

DEPARTMENT OF CHILDREN AND FAMILIES  
DIVISION OF FAMILY AND ECONOMIC SECURITY  
ADMINISTRATOR'S MEMO SERIES

ACTION            **15-01**  
 NOTICE

ISSUE DATE:            01/05/2015  
DISPOSAL DATE:        12/31/2016

\*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

**TO:**        W-2 Contract Agency Directors

**FROM:**    Kris Randal  
              Division Administrator

**RE:**        Wisconsin Works (W-2) Work Participation Rate (WPR) Improvement Incentive  
              Payments

**PURPOSE:** The purpose of this memo is to notify W-2 Contract Agencies that ResCare Workforce Services has earned a quarterly WPR Improvement incentive payment. ResCare earned this incentive payment for the third quarter of 2014. ResCare is the first W-2 Contractor to earn this incentive payment.

**BACKGROUND:** DCF is required to meet the Federal Temporary Assistance for Needy Families (TANF) All Families WPR of 50% on an annual basis. W-2 contractors who meet the quarterly All Families WPR of 50% for the geographical area are eligible for a quarterly performance incentive payment. W-2 contractors may also earn an incentive payment for improving their WPR. The baseline from which improvement is measured is the contractor's highest quarterly WPR achieved in the prior year or 35%, whichever is higher.

**BEST PRACTICE:** ResCare managers attribute their success in achieving the improvement to the CARES-RP740TANF; W-2 TANF Activities Detail Report (CS1, CS2, CS3, CSJ and W2T) WebI Report. This report provides detailed data about assigned activities for each individual in one of the five placements included in the report. The report includes the "Family Profile" which determines the number of required Core and Non-Core hours; the number of "TANF Work Hours Required" for that family profile; whether the individual is "Tentatively Meeting" the required work hours based on the number of assigned hours; the "Total Core Activity Hours" assigned and the "Total Non-Core Activity Hours" assigned. The report also includes the "Total Job Search & Job Readiness Hours" assigned; the "Activity Codes" for assigned activities and the "Actual Assigned Hours" for each activity. The report is color coded so workers can easily see assigned Core Activities; time limited activities, e.g., Job Search and Job Readiness; assigned Non-Core Activities; those who are Exempt from Work Participation, i.e., caring for a disabled child or family member and Non-Countable Activities.

The ResCare management team has indicated that they have spent a significant amount of time training their staff in the utilization of this report and making sure the report is distributed to key staff in their organization on a regular basis. All W-2 Contract Agencies should be fully utilizing this report to monitor activity assignment to ensure staff is assigning activities with sufficient hours to meet the WPR.

**CONTACT:** Jason Bergh, DFES/BWF Adjudication Coordinator  
608-535-3295, [jason.bergh@wisconsin.gov](mailto:jason.bergh@wisconsin.gov)