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State of Wisconsin
Governor Tony Evers



TO: **W-2 Agencies**
Training Staff
TMJ Contractors and Subcontractors
TJ Contractors and Subcontractors

FROM: Margaret McMahon, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO							
No:	19-14						
DATE:	07/30/2019						
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W-2	<input checked="" type="checkbox"/>	EA	<input checked="" type="checkbox"/>	CF	<input type="checkbox"/>	JAL	<input checked="" type="checkbox"/>
RAP	<input type="checkbox"/>	TMJ	<input checked="" type="checkbox"/>	TJ	<input checked="" type="checkbox"/>	Other EP	<input type="checkbox"/>

SUBJECT: 2020 Census Employment

CROSS REFERENCE: [W-2 Manual, Chapters 3 and 7](#)
[Emergency Assistance Manual, 3.2 Available Income](#)
[TMJ and TJ Policy Manual, Chapters 2 and 7](#)
[Joint Operations Memo 19-J5: 2020 Census Income](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this Operations Memo is to:

1. Provide information on temporary employment opportunities available during the 2020 census;
2. Communicate that there are no changes to current policy regarding treatment of census employment income when determining eligibility for Wisconsin Works (W-2), Emergency Assistance (EA), Job Access Loans (JAL), Transform Milwaukee Jobs (TMJ), and Transitional Jobs (TJ);
3. Provide policy reminders regarding appropriate W-2 placement for individuals who have obtained temporary census employment; and
4. Provide policy clarification regarding treatment of census employment in TMJ and TJ.

BACKGROUND

The U.S. Census Bureau performs a census of the nation's population every tenth year. The 2020 census is approaching, and over the next two years, the Census Bureau will conduct nationwide hiring to recruit and temporarily employ individuals to fill paid, part-time census positions. The Census Bureau has successfully recruited Temporary Assistance for Needy Families (TANF) participants to help fill these vacancies in the past, and wishes to do so again for the 2020 census.

The vast majority of census employees will be enumerators who conduct fieldwork such as updating addresses and interviewing residents. These positions will last an average of four to eight weeks, have intermittent schedules of between 20 and 35 hours per week and will not lead to permanent employment. These employment opportunities will pay between \$14.50 and \$18.00 per hour and offer reimbursement for work-related mileage and expenses, where applicable. Most enumerator positions are part of either the address canvassing operations, which will take place between July 26, 2019, and October 11, 2019, or nonresponse follow-up operations, which will be conducted between March 30, 2020, and July 31, 2020.

To be eligible for census employment, individuals must be at least 18 years old, have a valid Social Security number, and be a U.S. citizen. Individuals are encouraged to apply for census positions online at the [United States Census Bureau Career Site](#). The [Frequently Asked Questions](#) page provides additional information about the application and hiring process. Individuals who need assistance applying are instructed to call 1-855-JOB-2020 (1-855-562-2020) and select option 3 to reach their area census office.

W-2 POLICY

There is no change to current policy for counting temporary census employment income. Policy reminders for determining financial eligibility and W-2 placement options are summarized below.

COUNTING CENSUS EMPLOYMENT INCOME

Income from temporary employment, including employment as a census enumerator, is counted in determining financial eligibility for W-2, Job Access Loans, or Emergency Assistance. (See W-2 Manual Section [3.2.8.5](#) and EA Manual Section [3.2](#))

W-2 PLACEMENT OPTIONS

For W-2 participants that obtain part time and temporary employment and remain financially eligible for W-2, the participant's W-2 placement will depend on his or her assessment results. 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. Participants working less than 30 hours per week in unsubsidized employment may be eligible for prorated CSJ, CMF, or CMF+.

Prorated Community Service Job (CSJ)

A prorated CSJ placement may be appropriate for W-2 participants who obtain temporary census employment, and are assigned to work between 10 and 29 hours per week. (See W-2 Manual Section [7.4.1.4](#)) Due to the average duration of census employment, individuals may

remain financially eligible for a prorated CSJ placement even if their census income exceeds 115% of the FPL. (See W-2 Manual Section [3.2.7](#)) Refer to W-2 Manual, Section [7.4.1.4.1](#) for the characteristics of an employed individual who may be appropriate for a prorated CSJ.

Case Management Follow-up Plus (CMF+)

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-2 T and meet the minimum work requirements. (See W-2 Manual, Section [7.2.3.5.2](#)) A participant placed in CMF+ receives follow-up case management services and a monthly \$50 supplemental payment.

Case Management Follow-up (CMF)

A CMF placement may be appropriate for W-2 participants who obtain temporary census employment and are assigned to work 30 or more hours per week. Participants who were previously in CMC, CMJ, or CMU and find employment are not eligible for CMF+, but may be eligible for CMF.

CASE MANAGEMENT SERVICES FOR CMF AND CMF+ PARTICIPANTS

If the participant refuses case management services or the CMF or CMF+ placement, the FEP must document the refusal in case comments. Given the short-term nature of census employment, W-2 agencies should strongly encourage the CMF or CMF+ placement and fully explain the benefits of remaining connected to the W-2 agency during this temporary employment opportunity. The goal of case management follow-up services is to give participants the assistance they need to stay employed and advance in their career. Remaining connected to the W-2 agency may also provide the family with continued stability once the temporary census employment opportunity ends.

When the W-2 agency receives notification that census employment has ended for any reason, the W-2 agency must reassess the individual to determine if there are possible unidentified barriers. (See W-2 Manual, Section [7.2.3.3](#)) Assessment information related to the participant's experience with census employment will aid in planning future W-2 services; the results of the informal assessment will provide the rationale for the next most appropriate W-2 placement.

TMJ AND TJ POLICY

There is no change to current policy for counting and disregarding annual income in determining the low-income requirement for TMJ and TJ. Policy clarification on treatment of census employment is provided below.

COUNTING CENSUS INCOME AT APPLICATION

Earned income from census employment and other temporary employment is not specifically disregarded when determining the annual 150% FPL test for TMJ and TJ. (See TMJ and TJ Policy Manual, Section [2.3.1.2](#))

Contractors must count income from temporary employment, including employment as a census enumerator, when determining financial eligibility for TMJ and TJ.

PREVIOUSLY WORKED IN CENSUS EMPLOYMENT

To be eligible for TMJ and TJ, applicants must be unemployed for at least four 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. (See TMJ and TJ Policy Manual, Section [2.1 #3](#))

An applicant who previously worked in census employment in the four consecutive calendar weeks preceding the date of eligibility determination may be eligible for TMJ and TJ if the applicant worked an intermittent schedule in census employment that is less than 16 hours per week.

CENSUS EMPLOYMENT DURING TMJ AND TJ

Contractors provide up to 60 days of unsubsidized employment retention services to individuals in TMJ and TJ who have secured unsubsidized employment. (See TMJ and TJ Policy Manual, Section [7.2](#))

Contractors should work with individuals who transition to unsubsidized employment in temporary positions, including census positions, to obtain permanent employment. Under TMJ and TJ Policy Manual, Section 7.4, contractors may extend retention services up to an additional 60 days if an individual needs services to continue to develop or strengthen specific workplace competencies to obtain permanent employment.

CARES WORKER WEB (CWW)

CWW EMPLOYMENT PAGE

For W-2, enter the income on the Employment page in CWW using the “Employment Type” as “C – Census Enumerator”.

WISCONSIN WORKS PROGRAMS (WWP)

WWP WORK HISTORY PAGE

Document the temporary census employment as part of the work history record on the WWP Work History page.

OTHER PROGRAMS

For information on treatment of temporary census income by the FoodShare, BadgerCare Plus, Medicaid for the Elderly, Blind, and Disabled (EBD Medicaid), and Wisconsin Shares Child Care Subsidy (Wisconsin Shares) programs, see [Joint Operations Memo 19-J5: 2020 Census Income](#).

AGENCY ACTION

W-2 agencies must discuss the policy reminders for treatment of temporary census employment income and appropriate placement during temporary census employment with staff. In addition, W-2 agencies should ensure program applicants and participants are informed of the temporary census employment opportunity and benefits of W-2 case management services during census work.

TMJ and TJ contractors and subcontractors must discuss treatment of census employment with staff and update any relevant local agency 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 and WWP Functionality Questions: W-2 Help Desk

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

For TMJ/TJ CARES and WWP Functionality Questions: W-2 Help Desk

DCF/DFES/BWF/LW & BY