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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: 10-84					
DATE: DECEMBER 16, 2010					
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: Resources on the Barrier Screening Tool Website

CROSS REFERENCE: [Operations Memo 10-62, Updates to W-2 Screening and Assessment Policy and Procedure](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to inform W-2 agencies about updates that have been made to the [Barrier Screening Tool \(BST\) Website](#), including an updated [BST Questions & Answers](#) document.

OVERVIEW OF BARRIER SCREENING TOOL WEBSITE

The Barrier Screening Tool Website includes a number of resources that are directly related to use of the screening tool. Some of these resources have been updated to reflect recent changes to BST policy and procedure. The website includes:

1. A web-link to the Barrier Screening Tool Log-In Page and the Web Access request form. No updates have been made to these web-links.

2. Web-links to an English, Spanish and Hmong printable paper BST (forms [13577](#), [13577-H](#), and [13577-S](#)). The printable paper versions of the BST have been updated to include the Domestic Violence screening tool that was revised in 2008.
3. Web-links to an English, Spanish and Hmong printable self-administered Domestic Abuse screening tool (forms [13576](#), [13576-H](#), [13576-S](#)). This paper version may be used with applicants/participants who wish to complete the Domestic Abuse tool independently.
4. Web-links to the Barrier Screening Tool Agreement (forms [13578](#), [13578-H](#), [13578-S](#)). This form was updated in September 2010.
5. A revised [BST Questions & Answers](#) document described below.

BST QUESTIONS & ANSWERS (Q&A) OVERVIEW

When the BST was implemented in 2003, workers received training to learn how to administer the BST using the new web-based application and to learn how to interpret BST results. Some frequently asked questions came out of these trainings. Three Q&A documents were posted on the BST website over time to address these questions.

As part of the process of updating the resources on the BST Website, these Q&A documents were reviewed. Each question and answer was reviewed to determine:

- Is the question still relevant?
- Is the answer still correct given the recent changes in BST policy?
- Is the answer to the question already covered in BST policy found in Chapter 5 of the W-2 Manual?

If the question is still relevant and the answer is not covered in BST policy, the question is retained in the Q&A. The answers to the questions were reviewed and updated where needed to ensure they align with current policy and procedure. The end result is one Q&A document with 25 questions. This document is accessible from the BST Website. Two of the answers in the document (answers to questions 6 and 19) were significantly revised.

W-2 Agency managers must review this Q&A document with all W-2 agency staff and contractors who have responsibility for administering the BST to ensure that current agency procedures align with Department expectations.

CONTACTS

For Policy Related Questions: Operations 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.

DCF/DFES/BWF/HH