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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 Working Families
Division of Family and Economic Security

DFES OPERATIONS MEMO					
No: 09-63					
DATE: OCTOBER 23, 2009					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	CC	<input checked="" 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"/> *
				EP	
PRIORITY: HIGH					

SUBJECT: Census Employment Earnings and Temporary Employment

CROSS REFERENCE: This Operations Memo obsoletes and replaces OM 09-39

EFFECTIVE DATE: October 26, 2009

PURPOSE

This Operations Memo replaces Operations Memo 09-39 regarding the treatment of employment earnings for temporary jobs that are related to the 2010 census when determining eligibility for W-2 and Wisconsin Shares Child Care assistance. This memo also extends the instructions regarding the treatment of temporary and part time employment and W-2 placement.

BACKGROUND

Operations Memo 09-39 provided specific instruction for how to treat W-2 participants that were hired for part time and temporary work for the 2010 Census. This memo extends the treatment policy related to W-2 placement to all part time and temporary employment and deletes the provision to disregard those earnings in the financial eligibility test for W-2.

Earlier in the year the Department obtained an Emergency Rule that allowed the disregard of all earnings from temporary employment related to 2010 Census Enumerator employment in the financial eligibility test for W-2 and Wisconsin Shares Child Care. That Emergency Rule expires on October 28, 2009 and the Department will not seek an extension. Changes to CARES cannot be implemented in mid-week and therefore the automation changes will be effective on October 26, 2009.

POLICY

Treatment of Census Income

Beginning on October 26, 2009 CARES will begin counting employment coded as “C” (census enumerator) on the employment page of CWW in the financial eligibility test for W-2 and Child Care.

For W-2 participants that obtain part time and temporary employment, the W-2 placement will depend on the individual’s assessment results and his or her scheduled work hours. Use the following as a guideline for placement decisions.

W-2 Placement Options

Prorated Community Service Job (CSJ)

A prorated CSJ placement may be appropriate for W-2 participants who obtain temporary employment (such as census enumerator employment), and are assigned to work between 10-29 hours per week. Participants working up to nine hours per week in an unsubsidized job may remain in a full CSJ placement. Refer to [W-2 Manual, Section 7.4.1.4.2](#) for the characteristics of an employed individual who may be appropriate for a prorated CSJ.

Case management services for individuals in prorated CSJ placements may include, but are not limited to:

- Assistance in creating a financial plan;
- Providing information about job openings;
- Arranging job interviews with employers;
- Contacting prospective employers on the individual’s behalf;
- Assessing possible eligibility for a job access loan;
- Assessing eligibility for other work programs such as the Workforce Investment Act (WIA).

Case Management Follow-up (CMF)

A CMF placement may be appropriate for W-2 participants who obtain temporary employment (such as census enumerator employment), and are assigned to work 30 or more hours per week. During the CMF placement, the W-2 agency should provide follow up services and some additional job search assistance to connect that person to a permanent full time job when the temporary employment ends. Services during the CMF placement may include, but are not limited to:

- Employment skills training;
- English-as-a-Second Language classes if it is determined that the course will facilitate the individual’s efforts to retain employment;
- A course of study meeting the standards for granting a declaration of equivalency of high school graduation; or
- Other remedial education courses.

If the participant refuses case management services and/or the CMF placement, the FEP must document the refusal in case comments. Given the nature of temporary or part-time employment, W-2 agencies should strongly encourage the CMF placement and fully explain the benefits of staying connected to the W-2 agency during this temporary employment.

When the W-2 agency receives notification that employment has ended for any reason, the W-2 agency must, without delay, schedule the participant for an informal assessment. Assessment information related to the participant's experience with employment will aid in planning future W-2 services; the results of the informal assessment will provide the rationale for the next most appropriate W-2 placement.

CARES and CWW

Entered Employment

Temporary employment may be claimed as an "entered employment" on CARES screen WPEH.

CWW Employment Page

On the CWW Employment page in the Employment Information section use the code below that best matches the type of employment the participant has obtained.

R = Regular Employment

C = Census Enumerator

T = Trial Job

P = Public Service Employment

W = Work Supplementation

O = On the Job Training

I = Workforce Investment Act

H = Other

F = Fraud

FoodShare, Medicaid and BadgerCare Plus

See Operations Memo 09-25.

CONTACTS

For Policy Related Questions: BWF Regional Office Staff

For CARES Processing Questions: W-2/CC Help Desk

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, 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.