

# Alert 533 New/Updated FSET Employment

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## *(Process Help 74.3.2.3)*

This alert is generated so the IM worker can update employment information in CWW. It is generated when an FSET worker updates the Employment Assessment page when the customer reports new/updated employment to them. The alert will give you the case number but will not tell you which person on the case had the change in employment. You will have to use the PINs of all the people on the case to check the Employment Assessment page for employment changes.

To check this page, use these steps:

- 1) Enter a PIN of one of the customers into the quick select to bring up the Individual Summary page. On that page click on View FSET Participant Summary. (screen shot below)
- 2) This will now allow you access in the Navigation Menu to select options from the FSET tool. On the Navigation Menu under the FSET tool, click on Assessment, and then Employment to bring up the Employment Assessment page. (screen shot below)
- 3) On the Employment Assessment page you can see the employer, start date, and the reported hours and wage. (screen shot below)
  - Treat this information like a change report, update CWW with any new employment information, and pend the case if needed.
  - If the job has already been reported, check to see if there is a change in reported hours or wage.
- 4) If you have a question and want to see the FSET PIN comments, they can be accessed from the Individual summary page. (screen shot below)
- 5) There is a system issue that creates a new Employment Assessment page when an FSET worker runs through their driver flow for someone with no employment history. An alert will be created and the Employment Assessment page will look like the page below. If you see this page, you can just delete the alert. (screen shot below)

1)

**Navigation Menu**

- Case Management Search Results
- Search
  - CARES Home
  - Search
  - Inbox Search
  - Unlinked Documents
- RFA / Case
  - Client Registration (0)
  - Case Summary
  - Case Comments
  - Expected Changes
  - Application Entry (0)
  - Generate Summary
  - Initiate Eligibility Determination
  - Eligibility
    - Post Eligibility
  - Potential Error Listing
  - Confirm Eligibility
  - Refer to FSET
  - FS Clock
  - Override AG Renewal / Review Dates
  - W-2 Post Eligibility
  - Post Confirmation
  - Query
  - FS Benefit Issuance
- Worker Tools
  - FSET Tool

**Individual Summary** [Reset]

**Individual**

Name: [Redacted]  
Associated PIN(s): [Redacted]  
Alias(es): [Redacted]  
SSN: [Redacted]  
Gender: [Redacted]  
Language: **ENGLISH** Cleared: **YES**  
Where? **RFA/Case** FS Clock: [Redacted]

**Query**

- View Individual Eligibility History
- View Individual Participation History
- View Individual DX Discrepancy History

**Send Information**

- Resend Eligibility Information to MMIS

**FSET Information**

- View FSET Participant Summary**
- View FSET Referrals
- View PIN Comments
- View Track Participation

**RFAs, Cases, Applications and Unsubmitted Requests**

**CASE:** [Redacted]

Filing Date: **08/05/2016** Status: **CLOSED** Case Closed Date: **09/30/2017**  
RFA Type: **ES - ECONOMIC SUPPORT (ES)** Overpayment: **NO**  
Eligibility Office: **ADAMS COUNTY HEALTH AND HUMAN SERVICES (5001)**  
County / Tribe: **01 - ADAMS COUNTY** Worker: **TARA MEYER (XAD119)**  
IM Consortium: **08 - CAPITAL CONSORTIUM**

2)

**Navigation Menu**

- Case Management Search Results
- FS Benefit Issuance
- Worker Tools
  - FSET Tool
    - Referral Search
    - Participant Summary
    - PIN Comments
    - FSET Contact Information
      - Assessment**
      - Barriers
      - Education
      - Employment**
      - Summary
    - Employment Plan
    - Track
    - IMQA 2nd Party
    - Client Scheduling
    - Worker Tasks
    - Fair Hearings Tracking
    - Case Management
    - Client Correspondence
    - 1095-B Administration
    - Data Exchange

**Participant Summary** [Cancel] [Reset]

**Referral and Enrollment Information**

Enrollment Status: **E - Enrolled** FSET Worker ID: **XWF029 - KASSIE WORMET**  
Enrollment Date: **06/23/2017** FSET Region/Tribe: **06 - North Central**  
Disenrollment Date: FSET County: **01 - ADAMS COUNTY**  
Disenrollment Reason: FSET Office: **2801**  
Volunteer: **No** FS Clock: [Redacted]

**Contact Information**

Household Address: [Redacted]  
Case Phone: [Redacted]  
Case Cell Phone: [Redacted]  
Language: [Redacted]  
IM Consortium: **08 - CAPITAL CONSORTIUM** IM County/Tribe: **01 - ADAMS COUNTY**  
IM Worker: **XAD119 - TARA MEYER**

**FSET Contact Information**

Phone: Email Address:

**What would you like to do?**

Workflow Options	FSET Maintenance
<input type="radio"/> Continue with Driver / Navigate Through Completed Pages	<input type="radio"/> Assign to Worker Worker ID: [Redacted]
<input type="radio"/> Enroll Enrollment Date:	FSET Office:
<input type="radio"/> Process Employment Plan Review	<input type="radio"/> Transfer FSET Office

3)

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**Employment Assessment** [Cancel] [Reset]

**Record Management**

Last Updated: 09/08/2017 Sequence: 4  
Updated By: XWF029 Delete Reason: [icon]

**Employment Information**

Work Type: UF - Unsubsidized - Full-Time [icon] Job Title: PRODUCTION  
Start Date: 08/30/2017 End Date:  
Entered Employment? Yes Reason for Leaving: [icon]  
Employment Sector: PR - Private [icon]

**Employer Contact Information**

Employer Name: SERVICE 1ST STAFFING Contact Person Name: 3D IDAPRO SOLUTIONS  
Employer Phone: Ext.  
Address:  
City: WI RAPIDS State: WI - WISCONSIN [icon]  
Zip Code:

**Wage and Benefits**

Average Hours/Week: 40 Hourly Wage: \$ 13.00

Benefits Received:

Paid Time off  Paid Sick  Paid Vacation  Paid Holidays  
 Health Insurance  Flexible Spending Plan  Tuition Reimbursement  Retirement

4)

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**Individual Summary** [Reset]

**Individual**

Name: [redacted]  
Associated PIN(s):  
Alias(es):  
SSN: [redacted]  
Gender: [redacted]  
Language: ENGLISH [icon] Cleared: YES  
Where? RFA/Case FS Clock: [icon]

**Query**

View Individual Eligibility History  
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 View Individual DX Discrepancy History

**Send Information**

Resend Eligibility Information to MMIS

**FSET Information**

View FSET Participant Summary  
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**RFAs, Cases, Applications and Unsubmitted Requests**

CASE: [redacted]

5)

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### Employment Assessment

Cancel  Reset

**Record Management**

Last Updated: 09/05/2017      Sequence: 1  
Updated By: XWF029      Delete Reason:

**Employment Information**

Work Type: NW - No Work Experience      Job Title:  
Start Date:      End Date:  
Entered Employment? No      Reason for Leaving:   
Employment Sector:

**Employer Contact Information**

Employer Name:      Contact Person Name:  
Employer Phone: Ext.      Address:  
City:      State:   
Zip Code:

**Wage and Benefits**

Average Hours/Week:      Hourly Wage: \$  
Benefits Received:  
 Paid Time off     Paid Sick     Paid Vacation     Paid Holidays  
 Health Insurance     Flexible Spending Plan     Tuition Reimbursement     Retirement

Sequence      Updated on or before  
      MM / DD / YYYY    Go      

Cancel     **Previous**    **Next**