



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

FROM: Patara Horn, Director  
Bureau of Working Families  
Division of Family and Economic Security  
Department of Children and Families

BWF OPERATIONS MEMO	
No:	22-02 (Amended)
DATE:	<del>01/04/2022</del> 11/27/2023
<hr/>	
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: *Changes to Transform Milwaukee Jobs and Transitional Jobs Stipend Policy***

**CROSS REFERENCE:** [TJ/TMJ Policy Manual 6.1.1 Stipends](#)

**EFFECTIVE DATE:** Immediately

### **PURPOSE**

The purpose of this memo is to announce a change in policy regarding the use of stipends to assist Transitional Jobs (TJ) and Transform Milwaukee Jobs (TMJ) program participants with the transition into unsubsidized employment.

### **BACKGROUND**

Due to low levels of unemployment and a shortage of qualified workers, the number of participants in TJ and TMJ who are being placed into unsubsidized employment has increased. These workers often face financial challenges when transitioning into work as they have been unemployed for at least four weeks.

The Department of Children and Families (DCF) is adding a Job Transition Stipend (JTS) to allow agencies to financially assist individuals who are placed in unsubsidized employment. These stipends are intended to help ensure success when transitioning to unsubsidized work by assisting individuals with items that can often be a barrier when starting unsubsidized work such as rent, transportation, uniforms, daycare, or other expenses.

This memo was updated on 11/27/23 to include language about paying the JTS to individuals with custodial children. These changes are highlighted in green. Language based on previous policy will have a strikethrough.

## ***POLICY***

### *CURRENT POLICY*

Currently, a stipend is described in the TJ/TMJ policy manual as a payment made to a program participant in order to encourage program participation.

Contractors may only pay stipends related to orientation activities, and a program participant may not be paid a stipend that exceeds minimum wage. Currently, there are no additional types of stipends that program participants may receive.

### *NEW POLICY*

New language concerning JTSs will be added to the manual. JTSs are meant for individuals transitioning ~~from subsidized work to unsubsidized work~~.

The JTS for custodial children is meant for parents with placement of their children, provided only one parent is receiving a stipend. In cases where primary placement is not clear, agencies should use the KIDS system to determine which parent is the primary caretaker. Furthermore, the ~~process explained in chapter 2.3.1 of the W-2 manual may be used to further decide which parent should be considered the primary custodial parent.~~

### **TJ Participants With No Custodial Children**

Contractors may pay a Job Transition Stipend of up to \$2,500.00 to any individual participating in unsubsidized employment to assist with expenses. A first payment of the Job Transition Stipend of \$1,250.00 should be paid within 7 calendar days following the first full day of employment. A second payment of the Job Transition Stipend should be paid within 7 calendar days following completion of 30 days of employment.

### **Participants With Custodial Children**

Contractors may pay a Job Transition Stipend of up to \$3,500.00 to any individual with custodial children under the age of 18 participating in unsubsidized employment to assist with expenses. A first payment of the Job Transition Stipend of \$1,750.00 should be paid within 7 calendar days following the first full day of employment. A second payment of the Job Transition Stipend should be paid within 7 calendar days following completion of 30 days of employment. Custodial child is defined as, "With respect to a dependent child, a parent who resides with that child and, if there has been a determination of legal custody with respect to the dependent child, has legal custody of that child."

[See section 6.1.1 in the TJ/TMJ Policy Manual](#)

## WISCONSIN WORK PROGRAMS (WWP)

The Contractor must accurately record the Job Transition Stipend amount(s) paid in Wisconsin Work Programs (WWP) by entering the stipend amount in work history attached to their unsubsidized job and use the pull-down menu to indicate the amount.

Current or Most Recent Wage/Hours	
Effective Date: 10/16/2023	Calculated Hourly Wage   \$ 7.25/Hour
	Reported Wage   \$ 7.25/Hour
	Pay Types   Hourly Wage
	Avg Weekly Hours   20

  

Job Transition Stipend	
<b>TYPE</b> TJ Placement Payment with Custodial Child	<b>VERIFIED DATE</b> 10/16/2023
<b>COMPANY / ORGANIZATION</b> workplace	<b>AMOUNT</b> \$1,750.00
<b>DETAILS</b> Has child	

## TRAINING

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

## AGENCY ACTION

Agencies must track the following information in the participant's file:

- Statement that a stipend has been authorized to be paid to the individual by the contractor;
- The individual's name, complete mailing address, and PIN;
- Confirmation the participant had a verified job and had met requirements to receive a job transition stipend;
- The amount of the stipend and other applicable payment information; and
- The individual and contractor authorized signatures with dates.

In addition to the above requirement, TJ/TMJ agencies must familiarize themselves with the contents of this memo. This information may also be found in the latest TJ/TMJ policy manual release. TJ/TMJ agencies must update any internal processes referenced in this memo or the updated policy manual.

**ATTACHMENTS**

[TJ/TMJ Stipend Policy Manual update](#)

**CONTACTS**

For TJ/TMJ Policy Questions: [BWF Policy Question SharePoint](#)

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

For TJ/TMJ, WWP Functionality Questions: BWF Work Programs Help Desk  
[BWFworkprogramsHD@wisconsin.gov](mailto:BWFworkprogramsHD@wisconsin.gov)

DCF/DFES/BWF/DB