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TO: **Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Training Staff
Child Care Coordinators**

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Bureau of Child Support
Division of Family and Economic Security
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SUBJECT: TRANSFORM MILWAUKEE JOBS PROGRAM

CROSS REFERENCE: [TMJ Policy Manual](#)
[Operations Memo 10-88](#)
Wis. Stat. [s. 49.163](#)
DCF [110](#)

EFFECTIVE DATE: April 23, 2014

**BEPS/DFES/DECE OPERATIONS
MEMO**

No: 14-J3

DATE: 04/22/2014

| | | | | | |
|-------------------------------------|-------------------------------------|-----|-------------------------------------|--------------------------|-------------------------------------|
| FS | <input type="checkbox"/> | MA | <input type="checkbox"/> | BC+ | <input type="checkbox"/> |
| SC | <input type="checkbox"/> | CTS | <input type="checkbox"/> | FSET | <input checked="" type="checkbox"/> |
| BC+ | Basic <input type="checkbox"/> | BC+ | CORE | <input type="checkbox"/> | |
| CC | <input checked="" type="checkbox"/> | W-2 | <input checked="" type="checkbox"/> | EA | <input type="checkbox"/> |
| CF | <input checked="" type="checkbox"/> | JAL | <input type="checkbox"/> | RAP | <input type="checkbox"/> |
| Other EP <input type="checkbox"/> * | | | | | |

PURPOSE

The purpose of this memo is to announce the implementation of the Transform Milwaukee Jobs (TMJ) program and its policy implications on the Wisconsin Works (W-2), Wisconsin Shares, Food Stamp Employment and Training (FSET), and Children First (CF) programs in Milwaukee County.

This memo also provides an overview of modifications to the CARES Mainframe to support implementation of the TMJ program in Milwaukee County.

BACKGROUND

2013 Wisconsin Act 20 created Wis. Stat. s. 49.163 and established a permanent transitional jobs program in Milwaukee County. TMJ is similar to the statewide Transitional Jobs Demonstration Project (TJDP) which sunset on June 30, 2013.

The TMJ program offers subsidized jobs to low-income adults in Milwaukee and provides businesses with needed workers at little risk or expense to the business. The initiative is a part of Governor Scott Walker's larger *Transform Milwaukee* initiative (TMI). TMI is a public-private partnership focusing on restoring economic prosperity in five core industrial areas of Milwaukee (see [Map of Transform Milwaukee Area](#)).

POLICY

To be eligible for TMJ, applicants must:

1. Be at least 18 years of age;
2. If 25 years or older, be the parent or relative and primary caregiver of a child under the age of 18;
3. Have an annual household income under 150% of the federal poverty level;
4. Be unemployed for at least four weeks;
5. Be ineligible to receive unemployment insurance benefits;
6. Not be participating in W-2; and
7. Be able to obtain and benefit from a subsidized job.

The Department of Children and Families (DCF) has identified two TMJ target populations and developed additional eligibility criteria consistent with its mission and the program funding.

1. To be eligible for TMJ under the General Population, applicants must:
 - a. Be a parent with a child support order; a parent under a reunification plan; or be a parent who is an ex-offender; and
 - b. Be a current resident of Milwaukee and reside within the boundaries of the TMJ service area.
2. To be eligible for TMJ under the Foster Population, applicants must:
 - a. Be 18 to 21 years of age in out-of-home care including foster care, kinship care, independent living facilities, Residential Care Centers, group homes, or other placement options under CHIPS orders; or

- b. Be 18 to 21 years of age, aging out of care and transitioning to independent living; and
- c. Be a current resident of Milwaukee County.

WISCONSIN WORKS

An individual may not enroll in W-2 and TMJ at the same time. Individuals enrolled in TMJ who apply for W-2 must decide whether they would rather participate in the W-2 program or work in TMJ. When the individual enrolled in TMJ is found eligible for W-2 and chooses to participate in W-2, the W-2 agency must not process the work program (WP) subsystem referral until the TMJ episode ends.

WISCONSIN SHARES

An individual enrolled in TMJ may be eligible for Wisconsin Shares. Once enrolled in TMJ, orientation, subsidized employment, and post-subsidized employment activities are approved activities for Wisconsin Shares. TMJ contractors must refer individuals enrolled in TMJ to Milwaukee Enrollment Services (MiES) or [ACCESS WI](#) to apply, and be determined eligible for, Wisconsin Shares.

- MiES eligibility workers must view CARES screen WPWI to identify that the individual is enrolled in TMJ with the program status <O> Open. (See *Work Programs Subsystem*) The Child Care Approved Activity for TMJ participants is TRNJ.
- Milwaukee Early Care Administration (MECA) authorization workers must view the CARES Worker Web (CWW) Child Care Statewide Administration (CSAW) Case Activity Detail Screen to identify the Employability Plan (EP) activities and hours for TMJ that the TMJ case manager has indicated require Child Care. These activities and hours are auto-populated in CSAW from the EP that the TMJ case manager completed for the participant on CARES screen WPAS.

| WPAS | EMPLOYABILITY SERVICE PLAN - 2 | 05/28/14 11:53 XTJXXX A WORKER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------------|--------------------------------------|-----------------------------|---------------------|---------------------|------------|-------------|--------------------|--------------------------|----------|----------|------|--|--|--|--|--|--|--|--|-----------------|----------|----------|------|--|--|---|--|--|--|--|--|--------------------------|----------|----------|------|--|--|---|--|--|--|--|--|
| PIN: 1000000001 OFFICE: 8040 EP WORKER: XTJXXX PRINTER-ID: VDR4908P NAME: DOE JOHN COUNTY/TRIBAL UNIT: 40 *** LAST EMPLOYABILITY PLAN UPDATE: 05 28 2014 CASE MANAGER: XTJXXX ACTIVITY PLAN: (6 MONTHS MAXIMUM) 05 28 2014 THRU 08 28 2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>ACTION STEPS OR ACTIVITY</th> <th>PLANNED BEG DATE</th> <th>PLANNED END DATE</th> <th>PROV ID</th> <th>PROV OTR</th> <th>ACTUAL END DATE</th> </tr> </thead> <tbody> <tr> <td>1 ARRIVE TO WORK ON TIME</td> <td>05 28 14</td> <td>08 28 14</td> <td>1278</td> <td></td> <td></td> </tr> <tr> <td colspan="6"> HRS/WK: 05 REM: REPORT 10 MIN EARLY CC: Y TRNS: Y OTR: _____ DEL: _ LOCN: ACME COMPANY PD: UNITED MIGRANT </td> </tr> <tr> <td>2 LEARN THE JOB</td> <td>05 28 14</td> <td>08 28 14</td> <td>1278</td> <td></td> <td></td> </tr> <tr> <td colspan="6"> HRS/WK: 10 REM: SHADOW CO-WORKER CC: Y TRNS: Y OTR: _____ DEL: _ LOCN: ACME COMPANY PD: UNITED MIGRANT </td> </tr> <tr> <td>3 FOLLOW WORKPLACE RULES</td> <td>05 28 14</td> <td>08 28 14</td> <td>1278</td> <td></td> <td></td> </tr> <tr> <td colspan="6"> HRS/WK: 10 REM: REVIEW WORK POLICIES CC: Y TRNS: Y OTR: _____ DEL: _ LOCN: ACME COMPANY PD: UNITED MIGRANT </td> </tr> </tbody> </table> | | | ACTION STEPS OR ACTIVITY | PLANNED BEG DATE | PLANNED END DATE | PROV ID | PROV OTR | ACTUAL END DATE | 1 ARRIVE TO WORK ON TIME | 05 28 14 | 08 28 14 | 1278 | | | HRS/WK: 05 REM: REPORT 10 MIN EARLY CC: Y TRNS: Y OTR: _____ DEL: _ LOCN: ACME COMPANY PD: UNITED MIGRANT | | | | | | 2 LEARN THE JOB | 05 28 14 | 08 28 14 | 1278 | | | HRS/WK: 10 REM: SHADOW CO-WORKER CC: Y TRNS: Y OTR: _____ DEL: _ LOCN: ACME COMPANY PD: UNITED MIGRANT | | | | | | 3 FOLLOW WORKPLACE RULES | 05 28 14 | 08 28 14 | 1278 | | | HRS/WK: 10 REM: REVIEW WORK POLICIES CC: Y TRNS: Y OTR: _____ DEL: _ LOCN: ACME COMPANY PD: UNITED MIGRANT | | | | | |
| ACTION STEPS OR ACTIVITY | PLANNED BEG DATE | PLANNED END DATE | PROV ID | PROV OTR | ACTUAL END DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 ARRIVE TO WORK ON TIME | 05 28 14 | 08 28 14 | 1278 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HRS/WK: 05 REM: REPORT 10 MIN EARLY CC: Y TRNS: Y OTR: _____ DEL: _ LOCN: ACME COMPANY PD: UNITED MIGRANT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 LEARN THE JOB | 05 28 14 | 08 28 14 | 1278 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HRS/WK: 10 REM: SHADOW CO-WORKER CC: Y TRNS: Y OTR: _____ DEL: _ LOCN: ACME COMPANY PD: UNITED MIGRANT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 FOLLOW WORKPLACE RULES | 05 28 14 | 08 28 14 | 1278 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HRS/WK: 10 REM: REVIEW WORK POLICIES CC: Y TRNS: Y OTR: _____ DEL: _ LOCN: ACME COMPANY PD: UNITED MIGRANT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAILED (Y/N): N MAILED DT: _____ SAVE EP IN HISTORY: _ COMMENTS: REVIEW JOB DESCRIPTION AND ASK QUESTIONS. CONTACT WORKSITE _____ SUPERVISOR 414-555-5555 OR JOB COACH 414-555-5556 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PF13-WPED PF14-WPAW PF15-WPJR PF16-PRINT _ NEXT TRAN: _____ PARS: 1000000001 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

FOOD STAMP EMPLOYMENT AND TRAINING

An individual may enroll in FSET and TMJ at the same time. The case will be assigned to the FSET work programs office in CARES. FSET agencies and TMJ contractors must coordinate services during co-enrollment.

- When an individual enrolled in TMJ requests FSET, the FSET agency must contact the TMJ contractor within five business days of enrolling the individual in FSET.
- When the individual is enrolled in FSET and requests TMJ, the TMJ contractor must contact the FSET agency within five business days of enrolling the individual in TMJ.
- When TMJ begins and ends, an alert will trigger to the default case manager.

CHILDREN FIRST

An individual may enroll in CF and TMJ at the same time. The case will be assigned to the CF work program office 8040. CF agencies and TMJ contractors must coordinate services during co-enrollment to ensure assigned activities do not conflict.

CARES

The TJDP CARES functionality is obsolete. DCF has modified the CARES client registration (CR) and WP subsystems to support TMJ operations. Non-TMJ CARES users will see the modifications when navigating the CARES CR and WP subsystems.

CLIENT REGISTRATION SUBSYSTEM

1. **CF/TMJ Registration (CRPR)** screen – A new request for assistance (RFA) type **TM** has been added to record requests for TMJ.

| | | |
|-------------------------------|----------------------------------|------------------|
| CRPR | CF/TMJ REGISTRATION INFORMATION | 02/03/14 11:24 |
| COUNTY/TRIBE: 40 | | XTJXXX A WORKER |
| RFA NUMBER: 1111111111 | STATUS: PENDING | |
| INDIVIDUAL NAME : | FIRST JOHN | MI LAST _ DOE |
| | | SUF _ |
| DATE: 02 03 14 | RFA TYPE: TM | LANGUAGE: E |
| COUNTY WHERE COURT ORDERED: _ | EFF DT OF COURT ORDER: _ _ _ | |
| HOUSEHOLD ADDRESS: 123 | NUMBER UNIT DIR ST/RURAL RT/BOX# | SUF QUAD APT |
| ADDITIONAL ADDR INFO: | MAIN | ST _ _ _ |
| CITY: MILWAUKEE | STATE: WI ZIP: 53209 | |
| PHONE: _ _ _ _ | | |
| RFA STATUS: I | REASON: | |
| NEXT TRAN: _ | PARMS: _ | |

2. **Prior Contact Information (CRPC)** screen – Updated to display a TM RFA type.

| CRPC | | PRIOR CONTACT INFORMATION | | | | 02/03/14 11:30 | |
|---|--------------|---------------------------|--------|-----------------------|-----------------|--------------------|------|
| | | | | | | XTJXXX A WORKER | |
| PIN: 100000001 | | CLEARANCE STATUS: P | | SSF/PFP ASSIGNMENT: N | | | |
| FIRST | MI | LAST | SUF | SSN | DOB | S A L | XREF |
| JOHN | | DOE | | 999999999 | 08 15 1981 | M N E | N |
| RFA/CASE NUMBER | RFA/ CASE | SYSTEM | AGENCY | RFA TYPE | RFA/CLR DATE | | |
| 111111111 | R | CARES | 40 | TM | 02 03 14 | | |
| 8000000005 | R | CARES | 40 | ES | 01 17 14 | | |
| PF8 - VIEW MORE CASE/RFA PF18/ENTER - VIEW NEXT PIN(IF ANY) | | | | | | | |
| NEXT TRAN: _____ | | PARMS: 111111111 _____ | | | | | |

3. **Transform Milwaukee Jobs Eligibility Determination (CRTM)** screen – A new screen has been added to collect TMJ eligibility information.

| CRTM | | TRANSFORM MILWAUKEE JOBS ELIGIBILITY DETERMINATION | | | | 02/03/14 11:38 | |
|--|--|--|--|-----------------------|--|--------------------------|--|
| | | | | | | XTJXXX A WORKER | |
| RFA NUMBER: 111111111 | | | | | | UPDATED DATE: 02 03 2014 | |
| PIN: 100000001 | | NAME: JOHN | | DOE | | | |
| TMJ CONTRACTOR: 01 UMOs | | | | | | | |
| TMJ POPULATION TYPE: G1 | | _____ | | RESIDE IN TMI AREA: Y | | | |
| APPLICATION DT: 02 03 2014 | | | | | | | |
| LAST DATE OF EMPLOYMENT: 12 16 2012 | | ELIG FOR UNEMPL INS BEN?: | | | | | |
| N | | | | | | | |
| ANNUAL HOUSEHOLD INCOME: 510.00 | | HOUSEHOLD SIZE: 02 | | | | | |
| DOES PARTICIPANT HAVE ANY BIOLOGICAL/ADOPTIVE CHILDREN UNDER THE AGE OF 18 YEARS | | Y | | | | | |
| DID PARTICIPANT RECEIVE W-2 IN THE PAST FOUR WEEKS? | | : N | | | | | |
| HAS PARTICIPANT WORKED 1040 HOURS IN TMJ IN THE PAST? | | : N | | | | | |
| IS PARTICIPANT ELIGIBLE FOR TMJ? | | : | | | | | |
| Y | | | | | | | |
| NEXT TRAN: _____ | | PARM: 111111111 _____ | | | | | |

4. **Transform Milwaukee Jobs – Children Details** (CRTC) screen – Modified screen to collect TMJ children details.

| | | |
|--|---|--------------------------|
| CRTC | TRANSFORM MILWAUKEE JOBS - CHILDREN DETAILS | 02/03/14 11:40 |
| RFA NUMBER: 1111111111 | | XTJXXX A WORKER |
| PIN: 1000000001 | NAME: JOHN | DOE |
| | | UPDATED DATE: 02 03 2014 |
| DC: _____ | | |
| CHILD'S NAME: BABY _____ _ DOE _____ | | |
| DOB: 01 01 2013 GENDER: M | | |
| ADDRESS: | | |
| LINE 1 ADDRESS: 123 MAIN ST _____ | | |
| LINE 2 ADDRESS: _____ | | |
| CITY: MILWAUKEE _____ STATE: WI ZIP: 53209 _____ | | |
| PF13 - ADD MORE CHILDREN | | |
| NEXT TRAN: _____ PARM: 1111111111 _____ | | |

5. **CF/TMJ WP Referral** (CRWP) screen – Updated to display a TMJ RFA.

| | | |
|--|---------------------|-------------------|
| CRWP | CF/TMJ WP REFERRAL | 02/03/14 11:42 |
| AGENCY: 40 | | XTJXXX A WORKER |
| RFA NUMBER: 1111111111 | STATUS: PENDING | |
| PIN: 1000000001 | | |
| NAME: JOHN DOE | | |
| REGISTRATION CD: V VOLUNTARY REGISTRANT | | |
| PRIOR DETERMINATION | | |
| WP OFFICE: 8040 | WP CASE MGR: XTJXX1 | DISENROLLMENT DT: |
| CASE: | CATEGORY: | |
| CF: | CF RFA : | |
| TMJ: R | TMJ RFA: 1111111111 | |
| CURRENT | | |
| DETERMINATION WP | | |
| OFFICE: | 8040 | |
| PF24: PROCESS THIS PAGE | | |
| NEXT TRAN: _____ PARMS: 1111111111 _____ | | |

WORK PROGRAMS SUBSYSTEM

1. **Update WP Client Information** (WPWI) screen – New TMJ fields have been added to display TMJ program information.

TMJ RFA – Displays the TMJ RFA number

TMJ RFA DT – Displays the RFA date

TMJ – Indicates the TMJ program is <O> Open or <C> Closed

FROM – Displays the date of the program status

TMJ COMP CD – Displays the completion code when the TMJ program is ended

TMJ COMP EFF DT – Displays the effective date of the TMJ completion code

| | | | |
|---|----------------------------------|--------------------------------------|--|
| WPWI | UPDATE WP CLIENT INFORMATION - 1 | | 02/04/14 10:00 |
| | | XTJXXX A | |
| | | WORKER | |
| PIN: 1000000001 | CTY/TRIBE: 40 | OFFICE: 8040 | NEW OFFICE: _____ |
| NAME: JOHN | | DOE | |
| ADDRESS: 123 | | MAIN | ST |
| CITY: MILWAUKEE | | STATE: WI | ZIP: 532096104 MAILING ADDRESS ON WPWC: N |
| PRIMARY PHONE: _____ | | MESSAGE PHONE: _____ | |
| PRIMARY WAGE EARNER: N | | HEAD OF HOUSEHOLD: Y DOB: 08 15 1981 | |
| CASE: _____ | CAT: _____ | SEQ: _____ | 2PAR: _____ |
| ES OFFICE: _____ | | W-2 GEOGRAPHICAL AREA: _____ | |
| ES WKR: _____ | IM REG CD: _____ | IM REG EFF: _____ | E/SC: _____ |
| CASE MGR : XTJXXX *WP REG CD: V | | *EFF DT: _____ | LF STATUS: _____ |
| W-2 PLACE: _____ | | FEP ID: _____ | DT OF LAST CONTACT: 02 03 2014 SYST STS: E |
| CF RFA: _____ | CF RFA DT: _____ | TMJ RFA: 1111111111 | TMJ RFA DT: 02 03 14 |
| CF: _____ | FROM: _____ | CTY: _____ | CF COMP CD: _____ |
| TMJ: O | FROM: 02 03 2014 | TMJ COMP CD: _____ | TMJ COMP EFF DT: _____ |
| PF13 WPED PF14 WPJR PF15 WPWC PF22 WPWW | | | |
| NEXT TRAN: _____ | | PARMS: 1000000001 | |

2. **Track Transform Milwaukee Jobs Phases** (WPTM) screen – A new screen has been added to track an individual's progress in the phases of TMJ.

| | | | |
|---|---------------------------------------|---|------------------------|
| WPTM | TRACK TRANSFORM MILWAUKEE JOBS PHASES | | 02/04/14 10:11 |
| | | XTJXXX A | WORKER |
| PIN: 1000000001 | CTY/TRIBE: 40 | OFFICE: 8040 | UPDATED DT: 02 04 2014 |
| NAME: JOHN | DOE | RFA NUMBER: 1111111111 | |
| TMJ CONTRACTOR: 01 UMOS | | | |
| ORIENTATION PHASE | BEGIN DATE: _____ | TOTAL HOURS OF ORIENTATION: _____ | |
| | END DATE: _____ | | |
| SUBSIDIZED WORK PHASE | BEGIN DATE: _____ | ANTICIPATED END DATE: _____ | |
| | END DATE: _____ | EXTENSION GRANTED: _____ | |
| POST SUBSIDIZED WORK PHASE | BEGIN DATE: _____ | HAS PARTICIPANT STARTED AN UNSUBSIDIZED EMPLOYMENT? : _____ | |
| | END DATE: _____ | | |
| COMP RSN: _____ | | | |
| PF13 WPED PF14 WPJR PF15 WPWC PF22 WPWI | | | |
| NEXT TRAN: _____ | | PARMS: 1000000001 | |
| | | MORE... | |

3. **Component/Status History** (WPCS) screen – The following activities have been added and are valid for TMJ participants only.

TM – TMJ Subsidized Employment

TU – TMJ Unsubsidized Employment

4. **Employment History** (WPEH) screen – The following employment types have been added and are valid for TMJ participants only.

M – TMJ Subsidized Job

J – TMJ Unsubsidized Job

5. **Worker Activities – System Alerts** (CMWA) screen – The following TMJ alerts have been added and will be sent to the Case Manager indicated on WPWI.

508 – TMJ Program Begins

509 – TMJ Complete, Review WP Status

TRAINING

The TMJ training course is available on the [PTS Learning Center](#).

CONTACTS

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

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

For Child Care policy questions outside of Milwaukee County: Bureau of Regional Operations (BRO), Child Care Coordinators at

<http://dcf.wisconsin.gov/files/regionaloperations/pdf/contactlist.pdf>

For Child Care CARES/CWW, CSAW and CCPI IT systems processing questions statewide and policy questions in Milwaukee County: Child Care Help Desk at childcare@wisconsin.gov or (608) 264-1657.

BEPS CARES Information & Problem Resolution Center

DHS/DHCAA/BEPS/MR

DCF/DFES/BWF/BY

DCF/DECE/BELP/BS

DCF/DFES/BCS/PF