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

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**SUBJECT: CARES CHANGES FOR TRIAL EMPLOYMENT MATCH PROGRAM  
TIME LIMITS AND SUBSIDIZED EMPLOYMENT INCOME**

**BEPS/BELP/BWF OPERATIONS  
MEMO**

No: 16-J2

DATE: 04/05/2016

FS	<input checked="" type="checkbox"/>	MA	<input checked="" type="checkbox"/>	BC+	<input checked="" type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input checked="" type="checkbox"/>	FSET	<input type="checkbox"/>
CC	<input checked="" type="checkbox"/>	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"/> *					

**CROSS REFERENCE:** DHS Operations Memo [14-44](#)  
BWF Operations Memo [16-03](#)  
Joint Operations Memo [14-J3](#)  
FoodShare Wisconsin Handbook, Sections [4.3.2.1 Counted Earned Income](#) and [5.1.1 Transitional FoodShare Benefits \(TFS\)](#)  
BadgerCare Plus Eligibility Handbook, Section [16.2 Income Types Not Counted](#)  
Medicaid Eligibility Handbook, Section [15.3.28 Wisconsin Works Payments](#)  
Wisconsin Shares Child Care Subsidy Policy Manual Section [1.5.3](#)  
W-2 Manual Sections [7.3](#), [7.5.1](#)  
Wis. Stat. §§ [49.147\(3\)](#) and [49.159\(1\)\(b\)\(3\)](#)

**EFFECTIVE DATE:** April 1, 2016

## PURPOSE

This Operations Memo describes CARES Work Programs (WP) and CARES Worker Web (CWW) changes that will support policies associated with the Wisconsin Works (W-2) Trial Employment Match Program (TEMP) time limits and treatment of subsidized employment and stipend payments.

## BACKGROUND

BWF Operations Memo [16-03](#) announced the implementation of the W-2 TEMP and Expanded Noncustodial (NCP) Services pilot. The Memo provided policy regarding participation in the TEMP Custodial Parent (TMP), TEMP Noncustodial Parent (TNP), and Stipends Noncustodial Parent (TSP) placements and explained the CARES WP modifications to support the pilot.

This Memo addresses the following:

- Modifications to CARES WP screen AIWC to add the TMP and TNP placement types and a TEMP 24-month cumulative clock.
- Enhancements to the CWW W-2 Clocks Information page to read the TMP and TNP placement types and display the TEMP 24-month cumulative clock.
- Modifications to the CWW Employment page to display new labels for the “T” employment type menu and subsidy field.
- Policy reminders on treatment of subsidized employment income and stipend payments.

## CARES WORK PROGRAMS

Effective April 1, 2016, CARES screen AIWC will include the new TMP and TNP placement types and TEMP 24-month cumulative clock.

AIWC		WISCONSIN WORKS(W2) CLOCKS		11/11/16 10:07	
CASE: 1000000474		WORKER: XCT266		XCTA3V B YANG	
LAST UPDATED: 10 31 16		CASE STATUS: OPEN		CASE MODE: ONGOING	
PIN: 9510000474 NAME: JOHNNY		WESTIN			
MX	UD	RM	UD	UD	UD
60MO: 60	16	44	FED: 12	CMC: 0	TJB: 0
NO 24MO CLK: 0	OPC: 0	OTF: 1	JOBS: 0	TMP: 3	W2T: 24
				TNP: 1	CSJ: 24
					TEMP: 24
ELIG	CLOCK	FED	OVN	AGY	AGY DEC
MTH	TYPE	IND	RSN	DEC	DT
1016	TNP_	N	___		
0916	TMP_	N	___		
0816	TMP_	N	___		
0316	TMP_	N	___		
PFKEYS: 13=AIWO, 14=AIWE, 18/ENTER=NEXT INDIVIDUAL					PAGE 1 OF 4
NEXT TRAN: _____ PARMS: 1000000474_____					MORE...

Placement in TMP or TNP counts toward the TEMP 24-month time limit and 60-month state time limit. Placement in TMP or TNP does not count toward the 60-month federal time limit.

- **NOTE:** Stipend payments do not fall under the category of “cash assistance,” and placement in TSP is not subject to the federal or state 60-month time limit.

## CARES WORKER WEB

### W-2 CLOCKS INFORMATION PAGE

The **W-2 Clocks Information** page has been enhanced to read the TMP and TNP placement types and display the TEMP 24-month cumulative clock.

W-2 Clocks Information				
Individual Information				
Individual: JOHNNY WESTIN 31M PP    Individual: 1000000474				
Clocks Summary				
Clock Type	Maximum	Used	Remaining	24-Month Clock Ticks from October 2009 through December 2011 -- Not Counted Toward 24-Month Time Limits
60MO - 60 MONTH CLOCK	60	16	44	
CSJ - COMMUNITY SERVICE JOBS	24	11	13	0
W2T - W-2 TRANSITION	24	0	24	0
CMC - CARETAKER OF NEWBORN		0		
TEMP - TRIAL EMPLOYMENT MATCH PROGRAM	24	4	20	
TMP - TEMP CUSTODIAL PARENT		3		
TNP - TEMP NON-CUSTODIAL PARENT		1		
TJB - TRIAL JOBS		0		0
OPC - OTHER PERSON CLOCK		0		
OTF - OTHER TANF		1		
JOBS - ACTIVE JOBS PARTICIPATION		0		
Federal 60 Month		12		

CARES will generate updated time limit letters and notices.

### EMPLOYMENT PAGE

Effective April 1, 2016, the **Employment** page will display new labels for the “T” employment type menu in the **Employment Description** section and TJB Subsidy field in the **Totals and Comments** section. There are no changes to the page functionality for computing financial eligibility for assistance programs.

#### “T” Employment Type Menu

Old label: “T – TRIAL JOB”

New label: “T – SUBSIDIZED EMPLOYMENT”

Employment Description	
Employee Type:	<div> <div></div> <div></div> </div>
Job Title for Health Insurance:	<div> <div></div> <div></div> </div>
Employment Type:	<div> <div></div> <div></div> </div>
Begin Date:	<div> <div></div> <div></div> </div>
First Pay Check Date:	<div> <div></div> <div></div> </div>
Employment Ended?	<div> <div></div> <div></div> </div>
Employment End Date:	<div> <div></div> <div></div> </div>
Date Of Last Paycheck:	<div> <div></div> <div></div> </div>
Verification:	<div> <div></div> <div></div> </div>
Verification:	<div> <div></div> <div></div> </div>
Verification:	<div> <div></div> <div></div> </div>
Verification:	<div> <div></div> <div></div> </div>

## Subsidy Field

Old label: "TJB Subsidy"

New label: "Subsidized Employment Subsidy"

Totals and Comments		Calculate
Monthly In-kind Amount:	\$	Verification:
Total Amount Per Pay Period:	\$	
Monthly MA Gross Amount:	\$	
Override MA Gross Amount:	\$	Verification:
Monthly BC+ Pre-Tax Deductions Amount:	\$	
Monthly BC+ Taxable Amount:	\$	
Override BC+ Taxable Amount:	\$	Verification:
Monthly Converted Amount:	\$	
Override Converted Amount:	\$	Verification:
Monthly Total Hours:	0	
Monthly Override Hours:		
Subsidized Employment Subsidy:	\$	
Comment:		

Current Size = 0 characters (240 characters max.)

The new employment type menu and subsidy field labels will display for historical records created prior to April 1, 2016.

When an individual reports a change in subsidized employment, the worker must review the **Subsidized Employment Subsidy** field and make changes if needed.

## POLICY REMINDERS

### SUBSIDIZED EMPLOYMENT INCOME

In keeping with current policies, subsidized wages earned as part of TEMP are disregarded for W-2 and Wisconsin Shares Child Care Assistance but are counted as income for FoodShare, BadgerCare Plus, Medicaid, and Caretaker Supplement. As noted above, the Employment page changes do not change the policies on how these wages are counted. Workers must continue to use the "T" employment type for subsidized income from TEMP and the Transform

Milwaukee Jobs (TMJ) program (see [DHS Operations Memo 14-44, "Treatment of Transform Milwaukee Jobs Income"](#)).

Workers are reminded that individuals placed in subsidized employment under TEMP or TMJ are ineligible for Transitional FoodShare.

### **STIPEND PAYMENTS**

Stipend payments are disregarded in determining financial eligibility for W-2, Wisconsin Shares Child Care Assistance, FoodShare, BadgerCare Plus, Medicaid, and Caretaker Supplement. Workers must enter stipend payments in CWW using the "OTTF – OTHER – TANF ONLY" unearned income type.

### **ACTION REQUIRED**

W-2 agencies and child care eligibility and authorization workers must discuss these CARES changes with staff and update any relevant local agency procedures.

### **CONTACTS**

BEPS CARES Information & Problem Resolution Center

For Child Care policy questions outside of Milwaukee County: Bureau of Regional Operations (BRO), Child Care Coordinators at [http://dcf.wisconsin.gov/regional\\_operations/pdf/contact\\_list.pdf](http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.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](mailto:childcare@wisconsin.gov) or (608) 264-1657.

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

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DCF/DECE/BELP/EA  
DCF/DFES/BWF/BY