

DEPARTMENT OF CHILDREN
AND FAMILIES
Secretary Eloise Anderson
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-422-7000
Fax: 608-266-6836
www.dcf.wisconsin.gov



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: 18-08

DATE: 05/23/2018

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: *Changes to the Wisconsin Works (W-2) Transition (W-2 T) Participant Engagement Incentive*

CROSS REFERENCE: [Operations Memo 17-23, "W-2 Contractor Payment Structure for 2018 W-2 and Related Programs Contracts"](#)

EFFECTIVE DATE: January 1, 2018

PURPOSE

The purpose of this memo is to communicate a change in the performance outcome payment process for the W-2 Transition (W-2 T) Participant Engagement Incentive and introduce related WebI reports.

BACKGROUND

DCF introduced a new performance outcome incentive for 2018, the W-2 T Participant Engagement Incentive. The initial release of the W-2 Contract Payment Structure for 2018, issued with Operations Memo 17-23, indicated DCF would pay a quarterly payment to a W-2 Agency on a per participant basis for engaging W-2 T participants in a specific minimum number of allowable weekly activity hours. Based on W-2 Agency feedback, DCF modified this requirement.

In addition, in order to assist agencies in earning this incentive, DCF has created two WebI reports.

W-2 T PARTICIPANT ENGAGEMENT INCENTIVE CHANGE

CURRENT REQUIREMENTS

DCF will pay a quarterly incentive payment to a W-2 Agency that meets the W-2 T Engagement incentive requirements, including completion of one or more of the benchmark steps. The participant must be in a W-2 T placement for a minimum of 75 calendar days during the calendar quarter, i.e., January through March, April through June, July through September, and October through December.

UPDATED REQUIREMENTS

DCF will pay a monthly incentive payment to a W-2 Agency that meets the W-2 T Engagement incentive requirements, including completion of one or more of the benchmark steps. The participant must be in a W-2 T placement for a minimum of 75 calendar days during any three consecutive calendar month period, e.g., January through March, February through April, March through May, etc. The three consecutive calendar months do not have to align with a calendar quarter. ([W-2 Contractor Payment Structure, Section 7](#))

Attached to this memo are revisions to Appendix E of the 2018 W-2 and Related Programs Contract and the current W-2 Contractor Payment Structure document. Requirements added are underlined and requirements removed struck out.

REPORTS

Two reports will be available to assist W-2 Agencies in monitoring participant progress towards meeting the incentive.

Caseload Report 10: Average Weekly Hours Worked: This report will show the total number of days the participant was in the W-2 T placement for the month, the total number of activities and hours assigned and completed, and the average monthly hours that will count towards the W-2 T incentive. This report provides a monthly snapshot of all W-2 placements and is updated daily. Caseload Report 10 is currently available for use in Web1 folder: DCF / WISDOM / Employment Programs / Wisconsin Works / Caseload Reports.

SPARC Report 07: W-2 T Engagement Incentive Monthly Report: This report will provide a summary by agency of the number of participants who completed sufficient hours to qualify for an incentive payment at each step for the preceding three-month period. Additional tabs will provide the individual detail for participants that either qualified or did not qualify for an agency incentive payment. SPARC Report 07 will be available in Web1 folder: DCF / WISDOM / Employment Programs / Wisconsin Works / W-2 SPARC Reports in May 2018.

ATTACHMENTS

[W-2 Contractor Payment Structure for Contract Year 2018](#)
[Appendix E – Terms and Conditions Relating to Payments](#)
[Claims and Payment Calendar 2018](#)

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 Performance Outcome Payment Questions: Jason Bergh

DCF/DFES/BWF/JB