

Hi Everyone,

Beginning on **Saturday, February 24<sup>th</sup>**, several enhancements, and updates will be added to CWW, ECF, and ACCESS.

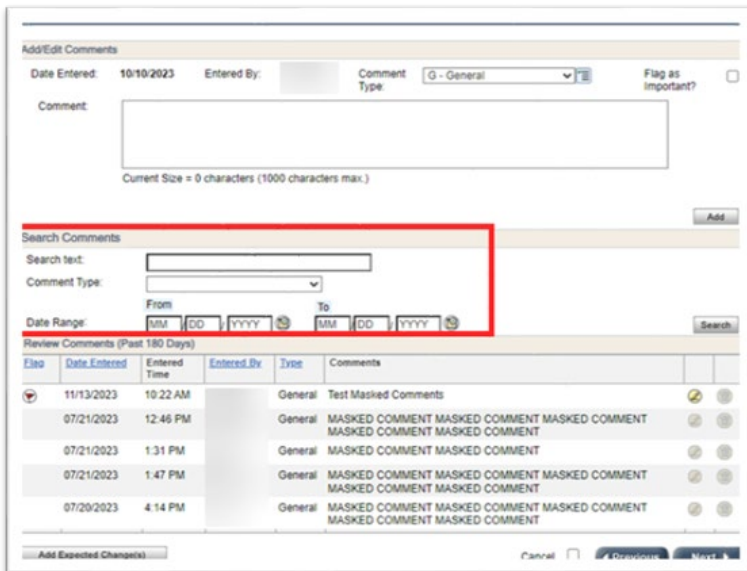
- CWW Case Comments
- New ECF Work Program Document Code
- New Enhancement for Job Access Loan
- ECF and Electronic Signature for TJ/TMJ, CF/ELEVATE Employability Plans
- Client Scheduling Additions
- Removal of Client Scheduling Codes
- New Language Supported
- Shared Placement Indicator Addition

The following descriptions of the systems updates are:

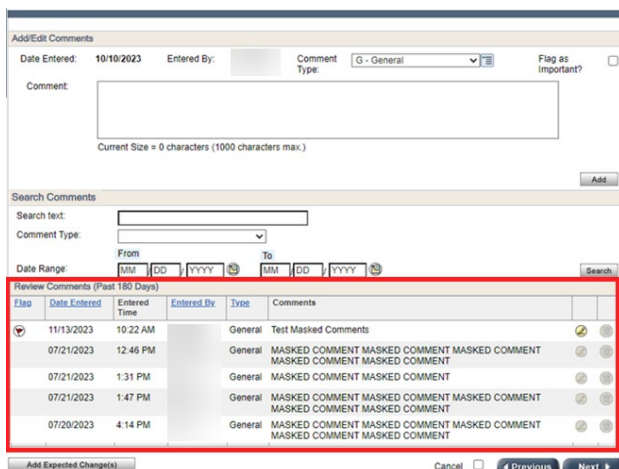
### CWW Case Comments

CWW Case Comments will be enhanced on February 24, 2024. The purpose of the enhancement is to allow workers use of a filter functionality to prioritize comments that are more relevant to their case processing. There will be a new section on the Case Comments page titled "Filter Comments". The section will include fields to allow you to search by Text, Comment Type, and a Date Range.

A demo video of the changes can be found at this link [here](#)



Another enhancement is to display up to the first 251 comments from the past 180 days by default in the "Review Comments" and flagged comments will be displayed at the top of the case comments list in sorted order.



## New ECF Work Program Document Code

A new ECF work program code will be available beginning February 24, 2024. There was an identified need to create a miscellaneous work program document type that would support documents that have highly sensitive information, and that are not covered under the existing W-2 Restricted Document types. The new code is 'WMCD' Confidential Misc. Work Program Documents. This new document type is a W-2 Restricted Document, which means that only the assigned FEP and the FEP's immediate supervisor will be able to see these documents when they are in ECF. This document is searched using the PIN number of the individual. This new document code should eliminate the need to maintain a sealed paper file for W-2 and JAL participants.

The screenshot shows the 'Individual Search' results page in the CARES ECF system. The search criteria are 'ItemTypes: ECF Documents' and 'Search in: ECF'. The search results table is as follows:

Document Co...	Document Type	Receiv...	Scan...	Case Number	Last Name	First Name	Date Of Birth	PIN	Document ID	Origin
WMCD	Confidential Misc Work Program Documents	02/19/2024	2/19/2024	7151406274	COLE	EVIE	01/01/2000	7586080798	384904	CDPU
WAA	W-2 Alcohol, Substance Abuse Information	02/19/2024	2/19/2024	7151406274	COLE	EVIE	01/01/2000	7586080798	384906	CDPU
WVF	W-2 Vocational, Functional Assessments	02/19/2024	2/19/2024	7151406274	COLE	EVIE	01/01/2000	7586080798	384907	CDPU

## New Enhancement for Job Access Loan:

Due to the recent situation where we ran out of JAL funds prior to the end of the year. We were unable to make any changes in ACCESS to react to that and notify applicants. We are adding a system switch that will allow us to not allow applicants to select JAL as an application type when we have future funding issues.

## Add a Program:

**Which Benefits Would You Like to Apply For?**

Check the box for each benefit you would like to apply for, then click the "Next" button at the bottom of the page.

- Health Care benefits through BadgerCare Plus and/or Medicaid.** This program provides low- or no-cost health care benefits.
- Family Planning Only Services.** This program provides confidential, no-cost family planning services and supplies.
- Food Share.** This is Wisconsin's version of the federal Supplemental Nutrition Assistance Program (SNAP). FoodShare benefits come on a plastic card, called the Wisconsin QUEST Card, which you can use to buy food.
- Wisconsin Works (W-2).** This program provides employment preparation services, case management and cash assistance to eligible families. Low income parents and pregnant women may participate in W-2. Eligibility is determined by your W-2 agency. To be eligible for W-2, you must be the main care provider for your child who lives with you, and your household must be at or below the monthly income limit. [Click here](#) to see the monthly income limit. The Other Resources in Your Community section on this page includes other resources that may help you.
- Job Access Loan (JAL).** This program provides short term, no interest loans designed to assist low income families to meet emergency needs that support employment. The applicant must have either a job or a good faith job offer to be eligible for a Job Access Loan. Eligibility is determined by your W-2 agency. JALs can be used for work related costs, such as work uniforms, work supplies, vehicle purchase or repair for transportation to work, etc. To be eligible for JAL, your household must be at or below the monthly income limit. [Click here](#) to see the monthly income limit.
- Emergency Assistance (EA).** This program provides a payment that can help low-income families pay an emergency expense related to homelessness, impending homelessness, energy crisis, fire, flood or natural disaster. Eligibility is determined by your W-2 agency. You can only get an Emergency Assistance payment once every 12 months. To be eligible for EA, your household must be at or below the monthly income limit. [Click here](#) to see the monthly income limit. The Other Resources in Your Community section on this page includes other resources that may help you.

**Job Access Loans (JAL) applications are currently not being accepted at this time. Please check back at a later date to apply for this program.**

Apply for Benefits:

Program details ▾

❗ Job Access Loans (JAL) applications are currently not being accepted at this time. Please check back at a later date to apply for this program.

**Job Access Loans (JAL)**

Job Access Loans are short-term, no-interest loans that help parents pay for unexpected expenses so that they can get a job or continue working. The loans can be used for transportation, work uniforms, moving expenses, and other job-related needs.

[View the amount of monthly income you can have](#)

Program details ▾

Am I Eligible:

Job skills and cash assistance

❗ Job Access Loans (JAL) applications are currently not being accepted at this time. Please check back at a later date to apply for this program.

**Job Access Loans (JAL)**

JAL are short-term, no-interest loans that help parents pay for unexpected expenses so that they can get a job or continue working. The loans can be used for transportation, work uniforms, moving expenses, and other job-related needs.

ACCESS

Program details ▾

Client Scheduling Additions:

Two new Client Scheduling codes and the supporting client scheduling letters will be available beginning February 24, 2024. Both codes will support informing the participants where the W-2 Review and W-2 Individual appointments will occur. The existing codes support in person appointments and the two new codes will support phone appointments. These letters will be available in both English and Spanish.

Notice Action Code	Updated Notice Description
New appointment EV and letter CSEV	W2 EP REV APPT/PHONE
New appointment IV and letter CSIV	W2 INDIV PHONE APPT
Existing appointment EP and letter CSEP	W2 EP REV APT/OFFICE
Existing appointment IW and letter CSLI	W2 INDIV OFFICE APPT

Sample of letter sent if no phone number is on file in CWW:

**Action Required: Wisconsin Works (W-2) Employability Plan Review Appointment**

You are scheduled for a required appointment to review your Wisconsin Works (W-2) employability plan because it is going to expire soon.

Your employability plan review appointment will take place over the phone; the date and time are listed below.

Appointment Details		
Date, Time, and Length	Worker Information	Phone Number
02/08/2024 11:00 AM 1 Hour	LUKE MILLIGAN (414) 760-6060	You will need to call (414) 760-6060 within 15 minutes of your appointment time.

Sample of letter sent if a phone number is on file in CWW:

**Action Required: Wisconsin Works (W-2) Employability Plan Review Appointment**

You are scheduled for a required appointment to review your Wisconsin Works (W-2) employability plan because it is going to expire soon.

Your employability plan review appointment will take place over the phone; the date and time are listed below.

Appointment Details		
Date, Time, and Length	Worker Information	Phone Number
02/09/2024 08:30 AM 1 Hour	LUKE MILLIGAN (414) 760-6060	We will call you at (608) 555-9956 within 15 minutes of your appointment time.

Removal of Client Scheduling Codes

The following Client Scheduling Codes will no longer be options for W-2 workers to select. These codes are only available for Income Maintenance Workers to select.

The screenshot shows a list of four scheduling options, each with an unchecked checkbox:

- IO - ES Intake Interview/Home
- IP - ES Intake Interview/Phone
- IR - ES Intake Interview/2nd
- MP - ES Intake

Below the list is a button labeled "Add Slot".

ECF and Electronic Signature for TJ/TMJ, CF/ELEVATE Employability Plans

Beginning February 26<sup>th</sup>, Employability Plans (EP's) for the TJ/TMJ and CF/ELEVATE programs will be available for participants to view in ACCESS and electronically sign. This will work exactly as it does currently for W-2 EP's. These signed EP's will also be stored automatically in ECF using the following document codes.

The four new Scannable PIN based ECF document codes are:

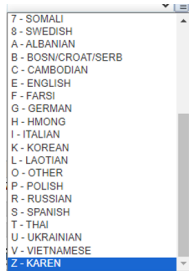
Doc Code	Doc Description
CFEP	Children First Employability Plan - WP
ELEP	ELEVATE Employability Plan - WP
TJEP	TJ Employability Plan - WP
TMEP	TMJ Employability Plan - WP

Training: The Partner Training Team has published an updated E-Signatures Desk Aid in the [Learning Center](#) that includes TJ/TMJ CF/ELEVATE, that staff should familiarize themselves with.

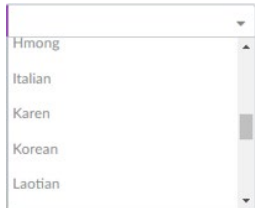
New Language Supported

A new language has been added to the Language selection fields in CWW and WWP

In CWW you will find this change on the Individual and Household Language Page and the Individual Demographic Information Page.



In WWP you will find this change on the Client Registration Page, Languages Assessment Page, and the EA ACCESS Inbox Details Page.



### Shared Placement Indicator Addition

On February 24, 2024, there will be a new field in CWW capturing when a participant has a shared placement of a child with a parent that is not in the home. This additional information is being captured in CWW to help IM workers more easily identify children on a case who have parents with a shared placement. Currently workers have to search case comments to try and identify if the shared placements have been verified.

The new questions will appear on the Individual Non-Financial Gatepost page in CWW, and the detailed information will be collected on the new Shared Placement Detail page. The Shared Placement information will not impact eligibility for W-2 or JAL and is only for informational purposes for our programs.

**Individual Non Financial Gatepost** Cancel  Reset

Effective Period  
Last Updated: 02/08/2024

Questions

- Is anyone in your household pregnant? N - No
- Is anyone in your household disabled, blind, or unable to work due to illness or injury? N - No
- Is anyone in your household requesting Long Term Care services? N - No
- Is there anyone in your household who was an SSI recipient in the past who is not an SSI recipient now? N - No
- Is anyone in your household under age 13 months? N - No
- Has anyone in the household applying for FS or W-2 been convicted of a drug felony in the past 5 years? N - No
- Does anyone in your household pay anyone else for room and meals? N - No
- Is there anyone in your household under 26 who was receiving out of home care when s/he turned 18? N - No
- Is any child in your household in a shared placement? Y - Yes**

Based on client's response, populate blank fields as N

Add Case Comment Cancel  Previous Next

**Shared Placement** Cancel  Reset

Effective Period  
Begin Month: 02 | 2024 End Month: MM | YYYY Last Updated:  
Delete Reason: Sequence: 0

Additional Information

Individual	Part of a companion case?	Delete Reason

Comments  
Comments:  
Current Size = 0 characters (1000 characters max.)

Enter New Begin Month: MM | YYYY Reset Add