**Referring to FSET Desk Aid**

As part of your application or renewal for the FoodShare program, I am required to refer any individual aged 18 – 49 to the FoodShare Employment and Training (FSET) Program. FS eligibility for these individuals is limited to any three full months of benefits, within a 36 month period, if individuals are not exempt from or meeting work requirements. Individuals are not referred if they are under age 18, age 50 or older, residing with an individual under age 18, pregnant, and blind or disabled as determined by the Disability Determination Bureau or Social Security Administration.

Individuals who are exempt must meet and **verify** one of the following exemptions:

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| **Exemptions captured on Current CWW pages**  | **Current CWW pages**  |
| * Experiencing chronic homelessness. Is homeless and does not expect to have a regular nighttime residence in the next 30 days.
 | Individual Demographics → Current Demographics |
| Is determined unfit for employment, which includes someone who is: * Receiving temporary or permanent disability benefits from the government or a private source;
* Mentally or physically unable to work, as determined by the IM agency;
* Verified as unable to work by a statement from a health care professional or social worker
 | Individual Non-Financial → Disability page  |
| Is receiving Unemployment Compensation (UC) or has applied for UC and is complying with UC work requirements  | Unearned Income → Unearned Income: Unemployment Compensation  |
| Is regularly participating in an alcohol or other drug addiction (AODA) treatment or rehabilitation program  | Benefits / School → Benefits Received page  |
| Is a high school student 18 and older, attending high school at least half-time  | Benefits / School → School Enrollment  |
| Primary Caregiver for a child under age 6 | Captured by CWW when eligibility is run |
| Is caring for an incapacitated person  | Individual Non-Financial → Disability page  |
| Is a student of higher education and is otherwise eligible for FS  | Captured by CWW when eligibility is run  |
| Is receiving Transitional FS benefits  | Captured by CWW when eligibility is run  |
| Is meeting the ABAWD work requirement  | Employment and / or Self-Employment pages  |

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| **Exemptions specifically captured on the FS Work Reg/ABAWD Exemption page:**  |
| Is responsible for the care of a child under age 6 (outside the home)  |
| Is caring for an incapacitated person (outside of the home)  |
| Is individual in compliance with a W2 work program?  |

FSET Vendors are responsible for contacting all individuals referred for services. Once referred, they will be in contact with you.

\*\*Any individual can volunteer for the FSET program at any time regardless of exemption status\*\*