



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

DFES 21-12

ISSUE DATE: 12/7/2021
DISPOSAL DATE: 12/31/2022

- ACTION
 NOTICE

PROGRAM CATEGORIES:

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

DATE: 12/7/2021

TO: Wisconsin Works Agency Directors

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

RE: **Wisconsin Works Education Navigator Positions**

PURPOSE:

The purpose of this memo is to provide information regarding funding to the Wisconsin Works (W-2) Agencies for the W-2 Education Navigator positions.

BACKGROUND:

Under the 2022 W-2 and Related Programs contract renewal, the Department of Children and Families identified funding for W-2 agencies to fund full-time equivalent positions that focus on supporting families with educational attainment. One of these positions will be responsible for assessment, navigation, and coordination of General Educational Development (GED)/High School Equivalency Diploma (HSED) activities for eligible adults in the W-2 Assistance Group who have not earned a high school diploma (HSD) or equivalency. The second position will be responsible for supporting educational attainment, addressing specific needs, and providing resources and referrals to W-2 youth at risk of not graduating.

Data from the W-2 caseload reflects that up to 75% of W-2 participants have an HSD or equivalent which is 15% lower than the state average graduation rate. Additionally, information from the Department of Public Instruction indicates the COVID-19 pandemic has reduced the percentage of children and youth that are on track to complete their HSD and graduate. DCF has created a list of case management tasks that will support parents and their children in their efforts to complete their degree.

The W-2 Education Navigator will work with its W-2 Agency and local educational resources within its W-2 geographical area(s) to fulfill the following required responsibilities:

1. W-2 Adult – Education Navigator
 - Assess W-2 Adults for proper HSD/GED/HSED completion track
 - Support W-2 Adults for HSD/GED/HSED preparation by assisting W-2 Adults with navigating the process
 - Coordinate and collaborate with local HSD/GED/HSED resources
 - Provide supportive services, including but not limited to the following:
 - Technology – laptop/tablet
 - Mobile Internet/Hotspot
 - Transportation Assistance
 - Education Attainment Incentive (e.g., Gift Cards)
 - Basic School Supplies (e.g., notebooks, folders, pencils/pens, backpack, etc.)
 - Other materials necessary to attend school (e.g., clothing/uniforms, winter coat, boots)
 - Home School Materials (e.g., desk, lamp, chair, headphones, webcam, whiteboard)

2. W-2 Youth - Education Navigator
 - Provide support for educational progress and attainment
 - Identify connections to supports and services to address specific needs
 - Connect youth with resources to assist with vocational training, college, or technical school, and/or employment
 - Assist youth with referrals to services to enrich and improve life skills
 - Provide supportive services, including but not limited to the following:
 - Technology – laptop/tablet
 - Mobile Internet/Hotspot
 - Transportation Assistance
 - Education Attainment Incentive (e.g., Gift Cards)
 - Basic School Supplies (e.g., notebooks, folders, pencils/pens, backpack, etc.)
 - Other materials necessary to attend school (e.g., clothing/uniforms, winter coat, boots)
 - Home School Materials (e.g., desk, lamp, chair, headphones, webcam, whiteboard)

Agencies must submit, for department approval, a job description for these positions. 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 for each position. While position descriptions must address each of the responsibilities listed above, the sample description includes job tasks that are likely to assist in connecting parents and their children with educational attainment.

Agency Reporting Requirements

Agencies will report expenses related to this position in SPARC. Expenses may include salary, fringe, administration, indirect costs, and supportive services. Reporting in SPARC should occur on the following SPARC line codes:

- 2376A – W-2 Adult Education Navigator: Use this Line Code to report education and training activities provided by the W-2 Adult Navigator. This includes staff time, overhead, and other costs related to this position. Note: Supportive services for W-2 Adults should continue to be reported online Code 2224A.
- 2377A – W-2 Youth Education Navigator: Use this Line Code to report education and training activities completed by the W-2 Youth Navigator. This includes staff time, overhead, and other costs related to this position.
- 2378A – W-2 Youth Education Supportive Services: Use this Line Code to report supportive services related to education and training activities provided by the W-2 Youth Navigator.

Funding is based on the estimated average costs for similar positions and payments will be made to the agency based on their allocation. Therefore, allocations may not cover a full-time equivalent position. The agency will be reimbursed monthly based on the dates in the [2022 W-2 Claims and Payment Calendar](#).

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

1. Number of referrals by name, case number, and date of birth
2. Referral date
3. Results of referrals to GED or other programs
4. Results of completion of educational attainment

Attached is a sample report template for agencies use. Agencies must submit reports to the DCDFESBWFContracts@wisconsin.gov mailbox by the 15th of the month following the end of the calendar quarter.

In addition to quarterly reporting, agencies must document case management services, contact attempts, and any additional relevant details about youth not referred to the Learnfare program and upload monthly to ECF using scan code SCHL under the youth's PIN. A DCF form for this purpose will be forthcoming and will be communicated to agencies through a help desk email. For youth referred to Learnfare, the agency's Education Navigator should document the above in WWP.

ACTION ITEMS:

W-2 Agencies are required to submit their W-2 Education Navigator job descriptions to the agency's Regional Administrator/Regional Coordinator no later than Friday, December 17, 2021.

CONTACT: BWF Regional Administrators or BRO Regional Coordinators

Attachments:

- [Sample Wisconsin Works \(W-2\) Adult - Education Navigator Job Description](#)
- [Sample Wisconsin Works \(W-2\) Youth - Education Navigator Job Description](#)
- [Sample Wisconsin Works \(W-2\) Education Navigator Report Template](#)