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TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
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: 07-47

DATE: 08/10/2007

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	EP	<input type="checkbox"/>	

PRIORITY: HIGH

SUBJECT: Wisconsin Works (W-2) 740 TANF Webi Report for Federal Work
Participation

EFFECTIVE DATE: Immediately

PURPOSE

This memo:

1. Describes, at a high-level, the Federal Temporary Assistance for Needy Families (TANF) Work Participation Requirements for Community Service Job (CSJ) and W-2 Transition (W-2 T) participants, and
2. Describes and provides guidance on the use of the new 740 TANF report on the Webi reporting system.

BACKGROUND

In response to TANF Reauthorization and the increased emphasis on work participation, as well as changes to the caseload reduction credit, the Department has been placing more focus on W-2 work participation that meets federal work participation requirements. This includes developing reports for the Department and W-2 Agencies to use in monitoring work participation to assist Wisconsin to meet the TANF work participation requirements.

W-2 agencies must consider whether changes to assigned activities should be taken to ensure that participants are engaged in work and training activities to the fullest extent possible. This memo will describe the purpose and use of the new 740 TANF report.

FEDERAL WORK PARTICIPATION REQUIREMENTS

In general, in order for a CSJ or W-2 T participant to meet the TANF work participation requirement, s/he must participate in a minimum of 20 hours of Core activities per week. The 20 hours generally do not include hours in which a participant was sanctioned for non-participation. While W-2 good cause policy does not limit the number of hours a participant may receive good cause for non-participation, there are limits on the number of good cause hours that may be counted towards the TANF work participation requirement. The Department will keep track of reportable hours through its federal reporting data system.

Core activities, as defined in TANF regulations, that count toward meeting the 20-hour requirement may include participation in any of the following:

- A. Working Full-Time (WF) or Working Part-Time (WP);
- B. Work Experience (WE);
- C. Job Skills Training (JS) by itself or combined with Vocational Adult Basic Education (VA), Vocational English-as-a-Second-Language (VE), or Vocational Literacy (VL). This activity may count as a Core activity for no more than 12 months during the lifetime of the W-2 participant. The 12 months need not be consecutive;
- D. Technical College (TC). This activity may count as a Core activity for no more than 12 months during the lifetime of participation. The 12 months need not be consecutive;
- E. Activities that fall under the Federal definition of Job Search and Job Readiness. These activities may count toward the 20 hour per week requirement for no more than 12 weeks in a federal fiscal year (October 1 – September 30) and no more than 4 consecutive weeks. These activities include:
 - Disability and Learning Assessment (AD)
 - AODA Counseling (CA)
 - Career Planning & Counseling/Up-Front Career Planning (CE, UC)
 - Occupational Testing (OC)
 - Mental Health Counseling (CM)
 - Employment Search/Up-front Employment Search (ES, UE)
 - Job Readiness/Motivation (MO)
 - Mental Health Assessment (AM)
 - AODA Assessment (AA)
 - Physical Rehabilitation (PR)
 - Life Skills (LF)
 - Physicians Assessment (AL)
 - Career Advancement Services (CR)
 - Job Retention Services (JR)
 - Mentor/Coach (MN);
- F. Assignment to a combination of any of the activities listed in A through E above.

In addition to 20 hours per week of Core activities, CSJ and W-2 T participants whose youngest child is age 6 or older must also participate in 10 or more hours of additional activities. These activities may be additional hours of Core activities or they may be Non-Core activities, as defined in TANF Regulations. Non-Core activities may include:

- A. Adult Basic Education (BE)
- B. English-as-a-Second Language (EL)
- C. Literacy Skills (LS)

Teen parents, ages 18 and 19, may meet their work participation requirement either through the combination of Core and Non-Core activities described above, or through participation in activities that fall under the federal definition of Satisfactory School Attendance. These activities include:

- A. General Educational Development – GED (GE)
- B. High School Equivalency Diploma – HSE (HE)
- C. Regular School – K through 12 (RS)

Note that for Satisfactory School Attendance, the TANF regulations do not require a specific assignment of hours. The participant must demonstrate that, through the assignment of the activity, they are making progress towards completion of their diploma.

CSJ and W-2 T participants who are caring for a disabled family member are categorized as excluded from the TANF work participation requirement. In order to be excluded, the participant must be assigned to one of two CARES activities, Caring for Disabled Child (CD) or Caring for Other Family Member (CF).

NEW 740 TANF REPORT

This weekly report lists all W-2 participants in a paid W-2 placement along with the activities they were assigned to participate on the preceding. Each activity is color coded to indicate how that activity is counted towards meeting the Federal work participation rate. This report will assist W-2 Agencies to track which participants are assigned activities which will meet the work participation rate.

KEY FOR 740 TANF WEBI REPORT (SEE ATTACHED REPORT SAMPLE)

Name:	Every TANF W-2 participant is listed.
Case Number:	The case number assigned to the W-2 group in CARES, which includes the W-2 participant.
PIN:	The participant individual number assigned in CARES to track the individuals work participation.
W-2 Begin Date:	The date that the most recent W-2 episode began.
W-2 Placement Date:	The date the most recent W-2 placement began.

W-2 Placement Code:	The most recent W-2 placement assigned to the participant.
Total Assigned Hours:	The total hours of activities assigned on WPCH for the participant.
Family Type:	<p>C<12 – Youngest child under 12 months of age. Participants in this family type are not required to meet federal work participation.</p> <p>C1-5 – Youngest child is between the ages of 1 year and 5 years of age. Participants in this family type are required to participate a minimum of 20 hours in core activities to meet the federal work participation rate.</p> <p>C6-18 – Youngest child is between the ages of 6 years and 18 years of age or up to 19 if graduation from High School will occur prior to 19th birthday. Participants in this family type are required to participate in 30 hours of activities to meet the federal work participation rate. 20 hours must be in core activities and 10 additional hours can be in core or non-core activities.</p> <p>Teen – Participant is 18 or 19 and has not earned a High School Diploma or the equivalent. These teens may meet the federal work participation rate through attending approved schooling activities.</p> <p>2-Par - (two parent household):</p> <ul style="list-style-type: none"> • 35 hours per week, not fewer than 30 in Core Work Activities; • If Receiving Federally Funded Child Care, 55 hours per week, not fewer than 50 in Core Work Activities.
TANF Work Hours Required:	The total number of hours that is required for the federal family type that participant is assigned.
TANF Work Hours Actual:	The total number of hours of participation the participant is assigned to that count toward meeting the federal work participation rate. This total does not include any excused or unexcused hours of participation.
Total Job Search & Job Readiness Hours:	The total number of assigned hours of participation that is limited to count as core hours for up to twelve weeks in a federal fiscal year and no more than four consecutive weeks. These activities are highlighted the color orange on the 740 TANF report.
Activity Code:	The activities recorded on CARES screen WPCH that the individuals is actually participating in. For a listing of what each of these activity codes represents see the CARES Manual, Work Programs, Appendix 1, Definitions of Components and Statuses.
Actual Assigned Hours:	The actual hours for each activity that the participant is assigned to participate in weekly.

ACTIVITY CHART (SEE ATTACHED WORK PARTICIPATION ACTIVITY CHART)

Attached to this Operations Memo is a color coded desk aide to assist in identifying how activities are counted on the 740 TANF report towards meeting the federal work requirement.

- Activities highlighted in dark yellow are core activities and are the primary activities that count towards meeting the federal work participation rate.
- Activities highlighted in orange are core activities and are limited to 12 weeks of participation towards meeting the federal work participation rate.
- Activities highlighted in pink are core activities and are limited to 12 months total participation towards meeting the federal work participation rate.
- Activities highlighted in pale yellow do not count towards the required work participation hours.
- Activities highlighted in blue only count towards meeting the work participation rate for those participants in family type C6-18, who need 10 additional hours of participation.
- Those individuals who are in activities that are highlighted in green are excluded from the work participation rate regardless of the family type they are assigned to.

REPORT USE

The 740 TANF Report is a report that should only be used as a monitoring tool to help identify cases that are subject to the TANF work participation requirements. This report is not inclusive and does not alone identify whether a W-2 case has successfully met the TANF work participation rate.

A data warehouse is being constructed that will shortly provide a monthly report that will clearly identify which cases are subjected to the federal work participation rate. This monthly report will also track excused and unexcused hours of participation. This will be a much more comprehensive report for monitoring purposes and should be ready in August 2007.

CONTACTS

For Policy Related Questions: BW-2 Regional Office Staff

For CARES Processing Questions: W-2/CC Call Service Center

*Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare 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.