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DFES OPERATIONS MEMO

No: 11- 38

DATE: 07/25/2011

FS	☐	**MA**	☐	**BC+**	☐
SC	☐	**CTS**	☐	**CC**	☐
W-2	☒	**FSET**	☐	**EA**	☐
CF	☐	**JAL**	☐	**JC**	☐
RAP	☐	**WIA**	☐	**Other EP**	☐*

PRIORITY: High

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

SUBJECT: Updates to W-2 Employability Plan Policy and Procedure

EFFECTIVE DATE: September 1, 2011

PURPOSE

The purpose of this memo is to update W-2 policy and procedures related to the development and review of Employability Plans (EPs) for W-2 applicants and participants.

BACKGROUND

Development of meaningful and effective EPs for W-2 applicants and participants is a key part of the W-2 case worker's job. A well-written EP will make a clear connection between a participant's employment goal and the W-2 activities assigned for participation.

W-2 Policy Manual, Chapter 6 Employability Plan, has been updated with input from the Policy and Program Operations Workgroup. The new manual release (see attached) includes both policy changes and clarifications to better align with current W-2 program expectations.

The current policy (prior to the updates) can be found at http://dcf.wisconsin.gov/w2/manual/release0802/pdf/chapter6.pdf.

POLICY UPDATES

Below is a summary of the policy updates that will be made to the W-2 Policy Manual, Chapter 6 Employability Plan. Attached is a copy of Chapter 6 with all policy updates included. These updates will be part of Manual Release 11-04. A track changes version is not included with this Operations Memo due to the extensive reorganization of the chapter.

Section 6.1:

- Places greater emphasis on use of assessment process to develop participant's goals and assign work and training activities to achieve those goals.
- Under the old policy EPs were optional for individuals in a case management placement. Policy is revised to require that an EP be developed with applicants and participants who are assigned to any of the following:
  - Up-front job search;
  - A Trial Job, CSJ, or W-2 T employment position;
  - A CMU, CMF, CMD or CMN placement;
  - A CMC, CMP, ARP or CMM placement only in circumstances where the participant has volunteered to participate in activities as part of the W-2 program; and
  - A second parent in a two-parent household who participates in W-2 activities.
- Clarifies what information should be recorded for participants in each section of the EP (Sections 1, 2 and 3).

Section 6.2:

- Requires that EPs be developed and reviewed during face-to-face meetings except when there are extreme circumstances that prevent a participant from coming to the agency such as when a participant is hospitalized or homebound due illness. When one of these circumstances prevent a participant from coming to the agency, the worker must either conduct a home visit or communicate with the participant by phone to ensure that the participant has the opportunity to provide input into the development of the EP and understands what is expected of him/her.
- Keeps the requirement that an EP review be done at least once every 6 months but removes the requirement that EP reviews be done during the W-2 eligibility review.
- Updates language to clarify expectations regarding coordination between W-2 and other public work and training programs.
- Adds a section regarding collaboration between the W-2 and DVR programs and added the W-2/DVR Technical Assistance Guide to the W-2 Manual Appendix. Policy was originally released in Operations Memo 10-01.

Section 6.3:

- Adds policy regarding how to count travel time as part of W-2 participation. Policy was originally released in Operations Memo 07-55.
- Adds policy regarding TANF work participation requirements and adds the W-2 Documentation, Verification and Supervision Criteria to the W-2 Manual Appendix. Policy was originally released in Operations Memo 07-55.
- Adds policy regarding making up missed hours of participation. Policy was originally released in Operations Memo 07-55.

Section 6.4:

- Updates policy and case example related to assignment of activities in CARES to clarify current W-2 program expectations.

AGENCY ACTION REQUIRED

W-2 agencies must discuss this policy change with staff and update any relevant local agency procedures.

ATTACHMENTS

Wisconsin Works Manual, Chapter 6 Employability Plan

CONTACTS

For Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For 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/HH