

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Medicaid Services
1 W. Wilson St.
Madison WI 53703

To: FSET Users

From: Jori Mundy, Bureau Director
Bureau of Eligibility and Enrollment Policy

Re: **FSET Release 22-01**

Release Date: 04/04/2022

Effective Date: 04/04/2022

EFFECTIVE DATE	The following policy additions or changes are effective 04/04/2022 unless otherwise noted. Underlined text denotes new text. Text with a strike through it denotes deleted text.
POLICY UPDATES	
1.4.4 Work Experience	Section rewritten.
1.4.9 Case Management	New section.
6.3.3 Required Compensation in Work-Related Activities	New section.
10.3 Appendix C: FSET Fundable Component Activities	Added FSET fundable component activities code.

1.4 FSET Component Activities

1.4.4 Work Experience

Work Experience, including training, is designed to improve the employability of household members through actual work experience, training, or both, and to enable individuals employed or trained under such programs to move promptly into regular public or private employment. Work Experience must be a planned, structured learning experience that occurs in the workplace for a limited time and may be arranged within the private for-profit sector, the non-profit sector, or the public sector. A Work Experience assignment is a qualifying activity and includes either Work Activity or Work-based Learning Activity.

- Work Activity: FSET workers may assign participants to Work Activity to provide them with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. The purpose of Work Activity is to improve the employability of those who can't find unsubsidized full-time employment.
- Work-based Learning Activity: FSET workers may assign participants to Work-based Learning Activities for a sustained interaction with industry or community professionals in real world settings. This could also include simulated environments at educational institutions that foster in-depth, firsthand engagement aligned with the curriculum and instruction of the course.
- Work-based Learning emphasizes employer engagement, includes specific training objectives, and leads to regular employment. Work-based Learning Activities include:
 - On-the-job training
 - Pre-apprenticeship
 - Apprenticeship
 - Short-term government-sponsored subsidized employment
 - Internship

See FSET HANDBOOK 6.3.3 REQUIRED COMPENSATION IN WORK-RELATED ACTIVITIES for more information on assigning participants to Work Experience activities.

~~Allowable activities under the work experience component include: FSET work experience, community service, transitional employment (co-enrollment), W-2 (co-enrollment), and trial job (co-enrollment). These are qualifying activities that offer the opportunity for job shadowing or short-term placement in a work or training setting. The benefits of work experience include exposing participants to a variety of job options, improving employability, and helping ease the participant's transition into regular employment.~~

~~ABAWDs participating in work experience must meet the 80-hour per month work requirement. ABAWDs enrolled in work experience may meet the work requirement by voluntarily participating in work experience for 80 hours per month, or by participating in work experience in combination with other qualifying activities for a combined total of 80~~

hours per month. The calculation used to determine workfare participation hours for ABAWDs cannot be used for work experience.

Prior to assigning a participant to a work experience site, the FSET agency must establish a formal relationship with the employer. Work experience sites can include placement with private, for-profit companies, public non-profit employers, and private non-profit employers. Work experience assignments may not replace or prevent regular employment and must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours. FSET agencies must monitor the quality of work experience sites to ensure they provide participants with adequate experience and skills.

1.4.9 Case Management

Case Management must be on every Employment Plan for all FSET participants. The Case Management activity is a qualifying activity that should be used for all initial and ongoing case management appointments. FSET workers must also assign at least one activity in addition to case management for all FSET participants. For individuals who need to meet the able-bodied adults without dependents (ABAWD) work requirement, this additional activity must be a qualifying activity.

6.3 FSET Participation Requirements

6.3.3 Required Compensation in Work-Related Activities ~~FSET Monthly Participation Limit~~

FSET workers must assign only the number of hours calculated by household allotment divided by minimum wage in all work-related activities including Workfare, Work Activity, and Work-based Learning Activities. However, because Wisconsin operates a voluntary employment and training program, FSET participants can volunteer additional hours in a work-related activity beyond the hours equal to the household allotment divided by the minimum wage. In this scenario, the FSET participant must receive compensation earned by non-FSET participants while performing comparable work for comparable hours and be in compliance with minimum wage laws. FSET participants don't need to be paid for those additional hours if others participating in the work-related activity are also not paid while performing comparable work for comparable hours and the work does not fall under state or federal minimum wage requirements.

~~Because Wisconsin operates a voluntary FSET program, FSET participants are not subject to the 120 hour a month participation limit or the requirement that the number of hours of participation cannot exceed the household's FoodShare allotment divided by the minimum wage. This allows individuals who work part-time or full-time to participate in FSET.~~

~~A FoodShare member may receive employment and training services to increase opportunities for job security, career enhancement and/or advancement.~~

10.3 Appendix C: FSET Fundable Component Activities

Code	Description	Details
AP	<u>Pre-apprenticeship /Apprenticeship</u>	<p><u>Assign this activity for individuals interested in career paths that require apprenticeship training. Pre-Apprenticeship is an opportunity to help FSET participants gain the necessary skills for an apprenticeship. These programs can play a valuable role in preparing FSET participants for a career while contributing to the development of a diverse and skilled workforce. After completing the program, participants can visit our Registered Apprenticeship page (https://dwd.wisconsin.gov/apprenticeship/ra-applicants.htm) and put their new skills to action.</u></p> <p><u>Apprenticeships offer numerous benefits to both employers and participants. Apprenticeship is post-secondary education like a college or university, but apprentices learn only a portion of their skills in a traditional classroom. They receive most of their training on-the-job while working for an employer who pays a good wage. The employment is the primary requirement for an apprenticeship – a job must exist for the apprentice to be trained.</u></p>
A1	Post-Secondary Ed. – Two Years or Less	<p>Assign this activity for educational courses with an industry-recognized credential that can be completed in two years or less. This typically includes short-term certificates or diplomas that may be earned through a local technical college. 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. 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>
BE	Adult Basic Education	<p>Assign this activity to participants who are engaged in an adult basic education course or literacy skills courses in the areas of reading, mathematics, communication skills, social studies, physical sciences, and health. Count the number of hours the person is in the classroom and up to one hour of unsupervised study time for each hour of</p>

		class time. Supervised study time may also be assigned under this activity. 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.
CE	Career Planning	Assign this activity if participant is receiving services to evaluate their career interests, guide the career planning process, or advance their career, as long as the participant has a realistic and viable goal. Examples include: career exploration, job shadowing; evaluations for aptitude, skills, reviewing labor market information and training opportunities; and career guidance and counseling.
<u>CM</u>	<u>Case Management</u>	<u>Case Management must be on every Employment Plan for all FSET participants. The Case Management activity is a qualifying activity and should be used for all initial and ongoing case management appointments. FSET workers must also assign at least one activity in addition to case management for all FSET participants. For individuals who need to meet the able-bodied adults without dependents (ABAWD) work requirement, this additional activity must be a qualifying activity.</u>
CS	Community Service	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.
DR	Driver's Education	Assign this activity when a participant is enrolled in a course of study that includes both classroom and behind-the-wheel instruction designed to prepare the student to pass the Wisconsin Driver's License Examination.
EL	English as a Second Language	This activity may be assigned to participants enrolled in English as a Second Language (ESL) course or trainings and activities meant to prepare participants for ESL courses. This code can be used when someone is enrolled in literacy classes that assist with their ability to read or write. 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. 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.
EO	Enrollment with Orientation	Use this code for individuals who participate in a set of activities designed to orient and enroll the individual into

		<p>the FSET program.</p> <p>Assign this activity if a participant is participating in 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>Assign this activity to participants engaged in employment search that is tailored to individual needs, such as 1) time used to research prospective employers; 2) making contact with prospective employers to learn of job openings, whether by phone, in person, or via the internet; 3) completing applications for job vacancies; 4) preparing for job interviews; 5) interviewing for jobs; and 6) workshops on effective job seeking and interviewing skills.</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>
HE	High School Equivalency Diploma or GED	Assign this activity for participants who are receiving instruction and study time designed to prepare for the tests of General Educational Development (GED) or High School Equivalency Diploma.
<u>IN</u>	<u>Internship</u>	<p><u>Assign this activity to participants seeking short-term work experience to get entry-level exposure to a particular industry or field. It is as much of a learning experience as it is work. Ideally, interns spend their time working on relevant projects, learning about the field, making industry connections, and developing both hard and soft skills. Internships sometimes lead to full-time job offers. The criteria for participation will vary depending on the internship industry or field. For example, if a marketing internship is offered, workers will research the skills, knowledge, and experience necessary to participate in the marketing internship. If a participant does not meet the standards for the program, the FSET worker will assign the participant to other activities to gain the required skills for the marketing internship program.</u></p>
JR	Job Retention	Job retention 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

		<p>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.</p>
JS	Job Skills Training	<p>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. 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.</p>
MO	Job Readiness/ Motivation	<p>Assign this activity to participants engaged in classes and activities specifically designed to prepare them for work. Activities are geared toward learning general workplace expectations, work behavior and skills 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. Activities may include: 1) instruction in workplace expectations (including instruction on appropriate attire); 2) workshops on self-esteem, goal setting, etc.; and 3) courses on basic computer skills and use of internet. Job readiness activities may be completed independently or in a group setting.</p> <p>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.</p>
<u>OJ</u>	<u>On-the-job Training</u>	<p><u>Assign this activity when an FSET participant is performing tasks or processes related to their occupation.</u></p>

		<u>The FSET participant typically performs tasks that are essential to their job function with the supervision of a manager, coach, or mentor. This type of training is generally used to broaden an employee's skill set and to increase productivity.</u>
SE	Self-Employment	Assign this activity 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	Assign this activity when a participant is employed or self-employed in a subsidized position full-time (30 or more hours per week).
SP	Part-Time Employment: Subsidized	Assign this activity when a participant is employed or self-employed in a subsidized position part-time (fewer than 30 hours per week).
TJ	<u>Transitional Job</u>	<u>Assign this activity to participants interested and involved in government-sponsored employment programs where the state subsidizes short-term work opportunities. This includes placement and training as well as pay to previously unemployed individuals in either the public, private, or non-profit sectors. Criteria for participation depends on the employment sector.</u>
UF	Full-Time Employment: Unsubsidized	Assign this activity when a participant is employed or self-employed full-time (30 or more hours per week).
UP	Part-Time Employment: Unsubsidized	Assign this activity when a participant is employed or self-employed part-time (fewer than 30 hours per week).
WE	Work Experience/W-2	Assign this activity for participants who are job shadowing or learning work skills in an unpaid work experience as part of the W-2 program.
WF	Workfare	Assign this activity 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, 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. 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.
WJ	Workfare Job Search	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. 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. An FSET participant who has more than one initial certification may be assigned to Workfare job search at each initial certification but cannot be assigned Workfare job search at recertification.
WX	Work Experience/FSET	Assign this activity for participants who are job shadowing or learning work skills in unpaid work experience.