

## Wisconsin Works (W-2) Barrier Screening Tool Agreement

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Applicant/Participant Name	Personal Identification Number	RFA/Case Number
----------------------------	--------------------------------	-----------------

To help you reach your employment goals, it is important to gather information about any medical, emotional, or learning needs that are preventing you from getting or keeping a job. The questions in the Barrier Screening Tool (BST) will help gather this information.

The questions will ask about your ability to participate in day-to-day activities in a work setting, in your home life and in the community. An additional set of questions helps determine if you are in need of any services for domestic violence.

### How will completing the BST help you in the W-2 program?

Your answers to the BST questions will be used to help determine if you could benefit from a formal assessment. A formal assessment is an appointment with a doctor, psychologist, counselor, vocational rehabilitation specialist, or other professional. The formal assessment results will help you and your Financial and Employment Planner (FEP) make informed decisions about:

- Your W-2 placement;
- Your employment goals and the activities that will help you reach your goals;
- Your ability to do training and education activities; and
- Any special services or work site accommodations that you may need.

### What is an Accommodation?

Accommodations are changes that make it easier for you to do your W-2 activities. Here are some examples of accommodations and why the accommodation is needed:

- Giving you extra help understanding directions if you have a learning disability;
- Changing your start time if you are taking medicine for a health problem that makes you sleepy in the morning;
- Giving you a quiet workspace to reduce noise if you have a mental disability; or
- Assigning you to a dust-free work area if you have asthma or are allergic to dust.

### It is important for you to know that:

1. You do not have to pay for the BST.
2. You do not have to answer all of the BST questions. If you are uncomfortable answering one of the BST questions, you can tell the W-2 worker, and s/he will move on to the next question.
3. Your information will be kept private. The answers that you provide are confidential. Your BST answers will only be used by the W-2 agency to help you in the W-2 program. If you complete a formal assessment, you may be asked to release your answers to the professional conducting the assessment. If you move and apply for W-2 with a different W-2 agency, your BST answers will be shared with the new W-2 agency.
4. You can choose not to do the BST. If you decline to complete the BST, you will not be penalized in any way. You will not be sanctioned or found ineligible for W-2 based on your decision to decline the BST.
5. If you decline to complete the BST, but give other helpful information about a disability or other barrier to participation in W-2, that information will be used to help determine:
  - Your W-2 placement;
  - Your employment goals and the activities that will help you reach your goals;
  - Your ability to do training and education activities; and
  - Any special services or work site accommodations that you may need.
6. You may ask to do the BST later if your medical, emotional, learning or family needs change.

**Applicant/Participant must check one of the boxes below indicating whether s/he has agreed or declined to complete the BST and sign below.**

- I agree to complete the BST at this time. If I move and apply for W-2 with a different W-2 agency, my answers to the BST will be shared with the new W-2 agency.
- I decline to complete the BST at this time.

Applicant/Participant Signature		Date Signed
W-2 Agency Representative	Title	Date Signed