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State of Wisconsin
Governor Tony Evers



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

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

BWF OPERATIONS MEMO	
No:	19-21
DATE:	10/21/2019
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W-2	<input checked="" type="checkbox"/>
EA	<input type="checkbox"/>
CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>
RAP	<input type="checkbox"/>
TMJ	<input type="checkbox"/>
TJ	<input type="checkbox"/>
Other EP	<input type="checkbox"/>

SUBJECT: *Wisconsin Works Noncustodial Parent Trial Employment Match Program and Stipend Policy Review*

CROSS REFERENCE: Administrator's Memos [18-02](#) and [18-08](#)
W-2 Manual Sections [5.2.1](#), [7.3](#), [7.5.1](#)
[Wis. Stat. s. 49.159\(1\)\(b\)](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to:

1. Provide policy reminders to Wisconsin Works (W-2) agencies on the provision of Trial Employment Match Program (TEMP) and stipends for noncustodial parents;
2. Communicate W-2 services for noncustodial parents as a resource for Child Support Liaisons to connect noncustodial parents to employment services;
3. Describe updates to the *Trial Employment Match Program (TEMP) and Processes Overview* training webcast; and
4. Announce updates to the *W-2 Trial Employment Match Program – Employer Agreement* form (DCF-F-5088-E).

BACKGROUND

The Division of Family and Economic Security issued [Administrator's Memo 18-08](#) to announce statewide implementation of TEMP and stipend payments for noncustodial parents effective January 1, 2019. The goal of TEMP is to improve unsubsidized employment outcomes by providing noncustodial parents with subsidized work experience and on-the-job training that will increase their job skills and future potential earnings. The goal of providing stipends to noncustodial parents is to create greater incentives for participation in W-2 and prepare them for a TEMP job or unsubsidized employment so they can provide regular child support payments to the custodial parent of their children.

W-2 agencies must provide eligible noncustodial parents with:

1. Job access loans;
2. Case management services; and
3. Placement in a TEMP job; or
4. Stipend payments for participation in W-2 activities.

The types of services that the W-2 agency provides to a noncustodial parent will depend largely upon the noncustodial parent's needs and circumstances.

POLICY REMINDERS

Access to TEMP jobs and stipend payments is expanded to noncustodial parents statewide, and there are no changes to policy. Described below are policy reminders for providing TEMP and stipends to noncustodial parents.

WORK TRAINING AND EDUCATION AND TRAINING

Noncustodial parents may participate in the following W-2 work training and education and training activities:

- Employment Search (ES)
- Job Retention Services (JR)
- Career Advancement Services (CR)
- Education and Training activities, including:
 - Job Skills Training (JS)
 - Adult Basic Education (ABE)
 - GED (GE)
 - HSE (HE)
- Life Skills (LF)
- Parenting Skills (PA)
- Other case management services. (See W-2 Manual Section [7.5.1.2](#))

The Financial and Employment Planner (FEP) may place a noncustodial parent in the W-2 Case Management Services for Noncustodial Parents (CMN) or Stipends for Noncustodial Parents (TSP) placement depending on the individual's circumstances.

If the FEP determines that a noncustodial parent is a candidate for a TEMP job that requires vocational training in a specific sector, the FEP must not place the individual in Noncustodial Parent TEMP (TNP). As a reminder, the TNP placement is for individuals working in a TEMP job. (See W-2 Manual Section [7.3.5](#)) The appropriate placement while participating in education and training activities is CMN or TSP.

TSP (Stipends for Noncustodial Parents)

If a noncustodial parent is going to participate in at least 20 hours per week of education and training activities in addition to work training activities, the FEP should refer to the Supportive Service Plan (SSP) and determine if the individual would benefit from a monetary stipend to participate in W-2 activities. The SSP can help the FEP to identify resources and services that an NCP needs to participate in W-2 activities. If the FEP determines that stipend payments will address the short-term needs of the noncustodial parent while participating in W-2, the FEP must place the noncustodial parent in the TSP placement. As a reminder, the TSP placement is for noncustodial parents who are not ready for a TEMP job or unsubsidized employment due to lack of work skills or education. (See W-2 Manual Section [7.5.1.3](#))

Stipend payments are limited to up to 16 weeks in a rolling 12-month period, and the FEP should consider if the individual would achieve his or her education and training goals within the 16-week timeframe. As a reminder, W-2 agencies are required to move a noncustodial parent in the TSP placement to a TEMP job or unsubsidized job as quickly as possible. Stipend payments must end after 16 weeks or when the noncustodial parent begins a TEMP job or unsubsidized job, whichever occurs first. (See W-2 Manual Section [7.5.1.3.2](#))

CMN (Case Management Noncustodial Parent)

Noncustodial parents participating in education and training activities for less than 20 hours per week in addition to work training activities should be placed in CMN.

As a reminder, stipend cost-reimbursement funds are limited. If the FEP determines that a noncustodial parent participating in 20 hours per week or more of education and training activities in addition to work training activities does not need assistance with meeting the costs associated with engaging in education and training activities, the FEP should place the individual in CMN.

TEMP SUBSIDIZED EMPLOYMENT

TNP (Noncustodial Parent TEMP)

TEMP provides up to six months of subsidized employment. Noncustodial parents may take part in only one TEMP job in the TNP placement as defined under [Wis. Stat. s. 49.159\(1\)\(b\)2](#). For this reason, W-2 agencies must make every effort to assist noncustodial parents and utilize subsidized employment as a strategy to improve their employment outcomes.

As a reminder, the TNP placement must begin effective the first date of employment in a TEMP job. In addition, the TNP placement must end effective the last date of employment in a TEMP job. The TNP placement duration should match the TEMP job duration. Because noncustodial parents may participate in only one TEMP job, noncustodial parents may be placed in TNP only once.

Informal Assessment

The FEP must use information gathered through the informal assessment process (see W-2 Manual Section [5.2.1](#)) to determine if a noncustodial parent is capable of working and may be appropriate for TEMP. TEMP cost-reimbursement funds are limited. Prior to placing a noncustodial parent in the TNP placement, the FEP should consider the requirements of the TEMP job and if the individual has the skills, education, and experience to succeed in the TEMP job with the assistance of the W-2 agency.

Case Management and Job Retention

When an NCP is in a TEMP job, the FEP must continue to provide employment services and assist noncustodial parents in their transition to unsubsidized employment. (See W-2 Manual Section [7.3.5](#)) Employment services should be similar to those provided to individuals working in an unsubsidized job:

- Job counseling and support
- Supportive service referrals
- Career development
- Job search assistance
- Job skills training
- Financial incentives and supports.

As a reminder, noncustodial parents must be financially and nonfinancially eligible for W-2. (See W-2 Manual, Section [7.5.1.1](#)) The FEP should provide job retention services as soon as a noncustodial parent starts working in a TEMP job. If a noncustodial parent gains an unsubsidized job that would make him or her financially ineligible for W-2, the individual would not have access to W-2 services designed to enable the individual to retain employment and pursue advancement opportunities.

Employer Good Faith Effort

The W-2 agency must follow-up with TEMP participants and TEMP employers on a regular basis and evaluate the participant's progress in the TEMP job. The W-2 agency should assist both the participant and employer to work through issues that arise on the job. As a reminder, the terms of the agreement between the W-2 agency and the TEMP employer require the TEMP employer to agree to make a good faith effort to retain the participant as a permanent employee after the wage subsidy ends if the participant performed successfully on the job. In addition, the TEMP employer must agree that if the participant is not retained after the wage subsidy ends, the employer will either serve as an employment reference for the participant or

provide to the W-2 agency a written performance evaluation of the participant. (See W-2 Manual Section [7.3.3.3](#))

W-2 agencies should not enter into agreements with TEMP employers who routinely fail to offer unsubsidized jobs to participants who have succeeded in their TEMP jobs. (See W-2 Manual Section [7.3.4.3](#))

CHILD SUPPORT LIAISONS

The W-2 and Related Programs contract provides funding for Child Support Liaison positions. (See [Administrator's Memo 18-02](#)) Child Support Liaisons are responsible for creating direct communication, coordination, and cooperation between W-2 agencies and the local Child Support agencies with the goal of ensuring that low-income noncustodial parents receive the services they need to find work and support their children.

The W-2 program is a resource for Child Support Liaisons (among other employment programs such as Transitional Jobs, Transform Milwaukee Jobs, FoodShare Employment and Training, Vocational Rehabilitation, Veterans Employment Programs, and Workforce Innovation and Opportunity Act) to connect noncustodial parents to employment services. Child Support Liaisons should leverage relationships with W-2 agencies and refer noncustodial parents to the W-2 program for access to employment and other services that can support noncustodial parents in obtaining and maintaining employment and paying child support.

TRAINING

As a reminder, the following trainings on TEMP are available in the [Partner Training Team \(PTT\) Learning Center](#):

- Custodial Parent TEMP Case Management
- Trial Employment Match Program Policy (TEMP) and Processes Overview

The *Trial Employment Match Program (TEMP) Policy and Processes Overview* training webcast was recently updated to include a statement that NCP TEMP and stipends are available statewide as of January 1, 2019. The webcast also includes updates on entering employment information in the Wisconsin Work Programs system.

FORMS

The [W-2 Trial Employment Match Program – Employer Agreement form \(DCF-F-5088-E\)](#) has been updated to include a space in the **Financial Agreement** section for **First Pay Check Date**. This update conforms with the [Employer Verification of Earnings form \(DHS-F-10146\)](#) that is commonly used to update employment information in CARES Worker Web.

[See attached the updated form.](#)

AGENCY ACTION

W-2 agencies should review policy reminders for providing TEMP and stipends to noncustodial parents with staff and update any relevant local agency procedures. In addition, W-2 agencies should review TEMP trainings and updates to DCF-F-5088-E.

ATTACHMENT

[W-2 Trial Employment Match Program – Employer Agreement \(DCF-F-5088-E\)](#)

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

DCF/DFES/BWF/BY