

# Minutes

## Policy and Program Operations Workgroup

06/15/2007  
12:30 am to 2:00 pm  
1 ½ hours  
GEF 1 Room H205

Present:

Jill Johnson, Jose Martinez, Julie Kerksick, Anthony Esealuka, Rose Prochazka, Rebecca Brueggeman  
By phone: Sharon Oldenberg, Renee Koenig, Jennifer deMontmollin, Joe Taylor, Christina Martin, Mary Musk, Margaret McMahon

W-2 Manual Updates

Margaret McMahon presented the plans to revise the W-2 Policy Manual. The manual will be updated in two phases. During this process all relevant Operations Memos will be incorporated into the manual and the Operations Memos will be made obsolete. Phase 1 includes chapters 1, 2, 3, 9, 14, 16, 17, 19 and the appendix. This portion of the manual is scheduled to be published to the web late this summer or early fall. Phase 2 includes the remaining chapters. DWD is also working on moving all forms from extranet to the internet. Phase 2 is expected to be completed by the end of October. After this manual release is complete, new updates to the manual will be done on a quarterly basis. Margaret asked those present if they prefer the HTML or the PDF version, as only one of these versions will be published on the website. Those present preferred the HTML version.

Operations Memo Review

Data Exchange

Anthony Esealuka discussed a Data Exchange draft memo that introduces the new WebI monitoring report that will allow users to search DX dispositions using a worker ID and introduces a new CARES screen, DXDL. This screen will display all DX matches for individuals assigned to the FEP or Child Care eligibility worker.

Operations Memo Review

Expansion of Case Reviews

Rebecca Brueggeman led a discussion of the draft memo that informs agencies of the plan to conduct random case reviews of 150 cases each month, beginning in July. The memo identifies the W-2 eligibility items reviewers will be looking for.

Operations Memo Review

Custodial Parent of an Infant Monitoring Report

Rebecca Brueggeman introduced a draft memo regarding a new WebI report that will be used to monitor CMC placement days. This process will help ensure that CMC cases are terminated on the correct date and will reduce CMC payment over-issuances.

Operations Memo Review

Worksite Evaluations and Employer Connections

Rebecca Brueggeman introduced a fourth draft memo that notifies agencies of Worksite and Employer monitoring. In Balance of state, Regional Administrators will begin monitoring worksites at a rate of 2 per month, but no more than 1 review per worksite every 12 months. In Milwaukee, each Regional Administrator will select 2 worksites each month to review. When a worksite is shared by more than one agency, the Administrators will coordinate the review to ensure that no worksite is reviewed more than once in a 12 month period.

This draft memo also informs W-2 agencies that Employer Connections will also be reviewed. Agencies will be asked to identify employers with whom they have initiated job development activity with. In Milwaukee, employer data will be reviewed on a monthly basis and in Balance of State, this information will be collected on a quarterly basis.

**The Next PPO Meeting is planned for Friday, July 20<sup>th</sup>.**