


RETURN ADDRESS
 XXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXX


Mailing Date: XX/XX/XXXX

ANNA MEMBER
 123 MAIN ST
 ANYTOWN WI 55555



State of Wisconsin
 Case #: 1234567890

ABC Agency
 Worker: IM A WORKER
 Phone #: 1-987-654-3210
 Fax #: (555) 555-5555
 Use fax # to send verifications.



The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call 1-987-654-3210. These services are free.

FoodShare Basic Work Rules and Work Requirement Information

Some FoodShare members in your household must follow FoodShare basic work rules or meet the FoodShare work requirement to keep getting FoodShare benefits. Each member of the household may have different things that they need to do to continue getting their FoodShare benefits. This is explained in more detail in this letter.

Even if you do not have to follow FoodShare basic work rules or meet the FoodShare work requirement now, you may have to in the future. At a later date if you have to follow FoodShare basic work rules or meet the FoodShare work requirement, you will get a letter telling you this.

If you have questions about this letter or need more information about your FoodShare benefits, please call your agency at 1-987-654-3210.



FoodShare Household Members

Household Members	FoodShare Status
Name 1	<p>You are following FoodShare basic work rules. For more details go to the FoodShare Basic Work Rules Information section.</p> <p>You are currently not meeting the FoodShare work requirement. You must do so to keep getting FoodShare benefits. For more details go to the FoodShare Work Requirement Information section.</p> <p>Recently, the time limit of the work requirement was suspended. That suspension has ended. Now, you need</p>

	to meet a work requirement to keep getting FoodShare benefits unless you meet an exemption.
Name 2	<p>You are following FoodShare basic work rules. For more details go to the FoodShare Basic Work Rules Information section.</p> <p>You are currently meeting the FoodShare work requirement, and will continue getting FoodShare benefits. For more details go to the FoodShare Work Requirement Information section.</p> <p>Recently, the time limit of the work requirement was suspended. That suspension has ended. Now, you need to meet a work requirement to keep getting FoodShare benefits unless you meet an exemption.</p>
Name 3	<p>You do not need to follow FoodShare basic work rules.</p> <p>You do not need to meet the FoodShare work requirement to continue getting FoodShare benefits.</p>
Name 4	<p>You are following FoodShare basic work rules. For more details go to the FoodShare Basic Work Rules Information section.</p> <p>You are exempt from the FoodShare work requirement. For more details go to the FoodShare Work Requirement Information section.</p>
Name 5	<p>You are following FoodShare basic work rules. For more details go to the FoodShare Basic Work Rules Information section.</p> <p>The time limit of the FoodShare work requirement is currently suspended for you. This means that even if you do not meet the FoodShare work requirement, you will keep getting FoodShare benefits. For more details go to the FoodShare Work Requirement Information section.</p>



FoodShare Basic Work Rules Information

[Name 1], [Name 2], [Name 4], [Name 5], must follow FoodShare basic work rules. This is also known as FoodShare work registration.

FoodShare basic work rules are different from the FoodShare work requirement for some adults ages 18 through 49 who do not have any children living in the home. More information about the

FoodShare work requirement can be found in this letter for anyone in your household that needs to meet it. This section gives more information about FoodShare basic work rules.

If you have further questions about FoodShare basic work rules, please call your agency at 1-987-654-3210.

What are FoodShare basic work rules?

Federal rules require FoodShare applicants and members that are ages 16 through 59 to follow FoodShare basic work rules. When you complete a FoodShare application or renew your benefits, you are agreeing to follow the FoodShare basic work rules and are registered for work.

If you do not follow FoodShare basic work rules, and you do not have an exemption, you will not be able to get FoodShare benefits for a period of time. This is called a sanction period.

If you need to follow FoodShare basic work rules, you must:

- Provide your agency with your employment status or ability to work.
- Not voluntarily and without good cause quit a job of 30 or more hours per week (or a job with weekly earnings of \$217.50 or more).
- Not reduce your work hours to less than 30 per week without good cause (unless you are earning weekly wages of \$217.50 or more).
- Accept a job offer, if you are offered a job that is a good fit.
- Meet the unemployment compensation program work requirements if you applied for or are getting unemployment benefits.
- Meet the Wisconsin Works (W-2) program work requirements if you are taking part in W-2.

What are the exemptions from FoodShare basic work rules?

If you have an exemption, you do not need to follow FoodShare basic work rules to keep getting FoodShare benefits. You are exempt from following FoodShare basic work rules if any of the following are true:

- You are 16 or 17 years old and are not the primary person in the FoodShare household.
- You are 16 or 17 years old and are the primary person in the FoodShare household but are enrolled in school or in an employment and training program at least half-time.
- You are found to be unfit for work. This applies if:
 - You get temporary or permanent disability benefits from the government or a private source.
 - You are found to be mentally or physically unable to work by your agency.
 - You are verified as unable to work by a statement from a health care professional or social worker.
- You are enrolled in W-2 and complying with the W-2 work requirements.
- You are the primary caregiver for a dependent child younger than age 6 (whether the child lives in your home or out of your home). However, if you and another person both have parental control of the child, only one of you can be exempt from FoodShare basic work rules as the primary caregiver of that child.

- You are the primary caregiver for another person who cannot care for himself or herself (whether the person lives in your home or out of your home).
- You have applied for or are receiving unemployment compensation.
- You are regularly taking part in an alcohol or other drug abuse (AODA) treatment or rehabilitation program.
- You are working 30 or more hours per week or earning weekly wages of \$217.50 or more.
- You are enrolled at least half-time in a recognized school, training program, or institution of higher education.

Note: You may need to provide proof that you have an exemption. You will get a letter from your agency if proof is needed.

If you think one of these exemptions describes you, call your agency at 1-987-654-3210 to see if you are exempt from the FoodShare basic work rules.

What if something changes and I no longer meet an exemption from FoodShare basic work rules?

If you lose an exemption, you must follow FoodShare basic work rules. If you lose the exemption and do not meet the basic work rules, you will not be able to get FoodShare benefits for a specified sanction period, unless you have another exemption or good cause.

What does good cause mean when talking about the basic work rules?

Good cause means there is something you cannot control that stops you from being able to follow FoodShare basic work rules. If you have good cause, you may be able to get FoodShare benefits even if you are not following FoodShare basic work rules or you do not have an exemption.

Some examples of reasons for good cause are:

- You did not accept a job offer, or you quit a job, because the job was not a good fit.
- You were fired or quit at the employer's demand.
- You were discriminated against by an employer based on your age, race, sex, gender, color, disability, religious beliefs, national origin, or political beliefs.
- You left your job for another job that is a good fit, training, or school.
- You were not able to continue a job because you moved.
- Your personal health problems, or the health problems of others, did not allow you to continue your job.
- Your job hours were reduced by your employer without your permission.
- You quit a job to join a volunteer program such as AmeriCorps or AmeriCorps VISTA.
- You did not have transportation to get to the job.
- You did not have child care for a child younger than age 12.
- There were other things you could not control that the agency determines was good cause.

If you have something that stopped you from following the FoodShare basic work rules, call your agency at 1-987-654-3210. Your agency will determine if there was good cause.

What if I do not follow FoodShare basic work rules and do not have an exemption?

If you do not follow FoodShare basic work rules and you do not have an exemption, you will not be able to get FoodShare benefits for a specified sanction period.

How long is a sanction period?

The length of a sanction period depends on how many sanctions you had:

- The first sanction is for one month.
- A second sanction is for three months.
- A third or more sanction period is for six months.

Can I end a sanction period early?

You can end a sanction period early if you become exempt from FoodShare basic work rules.

Once my sanction period ends, how do I get FoodShare benefits again?

You will need to reapply for FoodShare benefits. If you are part of a household that is already getting FoodShare benefits, you will need to contact your agency to have them update your case.

What if I am looking for employment or training opportunities to help follow the FoodShare basic work rules?

- For more information about FoodShare and the FoodShare Employment and Training (FSET) program, go to www.dhs.wisconsin.gov/foodshare/index.htm
- For job and training opportunities available through Wisconsin's Job Centers, go to the Wisconsin Department of Workforce Development's website at www.dwd.wisconsin.gov/det/.
- For more information about education and training opportunities available through Wisconsin's Technical College System, go to www.wtcsystem.edu.

What if I have further questions regarding FoodShare basic work rules?

For more details about FoodShare basic work rules, you can refer to your Enrollment and Benefits Handbook, located at www.dhs.wisconsin.gov/publications/p0/p00079.pdf.

You can also call your agency at 1-987-654-3210.



FoodShare Work Requirement Information

Some adults ages 18 through 49 who do not have any children under age 18 living in the home may need to meet a work requirement to keep getting FoodShare benefits.

FoodShare members who have to meet the FoodShare work requirement must do so each month. You can get FoodShare for three total months within a three-year period without meeting the work requirement. This is called the FoodShare time limit, and these three months of FoodShare benefits are known as time-limited benefits. The current time limit period began on January 1, XXXX, and continues until December 31, XXXX.

The FoodShare work requirement is different from FoodShare basic work rules.

[Name 1], [Name 2] must meet the FoodShare work requirement.

Recently, the time limit of the work requirement was temporarily suspended. That suspension has ended and the three-year time limit of the work requirement is back in place. Now, you need to meet a work requirement to keep getting FoodShare benefits unless you meet an exemption.

[Name 4] is/are exempt from the FoodShare work requirement.

[Name 5], the time limit of the FoodShare work requirement is currently suspended for you. **This means that even if you do not meet the FoodShare work requirement, you will keep getting FoodShare benefits.** At a later date, if you must meet the time limits of the FoodShare work requirement to continue getting FoodShare benefits, you will get a letter letting you know this.

If you have further questions about the FoodShare work requirement, please call your agency at 1-987-654-3210.

How I can I meet the FoodShare work requirement?

There are three ways to meet the FoodShare work requirement:

1. Work at least 80 hours each month.
2. Take part in an allowable work program at least 80 hours each month, such as:
 - FoodShare Employment and Training (FSET).
 - Wisconsin Works (W-2).
 - Certain programs under the Workforce Innovation and Opportunity Act (WIOA).
 - An employment and training program for veterans operated by the Department of Labor or the Department of Veterans Affairs.
3. Both work and take part in an allowable work program for a combined total of at least 80 hours each month.

If your work hours drop below 80 hours a month, you must call us at 1-987-654-3210 within 10 days in the month after the change in your work hours.

If I need to meet the work requirement to get FoodShare benefits, when do I need to start meeting it?

You need to start meeting the FoodShare work requirement in the first full month of getting FoodShare benefits. When your FoodShare application is approved, anyone in the household who needs to meet the work requirement is referred to the FSET program. If you are referred to the FSET program, you will get another letter explaining more about the program. There is more information about FSET later in this letter.

Are there any exemptions from the FoodShare work requirement?

You may be exempt and not need to meet the FoodShare work requirement if any of the following is true:

- You are the primary caretaker for a person who cannot care for themselves (whether the person lives in your home or out of your home).
- You are the primary caretaker for a dependent child under age 6 (whether the child lives in your home or out of your home). However, if you and another person both have parental control of the child, only one of you can be exempt from FoodShare work requirement as the primary caregiver of that child.
- You are living with a child who is under age 18 who is part of the same FoodShare household, even if the child is not eligible for FoodShare benefits.
- You are physically or mentally unable to work. This includes being homeless long term. Being homeless long term means you will not have a regular place to stay for the next 30 nights. This also includes people who are in a temporary housing situation, such as transitional living arrangements.
- You are pregnant.
- You are receiving or have applied for unemployment compensation.
- You are taking part in an alcohol or other drug abuse (AODA) treatment or rehabilitation program.
- You are enrolled at least half-time in a recognized school or institution of higher learning.
- You are age 18 or older attending high school at least half-time.
- You are enrolled in W-2 and meeting W-2 requirements.
- You are working 30 or more hours per week or are earning weekly wages of \$217.50 or more.

Note: You may need to provide proof that you have an exemption. You will get a letter from your agency if proof is needed.

If you think one of these exemptions describes you, call your agency at 1-987-654-3210 to see if you are exempt from the work requirement.

What is the current FoodShare time limit period?

FoodShare members who have to meet the FoodShare work requirement must do so each month. You can get FoodShare for three total months within a three-year period that began on January 1, XXXX, and continues until December 31, XXXX, without meeting the work requirement or having an exemption.

The time limit clock will then reset and start over at the end of the three-year period. A new three-year period will begin on January 1, XXXX.

What if I need to meet the FoodShare work requirement and I do not?

If you need to meet the FoodShare work requirement and do not meet it, you may only get three months of FoodShare benefits within a three-year period that began on January 1, XXXX, and continues until December 31, XXXX. To keep getting FoodShare benefits after the three months, you must meet the work requirement or have an exemption.

What does good cause mean when talking about the work requirement?

Good cause means there is something you cannot control that temporarily stops you from being able to meet the FoodShare work requirement.

Some examples of good cause related to the work requirement are:

- Your personal health problems, or the health problems of others, caused you to miss hours.
- You missed hours because of bad weather.
- You did not have transportation to get to your job or work program.
- You had a crisis or emergency (death, domestic violence, temporary workplace shutdown).
- You had legal issues or a required court appearance.
- You stopped attending a job or work program activity due to discrimination or unreasonable demands.
- Your jobsite or work program site closed due to a site-specific holiday.
- You missed hours to observe a religious holiday.
- You were terminated from a job or work program assigned activity due to reasons you could not control.
- You cannot get paid by FSET for reasonable expenses needed to participate in an FSET activity that was on your FSET employment plan.
- Your work program or activity was cancelled.
- There were other things you could not control that the agency determines counted as good cause.

Your agency may be able to count the hours you had good cause for not working toward meeting the work requirement. If something stopped you from working hours to meet the work requirement, contact your agency at 1-987-654-3210. Your agency will determine if there was good cause.

When will I be referred to the FSET program and what does it offer me?

You will be referred to the FSET program when you renew or apply for FoodShare benefits if you need to meet the FoodShare work requirement and are not already working, participating in a work program for at least 80 hours each month, or a combination of both.

FSET can help you meet the work requirement. FSET offers free services to help you build job skills and find employment. FSET works with you on your goals and you can complete activities that fit within those goals to meet the FoodShare work requirement.

FSET can pay you back for expenses that are reasonable and necessary to participate in program. Some examples include transportation, registration fees, and cost of uniforms.

Anyone in your household who gets FoodShare and is over age 16 can take part in the FSET program, even if they do not have to meet the FoodShare work requirement. If you or someone in your household have not yet been referred and would like take part in the program, contact your agency.

For more information on FoodShare or the FSET program:

- Go to www.dhs.wisconsin.gov/foodshare/index.htm.
- Call your agency at 1-987-654-3210.

What if I am looking for employment or training opportunities to help meet the FoodShare work requirement?

- For more information on FoodShare or the FSET program go to www.dhs.wisconsin.gov/foodshare/index.htm.
- For job and training opportunities available in Wisconsin through Wisconsin's Job Centers, go to the Wisconsin Department of Workforce Development's website at www.dwd.wisconsin.gov/det/.
- For more information about education and training opportunities available through Wisconsin's Technical College System, go to www.wtcsystem.edu.

What if I have further questions regarding the FoodShare work requirement?

For more details about the FoodShare work requirement, you can refer to your Enrollment and Benefits Handbook, located at www.dhs.wisconsin.gov/publications/p0/p00079.pdf.

You can also call your agency at 1-987-654-3210.



YOU HAVE THE RIGHT TO A FAIR HEARING ABOUT YOUR BENEFITS

What is a Fair Hearing and why should I ask for one?

A Fair Hearing gives you the chance to tell why you think there has been a wrong decision about your application or benefits. At the hearing, a hearing officer will hear from you and the agency to find out if the decision was right or wrong. You may bring a friend or family member with you to the hearing. You may also be able to get free legal help. To learn more about free legal help, call 1-888-278-0633.

How long do I have to ask for a hearing?

The Division of Hearings & Appeals must get your request for a hearing about the decision in this letter by the date below:

FoodShare → Month Day, Year

Keep in mind that these are the deadlines for asking for a hearing about the decision in this letter. If you are getting FoodShare benefits and you miss the deadline, you can ask for a hearing at any time if you do not agree with your FoodShare benefit amount.

Please Note: You cannot request a Fair Hearing if you have been disqualified from the FoodShare Program for an intentional program violation.

Can I keep my benefits while I wait for my hearing?

Yes, if you are already getting benefits and if you ask for a hearing before your benefits change, you can keep getting the same benefits until the hearing officer makes a decision. If the hearing officer decides that the agency was right, you may need to return the extra benefits that you got after your benefits were supposed to change.

Please Note: Benefits will not be continued if the change was due to a member receiving a FoodShare intentional program violation disqualification.

How do I ask for a hearing?

You can ask for a fair hearing and/or a hearing request form at the agency shown on the first page of this notice. Or you can get a request form at www.dhs.wisconsin.gov/em/customerhelp. You can send the form or a letter asking for a hearing to the Division of Hearings & Appeals, PO Box 7875, Madison, WI 53707-7875, or fax it to 608-264-9885.



USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

1. mail:
Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
FNCSIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.

Note: Please do not send any application materials to the address above. The address above is for civil rights complaints only. Please send application materials to the address below:

State Department of Human Services
123 Main Street
Hometown, ST 12345-6789

If you have questions or need more information, please call us at 1-800-123-4567, Monday through Friday, 7:30 a.m.–7:30 p.m. You may also visit our website (www.dhs.st.gov) for more information.

*For notices in large print or another format,
please call our helpline at 1-800-123-4567
or TDD 1-800-456-7890.*