

# Transitional Jobs and Transform Milwaukee Jobs Manual

## DEFINITIONS

**Personal Identification Number (PIN).** The unique personal identification number assigned to individuals in CARES WWP.

### **3.15 WISCONSIN SHARES**

Daily activities for individuals enrolled in or applying to Wisconsin Shares should be assigned less than 2 hours apart when possible. Additionally, workers must indicate whether travel time is included in the schedule.

## **4.0 EMPLOYABILITY PLAN**

Contractors must create an Employability Plan (EP) for all individuals enrolled in the Program. Participants must have an EP at all times. Contractors must record EPs in WWP except in cases where the Contractor is unable to access WWP (e.g., lack of internet access, no laptops permitted in a correctional facility). In such cases, Contractors may develop a paper EP and must enter the EP in WWP within 30 days. ~~Contractors may develop a paper EP or use the CARES EP unless the individual needs child care to attend Program activities or work in an SJ. If the individual needs child care, the CARES EP must be used.~~ Contractors must review the EP with the individual, ~~sign the EP, and provide~~ give the individual the opportunity to sign the EP, ~~and provide them with a copy of the completed EP.~~ Individuals must cooperate with and follow their EPs throughout the Program duration. Contractors must scan all EPs into ECF (see 2.8).

### **4.1 DEVELOPING THE EMPLOYABILITY PLAN**

Contractors must collaborate with the individual to create an EP based on an assessment of the individual's employment goals in the Program. The EP must address the ~~action steps that the individual will take to successfully complete subsidized employment and to gain unsubsidized employment.~~ individual's goals and activities. Contractors may backdate the EP begin date by up to 30 days when necessary (e.g., delayed verification, entering data from a paper EP). When developing the EP, the Contractor must consider other programs to which the individual is connected (see 3.2).

The activity portion of the EP must include the following detail for each assigned activity:

1. Activity to be completed;
2. A description of the activity;
- ~~2-3.~~Planned begin and end date;
- ~~34. Number of hours per week,~~ The specific days of the week and the specific number of hours on each day that the activity is assigned;
5. Provider of service;
6. Address of the site where the activity is located;

7. Supportive services required to complete the activity; and
8. Any additional remarks to assist the individual.

~~When developing the EP, the Contractor must consider other programs to which the individual is connected (see 3.0).~~

## **4.3 PROGRAM GOALS**

This section of the EP lists goals developed jointly between the worker and the applicant or participant using assessment results. For each goal added to the EP, goal steps document smaller, specific actions the applicant or participant can take to reach the goal.

There are three different types of goals available in the EP:

1. Primary and Secondary Employment Goals:  
Shorter term employment goals that can be achieved through participation in the program. The Primary and Secondary employment goals should be based on:
  - a. The applicant's or participant's strengths, skills, work styles, interests, and needs. Consideration should be given to the individuals' prior work experience, prior education and training, and assessments (e.g., *educational needs assessment, career assessments, vocational evaluation/assessments*, or other formal assessments).
  - b. The likelihood of the participant realistically achieving the goal through participation in the Program. Consideration must be given to all types of activities that may enable the applicant or participant to achieve his or her goal including, but not limited to, job search/job readiness activities, work experience, educational activities, job skills training and technical college participation. (See [TMJ and TJ Manual Appendix - Activity Codes](#))
  - c. Industry and employment opportunities in the local labor market. The worker must review relevant labor market data to determine if employment goals are in line with the local labor market. Wisconsin's WisConomy and the Job Centers of Wisconsin are excellent resources for labor market information. Skill Explorer may be used to align participants' skills, interests, and needs with occupations.
  - d. Length of time remaining in the Program. Immediate engagement in meaningful activities positions participants to achieve the best outcomes possible within the time limits of the Program. If the applicant or participant is nearing a time limit, types of activities must reflect an increased focus on transitioning from the Program.

If the applicant or participant is not ready to identify a specific occupation when the goals are initially developed, the focus of the goal may be broadened to a field of interest or an industry sector. Career assessments and career exploration tools should be used to help identify sectors, career pathways, training needs, and family-sustaining employment goals that may match the results of the assessed work styles, skills, and interests.

2. Other Program Goal:

Concrete short-term goals or outcomes the applicant or participant should achieve through participation in order to move in the direction of his or her employment goal. This may involve completing education or training courses or acquiring work experience in his or her field of interest. It may also involve overcoming a barrier to employment through assigned activities such as physical rehabilitation, treatment or counseling.

## **5.0 PARTICIPATION STATUSES**

Participation Statuses indicate which phases of the program a participant is transitioning between. A Participant Status cannot exist concurrently with an activity. When there is a Participation Status, the Contractor must enter an EP with goals (see 4.3).

Following are the participation statuses for TMJ and TJ:

### **TA – Transform Milwaukee Jobs/Transitional Jobs Assignment**

Valid for the following program: TJ/TMJ

Report this status for individuals who complete orientation activities and are eligible for a subsidized job assignment.

### **TE – Transform Milwaukee Jobs/Transitional Jobs Reassignment**

Valid for the following program: TJ/TMJ

Report this status for individuals who end subsidized employment or unsubsidized employment and are eligible for a subsidized job reassignment.

## **APPENDIX – ACTIVITY CODES**

Definitions for Codes for Work Program Activities in CARES WWP

Only activity codes with edits are listed below

### **EM- Employment Search for TMJ/TJ**

Valid for the following programs: TJ/TMJ

Report this activity for individuals who are engaged in employment search tailored to the needs of the individual. This includes, but is not limited to, the following activities:

- Researching prospective employers
- Meeting with a job developer
- Attending a structured job search workshop;
- Making contact with prospective employers whether by phone, in person or via the internet to learn of job openings;
- Completing applications for vacancies;
- Preparing for job interviews; and

- Interviewing for jobs.

This activity should be marked as a “Self Directed” when conducted independently by the participant (e.g. participant spends 1 hour a week researching prospective employers from home).

### **EN—Enrollment**

*Valid for the following programs: ~~W-2, LF, CF, TJ/TMJ~~*

This activity is automatically entered when Enrollment with Orientation is reported for an individual by completing enrollment in WWP.

### **EO—Enrollment with Orientation**

*Valid for the following programs: ~~W-2, LF, CF, TJ/TMJ~~*

This activity is automatically entered when Enrollment with Orientation is reported for an individual by completing enrollment in WWP.

### **ES—Employment Search**

*Valid for the following programs: ~~W-2, CF, TJ/TMJ~~*

Report this activity for individuals who are engaged in employment search that is tailored to the needs of the individual and includes some or all of the following activities:

- ~~Time used to research prospective employers;~~
- ~~Meeting with a job developer;~~
- ~~Attending a structured job search workshop;~~
- ~~Making contact with prospective employers whether by phone, in person or via the internet to learn of job openings;~~
- ~~Completing applications for vacancies;~~
- ~~Preparing for job interviews; and~~
- ~~Interviewing for jobs.~~

### **TA—Transform Milwaukee Jobs/Transitional Jobs Assignment**

*Valid for the following program: ~~TJ/TMJ~~*

Report this activity for individuals who complete orientation activities and are eligible for a subsidized job assignment.

### **TE—Transform Milwaukee Jobs/Transitional Jobs Reassignment**

*Valid for the following program: ~~TJ/TMJ~~*

Report this activity for individuals who end subsidized employment or unsubsidized employment and are eligible for a subsidized job reassignment.

### **TM—Transform Milwaukee Jobs/Transitional Jobs (Subsidized)**

*Valid for the following program: ~~TJ/TMJ~~*

Report this activity for hours of work in a subsidized job when the individual is enrolled in the subsidized work phase of TJ/TMJ.

### **TU—Transform Milwaukee Jobs/Transitional Jobs (Unsubsidized)**

*Valid for the following program: ~~TJ/TMJ~~*

~~Report this activity when an individual engages in unsubsidized employment during any of the three phases of TJ/TMJ.~~

The following sections and references to them have been renumbered in accordance with the above policy changes:

**56.0 ORIENTATION**

**56.1 ORIENTATION ACTIVITIES**

**56.1.1 STIPENDS**

**56.1.1.1 STIPEND AUTHORIZATION**

**56.2 POST-ORIENTATION ACTIVITIES**

**67.0 SUBSIDIZED EMPLOYMENT PHASE**

**67.1 ON-THE-JOB TRAINING**

**67.2 EMPLOYER OF RECORD**

**67.3 EMPLOYER AGREEMENTS**

**67.3.1 WAGE SUBSIDY**

**67.3.2 PAYROLL TAXES AND INSURANCE**

**67.3.3 OVERTIME**

**67.4 TRACKING HOURS WORKED**

**67.5 EMPLOYER GUIDELINES**

**67.6 CREDITS FOR EMPLOYERS**

**67.7 WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY**

**67.8 WORKSITE CHANGES**

**67.9 SUBSIDIZED EMPLOYMENT RETENTION SERVICES**

#### **67.9.1 INDIVIDUALIZED SERVICES BY PROGRAM AREA**

#### **67.10 EXITING OR INTERRUPTING SUBSIDIZED EMPLOYMENT**

#### **67.11 REENGAGEMENT AND REASSIGNMENT WHEN SUBSIDIZED EMPLOYMENT ENDS**

#### **78.0 POST-SUBSIDIZED EMPLOYMENT PHASE**

#### **78.1 JOB SEARCH ASSISTANCE**

#### **78.2 UNSUBSIDIZED EMPLOYMENT RETENTION SERVICES**

#### **78.3 REENGAGEMENT AND REASSIGNMENT WHEN UNSUBSIDIZED EMPLOYMENT ENDS**

#### **78.4 EXTENDING POST-SUBSIDIZED EMPLOYMENT SERVICES**

#### **89.0 FINANCIAL MANAGEMENT OF SUBSIDIES AND STIPENDS**

#### **89.1 PROCEDURE**

#### **89.2 RECONCILING REPORTS**

## **Wisconsin Works Manual**

### **Appendix - Activity Codes**

Definitions and Codes for Work Program Activities in ~~CARES~~-WWP

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~~*Valid for the following program: TJ/TMJ*~~

Report this activity when an individual engages in unsubsidized employment during any of the three phases of TJ/TMJ.