

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

MEETING
 REVIEW

DFES 18-02

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***PROGRAM CATEGORIES:**

AS FM ML TR
 CC FL NA W-2
 CS IT RA WIA
 CF JC TC
 CR LM TA

TO: Balance of State Wisconsin Works Agency Directors
Child Support Agency Directors

FROM: John Chapin
Division Administrator

RE: Balance of State Wisconsin Works (W-2) Child Support Liaison Positions

PURPOSE

The purpose of this memo is to provide information regarding funding to the Balance of State W-2 Agencies for the W-2 Child Support Liaison positions.

BACKGROUND

Under the 2018 W-2 and Related Programs contract renewal, the Department of Children and Families identified funding for balance of state agencies to fund a 1.0 full time equivalent. This position will be responsible for creating direct communication, coordination, and cooperation between the W-2 agencies and the local Child Support agencies with the goal of ensuring that low-income noncustodial parents receive the services they need to find work and support their children.

Based on the department's experience with implementing Wisconsin's Supporting Parents Supporting Kids child support program as well as evidence based research from national programs targeted toward connecting noncustodial parents with employment, DCF has created a list of case management tasks that will support parents in their efforts to connect to employment.

The W-2 Child Support Liaison will work with its W-2 Agency and the local Child Support Agency within its W-2 geographical area(s) to fulfill the following required responsibilities:

1. Create relationships with local Child Support Agencies as well as other community-based organizations that provide services to assist noncustodial parents in obtaining and maintaining employment;

2. Connect low-income noncustodial parents to employment services; and
3. Connect low-income noncustodial parents to other services that will support them in obtaining and maintaining employment and paying child support.

Agencies must submit, for department approval, a job description for this position. The position description shall include the position's scope of authority, reporting relationships, and the required responsibilities described above. Attached is a sample job description. While position descriptions must address each of the responsibilities listed above, the sample description includes job tasks that are mostly likely to assist in connecting noncustodial parents with employment.

Once the job description is approved, funding will be issued through a contract amendment.

Agency Reporting Requirements

Agencies will report expenses related to this position on SPARC code 2301. Expenses may include salary, fringe, and indirect costs. Funding is based on the estimated average costs for similar positions and payments will be made up to the agency allocation. Therefore, allocations may not cover a full-time equivalent position. The agency will be reimbursed monthly based on the dates in the [2018 W-2 Claims and Payment Calendar](#).

Agencies must collect data and measure performance including referrals, service delivery, and employment. At a minimum, agencies must create monthly referral reports for the purpose of tracking the following:

1. Number of referrals by name, date of birth, and employment program type, e.g., W-2, Workforce Innovation and Opportunity Act, Transitional Jobs (TJ);
2. Results of referrals to DCF programs, e.g., W-2 employment position enrollments, Job Access Loan receipt, Transitional Jobs employment. If available, referrals to other public workforce programs; and
3. Outreach efforts by activity and date (e.g., presentation at Chamber of Commerce on 3/12/18).

The Bureau of Working Families will create and disseminate a report template for agencies' use by October 5, 2018. Agencies must submit reports to the DCFDFESBWFContracts@wisconsin.gov mailbox by the 15th of the month following the calendar quarter.

ACTION ITEMS

BOS Contract Agencies are required to submit their W-2 Child Support Liaison job description to the agency's Regional Coordinator no later than September 7, 2018.

CONTACT: DFES/BWF Regional Administrators

ATTACHMENT: [Sample Wisconsin Works \(W-2\) Child Support Liaison Job Description](#)