



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

**DFES 22-01**

ISSUE DATE: 01/05/2022

ACTION  
 NOTICE

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**PROGRAM CATEGORIES:**

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

**TO:** Transform Milwaukee Jobs Agency Directors  
Transitional Jobs Agency Directors

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

**RE:** **Change to Transitional Jobs and Transform Milwaukee Jobs Stipend Policy**

**PURPOSE:**

The purpose of this memo is to:

1. Notify Transitional Jobs (TJ) and Transform Milwaukee Jobs (TMJ) agencies of an upcoming contract amendment to add new SPARC codes that support a new stipend that will be added in policy.
2. Provide a high-level description of a new stipend to assist with the transition of TJ and TMJ program participants into unsubsidized employment.
3. Provide new SPARC codes and descriptions for use in the TJ and TMJ Program.

**BACKGROUND:**

Due to low levels of unemployment and a shortage of qualified workers, the number of participants in TJ and TMJ who are being placed into unsubsidized employment has increased. Because they have been unemployed for at least four weeks, these workers often face financial challenges when transitioning into work.

**POLICY:**

The Department of Children and Families (DCF) is adding a Job Transition stipend to allow agencies to financially assist individuals who are placed in unsubsidized employment. This will help individuals with items such as rent, transportation, uniforms, daycare, or other expenses to help ensure success when transitioning to work.

Operations memo 22-02 provides more information related to the changes in the TJ and TMJ Policy Manual.

**CONTRACT AMENDMENT AND SPARC REPORTING:**

TJ and TMJ agencies will receive contract amendments reflecting the policy change and new SPARC codes. No new funding will be associated with this change. Job Transition Stipends will be reported in SPARC using the coding in the chart below:

Description	Line Code	Contract Code
Job Transition Stipend (TJ)	1509	1505
Job Transition Stipend (TMJ)	0509	0505

SPARC reporting should follow the existing payment calendar.

**AGENCY ACTION:**

Contractors that pay a stipend must create a written process establishing consistent procedures for issuing the stipend which must be available to the department upon request. The Contractor must create and use a stipend authorization form containing the following information:

1. A statement that a stipend has been authorized to be paid to the individual by the Contractor
2. The individual's name, complete mailing address, and PIN
3. A description of what must be achieved to receive a stipend, e.g. complete 8 hours of orientation
4. The amount of the stipend and other applicable payment terms determined by the Contractor
5. The individual and Contractor authorized signatures with dates

**CONTACTS**

For TJ and TMJ Policy and Processing Questions: [DCFDFESBWContracts@wisconsin.gov](mailto:DCFDFESBWContracts@wisconsin.gov)

For TJ and TMJ CARES and WWP Functionality Questions: BWF Work Programs Help Desk  
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