

DEPARTMENT OF
CHILDREN AND FAMILIES
Secretary Reggie Bicha
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov



State of Wisconsin
Governor Jim Doyle

DEPARTMENT OF HEALTH SERVICES
Secretary Karen Timberlake
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

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:	09-66				
DATE:	OCTOBER 27, 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 type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/>
				EP	
PRIORITY: High					

SUBJECT: Eliminating the Wisconsin Works (W-2) Employment Position 24-Month Time Limits

CROSS REFERENCE: W-2 Manual, Chapters 2 and 7

EFFECTIVE DATE: October 30, 2009

PURPOSE

The purpose of this memo is to inform Wisconsin Works (W-2) agencies of the elimination of the W-2 employment position 24-month time limits.

BACKGROUND

The Wisconsin Biennial Budget for 2010-2011, 2009 Wisconsin Act 28, eliminates statutory language that limits participation in a Trial Job, Community Service Job (CSJ) and W-2 Transition (W-2 T) employment position to 24 months. This change is effective October 30, 2009. The state and federal 60-month time limits remain in place.

POLICY CHANGE

Effective October 30, 2009:

- 1) W-2 participants cannot have their applications denied or their cases closed because they have reached 24-months on the Trial Job, Community Service Job (CSJ) or W-2 Transition (W-2 T) clocks.
- 2) W-2 participants cannot have their cases closed because they reach the end of a 24-month time limit extension.

Agencies were issued instructions in September informing them that they are no longer required to process extensions for cases that will reach their 24th month or the end of a 24-month extension on October 30, 2009, or anytime thereafter.

NOTIFYING PARTICIPANTS OF THE CHANGE

The Department of Children and Families (DCF) will create an ad hoc report that will assist agencies in notifying participants that the time limit policy has changed. In particular, these reports will identify participants that expected their W-2 placements to end in October 2009 or November 2009 because they reached their 24th month in a W-2 employment position or the end month of a 24-month extension. This report will be distributed to agencies through the DCF regional offices.

Agencies must notify these participants *in writing* to let them know that they should continue to participate in activities and that their placements will not end because of the 24-month time limits. It is important to note that these individuals, particularly those set to end in November, may lose W-2 eligibility for other reasons; however, they will not lose eligibility due to the 24-month time limits.

Agencies should inform all other participants of the change in the policy during their next face-to-face contact.

FORMS CHANGES

The following forms and publications have been updated to reflect the elimination of the 24-month time limits.

W-2 Agency Time Limit Extension Record (DWSW-11661)

Wisconsin Works Participation Agreement (DWSP-10755)

Rights & Responsibilities – A Help Guide (DSP-398)

CARES CHANGES

A number of CARES changes will be made to support the policy changes described above. These changes include online changes to CARES screens and batch changes.

The following change will be in CARES on November 1, 2009:

1. The edit on CARES screen WPWW that prevents workers from placing participants in a W-2 employment position placement if they have reached 24-months or more on that employment position clock will be removed.

3. The CARES logic that end dates a W-2 employment position placement on CARES screen WPWW when a participant reaches 24 months on a W-2 employment position clock or the end of a 24-month extension will be removed.
 - **NOTE:** Because this logic will not be removed until November 2009, participants that have extension denial decisions entered for October 2009 will have their cases closed effective October 31, 2009. For that reason, DCF will take appropriate action to re-open these placements effective November 1, 2009 if the placement was end-dated due to the 24-month time limit. DCF will create a report showing the W-2 placements that were re-opened and distribute the reports to the W-2 agencies via the DCF regional offices. Participants that have extension denials entered for November 30, 2009, or anytime thereafter, will not have their placements end dated because CARES changes will be in place by the end of November.

CARES LETTERS & ALERTS

A number of CARES alerts and letters related to 24-month time limit and extensions are no longer necessary and will be disabled. In addition, the 24-month clock information will be removed from the *W-2 Notice of Eligibility* informing participants of the results of their eligibility reviews. The notice will continue to display the number of months used on the state 60-month time limit.

REPORTS

The *PS45 Report #54 - Timely Entry of 24 and 60 Month Extension Requests Weekly Due Report* was used as a weekly monitoring report to help agencies perform better in the Timely Entry of Extensions (Information only) performance standard. This standard was discontinued under the 2006-2009 Wisconsin Works (W-2) and Related Programs contract. However, the report can still be used by agencies to monitor timely entry of 60-month extension information in CARES. The 24-month data will be removed and the report will be moved to the monitoring folder in WEBI under the following title: *Timely Entry of 60 Month Extension Requests Weekly Due Report*.

CONTACTS

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

For Policy Related Questions: BWF Regional Office Staff

*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.

DCF/DFES/BWF/MMM