. After this question has been answered, the FSET worker should continue to update this indicator each month based on Susie's current and expected FSET participation until she is disenrolled from the program.

If the FSET worker enters 'No' to the "Anticipated to Meet Work Requirement?" question and then the FSET participant completes the ABAWD work requirement for that month,

the FSET worker must contact the IM agency as soon as they become aware or at least by the 5th of the following month so the IM worker can adjust the member's case to reflect this new information.

Example 3: Mary's third TLB month is in December. She enrolled in FSET on December 8 and completed 10 hours that week. This scenario does not meet the requirements to mark the "Anticipated to Meet Work Requirements?" question as 'Yes' so the FSET worker updates this question on the Track Participation page to 'No'; Mary's FoodShare case will close on December 31st. Mary turns in her participation logs on the last day of December and she participated 80 hours in the month of December.

Since Mary met the ABAWD work requirement by the end of the month, Mary's FoodShare clock should be updated to reflect this participation. The FSET agency must contact the IM agency as soon as they become aware the individual met the ABAWD work requirement and no later than the 5th of the following month. The FSET agency must enter the participation information and also add PIN comments. IM agency staff should update the FoodShare clock, issue an auxiliary payment for January, and case comment actions taken on ~~the~~ Mary's case. This process is only necessary for members who are in their third TLB month, the "Anticipated to Meet Work Requirements?" question is answered 'No,' and the individual meets the ABAWD work requirement in that month.

7.1 EMPLOYMENT

7.1.2 Entered Employment

An Entered Employment should be assigned when a job is obtained while enrolled and participating in FSET. The new job must meet all of the below criteria:

- Meets the definition of part-time employment, full-time employment, or self-employment (see Appendix A),
- Has a start date on or after the FSET enrollment start date,
- Is gained prior to disenrollment from FSET,
- Is gained as a result of FSET participation,
- Is not a job change while employed by a temporary agency, and
- Fits one of the following:

Initial Condition	New Condition
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 (Appendix A)

Do not assign an Entered Employment to a job that fits any one of the following criteria:

- Any position in which the income cannot be budgeted for the FoodShare benefits (example: work-study),
- An entry into a work experience position or volunteer job, or
- Any ONE of the following:

Initial Condition	New Condition
From no job	To a subsidized job (update -- OJ or WX (Appendix C)
From a job	To a subsidized job (update -- OJ or WX (Appendix C)
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 or 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.

Before the FSET worker records an Entered Employment, the FSET worker must confirm that the employment began, and that Entered Employment conditions have been met in accordance with procedures established by the FSET agency. The FSET worker must inform the IM agency when the participant gains employment.

Note: If the position is subsidized or voluntary, do not record as an Entered Employment. Instead, record this position as unpaid work experience or voluntary employment.

7.1.3.2 Employment through a Temporary Agency

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 temporary agency is considered the employer for reporting purposes, not the organization in which the individual is placed. The temporary agency name should be recorded as the employer in the FSET Tool.

If the individual is newly hired by the temporary agency, the job may meet the criteria for an Entered Employment. However, if the participant simply 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 FSET worker should update the employment page by end-dating the old employment sequence, using 'SE - Seasonal Employment' in the 'Reason for Leaving' field. A new employment should be entered with the employment begin date of the new job/site change. The 'Entered Employment' field is No. The temporary agency should be re-entered as the employer.

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~~ agency contact. 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.

9.1 CONFIDENTIALITY

Except as stated below, no one may, for any purpose not connected with program administration, use or disclose information about current or former FSET participants.

The Department of Health Services (DHS), Department of Workforce Development (DWD), Department of Children and Families (DCF), and agency contractors may disclose information from the agency record to other programs routinely and without the person's consent for a purpose compatible with the data's collection, such as coordinating activities, collaborating on services, and verifying participation. This includes the following compatible agencies:

- Income maintenance (IM) consortia or county departments of social or human services
- DHS-contracted county, tribal, and private agencies
- Wisconsin DCF staff for administering work participation requirements
- DWD, Division of Unemployment Insurance (DUI) for computer matching to Unemployment Insurance benefit payments
- Persons directly connected with the administration or enforcement of the programs which are required to participate in the state income and eligibility verification system (IEVS), to the extent that the information is used to establish or verify eligibility or benefit amounts under those programs
- USDA Food and Nutrition Service

No other routine disclosure from participant records is approved. The participant must authorize all other disclosures. A participant may authorize the disclosure of information of record about him or herself to a third party. This requires the participant or guardian's written authorization. The Confidential Information Release Authorization and Confidential Information Release Authorization to Agency forms may be used for this purpose. The authorization must specify the information to be disclosed, to whom it is to be disclosed, and for what period of time.

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:

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.

There is no means to recoup issued supportive services. 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.

10.6 APPENDIX F: FSET WORKER TIME FRAMES

Time Frames	Importance
1st of the month	<ul style="list-style-type: none"> • Pull FSET enrollees detail report for expiring employment plans and/or schedule employment plan review appointments.
5th of the month	<ul style="list-style-type: none"> • Update the “Work Requirement Met” field indicating the prior month’s participation.
6th of the month	<ul style="list-style-type: none"> • Begin disenrolling individuals who are no longer eligible for FoodShare as of the end of the prior month.
No later than the 2nd Saturday of the month	<ul style="list-style-type: none"> • Update the “Anticipated to Meet Work Requirement” field. • CARES Worker Web (CWW) pulls information from the “Work Requirement Met” field and uses it to update the FoodShare clock.
Adverse Action	<ul style="list-style-type: none"> • CWW pulls information from the “Anticipated to Meet Work Requirement” field and uses it to update the FoodShare clock.
5 Business Days	<ul style="list-style-type: none"> • An FSET participant should be contacted either by letter or telephone within five business days of the FSET agency receiving a referral.
10 Business Days	<ul style="list-style-type: none"> • 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). • Initial employment plan should be developed at initial appointments.
12 Calendar Days	<ul style="list-style-type: none"> • 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).
2 Months	<ul style="list-style-type: none"> • 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<u>agency contact</u>.

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