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TO: W-2 Agencies
Trainers

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

DFES OPERATIONS MEMO

No: 13-48 **Amended**

DATE: 12/30/13

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"/>	RAP	<input type="checkbox"/>
Other	<input type="checkbox"/>				
EP					

PRIORITY: High

SUBJECT W-2 Contractor Payment Structure for 2014 W-2 and Related Programs
Contracts

CROSS REFERENCE CARES and Emergency Assistance Tracking System Updates for
the 2014 Performance Outcome Payments [Operations Memo 13-46](#)

Emergency Assistance Tracking System Updates to Support
Emergency Assistance Application Processing [Operations Memo 13-47](#)

[Claims Processing for 2014 W-2 Contract Performance Outcome Payments Training](#)

EFFECTIVE DATE January 1, 2014

PURPOSE

The purpose of this memo is to provide an updated W-2 Contractor Payment Structure description for the 2014 W-2 Contracts.

BACKGROUND

Beginning in 2013, the Department of Children and Families (DCF) has been providing payments to W-2 contractors for specific types of performance outcomes and incentives in the W-2 program. The three types of payments are monthly capitated payments, payments based on performance, and incentive payments.

DCF has changed the payment structure. Appendix E of the *Wisconsin Works and Related Programs Contract* describes how DCF will structure payments effective January 1, 2014.

Based on the changes to the payment types, DCF has updated the attached document describing Client Assistance for Reemployment and Economic Support (CARES) and Emergency Assistance Tracking System (EATS) programming and procedures. The attached document provides details for how W-2 Contractors can earn payments and what actions Contractors must take in CARES and EATS.

The Bureau of Working Families will issue Operations Memos this month describing in detail the changes to CARES and EATS screens and programming resulting from these changes. See links provided in the **CROSS REFERENCE** section above.

AGENCY ACTION

W-2 agencies are to use the attached document to familiarize staff with the contract requirements for payments and the CARES and EATS processes needed to earn contract payments.

CORRECTION

DCF made a correction to the attached "W-2 Contractor Payment Structure 2013-2016 Contracts" document. On page 9 of Section 2.II.E of the document, all references to excluding CMF placements were removed from the Job Retention performance outcome section.

CONTRACT AMENDMENT

DCF will issue an amendment to Appendix E, Section A.2.d of the W-2 and Related Programs Contract.

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.