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| **Wisconsin Works (W-2) Career Assessment Tool(s) Inventory Form** |
| **W-2 Contract Agency:** |       |
| **Name of DCF Regional Administrator (RA)/Regional Coordinator (RC):** |       |
| **Date This Form Submitted by** **W-2 Agency:** | MM/DD/CCYY | **Select Update Type**  | [ ]  Annual W-2 Contractor Checklist [ ]  Real-time Update[ ]  No Update Needed – No Changes Since Prior Submission |
| **Career Assessment Tool(s) to be Updated\*** | **Elements Assessed****WORK STYLES, SKILLS, and/or INTERESTS** | **Tool/Element** **Added or Dropped?** | **Date of Change** | **Brief Explanation of the Change** |
|       | [ ]  Work Styles[ ]  Skills[ ]  Interests | [ ]  Added[ ]  Dropped | MM/DD/CCYY |       |
|       | [ ]  Work Styles[ ]  Skills[ ]  Interests | [ ]  Added[ ]  Dropped | MM/DD/CCYY |       |
|       | [ ]  Work Styles[ ]  Skills[ ]  Interests | [ ]  Added[ ]  Dropped | MM/DD/CCYY |       |
|       | [ ]  Work Styles[ ]  Skills[ ]  Interests | [ ]  Added[ ]  Dropped | MM/DD/CCYY |       |
|       | [ ]  Work Styles[ ]  Skills[ ]  Interests | [ ]  Added[ ]  Dropped | MM/DD/CCYY |       |
|       | [ ]  Work Styles[ ]  Skills[ ]  Interests | [ ]  Added[ ]  Dropped | MM/DD/CCYY |       |
| **Is the W-2 agency assessing ALL THREE required elements (WORK STYLES, SKILLS, and INTERESTS) with their career assessment tool(s)?** | [ ]  Yes, all three elements (WORK STYLES, SKILLS, and INTERESTS) are assessed by the W-2 agency’s career assessment tool(s). |
| **Check here if attachment(s):** | [ ]  Yes, document(s) / separate sheet(s) are attached. |
| **DCF Use Only** |
| **Date of DCF Records Update:** | MM/DD/CCYY |
| **Date of DCF Posting to S Drive:** | MM/DD/CCYY |

\*Please use specific Career Assessment Tool names. For example, use “*JIST O\*NET Career Interests Inventory*” or “*JIST O\*NET Career Values Inventory*,” instead of just “JIST” or “JIST O\*NET.” If you have more than six Career Assessment Tool changes, please use additional sheet(s).

**Wisconsin Works (W-2) Career Assessment Tool(s) Inventory Form**

**Use of Form:** This form is completed by the W-2 agency to notify their DCF Regional Administrator (RA) or Regional Coordinator (RC) of updates to the career assessment tool(s) used by the agency.

**Overview:** BWF [Operations Memo 19-17](https://dcf.wisconsin.gov/files/w2/ops-memos/pdf/19-17.pdf): *Clarification of Career Assessment Requirements and Standards* required W-2 agencies to provide written notice to their RA or RC of the career assessment tool(s) they are using, including an explanation of how the tool(s) evaluate work styles, skills, and interests. This written notice was due 12/19/2019, 90 days from the release date of the memo.

BWF [Operations Memo 19-17](https://dcf.wisconsin.gov/files/w2/ops-memos/pdf/19-17.pdf) stated that DCF will seek feedback on the rollout and use of career assessment tools to determine how applicants, participants, and staff respond; whether there is increased engagement in activities, i.e., less non-participation; and if there is increased use of the career assessment activity codes. This project has been postponed due to suspension of career assessment policy during the COVID-19 pandemic; however, continuing to update the list of career assessment tools will help with the eventual completion of this project. In addition, DCF and W-2 agencies can increase our understandings of career assessment by having ready access to a current list of the career assessment tools used by each W-2 agency.

**Required Agency Action:** On an annual basis, each W-2 agency is required to notify DCF of updates to their career assessment tool(s) by submitting this *Wisconsin Works (W-2) Career Assessment Tool(s) Update Form* to their RA or RC, as part of the Annual W-2 Contractor Checklist process. The W-2 agency may also opt to notify DCF as changes are made in real time, by submitting this form to their RA or RC.

**Minimum Policy Requirements for Career Assessment:** [W-2 Manual section 5.4.1](https://dcf.wisconsin.gov/manuals/w-2-manual/Production/05/05.4.1_Career_Assessment_Overview.htm) defines the three required elements of career assessment: ***work styles, skills, and interests***. Use of more than one tool may be necessary to capture the three required elements. For example, an agency may use one tool to identify work styles and a second tool to identify skills and interests. In addition, a W-2 agency may opt to identify additional tools to ensure that options are available to meet the needs of all applicant/participant populations.

Updates to career assessment tool(s) can include:

* Adding a career assessment tool.
* Dropping a career assessment tool. When a career assessment tool is dropped, W-2 agencies must verify that their other career assessment tool(s) continue to assess all the required elements of work styles, skills, and interests.
* Continuing to use a career assessment tool, but changing the elements assessed. For example, an agency could continue to use a tool to assess work styles and interests, but no longer use it to assess skills. When changing the elements assessed, the W-2 agency should note the elements added and/or dropped in the “Brief Explanation of the Change” column. When dropping an element, W-2 agencies must verify that their other career assessment tool(s) continue to assess the dropped element.

It is also important to note that W-2 policy does *not* allow the use of educational needs assessments in place of career assessments.

**Key References:**

BWF Operations Memo [19-17](https://dcf.wisconsin.gov/files/w2/ops-memos/pdf/19-17.pdf): *Clarification of Career Assessment Requirements and Standards*

BWF Operations Memo [17-12](https://dcf.wisconsin.gov/files/w2/ops-memos/pdf/17-12.pdf): *Career Assessment Definition and Clarification of Assessment Types*

W-2 Manual Chapter [5.4.1](https://dcf.wisconsin.gov/manuals/w-2-manual/Production/05/05.4.1_Career_Assessment_Overview.htm): *Career Assessment Overview*