

Minutes

Contract and Implementation Policy and Program Operations Workgroup

November 17, 2006
12:30 pm to 2:45 pm
GEF 1, Room H205

Attendance: Marilyn Putz-Walworth County, Jill Johnson-Jefferson County, Linda Brandenburg-PSI, Victoria Collins-PSI, Sara Shackleton-Dane County, Renee Koenig-Forward Service Corporation, Hal Menendez-L.A.W., Inc., Margaret McMahon-DWS W-2 Policy Section, Rose Prochazka-DWS W-2 Policy Section

By Phone: Bev Belany-DWS Ashland Regional Office, Christina Martin-DWS Madison Regional Office, Cindy Sutton-Rock County, Lisa Boyd-Gonzales-YWCA, Julie Kerksick-New Hope Project, Stephanie Bender-Wood County

How to Boost JAL Repayments

Agency representatives described the current practices related to JAL repayments collections. Agencies described a variety of practices that ensure the collections are credited to the appropriate JAL account. Some agencies use a payment booklet others use a payment sheet similar to an account statement which is used by participants when they submit JAL payments. These documents accompany the payment through the process to ensure the payment is recorded accurately in CARES. Suggested ways to increase collections to occur prior to the JAL becoming delinquent include:

- contacting the individual to renegotiate the repayment plan
- 1 hour household budget workshop session
- Conduct a personalized budget counseling session when writing the repayment plan

Electronic Case File – W-2/FSET Subfolder

Agency representatives will gather suggestions from their FEPs for recommended changes to the W-2/FSET folder. An initial suggestion included separating the folder into individual W-2 and FSET folders. There was agreement that the sooner folder subdivisions and/or codes are agreed upon and implemented the less work there will be later to move these documents into the new folders or sections. Agency representatives will submit suggestions to Rose Prochazka by the end of December; those agencies that are receiving a site visit from W-2 Policy staff will provide these suggestions at the site visit meeting. There is concern regarding the scanning of confidential documents, some counties are not scanning such documents, others are scanning and some are finding that the documents are then not available to the W-2 worker when it is a private W-2 agency. Link to the ECF handbook:

<http://www.emhandbooks.wi.gov/ecf/>

Confidentiality Policy

The group agreed that the current confidentiality policies related to CWW, ECF, the sealed envelope referred to in Operations Memo 00-25, and W-2 Policy Manual 4.1.4 regarding Information to Law Enforcement may require revisions.

Next Meeting

January 19, 2007

