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

FROM: Patara Horn, Director
Bureau of Working Families
Division of Family and Economic Security
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BWF OPERATIONS MEMO			
No: 21-15			
DATE: 06/07/2021			
W-2 ☐ EA ☐	CF ☐	JAL ☐	
RAP ☐ TMJ ☒	TJ ☒	Other EP ☐	

SUBJECT: *Implementation of Wisconsin Work Programs System Phase 2 – Updates to Transitional Jobs and Transform Milwaukee Jobs*

CROSS REFERENCE: DFES Administrator's Memo 21-03
Transitional Jobs and Transform Milwaukee Jobs Policy Manual
WWP Application – User Setup Form (DCF-F-5212-E)
BWF Operations Memo 21-13

EFFECTIVE DATE: June 28, 2021

PURPOSE

The purpose of this memo is to provide information and guidance to Transitional Jobs (TJ) and Transform Milwaukee Jobs (TMJ) agencies in preparation for Phase 2 implementation of the Wisconsin Work Programs (WWP) System. More specifically, this memo:

1. Summarizes changes and highlights new features in WWP as part of the Phase 2 modernization efforts; and
2. Communicates TJ and TMJ changes to support updates made in Phase 2 modernization efforts.

BACKGROUND

In the fall of 2016, the Division of Family and Economic Security (DFES) kicked off an exciting multi-year project to modernize and upgrade the mainframe legacy system known as the Client Assistance for Re-employment and Economic Support (CARES) Work Programs Subsystem. The goal of the project, called Work Programs and Analytics Systems (WPASS), is to build a web-based system that supports DFES work program case management, data collection and availability, and evaluation. The web-based, online application is called WWP.

Phase 1 implementation of the WWP online application successfully occurred in February 2019 and modernized data collection for a portion of the work program case management functions previously in CARES Mainframe. Implementation of Phase 2 of WWP is scheduled for the weekend of June 26, 2021. The functionality that will be modernized in Phase 2 includes:

1. Employability Plans (EP), Activity Assignment, and Participation Statuses
2. Worker Tasks
3. Worker Transactions
4. TJ and TMJ 60 Day Employment Verification

Programs impacted by Phase 2 implementation are:

- Wisconsin Works (W-2);
- Learnfare;
- Children First;
- TJ;
- TMJ; and
- Five County Demonstration Project/ELEVATE.

Future phases of the project will modernize other CARES subsystems. Data exchange screens for Unemployment, New Hire, and Quarterly Wages will remain in CARES Mainframe.

WISCONSIN WORK PROGRAMS UPDATES

Details regarding how to utilize the new features in WWP can be found in training materials through the Partner Training Team. Below are summaries of enhancements to functionality formerly in CARES Mainframe now in WWP, as well as additional features now available.

EMPLOYABILITY PLAN

Workers will create, modify, and print the EP through WWP. They may access the EP by selecting Case Management from the toolbar and then selecting the Employability Plan icon:

The WWP EP has four sections:
1. **Goals**: There are three types of goals – Primary, Secondary, and Other. For each goal, "goal steps" list specific actions the individual can take to reach the goal.
2. **Employments**: The Employments page lists jobs entered through the Work History page. Workers may select employments to add them to the EP.
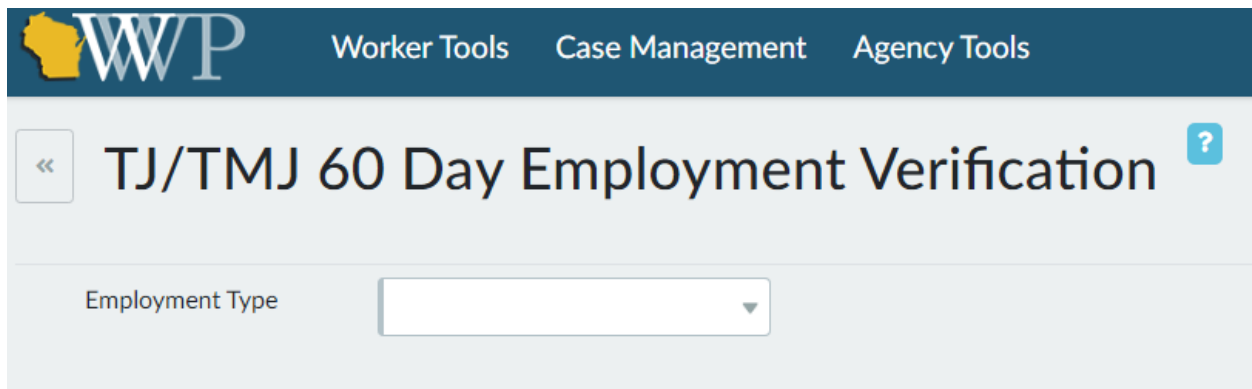
3. **Activities:** Workers enter the activity, activity description, and other required information on this page. Optional categories such as begin and end time are also available.
4. **Supportive Services**: This section lists the supportive services provided by the agency to assist the individual in completing the activities listed in the previous section.

PARTICIPATION STATUSES

Participation statuses indicate which phase of the TJ and TMJ process an individual is in. Former activity codes TJ/TMJ Assignment (TA) and TJ/TMJ Reassignment (TE) are now participation statuses.

60 DAY EMPLOYMENT VERIFICATION

Workers will select the Employment Verification button in order to verify 60 day employment in subsidized and unsubsidized jobs.

The **TJ/TMJ 60 Day Employment Verification** page will list each work history entry along with the number of days of employment in that job. Workers will attest to having all neccesary documentation to confirm the participant was in a qualifying job or collection of jobs that meet a total of 60 days in the selected employment type by selecting a verification box and clicking save.

WORKER TASK LISTS

Workers will be able to manually create tasks for selected categories. WWP will create system generated tasks for PINS that are potentially eligible for 60 Day employment verification.

INDIVIDUAL INFORMATION

Agency workers may update their contact information via the [My Contact Info] button, located in the upper right corner of WWP once they click their name. The worker's contact information will display on the printed EP. The worker cannot print the EP if their Contact Information is not entered yet.

TRANSACTIONS

Workers will be able to view a list of all transactions completed following WWP Phase 2 implementation.

POLICY

WWP Phase 2 TJ and TMJ policy updates are summarized below. The relevant policy manual sections are attached to this memo and will be incorporated into the TJ and TMJ Policy Manual. Policy that was removed is struck through and policy that was added is underlined.

WISCONSIN SHARES

For ease of collaboration with Wisconsin Shares, workers must now schedule activities for Wisconsin Shares participants and applicants less than two hours apart when possible and indicate whether travel time is included in the schedule.

See TJ and TMJ section 3.15 in the Policy Manual updates attachment.

EMPLOYABILITY PLAN

Policy will be updated to indicate that participants must always have an EP. Contractors may continue to develop and use paper EPs but must enter the content of the EP in WWP within 30 calendar days. Contractors are no longer required to sign the EP.

Policy will also be updated to document the required details for assigned activities and to describe program goals and their purpose in the EP.

See TJ and TMJ sections 4.0, 4.1, and 4.3 in the Policy Manual updates attachment.

PARTICIPATION STATUSES

Policy will be updated to include a new section on participation statuses and their mutually exclusive relationship with activities. Participation status codes will be listed in this section.

See TJ and TMJ section 5.0 in the Policy Manual updates attachment.

ACTIVITY CODES

Activity codes obsoleted in Phase 2 will be removed from the W-2 and TJ and TMJ Policy Manuals. A new code (EM) will be added for employment search. Former activity codes that are now participation status codes will be removed from this section.

See TJ and TMJ Appendix – Activity Codes and W-2 Appendix- Activity Codes in the Policy Manual updates attachment.

OTHER

References to CARES Mainframe will be removed and replaced with WWP where applicable. Activity codes will be updated in accordance with Phase 2 changes. Current sections 5-8 will be renumbered, and references to those sections will be updated accordingly.

See TJ and TMJ sections 6.0, 6.1, 6.1.1, 6.1.1.1, 6.2, 7.0, 7.1, 7.2, 7.3, 7.3.1, 7.3.2, 7.3.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.9.1, 7.10, 7.11, 8.0, 8.1, 8.2, 8.3, 8.4, 9.0, 9.1, 9.2 and Definitions in the Policy Manual updates attachment.

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 and policies as described in this memo and update any relevant local agency procedures.

ATTACHMENTS

Updated TJ and TMJ Policy Manual Sections
Updated W-2 Policy Manual Sections

CONTACTS

For TJ and TMJ Policy Questions: BWF Policy Question SharePoint

For TJ, TMJ and WWP Functionality Questions: BWF Work Programs Help Desk
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DCF/DFES/BWF/DK