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**State of Wisconsin
Governor Scott Walker**

**TO: W-2 Agencies
Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
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: 11-53					
DATE: 09-27-2011					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RCA	<input type="checkbox"/>	RMA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
				EP	
PRIORITY: HIGH					

SUBJECT: Custodial Parent of an Infant (CMC) Time Frame

CROSS REFERENCE: [W-2 Manual Chapter 7](#)
[Operations Memo 07-41, New CMC Report](#)
[Operations Memo 06-11, Publishing CMC Monitoring Reports](#)
[Operations Memo 09-18, Wisconsin Works \(W-2\) Case Closures](#)

EFFECTIVE DATE: January 1, 2012
 Action Required by October 10, 2011

PURPOSE:

This Operations Memo describes policy changes related to the number of weeks W-2 participants can remain eligible for the Caretaker of an Infant (CMC) placement.

BACKGROUND:

Under the Wisconsin Act 32, Governor's 2011-2013 Biennial Budget Bill, the number of weeks W-2 participants can remain eligible for the Custodial Parent of an Infant (CMC) placement was reduced from 12 weeks to 8 weeks. Under this legislation the benefit amount for CMC placements (\$673) is unchanged. This policy change is effective January 1, 2012.

OLD POLICY:

In order to be eligible for a CMC payment, the custodial parent must meet all W-2 nonfinancial and financial eligibility requirements. In addition, a custodial parent of an infant must meet the following criteria:

- Have a child **12** weeks old or less; and
- No other adult member of the custodial parent's W-2 group can be participating or eligible to participate in a W-2 employment position or be working in an unsubsidized job.

POLICY CHANGE:

In order to be eligible for a CMC payment, the custodial parent must meet all W-2 nonfinancial and financial eligibility requirements. In addition, a custodial parent of an infant must meet the following criteria:

- Have a child **8** weeks old or less; and
- No other adult member of the custodial parent's W-2 group can be participating or eligible to participate in a W-2 employment position or be working in an unsubsidized job.

Therefore, the CMC placement must end 8 calendar weeks (7 days x 8 weeks = 56 days) after the child is born. CMC cannot extend beyond the date the child turns 8 weeks of age regardless of the date the CMC placement begins.

IMPLEMENTATION

This policy change is effective January 1, 2012. Therefore, on January 1, 2012, any participant with a child over 8 weeks old (57 days or more) is no longer eligible for the CMC placement.

CMC individuals whose child is born between October 10, 2011 and November 7, 2011 will remain eligible for CMC until December 31, 2011. CMC individuals whose child is born after November 7, 2011 will remain eligible until their child turns 8 weeks of age.

All references in the W-2 Manual to the maximum length of the CMC will be updated effective January 1, 2012 to reflect this change.

CARES Alerts and WebI reports will change January 1, 2012 to consistently close cases at 8 weeks.

W-2 resource page under desk aids will include the 8 week CMC calculator, based upon 56 days of CMC eligibility.

<http://www.changewithin.net/Docs/CMC%20Calculator%20-%208%20Weeks.xls>

ACTION REQUIRED:

Starting October 10, 2011, at the time of application, the W-2 agency must explain the policy change to all individuals placed in a CMC and must provide those individuals the exact date that their CMC placement will end.

No later than December 19, 2011, the W-2 agency must complete a face-to-face interview and assessment with each CMC individual whose CMC placement is ending on December 31, 2011 to determine if that individual should be moved to a paid placement. To identify the CMC cases set to expire on December 31, 2011, agencies must review the CMC Placement Detail Report available in Webl. In addition, on December 1, 2011, the Department will send out a special report through the regional offices with the list of cases set to expire on December 31, 2011.

For CMC cases going to work and declining Case Management Follow-Up (CMF), the worker must end date W-2 on CARES screen WPWW and close the case using reason code 645 on CARES screen WPFR. See Operations Memo 09-18 for CARES information on closing a case when the CMC placement expires. This can be done as early as December 22, 2011.

For CMC cases transferring to any other placement including CMF, Community Service Job (CSJ) or W-2 Transition (W-2 T), **by January 9, 2012**, the worker must change the placement and backdate the new placement (CMF, CSJ, W-2 T, etc.) begin date to January 1, 2012.

W-2 agencies must follow the policy in Operations Memo 09-18 for all CMC individuals whose CMC placement is set to expire after January 1, 2012. This Operations Memo will be incorporated into the revised Chapter 7 of the Manual, set to be published in late 2011 or early 2012.

Agencies must inform all pregnant participants of the upcoming changes as soon as possible during regularly scheduled appointments and other meetings.

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

*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, RCA – Refugee Cash Assistance Program, RMA - Refugee Medical Assistance Program, *Other EP – Other Employment Programs.

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