TO: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
W-2 Agencies  
Training Staff  
Child Care Coordinators  

FROM: Shawn Smith, Director  
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Department of Health Services  

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Bureau of Child Support  
Division of Family and Economic Security  
Department of Children and Families  

SUBJECT: TRANSFORM MILWAUKEE JOBS PROGRAM  

CROSS REFERENCE: TMJ Policy Manual  
DCF/DFES Operations Memo 10-88  
Wis. Stat. s. 49.163  
DCF 110  

EFFECTIVE DATE: March 21, 2014
PURPOSE

The purpose of this memo is to announce the implementation of the Transform Milwaukee Jobs (TMJ) program and its policy implications on the Wisconsin Works (W-2), Wisconsin Shares, Food Stamp Employment and Training (FSET), and Children First (CF) programs in Milwaukee County.

This memo also provides an overview of modifications to the CARES Mainframe to support implementation of the TMJ program in Milwaukee County.

BACKGROUND

2013 Wisconsin Act 20 created Wis. Stat. s. 49.163 and established a permanent transitional jobs program in Milwaukee County. TMJ is similar to the statewide Transitional Jobs Demonstration Project (TJDP) which sunset on June 30, 2013.

The TMJ program offers subsidized jobs to low-income adults in Milwaukee and provides businesses with needed workers at little risk or expense to the business. The initiative is a part of Governor Scott Walker’s larger Transform Milwaukee initiative (TMI). TMI is a public-private partnership focusing on restoring economic prosperity in five core industrial areas of Milwaukee (see Map of Transform Milwaukee Area).

POLICY

To be eligible for TMJ, applicants must:

1. Be at least 18 years of age;
2. If 25 years or older, be the parent or relative and primary caregiver of a child under the age of 18;
3. Have an annual household income under 150% of the federal poverty level;
4. Be unemployed for at least four weeks;
5. Be ineligible to receive unemployment insurance benefits;
6. Not be participating in W-2; and
7. Be able to obtain and benefit from a subsidized job.

The Department of Children and Families (DCF) has identified two TMJ target populations and developed additional eligibility criteria consistent with its mission and the program funding.

1. To be eligible for TMJ under the General Population, applicants must:
   a. Be a parent with a child support order; a parent under a reunification plan; or be a parent who is an ex-offender; and
   b. Be a current resident of Milwaukee and reside within the boundaries of the TMJ service area.

2. To be eligible for TMJ under the Foster Population, applicants must:
   a. Be 18 to 21 years of age in out-of-home care including foster care, kinship care, independent living facilities, Residential Care Centers, group homes, or other placement options under CHIPS orders; or
b. Be 18 to 21 years of age, aging out of care and transitioning to independent living;
   and

c. Be a current resident of Milwaukee County.

**Wisconsin Works**

An individual may not enroll in W-2 and TMJ at the same time. Individuals enrolled in TMJ who apply for W-2 must decide whether they would rather participate in the W-2 program or work in TMJ. When the individual enrolled in TMJ is found eligible for W-2 and chooses to participate in W-2, the W-2 agency must not process the work program (WP) subsystem referral until the TMJ episode ends.

**Wisconsin Shares**

An individual enrolled in TMJ may be eligible for Wisconsin Shares. Once enrolled in TMJ, orientation, subsidized employment, and post-subsidized employment activities are approved activities for Wisconsin Shares. TMJ contractors must refer individuals enrolled in TMJ to Milwaukee Enrollment Services (MiES) or ACCESS WI to apply, and be determined eligible for, Wisconsin Shares.

**Food Stamp Employment and Training**

An individual may enroll in FSET and TMJ at the same time. The case will be assigned to the FSET work programs office in CARES. FSET agencies and TMJ contractors must coordinate services during co-enrollment.

- When an individual enrolled in TMJ requests FSET, the FSET agency must contact the TMJ contractor within five business days of enrolling the individual in FSET.

- When the individual is enrolled in FSET and requests TMJ, the TMJ contractor must contact the FSET agency within five business days of enrolling the individual in TMJ.

- When TMJ begins and ends, an alert will trigger to the default case manager.

**Children First**

An individual may enroll in CF and TMJ at the same time. The case will be assigned to the CF work program office 8040. CF agencies and TMJ contractors must coordinate services during co-enrollment to ensure assigned activities do not conflict.

**CARES**

The TJDP CARES functionality is obsolete. DCF has modified the CARES client registration (CR) and WP subsystems to support TMJ operations. Non-TMJ CARES users will see the modifications when navigating the CARES CR and WP subsystems.
1. **CF/TMJ Registration (CRPR) screen** – A new request for assistance (RFA) type TM has been added to record requests for TMJ.

<table>
<thead>
<tr>
<th>CRPR</th>
<th>CF/TMJ REGISTRATION INFORMATION</th>
<th>02/03/14 11:24</th>
<th>XTJXXX A WORKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY/TRIBE:</td>
<td>40</td>
<td>STATUS: PENDING</td>
<td></td>
</tr>
<tr>
<td>RFA NUMBER:</td>
<td>1111111111</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INDIVIDUAL     FIRST            MI LAST                  SUF
NAME :   JOHN___________  _  DOE ________________  ___

DATE: 02 03 14   RFA TYPE: TM   LANGUAGE: E

COUNTY WHERE COURT ORDERED: __   EFF DT OF COURT ORDER: __ __ __

NUMBER    UNIT DIR ST/RURAL RT/BOX#     SUF QUAD APT

HOUSEHOLD ADDRESS: 123______ ___  __  MAIN_________________ ST__ __ _____

ADDITIONAL ADDR INFO: ______________________________

CITY: MILWAUKEE______ STATE: WI ZIP: 53209____

PHONE: ___ ___ ____

RFA STATUS: I   REASON:

NEXT TRAN: ____   PARMS: _________________________________________

2. **Prior Contact Information (CRPC) screen** – Updated to display a TM RFA type.

<table>
<thead>
<tr>
<th>CRPC</th>
<th>PRIOR CONTACT INFORMATION</th>
<th>02/03/14 11:30</th>
<th>XTJXXX A WORKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIN:</td>
<td>1000000001</td>
<td>CLEARANCE STATUS: P  SSF/PFP ASSIGNMENT: N</td>
<td></td>
</tr>
<tr>
<td>FIRST</td>
<td>MI LAST</td>
<td>SUF</td>
<td>SSN</td>
</tr>
<tr>
<td>JOHN</td>
<td>DOE</td>
<td>999999999 08 15 1981 M N E N</td>
<td></td>
</tr>
</tbody>
</table>

RFA/CASE NUMBER | RFA/CASE | SYSTEM | AGENCY | RFA TYPE | DATE
1111111111 | R | CARES | 40 | TM | 02 03 14
80000000005 | R | CARES | 40 | ES | 01 17 14

PF8 - VIEW MORE CASE/RFA   PF18/ENTER - VIEW NEXT PIN(IF ANY)
NEXT TRAN: ____   PARMS: 1111111111
3. **Transform Milwaukee Jobs Eligibility Determination** (CRTM) screen – A new screen has been added to collect TMJ eligibility information.

```
CRTM TRANSFORM MILWAUKEE JOBS ELIGIBILITY DETERMINATION 02/03/14 11:38
XTJXXX A WORKER
RFA NUMBER: 1111111111 UPDATED DATE: 02 03 2014
PIN: 1000000001 NAME: JOHN DOE
TMJ CONTRACTOR: 01 UMOS
TMJ POPULATION TYPE: G1 ___ ___ RESIDE IN TMI AREA: Y
APPLICATION DT: 02 03 2014
LAST DATE OF EMPLOYMENT: 12 16 2012 ELIG FOR UNEMPL INS BEN?: N
ANNUAL HOUSEHOLD INCOME: 510.00 HOUSEHOLD SIZE: 02
DOES PARTICIPANT HAVE ANY BIOLOGICAL/ADOPTIVE CHILDREN UNDER
THE AGE OF 18 YEARS: Y
DID PARTICIPANT RECEIVE W-2 IN THE PAST FOUR WEEKS?: N
HAS PARTICIPANT WORKED 1040 HOURS IN TMJ IN THE PAST?: N
IS PARTICIPANT ELIGIBLE FOR TMJ?: Y
NEXT TRAN: ______________ PARM: 1111111111________________________
```

4. **Transform Milwaukee Jobs – Children Details** (CRTC) screen – Modified screen to collect TMJ children details.

```
CRTC TRANSFORM MILWAUKEE JOBS - CHILDREN DETAILS 02/03/14 11:40
XTJXXX A WORKER
RFA NUMBER: 1111111111 UPDATED DATE: 02 03 2014
PIN: 1000000001 NAME: JOHN DOE
DC: __
CHILD'S NAME: BABY_________ DOE_____________
DOB: 01 01 2013 GENDER: M
ADDRESS:
LINE 1 ADDRESS: 123 MAIN ST____________________________________
LINE 2 ADDRESS: ______________________________
CITY: MILWAUKEE______ STATE: WI ZIP: 53209____
PF13 - ADD MORE CHILDREN
NEXT TRAN: ______________ PARM: 1111111111________________________
```
5. **CF/TMJ WP Referral** (CRWP) screen – Updated to display a TMJ RFA.

<table>
<thead>
<tr>
<th>CRWP</th>
<th>CF/TMJ WP REFERRAL</th>
<th>02/03/14 11:42</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY: 40</td>
<td>XTJXXX A WORKER</td>
<td></td>
</tr>
<tr>
<td>RFA NUMBER: 1111111111</td>
<td>STATUS: PENDING</td>
<td></td>
</tr>
<tr>
<td>PIN: 1000000001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name: John Doe

Registration CD: V Voluntary Registrant

**Prior Determination**

- WP Office: 8040
- WP Case MGR: XTJXX1
- Disenrollment DT:

  - CATEGORY:

  - TMJ: R

**Current Determination**

- WP Office: 8040

**Work Programs Subsystem**

1. **Update WP Client Information** (WPWI) screen – New TMJ fields have been added to display TMJ program information.

- **TMJ RFA** – Displays the TMJ RFA number
- **TMJ RFA DT** – Displays the RFA date
- **TMJ** – Indicates the TMJ program is <O> Open or <C> Closed
- **FROM** – Displays the date of the program status
- **TMJ COMP CD** – Displays the completion code when the TMJ program is ended
- **TMJ COMP EFF DT** – Displays the effective date of the TMJ completion code

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**WPWI** UPDATE WP CLIENT INFORMATION - 1 02/04/14 10:00

- PIN: 1000000001
- CTY/TRIBE: 40
- OFFICE: 8040
- NEW OFFICE: ___

Name: John Doe

Address: 123 Main St

City: Milwaukee State: WI Zip: 532096104 Mailing Address on WPWC: N

Primary Phone: ___ ___ ___ ___ Message Phone: ___ ___ ___ ___


Case: CAT: SEQ: 2PAR: DESC: 2

ES Office: W-2 Geographical Area:


Case MGR: XTJXX1 *WP REG CD: V *EFF DT: ___ ___ ___ ___ LF STATUS:

W-2 Place: FEP ID: DT OF LAST CONTACT: 02 03 2014 SYST STS: E

CF RFA: CF RFA DT: TMJ RFA: 1111111111 TMJ RFA DT: 02 03 14

CF: FROM: Cty: CF COMP CD: CF COMP EFF DT:

TMJ: FROM: 02 03 2014 TMJ COMP CD: TMJ COMP EFF DT: ___ ___ ___ ___
2. **Track Transform Milwaukee Jobs Phases** (WPTM) screen – A new screen has been added to track an individual's progress in the phases of TMJ.

<table>
<thead>
<tr>
<th>WPTM TRACK TRANSFORM MILWAUKEE JOBS PHASES 02/04/14 10:11</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIN: 1000000001 CTY/TRIBE: 40 OFFICE: 8040 UPDATED DT: 02 04 2014</td>
</tr>
<tr>
<td>NAME: JOHN DOE RFA NUMBER: 111111111</td>
</tr>
</tbody>
</table>

**XTJXXX A WORKER**

**TMJ CONTRACTOR: 01 UMOS**

- **ORIENTATION**
  - BEGIN DATE: __ __ ____
  - END DATE: __ __ ____
  - TOTAL HOURS OF ORIENTATION: __

- **SUBSIDIZED WORK PHASE**
  - BEGIN DATE: __ __ ____
  - END DATE: __ __ ____
  - ANTICIPATED END DATE: __ __ ____
  - EXTENSION GRANTED?: _

- **POST SUBSIDIZED WORK PHASE**
  - BEGIN DATE: __ __ ____
  - END DATE: __ __ ____
  - HAS PARTICIPANT STARTED AN UNSUBSIDIZED EMPLOYMENT?: _

**COMP RSN:**

PF13 WPED PF14 WPJR PF15 WPWC PF22 WPWI

NEXT TRAN: ____ PARMS: 1000000001 MORE...

3. **Component/Status History** (WPCS) screen – The following activities have been added and are valid for TMJ participants only.

- **TM** – TMJ Subsidized Employment
- **TU** – TMJ Unsubsidized Employment

4. **Employment History** (WPEH) screen – The following employment types have been added and are valid for TMJ participants only.

- **M** – TMJ Subsidized Job
- **J** – TMJ Unsubsidized Job

5. **Worker Activities – System Alerts** (CMWA) screen – The following TMJ alerts have been added and will be sent to the Case Manager indicated on WPWI.

- **508** – TMJ Program Begins
- **509** – TMJ Complete, Review WP Status

**TRAINING**

The TMJ training course is available on the [PTS Learning Center](#).
CONTACTS

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

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

BEPS CARES Information & Problem Resolution Center

DHS/DHCAA/BEPS/MR
DCF/DFES/BWF/BY
DCF/DECE/BS
DCF/DFES/BCS/PF