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

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

 **Time:** 10:30am – 12:00pm

Invitees

[x]  Anna Sainsbury (DCF) [x]  Neb Macura (DCF) - note taker

[x]  Tony Dziedzic (FSC) [x]  Jennifer Marks (FSC) [x]  Stacey Eggen (FSC)

[x]  Brian Wolfe (FSC) [x]  Sarah Kaminski (Equus) [ ]  Steve Reinhold (Equus)

[x]  Kanwen Shao (Equus) [x]  Christian Blaisdell (WRI) [ ]  Jody Conner (WRI)

[x]  Sally Schrader (WRI) [x]  Gina Brown (WCI) [x]  Shannon Franek (WCI)

[x]  Vang Lee (AWWI) [x]  Carlyle Outten (AWWI) [x]  David Frechette (UMOS)

[x]  Nicole Hagen (Ross) [x]  Reno Wright (Ross) [ ]  Parker Rios (UMOS)

[ ]  Sandra Salazar-Lozano (UMOS) [x]  Jodi Prout (UMOS) [ ]  NaTasha Chevalier (UMOS)

[x]  Dallas Hawkins (UMOS) [ ]  Rachel Zietlow (Maximus Inc) [x]  Elizabeth Perdomo (Maximus Inc)

[x]  Autumn Morgan (Maximus Inc) [ ]  Randy Endsley (Maximus Inc) [x]  Brian Covey (FSC)

[x]  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.
* 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