

W-2 Contractor Payment Structure
2013 – 2016 Contracts
(Requirements Updated for 2014)

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Note: Definitions for some common terms in this document can be found in Appendix E of the Wisconsin Works (W-2) and Related Programs Contract 2013-2016, and the [W-2 Manual Glossary](#).

Section 1: Monthly Capitated Payments

The W-2 Contractor will be paid a monthly capitated amount based on the Case Count Total (CCT) each month. The CCT is the total of all paid and unpaid cases that are eligible for W-2 and open in a W-2 placement at least one day during the month, excluding individuals who are in a CMF placement more than three consecutive months in a calendar year. DCF will determine the CCT based on the data entered into CARES and CWW.

Additional CCT requirements include:

- Participant groups with a placement that is backdated into a prior month will not be considered for capitated payment except for the CMC placement. The CMC placement begin date can be backdated to either the date of application or the baby's date of birth, whichever is later. The backdated cases will be included in the payment for the month the placement was entered.
- When a participant transfers between W-2 Contractors in Milwaukee or is dis-enrolled with one W-2 Contractor and subsequently enrolled with a different W-2 Contractor during a month, the participant group will be counted in both W-2 Contractors' counts for the month. The participant group must have been in a W-2 placement in order for a W-2 Contractor to receive a capitated payment for the group.

Payments will be generated according to the [Claims and Payment Calendar 2014](#).

Section 2: W-2 Contractors' Claims Process for Performance Outcomes

W-2 Contractors will earn payments based on the attainment of the following six performance outcomes:

- 1) Job Attainment;
- 2) Long-Term Participant Job Attainment;
- 3) Partial Job Attainment;
- 4) Job Retention;
- 5) SSI/SSDI Attainment; and
- 6) Emergency Assistance Timely Processing.

I. Performance Outcome Payments Overview

The W-2 Contractor will be paid on a per outcome attainment basis for each performance outcome. The W-2 Contractor must approve claims through CARES by 9:00 pm on the last working day of each month in order to receive payment for the claims in the following month. DCF will generate Performance Outcome payments to the W-2 Contractor based on the information in CARES. Payments will be generated according to the schedule of [Claims and Payment Calendar 2014](#).

Only claims verified and approved by the W-2 Contractor will be considered for payment. The W-2 Contractor must use document code POPD in the Electronic Case File (ECF) for all performance outcome payment documentation. DCF will establish its own adjudication process that will apply to all W-2 Contractor approved claims. DCF will generate a monthly report in WebI which will identify all claims approved, denied and paid in that month. There will also be a weekly report displaying all of a W-2 Contractor's claims including initiated, approved, withdrawn, and denied. The CARES screen WPOL will display in real time all initiated claims, as

well as claims that were approved, withdrawn, and denied within seven calendar days of the current date.

II. Conditions Required for Job – Related Performance Outcome Payment

There are four types of job-related performance outcomes:

- 1) Job Attainment;
- 2) Partial Job Attainment;
- 3) Long-Term Participant Job Attainment; and
- 4) Job Retention.

Before approving a job-related claim in CARES the W-2 Contractor must verify that all required conditions are met and properly recorded in CARES and verification is scanned into the participant's ECF using the document code POPD. During contract year 2014, it is possible for a W-2 Contractor to successfully earn all four job-related performance outcome claims for a single individual.

When multiple employments are combined to meet a job-related performance outcome, the W-2 Contractor must designate one of those employments as the Primary Employment in CARES. The begin date of the Primary Employment is used by CARES in the process of validating that the performance outcome requirements has been met. This process is described in more detail in A. through E. below. The following is a description of conditions required for each type of job-related performance outcome.

A. Job Attainment:

The Job Attainment outcome payment is payable under the following conditions:

1. The W-2 Contractor has verified the individual has secured unsubsidized employment that complies with all state and federal labor laws.
 2. The Contractor has verified that a single employment, designated in CARES as the Primary Employment, has lasted at least 31 calendar days with no interruptions.
 3. The W-2 Contractor has verified that within 180 days after the Primary Employment Begin Date, either a. or b. was met from one job or a combination of multiple jobs:
 - a. Total hours worked (including paid days off) equals or exceeds 110 hours over a 31 calendar day timeframe. This condition may be met in the first 31 calendar days of the Primary Employment, or in the 31 calendar days following a change in the hours of the Primary Employment (in CARES, this is referred to as Date of Change in Employment Hours/Wages).
- or-
- b. The individual has earned at least \$870 in gross unsubsidized wages over a 31 calendar day timeframe. This condition may be met in the first 31 calendar days of the Primary Employment, or in the 31 calendar days following a change in the wages of the Primary Employment (in CARES, this is referred to as Date of Change in Employment Hours/Wages).

The Primary Employment Begin Date or the Date of Change in Employment Hours/Wages recorded in CARES must be on or after January 1, 2014.

4. The W-2 Contractor has verified that it has not received another Job Attainment payment for the individual in the 12 months prior to the Primary Employment Begin Date or the Date of Change in Employment Hours/Wages.
5. The W-2 Contractor has verified that as of one day prior to the Primary Employment Begin Date the individual who obtained the job was enrolled in or was transferred into a work program office associated with the W-2 Contractor that is making the claim (this is determined by contract number).
6. The W-2 Contractor has verified that as of one day prior to the Primary Employment Begin Date the individual who obtained the job has an open EP and is assigned to the “actual” phase of a W-2 activity.
7. The W-2 Contractor has verified that either a. or b. was met:
 - a. If the W-2 case is a one-parent household, as of one day prior to the Primary Employment Begin Date, the individual was:
 - Open in the “Actual” phase of an Up-front activity; or
 - Open in a W-2 placement, excluding CMF.
 - or-
 - b. In a two-parent household, job-related employment claims can potentially be made on each parent. If the W-2 case is a two-parent household, as of one day prior to the Primary Employment Begin Date, one of the parents was:
 - Open in the “Actual” phase of an Up-front activity; or
 - Open in any W-2 placement, with one exception. If the individual who obtained the job is also the parent in the W-2 placement, the placement cannot be a CMF.

Note: If a claim is based on an individual's work hours or wages in the 31 days following a Date of Change in Employment Hours/Wages, the individual may be in any placement, including CMF, on the Date of Change in Employment Hours/Wages.

8. The W-2 Contractor has verified that either a. or b. was met:
 - a. If the W-2 case is a one-parent household, the W-2 Contractor has verified that:
 - The individual is open in a W-2 placement on the claim initiation date; and
 - If there was a placement one day prior to the Primary Employment Begin Date, that placement was part of the same episode as the placement on the claim initiation date.
 - or-
 - b. If the W-2 case is a two-parent household, the W-2 Contractor has verified that:
 - One of the parents is open in a W-2 placement on the claim initiation date; and
 - If there was a placement one day prior to the Primary Employment Begin Date, that placement was part of the same episode as the placement on the claim initiation date.
9. All submitted verification is scanned in the participant's ECF using the document code POPD prior to the claim being approved.

B. Partial Job Attainment

The Partial Job Attainment outcome payment is payable under the following conditions:

1. The W-2 Contractor has verified the individual has secured unsubsidized employment that complies with all state and federal labor laws.
2. The W-2 Contractor has verified that a single employment, designated in CARES as the Primary Employment has lasted at least 31 calendar days with no interruptions. The hours of employment must be sufficient to qualify for at least a ½ CSJ (i.e., a minimum of 15 hours per week recorded on CARES screen WPEH).
3. The W-2 Contractor has verified that within 180 days after the Primary Employment Begin Date, the individual has earned between \$470 and \$869.99 in gross unsubsidized wages over a 31 calendar day timeframe. This condition may be met in the first 31 calendar days of the Primary Employment, or in the 31 calendar days following a change in the wages of the Primary Employment (in CARES, this is referred to as Date of Change in Employment Hours/Wages).

The Primary Employment Begin Date or the Date of Change in Employment Hours/Wages recorded in CARES must be on or after January 1, 2014.

4. The W-2 Contractor has verified that it has not received another Partial Job Attainment or a full Job Attainment payment for the individual in the 12 months prior to the Primary Employment Begin Date or the Date of Change in Employment Hours/Wages.
5. The W-2 Contractor has verified that as of one day prior to the Primary Employment Begin Date the individual who obtained the job was enrolled in or was transferred into a work program office associated with the W-2 Contractor that is making the claim (this is determined by contract number).
6. The W-2 Contractor has verified that as of one day prior to the Primary Employment Begin Date the individual who obtained the job has an open EP and is assigned to the “actual” phase of a W-2 activity.
7. The W-2 Contractor has verified that either a. or b. was met:
 - a. If the W-2 case is a one-parent household, as of one day prior to the Primary Employment Begin Date, the individual was:
 - Open in the “Actual” phase of an Up-front activity; or
 - Open in a W-2 placement, excluding CMF.
 - or-
 - b. In a two-parent household, job-related employment claims can potentially be made on each parent. If the W-2 case is a two-parent household, as of one day prior to the Primary Employment Begin Date, one of the parents was:
 - Open in the “Actual” phase of an Up-front activity; or
 - Open in any W-2 placement, with one exception. If the individual who obtained the job is also the parent in the W-2 placement, the placement cannot be a CMF.

Note: If a claim is based on an individual's work hours or wages in the 31 days following a Date of Change in Employment Hours/Wages, the individual may be in any placement, including CMF, on the Date of Change in Employment Hours/Wages.

8. The W-2 Contractor has verified that either a. or b. was met:
 - a. If the W-2 case is a one-parent household, the W-2 Contractor has verified that:
 - The individual is open in a W-2 placement on the claim initiation date; and
 - If there was a placement one day prior to the Primary Employment Begin Date, that placement was part of the same episode as the placement on the claim initiation date.
 - or-
 - b. If the W-2 case is a two-parent household, the W-2 Contractor has verified that:
 - One of the parents is open in a W-2 placement on the claim initiation date; and
 - If there was a placement one day prior to the Primary Employment Begin Date, that placement was part of the same episode as the placement on the claim initiation date.
9. All submitted verification is scanned in the participant's ECF using the document code POPD prior to the claim being approved.

C. Combining Partial Job Attainment with Job Attainment

W-2 Contractors can earn a Partial Job Attainment and later earn a Job Attainment payment for the same individual. However, if a Partial Job Attainment has been earned, the amount of the Job Attainment outcome payment paid to the contractor will depend on the circumstances of the job(s). The following conditions define when Contractors can earn both a Partial Job Attainment payment and a Job Attainment payment and when they cannot:

1. When a Partial Job Attainment is earned first, the Contractor can later receive the difference between the full Job Attainment amount and the previously paid Partial Job Attainment if either a. or b. was met:
 - a. The job that earned the Partial Job Attainment outcome is used along with another part-time job to meet the Job Attainment Hours or Wages;
 - or-
 - b. The job that earned the Partial Job Attainment outcome has an increase in hours or wages that will meet or exceed the Job Attainment claim requirements in II.A., above.
2. When a Partial Job Attainment is earned first, the Contractor may later receive a full Job Attainment if a new job is recorded on CARES screen WPEH, and the job that earned the Partial Job Attainment is not needed to earn the full Job Attainment payment.
3. A Contractor cannot earn a Partial Job Attainment if a full Job Attainment payment was earned in the 12 months prior to the Primary Employment Begin Date or Date of Change in Employment Hours/Wages of the part-time job.

D. Long-Term Participant Job Attainment

Long Term Participant Job Attainment is a payment W-2 Contractors can earn by placing hard to employ individuals in jobs. W-2 Contractors can earn the Long Term Participant Job Attainment outcome payment in addition to the Job Attainment outcome payment for the same individual as long as all requirements are met for both types of payments.

To claim a Long Term Participant Job Attainment outcome payment, the individual must have met either 1. or 2. below:

1. The individual:
 - a. Was carried into a W-2 contract on January 1, 2013 (i.e., was a W-2 participant on both December 31, 2012 and January 1, 2013);
 - b. Has used at least 24 months of the 60 month state W-2 clock as of January 1, 2013; and
 - c. Has used at least 6 months of the 60 month state W-2 clock in calendar year 2012.
- or-
2. The individual:
 - a. Has used at least 24 months of the 60 month state W-2 clock as of January 1, 2014; and
 - b. Has used at least 6 months of the 60 month state W-2 clock in calendar year 2013.

The W-2 Contractor must also verify the following:

1. The individual who obtained employment has met all the requirements for the Job Attainment performance outcome;
2. The Primary Employment Begin Date was on or between January 1, 2014 and December 31, 2014; and
3. The W-2 Contractor has not received another Long Term Participant Job Attainment outcome payment for the individual.

E. Job Retention

To claim a Job Retention outcome payment, the eligible parent must meet the following conditions:

1. The W-2 Contractor has verified the eligible parent has secured unsubsidized employment that complies with all state and federal labor laws.
 2. The W-2 Contractor has verified that employment(s) has lasted at least 93 calendar days with no more than a single interruption of no more than 14 calendar days (the 14 days is included as part of the 93 calendar days) with the interruption followed by at least one calendar day of employment..
 3. The W-2 Contractor has verified that either a. or b. is met from one or a combination of multiple jobs:
 - a. Total hours worked (includes paid days off) equals or exceeds 330 hours over a 93 calendar day timeframe. This condition may be met in the first 93 calendar days of the Primary Employment, or in the 93 calendar days following a change in the hours of the Primary Employment (in CARES, this is referred to as Date of Change in Employment Hours/Wages).
- or-
- b. The individual has earned at least \$2610 in gross unsubsidized wages over a 93 calendar day timeframe. This condition may be met in the first 93 calendar days of the Primary Employment, or in the 93 calendar days following a change in the hours

of the Primary Employment (in CARES, this is referred to as Date of Change in Employment Hours/Wages).

All 93 days need not fall within 180 days after the Primary Employment Begin Date; however the first 31 days of the employment must fall within the 180 days.

The Primary Employment Begin Date or the Date of Change in Employment Hours/Wages recorded in CARES must be on or after January 1, 2014.

4. The W-2 Contractor has verified that it has not received another Job Retention payment for the individual in the 12 months prior to the Primary Employment Begin Date or the Date of Change in Employment Hours/Wages.
5. The W-2 Contractor has verified that as of one day prior to the Primary Employment Begin Date the individual who obtained the job was enrolled in or was transferred into a work program office associated with the W-2 Contractor that is making the claim (this is determined by contract number).
6. The W-2 Contractor has verified that as of one day prior to Primary Employment Begin Date the individual who obtained the job has an open EP and is assigned to the “actual” phase of a W-2 activity.
7. The W-2 Contractor has verified that either a. or b. was met:
 - a. If the W-2 case is a one-parent household, as of one day prior to the Primary Employment Begin Date, the individual was:
 - Open in the “Actual” phase of an Up-front activity; or
 - Open in a W-2 placement, ~~excluding CMF.~~
 - or-
 - b. In a two-parent household, job-related employment claims can potentially be made on each parent. If the W-2 case is a two-parent household, as of one day prior to the Primary Employment Begin Date, one of the parents was:
 - Open in the “Actual” phase of an Up-front activity; or
 - Open in any W-2 placement, ~~with one exception. If the individual who obtained the job is also the parent in the W-2 placement, the placement cannot be a CMF.~~

~~Note: If a claim is based on an individual's work hours or wages in the 93 days following a Date of change in Employment Hours/Wages, the individual may be in any placement, including CMF, on the Date of Change in Employment Hours/Wages.~~

8. The W-2 Contractor has verified that either a. or b. was met:
 - a. If the W-2 case is a one-parent household, the W-2 Contractor has verified that:
 - The individual is open in a W-2 placement on the claim initiation date; and
 - If there was a placement one day prior to the Primary Employment Begin Date, that placement was part of the same episode as the placement on the claim initiation date.
 - or-
 - b. If the W-2 case is a two-parent household, the W-2 Contractor has verified that:
 - One of the parents is open in a W-2 placement on the claim initiation date; and

- If there was a placement one day prior to the Primary Employment Begin Date, that placement was part of the same episode as the placement on the claim initiation date.

9. All submitted verification is scanned in the participant's ECF using the document code POPD prior to the claim being approved.

III. CARES Detail for Initiating a Job-Related Performance Outcome Claim

This section highlights the three CARES screens the W-2 Contractor must use to initiate any job-related performance outcome claim, including:

- Job Attainment
- Partial Job Attainment
- Long Term Participant Job Attainment
- Job Retention

A. WPEH –Employment History

WPEH is used to record, maintain, and view an eligible parent's employment history information. All employment for which a claim is initiated must first be recorded here. NOTE: W-2 Contractor's must also continue to record employment information that does not meet the criteria for a job-related performance outcome payment on this screen.

WPEH	EMPLOYMENT HISTORY	04/30/14 13:58
		XCT123 A W2FEP
PIN: 6007729273	OFFICE: 0721	CTY/TRIBE: 53
		LAST UPDATED: 11 25 2013
NAME: WPEH-THIRTEEN TEST		
ENTERED EMPLOYMENT(Y/N): Y JOB TYPE: U UNSUBSIDIZED PJ JA JR LT HW		
BEGIN DATE: 01 15 2014 END DATE: __ __ __ CLAIMS: P P		
PROVIDER ID: 0001 STAFF ID: XCT987		
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: 35 HOURLY WAGE: 12.00		
PAY CODE: HR DATE OF CHANGE IN EMPLOYMENT HOURS OR WAGES: 04 21 2014		
EMPLOYER NAME: DQ_____ EMPLOYER SEQ NUM: 01		
ADDRESS: _____		
CITY: BELOIT_____ STATE: WI ZIP: 53511_____ DOT: 318		
JOB DUTIES: _____		

_____ REASON FOR LEAVING: __		
MEDICAL BENEFITS: N OTHER BENEFITS: NO		
PF13 WPED PF14 WPOP PF5 REFRESH WPEH		
NEXT TRAN: _____ PARMS: 6007729273_____ MORE...		

B. WPEL – Employment History List

For each employment recorded on WPEH, a row containing summary information about the employment is displayed on screen WPEL.

To flag an employment record for a potential job-related performance outcome claim, the worker selects the row on WPEL associated with that employment, either by entering “S” or “X” and pressing the F14 key. This transfers the employment information to screen WPOP – W-2 Job Related Performance Outcome Claim. The employment information that is transferred to WPOP is recorded as the Primary Employment.

Information that is transferred to WPOP includes:

- Employer Sequence Number,
- Employer Name,
- Employment Begin Date,
- Employment End Date (if applicable), and
- Date of Change in Employment Hours/Wages (if applicable).

WPEL		EMPLOYMENT HISTORY LIST						04/30/14 13:56	
PIN: 6007729273								XCT266 A W2FEP	
NAME: WPEH-THIRTEEN TEST								OFFICE: 0721	
								COUNTY/TRIBAL UNIT: 53	
EMPLOYER NAME	SEQ	DATE OF	HRLY	BEGIN	END	REASON			
	NUM	EE CHANGE	WAGE	DATE	DATE	LEAVING	CLM		
_DQ	1	Y	08.00	15	01 15 14		Y		
_DQ	1	Y 03 20 14	10.00	25	01 15 14		Y		
_DQ	1	Y 04 21 14	12.00	35	01 15 14		Y		
PF14: WPOP								PAGE: 1	
NEXT TRAN: _____		PARMS: 6007729273_____							

C. WPOP – W-2 Job Related Performance Outcome Claim

WPOP is used to initiate a W-2 job-related performance outcome claim. Update access to this screen will be limited to workers with FEP and FEP Supervisor profiles. The claim types that can be created on this screen are Job Attainment, Partial Job Attainment, Long Term Participant Job Attainment, and Job Retention. A W-2 Contractor can request multiple types of claims for each eligible parent.

To access this screen, the worker must either:

1. Select a row of employment history on WPEL, using either an "S" or "X", and pressing the F14 key; or
2. Transfer directly to WPOP from an employment recorded on WPEH by pressing the PF14 key.

```

WPOP          W-2 JOB-RELATED PERFORMANCE OUTCOME CLAIM          11/25/13 14:05
                                           XCT123 A W2FEP
CLAIM #: 7000000293          INIT WKR: XCT123          INIT DATE: 02 25 2014
STATUS:          STATUS DATE:          ACTN WKR:          LAST UPDATE: 11 25 2013

PIN: 7007729291  OFFICE: 0721  CASE MANAGER: XCT123          FEP: XCT123
PARENT NAME: TEST          WPEH-FOURTEEN          TWO PARENT: N
60 MO CLOCK USED THROUGH 2013: 38          CLOCK USED IN 2012: 5 2013: 11
CASE: 7002607375          PLACEMENT: CSJ          PLACEMENT BEGIN DT: 11 25 2013
AGY ENTRY DT: 11 19 2013  W-2 BEG DT: 11 25 2013

CLAIM TYPE: PJ PARTIAL JOB ATTAINMENT          CLM EFF DT: 02 19 2014

          WPEL EMPLOYER          EMPLOYMENT  EMPLOYMENT  TOTAL  TOTAL  VER
          SEQ  NAME          BEGIN DT  END DT  HOURS  AMOUNT  CD
PRIM EMP: 01  BURGER KING          01 20 2014          87.00  480.00  CS
OTH EMP 1: ___          .00  .00  ___
OTH EMP 2: ___          .00  .00  ___
OTH EMP 3: ___          .00  .00  ___
DT OF CHANGE IN EMP HRS/WAGES:          GRAND TOTAL: 87.00  480.00

PF13: WPOV  PF14: WPOL  PF22: PROCESS & CREATE ANOTHER  PF24: PROCESS & EXIT
NEXT TRAN: ___  PARS: 7000000293_____

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IV. Conditions Required for W-2 SSI/SSDI Performance Outcome Payment

W-2 Contractors may earn a payment for assisting eligible parents in pursuing SSI/SSDI. Before initiating a W-2 SSI-related claim in CARES the W-2 Contractor must verify that all required conditions are met and properly recorded in CARES and verification is scanned into ECF using the document code POPD. Conditions include the following:

1. Verification of eligibility for SSI or SSDI benefits is received.
2. There was an open W-2 placement and the Contractor provided SSI advocacy services (SD activity must be assigned) for at least 60 days prior to the date the eligible parent became eligible for SSI or SSDI.
3. In a single-parent household, W-2 eligibility must be ended and the parent must be disenrolled from CARES work programs in order for the W-2 Contractor to initiate the SSI/SSDI claim. In a two-parent household, the parent with the SSI/SSDI claim must be disenrolled from CARES work programs, but the other parent may be in a placement and enrolled in CARES work programs.

V. CARES Detail for Initiating a W-2 SSI/SSDI Attainment Performance Outcome Claim

This section highlights the CARES screen the W-2 Contractor must utilize to initiate a W-2 SSI/SSDI Attainment performance outcome claim.

A. WPOS – W-2 SSI/SSDI Attainment Performance Outcome Claim

WPOS is used to initiate a W-2 SSI/SSDI Attainment Performance Outcome claim. The first time the screen is accessed, the Claim Date and Claim Worker fields are populated by CARES. After a PIN is entered, and the worker presses the <Enter> key, the remaining fields are populated.

In order to initiate the claim (using the PF24 key):

1. The <SSI Received> and/or <SSDI Received> fields will initially be auto-populated from the Benefits Received screen in CARES Worker Web (CWW). The worker may override these fields if they are incorrect and there is verification scanned into ECF documenting that the eligible parent is receiving the SSI or SSDI benefit.
2. Receipt of advocacy services for at least 60 days is validated through the date the assignment of the SD activity (for 60 days or more) was entered on CARES screen WPCS (not the activity begin date). If an individual who is receiving advocacy services is transferred to a different work program office due to a change in residence, but remains in the same Contract Area, CARES will count the cumulative time the individual received the advocacy services in all work program offices.

WPOS	W-2 SSI PERFORMANCE OUTCOME CLAIM	04/30/14 14:01
		XCT123 A W2FEP
CLAIM #: 7000000252	INIT WKR: XCTA28	INIT DATE: 03 01 2014
STATUS:	STATUS DATE:	ACT WKR: LAST UPDATED: 11 13 2013
PIN: 7007726071	OFFICE: 0721	FEP: XCT123 CASE MANAGER: XCT123
PARENT NAME: TEST	WPOS-CHANGE	TWO PARENT: N
ELIG BEGIN DATE: 11 13 2013	ELIG END DATE: 02 28 2014	CLM EFF DT: 11 01 2013
CASE: 7002605879	PLACEMENT: W2T	PLACEMENT BEGIN DT: 11 13 2013
W-2 BEGIN DT: 11 13 2013	W-2 END DT: 02 01 2014	
SSI RECEIVED: Y	SSI MONTH: 112013	VER CD: AW
SSDI RECEIVED: N	SSDI MONTH: _____	VER CD: __
SD ACTIVITY BEGIN DATE: 11 13 2013		
DATE SD ACTIVITY ENTERED IN CARES: 11 13 2013		
PF13: WPOV	PF14: WPOL	PF24: PROCESS CLAIM
NEXT TRAN: _____	PARMS: 7000000252_____	

VI. CARES Approval Process for Initiated Claims

A. WPOA – W-2 Performance Outcome Approvers

WPOA is a view-only screen that lists the names and user IDs of the individuals who have been designated as performance outcome claim approvers in each CARES W-2 work program office. Up to fourteen approvers may be designated for each work program office. After identifying which W-2 Contractor staff will be designated as performance outcome claim approvers, the W-2 Contractor will submit the Job Access Loan, W-2 Auxiliary Payment and/or Performance Outcome Claim Approval Designation form (DCF-F-2583) to the W-2 Help Desk. The W-2 Help Desk will be responsible for recording the approver's information on WPOA.

WPOA	W-2 PERFORMANCE OUTCOME APPROVERS	12/04/13 14:26
	XCT266 A W2FEP	
LAST UPDATED: 05 13 2013		LAST UPDATED BY: JX9311
OFFICE: 0721 ROCK WP BELOIT		
MAXIMUM USERS ALLOWED FOR THE OFFICE: 08		
USER ID	NAME	
JX9311	ROBERT	DEMAALA
XCTA28	KEVIN	CLOUGH
XCTE56	LAURIE	CRUSE
XCTU38	VETHA	CHELLAPPA
XCT266	KEVIN	CLOUGH
XCT862	SHARON	WOLLIN
XTE224	SEGAR	MUTHURAMALINGAM

NEXT TRAN: _____	PARMS: 0721_____	MORE...

B. WPOL – W-2 Performance Outcome Claims List

WPOL displays in real time all initiated claims, as well as claims that were approved, withdrawn, and denied within seven calendar days of the current date.

Once an initiated claim has met all validations and has been processed (using the F24 key) on WPOP or WPOS, the initiated claim is displayed on screen WPOL.

The W-2 Contractor employee(s) designated as an approver, will access the WPOL screen to review initiated claims. Before approving a claim, the approver must verify that all conditions have been met and that appropriate verification has been scanned into ECF using the document code POPD. From the WPOL screen, the approver can select an initiated claim (using either 'S' or 'X' and then pressing the <Enter> key) and return to WPOP or WPOS to review the claim information. After reviewing the claim information and the verification that is scanned into ECF, the approver will transfer to screen WPOV to approve or withdraw the claim.

OFFICE NUM	PIN	CLAIM NUMBER	CLAIM TYPE	CLAIM INIT DATE	CLAIM STATUS	CLAIM STATUS DATE
_ 0811	4007177252	7000000211	SI	06 01 2013		
_ 5553	8007726497	7000000254	SI	03 01 2014		
_ 0721	7007729291	7000000295	JR	08 25 2014	AA	09 01 2014
_ 0721	7007731783	7000000301	PJ	02 14 2014	AA	06 10 2014
_ 0721	537731868	7000000300	JA	05 10 2014	AA	05 11 2014
_ 0721	8007729313	7000000297	JA	04 30 2014	AA	05 10 2014
_ 0721	6007729273	7000000292	JA	04 25 2014	AA	05 03 2014
_ 0721	7007729291	7000000294	JA	04 15 2014	AA	05 03 2014
_ 0721	887731868	7000000299	PJ	03 15 2014	W1	04 01 2014
_ 0721	1007731885	7000000298	PJ	03 01 2014	AA	03 10 2014
_ 0721	7007731783	7000000307	JA	03 10 2014	AA	03 10 2014
_ 0721	5007731749	7000000309	JA	03 10 2014	AA	03 10 2014
_ 0721	1007297051	7000000245	HW	06 05 2013	AA	03 03 2014
_ 0811	647072180	7000000196	JR	02 05 2014	W1	02 05 2014
_ 0721	7007296980	7000000243	JA	06 01 2013	AA	02 03 2014

PF13 WPOV
NEXT TRAN: _____ PARMS: _____ MORE...

C. WPOV – W-2 Performance Outcome Claim Approval/Review

WPOV is the final screen in the claims approval process. On this screen an approver may either approve or withdraw a claim. Upon approving a claim on this screen, the claim is scheduled for payment.

A withdrawal of a claim may be done by the W-2 Contractor approver or through a batch process in CARES. A batch process will withdraw an initiated job-related performance outcome claim in the following circumstances:

1. When the eligible parent's W-2 placement is ended through a batch process because the W-2 eligibility case has been closed for 60 days; or
2. When the eligible parent's W-2 placement is ended through a batch process because a W-2 time-limit extension has ended or an individual has reached 24 or 60 months and no extension has been granted.

WPOV has two user views. The top half of the screen is used by the W-2 Contractor to approve or withdraw the claim. The bottom half of the screen will only be viewable by the state adjudicator who will review claim details and verification either before or after payment for the claim has been made.

A state adjudication process is under development to review claim details in CARES and the verification scanned into ECF using the document code POPD. The state adjudicator will enter validation codes into the <Review Status> field on the state section of WPOV. If during this state adjudication process, the state adjudicator determines that a claim is not valid, the "Claim Status" field will be changed from approved to denied on WPOV.

If the claim is denied after it has already been paid to the W-2 Contractor, DCF will decrease the next payment by the amount already paid for the denied claim. If the claim is denied before the date of the report that determines payments to the W-2 Contractor (i.e., denied the same month it is approved by the W-2 Contractor), then the outcome payment associated with the denied claim will not be paid to the W-2 Contractor.

```
WPOV          PERFORMANCE OUTCOME CLAIM APPROVAL/REVIEW      11/25/13 14:03
                                           XCT123 A W2FEP
PIN: 7007729291      OFFICE: 0721      LAST UPDATED: 11 25 2013
CASE MANAGER: XCT123      FEP: XCT123
PARENT NAME: TEST      WPEH-FOURTEEN

CLAIM #: 7000000295      CLAIM TYPE: JR
CLAIM INIT DATE: 08 25 2014      CLAIM WORKER: XCT987

CLAIM EFFECTIVE DT: 06 10 2014
CLAIM STATUS: AA      CLAIM STATUS DATE: 09 01 2014      ACTION WORKER: XCT123
```

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PF13: WPOP      PF14: WPOS      PF15: WPOL
NEXT TRAN: _____      PARS: 7000000295_____      MORE...
```

VII. Claim Approval Deadlines

There are deadlines for the W-2 Contractor to approve performance outcome claims which are based on the Claim Effective Date. There is a Claim Effective Date field that is auto-populated by CARES on screens WPOP and WPOS. Below is the description of the Claim Effective Date for each type of performance outcome and the deadline for approving the claim:

A. Job Attainment, Partial Job Attainment and Long Term Participant Job Attainment:

For Job Attainment, Partial Job Attainment and Long Term Participant Job Attainment, the Claim Effective Date is the 31st day of the Primary Employment or Date of Change in Employment Hours/Wages that was used for the basis of the claim. The claim must be initiated and approved by the W-2 Contractor in CARES by March 31st of the year following the year of the Claim Effective Date.

For example:

If the date of employment is June 30, 2014 and the participant is still employed on July 30, 2014, and all other conditions are met for the performance outcome, then the performance outcome Claim Effective Date is July 30, 2014 (the date the criteria for the performance outcome was met). The W-2 Contractor has until March 31, 2015 to initiate and approve the Job Attainment claim in CARES.

The performance outcome payment will be applied to the performance outcome contract amounts for the year in which the Claim Effective Date occurred. In the example above, payment would be applied to the 2014 contract amounts.

B. Job Retention

For Job Retention, the Claim Effective Date is the 93rd day of the Primary Employment or Date of Change in Employment Hours/Wages that was used as the basis of the claim. The claim must be initiated and approved by the W-2 Contractor in CARES by June 30th of the year following the year of the Claim Effective Date.

For example:

If the date of employment is October 20, 2014 and the participant is still employed on January 20, 2015 (93rd day of employment), and all other conditions are met for the performance outcome, then the performance outcome Claim Effective Date is January 20, 2015. The W-2 Contractor has until June 30, 2016 to initiate and approve the Job Retention claim in CARES.

The performance outcome payment will be applied to the performance outcome contract amounts for the year in which the Claim Effective Date occurred. In the example above, payment would be applied to the 2015 contract amounts.

C. SSI/SSDI Attainment

For SSI/SSDI Attainment, the Claim Effective Date is the first day of the SSI or SSDI begin month (whichever is earlier). The claim must be initiated and approved by the W-2 Contractor in CARES by March 31st of the year following the year of the Claim Effective Date.

For example:

If the first day of the SSI begin month is June 1, 2014, then the performance outcome Claim Effective Date is also June 1, 2014. The W-2 Contractor has until March 31, 2015 to initiate and approve the SSI/SSDI Attainment claim in CARES.

The performance outcome payment will be applied to the performance outcome contract amounts for the year in which the Claim Effective Date occurred. In the example above, payment would be applied to the 2014 contract amounts.

VIII. Emergency Assistance Performance Outcome Payments Overview

The W-2 contractor will be paid for each Emergency Assistance (EA) application that is correctly processed within five working days from the date the W-2 contractor receives the EA application. The W-2 contractor must process EA applications according to policy and procedures outlined in the [EA Manual](#).

A. Conditions Required for Emergency Assistance Performance Outcome Payment

The Emergency Assistance (EA) Performance Outcome Payment is payable under the following conditions:

1. The W-2 contractor has verified eligibility per EA policy, and has entered the EA application in the Emergency Assistance Tracking System (EATS) within five working days after the date the W-2 contractor received the EA application. Day one of the five

working days is the day after the completed application is received by the W-2 contractor.

2. The W-2 contractor has entered the EA application in EATS with an “Approved” status or with a “Denied” status using one of the “Denied” reasons listed in EATS.
3. The W-2 contractor has finalized the EA application by clicking the “Confirm” button in EATS within five working days after the date the W-2 contractor received the EA application.
4. EA applications that are entered in EATS with an EA application date on or after January 1, 2014 may be eligible for an EA Performance Outcome Payment.
5. If a W-2 contractor processes more than one EA application for an individual with the same EA application date, only one application may qualify for an EA Performance Outcome Payment.

B. Emergency Assistance Performance Outcome Calculation

DCF will determine whether an EA application has been processed within five working days after the completed application is received by the W-2 contractor by comparing the EA application date and the EATS ‘Confirm’ date. The EA application date is entered in EATS by the W-2 contractor (this is the date on which the W-2 contractor received the EA application). The “Confirm” date is generated by EATS when the W-2 contractor finalizes an EA application by clicking the “Confirm” button in EATS.

C. Emergency Assistance Performance Outcome Reports

Beginning February 1, 2014, EA application information and EA Performance Outcome reports will be available in Webl. DCF will generate a monthly report in Webl which will identify all approved and denied EA applications that meet the EA Performance Outcome conditions for the month. Emergency Assistance Performance Outcome Payments will be generated according to the schedule of [Claims and Payment Calendar 2014](#).

The W-2 Regional Coordinators in the balance of state and the Regional Administrators in Milwaukee will be conducting comprehensive onsite EA monitoring in 2014. All EA cases that received an EA Performance Outcome Payment in 2014 will be reviewed. If a W-2 Regional Coordinator or Administrator determines that an EA application was not processed according to the policy and procedures outlined in the EA Manual, the EA Performance Outcome Payment will be recouped.

Section 3: Quarterly Incentive Payments

I. Quarterly Work Participation Rate Incentive Payments

A. 50% All Families Rate

DCF is required to meet the Federal TANF Work Participation Rate (WPR) on an annual basis. W-2 Contractors who meet the quarterly Federal All Families WPR of 50% for the geographical area will be eligible for an incentive payment. DCF will pay the WPR incentive

payment quarterly. Payments will be generated according to the [Claims and Payment Calendar 2014](#).

DCF will determine the W-2 Contractor's quarterly Federal All Families WPR according to TANF guidelines. The W-2 Contractor is not required to submit a verified claim to be paid a WPR quarterly performance payment. No payments will be made for any quarter in which the W-2 Contractor does not meet the 50% level.

In its sole discretion, DCF may at the end of the federal reporting year make a payment to the W-2 Contractor of previously unearned Quarterly Performance Payments if the W-2 Contractor meets the Federal All Families WPR of 50% for the year.

B. Work Participation Rate Improvement

W-2 Contractors can earn an incentive payment for improving their WPR from one quarter to the next. The baseline from which improvement will be measured will be the contractor's highest quarterly WPR achieved in 2013 and 2014 that is at least 35%.

The minimum percent improvement required to earn this incentive is detailed below.

WPR Baseline	Improvement Percentage
35% - 39%	3.15%
40% - 44%	2.90%
45% - 49%	2.65%
50% - 54%	2.40%
55% - 59%	2.15%
60% - 64%	1.90%
65% - 69%	1.65%
70% - 74%	1.40%
75% - 79%	1.15%
80% - 84%	0.90%
85% - 89%	0.65%
90% - 94%	0.40%
95% - 100%	0.15%

II. Federal Work Participation Requirements

DCF will generate monthly and quarterly reports in WebI which will calculate the TANF Work Participation Rate (WPR). These reports will contain all families including two parent families and single parent families. WPR calculation is based on worker-entered data in CARES. (See section III. below for further information). A family with one or more work-eligible individuals is included in the overall work participation rate, unless explicitly disregarded. (See section II, D. below for further information on disregarded participants.)

A. Core Activities

In general, in order for a CSJ or W-2 T participant to meet the TANF work participation requirement, s/he must participate in a minimum of 20 hours of Core activities per week. These 20 hours do not include hours in which a participant was sanctioned for non-participation. While W-2 good cause policy does not limit the number of hours a participant may receive good cause for non-participation, there are limits on the number of good cause

hours that may be counted towards the TANF work participation requirement. The Department will keep track of reportable hours through its federal reporting data system. (See F. below for more detail on how good cause hours are counted for federal work participation)

Core activities, as defined in TANF regulations, that count toward meeting the 20-hour requirement may include participation in any of the following:

1. Working Full-Time (WF) or Working Part-Time (WP);
2. Work Experience (WE);
3. Paid Work Experience in the Private Sector, Not Funded by TANF (SZ) and Paid Work Experience in the Public Sector, Not Funded by TANF (SW)
4. Job Skills Training (JS) by itself or combined with Vocational Adult Basic Education (VA), Vocational English-as-a-Second-Language (VE), or Vocational Literacy (VL). This activity may count as a Core activity for no more than 12 months during the lifetime of participation. The 12 months need not be consecutive;
5. Technical College (TC) and Technical College Study Time (TT). These activities may count as a Core activity for no more than 12 months during the lifetime of participation. The 12 months need not be consecutive;
6. Activities that fall under the Federal definition of Job Search and Job Readiness. These activities may count toward the 20 hour per week requirement for no more than 240 hours for a single parent of a child under age six and 360 hours for all other work-eligible individuals. Hours may be counted for no more than 4 consecutive weeks. The timeframe for these limits is the preceding 12 months. These activities include:
 - a. Disability and Learning Assessment (AD)
 - b. AODA Counseling (CA)
 - c. Career Planning & Counseling (CE)
 - d. Occupational Testing (OC)
 - e. Mental Health Counseling (CM)
 - f. Employment Search (ES)
 - g. Job Readiness/Motivation (MO)
 - h. Mental Health Assessment (AM)
 - i. AODA Assessment (AA)
 - j. Physical Rehabilitation (PR)
 - k. Life Skills (LF)
 - l. Physicians Assessment (AL)
 - m. Career Advancement Services (CR)
 - n. Job Retention Services (JR)
 - o. Mentor/Coach (MN);
7. Assignment to a combination of any of the activities listed in 1 through 5 above.

B. Non-Core Activities

Along with the 20 hours per week of Core activities, CSJ and W-2 T participants whose youngest child is age 6 or older must participate in 10 or more hours of additional Core or Non-Core activities, as defined in TANF Regulations. Non-Core activities may include:

1. Adult Basic Education (BE)
2. English-as-a-Second Language (EL)

3. Literacy Skills (LS)
4. General Educational Development – GED (GE)
5. High School Equivalency Diploma – HSE (HE)
6. Regular School – K through 12 (RS)

C. Teen Parents

Teen parents ages 18 and 19, who do not have a high school diploma, may meet their work participation requirement either through the combination of Core and Non-Core activities described above, or through participation in activities that fall under the federal definition of Satisfactory School Attendance. These activities include:

1. General Educational Development – GED (GE)
2. High School Equivalency Diploma – HSE (HE)
3. Regular School – K through 12 (RS)

For Satisfactory School Attendance, the TANF regulations do not require a specific assignment of hours. Participants must demonstrate that they are making progress towards completion of their diplomas.

D. Disregarded Participants

The following participants are disregarded (not included in the denominator) from the monthly TANF Work Participation rate:

1. CSJ and W-2 T participants who are caring for a disabled family member are disregarded from the TANF work participation rate. In order to be excluded, the participant must be assigned to one of two CARES activities, Caring for Disabled Child (CD) or Caring for Other Family Member (CF).
2. CMC, CSJ and W-2 T participants who are a single custodial parent with a child under 12 months of age are disregarded from the TANF Work Participation Rate. There is a 12-month lifetime limit on disregarding a family for this reason.
3. Participants who do not meet the work participation requirement in a month due to a sanction (non-participation without good cause) may be disregarded up to 3 months. The three months need not be consecutive. The timeframe for calculating the 3-month limit is the preceding 12 months.

E. Two Parent Households

For federal reporting, a two-parent household is defined as two adults with a child in common with neither parent being disabled or caring for a disabled family member. At least one parent in a two-parent household must meet the TANF Work Participation requirements described in A. through C above. In addition, two-parent households must meet a two-parent work participation requirement:

4. Two-parent households that are receiving federally funded child care must participate in at least 55 hours of activity, at least 50 of which must be Core activities.
5. Two-parent households that are not receiving federally funded child care must participate in at least 35 hours of activity, at least 30 of which must be Core activities.

F. Good Cause Hours

When calculating TANF Work Participation, hours of non-participation that are determined to have good cause may count as participation within the following parameters:

1. No more than 80 hours of good cause may be counted as participation. The timeframe for the 80-hour limit is the preceding 12 months.
2. Hours that are missed due to the following holidays may be counted as participation:
 - a) New Year's Day
 - b) Birthday of Martin Luther King, Jr.
 - c) Memorial Day
 - d) Independence Day
 - e) Labor Day
 - f) Thanksgiving Day
 - g) Day after Thanksgiving Day
 - h) Christmas Eve Day
 - i) Christmas Day
 - j) New Year's Eve Day
3. Good cause hours counted as participation may not exceed 16 hours in a calendar month. Holidays are not considered in this limit.

III. CARES Screens Relevant to the Federal Work Participation Calculation

Wisconsin maintains a federal reporting database (FReD) which pulls data from CARES to calculate the Federal Work Participation Rate. The following CARES screens provide data for the calculation:

- A. WPWW – WISCONSIN WORKS INFORMATION.** The participant's W-2 placement type (e.g., CSJ, W-2 T, CMC) is recorded on this screen. WPNP - NON-PARTICIPATION HISTORY LISTING and
- B. WPNH - NON-PARTICIPATION HISTORY.** These screens capture non-participation and good cause determinations.
- C. WPCH - COMPONENT/STATUS HISTORY and WPCS – CREATE/UPDATE COMPONENT/STATUS.** These screens are where activities are assigned and tracked until completion.

Section 4: Contractor Performance Rates Incentive Payments

DCF will pay a onetime Performance Rate Incentive Payment to the contractor who has the highest performance rate in either balance of state or Milwaukee for any one or more of the following: Job Attainment, Job Retention or Long Term Participant Job Attainment. A payment will be made to the contractors in the balance of state with the highest rate for one or more categories among all balance of state Contractors based on 2014 performance. A payment will be made to the contractors in Milwaukee with the highest rate for one or more categories among all Milwaukee Contractors based on 2014 performance.

I. Job Attainment Performance Rate

DCF will calculate this rate using the unduplicated annual case count total in the denominator and total job attainments for the year in the numerator.

II. Job Retention Performance Rate

DCF will calculate this rate using the unduplicated annual case count total in the denominator and total job retentions for the year in the numerator.

III. Long Term Participant Attainment Performance Rate

DCF will calculate this rate using the long term participant pool in the denominator and long term participant job attainments for the year in the numerator.