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State of Wisconsin  
Governor Scott Walker



TO: **TMJ Contractors, Subcontractors, and Staff**

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

**BWF OPERATIONS MEMO**

No: 14-15

DATE: 7/18/2014

W-2  EA  CF  JAL

RAP  TMJ  Other EP

**SUBJECT: NEW FIELD ON CARES SCREEN CRTM AND CHILD SUPPORT  
REMINDER**

**CROSS REFERENCE:** TMJ Policy Manual, [3.1](#)  
Operations Memo [14-J3](#)  
Wis. Stat. [s. 767.58\(1\)\(b\)](#)

**EFFECTIVE DATE:** July 7, 2014

**PURPOSE**

The purpose of this memo is to notify Transform Milwaukee Jobs (TMJ) Contractors of a modification to CARES screen CRTM (Transform Milwaukee Jobs Eligibility Determination). This memo also informs Contractors to remind parents in TMJ, who have a court order for support, of the child support notice requirements.

**BACKGROUND**

The TMJ program is a subsidized employment program designed to assist low-income adults in Milwaukee County transition into stable unsubsidized employment. The Bureau of Working Families (BWF) is collecting eligibility information that it will use in conducting evaluations of the program in the future.

Under Wisconsin Statute, parents who have a court order for support are required to notify the child support agency of any changes in income or employment within ten business days. Subsidized employment earnings under TMJ are subject to all child support collections efforts.

**CARES**

To support evaluation of the TMJ program, BWF has added a new field to CRTM. Contractors must enter a **Y** or **N** in the NON CUSTODIAL PARENT field in order to complete eligibility determination.

CRTM TRANSFORM MILWAUKEE JOBS ELIGIBILITY DETERMINATION		06/26/14 07:54
		XCTXXX A WORKER
RFA NUMBER: 0000000001		UPDATED DATE: 06 26 2014
PIN: 1000000001	NAME: JOHN	DOE
TMJ CONTRACTOR: ___		
TMJ POPULATION TYPE: ___ ___ ___		RESIDE IN TMI AREA: ___
APPLICATION DT: ___ ___ ___		NON CUSTODIAL PARENT: ___
LAST DATE OF EMPLOYMENT: ___ ___ ___		ELIG FOR UNEMPL INS BEN?: ___
ANNUAL HOUSEHOLD INCOME: _____.		HOUSEHOLD SIZE: ___
DOES PARTICIPANT HAVE ANY BIOLOGICAL/ADOPTIVE CHILDREN UNDER THE AGE OF 18 YEARS		: ___
DID PARTICIPANT RECEIVE W-2 IN THE PAST FOUR WEEKS?		: ___
HAS PARTICIPANT WORKED 1040 HOURS IN TMJ IN THE PAST?		: ___
IS PARTICIPANT ELIGIBLE FOR TMJ?		: ___
NEXT TRAN: _____	PARM: 0000000001	_____

The NON CUSTODIAL PARENT field will display as blank for all TMJ eligibility determinations that were entered into CARES prior to the modification to CRTM.

**AGENCY ACTION**

With the modification to CRTM, Contractors must add an NCP column to their manual TMJ tracking sheets and indicate the noncustodial parent status of all TMJ eligibility determinations that they have entered into CARES through July 18, 2014. Contractors do not need to indicate the NCP status for TMJ participants added to the tracking sheet after July 18, 2014, since the contractor is now required to enter that information into CARES. At a later date, BWF will use this tracking sheet to enter NCP status information for TMJ participants added to the tracking sheet through July 6, 2014.

Contractors must also remind parents in TMJ, who have a court order for support, that they are required under state law to notify the child support agency immediately upon securing employment.

**CONTACTS**

For questions about this memo, contact Mikal Wesley, TMJ Contract Manager, at (414) 227-3879.

DCF/DFES/BWF/BY