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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: 18-01

DATE: 01/24/2018

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JAL RAP Other EP *

**SUBJECT: *Statewide Implementation of Custodial Parent Trial Employment
Match Program Placement***

CROSS REFERENCE: [W-2 Manual Section 7.3 Trial Employment Match Program](#)

[BWF Operations Memo 16-18: Wisconsin Works Trial
Employment Match Program and Expanded Noncustodial Parent
Services Pilot – Policy and CARES Changes](#)

[BWF Operations Memo 16-03: Wisconsin Works Trial
Employment Match Program and Expanded Noncustodial Parent
Services Pilot](#)

EFFECTIVE DATE: January 1, 2018

PURPOSE

The purpose of this memo is to announce statewide implementation of the Wisconsin Works (W-2) Custodial Parent (CP) Trial Employment Match Program (TEMP) placement to increase subsidized employment opportunities for W-2 participants.

BACKGROUND

On March 1, 2016, the Department of Children and Families (DCF) announced implementation of the W-2 CP TEMP placement as a pilot in the City of Beloit and Dane, Kenosha, Milwaukee, and Racine counties. TEMP is a W-2 employment position that offers CPs and noncustodial parents (NCPs) up to six months of subsidized employment.

In its pilot phase, CP TEMP has been underutilized by W-2 agencies as a tool to attach W-2 participants to unsubsidized employment. With an improving economy and employers looking to fill vacancies immediately, work-ready W-2 participants are able to find employment in the regular labor market.

As of November 2017, the W-2 caseload was 8,466--an all-time low compared to the previous recorded low of 8,975 in August 2008. DCF performed a detailed analysis of the W-2 caseload including placement types and average time in W-2. The analysis revealed that W-2 applicants spent an average of nine months in the W-2 program before leaving. Of those remaining in the W-2 program, 22% were in the W-2 T placement.

The demands of Wisconsin's W-2 caseload are changing, and DCF is applying a number of strategies to improve engagement and employment outcomes for W-2 participants. In an effort to make subsidized employment available to a larger number of potentially eligible individuals, DCF is expanding the CP TEMP placement statewide. DCF is also implementing changes to the administration of CP TEMP to provide W-2 agencies with more flexibility to offer the TEMP placement according to the needs of W-2 participants and employers in their geographic areas.

DCF is in the process of evaluating NCP TEMP and stipends to inform decisions for future statewide expansion of NCP services.

POLICY CHANGES

Effective January 1, 2018, CP TEMP is available in all 72 Wisconsin counties. NCP TEMP and stipends will continue to operate as a pilot under the current program design and service delivery structure.

W-2 MANUAL

In keeping with the intent of the W-2 program, DCF is implementing policy changes to improve enrollment rates and to maximize available funds. Attached to this memo are revisions to W-2 Manual Section 7.3. DCF will update this section with the next W-2 Manual release.

Highlights of revisions to Section 7.3 Trial Employment Match Program:

- **Section 7.3 (intro)**
 - Revised description of TEMP.
- **Section 7.3.1**
 - Eliminated CP prior placement requirement (CSJ or W-2 T);
 - Eliminated minimum CP participation requirements (25 hours per week);
 - Incorporated a list of general TEMP participant characteristics (applies to both CPs and NCPs); and
 - Eliminated CP and NCP pairing requirements in Dane County.
- **Section 7.3.5**
 - Clarified that a TEMP placement begins effective the first date of employment in a TEMP job.

Note: The above policy changes are tracked in the attached document. Policy that has been removed is struck through and policy that has been added is underlined.

SERVICE DELIVERY

To promote further use of subsidized employment opportunities, W-2 agencies may administer CP TEMP under both the matching and sector service delivery models. In the balance of state, a W-2 agency may choose which county within its geographical area to enroll a CP TEMP participant and under which service delivery model.

W-2 agencies must manually track CP TEMP placements by service delivery model. DCF will enhance CARES in the future to assist W-2 agencies in tracking CP TEMP placements by model type. DCF will inform W-2 agencies of these enhancements once they are released.

VOCATIONAL TRAINING

The 2018 CP TEMP budget will not include cost-reimbursement for vocational training. It is inclusive of the administration, job development, and wage subsidy costs. Agencies must use newly allocated Vocational Training cost-reimbursement funds or other training funds (e.g., Workforce Innovation and Opportunity Act) to provide vocational training for participants placed in CP TEMP under the sector model.

W-2 agencies must continue to report vocational training costs for CP TEMP placements on SPARC Line Code 2523 Custodial Parent TEMP Training. The costs reported on SPARC Line Code 2523 will roll up to new SPARC Contract Code 2540 Vocational Training.

AGENCY ACTION

In pilot counties, a W-2 participant in a TEMP job may continue with the TEMP job on January 1, 2018, under the existing TEMP employer agreement until the W-2 participant leaves the job or until the subsidy ends, whichever occurs first.

Pilot agencies must submit an updated SOP for approval by February 16, 2018. Agencies implementing CP TEMP for the first time must submit a TEMP SOP for approval by March 2, 2018.

TRAINING

The "Trial Employment Match Program (TEMP) Policy and Process Overview" webinar has been updated and will be available on the Partner Training Team (PTT) Learning Center on January 29, 2018.

ATTACHMENTS

[W-2 Manual, Section 7.3 Trial Employment Match Program \(TEMP\)](#)

[W-2 Manual, Section 7.3.1 TEMP Participant Characteristics](#)

[W-2 Manual, Section 7.3.5 Participation Requirements and Case Management](#)

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