

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: **TMJ Contractors, Subcontractors, and Staff**
TJ Contractors, Subcontractors, and Staff
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:	18-10						
DATE:	06/27/2018						
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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"/>	TMJ	<input checked="" type="checkbox"/>	TJ	<input checked="" type="checkbox"/>	Other EP	<input type="checkbox"/>

SUBJECT: *Transitional Jobs Expansion and Change to Stipend Policy*

CROSS REFERENCE: [TMJ and TJ Policy Manual](#)
[Joint Operations Memos 16-J2, 16-J4](#)
[Operations Memos 16-19, 18-07](#)
[Wis. Stat. s. 49.163](#)

EFFECTIVE DATE: July 1, 2018

PURPOSE

The purpose of this memo is to announce:

1. The expansion of the Transitional Jobs (TJ) program to Adams, Clark, Jackson, and Juneau Counties;
2. A policy change allowing for reimbursement of stipend payments in TJ;
3. A modification to the CARES Mainframe to support the expansion of TJ to the four expansion counties; and
4. Webl enhancements for TJ reports.

BACKGROUND

In July 2016, the Department of Children and Families (DCF) implemented TJ as a pilot in four geographical areas of the state. TJ offers subsidized work to low-income individuals for up to 1,040 hours (six months, full-time) and provides employers with a wage subsidy to offset the hiring costs. TJ offers training coupled with a subsidized job to address the skills gap between the unemployed and job vacancies.

Because rural areas are recovering more slowly from the 2008 economic downturn, DCF seeks to expand TJ to rural areas with high rates of unemployment and child poverty. The 2017-2019 biennial budget provided \$1,000,000 for the second year of the biennium (July 1, 2018 through June 30, 2019) and authorized DCF to expand TJ to a fifth geographical area. The counties chosen for this expansion based on unemployment rate, child poverty rate, and geographic proximity are Adams, Clark, Jackson, and Juneau.

EXPANSION

Effective July 1, 2018, DCF will establish the TJ program in the Rural Central geographical area, serving Adams, Clark, Jackson, and Juneau counties. UMOS is the DCF contractor that will operate TJ in the Rural Central area.

TJ will operate in the Rural Central area under the Matching Model. This service delivery model matches individuals to available subsidized jobs that require specific sets of skills, abilities, and aptitudes. The model is based on a comprehensive assessment of the individual's skills, abilities, and aptitudes, and on an assessment of the job requirements to assure a good match between the individual and the job.

POLICY CHANGES

The [TMJ and TJ Policy Manual](#) lists the complete eligibility criteria and program policy for TJ. Joint Operations Memo [16-J4](#) describes the policy implications of the TJ program on the TMJ program, Wisconsin Works, Wisconsin Shares, Children First, and Income Maintenance programs. The following updates to the TMJ and TJ Policy Manual are attached with all policy changes incorporated. Policy that has been added is underlined and policy that was removed is struck through.

POLICY MANUAL UPDATES PERTAINING TO TRANSITIONAL JOBS EXPANSION

DCF has updated the [TMJ and TJ Policy Manual](#) to add the names of the four expansion counties where appropriate and to specify that there are now five TJ geographical areas.

Below is a summary of the changes.

Change	Section	Title	Description
New	(no number)	Definitions	Added names of the four expansion counties
New	2.1.3	TJ Target Populations	Added names of the four expansion counties
Revision	2.2.1.3	Relocation Between TJ Contractors	Revised policy to state that five TJ geographical areas now exist
New	6.1	Matching Model	Added names of the four expansion counties

CHANGES TO STIPEND POLICY

Stipend payments made from contractors to individuals for participating in orientation activities are now reimbursable in the TJ program. Previously, stipend payments were only reimbursable in the TMJ program. Therefore, stipend payments are now reimbursable in both TJ and TMJ.

To clarify the process of issuing stipend payments, revisions to the TMJ and TJ Policy Manual Section 8.1 require contractors that pay stipends to manually issue stipend payments to individuals for participating in orientation activities. Contractors must report the stipends in CARES and SPARC for reimbursement.

CARES

CARES Mainframe will be enhanced to allow UMOS (contractor code 01) to be entered on CARES screen CRTM when an individual applies for TJ in Adams, Clark, Jackson, and Juneau Counties. This enhancement will become effective on July 1, 2018.

WEBI REPORTS

In TMJ/TJ WebI reports, data for the Rural Central area will display in a new page under the contractor name of **UMOS (Central)**. When selecting prompts, users will be able to select UMOS (NORTHEAST), UMOS (SOUTHEAST), or UMOS (CENTRAL) from the Contractor Name drop-down list. These enhancements will take effect after the first participant enrollments occur in the Rural Central area.

TRAINING

The TJ training course is available on the [PTT Learning Center](#).

AGENCY ACTION

Within the first 30 days of hire, TJ staff must enroll for TJ training. Existing staff must enroll for TJ training within 30 days from the date that the TJ contract is signed or the date of TJ implementation (July 1), whichever is later.

ATTACHMENTS

[TMJ and TJ Policy Manual Sections: Definitions, 2.1.3, 2.2.1.3, 5.1.1, 6.1, and 8.1 Map of TJ Counties](#)

CONTACTS

For TJ Policy and CARES Processing Questions: DCFDfESBWFContracts@wi.gov

DCF/DFES/BWF/NH