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Division of Medicaid Services
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To: FSET Handbook Users

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

Re: **FSET Handbook Release 22-03**

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EFFECTIVE DATE	The following policy additions or changes are effective 12/05/2022 unless otherwise noted. Underlined text denotes new text. Text with a strike through it denotes deleted text.
POLICY UPDATES	
1.4 FSET Component Activities	Section rewritten.
4.5.2 Employment Plan Summary and Participant Signature	Added information about types of signatures accepted.
5.1 FSET Participant Expense Reimbursement	Clarified information on supportive services.
6.3.2.4 Determining Required Hours of Workfare and Work Activity Participation	Updated to add information on Work Activity.
10.3 Appendix C: FSET Fundable Component Activities	Updated with additional information on several component activities.

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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~~ activity components. All FSET component activities are classified as qualifying and non-qualifying activities.

~~FSET activities are classified as qualifying and non-qualifying activities.~~ To meet the FoodShare 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 ~~can~~ 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.

Components with Qualifying Activities:

- Case Management
- Job Retention
- Self-Employment ~~search, which falls within~~
- Workfare
- Educational and Vocational Training
- Career/Technical Education Program
- English Language Acquisition
- Educational Program – Integrated Education and Training or Bridge Programs
- Work Readiness Training
- Work Activity
- Work-based learning – Internship
- Work-based learning – On-the-~~supervised~~-job search component, is a non Training
- Work-based learning – Pre-apprenticeship/Apprenticeship
- Work based learning – Transitional Jobs, and Work-based learning- Other

Components with Non-qualifying ~~activity~~-Activities:

- Supervised Job Search
- Job Search Training

Enrollment and ~~orientation~~ Orientation do not fall within any of the components ~~and~~ but are also non-qualifying activities. ~~All other component~~ FSET workers assign participants to program activities ~~are qualifying activities~~ that fall within one of the program components.

FSET agencies must offer a variety of activities to comprehensively address the unique needs of each participant (see SECTION 10.3 APPENDIX C: FSET FUNDABLE COMPONENT ACTIVITIES ~~for a complete list of FSET fundable activities~~).

1.4.1 Supervised Job Search ~~and Job Search~~ Training

~~The Supervised Job Search~~ ~~The supervised job search and job search training components are~~ is for participants ~~engaged~~ interested in finding employment.
Supervised Job Search:

- Occurs at State-approved locations
- Involves participant activities being supervised at approved locations and is tracked*
- Is a non-qualifying activity

*Supervised Job Search locations can vary by location and Supervised Job Search does not need to be physically supervised in-person if technology is available for the FSET agency to monitor the job search ~~and~~.

FSET workers must assist Supervised Job Search participants ~~who need general guidance with the job search process. Agencies assist job search and job search training participants in developing, practicing, and in~~ applying job seeking skills with the goal of securing employment. This includes:

- ~~Assistance with applications and resume development~~
- ~~Interviewing skills, including mock interviewing~~
- ~~Labor~~ Providing local labor market information
- ~~Employability~~ Conducting employability assessments
- ~~Job~~ Providing job leads and job referrals
- ~~Job~~ Assisting with job development and job placement, as needed

~~Supervised job search:~~

- ~~Occurs at State-approved locations.~~
- ~~Involves participant activities being supervised and is tracked in accordance with guidelines issued by the State.~~
- ~~Includes supervised employment search and workfare job search.~~
- ~~Is a non-qualifying activity.~~
- ~~Is a qualifying activity that may be assigned to workfare participants in the first 30 days of a workfare placement.~~
 - ~~ABAWDs who are employed should not be assigned to workfare job search.~~
 - ~~Non-ABAWDs who are exempt should not be assigned to workfare job search.~~
 - ~~See for more information on assigning participants to workfare.~~

Note:

~~Job Search activities that precede a workfare assignment are considered part of the workfare component and do not have to be supervised.~~

- Working directly with employers and establishing relationships to advocate for FSET participants

Before assigning Supervised Job Search, FSET workers must ensure the participant has the skills required to participate including necessary technological skills, websites, and other resources. If individuals do not meet the required criteria, FSET workers should assign the participant to a different activity to gain the required skills for Supervised Job Search.

FSET workers may only assign an ABAWD participant to **employment search** Supervised Job Search and other non-qualifying activities for less than half of the total required hours, in total. However, ~~supervised job search and job search training activities are~~ is considered a qualifying activity when offered as a part of workfare or through an allowable work program (see Section 6.4 Co-Enrollment in FSET and Another Allowable Work Program and Section 10.5 Appendix E: Qualifying Work Programs for ABAWDs).

FSET workers must reassess assignment to activities within ~~supervised job search and job search training~~ Supervised Job Search during regular employment plan reviews ~~in accordance with (see Section 8.1 Employment Plan Reviews.)~~. During employment plan reviews, FSET workers should discuss with participants whether participation in assessment, training, or education activities would help the participant better achieve employment goals.

1.4.2 Education Job Search Training

Job Search Training is for participants who need general guidance with the job search process. FSET workers must assist Job Search Training participants in developing, practicing, and applying job seeking skills with the goal of becoming proficient in searching for employment. This includes providing assistance with:

- Application and resume development
- Interviewing skills, including mock interviewing

Individuals need limited skills to participate in this component. FSET workers will evaluate whether forward momentum is being made through ongoing assessments. FSET workers may also assist participants with developing the computer literacy skills required to move into the Supervised Job Search component.

Job Search Training is a non-qualifying activity; therefore, FSET workers must not assign ABAWDs to Job Search Training for more than half of their total required hours.

Typically, FSET participants would be assigned Job Search Training before Supervised Job Search. It is allowable to a participant to be assigned both Job Search Training and Supervised Job Search in the same month.

<u>Example</u>	<u>Dawn enrolls in the FSET program. The FSET worker collaborates with Dawn to create an Employment Plan (EP) that meets her employment goals. They agree that for the first month Dawn will participate in two</u>
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	<u>weeks of Job Search Training to learn necessary computer skills for applying for jobs online. Dawn is then assigned two weeks of Supervised Job Search for that month.</u>
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1.4.3 Self-Employment Training

Self-Employment Training is a qualifying activity in which FSET participants receive technical assistance for designing and operating their own business. This includes a new business idea as well as an existing business.

Individualized technical assistance for self-employment is provided in the following areas:

- Creating a business plan to develop a small business
- Conducting feasibility studies to determine viability of the product or service
- Locating financial resources, including low-cost loans and grants
- Developing successful marketing strategies to start a business or expand an existing business
- Resolving credit problems
- Navigating state and federal regulations

To participate in this component, individuals must have a self-employment business idea or an existing business. FSET workers must independently evaluate the skills required to operate a self-employment business on a case-by-case basis. FSET workers should refer individuals to additional activities to build the skills required for the individual's self-employment plan, if appropriate.

1.4.4 Education Components

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

~~Allowable activities within the education component~~ The Education Components include the following:

- ~~Adult Basic Education (ABE)~~
- ~~Driver's Education~~
- ~~Customized~~ Foundational Skills Training Instruction
- ~~English as a Second Language (ESL)~~
- ~~General Educational Development (GED)~~
- ~~High School Equivalency Diploma~~
- ~~Higher Education – Full-time Student~~
- ~~Higher~~ Career/Technical Education – Part-time Student Program
- ~~Job Skills~~ English Language Acquisition
- Integrated Training or Bridge Program
- ~~Job~~ Work Readiness/Motivation Training
- ~~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~~

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 non-Federal funds for existing educational services and activities.
- Charges for FSET students cannot exceed the cost applied to non-FSET students for the same service or activity.
- A FoodShare member who is an eligible student already attending the institution prior to FSET participation may volunteer to participate in another FSET activity. However, it is not appropriate to use FSET funds to subsidize those education expenses.

Example 1	Frida is an FSET participant. Frida is interested in fork lift training. The FSET worker determines Frida has the necessary skills to participate and helps Frida enroll in an upcoming fork lift training. The FSET worker adds the training to Frida's Employment Plan (EP). There are no other funds available to pay for this training, Frida was not enrolled prior to participating in FSET and the charges for Frida are the same as for non-FSET students. FSET funds can be used to pay for the cost of this training.
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See SECTION 10.3 APPENDIX C: FSET FUNDABLE COMPONENT ACTIVITIES for a full description of the activities listed ~~above~~ in the subsections below.

~~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.~~
- ~~A FoodShare member who is an eligible student already attending the institution (without benefit of FSET participation) is exempt from the FoodShare basic work rules and FoodShare work requirements. While the student may volunteer to participate in another FSET activity, their education costs are already being met, and it is not appropriate to use federal funds to subsidize those expenses.~~

1.4.3 1.4.4.1 Basic/Foundational Skills Instruction

Basic/Foundational Skills Instruction activities include:

- Adult Basic Education
- High School Equivalency
- Job Readiness/Motivation
- Job Skills Training Program
- Driver's Education

Criteria for participation will vary based on the assigned Basic/Foundational Skills Instruction activity. Often, there are not prerequisites for participation in these activities as they are programs to develop basic skills.

1.4.4.2 Career/Technical Education Program

The Career/Technical Education Program component includes the Credential or Certificate Receiving Program activity. These activities are generally short-term and competency-based with hands-on experience and a quantifiable measurement of success. The measurements of success will vary depending on the career/technical education program. Criteria for participation in this component will vary on the assigned Career/Technical Education Program.

Classes taken for personal development outside of an established program curriculum do not qualify under the Career/Technical Education Program.

<u>Example 2</u>	<u>Enrique is enrolled in FSET and is currently employed part-time at a local restaurant. Enrique is interested in becoming a manager at a restaurant. The FSET worker and Enrique agree that pursuing a credential in restaurant management will help Enrique reach his career goals. Enrique enrolls in a Restaurant Management Technical Diploma Program through Wisconsin Technical College System (WTCS). Credential or Certificate Receiving Program activity is added to Enrique's EP.</u>
<u>Example 3</u>	<u>Three months later, Enrique informs his FSET worker that in addition to his courses for the Restaurant Management Technical Diploma Program, he has signed up for a class for ballroom dancing. Enrique is taking ballroom dancing for personal development, and it is outside of an established program curriculum. The FSET worker does not add ballroom dancing to Enrique's EP.</u>

1.4.4.3 English Language Acquisition

The English Language Acquisition component includes the Language/Literacy activity. FSET workers should assign this activity to participants who need assistance learning English to expand their employment opportunities.

1.4.4.4 Integrated Training or Bridge Program

Integrated Training or Bridge Programs vary depending on the sector and population served. Bridge programs are offered to upper-level students in high school soon to be entering their first year of college. Bridge programs are also transitional programs for students who typically hold a two-year college degree and seek to obtain a four-year or graduate degree. The criteria for participation in this component will vary greatly by the Integrated Training or Bridge Program that is assigned. For example, if a nursing bridge program is offered, FSET workers must research the skills, knowledge, and experience necessary to participate in the nursing bridge program. If a participant does not meet the standards for the program, the FSET case manager must work with the participant to assign other activities to gain the required skills for the nursing program.

1.4.4.5 Work Readiness Training

The Work Readiness Training component includes the Career Planning activity and is intended for FSET participants exploring their career interests and advancement opportunities.

1.4.5 Workfare

~~Workfare is the only activity within the workfare component.~~ Workfare is a qualifying activity for ABAWDs who need to develop the basic skills, work history, or both necessary to enter the job market successfully. Non-ABAWDs and employed ABAWDs ~~should not~~ cannot be assigned to workfare.

Workfare provides participants the opportunity to learn new job skills and establish work references. The primary goal of workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. Workfare 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.

Workfare is a household-level component. Required hours of participation for a household are determined by dividing the household's monthly FoodShare allotment by the state or federal minimum wage, whichever is higher. FSET agencies cannot allow participants to volunteer in workfare beyond that maximum (see SECTION 6.3.2.4 DETERMINING REQUIRED HOURS OF WORKFARE PARTICIPATION ~~for more information on determining required hours of participation for workfare~~)).

In the first 30 days of a workfare placement, FSET participants may be assigned to Workfare Job Search. Workfare Job Search is a qualifying activity for ABAWDs. Workfare job search does not have to be supervised. Required hours of participation are calculated the same as for Workfare.

Prior to assigning a participant to a ~~workfare~~ Workfare site, the FSET agency must establish a formal relationship with the employer. Workfare sites may be established with public or private non-profit employers, including work sites:

- ~~Work sites with~~ With easily expandable work crews. These types of positions typically require little training, are not greatly disrupted by unplanned absences, and have easily expanded or contracted functions depending upon the need for positions.
 - Examples include ~~_~~housing authorities, parks and recreation, and sanitation departments.
- ~~Work sites available~~ Available through non-profit community organizations in the human services field.
 - Examples include ~~_~~community non-profits, religious organizations, hospitals, schools, and government agencies.

Workfare placements are unpaid opportunities for FSET participants. Subsidizing participant wages with FSET funds is not allowable under any circumstances.

1.4.4~~6~~ Work Experience

Work Experience, ~~including training,~~ is designed to improve the employability of ~~household members~~ FSET participants 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.

1.4.6.1 Work Activity:

FSET workers may assign ~~participants to~~ Work Activity to ~~provide them with~~ individuals seeking 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~~ cannot 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 Activity is specifically for working off the household benefit; therefore, it is not possible for an individual to volunteer for additional hours of work activity beyond the number of hours equal to the household's allotment for that month divided by the higher of the applicable federal or state minimum wage. Work Activity ends when the household benefit has been worked off for the month.

While Work Activity ends when the household benefit has been worked off, this would not be sufficient for an ABAWD to meet the FoodShare work requirement. The ABAWD must work hours in addition to the assigned Work Activity hours to meet the 80-hour work requirement.

Example 1	The FSET case manager assigns Sadie, an ABAWD, the equivalent of her monthly benefit divided by minimum wage. For Sadie, this equals 24 hours per month and is the maximum number of hours that she can participate in Work Activity each month. To meet the FoodShare work requirement, the case manager must assign Sadie an additional 56 hours per month in other activities.
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1.4.6.2 Work-Based Learning

Another area of subcomponents under the Work Experience component are the Work-Based Learning Components. Work-based Learning emphasizes employer engagement, includes specific training objectives, and leads to regular employment.

~~Work-based Learning Activities include:~~

Work-Based Learning components include:

- Internship
- ~~On-the-job training~~ Job Training
 - ~~Pre-apprenticeship~~
- Apprenticeship/Apprenticeship
 - ~~Short-term government-sponsored subsidized employment~~
- Transitional Employment
- Trial Employment Match Program (TEMP)

FSET workers may assign FSET participants to Work-Based Learning Activities for a sustained interaction with industry or community professionals in real world settings to the extent practicable, or simulated environments at an educational institution that fosters in-depth, firsthand engagement aligned to curriculum and instruction. Work-based Learning emphasizes employer engagement, includes specific training objectives, and leads to regular employment.

If a participant chooses to participate in a work-based learning component for beyond the hours equal to the household allotment divided by minimum wage, including hours spent in a work activity assignment, then the FSET participant must receive the same compensation earned by non-FSET participants while performing comparable work for comparable hours and in compliance with minimum wage laws. FSET participants do not 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.

1.4.6.3 Internship

~~See for more information on assigning participants to activities in the Work Experience component.~~

1.4.5 Self-Employment

~~The only activity within the self-employment component is self-employment. It is a qualifying activity in which FSET participants receive technical assistance for designing and operating their own business. This includes a new business as well as an existing business.~~

~~Individualized technical assistance is provided in the following areas:~~

- ~~• Creating a business plan to develop a small business~~
- ~~• Conducting feasibility studies to determine viability of the product or service~~
- ~~• Locating financial resources, including low-cost loans and grants~~
- ~~• Developing successful marketing strategies to start a business or expand an existing business~~
- ~~• Resolving credit problems~~
- ~~• Navigating state and federal regulations~~

The Internship component should be assigned to participants seeking short-term work experience that provides 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 even 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, FSET workers must research the skills, knowledge, and experience necessary to participate in the marketing internship. If a participant does not currently 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.

1.4.6.4 On-the-Job Training

The On-the-Job Training component is typically used to broaden an employee's skill set and to increase productivity. FSET workers may assign On-the-Job Training when an FSET participant is performing tasks or processes related to their occupation. The FSET participant typically performs tasks that are essential to their job function with the supervision of a manager, coach, or mentor.

The criteria for the On-the-Job Training component will vary by employment sector. However, the FSET participant will generally have a base level of knowledge for the sector in which they are entering on-the-job-training. FSET Case Managers must use information provided by DWD and the specific employer to inform them of the skills necessary for a particular on-the-job training placement and work with participants to ensure they meet required criteria.

1.4.6.5 Pre-Apprenticeship/Apprenticeship

FSET workers may assign Pre-Apprenticeship/Apprenticeship 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.

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.

The criteria for participating in a pre-apprenticeship/apprenticeship will vary depending on the field of interest. If an FSET participant is interested in becoming an arborist or working in construction but doesn't have the developed skills, a pre-apprenticeship or apprenticeship (depending on skill level and requirements of the trade) can connect the participant with local employers and begin their training toward career goals.

Many apprenticeship and pre-apprenticeship programs are offered through the Wisconsin Technical College System. FSET workers should reference criteria for participation that can be found online or by contacting the college directly. These criteria will vary based on program and are evaluated as a part of case management.

1.4.6.6 Transitional Employment

Transitional Jobs programs are government-sponsored employment programs where the state subsidizes short-term work opportunities – which can include placement and training as well as pay – to previously unemployed individuals in the public, private, or non-profit sectors.

Criteria for participating will depend on the employment sector. FSET workers must collaborate with their local workforce development board as well as employers to ensure FSET participants have the skills, knowledge, and experience required to fulfill the duties of their transitional employment placement.

1.4.6.7 Trial Employment Match Program (TEMP)

Trial Employment Match Program (TEMP) is a W-2 employment position that provides subsidized work for applicants or ongoing W-2 participants. An individual working in a TEMP job earns at least minimum wage, and the W-2 agency subsidizes all or a portion of the hourly wages paid to the individual by the employer. A TEMP job can last for a maximum of six months with an opportunity for a three-month extension. A custodial parent may take part in more than one TEMP job but may not exceed a total of 24 months of participation in TEMP. A non-custodial parent (NCP) meeting eligibility for W-2 case management services may take part in only one TEMP job, provided that the NCP has not exceeded the 24-month TEMP time limit.

FSET participants must meet the requirements of the W-2 program to qualify.

1.4.7 Job Retention

The only activity under the job retention component is job retention. It is a qualifying activity that provides services for a minimum of 30 days and each job retention service assignment may be offered for no more than 90 days to participants who have secured employment while enrolled and participating in the FSET program.

A good faith effort must be made to provide at least 30 days of job retention services to FSET participants enrolled in the job retention component. Good faith efforts may include informing participants in the job retention component of the 30-day minimum and developing a job retention case management plan that extends at least 30 days. When offering job retention, workers must document in PIN comments that the job retention activity was explained, offered, and whether job retention was accepted or declined.

Both of the following must be true for an individual to participate in job retention:

- The individual was enrolled in FSET prior to obtaining employment.
- The individual received FoodShare benefits the month of or the month prior to when job retention services would begin.

The criteria above must be met each time the job retention component is assigned. The start date of the job retention activity assignment must be on the day that job retention is accepted by the participant or the start date of the employment, whichever is later. Individuals may accept job retention services while they maintain employment at any time prior to disenrollment.

Example: <u>1</u>	Sam participates in adult basic education and obtains their GED, gains full time employment, and declines job retention services. The following month, while still enrolled in FSET, Sam received feedback from their employer and needs to work on time management. Sam is again offered and accepts job retention services.
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Example: <u>2</u>	Mark participates in career planning, gains full time employment, declines job retention services, and requests to end services. Mark is disenrolled from FSET. Later that year, Mark re-enrolls in FSET and asks for job retention for the employment gained prior to re-enrollment in FSET. The FSET case manager denies job retention services.
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Example <u>3</u>	<u>Paco is enrolled in FoodShare. On November 9, Paco receives and accepts a job offer at a local bakery. On November 11, Paco enrolls in FSET. Paco is not eligible for job retention services for employment at the bakery since the employment was obtained prior to enrollment in FSET.</u>
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An individual, who received job retention services for employment and then obtained new employment, may be eligible for additional job retention services if the individual participated in an FSET component in addition to job retention prior to gaining the new employment. If the individual is currently participating in an FSET component and

obtains another job while receiving job retention services, the individual may be assigned a second period of job retention.

Example: <u>4</u>	Sheena participates in supervised job search, gains employment, and receives 90 days of job retention services. Sheena remains enrolled in FSET and later participates in supervised job search and job skills training to find a better job. Sheena obtains another job and qualifies for an additional 90 days of job retention services.
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Example: <u>5</u>	Juan participates in job skills training, gains part-time employment, and begins job retention services. Juan continues to participate in supervised job search while in job retention services, and after 70 days, they obtain a second part-time job. The FSET case manager may provide case management services to help Juan maintain both part-time jobs. The FSET case manager may assign a second period of job retention services once the first 90-day period ends because Juan was participating in an FSET activity in addition to job retention services at the time that he obtained the second employment.
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There is no limit on the number of times an individual may receive job retention services if the individual participated in FSET activities, other than job retention, prior to obtaining the new employment.

Job retention includes:

- Job retention reimbursement for reasonable and necessary expenses to assist individuals in maintaining employment
- Case management services that address workplace demands and employer expectations

Individuals receiving job retention services sometimes will not continue to participate in other FSET components, but they have the option to choose to continue participation. In some cases, individuals may become FoodShare ineligible while enrolled in job retention services. Job retention services may continue after an individual becomes FoodShare ineligible as long as the individual became ineligible for a reason other than an intentional program violation (IPV) or failure to comply with FoodShare work requirements without good cause. If an individual obtains employment but continues to participate in other allowable FSET components, they are eligible to receive supportive services if reasonable, necessary, and directly related to participation in the FSET components (see [CHAPTER 5 SUPPORTIVE SERVICES](#)).

See [Section 6.5.1 Monthly Participation](#) [MONTHLY PARTICIPATION](#) for more information on recording monthly participation in job retention.

~~1.4.7 Formal Assessment~~

~~Formal assessment is intended for FSET participants exploring their career interests and advancement opportunities. Activities within the formal assessment component are qualifying activities. They include:~~

- Occupational testing
- Career planning
- Career advancement

~~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.~~

~~1.4.9~~ 1.4.8 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.

4.5 Initial Employment Plan

4.5.2 Employment Plan Summary and Participant Signature

The EP summary must be ~~printed and~~ signed by the participant and FSET worker each time an EP is created or updated. Both electronic and written signatures are acceptable. By signing the EP summary, the participant is agreeing to the goals, action steps, and assigned activities listed in their plan. A signed copy of the EP summary should be stored in the participant's electronic case file (ECF).

If the FSET worker mails the EP summary to the participant for a signature, it is requested that the participant sign and return a copy within 10 days of the receipt of the summary.

If a participant disagrees with and refuses to sign the EP summary, the FSET worker should explore other available FSET activities and participation options consistent with the results of the assessment and the goals of the FSET program. If an ABAWD disagrees with the activities assigned, the FSET worker should offer other types of qualifying activities from which the ABAWD may choose in order to meet the FoodShare work requirement and maintain FoodShare eligibility, as long as completing those activities is realistic and directly related to an achievable goal.

5.1 FSET Participant Expense Reimbursement

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 FoodShare 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 their finances would pay.
- Provides a program benefit generally in line with its cost.
- Is comparable to other similar types of program costs.
- 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.
- Is clear there is a greater need for this expense compared to other competing needs for administrative resources.
- 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., for example, charitable donations).

~~Supportive services, however,~~ **Supportive services must be both reasonable and necessary for FSET participation. FSET workers cannot under any circumstances provide supportive services as incentives or rewards for enrollment or participation in FSET.**

Supportive services 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 to be eligible for supportive services.

Example: 1	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 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.~~

6.3 FSET Participation Requirements

6.3.2 ABAWD Participation

6.3.2.4 Determining Required Hours of Workfare and Work Activity Participation

FSET participation requirements differ for ~~workfare~~, Workfare in terms of the number of hours needed for an ABAWD to meet the FoodShare work requirement. The number of required ~~workfare~~ Workfare hours per month is equivalent to the household's current monthly FoodShare allotment divided by the state or federal minimum wage, whichever is higher. It is not allowable to require additional hours of participation beyond the maximum requirement calculated as described above.

Changes in the amount of the monthly FoodShare allotment may increase or decrease the number of required monthly hours for workfare. If there is a change in benefit amount, the FSET agency should recalculate the required number of participation hours, and apply that change beginning the month that follows the month the change in allotment becomes known to the FSET agency. The monthly hours of participation in ~~workfare~~ Workfare can be rounded down to the nearest whole number. However, agencies should not round down weekly participation in ~~workfare~~. ~~When monthly workfare hours do not divide into a whole number for weekly workfare activity assignment, agencies may do one of the following:~~ Workfare.

Example 1	<u>Mary is an ABAWD, enrolled in FSET, and participating in Workfare. Mary is a FoodShare household of one and is eligible for a monthly allotment of \$281. Both the state and federal minimum wage are \$7.25 per hour. \$281 divided by \$7.25 equals 38.76. Mary will be assigned 38</u>
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	<u>monthly Workfare hours to meet the FoodShare Work Requirement.</u>
<u>Example 2</u>	<u>Mary reports and verifies a new source of income. Mary remains eligible for FoodShare, is still an ABAWD, but is now eligible for a monthly allotment of \$172. The FSET worker recalculates Mary's Workfare hours. \$172 divided by \$7.25 equals 23.72. Mary will be assigned 23 monthly Workfare hours to meet the FoodShare work Requirement.</u>

The hours that a participant may participate in the Work Activity component are calculated in the same way. An individual may only participate in the Work Activity component for the number of hours per month that is equivalent to the household's current monthly FoodShare allotment divided by the state or federal minimum wage, whichever is higher. However, unlike Workfare, this does not meet the FoodShare work requirement. To meet the FoodShare work requirement, ABAWDs must participate in another qualifying activity to meet the 80-hour per month work requirement.

<u>Example 3</u>	<u>Nancy is an ABAWD, enrolled in FSET, and participating in Work Activity. Nancy is a FoodShare household of one and is eligible for a monthly allotment of \$281. Both the state and federal minimum wage are \$7.25 per hour. \$281 divided by \$7.25 equals 38.76. Nancy will be assigned 38 monthly Work Activity hours. In order to meet the FoodShare Work Requirement through FSET, Nancy must complete 42 hours of one or more different FSET activities. Nancy could also work or participate in another allowable work program for the additional 42 hours.</u>
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When monthly Workfare and Work Activity hours do not divide into a whole number for weekly Workfare and Work Activity assignment, agencies may do one of the following:

- Use half and quarter hours for weekly ~~workfare~~Workfare and Work Activity assignment
- Assign varying weekly hours in ~~workfare~~Workfare or Work Activity on the Employment Plan (EP) (for example, the case manager can assign a certain number of hours for the first three weeks and assign the remaining hours in the final week, as long as the total hours equal the household's allotment divided by the minimum wage rounding down to the whole number)

Annual changes in allotment amounts, utility allowances, and other credits occur on October 1. FSET agencies should review ~~workfare~~Workfare and Work Activity participation calculations for all ABAWDs in October.

~~Workfare is a~~and Work Activity are household-level ~~program~~programs, meaning that all ABAWD household members share the hourly obligation each month. FSET agencies should document in the FSET participant's PIN comments when the participant lives in a household that includes multiple ABAWDs sharing responsibility for meeting ~~workfare~~Workfare or Work Activity participation requirements. ABAWDs are not required to report changes in household composition to their IM agency, except at the time of FoodShare renewal or Six-Month Report Form (SMRF). When a change in household composition is reported, this status change will not result in a referral update being sent to the FSET agency for individuals who remain on the case. An updated referral will be sent when an individual is deleted from a case. When the FSET worker receives a

referral update for a ~~workfare~~Workfare or Work Activity participant with a status of “FoodShare Ineligible,” they ~~should~~must check the CARES Worker Web (CWW) case to see if there are or were other ~~workfare~~Workfare or Work Activity participants whose hourly participation requirement needs to be updated (see SECTION 1.4.5 WORKFARE or SECTION 1.4.6.1 WORK ACTIVITY ~~for more information on assigning participants to workfare~~).

Example 1: ~~Tim and Joe are receiving \$200 in FoodShare benefits per month. Minimum wage is \$7.25 per hour. The FSET agency divides the monthly allotment of \$200 by the minimum wage of \$7.25 and determines that Tim and Joe must participate in workfare for a combined total of 27 hours per month ($\$200 \div \$7.25 = 27.59$ or 27 hours per month).~~

~~Tim and Joe may choose to share the responsibility equally by each participating a part of the hours per month to meet the participation requirement or may agree to divide the hours so that one of them participates for more hours than the other. It is allowable for either Tim or Joe to complete all required household hours on his own.~~

Example 2: ~~In August, Lisa and Kim share workfare participation requirements equally. On September 20, Lisa reports that Kim moved out of the home. Lisa becomes solely responsible for completing the workfare participation requirement effective November 1. If the change had been reported prior to September Adverse Action (AA), the change would have been effective October 1.~~

10.3 Appendix C: FSET Fundable Component Activities

Code	Description	Details
AP	Pre-apprenticeship <u>Apprenticeship</u> /Apprenticeship	Assign this activity <u>FSET workers may assign Pre-Apprenticeship/Apprenticeship</u> 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 () and put their new

		<p>skills to action.</p> <p>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.</p> <p><u>The criteria for participating in a Pre-Apprenticeship/Apprenticeship will vary depending on the field of interest. If an FSET participant is interested in becoming an arborist or working in construction but doesn't have the developed skills, a pre-apprenticeship or apprenticeship (depending on skill level and requirements of the trade) can connect the participant with local employers and begin their training toward career goals.</u></p> <p><u>Many apprenticeship and pre-apprenticeship programs are offered through the Wisconsin Technical College System. FSET workers should reference criteria for participation that can be found online or contacting the college directly. These criteria will vary based on program and are evaluated as a part of case management.</u></p>
A1	<p>Post-Secondary Ed.—Two Years or Less<u>Credential or Certificate Receiving Program</u></p>	<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.<u>A Credential or Certificate Receiving Program is short-term, competency based, with a hands-on experience emphasis and a quantifiable measurement of success. The measurements of success will vary depending on the program.</u></p>

		<p><u>Criteria for participation in this activity will vary on the assigned educational program or other vocational training activity. FSET agencies will assist the participant through their activity assignment with at least monthly check-ins and provide any reasonable and necessary participant reimbursements for participation.</u></p> <p>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 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>
BR	<u>Integrated Training or Bridge Program</u>	<p><u>Integrated Training or Bridge Programs vary depending on the sector and population served. Bridge Programs are offered to upper-level students in high school soon to be entering their first year of college. Bridge Programs are also transitional programs for students who typically hold a two-year college degree and seek to obtain a four-year or graduate degree. The criteria for participation in this component will vary greatly by the Integrated Training or Bridge</u></p>

		<u>Program that is assigned. For example, if a nursing bridge program is offered, FSET workers must research the skills, knowledge, and experience necessary to participate in the nursing bridge program. If a participant does not meet the standards for the program, the FSET case manager will work with the participant to assign other activities to gain the required skills for the nursing program.</u>
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.
CM	Case Management	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 FoodShare work requirement for able-bodied adults without dependents (ABAWDs), this additional activity must be a qualifying activity.
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	<p>English as a Second Language/<u>Literacy</u></p>	<p><u>FSET workers assign this activity to participants who need assistance learning English to expand their employment opportunities.</u> 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.</p>
EO	<p>Enrollment with Orientation</p>	<p>Use this code for individuals who participate in a set of activities designed to orient and enroll the individual into 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	<p>Supervised Employment<u>Job</u> Search</p>	<p>Assign this activity to participants engaged in employments<u>supervised job</u> 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</p>

		hours.
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.
IN	Internship	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.
JR	Job Retention	Job retention <u>Retention</u> can be provided for up to 90 days to an individual who has secured employment after enrolling in FSET. In most cases the <u>The individual is not</u> may <u>also be</u> participating in other FSET components or assigned activities ; <u> however,</u> <u>participation in additional activities is not required.</u> Job retention <u>Retention</u> 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.
JS	Job Skills Training <u>Program</u>	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

		<p>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>
<u>JT</u>	<u>Job Search Training</u>	<p><u>Job Search Training is for participants who need general guidance with the job search process. FSET workers must assist Job Search Training participants in developing, practicing, and applying job seeking skills with the goal of becoming proficient in searching for employment. This includes:</u></p> <ul style="list-style-type: none"> <u>• Assistance with applications and resume development</u> <u>• Interviewing skills, including mock interviewing</u> <p><u>Individuals need limited skills to participate in this component. FSET workers will evaluate on an ongoing basis whether forward momentum is being made through ongoing assessments. FSET workers will assist participants with computer literacy skills required to move into the Supervised Job Search component leading to employment.</u></p> <p><u>Job Search Training is a non-qualifying activity; therefore, FSET workers must not assign ABAWDs to non-qualifying activities including Job Search Training for more than half of their total required hours.</u></p>
MO	Job Readiness/ Motivation	<p>Assign this activity to participants engaged in classes and activities specifically designed to</p>

		<p>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 if 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>
OJ	On-the- job <u>Job</u> Training	<p>Assign this activity <u>FSET workers may assign On-the-Job Training</u> when an FSET participant is performing tasks or processes related to their occupation. 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 <u>typically</u> used to broaden an employee's skill set and to increase productivity.</p>
SE	Self-Employment <u>Training</u>	<p>Assign this activity when a person is involved in a self-employment training <u>Self-Employment Training</u> 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,</p>

		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 TE	Transitional Job Employment (Co-Enrollment)	<p>Assign this activity to participants interested and involved in <u>Transitional Jobs programs</u> are government-sponsored employment programs where the state subsidizes short-term work opportunities. This includes <u>which can include</u> placement and training as well as pay <u>to</u> previously unemployed individuals in either the public, private, or non-profit sectors.</p> <p>Criteria for participation depends on the employment sector.</p>
TJ	<u>Trial Employment Match Program (TEMP)</u>	<p><u>Trial Employment Match Program (TEMP) is a W-2 employment position that provides subsidized work for applicants or ongoing W-2 participants. An individual working in a TEMP job earns at least minimum wage, and the W-2 agency subsidizes all or a portion of the hourly wages paid to the individual by the employer.</u></p> <p><u>A TEMP job can last for a maximum of six months with an opportunity for a three-month extension. A custodial parent may take part in more than one TEMP job, but may not exceed a total of 24 months of participation in TEMP.</u></p> <p><u>An NCP meeting eligibility for W-2 case management services may take part in only one TEMP job, provided that the NCP has not exceeded the 24-month TEMP time limit.</u></p>
UF	Full-Time Employment:	Assign this activity when a participant is

	Unsubsidized	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 <u>Workfare</u> . 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 <u>Workfare</u> is for participants to learn new job skills and establish work references. A household's monthly workfare <u>Workfare</u> 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 <u>Workfare</u> participation requirements.
WJ	Workfare Job Search	Workfare job-search <u>Job Search</u> may be assigned to ABAWDs during the first 30 days after enrollment at initial certification prior to making a workfare <u>Workfare</u> site placement. Workfare job-search <u>Job Search</u> includes activities outlined in the employment search <u>Supervised Job Search</u> activity component; <u>with the exception that Workfare Job Search does not need to be completed at approved locations or be supervised.</u> The household's workfare <u>Workfare</u> hourly requirement is determined by dividing the FoodShare

		<p>benefit amount by the minimum wage. Workfare participants are considered to be participating in and complying with workfare<u>Workfare</u> requirements during this 30-day job search period and are meeting the FoodShare work requirement. An FSET participant who has more than one initial certification may be assigned to Workfare job-search<u>Job Search</u> at each initial certification but cannot be assigned Workfare job-search<u>Job Search</u> at recertification.</p>
WX	Work Experience/FSET <u>Activity</u>	<p>Assign this activity for participants who are job shadowing or learning work skills in unpaid work experience.<u>Work Activity involves working off the household benefit, therefore it is not possible for an individual to volunteer for additional hours of Work Activity beyond the number of hours equal to the household's allotment for that month divided by the higher of the applicable federal or State minimum wage. Work Activity ends when the household benefit has been worked off, but this would not be sufficient for an ABAWD to meet the FoodShare work requirement. If an ABAWD does work activity for their benefit divided by the minimum wage and it is, for example, only 6 hours a week, then the ABAWD must find 14 additional hours per week of work or a different qualifying activity.</u></p>