

# Notes

## Policy and Program Operations Workgroup

3/28/2008  
GEF 1 Room H206

### Present:

Margaret McMahon, Jane Kahl, Heidi Hammes, Rebecca Brueggeman, Jude Morse, Jennifer de Montmollin, Linda Richardson, Marilyn Putz, Dijana Dzamonja, Hal Menendez, Stephanie Bender, Jill Johnson, Sara Shakleton.  
Phone: Mary Musk, Pam Nowak, Bev Belany, Vou (?)

**Forms Review Group:** Margaret McMahan explained that she is seeking agency front-line staff and supervisors to be part of a forms review group that is forming. Margaret stated that the group will kick off with a face-to-face meeting and then most communication will be done via email and phone. Margaret will be doing additional recruiting through the Regional Office staff.

**W-2 Web Page within the DWD website:** Amy Wick reviewed draft mock ups of revised pages of the W-2 pages and sought feedback and input from agency staff regarding content and organization. Amy stated that she'd like to reorganize and freshen up this information prior to it being moved to the new Department of Children and Families website later this year.

**FSET Operations Memo Review:** Tad Mengesha presented a draft operations memo regarding FSET.

### Other Operations Memos:

1. Heidi Hammes lead a discussion regarding tracking progress in education; we had prepared for this to me in the TANF final rule, but it is not. This tracking element will remain part of our program as a case management tool to track GED/HSED test scores.
2. Heidi also led a discussion regarding when upfront job search is appropriate. A draft operations memo will be issued for PPO review in the coming weeks.
3. Jane Kahl introduced a draft operations memo regarding how to treat income from the Economic Stimulus Package.
4. Rose Prochazka presented a draft operations memo regarding a change in federal legislation regarding additional Iraqi and Afghan immigrants and processing in CARES.