

## GLOSSARY

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**Absence** Absence due to illness or unavoidable circumstance.

**Accredited** A child care provider or group center which meets higher quality of care standards.

**Application** A Child Care applicant must apply within the County/Tribe in which s/he lives. A Foster or Kinship parent should apply in the County/Tribe in which s/he lives.

**Assessment** The process under which the W-2 agency evaluates each W-2 participant's skills, prior work experience and employability.

**Attendance Report** This is a bi-weekly attendance report form sent by CARES to the authorized child care provider caring for the child subsidized with W-2 payments.

**Authorization** This is a written agreement between the agency and a day care provider indicating the effective dates of the authorization, reimbursement amount, and type of payment.

**Barrier** Something that acts to hinder or restrict employment opportunities.

**Bona-Fide Job Offer** Authentic or real offer of employment as determined by the W-2 agency.

**Case Management** The family-centered and goal-oriented process for assessing the needs of a W-2 group member and his or her family for employment, training and supportive services and assisting the W-2 group member in obtaining the services needed to achieve self-sufficiency.

**Case Management Only (CMO)** W-2 placement category for groups of individuals who either do not have barriers to employment or who are otherwise not eligible for W-2 who may benefit from case management services by the FEP.

**Categorically Eligible (for FS)** An applicant determined eligible for W-2 is eligible for FS without having to meet the nonfinancial or financial FS requirements.

## GLOSSARY

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**CARS** Community Aids Reporting System. Used to report community aids expenses and calculate reimbursement for those expenses.

**Case Management Resource Guide** A guide which will be available at each W-2 agency to aid the FEP in providing case management by identifying resources that will assist the family in achieving self-sufficiency.

**Center Slots** Number of places for children within the licensed capacity of the day care center.

**Certified Provider - Regular** Child day care providers who are certified by the county, but are not required to be licensed. These include family day care providers, and in-home providers. These have completed 15 hours of child care training.

**Certified Provider - Provisional** Child day care providers who are certified by the county, but are not required to be licensed. These include family day care providers, and in-home providers. These have not completed 15 hours of child care training.

**Child Care Assistance Group** All persons in the household who are included in the Assistance Group size.

**Child Support** The Child Support program is designed to:

1. Establish paternity on behalf of children whose parents weren't married to each other at the time of the child's birth.
2. Establish court orders obligating parents to pay child support and provide health care for their children, including health insurance coverage.
3. Collect support payments including:
  - a. Child support.
  - b. Family support, combined support for both the children and the custodial parent in a child support case.
  - c. In cases where there is an order to make separate child support and spousal maintenance payments,

## GLOSSARY

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alimony, to collect both child support and spousal maintenance.

4. Take administrative and legal actions necessary to enforce a support order when parents fail to pay the support they have been ordered to pay.
5. Locate parents who are not paying support and locate income and assets, when necessary, to establish or enforce a child support order.

**Children First** A court-ordered employment program for noncustodial parents designed to encourage and enable payment of child support.

**Children's Services Network** Network developed in collaboration with the Community Steering Committee and the W-2 agency which provides a link to community services for children and families who often do not have personal networks in the community and assist them in developing these networks.

**Client Assistance for Re-employment and Economic Support (CARES)** The CARES system is a statewide, automated, integrated system that supports the major income maintenance programs of Wisconsin Works (W-2), Food Stamps (FS), Medical Assistance (MA), Food Stamp Employment and Training (FSET), and Learnfare case management program by determining client eligibility, issuing benefits and managing support.

**Community Rehabilitation Program** A program that provides directly or facilitates the provision of vocational rehabilitation to individuals with disabilities and that enables an individual with a disability to maximize opportunities for employment.

## GLOSSARY

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**Community Service Jobs (CSJ)** One of the three W-2 subsidized employment positions to improve the employability of participants by providing work experience and training in the public and private sector. Successful participants in a CSJ will move into unsubsidized employment or a Trial Job. CSJs must serve a useful public purpose or be a project whose cost is partially or wholly offset by revenue generated by such projects.

**Community Steering Committee** As mandated by Wisconsin statute, each W-2 agency will establish a Community Steering Committee to provide ties to the community with strong leadership from the business sector. The CSC will help ensure the success of W-2 by adding the leadership, resources and the initiatives of local community leaders who are willing to support W-2 participants by identifying job opportunities and developing supportive services such as expanded child care, creative transportation solutions, and the like.

**Contract** A written agreement between an administrative agency and a day care provider for child day care services.

**Copayment** Family responsibility payment based on family size, gross income, number of children in child care, and type of child care provider chosen.

**County Divisor** The amount of hours a child is in care to be considered full-time.

**Current Enrollment /Attendance and Prior Semester Verification Report (CEAPSVR)** Learnfare report produced at the end of the month, in paper format or electronically, that is used for school attendance verification at application, re-exam, person add, transfer, review and for good cause. It is sent to the school district to collect current enrollment data including the number and dates of absences during the prior semester and month.

**Custodial Parent** With respect to a dependent child, a parent who resides with that child and, if there has been a determination of legal custody with respect to the dependent child, has legal custody of that child. For the purposes of this paragraph, "legal custody" means any person granted legal custody of a child, other than a county agency or licensed child welfare agency, who has the right and responsibility to make major decisions concerning the child, except with

## GLOSSARY

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respect to specified decisions as set forth by the court or the parties in the final judgment order. Major decisions include, but are not limited to, decisions regarding consent to marry, consent to enter military service, consent to obtain a motor vehicle operator's license, authorization for non-emergency health care, and choice of school and religion.

**Day Care Price** The amount regularly charged by a provider to a family who pays for services from personal funds.

**Day Care System** A network of licensed family day care centers, family day care providers, and in-home day care providers. It is centrally organized, coordinated, and administrated as a unit. It includes extensions of day care centers and agencies who provide training to day care providers.

**Department** The Wisconsin Department of Workforce Development.

**Dependent Child** A person who resides with a parent and who is under the age of 18 or, if the person is a full-time student at a secondary school or a vocational or technical equivalent and is reasonably expected to complete the program before attaining the age of 19, is under age 19.

**Disability** Any mental or physical impairment which prevents a person from or makes it unusually difficult to participate in major life activities such as walking, talking, thinking, breathing, hearing, seeing, eating, working or selfcare.

**Diversion** Individuals always have the right to apply for a W-2 employment position. A diversion occurs when a W-2 applicant who initially requests a W-2 employment position decides not to continue in the application process, fails to complete the application process, or, if found eligible, chooses not to accept a W-2 employment position. AFDC recipients who decide not to "convert" to W-2 are also considered diversions. A diversion may occur up until the applicant is placed in a W-2 employment position.

**Effective Dates - Eligibility Period** The period for which child care is authorized. Authorizations are completed for a maximum of 6 months. Eligibility must be redetermined at the end of the authorization period. Authorization periods may be any where between 1 week and 6 months in length.

## GLOSSARY

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**Employability Plan (EP)** A written agreement developed by a FEP in consultation with the participant. It is a case management tool that details a logical, sequential series of actions which becomes a blueprint for change to move the participant from dependency to self-sufficiency. The participant's occupational goal, precise tasks required of both the W-2 agency and the participant, and the supportive services needed are identified in the EP. With respect to Learnfare, the EP outlines the responsibilities and activities of the participant and child(ren) required to facilitate, maintain, and/or improve school enrollment and attendance.

**Employment Ladder** The structure which symbolizes movement from supported work activities to independent unsubsidized employment.

**Employment Position** See W-2 Employment Position definition.

**Employment Option** The W-2 employment ladder consists of the four employment options: Unsubsidized employment, Trial Job, Community Service Job, and W-2 Transition.

**Equal Opportunity Coordinator** A person, designated by the Department, county agencies and boards, and other subcontractors, to coordinate efforts to comply with requirements for equal opportunity.

**Federal Poverty Level (FPL)** The federal government's statistical poverty threshold used in the gross income test to determine financial eligibility for W-2. (See chart - Section II - Chapter 2).

**Financial and Employment Planner (FEP)** A case manager employed or contracted for a W-2 agency who provides eligibility determination, job readiness screening, employability planning, financial and employment case management services, makes referrals to other public or private assistance programs or resources, and determines eligibility for supportive services such as food stamps, Medical Assistance, Job Access Loans, child care, and Emergency Assistance.

## GLOSSARY

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**FSET** Food Stamp Employment and Training program. It includes FSET Work Experience and FSET Job Search.

**Formal Assessment** An in-depth process used when determining incapacitation; or a participant appears to have difficulty in successfully completing participation activities. The FEP determines the need for a formal assessment. The participant may be referred to a qualified assessing agency or a medical professional for a formal assessment.

**Incapacitation** A medically verified disability, illness or injury which prevents a person from working full-time in unsubsidized employment.

**Informal Assessment** A process to determine the appropriate placement of a participant on the W-2 employment ladder. This determination must take into consideration a participant's work history, education, job skills, and other factors that will affect employment.

**In-Home Child Care** Child care provided in the child's own home.

**Job Access Loan (JAL)** A loan administered through the W-2 agency to assist a participant to overcome an immediate and discrete financial crisis that prevents the participant from obtaining or maintaining employment.

**Job Center** Job Centers are service locations or networks of service sites where comprehensive employment and training services are delivered to job seekers and employers. Wisconsin's Job Centers are characterized by two key operational features:

1. Job Centers are built on inter-agency practices that unify functions in five areas:
  - a. Inter-agency planning.
  - b. Program intake.
  - c. Assessment.
  - d. Case management.
  - e. Employer relations.
2. Job Centers are a partnership of agencies operating as equals.

Job Centers are planned and run by a local consortium of participating partners that includes the Job Training

## GLOSSARY

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Partnership Act (PIC), Wagner-Peyser (Job Service), Carl Perkins Vocational Education Act and Adult Education Act (Technical College), Temporary Assistance for Needy Families (JOBS and W-2 agencies) and the Rehabilitation Act (DVR). These programs/fund sources are referred to as the "core partners" in the Job Centers, although other types of services may also be offered through Job Centers.

**Job Coach** Assists W-2 participants in being successful at the job or worksite. On-site job skill training in work-related behaviors is provided addressing areas such as transportation, child care, health care. The Job Coach may provide initial support on the job in terms of assessing skill training, reasonable accommodations, or helping identify a mentor or onsite supports for a participant at work. Job coaches may also interact with employer or supervisors to identify initial problem solving strategies, provide sensitivity training for the employer and staff or determine job coach services at the worksite. There may also be time spent in the person's home, helping with things like organizing day-to-day tasks, identifying needs that can be met by other professionals such as home parenting aides, and getting the individual to work regularly and on time. The Job Coach may also meet with participants in the office, if the assistance includes items such as budgeting help. Participants are referred by other staff or by themselves.

**Job Developer** The primary interface between the Job Center and employers. Customer groups include employers, clients seeking employment (W-2 participants and others), and other partner agencies. Interaction with employers includes selling the services of the Job Center, including incentives available for hiring target group individuals. Other job duties may include conducting the daily Job Club, setting up short-term training, and special assignments such as job fairs.

**JobNet** JobNet is a job order and customer information system developed by the Wisconsin Job Service that is designed to be used on a self-service basis. It is the basic source of job opening information available in Job Centers and may be used by all local agencies. Through JobNet, Job Center customers obtain information on available local and statewide job openings, including the employer job requirements. In the future, JobNet will contain information about the menu of Job Center services and may allow for on-line registration for services. JobNet is available on

## GLOSSARY

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touchscreen PC workstations at Job Centers and on the Internet as well.

**Job Orientation** Workshops consisting of topical areas related to job search techniques and job keeping skills, i.e., grooming for employment; employer telephone contacts; job application completion; resume writing; interviewing skills; understanding the hidden labor market; problem solving related to child care, transportation, and family budgeting; etc.

**Job Quit** A job quit occurs when an individual quits an unsubsidized employment position within 180 calendar days immediately preceding the application date.

**Job Search** Soliciting applications and/or interviews from prospective employers with the intent to become employed in unsubsidized employment.

Up-front Job Search: Job search conducted by the applicant during the period the application is being processed.

Extended Up-front Job Search: Extended job search conducted by a participant who has been determined to be job ready by the FEP and not placed in a W-2 employment position.

On-going Job Search: Appropriate job search for participants placed in a W-2 work program position.

**Kids Information Data System (KIDS)** System which supports child support agencies and county clerks of court with child support and paternity information. The system also supports the automatic creation of IV-D cases through interfaces with the CARES and HSRS state systems.

**Learnfare** A program to assist school-aged, dependent, students 6 through 19 years of age, who are in a W-2 group to attend school regularly and to graduate from school when an adult in the group is participating in a W-2 employment position.

**Learnfare Child Care Funding** Child care funding for teen parents subject to the Learnfare program/

**Life Skills** Behavioral tools that provide the basic practices necessary to enable the parent(s) manage day-to-day life, and, as a result, to participate more fully in the workforce, in

## GLOSSARY

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lifelong educational opportunities, and in community activities. Practical skills which increase a person's self-esteem and facilitates the pursuit of better job opportunities by providing the ability to plan fully family needs. The following are examples of life skills: understanding and accepting parental responsibilities, strengthening parental skills, understanding relationships, family budgets, anger management, interpersonal skills, problem solving, family nutrition, time management, decision-making skills, and household management.

**Local Collaborative Planning Teams (LCPT)** The LCPT is a local committee through which the managers of the participating employment and training programs regularly meet, discuss, plan, implement and manage efforts to achieve a coordinated local employment and training system. The LCPTs provide a leadership structure and process for local Job Center development and include all of the core Job Center partner agencies and programs and other locally significant agencies. There is an LCPT in each of the 17 employment and training Service Delivery Areas and W-2 agencies are core partners on the LCPTs.

**Migrant Worker** Any person who temporarily leaves a principal place of residence outside Wisconsin and comes to Wisconsin for not more than ten months in a year to accept seasonal employment in the planting, cultivating, raising, harvesting, handling, drying, packing, packaging, processing, freezing, grading, or storing of any agricultural or horticultural commodity in its unmanufactured state.

**Minimum Wage** The state minimum hourly wage under ch. 104 or the federal minimum hourly wage under 29 USC 206 (a) (1), whichever is applicable.

**Minor Parent** A custodial parent under the age of 18.

GLOSSARY

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**Monthly Attendance Report (MAR)** Report, in paper or electronic format, for each Learnfare student on monthly monitoring. For each student listed, the school district reports the total number of absences and dates of the absences during the month for each student listed.

**Noncustodial Parent** With respect to a dependent child, a parent who is not the custodial parent.

**Nonmarital Coparent** With respect to an individual and a dependent child, a parent who is not married to the child's other parent and is either an adjudicated parent or a parent who has signed and filed with the state registrar under s.69.15(3)(b)3, Stats., a statement acknowledging paternity.

**Overpayment** Either client or agency error that results in the provider receiving more reimbursement than to which the AG is entitled.

**Parent** Either a biological parent, a person who has consented to the artificial insemination of his wife under s.891.40, Stats., or a parent by adoption.

**Parent Choice** Parents have the ability to choose any regulated provider or to have the current provider complete the certification process.

**Participant** An individual who participates in any component of W-2.

**Participation Agreement** The W-2 participation agreement (PA) outlines the requirements of W-2 participation. It must be signed by all adult members in the W-2 group and by a W-2 agency representative.

**Participation Period** A W-2 participation period is from the 16th of a month to the 15th of the following month. Most payments are made on the first of the following the participation period.

**Physical or Mental Handicap** A condition as verified by an agency based on determination of a physician or a licensed or certified psychologist. Receipt of SSI is verification.

## GLOSSARY

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**Positive/Negative Adjustment** Increased/decreased payment made to a provider to correct a previous under/over payment.

**Private Industry Council (PIC)** The governing body created in accordance with the federal Job Training Partnership Act (JTPA) to provide policy guidance for, and exercise oversight with respect to, activities under the JTPA job training plan for each service delivery area in partnership with the unit or units of general local government within its service delivery area. PIC membership consists of representatives from the private sector, organized labor, community-based organizations, educational agencies, vocational rehabilitation agencies, public assistance agencies, economic development agencies and the public employment service.

**Protective Payment** A money payment to a payee designated by the agency as the recipient of the participant's total or partial monthly CSJ or W-2 T payment.

**Qualified Aliens** An alien lawfully admitted to the United States for permanent residence under the Immigration and Nationality Act; an alien who is granted asylum under section 208 of such Act; a refugee who is admitted to the United States under section 207 of such Act, an alien who is paroled into the United States under section 212(d)(5) of such Act for a period of at least one year, an alien whose deportation is being withheld under section 243(h) of such Act, or an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act as in effect prior to April 1, 1980.

**Qualified Assessing Agency** An agency licensed or approved under the appropriate State of Wisconsin regulatory body to provide, on a regular basis, professional assessment services necessary to determine the appropriateness of a Wisconsin Works placement.

**Rate** The maximum reimbursement amount an agency pays for day care.

## GLOSSARY

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**Reasonable Accommodation** To remove barriers in service delivery or employment to allow a person with a disability to have equal opportunity to participate in that program or job. Examples include making facilities physically accessible, providing written materials in alternate formats, simplifying instructions, providing adjusting work schedules, meeting in accessible facilities or acquiring adaptive equipment or technology.

**Regulated Child Care** Child care providers licensed by the state, certified by the county or tribe, or who are operated by a school board. Regulated child care can include group day care centers, day camps, family day care centers, regularly and provisionally certified family day care, and in-home care.

**Reimbursement** Payment for services. This may be by contract, voucher, or direct payment to the provider.

**Reimbursement Rates** These are the rates set by the local agency based on the annual survey of day care providers.

**Relative** The provider's natural or adopted children, foster children, step children, grandchildren, brothers, sisters, nephews, nieces, uncles, and aunts.

**Required Fee** The amount of money the family is required to pay toward child care costs.

**Resource Specialist (RS)** A W-2 agency employee or contracted employee who makes an assessment of needs, performs initial referrals to service providers, diverts the individual to other resources, and evaluates the need for W-2 services.

**School** A school is:

1. Public school.
2. Private school.
3. DPI registered home school program.
4. Vocational, Technical and Adult Education (VTAE) school.
5. DPI approved hs equivalency course.
6. Program leading to a GED.
7. Regular study of ESL.

**Special Need** Emotional, behavioral, or physical and personal needs of a child requiring more than the usual amount of care and supervision.

GLOSSARY

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**Sponsor** A sponsor is a person who, or any public or private agency or organization that, executes an affidavit of support or similar agreement for an alien. The agreement is a condition of the alien's entry into the U.S.

**SSI** Supplemental Security Income. This program provides income to persons with disabilities who meet program criteria.

**Strike** Any concerted stoppage of work by employees (including stoppage by reason of the expiration of collective bargaining agreement), and concerted slow down or other concerted interruption of operations by employees.

**Strike (W-2)** A penalty a W-2 participant may receive if he or she fails or refuses, without good cause, to participate in a W-2 employment position. A participant who accumulates three strikes in any W-2 employment position activity will be ineligible to participate in that component for life.

**Student** A half time or full time student in an accredited educational program.

**Supportive Services Planner (SSP)** A W-2 agency employee, county government employee or contracted employee who determines eligibility for W-2 supportive services such as food stamps, Medical Assistance, child care, and Emergency Assistance. The SSP will not provide case management or supportive services to participants in W-2 employment positions.

**Temporary Assistance for Needy Families (TANF)** Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). The federal block grant program that provides states with the authority and funding to create programs that provide time-limited assistance to needy families with children and promote work.

**Title IV-E Foster Care** Payments made for dependent children placed in foster homes.

**Trial Job** One of the three W-2 subsidized employment positions provided to improve the employability of participants by providing work experience and training to assist them to move into unsubsidized employment. The W-2 subsidy for Trial Job's participants is paid directly to the employer.

GLOSSARY

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**Unregulated Child Care** Child care providers who are not licensed by the state, certified by the county/tribe, or operated by a school board.

**Unsubsidized Employment** Employment for which a W-2 agency provides no subsidy to the employer, including self-employment and entrepreneurship.

**Vendor Payment** A money payment made on behalf of a participant directly to a provider of goods or services.

**Voucher** An authorization for reimbursement for care given.

**Wisconsin Works (W-2)** Wisconsin's TANF block grant program for families with dependent children that replaces the Aid to Families with Dependent Children (AFDC) program.

**Wisconsin Works (W-2) Child Support Demonstration** Under a waiver from the federal Office of Child Support Enforcement, this demonstration has as its purpose to determine whether the direct payment of child support affects the amount of child support collected on behalf of families, the establishment of paternity and new child support orders, noncustodial parent involvement with his or her children, and the self-sufficiency of the custodial parent.

**Wisconsin Works (W-2) Employment Position** A Trial Job, Community Service Job or Transitional placement subsidized by the W-2 agency.

**Wisconsin Works Group (W-2 Group)** An adult custodial parent, all minor children with respect to whom the individual is a legal custodial parent and all minor children with respect to whom the adult individual's dependent child is a custodial parent. Wisconsin Works group includes any nonmarital co-parent or any spouse of the individual who resides in the same household as the individual and any minor children with respect to whom the spouse or nonmarital co-parent is a custodial parent. Wisconsin Works group does not include any person who is receiving cash benefits under a county relief block grant program.

## GLOSSARY

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### **W-2 Reviews**

Eligibility Review: A W-2 eligibility review is required, at the least, every six months.

Employability Plan Review: A full employability plan review is required at the end of each assigned placement and at the eligibility review. The employability plan should be updated between reviews as necessary.

**W-2 Transition (W-2 T)** One of the three W-2 subsidized employment positions provided to improve the employability of participants by providing work experience and training to assist them to move into unsubsidized employment, a Trial Job or a CSJ.

**Weekly Ceiling** The county/tribal weekly reimbursement rate as determined by a survey of licensed child care providers. The weekly ceiling is the price at which 75% of the day care slots can be purchased.

**Workforce Development Areas (WDA)** WDAs are the subdivisions within the state for the local planning and administration of employment and education programs. The current 17 Service Delivery Areas will consolidate to 11 Workforce Development Areas by June 30, 1998. The WDAs will be used by the state for delivery of Job Training Partnership Act (JTPA) services, job center development and regional planning of employment and training services. The WDAs were established by the Governor's 1995 budget bill which required a plan to realign employment and education boundaries to improve coordination and planning efforts. The boundaries of the WDAs, which follow county lines and may include more than one technical college district, were drawn in recognition of the current positive relationships between counties and local employment and training service providers.