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

FROM: Janice Peters, Director
Bureau of Wisconsin Works
Division of Family Supports

DFS OPERATIONS MEMO

No: 07-45

DATE: 08/03/07

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"/>	Other	<input type="checkbox"/>	EP	<input type="checkbox"/>

PRIORITY: HIGH

SUBJECT: **New 740E Two Parent Family and WPTP Two Parent Case Worker
Action Reports**

CROSS REFERENCE: W-2 Manual, Chapter 2
Operations Memo 06-46, Updated W-2 Two Parent Guidance

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to introduce two new reports developed to improve the monitoring of W-2 two parent family case participation and to improve the accuracy of screen WPTP.

BACKGROUND

In order to better monitor two parent participation and to improve the accuracy of data entered on CARES screen WPTP, the Division of Family Supports (DFS) is introducing two new reports: 1) The *740E Two Parent Family* report; and 2) The *WPTP Two Parent Case Worker Action* report. Starting July 30, 2007, both reports will be updated weekly in WebI. Both reports are located in WebI under *Monitoring Reports - W2 and FSET*.

NEW REPORTS

NEW 740E TWO PARENT FAMILY REPORT

This report shows a two parent family's current weekly scheduled hours and the type of activities assigned to each parent as well as the two parent family participation requirements based on child care authorization. The new *740E Two Parent Family* report provides information on both adults in a W-2 two parent family, even when the second parent is not required to participate in activities.

- **NOTE:** The second parent in a two parent family that is not receiving federally funded child care is not required to participate in any activities, but may volunteer. In this case the W-2 worker should keep the second parent informed of the benefits of this opportunity.

Only W-2 agencies that have two parent family caseloads will have two parent information shown in the new 740E report.

A sample of the 740E report is attached. W-2 agencies with two parent caseloads need to compare weekly scheduled hours to the listed required hours for two parent family weekly participation, plus review scheduled activities when additional participation hours are needed for the two parent family to meet participation requirements.

If additional weekly participation hours are needed for the two parent family, the W-2 worker should review two parent case scheduling information, adequacy of the employability plan, and work activity information for both parents to determine what case changes or improvements could possibly be made to increase two parent family participation. W-2 workers must discuss with participants and their spouses any needed changes.

WPTP TWO PARENT CASE WORKER ACTION REPORT

This report makes W-2 workers aware when case information on CARES screen WPTP may need updating due to a change in the W-2 Assistance Group (AG). W-2 workers need to review all cases provided on the end of month *WPTP Two Parent Family Case Worker Action* report. W-2 workers may then need to make updates to the disability related lines on WPTP and reprocess the screen to update its two parent family determination. See [New Batch Process Associated with the WPTP Two Parent Case Worker Action Report](#) section below for more information on determining when WPTP needs to be updated and reprocessed.

A sample of the *WPTP Two Parent Case Worker Action* report is attached.

If a change in two parent family determination occurs by reprocessing screen WPTP, the W-2 worker must review the case to determine any changes needed for employability plans, assigned activities, hours of participation, child care, etc. as applicable.

New Batch Process Associated with the WPTP Two Parent Case Worker Action Report

The primary purpose of this batch cycle is to reprocess CARES screen WPTP when a change occurred in the W-2 Assistance Group (AG) since the last batch cycle. This batch process is run twice a month – once at adverse action and then again at the end of the month. The secondary purpose of the batch cycle is to write the affected cases to the *WPTP Two Parent Case Worker Action* report so that workers can review these cases and take any necessary action. Only cases in which the WPTP Two Parent indicator was updated to a Y will appear on

the report. Once the case is on the report, the W-2 worker *may* be required to enter new information on WPTP and reprocess the screen. See the following examples to determine when new information must be entered on the screen and the screen reprocessed.

Example 1: If there is only one eligible adult (EA) in the W-2 AG and the response to Line 1 on CARES screen WPTP, “*Are two Elig Parents with a Child in Common Present in the W-2 AG*” is a <Y>, the batch process would correctly change the response to <N> and also update Line 4 (*Two Parent Results*) to a <N>. Although there is a change to the screen, this type of case would not appear on the *WPTP Two Parent Case Worker Action* report and there would be no WPTP screen action required of the W-2 worker in this scenario because it is not a two parent family.

Example 2: If there are two EA’s in the W-2 AG, a child-in-common, and the response to Lines 1 and 4 on CARES screen WPTP are <N>, the batch process will change both Lines 1 and 4 to a <Y> and it will blank out the responses to Line 2 “*Is a Parent a Disabled Adult for W-2?*” and line 3 “*Is a Parent Caring for a Severely Disabled Child in the W-2 AG?*” Because of the changes to the screen, this type of case would appear on the *WPTP Two Parent Case Worker Action* report. When this occurs, the worker will need to enter new responses to these questions on screen WPTP and reprocess WPTP as the answers to these questions are needed to help determine whether this is a two parent family.

CONTACTS

For W-2 Policy Related Questions: DFS/BW-2 Regional Office

For CARES Processing Questions: DFS 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/DFS/BW-2/BP/MMM

"SAMPLE 740E TWO PARENT FAMILY REPORT " (Using Artificial Data)

CT/TRB: ADAMS COUNTY
 AGENCY OFFICE: 5001.ADAMS COUNTY HEALTH AND HUMAN SERVICES
 SUPERVISORY UNIT: 0501. W2 ELIGIB
 FEP WOKER: XWOXXX Jordan, Micheal

Case Number	Child Care Authorized	W-2 Placement	W-2 Placement Begin Date	Family Weekly Required Hours	Family Weekly Scheduled Hours	Participant Name	Participant PIN	WP Office	WP System Status	EP Status	Individual Weekly Scheduled Hours	Activity Code	Weekly Scheduled Hours
111111111	Y	CSJ	07/22/2007	55	35	LEE, Tom	222222222	1051	E	E	20	WE	12
										JS		8	
						LEE, SARAH	222222222	1051	E	E	15	BE	7
										EL		8	
444444444	N	W2T	07/15/2007	35	36	VANG, SHE	555555555	1051	E	E	36	WE	24
										JS		12	
						CHANG, KA	666666666	1051	C	C	0		

