TO: **W-2 Agencies**
Training Staff

BWF OPERATIONS MEMO				
No: 22-14				
DATE: 07/19/2022				
W-2 ☒	EA ☐	CF ☐	JAL ☐	
RAP ☐	TMJ ☐	TJ ☐	Other EP ☐	

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

SUBJECT: *Updates to Prorated Community Service Jobs (CSJ) Policy*

CROSS REFERENCE: 2009 Wisconsin Act 28
2011 Wisconsin Act 32
Wis. Stat. s. 49.147 (4) (as)
Operations Memo 09-62 Hourly Participation Requirements for W-2 T and CSJ Placements
W-2 Policy Manual Section 7.4.1.4 Prorated CSJs

EFFECTIVE DATE: August 15, 2022

PURPOSE

The purpose of this operations memo is to announce an update to policy regarding activity assignment for prorated Community Service Job (CSJ) participants.

BACKGROUND

In 2009, Wisconsin Act 28 repealed language in Wis Stats. s. 49.147 (4) (as) which specified the number of education and training and work activity hours a participant could be assigned for the CSJ placement. Act 28 gave Wisconsin Works (W-2) agencies more flexibility with hour assignment stipulating participants cannot be assigned more than 40 hours per week in combined activities between education and training hours and work activity hours.

In 2011, Wisconsin Act 32 reinstated the limit on education and training hours, with combined activity hours not to exceed 40. Current statute reads:

"*Except as provided in pars. (at) and (av) and sub. (5m), a Wisconsin Works agency shall require a participant placed in a community service job program to work in a community service job for the number of hours determined by the Wisconsin Works agency to be appropriate for the participant at the time of application or review and may require a participant to participate in*

education or training activities for not more than 10 hours per week, except that the Wisconsin Works agency may not require a participant under this subsection to spend more than 40 hours per week in combined activities under this subsection."

The statutory revisions made in Wisconsin Act 28 were communicated through [Operations Memo 09-62: Hourly Participation Requirements for W-2 T and CSJ Placements](#). However, the W-2 Policy Manual was not updated at the time to reflect these changes. This Operations Memo updates policy in the W-2 Policy Manual to be in line with current statutory language.

POLICY

CURRENT POLICY

Per [W-2 Policy Manual Section 7.4.1.4 Prorated CSJs,](#) for participants working in unsubsidized employment, hours of activities and payments are prorated to one of the following three levels:

- **1/3 CSJ**: Participants placed into 1/3 CSJs receive a payment of $218 for up to 10 hours of work training and up to 10 hours of education and training per week. (Participant working in unsubsidized employment 20 to 29 hours per week)

- **1/2 CSJ**: Participants placed into 1/2 CSJs receive a payment of $327 for 11 to 15 hours of work training and up to 10 hours of education and training per week. (Participant working in unsubsidized employment 15 to 19 hours per week)

- **2/3 CSJ**: Participants placed into 2/3 CSJs receive a payment of $435 for 16 to 20 hours of work training and up to 10 hours of education and training per week. (Participant working in unsubsidized employment 10 to 14 hours per week)

This guidance is further broken down into a chart designed to assist Financial and Employment Planners (FEPs) with assigning hours based on the number of hours the participant is working in an unsubsidized job.

NEW POLICY

Effective August 15, 2022, prorated CSJ participants are expected to participate up to 40 hours per week in a combination of activities that include their unsubsidized job, work activities, and education and training activities based on the following updated guidance:

- **1/3 CSJ:** Participants placed into 1/3 CSJs receive a payment of $218 for up to 20 hours of activity which may include a combination of work training and a maximum of 10 hours of education and training activities. (Participant working in unsubsidized employment 20 to 29 hours per week)

- **1/2 CSJ:** Participants placed into 1/2 CSJs receive a payment of $327 for up to 25 hours of activity which may include a combination of work training and a maximum of 10 hours of education and training activities. (Participant working in unsubsidized employment 15 to 19 hours per week)

- **2/3 CSJ:** Participants placed into 2/3 CSJs receive a payment of $435 for up to 30 hours of activity which may include a combination of work training and a maximum of 10 hours of education and training activities. (Participant working in unsubsidized employment 10 to 14 hours per week)

The Prorated CSJ Hours Tracking Chart in W-2 Policy Manual Section 7.4.1.4 has been removed to allow for the additional flexibility in assigning hours now afforded in [Wis Stats. s. 49.147 (4) (as).](#)

EXAMPLE: Amanda is a W-2 participant in a 1/3 prorated CSJ placement working 20 hours per week in an unsubsidized job. She told her FEP she would like to be assigned 15 hours of work activities and has no need for education and training hours. Under current policy, this would not be allowed as the maximum hours of assigned work activities allowable for a 1/3 CSJ is 10.

Under the new policy, the FEP could assign Amanda up to 20 hours of work activities, provided the combination of unsubsidized work, work activities, and education and training hours does not exceed 40 total hours per week.

[See the attached updated W-2 Manual Section 7.4.1.4](#)

TRAINING

The Partner Training Team will update any relevant trainings based on this operations memo.

AGENCY ACTION

W-2 agencies must familiarize staff with this updated policy as described in this memo and update any relevant local agency procedures.

ATTACHMENTS

[W-2 Policy Manual Section 7.4.1.4](#)

CONTACTS

For W-2 Policy Questions: [BWF Policy Question SharePoint](#)

For W-2, CARES and WWP Functionality Questions: BWF Work Programs Help Desk BWFworkprogramsHD@wisconsin.gov