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**State of Wisconsin  
Governor Jim Doyle**

**TO:** W-2 Agencies  
Children First Agencies  
FSET Agencies  
Training Staff

**FROM:** Janice Peters, Bureau Director  
Bureau of Working Families  
Division of Family and Economic Security

DCF/DFES OPERATIONS MEMO					
<b>No:</b> 10-88					
<b>Date:</b> December 21, 2010					
<b>FS</b>	<input type="checkbox"/>	<b>MA</b>	<input type="checkbox"/>	<b>BC+</b>	<input type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b>	<input type="checkbox"/>	<b>CC</b>	<input type="checkbox"/>
<b>W-2</b>	<input checked="" type="checkbox"/>	<b>FSET</b>	<input checked="" type="checkbox"/>	<b>EA</b>	<input type="checkbox"/>
<b>CF</b>	<input checked="" type="checkbox"/>	<b>JAL</b>	<input type="checkbox"/>	<b>JC</b>	<input type="checkbox"/>
<b>RAP</b>	<input type="checkbox"/>	<b>WIA</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/> *
				<b>EP</b>	
<b>PRIORITY: MEDIUM</b>					

**SUBJECT:** CARES Modifications and W-2 Policy Notification for the Transitional Jobs Demonstration Project

**CROSS REFERENCE:** Transitional Jobs Demonstration Project Policy Document

**EFFECTIVE DATE:** July 1, 2010

**PURPOSE:**

The Department of Children and Families (DCF) has updated W-2 policy and modified CARES to support implementation of the Transitional Jobs Demonstration Project (TJDP). This memo provides notification of the TJDP W-2 policy implications, and explains the TJDP CARES modifications.

**BACKGROUND:**

DCF began administering the Transitional Jobs Demonstration Project (TJDP) on July 1, 2010, and expects the demonstration project to terminate on June 30, 2012. The TJDP educates, trains, and employs low-income adults who are neither eligible to receive unemployment insurance benefits nor receiving W-2 benefits or services. More information about the TJDP can be found on the DCF Website at the following Link:

<http://dcf.wisconsin.gov/w2/tj/default.htm>

**W-2 POLICY NOTIFICATION:**

An individual may not be in the TJDP and W-2 at the same time. Active TJDP workers who apply for W-2 must decide whether they would rather participate in the W-2 program or work in the TJDP. If the active TJDP worker is both found W-2 eligible, and chooses W-2, then the W-2 agency must not process the work programs (WP) subsystem referral until the TJDP episode has been closed. Workers can check to see whether the TJDP episode has been closed by accessing the CARES screen WPWI. WPWI will display <TJ: C> when the TJDP episode has been ended. Former W-2 participants cannot be in TJDP unless W-2 has been closed for at least four consecutive weeks.

**CARES CHANGES:**

DCF has modified both the CARES work programs (WP) and client registration (CR) sub-systems to support TJDP operations. Non-TJDP CARES users will see the modifications when navigating the CARES WP and CR subsystems. DCF modified the WP and CR subsystems to support the following TJDP functions:

**Work Programs Subsystem**

- Support case management for transitional workers (TW)
- Track number of hours worked in TJDP using WPSS
- Track TJDP participants' flow through program phases
- Track work and training for TJDP participants using CARES activity codes
- Support co-enrollment with FSET, and/or Children First and/or TJDP
- Search for TJDP RFAs using WPFN

**Client Registration Subsystem**

- Create TJDP RFAs
- Collect and update TJDP applicant information
- Identify TJDP applicants within the CARES system (clearance)
- Collect results of TJDP eligibility requirements (determined outside of CARES)
- Trigger WP subsystem referrals for eligible TJDP applicants

**WP SUBSYSTEM**

**WPWI** – DCF modified WPWI to display the following TJDP fields:

TJ RFA	The TJDP RFA number for the most recently completed RFA processes in the CR subsystem
TJ RFA DATE	The date of the most recently processed TJDP RFA
TJ	The TJDP program status <ul style="list-style-type: none"> <li>• &lt;O&gt; = Open</li> <li>• &lt;C&gt; = Closed</li> </ul>
FROM	The effective date of the displayed TJDP program status
TJ COMP CD	A code indicating the TJDP completion conditions

	<ul style="list-style-type: none"> <li>• &lt;CM&gt; = COMPLETED ALL THREE TJ PHASES</li> <li>• &lt;NE&gt; = NO LONGER ELIGIBLE</li> <li>• &lt;NT&gt; = NO SUBSIDIZED TJ SLOT</li> <li>• &lt;OC&gt; = OFFICE CHANGE - TJ NOT COMPLETE</li> <li>• &lt;QT&gt; = QUIT: NO LONGER PARTICIPATING</li> <li>• &lt;RL&gt; = RELOCATED: NO LONGER PARTICIPATING</li> <li>•</li> </ul>
TJ COMP EFF DT	The effective date of the displayed completion code

```

WPWI                UPDATE WP CLIENT INFORMATION - 1                11/23/10 14:28
                                XCTXXX J DOE
PIN: 4101253927      CTY/TRIBE: 40    OFFICE: 8040    NEW OFFICE: _____
NAME: JOHN                DOE
ADDRESS: 1                N    DOE                WAY
CITY: MILWAUKEE          STATE: WI    ZIP: 53210    MAILING ADDRESS ON WPWC: N
PRIMARY PHONE: 414 555 5555    MESSAGE PHONE: _____
PRIMARY WAGE EARNER: N        HEAD OF HOUSEHOLD: N    DOB: 01 19 1980
CASE:                CAT:                SEQ:                2PAR:                DESC:
ES OFFICE:                E/SC:                ABAWD: N
ES WKR:                IM REG CD: N        IM REG EFF:
CASE MGR: XCTN83    *WP REG CD: V        *EFF DT: _____    LF STATUS:
W2 PLACE:                FEP ID:                DT OF LAST CONTACT: 11 23 2010    SYST STS: E
CF RFA:                CF RFA DT:                TJ RFA: 5700510154    TJ RFA DT: 11 23 10
CF:    FROM:                CTY:                CF COMP CD: _____    CF COMP EFF DT: _____
TJ: O    FROM: 11 23 2010    TJ COMP CD: _____    TJ COMP EFF DT: _____

PF13 WPED    PF14 WPJR    PF15 WPWC    PF22 WPWW
NEXT TRAN: _____    PARS: 4101253927_____
    
```

**WPFN** – DCF removed obsolete fields from WPFN and added the following TJDP search functionality:

TJ	Returns results based on the following TJDP program statuses <ul style="list-style-type: none"> <li>• &lt;O&gt; = Open</li> <li>• &lt;C&gt; = Closed</li> </ul>
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**WPFO** – DCF removed obsolete fields from WPFO. WPFO is similar to WPFN but it uses an “or”, rather than an “and” search criteria. WPFO is accessed through WPFN. No WPFO screenshot has been provided.

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WPFN                REQUEST TO "FIND" INFORMATION                12/14/10 11:03
                    (FIXED "AND" SEARCH CRITERIA)                XCTXXX J DOE
SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-
STATE/COUNTY:  ___ OFFICE:  _____ PROGRAM:  ___ WP REG:  _ IM REG:  _
CASE MGR ID:  _____ ESS:  _____ ZIP:  _____
LANG CD:  _ EDU:  ___ REFERRAL DATE:  _ _ _ THRU  _ _ _ SUB PGM:  _
EARNED INCOME:  _ DATE OF BIRTH:  _ _ _ THRU  _ _ _ SEX:  _
VEHICLE AVAILABLE:  _ D.L:  _ TYPE:  _ DISABILITY:  _ JRI:  _ E/SC COD:  ___
OPEN EP:  _ RFGE:  _ VTRN:  _ TRBL MBR:  _ W2 SLOT:  ___ ABAWD:  _ GRAD STS:  ___
LF STATUS:  ___ LAST CONTACT:  _ _ _ THRU  _ _ _ SYS STAT:  _
HISP/LAT:  _ AMR IN/AK:  _ ASIAN:  _ BLK:  _ HI/PAC:  _ WHITE:  _

CF:  _ 2PAR:  ___ TJ:  _

COMPONENT CD:  ___ COMPONENT BEGIN DATE:  _ _ _ THRU  _ _ _
PHASE:  _ DOT:  ___ COMPONENT ANT END DATE:  _ _ _ THRU  _ _ _
STAFF ID:  _____ PROV ID:  _____ FUND SRCE:  _____ SCH HOURS:  ___ THRU  ___
EMP PROV ID:  _____ SITE ID:  _____ DISP CD:  ___ ACT CD:  ___
-----
DO YOU WANT TO INCLUDE "OR" SEARCH CRITERIA ? : N

PF14 WPML
NEXT TRAN:  _____ PARMS:  _____
    
```

**WPRI** – DCF removed an obsolete field from WPRI and added the following TJDJ search functionality:

<b>CF/TJ PROGRAM</b>	<ul style="list-style-type: none"> <li>• &lt;TJ&gt; = returns Transitional Jobs PINs</li> <li>• &lt;CF&gt; = returns Children First PINs</li> </ul>
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```

WPRI                REQUEST ACTIVE INDIVIDUALS LISTING            12/14/10 11:06
                    XCTXXX J DOE
SPECIFY THE TYPE OF INDIVIDUALS TO BE LISTED BASED ON ONE OR MORE
COMBINATIONS OF THE FOLLOWING:-

OFFICE:  _____
CF/TJ PROGRAM:  ___
CASE MANAGER:  _____
WP REG CODE:  _
SUB PROGRAM CODE:  _
COMPONENT CODE:  ___
BEGIN DATE:  _ _ _
ANTICIPATED END DATE:  _ _ _
COMPONENT PHASE CODE:  _
STAFF ID:  _____
PROVIDER ID:  _____
W-2 PLACEMENT:  ___
EMPLOYER ID/SERVICE SITE:  _____
LISTING TYPE CODE:  _ (1 THROUGH 8)
SELECT NO COMPONENT/STATUS:  N

NEXT TRAN:  _____ PARMS:  _____
    
```

**WPAI and WPNC** – TJ was added and WT and WA were removed from WPAI and WPNC. These screens display and allow printing of search results. No WPAI or WPNC screenshots have been provided.

**WPTJ** – DCF created the screen WPTJ to track participants' progression through the various TJDP phases. This screen is only relevant to TJDP.

WPTJ	TRACK TRANSITIONAL JOBS PHASES	12/14/10 11:01
		XCTXXX J DOE
PIN: 9101228978	CTY/TRIBE: 40	OFFICE: 1574
NAME: PETER	MADAUS	UPDATED DT: 08 13 2010
		RFA NUMBER: 9700491994
TRANSITIONAL JOBS CONTRACTOR: 11 POLICY STUDIES, INC		
ORIENTATION PHASE		
BEGIN DATE: 08 12 2010	TOTAL HOURS OF ORIENTATION: 040	
END DATE: 08 12 2010		
SUBSIDIZED WORK PHASE		
BEGIN DATE: 08 12 2010	ANTICIPATED END DATE: 08 12 2010	
END DATE: 08 12 2010	EXTENSION GRANTED? : N	
FOLLOW-UP PHASE		
BEGIN DATE: 08 12 2010	HAS PARTICIPANT STARTED AN	
END DATE: 08 12 2010	UNSUBSIDIZED EMPLOYMENT? : N	
COMP RSN: CM COMPLETED ALL THREE TJ PHASES		
PF13 WPED	PF14 WPJR	PF15 WPWC
PF22 WPWI		
NEXT TRAN: _____	PARMS: 9101228978_____	

### CR SUBSYSTEM

**CRPR** – TJ was added as an <RFA TYPE> for clients who are applying to the TJDP. When workers select <TJ> as the <RFA TYPE> and complete the rest of CRPR, CARES initiates the transitional jobs client registration driver-flow.

CRPR	CF/TJ REGISTRATION INFORMATION	11/23/10 12:37
COUNTY/TRIBE: 40		XTJXXX J DOE
RFA NUMBER:	STATUS: PENDING	
INDIVIDUAL	FIRST	MI LAST
NAME :	John_____	_ Doe_____
		SUF
DATE: 11 23 10	RFA TYPE: TJ	LANGUAGE: E
COUNTY WHERE COURT ORDERED:	EFF DT OF COURT ORDER: _ _ _	
HOUSEHOLD ADDRESS: 1_____	NUMBER	UNIT DIR ST/RURAL RT/BOX#
ADDITIONAL ADDR INFO: _____		SUF QUAD APT
		Way_ _ _
	CITY: Milwaukee_____	STATE: WI ZIP: 53210_____
	PHONE: 414 555 5555	
RFA STATUS: P	REASON:	
NEXT TRAN: _____	PARMS: _____	

**CRPC** – DCF modified this screen to include TJDP RFAs. TJDP RFAs are indicated by a <TJ> <RFA TYPE>.

```

CRPC                PRIOR CONTACT INFORMATION                11/23/10 13:24
                   XCTXXX J DOE
PIN: 4101253927  CLEARANCE STATUS: P  SSF/PFP ASSIGNMENT: N

FIRST              MI LAST              SUF      SSN      DOB      S A L  XREF
JOHN              DOE                423456779 01 19 2000 M N E  N

                RFA/CASE   RFA/   SYSTEM   AGENCY   RFA TYPE   RFA/CLR
                NUMBER    CASE                DATE
                4700510145   R      CARES     40        TJ         11 23 10

PF8 - VIEW MORE CASE/RFA  PF18/ENTER - VIEW NEXT PIN(IF ANY)
NEXT TRAN: _____  PARS: 4700510145_____
    
```

**CRTJ** – CRTJ is a new CARES screen that only appears in the driver-flow that is activated when CRPR is completed with a <TJ> <RFA TYPE>. CRTJ collects the results of TJDP eligibility requirements.

```

CRTJ                TRANSITIONAL JOBS ELIGIBILITY DETERMINATION    11/23/10 13:47
                   XCTXXX J DOE
RFA NUMBER: 4700510145                UPDATED DATE:
PIN: 4101253927                NAME: JOHN                DOE

TRANSITIONAL JOBS CONTRACTOR: 10

PARTICIPATION BEGIN DATE: 11 23 2010                HOUSEHOLD SIZE: 06

QUARTERLY HOUSEHOLD INCOME: 002000.00  LAST DATE OF EMPLOYMENT: 07 01 2010

IS PARTICIPANT RECEIVING UNEMPLOYMENT INSURANCE BENEFITS?                : n
IS PARTICIPANT RECEIVING W-2 SERVICES?                : n

DOES PARTICIPANT HAVE ANY BIOLOGICAL/ADOPTIVE CHILDREN UNDER
THE AGE OF 18 YEARS                : y

IS PARTICIPANT ELIGIBLE FOR TRANSITIONAL JOBS?                : y

NEXT TRAN: _____  PARM: 4700510145_____
    
```

**CRTC** – CRTC is a new CARES screen that only appears in the driver-flow that is activated when CRPR is completed with a <TJ> <RFA TYPE>. CRTC only appears when <Y> is entered for <DOES PARTICIPANT HAVE ANY BIOLOGICAL/ADOPTIVE CHILDREN UNDER THE

AGE OF 18 YEARS> on CRTJ. CRTC collects the basic information about TJDP applicants' children.

CRTC	TRANSITIONAL JOBS - CHILDREN DETAILS	11/23/10 13:59
RFA NUMBER: 5700510154		XCTXXX J DOE
PIN: 4101253927	NAME: JOHN	DOE
		UPDATED DATE:
DC: ____		
CHILD'S NAME: JOHN_____	DOE_____	JR_
DOB: 01 01 2000	GENDER: M	
ADDRESS:		
LINE 1 ADDRESS: 1 DOE WAY_____		
LINE 2 ADDRESS: _____		
CITY: MILWAUKEE	STATE: WI	ZIP: 53210_____
PF13 - ADD MORE CHILDREN		
NEXT TRAN: _____	PARM: 5700510154_____	

**CRWP** – DCF modified CRWP to process WP subsystem referrals for eligible TJDP applicants. The WP subsystem supports case management for TJDP participants.

- CRWP refers the case to the TJDP office number assigned to the county where the worker resides.
- CRWP assigns TJDP applicants to the default case manager in the office that receives the TJDP referral.
- The default case manager must cooperate with TJDP contractors in all aspects of reassigning the case to the proper TJDP worker.

CRWP	CF/TJ WP REFERRAL	11/23/10 14:05
AGENCY: 40		XCTXXX J DOE
RFA NUMBER: 5700510154	STATUS: PENDING	
PIN: 4101253927		
NAME: JOHN	DOE	
REGISTRATION CD: V	VOLUNTARY REGISTRANT	
PRIOR DETERMINATION		
WP OFFICE:	WP CASE MGR:	DISENROLLMENT DT:
CASE:	CATEGORY:	
CF:	CF RFA:	
TJ:	TJ RFA:	
CURRENT DETERMINATION		
WP OFFICE: 8040		
PF24: PROCESS THIS PAGE		
NEXT TRAN: _____	PARMS: 5700510154_____	

**AGENCY ACTION:**

This is an informational Operations Memo. While the information in this memo supports how agencies may adjust operations, this memo does not require any specific agency actions.

## **CONTACTS**

For W-2 policy questions: Regional Operations

For W-2 CARES processing questions: W-2 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.

DCF/DFES/BWF/PM