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State of Wisconsin
Governor Scott Walker



TO: **TMJ Contractors, Subcontractors, and Staff**
TJ Contractors, Subcontractors, and Staff

FROM: Edward Emmons, Acting Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO

No: 18-18
DATE: 10/01/2018

W-2 EA CF JAL
RAP TMJ TJ Other EP

SUBJECT: Changes to Transform Milwaukee Jobs and Transitional Jobs Phase Tracking

CROSS REFERENCE: Joint Operations Memos [14-J3](#) and [16-J4](#)
TMJ and TJ Policy Manual [Sections 5, 6, and 7](#)
Wis. Stat. [§ 49.163 \(2\) \(c\)](#)

EFFECTIVE DATE: October 1, 2018

PURPOSE

The purpose of this memo is to:

1. Announce policy changes to tracking participation in phases of the Transform Milwaukee Jobs (TMJ) and Transitional Jobs (TJ) programs; and
2. Describe modifications to CARES Mainframe to support these policy changes.

BACKGROUND

TMJ and TJ policy establishes four phases of participation, with the intention that each phase leads to the next:

Eligibility Phase: Determine if the applicant meets all program eligibility requirements.

Orientation Phase: Prepare individuals for their subsidized jobs.

Subsidized Employment Phase: Provide subsidized workers with the skills needed for unsubsidized employment, and a recent, positive work reference.

Post-Subsidized Employment Phase: Support individuals to find and secure unsubsidized employment, and provide job retention and advancement services.

TMJ and TJ are designed to prepare individuals to transition into stable unsubsidized employment through successive participation in program phases. However, the Department of Children and Families (DCF) has identified that some individuals enrolled in the program are not progressing from one phase to the next but are in-and-out of program phases or in-between phases. Contractors report participation in TMJ and TJ phases by entering begin and end dates for phases on CARES screen WPTM. With individuals stopping and restarting TMJ and TJ activities, DCF is unable to distinguish programmatically between which individuals Contractors intend to engage in activities in a phase and which individuals are inactive due to data entry errors. Additionally, reporting limitations and data entry errors have resulted in an inflated caseload. DCF evaluated the program design and existing policies and determined that policies on participant engagement and subsidized job assignment are necessary to encourage forward progression in TMJ and TJ and for accurate caseload reporting.

NEW POLICY

Effective October 1, 2018, Contractors must engage individuals enrolled in TMJ and TJ in activities at all times. Described below are new TMJ and TJ policy sections 5.2, 6.13, 7.3, and 7.4 that DCF will incorporate into the [TMJ and TJ Policy Manual](#). New policies supplement existing policies and do not replace or revise existing policies.

SUBSIDIZED JOB ASSIGNMENT AFTER ORIENTATION

Current Policy Section 5.0

All individuals enrolled in the TMJ and TJ programs must participate in orientation activities that prepare them for subsidized employment.

New Policy Section 5.2

Individuals that complete orientation activities and are waiting for a subsidized job assignment may participate in employment search as a post-orientation activity.

Contractors must work with eligible individuals to attach them to subsidized employment within 60 days of completing the last scheduled orientation activity.

REENGAGEMENT AND REASSIGNMENT WHEN SUBSIDIZED EMPLOYMENT ENDS

Current Policy Section 6.10

In circumstances where the subsidized job was not a successful match, Contractors must re-assess the individual and attempt to make another match to a subsidized job.

New Policy Section 6.13

When a subsidized job ends and the individual is eligible for reassignment to a new subsidized job worksite (see [6.12](#)), Contractors must re-assess the individual and determine if reengagement in orientation activities will prepare the individual for a new worksite. For example, the individual may need additional instruction on workplace expectations.

Individuals that reengage in orientation activities after a subsidized job ends are not eligible for an additional stipend payment.

Individuals who are not eligible for reassignment to a new subsidized job worksite or to reengage in orientation activities, are eligible to continue in the Post-Subsidized Employment Phase for job search assistance.

Contractors must work with eligible individuals to attach them to a new subsidized job worksite within 60 days of the end of a subsidized job if the individual is not reengaged in orientation activities or if the individual does not continue in the Post-Subsidized Employment Phase for job search assistance.

REENGAGEMENT AND REASSIGNMENT WHEN UNSUBSIDIZED EMPLOYMENT ENDS

Current Policy

There is no current policy when unsubsidized employment ends.

New Policy Section 7.3

When an unsubsidized job ends and the individual is eligible for reassignment to a subsidized job worksite (see [7.4](#)), Contractors must re-assess the individual and determine if reengagement in orientation activities will prepare the individual for a new worksite.

Individuals who are not eligible for reassignment to a subsidized job worksite or to reengage in orientation activities are eligible to continue in the Post-Subsidized Employment Phase for job search assistance.

Contractors must work with eligible individuals to attach them to a new subsidized job worksite within 60 days of the end of an unsubsidized job if the individual is not reengaged in orientation activities or if the individual does not continue in the Post-Subsidized Employment Phase for job search assistance.

EXTENDING POST-SUBSIDIZED EMPLOYMENT SERVICES

Current Policy Section 7.0

TMJ and TJ Contractors must offer up to 60 days of job search assistance and retention services to individuals in the program who have ended their subsidized jobs.

New Policy Section 7.4

Contractors may extend job search assistance and retention services up to an additional 60 days under the following circumstances:

- Loss of Unsubsidized Employment – Individuals who previously gained unsubsidized employment and lose their unsubsidized employment may receive an extension for job search assistance.
- Obtains Unsubsidized Employment – Individuals who previously ended subsidized employment that gain unsubsidized employment may receive an extension for retention services.
- As Determined by the Contractor – Individuals that the Contractors determine need services to continue to develop or strengthen specific workplace competencies may receive an extension for job search assistance or retention services.

The 60-day extension period begins effective the date of a change in circumstance. Contractors must document the reason(s) for extending post-subsidized employment services and update the employability plan with new employment goals. Contractors may place individuals who receive an extension for job search assistance in subsidized employment if the individual has hours of TMJ or TJ remaining.

Contractors must not extend job search assistance or retention services in the following circumstances:

- Quitting unsubsidized employment without good cause. Examples of good cause include harassment in the workplace, unsafe work conditions, or loss of transportation.
- Termination from unsubsidized employment without good cause. Examples include termination for misconduct, chronic unexcused tardiness, or chronic unexcused absences.
- Residential move out of the geographical area and the Contractor does not have the capacity to continue to support the individual during an extension.
- Misrepresentation of eligibility for the purposes of establishing eligibility for the program, or failure to timely report a change in circumstance affecting eligibility.

CARES CHANGES

Effective October 1, 2018, CARES screen WPTM is obsolete. Contractors are no longer required to manually enter begin and end dates for TMJ and TJ participation in the Orientation, Subsidized Employment, and Post-Subsidized Employment phases. DCF will report participation in TMJ and TJ phases via Web Intelligence (WebI) reporting according to the activities on CARES screen WPCH (see *Valid TMJ and TJ Activities*).

ACTIVITIES – COMPONENTS AND STATUSES

Contractors must report TMJ and TJ activities on CARES screen WPCS. There are two categories of reporting activities: components and statuses. A component is a regularly scheduled structured activity that meets program requirements and has a specific program participation assignment attached. A status is another category of program-related tracking but with no scheduled hourly program assignment for the individual.

Contractors may report multiple components for an individual to reflect his or her actual participation in simultaneous activities; however, Contractors may not report a status concurrently with another component or status. A status is "stand-alone" and CARES will not allow a Contractor to report a status on CARES screen WPCS until all other activities on CARES screen WPCH are completed.

Contractors must report a completion code on CARES screen WPCH when an individual completes a component or status and prior to disenrolling an individual from CARES Work Programs.

Searching for Unassigned Individuals

An individual enrolled in TMJ or TJ must be assigned at least one component or a status at all times. To find individuals who are not in a component or status, Contractors may retrieve the Active Individuals Listing from CARES screen WPRI and in the SELECT NO STATUS/COMPONENT field, key in a "Y" (Yes) and press <ENTER>.

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WPRI                REQUEST ACTIVE INDIVIDUALS LISTING          08/28/18 09:03
                                XCTA3V B YANG
SPECIFY THE TYPE OF INDIVIDUALS TO BE LISTED BASED ON ONE OR MORE
COMBINATIONS OF THE FOLLOWING:-

OFFICE:                _____
CF/TM PROGRAM CODE:   _____
CASE MANAGER:         _____
WP REG CODE:          _____
SUB PROGRAM CODE:     _____
COMPONENT CODE:       _____
BEGIN DATE:           _____
ANTICIPATED END DATE: _____
COMPONENT PHASE CODE: _____
STAFF ID:             _____
PROVIDER ID:          _____
W-2 PLACEMENT:        _____
EMPLOYER ID/SERVICE SITE: _____
LISTING TYPE CODE:    _____ (1 THROUGH 8)
SELECT NO COMPONENT/STATUS: Y
NEXT TRAN: _____  PARMS: _____

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CARES screen WPRI is processed through a batch on Tuesdays and Fridays. DCF recommends that Contractors request the Active Individuals Listing at least weekly to identify individuals in TMJ and TJ who are not assigned activities.

New Activities and Completion Codes

DCF developed new activities and completion codes to accurately report participation in TMJ and TJ phases:

OE – Transform Milwaukee Jobs/Transitional Jobs Post-Orientation Employment

Search: Report this activity for individuals who completed TMJ/TJ orientation activities and are engaged in post-orientation employment search.

TA – Transform Milwaukee Jobs/Transitional Jobs Assignment: Report this activity for individuals who complete orientation activities and are eligible for a subsidized job assignment.

TE – Transform Milwaukee Jobs/Transitional Jobs Reassignment: Report this activity for individuals who end subsidized employment or unsubsidized employment and are eligible for a subsidized job reassignment.

I – TMJ/TJ Incomplete - Eligible for Assignment/Reassignment: Report this completion code for individuals whose subsidized employment (TM component) or unsubsidized employment (TU component) ended and the individual is eligible for reassignment.

DCF will incorporate the OE, TA, and TE activities into the Appendix of the TMJ and TJ Policy Manual that describes valid activities for TMJ and TJ.

Valid TMJ and TJ Activities

Contractors must report TMJ and TJ activities on CARES screen WPCS consistent with their definitions. Not all activities are used by all programs or reported for all individuals. Reporting is based on the program characteristics and policy determines which components or statuses may be reported for the program.

Below are tables listing valid TMJ and TJ activities for a program phase.

Orientation Phase			
		Activity	
		Component	Status
BE	Adult Basic Education (ABE)	X	
CE	Career Planning & Counseling	X	
JS	Job Skills Training	X	
MO	Job Readiness/Motivation	X	
OC	Occupational Testing	X	
OR	Program Orientation	X	
OE	Transform Milwaukee Jobs/Transitional Jobs Post-Orientation Employment Search	X	

TA	Transform Milwaukee Jobs/Transitional Jobs Assignment		X
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Subsidized Employment Phase			
		Activity	
		Component	Status
OJ	On-The-Job Training (OJT)	X	
TE	Transform Milwaukee Jobs/Transitional Jobs Reassignment		X
TM	Transform Milwaukee Jobs/Transitional Jobs (Subsidized)	X	

Post-Subsidized Employment Phase			
		Activity	
		Component	Status
CR	Career Advancement Services	X	
ES	Employment Search	X	
JR	Job Retention Services	X	
TE	Transform Milwaukee Jobs/Transitional Jobs Reassignment		X
TU	Transform Milwaukee Jobs/Transitional Jobs (Unsubsidized)	X	

Ending Participation in TMJ and TJ

Ending participation in TMJ and TJ is a two-step process in CARES. Contractors must:

1. Enter a **TMJ/TJ Completion Code** and **TMJ/TJ Completion Effective Date** on CARES screen WPWI.
2. Disenroll the individual from Work Programs on CARES screen WPDS, if the individual is not open in any other work program.

Prior to ending TMJ and TJ participation on CARES screen WPWI, the worker must close TMJ- and TJ-related activities on WPCH. If a worker attempts to end TMJ and TJ participation and there are open activities on WPCH, CARES will default the worker to the work programs submenu and display the message CSP – THERE ARE OPEN COMPONENTS/STATUSES.

MNWB		WORK PROGRAMS SUBMENU B		08/28/18 12:25	
				XCTV22 B YANG	
FUNCTION NUMBER	FUNCTION DESCRIPTION	TRAN CODE	PARAMETERS (PARMS)		
1	REQUEST ENROLLEES LISTING	(WPRA)			
2	REQUEST ACTIVE INDIVIDUALS LISTING	(WPRI)			
3	REQUEST "FIND" INFORMATION	(WPFN)			
4	UPDATE WP CLIENT INFORMATION-1	(WPWI)	PIN		
5	UPDATE WP CLIENT INFORMATION-2	(WPWC)	PIN		
6	EMPLOYMENT HISTORY LIST	(WPEL)	PIN		
7	EMPLOYMENT HISTORY	(WPEH)	PIN		
8	DISENROLLMENT LIST	(WDDL)	(OFFICE)/(CASE MGR)		
9	DISENROLLMENT	(WPDS)	PIN		
10	SUMMARY SUPPORTIVE SERVICES	(WPSS)	PIN/(SERV CD)		
11	TRACK TMJ/TJ PHASES	(WPTM)	PIN		
*** PLEASE ENTER THE NUMBER OF THE DESIRED FUNCTION ____					
PARMS: 0000000001_____					
PAGE: 1 OF 1					
NEXT TRAN: WPWI PARMS: 0000000001_____					
CSP - THERE ARE OPEN COMPONENTS/STATUSES					

The worker must review the open activities on WPCH and close TMJ- and TJ-related activities. The worker must not end open activities on WPCH that are related to any other work program participation.

WEB INTELLIGENCE (WEBI) REPORTS

Effective October 1, 2018¹, *TMJ/TJ Report 05: Active TMJ Participants During the Month – Phase Details* will report participation in TMJ and TJ phases according to the activities that Contractors report on CARES screen WPCH. Individuals not assigned to activities will not show on *TMJ/TJ Report 05*. Contractors may run *TMJ/TJ Report 13: Monthly Report of TMJ/TJ Participants With No Activities* to identify individuals not assigned to activities.

CAPITATION PAYMENT SCHEDULE

There are no changes to the TMJ and TJ capitation payment schedule; however, it should be noted that Contractors must engage individuals in the Post-Subsidized Employment Phase in employment search (i.e., report 'ES' activity on CARES screen WPCH) to be eligible for a capitation payment for providing 60 days post-subsidized employment services to individuals who have ended their subsidized jobs.

TRAINING

An updated Transitional Jobs Program Webcast will be available in the Partner Training Team (PTT) Learning Center.

¹The first current data will be available on October 3, 2018, after the September case management month-end report runs.

AGENCY ACTION

TMJ and TJ contractors and subcontractors must discuss new policies and CARES changes with staff and update any relevant local agency procedures.

Within 30 days of publication of this memo, Contractors must run TMJ/TJ Report 13 and review all individuals not assigned to activities. Contractors must update the individual's participation in CARES to reflect new TMJ and TJ policies on participant engagement and subsidized job assignment. For example, an individual completed orientation activities and is engaged in employment search. The Contractor must update CARES screen WPCH and report the 'OE' component. If an individual ended a subsidized job, and is not re-engaged in orientation activities, but is eligible for a new subsidized job worksite, the Contractor must end the 'TM' component with the 'I' completion code and report the 'TE' status.

DCF will develop system functionality in the future to auto-end participation in TMJ and TJ for individuals who are enrolled in the program and not assigned to activities for a period of 60 days. DCF will notify Contractors upon release of these changes.

CONTACTS

For TMJ/TJ Policy and CARES Processing Questions: DCFDfESBWfContracts@wi.gov

DCF/DFES/BWF/BY