

2.1 PROGRAM ELIGIBILITY CRITERIA

In order to be eligible for the Program, an applicant must meet the following criteria:

1. Be at least eighteen (18) years of age. If over 24 years of age, be the biological or adoptive parent of a child under the age of 18; or the relative and primary caregiver of a child under the age of 18 whose parental rights have not been terminated. The relationship may be established by blood, marriage, or legal adoption even if the marriage is terminated by death or divorce;
2. Have an annual household income that falls below 150% FPL for the household size (see 2.3.1);
3. Be unemployed for at least four (4) consecutive calendar weeks preceding the date of eligibility determination. An applicant must not have worked for more than 16 hours within a week beginning on Sunday and ending on Saturday;
4. Be ineligible to receive unemployment insurance benefits;
5. Not be receiving W-2 benefits or services;
6. Not have previously worked a total of 1,040 hours in the Program;
7. Be a citizen of the United States or a qualified non-citizen; ~~and~~
8. Be able to obtain and benefit from a subsidized job- and
9. Provide a Social Security Number (SSN) or provide proof of application for an SSN (see 2.3.2).

2.3 ELIGIBILITY VERIFICATION

Contractors must verify eligibility information provided by an applicant to determine whether the applicant qualifies for, or remains eligible for, the Program. The chart below provides a list of suggested sources of verification. Contractors must seek further verification if there is other information that casts doubt on verbal or written, signed statements provided for verification.

Eligibility Criteria	Suggested Sources of Verification
<p>Age-Birth Date <u>(verify birth date only once)</u></p>	<p>Certified copy of Birth Certificate (must be marked "For Administrative Use") Hospital Birth Record Driver's License State-Issued ID Card US Passport Certificate of Naturalization (must be marked "For Administrative Use") Certificate of Citizenship (must be marked "For Administrative Use") <u>Native American ID Card or other tribal membership documentation issued by a Federally recognized tribe</u> CARES birth query (Wisconsin Births only) Any unexpired immigration document Any official form of identification containing a date of birth</p>
<p>Relative and primary caregiver</p>	<p>Adoption records Court order</p>

	<p>CARES relationships query</p> <p>Any official record indicating the caregiver relationship including indicating that a minor child is both a relative of and living with the applicant</p>
Child	<p>Certified copy of Birth Certificate (must be marked "For Administrative Use")</p> <p>Adoption records</p> <p>Child Support documents</p> <p>CARES relationships query</p> <p>Hospital Birth Record</p> <p>Any official record indicating parental relationships including indicating that a minor child is both a relative of and living with the applicant</p>
Household size	<p>Lease</p> <p>School enrollment document</p> <p>Court order</p> <p>KIDS child support disbursement query</p>
Low Income (See 2.3.1)	<p>Tax documents</p> <p>Verified income records from other income maintenance programs</p> <p>Check stubs from all sources of household income</p> <p>Written statement signed by the applicant provides acceptable verification when there is no annual household income to count</p>
Unemployed for four weeks	<p>Employment Verification Form (EVFE)</p> <p>Written statement signed by the most recent employer indicating the last day of employment</p> <p>Data Exchange unemployment query</p> <p>Written statement signed by the applicant indicating the last day of employment</p>
Ineligible for unemployment insurance	<p>Data Exchange unemployment query</p> <p>Unemployment Insurance verbal or written verification of ineligibility to receive UI benefits</p> <p>Written statement signed by the applicant indicating their lack of recent work history</p>
Not receiving W-2	<p>CARES Participation History query</p>
Not worked in the Program for 1,040 hours	<p>CARES Supportive Services query (WPSS)</p>
Subject to Child Support	<p>Child support documents</p> <p>Child support case number (or KIDS PIN if in Wisconsin) Verbal or written verification by the local child support agency</p>
Under a Reunification Plan	<p>Child welfare documents with family reunification plan and dates Verbal or written verification by the local child welfare agency</p>
Ex-Offender Status	<p>Circuit court records</p> <p>Criminal Information Bureau records</p> <p>Incarceration release documents</p> <p>Statement from probation officer</p> <p>Statement by the applicant indicating ex-offender status</p>

Foster Care Status	eWISACWIS query Verbal or written verification by the local child welfare agency or independent living agency
<u>U.S. Citizenship</u> <i>(verify citizenship only once)</i>	Follow verification instructions on I-9 form which can be accessed by the following link: http://www.uscis.gov/files/form/i-9.pdf
<u>Qualifying Non-Citizen Status</u>	Any document found in the Non-Citizen Eligibility Desk Guide
Residency	Lease Utility bill Any official mail containing the applicant's name and address Written statement indicating the address and signed by the individual whom the applicant resides with
<u>Social Security Number (SSN)</u> <i>(verify SSN only once)</i>	<u>Data Exchange verifying verbal statement of individual's SSN</u> <u>Social Security Card</u> <u>Pay stub displaying the Social Security number</u> <u>W-2 Tax Form displaying the Social Security number</u> <u>Other reliable documents displaying both the name and SSN</u>
<u>Application for SSN</u> <i>(verify only if individual not does not have SSN)</i>	<u>Form SS-5, Application for Social Security number</u> <u>SSA Document (e.g. receipt for SSN Application)</u> <u>Other Written Statement or Agency Form stating that the individual has applied for an SSN</u> <u>Oral statement from representatives of other state agencies, hospital staff, or other third parties verifying that a record exists of the individual's application for an SSN</u>
<u>Identity</u> <i>(verify identity only once)</i>	<u>Driver's License</u> <u>State Issued ID Card</u> <u>Student ID Card</u> <u>US Government ID Card</u> <u>Military ID Card</u> <u>Native American ID Card or other tribal membership documentation issued by a Federally recognized tribe</u> <u>Any photo ID document issued by USCIS</u> <u>US Passport</u> <u>Any unexpired immigration document</u> <u>Any other reliable document that verifies identity</u>

2.3.2 PROVIDING A SOCIAL SECURITY NUMBER (New Section)

Every TMJ and TJ applicant must provide a Social Security Number (SSN) as a condition of eligibility. If the applicant does not have an SSN, the applicant must provide proof that he or she has applied for an SSN.

An individual is initially exempt from providing an SSN or proof of application for an SSN if the individual meets each of the following characteristics: (1) Does not have an SSN, (2) Does not have work authorization, and (3) Is a member of one of the following qualified non-citizen groups:

1. Cuban/Haitian entrants, as defined in section 501(e) of the Refugee Education Assistance Act of 1980; or
2. Certified, foreign-born victims of trafficking; or
3. Parolees (alien paroled into the U.S. for at least one year under section 212(d)(5) of the Immigration and Nationality Act); or
4. Certain battered aliens who meet the requirements of 8 USC 1641(c); or
5. Any qualified non-citizen who cannot apply for an SSN until his or her immigration status paperwork has been revised.

An individual who is initially exempt must continue to complete the necessary steps for obtaining an SSN in order to remain eligible for TMJ and TJ.

2.10.4 ACCESS TO CONFIDENTIAL CASES

If an individual participating in TMJ or TJ has a ~~Cares~~ CARES Worker Web (CWW) case that is marked confidential, ~~only the assigned TMJ/ or TJ worker will automatically have be able to access to both the Work Programs (WP) screens in CARES and PIN information in Wisconsin Work Programs (WWP) for the individual. A worker who is not the assigned TMJ or TJ worker and who needs access to confidential information in WWP must request elevated access. Elevated access allows time-limited access to confidential PINs in WWP for contractors to perform necessary case management functions. If the individual has a confidential CWW case before enrolling in WP, the worker will not automatically have access to the WP screens. The CWW case will need to be made not confidential in order for the worker to obtain access to the WP screens.~~

~~The worker must complete the following steps to obtain access to the WP screens when the individual has a confidential CWW case prior to enrolling in WP:~~

- ~~1. When trying to access a WP screen, the worker will receive a message that reads: "044 — ACCESS DENIED — CONFIDENTIAL CASE."~~
- ~~2. Contact the W-2 Help Desk. The W-2 Help Desk will investigate the case, determine that access is denied due to the individual's case being confidential, and provide the name and contact information of the individual's IM worker.~~
- ~~3. Contact the individual's IM worker and request the individual's case in CWW be made not confidential.~~
- ~~4. After receiving notification that the CWW case has been made not confidential, enroll the individual in WP on CARES screen WPEN. After the individual is enrolled in WP and the worker is now attached to the case, the worker will have access to the WP screens.~~

- ~~5. Inform the participant's IM worker that the CWW case can be returned to confidential status. The worker will continue to have access to the Work Programs screens after the case is returned to confidential status and the worker is the assigned worker on the case.~~

2.10.5 DISCUSSING CONFIDENTIALITY SITUATIONS (New Section)

Contractors should discuss an individual's confidentiality situation when necessary for the protection and well-being of the individual; however, at a minimum, contractors must discuss the situation that makes the case confidential during client registration if the individual has a confidential CWW case before requesting TMJ or TJ.

2.10.5.1 MAKING A PIN CONFIDENTIAL (New Section)

An individual participating in TMJ or TJ may request the contractor to make his or her PIN confidential to restrict access to information for the protection and well-being of the individual.

Contractors must make an individual's PIN in WWP confidential in the following situations:

1. When the individual requests the information be made confidential;
2. When the individual is enrolled in the Safe at Home program;
3. When the individual is a victim of or is under the threat of domestic violence or other physical harm;
4. When the individual is an employee of the contractor;
5. When the individual is enrolled in another program and information was made confidential (e.g., WIOA, DVR, etc.); or
6. Any situation in which the contractor believes restricting access to an individual's information is necessary for the individual's protection and well-being.

4.2 INFORMAL ASSESSMENT

Contractors must conduct informal assessments when creating and updating the EP. The purpose of the informal assessment under the Program is to gather information about the individual to determine the:

- Individual's ability to become employed and remain employed.
- Services and activities necessary for the individual to become employed and remain employed.
- Appropriate match for the SJ (see 6.0).

Individuals being assessed should be asked if they have any limitations on the type of work they can perform or the hours they are available. Unless they voluntarily identify limitations (such as limits on the weight they can lift, visual limitations, hearing loss or other disabilities the individual may feel are relevant to the type of work s/he can perform), all individuals being assessed should be presumed to be physically and mentally able to work (with or without accommodations the employer may be legally obligated to provide) in any job available through the program. Contractors should be provided with enough information about job requirements to make a personal decision whether the Contractor believes the individual can perform the activities that will be required.

Work sites that have established selection criteria for job applicants such as minimum visual acuity, ability to distinguish colors, ability to hear sounds, lifting requirements, etc. may, in their sole discretion, apply those same criteria to any individual in the Program referred to the work site. The Contractor may ~~only~~ engage in assessment activities to determine whether an individual meets the minimum skills and experience the work site requires of unsubsidized workers, such as minimum reading or math comprehension, experience using equipment or a license or certificate. The Contractor may not use ~~the Barrier Screen Tool or any other~~ disability screening or assessment tool to identify an individual's disabilities, and the Contractor may not make any decision that an individual has an actual or perceived disability that disqualifies the individual from any employment with any work site.

It is critical to recognize that unlike W-2, the TMJ and TJ programs do not provide services, therapies, and treatments to address physical or mental disabilities or Alcohol and Other Drug Abuse (AODA). ~~Identifying~~ The contractor may engage in assessment activities to identify barriers for the purpose of assuring services are appropriate to become employed and remain employed may be justified (see 4.2.1). Using disability assessment tools to restrict employment opportunities or referrals on the basis of disability, however, is expressly prohibited.

4.2.1 INFORMAL ASSESSMENT INVENTORY (New Section)

Contractors must use the TMJ and TJ Informal Assessment Driver Flow to gather information about individuals' personal strengths, work styles, interests, and skills that may help them in their search for employment or that may be developed further through activities assigned in the EP. In addition, contractors must work with individuals to identify resources that will address any unmet needs identified during the informal assessment process that may affect his or her ability to become employed or stay employed.

In addition to the information gathered through completion of the TMJ and TJ Informal Assessment Driver Flow, the following inventory must be covered as part of the informal assessment process and reviewed with each individual when developing the initial EP and as part of ongoing case management.

Operations Memo 19-03 Attachment

- Personal strengths, interests and goals;
- Job skills (including transferable skills);
- Recent job search efforts;
- Results from career assessments that evaluate work styles, skills, and interests;
- Current neighborhood environment and schools;
- Access to social supports (e.g., family members, church, friends); and
- Other needs identified by the individual that may affect his or her ability to become employed or stay employed.

Informal assessment must also include observations by contractors about an individual's ability to follow through on assigned activities and perform job search. When an individual is having difficulty completing assigned activities, this may be an indication of underlying barriers to employment and should result in further conversations with the individual about the appropriateness of the activity assignments and the need for additional supportive services.