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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  
Technical Assistance, Training & Education  
Section  
Bureau of Eligibility Management  
Division of Health Care Financing

BEM/DWS OPERATIONS MEMO			
No:	05-56		
DATE:	12/27/2005		
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other	<input type="checkbox"/>
SC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
CF	<input type="checkbox"/>	RAP	<input type="checkbox"/>
EP	<input type="checkbox"/>	★	
<b>PRIORITY: HIGH</b>			

SUBJECT: **New CARES Screen - WPJD**

**CROSS REFERENCE:** A cross reference in the CARES Guide will be added at a later date.

**EFFECTIVE DATE:** January 2, 2006

### **PURPOSE**

The purpose of this memo is to provide information on a new CARES screen developed to track W-2 participants working with the Job Development and Placement Agency (JDPA) in Milwaukee County.

### **BACKGROUND**

A new service delivery structure has been initiated for the 2006-2009 W-2 Contract in Milwaukee County. This new structure involves new agencies called JDPA's, that are responsible for assisting participants employed or ready to find employment. A new CARES screen (WPJD) was needed in order to refer and track participants engaged in the JDPA agencies.

**POLICY**

Beginning January 2, 2006, this screen will be required for any participant who will be jointly case managed by the CMA and JDPA agencies. Begin using the screen on January 2, 2006 to refer participants to the new JDPA agencies in Milwaukee and to identify the JDPA case manager.

**NOTE** ➤ This screen was included in the Milwaukee Performance Standard training provided by the Department of Workforce Development over the past month for all front-line supervisors of the W-2 agencies. Therefore, it is anticipated that the Milwaukee W-2 supervisors are familiar with these changes.

**PROCEDURE**

The new CARES screen is called WPJD.

WPJD	JDPA PARTICIPANT TRACKING	12/22/05 13:30
		XCTX09 J TEST
PIN: 7518044978		
SSN:xxx xx xxxx	WDA: CTY/TRIBE: 40	OFFICE: 1575
NAME: JEROME	JONES	
UPDATED DT:	LAST UPDATED BY:	
DC: __	JDPA AGENCY: MCFI MILWAUKEE CENTER FOR INDEPENDENCE	
BEGIN DATE:		
JDPA CASE MANAGER: _____	CMA/WP CASE MANAGER: XMI2YC	FEP ID: XMI2YC
COMPLETION REASON CODE: __		
COMPLETION DATE:		
PF13 NEW EPISODE		
NEXT TRAN: _____	PARMS: 7518044978_____	

**REFER PARTICIPANTS TO JDPA ON WPJD**

In order for CARES to track when a participant is referred to the JDPA either the CMA or the JDPA case manager must TRAN to WPJD with the PIN in the PARMS and enter on the JDPA case manager's ID. Once the ID is entered in the field and the screen is processed by pressing the ENTER key, the begin date will be auto-populated with the current date. Once the screen is processed it will also create history of the JDPA referral on CARES screen WPTN.

**ENDING JDPA SERVICES ON WPJD**

When ending JDPA services for a participant, the case manager will enter a Completion Code Reason in that field on WPJD. Once the completion code is entered (table TJCC) in the field and the screen is processed by pressing the ENTER key, the completion date will auto-populate with the current date. Once the screen is processed it will also create history of the JDPA completion on WPTN.

Table TJCC – Completion Code Reasons

CE = Employed completed CMF

DE = Employed declined CMF services

DN = Not Employed declined W-2/FSET services

NA = Not Employed and not appropriate for JDP

NE = Not Employed and no longer eligible for W-2/FSET services

MONITORING AND REPORTS

The fields on WPJD will be added to the weekly extract files that are sent to Milwaukee agencies. This will allow agencies to create reports to assist in monitoring cases in the JDP agency.

**CONTACTS**

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – FoodShare, 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, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DWD/DWS/BW-2/JK