



DEPARTMENT OF CHILDREN
AND FAMILIES
Secretary Eloise Anderson
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-267-3905
Fax: 608-266-6836
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES
Secretary Kitty Rhoades
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

**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**

**CC: Child Support Case Managers
Children First Case Managers**

FROM: Jennifer Mueller, Associate Bureau Director
Bureau of Enrollment Policy and Systems
Division of Health Care Access and Accountability
Department of Health Services

Katherine McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families

Margaret McMahon, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

Andre Small, Director
Bureau of Child Support
Division of Family and Economic Security
Department of Children and Families

BEPS/DECE/BWF OPERATIONS MEMO					
No:		16-J4			
DATE:		08/02/2016			
FS	<input checked="" type="checkbox"/>	MA	<input checked="" type="checkbox"/>	BC+	<input checked="" type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input checked="" type="checkbox"/>	FSET	<input checked="" 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 checked="" type="checkbox"/> *			

SUBJECT: TRANSITIONAL JOBS IMPLEMENTATION

CROSS REFERENCE: [TMJ Policy Manual](#)
Joint Operations Memos [14-J3](#), [16-J2](#)
Wis. Stat. [s. 49.163](#)

EFFECTIVE DATE: July 1, 2016

PURPOSE

The purpose of this memo is to announce the implementation of the Transitional Jobs (TJ) program and its policy implications on Transform Milwaukee Jobs (TMJ), Wisconsin Works (W-2), Wisconsin Shares, Children First (CF), and Income Maintenance (IM) programs.

This memo also provides an overview of modifications to the CARES Mainframe to support implementation of TJ in four (4) geographic areas of the state.

BACKGROUND

2013 Wisconsin Act 113 established TJ under the same provisions as TMJ in Milwaukee County, except that TJ is conducted in areas outside of Milwaukee County with high unemployment and child poverty. The 2015-2017 biennial budget provided funding for TJ and authorized the Department of Children and Families (DCF) to conduct TJ in areas outside of Milwaukee County with special needs.

TJ offers subsidized work to low-income individuals for up to 1,040 hours (6 months, full-time) and provides employers with a wage subsidy to offset the hiring costs. In contrast to TMJ, TJ offers training coupled with a subsidized job to address the skills gap between the unemployed and job vacancies.

DCF is implementing TJ as a pilot in four (4) geographical areas of the state under one of two service delivery models: 1) Matching Model; and 2) Sector Model.

Geographical Area	Locations <i>(Counties unless otherwise indicated)</i>	Service Delivery Model
Urban Southwest	City of Beloit	Sector
Urban Southeast	Racine	Sector
Rural Northeast	Forest Langlade Menominee Florence	Matching
Rural Northwest	Ashland Bayfield Iron Sawyer Rusk Taylor	Matching

The Matching Model matches individuals to available subsidized jobs that require specific sets of skills, abilities, and aptitudes. It is based on a comprehensive assessment of the individual's skills, abilities, and aptitudes and on an assessment of the job requirements to assure a good match between them.

The Sector Model provides sector-specific training that prepares individuals for subsidized jobs in those sectors. The sector or sectors to be served by TJ in a given area will depend on local

labor market information and partnerships with employers and training providers developed by the contractor.

POLICY

The eligibility criteria for TJ are the same as TMJ. To be eligible, applicants must:

1. Be at least 18 years of age;
2. If over 24 years of age, be the biological or adoptive parent of a child under the age of 18 or the relative and primary caregiver of a child under the age of 18 whose parental rights have not been terminated;
3. Have an annual household income that falls below 150% FPL for the household size;
4. Be unemployed for at least four (4) consecutive calendar weeks;
5. Be ineligible to receive unemployment insurance benefits;
6. Not be receiving W-2 benefits or services;
7. Not have previously worked a total of 1,040 hours in TMJ and TJ; and
8. Be able to obtain and benefit from a subsidized job.

DCF continues to give priority to improving parental capacity to support the family and to improving outcomes for vulnerable youth through employment. In each geographic area, TJ will target both:

- Parents with a child support order, who are under a reunification plan, or who are ex-offenders; and
- Youth in out-of-home care and expected to age out of care or have aged out of out-of-home care.

TRANSFORM MILWAUKEE JOBS

Participation in a subsidized job under TMJ and TJ is limited to a total of 1,040 hours worked. Individuals previously enrolled in TJ who have not exceeded the 1,040-hour limit and move to Milwaukee County may apply for TMJ. If found eligible for TMJ, the individual will carry over the hours previously worked in TJ.

Policy Manual Updates

DCF has updated and reorganized the TMJ Policy Manual to include TJ. Below is a summary of the changes.

Change	Section	Title	Description
Revision	N/A	Definitions	Cleaned up and updated definitions
Revision	1.0	Introduction	Added statement that 'Program' means TMJ and TJ unless otherwise specified
Revision	2.1.1	TMJ General Population	Revised to clarify that the parental criteria under the General Population applies to individuals over 24 years of age

Change	Section	Title	Description
New	2.1.3	TJ Target Population	Added TJ Target Population criteria (combined TMJ general and foster populations)
New	2.2.1.2	Relocation Between TMJ Contractors	Created policy on relocation between TMJ contractors
New	2.2.1.3	Relocation Between TJ Contractors	Created policy on relocation between TJ contractors
Revision	3.3	Wisconsin Shares	Revised policy to reflect changes in Wisconsin Shares policy on counting earned income
Revision	3.8	Children First	Revised policy to encourage contractors to coordinate services with CF agencies, child support agencies, and county departments and to notify these entities when an SJ begins
Reorganization	6.0	Subsidized Employment Phase	Reorganized entire section for better flow: <ul style="list-style-type: none"> • Renumbered 6.1 to 6.4 • Renumbered 6.2 to 6.5.3 • Renumbered 6.3 to 6.6 • Renumbered 6.5 to 6.9 • Renumbered 6.6 to 6.7 • Renumbered 6.9 to 6.10 • Renumbered 6.10 to 6.3
Deletion	6.8	Job Matching	Deleted 6.8 and created 6.1
New	6.1	Matching Model	Created policy on matching model
New	6.2	Sector Model	Created policy on sector model
New	6.5.1	Wage Subsidy	Added policy on wage subsidy requirements (including new wage subsidy structure)
New	6.5.2	Payroll Taxes and Insurance – TMJ Only	Added statement that payroll taxes and insurance are reimbursable under TMJ
Revision	6.11.1	Individualized Services by Program Area	Revised policy to include standard operating procedures and one point of contact for referrals to child support

WISCONSIN WORKS

An individual may not enroll in W-2 and TJ at the same time. Individuals enrolled in TJ who apply for W-2 must decide whether they would rather participate in the W-2 program or train and work in TJ. When the individual enrolled in TJ is found eligible for W-2 and chooses to participate in W-2, the W-2 agency must not process the Work Program (WP) referral in CARES Worker Web (CWW) on the **W-2 Request** page or **Work Program Referral/Action** page until the TJ episode ends.

WISCONSIN SHARES

An individual enrolled in TJ who is a custodial parent or legal guardian of a child may be eligible for Wisconsin Shares. Once enrolled in TJ, orientation, subsidized employment, and post-subsidized employment activities are approved activities for Wisconsin Shares. TJ contractors must refer individuals who need child care assistance to apply for Wisconsin Shares online through [ACCESS](#) or by phone or in person. County specific information can be found at: <http://dcf.wisconsin.gov/childcare/wishares/pdf/where-to-apply-for-wisconsin-shares.pdf>.

- Child Care Coordinators must view CARES screen WPWI to identify that the individual is enrolled in TJ with the program status <O> Open. The Child Care Approved Activity for individuals enrolled in TJ is 'TRNJ'.
- Child Care Coordinators must view the CWW Child Care Statewide Authorization (CSAW) Case Activity Detail Screen to identify the Employability Plan (EP) activities and hours for TJ that the TJ case manager has indicated require Child Care. These activities and hours are auto-populated in CSAW from the EP that the TJ case manager completed for the individual on CARES screen WPAS.

CHILDREN FIRST

In counties where CF is available, an individual may enroll in CF and TJ at the same time. In the balance of state, CARES will assign the case to the W-2 WP office. CF agencies and TJ contractors must coordinate services during co-enrollment to ensure assigned activities do not conflict.

INCOME MAINTENANCE PROGRAMS

Subsidized wages earned as part of TJ are counted as income for the following programs: FoodShare, BadgerCare Plus, Medicaid, and Caretaker Supplement. In CWW, workers must use the "T" Employment Type for subsidized income from TJ (see [Joint Operations Memo 16-J2, "CARES Changes for Trial Employment Match Program Time Limits and Subsidized Employment Income"](#)).

Individuals placed in subsidized employment under TJ are ineligible for Transitional FoodShare.

CARES**LABEL CHANGES**

CARES Client Registration (CR) and WP subsystems processes are the same for TJ and TMJ. DCF has changed TMJ labels in screen names, fields, and descriptions from TMJ' to 'TMJ/TJ'

and from 'TRANSFORM MILWAUKEE JOBS' to 'TRANSFORM MILWAUKEE/**TRANSITIONAL JOBS**'.

CARES users will see the label changes when navigating the CR and WP subsystems. TMJ records prior to July 1, 2016 will display the labels changes.

MODIFICATIONS

DCF has made the following modifications to the CR and WP subsystems to support TJ operations:

Transaction	Screen Name	Modification
CRPR	CF/TMJ/TJ Registration Information	Allow 'TM' program referral in counties providing TJ
CRTM	Transform Milwaukee/ Transitional Jobs Eligibility	Add new contractor types '03' and '04'
		Allow any combination of population types 'G1, G2, G3, or F1'
		Protect 'Reside in TMI Area' field
WPEH	Employment History	Protect 'Reside in TMI Area' field
WPSS	Summary of Supportive Services	Add new supportive service code 'TJSS' to track wage subsidy payments

TRAINING

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

Within the first 30 days of hire, TJ staff must enroll for TJ training. Existing staff must enroll for TJ training within 30 days from the date that the TJ contract is signed or the date of TJ implementation (July 1), whichever is later.

CONTACTS

BEPS CARES Information and Problem Resolution Center

For Child Care policy questions outside of Milwaukee County: Bureau of Regional Operations (BRO), Child Care Coordinators at http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf

For Child Care CARES/CWW, CSAW and CCPI IT systems processing questions statewide and policy questions in Milwaukee County: Child Care Help Desk at childcare@wisconsin.gov or (608) 264-1657.

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.

For TMJ/TJ Policy and CARES Processing Questions: Mikal Wesley, TMJ Contract Manager, (414) 270-4716.

DHS/DHCAA/BEPS/RW
DCF/DECE/BELP/EA
DCF/DFES/BWF/BY