



**FSET MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 04/2008**

§2 (Glossary) adds definitions for MATCHING GRANT PROGRAM, VOLAGs, and VOLUNTARY AGENCIES (VOLAGs).

§4.12 (Employment Services Provider (ESP) Functions) under the bullet entitled “NOTIFICATION” adds to use the Food Support Employment and Training Status Update Form (DHS-3165A) to report changes.

§5.15 (ESL: Classes/Job Development) adds a new last paragraph to use the Food Support Employment and Training Status Update Form (DHS-3165A) to report changes.

§6.3.3 (Who Is Exempt from FS Work Registration) in the next to the last bullet adds clarifying language concerning participants in Alcoholics Anonymous (AA) or Narcotics Anonymous (NA). It also adds a new last bullet for refugees receiving the Matching Grant Program and adds an appropriate cross-reference.

§6.6 (Able-Bodied Adults Without Dependents (ABAWDS)) in the 1st paragraph adds clarifying language as to when the 36-month period begins.

§6.18 (Satisfactory Progress) in the 2nd paragraph deletes reference to mandatory and volunteer participants as volunteer participation in FSET is no longer an option. It also adds a new 3rd paragraph that participants enrolled in and complying with services from Voluntary Agencies (VOLAGs) are considered to be making satisfactory progress.

GLOSSARY**2****ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) :**

Able-Bodied Adults Without Dependents. Food Support (FS) participants are limited to receiving Food Support for no more than 3 months in any 36-month period unless exempt from FS eligibility time limits or is meeting monthly work requirements. See [§6.6](#) (Able-Bodied Adults Without Dependents (ABAWDS)).

ABE :

Adult Basic Education.

APPLICANT :

A person who has submitted a request for assistance for whom no decision has been made regarding eligibility, and whose application has not been acted upon or voluntarily withdrawn.

CAF :

See COMBINED APPLICATION FORM (CAF) below.

CLIENT :

A person who is a PARTICIPANT.

COMBINED APPLICATION FORM (CAF) :

The COMBINED APPLICATION FORM ([DHS-3469](#)) is the form people use to apply for multiple assistance programs including: CASH ASSISTANCE, FOOD SUPPORT, EMERGENCY PROGRAMS, and Health Care. For Health Care only applications, the Minnesota Health Care Programs Application (HCAPP) ([DHS-3417](#)) form is preferred; see the [Health Care Programs Manual](#). The CAF plus the Combined Application - Child Care Addendum ([DHS-4099](#)) may be used for Child Care Assistance Programs. The Minnesota Child Care Assistance Program Application ([DHS-3550](#)) is also available for this purpose.

COUNTY AGENCY :

County human services agency; the local human services office.

DEED :

The Department of Employment and Economic Development. The state agency responsible for the Food Support Employment & Training (FSET) program. DEED oversees many Employment & Training Providers who provide employment and training services to FSET participants.

DEFER :

Defer a mandatory FSET participant if all of the FSET funding has been used. See POLI/TEMP Manual TE02.05.70 (FSET Exemption/ Participation Status).

GLOSSARY**2****DHS :**

The Department of Human Services. The state agency that oversees county staff who determine eligibility for Food Support, Cash and Medical Assistance. County staff make referrals for the Food Support Employment & Training Program.

DWP :

DWP is a short-term, work focused program for families applying for cash benefits. It provides a maximum of 4 consecutive months in a 12-month period of necessary services and supports to families which will lead to unsubsidized employment, increase economic stability, and reduce the risk of needing longer term assistance under MFIP. See [Combined Manual](#) §0013.05 (DWP Bases of Eligibility).

ESL :

English as a Second Language.

EMPLOYMENT SERVICES :

Programs, activities, and services that help clients become employed and self-sufficient. Services may include job search, job placements, client assessments, and training.

EMPLOYMENT SERVICES PROVIDER (ESP) :

An agency or organization that operates under formal agreement with the county agency to provide employment services to certain clients on behalf of the county agency. In some instances the ESP is another unit of the county.

EXEMPT FROM EMPLOYMENT SERVICES :

A person who is not required to participate in Employment Service activities because he/she meets certain criteria. See [§6.9.3](#) (Who Is Exempt From FSET).

FOOD SUPPORT EMPLOYMENT AND TRAINING (FSET) :

An employment and training program for some Food Support recipients.

FOOD SUPPORT PROGRAM :

A United States Department of Agriculture program that issues benefits in the form of food coupons or electronic benefits to increase food purchasing power of eligible participants. The program is called Food Stamps by the Federal Nutrition Services (FNS) and most other states. In Minnesota the Food Stamp program is called the Food Support program.

FS :

See FOOD SUPPORT PROGRAM.

GLOSSARY**2****FSET :**

See FOOD SUPPORT EMPLOYMENT AND TRAINING (FSET) PROGRAM above.

GA :

See GENERAL ASSISTANCE (GA) below.

GED :

(GENERAL EDUCATION DEVELOPMENT CERTIFICATE):

See (GENERAL EDUCATION DEVELOPMENT CERTIFICATE (GED) below.

GENERAL ASSISTANCE (GA) :

A program authorized under Minnesota Statutes [256D.01 through 256D.17](#) providing interim financial assistance to adults who are unable to provide for themselves due to illness, injury, disability or certain other significant barriers to employment.

GENERAL EDUCATION DEVELOPMENT CERTIFICATE (GED) :

A certificate issued by the Minnesota Board of Education or a similar certificate from another state equivalent to a secondary school diploma.

GENERAL EQUIVALENCY DIPLOMA (GED) :

See GENERAL EDUCATION DEVELOPMENT CERTIFICATE (GED) above.

IPP :

Injury Protection Program. Provides medical treatment and compensation for injury or death for participants in a work experience placement.

MATCHING GRANT PROGRAM :

The Matching Grant program is administered federally by the Office of Refugee Resettlement. The purpose of the program is to help eligible clients attain self-sufficiency within 120 to 180 days of becoming eligible for the program. The Matching Grant program will provide cash benefits for 4 months. The Matching Grant Program also provides Employment Services.

In Minnesota the Matching Grant Program is administered by the Voluntary Agencies (VOLAGs).

MAXIS :

Minnesota's statewide automated eligibility system for public assistance programs administered by DHS.

MFAP :

Minnesota Food Assistance Program. Minnesota's state-funded food support

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program for certain non-citizens who are ineligible for the federal Food Stamp program because of their non-citizen status.

MFIP :

See MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) below.

MFIP EMPLOYMENT SERVICES (MFIP-ES) :

MFIP Employment Services is the name of the program that provides employment services to current and former MFIP participants.

MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) :

Minnesota's TANF program.

MINNESOTA SUPPLEMENTAL AID (MSA) :

A state-funded program that provides cash assistance to SSI recipients, blind people, people age 65 or older, and disabled people who are age 18 and older.

MSA :

See MINNESOTA SUPPLEMENTAL AID (MSA) above.

OJT :

See ON-THE-JOB TRAINING (OJT) below.

ON-THE-JOB TRAINING (OJT) :

A program in which people are hired for a job and paid a subsidized wage while they are learning the job.

PARTICIPANT :

A person who is receiving Food Support and who is required to participate with FSET .

PWE :

The Principal Wage Earner in the Food Support assistance unit.

RCA :

See REFUGEE CASH ASSISTANCE (RCA) below.

RECIPIENT :

An applicant approved for FS.

REFUGEE CASH ASSISTANCE (RCA) :

A program that provides financial help to refugees ineligible for SSI or MFIP for up

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to 8 months after arrival in the United States. See [Combined Manual](#) §0030.03 (Refugee Cash Assistance).

TAA :

See TRADE ADJUSTMENT ACT (TAA) below.

TANF :

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GRANT :
A federal grant which replaced the AFDC program in Minnesota.

TRADE ADJUSTMENT ACT :

Federal law which provides payments to people whose employment was adversely affected by the importation of goods.

UNEMPLOYMENT INSURANCE (UI) :

A state insurance benefit paid to unemployed people and considered UNEARNED INCOME for assistance programs. This benefit is more commonly called Unemployment Compensation in other states.

USDA :

United States Department of Agriculture.

VOLAGs**RCA:**

See Voluntary Agencies (VOLAGs).

VOLUNTARY AGENCIES (VOLAGs):**RCA:**

Voluntary Agencies (VOLAGs) administer the provisions of RCA. VOLAGs are responsible, under contract with the U.S. Department of State, for providing refugees with initial housing, food, clothing and shelter immediately after arrival in the United States.

WF1 :

See WORKFORCE ONE (WF1) below.

WIA :

Workforce Investment Act. WIA is a national workforce preparation and employment system designed to integrate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs delivered through the 1-stop (WorkForce Center) system. It replaces the JTPA (Job Training Partnership Act) and began in Minnesota on 7-1-2000.

WORK EXPERIENCE/WORKFARE :

Paid or unpaid work experience at a designated work site designed to provide work activities to earn additional FSET months.

WORKFORCE ONE (WF1) :

A consolidated web-based case management and management information system that enables the delivery of Employment and Training services within the Minnesota workforce development system. WORKFORCE ONE is used by Employment Counselors for the MFIP, DWP, and FSET programs. WORKFORCE ONE is also used by other Employment and Training program staff, DHS staff and DEED staff.

EMPLOYMENT SERVICES PROVIDER (ESP) FUNCTIONS**4.12**

FSET providers have certain functions/responsibilities. Follow the provisions of this section for FSET provider responsibilities. For information on county agency responsibilities, see [§4.9](#) (County Agency Functions).

Each Employment Services Provider (ESP) operates under a formal written agreement with the county agency to provide FSET services to Food Support (FS) participants. Services may begin as early as the date FS eligibility is approved, but must start no later than the 1st day of the month after the month FS eligibility is approved. Under county agency administration, ESPs provide the following services:

➤ **ORIENTATION AND ASSESSMENT:**

- Orient participants to the FSET program.
- Assess the participant's literacy level and refer the participant to local literacy programs when appropriate.
- Complete an individual assessment and an Employment Plan (EP) for each participant.
- Identify Able-Bodied Adults Without Dependents (ABAWDs) who have time-limited FS eligibility, so that potential work or work program activities can be quickly developed to help them earn additional months of FS benefits.
- Identify the need for and coordinate support services such as transportation, purchase of equipment or tools.

➤ **IMPLEMENTING THE EP:**

- Implement the participant's EP, whether through direct service provision or referral to other agencies for services that are needed, so that the participant can successfully complete the plan and find employment.
- Monitor participant performance and participation.
- Modify the participant's EP as necessary.

➤ **NOTIFICATION:**

- Provide notices to the participant and county agency when the participant has failed to participate or comply with FSET program requirements.

EMPLOYMENT SERVICES PROVIDER (ESP) FUNCTIONS**4.12**

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- Provide the county agency with information that may affect a participant's program eligibility, or benefit amount. The ESP must notify the county agency anytime a participant's employment status changes.
 - If either the County agency or ESP becomes aware of circumstances that indicate a participant's exemption status has changed, inform the other of the change. The county agency should then review the participant's exemption status. If the participant has become exempt, the county must notify the participant and the ESP, update the MAXIS exemption code on the WREG panel and redetermine if the ABAWD months were counted properly.

Use the [Food Support Employment and Training Status Update Form \(DHS-3165A\)](#) to report changes.

➤ **COORDINATION AND PROGRAM RECORDS:**

- Coordinate with the county agency regarding program activities and outcomes, expenditures, individual participant services and progress, and participant sanctions.
- Maintain needed program files and documentation, and record relevant participant data on the Workforce One (WF1) system as necessary. When a participant moves to a different county or there is a change in service provider, the former county or service provider that initially provided services must make program documents and information available to the new county or the new provider.

Counties and ESPs may employ whatever combination of skilled staff is necessary to provide FSET services.

When the Employment Service Provider (ESP) determines that the lack of English proficiency is a significant barrier to obtaining suitable employment, the ESP must address the issue when developing the participant's Employment Plan (EP) and should consider including participation in an English as a Second Language (ESL) program.

ESL Classes: While it may sometimes be more difficult to find work with a limited ability to speak English, there are jobs that are available to participants with limited English language abilities. Participants who are not proficient in English should be informed of the opportunity to increase their income through work, and should be encouraged and assisted with job search if they are able to work immediately.

The ESP may encourage participants with limited English proficiency to access English as a Second Language (ESL) classes on their own, or may include ESL participation when developing the participant's EP. If transportation support services will be required, participation must be included in the EP.

Participants must make satisfactory progress toward completion of their overall employment goals, including ESL activities. Participants will vary in their ability to benefit from the classes, and ESL programs will vary in their definitions of satisfactory progress. Participants with little or no formal education may have the most difficult time improving their English proficiency through classes, but at the same time, they are likely to be the people most in need of ESL.

The ESP should become familiar with the standards for satisfactory progress in the program the participant plans to attend. If the program has no explicit standards, the participant, ESP, and ESL instructor should draw up goals and objectives to be included in the EP. For example, a participant's plan may include the objective: "Improve English proficiency." A progress step might be: "Regularly attend ESL classes for 'x' (a specific number) hours per week for 'x' (a specific number) of weeks and miss no more than 'x' (a specific number) classes per month."

ESP's should be in regular contact with the ESL instructor. In addition to frequent contacts with the participant, the ESP should regularly review each participant's progress in ESL activities.

If the participant fails without good cause to attend ESL class or make satisfactory progress, the participant will be subject to sanction. If the participant had good cause for failing to attend or make satisfactory progress, the EP should be revised if necessary.

Documentation of the good cause, lack of good cause, sanction, or FSET termination must be documented in the Workforce One (WF1) and MAXIS systems. The ESP's record and the

County's record for the participant must contain the paper documentation.

Job Development for ESL Participants: Participants with limited English may require additional assistance from the ESP to locate and retain employment. Job development is an effective strategy in placing participants with limited English. ESPs should work to develop relationships with employers to facilitate the placement of participants with limited English proficiency. By providing ongoing counseling to assist both the participant and the employer as problems arise, the ESP can ease an employer's fears about hiring non-English speaking people.

Assist both the employer and the participant to provide more intensive support for participants with limited English when they first start a job. Most people who start a new job understand what the employer expects of them or are able to ask questions when they do not.

This is not the case with participants who may not have any experience in the American labor market and who may have a difficult time communicating in English. Job developers may want to assist in orienting a participant with limited English to a new work site, shadowing them on their 1st days at work, answer questions, and ensuring comfortableness. Ongoing follow-up with the participant and the employer may be needed.

Job development services can be provided by ESP, counselors, specialized job developers, or may be subcontracted to agencies with more experience with refugee and limited English speaking populations. Consider the best resources to help participants become employed.

The ESP must notify the county agency immediately when a participant's employment status changes.

Use the [Food Support Employment and Training Status Update Form \(DHS-3165A\)](#) to report changes.

WHO IS EXEMPT FROM FS WORK REGISTRATION**6.3.3**

See Food Support (FS) program work registration requirements in [§6.3](#) (FS Work Registration Requirements).

Food Support participants who meet 1 or more of the following conditions are exempt from FS work registration:

- Having a mental or physical illness, injury, or incapacity which is expected to continue for at least 30 days, and which impairs the participant's ability to obtain or retain employment as evidenced by professional certification or the receipt of temporary or permanent disability benefits issued by a private or government source. Professional certification means a statement about a person's illness, injury, or incapacity that is signed by a licensed physician, psychological practitioner, or licensed psychologist, qualified by professional training and experience to diagnose and to certify the person's condition. It also means a statement about a disability involving a spinal subluxation condition that is signed by a licensed chiropractor qualified by professional training and experience to diagnose and certify the condition. Pregnancy does not routinely exempt a participant unless professional certification specifies that the person is incapacitated.

NOTE: FS applicants or participants may have their FS work requirements waived if they apply for SSI and provide proof of the SSI application. The work requirements will be waived until a determination about the SSI eligibility has been made. The determination of ineligibility for SSI will require a re-evaluation of the FS work requirements for each FS recipient. The determination of eligibility for SSI will require a review of the exemptions from the Work Registration requirements. See [§6.6](#) (Able-Bodied Adults Without Dependents (ABAWDs)).

- Responsible for the care of a household member who is professionally certified as having a mental or physical illness, injury, or incapacity. Usually, only 1 unit member may claim exemption under this provision. However, there may be an exception with medical documentation which specifies that more than 1 person is needed to provide the required care.
- Age 60 or older.
- Under age 16.
- Age 16 or 17 and living with a parent or caregiver, or attending school or enrolled in an employment training program at least half-time.

WHO IS EXEMPT FROM FS WORK REGISTRATION

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- Responsible for the care of a dependent child under age 6 (even if child care is available). In most instances only 1 unit member may claim exemption under this provision. However, there may be an exception with medical documentation which specifies that more than 1 person is needed to provide care.

When the child turns 6, the exemption ends at the unit's next annual FS program recertification. The household members may designate which person will use this exemption, but may not change the person designated until the next recertification period.

- Employed or self-employed and meets 1 of the provisions below:
 - Working at least 30 hours per week (regardless of wage level).
 - Receiving earnings at least equal to 30 hours a week at the federal minimum wage.

This provision includes migrant or seasonal farm workers under contract to begin employment within 30 days. The county agency may use a monthly average of these weekly requirements. For self-employed persons working less than 30 hours per week, the county agency will use the person's net weekly income (net profit after expenses).

- Receiving or have applied for Unemployment Insurance (UI) and registered for work with Department of Employment and Economic Development (DEED). The participant must show proof of receipt of UI or documentation of application for UI.
- Enrolled as a student at least half-time in a recognized school, training program, or institution of higher learning. This includes recipients attending high school at least half-time, but does not include recipients attending General Education Development Certificate (GED) or English as a Second Language (ESL) training only. When determining if the person is enrolled half-time, the school's or program's criteria for being enrolled half-time is used. An FSET participant who is placed in a training program under the provisions of an Employment Plan (EP) may not then use this provision to be exempt from FSET or ABAWD provisions.
- Participating regularly in a drug addiction or alcohol treatment and rehabilitation program. There is no minimum weekly amount of time that a person must be attending. If the person attends 1 hour or more per week, the exemption is available. **This does NOT include participants in Alcoholics Anonymous (AA) or Narcotics Anonymous (NA).**

WHO IS EXEMPT FROM FS WORK REGISTRATION

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- Refugees receiving the Matching Grant Program. For additional information about the Matching Grant Program, see **MATCHING GRANT PROGRAM** in §2 (Glossary).

Participants who are exempt from FS work registration are also exempt from mandatory FSET participation. See [§6.9](#) (Who Must Participate in FSET), [§6.9.3](#) (Who Is Exempt From FSET).

ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)**6.6**

Unless exempt from Food Support (FS) eligibility time limits or is meeting monthly work requirements, Able-Bodied People Without Dependents (ABAWDs) are eligible for FS for only 3 months in any 36-month period. The 36-month period begins the 1st **full** month FS are received. Once started, the 36-month period continues to run uninterrupted, even during times the participant does not receive FS or is exempt from the time limit.

The 3 entitled months do not have to be consecutive. Do not count a month if for that month the person meets the 20-hour per week (80 hours per month) work requirement, is exempt from the 3-month time limit, or receives only prorated (partial month) benefits.

The 3-month entitlement limit applies only to adults receiving FS.

NOTE: FS applicants or recipients may have their FS work requirements waived if they apply for SSI and provide proof of the SSI application. The work requirements will be waived until a determination about the SSI eligibility has been made. The determination of ineligibility for SSI will require a re-evaluation of the FS work requirements for each FS recipient. The determination of eligibility for SSI will require a review of the exemptions from the Work Registration requirements. See [§6.3.3](#) (Who Is Exempt From FS Work Registration).

A person meeting any of the following exemptions is not subject to the 3-month limit:

- Receiving cash assistance.
- Under age 18, or age 50 or older.
- Responsible for the care of a child under age 18 in the household. If there are 2 parents in the unit, both are exempt. If there is doubt as to whether non-parents should be given this exemption, determine if the child is under the parental control of the non-parent. An adult who has parental control of the child is entitled to this exemption.
- Medically certified as pregnant.
- Exempt from work registration. Code his/her work registration status carefully on the MAXIS STAT/WREG panel. This information is used by MAXIS when sending workers appropriate DAIL messages. It is also used for reporting and funding purposes.

Lives in any of the counties or Indian reservations where all participants are exempt from ABAWD provisions. See TEMP Manual TE02.05.68 (ABAWD FSET Exempt Reservations), TE02.05.69 (ABAWD FSET Exempt Counties).

ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)

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The county worker must retroactively count (or uncount) an ABAWD's month of benefits as 1 of the 3 months of entitlement to FS benefits if you later learn that your determination of the ABAWD's exemption status, or whether or not the ABAWD met monthly work requirements, was incorrect. You must make this change in MAXIS.

As long as the participant meets an exemption for some part of the month, he/she is exempt for the entire month.

ABAWDs may "earn" ADDITIONAL MONTHS of eligibility, or avoid using 1 of their 3 entitled months, when they work or participate in work activities an average of 20 hours per week (80 per month). These do not have to be consecutive months. For each month that the participant works or participates in work activities at this level, the participant "earns" a month of FS benefits. Countable work or work program activities are:

- Working in paid employment, including self-employment. This includes use of accrued sick or vacation time, if available.
- Participating in Workforce Investment Act (WIA) services.
- Participating in Trade Adjustment Act (TAA) services.
- Participating in FSET activities. **NOTE:** FSET job search and job search training do not count toward the 20 hour per week/80 hour per month requirement unless the participant is co-enrolled in WIA.
- Participating in Work Experience. However, instead of averaging 20 hours a week, the required number of hours of participation is the household's monthly FS allotment divided by the HIGHER of:
 - The state minimum wage.OR
 - The federal minimum wage.

An ABAWD who has used up the initial or subsequent 3 months of FS eligibility can "earn" an additional month of benefits by working or participating in approved work activities for 80 hours in a calendar month. The ABAWD need not be a current FS participant to regain eligibility. (**NOTE:** FSET is available only to current FS participants.) The hours must be completed before eligibility can be granted. Once the participant has worked the required number of hours, eligibility can be granted back to the beginning of the month or the date of application, whichever is later. Once eligibility is granted, eligibility will continue as long as you prospectively anticipate that the participant will work the required number of hours for

ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS)**6.6**

the next month. Track work hours per month. The Employment Services Provider (ESP) will track hours of participation in work program activities.

A participant who has re-established FS eligibility by working or participating in work activities for 80 hours in a month, as described above, can qualify for 1 additional 3-month period of eligibility. If the participant's job or work activity ends, or if the hours are reduced below 80 hours per month, the participant qualifies for the additional 3-month period of eligibility. This provision does not apply if the participant voluntarily quits the job without good cause.

The new 3-month period of eligibility starts the 1st day of the 1st month in which FS benefits are provided under this 2nd 3-month eligibility period. It runs uninterrupted until the 3-month period is completed, regardless of whether the participant received benefits all 3 of those months. This 2nd 3-month period is only available once in any 36-month period.

The county or the ESP must explain these provisions to ABAWDs during the intake and eligibility determination process.

All ABAWDs are mandatory participants and must be referred to FSET when FS eligibility is determined or when the participant's exemption from ABAWD provisions ends. You must inform the ESP of the participant's ABAWD status so that this can be taken into consideration when determining the FSET services needed.

SATISFACTORY PROGRESS**6.18**

Participants must make satisfactory progress toward their overall employment goals and on the intermediate activities that lead toward those goals. The employment goal, intermediate activities, and standards for satisfactory progress should all be specified in the participant's Employment Plan (EP).

Participants are expected to participate in and complete the activities specified in their EP. When a participant fails to participate or make satisfactory progress without good cause, the participant will be subject to sanction. For information on failure to comply and sanctions, see [§6.12](#) (Failure to Comply with FSET Requirements) and [§6.15](#) (Sanctions for Failure to Comply).

Participants enrolled in and complying with services offered by Voluntary Agencies (VOLAGs) are considered to be making/maintaining satisfactory progress towards fulfilling FSET employment and training requirements. See [§2](#) (Glossary) for information on Voluntary Agencies (VOLAGs).

There are no specific state standards for establishing or monitoring satisfactory progress in FSET. Include other agencies or service organizations that help provide the services specified in the participant's EP when establishing satisfactory progress criteria.

Frequent contact between participants and staff to coordinate workshops and job search activities will help ensure that job search requirements are met.

The need for monitoring job search progress will differ depending on the activities in the EP and the individual participant. Possible methods of monitoring include, but are not limited to, job logs, requiring verification of contacts or copies of completed applications, and calling personnel offices to verify that participants have applied and/or interviewed.

When appropriate, the Employment Services Provider (ESP) may also wish to get feedback from employers after an interview is completed. The ESP must comply with [Chapter 13 of the Data Practices Act](#).

