

DEFINITIONS

TJ. The Transitional Jobs program in the City of Beloit and Adams, Ashland, Bayfield, Clark, Iron, Florence, Forest, Jackson, Juneau, Langlade, Menominee, Rusk, Sawyer, Taylor, and Racine counties.

2.1.3 TJ TARGET POPULATIONS

For the TJ target populations described below, individuals who meet the eligibility criteria in 2.1 must be a resident of the City of Beloit or Adams, Ashland, Bayfield, Clark, Iron, Florence, Forest, Jackson, Juneau, Langlade, Menominee, Rusk, Sawyer, Taylor, or Racine counties.

In addition, individuals must:

1. General Population: Be 18 years of age or older and:
 - a. Be a parent with a child support order and required to pay child support;
 - b. Be a parent under a reunification plan;
 - c. Be a parent who is an ex-offender; or
 - d. Be between 18 to 24 years of age with no children (childless young adult).
 2. Foster Population: Be 18 to 24 years of age who were in out-of-home care at or after age 16. Contractors must disregard the individual's permanency status following his or her exit from out-of-home care.
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2.2.1.3 RELOCATION BETWEEN TJ CONTRACTORS

In the balance of state, there are ~~four (4)~~ five (5) TJ geographical areas. A TJ geographical area may consist of more than one county. The TJ geographical area for an individual is based on the individual's county of residence.

Individuals who relocate to a different county in the same TJ geographical area do not have to reapply for TJ. These individuals may continue to receive services at any of the Contractor's office locations. However, the Contractor must transfer the case to the W-2 WP office for the county in which the individual now resides.

Individuals who relocate to a different county in a different TJ geographical area must reapply at the Contractor that serves the geographical area into which the individual has relocated.

5.1.1 STIPENDS

Contractors may pay a stipend to individuals for participating in orientation activities. An individual may participate in the Orientation Phase for up to forty (40) hours, and the stipend may not exceed the minimum wage for every hour the individual participates in orientation activities.

Hours in orientation do not count towards the maximum of 1,040 hours worked.

~~Stipend payments are reimbursable under the TMJ contract.~~

6.1 MATCHING MODEL

(Adams, Ashland, Bayfield, Clark, Iron, Florence, Forest, Jackson, Juneau, Langlade, Menominee, Milwaukee, Sawyer, Rusk, and Taylor counties)

The matching model matches individuals to available subsidized jobs that require specific sets of skills, abilities, and aptitudes. It is based on a comprehensive assessment of the individual's skills abilities, and aptitudes and on an assessment of the subsidized job requirements to assure a good match.

Contractors must collaborate with employers to gather the requirements of SJs and to identify vocational assessments. Contractors must administer vocational assessments to screen individuals for SJs and use the assessment results to match individuals to SJs.

Contractors may not use an individual's actual or perceived disability or the results of any assessment tool identifying disabilities in matching individuals to SJs (see 4.2).

8.1 PROCEDURE

Contractors must establish an accounts receivable system to assure that all charges are billed promptly and recorded accurately and that adequate collection efforts are made.

Contractors must collect and verify timesheets for hours actually worked in the Program prior to making subsidy payments and enter the subsidy payments and other payroll taxes and insurance in CARES.

Contractors must manually issue payments to the employer of record (see 6.4) to cover the cost of wage subsidies and payroll taxes and insurance (if applicable) and DCF will reimburse the Contractor. When the Contractor is the employer of record, the Contractor need only report the wage subsidies and payroll taxes and insurance (if applicable) in CARES and SPARC for reimbursement.

Contractors that pay stipends must manually issue stipend payments to individuals who participated in orientation activities. Contractors must report the stipends in CARES and SPARC for reimbursement.

Contractors must enter information on payment amounts into CARES prior to seeking reimbursement for payments through SPARC.