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State of Wisconsin
Governor Scott Walker



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

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

BWF OPERATIONS MEMO

No: 16-19

DATE: 11/11/2016

W-2 EA CF JAL

RAP TMJ Other EP

SUBJECT: New Funding for Transform Milwaukee Jobs

CROSS REFERENCE: [TMJ/TJ Policy Manual](#)
Joint Operations Memos [14-J3](#), [16-J4](#)

EFFECTIVE DATE: November 11, 2016

PURPOSE

The purpose of this memo is to:

1. Notify Transform Milwaukee Jobs (TMJ) contractors of recent contract modifications related to new funding for targeted services in the City of Milwaukee; and
2. Describe CARES enhancements to support ongoing administration of multiple TMJ and Transitional Jobs (TJ) contracts.

BACKGROUND

In August 2016, Governor Walker announced a \$4.5 million investment in a rapid response to build the workforce and help to rebuild neighborhoods in the City of Milwaukee. The initiative includes \$1.5 million for the expansion of the TMJ program. The new funding will be allocated to TMJ contractors in the same proportion as current TMJ contract funding.

The new funding is targeted to eligible youth and adult parents who reside in the neighborhood surrounding Sherman Park. Eligible individuals residing outside that area may be served through the original funding allocated to TMJ contractors in their 2016 contracts.

Newly funded subsidized employment placements are targeted to work sites operated by the City of Milwaukee. Work sites not operated by the City of Milwaukee may be subsidized through the original funding allocated to TMJ contractors in their 2016 contracts.

POLICY

TMJ contractors must adhere to the policies described below when using the new funding to enroll individuals in the program and when developing work sites for subsidized employment placements. The policies specific to the new funding will be obsolete once the new funding is exhausted.

RESIDENCY

TMJ contractors must verify eligibility information provided by an applicant to determine whether the applicant qualifies for, or remains eligible for, the program. (TMJ/TJ Policy Manual, Section 2.3)

When verifying the residency of an individual who will be served with the new funding, a TMJ contractor may accept a written statement from the applicant stating that he or she resides in the neighborhood surrounding Sherman Park.

FOSTER POPULATION

Individuals meeting eligibility for the TMJ foster population must be 18 to 21 years of age, in out-of-home care and expected to age out of care, or have aged out of care. (TMJ/TJ Policy Manual, Section 2.1.2)

A TMJ contractor serving the foster population with the new funding may enroll individuals aged 18 to 24 years who entered the foster care system as a minor. The TMJ contractor must disregard the individual's permanency status following his or her exit from the foster care system.

STIPENDS

TMJ and TJ contractors may pay a stipend to individuals for participating in up to 40 hours of orientation activities. (TMJ/TJ Policy Manual, Section 5.1.1)

A TMJ contractor may use the new funding to pay a stipend to individuals for participating in up to three weeks of job training for subsidized employment placement at work sites operated by the City of Milwaukee. These stipend payments are reimbursable costs.

CARES

DCF contracts with four organizations to deliver TMJ and TJ. Contracts are divided into 6 administrative regions covering 12 counties. While TMJ and TJ share design components such as subsidized employment, there is variation in the service delivery structures. In an effort to prevent erroneous data entry and to streamline reporting on services provided, CARES enhancements have been made.

The following CARES enhancements were effective October 29, 2016.

CONTRACTORS

On CARES screen CRTM, the following contractors will be available:

Contractor	Description
01	UMOS
02	EMPLOY MILWAUKEE
03	COMMUNITY ACTION, INC.
04	NORTHWEST WISCONSIN CEP
05	UMOS – MILWAUKEE RESPONSE
06	EMPLOY MILWAUKEE – MILWAUKEE RESPONSE

Two new contractor IDs have been added to reference table TTMC: 05 UMOS – MILWAUKEE RESPONSE and 06 EMPLOY MILWAUKEE – MILWAUKEE RESPONSE.

The description for contractor 02 changed from 'MILWAUKEE AREA WORKFORCE INVESTMENT BOARD' to 'EMPLOY MILWAUKEE'. All historical TMJ records with contractor 02 will display 'EMPLOY MILWAUKEE.'

In addition, enhancements were added to disallow selection of a TMJ or TJ contractor that does not serve the county of request for assistance.

Effective upon release of this memo, TMJ contractors using the new funding to enroll individuals must select contractor 05 or 06 for proper reporting between original 2016 funding and the new Milwaukee Response Initiative funding. TMJ enrollments using the new funding prior to October 29, 2016 will be converted to contractor 05 or 06. For that reason, Contractors must maintain a list of the Milwaukee Response Initiative enrollments. BWF will contact contractors for this information for conversion at a later date.

POPULATION TYPES

On CARES screen CRTM, the 'F1' population type will allow individuals age 18 to 24 years to be enrolled under contractor 06 'Employee Milwaukee – Milwaukee Response.'

The 'F1' population type will continue to disallow enrollment of individuals 22 or older for all other contractor selections.

ACTIVITIES

On CARES screen WPCS, the 'JS' activity type will be available for both TMJ and TJ. TMJ contractors must assign the 'JS' activity type when an individual is engaged in job training under the new funding.

As a reminder, TJ contractors providing the sector model must assign the 'JS' activity type when an individual is engaged in vocational training.

SUPPORTIVE SERVICES

On CARES screen WPSS, the 'TRNG' supportive services code is available for both TMJ and TJ.

TMJ contractors must use the 'TRNG' supportive services code to record training stipend payments made under the new funding.

TJ contractors must use the 'TRNG' supportive services code to record vocational training costs.

AGENCY ACTION

TMJ and TJ contractors and subcontractors must discuss the policy and CARES changes with staff and update any relevant local agency procedures.

CONTACTS

For TMJ/TJ Policy and CARES Processing Questions: Mikal Wesley, TMJ Contract Manager, (414) 270-4716.

DCF/DFES/BWF/BY