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State of Wisconsin
Governor Scott Walker



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

FROM: Margaret McMahon, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO

No: 15-05

DATE: 03/11/2015

W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	RAP	<input type="checkbox"/>	Other EP	<input type="checkbox"/> *

SUBJECT: Impact of FoodShare Employment and Training Phase II Changes on the CARES Work Programs Subsystem

CROSS REFERENCE: BWF Operations Memo [14-13](#): Impact of FoodShare Employment and Training Changes on Wisconsin Works
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
DHS Operations Memo [14-55](#): Updates to Able-Bodied Adults without Dependents Policy
DHS Operations Memo [14-56](#): FoodShare Employment and Training Program for Able-Bodied Adults without Dependents

EFFECTIVE DATE: March 21, 2015

PURPOSE

The purpose of this memo is to explain the impact of Phase II of the FoodShare Employment and Training (FSET) changes on the CARES Work Programs (WP) subsystem. There are no Wisconsin Works (W-2) policy changes associated with this memo.

BACKGROUND

Due to a provision in Wisconsin's 2013-15 biennial budget the Department of Health Services (DHS) anticipated that participation in FSET would increase significantly. To support the potential increase in the FSET caseload, DHS decided to make structural changes to the FSET

program, including moving the FSET functionality out of the CARES WP subsystem and into CARES Worker Web (CWW). DHS decided to use a phased-in approach.

Effective July 1, 2014, under Phase I, DHS implementation occurred in the Southeast FSET Region 1 (Kenosha, Racine, and Walworth Counties). Effective March 21, 2015, under Phase II, DHS is expanding these changes statewide.

This memo describes the impacts of the Phase II statewide implementation on the WP subsystem.

POLICY CHANGES

There are no policy changes associated with this memo.

CARES CHANGES

1. The FSET section of CARES screen AIWP will be removed.

AIWP WORK PROGRAMS REFERRAL/ACTION 02/18/15 15:43
CASE: 3150810531 WORKER: XCTR04 XCTU92 H HAMMES
LAST UPDATED: 02 18 15 CASE STATUS: OPEN CASE MODE: ONGOING

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NUM	NAME	CASE	CAT	SEQ	RG	EXMP	WP
01	ARLA	A 3150810531	WW	C 01	M	0811	
PRIOR DETER. ON							
02	AMY	A 3150810531	WW	C 01	E C6	0811	
PRIOR DETER. ON							

-----INDIVIDUALS-----

01 ARLA A (PP) 02 AMY A (DAU)

PF24: PROCESS THIS PAGE
NEXT TRAN: _____ PARMS: 3150810531

The FSET section has been removed from this screen

2. FSET agencies will disenroll existing FSET participants from the CARES WP subsystem between March 23 and March 31, 2015. (See DHS Operations Memo [14-56](#).) FoodShare workers and FEPs are no longer required to coordinate CARES Work Programs office assignment for co-enrolled individuals.
3. The AEO1 Work Programs Referral letter will be obsolete. DHS will no longer use this letter for FSET referrals, and W-2 agencies have no need to continue using the letter.

ACTION REQUIRED

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 W-2 CARES Processing Questions: W-2 Help Desk

DCF/DFES/BWF/GS