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State of Wisconsin
Governor Scott Walker



TO: **W-2 Agencies
Training Staff**

FROM: Janice Peters, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO

No: **BWF 14-13**

DATE: **JULY 02, 2014**

W-2 ☒ EA ☐
JAL ☐ RAP ☐
Other EP ☐*

**SUBJECT: Impact of FoodShare Employment and Training Changes on
Wisconsin Works**

CROSS REFERENCE: DHS Operations Memo [14-25](#): Time Limited FoodShare Benefits
for Able-Bodies Adults without Dependents
DHS Operations Memo [14-27](#): FoodShare Employment and
Training Participation for Able Bodied Adults without Dependents
Subject to Time-Limited FoodShare

EFFECTIVE DATE: July 1, 2014

PURPOSE

The purpose of this memo is to explain the impact of FoodShare Employment and Training (FSET) changes on CARES and CARES Worker Web (CWW). There are no Wisconsin Works (W-2) policy changes associated with this memo.

BACKGROUND

Since 2002, Wisconsin has had a waiver exempting Able-Bodied Adults without Dependents (ABAWDs) from meeting certain work requirements as a condition of maintaining ongoing FoodShare eligibility. FoodShare applicants and recipients who meet all of the following criteria are considered ABAWDs:

1. Between 18 and 50 years of age;
2. Able to work;

3. Does not reside in a household with a child under age 18 (regardless of the individual's relationship to the child, whether the child is included in the individual's FS assistance group, or the child's FS eligibility status); and
4. Not pregnant.

Due to a provision in Wisconsin's 2013-15 biennial budget requiring ABAWDs to meet certain work requirements in order to avoid time-limited FoodShare eligibility, the Department of Health Services (DHS) anticipates that participation in FSET will increase significantly.

To support the increased FSET caseload, DHS has made structural changes to the FSET program, including regionalizing the provision of FSET services and moving the FSET functionality out of the CARES Work Programs Subsystem and into CARES Worker Web (CWW). DHS is making these changes in two phases.

Effective July 1, 2014, DHS began Phase I implementation, initiating the ABAWD policy change in Southeast FSET Region 1 (Kenosha, Racine, and Walworth Counties). Phase II of the ABAWD policy change, which expands the FSET changes statewide, is planned for January 1, 2015. In December 2014, the Bureau of Working Families (BWF) will issue an Operations Memo detailing the impact of Phase II implementation system changes on W-2 agencies.

SUMMARY OF CARES WORKER WEB CHANGES

DHS has made several changes to CWW to accommodate the FSET changes. Most of these have no impact on Financial and Employment Planners (FEPs). However, DHS added a new page, **Refer to FSET**, which will be scheduled for FEPs in certain driver flows.

Refer to FSET Page (applies to Kenosha, Racine, and Walworth Counties only)

For cases open for FoodShare in Kenosha, Racine, or Walworth counties (county of residency), the **Refer to FSET** page will be scheduled for all W-2 Assistance Groups when FEPs complete the confirmation driver flow for the following:

- Intake;
- Person Add; or
- Change Process.

To bypass this page, the FEP must press Enter to continue to the next page in the driver flow. This page will not be scheduled during a W-2 Review.

Navigation Menu

- Case Information
- Individual Demographics
- Referral/School
- Individual Non Financial
- Other Health Care
- Provision
- Asset Information
- Employment Status
- Employment
- Unemployment Income
- BC-Tax Deductions
- Exemptions
- Medical
- Tax Filing Information
- Family Income
- W-2 Child Care
- FS ABAWD Exemption
- Generate Summary
- Initial Eligibility
- Disqualification
- Eligibility (2)
- Post Eligibility
- Conduct Eligibility
- Refer to FSET
- FS Clock
- Change AD Review Dates
- Post Continuation
- Query
- Benefit Inquiry
- Worker Tools
- FSET Tool

Refer to FSET

Non-Exempt ABAWDs / Previously Referred Individuals

Individual	Category Sequence	Date of Last Referral Sent	Participation Status	FS Eligible?	Exemption Reason(s)	Volunteer?	Send Referral	Referral History
FSETABWD DAD 41M	01		Non-Exempt ABAWD	Eligible		<input type="checkbox"/>	<input type="button" value="Send"/>	<input type="button" value="History"/>
FSETABWD FRIEND 40M	01		Non-Exempt ABAWD	Eligible		<input type="checkbox"/>	<input type="button" value="Send"/>	<input type="button" value="History"/>

Volunteer Referrals

Individual	Category Sequence	Participation Status	FS Eligible?	Exemption Reason(s)	Send Referral	Referral History
FSETABWD NOM 44F	01	Exempt ABAWD	Eligible	EW	<input type="checkbox"/>	<input type="button" value="History"/>

Add Case Summary

Cancel Previous Next

Informational Only Changes to CARES Worker Web (applies statewide)

In addition to the new page described above, DHS made the following CWW changes, which are viewable statewide:

- The **CARES Worker Web Home** page was enhanced to show recently viewed PINs in the **Recent Cases/RFAs/ACCESS Applications/Change Reports** section;
- The **Individual Summary** page was enhanced to show two new FSET options;
- The **Outpatient Drug/Alcohol** field on the **Benefits Received** page was renamed 'Inpatient/Outpatient Drug or Alcohol Treatment' and a new verification field was added;
- On the **Disability** page, the question "Is this individual currently incapable of working due to illness or injury" was changed to "Is this individual currently physically or mentally incapable of working?";
- A new page, **FS ABAWD Exemption**, was added to the Navigation Menu, immediately above the **Generate Summary** tab;
- A new page, **FS Clock**, was added to the **Post Eligibility** section of the Navigation Menu; and
- An FSET tool was added to the **Worker Tools** section of the Navigation Menu.

SUMMARY OF CARES MAINFRAME CHANGES

Prior to July 1, 2014, CARES screen AIWP was used to make W-2 and FSET referrals. Because FSET is being transitioned to CWW, AIWP will no longer allow FoodShare workers to send FSET referrals for FoodShare recipients residing in the FSET Pilot counties Racine, Walworth, and Kenosha. No data will display under the FSET section header of the screen for individuals residing in Racine, Walworth, or Kenosha counties.

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AIWP                WORK PROGRAMS REFERRAL/ACTION                06/20/14 15:55
CASE: 9150784391                WORKER: XCTV55                XCTV53 G SEERY
LAST UPDATED: 06 20 14                CASE STATUS: OPEN                CASE MODE: REVIEW

-----W-2-----
NUM NAME      CASE      CAT SEQ RG EXMP WP      CASE      CAT SEQ RG EXMP WP
                        CD RSN  OFF      CD RSN  OFF
01 LIONE J 9150784391 WW N 01  V  0311
PRIOR DETER. ON

-----FSET-----
No FSET data will display here because this
individual resides in Racine county, a pilot
county.

-----INDIVIDUALS-----
01 LIONE J (PP )

PF24: PROCESS THIS PAGE
NEXT TRAN:      PARMS: 9150784391

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This change will be effective statewide in January 2015. BWF and DHS will issue Operations Memos prior to the statewide change.

AGENCY ACTION

W-2 agencies must discuss the CWW changes with staff and update any relevant local agency procedures.

CONTACTS

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For CARES Processing Questions: W-2 Help Desk

DCF/DFES/BWF/GS