

**WISCONSIN DEPARTMENT OF HEALTH SERVICES**  
**Division of Medicaid Services**  
**1 W. Wilson St.**  
**Madison WI 53703**

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To: FSET Users

From: Bureau of Eligibility and Enrollment Policy

Re: **FSET Release 25-01**

Release Date: 04/09/2025

Effective Date: 04/09/2025

<b>EFFECTIVE DATE</b>	The following policy additions or changes are <b>effective 04/09/2025</b> unless otherwise noted. <b>Underlined text denotes new text. Text with a strike through it denotes deleted text.</b>
<b>POLICY UPDATES</b>	
<b>6.6 Good Cause</b>	Added new example, removed obsolete information and added reference to Section 2.1 Effective 10/01/2024.

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## 6.6 Good Cause

The FSET agency is responsible for documenting FSET non-participation in assigned activities, while taking into consideration reasons that justify granting good cause.

Good cause ~~should~~must only be applied to participants that are subject to meeting the FoodShare work requirement. Granting good cause may allow an ABAWD participant to maintain FoodShare eligibility if they remain enrolled in FSET but are temporarily unable to meet the work requirement. Before the FSET agency indicates that an individual's monthly work requirement was unmet, a decision must be made to determine if there was good cause for the non-participation.

Good cause hours may be granted for temporary circumstances beyond the participant's control that resulted in the participant missing assigned activity hours such as, but not limited to:

- Work activity was cancelled
- Illness or personal health reasons
- Inclement weather
- Lack of transportation

The FSET worker indicates good cause on a monthly basis as part of tracking FSET participation hours, if necessary. When making decisions about granting good cause, the FSET worker must consider all facts and circumstances and seek additional information from other sources for clarification, as needed. Good cause hours do not require verification unless the reported good cause reason is questionable. If the reported good cause reason is questionable, request verification. ~~IM and FSET workers can only apply up to a combined total of 40 good cause hours per month toward a member's TLB month.~~

<b>Example 1</b>	Lindsey is an ABAWD subject to TLBs. Lindsey is enrolled in FSET and assigned 80 hours per month of activities to meet the work requirement. Lindsey failed to complete 30 hours of activities in December. Lindsey tells her worker that she was ill for about two weeks and unable to complete her assigned activities. Lindsey's worker determines that her circumstance is not questionable and applies 30 hours of good cause for December.
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If a participant requests ~~greater than 40 hours of~~ good cause for a circumstance that is chronic or ongoing, the FSET worker must have a conversation with the participant to determine if ~~the issue is temporary or chronic and if~~ the participant meets the criteria for an ~~exemption. The participant's circumstances may align with a qualifying~~ exemption (see FoodShare Handbook, [Section 3.17.1.3 Determining Exemptions from the FoodShare Work Requirement](#)). ~~If the participant's circumstances align with a qualifying exemption, the FSET worker must notify the IM agency of the exemption, see SECTION 2.1 FSET AND FOODSHARE ELIGIBILITY.~~

<b>Example 4</b>	Lindsey is an ABAWD subject to TLBs. Lindsey is enrolled in FSET and assigned 80 hours per month of activities to meet the work requirement. Lindsey failed to complete 30 hours of activities in December. Lindsey tells the FSET worker that she was ill for about two weeks and unable to complete her assigned activities. The FSET worker determines that Lindsey's circumstance is not questionable and applies 30 hours of good cause for December.
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If the FSET participant is not attending their activities without valid good cause, their participation hours ~~should~~must reflect the lack of participation. Non-participation of an ABAWD participant without good cause will result in use of one of the three TLB months. If all three TLB months have been exhausted, non-participation without good cause may result in loss of FoodShare eligibility, unless the participant meets an exemption has a change in circumstance for which they no longer have a TLB referral type.