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State of Wisconsin  
Governor Scott Walker



TO: **W-2 Agencies**  
**Training Staff**

FROM: Margaret McMahon, Director  
Bureau of Working Families  
Division of Family and Economic Security  
Department of Children and Families

**BWF OPERATIONS MEMO**

No: 16-03

DATE: 02/29/2016

|     |                                     |     |                          |          |                            |
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| W-2 | <input checked="" type="checkbox"/> | EA  | <input type="checkbox"/> | CF       | <input type="checkbox"/>   |
| JAL | <input type="checkbox"/>            | RAP | <input type="checkbox"/> | Other EP | <input type="checkbox"/> * |

**SUBJECT: WISCONSIN WORKS TRIAL EMPLOYMENT MATCH PROGRAM AND  
EXPANDED NONCUSTODIAL PARENT SERVICES PILOT**

**CROSS REFERENCE:** W-2 Manual Sections [7.3](#), [7.5.1](#)  
Operations Memos 13-44, [13-45](#)  
Administrator's Memo [13-08](#)  
Wis. Stat. ss. [49.147\(3\)](#), [49.159\(1\)](#)

**EFFECTIVE DATE:** March 1, 2016

**PURPOSE**

The purpose of this memo is to announce implementation of the Wisconsin Works (W-2) Trial Employment Match Program (TEMP) and Expanded Noncustodial Parent (NCP) Services Pilot and provide policy guidance on NCP outreach and confidentiality.

This memo also provides an overview of modifications to the CARES Mainframe to support implementation of the pilot.

**BACKGROUND**

2013 Wisconsin Act 20 replaced the Trial Jobs program in Wisconsin Works (W-2) with the Trial Employment Match Program (TEMP) and expanded the services available to noncustodial parents (NCPs). TEMP allows the W-2 agency to negotiate the wage subsidy with the employer, introduces new requirements for employer participation in TEMP, and increases the length of placement in a TEMP job. TEMP is available to both custodial parents (CPs) and NCPs. In addition, NCPs may receive a stipend payment for participation in specific W-2 activities.

The Department of Children and Families (DCF) has decided to pilot TEMP and expanded NCP services in specific areas of the state. The expanded NCP services include placement in a TEMP job or receipt of a stipend.

| CP TEMP  | NCP TEMP and Stipends                              |
|--|--|
| Dane County<br>Kenosha County<br>Milwaukee County<br>Racine County<br>City of Beloit | Dane County<br>Marathon County<br>Milwaukee County |

The goal of TEMP is to improve unsubsidized employment outcomes by providing W-2 participants with subsidized work experience and on-the-job-training that will increase their job skills and future potential earnings upon completion of the program. The goal of providing stipends is to create greater incentives for NCP participation in W-2 and to assist NCPs in finding unsubsidized employment so they can provide regular child support payments to the CP of their children.

The pilot will assist DCF in identifying if there needs to be any modifications to the service delivery models and what critical steps are required to achieve positive outcomes. The lessons learned from the pilot will inform future efforts to expand TEMP and NCP services statewide.

## ***POLICY***

DCF solicited implementation plans from W-2 agencies for conducting the TEMP and Expanded NCP Services pilot starting March 1, 2016. W-2 agencies are required to adhere to their approved plans as well as W-2 policy.

Attached to this memo is W-2 Manual Section 7.3 that replaces the obsolete Trial Jobs policy. Also attached to this memo is revised Section 7.5.1 that updates the NCP policy. DCF will update these sections in the next W-2 Manual release.

Highlights of Section 7.3 Trial Employment Match Program:

- Time-limited participation in a TEMP job;
- Limited NCP participation in one TEMP job;
- Identification of long-term W-2 CP participants;
- Serving CPs and NCPs in TEMP who have a child in common;
- Description of Matching and Sector service delivery models;
- W-2 agency requirement to negotiate an agreement to pay TEMP employers a wage subsidy that is not more than minimum wage; and
- Employer requirements to make a good faith effort to retain TEMP employees or agree to serve as an employment reference or provide a written performance evaluation of TEMP employees.

Highlights of Section 7.5.1 Noncustodial Parents:

- NCP eligibility for stipend payments while participating in W-2 activities;
- Time-limited receipt of stipend payments;

- Identification of W-2 activities that prepare NCPs receiving stipends for a TEMP job or unsubsidized employment; and
- W-2 agency procedures for processing stipend payments.

### **NCP OUTREACH AND CONFIDENTIALITY RULES**

W-2 agencies may use NCP information provided by a W-2 eligible CP (e.g., absent parent) to conduct outreach to NCPs.

Agencies may disclose information to the NCP about the CP participation status in W-2 or child care (i.e., not participating in a qualifying program or placement) solely for the purpose of establishing eligibility for W-2.

### **CARES**

CARES Mainframe updates are in place for the March 1<sup>st</sup> implementation. Additional time limit information and worker alerts will be released in later phases.

1. ***Wisconsin Works Information*** (WPWW) screen – The following placement types have been added and are valid for pilot locations only.

**TMP** – TEMP Custodial Parent

**TNP** – TEMP Noncustodial Parent

**TSP** – Stipends Noncustodial Parent

2. ***Component/Status History*** (WPCS) screen – The following activities have been added and are valid for pilot locations only.

**TB** – TEMP/Public Employer

**TV** – TEMP/Private Employer

**NB** – NCP TEMP/Public Employer

**NV** – NCP TEMP/Private Employer

3. ***Employment History*** (WPEH) screen – The following subsidized employment types have been added and are valid for pilot locations only.

**T** – TEMP Job Custodial Parent

**N** – TEMP Job Noncustodial Parent

4. ***Supportive Services*** (WPSS) screen – The following supportive services codes have been added.

**TEMP** – TEMP Wage Subsidies Custodial Parent

**NTMP** – TEMP Wage Subsidies Noncustodial Parent

**STIP** – Stipends Noncustodial Parent

## **FORMS AND PUBLICATIONS**

DCF has developed a new form, Wisconsin Works Trial Employment Match Program – Employer Agreement ([F-5088](#)), that is attached to this memo and available in the DCF Forms and Publications repository.

The following forms and publications will be updated to include TEMP information and program requirements.

- Wisconsin Works Work Training Site Agreement ([F-10792](#))
- Wisconsin Works Participation Agreement ([F-10755](#))
- Wisconsin Works Services ([P-11890](#))
- Rights and Responsibilities: A Help Guide ([P-398](#))

## **CORE REPORTING**

New line codes have been added to the W-2 and Related Programs CORE report form to report costs under the pilot for reimbursement. CORE code definitions will be added to the [DCF CORE Website](#).

Services costs reported on the following CORE codes will be reimbursed through CORE Contract Code 2520:

- 2521 Custodial Parent TEMP Subsidy;
- 2522 Custodial Parent TEMP Job Development;
- 2523 Custodial Parent TEMP Training;
- 2524 Noncustodial Parent TEMP Subsidy;
- 2525 Noncustodial Parent TEMP Job Development;
- 2526 Noncustodial Parent TEMP Training; and
- 2527 Noncustodial Parent Stipends.

Administration costs reported on the following CORE codes will be reimbursed through CORE Contract Code 2510:

- 2511 Custodial Parent TEMP Administration; and
- 2512 Noncustodial Parent TEMP and Stipends Administration.

## **AGENCY ACTION**

W-2 agencies participating in the TEMP and Expanded NCP Services pilot must review their implementation plans to ensure that they comply with the new policies and automation procedures.

**TRAINING**

A new webcast “Trial Employment Match Program Policy (TEMP) and Processes Overview” is available in the [PTS Learning Center](#). Search for “TEMP” in the Training Catalog.

**ATTACHMENTS**

[W-2 Manual, Section 7.3](#)

[W-2 Manual, Section 7.5.1](#)

[W-2 Trial Employment Match Program – Employer Agreement](#)

**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

DCF/DFES/BWF/BY