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**State of Wisconsin
Governor Jim Doyle**

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 Working Families
Division of Family and Economic Security

DFES OPERATIONS MEMO					
No: 09-37					
DATE: MAY 29, 2009					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<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 checked="" type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
PRIORITY: HIGH					

SUBJECT: JOB ACCESS LOAN APPROVER DESIGNATION

CROSS REFERENCE: Administrators Memo 09-03

EFFECTIVE DATE: June 1, 2009

PURPOSE

This memo introduces and provides guidance on the use of the new Job Access Loan Approval Designation form, DCF-F-132. Beginning June 29, 2009 Job Access Loan (JAL) payments will be issued from CARES; local agencies will no longer issue JAL checks from their own finance departments.

BACKGROUND

Effective June 29, 2009 JAL payments will be issued through CARES. Centralization of JALs is being implemented to increase accuracy of JAL tracking and to increase consistency in eligibility across the state. An ad hoc workgroup met from October 2007 through April 2008 to develop policy recommendations and to provide input into the enhancements, those recommendations guided the implementation of this project.

As part of the new JAL check issuance process, payments will be authorized in two steps, similarly to the way Wisconsin Works (W-2) auxiliary payments are issued. One worker will initiate the JAL request, and a different worker will approve the request. Before the JAL checks can be issued, the Department of Children and Families (DCF) must collect from each W-2 agency the name and CARES logon ID of the locally designated JAL approvers.

ACTION REQUIRED

Each W-2 agency must identify staff that will approve JALs. The names and CARES IDs of these individuals must be provided to DCF on the Job Access Loan Approver Designation form (DCF-F-2582). W-2 agencies with more than one office number must please complete a separate form for each office number.

Fax completed forms to the W-2 Help Desk at 608-327-6484. This form must be submitted to the W-2 Help Desk **no later than Friday, June 19, 2009**, and anytime there is a change in JAL approvers for your local agency. No JALs may be issued until the form is completed and faxed to DCF.

JAL approvers for each office will be listed on CARES screen BIJA (Job Access Loan Approver Screen). This screen looks like and works like screen BIAW (W-2 Auxiliary Approver Screen). The process for adding and deleting worker IDs for JALs is the same as the process for adding and deleting worker IDs for W-2 auxiliary payments.

To access the BIJA screen, enter BIJA in the transaction field, and the office number in the parameters. BIJA can also be queried by entering the worker number in the parameters field. This is especially handy if the same worker is a JAL approver for multiple W-2 office numbers. Only State staff have update access to enter or modify the information on this screen.

Agency staff will be able to query BIJA starting on June 29, 2009. On June 29, 2009, agency staff should verify that the approvers listed on BIJA for their office number are correct. If the information is not correct, please submit a new DCF-F-2582 form with the corrected information to the W-2 Help Desk.

At least two and not more than four JAL approvers must be identified for each W-2 agency. If for some reason, your agency requires more than four approvers, please contact the W-2 Help Desk for assistance.

Form DCF-F-2582, and instructions for completing the form, can be found on the DCF Internet Forms Repository at <http://dcf.wisconsin.gov/forms/doc/2582.doc>. The forms repository is accessible from the DCF internet homepage. Print and complete the form with the local Security Officer and the W-2 Agency Administrator signature, and fax the form to the W-2 Help Desk at the number above.

INFORMATION ABOUT ASSIGNING JAL APPROVERS

FEP supervisors must be involved in selecting staff that will be designated as JAL approvers. JAL approval staff should have a good understanding of the JAL program as they will be the final individual to approve or deny the JAL payment. JAL approvers and other staff that will work with Job Access Loans should plan to complete the JAL computer based training (CBT) that will become available in June 2009. More information regarding training will be posted on the Learning Center website in early June 2009. Agency can access the Learning Center at: <https://wss.ccdet.uwosh.edu/stc/dwd/>.

Some guidelines to consider when designating JAL approver staff:

- The worker that completes the JAL application on BVJL (Job Access Loan Information Screen) will not be able to approve the same JAL payment. A different worker must do the approval.

- Each W-2 agency must have at least two designated JAL approvers per agency office number.
- CARES keeps track of the worker ID that requests the JAL on BVJL and the worker ID that approves the JAL on BIAJ (Job Access Loan Request Approval Screen).
- All designated approvers in an agency will receive an alert when a JAL request is made on a case assigned to their respective agency. Once the JAL is approved, all alerts to the other approvers associated with that office number, for that claim number, will be automatically deleted.

A separate Operations Memo providing detailed information regarding the new JAL application process and all other changes being made for the centralization of JAL payments will be issued early in June 2009.

CONTACTS

Contact the W-2/CC Help Desk with questions at (608)261-6317, Option #3

*Program Categories –W-2 – Wisconsin Works, JAL – Job Access Loan

DCF/DFES/BWF/MBW&RMP