

Minutes

Policy and Program Operations Workgroup

04/13/2007
10:00 am to 12:00 pm
2 hours
GEF 1 Room H206

Present:

Marilyn Putz, Jill Johnson, Christina Martin, Margaret McMahon, Heidi Hammes, Jennifer deMontmollin, Hal Menendez, John Wilberding, Rose Prochazka.

By phone: Stephanie Bender, Cindy Sutton, Renee Koenig, Julie Kerksick

ECF

Margaret McMahon provided an update regarding the Electronic Case File (ECF) and stated that there will be an ad-hoc workgroup convening on 4/18 to discuss issues related to ECF; beginning with the adequacy of file codes and types and determine if new codes and file types are needed.

There are a number of Dane County specific forms mentioned in the ECF manual, these form names will be removed and will be replaced by general examples.

ECF policy has been issued by DHFS. This policy will be reviewed and DWD specific guidance will be issued. This will include the time frames for new documents to be scanned, back-file scanning timeframes, how far back to scan closed files that re-open; and access to ECF data by outside parties; and record retention.

TANF Reauthorization

Heidi provided an overview of TANF reauthorization by reviewing the Power Point presentation that was presented at the C & I meeting on 3/16 and then lead a discussion regarding strategies and agency best practices to increase the work participation rate. The discussion included increasing the use of pro-rated CSJ placements, using an earned income disregard calculation with employed participants, and other strategies to strengthen our population's attachment to the workforce. Heidi gathered the comments and suggestions and provided a summary to Janice for further consideration.

Eligibility Verification

Rose distributed the Draft Operations Memo via email to the workgroup. The group did not have time to discuss the draft, but comments are requested to be returned to Rose Prochazka by close of business on Friday April 20th.

Next Meeting

Our next workgroup meeting will be on Friday, May 18th from 12:30 pm to 2:30 pm at GEF 1.