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**State of Wisconsin
Governor Scott Walker**

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Janice Peters, Director
Bureau of Working Families
Division of Family and Economic Security

DFES OPERATIONS MEMO					
No:	12-49				
DATE:	AUGUST 28, 2012				
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>
W-2	<input checked="" type="checkbox"/>	FSET	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
				EP	
PRIORITY: Medium					

SUBJECT: CARES Alerts for New or Updated Employment Information

EFFECTIVE DATE: August 27, 2012

PURPOSE

The purpose of this memo is to inform W-2 and FSET agencies about two new alerts that will be generated in CARES for Work Program (WP) case managers when new or updated employment information is recorded in CARES Worker Web (CWW) for a participant.

Only the worker who is listed as the WP case manager on screen WPWI for the participant will receive the alert(s).

CARES CHANGES

Self Employment Page

An alert will be generated from the CWW Self Employment Page for the WP case manager in either of the following circumstances:

- New Self-Employment is added; or
- Existing Self Employment is ended (i.e., End month field is updated)

The text for the new alert is: *CWW SELF EMPL PAGE CHANGE*.

Employment Page

An alert will be generated from the CWW Employment Page for the WP case manager in any of the following circumstances:

- New employment is added;
- Existing employment is ended (i.e., End month field is updated);
- Existing employment is deleted (with a delete reason code);
- A new wage record is added to an existing employment; or
- The following updates are made to an existing wage record:
 - Change to the 'Rate Per Hour' field or 'Average Hours per pay period' field.
 - The existing wage record is deleted (using the delete check box).

Changes to the Override MA Amount, Override Converted Amount, and Monthly Override Hours fields will not generate an alert.

The text for the new alert is: *CWW EMPLOYMENT PAGE CHANGE*.

Note: An existing alert, *WORK INFO CHANGE – CHECK AFEI*, that is triggered when employment is added or deleted in CWW, will be replaced by the new alert described above effective August 27, 2012.

CONTACTS

For Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For CARES Processing Questions: W-2 Help Desk

Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, *Other EP – Other Employment Programs.

DCF/DFES/BWF/HH