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**State of Wisconsin  
Governor Scott Walker**

**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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**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

BEPS/DFES/DECE OPERATIONS MEMO					
No:		14-J3			
DATE:		03/21/2014			
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input checked="" type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input type="checkbox"/>		
CC	<input checked="" type="checkbox"/>	W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input checked="" type="checkbox"/>	JAL	<input type="checkbox"/>	RAP	<input type="checkbox"/>
Other EP		<input type="checkbox"/> *			

## **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.

CLIENT REGISTRATION SUBSYSTEM

1. **CF/TMJ Registration (CRPR)** screen – A new request for assistance (RFA) type **TM** has been added to record requests for TMJ.

```

CRPR                CF/TMJ REGISTRATION INFORMATION          02/03/14 11:24
COUNTY/TRIBE: 40                                     XTJXXX A WORKER
RFA NUMBER: 1111111111                               STATUS: PENDING

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:  ___ ___

HOUSEHOLD ADDRESS:  NUMBER  UNIT DIR ST/RURAL RT/BOX#  SUF QUAD APT
                  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.

```

CRPC                PRIOR CONTACT INFORMATION                02/03/14 11:30
                                                           XTJXXX A WORKER
PIN: 100000001   CLEARANCE STATUS: P   SSF/PFP ASSIGNMENT: N

FIRST      MI LAST      SUF      SSN      DOB      S A L   XREF
JOHN      DOE          999999999  08 15 1981  M N E   N

RFA/CASE      RFA/      SYSTEM      AGENCY      RFA TYPE      RFA/CLR
NUMBER        CASE
1111111111   R      CARES      40      TM      02 03 14
8000000005   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
RFA NUMBER: 1111111111		XTJXXX A WORKER
PIN: 1000000001	NAME: JOHN DOE	UPDATED DATE: 02 03 2014
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
RFA NUMBER: 1111111111		XTJXXX A WORKER
PIN: 1000000001	NAME: JOHN DOE	UPDATED DATE: 02 03 2014
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.

CRWP	CF/TMJ WP REFERRAL	02/03/14 11:42
AGENCY: 40		XTJXXX A WORKER
RFA NUMBER: 1111111111	STATUS: PENDING	
PIN: 1000000001		
NAME: JOHN DOE		
REGISTRATION CD: V VOLUNTARY REGISTRANT		
PRIOR DETERMINATION		
WP OFFICE: 8040	WP CASE MGR: XTJXX1	DISENROLLMENT DT:
CASE:	CATEGORY:	
CF:	CF RFA :	
TMJ: R	TMJ RFA: 1111111111	
CURRENT DETERMINATION		
WP OFFICE: 8040		
PF24: PROCESS THIS PAGE		
NEXT TRAN: _____	PARMS: 1111111111_____	

WORK PROGRAMS SUBSYSTEM1. **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

WPWI	UPDATE WP CLIENT INFORMATION - 1	02/04/14 10:00
		XTJXXX A WORKER
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: _____	
PRIMARY WAGE EARNER: N	HEAD OF HOUSEHOLD: Y	DOB: 08 15 1981
CASE:	CAT: SEQ: 2PAR: DESC:	
ES OFFICE:	W-2 GEOGRAPHICAL AREA:	
ES WKR:	IM REG CD: IM REG EFF:	E/SC: ABAWD: N
CASE MGR : XTJXXX	*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: O FROM: 02 03 2014		TMJ COMP CD: _____ TMJ COMP EFF DT: _____
PF13 WPED PF14 WPJR PF15 WPWC PF22 WPWW		
NEXT TRAN: _____	PARMS: 1000000001_____	

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.

WPTM	TRACK TRANSFORM MILWAUKEE JOBS PHASES		02/04/14 10:11
			XTJXXX A WORKER
PIN: 1000000001	CTY/TRIBE: 40	OFFICE: 8040	UPDATED DT: 02 04 2014
NAME: JOHN	DOE		RFA NUMBER: 1111111111
TMJ CONTRACTOR: 01 U MOS			
ORIENTATION PHASE	BEGIN DATE: __ __ ____	TOTAL HOURS OF ORIENTATION: __	
	END DATE: __ __ ____		
SUBSIDIZED WORK PHASE	BEGIN DATE: __ __ ____	ANTICIPATED END DATE: __ __ ____	
	END DATE: __ __ ____	EXTENSION GRANTED? : _	
POST SUBSIDIZED WORK PHASE	BEGIN DATE: __ __ ____	HAS PARTICIPANT STARTED AN UNSUBSIDIZED EMPLOYMENT? : _	
	END DATE: __ __ ____		
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