

FSET CHILDCARE APPROVAL

Participants may receive childcare for participation in FSET only for Employment Search and Work Experience activities that are on the Employability Plan. All other activities listed in the EP are not eligible for Wisconsin Shares. The FSET schedule needs to be documented in Case Comments (we now have to know what time they are doing their job search/work experience)

All activities eligible for childcare coverage should occur between 7:00 AM and 5:00 PM Monday through Friday. For families with school age children, FSET activities should occur during school hours (i.e. no FSET child care for school age kids). Child care authorizations are written for the duration of the EP.

Note: For parents in college, FSET does not meet the Work Requirement for Wisconsin Shares. The person has to be employed at least 20 hours a month to get a Child Care auth for attending college. For parents in FSET and in college, Child Care can only be authorized for the FSET hours for the employment search/work experience activity, if they are not also working 20 hours/month.

Steps to view the FSET EP:

In CWW enter the person's SSN or PIN in the Quick Select to bring up the Individual Summary page. On that page select the option for "View FSET Participant Summary"

Individual Summary Reset

Individual	
Name: [REDACTED]	PIN: [REDACTED]
Associated PIN(s):	
Alias(es):	
SSN: [REDACTED]	MCI ID/MAID: [REDACTED]
Gender: FEMALE	Birth Date: [REDACTED]
Language: ENGLISH	Cleared: YES
Where? RFA/Case	
Query	
<input type="radio"/> View Individual Eligibility History	
<input type="radio"/> View Individual Participation History	
<input type="radio"/> View Individual DX Discrepancy History	
Send Information	
<input type="radio"/> Resend Eligibility Information to MMIS	
FSET Participation	
<input checked="" type="radio"/> View FSET Participant Summary	
<input type="radio"/> View FSET Referrals	
RFAs, Cases, Applications and Unsubmitted Requests	
I [REDACTED]	Status: OPEN Case Closed Date: N/A

Once you are on the Participant Summary page, you can access the FSET tools in the navigation menu. Select Employment Plan, and the Summary option.

The screenshot shows the 'Assign Activity' page in the CARES Worker Web. The browser address bar shows 'https://prd.cares.wisconsin.gov/ - CARES Worker Web - Assign Activity - Internet Explorer'. The user is logged in as 'A CHORLTON' with user ID 'XDA840'. The quick select dropdown is set to 'CASE/RFA'. The participant's name is redacted, and their status is 'Non-Exempt ABAWD'. The date is 07/11/2017.

Navigation Menu:

- FS Benefit Issuance
- Worker Tools
 - FSET Tool
 - Referral Search
 - Participant Summary
 - PIN Comments
 - Assessment
 - Employment Plan**
 - Goals and Action Steps
 - Assign Activity
 - Summary**
- Track
- IM/CA 2nd Party
- Client Scheduling
- Worker Tasks
- Fair Hearings Tracking
- Case Management
- Client Correspondence
- 1095-B Administration
- Data Exchange
- Reference Tools
- System Tools
- Agency Administration
- Check My Benefits Worker View
- W-2 Geographical Area Lookup

Assign Activity Page:

Record Management

Last Updated:	06/27/2017	Sequence Number:	5
Updated By:	XFSA50	Delete Reason:	

Activity Information

Activity:	EO - Enrollment with Orientation	Description:	ENROLL
Provider Name:	FSC	Begin Date:	06/26/2017
Estimated End Date:	09/30/2017	Estimated Weekly Hours:	2.0
End Date:	06/27/2017	End Reason:	C - Activity Complete
Work Program Co-Enrollment:	N - No	Name of Work Program:	

Associated Goal(s): Primary Employment Secondary Employment Long Term Career

Employment Plan Comments: enroll
Current Size = 6 characters (250 characters max.)

Sequence: [] Updated on or before: MM/DD/YYYY Go [] []

Cancel Previous Next

This will bring you to the Employability Plan Summary. Here you can see the activities on the Employability Plan, the hours scheduled per week, and the begin and end dates of the plan:

The screenshot displays the 'Employment Plan Summary' page in an Internet Explorer browser. The browser's address bar shows the URL: <https://prd.cares.wisconsin.gov/>. The page header includes the user ID 'XDA848', user name 'A CHORLTON', and quick select 'CASE/RFA'. The participation status is 'Non-Exempt ABAWD' and the date is '07/11/2017'.

The left sidebar contains a 'Navigation Menu' with various options such as 'Query', 'FS Benefit Issuance', 'Worker Tools', 'Referral Search', 'Participant Summary', 'PIN Comments', 'Assessment', 'Employment Plan', 'Goals and Action Steps', 'Assess Activity', 'Summary', 'Track', 'IMQA 2nd Party', 'Client Scheduling', 'Worker Tools', 'Fair Hearings Tracking', 'Case Management', 'Client Correspondence', '1095-B Administration', 'Data Exchange', 'Reference Tools', 'System Tools', 'Agency Administration', and 'Check My Benefits Worker View'.

The main content area is titled 'Employment Plan Summary' and includes a 'Cancel' and 'Reset' button. It features two tables:

Goals and Action Steps

Type	Description	Created On	Action Step	Expected End Date	Date Completed
Primary Employment	FTE FOOD SERVICE	06/26/2017	RESEARCH OPEN JOBS	09/30/2017	
			APPLY TO JOBS	09/30/2017	
Long Term Career	VET TECH	06/26/2017	RESEARCH SCHOOL OPTIONS	09/30/2017	
			APPLY TO SCHOOL	09/30/2017	

Activities

Type	Description	Associated Goal(s)	Begin Date	Estimated End Date	Estimated Weekly Hours
Part-Time Employment - Unsubsidized	SHIFT MANAGER	P	06/26/2017	09/30/2017	25.0
Work Experience/FSET	VOLUNTEER	P,L	06/26/2017	09/30/2017	4.0
Job Readiness/Motivation	MEET W ES	P	06/26/2017	09/30/2017	1.0
Employment Search	RESEARCH/APPLY TO JOBS	P,L	06/26/2017	09/30/2017	9.0

Below the 'Activities' table is the 'Employment Plan Summary PDF' section, which includes the following information:

- Employment Plan Begin Date: 06/26/2017
- Employment Plan End Date: 09/30/2017
- Employment Plan Language: English

At the bottom of the page, there are 'Cancel', 'Previous', and 'Next' buttons.