



**FSET MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 09/2008**

The following sections contain Combined Application Form (CAF) related changes:

§2 (Glossary)

§5.3 (FSET Services)

§6.3 (FS Work Registration Requirements)

§3.6.6 (Client Rights - Data Privacy Practices) in the 2nd paragraph revises the CAF form number and edits its hyperlink. It also deletes a redundant sentence, corrects the address for the DHS Data Practices Attorney and reorders a couple of paragraphs.

§3.6.12 (Client Rights - Limited English Proficiency) adds clarifying language throughout the section. It also deletes reference to See DHS Bulletin #06-89-01 (DHS Announces Comprehensive Civil Rights Plans for County Human Service Agencies), DHS Bulletin #06-89-01C (DHS Issues Corrections to Bulletin #06-89-01 on Comprehensive Civil Rights Plans for County Human Service Agencies) as these bulletins are obsolete.

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for whom no decision has been made regarding eligibility, and whose application has not been acted upon or voluntarily withdrawn.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-5223](#)) is used by people to apply for multiple assistance programs including: CASH ASSISTANCE, FOOD SUPPORT, EMERGENCY PROGRAMS, and Health Care. See [Combined Manual §0005.09 \(Combined Application Form \(CAF\)\)](#). 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-5223D](#)) may be used for Child Care Assistance Programs.

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**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.

When you ask people to provide private or confidential data about themselves, you must tell them:

- The purpose and intended use of the requested data.
- Whether they may refuse or if the law requires them to supply the data.
- The consequences of supplying or refusing to supply the data.
- The identity of other people or entities authorized to receive the data.

The Combined Application Form (CAF) ([DHS-5223](#)) contains some of this information. More information is on the form "Notice of Privacy Practices" ([DHS-3979](#)).

Include a signed copy of the Combined Application Form (CAF) in the case file to document that you gave the client a Notice of Privacy Practices.

For other questions related to data practices, write to the Data Practices Attorney.

DHS Data Practices Attorney
P.O. Box 64998
St. Paul, Minnesota 55164

People with limited English language proficiency (LEP) often face unique challenges due to their inability or limited ability to speak, read, write, or understand English. Lack of English proficiency can limit people's access to public services programs to which they may be **eligible**, such as financial, medical, educational, health, and social services. Federal and state civil rights laws prohibit discrimination on the basis of national origin, as it affects people with limited English language proficiency.

All applicants for and participants of public assistance who have limited English language proficiency are entitled to **FREE and TIMELY** language assistance services. The burden of providing language assistance services must never be on the person with LEP. It is always on the agency or service provider.

The agencies must ensure that all clients **with LEP** are given adequate information and are able to understand the services and available benefits, and receive the benefits for which they are eligible. Counties must also ensure that clients **with LEP** are able to communicate the relevant circumstances of their situation to the county.

Each county is required to develop and implement an LEP plan. The LEP plan must include policies and procedures for providing language assistance, including a range of oral language assistance options, and in certain circumstances, translation of written materials. The plan should also include procedures for providing notice to people with LEP of the rights to language assistance **FREE** of charge and in a timely manner during all hours of the agency's operation. Agency staff should follow the provisions of their county LEP plan for dealing with LEP participants to provide meaningful access.

For more information about county LEP plans, contact the county LEP coordinator or county director.

Food Support (FS) provides Employment Services (ES) to program participants. FS participants are served by the Food Support Employment and Training (FSET) program. FSET provides services to Non-Public Assistance FS participants whose participation is mandatory (Able-Bodied Adults Without Dependents (ABAWDs) between the ages of 18 and 50). For those who are not exempt or do not meet an exception criteria, participation in Employment Services is mandatory. See [§6.9](#) (Who Must Participate in FSET), [§6.9.3](#) (Who Is Exempt From FSET).

Some FS participants are required to register for work. The client registers all assistance unit members who are required to be work registered by signing the Combined Application Form ([DHS-5223](#)) or the Combined Application - Addendum ([DHS-5223C](#)). Some FS participants are NOT required to be referred for work, see [§6.3.3](#) (Who Is Exempt From FS Work Registration).

Sanction or disqualify people if they do not cooperate with Employment Services requirements. See [§6.12](#) (Failure to Comply with FSET Requirements).

An orientation must be provided to all FSET participant's, see [§5.6](#) (FSET Orientation).

Each county must provide an Employment Services component or contract with Employment Services Providers (ESPs) for such services. The county agency may choose to use the same or different providers for each Employment Services activity. FSET services must be provided through a Workforce Development Center unless such services are not available through a local Workforce Development Center.

The ESP and the county agency must develop procedures to ensure that clients comply with Employment Services requirements. The county agency must refer, exempt, and sanction clients when they do not comply with the requirements, and oversee the ESPs.

Employment Services programs may pay for some client Employment Services related expenses. See [§5.23](#) (Support Services Allowed).

The following services may be provided and funded with the county's FSET allocation:

- **FSET Orientation and mandatory responsibilities:** Includes notices, contacts, and other activities needed to schedule newly referred FSET participants. Provide to all FSET participants.
- **Counseling services:** Includes individual assessment, testing, development of the Employment Plan (EP), vocational counseling, encouragement and support, placement assistance, referrals, and coordination of services.

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- **Training and education services:** FSET participants may participate in short-term technical or post-secondary education (up to 2 years). The ES Provider must approve the program as part of the participant's Employment Plan.

Training/education services may include:

- English as a Second Language (ESL) classes for participants who do not speak English well enough to obtain employment.
 - Adult basic education (ABE) for participants who need remedial education in order to obtain employment.
 - High school education or equivalent programs for participants who have not completed high school.
 - Post-secondary education or training of 2 years or less in duration.
- On-the-job training (OJT).
 - Job search, job search training, and job club
 - Workforce Investment Act (WIA) programs.
 - Work experience placements (Workfare). Work experience is unpaid work in a public or private non-profit agency. See [§7.3](#) (Work Experience/Workfare).

When circumstances require intervention in areas outside the expertise of the ES Provider or require other resources, make referrals to the appropriate county or community agency.

Issues, which often require a referral, include:

- Chemical dependency.
- Mental or emotional health problems.
- Family violence.
- Physical health problems.
- Legal problems.

FS WORK REGISTRATION REQUIREMENTS**6.3**

Federal regulations require that all non-exempt adult Food Support (FS) participants register for work. In Minnesota, work registration is automatically accomplished when a household member signs the Combined Application Form (CAF) ([DHS-5233](#)) when applying for the FS program. The adult who signs the CAF registers all adults in the FS household who are required to register for work. For information on who is exempt from FS Work Registration, see [§6.3.3](#) (Who Is Exempt From FS Work Registration).

A participant's work registration exemption status must be redetermined at least annually, and must be coded on the MAXIS system. The State then reports to the Federal government the number of participants who are exempt from work registration and the number who are not exempt. The federal government uses this information to determine the amount of federal funding Minnesota receives for FSET services.

Although work registration is not a component of the FSET program (it is a national FS program requirement), there is a close relationship between work registration and FSET. FS participants who are exempt from work registration are also exempt from FSET participation. See [§6.9](#) (Who Must Participate in FSET), [§6.9.3](#) (Who Is Exempt From FSET). However, some people are required to register for work even though they are exempt from participating in FSET.

A participant becomes exempt from FS work registration and from mandatory FSET participation when he/she meets the provisions of an exemption as provided in [§6.3.3](#) (Who Is Exempt From FS Work Registration).

A participant who no longer meets the provisions of an exemption from work registration becomes mandatory for FSET the beginning of the next month.

If the Employment Services Provider (ESP) becomes aware that the participant is exempt from work registration, the ESP must notify the county financial worker of the change. The county financial worker will make the appropriate changes to the MAXIS system and when the work registration exemption is verified, stop counting the Able-bodied-Adults Without Dependents (ABAWD) months.

