

Food Stamp Employment and Training (FSET) Program
Activity Cheat Sheet

Name of the Component in the FSET State Plan	Definition of the activity	Where the activity is added in the One-Stop Service Tracking (OSST) system	The activity code (number)
Job Search	Participants go and look for work each month by applying for jobs. FSET program volunteers can complete applications, submit resumes, meet with job developers for referrals or recommendations, attend interviews, go to job fairs, etc. The participant records on the Job Search Report Form each time an application is submitted, an interview is attended, etc. Each job search is equal to two hours unless the individual is in a rural community, which a “job search” is actually three hours.	Under the Add Activity tab on the Skill Development screen	505
Job Search Training	This component offers the FSET volunteer meaningful assistance, helping the volunteer learn how to look for employment, get employment or get better employment. Job search training activities may include, but are not limited to, workshops or sessions that address: employability skills, life skills, interpersonal skills, time management skills, decision making skills, basic job seeking skills, job retention skills, interviewing skills, resume development, dressing for work, career assessments and career planning.	Under the Add Activity tab on the Skill Development screen	511
Vocational Training	This component includes training that improves the employability of participants by providing training in a skill or trade. Vocational training allows the participant to move directly into employment. Vocational training is offered in the career centers, in the community through community partners or partner agencies, as well as by training providers. Training providers must be on the Eligible Training Provider List (ETPL).	Under the Add Training tab on the Skill Development screen	527
Education	This component provides volunteers with the opportunity to improve: basic skills through Adult Basic Education (ABE), basic skills through General Equivalency Diploma (GED) classes, basic literacy, the ability to speak English, the ability to speak a language required by an employer or that will improve the likelihood of securing a job, the ability to use computers, and/or skills required by an employer, occupation or industry.	Under the Add Training tab on the Skill Development screen	526
Engagement in Workforce	This component basically indicates that the volunteer is dually enrolled in FSET and WIA and/or TAA. If this activity is open or active in the OSST	Under the Add Training tab on the Skill	528

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Investment Act (WIA), Trade Adjustment Assistance (TAA)	system, this means the individual is participating in WIA/TAA activities as a part of their participation.	Development screen	
Work Experience	This component means that FSET program staff has matched the volunteer with an employer based on the employer's needs and the skills/goals of the volunteer. The volunteer is connected with the employer to build employability and/or job specific skills through actual on-the-job experience. Unlike employment, the individual is not paid earnings from the employer. The volunteer is not asked to go to the employer's site during the month for more hours than (s)he would get paid if (s)he was earning minimum wage.	Under the Add Activity tab on the Skill Development screen	518
Self-initiated Work Experience	The volunteer has established a relationship with an employer. Like work experience, the employer must be a not-for-profit agency in the community. The volunteer goes to the employer to gain on-the-job experience. Unlike employment, the individual is not paid earnings from the employer. The volunteer is not asked to go to the employer's site during the month for more hours than (s)he would get paid if (s)he was earning minimum wage.	Under the Add Activity tab on the Skill Development screen	519
Employment	Volunteers get a job while engaged in the program. The "job" is an activity for 90 days (after the start of employment). Some volunteers will be employed at registration, and a job may be entered on the Skill Development screen. However, for a volunteer to get a Food Stamp Reimbursement (FSR) for working, the volunteer must have been enrolled and served prior to getting the job.	Jobs are added under the Job Tracking section of the Skill Development screen.	Various depending on the type of job secured.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.