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**State of Wisconsin
Governor Scott Walker**

TO:
Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Trainers

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

DFES OPERATIONS MEMO					
No: 13-13					
DATE: 04/22/2013					
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 checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	RAP	<input type="checkbox"/>
Other	<input type="checkbox"/>				
EP					
PRIORITY: High					

SUBJECT: Updates to CARES Work Program Screen WPEH and the Definition of Entered Employment

CROSS REFERENCE: None

EFFECTIVE DATE: April 8, 2013

PURPOSE

The purpose of this memo is to:

1. Describe enhancements to the functionality of the CARES Work Program *Employment History* screen, WPEH.
2. Provide the definition of "Entered Employment" for the purposes of recording employment information on WPEH.

BACKGROUND

With the implementation of performance outcome payments under the 2013-2016 Wisconsin Works (W-2) and Related Programs Contract, W-2 agencies must carefully track changes in the status of participants' employment. This includes an increase or decrease in work hours, or changes in the hourly wage rate. The W-2 agency and the Bureau of Working Families (BWF) will review the employment information recorded on CARES screen WPEH, the employment

verification scanned into the Electronic Case File (ECF), and the case comments recorded on CARES screen CMCC to validate each job-related performance outcome claim.

CURRENT WPEH FUNCTIONALITY

When Entered Employment is <Y>

When recording a new employment on WPEH, if a Financial Employment Planner (FEP) records a <Y> in the "Entered Employment" field, upon pressing the Enter key to process the screen, no further updates can be made to the employment duration, the weekly hours, or the hourly wage information.

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WPEH                      EMPLOYMENT HISTORY                      03/20/13 14:38
                                                                    XCTB96 H HAMMES
PIN: 9100376965          OFFICE: 0721          CTY/TRIBE: 53          LAST UPDATED: 03 20 2013
NAME: JETTSON              JULIUS

ENTERED EMPLOYMENT (Y/N): Y
BEGIN DATE: 03 18 2013          END DATE:  _ _ _

PROVIDER ID:    0043          STAFF ID:  XCTB96
DURATION:    _ FULLTIME LESS THAN 30 DAYS          _ PARTTIME LESS THAN 30 DAYS
              X FULLTIME 30 DAYS OR MORE          _ PARTTIME 30 DAYS OR MORE
EMPLOYER TYPE: PUBLIC _ PRIVATE X          AVG HRS/WEEK: 40
EMPLOYER NAME: METALLIC PRINTERS_____ EMPLOYER SEQ NUM: 01
ADDRESS: _____

CITY:          JANESVILLE_____ STATE: WI  ZIP: 53852_____
DOT: 011          HOURLY WAGE: 10.00          PAY CODE: HR
JOB DUTIES: _____
              _____
              _____          REASON FOR LEAVING:  _

MEDICAL BENEFITS: E  OTHER BENEFITS: ML
PF13 WPED  PF5 REFRESH WPEH
NEXT TRAN: _____  PARS: 9100376965_____
  
```

When Entered Employment is <N>

If a FEP records a <N> in the "Entered Employment" field, upon pressing the Enter key to process the screen no further updates can be made to the employment duration. The weekly hours and the hourly wage information are still updateable.

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WPEH                                EMPLOYMENT HISTORY                                05/20/13 14:42
                                      XCTB96 H HAMMES
PIN: 9100376965      OFFICE: 0721      CTY/TRIBE: 53      LAST UPDATED: 03 20 20133
NAME: JETTSON        JULIUS

ENTERED EMPLOYMENT (Y/N): N
BEGIN DATE: 03 18 2013      END DATE:  _ _ _

PROVIDER ID: 0043      STAFF ID: XCTB96
DURATION:  _ FULLTIME LESS THAN 30 DAYS      _ PARTTIME LESS THAN 30 DAYS
           X FULLTIME 30 DAYS OR MORE      _ PARTTIME 30 DAYS OR MORE
EMPLOYER TYPE: PUBLIC _ PRIVATE X      AVG HRS/WEEK: 40
EMPLOYER NAME: SUNRISE NURSING FACILITY      EMPLOYER SEQ NUM: 02
ADDRESS:

CITY: BELLOIT      STATE: WI      ZIP: 52711
DOT: 054      HOURLY WAGE: 11.00      PAY CODE: HR
JOB DUTIES:

REASON FOR LEAVING:

MEDICAL BENEFITS: E      OTHER BENEFITS: ML
PF13 WPED      PF5 REFRESH WPEH
NEXT TRAN:      PARMS: 9100376965
  
```

WPEH History

On January 1, 2013, BWF added new functionality to WPEH to capture history for an employment sequence. If a FEP selects an employment sequence from CARES screen WPEL and returns to WPEH to update a field for an open employment, i.e., employment with no end date, when the FEP presses the Enter key CARES saves in history any updates to the screen. FEPs may review the history of updates to the employment sequence by pressing F8.

NEW WPEH FUNCTIONALITY

The new WPEH functionality will enable FEPs to record changes to a participant's employment, such as a change in the job duration, an increase or decrease in work hours, or a change in the hourly wage rate, regardless of whether the "Entered Employment" field is <N> or <Y>.

Below is a field-by-field description of the new WPEH functionality, including language to indicate whether the field is updateable or protected after the initial entry is saved. BWF did not make changes to the field names or the field-level reference tables.

1. Mandatory fields require an entry before pressing the Enter key to process the screen. Mandatory WPEH fields include:

ENTERED EMPLOYMENT (Y/N): Protected once entered.

BEGIN DATE: Protected once entered.

DURATION: Updateable. If Entered Employment is <Y>, then the duration that is selected must be either "Fulltime 30 Days or More" or "Parttime 30 days or More."

EMPLOYER TYPE: Updateable.

AVG HRS/WEEK: Updateable.

EMPLOYER NAME: Protected once entered.

CITY/STATE/ZIP: Protected once entered.

DOT: Updateable.

PAY CODE: Updateable.

HOURLY WAGE: Updateable. Field is mandatory only when PAY CODE is <HR>.

MEDICAL BENEFITS: Updateable.

OTHER BENEFITS: Updateable.

- Optional fields do not require an entry before processing a screen. Optional WPEH fields include:

END DATE: Updateable.

PROVIDER ID: Updateable.

STAFF ID: Updateable.

HOURLY WAGE: Updateable. Field is optional when PAY CODE is not <HR>.

ADDRESS: Updateable.

JOB DUTIES: Updateable.

- Currently, CARES creates a transaction on CARES screen WPTN when the Entered Employment field is <Y>. The functionality will also post a transaction on WPTN when the Entered Employment field is <N>.

DEFINITION OF ENTERED EMPLOYMENT

FEPs must use the following definition when determining whether to record a job as an Entered Employment on WPEH. BWF will update the WPEH Help Screen to include this definition.

An Entered Employment is an unsubsidized job that has a start date after referral or transfer to the work program subsystem in CARES, is expected to last 30 days or longer, and fits any ONE of the of the following criteria:

- From no job to a job
- From a job to an additional job with a different employer

3. From a subsidized job to an unsubsidized job
4. From a full-time job to a different full-time job if there is an increase in gross pay
5. From a part-time job to a different full-time job if there is an increase in gross pay
6. From a part-time job to a different part-time job if there is an increase in gross pay
7. From no job to a temporary job placement, and the temporary agency is the employer of record

Note: Changes in job placement while still employed by the temporary agency do not count as another Entered Employment.

Example:

Jone is a CSJ participant. With the assistance of the W-2 agency, she recently completed her GED and is eager to start working. She has never held a full-time job which is making her job search more difficult. The W-2 agency job developer suggests that Jone apply at a local temporary agency. Jone applies and is called in for an interview. With her willing attitude and recent GED attainment, Jone is quickly placed in a temporary job as customer service representative. The placement is expected to last 60 days. The W-2 agency records an Entered Employment for the temporary placement on WPEH and lists the temporary agency as the employer of record. The W-2 agency places Jone in a CMF and continues to provide job retention services.

Shortly after the customer service job ends, the temporary agency is able to place Jone in a new temporary job as an office assistant with a different employer. While the W-2 agency continues to provide job retention services, the agency cannot record a new Entered Employment for the change in job placements because the temporary agency continues to be the employer of record.

8. From a temporary job placement (through a temporary agency) to a permanent job with the same employer.

Example:

Sarah recently left a job in Montana and moved to Wisconsin with her son in order to be closer to her family. She applies for W-2 and is placed in a CMJ. With the assistance of a W-2 agency job developer, Sarah applies for work through a temporary agency. The temporary agency secures a three-month placement for Sarah as a bank teller at Savers Community Bank. The placement could become a permanent position if Sarah passes a three-month evaluation. The W-2 agency records an Entered Employment for the temporary placement on WPEH and lists the temporary agency as the employer of record. The W-2 agency places Sarah in a CMF and continues to provide job retention services.

Shortly before the three-month placement is complete, Sarah is offered and accepts a permanent position at the bank. The W-2 agency records a new Entered Employment for the permanent job on WPEH and lists Savers Community Bank as the employer of record.

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, RAP – Refugee Assistance Program, Other EP – Other Employment Programs.

DCF/DFES/BWF/HH