

APPENDIX I

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Arrearage

A payment for past payments owed.

Assessment

The process under which the W-2 agency evaluates each W-2 participant's skills, prior work experience and employability.

Barrier

Something that acts to hinder or restrict employment opportunities.

Benefit Issuance Pulldown

A system process which allows a payment to be issued through CARES. Benefit Issuance Pulldown occurs on the night of approximately the 5th working day prior to the end of the month.

Bona-Fide Job Offer

Authentic or real offer of employment as determined by the W-2 agency.

Case Management

The family-centered and goal-oriented process for assessing the needs of a W-2 group member and his or her family for employment, training and supportive services and assisting the W-2 group member in obtaining the services needed to achieve self-sufficiency.

Categorically Eligible (for FS)

An applicant placed in a W-2 employment position is eligible for FoodShare without having to meet the nonfinancial or financial FoodShare requirements.

Case Management Resource Guide

A guide which will be available at each W-2 agency to aid the FEP in providing case management by identifying resources that will assist the family in achieving self-sufficiency.

Child Care Resource and Referral Network

A network of Child Care and Referral agencies which can assist parents in locating a child care provider and discuss what to look for when selecting a provider, i.e. smoke alarms, emergency exits, etc. For a list of local CCRR agencies, contact the CCRR Network at (920) 734-1739.

Child Support

The Child Support program is designed to:

1. Establish paternity on behalf of children whose parents were not married to each other at the time of the child's birth;
2. Establish court orders obligating parents to pay child support and provide health care for their

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children, including health insurance coverage;

3. Collect support payments including:

- a. Child support;
- b. Family support (combined support for both the children and the custodial parent in a child support case); and
- c. In cases where there is an order to make separate child support and spousal maintenance payments (alimony), to collect both child support and spousal maintenance;
- d. Take administrative and legal actions necessary to enforce a support order when parents fail to pay the support they have been ordered to pay; and
- e. Locate parents who are not paying support and locate income and assets, when necessary, to establish or enforce a child support order.

Children First

A court-ordered work training program for noncustodial parents designed to encourage and enable payment of child support.

Children's Services Network

Network developed in collaboration with the Community Steering Committee and the W-2 agency which provides a link to community services for children and families who often do not have personal networks in the community and assist them in developing these networks.

Client Assistance for Re-employment and Economic Support (CARES)

The CARES system is a statewide, automated, integrated system that supports the programs of Wisconsin Works (W-2), Aid to Families with Dependent Children (AFDC), Food Stamps (FS), Medical Assistance (MA), Food Stamp Employment and Training (FSET), and Learnfare case management by determining client eligibility, issuing benefits, tracking program participation and managing support.

Community Rehabilitation Program

A program that provides directly or facilitates the provision of vocational rehabilitation to individuals with disabilities and that enables an individual with a disability to maximize opportunities for employment.

Community Service Jobs (CSJ)

One of the 3 W-2 employment positions. CSJs are for individuals who are not job ready. They are intended to improve the employability of participants by providing work experience and training in the public and private sector. Successful participants in a CSJ will move into unsubsidized employment or a Trial Job. CSJs must serve a useful public purpose or be a project whose cost is partially or wholly offset by revenue generated by such projects.

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Community Steering Committee

As mandated by Wisconsin statute, each W-2 agency will establish a Community Steering Committee to provide ties to the community with strong leadership from the business sector. The CSC will help ensure the success of W-2 by adding the leadership, resources and the initiatives of local community leaders who are willing to support W-2 participants by identifying job opportunities and developing supportive services such as expanded child care, creative transportation solutions, and the like.

Controlled Substance

A drug or a substance defined in ch. 961.01, WI Stats., which requires a doctor's prescription or permission from the Wisconsin Controlled Substances Board for medical or experimental use or for use in the manufacture of a product.

Current Enrollment /Attendance and Prior Semester Verification Report (CEAPSVR)

Learnfare report produced at the end of the month, in paper format or electronically, that is used for school attendance verification at application, re-exam, person add, transfer, review and for good cause. It is sent to the school district to collect current enrollment data including the number and dates of absences during the prior semester and month.

Custodial Parent

With respect to a dependent child, a parent who resides with that child and, if there has been a determination of legal custody with respect to the dependent child, has legal custody of that child. For the purposes of this paragraph, "legal custody" means any person granted legal custody of a child, other than a county agency or licensed child welfare agency, who has the right and responsibility to make major decisions concerning the child, except with respect to specified decisions as set forth by the court or the parties in the final judgment order. Major decisions include, but are not limited to, decisions regarding consent to marry, consent to enter military service, consent to obtain a motor vehicle operator's license, authorization for non-emergency health care, and choice of school and religion.

Department

The Wisconsin Department of Workforce Development.

Dependent Child

A person who resides with a parent and who is under the age of 18 or, if the person is a full-time student at a secondary school or a vocational or technical equivalent and is reasonably expected to complete the program before attaining the age of 19, is under the age of 19.

Disability

Any mental or physical impairment which prevents a person from participating, or makes it unusually difficult to participate, in major life activities such as walking, talking, thinking, breathing, hearing, seeing, eating, working or selfcare.

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Disabled Adult

An adult parent who:

1. Is receiving or determined in writing by the granting disability organization as eligible to receive Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Veterans or Black Lung Disability Benefits, Railroad Disability Benefits, Public or Private Employers Disability Benefits (e.g. workers compensation), or
2. Has been determined in writing by a medical, mental health, or other qualified assessment agency/professional to have a disability or incapacitation which prevents the person from temporarily or permanently working full-time in unsubsidized employment.

When there is a temporary disability or incapacitation, the W-2 disabled adult definition is applicable only for the documented period of disability or incapacitation provided by a qualified assessment agency/professional.

Employability Plan (EP)

A written agreement developed by a FEP in consultation with the participant. It is a case management tool that details a logical, sequential series of actions which becomes a blueprint for change to move the participant from dependency to self-sufficiency. The participant's occupational goal, precise tasks required of both the W-2 agency and the participant, and the supportive services needed are identified in the EP. With respect to Learnfare, the EP outlines the responsibilities and activities of the participant and child(ren) required to facilitate, maintain, and/or improve school enrollment and attendance.

Employment Ladder

The structure which symbolizes movement from supported work training activities to independent unsubsidized employment.

Employment Position

See W-2 Employment Position definition.

Employment Option

The W-2 employment ladder consists of the four employment options: Unsubsidized employment, Trial Job, Community Service Job, and W-2 Transition.

Equal Opportunity Coordinator

A person, designated by the Department, county agencies and boards, and other subcontractors, to coordinate efforts to comply with requirements for equal opportunity.

Family Planning Services

Counseling by trained personnel regarding family planning; distribution of information relating to family planning; and referral to licensed physicians or local health departments for consultation, examination, medical treatment and prescriptions for the purpose of family planning, but does not include the

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performance of voluntary termination of pregnancy.

Federal Poverty Level (FPL)

The federal government's statistical poverty threshold used in the gross income test to determine financial eligibility for W-2. ([See Chapter 3](#))

Financial and Employment Planner (FEP)

A case manager employed or contracted for a W-2 agency who provides eligibility determination, job readiness screening, employability planning, financial and employment case management services, makes referrals to other public or private assistance programs or resources, and determines eligibility for supportive services such as food stamps, Medical Assistance, Job Access Loans, child care, and Emergency Assistance.

Formal Assessment

An in-depth process used when: a) determining incapacitation; or b) a participant appears to have difficulty in successfully completing participation activities. The FEP determines the need for a formal assessment. The participant may be referred to a qualified assessing agency or a medical professional for a formal assessment.

Fugitive Felon

An individual who is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or an attempt to commit a crime, which is a felony under the laws of the place from which the individual flees, or, in the case of New Jersey, is a high misdemeanor under New Jersey law.

Indian Country

Indian country includes the following:

1. All land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation,
2. All dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state, and
3. All Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same.

Incapacitation

A medically verified disability, illness or injury which prevents a person from working full-time in unsubsidized employment.

Informal Assessment

A process to determine the appropriate placement of a participant on the W-2 employment ladder.

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This determination must take into consideration a participant's work history, education, job skills, and other factors that will affect employment.

Job Access Loan (JAL)

A loan administered through the W-2 agency to assist a participant to overcome an immediate and discrete financial crisis that prevents the participant from obtaining or maintaining employment.

Job Center System

The Job Center System houses various workforce programs included in the federal Workforce Investment Act of 1998 (WIA) as well as serves other One-Stop mandatory partners.

The federal law includes a number of programs that are referred to as "titles":

- WIA activities for Adults, Youth & Dislocated Workers (WIA Title I)
- Adult Education and Family Literacy (WIA Title II)
- Job Service:
 - Labor Exchange such as Job Net (Wagner-Peyser WIA Title III)
 - Veterans Employment Programs
 - Trade Adjustment Assistance (TAA)
- Vocational Rehabilitation (WIA Title IV)

WIA establishes parameters for the state's workforce investment "system" such as requiring Workforce Development Boards, program partners and One-Stops/Job Centers. Another major aspect of the Act defines the services and eligibility of employment-related training and job placement activities.

Job Club

An organized method of helping a group of participants become skilled job seekers. The objectives of a Job Club include teaching participants an effective method of job search, to refine skills so that each participant is motivated to believe that he or she can succeed in the working world, and to assist each participant to become attached to the workforce as quickly and efficiently as possible.

Job Coach

Assists W-2 participants in being successful at the job or worksite. On-site job skill training in work-related behaviors is provided addressing areas such as transportation, child care, health care. The Job Coach may provide initial support on the job in terms of assessing skill training, reasonable accommodations, or helping identify a mentor or onsite supports for a participant at work. Job coaches may also interact with employer or supervisors to identify initial problem solving strategies, provide sensitivity training for the employer and staff or determine job coach services at the worksite. There may also be time spent in the person's home, helping with things like organizing day-to-day tasks, identifying needs that can be met by other professionals such as home parenting aides, and getting the individual to work regularly and on time. The Job Coach may also meet with participants in the office, if the assistance includes items such as budgeting help. Participants are referred by other staff or by themselves

Job Developer

The primary interface between the Job Center/W-2 agency and employers. Customer groups include

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employers, clients seeking employment (W-2 participants and others), and other partner agencies. Interaction with employers includes selling the services of the Job Center, including incentives available for hiring target group individuals. Other job duties may include conducting the daily Job Club, setting up short-term training, and special assignments such as job fairs.

JobNet

JobNet is a job order and customer information system developed by the Wisconsin Job Service that is designed to be used on a self-service basis. It is the basic source of job opening information available in Job Centers and may be used by all local agencies. Through JobNet, Job Center customers obtain information on available local and statewide job openings, including the employer job requirements. In the future, JobNet will contain information about the menu of Job Center services and may allow for on-line registration for services. JobNet is available on touch screen PC workstations at Job Centers and on the Internet as well.

Job Orientation

Workshops consisting of topical areas related to job search techniques and job keeping skills, i.e., grooming for employment; employer telephone contacts; job application completion; resume writing; interviewing skills; understanding the hidden labor market; problem solving related to child care, transportation, and family budgeting; etc.

Job Quit

A job quit occurs when an individual quits an unsubsidized employment position within 180 calendar days immediately preceding the application date.

Job Search

Soliciting applications and/or interviews from prospective employers with the intent to become employed in unsubsidized employment.

1. Up-front Job Search: Job search conducted by the applicant during the period the application is being processed. Including Job Search activities.
2. Extended Up-front Job Search: Extended job search conducted by a participant who has been determined to be job ready by the FEP and not placed in a W-2 employment position.
3. On-going Job Search: Appropriate job search for participants placed in a W-2 employment position.

Kids Information Data System (KIDS)

System which supports child support agencies and county clerks of court with child support and paternity information. The system also supports the automatic creation of IV-D cases through interfaces with the CARES and HSRS state systems.

Learnfare

A program to assist school-aged, dependent, students 6 through 17 years of age, who are in a W-2 group to attend school regularly and to graduate from school when an adult in the group is

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participating in a W-2 employment position.

Life Skills

Behavioral tools that provide the basic practices necessary to enable the parent(s) to manage day-to-day life, and, as a result, to participate more fully in the workforce, in lifelong educational opportunities, and in community activities. Practical skills which increase a person's self-esteem and facilitates the pursuit of better job opportunities by providing the ability to plan fully family needs. The following are examples of life skills: understanding and accepting parental responsibilities, strengthening parental skills, understanding relationships, family budgets, anger management, interpersonal skills, problem solving, family nutrition, time management, decision-making skills, and household management.

Migrant Worker

Any person who temporarily leaves a principal place of residence outside Wisconsin and comes to Wisconsin for not more than ten months in a year to accept seasonal employment in the planting, cultivating, raising, harvesting, handling, drying, packing, packaging, processing, freezing, grading, or storing of any agricultural or horticultural commodity in its unmanufactured state.

Minimum Wage

The state minimum hourly wage under ch. 104 or the federal minimum hourly wage under 29 USC 206 (a) (1), whichever is applicable.

Minor Parent

A custodial parent under the age of 18.

Monthly Attendance Report (MAR)

Report, in paper or electronic format, for each Learnfare student on monthly monitoring. For each student listed, the school district reports the total number of absences and dates of the absences during the month for each student listed.

Noncustodial Parent

With respect to a dependent child, a parent who is not the custodial parent.

Nonmarital Coparent

With respect to an individual and a dependent child, a parent who is not married to the child's other parent and is either an adjudicated parent or a parent who has signed and filed with the state registrar under s.69.15(3)(b)3, Stats., a statement acknowledging paternity.

Parent

A parent is a:

1. Biological parent;
2. Person who has consented to the artificial insemination of his wife under s.891.40, Stats.;
3. Parent by adoption;
4. Man adjudged in a judicial proceeding to be the biological father of the child if the child is a

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- nonmarital child who is not adopted or whose parents are not married to each other; or
5. Man who has signed and filed with the state registrar a statement acknowledging paternity.

Participant

An individual who participates in any component of W-2.

Participation Agreement

The W-2 Participation Agreement (PA) outlines the requirements of W-2 participation. It must be signed by all adult members in the W-2 group and by a W-2 agency representative.

Participation Period

A W-2 participation period is from the 16th of a month to the 15th of the following month. Most payments are made on the first of the following the participation period.

Private Industry Council (PIC)

The governing body created in accordance with the federal Job Training Partnership Act (JTPA) to provide policy guidance for, and exercise oversight with respect to, activities under the JTPA job training plan for each service delivery area in partnership with the unit or units of general local government within its service delivery area. PIC membership consists of representatives from the private sector, organized labor, community-based organizations, educational agencies, vocational rehabilitation agencies, public assistance agencies, economic development agencies and the public employment service.

Prospective Eligibility

Determining eligibility based on what an individual's income and assets are most likely to be in future months.

Protective Payment

A money payment to a payee designated by the agency as the recipient of the participant's total or partial monthly CSJ or W-2 T payment.

Qualified Aliens

A qualified alien must meet one of the following criteria:

1. An alien lawfully admitted to the United States for permanent residence under the Immigration and Nationality Act;
2. An alien who is granted asylum under section 208 of such Act;
3. A refugee who is admitted to the United States under section 207 of such Act;
4. An alien who has been certified as a victim of trafficking;
5. An alien who is paroled into the United States under section 212(d)(5) of such Act for a period of at least one year;
6. An alien whose deportation is being withheld under section 243(h) or 241(b)(3) of such Act;
7. Cuban and Haitian aliens, as defined in section 501(e) of the Refugee Education Assistance Act of 1980;

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8. An American Indian born in Canada who is at least 50% American Indian by blood, or an American Indian born outside of the United States who is a member of a federally recognized Indian tribe;
9. An alien who has been battered or whose child has been battered, who is no longer residing in the same household with the batterer, and who meets the requirements of 8 USC 1641(c);
10. An alien who is granted conditional entry pursuant to section 203(a)(7) of such Act as in effect prior to April 1, 1980; or
11. Amerasian Immigrants, as defined in section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 1988.
12. An alien who is lawfully residing and is one of the following:
 - a. An armed forces veteran who received an honorable discharge that was not on account of alienage and who completed either 24 months of continuous active duty or the full period for which the individual was called, unless the individual received a hardship discharge under 10 USC 1173, early discharge under 10 USC 1171, or a discharge due to a disability incurred or aggravated in the line of duty.
 - b. On active duty in the armed forces of the United States, other than active duty for training
 - c. The spouse of an individual described in subdivision a. or b., or the unremarried surviving spouse of an individual described in subdivision a. or b. if the marriage was for one year or more or the individual had a child in common.
13. An alien who is lawfully residing in the United States and authorized to work by the immigration and naturalization service.

Qualified Alien Deeming

To count a qualified alien's sponsor's income or assets as available to the W-2 group.

Qualified Assessing Agency

An agency licensed or approved under the appropriate State of Wisconsin regulatory body to provide, on a regular basis, professional assessment services necessary to determine the appropriateness of a Wisconsin Works placement.

Reasonable Accommodation

To remove barriers in service delivery or employment to allow a person with a disability to have equal opportunity to participate in that program or job. Examples include making facilities physically accessible, providing written materials in alternate formats, simplifying instructions, providing adjusting work schedules, meeting in accessible facilities or acquiring adaptive equipment or technology.

Resource Specialist (RS)

A W-2 agency employee or contracted employee who makes an assessment of needs, performs initial referrals to service providers, diverts the individual to other resources, and evaluates the need for W-2 services.

Second Parent

A parent who is eligible to participate in a W-2 employment position but is not because the first parent is already a participant in a W-2 employment position.

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Severely Disabled Child

A child less than 18 years old who has a physical, emotional or mental impairment which is diagnosed medically, behaviorally, or psychologically. The impairment is characterized by the need for individually planned and coordinated care, treatment, vocational rehabilitation or other services which has resulted or is likely to result in a substantial limitation on the ability to function in at least three (3) of the following areas:

1. Self-care
2. Receptive and expressive language
3. Learning
4. Mobility
5. Self-direction
6. Capacity for independent living
7. Economic self-sufficiency

Sponsor

A sponsor is a person who, or any public or private agency or organization that, executes an affidavit of support or similar agreement for an alien to ensure the alien does not become a public charge. The agreement is a condition of the alien's entry into the U.S.

Certain groups of aliens may have individual and/or agency "sponsors;" however, these sponsors do not meet the INS definition of a sponsor since they do not have to ensure that the alien does not become a public charge. These alien groups include:

1. Aliens granted asylum (asylees) under section 208 of the Immigration and Naturalization Act (INA);
2. Refugees who are admitted to the United States under section 207 of the INA;
3. Aliens paroled into the United States (parolees) under section 212(d)(5) the INA for a period of at least one year;
4. Aliens whose deportation is being withheld under section 243(h) of the INA;
5. Amerasian Immigrants, as defined in section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 1988; and
6. Cuban-Haitian entrants.

Strike

Any concerted stoppage of work by employees (including stoppage by reason of the expiration of collective bargaining agreement), and concerted slow down or other concerted interruption of operations by employees.

Strike (W-2)

A penalty a W-2 participant may receive if he or she fails or refuses, without good cause, to participate in a W-2 employment position. A participant who accumulates three strikes in any W-2 employment position activity will be ineligible to participate in that component for life.

Supportive Services Planner (SSP)

A W-2 agency employee, county government employee or contracted employee who determines eligibility for W-2 supportive services such as food stamps, Medical Assistance, child care, and

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Emergency Assistance. The SSP will not provide case management to participants in W-2 employment positions.

Temporary Assistance for Needy Families (TANF)

Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). The federal block grant program that provides states with the authority and funding to create programs that provide time-limited assistance to needy families with children and promote work. The Federal TANF legislation was reauthorized as part of the Deficit Reduction Act of 2005 (DRA).

Trial Job

One of the three W-2 employment positions provided to improve the employability of participants by providing work experience and training to assist them to move into unsubsidized employment. The W-2 subsidy for Trial Job's participants is paid directly to the employer.

Two-Parent Family

A family where both adult parents meet all W-2 financial and non-financial eligibility requirements and:

1. Have a child in common and are living in the household;
2. One of the parents is placed in a W-2 employment position; and
3. Neither parent is disabled or caring for a severely disabled child in the W-2 group.

Unsubsidized Employment

Employment for which a W-2 agency provides no subsidy to the employer, including self-employment and entrepreneurship.

Vendor Payment

A money payment made on behalf of a participant directly to a provider of goods or services.

Wisconsin Works (W-2)

Wisconsin's TANF block grant program for families with dependent children that replaces the Aid to Families with Dependent Children (AFDC) program.

W-2 Child Support Demonstration

Under a waiver from the federal Office of Child Support Enforcement, this demonstration has as its purpose to determine whether the direct payment of child support affects the amount of child support collected on behalf of families, the establishment of paternity and new child support orders, noncustodial parent involvement with his or her children, and the self-sufficiency of the custodial parent. This waiver ended effective January 1, 2006.

W-2 Employment Position

A Trial Job, Community Service Job or Transitional placement subsidized by the W-2 agency.

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W-2 Group (W-2 Group)

An adult custodial parent, all dependent children with respect to whom the individual is a legal custodial parent and all minor children with respect to whom the adult individual's dependent child is a custodial parent. W-2 group includes any nonmarital co-parent or any spouse of the individual who resides in the same household as the individual and any minor children with respect to whom the spouse or nonmarital co-parent is a custodial parent. W-2 group does not include any person who is receiving cash benefits under a county relief block grant program.

W-2 Placement

Within the W-2 program, an individual may be placed in up to one of ten W-2 placement types, all of which are identified by a CARES W-2 placement code (in parentheses).

Case Management Follow-up (CMF)*
Case Management Underemployed (CMU)*
Trial Job (TBJ)
Community Service Job (CSJ)
W-2 Transition (W2T)
Case Management Pregnant Women (CMP)
Case Management Noncustodial Parent (CMN)
Case Management Minor Parent (CMM)
Custodial Parent of an Infant (CMC)
Case Management Denied (CMD)

*These placement types represent one of two possible placements under the Unsubsidized Employment (UE) component.

W-2 Reviews

1. Eligibility Review: A W-2 eligibility review is required, at the least, every six months.
2. Employability Plan Review: A full employability plan review is required at the end of each assigned placement and at the eligibility review. The employability plan should be updated between reviews as necessary.

W-2 Transition (W-2 T)

One of the three W-2 employment positions. W-2 T placements are for individuals who are not job ready. They are intended to provide services to improve the employability of participants by providing work training experience and training to assist them to move into unsubsidized employment, a Trial Job or a CSJ.

Work Training Placement

A placement developed for W-2 participants who are not ready for a Trial Job or unsubsidized employment. These placements are intended to provide activities that will prepare a participant for employment. These placements include Community Service Jobs and Transitional Placements.

Work Training Provider

The agency, business or entity that is providing the work training site for participants placed in a Community Service Job or Transitional Placement.

Workforce Development Areas (WDA)

WDAs are the subdivisions of the state for local planning and administration of employment and training programs. The eleven WDAs are used for delivery of Workforce Investment Act (WIA), Job Center development and administration, and regional planning of employment and training efforts. Regions for the Bureau of Wisconsin Works may include more than one WDA. The boundaries of the WDAs, which follow county lines and may include more than one technical college district, were drawn in recognition of, and to enhance, positive relationships between counties and local employment and training service providers.