



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:	24-02				
DATE:	01/17/2024				
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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 Orientation Policy*

CROSS REFERENCE: [TJ/TMJ Policy Manual Section 6.1 Orientation Activities](#)

EFFECTIVE DATE: February 1, 2024

PURPOSE

The purpose of this memo is to:

1. Announce a policy change regarding the use of stipends to assist Transitional Jobs (TJ) and Transform Milwaukee Jobs (TMJ) participants with the transition to unsubsidized employment; and
2. Describe a policy change increasing the number of hours a TJ/TMJ participant may spend in Orientation Phase.

BACKGROUND

Participants in TJ/TMJ programming have significant barriers to work. The TJ/TMJ Orientation Phase prepares individuals for employment in a subsidized job. Current policy allows for a participant to spend up to 40 hours in Orientation Phase.

The Department of Children and Families (DCF) is increasing the number of maximum orientation hours from 40 hours to 240 hours. Increasing the 40-hour cap allows for contractors to expand orientation activities that help address barriers to employment. This will assist program participants to obtain and maintain subsidized employment and will help ensure participants receive adequate time to acquire job readiness and workplace skills.

POLICYCURRENT POLICY

An individual may participate in the Orientation Phase for up to 40 hours. Stipends paid during orientation may not exceed minimum wage for every hour worked, and hours in orientation do not count towards the maximum lifetime limit of 1,040 hours worked.

NEW POLICY

An individual may participate in the Orientation Phase for up to 240 hours.

[See attached the updated TJ/TMJ Policy Manual section 6.1.](#)

TRAINING

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

AGENCY ACTION

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 Policy Attachment](#)

CONTACTS

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

For TJ/TMJ Processing Questions: DCFDfESBWFContracts@wisconsin.gov

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