



TO: **TJ Contractors and Subcontractors**
TMJ Contractors and Subcontractors
Training Staff

FROM: Janice Peters, Acting Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO				
No:	20-22			
DATE:	10/30/2020			
W-2	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF <input type="checkbox"/> JAL <input type="checkbox"/>
RAP	<input type="checkbox"/>	TMJ	<input checked="" type="checkbox"/>	TJ <input checked="" type="checkbox"/> Other EP <input type="checkbox"/>

SUBJECT: *Addition of Transitional Jobs/Transform Milwaukee Jobs Subsidized Job Hours in Wisconsin Work Programs and Changes to Work History*

CROSS REFERENCE: [TJ/TMJ Manual 6.6 Tracking Hours Worked](#)

EFFECTIVE DATE: October 27, 2020

PURPOSE

The purpose of this memo is to:

1. Announce that entry of hours for Transitional Jobs and Transform Milwaukee Jobs (TJ and TMJ) subsidized jobs is moving from CARES Mainframe to the Wisconsin Work Programs (WWP) System; and
2. Outline changes to WWP Work History.

BACKGROUND

Per [TJ and TMJ policy 6.6](#), workers are required to record subsidized hours worked by Subsidized Workers (SWs). Currently, TJ and TMJ subsidized hours are recorded in CARES using the **Summary of Supportive Services (WPSS)** screen. With the inclusion of TJ and TMJ functionality in WWP, TJ and TMJ subsidized jobs will now be recorded in WWP using the **Work History** app. This new functionality will allow for easier recording of subsidized hours and for more convenient tracking, sorting, and viewing of hours entered. Orientation hours for TJ and TMJ will continue to be recorded in CARES on WPSS at this time.

POLICY UPDATES

TJ and TMJ policy updates are summarized below. Relevant policy manual sections are attached to this memo and will be incorporated into the TJ and TMJ Manual upon implementation. Policy that was removed is struck through and policy that was added is underlined.

SUBSIDIZED WORK HOURS ENTRY

Current Policy

TJ and TMJ workers are currently instructed to enter subsidized work hours on CARES Mainframe screen WPSS.

Updated Policy

The TJ and TMJ Policy Manual was updated to replace system references to work hours being entered on CARES Mainframe screen WPSS with these hours now being entered in WWP using the Work History App.

CARES

Contractors are no longer required to enter hours worked in subsidized employment in CARES. Contractors must continue to record hours participated in orientation on CARES screen WPSS.

WWP CHANGES

Beginning on October 27, 2020, workers must enter weekly TJ or TMJ subsidized hours worked in WWP using the **Work History** application. Workers are no longer required to record payments made to the employer of record to cover the payroll taxes and insurance associated with employing a SW in WWP. Hours used for participant orientation must continue to be entered in CARES using WPSS at this time.

WORK HISTORY LIST VIEW PAGE

The **Work History List View** will display the total number of hours worked for Subsidized Jobs (SJ) so workers can quickly see how many hours a SW worked at a particular SJ. **Work History** displays Total Lifetime Subsidized hours used, and Total Subsidized Hours are listed for each job.

Work History SUBSIDIZED TEST 7585522177

Search Sort by Date Print Work History

1000 Total Lifetime TJ/TMJ Subsidized Hours Used

TJ Test Sub Position 2 TJ Test Worksite 2 TJ (Subsidized) Employer Of Record: Contractor	2805 40th Street Racine, WI 53140	03/31/2020 ----- Present 6 months	40 hr/week 920 Total Subsidized Hours \$15.25/Hour	
TJ Test Sub Position 1 Test Worksite TJ (Subsidized) Employer Of Record: Contractor	11211 Burlington Road Racine, WI 53144	03/06/2020 ----- 03/30/2020 Business Closed <1 months	40 hr/week 80 Total Subsidized Hours \$12.25/Hour	

+ Add Work History

Workers may add, edit, or delete hours used each week the SW is assigned to the qualifying SJ.

The Work History List View is located in the Work History application.

When a SW reaches the maximum lifetime limit of 1,040 hours, WWP will display an alert indicating that the Total Lifetime TJ and TMJ Subsidized Hours have been used.

Work History SUBSIDIZED TEST 7585522177

Search Sort by Date Print Work History

The Subsidized Worker has reached the maximum allowed Subsidized Hours.

1040 Total Lifetime TJ/TMJ Subsidized Hours Used

TJ Test Sub Position 2 TJ Test Worksite 2 TJ (Subsidized) Employer Of Record: Contractor	2805 40th Street Racine, WI 53140	03/31/2020 ----- Present 6 months	40 hr/week 920 Total Subsidized Hours \$15.25/Hour	
TJ Test Sub Position 1 Test Worksite TJ (Subsidized) Employer Of Record: Contractor	11211 Burlington Road Racine, WI 53144	03/06/2020 ----- 03/30/2020 Business Closed <1 months	40 hr/week 120 Total Subsidized Hours \$12.25/Hour	

+ Add Work History

A new field **Total Worksite Amount** has been added to the List View page for **Weekly Hours Worked** which shows the total amount that the worksite has contributed toward SW wages.

Weekly Hours Worked SUBSIDIZED TEST
7585522177

Sort by Date + Add Weekly Hours

920 Total Subsidized Hours

Start Date: 09/13/2020 Hours: 40.00 Total Subsidy Amount: \$290.00 Last Edited by radhika maknur 10/8/20, 10:09 AM

Total Work Site Amount: \$320.00

Details:

ADDING WEEKLY TJ OR TMJ SUBSIDIZED HOURS

The **Work History** page in WWP displays the Total Subsidized Hours worked for a TJ and TMJ SJ. A new button Weekly Hours Worked, displayed as the symbol boxed in red below, will only display for a TJ or TMJ SJ, and is available both on the **Work History List View** page and the **Edit Work Record** page. Selecting this button will open the Weekly Hours Worked page. When a TJ and TMJ Subsidized **Job Type** is selected, the **Pay Rate** interval is restricted to “Hour”.

Work History SUBSIDIZED TEST
7585522177

Search Sort by Date Print Work History

TJ Test Sub Position 1 Test Worksite TJ (Subsidized) Employer Of Record: Contractor	11211 Burlington Road Racine, WI 53144	03/06/2020	Present <1 months	
		40 hr/week	\$12.25/Hour	
		0 Total Subsidized Hours		

+ Add Work History

When accessing the **Weekly Hours Worked** page for the first time, the worker must click on the +Add Weekly Hours button to beginning entering weekly hours used. Once the 1,040 hours has been reached, the +Add Weekly Hours button will be disabled.

Weekly Hours Worked BERNIE BREWER
1585510718

Sort by Date + Add Weekly Hours

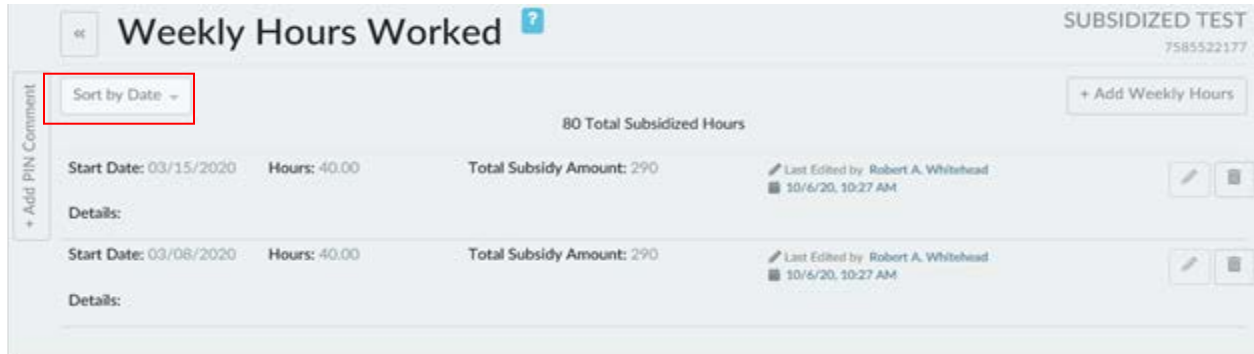
No Hourly Entries

+ Add PIN Comment

Once a Weekly Hours Worked entry has been added, workers may view and edit weekly subsidized hours worked using the Edit button. A week is defined as Sunday – Saturday, and each week can only be entered once. Each week of data saved for the SJ is displayed in a separate row, and weeks can be sorted by ascending or descending date.

The Start Date can be no earlier than the Sunday prior to the SW’s Enrollment Date and Begin Date of a SJ. Start dates cannot be entered for future weeks and cannot be entered after a job has ended. Hours can only be entered in quarter hour, half-hour, and hourly increments, and the

worker is required to enter a decimal. In a case where the SW worked less than 20 hours due to illness or other valid reason, the system will require the worker to enter the reason in the **Details** field. Agencies must ensure that all hours have been entered prior to ending a job.



EDITING WEEKLY HOURS WORKED

When Total Lifetime Hours are less than 1,040 hours, the worker can Edit the hours for any weekly entries up to 30 days from the Week **Start Date** by clicking on the Edit button. The Edit button will be disabled following the 30-day period.

DELETING WEEKLY HOURS WORKED

Once the milestone for 1,040 hours has been reached, the worker will still be able to delete entries for any weekly hours entered. When Total Lifetime Hours are less than 1,040 hours, the worker can delete a weekly entry completely. When the worker attempts to delete an SJ job record, the system will require the worker to delete all weekly hours saved before allowing the job to be deleted.

CHANGES TO WORK HISTORY IN WWP

A new required field **Work Site Contribution** has been added in **Work History** to allow for entry of the portion of wages provided to the worker by the worksite. The **Worksite Contribution** field is only shown when the **Job Type** is a TJ and TMJ SJ.

Current or Most Recent Wage/Hours

Effective Date: 09/01/2020

Pay Types (Select all that apply.): Hourly Wage Details

Avg Weekly Hours: 40

Pay Rate: \$ 10.25 per Hour

Hourly Subsidy: \$ 7.25

Work Site Contribution: \$ 3.00

TRAINING

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

AGENCY ACTION

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

ATTACHMENTS

[TJ and TMJ Policy Manual Section 6.6](#)

CONTACTS

For TJ/TMJ Policy Questions: DCFDFESBWFFContracts@wisconsin.gov

For TJ/TMJ and WWP Functionality Questions: BWF Work Programs Help Desk
BWFworkprogramsHD@wisconsin.gov

DCF/DFES/BWF/RW