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7.2.3.5 Case Management Follow-Up Plus (CMF+) (New Section)

The CMF+ placement is for participants who find employment while in W-2 who were previously in a W-2 employment position: TMP, CSJ, or W-2T and meet the minimum work requirements (see [7.2.3.5.2](#)).

Participants who were previously in CMC, CMJ, or CMU and find employment are not eligible for CMF+, but may be eligible for CMF. Participants who are in CMF and increase their work hours to meet the minimum work requirements may be eligible for CMF+ if the placement preceding CMF is TMP, CSJ, or W-2T.

EXAMPLE: Sally and Lisa are both in the CMF placement and do not have any barriers to full-time employment. Sally was previously in a CMC placement and Lisa was previously in a prorated CSJ placement. Both Sally and Lisa increased their work hours to meet the minimum work requirements for CMF+. Although Sally increased her work hours to meet the minimum work requirements, she is not eligible for CMF+ because her placement preceding CMF is CMC. Lisa is eligible for CMF+ because her placement preceding CMF is CSJ.

A participant placed in CMF+ receives follow-up services and a monthly \$50 supplemental payment. (See [7.2.3.5.1](#))

7.2.3.5.1 Supplemental Payments

Supplemental payments are worker supplements provided as a monthly benefit to W-2 participants who are working in unsubsidized employment for a minimum number of work hours (see [7.2.3.5.2](#)).

A participant must be in the CMF+ placement for one full W-2 participation period from the 16th of a month to the 15th of the next month in order to be eligible for a monthly supplemental payment. A participant in CMF+ may receive up to 12 supplemental payments.

The supplemental payment is a flat \$50 monthly payment, and it is not prorated when a placement change occurs in the middle of a W-2 participation period. Similarly, a supplemental payment is not deducted for recouplements or offsets, hourly sanctions, Learnfare sanctions, or Drug Felon sanctions.

CARES issues supplemental payments in the form of a paper check or by EFT. After one full participation period in CMF+, CARES will generate a \$50 supplemental payment following the W-2 payment cycles (see [10.2.1](#)).

Like W-2 payments, a participant may request that the W-2 agency hold supplemental payments. In addition, the W-2 agency may intercept a supplemental payment in emergency situations.

7.2.3.5.2 Minimum Work Requirements

The CMF+ placement is for W-2 participants who are working in unsubsidized employment and meet the following family types and minimum work requirements:

| Family Type | Minimum Work Requirement |
|---|---|
| Single parent family with a child under the age of 6 | At least 20 hours per week of unsubsidized employment. |
| Single parent family whose youngest child is age 6 or older | At least 30 hours per week of unsubsidized employment. |
| Two-parent family not receiving federally-funded child care | At least 35 combined hours per week of unsubsidized employment. |
| Two-parent family receiving federally-funded child care | At least 55 combined hours per week of unsubsidized employment. |

Participants working less than 30 hours per week in unsubsidized employment may be eligible for prorated-CSJ (see [7.4.1.4](#)), CMF, or CMF+. In determining the most appropriate placement, the FEP must assess the participant's work hours, abilities to increase his or her work hours, and the family type.

7.2.3.5.3 Documentation, Verification, and Eligibility Reviews

For initial verification, the FEP must follow procedures in Section [7.2.3.1](#) for documenting and verifying employment.

The FEP must not change the participant's placement to CMF+ until the FEP verifies hours of unsubsidized employment. The FEP may change the placement to CMF until verification is received. When verification is received, the FEP must update employment information and reassess the participant for CMF+. The participant must meet minimum work requirements to be placed in CMF+ (see [7.2.3.5.2](#)).

Ongoing, the FEP must conduct a W-2 eligibility review at least every six (6) months and collect at least two (2) consecutive weeks of pay stubs.

When a participant in the CMF+ placement has a work schedule that makes it difficult to come into the office for face-to-face eligibility reviews and EP appointments, the agency may conduct the appointments by phone (see [1.5.1](#)).

7.2.3.5.4 Participation Limits

Months of participation in CMF+ count towards the 12-consecutive month participation limit for case management follow-up services (see [7.2.3](#)). Each time a participant is placed in CMF or CMF+, the 12-consecutive month participation limit resets to zero. Uninterrupted months of participation in CMF and CMF+ are counted towards the 12-consecutive month participation limit for follow-up services.

The CMF and CMF+ participation limit is not to be confused with state and federal time limits for assistance (see [7.2.3.5.5](#)). The 12-consecutive month participation limit is the amount of time that a participant may receive CMF and CMF+ case management services.

Example 1: Raleigh and Jules have two children ages 2 and 3. Raleigh is in a TMP placement and was hired on permanently by the employer, working 40 hours per week. Jules stays at home with the children and the family is not receiving Wisconsin Shares. The FEP places Raleigh in CMF+ because he is working above the minimum work hours for his family type. Raleigh is eligible for up to 12 consecutive months of CMF+ services because he is starting a new participation in CMF+.

Example 2: Amara is a single parent with a child age 10. She is in a W-2T placement and recovering from knee surgery. Amara gets a job working 25 hours per week that can accommodate her physical therapy sessions. The FEP and Amara discuss her work hours, and Amara states that she does not have any barriers to increasing her work hours and that her employer will provide full-time work after she completes physical therapy. Amara does not want to use up her W-2 time limit and participate in W-2 activities. The FEP places her in CMF because she is not working the minimum work hours for her family type to be eligible for CMF+, and she does not have any barriers to increasing her work hours to be eligible for a prorated CSJ. After three months, Amara reports that she completed physical therapy and is working 32 hours per week. The FEP places Amara in CMF+ because she is now working more than the minimum work hours for her family type. Amara is only eligible for up to 9 more months of CMF+ services because her participation in CMF and CMF+ was uninterrupted.

Example 3: Mako is a single parent with two children ages 4 and 6. She is in a CSJ placement and gets a job working 30 hours per week. The FEP places Mako in CMF+ because she is working the minimum work hours for her family type. After two months, Mako reports that she is no longer working because the employer went out of business. The FEP places Mako in CSJ. After three months, Mako gets a job working 40 hours per week. The FEP places Mako back in CMF+. Mako is eligible for up to 12 consecutive months of CMF and CMF+ services because the prior CMF+ participation was interrupted and the participation limit reset to zero when the FEP placed her back in CMF+.

7.2.3.5.5 State and Federal Lifetime Limits

Receipt of a supplemental payment will not count towards the state 60-month lifetime limit (see [2.10.2](#)) or the federal 60-month lifetime limit (see [2.10.9](#)).

7.2.3.5.6 Child Support

Participants in CMF+ are exempt from the requirement to assign child support payments to the state as a condition of eligibility (see [15.1.1](#)); however, all parents in the W-2 Group must cooperate with child support in order to be eligible for CMF+ (see [15.3.1](#)).

10.2.5.3 Moving from CMF+ to Paid Placements **(New Section)**

When moving from a CMF+ placement to a paid placement during a participation period, the supplemental payment is not prorated. The participant will not receive a final supplemental payment unless the participant was in the CMF+ placement for one full W-2 participation period. (See [7.2.3.5.1](#))

EXAMPLE: On July 8, 2018, Uma moves to a CMF+ placement. On October 10, 2018, her FEP places her in a W-2 T placement. Uma will not receive a final supplement payment for the period September 16, 2018 to October 15, 2018 because she was not in the CMF+ placement for the full participation period. However, Uma will receive a W-2 T payment for the period of October 10, 2018 to October 15, 2018.

2.9.2.4 Employment During Up-front Job Search

If an applicant finds unsubsidized employment during up-front job search, the FEP must place the applicant in the CMF placement or the prorated **CSJ** placement. The FEP cannot place the applicant in CMF+ because only participants in a CSJ, W-2 T, or TMP placement may be placed in CMF+.

No change to remainder of 2.9.2.4

2.10.2 State 60-Month Lifetime Limit

[2.10.2.1 W-2 Group Limit](#)

[2.10.2.2 Native American Exemptions](#)

[2.10.2.3 TANF Received in Another State](#)

[2.10.2.3.1 TANF Received in Another State and Time Limit Extensions](#)

The 60-month state lifetime limit is the cumulative total of the number of months the individual or any adult member of the individual's W-2 Group has participated in, or has received benefits under, any of the following or any combination of the following:

1. A W-2 Employment Position at any time during a month, including *TEMP*, *CSJ*, or *W-2 T*, even if the payment was reduced to \$0.
2. Any TANF funded program in this state or any other state for which the participant received TANF cash assistance while in that program (see [2.10.2.3](#)). This includes Tribal TANF funds and some months in a *CMC* placement (see [2.10.8](#)).
3. The *AFDC* JOBS program from October 1, 1996, to W-2 implementation in September 1997. [See Appendix - AFDC](#) Overview for specific guidelines.

Months of participation in the CMF+ placement where a monthly \$50 supplemental payment is received do not count towards the state 60-month lifetime limit.

No change remainder of 2.10.2

2.10.9 Federal 60-Month Lifetime Limit

[2.10.9.1 Changing the Federal Indicator](#)

Per federal law, states cannot provide federal *TANF* cash assistance to most families for more than 60 months. Wisconsin has established a 60-month lifetime limit, but there are differences in how state lifetime limit months and federal months of assistance are counted. Months that count towards the 60-month state lifetime limit do not always count toward the 60-month federal lifetime limit. It is also possible for a month to count toward the federal lifetime limit, but not the state lifetime limit because of the requirements for months in a *CMC* placement ([See 2.10.8](#)).

Only months of assistance that are paid for with Federal TANF funds (in whole or in part) count toward the federal lifetime limit ([See 19.2.3](#)). A month counts towards the 60-month federal lifetime limit if:

1. The individual receives an actual payment of \$1 or more through participation in a *CSJ* or *W-2 T* placement ([See 2.10.2.1](#)):
 - Months where the full payment was sanctioned to \$0 prior to W-2 pulldown do not count towards the 60-month federal lifetime limit.

Note: If the placement on the last business day of the month is a *TEMP* placement (*TMP* or *TNP*), and there was a payment of \$1 or more for a CSJ or W-2 T placement in the same calendar month, the month will also count toward the individual's 60-month federal lifetime limit due to receipt of TANF cash assistance
 - Months where a delayed payment is received count towards the month for which there was participation.
2. The individual receives a *CMC* payment and a W-2 T or CSJ placement immediately preceded the *CMC* placement. ([See 2.10.8](#))
 - Months do not count toward the 60-month federal lifetime limit if the individual has never before received *AFDC* or TANF or did not move directly from a *W-2 paid employment position* (W-2 T or CSJ).
3. The individual receives transportation assistance while in an unpaid, case management only placement and certain conditions are met. ([See 19.2.3](#))
4. The individual received TANF cash assistance in any other state. ([See 2.10.2.3.1](#))
5. The individual is the other parent in the *W-2 Group* and is married to the placed parent who receives an actual CSJ or W-2 T payment of \$1 or more.
 - Months do not count toward the 60-month federal lifetime limit if the individual is a *Non-marital Co-parent* and is not the placed parent during a month.

The individual is exempt from having months count towards the federal lifetime limit if:

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1. The individual is a qualified non-citizen or the placed parent in the W-2 Group is a qualified non-citizen. (See [2.4.2](#)) W-2 payments made to qualified non-citizens are paid through state funds, not federal TANF funds, therefore those months do not count towards the federal lifetime limit.
2. The individual is living/lived on a federally recognized American Indian reservation, an Alaskan Native village, or an Indian country occupied by an Indian tribe during a month where at least 50% of the adults were not employed.
3. The individual receives a \$50 supplemental payment through participation in a CMF+ placement. Supplemental payments made to CMF+ participants are paid through state funds, not federal TANF funds; therefore, those months do not count towards the federal lifetime limit.

No change remainder of 2.10.9

6.2.1 Developing the Employability Plan

The **EP** is developed through a collaborative process between the **FEP** and the applicant or participant taking into consideration the individual's personal strengths and barriers identified through assessment. It details what the individual will do to reach his/her employment goal (or goal to obtain **SSI/SSDI**) and what the **W-2** program will do to assist in that effort. When the applicant or participant has a role in developing the EP, s/he will be more committed to completing the plan and working towards the employment (or SSI/SSDI) outcome.

When appropriate, the applicant's or participant's family members may also provide input. In a two-parent household, a meeting with each parent must be conducted to assess total family strengths and determine which parent is more appropriate for W-2 placement. (See [Chapter 14](#))

Before placing a W-2 participant into an employment position or case management placement (see [6.1](#)), an EP must be developed during a face-to-face meeting, except in the following circumstances:

1. When there are extreme circumstances that prevent a participant from coming to the agency such as when a participant is hospitalized or homebound due to illness. When one of these circumstances prevent a participant from coming to the agency, the worker must either conduct a home visit or communicate with the participant by phone to ensure that the participant has the opportunity to provide input into the development of the EP and understands what is expected of him/her.
2. If an individual who is transitioning from a paid placement to a CMF or CMF+ placement has a work schedule that makes it difficult to come into the office for a face-to-face EP appointment, the agency may conduct the EP appointment by phone.

If the agency has attempted but is unable to connect with the participant by phone, the agency may ~~in this circumstance only~~ change the placement to CMF or CMF+ prior to the EP appointment. (See 7.2.3.5.3)

When this occurs, the agency must mail an updated EP to ensure that the individual has in his/her possession an EP that aligns with the changes in activities. Prior to printing and mailing the EP, the agency must reset the expiration date on the EP in CARES to expire 30 days after the date the CMF or CMF+ placement started. This will give the participant the option to complete an EP appointment (either face-to-face or by phone if unable to come in person due to work schedule) within 30 days or allow W-2 to close for noncooperation with program requirements.

No change to remainder of 6.2.1

6.3.2 W-2 Work Participation Documentation, Verification and Supervision

The Federal TANF Regulations require states to have work verification procedures for all individuals receiving cash assistance through the TANF program. These procedures apply to:

- All all-W-2 participants who are in a CSJ or W-2 T placement;
- ~~The requirements also pertain to individuals~~ Individuals in the CMC and ARP placements who are voluntarily participating in activities; and
- W-2 participants in the CMF+ placement who are working in unsubsidized employment and must meet federal work participation requirements to be eligible for a supplemental payment.

The TANF Regulations are explicit in requiring that all hours of work participation be supervised, documented and verified. ([See W-2 Manual Appendix - TANF Work Participation Requirements](#))

7.2.1 Unpaid Placements

Employment is the primary goal of the *W-2* program. Ideally, all W-2 participants end up in a placement related to unsubsidized employment.

The following three placements are related to unsubsidized employment:

- *CMU* is for employed applicants;
- *CMF* or *CMF+* is for participants who obtain unsubsidized employment while ~~on~~ in *W-2*; and
- *CMJ* is for individuals who are unemployed but are ready for unsubsidized employment.

Participants placed in case management positions are not subject to the 60-month federal *TANF* lifetime limit or the 60-month state W-2 lifetime limit, ~~and are not required to cooperate with Child Support.~~

Participants placed in case management positions are required to cooperate with Child Support. (see 15.3.1) However, participants in case management positions do not have to assign a portion of the Child Support payments to the state (see 15.1.1).

7.2.3 Case Management Follow-Up (CMF)

[7.2.3.1 General CMF Participant Description Characteristics](#)

[7.2.3.2 Case Management Services for CMF and CMF+ Participants](#)

[7.2.3.3 Job Loss and Reduction in Hours in CMF and CMF+](#)

[7.2.3.4 CMF and CMF+ Eligibility Requirements](#)

[7.2.3.5 Case Management Follow-up Plus \(CMF+\)](#)

Participants who find unsubsidized employment while in *W-2* who were previously in a paid placement are eligible for CMF case management follow-up services; this includes *TEMP*, *CSJ*, *W-2 T*, and *CMC*. The goal of CMF case management follow-up services is to give participants the assistance they need to stay employed and advance in their career. W-2 agencies are expected to must provide up to 12 consecutive months of follow-up services as long as CMF participants continue to meet the nonfinancial eligibility requirements to participants who find employment while in W-2. W-2 case management follow-up services can be provided even after the CMF participant loses financial eligibility (See 7.2.3.4).

CARES will close CMF or CMF+ cases at the end of 12 months. If a CMF or CMF+ placement lasts less than 12 months, the *FEP* must document the reason(s) in case comments. If a participant wishes to receive case management follow-up services beyond the 12-consecutive months allowable in a CMF and CMF+ placement, the FEP may change the participant's placement to *CMU* if the participant meets financial and nonfinancial eligibility requirements.

7.2.3.1 General CMF Participant Description Characteristics

Participants who were previously placed in a paid placement are eligible for CMF services; this includes *TEMP*, *CSJ*, *W-2 T*, and *CMC*. In addition, *W-2* applicants in up-front job search and the *CMJ* placement who find unsubsidized employment are eligible for CMF services.

When a participant reports starting a new job, a FEP can use a participant's verbal statement to change the placement to CMF, revise the *EP*, and assign case management activities. While waiting for the verification, the FEP must gather as much information as possible from the participant, including the name and address of the employer, the expected begin date of employment, the hourly wage, and number of expected hours of work per week. The FEP must enter the new verified or unverified employment information on *CARES* screen *WPEH* and the *CWW* Employment Page. If the information is unverified, the FEP must return to *WPEH* and the Employment Page to update the employment information when the verification is received.

Participants who are working in unsubsidized employment for 30 hours or more per week are typically appropriate for CMF. Participants who work in unsubsidized employment and meet minimum work hours for their family types are appropriate for CMF+. (See [7.2.3.5.2](#))

Participants who are working in unsubsidized employment for less than 30 hours per week and who have limitations to increasing their work hours must be placed in prorated *CSJ*. (See [7.4.1.4](#))

EXAMPLE: Christina and her husband Jordan receive Wisconsin Shares. Christina is in a CSJ placement and Jordan is attending classes to complete his general education diploma. Christina has a history of employment; however, she has been out of the workforce in the last year to due

complications with her third pregnancy. Christina has a high school diploma and valid driver's license with access to a vehicle. Christina is interested in employment in the nursing field and the FEP refers Christina for **CNA** job skills training. Christina successfully obtains her CNA license and secures a position as a CNA working 35 hours per week at \$9.50 per hour. The FEP completes an informal assessment and determines that Christina is appropriate for a CMF placement. Christina is not eligible for the CMF+ placement because working 35 hours per week does not meet the minimum work hours of 55 hours per week for her family type. Through supportive services provided by the FEP, Christina and Jordan will be able to increase her hours or connect with ongoing education and attend school to earn her **LPN** license and advance in her career advancement.

7.2.3.2 Case Management Services for CMF and CMF+ Participants

The W-2 agency must offer CMF case management follow-up services for up to 12 consecutive months. During the 12-month period, the FEP must provide appropriate services and maintain regular contact; ~~most~~ CMF and CMF+ participants should receive bi-weekly or no less than monthly contact.

No change to remainder of 7.2.3.2

7.2.3.3 Job Loss and Reduction in Hours in CMF and CMF+

If ~~the a~~ CMF or CMF+ participant loses his or her job or experiences a reduction in work hours, the FEP must reassess the individual to determine if there are possible unidentified barriers.

The FEP may place a CMF or CMF+ participant in the following placements based on the FEP's assessment of possible unidentified barriers:

TEMP, CSJ, or W-2 T: For a job loss, if the FEP suspects that there are additional barriers, the FEP must place the individual in the appropriate paid placement (TEMP, CSJ, or W-2 T) if the participant meets financial and nonfinancial eligibility criteria, and offer a formal assessment and other appropriate services.

CMJ: If the FEP does not suspect that there are additional barriers and the FEP determines that the individual is capable of obtaining additional employment, a CMJ placement may be appropriate. (See [7.2.4](#))

Prorated CSJ: If a reduction in hours results in less than 30 hours per week and the individual has limitations to increasing his or her work hours, the FEP must place the individual in a prorated CSJ. The FEP must assign activities specifically designed to assist the participant to increase his or her work hours or to obtain full-time employment. If the FEP does not suspect that there are additional barriers, the FEP must keep the participant in the CMF placement.

CMF: If a reduction in hours results in the individual being unable to meet the minimum work hours for the family type and the individual does not have limitations to increasing his or her work hours, the FEP must place the individual in a CMF placement.

NOTE: In order for a participant to move from a CMF or CMF+ placement to a TEMP, CSJ, prorated CSJ, W2-T, or CMJ placement, the participant must meet all financial and nonfinancial eligibility requirements.

No change to remainder of 7.2.3.3

7.2.4 Unemployed Individuals Capable of Obtaining Employment (CMJ)

[7.2.4.1 CMJ at Application](#)

[7.2.4.2 Moving from Other W-2 Placements to CMJ](#)

[7.2.4.3 General CMJ Participant Description Characteristics](#)

[7.2.4.4 CMJ Activities](#)

[7.2.4.5 Case Management Services in CMJ](#)

[7.2.4.5.1 Supportive Services in CMJ](#)

[7.2.4.6 Job Development in CMJ](#)

[7.2.4.7 30-Day Review](#)

[7.2.4.8 Ending CMJ Placements](#)

The CMJ placement is for unemployed individuals who are able to find and keep employment. The goal of the CMJ placement is to rapidly connect the individuals who are job ready to employment. CMJ is only available to *W-2* applicants, and in limited situations, to case management follow-up (CMF) participants, case management follow-up plus (CMF+) participants, case management unsubsidized (CMU) participants, and Custodial Parent of an Infant (CMC) participants.

10.6.1 W-2 Payment Designation

CSJ, W-2 T, or CMF+ payments must be made payable as appropriate to the:

1. Participant;
2. Spouse of the participant (the spouse must be living in the home unless designated as protective payee or appointed by a court to be legal representative); or
3. Guardian or conservator of the W-2 participant.

14.2.2 Re-Determination of W-2 Placement for Two-Parent Households

Over time, the circumstances of a **W-2** two-parent household may change. For example, one or both of the parents may:

- Leave the **W-2 Group**;
- Lose a job;
- Get a job;
- Lose job hours and/or wages;
- Increase job hours and/or wages;
- Become incapacitated for a short period of time; or
- Become eligible for **SSI**, etc.

When changes occur, the **FEP** must determine if the W-2 Group still meets W-2 eligibility requirements. If the W-2 Group still is eligible, the FEP must determine if the W-2 Group still meets the definition of a W-2 two-parent household. If the W-2 Group still is a two-parent household, the FEP needs to determine if the most employable parent is placed and the appropriate W-2 placement. (See [14.2.1](#)) When necessary, the FEP must change the placement and/or the parent who is placed to ensure that the parent who is best able to increase the family's income the quickest is placed in the appropriate W-2 placement.

EXAMPLE 1: Kaileigh and Cole Jackson meet the definition of a W-2 two-parent household. Several months after being placed in a CSJ, Kaileigh gets a part-time waitress job working 20 hours per week. Kaileigh is looking for another part time job to get her hours up to full time. The FEP places Kaileigh into a pro-rated CSJ. Cole continues to volunteer for W-2 activities as the second parent in a W-2 two-parent household.

EXAMPLE 2: Kimberly Hetto and Jason Lee are a W-2 two-parent household. Kimberly is placed in a CSJ. A month after placement, Jason moves out. Kimberly's and Jason's children are residing with Kimberly. With Jason no longer in the home, the FEP determines this situation no longer meets the definition of a W-2 two-parent household. Kimberly still is eligible for W-2 and her appropriate placement still is CSJ. Kimberly continues in her CSJ as a single parent case.

EXAMPLE 3: Gerri and Jeff Kast are a W-2 two-parent household. Several months into his **W-2 T**, Jeff qualifies for SSI payment. He provides a copy of the award letter. Jeff no longer meets W-2 nonfinancial eligibility requirements due to his receiving SSI. That means he is now an **Included Adult**, instead of an eligible adult and the W-2 Group no longer meets the definition of a W-2 two-parent household. The W-2 Group, however, is still eligible for W-2. The FEP ends Jeff's W-2 T placement and places Gerri in a W-2 T.

EXAMPLE 4: Jim Reed and Brandy Carter are a W-2 two-parent household receiving Wisconsin Shares. Several months after Jim is placed in a CSJ, he gets a full-time job. Brandy still works 10 hours per week at Goodwill Industries. The FEP determines with Jim's full-time income, the household's income exceeds 115% of the federal poverty level (FPL). Jim agrees to follow-up services, and the FEP changes his placement from a **CSJ** to a **CMF** placement. Jim cannot be placed in a CMF+ placement because the combined hours of unsubsidized employment for the two-parent household only totals 50 hours per week and does not meet the minimum work hours of 55 hours per week for a two-parent-family receiving Wisconsin Shares. The FEP determines their W-2 Group still meets the definition of a W-2 two-parent household, and encourages Brandy to continue her voluntary W-2 activities and services.

No change to remainder of 14.2.2