**W-2 Contractors’ Meeting** **Location:** MS Teams

**Date:** Wednesday, July 26, 2023

**Time:** 10:30am – 12:00pm

Invitees

Anna Sainsbury (DCF)  Neb Macura (DCF) - note taker

Tony Dziedzic (FSC)  Jennifer Marks (FSC)  Stacey Eggen (FSC)

Brian Wolfe (FSC)  Sarah Kaminski (Equus)  Steve Reinhold (Equus)

Kanwen Shao (Equus)  Christian Blaisdell (WRI)  Jody Conner (WRI)

Sally Schrader (WRI)  Gina Brown (WCI)  Shannon Franek (WCI)

Vang Lee (AWWI)  Carlyle Outten (AWWI)  David Frechette (UMOS)

Nicole Hagen (Ross)  Reno Wright (Ross)  Parker Rios (UMOS)

Sandra Salazar-Lozano (UMOS)  Jodi Prout (UMOS)  NaTasha Chevalier (UMOS)

Dallas Hawkins (UMOS)  Rachel Zietlow (Maximus Inc)  Elizabeth Perdomo (Maximus Inc)

Autumn Morgan (Maximus Inc)  Randy Endsley (Maximus Inc)  Brian Covey (FSC)

Danielle Kuhn (FSC)

Representatives from Department of Children and Families, Division of Family and Economic Security: Administrator’s Office, Bureau of Analytics and Research (BAR), Bureau of Child Support, Bureau of Refugee Programs, and Bureau of Working Families (BWF), Division of Management Services: Bureau of Regional Operations; and Partner Training Team were also in attendance.

**Please share the meeting minutes with your staff and access the** [DCF website](https://dcf.wisconsin.gov/w2/partners/toolbox/contractorsmeeting) **for agendas and meeting minutes for previous W-2 Contractors’ Meetings.**

Call in option:

Microsoft Teams Meeting

**(608) 571-2209, 120 701 188#**

Agenda Items

1. WELCOME & INTRODUCTIONS **Owner**: Anna Sainsbury

**Time Allotted:** 2 minutes

Details: Roll Call

Discussion:

* Anna conducted roll call.

1. DCF STAFF UPDATES **Owner**: Patara Horn

**Time Allotted:** 5 minutes

Details: Update and/or discussion

Discussion:

* Neng Thor will join the Milwaukee Operations Section as a Human Service Area Coordinator on Monday, July 31, 2023.
  + She previously worked at Maximus as the Quality Assurance (QA) Manager and Assistant Project Director.
  + She also worked at BWF from 2014 to 2016.
* Rob Schampers will be returning to the TANF Automation Section.
* Mick Chase is the new Performance Outcome Payment manager in the Contract Administration Section.
  + He joined BWF on Monday, May 22, 2023.
* Rich Spindler is the new Federal Reporting Subject Matter Expert for TANF in BAR.

1. DVR CONNECTIONS **Owner**: Jim Doebereiner and

Tania Hanford

**Time Allotted:** 25 minutes

Details: update and/or discussion

Discussion:

* Tania was unable to attend the meeting.
* See the PowerPoint presentation below.



* DVR takes labor market conditions into account (e.g., will not help with getting an oceanography job in Wisconsin).
* There is no upper age limit for eligibility.
* There is very little that DVR cannot provide.
* DVR can help determine eligibility by reaching out to medical providers for letters, medical records, etc.
* In certain cases, DVR can help determine eligibility solely by observation.

1. SYSTEM UPDATES **Owner**: Laura O’Flanagan and

Heidi Hammes

**Time Allotted:** 5 minutes

Details: update and/or discussion

Discussion:

* This is a new recurring topic that will be included in every W-2 Contractors’ meeting going forward.
* Laura was unable to attend the meeting.
* Projects for CWW, ACCESS, and WWP are planned for the upcoming state fiscal year.
* Much of the budget is reserved for CWW and WWP changes anticipated as part of the 2025 W-2 contracting process.
  + There will be fewer releases this year.
  + Fact Finding will be moved from the mainframe in late September/early October 2023.
  + The verification checklist will be improved for readability in October 2023.
  + The following items are on hold:
    - WWP calendar at a glance;
    - Moving the remaining payment issuance functions from mainframe to WWP; and
    - WWP Supportive services page.

1. W-2 POLICY MANUAL UPDATE: SSI/SSDI **Owner**: Adam Bozich

**Time Allotted:** 5 minutes

Details: update and/or discussion

Discussion:

* W-2 Policy Manual Sections 7.4.3 and 7.4.4 will be updated.
* The updates are technical in nature, including language modernization, updating broken links, and reformatting.
* There will be no policy changes as part of this update.
* No agency action is required.
* The BWF Work Programs Help Desk will send an email on Wednesday, July 26, 2023.
* The update will occur in August 2023.

1. REPORT PERFORMANCE MODERNIZATION UPDATE **Owner**: Rob O’Connell

**Time Allotted:** 10 minutes

Details: update and/or discussion

Discussion:

* The 740Q and FReD 03 reports will be released in August 2023.
* BAR will send communication when the reports are ready.
* BAR will offer a 30–60-minute session to provide an overview of the new reports, probably in early September 2023.
* BAR is working to maintain its report catalog.

1. AGENCY UPDATES **Owner**: W-2 Agencies

**Time Allotted:** 30 minutes

Details: Updates

Discussion:

* Workforce Resource Inc (WRI)
  + WRI is distributing backpacks to youth in W-2 families and providing supplies to middle/high school students.
  + WRI hired a second Child Support Liaison (CSL), based in Ashland, for its northern region.
  + WRI has seen an increase in individuals applying for Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA).
  + Program Manager Jody Conner completed the WRI Standard Operating Procedures (SOPs) and submitted then to DCF.
  + WRI enjoyed hosting DCF staff at the recent site visit in the Eau Claire office.
* Workforce Connections Inc (WCI)
  + WCI is planning a 40-year celebration in October 2023.
  + WCI is currently hiring for a Job Developer, Education Navigator, and Career Planner.
  + WCI is focusing on monitoring efforts and seeing positive results.
    - Outreach and education – staff are present at community events.
    - Back to school – WCI is supporting W-2 participants with school-age children.
  + WCI enjoyed hosting DCF staff at the recent site visit.
* United Migrant Opportunity Services (UMOS)
  + UMOS recently held an on-site job fair attended by 20 employers and received positive feedback.
  + In August 2023, UMOS will hold a back-to-school fair focusing on W-2 participants.
  + UMOS will hold the following community outreach events:
    - Mexican fiesta, Friday, August 25 – Sunday, August 27, 2023.
    - Mexican Independence Day festival, Saturday, September 16, 2023.
  + UMOS submitted its SOPs to DCF.
  + UMOS is continuing to focus on monitoring.
    - UMOS stated that receiving Program Integrity Customer Service Section (PICSS) monitoring one week earlier than Case Management monitoring was beneficial.
  + UMOS is hiring Financial and Employment Planners (FEPs) and recently hired a Work Experience coordinator and Youth Navigator.
* Ross Innovative Employment Solutions (Ross)
  + Ross participated in a City of Milwaukee job fair on Thursday, July 20, 2023, and reported good turnout.
  + Milwaukee Public Schools (MPS) staff were on site at Ross, recruiting children of W-2 participants to enroll in classes.
  + Ross will participate in the following events:
    - Wednesday, August 02, 2023 – Community Warehouse “Home to Stay” resource event, which provides employment opportunities for individuals recently released from incarceration.
    - University of Wisconsin-Madison opportunities bootcamp.
    - On-site back-to-school fair, which will be attended by MPS, Community Advocates, Big Brothers, Milwaukee Job Corps, and others.
    - Saturday, August 12, 2023 – Victims of Milwaukee violence event.
    - Wednesday, August 16, 2023 – Apprenticeship event.
    - Monday, August 21 and 28, 2023 – Milwaukee Area Technical College staff will be on site to sign up participants for fall semester classes.
  + Ross is fully staffed with FEPs.
  + Ross hosted DCF staff for a site visit on Thursday, July 13, 2023.
* Maximus Inc
  + On Friday, July 28, 2023, Maximus will participate in a back-to-school health fair at Fiserv Forum.
  + On Thursday, August 17, 2023, Maximus will partner with Community Advocates for a rental housing fair and school supply giveaway.
  + Maximus is holding monthly meetings with Education Navigators.
  + Maximus has seen an increase in job seekers obtaining employment before refugee benefits expire.
  + Maximus is fully staffed with FEPs and supervisors and is working to fill one Emergency Assistance vacancy.
  + Maximus hosted DCF staff for a site visit on Monday, July 10, 2023.
* Forward Service Corporation (FSC)
  + FSC is hiring for several FEP positions.
  + FSC has seen an uptick in the number of clients completing job skills training for the following reasons:
    - Using FSC internal courses;
    - Strong relationships with technical colleges;
    - Collaboration with the Workforce Innovation and Opportunity Act (WIOA); and
    - Collaboration with vendors who are recipients of WAI and WIG funding used for training.
  + FSC has a new WIOA contract in the Fox Valley.
  + FSC clients are using QUEST grant opportunities for getting involved in the childcare industry.
  + The Transition to Success program is going strongly, and FSC has certified over 100 staff as coaches.
  + FSC is working on back-to-school efforts.
  + FSC reported that the site visit with DCF and meetings with Social Finance went well.
* Equus Workforce Solutions (Equus) – written notes provided by Kanwen Shao
  + **EQUUS YTD EEs: 308**
    - 36 JAN
    - 59 FEB
    - 61 MARCH
    - 43 APRIL
    - 48 MAY
    - 61 JUNE
  + **EQUUS approved 2023 JAL payments as of 7/26/23:** $233,176.47
  + **EQUUS July 2023 RCA cases:** 56 (2 reported July 2023 employment)
  + **Dress for Success Online WEX:**
    - **1:** W-2 participant completed HSED
    - **8:** W-2 participants graduated Cohort Strive Program
    - **69** program participants
    - Utilization rates across entire EQUUS W-2 service regions.
      * Racine (33 clients, 47.8%)
      * Kenosha + Balance (36 clients, 52.2%)
  + **EQUUS Online Job Club:**
    - **18 active participants**: Employable W-2 clients (CMJ, recently separated CMF / CM+, higher functioning CSJ)
    - **5:** Online Job Club participants reported / gained employment in JUNE 2023
  + **EQUUS In-person, on-site WEX:**
    - **9:** current on-site WEX participation
    - **30 days - 60 days**: time frame leading to unsubsidized employment
  + **Youth Education Navigator Referrals:** MAY - JULY 2023:
    - 5/23/23 - 7/14/23: 56
      * Kenosha: 19
      * Racine: 28
      * Balance: 9
  + Supportive Service Referral Types
    - Clothing
    - Internet (summer school)
    - School related fees (athletic, lunch, library, tutor, etc)
    - School supplies (100 backpacks)
    - Transportation (bus pass, driver’s education, gas card)
  + **EQUUS CSL enrollments:**
    - NCP enrollments in other Federal or State workforce programs **JUNE 2023: 1**
    - NCP enrollments in other Federal or State workforce programs **YTD 2023: 11**
* America Works of Wisconsin Inc (AWWI)
  + By the end of August 2023, AWWI will implement Artificial Intelligence-generated introduction letters to employers, introduction letters and thank-you letters for clients, and will teach clients how to generate them.
  + AWWI will host a school supplies giveaway on Friday, August 4, 2023, 11:00am to 3:00pm, at the University of Wisconsin-Milwaukee downtown center.

1. WALK-ONS **Owner**: All

**Time Allotted:** 5 minutes

Details: update and/or discussion

Discussion:

* Audrey Evert reminded agencies about submitting back-to-school opportunities to DCF Social Media. See the file below for more information.



* Anna shared the 2022 W-2 Agency Performance Assessment results. See the PowerPoint presentation below.



* + Note: In the PowerPoint presentation shown during the meeting, the baseline year was incorrectly listed as 2023. In the file shared here, the year has been corrected to 2022.

1. CLOSING **Owner**: Anna Sainsbury

**Time Allotted:** 3 minutes

Details: Discussion if needed.

Discussion:

* Please submit agenda items via e-mail to [anna.sainsbury@wisconsin.gov](mailto:anna.sainsbury@wisconsin.gov).
* Please include Topic, Presenter, and Duration for planning purposes.
  + Please provide Anna with presentation documents prior to the meeting.
* Anna conducted a live poll in the Teams chat regarding the scheduling options for the September 2023 W-2 Contractors’ meeting. See the file below for the results.



Next Meeting:

Wednesday, August 30, 2023

10:30am – 12:00pm

Microsoft Teams