

DEPARTMENT OF WORKFORCE
DEVELOPMENT
Secretary Roberta Gassman
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784
www.dwd.state.wi.us



State of Wisconsin
Governor Jim Doyle

DEPARTMENT OF HEALTH AND
FAMILY SERVICES
Secretary Helene Nelson
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.wisconsin.gov

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility

BHCE/BWP OPERATIONS MEMO

No: 04-17

DATE: 03/30/2004

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input checked="" type="checkbox"/>		
Other EP	<input type="checkbox"/>	★			

PRIORITY: HIGH

SUBJECT: **Closing Welfare-to-Work (WtW) Program Files in CARES Database**

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memorandum is to instruct Welfare-to-Work (WtW) Program grantees and service providers to stop enrolling WtW participants in the Client Assistance for Re-Employment and Economic Support (CARES) database, and to closeout all current participant files in the database.

BACKGROUND

The U.S. Department of Labor, Employment and Training Administration (US DOL/ETA) notified all states of a grant modification to rescind 1999 WtW funds in accordance with Section 105 of the consolidation Appropriations Act, 2004 (Public Law 108-199). This modification terminates the Fiscal Year 1999 grant effective January 23, 2004.

Earlier this month, the Department of Workforce Development/Division of Workforce Solutions (DWD/DWS) sent Welfare-to-Work (WtW) grantees notice that the U.S. Department of Labor expects states to take a number of actions to avoid and/or minimize disallowed costs.

Those actions include the following:

- Cease all new program expenditures effective January 23, 2004 - except for costs related to administrative closeout of the program. This will include the termination of all related sub agreements.
- Cease all program activities **except prepaid/severable training activities**. Participants may continue to the end of the prepaid severable period, e.g., semester. However, this does not include such activities as On-the-Job Training (OJT), Work Experience and Supportive Services since these are considered new expenditures.
- Explore and implement options for the transitioning of active WtW participants to WIA and other programs for the completion of their service plans, where possible.
- Follow established Federal cost principles and administrative rules and established and applicable personnel procedures in preparing for the orderly closeout and separation of program staff, where applicable.

ACTION

The following actions must be taken:

1. Stop enrolling and adding program participants in the CARES database.
2. Closeout and remove all current participant files from the CARES database.
3. The only exception to closing out a participant file are those participants who were enrolled in prepaid and severable training activities **on or before January 23rd, 2004**. Participants may continue to the end of the prepaid severable period (e.g., semester). This does not include such activities as On-the-Job Training (OJT), Work Experience and Supportive Services since these are considered new expenditures.

WtW CARES COMPLETION INSTRUCTIONS

Local agencies are responsible for completing all CARES reporting for services provided in WtW, as well as closing out all applicable WtW program records. For individuals not engaged in an approved training activity prior to 1-23-04 as defined above, these records must be closed out as of 1-23-04 or earlier, although backdated reporting in CARES can be done through the end of April 2004. In summary this includes:

- Retrieve listing of open WtW cases using WPFN - these will all have to be closed in WtW in CARES.
- Complete all applicable WtW activities on WPCS.
- Complete WtW program participation on WPWI.
- Complete disenrollment on WPDS if the individual is only open in WtW.

NOTE ➤ If it is necessary to back-date the dates on closing out a WtW activity on WPCS or entering the WtW completion date on WPWI, workers will have the ability to do that. The latest date that should be used in back-dating is 1-23-04, to coincide with the WtW program closure date. Workers must complete closing out WtW individuals by the end of April 2004.

The following detailed instructions will explain how to complete the above steps.

Identify open WtW cases

WtW workers will first need to identify their caseload of WtW individuals. This can be accomplished by using the search screen WPFN.

On WPFN, a worker should enter the WP office number(s) in which WtW individuals might be open. WtW individuals could be open in one of two WP offices in a given county, the W2 WP office, which begins with either a "0" or "1", or the FSET office which begins with a "2". Workers should check both WP office types in searching for WtW individuals. One way to search both offices at once is to use the county number rather than a specific office number. It may be helpful to search for counts in each office initially. Also plan on searching WPFN several times to catch any updates or additions that occur after the batch date of the WPFN data (See UPDATED ON Date on WPFN).

The exception to this rule is Milwaukee County, which is divided into six regions. Workers in Milwaukee should search by the office number associated with their region. For instance, workers in Region 1 should search office 1571 (the W2 WP office for region 1) and office 2571 (the FSET WP office for region 1.)

Below is an example of searching for WtW individuals using the W2 WP office number for region 1 in Milwaukee. This sample search uses a case manager ID xct266 to narrow the search to a particular work programs case manager's portion of the caseload. An "O" for "open" must be placed next to the WT IND field to pull up open WtW individuals:

```

WPFN                REQUEST TO "FIND" INFORMATION                12/16/03 11:27
                    (FIXED "AND" SEARCH CRITERIA)                XCT266 K CLOUGH
SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-
STATE/COUNTY:  _____ OFFICE: 1571 WDA:  _____ PROGRAM:  _____ WP REG:  _____ IM REG:  _____
CASE MGR ID: XCT266  ESS:  _____ ZIP:  _____ REG NO:  _____ CENSUS:  _____
LANG CD:  _____ EDU:  _____ REFERRAL DATE:  _____ THRU  _____ SUB PGM:  _____
EARNED INCOME:  _____ DATE OF BIRTH:  _____ THRU  _____ SEX:  _____
VEHICLE AVAILABLE:  _____ D.L:  _____ TYPE:  _____ DISABILITY:  _____ JRI:  _____ E/SC COD:  _____
OPEN EP:  _____ RFGE:  _____ VTRN:  _____ TRBL MBR:  _____ W2 SLOT:  _____ ABAWD:  _____ GRAD STS:  _____
LF STATUS:  _____ LAST CONTACT:  _____ THRU  _____ SYS STAT:  _____
CF:  _____ 2PAR:  _____ HISP/LAT:  _____ AMR IN/AK:  _____ ASIAN:  _____ BLK:  _____ HI/PAC:  _____ WHITE:  _____
**WT SPECIFIC      WT IND: O  TGT POP:  _____ WT TYPE INDIV:  _____ RECIP 30:  _____
*WT PGM TYPE:  _____ STAND ALONE TR:  _____ PRS CONT:  _____
WA IND:  _____ WA PGM TRK:  _____ WA TYPE INDIV:  _____
COMPONENT CD:  _____ COMPONENT BEGIN DATE:  _____ THRU  _____
PHASE:  _____ DOT:  _____ COMPONENT ANT END DATE:  _____ THRU  _____
STAFF ID:  _____ PROV ID:  _____ FUND SRCE:  _____ SCH HOURS:  _____ THRU  _____
EMP PROV ID:  _____ SITE ID:  _____ DISP CD:  _____ ACT CD:  _____
-----
DO YOU WANT TO INCLUDE "OR" SEARCH CRITERIA ? : N
Total Individuals meeting the Search criteria : 30
PF14 WPM L
NEXT TRAN:  _____ PARM S:  _____
    
```

Workers can also use WPFN to identify their portion of the WtW caseload currently participating in the approved training activities. For instance, if the WtW worker wanted to see which portion, if any, of their WtW caseload is participating in Adult Basic Education training (CARES Component code BE) and entered this training between 1-01-2004 and 1-23-2004, the search on WPFN would look like the following:

```

WPFN                REQUEST TO "FIND" INFORMATION                02/25/04 09:53
                    (FIXED "AND" SEARCH CRITERIA)                XCT266 K CLOUGH
SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-
STATE/COUNTY:      OFFICE: 1571 WDA:   PROGRAM:   WP REG:   IM REG:   _
CASE MGR ID: XCT266  ESS:   ZIP:   REG NO:   CENSUS:   _
LANG CD:   EDU:   REFERRAL DATE:   THRU   SUB PGM:   _
EARNED INCOME:   DATE OF BIRTH:   THRU   SEX:   _
VEHICLE AVAILABLE: D.L:   TYPE:   DISABILITY:   JRI:   E/SC COD:   _
OPEN EP:   RFGE:   VTRN:   TRBL MBR:   W2 SLOT:   ABAWD:   GRAD STS:   _
LF STATUS:   LAST CONTACT:   THRU   SYS STAT:   _
CF:   2PAR:   HISP/LAT:   AMR IN/AK:   ASIAN:   BLK:   HI/PAC:   WHITE:   _
**WT SPECIFIC     WT IND: 0 TGT POP:   WT TYPE INDIV:   RECIP 30:   _
*WT PGM TYPE:   STAND ALONE TR:   PRS CONT:   _
WA IND:   WA PGM TRK:   WA TYPE INDIV:   _
COMPONENT CD: BE   COMPONENT BEGIN DATE: 01 01 2004 THRU 01 23 2004
PHASE:   DOT:   COMPONENT ANT END DATE:   THRU   _
STAFF ID:   PROV ID:   FUND SRCE:   SCH HOURS:   THRU   _
EMP PROV ID:   SITE ID:   DISP CD:   ACT CD:   _
-----
DO YOU WANT TO INCLUDE "OR" SEARCH CRITERIA ? : N

PF14 WPML
NEXT TRAN:   PARMS:   _
RETURN FROM HELP FUNCTION
    
```

Once a match is made on WPFN, workers can press PF14 to access WPML, which provides a listing of the individuals meeting the search criteria. An example of WPML is shown below:

```

WPML                MATCHED LISTING                12/16/03 11:43
                    XCT266 K CLOUGH
TOTAL INDIVIDUALS MATCHING THE SEARCH CRITERIA:      30
OFFICE: 1571

   CO OFF  CASE  LAST NAME  PIN  REG  SUB
   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
   40 1571 XCT266 COOPER    G  91005xxxxxx  xx xxxx  V
   40 1571 XCT266 HARRISON  H  01004xxxxxx  xx xxxx  V
   40 1571 XCT266 IDS        W  71005xxxxxx  xx xxxx  M
   40 1571 XCT266 JANSEN    K  01004xxxxxx  xx xxxx  V
   40 1571 XCT266 LESTER    M  71005xxxxxx  xx xxxx  V
   40 1571 XCT266 PEARLMAN L  51005xxxxxx  xx xxxx  V
   40 1571 XCT266 SMALLS    L  81004xxxxxx  xx xxxx  V
   40 1571 XCT266 SPANTEST  H  11005xxxxxx  xx xxxx  M
   40 1571 XCT266 YATES     J  91005xxxxxx  xx xxxx  V
   40 1571 XCT266 TESTAGAIN H  91005xxxxxx  xx xxxx  M
   40 1571 XCT266 BRADY     K  31004xxxxxx  xx xxxx  V

PF13 WPFN                UPDATED ON: 12 12 03                PAGE: 0001 OF 0003
NEXT TRAN:   PARMS:   _                MORE...
    
```

Once the appropriate population of WtW individuals has been identified for a specific office and worker, workers are now ready to close them out on a one-by-one basis. Keep in mind that there may be cases assigned to other workers, maybe ones no longer in the agency. All applicable WtW cases must be closed, regardless of the worker assignment. **Again, WtW individuals who were engaged in approved training activities prior to 1-23-04 should not be closed out.**

Complete activity reporting on WPCS/WPCH

The first step of this process is to check to see if there are any WtW specific components open for the individual on screen WPCH. A WTW specific component is one that is funded entirely by

the WtW program and should have the WTFL fund source code listed as the component's fund source. Since WtW individuals enrolled in approved training before 1-23-04 will remain open, workers will not need to complete approved training activities until the training actually ends. However, if the individual is open in other funded WtW activities, those activities should be closed.

Workers should be careful not to close out a component that might be shared by the WtW program and another program, such as W2 or FSET. This might include components with the WTMX fund source, which indicates the component is jointly funded between WtW and some other fund source. Since the fund source indicates WtW funding, CARES will prevent WtW program completion along as any component has the WTMX fund source listed on the component. If the WTMX funded component is to remain open after WtW is closed, the worker will need to change the fund source from WTMX to some other code. WtW Workers should consult other program staff, if necessary, in making this decision. **Shared activities must be discussed locally among the programs to determine if they will continue without WtW funding. CARES should be updated to reflect any necessary changes.**

As stated, WtW components with the WtW fully funded source code (WTFL) must be closed out prior to completing the WtW episode, while components with the WTMX fund source must either be closed or the fund source code must change to reflect some other source. Closing a component on WPCB requires placing a C in the field above the component and hitting ENTER, as shown below:

FUNDING SOURCE: WTFL

WPCB		COMPONENT/STATUS HISTORY		12/17/03 14:58	
				XCTA28 K CLOUGH	
PIN: 6102483		REGION: 0005		OFFICE: 1575	
NAME: WTWREG		TEST		COUNTY/TRIBAL UNIT: 40	
				CASE MANAGER: XCT266	
TYPE OF ACTION:		C			
OFFICE/REGION:		1575 0005	1575 0005	1571 0001	-
COMPONENT/STATUS:		EMP SEARCH	ENR W/ORIENT	ENR W/ORIENT	
PHASE/SANC IND:		A N	A	A	
BEGIN DATE:		12 17 03	12 17 03	11 01 01	
STAFF/PROVIDER ID:		XCT266 0001	XCT266 0001	XCT266 0001	
SCH HRS: WKY/DLY:		20 04			
FREQ: DAYS PER MM:		20			
FUNDING SOURCE:		WTFL			
EMP PRV ID:					
SITE ID/DOT:					
NON-APPROVAL CD:					
ANTIC END DATE:		12 31 03			
COMPLETION CODE:					
ACTUAL END DATE:			12 17 03	11 01 01	
NEXT TRAN: _____		PARMS: 60512483_____		PAGE: 1	
FREQ: DAYS PER MM: 20					

This will return the WPCS screen. The worker should enter the appropriate component end date, using a date not greater than 1-23-04, and enter an appropriate component completion code. If the reason the component is ending is due the rescission of the WtW program, we recommend using the completion code "B", which will indicate the component was "Interrupted". If, however, the component ended for another reason, then use the appropriate code. An example of ending a component with "B" is shown below:

WPSC	CREATE/UPDATE COMPONENT/STATUS	12/17/03 15:00
		XCTA28 K CLOUGH
PIN: 0512483	REGION: 0005	OFFICE: 1575
NAME: WTWREG	TEST	COUNTY/TRIBAL UNIT: 40
TYPE OF ACTION: C (A-ADD U-UPDATE C-COMPLETE D-DELETE)		
COMPONENT/STATUS: ES EMP SEARCH		
PHASE: A (P-PENDING S-SCHEDULED A-ACTUAL)		
BEGIN DATE: 12 17 2003		
STAFF ID: XCT266		
PROVIDER ID: 0001		
WEEKLY SCHEDULED HOURS: 20	W-2 SANC IND (Y/N): N	
DAILY SCHEDULED HOURS: 04	FREQUENCY (DAYS PER MONTH): 20	
FUNDING SOURCE: WTFL		
EMPLOYER PROVIDER ID: _____		
SITE ID: _____		
DOT: _____		
NON-APPROVAL CODE: _____		
ANTICIPATED END DATE: 12 31 2003		
COMPLETION CODE: B		
ACTUAL END DATE: 01 17 2004		
PF13 WPSC	PF14 POST ANOTHER COMPONENT	
NEXT TRAN: _____	PARMS: 0512483	

Once the Completion code and Actual End Date have been entered, press ENTER and the component will be closed.

For WtW participants not participating in a qualifying training activity, the next step will be to complete the individual from WtW on screen WPWI.

Complete program participation on WPWI

Once this information is entered, the worker can return to WPWI to enter the actual Completion code and completion date.

The worker should carefully check over screen WPWI to check the co-enrollment status of the individual. It is possible for the individual to be open in more than one program and this information can be gleaned from WPWI. For example, the individual could be open in any of the following programs along with WtW:

- Wisconsin Works (W2) Program
- Children First (CF)
- Food Stamps Employment and Training Program (FSET)

By carefully checking WPWI the worker can make the appropriate determinations.

If the individual is open in WtW and W2, WPWI should look like the following:

```

WPWI                UPDATE WP CLIENT INFORMATION - 1                12/16/03 13:23
                                                                XCT266 K CLOUGH
PIN: 3100647416
S:   WDA: 02        CTY/TRIBE: 40  OFFICE: 1575  NEW OFFICE: _____
NAME: BSTALERT     PALCED-100503
ADDRESS: 101                MAIN                ST
CITY:   MILWAUKEE        STATE: WI ZIP: 53701        MAILING ADDRESS ON WPWC: N
PRIMARY PHONE:                MESSAGE PHONE: _____
PRIMARY WAGE EARNER: N        HEAD OF HOUSEHOLD: Y  DOB: 08 17 1974
CASE: 3700314337 CAT: WW C SEQ: 01  CF RFA:                CF RFA DATE:
REGION NUM: 05                WT RFA: 2700316827        WT RFA DATE: 05-17-03
LF STATUS:                ABAWD: N                WA RFA:                WA RFA DATE:
CF:   FROM:                CTY:                CF COMP CD: _____ CF COMP EFF DT: _____
WT: O FROM: 05-17-2003        WT COMP CD: _____ WT COMP EFF DT: _____
WA:   FROM:                WA COMP CD: _____ WA COMP EFF DT: _____
CASE MGR: XCT266        *WP REG CD: M        SYST STS: E                FEP ID: XCT266
ES WKR: XCT266        IM REG: N                IM REG EFF: 12 16 2003
*EFF DT: _____ DT OF LAST CON: 11 01 2003        E/SC:                W2 PLACE: W2T
                2PAR: NO DESC: NOT A 2-PARENT HOUSEHOLD
PF13 WPED  PF14 WPJR  PF15 WPWC  PF22 ACWI
NEXT TRAN: _____ PARS: 3647416_____

```

Notice here that there is a case number listed in the CASE field and that the CAT is WW C. Also, there is W2 placement information listed here, in the example above the placement is for W2T.

If the individual were open in WtW and FSET, WPWI would look like the following:

```

WPWI                UPDATE WP CLIENT INFORMATION - 1                12/16/03 13:30
                                                                XCT266 K CLOUGH
PIN: 810065xxxx
:   xx xxxxx        WDA: 02        CTY/TRIBE: 40  OFFICE: 2571  NEW OFFICE: _____
NAME: SHARON                WTW
ADDRESS: 1111                JACKSON                ST
CITY:   MADISON        STATE: WI ZIP: 53703        MAILING ADDRESS ON WPWC: N
PRIMARY PHONE:                MESSAGE PHONE: _____
PRIMARY WAGE EARNER: N        HEAD OF HOUSEHOLD: Y  DOB: 01 01 1960
CASE: 8700316580 CAT: FS SEQ: 01  CF RFA:                CF RFA DATE:
REGION NUM: 01                WT RFA: 13658711        WT RFA DATE: 06-14-03
LF STATUS:                ABAWD: N                WA RFA:                WA RFA DATE:
CF:   FROM:                CTY:                CF COMP CD: _____ CF COMP EFF DT: _____
WT: O FROM: 5125745755        WT COMP CD: _____ WT COMP EFF DT: _____
WA:   FROM:                WA COMP CD: _____ WA COMP EFF DT: _____
CASE MGR: XCT266        *WP REG CD: M        SYST STS: E                FEP ID:
ES WKR: XCT061        IM REG: M                IM REG EFF: 12 16 2003
*EFF DT: _____ DT OF LAST CON: 12 15 2003        E/SC:                W2 PLACE:
                2PAR:                DESC:
PF13 WPED  PF14 WPJR  PF15 WPWC  PF22 ACWI
NEXT TRAN: _____ PARS: 351024242_____

```

Again notice that there is case number listed in the CASE field and that the CAT is FS. Also notice that the office number begins with a "2", which indicates that the individual is open in the FSET WP office.

As mentioned, the individual could also be open in CF along with WtW. If the individual were open in the CF program, there would be an "O" (for Open) next to the CF field on WPWI.

Making the appropriate co-program participation determination is a very important part of the WtW closure process. If the WtW individual is in fact open in another program, it means the individual must **NOT** be disenrolled from Work Programs after WtW is completed on WPWI. If in fact WtW is the only program open, then the worker must disenroll the WtW individual after completing WPWI.

To complete WtW on WPWI, the worker will need to enter a completion code to indicate the WtW individual has closed due to the sun-setting of the WtW program. The code that must be used is "PA" - "Program Authorization Ended", with a Program completion date that is not greater 1-23-04, as shown below:

WPWI	UPDATE WP CLIENT INFORMATION - 1	12/16/03 13:30
		XCT266 K CLOUGH
PIN: 81006xxxxxx		
SSN: xx xxxx	WDA: 02 CTY/TRIBE: 40 OFFICE: 2571	NEW OFFICE: _____
NAME: SHARON	WtW	
ADDRESS: 1111	JACKSON	ST
CITY: MADISON	STATE: WI ZIP: 53703	MAILING ADDRESS ON WPWC: N
PRIMARY PHONE:	MESSAGE PHONE: _____	
PRIMARY WAGE EARNER: N	HEAD OF HOUSEHOLD: Y	DOB: 01 01 1960
CASE: 8700316580 CAT: FS SEQ: 01	CF RFA:	CF RFA DATE:
REGION NUM: 01	WT RFA:	WT RFA DATE:
LF STATUS: ABAWD: N	WA RFA: 4700316845	WA RFA DATE: 12 16 03
CF: FROM: CTY:	CF COMP CD: _____	CF COMP EFF DT: _____
WT: FROM:	WT COMP CD: PA	WT COMP EFF DT: 01 23 2004
WA: O FROM: 11 02 2003	WA COMP CD:	WA COMP EFF DT:
CASE MGR: XCT266	*WP REG CD: M	SYST STS: E
ES WKR: XCT061	IM REG: N	FEP ID:
*EFF DT: _____	DT OF LAST CON: 12 15 2003	IM REG EFF: 12 16 2003
	2PAR: _____	E/SC: _____
	DESC: _____	W2 PLACE: _____
PF13 WPED	PF14 WPJR	PF15 WPWC
PF22 ACWI		
NEXT TRAN: _____	PARMS: 351024242	_____

Disenroll from Work Programs where appropriate

Once the individual has been completed from WtW on WPWI, the worker will then determine whether the individual should be disenrolled from Work Programs. Again, this decision will be based on the co-program participation status of the individual. If the individual is open in another program as discussed above, then the individual must **NOT** be disenrolled.

If, however, the individual is not open in another program, the worker should disenroll the individual using the WPDS screen.

On WPDS, the worker will check that the Disenrollment reason is "Other" and enter a "Y" to confirm the disenrollment, as shown below:

WPDS	DISENROLLMENT	12/16/03 13:57
		XCT266 K CLOUGH
PIN: 81006xxxxxx		OFFICE: 2571
NAME: WTW	SHARON	COUNTY/TRIBAL UNIT: 40
DATE: 12 16 2003		
REASON: SANCTION _ OTHER Y		
CONFIRM DISENROLLMENT (Y/N)? Y		
NEXT TRAN: _____	PARMS: 351024242_____	

CONTACTS

Kevin Clough, DWD, 608-267-8914, clougke@dwd.state.wi.us

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.