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State of Wisconsin  
Governor Tony Evers



TO: **W-2 Agencies**  
**Child Support Agencies**  
**Children First Contractors and**  
**Subcontractors**  
**Training Staff**  
**TJ Contractors and Subcontractors**  
**TMJ Contractors and Subcontractors**

<b>BWF OPERATIONS MEMO</b>							
No:	20-18						
DATE:	07/13/2020						
W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input checked="" type="checkbox"/>	JAL	<input type="checkbox"/>
RAP	<input checked="" type="checkbox"/>	TJ	<input checked="" type="checkbox"/>	TMJ	<input checked="" type="checkbox"/>	Other EP	<input type="checkbox"/>

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

**SUBJECT: *Enhancement to Participant Search and Updates to Job Readiness Page in the Wisconsin Work Programs System***

**CROSS REFERENCE:** [BWF Operations Memo 19-02](#)  
[BWF Operations Memo 20-06](#)

**EFFECTIVE DATE:** July 15, 2020

**PURPOSE**

The purpose of this memo is to:

1. Announce an enhancement in the Wisconsin Work Programs (WWP) system that gives users the ability to search for a participant by name; and
2. Describe updates to the Job Readiness page in WWP.

**BACKGROUND**

On February 23, 2019, workers began using the WWP online application to perform Enrollment and the Informal Assessment for the Wisconsin Works (W-2), Transitional Jobs (TJ), and Transform Milwaukee Jobs (TMJ) program.

(See [BWF Operations Memo 19-02: Implementation of Wisconsin Work Programs System - Updates to W-2 Assessment Policies, Informal Assessment Enhancements, and the Discontinuation of the Barrier Screening Tool Web Application](#))

The Bureau of Working Families (BWF) continues to look for ways to use WWP to modernize processes and improve efficiency in case management.

## **WWP CHANGES**

Effective July 15, 2020, the following WWP changes will be available in Production.

### WWP PARTICIPANT SEARCH

The Search functionality, found on the WWP Home Page, is enhanced to give users the option to search for a participant either by recording the participant's 10-digit PIN or by recording the First and Last Name, with the option to further narrow the search using Middle Initial, Date of Birth and Gender.

### JOB READINESS PAGE UPDATES

On the Job Readiness page, under the existing question, “What is your ideal work schedule?”, a new mandatory field has been added to document the participant’s preferred work shift(s). Workers must select one or more shift options from the dropdown menu.

The fields for documenting the preferred Begin Time and End Time remain on the page but are now optional. In addition, workers are now able to document overnight work schedules (i.e., PM is selected for Begin Time and AM is selected for End Time).

What is your ideal work schedule?

Work Shift(s) (Select all that apply.)

Select

Begin Time

End Time

Details

380 characters remaining

## **TRAINING**

The Partner Training Team will update any relevant trainings based on these system updates.

## **AGENCY ACTION**

W-2 agencies must become familiar with the new functionality as described in this memo and update any relevant local agency procedures.

## **CONTACTS**

For W-2 Policy Questions: [DCF2PolicyQuestions@wisconsin.gov](mailto:DCF2PolicyQuestions@wisconsin.gov)

For TJ/TMJ Policy and Processing Questions: [DCFDFESBWContracts@wi.gov](mailto:DCFDFESBWContracts@wi.gov)

For Children First Policy Questions: [BCSINFO@wisconsin.gov](mailto:BCSINFO@wisconsin.gov)

For W-2, TJ/TMJ, and Children First CARES or WWP Functionality Questions: [BWFworkprogramsHD@wisconsin.gov](mailto:BWFworkprogramsHD@wisconsin.gov)

DCF/DFES/BWF/HH