



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

DFES 21-05

ISSUE DATE: 04/27/2021

DISPOSAL DATE: 12/31/2021

ACTION

NOTICE

PROGRAM CATEGORIES:

- W-2 - Wisconsin Works
- RA - Refugee Assistance
- CS - Child Support
- CF - Children First
- TJ - Transitional Jobs
- TMJ - Transform Milwaukee Jobs

EFFECTIVE DATE: April 1, 2021

TO: Agency Administrators at UMOS, MAXIMUS, Workforce Resources Inc., and Forward Service Corporation

**FROM: Connie M. Chesnik
Division Administrator**

RE: Wilson-Fish Temporary Assistance for Needy Families Coordination Program Grant Funding

PURPOSE:

The purpose of this memo is to:

1. Notify participating Wisconsin Works (W-2) agencies of upcoming contract modifications related to new funding for four W-2 Refugee Program Liaison positions (RPLs), who will be hired to administer the Wilson Fish Temporary Assistance for Needy Families Coordination Program (WFTCP) grant;
2. Describe WFTCP policies which support the ongoing administration of WFTCP at four sites; and
3. Alert W-2 agencies of upcoming training and implementation tasks related to the WFTCP funding.

BACKGROUND:

The Office of Refugee Resettlement (ORR) awarded \$300,000 to the Wisconsin Department of Children and Families (DCF) for each of four years to develop and implement a sustainable

approach to enhancing existing W-2 programs and services to meet the unmet needs of eligible participants and their families, and to advance opportunities for socio-economic self-sufficiency. This funding became available for use on October 1, 2020. Individuals with the following immigration statuses may be determined eligible participants: Refugees, Asylees, Victims of Trafficking, Cuban and Haitian Entrants, and certain Amerasians from Vietnam.

Funding will be used for one full-time program position at the DCF Bureau of Refugee Programs (BRP) and four supplemental staff at the four W-2 agencies administering programs and services to refugees. The position at BRP will coordinate and support the four agencies in the WFTCP administration across nine key counties where refugees have recently resettled, including Barron, Brown, Calumet, Dane, Eau Claire, Milwaukee, Outagamie, Sheboygan and Winnebago. The funding will also be used to contract with the company Transition to Success (TTS) to expand an enhanced foundational case management tool and produce materials and upgrade trainings and resources that are suitable for the program's target population.

POLICY

The RPLs at WFTCP-contracted W-2 agencies must adhere to the policies described below when using the program funding to enroll individuals in the program and provide services that supplement and enhance existing W-2 program services. The policies specific to the program funding will be obsolete once the program funding is exhausted.

ELIGIBILITY CRITERIA AND ENROLLMENT

Individuals who are eligible for the program must have what is considered an "[ORR eligible](#)" immigration status and have children under the age of 18. This includes Refugees, Asylees, holders of Special Immigrant Visas, Victims of Trafficking, Cuban-Haitian Entrants, and Amerasians. Upon enrollment, participants must be able to verify Wisconsin residency, and may not have exceeded 36 months since obtaining ORR eligible immigration status. Once enrolled, participants are eligible for services through the program up to 60 months or 5 years after obtaining ORR eligible immigration status. The total number of WFTCP slots across all four agencies is 250, with the possibility of an increase in subsequent project years. RPLs at W-2 agencies will work with the W-2 Refugee Programs Coordinator at BRP to develop and implement an outreach strategy by which they are responsible for identifying eligible participants among existing W-2 caseloads. RPLs may also receive referrals from W-2 Financial and Employment Planners (FEPs).

RPLs are responsible for verifying WFTCP eligibility and accurately documenting service provision. Once eligible participants are enrolled, they will work with RPLs to complete the Map of My Dreams enhanced foundational case management tool and RPLs will ensure participant access to adapted W-2 tools and resources.

At the time of enrollment, individuals should also be eligible according to the following:

- Individuals served through the Refugee Support Services program are eligible for enrollment in WFTC, but W-2 contracted agencies must carefully ensure that there is no duplication of services and that this is appropriately documented.

- Individuals served through the Preferred Communities program are eligible for enrollment in WFTC, but W-2 contracted agencies must carefully ensure that there is no duplication of services and that this is appropriately documented.
- Individuals served through Matching Grant (MG) are ineligible, although participants are eligible for enrollment in WFTCP after exiting the MG program. W-2 contracted agencies must carefully ensure that there is no duplication of services and that this is appropriately documented.

STANDARD OPERATION PROCEDURES (SOP)

W-2 contracted agencies are required to work with BRP staff to submit WFTCP SOPs. SOPs must incorporate outreach strategies, any internal referral processes involving W-2 FEPs, and best practices related to eligibility verification, documentation, reporting, TTS case management, and other elements as determined by BRP staff.

REPORTING SCHEDULE

W-2 contracted agencies must submit WFTCP performance reports to BRP as prescribed by BRP. BRP may change the required reports or the reporting schedule to meet the needs of the program, or the federal funder. In addition to the schedule of reports listed below, W-2 contracted agencies must also submit other required data as requested by BRP. The schedule of reports is as follows:

- Monthly Participant Data Reports: due by the 10th of each month for the preceding calendar month.
- Semi-Annual Narrative Reports: due by April 10 for the calendar months of October through March; and by October 10 for the calendar months of April through September.
- If the 10th of the month is a weekend or a federal holiday, then the above listed reports are due on the immediately preceding business day.
- W-2 contracted agencies must use only the electronic document templates provided by BRP to submit their reports. Reports must be submitted electronically via the DCF SPARC online reporting and expense portal at: <https://dcfsparc.wisconsin.gov>.

TRAINING

BRP will issue guidance on the requirements of the WFTCP to W-2 contracted agencies through the release of future operations memos. This original memo will be incorporated into those memos, and the W-2 contracts between the Department of Children and Families and W-2 contracted agencies, by reference. Along with issuing WFTCP guidance, training for RPLs at W-2 contracted agencies will be made available upon their hire both for the WFTCP, as well as training specific to the use of TTS resources. The W-2 Refugee Programs Coordinator at BRP will deliver training resources and coordinate the RPL trainings, as well as provide ongoing technical assistance. Each RPL is required to attend all WFTCP training as assigned.

AGENCY ACTION

Agencies should proceed with hiring of RPLs upon publication of this memo and be prepared to work with BRP staff to draft and finalize SOPs.

ATTACHMENTS

1. [Wilson Fish TANF Coordination Program Grant Project Summary](#)
2. [Transition to Success Course Description](#)
3. [Refugee Programs Liaison Position Description](#)

CONTACTS

For WFTCP Policy Questions, please contact the designated BRP Programs Coordinators.

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DCF/DFES/BRP/RD