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State of Wisconsin
Governor Scott Walker



TO: **W-2 Agencies
Training Staff**

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

BWF OPERATIONS MEMO

No: 18-21
DATE: 10/24/2018

W-2 EA CF JAL
RAP TMJ TJ Other EP

SUBJECT: Updates to the Wisconsin Works Manual and CARES Worker Web to Replace References to the Workforce Investment Act with Workforce Innovation and Opportunity Act

CROSS REFERENCE: W-2 Manual Sections [2.6.1](#), [3.2.9.1](#), [6.2.3](#), [9.3.1](#), and [Glossary Public Law 113-128 \(29 U.S.C. Sec. 3101, et. seq.\)](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to announce updates to the Wisconsin Works (W-2) Manual and CARES Worker Web (CWW) to replace obsolete references to the Workforce Investment Act (WIA) with references to the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

The Department of Children and Families partners with the Department of Workforce Development to offer employment and training services to W-2 participants, including On-the-Job training and paid work experience. These services, formerly offered under WIA, are now offered under WIOA, enacted in July 2014. [See [Public Law 113-128 \(29 U.S.C. Sec. 3101, et. seq.\)](#)] WIOA authorizes the one-stop career center (also known as American Job Center) service delivery system and six core programs. The core programs are:

- WIOA Title I (Adult, Dislocated Worker, and Youth formula) programs;
- Adult Education and Literacy programs;
- Wagner-Peyser employment services; and
- Rehabilitation Act Title I programs.

WIOA also authorizes the Job Corps program, the YouthBuild Program, Native American programs, and Migrant and Seasonal Farmworker programs. W-2 agencies are encouraged to collaborate with local WIOA services providers that administer these programs to offer coordinated employment and training services.

POLICY

There are no policy changes associated with this memo. W-2 agencies must establish and maintain effective relationships with other workforce programs serving families in common. Integration of services across programs and providers reduces duplication of effort across agency roles and results in improved employment outcomes.

Some W-2 participants may be appropriate for co-enrollment in WIOA. Individual assessment results will identify W-2 participants that will be appropriate candidates for co-enrollment with WIOA. The WIOA Title I agency will decide the type of service to be provided to eligible individuals under the Youth, Adult, or Dislocated Worker categories.

The following sections of the W-2 Manual will be updated with the next manual release to reflect the change from WIA to WIOA:

- W-2 Manual, Section 2.6.1 – Reference to WIA replaced with WIOA
- W-2 Manual, Section 3.2.9. – Reference to WIA replaced with WIOA
- W-2 Manual, Section 6.2.3 – Reference to WIA replaced with WIOA
- W-2 Manual, Section 9.3.1 – Reference to WIA Policy Manual replaced with W-2 Employee Displacement Grievance Policy
- W-2 Manual Glossary: Workforce Development Areas – Reference to WIA replaced with WIOA

W-2 PLACEMENT

A Community Service Job (CSJ) placement is appropriate for W-2 participants assigned to WIOA on-the-job training (OJT) or work experience. The CSJ placement may be full or part-time, depending on the participant's abilities and circumstances. W-2 staff must work with the participant and WIOA staff to develop a coordinated employability plan (EP).

CARES and/or CARES WORKER WEB (CWW)

CARES ACTIVITY CODES

Three activity codes are appropriate for W-2 participants placed in a WIOA on-the-job training or paid work experience placement.

OJ – On-The-Job Training (OJT)

Report this activity when placing a participant in a paid job that is subsidized by a program other than W-2 or Transform Milwaukee Jobs (TMJ). This includes but is not limited to WIOA OJT.

SW – Paid Work Experience in the public sector, not funded by TANF

Report this activity when placing a participant in a supervised paid work experience training in a public sector organization, such as a government entity, in which a source other than W-2 or TMJ provides the subsidized wages.

SZ - Paid Work Experience in the private sector, not funded by TANF

Report this activity when placing a participant in a supervised paid work experience training in a private sector entity in which a source other than W-2 or TMJ provides the subsidized wages.

TRACKING ACTIVITIES AND PARTICIPATION IN CARES

WPCS: On CARES screen WPCS enter the corresponding activity code to indicate the assigned activity. It is critical that work activity phases are recorded accurately. To accurately represent the date a new activity begins, the Financial and Employment Planner (FEP) must:

- Report the Scheduled Phase of an activity when the W-2 participant is scheduled to participate in the activity, and the exact start date is known.
- Report the Actual Phase of an activity only after the activity has been verified to have actually begun. The BEGIN DATE on WPCS is the actual start date of the activity. Activities have started even if the participant fails to show up. The W-2 agency must update from the Scheduled to the Actual phase to process non-participation on CARES screen WPNH if the participant misses the first day of the activity.

WPNP: OJ, SW, and SZ are sanctionable activities. If the participant is in a pro-rated CSJ placement, other activities assigned in addition to the SW or SZ activity are also sanctionable and must be entered on CARES screen WPNP. The non-participation hours should be entered for the same date the missed activity was assigned on the participant's Employability Plan (EP).

When the weekly non-participation hours (including good cause hours) recorded on CARES screen WPNH are subtracted from the weekly scheduled hours recorded on CARES screens WPCS/WPCH, the resulting number should be equal to weekly actual hours found in the participation documentation received for assigned activities.

WPEH: Enter the WIOA OJT or paid work experience on CARES screen WPEH.

CWW EMPLOYMENT PAGE

W-2 agencies must disregard income from a WIOA OJT or paid work experience in determining the 115% of the federal poverty level (FPL) gross income test. On the CWW Employment page, use the "I" code WORKFORCE INNOV & OPP ACT [previously "WORKFORCE INVESTMENT ACT"] in the Employment Type field as shown below to indicate that the subsidized wages are funded by WIOA. Using this code will allow the system to automatically make the correct financial eligibility determination for all programs of request.

Employment

Employment Information			
Effective Period			
* Begin Month:	MM / YYYY	End Month:	MM / YYYY
Delete Reason:	<input type="text"/> <input type="button" value="v"/> <input type="button" value="list"/>		
Employer Information			
* Individual:	<input type="text"/>	Sequence:	0
SSN:	0	WI Employer Number:	<input type="text"/>
		FEIN:	<input type="text"/>
* Employer Name:	<input type="text"/>	* FDSH Wage Lookup:	<input type="button" value="Q"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
ZIP:	<input type="text"/> - <input type="text"/>	Phone:	<input type="text"/>
Fax:	<input type="text"/>		<input type="text"/>
Employment Description			
* Employee Type:	<input type="text"/>	* Job Title for Health Insurance:	<input type="text"/>
* Employment Type:	<div style="border: 1px solid black; padding: 2px;"> C - CENSUS ENUMERATOR F - FRAUD H - OTHER I - WORKFORCE INNOV & OPP ACT M - AMERICORPS O - ON THE JOB TRAINING P - PUBLIC SERVICE EMPLOYMENT R - REGULAR EMPLOYMENT T - SUBSIDIZED EMPLOYMENT W - WORK SUPPLEMENTATION </div>	* Verification:	<input type="text"/>
* Begin Date:		* Verification:	<input type="text"/>
First Pay Check Date:		Verification:	<input type="text"/>
* Employment Ended?		Verification:	<input type="text"/>
Employment End Date:		Verification:	<input type="text"/>
Date Of Last Paycheck:	MM / DD / YYYY		

TRAINING

There are no changes to training.

AGENCY ACTION

W-2 agencies must familiarize staff with these policies, procedures, and updates to the W-2 Manual and CWW system changes and update any relevant standard operating procedures.

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/DH