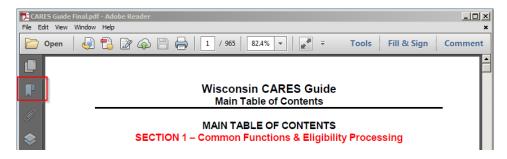
Notice to Wisconsin Works (W-2) Agencies

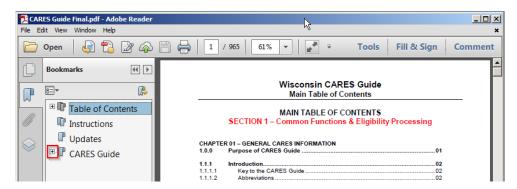
This document has not been updated since **October 1, 2006**. Many parts of this document are obsolete due to the Department of Children and Families' successes in moving case-based CARES screens to CARES Worker Web (CWW). This document has been published as a courtesy copy for other programs until a more updated version can be authored. Please continue to refer to the W-2 Manual, Training, Operations Memos, and Administrator's Memos for the most current information on CARES/CWW.

Wisconsin CARES Guide Using Bookmarks to Navigate

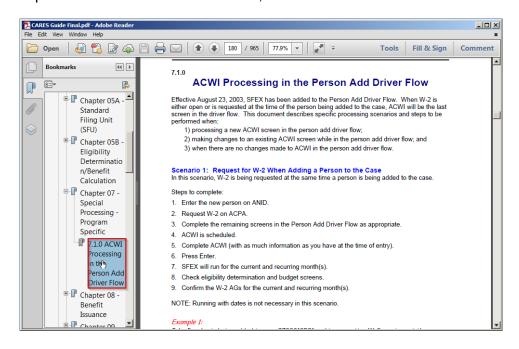
After opening the CARES Guide, click the bookmark icon to the left of the page.



Click the plus signs to show more bookmarks within each section or chapter.



To go to a particular location in the document, click the bookmark labeled with that location.



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Wisconsin CARES Guide

Instructions

LAYOUT:

The CARES Guide is laid out in four main volumes:

- Section 1 Common Functions and Eligibility Processing
- Section 2 Work Programs
- Section 3 Screens and Menus
- Section 4 Reference

Section 1 contains, but is not limited to, general information on CARES, case processing, caseload management, and other functions performed primarily by eligibility workers.

Section 2 contains information on Work Programs such as Wisconsin Works (W-2), FoodShare Employment & Training program (FSET), Learnfare (LF), and Children First (CF) including, but not limited to, referral, enrollment, assessment, reporting of statuses/components, reporting employment information, and disenrollment..

Section 3 contains screen captures of CARES screens and menus and is displayed in menu order. There are future plans to add Reference Tables associated with each screen.

Section 4 contains reference materials such as the Glossary, a listing of acronyms and abbreviations used within the CARES Guide, and an index.

Additional details of what is contained in each section are contained in Chapter 01 – CARES General Information.

NAVIGATION – LINKS and BOOKMARKS:

When accessing the CARES Guide, the first screen that displays is the Cover Page. At the top of the cover page are three options the user may select:

- 1. **Table of Contents** By clicking on this option, the main Table of Contents displays. From the main Table of Contents, only the Chapter/Appendix heading is linked to the actual document, although the entire Chapter/Appendix contents are listed.
 - At this time not all planned chapters and appendices are available. Chapters/Appendices that are available are in blue and have their contents listed with page numbers.
 - Within each completed Chapter or Appendix are bookmarks, displayed on the left side of the screen, which take the user directly to that subsection within the Chapter or Appendix.
- 2. **The Instructions** This is a brief explanation on how the CARES Guide is laid out, navigation techniques, and who to contact for various types of CARES or CARES Guide questions/comments.
- 3. **Updates** As the CARES Guide is updated, this link will provide information related to specific updates. A history will be kept of all updates as additional updates are released.

Wisconsin CARES Guide

Instructions

WHO TO CONTACT:

For CARES system problems and questions, please continue to contact the

CARES INFORMATION AND PROBLEM RESOLUTION CENTER (608) 261-6378

Or e-mail at: carpolcc@dhfs.state.wi.us FAX (608) 267-2269

For problems accessing this CARES Guide online or for questions, comments, or requests for information to be put into future CARES Guide updates, or for a need of clarification to an existing piece, please contact

NANCY MEIER nancy.meier@dwd.state.wi.us (715) 389-8807

NOTE: E-MAIL IS THE PREFERRED METHOD OF CONTACT.

UPDATES

The following is a listing of all updates since the initial issuance of the CARES Guide, which was Released 12/01/00. Each update will include the following

- Release or Effective Date.
- Section, Chapter/Appendix Name and Number
- Subheading Number and Topic Name (if appropriate)
- Brief description of the updates that were made including if the change was to update an already existing piece or if it is a new addition

Abbreviations Used:

Abbreviation	Stands For
AE	Application Entry
BI	Benefit Issuance
BV	Benefit Recovery
CC	Child Care
CCPS	Child Care Payment System
CM	Caseload Management
CN	Client Notices OR Letters & Notices
CR	Client Registration
CS	Client Scheduling
DX	Data Exchange
EDBC	Eligibility Determination/Benefit Calculation
HM	History Maintenance
IV	IVA-IVD
MA, BC, FC, & MMIS	Medicaid, BadgerCare, Family Care, Medicaid Management Information
	System
Section 1	Section 1 – CARES Common Functions & Eligibility Processing
Section 2	Section 2 – Work Programs
Section 3	Section 3 – Screens & Menus
Section 4	Section 4 – Reference
SFU	Standard Filing Unit
SM	Security Maintenance
WP	Work Programs

If you are maintaining a paper copy, please make the following change(s) to coincide with the online CARES Guide change(s).

RELEASE 06-02				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
10/26/06	Section 1 Chapter 08, Version 3 - Benefit Issuance	Revised	Page 9 – Updated ASD and Forms coordinator contacts	
01/01/06	Section 2 Chapter 06, Version 4 – Posting Statuses and Components	Revised	6.4.1.3 – updated this section to reflect changes in status/component listing.	
10/01/06	Section 2 Appendix 01, Version 5 – Definitions of Components & Statuses	Revised	 BE – Adult Basic Education (revised) CE – Career Planning and Counseling (definition modified) CR – Career Advancement Services (definition modified) EL – English as a Second Language (definition modified) ES – Employment Search (new definition) JS – Job Skills Training (new definition) LS – Literacy Skills (definition modified) LF – Life Skills (new component) Note: Previously Life Skills was part of PL – Parenting and Life Skills. MN – Mentor/Coach (definition modified) MO – Job Readiness/Motivation (new definition) OC – Occupational Testing (definition modified) OM – Ongoing Medical (clarification added) PA – Parenting (new component) Note: Previously Life Skills was part of PL – Parenting and Life Skills. PC – Personal Care (definition modified) PD – Personal Development (definition modified) PL – Parenting/Life Skills – removed PR – Physical Rehabilitation (new definition) UE – Up-front Employment Search (new definition) VA – Vocational Adult Basic Education (new component) VE – Vocational English-as-a-Second Language (new component) VL – Vocational literacy Skills (new component) 	

RELEASE	RELEASE 06-02				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed		
10/01/06	Section 2 Appendix 02, Version 5 – Activity Matrix	Revised	 Page 4 – Added LF – Life Skills. Note: Previously Life Skills was part of PL – Parenting and Life Skills. Page 5 – OM – Ongoing Medical Appointment – changes Updates Date of Last Contact on WPWI from N to Y. Page 5 – Added PA – Parenting. Note: Previously Life Skills was part of PL – Parenting and Life Skills. Page 5 – Removed PL – Parenting and Life Skills Page 6 – Added the following new components: VA – Vocational ABD VE – Vocational ESL VL – Vocational Literacy 		
10/31/06	Section 3 Chapter 11, Version 2 – Work Program screens	Revised	Added the following WP screens: WPBD WPBS WPFF WPIN WPJD WPPA WPPS WPRU WPSA WPTP WPTS WPWW		

RELEASE	RELEASE 06-01				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed		
03/01/06	Section1 Chapter 03, Version 2 – Client Registration	Moved/ Removed	 This chapter has been removed from Section 1. The non-eligibility Client Registration portion of this chapter will be added to Section 2, Chapter 02 – Entry Into Work Programs. 		

RELEASE 06-01				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
03/01/06	Section 1 Chapter 08, Version 2 – Benefit Issuance	Revised	Page 9 – updated CARES Information and Policy Resolution Center (CARES Call Center) phone number	
03/01/06	Section1 Chapter 09, Version 2 – Benefit Recovery	Revised	This chapter has been updated.	
03/01/06	Section 1 Chapter 11 – Child Care Payment System	Removed	 This chapter has been removed. Contents from this chapter are now available on the Web. 	
03/01/06	Section 1 Appendix 01, Version 3 – CARES Office Numbers and WDAs	Revised	Updated office listingCosmetic changes, listed out WDAs more completely	
03/01/06	Section 1 Appendix 05A, Version 4 – Reason Codes	Removed	This appendix has been removed from the CARES Guide and will be added to Chapter 49 of CARES Worker Web Process Help.	
03/01/06	Section 1 Appendix 08, Version 2 – Driver Flows	Revised	 Page 1 – Replaced ACDF screen with more up to date screen Removed Eligibility CR Driver Flow diagram Updated Non-eligibility CR Driver Flow diagram Note: AE Driver Flow will be updated at a later time. 	
03/01/06	Section 1 Appendix 10, Version 6 – DWS Regions and WDAs	Revised	Page 2 – Updated listing of Area Administrators	

RELEASE 06-01				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
03/01/06	Section 2 Chapter 06, Version 3 – Posting Statuses and Components	Revised	 Typo corrected (p. 14) – "meets" to "meetings" 6.4.1.3 – Added the following to the chart: OM – Ongoing Medical Appts. UC – Up-front Career Planning/Counseling UE – Up-front Employment Search UR – Up-front Job Readiness/Motivation 6.4.1.3 – Removed the following from the chart: B2 – Self-Initiated 2 Years WJ – WtW OJT SJ – WtW Subsidized Employment – Public OS – Other Subsidized Employment Page 20 – Added the following to the chart: R – Relocated Within Consortium S – Participant Receiving SSI Page 23 – Updated WPCM screen Page 24 – Updated WPCM data element chart 	
03/01/06	Section 2 Chapter 07, Version 2 - Reporting Employment Information	Revised	Page 26 – WPJD – Added JDPA participant tracking screen and instructions on how to begin and end services.	
03/01/06	Section 2 Chapter 09, Version 4 – Exit From Work Programs	Revised	 Page 13 – Removed WtW column in chart Page 18 – In "FSET ONLY" chart, removed erroneously entered BE (Adult Basic Education) and replaced with A1 - Agency Initiated Post Secondary Education Less Than 2 Years. Page 18 – Added paragraph related to the Completion Code and Anticipated End Date used for WP Transfer within the same contract agency. 	
03/01/06	Section 2 Appendix 08, Version 2 – Work Program Driver Flow	Revised	Page 1 – Updated phone number for CARES Call Center.	
03/01/06	Section 2 Appendix 13 – Children First Map	New	Color-coded map that identifies CF counties from non-CF counties and gives the begin year for CF counties. Also contains a chart of CF counties by year and consortiums.	
03/01/06	Section 2 Appendix 14 – WP Office Transfer	New	This appendix details the functionality of the new WP office transfer process.	

RELEASE	RELEASE 06-01				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed		
03/01/06	Section 3 Chapter 01, Version 2 – CR Screens	Revised	Removed the following screens: MNIR		
03/01/06	Section 3 Chapter 18, Version 2 - CU Screens	Revised	Primary Changes: Page 1 – Updated MNCU Page 2 – Corrected Call Center Fax number Added screens for CUFV and CUAH		
03/01/06	Section 4 Index	Revised	Updated index to reflect changes made in Release 06-01.		

RELEASE	05-02		
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed
04/27/05	Instructions		Removed references to WtWAdded e-mail and Fax number for contact
02/04/05	Section 1 Chapter 09 – Benefit Recovery	New	This chapter identifies what Benefit Recovery is used for and gives step by step instructions for processing. Included in this chapter: • Entering a referral • Investigation for potential fraud • How to create a claim • Repayments • Repayment Agreements • How to handle Pre-CARES Claims • Refunds • Job Access Loans • Learnfare Penalties • BV Reports
04/26/05	Section 1 Appendix 02, Version 6 – School Codes	Revised	County Code added to Public School listings

RELEASE 05-02				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
05/12/05	Section 2 Chapter 04, Version 3 – Assessment and Employability/Family Service Plan	Revised	 Page 1 – In the "Formal Assessment" box the following changes were made: Removed CR – Career Advancement Services Removed AO – Occupational Assessment Added AL – Physicians Assessment 	
08/01/05	Section 2 Appendix 01, V. 4 – Definitions of Components and Statuses	Revised	Entire document has been updated.	
04/26/05	Section 2 Appendix 02, V. 4 – Activity Matrix	Revised	 Removed WAA column. This program has ended. Added column entitled "Assessment Activity". Updated cells with corrected data Added three new up-front components UC – UP – Career Plan UE – UP – Emp Search UR – UP – Job Read/Mo Gave rows new look & feel to make chart more readable 	
4/26/05	Section 2 Appendix 11, Version 2 – Date of Last Contact	Revised	Updated chart on page 2	
05/31/05	Section 2 Appendix 12, Version 2 - Work Program Concepts	Revised	 Changed "Food Stamp" to "FoodShare". Changed "Food Stamp Employment & Training" to "FoodShare Employment & Training". 	

RELEASE 05-01				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
11/01/04	Section 1 Chapter 10, V. 2 – Data Exchange	Revised	 10.1.1 – WTPY requests 10.1.6 - DXQW 10.1.8 – DXSU replaces DXQU and DXUB in the driver flow. DXQU is no longer accessed in the application driver flow. 10.1.9 – DXSU query information added and Sections renumbered 10.1.12 – Added alert 324 10.2.0.1 – Important Info Box - Actions needs to be completed 10.2.2 – Added reference to appendix for match type notification. 10.2.2 – Match notification data updated or corrected ("/exchange type//date in the parms"). 10.2.2.2 – Added reference to appendix of alerts New Hire Match moved to 10.3.2 Auto Update section and change to new process 10.2.8 – Unemployment Compensation – update to new process 10.2.8 – Match Section - Sections renumbered 10.2.14 – SSBC – clarification added 10.3.2 – Auto Updates – New Hire section is now part of Auto Update. Auto Updates – Added information on the auto update on EVF's and the ECF. Appendix A – Change to DUI for reporting Appendix D (last page) – Change to the contact list Appendix G – Alerts added Added Appendix H – Match Notification Methods 	
03/29/05	Section 1 Appendix 10 – DWS Regions and WDAs	Revised	Updated Milwaukee County Area Administrator. This position is currently vacant.	
03/30/05	Section 1 Appendix 11, V. 3 – Menus & Screens	Revised	Updated menus and screens to reflect main menu screens in CARES.	

RELEASE 05-01					
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed		
02/25/05	Section 1 Appendix 17 – Short- Cut to Running SFEX With Dates	New	This appendix gives rules of thumb, key points, and steps to running SFEX with dates		
1/21/05	Section 2 Chapter 04 – Assessment and Employabilty/Family Service Plan	New	This chapter describes the screens involved in the assessment driver flow, how they interact with the Barriers Screening Tool, and the screens of the Employability/Family Service Plan.		
04/26/04	Section 2 Chapter 08, V. 2, Reporting Non- participation	Revised	 Page 3 – 8.1.0, Incomplete BST indicator and On-going Assessment indicator information was added Page 3 – "Date range" – additional information was added to this bulleted paragraph Page 7 – 8.3.0, Conditions for Hours to Display on WPMA chart – an additional line was added at the bottom of this chart. 		

RELEASE	EASE 04-02					
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed			
08/18/04	Section 1 Appendix 02 – School Codes, Version 5	Revised	The following school codes were added: 9605 – Zion Lutheran School (Chippewa Falls) 9606 – Martin Luther Christian Day School (Stoughton) 9607 – St. John's Lutheran School (Lomira) 9608 – St. Matthew Lutheran School (iron Ridge) 9609 – Greater Holy Temple Christian Learning Center (Milwaukee) 9610 – Labrew Troopers Military University School (Milwaukee) 9611 – Risen Savior Lutheran School (Milwaukee) 9612 – Holy Wisdom Academy (Milwaukee) 9613 – St. Vincent Pallotti School (Milwaukee) 9614 – St. John the Evangelist School (Milwaukee) 9615 – St. Joseph School (Wauwatosa) 9616 – Woodlands School (Milwaukee) 9617 – Academy of Learning and Leadership (Milwaukee) 9618 – Sparta Area Christian School (Sparta) 9619 – San Juan Diego Middle School (Racine) 9620 – Lake Country Academy (Sheboygan) Changes were made to the following schools: 4690 – North Cape School (Franksville) – Previously listed as Raymond J1 6104 – Washington – Caldwell School (Rick Morgan) – Previously listed as Waterford J1(T) 6233 - Wausau School District - corrected to code 6223. 9299 – Wausau Area Catholic School – previously listed as 9596			

RELEASE 04-02				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
04/26/04	Section 2 Chapter 08 – Reporting Non-participation	New	This chapter details how to report non- participation, how to view non-participation history, and how discusses WPMA – the missing attendance monthly tracking screen. It also contains a section on troubleshooting.	
04/13/04	Section 2 Appendix 10 – Participation Periods	New	Chart that details the W2 participation periods.	
04/19/04	Section 2 Appendix 11 – Date of Last Contact	New	This appendix denotes when to manually update the Dale of Last Contact field on WPWI, when CARES automatically updates the field, and situations when CARES does not update this field. Includes chart of components that, when posted in the Actual phase, update this field.	
04/21/04	Section2 Appendix 12 – Work Program Concepts	New	One page graphic description of the work program concept.	

RELEASE 04-01				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
02/16/04	Section 1 Chapter 8 – Benefit Issuance, Appendix A – Electronic Funds Transfer Procedures for W-2	New	This appendix to the BI chapter provides W-2 agency staff with information on how to establish a W-2 participant in the EFT benefit payment program.	
09/30/03	Section 1 Appendix 02, Version 4 – School Codes	Revised	 Added several new schools Highlighed alpha divisions of public schools in yellow Added Alpha tabs to Private Schools 	
12/29/03	Section 1 Appendix 10, Version 3 – DWS Regions and WDAs	Revised	 Page 2 – Updated Rhinelander Area Administrator Page 2 – Updated Waukesha Administrator 	
01/01/04	Section 1 Chapter 02, Version 2 - Entry Into Work Programs	Revised	Updated to reflect end of WAA program	

RELEASE	RELEASE 04-01			
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
01/01/04	Section1 Chapter 03, Version 2 - Enrollment	Revised	Updated to reflect end of WAA program	
11/19/03	Section 2 WPChapter 06 – Posting Statuses & Components	Revised	 Page 10 – under "Actual Phase", added the following to the first sentence:", or if the individual is W-2, the worker may update from the "S" (scheduled) to the "A" (Actual) phase to process a payment reduction on WPNH if the participant misses the first day of the activity." Page 14 – Added definitions of Formal and Informal Assessment Page 20 - Updated Completion Code Pages 24, 25, 28 – removed references to WAA 	
01/01/04	Section2 Appendix 09 – WP Screens Quick Reference	New	This is a two-part reference tool. Page 1 lists WP screens by functions for a quick reference (may be printed out separately and used for a desk aid) and the remainder of the appendix is an alphabetical listing of where to find WP related information.	
12/30/03	Section 2 Appendix 01, Version 3 – Definitions of Components & Statuses	Revised	 Revised JS – Job Skills Training component Revised MO – Job Readiness/Motivation component Revised PD – Personal Development component Added OM – Ongoing Medical component Removed references to the WAA program – this program ended 12/31/03 per Ops Memo 03-79. 	
12/30/03	Section 2 Appendix 02, Version 3 – Activity Matrix	Revised	 Removed WAA program – this program ended 12/31/03 per Ops Memo 03-79. Added OM – Ongoing Medical component Revised WJ component to reflect removal of WAA Color was added to the chart for easier readability 	
01/01/04	Section 2 Appendix 08 – WP Driver Flow	New	Work Program driver flow	
01/01/04	Section 2 Appendix 09 – WP Quick Reference	New	Desk aid that lists Work Program screens by function and WP related information.	

RELEASE	RELEASE 04-01			
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
02/16/04	Index	Revised	Added – EFT Transfer Procedures for W-2Added Work Program Driver Flow	

RELEASE	RELEASE 03-02				
Release or Effective Date	Location and Indica Addition, Revision, or		What's New or Changed		
11/10/03	Section 1 Appendix 07, Version 2 – Fatal Errors and Abends	Revised	Updated to reflect prior change to CARES Information and Policy Resolution Center (CARES Call Center) FAX number.		

RELEASE	RELEASE 03-01				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed		
08/23/03	Section 1 Chapter 07 – Special Processing – Program Specific Processes	New	Effective August 23, 2003, SFEX has been added to the Person Add Driver flow. When W-2 is open or is being requested at the time a person is being added to the case, ACWI will be scheduled as the last screen in the driver flow. This desk aid outlines specific processes and scenarios on how to process ACWI in the Person Add Driver flow.		
07/08/03	Section 1 Chapter 10 – Data Exchange	New	This chapter details the Data Exchange process. It includes information on accessing and processing data through queries, matches, and automatic updates. It addition, there is an appendix listing within the chapter that contains such things as contact lists, form letters, report listings, data exchange alerts, and more.		

RELEASE	RELEASE 02-02			
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
11/18/02	Section 1 Chapter 5 – Determining Eligibility	New	Overview of how SFU and ED/BC work together to determine eligibility. Includes running with dates, MA cascade, SFED/SFEX, reviews, and verification.	
11/18/02	Section 1 Chapter 05a, Version2 – Standard Filing Unit	Revised	 SFEX has been added throughout 5A.0.0 – 4th bullet point has been modified 5A.1.1 – has CTS added 5A.2.1.16 W-2 – 4th bullet point under "The target for W-2 depends on worker entries on ACPA." has been modified 	
11/18/02	Section 1 Chapter 05b – ED/BC	New	Description of what ED/BC does in general and how ED/BC processes within each program.	
08/05/02	Section 1 Chapter 14, Version 2 – Letters & Notices	Revised	 Renamed Chapter from Client Notices to Letters & Notices Added screen captures Added physical appearance of notice of decision and envelopes 	
07/23/02	Section 1 Appendix 02, Version 3 – School Codes	Revised	 The following schools have been added: Central City Cyberschool of Milwaukee, Inc. (95-64) Ebenezer/Victory Preparatory Academy (9565) 	
07/25/02	Section 1 Appendix 04 – Alerts	New	Listing of Active and Inactive alerts, including number, text, status, condition, who the alert goes to, and what the worker should do when they receive the alert.	
07/18/02	Section 1 Appendix 08 – Driver Flow	New	Client Registration and Application Entry driver flows	
08/01/02	Section 1 Appendix 10, Version 2 – DWS Regions	Revised	Changed name from DES to DWSUpdated Area Administrator's listing	

RELEASE	RELEASE 02-02				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed		
09/10/02	Section 1 Appendix 11, Version 2 – Screens & Menus	Revised	Made font larger Made the following adjustments: MENU		
08/07/02	Section 2 Chapter 02 – Entry Into Work Programs	New	This chapter details the referral process and entry into Work Programs for W-2, FSET, CF, WAA and WtW.		
01/03/03	Section 2 Chapter 03 - Enrollment	New	This chapter details the enrollment process into Work Programs.		
11/26/02	Section 2 Chapter 09 – Exit from Work Programs	New	This chapter details the disenrollment process, WP county/office transfers, and exit procedures for W-2, FSET, CF, WAA, and WtW. It also includes a Program Exit Action chart.		
11/26/02	Section 4 Index	New	Index to the CARES Guide		
08/01/02	Section 4 Reference Table TRTL	New	This is a listing of all reference tables in CARES.		

RELEASE	RELEASE 02-02				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed		
11/27/02	Section 4 – Glossary	Revised	Added the following definitions: BadgerCare Child Care FSET MAPP SeniorCare WAA WtW		

RELEASE 02-01				
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
07/01/02	Instructions	Revised	 Page 1 – Under LAYOUT, changed the word "Volume" to "Section" and added Section 4 – Reference. Page 2 – Under WHO TO CONTACT, changed the phone number of Nancy Meier from (608) 267-0514 to (715) 389-8807 and updated e-mail address. 	
07/01/02	Table of Contents	Revised	 Updated to reflect new and/or changed chapters/appendices. Bookmarks added for ease of locating a specific chapter or appendix. Created Section 4 – Reference. Contained in this section are Abbreviations & Acronyms, Glossary, Index. Appendices 13-16 were changed. 	
05/06/02	Section 1 Appendix 02, Version 2 – School Codes	Revised	This listing was revised. Several schools were added.	

RELEASE	RELEASE 02-01			
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
03/26/02	Section 1 Appendix 05A, Version 2 – Reason Codes	Revised	 Changed name from "Closure and Payment Reduction Reason" to just "Reason Codes". The following codes have been modified: 005 039 068 117 175 352 014 043 077 118 211 354 016 046 080 132 236 365 019 051 082 133 237 370 022 054 084 141 238 372 024 058 090 142 260 401 026 060 097 144 161 409 027 062 112 150 308 415 030 063 113 151 348 417 031 064 114 169 349 032 066 116 170 350 Reason Codes 423 through 482 were added. 	
02/19/02	Section 1 Appendix 11 – Menus & Screens	New	This is a table that contains a list of CARES screens listed under their associated menus.	
07/01/02	Section 1 Appendix 16 – TANF Effective Dates by State	New	This is a chart that lists each state along with its TANF effective date.	
07/01/02	Section 2 Chapter 05 – Supportive Service Tracking	New	Added Work Programs chapter on Supportive Services Tracking.	
07/01/02	Section 2 Chapter 06 – Posting Statuses & Components	New	Added Work Programs chapter on Posting Statuses & Components.	
07/01/02	Section 2 Chapter 07 - Reporting Employment Information	New	Added Work Programs chapter on Reporting Employment Information.	

RELEASE 02-01				
Release or Effective Date	Location and Indica Addition, Revision, or		What's New or Changed	
07/01/02	Section 2 Appendix 01, Version 2 – Definition of Components & Statuses	Revised	The following components or statuses have been added or changed: AA – added AD (definition change) AL (added) AW (added) B2 (added) B3 (added) CP (program change) CR (program change) EI (program change) HO (eliminated) JR (program change) MN (program change) NC (definition change) OJ (definition change) PC (added) P1, P2, P3, P4, P5 (eliminated) PR (definition changed) SD (added) TR (eliminated) WJ (multiple changes)	
07/01/02	Section 2 Appendix 02, Version 2 - Activity Matrix	Revised	Changes were made to coincide with changes to Section 2, Appendix 01, Version 2.	
07/01/02	Section 2 Appendix 04 – DOT Codes	New	This is a listing of Dictionary of Occupational Titles (DOT) Codes used on assessment and employability plan screens.	
07/01/02	Section 2 Appendix 05 – PF Key Functions	New	This is a desk aid that shows the work program PF function keys in CARES.	
07/01/02	Section 2 Appendix 06 – Backdating Rules	New	One page explanation of the Work Program bac dating rules that can be used as a desk aid.	
07/01/02	Section 2 Appendix 07 – Component Desk Aid	New	This desk aid covers component phases, ghost components, and how to report, update and complete an activity.	
07/01/02	Section 4 Abbreviations & Acronyms	New	Listing of Abbreviations and Acronyms and what they stand for.	

RELEASE 02-01			
Release or Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed
07/01/02	Section 4 Glossary	New	Glossary of terms found in the CARES Guide. This will be expanded as the CARES guide is updated.

RELEASE 01-04				
Effectiv Date	Addition, Revision, or Deletion		What's New or Changed	
10/17/0	Section 2 Appendix 03, Version 2 - Clock Extensions Desk Aid	Revised	Revised appendix to provide further clarification on clock extensions.	

RELEASE 01-03			
Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed
07/02/01	Instructions Revised		Page 2 – Who to Contact For accessing the CARES Guide online, Gena Goldade's name and phone number replaced that of Jon Peterson.
07/02/01	Section 1 Chapter 14 – Letters & Notices	Revised	Addition of 14.3.5 – Physical Appearance of Notices. Correction – 14.0.2.1 "Standard text letters are printed centrally (in Madison)". This statement is incorrect. The correct sentence now reads "Standard text letters are printed locally."
07/02/01	Section 2 Appendix 03 – Clock Extensions Desk Aid	New	Desk aid that describes the 60-month clock extensions and gives instructions for CARES entries on clock screens.

RELEASE 01-02				
Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
		New	Added 11.3.2.5 – Sort on CCAR.	
02/01/01	Section 1 Chapter 11 – CCPS	Revised	Update 11.11.4 – Sun. & Sat. dates in 2002 to reflect dates for the current year.	
02/01/01	Section 1 Chapter 14 – Client Notices	New	Added Client Notices chapter. Includes Letters and Notices	

RELEASE 01-02			
Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed
02/26/01	Section 1 Appendix 05A – Reason Code Chart	Revised	Split Appendix 05 – Closure/Reduction Reasons and renamed Reason Codes. Appendix 05A contains an updated chart of Reason Codes. Reference Table TSRC has been replaced by four reason code screens. This change is effective 02/26/01.
02/01/01	Section 1 Appendix 05B – Reason Code Screens	New	See above. This portion of the appendix 05 contains information on Reason Code screens.
02/01/01	Section 2 Appendix 01 – Definitions of Components & Statuses	New	Definitions of components & status including programs for which they are valid
02/01/01	Section 2 Appendix 02 – Activity Matrix	New	A matrix of statuses/components
02/01/01	Section 3 Chapter 18 – Common Utilities Screens	New	Screen captures of CU screens & menu

RELEASE 01-01				
Effective Date	Location and Indication of Addition, Revision, or Deletion		What's New or Changed	
01/01/01	Section 1 Appendix 06 – CARES Production Dates	Revised	Corrected typos and changed EMS to say EBT daily return files instead of EBT monthly return files	
01/01/01	Section 3 Chapter 01 – CR	New	Screen captures of Client Registration Screens & Menus	
01/01/01	Section 3 Chapter 03 – SFU	New	Screen captures of Standard Filing Unit Screens & Menus	
01/01/01	Section 3 Chapter 11 – WP	New	Screen captures of Work Program Screens & Menus	

1.0.0 PURPOSE OF CARES GUIDE

CARES stands for Client Assistance for Re-employment and Economic Support. It is an automated mainframe computer system used to determine eligibility for a number of Wisconsin's major Welfare Reform and public assistance programs including Wisconsin Works (W-2), Medical Assistance (includes BadgerCare and Family Care), Child Care, and Food Stamp programs. It also provides functionality for Work Program case management (W-2, Food Stamp Employment & Training, Children First, Welfare to Work, and Workforce Attachment & Advancement) and a number of reporting functions.

This guide also details how CARES integrates the policy needs of multiple programs into one comprehensive automated system that share functionality and data related to application and eligibility determination for assistance, issuance of benefits, provision of services, and case management. This guide contains specific, detailed information on CARES functionality. It describes screens and screen links, processes and procedures, and requirements needed to process requests for program benefits.

1.1.0 Introduction

The CARES Guide is divided into three main sections.

- Common Functions & Eligibility Processing This section discusses general CARES
 information, the application process and procedures, building the SFU group, how eligibility is
 determined, special processing, and the issuance and recovery of benefits. It also gives
 detailed information on Data Exchange, KIDS/CARES and other interfaces, Letters, Notices,
 Caseload Management, Client Scheduling, and History Maintenance.
- 2. Work Programs This section discusses work program related screens and processes for both eligibility and non-eligibility programs. It details the referral, enrollment, and disenrollment processes. It also gives instructions for completing an assessment and employability/family plan in CARES as well as the reporting of activities, non-participation, online reports, employer matching system, and reporting Entered Employments and associated Follow-Through Contacts.
- Menus and Screens This section of the manual contains screen prints of CARES menus and screens in menu order. Screen explanations within the manual will be linked to these screens for easy access.

1.1.0.1 Key to the CARES Guide

The following is a key to assist users in interpreting this manual.

What is Used	What it Means
<enter></enter>	Enter key (Refers to pressing the Enter key)
CAPITAL LETTERS	Identifies a field label on a screen
"Quotation marks"	Identifies a field entry (generally) in subsystem chapters
Bolded Text	Important information or for emphasis
<u>Underlined</u> Text	Indicates a web hyperlink
Italics Text	Indicates a reference to another manual or handbook

1.1.0.2 Abbreviations

As a point of reference, listed below (in alphabetical order) are some of the abbreviations/acronyms used extensively in CARES. This list is not all-inclusive.

Term	Acronym/Abbreviation For:	What It Is
AG	Assistance Group	Identifier
AE	Application Entry	CARES Subsystem
ВС	BadgerCare	Subprogram of MA
BI	Benefit Issuance	CARES Subsystem
BV	Benefit Recovery	CARES Subsystem
CARES	Client Assistance for Re-employment and Economic Support	System
CC	Child Care	Program
CF	Children First	Program
CM	Caseload Management	CARES Subsystem
CN	Client Notices	CARES Subsystem
CR	Client Registration	CARES Subsystem

Term	Acronym/Abbreviation For:	What It Is	
CS	Client Scheduling	CARES Subsystem	
DES	Division of Economic Support	State agency	
DX	Data Exchange	CARES Subsystem	
ED/BC	Eligibility Determination/Benefit Calculation	CARES Subsystem	
FC	Family Care	Subprogram of MA	
FS	Food Stamps	Program	
HM	History Maintenance	CARES Subsystem	
KIDS	Kids Integrated Data System	Child Support system	
LF	Learnfare	Program	
MA	Medical Assistance (Medicaid)	Program	
MC	Mass Change	CARES Subsystem	
PIN	Personal Identification Number	Identifier	
QC	Quality Control	CARES Subsystem	
SFU	Standard Filing Unit	CARES Subsystem	
SM	Security Maintenance	CARES Subsystem	
SSN	Social Security Number	Identifier	
W-2	Wisconsin Works	Program	
WAA	Workforce Attachment and Advancement	Program	
WP	Work Programs CARES Subsystem		
WtW	Welfare to Work Program		

1.1.1 Organization

The CARES Guide is organized by process flow as much as possible. The screens in the third section are listed by submenu within menu.

A brief description follows of what is in these chapters and appendices for easy reference.

Section 1 – Common Functions and Eligibility Processing Chapters:

- 1. Introduction to CARES Basic overview of: manual organization, system access, security, and administrative structure, confidentiality, differentiating screens from processes, screen standards, navigation, driver flow, system help, printing, communication, and the programs supported by CARES.
- 2. Application Process Describes the standard CARES new application, identifies when individuals must repply, discusses various ways re-applications and re-openings can be done in CARES and how various paper applications relate to CARES.
- **3.** Client Registration (CR) Client registration processes for both eligibility and non-eligibility programs including clearance, the MA Asset Assessment, and CR reports.
- 4. Application Entry (AE) Screen processing for both financial and non-financial screens. It contains the AE driver flow, instructions on how to make changes, do person adds and deletes, use of dates in CARES, change an SSN, and process overrides.

- 5. Standard Filing Unit (SFU) Establishing the Standard Filing Unit (SFU), setting the dates for the eligibility determination, selecting a target and how CARES builds the groups, and MA failure logic (MA cascade).
- **6. Eligibility Determination/Benefit Calculation (ED/BC)** Interrelationships between SFU and ED/BC program specific processes.
- 7. Special Processing Program Specific Process Functions and processes that are unique to a specific program or programs. It also discusses data entry on screens that are not included in the driver flow.
- **8. Benefit Issuance (BI)** Benefit issuance for the W-2 and Food Stamp Program. It also discusses how to issue an auxiliary benefit and query issuance data.
- **9. Benefit Recovery (BV)** Entering a referral for recovery, creating a claim, Job Access Loans, repayments, and refunds.
- **10. Data Exchange (DX)** Queries available in CARES where data exchange takes place such as the State Wage Record match (SWICA), State Wage records, Social Security Administration (SSA) State Data Exchange, etc..
- 11. Child Care and Child Care Payment System (CCPS) Entering and making changes to Child Care cases. CCPS covers the payment system including establishing a provider, assigning a child care provider through the authorization system, attendance reporting, payment issuance, querying both provider and case-related screens, issuance support, related EOS reports, triggers, and alerts.
- **12. KIDS/CARES Interface** Accessing KIDS Integrated Data System (KIDS) and the CARES screens of the KIDS/CARES data interface.
- **13. Client Scheduling** Creating and maintaining staff schedules, (daily schedule, monthly schedule, standard day), creating appointment slots, scheduling client appointments, group scheduling, receptionist check-in, waiting lists, and appointment name match.
- **14. Letters & Notices** Creating and printing standard text letters and printing online notice/letter history. Address hierarchy and notice address hierarchy.
- **15. Caseload Management** Case and caseload transfers and request error prone report. This also includes Alerts and Mail messages. Note that there is also an appendix with alert information.
- **16. History Maintenance** Querying a case or worker audit trail and retrieval of archived data.

Section 1 – Common Functions and Eligibility Processing Appendices:

1. Office Numbers & Workforce Develop Areas (WDA) – This appendix lists the county name and number, non-W-2 eligibility office number, W-2 work program office number, Food Stamp Employment & Training office numbers and WDAs within the state.

- 2. School Codes This contains both public and private school codes. The public schools are listed alphabetically by name. The private schools include address, Department of Public Instruction (DPI) code, and school code assigned by the Division of Economic Support (DES). It also includes other valid codes for English as a Second Language (ESL), home school, and out of state school.
- Participation Status Codes This table contains the Participation Status codes, their
 descriptions, what sets them (SFU or ED/BC or both), programs for which they are valid,
 and additional comments.
- 4. Alerts Contains information on the screen CMCR that allows users to select the display order for alerts. It also contains a table containing information such as the alert number and text, the condition along with the name of the screen or batch program that sets it, who gets the alert, if the supervisor and/or FEP get a copy, when the alert is due, it's retention and priority, and what the worker should do when s/he receives it.
- **5.** Closure/Reduction Reasons Contains information such as the Closure/Payment Reduction Code (number and text), if it is set for the Assistance Group (AG) or individual, who or what sets the code, and why it is set.
- 6. CARES Production Dates Gives the current year CARES Production Calendar dates as they display on Reference Table TBIC. This includes dates for Adverse Action (ACT), W-2 BI Pulldown and W-2 Delayed (W2P and W2L respectively), dates for W-2 payment, and the FS mailing schedule (up until the Quest card is distributed statewide).
- **7. Fatal Errors & Abends** Briefly describes what happens in the system and details the appropriate procedures to follow when a fatal or abend occurs.
- **8. Driver Flows** Layout of driver flow screens for Client Registration (CR) for both eligibility and non-eligibility programs as well as Application Entry (AE).
- **9.** CARES Category Codes Table of codes, descriptions, and whether codes are set for Categorically (Cat) Needy, Medically (Med) Needy, or not applicable for either.
- **10. DES Regions** Map of Division of Economic Support (DES) boundaries and Workforce Delivery Areas (WDAs) in addition to a listing of counties by region and the current Area Administrators for each region.
- **11. Screens Sorted by Menu and Alphabetically** two separate appendices. The first one sorts the screens in menu order, the second one in alphabetical order.
- **12. Eligibility Requirements** Break out of the eligibility requirements of both Medicaid (MA) and BadgerCare (BC) for simple comparison. This DOES NOT give the breakouts for all the different subprograms of MA.
- **13. Abbreviations & Acronyms** Listing of abbreviations and acronyms used in the CARES Guide and what they mean.

14. Glossary – Glossary of terms and words used within the CARES Guide and their definitions.

1.1.2 Work Programs Chapters:

The layout of the section on Work Programs will be detailed in the Work Programs section.

1.1.3 Screens and Menus:

This section of the manual will display screen prints for both menus and screens and will be in menu order. Initially not all screens and menus will be included – this is a work in progress document and will be updated periodically.

1.2.0 GENERAL INFORMATION

1.2.1 Introduction

CARES supports both Economic Support (eligibility) and Work Program operations. CARES integrates many public assistance programs under one client based online system. CARES determines client eligibility, issues benefits, and manages support for the following programs:

1. Child Care (CC)

The child care program provides a subsidy to families who require child care to obtain or retain employment and teen parents in high school or its equivalent. Parents are required to make co-payments based on their income, family size, the type of child care provider, and the number of children receiving subsidy. All eligible families will be funded.

2. Food Stamps (FS)

The Food Stamp program is available to low-income families and individuals that meet the eligibility requirements. It serves individuals and families who have insufficient money to buy the food they need for good health.

3. Medical Assistance (MA)

Wisconsin's term for the Medicaid (Title XIX) program which pays for necessary health care services for eligible individuals (blind, old aged, disabled, AFDC related). There are several categories of MA.

Healthy Start (HS)

This is a Department program that began in 1988 providing medical assistance benefits for pregnant women and children to age 6 years based upon federal poverty guidelines. This also includes children 6 years or over born after 9/30/83 and Continuously Eligible Newborns (CEN).

BadgerCare (BC)

BadgerCare is a public health care program that extends access to health care to uninsured, low-income families with children.

Family Care (FC)

Family Care is designed to help families arrange for appropriate long-term care services for older family members and for adults with physical or developmental disabilities.

4. Work Programs (WP)

Children First (CF)

The non-custodial parent who has no current means of meeting a child support obligation and does not work full-time may be court ordered into the Children First program. Children First is a program that promotes the emotional and financial responsibility that a non-custodial parent has towards his/her child(ren). The program provides job search assistance, work experience, education and training opportunities, and case management services designed to enable eligible non-custodial parents to obtain and retain employment. The Children First program is successfully completed when a participant makes full child support payments for three consecutive months or

completes 16 weeks of employment and training activities. If these goals are not achieved, the participant may be referred to court for appropriate disposition. A successful CF program reinforces parents' responsibility for the continuing growth of the relationship between the child(ren) and the non-custodial parent.

Food Stamp Employment & Training (FSET)

The Food Stamp Employment and Training program serves recipients of food stamp benefits. The purpose of this program is to require adult food stamp applicants and recipients to "register for work". FSET consists of several employment and training components intended to enable FSET participants to move promptly into unsubsidized employment.

Learnfare (LF)

Learnfare is a program designed to assist at-risk students ages 6-17 to maintain and/or improve school attendance. It is for children in families whose parents are in W-2 employment positions who need case management to enable the student to maintain/improve school attendance, gain a high school diploma, and break the cycle of welfare dependency.

Welfare to Work (WtW)

Temporary Assistance for Needy Families (TANF) recipients and non-custodial parents of children receiving TANF assistance benefit from the job placement, training and post-employment support services provided through the Welfare to Work program. The program objectives include job placement, job retention, increased earnings and increased child support collections. Local programs are operated by Workforce Development Boards (formerly Private Industry Councils) in cooperation with Wisconsin Works (W-2) agencies.

Wisconsin Works (W-2)

W-2 is Wisconsin's TANF block grant program for families with dependent children which replaces the Aid to Families with Dependent Children (AFDC) program. Individuals who meet program eligibility requirements are maintained in the WP subsystem to record/document individual activities and services provided to assist the individual to gain and maintain self-sufficiency. The program is available to all parents with minor children, low assets, and low income. Each W-2 eligible participant meets with a Financial and Employment Planner (FEP) who helps the person develop a self-sufficiency plan and determine their place on the W-2 employment ladder. This ladder consists of the four levels that follow:

- Unsubsidized Employment
- Trial Jobs (subsidized employment)
- Community Service Jobs (CSJs)
- W-2 Transition (W-2T).

Workforce Attachment & Advancement Program (WAA)

WAA is a voluntary program for both custodial and non-custodial parents that is aimed to assist in job retention and job advancement. The non-custodial parent, in order to be eligible, must have paternity for at least one child. The program provides individualized services including training, job retention, job readiness/placement and basic skills.

1.2.1.1 Obsolete Programs

Other programs that are currently obsolete but for which there is still data available as history in CARES:

Aid to Families with Dependent Children (AFDC)

Income maintenance payments to low-income households who meet the eligibility criteria. This program sunset when W-2 was implemented.

Job Opportunities and Basic Skills training (JOBS)

This was an employment and training program for AFDC recipients prior to W-2.

Parental & Family Responsibilities (PFR)

This was a pilot program that was designed to promote and preserve families by removing disincentives in the welfare system that serve as barriers to young couples getting married and working. It targeted AFDC applicants under age 20 who were first-time parents and their spouses, and non-custodial parents.

Pay For Performance (PFP)

The goal of PFP was to replicate the working world and reinforce work habits by requiring JOBS participation in exchange for AFDC and Food Stamp benefits.

Self-Sufficiency First (SSF)

The goal of SSF was to explore and use the available personal and community resources that may serve as an alternative to the receipt of AFDC. A strong emphasis was placed on achieving financial independence through employment and/or developing the skills to either obtain a job or advance in a job.

Two Tier

This was a demonstration project in a limited number of counties. New residents of Wisconsin who qualified for AFDC would receive benefits for the first 6 months of Wisconsin residence at the lower levels available in the states from which they moved. This was an attempt to discourage in-migration of low-income people to obtain higher welfare benefits.

Work Not Welfare (WNW)

This program was run in two pilot counties within the state and was focused on employment.

1.2.2 Business Functions and Related Subsystems

CARES provides support for several critical business functions. These business functions are each supported by one or more functional subsystems of CARES logic. Each subsystem has it's own menu(s) or submenus that list primary screens (transactions) in the subsystem and data parameters required to access the screen. Additional subsystem screens are available based on the data entered on the primary screen.

The business functions and related CARES subsystems are listed in the following chart.

Business	Business	CARES Subsystem
Area Applicant Processing	Requests for assistance and application process and application interviews A. Records client information. B. Composes the Assistance Group (AG). C. Determines eligibility. D. Calculates benefit amounts.	 A. Client Registration (CR) This subsystem registers new applications, establishes the filing date for eligibility programs and documents eligibility determination for several work programs. It also collections basic demographic information to establish a unique individual record and link and clearance to link previously known individuals case records (statewide clearance of the Primary Person and other household members). B. Application Entry (AE) AE supports an interactive interview process that collects data which is used to determine eligibility and benefits for the case. Through various driver flows (see the section on Driver Flows within this chapter) it assists the worker in gathering and reviewing the required data. It also allows the worker to go directly to necessary screens to make case changes. C. Standard Filing Unit (SFU) SFU controls the months for which the system should determine eligibility. It also picks a target person for each requested program of assistance, and builds the appropriate groups around the target person, using the program-specific policy regarding who must be tested together.
		D. Eligibility Determination/Benefit Calculation (ED/BC) EDBC determines the eligibility for assistance groups for all requested programs and calculates the correct benefit amount.
Caseload Management	A. Schedules appointments. B. Issues notices and letters. C. Manages fair hearing information. D. Manages other caseload information. E. Monthly Reporting Note: Although Monthly Reporting and it's transactions are now obsolete because of the use of only prospective budgeting, this still exists for query purposes and to enable workers to run with dates for past periods and get the	 A. Client Scheduling (CS) This subsystem allows workers to create schedules and to schedule participants into appointment slots. It also schedules appointments and logs in clients at the office. B. Client Notices (CN) This subsystem creates standardized notices and letters, and free format letters, which are sent to the client. It also stores the notices and allows query and reprint of historical notices and letters. C. Caseload Management (CM) Caseload management is used to establish the structure, i.e., offices, locations, caseloads, etc. by which agencies and workers organize work. It also contains processes for creating and tracking alerts, including the messaging function which allows users to send mail messages to each other. CM also works with Adverse Action processing to close groups which are overdue for lack of review and identifies other case situations which require groups to be run through Adverse
	correct answer.	Action processing. In addition, it contains functionality for workers and supervisors to manage their caseloads through functions such as case and caseload transfers, viewing lists of workers, etc. It also maintains fair hearing data and records case related comments.
Financial Information and Control	This area issues W-2 and FS benefits and recovers AFDC, W-2 and FS benefits.	A. Benefit Issuance (BI) This subsystem issues W-2 and Food Stamp benefits. It is used to request auxiliary payments and handle other types of benefit dispositions. B. Benefit Recovery (BV) This subsystem is used to establish overpayment claims, potential overpayments, and supports the recovery of overpayments
Management Information and Control	This area covers quality control sampling and production of federal, state, and local agency management and statistical reports.	A. Reports (RP) This subsystem collects data from other subsystems and creates statistical reports. B. Quality Control (QC) Quality Control staff use this subsystem to conduct reviews and record the findings. It includes online reports and data keyed results in Federal, State, and local reports.

Business Area	Business Processes	CARES Subsystem
Employment and Training	This area supports eligibility and non-eligibility related work programs. It contains the Work Programs (WP) subsystem used for case management participants for the programs supported by this subsystem.	A. Work Programs (WP) This subsystem supports eligibility work programs W2 and FSET and also non-eligibility work programs such as Children First (CF), Welfare to Work (WtW) and Workforce Attachment & Advancement (WAA). It tracks individuals from enrollment, provides for reporting of activities, components, and disenrollment. It also creates needed Federal and State reports.
Support Functions	This area involves subsystems which serve the rest of the system by performing such functions as interfacing with other state and federal systems, maintaining system security, maintaining system wide reference tables, maintaining data history, and implementing mass changes	A. Mass Change (MC) This subsystem provides a means to process mass eligibility determinations and to make global changes in the CARES system. It also provides the capability to apply policy and administrative changes that may affect the entire caseload or a significant portion of the caseload, and to re-determine eligibility periodically for assistance groups affected by time-dependent events. B. Data Exchange (CX) This subsystem sends and receives data from other agencies. Data comes from state and federal agencies. Use it to verify client information. C. History Maintenance (HM) This subsystem keeps historical data online and offline. D. Security Maintenance (SM) This subsystem controls access to specific cases and functions for users that have already been authorized access to CARES by state security rules to CARES users and maintains basic personnel data. E. MMIS Interface (MMIS) This subsystem exchanges information with the Medicaid Management Information System. F. IVA/IVD Interface (IVA/IVD) This subsystem exchanges data with KIDS. CARES users access some of these subsystems on a daily basis, and others only occasionally. Administrative and state level staff use some of these subsystems, while other subsystems operate almost entirely behind the scenes, having little direct

1.3.0 SYSTEM ACCESS, SECURITY, AND ADMINISTRATIVE STRUCTURE

The hierarchy related to systems security establishes and maintains a formal structure of security, responsibility, and accountability for the confidential information stored in CARES. CARES requires a framework of administrative structure and security access in order for workers to function within parameters outlined in State plans for update and query access to the system

Details on security access may be found in the *DES Security Manual* at http://dwdworkweb/des/manuals/des/securman.htm

1.3.1 Data Exchange Agreements

Data exchange agreements are non-financial data use agreements between DES and its associated partner agencies that are signed by the DES administrator and the other entity's top administrative official. These agreements detail the business purpose for the exchange of CARES data. The agreements form a chain of accountability which holds agencies (and their vendor agencies, if the vendor agency has access) to strict confidentiality requirements.

Agreements must be in place before access to data can begin. Agreements spell out the level of access (i.e., query or update, and specifies the specific screens to which access is allowed). If security requirements are violated, and confidential personal information is compromised to unauthorized parties, the agreement spells out corrective actions that are to be taken, up to and including termination of system access. Agreements must be renewed every two years.

Data Stewards are appointed to maintain these data exchange agreements.

1.3.2 Confidentiality

The Division of Economic Support (DES) and the Department of Health and Family Services (DHFS) operate a number of programs that involve confidential client information. As a matter of public trust, it is the Division's responsibility to ensure that reasonable steps are taken to safeguard sensitive and confidential client and administrative information.

A complete explanation of the DWD Security Policy may be found in the *DES Security Manual*, Appendix 05. Below are some highlights of this policy as it relates to client records and confidentiality.

Access to program documentation and data storage is restricted to those with established and authorized needs. In addition, any computer printouts of information, case record information, etc., must not be left where unauthorized individuals can access it. This information must be secured in locked files.

1.3.2.1 Release of Information:

Requests to verify information or provide copies of screens or reports to other agencies needs to be questioned on two levels:

 Is the information requested, or is the purpose for releasing it, necessary for the Administration of the Programs? (See Wis Stat. 19.62 – 19.69 Personal Information Protection and 49.81 Public Assistance Recipient's Bill of Rights)

Is the person making the request who s/he says they are?

Every attempt must be made to verify there is a legitimate program need for the information and what the information will be used for. Then, and only then, should information be provided. When you are unsure if information can be provided to the requestor, error on the side of caution. Do not provide it until the identity of the requester has been confirmed. It may be possible to confirm by return phone call or FAX the requested information to a known agency phone number. **Do not provide confidential information via e-mail unless you have confirmed the e-mail address of the sender and the e-mail is encrypted**. Where information is shared with contracted/vendor agencies, there should be a data exchange agreements in place which spells out the business and legal need for the information, the specifics about what information will be shared, the conditions under which it will be shared, and the responsibility of the requesting agency to safeguard the information which is provided.

Even where there appears to be a legitimate program and legal need, there may be a valid reason not to provide the information. An example of this is a request for data that we obtain from Social Security On Line Query (SOLQ). Our agreement with the Social Security Administration grants access to the data for the specific purpose of eligibility determination relating to MA, Food Stamps, and W-2. It does not cover providing that information to other agencies for their purposes. They would need to pursue their own agreement with the Social Security Administration in order to obtain access. Other data sources that our programs access on a regular basis include UI Wage Record information and IRS data. These data sources contain very sensitive information and agencies must make every effort not to allow that data to become known to anyone other than authorized staff.

1.3.2.2 Documentation of Requests

Agencies should maintain a log of all requests for information, what staff person and agency requested it, date requested, phone/fax number of the individual/agency making the request and the nature of the request. It may be necessary to have the requesting agency make requests in writing on agency letterhead, stating what information is needed, why it is needed, and what it will be used for. When information is provided verbally, the information provided should be documented in a log or in the case notes.

Additional information on Requests for Information may be found in the *DES Security Manual* – Appendix 5.

http://dwdworkweb/des/manuals/des/securman.htm

1.4.0 SCREENS & PROCESSES (logic)

Screens collect and/or display the data. CARES performs several different types of processes using this collected data.

1.4.1 Screens

Screens capture and/or display data. Each screen has a name and a Transaction code (TRAN code) used to identify the screen as discussed in 1.5.0 of this manual. Screens are laid out so they collect and/or display data on a specific topic. Some topics use multiple screens. Screens are grouped together by topic.

For example, screens APGI, APAA, APEI, APCO, and APNC gather information on the absent parent; screen ANHR collects household relationship information.

1.4.2 Processes

A process may use one screen or multiple screens. It may or may not involve a driver flow. It may cross subsystems.

There are two basic types of processes – batch and online.

1.4.2.1 Batch Processes

Batch is a set of jobs to be processed overnight. They are used to produce benefits and reports, issue notices, and create records for Data Exchange. Batch jobs retrieve and organize data for later use online.

Batch processing can further be divided into daily, weekly, monthly, yearly, and on request. These processes occur behind the scenes in CARES and are essentially invisible to workers.

Examples:

Daily:

On a daily basis, based on information that is initially entered or on changes made to an existing case, daily batch processes print checks, create notices, send CARES information to EDS (Medicaid Fiscal Agent) through the Medicaid Management Information System (MMIS) interface, and requests information from Social Security (as examples).

An example of a daily job that is not run every day is WPFN – Request to "Find" Information in the Work Program subsystem. This job runs twice a week (generally on Tuesday and Friday nights).

Weekly:

Weekly Cycle (WKC) - On a weekly basis, the Medicaid Management Information System (MMIS) processes also create two reports that contain information about cases that are serving a penalty period for divestment of assets updated for the week. The first report contains information about divested individuals who are institutional MA. The second report contains information about divested individuals who are in Community Based Waiver status.

Reports about the error records (based on the type of error) sent by EDS are also created.

Example: (taken from the Medicaid Management Information System [MMIS] training document) EDIT 016: QUESTIONABLE RECIPEINT MATCH BETWEEN CARES AND MMIS

Error Description Field on MIER:

The Error Description contains information about the individual (first initial of first name, middle initial, last name, sex [1 = male, 2 = female, 3 = unknown], DOB, MA ID) found on MMIS with the same SSN as the CARES recipient.

Example of How to Prevent the Edit:

Obtain verification of the individuals SSN (SSN card) when possible and key it into CARES accurately. Be sure to accurately enter name, sex, date of birth in CARES.

These reports are run weekly.

Monthly:

Adverse Action (ACT) - This monthly process determines eligibility for all the individuals triggered by certain subsystems. ACT processes only the current month triggers. This process also triggers letters & notices to the client informing them of program eligibility and benefit amounts.

Other examples of jobs run monthly are Benefit Issuance Pulldown (BIP), W-2 Pulldown (W2P), and the W-2 Benefit Initial Payment (delayed payment) (W2L).

Yearly:

COLA Mass Change (CMC) – The once a year process runs the first weekend of December. For this cycle three files are used that contain details about the individuals SSA increase, SSI increase, PART B increase.

Other:

Reference Table Mass Change (RTM) - This process runs whenever there is change in Federal Poverty Limit (FPL) or Food Stamp (FS) limit or Cost of Living Adjustment (COLA) limit. These limits are changed in a reference table. Individuals currently open as well as individuals closed or denied within the last 30-day period would be affected by this change. These cases are selected and eligibility is re-determined with the new limits. It runs once in April, once in September and once in December.

1.4.2.2 Online Processes

Online processes can be worker or CARES initiated.

Worker Initiated

For example, the worker runs SFED to determine eligibility and benefits for a case. SFED is keyed in the NEXT TRAN field. This starts the ED/BC driver flow. SFED itself is not the name of a CARES screen, but a way to begin a process. CARES schedules screens based on information entered on the screen. CARES automatically does the financial calculations based on income (earned and unearned) and assets. Program eligibility is determined by the system. The results of the eligibility determination must be confirmed by the worker. Benefits are either confirmed or not confirmed by the worker at the end of the process.

CARES Initiated

An example is the FSET sanction process. When the worker enters the non-participation hours and the sanction request, CARES triggers an alert to the primary eligibility worker who then acts on the alert. Once the sanction is posted by the primary eligibility worker, then CARES automatically enters an Actual End Date to the Sanction Request and posts FSET Sanction Pending with the Begin Date and Anticipated End Date (the date the sanction will begin) on WPCH – Component/Status History. If the sanction is denied, CARES will trigger an alert to the work program worker.

1.5.0 SCREEN STANDARDS

In CARES terminology, each screen is known as a Transaction. The Transaction Code (or **Tran Code** as it is called) is a group of 4 letters that identify the screen or transaction. The Tran Code always displays in the upper left corner of the screen.

Currently there are over 1,000 screens in CARES.

Generally, the first two letters (prefix) of the Tran Code identify the subsystem. For example, Work Programs subsystem screens have a WP prefix.

The last two letters (suffix) identify the screen function within the subsystem.

1.5.1 Prefixes

The first two letters of the Tran Code identify the subsystem or a menu. For example, all Client Registration screens have a CR prefix. All menus have an MN prefix.

There are three exceptions to this rule:

- 1. AE subsystem. All AE subsystem screens begin with "A" but not necessarily "AE".
- 2. EDBC subsystem.
- 3. Reports this is a subsystem with no screens

The Tran Code prefixes are:

Prefix	Subsystem	Prefix	Subsystem
CR	Client Registration	QC	Quality Control
AE	Application Entry	WP	Work Programs
SF	Standard Filing Unit	MC	Mass Change
ED	ED/BC	DX	Data Exchange
CS	Client Scheduling	RT	Reference Tables
CN	Client Notices	НМ	History Maintenance
CM	Caseload Management	SM	Security Maintenance
MR	Monthly Reporting	MI	MMIS Interface
BI	Benefit Issuance	IV	IVA/IVD
BV	Benefit Recovery	CC	Child Care

MN	Menus	Each menu is part of separate subsystems
os	Access to Other Systems	Part of screen name, not subsystem

Application Entry (AE) is divided into categories as shown in the table below. All AE Tran Codes begin with the letter A, but the second letter indicates the category. For example, an AE screen that is part of the Asset category has a prefix of AA. A screen that is part of the Individual Information category has a prefix of AI.

Following are the **Application Entry (AE)** categories:

AE Prefix	AE Category
AS	Sequence
AC	Case/Household
AN	Non-financial
	Institutional
	Community Waivers
Al	Individual
AP	Absent Parent
AA	Asset
AF	Financial
AG	Assistance Group
AQ	Queries

EDBC screen prefixes are also broken out by categories. The following are the **Eligibility Determination/Benefit Calculation (EDBC)** categories:

EDBC Prefix	EDBC Category
EE	Eligibility
EA	AFDC
EF	Food Stamp
ER	AFDC-Related MA
ES	SSI-Related
El	Institution
EC	Community Waivers
EC	Child Care
EM	AFDC MA
EB	BadgerCare
EW	W-2

1.5.2 Suffixes

The last two letters of a Tran Code identify a screen within the subsystem. For example, SFCC is the SFU Composition Change screen. SF identifies the subsystem (SFU) and CC identifies the screen (Composition Change) within the SFU subsystem. WPCH identifies the Work Program Component/Status History screen. WP identifies the Work Programs subsystem and CH identifies the screen (Component/Status History) within the Work Programs subsystem. Suffixes are not always composed of the first letters of the words in the screen titles, but are usually taken from somewhere in the title. For example, WPWI is the Update WP Client Information – 1 screen.

1.5.3 Worker Information

The top right corner of every CARES screen displays the name and User ID of the person logged on to the system. It also displays the date and the time the screen was accessed.

1.5.4 Screen Title

Each screen has a title based on the screen's function. The **screen title** is located in the center on the top of the screen. The subsystem menus list the screen title for each TRAN. Subsystem menus can be accessed by **pressing PF4 from any screen in CARES to get to the CARES main menu** and then selecting the menu choice from there. This process is also discussed further in the chapter on screen navigation.

1.5.5 Next Tran and Parms

The Next Tran and Parameters (also called the Parms) fields, located on the bottom of the screen, are used to move from one screen to any other screen in the system. The Tran Code names the CARES screen to be retrieved and data in the Parameters field tells the system what specific data to search for and retrieve. Parameters not in parentheses on the menu the are required parameters - the system will not allow access to the screen unless this information is entered. Parameters in parentheses are optional - they are not required, but can be entered to more specifically identify information to be retrieved. However, on some screens, when querying, optional Parms must be used. Also, in some cases, no particular PARM is required, but at least one of them must be used. Error messages will help identify these situations. Different types of data keyed on the Parm line are separated with forward slashes (/) called delimiters. Delimiters are place holders between data entered on the parm line. Optional data is listed in the order to key on the menu. When keying parms that omit optional data, the delimiter is required so that the system knows what optional data the worker is requesting.

Both required and optional Parms display on the CARES menu.

1.5.6 Screen Colors

CARES screens use color to indicate how fields are to be processed or how they have been processed.

WHITE text indicates display fields, such as field titles, error messages or other data that cannot be changed.

BLUE text indicates literals, which are non-data, informative texts that are not input or display fields. For example, screen titles appear in blue. Literals can not be altered.

GREEN indicates input fields. These are the areas in which the user can enter data if s/he has update security access to that screen.

RED appears on-screen in two situations:

- 1. An **incorrect entry** is entered in an input field. For example, an alpha character is entered in a field designed to accept only a numeric character. When you press <ENTER>, the field changes from green to red and an error message appears at the bottom of the screen.
- 2. A mandatory field is not completed. Mandatory fields must have information entered before the system will process any information entered on the screen. If <ENTER> is pressed without a mandatory field completed, the field changes from green to red.

HOT PINK is used to call attention to the worker and to indicate when certain fields will display on a printed copy. Examples of these include WPAW – Assessment Employment (WP subsystem) where it is used to indicate which fields print on the Employability Plan or Learnfare Family Service Plan and AIWP – Work Programs Referral/Action where it is used to alert the worker press PF24 to process this page.

When accessing a screen in Update mode, the input fields appear in green. When accessing a screen in Query mode, those same fields may appear in white or blue text because they are now display-only fields. In some cases the fields are still green but the worker cannot move the cursor to these fields.

These colors display based on a standard terminal setting. Workers may have other color settings set on their terminal or personal computer. Contact the appropriate local PC support or help desk if assistance is required to set colors according.

1.6.0 HOW TO LOG IN AND OUT OF CARES

1.6.1 How to Log In to CARES Directly

09/17/98 13:24:56 SELECTION SCREEN (USSMSG10) VTAM: LOCWHD4A CBT1 CICSBP CICSDP CICSDP24 CICSP330 CICSFP3 CICSFP4 CICSHP EOSP IMSBP IBM IMAGE IMSFP NOMADP MENUMGR REFRESH TSO WISMART THIS SYSTEM IS FOR AUTHORIZED USERS ONLY; SYSTEM ACCESS IS MONITORED. BY USING THIS SYSTEM YOU EXPRESSLY CONSENT TO THIS MONITORING. EVIDENCE OF UNAUTHORIZED ACCESS WILL BE PROVIDED TO THE APPROPRIATE LAW ENFORCEMENT AGENCIES. ENTER SELECTION HERE: IMSFP

Step 1: At the Selection Screen, key in **IMSFP** in either small letters or caps and press <ENTER>. (The next screen will display for some workers).

DFS2002 8:55:51 TERMINAL CONNECTED TO IMS IMS

Step 2: If the screen shown above displays, press the PF2 key to get to the screen to enter the Logon/user ID and Password.

Enter your User ID and your password in the specified fields.

WELCOME TO IMS ONLINE AT WSRCC

PLEASE ENTER USERID ==>

AND PASSWORD INFO ====>

Step 3: Press <ENTER> and the following screen should display.

ACF01137 DWD046 LAST SYSTEM ACCESS 07.45-04/30/99 FROM LOCWHD4A DFS058I 08:57:06 SIGN COMMAND COMPLETED

Step 4: (A successful logon will display a screen similar to the one shown above.)

If you receive an error message, press PF2. Follow steps 2 and 3 again.

If still unsuccessful, type /EXIT and press <ENTER>. Next type /END and press <ENTER>. Next press PF2 again.

If yet unsuccessful, contact the Security help desk at (608) 261-6827.

Step 5: Type in **PWCSMSOP** and press <ENTER>.

PWCSMSOP

ACF01137 DWD046 LAST SYSTEM ACCESS 07.45-04/30/99 FROM LOCWHD4A

DFS058I 08:57:06 SIGN COMMAND COMPLETED

The initial screen that displays for CARES is the DXBM screen (Broadcast Message screen) which displays pertinent information for users. Be sure to read what is on this screen.

DXBM	BROADCAST MESSAGE 04/30/99 09:05 DWD046 N MEIER
ISSUE DATE	MESSAGE DESCRIPTION
04 30 99	SSN VERIFICATION PROCESSED-EXCHANGE TYPE:SSWS
04 29 99	THE CASE DIRECTORY THAT WAS PRINTED AND MAILED TO
	AGENCIES APRIL 26 WAS A REPRINT OF THE MARCH REPORT.
	AGENCIES MAY USE THE REPORT ON EOS (C717) UNTIL
	PRINTED COPIES ARE AVAILABLE. WE DON'T HAVE A DATE
	WHEN IT WILL BE PRINTED.
04 29 99	SSA BEER WAGE MATCH PROCESSED-EXCHANGE TYPE:IRBW
04 29 99	SSN VERIFICATION PROCESSED-EXCHANGE TYPE:SSWS
04 29 99	NEW VER OF RT TSAT/99 EFF 04/29/99.
04 28 99	SSN VERIFICATION PROCESSED-EXCHANGE TYPE:SSWS
04 27 99	DILHR STATE WAGE MATCH PROCESSED-EXCHANGE TYPE:DLSW
04 27 99	SSN VERIFICATION PROCESSED-EXCHANGE TYPE:SSWS
04 27 99	NEW VER OF RT TDHY/99 EFF 04/27/99.
04 27 99	NEW VER OF RT TRTU/99 EFF 04/27/99. REF. TBL. UNLOAD U
04 27 99	NEW VER OF RT TSDA/99 EFF 04/27/99.
NEXT TRAN:	PARMS: MORE

Step 6: From this screen, press PF4 to bring up the CARES Main Menu screen or key in the desired NEXT TRAN and PARM(S).

```
MNMS
                           WELCOME TO THE CARES SYSTEM
                                                                  04/30/99 09:28
                               SYSTEM SELECTION MENU
                                                                   DWD046 N MEIER
                                     PRODUCTION
 NO. SYSTEM MENU DESCRIPTION TRAN NO. SYSTEM MENU DESCRIPTION
                                                                                TRAN
  1 - CLIENT REGISTRATION (MNCR) 12 - WORK PROGRAMS
                                                                               (MNWP)
  2 - APPLICATION ENTRY
                                  (MNAE) 13 - MASS CHANGE
                                                                               (MNMC)
  2 - APPLICATION ENTRY
3 - STANDARD FILING UNIT (MNSF) 14 - DATA EXCHANGE
4 - ED/BC (MNED) 15 - REFERENCE TABL
                                                                               (MNDX)
                                  (MNED) 15 - REFERENCE TABLES
(MNCS) 16 - HISTORY MAINTENANCE
                                                                               (MNRT)
  5 - CLIENT SCHEDULING
                                                                               (MNHM)
  6 - CLIENT NOTICES
                                  (MNCN) 17 - SECURITY MAINTENANCE
                                                                               (MNSM)
                               (MNCM) 18 - MMIS INTERFACE
  7 - CASELOAD MANAGEMENT
                                                                               (MNMI)
 8 - MONTHLY REPORTED
9 - BENEFIT ISSUANCE
RECOVERY
  8 - MONTHLY REPORTING
                                 (MNMR) 19 - IV-A/IV-D
                                                                               (MNIV)
                                  (MNBI) 20 - ACCESS TO OTHER SYSTEMS
(MNBV) 21 - CHILD CARE
                                                                               (MNOS)
 10 - BENEFIT RECOVERY
                                                                               (MNCC)
 11 - QUALITY CONTROL
                                   (MNQC)
                           *** USE SMSF OR PF10 TO SIGNOFF ***
                  *** PLEASE ENTER THE NUMBER OF THE DESIRED MENU ___
NEXT TRAN:
                       PARMS:
```

1.6.2 How To Log On From the Selection Screen Using MENUMGR

Step 1: Key in MENUMGR at the Main Selection screen and press <ENTER>. The result will be the screen shown below.

```
04/30/99 09:51:01 MENUMGR SIGN ON SCREEN VTAM: LOCWHD4A 3278-2A

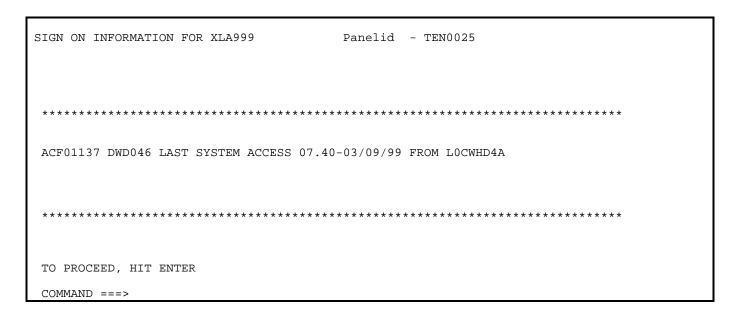
LOGON ID ===>
PASSWORD ===>
New Password ===>
Account ===>
PF1=Help PF3=Logoff

THIS SYSTEM IS FOR AUTHORIZED USERS ONLY, SYSTEM ACCESS IS MONITORED. BY USING THIS SYSTEM YOU EXPRESSLY CONSENT TO THIS MONITORING. EVIDENCE OF UNAUTHORIZED ACCESS WILL BE PROVIDED TO THE APPROPRIATE LAW ENFORCEMENT AGENCIES.

Copyright (C) 1984,1996 Computer Associates International, Inc.
```

Step 2: Key in your logon/user ID and password and press <ENTER>.

Step 3: The result will be the SIGN ON INFORMATION screen. Press <ENTER> to continue. If there have been any invalid passwords since the last logon, the number of invalid passwords will display on this screen.



Step 4: The next screen to display will be the Menu for your logon/user ID.

```
MENU FOR XLA999
                         Panelid - TEN0041
                                                         Terminal - LOCWHD4A
                 Menu=NONE Return to Menu=ATTN Model - 3278-2A Cmdkey=PA3 Return to Logo=PF3 System - TPXITS
  Jump=NONE
                 Menu=NONE
  Cmdchar=/
  Sessid Stat Sessid Stat Sessid Stat Sessid Stat
                _ CICSBP
                                 _ CICSDP
                                                   _ CICSDP24
_ CBT1
                _ CICSFP4
                                 _ CICSHP
_ CICSFP3
                                                   _ CICSP330
                                                   _ IBM
_ EOSP
                _ EOSPM
                                  _ FH
_ TSO
_ IMSBP
                _ IMSFP
                                                   _ WISMART
Command ===> imsfp
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

Step 5: Key in IMSFP and press <ENTER> OR you may also put the cursor on the line in front of the entry and press <ENTER>.

Step 6: Workers may then get the screen shown below. From this step, follow the same logon procedures in steps 2-6 in the directions given on how to logon directly from the Selection Screen.

DFS058I 8:50:48 SIGN COMMAND COMPLETED

1.6.3 How To Log Off from CARES:

Step 1: To exit CARES, from any screen or menu, press PF10.

Caution: When PF10 is pressed, newly entered data on the screen is not saved. Save the data by going to a menu with PF3 or PF4 or by not entering a new Tran Code in the NEXT TRAN FIELD when pressing <ENTER>.

Step 2: Follow the instructions as listed on the screen:

To completely exit:

- Press < ENTER >.
- Type in /RCL and press <ENTER>.

If PF10 is pressed accidentally and the user wants to sign back on to CARES:

- Press < ENTER >.
- Type in PWCSMSOP.

If a user gets disconnected from CARES because of system shut down, a message will display that says "Conversation in Progress" when an attempt is made to log on again. To get back into CARES:

- 1. Type /EXIT and press <ENTER>,
- 2. Then type /END and press <ENTER> and finally
- 3. Type /RCL and press <ENTER>.

An important note to remember is that it may sometimes be necessary to type over the previous command because pressing <ENTER> may not clear the command off the screen.

Step 3: If CARES was accessed from MENUMGR, press PF3 twice to return to the Selection Screen.

1.7.0 NAVIGATION

Navigation in CARES may be accomplished in either of three ways:

- 1. Use of menus or
- 2. By keying in a Transaction (Tran) code and appropriate Parameters (Parms) or
- 3. PF keys.

1.7.1 Next Tran and Parameters Fields

The Next Tran and Parameters fields are used to quickly move from one screen to a different screen in the system. To do this, enter the Tran Code of the desired screen in the NEXT TRAN field and appropriate Parms before <ENTER> is pressed. Pressing <ENTER> displays the requested screen. This "short cut" can save staff keying time. If incorrect parameters for a Tran Code are typed in, the menu that displays the Tran Code and appropriate Parms will display.

1.7.2 Menus

CARES menus list screen names within a particular subsystem and the parameters required to retrieve a specific screen. The CARES Main Menu lists all subsystem menus within the system. CARES has twenty-one subsystems, each sub-system with its own menu. Large subsystems, with many screens, have more than one menu. For example, the Work Programs subsystem has four menus. Other menus may be a single menu but made up of more than one page. In a multiple page menu, the lower right corner will display page 1 of ? (how many pages) and the MORE.... Indicator will display. Press PF8 to retrieve the subsequent page(s)/screen(s) of this menu.

The **System Selection Menu** (CARES main menu) may be retrieved by keying **MNMS** in the NEXT TRAN field and pressing <ENTER>.

Menus can be accessed by keying the menu name in the Next Tran field and pressing <ENTER>. There are no parameters for menus so the Parms field is left blank. Anything entered in the PARMS field is ignored.

While on the System Selection Menu, either the submenu number or the menu tran code may be used to retrieve the submenu. While on a CARES screen, press PF4 to go to the System Selection Menu (main menu) or PF3 to go to the submenu where the screen resides.

- 1.7.2.1 How to Access the CARES System Selection Menu MNMS
- Step 1: Log in to CARES (step by step instructions are contained in 1.6.0 HOW TO LOG IN AND OUT OF CARES).
- Step 2: The first screen after a successful logon will be the DXBM screen. This screen contains important information and should be read. More information on DXBM is contained in the chapter on Data Exchange. (Press PF8 to page forward through DXBM and PF7 to page backward).

Note: DXBM stands for Data Exchange Broadcast Message. This screen is part of the Data Exchange subsystem but is used differently than other screens in this subsystem. See Chapter 10 on Data Exchange for details.

Step 3: Press <ENTER> from DXBM to arrive at the main menu (MNMS).

Step 4: Enter the subsystem menu number in THE PLEASE ENTER THE NUMBER OF

THE DESIRED MENU field and press <ENTER> or key the four alpha character

name of the menu in the NEXT TRAN field.

Note: From any CARES screen you can go to a specific screen by entering the specific Tran Code in the NEXT TRAN field and appropriate parameters in the PARMS field. See the Screens & Menus section for a view of the CARES main menu.

1.7.3 Use of Other Keys

This section explains the use of the Clear Key as well as the various "PF" or "F" keys. For purposes of clarification, "PF" and "F" keys are the same.

1.7.3.1 Clear Key

The "Clear Key" is not a valid key in CARES. CARES is a system that uses only menus, Transaction (Tran) Codes and Parameters (Parms), Driver Flow, and PF keys for navigation.

If the "Clear Key" is pressed by mistake, the result will be a blank screen. To get back into CARES, type in PWCSMSOP and press <ENTER>. This will return the user to the CARES main menu. The screen Tran Code and Parameters for the screen the user was on when the clear key was pressed will be pre-filled in the NEXT TRAN and PARMS field. The screen message "INPUT INTERRUPTION OCCURED - PLEASE CONTINUE PROCESSING" will display. Press <ENTER> to return to the previous screen.

1.7.3.2 PF Keys:

PF (Program Function) Keys appear on the top-most row of the CARES keyboard. They perform various functions, including limited screen navigation. PF Keys are programmed to proceed to pre-determined transactions.

- System-wide PF keys do not navigate to specific screens, but perform more general functions. They perform the same function anywhere in CARES, regardless of screen or subsystem in use.
- Subsystem-specific PF keys perform the same function within a specific subsystem. They do
 not perform the same function on screens in other subsystems. For example, if a worker is on
 a PIN-based screen in the Work Programs subsystem (e.g., WPWI), PF19 in Work Programs
 always retrieves the Non-Participation Record of the individual. Generally speaking, staff can
 not use PF keys to move from one subsystem to another. The exception to this is PF23/24 in
 work programs. PF23 is used to access case comments (CMCC) in the Caseload
 Management subsystem and PF24 is used to add comments if the user has update capability
 to the record.
- Screen-specific PF keys are listed on the lower line of a screen. Screen-specific keys are
 programmed to perform a specific function for that screen only. Not all screens have screenspecific PF keys.

System-wide PF Keys

PF Key	Function	Function Description
PF1	Screen Level Help	Screen level help provides information on how to use the particular screen associated with it.
PF2	Apply Field Help	Placing the pound symbol (#) in a CARES field and
''-	Value Directly	pressing PF2 will allow access to the reference table that
		identifies appropriate values for the field. You must have
		update access to the screen. Key the value in THE
		ENTER SELECTION VALUE field and press PF2 or
		<enter>. You will return to the screen with the value</enter>
		directly entered in the field. Not all CARES fields have
DE0	<u> </u>	reference tables attached.
PF3	Previous Menu	This saves the information on the current screen and
PF4	Main Menu	proceeds to the menu or submenu for the current screen.
PF4	Main Menu	This functions like the PF3, but returns to the main menu rather than the sub-system menu. Information on the
		current screen is saved to the system.
PF5	Cancel, New Screen	This PF key functions as an eraser. If data is miskeyed
		on the screen, this key will cancel what has been keyed
		and provides a new screen to enter the correct data (as
		long as the miskeyed data has not been processed via
		the <enter> key). Information that was entered in the</enter>
		PARMS field will be saved; however, this key is not
PF7	Dravious Dogs	available on all CARES screens.
PF1	Previous Page	Use this key to back page through multiple pages on screens that display a page number on the lower right
		corner and also on the DXBM screen. This PF key also
		works to backpage while in screen level help (PF1).
PF8	Next Page	This PF key works with multiple pages to move from the
		current page to the next page (e.g. from page 2 to page
		3).
PF10	Cancel and Sign Off	This exits the system. New data entered on the current
		screen is not saved when this key is used prior to saving
D =10		the data.
PF12	Cancel and Return to	This returns to the subsystem menu, like PF4, but the
	the Previous Menu	new information entered on the current screen is not saved . This is a handy way to leave a screen when you
		are not sure things are working correctly or want to back
		out and not save data.
		Note: If NEXT TRAN & PARMS are entered, the user will
		go directly to the desired screen when PF12 is pressed.

Subsystem-specific PF Keys

Example:

AE Specific PF Keys:

PF Key	Function	Function Description
PF16	Save/Refresh	Saves the current data and presents a blank screen for entry of new data.
PF17	Redisplay	Saves the current data and then displays the data entered. (Allows the worker to verify what was entered.)
PF18	Skip Current Individual, Display Next Individual	Operates in query mode only. This key skips the current page of data for an individual and displays a page for the next individual in sequence.
PF19	Income Calculator	This key uses a figure that was entered as a weekly, bi-weekly, or semi-monthly amount and converts it into a monthly amount.

Example:

Work Programs Specific PF Keys:

PF Key	Function	Function Description
PF17	Save and Redisplay Screen	Saves the current screen and redisplays it with the most recently entered data displayed. (Allows the worker to verify what was entered.)
PF18	Component/Status History	Transfers to WPCH (Component/Status History) screen.
PF19	Non-Participation Listing	Transfers to WPNP (Non-participation History Listing) summary screen.
PF20	Employment History List	Transfers to WPEL (Employment History List) screen.
PF21	Transaction History	Transfers to WPTN (Transaction History) screen
PF22	WP Client Information	Transfers to WPWI (Work Programs Client Information) screen.
PF23	View Comments	Transfers to CMCC (Case Comments) screen in <i>query</i> mode.
PF24	Update Comments	Transfers to CMCC (Case Comments) screen in <i>update</i> mode.

Note: PF18 through PF24 only work from PIN PARM screens.

Screen-specific PF Keys

Example:

AFEI specific PF Keys:

PF Key	Function	Function Description
PF18	Access ACCC screen	Transfers to the ACCC (Case Comments)
		screen tp review current comments and enter
		detailed employment information such as the
		calculations used to determine the prospective
		income amount.
PF20	Access AFDE screen	Transfers to AFDE (AFEI detail screen).
PF23	Access AFAC screen	Transfers to AFAC – Access to Family Major
		Medical Insurance screen to record information
		concerning access to insurance through this
		employer.
PF24	Re-verify access information	PF24 on this specific screen is used to submit a
		new request for EDS to verify insurance access
		through this employer (e.g., person add or to
		verify that the employer is still contributing a
		certain percent for BadgerCare).

1.8.0 THE DRIVER FLOW

A driver flow is a programmed sequence of screens the system displays depending on when the driver flow is invoked.

When a driver flow is in effect, the system automatically determines screen progression. It examines the entries made on a screen and based on those entries decides which screen should appear next. In this situation, proceed by pressing <ENTER> each time a screen is completed, instead of using the NEXT TRAN and PARAMETERS fields to move forward. This speeds the process and guarantees that all necessary information is collected.

Example:

When processing an application in Application Entry (AE), CARES displays a screen about household resources. If a "Y" (Yes) is entered indicating that the household has a life insurance policy and a vehicle, CARES schedules the detail screens for collecting life insurance policy and vehicle information. If other types of resources indicate an "N" (No) answer, CARES will not schedule the detail screens for those types of resources (such as real property or liquid assets).

1.8.1 Driver Flow in Effect

In **AE**, the driver flow operates in these modes:

- 1. Intake (ASII)
- 2. Eligibility Redetermination (Review [ASER or ASRC], Request for Re-exam, Person Add)
- 3. Asset Assessment (ASAA)
- 4. Query (ACDF)

To invoke the driver flow in **AE**, choose the appropriate sequence from the Initiate Interview (MNII) submenu. For example, ASII is the Intake Application Sequence. If this selection is chosen, CARES invokes the driver flow for an Intake Interview. (See additional information on the AE driver flow under ACDF later in this chapter).

A driver flow is invoked in the CR subsystem for all programs. The Driver Flow is only activated when inputting a new RFA. If the worker exits the CR driver and later wants to return to the RFA, follow the steps below and CARES will resume the driver flow.

To resume the CR driver flow:

Step 1: Key CRIN in the NEXT TRAN field with the RFA number in the PARMS field.

Step 2: Press <ENTER>

The **Work Programs** subsystem has two areas where a driver flow has been programmed. In these drivers, the worker can leave the driver by pressing PF12 or by requesting another TRAN.

1. In the enrollment process, the system will automatically take you to WPEL – Employment History List when you press <ENTER> after completing WPEN – Enrollment. If no previous employment history exists, the system will take you to WPEH – Employment History Detail. If

the individual is a WtW type, the driver will go to WPWT – Update WP-WT Client Information before going to WPEL/WPEH.

2. The Employability Plan is developed by completing two screens, WPJS and WPAS. When you complete WPJS – Employability Service Plan and press <ENTER>, the system automatically goes to WPAS – Employability Service Plan - 2.

A Work Program driver can also be invoked when processing a new W-2 application. It is invoked based on an option within the AE driver. Once invoked, this driver must be completed. If it is not completed, when you attempt to tran to a different work program screen for the same individual CARES displays the first screen that has not been completed in the driver.

1.8.2 Leave and Return to Driver Flow

To exit the driver flow and go to a different screen, key the desired screen name in the NEXT TRAN field and press PF12. When that process is completed, press <ENTER> to resume the driver flow. An exception to this is when newly entered information causes a detail screen to be scheduled.

Use the NEXT TRAN and PARMS line while in the driver flow to return to a previously **completed** screen. CARES will not allow the use of the NEXT TRAN and PARMS lines to jump ahead and skip a screen that has not yet been completed.

1.8.3 Driver Flow NOT in Effect

The driver flow does not operate in Ongoing Mode.

The Driver Flow is only in effect when you have update access to the screen(s). If you have query-only access, the driver flow is not in effect (except for screen ACDF).

1.8.4 ACDF – AE Query Driver Flow

ACDF is an AE guery driver flow used for both open and closed on-going cases.

To access this screen:

Step 1: Key ACDF in the NEXT TRAN field with a case number in the PARMS field

Step 2: Press <ENTER>

While in a driver flow initiated by ACDF, CARES screens can only be updated if the worker already has update capability for the particular case.

ACDF	CASE DRIVER FLOW FOR ONGOIN	IG MODE 10/11/00 14:32
CASE: 910754439	1	WORKER: XDG039 DWD046 N MEIER
	CASE	STATUS: OPEN CASE MODE: ONGOING
CASE DRIVER OPT	CIONS: _ (INITIATE/ RESUME/	TERMINATE)
MRF SCREENS	ALL: _	
	AFEI: _ ACMO: _ AFSE: _	AFUI: _ AFLE: _ AAVA: _ AALA: _
	ANSE: _ AFSP: _ AFDC: _	ACCH: _ ANID: _ ANHR: _ ANLA: _
	AFSC: _ AFUC: _	
ADDITIONAL		
	ACPA: _ ACDP: _ ANDA: _	ANDC: _ ANII: _ ANBR: _ ANPI: _
	ANIC: _ ANDI: _ ANNB: _	APGI: _ APCO: _ APNC: _ AALS: _
	AFMD: _ AFMC: _ AFMI: _	AIWS: _
SFU/EDBC (S	SFED): _	
CASE OVERVIEW A	LL SCREENS: _	INQUIRY DATE (MMDDYY):
NEXT TRAN:	PARMS: 9107544391	

The ADCF driver flow will not work if the case is already in Pending, Simulation, or Review case mode (this displays in the top right corner of client case screens).

Closed cases cannot be updated but are available for query access. After ACDF has been initiated, screens appearing in the driver flow display "ACDF ON" in the MODE field.

1.8.4.1 ACDF Driver:

Step 1: In the CASE DRIVE FLOW OPTIONS: field, enter one of the following:

I = Initiate the driver flowR = Resume the driver flowT = Terminate the driver flow

Note: A worker can tran to another screen (not in the driver flow) while the ADCF driver is

activated. To return to the driver again, enter ADCX in the NEXT TRAN field.

Step 2: If the MRF screens are selected, select the screen to view with an "S" in either ALL or the specific desired screens. (Note that the Monthly Report Form [MRF] process

is currently obsolete.)

Select any ADDITIONAL screens with an "S" if appropriate or desired.

OR

Select SFU/EDBC screens with an "S"

OR

Select CASE OVERVIEW ALL SCREENS with an "S".

Case Overview All Screens displays all of the AE screens that have data entered. If this is selected, selections from the MRF driver flow and Additional driver flow are overridden.

Note: If a **Person Add** is done on ANID while in the driver flow, CARES schedules the

Person Add flow. Once the Person Add flow is complete, the ACDF flow

automatically schedules any other scheduled screens.

Step 3: Continue in the desired driver flow until completed

OR

Accessing another screen by keying the tran name in the NEXT TRAN field and pressing <ENTER> is allowed while the driver is activated but the driver flow must

be resumed and completed.

Step 4: Inquiry Date. This field may be filled in when ALL SCREENS are selected. This

enables the user to view the screen at a point in time historically. Enter the date in MMDDYY format. The date will remain in the PARMS field for all the screens throughout the driver flow. To change the date after beginning the driver flow, tran back to ACDF and terminate the flow. Reinitiate the flow and enter the new date. If a menu displays, CARES was unable to find data entered on the scheduled screen.

Key ACDX on the NEXT TRAN field and press <ENTER> to resume the flow.

1.9.0 SYSTEM HELP

There are several different types of CARES help available. There is field level help (including Reference Tables), screen level help, screen and error messages, and the CARES Information and Problem Resolution Center that is staffed on a regular basis. This section describes each and gives contact names and numbers for system assistance.

1.9.1 Screen Level Help

Pressing **PF1 brings up screen level help**. Screen level help is intended to provide a concise and thorough online description of the screen and data elements contained within the screen.

Screen level help provides a concise description of the screen's purpose and describes in general how one should process the screen. Each field on the screen is defined briefly. Screen level help also identifies which fields have field help available (the name of the Reference Table) and which fields require another type of response. To move forward on screen level help press PF8; to move to a previous page press PF7. Press PF1 to return to the original screen.

1.9.2 Field Level Help

Each screen contains data fields. In some cases the information to be entered is restricted to certain choices. Field level help is likely to exist where specific abbreviations, or codes, must be entered. This consists of a reference table that lists the valid abbreviations or codes for that field and the corresponding text description.

Field level help is available while in update mode. Valid entries are stored on a **reference table**. The screen itself doesn't identify what fields have help available, but screen level help (PF1) does.

To Enter a Value from Field Level Help:

- Step 1: Enter a "#" (pound) sign in the field
- Step 2: Press <ENTER>.
- Step 3: Find the appropriate response and key it in the NEXT KEY field at the top of the screen and press <ENTER>. This will automatically insert that value in the selected field.
- Step 4: To return to the screen without keying in a value, press PF2.

If the pound sign (#) is not removed, the field help will display the next time <ENTER> is pressed. If a "#" is entered and there is no field level help, a message will display at the bottom of the screen.

Note: The appropriate code may be entered without accessing field help.

1.9.3 Reference Tables

Reference Tables are lists of information used in CARES processing. Reference Tables contain many different types of information. Listed below are some examples:

 Codes used for field entry. These are codes representing values that can be entered in various screen fields throughout the system and are usually accessed through field level help on a particular screen.

Note: Field level help is only available while in update mode. If a user has only query access to a screen, reference tables must be accessed as described below:

Step 1: If the reference table name is not known, press PF1 for the screen level

help. This should list the reference table name for the desired field.

Step 2: Follow the instructions below listed under "To Access a Reference Table".

- Changeable parameters and/or logic for system processes. For example, descriptions of alerts, eligibility determination logic, mass change criteria, etc.
- Global Information that is used throughout the system, such as the Benefit Issuance cut-off date for a given month.

A listing of all Reference Tables may be accessed by keying RTDT in the NEXT TRAN field and TRTL in the PARMS field.

To Access a Reference Table:

Step 1 In the NEXT TRAN field, key RTDT.

Step 2 In the PARMS field, key the table ID (this will be 4 alpha characters)

Reference tables may also be accessed through menu MNRT (option 7).

To print out the reference table list, or any individual reference table, use the **Print Screen key**. This will print one screen at a time. For instructions on printing a larger table, see 1.10.3.

Keep in mind that Reference Tables are updated periodically - some more frequently than others - so a printed version of a specific reference table may not always be up to date. The date of last update is shown as the "Effective Date" on the Reference Table display screen.

CARES change dated logic will use reference table values according to the date(s) in effect. For example, when running with dates, CARES logic will use reference table data that was in effect on the run date specified.

To view an older version of a reference table, change the "Effective Date" to one day prior to the current Effective Date. The results will be the table that was in effect prior to the current reference table and the date it was updated last (prior to the current update). To view entries in a reference

table on a specific date, key that date in the EFFECTIVE DATE field and the result will be the reference table that was current for that date.

Following is an example of a reference table:

	99 14:44 6 N MEIER
TABLE ID: TSRC TABLE DESC: SYSTEM REASON CODES AGENCY: 99 EFFECTIVE DATE: 07 01 99 KEY: NEXT KEY: 012	
RSN	PRIO NOTFY
CODE DESCRIPTION	RITY WP
001 Disqualified for Intentional Program Violation - 1st offens	
002 Disqualified for Intentional Program Violation - 2nd offens	
003 Disqualified for Intentional Program Violation - 3rd offens	
004 Pregnancy has not been verified.	2 2
005 Failed to cooperate with the Child Support agency.	3 3
006 State law requires recovery of all overpayments.	4 2
007 A voluntary reduction to pay back an overpayment.	4 2
008 Federal regulations require recovery of all overpayments.	4 2
009 Your AFDC payment has increased.	3 2
010 State/Federal eligibility requirement change.	1 2
011 You did not comply with Monthly Reporting requirements.	2 3
NEXT TRAN: PARMS:	

1.9.4 Error Messages

Error messages occur due to a number of reasons and are always associated with an error message code.

Error messages appear at the bottom of the screen when:

- An incorrect value is entered in a field.
- A required value is not entered in a mandatory field.
- The screen is not correctly completed in some other way or the system cannot carry out the request function. The error message states the cause of the error.

Error messages always begin with a code that is either numeric, alpha, or alpha-numeric. This code is associated with a specific message. Many codes have more of a description than appears on the screen due to a limited number of characters that may display (see example below). To query an error code description:

- Step 1: In the NEXT TRAN field, enter RTDT.
- Step 2: In the PARMS field, key in TERM and press <ENTER>.

Examples:

What displays on the screen:

AAN - PAYMENT SOURCE CODE NOT VALID FOR ENTERED PAYMENT TYPE

What displays on Reference Table TERM for the same code:

Other examples of error messages:

006 - INVALID DATE

AAL - NO NUMERIC CHARACTERS ARE ALLOWED ON CITY FIELD

Y45 - PREGNANCY DUE DATE CANNOT BE LESS THAN EFFECTIVE BEGIN DATE.

To remove the error message, correct the error and press <ENTER> or other required key.

When there are multiple errors, only one error message appears at a time. The first one that occurs in the logic supportive screen processes will appear first. As one error is resolved and the screen is processed by pressing <ENTER>, the prior error message disappears and the next error message appears. The cursor will be on the data element that is in error.

1.9.5 Screen Messages

Screen messages are informational and do not have an associated code.

Examples of screen messages:

RETURN FROM HELP FUNCTION

This indicates that the user has temporarily left the original screen to view additional data from either a screen or field level help function.

NO INDIVIDUALS MET THE SEARCH CRITERIA

This message occurs on WPFN (Request to "Find" Information) in the Work Program subsystem when search criteria has been entered and after processing the screen the result was that there were no matching individuals who met the search criteria.

1.9.6 Help Desk Functions and Assistance

Several types of help desk assistance are available to CARES users. Different types of problems or questions determine where the problem or question is directed. Listed below are the different sources for the types of problems and/or where assistance may be needed. Hours of the Help Desk/Call Center vary according to the type of help desk and the current staff availability. Therefore, hours are not listed here.

Contacting the appropriate help desk and following the procedures below will speed the resolution process.

1.9.6.1 **CARES Information and Problem Resolution Center**

This includes CARES, Policy, Security, and Child Care (except for Day Care Certification). To contact the CARES Information and Problem Resolution Center via telephone, call the main number of the CARES Information and Problem Solving Resolution Center as shown on the following chart if you don't have the direct number or if you are unsure which number to call. If you are calling from a push-button telephone, you will be directed which number to press for the type of assistance needed. These different help functions also have a direct line that is also listed in the table below.

If you are calling from a rotary phone, stay on the line and you will be connected with the CARES/Policy line where you will be transferred to the appropriate number or the worker may call the number directly.

If you know which number to call, dialing the direct number will save you time.

Option	Type of Assistance	Direct Number
Main Number		(608) 261-6317
Selection 1	CARES and Policy (except Day Care Certification)	(608) 261-6378
Selection 2	Child Care – Day Care Certification	(608) 261-4580
Selection 3	CARES & KIDS Security and Administrative Structure	(608) 261-6827
Selection 4	(Currently Not Available)	
Selection 5	Announcements	(608) 261-6828

Note: Child care providers, who request a number to contact state staff, should be given the (608) 261-4580 number.

To contact the CARES Information and Problem Resolution Center for CARES or policy other than Day Care certification by way of **Internet e-mail**, use the address listed below. Workers may choose this option if the response is not needed immediately (as in the instance of policy interpretation).

Internet e-mail for CARES & Policy	carnoloo@dwd.ctata.wi.uc
(other than Day Care Certification)	carpolcc@dwd.state.wi.us.

For an **abend or fatal error**, print the screen and fax it to the number shown below. See Appendix 7 for more detailed instructions and what information is required to be sent.

Fatals & Abends	(608) 266-8358 (FAX)

Do not call the CARES Information and Problem Solution Center for problems with KIDS (other than security) or Energy Assistance.

KIDS Help Desk Number (other than Security)	1-800 360-5437
Energy Assistance (Wisconsin's Low Income Home Energy Assistance Program (LIHEAP)	(608) 267-3680 or <u>www.heat.state.wi.us</u>

To fax forms or information to the Security help desk, send to the number listed below.

Security	(608) 267-0484 (FAX)
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1.9.6.2 **Clocking & Hardware**

Listed below are some of the types of problems that should be directed to the DWD Help Desk:

- 1. CARES clocking.
- 2. Blank screen with a lightning bolt at the bottom.
- Message after you've typed in IMSFP (other than SIGN COMMAND COMPLETED).
- 4. Message after you've typed PWCSMSOP.
- 5. No response to a print request. This means nothing printed after you sent the request.

NOTE: CARES is seldom "down". Most reasons for CARES being inaccessible are related to local hardware (routers as example) or local/state network problems.

DWD Help Desk	(608) 266-7252.	
Milwaukee workers should always call the Milwaukee network .		
Milwaukee Network (414) 289-5819		

1.10.0 PRINTING

1.10.1 Print Screen Function

The Print Screen function is used for printing screens, help screens, and tables. You can print a hard copy of any screen in CARES by pressing the Print Screen key. All of the screen data appears on the print out. This includes any data you just entered.

Do not print screens to give information to individuals who are not authorized to receive it. For more information on confidentiality, see the *DES Security Manual*. http://dwdworkweb/des/manuals/des/securman.htm

Advantages to using the Print Screen key:

- In some situations you can use the printout as a receipt for a client.
- You can print out your worker schedule or a client's appointment schedule.
- Mail messages can be printed.
- Calculations produced while in Simulation mode can be printed and kept for reference.
- Anything needed for documentation can be printed out as a hard copy reference or for inclusion in a case file.

There are also reasons **not** to overuse the Print Screen key. Most information is recorded in CARES, so other documentation is not necessary. It may be helpful to print out certain reference material, but that material is frequently updated and the printout can quickly become out of date.

Don't substitute doing screen prints where a print function using a PF key or screen commands are required. As example, it is a requirement to use PF16 functionality for printing a work program Employability Plan/Family Service Plan. If the PF16 key is not used to print this, it will not be counted in CARES.

1.10.2 Print Function

The print function is used for printing such items as the Combined Application Form (CAF), the Verification Checklist and the work programs Employability Plan (EP).

- Use PF16 to print the W-2/FSET Employability Plan or the Learnfare Family Service Plan.
- On screen AGVC, use the letter "P" in the "Print Verification Checklist" field.
- On screen CRCA, to print the CAF:
 - Enter a "Y" in the "Do You Want To Print The Front Page of the CARES Application Form?".
 - Identify whether you want it to print in English (E) or Spanish (S).
 - Identify the "Printer Number" where the CAF will print.

The Print function will print out data that display in CARES with additional text – depending on what is being printed. The additional text that prints has gone through legal review and is required for the specific document to be valid.

1.10.3 Printing a Reference Table

This method describes how to print out a reference table. This does not print a reference table directly from CARES. The print request generates a trigger to create a report in EOS. This report (containing the requested reference table) will be available to print the following day.

Before using a printed out reference table, you should always query CARES first to determine if the printout is still up to date. Whenever a reference table is updated in CARES, the table name and effective date will display on DXBM. In the example below, Reference Table TSAT, the System Alerts Table, (NEW VER OF RT TSAT) was updated for all counties (/99) with an effective date of 08/09/00 (EFF 08/09/00).

Example:

ISSUE DATE MESSAGE DESCRIPTION

08 09 00 NEW VER OF RT TSAT/99 EFF 08/09/00.

Step 1: In the NEXT TRAN field, key MNRT and press <ENTER>.

NEXT TRAN: MNRT PARMS: _____

Step 2: Choose Option 6 (RTPT).

Step 3: Complete the screen with the ID of the desired reference table, the agency, and the effective date of the reference table. Note: The agency number is equal to the county code (find values in Reference Table TCTY). Generally speaking, use code 99 unless the reference table is specific to an individual county. Key in the current date or no date at all to display the current version. A prior date will display the version that was current at that time.

Step 4: Press <ENTER>.

MNRT	REFE	SLE MENU	08/04/00 07:56		
				DWD046 N MEIER	
NUMBER 1 2 3 4 5	FUNCTION DESCRIPTION DEFINE STRUCTURE DEFINE FIELDS FINALIZE TABLE MAINTAIN DATA MAINTAIN STATUS PRINT TABLE DISPLAY TABLE	RTDS RTDF RTFT RTMD	(TBLID)/(COUNTY TBLID/COUNTY TBLID/COUNTY/EFF TBLID/COUNTY TBLID/COUNTY/EFF	F.DT/KEY	
	ENTER OPTION : TABLE ID : AGENCY : EFFECTIVE DATE : FROM KEY VALUE :	TSRC 99 07 01 00			
NEXT TRAN:	PARMS:				

Step 5: RTPT displays the requested table & information entered in Step 3.

RTPT	PRINT REFERENCE TABLE	08/04/00 08:04 DWD046 N MEIER
TABLE NAME : AGENCY : EFF DATE :	TSRC SYSTEM REASON CODES 99 07 01 00 01	
PF13 CREATE RI NEXT TRAN:	EQUEST PARMS:	

Step 6: Press PF13 to create the Print Request. The following day the table will appear on EOSP.

RTPT	PRINT REFERENCE TABLE	08/04/00 07:22 DWD046 N MEIER
TABLE ID : TSRC TABLE NAME : SYSTE AGENCY : 99 EFF DATE : 07 01 FROM KEY : 01	00	
PF13 CREATE REQUEST NEXT TRAN:		
PF 1/13 HELP-COMMAND L86 - PRINT REQUEST		

Step 7: Query EOSP – CR01

Step 8: Print the table.

Note: A Quick Reference Guide for Viewing CARES Reports for EOS (Enterprise Output Solutions), the on-line report system, may be found at http://dwdworkweb/Notespub/bwiforms It is form #DES11029 – EOS Quick Reference Guide.

-PEDORT INDEX> PINI	אר פ	SBUUE TES	SEOSD E	חמו צממזק פר	01		
-REPORT INDEX> RINDX SSR005 ITSEOSP.EOS.RINDX.UD001 -DIRECTORY SELECTION- USER-> DWD046 TR-> 9728 TP-> 2488233 TL-> 89115K							
-DIRECTORY SELECTION-	- USEK-	-> DWD046	1K	9/20 IP-	2 4400433	TΠ-> 0	SIISK
E0DW 37345		.01		1001 (T001	7.74		
FORM NAME	==> CR	101		APPL. (JOBN	,		
REPORT NAME	==>			DEFERRED ON	LY ==>	<-	ENTER Y
REPORT ROOTNAME	==>						
NOTEPAD HEADER	==>						
				PRINTED REP	ORTS ==>	<-	ENTER
Y/N							
REPORT VERSION	==>			DISPLAYED R	EPORTS ==>	<-	ENTER
Y/N							
REPORT STATUS	==>						
REFORT STITUS	•						
FROM DATE AND TIME	==>	/		EXPIRATION	DATE ==>		
TO DATE AND TIME	==>	',		ARCHIVAL DA			
TO DATE AND TIME	/	/		ARCHIVAL DA	16>		
DEGETALACIA				DOOM NUMBER	_		
DESTINATION	==>	~~		ROOM NUMBER			
OUTPUT FORM	==>	CLASS	==>	LOCAL PRIOR	ITY ==>		
TOP SEARCH	==>	<- ENTER	Y				
WITH TOC ONLY	==>	<- ENTER	Y	SELECTION O	N TOC ==>	<-	ENTER Y

This report is produced daily. If it is requested one day, it will be available the next morning and remain for 10 days from the date it first displays on EOS. After the 10 days, it will be archived for up to 90 day and then will be removed. To request a table print request that is 11-90 days old (archived), use the "R" (Restore) command on that report line in the Report Directory. It will take approximately 1 to 1 ½ hours to restore.

1.11.0 COMMUNICATION

1.11.1 CARES Coordinators

A complete listing of CARES Coordinators may be found in the *Income Maintenance Manual* (IMM), Chapter VII, Part A.

A CARES coordinator should be designated for each agency. This coordinator should be the person who is contacting the CARES Information and Problem Resolution Center. The coordinator should ensure the problem is a CARES problem and not an entry error. The coordinator should also ensure that the problem has not already been called in. The coordinator should have all of the pertinent information about the problem, and have update access to the case so they can implement the corrective measures while talking to the CARES Information and Problem Resolution Center.

The CARES coordinator may be contacted for correct CARES procedures as well as problems.

1.11.2 E-Mail

Users who have access to e-mail, either through the state global directory or through the internet, may use that as a source of contact with the CARES Information and Problem Resolution Center (see 1.9.6.1 in this chapter).

1.11.3 CMMM

Users may also send mail to each other via CMMM – Send Mail Messages screen. This screen can also be used as a tickler file (i.e., for case management) by sending oneself a dated message or alert. See Chapter 15 for instructions on using this screen.

1.11.4 Free Formatted Comments

CARES screens CMCC and ACCC are used to document case comments. ACCC comes up initially in the AE driver flow. Comments entered on ACCC will automatically be displayed on CMCC. CMCC may be used to enter or view comments by either economic support or work programs workers depending on the access one has and the parms used. The CVCC screen contains old Wisconsin Integrated Data System – Work Program Reporting System (WIDS-WPRS) system comments that were converted to CARES. These comments are view only. See Chapter 15 – Caseload Management – for details on this subject.

Other free formatted comments are also entered and display directly on screens in CARES. These comments contained on specified screens are available historically to the worker only if the screen is stored in history.

Section 1 – CARES Common Functions and Eligibility Processing Chapter 05 –Determining Eligibility

5.0.0 INTRODUCTION

Working together, both SFU (Standard Filing Unit) and ED/BC (Eligibility Determination/Benefit Calculation) determine eligibility.

SFU builds the assistance group(s) based on the composition of the household and sets an individual's participation status code for each program of assistance it builds. See Section 1, 5A.0.0 for additional details on SFU.

ED/BC receives the groups built in SFU to further test for financial and non-financial eligibility in this order:

- Non-financial
- Assets
- Income

See Section 1, Chapter 5B.0.0 for additional details on ED/BC.

Once a category for a group (AG) is determined, SFU passes the group to the ED/BC subsystem, which performs individual and group-level non-financial testing, and tests the group for asset and income eligibility. ED/BC then passes the test results back to SFU. If anyone has failed, SFU looks for another group to test, which it passes to ED/BC. This cycle of testing continues until everyone is found eligible or until there are no more groups that can be tested.

Together these two functions determine the total eligibility for Wisconsin Works (W-2), Child Care (CC), Food Stamps (FS), Medicaid (MA), and Caretaker Supplement (CTS). Different programs have different sets of eligibility criteria, based on state and federal laws that are incorporated into policy, which are programmed into and used by CARES to make these determinations.

5.0.1 MA Eliqibility Logic

Known as the "MA Cascade", MA eligibility logic in CARES tests individuals and groups for more than one subprogram of Medical Assistance. This is necessary because an individual may qualify for more than one category of MA based on non-financial and financial (income and assets) eligibility criteria.

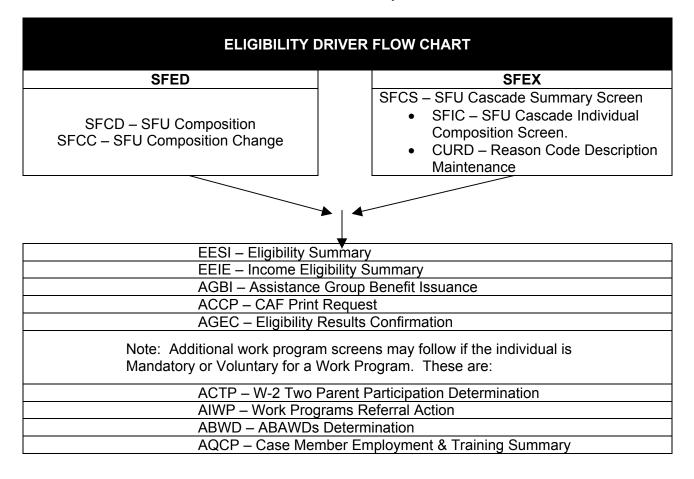
Through the cascade, CARES implements policy that requires each individual to be certified for the MA category that provides them with the most comprehensive medical coverage allowed. The hierarchy in the cascade is set by policy and is based on coverage, length of certification, funding source, and several other factors. The SFU subsystem will first determine the MA category in the hierarchy that will provide the most comprehensive coverage for the most individuals in the household. CARES uses the hierarchy to build and test in sequences each MA category for anyone in the household meeting basic non-financial eligibility requirements. Examples of these basic requirements are age, living arrangement, and relationships.

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5.1.0 ELIGIBILITY DRIVER FLOW

There are two SFU/EDBC driver flows – SFED and SFEX. The main difference between the two is that SFED allows the worker to see what is happening during the process. SFEX does this behind the scenes and the worker sees the summary of what has happened.

Note on SFEX in the Eligibility Driver Flow Chart shown below: SFIC and CURD are not in the actual driver flow but may be selected from SFCS.



SFED is invoked by the intake and review drivers. It can also be keyed in the NEXT TRAN field for direct access.

To begin the **SFED** ED/BC driver flow, follow the steps listed below:

Step 1: Key in "SFED" in the NEXT TRAN field.

Step 2: Key in the "Case Number" in the PARMS field.

Step 3: Press <ENTER>.

SFCD, the Standard Filing Unit Composition Display screen, displays the CARES determination for the standard filing unit (SFU) based on selected non-financial

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information. It also displays a determination for each category of assistance for each month. Reference Table TPTC lists the two-letter participation status codes and provides a description of these codes and for which program(s) of assistance they are used. See Section 1, Appendix 3 – Participation Status Codes within this Guide.

- Step 4: PF8 through the SFCD screen and view the results for each category for each month. Check to see if the CARES results are consistent with what the worker expected. Press <ENTER> on the last SFCD screen.
- Step 5: SFCC, the SFU composition change screen, follows SFCD in the driver flow. SFCC displays the complete eligibility determination using non-financial and financial test results.

CARES displays one SFCC screen for each category of assistance for each month. SFCC shows a payment begin month so the worker knows the month of determination. SFCC also displays the category of assistance and the sequence.

Note: "Sequence" is defined as the sequence number of the assistance group within the case. For example a case with more than one MA R group will have sequences 01 and 02. The sequence number of the assistance group may change when the primary person is changed to an individual who was not previously a member of the household.

On the right hand side of the SFCC screen, CARES displays whether the group passed, failed, or is pending for this category and month. If the group failed or is experiencing a reduction in benefits, it will display up to three reasons (3 individual reasons + 3 assistance group reasons) for this change. See screen CURS for a description of these codes.

Step 6: Check each SFCC screen. Press PF8 to scroll through each SFCC screen and check if CARES is making a correct eligibility determination. At the last SFCC screen, press <ENTER>.

Note: If a change is made within this process, SFED must be run again to determine eligibility with the most recent changes. If the worker does not re-run SFED, and changes have been made, CARES will not use these changes when determining eligibility.

Step 7: After making an eligibility determination, the EDBC driver flow goes to **EESI**, a summary of eligibility results. A summary of the non-financial and asset determinations can be viewed on this screen. EESI also allows the worker to select and view detailed results of these determinations.

BELOW IS HOW SFEX PROCESSES THIS SAME INFORMATION.

To begin the **SFEX** ED/BC driver flow, follow the steps listed below:

Note: In review or intake drivers, SFCD appears first, then Step 1.

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Step 1: Key in "SFEX" in the NEXT TRAN field.

Step 2: Key in "Case Number" in the PARMS field.

Step 3: Press <ENTER>.

Important Note: When SFEX is invoked, the same SFED iterations are run as would be run if SFED were invoked. The difference is with SFEX, all iterations of SFED are run without worker intervention. For this reason, it may take a short time for SFEX to complete. This should not be confused with system "clocking" time. In addition, if CARES tries to run more than 20 iterations of the MA cascade after SFEX is invoked, the following error message will display:

"MA Cascade Looping Problem – Run SFED to view SFCD/SFCC, also check ANHR".

SFCS, the cascade summary screen, displays the CARES determinations that were made in each run of the MA cascade. The "Run Number" on the screen displays which run the information pertains to. The information for Child Care (CC), Food Stamps (FS) and Wisconsin Works (W-2) will always appear on run #01.

Note: CC, FS, and W-2 are not part of the MA Cascade. They are determined along with MA and the results are displayed with MA.

Category, sequence, payment begin date, and payment end date will match the information on the top portion of the SFCC screen if SFED would have been run instead. Additionally, the AG status displays on this screen. Note that the eligibility status on SFCS is the one character abbreviated version:

- "F" Fail
- "P" Pend
- "S" Pass
- Step 4: (Optional) To get to SFIC (the Individual Composition Summary screen), select an AG determination by entering "X" or "S" to the left of any of the determination Run lines. SFIC shows individual participation statuses for each run for the selected AG. It shows the participation status set in SFU as well as the participation status set in EDBC.
- Step 5: (Optional) To retrieve CURD to review a reason code, select a reason code by entering "X" or "S" in front of the desired reason code and press <ENTER>.

Note: Only one item may be selected at a time on SFCS.

Step 6: Press <ENTER> to return to SFCS from either SFIC or CURD.

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SFCC, the SFU composition change screen, shows the last iteration you would have seen if SFED had been run instead of SFEX. This screen can be used to perform overrides.

Step 7: Press <ENTER>.

After making an eligibility determination, the SFEX driver flow goes to the EESI – Eligibility Summary screen. The remainder of the SFEX driver flow matches steps 8 through 27 in the SFED driver flow.

THIS IS THE POINT WHERE THE SCREENS FOR BOTH SFED AND SFEX ARE THE SAME.

Step 8: On EESI, select to view the detailed results of any or all categories. Multiple categories may be selected at one time. Place an "S" or "X" on the line to the left of the non-financial results summary and the asset results summary for each program the group requested and press <ENTER>. Income results will display as a PASS or FAIL and cannot be selected.

Step 9: If EEND or EEAD is accessed, pressing <ENTER> after viewing either of these screens will result in the EEIE screen being presented.

Step 10: After making an eligibility determination, the ED/BC driver flow goes to the **EESI** screen, which is a summary of eligibility results. This displays a summary of the non-financial and asset test results. From this screen, detailed results of the determination can be made by keying an "S" or "X" on the line in front of the result.

Note: The detail screens that display the results do not automatically come up as part of the ED/BC driver flow. They must be selected. After reviewing the detailed results, press <ENTER> to return to the driver flow.

Step 11: EEND displays the detailed non-financial test results. The main function of this screen is to list the individual non-financial test results.

It lists the category, sequence, and month for which CARES made a determination. (The PAYMENT BEGIN DATE indicates the determination month.)

On the right hand side, CARES also lists the overall eligibility status for this category. The possible results are "pass", "fail", or "pend". If an individual failed, or if CARES calculated a reduced benefit, EEND displays the Reason Code and description for the reduction. More information on Reason Codes may be found in Section 1, Appendix 05A and 05B in this guide.

Press <ENTER> after viewing the detailed results to return to the driver flow.

Step 12: CARES will display the next result the worker selected on EESI. Usually this should be a detailed asset test result. The screen names are different depending on the program.

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Each screen provides the category and month for which CARES made this asset test. The month is displayed in the PAYMENT BEGIN DATE column.

CARES displays the overall eligibility determination for this category and month in the ELIGIBILITY STATUS column.

The detailed asset screens break down the countable assets by type. These detailed asset screens list the amounts from various asset screens in CARES. Review these asset amounts to see if CARES is counting the group's assets correctly.

Near the bottom of these screens, CARES totals the assets and compares it to the asset limit for the program of assistance. CARES then displays the result of the asset test for this program at the bottom of the detailed asset screen. Review the asset total and asset limit to see if CARES is making the correct determination.

Step 13: After proceeding through the detailed results selected on EESI, CARES displays **EEIE** – the (Income) Eligibility Summary. This screen displays the following:

- Category and Sequence of the program of assistance
- AG status Open, Closed, Denied, Pended, or Medical Deductible
- Eligibility Status Pass, Fail, or Pend
- Payment Begin Month the month of the determination
- Payment Begin and End Dates
- Benefit amount if applicable

To select detailed results, key an "S" or "X" on the line in front NONFINANCIAL RESULT and/or ASSET RESULT and press <ENTER>. If multiple selections are made, press <ENTER> to view the detailed screens one at a time.

Note: The detailed test result screens are not part of the driver flow and must be selected to be viewed.

If a "?" is entered in a field that CARES uses to determine eligibility, CARES will display EEVC – the Verification Checklist.

Note: Steps 14-18 do not come up when just SFED or SFEX is run.

- Step 14: **ACPQ** Buyer/Payee Questions will come up in the review and intake drivers.
- Step 15 **ACEC** Expected Changes will come up in the review and intake drivers.
- Step 16: ACCP CAF Print Request comes up in the review and intake drivers.
- Step 17: ACCR Child Care Referral Tracking comes up in the review and intake drivers.

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Step 18: AIRF – Agency Referrals comes up in the review and intake drivers.

At this point the AE driver flow is invoked and **AGBI** – Assistance Group Benefit Issuance will display.

Step 19: If a "?" is entered in a field that CARES uses to determine eligibility, CARES will display **AGVC** – Verification Checklist/Extension Notice Request. This checklist may be either printed or mailed.

Step 19a: To print the verification checklist:

- Enter the local printer ID
- Key a "P" in the PRINT VERIFICATION CHECKLIST column.
- Press <ENTER>

Step 19b: To mail the list to the client:

- Key a "Y" in the PRINT VERIFICATION CHECKLIST column.
- Press <ENTER>.

Step 20: Use **ACCP** to print the Combined Application Form (CAF) if needed.

- Key a "Y" in the REPRINT CAF?" field.
- Enter the date of the CAF to be printed in the "DATE OF CAF" field.
- The CAF may be printed in either English or Spanish by entering an "E" (English) or "S" (Spanish) in the LANGUAGE (E/S) field.
- If the PRINTER NUMBER field is blank, go to SMPT to enter a valid printer ID

Step 21: On **AGEC** – Eligibility Results Confirmation, review the results of the determinations.

If the results on AGEC are not confirmed and a change(s) is made to the information on any screen, SFED or SFEX must be run to affect the change(s).

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Step 21a: To confirm eligibility:

• Enter a "Y" in the CONFIRM (Y/N) for each line that is appropriate to confirm. Confirm the result whether the ELIGIBILITY STATUS displays a PASS or a FAIL.

Confirming on AGEC means the worker agrees that CARES made the correct determination.

Step 22: **AGMD** – Establish MA Deductible comes up only if an MA Deductible AG is confirmed. The status of the AG will be "M" rather than D (Deny), O (open), or C (closed).

Step 23: **ACTP** – W-2 Two Parent Participation Determination will display next if the case is eligible for W-2. This screen collects information that CARES uses to make a determination as to whether a group meets the Federal two-parent criteria.

Step 23a: To process ACTP:

- Answer each question with a "Y" Yes or "N" No response
- Press <ENTER>.
- Item #5 TWO PARENT PARTICIPATION RESULTS will display either a system generated "Y" – Yes or "N" – No determination.
 - ➤ If the determination does not appear to be correct, review the responses to all questions on this screen, update responses if appropriate, and press <ENTER> again.
- Press PF24 to process the screen.

Step 23b: To create a new sequence of this screen:

- Press PF16.
- Enter the EFFECTIVE MONTH and YEAR in MMYY format.

Note: A new ACTP sequence does not mean a new W-2 sequence.

Note: The Two Parent Indicator updates the indicator on WPWI and is updated online, real time. FSET and LF individuals will display a blank in this field.

Step 24: **AILW** – Learnfare Sanction will be the next screen to come up if a child in the group is Learnfare age.

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Step 25:

AIWP – Work Programs Referral. If the case is open for either W-2 or FS, the next screen to display will be AIWP. This screen displays the system determined IM Registration Code. Most data on this screen is query only. Updateable fields include:

W2/JOBS:

- RG CD Registration Code
- E/SC RSN Exemption/Special Circumstance Reason
- WP Work Programs Office
- SAN EX Sanction Exemption (used for PFR only, which is no longer a valid program)

FSET:

- RG CD Registration Code
- EXMP RSN Exemption Reason
- WP OFF Work Program Office

These updateable fields are used to:

- Change an exempt W-2 or FSET individual to Voluntary.
- Exempt an individual from FSET

Step 25a: To process AIWP:

 Press PF24. This action creates an automated referral to the W-2 office or FSET office if the individual is either Mandatory or Voluntary for the program.

Step 26:

ABWD – ABAWDS (Able Bodied Adults Without Dependents) Determination screen will display next if the case is open for FS. This screen is a display only screen used to show ABAWD status in open food stamp AGs based on entries made on CARES screens. It is scheduled by confirmation on AGEC whenever an FS AG is confirmed as open.

ABWD displays a series of Y or N switches to reflect CARES data associated with exceptions to the ABAWD rule.

Step 26a: Press PF24 to process/accept the ABAWD determination when it is correct.

Step 27:

AQCP – Case Member Employment and Training Summary finishes the AE driver flow when running SFED for a Work Programs eligible individual. This screen displays a history of work program referrals and includes the following:

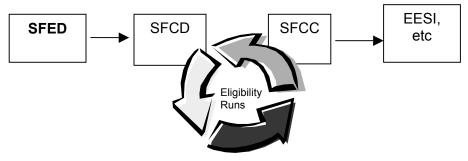
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- Short list number for the individual
- PIN
- System Status
 - E Enrolled
 - S Scheduled
 - R Referred
- Whether the individual is listed on the disenrollment list screen WPDL
- County Code
- Work Program Office Number
- Program to which the individual was referred (WW, FS, or blank for non-eligibility programs only)
- Referral date
- Reg Code
 - M Mandatory
 - V Voluntary
 - E Exempt
 - S FS Sanctioned

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5.2.0 SFED - SFU & ED/BC

SFED (a combination of **SFU** and **ED/BC**) is a process used to determine eligibility for programs of assistance. SFED alternates between SFU and ED/BC until all members of the household have had FS, CC, W-2, and MA eligibility explored completely. <ENTER> must be pressed for each run.



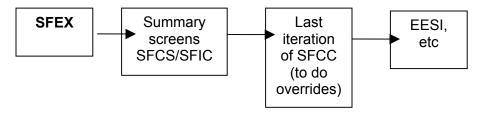
SFED is automatically invoked at intake and at a review.

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5.3.0 SFEX – POWER CASCADE

The SFEX driver flow will do the same exploration of eligibility that was done in SFED but without stopping in each run to allow a change to be made to the target or participation statuses. The target or participation statuses, however, may be changed on the final run on SFCC.

Note: If any information is changed on an AE screen, SFEX will need to be run again.



5.3.1 When to Use SFEX

SFEX may be used in any of the following situations:

- Any worker who can run eligibility (for example: FEP, SSP, ESS) can use SFEX.
- Whenever SFED was used in the past
- When running with dates
- When there's a Medicaid/Healthy Start backdate
- In simulation
- On BadgerCare cases, the auto-run will process using SFEX.

5.3.2 SFEX and BadgerCare

When choosing between a deductible and BadgerCare, if the worker chooses BadgerCare, SFEX will automatically run.

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SFCS – STANDARD FILING UNIT CASCADE SUMMARY

SFCS is the first screen that displays after SFEX is invoked. It can also be tranned to directly by using the case number in the Parms once SFED has been run completely on a case at least once.

SFCS contains each determination in the cascade (eligibility run) for MA, as well as determinations for other AGs.

Individual details (SFIC) and/or AG/Individual reason codes (CURD) may be selected by following the instructions listed below. On SFCS, only one line may be selected at a time.

Place either an "s" or "x" in front of the desired run number Step 1:

Press <ENTER>. Step 2:

Step 3: After viewing the selection, press <ENTER> to return back to SFCS.

Note: Categories that end in "X" or "Z" (examples: FS Z, WW X,) do not have a selection line in front of the run number and cannot be selected.

There is no history to this screen. SFCS will only display the last run of SFED or SFEX whether or not it was confirmed. SFCS will, however, appear on the audit trail.

5.4.1 **Eligibility Runs**

SFCS displays the eligibility run number for the assistance group. For W-2, CC, and FS AGs, there will be only one run number (displayed as 01), since there is no "cascade" for these programs. W-2, CC, and FS will display before the Medicaid determination. For Medicaid subprograms, a run number will display that represents each determination in the cascade.

Example: Level 1 cascade = run 01 Level 2 cascade = run 02

5.4.2 SFIC - Individual Composition Summary

Note: SFIC is not part of the driver flow but may be selected with either an "x" or an "s" from screen SFCS. SFIC may also be tranned to directly by entering the "case/cat/seg/run" in the PARMS field after eligibility has been determined at least once.

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5.5.0 RUNNING WITH DATES

Running with dates refers to running SFED or SFEX with a case number and date in the PARMS field. Run SFED or SFEX with dates to

- Establish eligibility
- Re-establish eligibility
- Account for changes in prior months and determine the effect on eligibility.

To run with dates follow the steps below:

Step 1: Key in "SFED" or "SFEX" on the NEXT TRAN line.

Step 2: Key in the "Case Number/Month, Day, and Year" in the PARMS field.

The month, day, and year should be in MMDDYY format. This month and year is the time period that CARES will look at eligibility.

Step 3: Press <ENTER>.

Important Notes:

- Running with dates can only run for one month at a time in Production.
- Running with dates is not allowed for a future month until after the Benefit Issuance Pulldown (BIP) for that month. BIP is usually the day after Adverse Action. This date may be identified on Reference Table TBIC.

SFCC, SFCD, SFCS, and SFIC screens will only display the month and year for which eligibility is run; the SFED driver flow will not look any different than running SFED or SFEX without a date.

Step 4: If SFED is run, examine all the filing units on SFCD to see if CARES formed the correct assistance groups (AGs). Press PF8 to scroll through the SFCD screens. After examining SFCD press <ENTER>. SFCC comes up next in the SFED driver flow.

If SFEX is run, this information is available on SFCS and SFIC. SFCS and SFIC are also available if SFED is run.

Step 5: If SFED is run, look at each SFCC screen to see if CARES is making a correct determination of eligibility for the chosen month. Press PF8 to view each screen.

If SFEX is run, this information is available on SFCS and SFIC. These screens are also available if SFED is run.

Step 6: Examine all financial and non-financial tests (asset test, if applicable, and income tests) to see if CARES is making a correct eligibility determination.

Step 7: If the determination does not look correct, determine what information does not seem correct. Change this information and rerun SFED or SFEX.

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Step 8: If the determination looks correct, enter a "Y" in the CONFIRM (Y/N) field on screen AGEC.

In the case of a reduction in benefits or if a group is being denied a program of assistance, confirming the reduction or denial when running with dates is not allowed. Issue a manual negative notice if unable to confirm a denial in CARES.

Step 9: In some instances, it may be necessary to run with dates for more than one month. If this occurs, run with dates for the farthest month back first, and then proceed in order through the most recent month for which eligibility needs to be determined.

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5.6.0 REVIEWS

This section explains the following:

- The review procedure in CARES,
- How CARES sets review dates,
- How generated alerts are associated with reviews,
- What happens at Adverse Action and
- How to reopen a case after closure for lack of review,
- Verification and how either a "?" or "Q" or an "NV" or "QV" code in a verification field affects
 the outcome of the eligibility determination for case.

5B.6.1 How CARES Computes Review Dates

When in Intake mode or Review mode, ED/BC computes review dates for all open assistance groups. Additionally, when in Ongoing mode, ED/BC will compute a review date for any newly opened group(s).

In **Intake mode**, ED/BC computes review dates by adding the appropriate number of months to the filing date.

- For Food Stamps, 5 months unless the group is considered an "elderly or disabled" group, in which case ED/BC adds 11 months.
- For Child Care and W-2, it adds 5 months.
- For Caretaker Supplement and most types of Medical Assistance, it adds 11 months. The exceptions are:
 - For income-related MA extensions, ED/BC uses the last month of the extension.
 - For pregnancy extensions, it uses the month wherein falls the 60th day after the expected end date of the pregnancy as entered on ANPI (if the pregnancy has not yet ended) or the actual end date from the same screen if the pregnancy has ended.
 - For Continuously Eligible Newborns, it uses the month containing the child's first birthday.
 - For MA Deductibles, it uses the last month of the deductible, as found on AGMD.

In **Ongoing Mode**, ED/BC computes a review date for each new group that opened. It adds months (as described above under Intake Mode) to the first month for which it's running for that new group.

In **Review Mode**, ED/BC adds months to the current date, as shown below.

• For Food Stamps, 5 months unless the group is considered an "elderly or disabled" group, in which case ED/BC adds 11 months.

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- For Child Care and W-2, it adds 5 months.
- For Caretaker Supplement and most types of Medical Assistance, it adds 11 months. The exceptions are:
 - > For income-related MA extensions, ED/BC uses the last month of the extension.
 - For pregnancy extensions, it uses the month wherein falls the 60th days after the expected end date of the pregnancy as entered on ANPI (if the pregnancy has not yet ended) or the actual end date from the same screen if the pregnancy has ended.
 - For Continuously Eligible Newborns, it uses the month containing the child's first birthday.
 - > For MA Deductibles, it uses the last month of the deductible, as found on AGMD.

Once the review dates for the various Assistance Groups have been determined, ED/BC selects the earliest of those dates and sets it as the "case review date" on AGEC. This date is then used to generate "review due" alerts (see 5.6.2), to generate 45-day review due letters to households, and to select the case for processing at Adverse Action.

The AG-level on AGOR, case level on AGEC and AGOR, and case-level review dates can be seen on AGOR. The dates on that screen are the most recent ones determined in CARES and are stored at Confirmation. The case level review date also appears on AGEC, and is also updated at confirmation. This means that when processing a review and reaching the confirmation screen, the case level review date on the screen will still be the "old" date. Once the eligibility determination(s) have been confirmed, tran back to AGEC or AGOR to see the new date(s).

The worker can change review dates to earlier dates on AGOR. A supervisor can change some to later dates. Some review dates cannot be changed. For example, the review date for an MA Deductible AG must be the last month of the deductible period, and it cannot be changed on AGOR.

5.6.2 Review Alerts

45 days before a review is due, the primary worker on the case receives one of two alerts:

Alert 290 "Review Due, Last Review NFTF" if the most recent review was recorded as a Non-Face-to-Face (NFTF) review.

Alert 291 "Review Due, Last Review FTF" if the most recent review was recorded as a Face-to-Face (FTF) review.

Use these alerts, along with the review history on ANRH and the policy for any assistance programs due for review, to decide whether the upcoming review must be FTF or is allowed to be NFTF.

An additional alert is generated to the Child Care authorizing worker when any FTF review is started. This alert says, "A CC eligibility review has been initiated".

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5.6.3 Review Processing

ASER is keyed to begin a review. The first screen that is presented is ANRQ, which asks if this is a face-to-face (FTF) review.

If the response is "Y", the review will count as a review for all open programs of assistance, and for all programs that have been closed for less than a calendar month. (There is an exception under Food Stamp policy; see 5.6.6 "Re-opening after Closure for Lack of Review".)

If the response is "N", the review will count as a review for all MA programs; MA groups must always be allowed to complete a non-face-to-face (NFTF) review if they wish. A NFTF review will not count for Food Stamps, W-2 or for Child Care.

 Note: An FS group that meets the description of an elderly or disabled group never requires a FTF review, and must have a review every 12 months. However, you must enter a "Y" on ANRQ for the review to count and enter into Case Comments that the review is being made NFTF.

A history of reviews done on a case, and whether each was FTF or NFTF, may be viewed by tranning to ANRH.

5.6.4 Reviews – Adverse Action Processing

At Adverse Action, CARES automatically closes Assistance Groups which are due for review and whose review is not yet complete. These AGs will close even if the review has been started. If a review has been started but not all AGs are confirmed, the case stays in review mode, and the AGs due for review and not confirmed will close.

The AG-level review date for the confirmed AGs will be updated, but the AG-level review date for unconfirmed AGs will not be updated. The case-level date will be recomputed based on all AG-level dates, for both confirmed and unconfirmed AGs.

Note that many Medical Assistance AGs that are due for review will NOT close at Adverse Action. They get a "grace month", and will close the following month at Adverse Action. For example, an MAOR AG is due for review in December. If the review is still not done by Adverse Action in December (for January benefits), this AG will NOT close. At Adverse Action in January (for February benefits), the AG will close. There are exceptions to this process; time-limited MA AGs do not get the grace month. "Time-limited" AGs include MA extensions, continuously eligible newborns, and MA deductibles.

Specific AG Types that are Considered "Time-Limited"		
ME C	ME T	
ME D	MN	
ME I	NN	
ME P	NE P	
ME S		

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Additionally, The Following Types are	Time-Limited IF There is a Deductible
NAOR	NHSP
NHSC	NS

5.6.5 Running Online When Review is Due

When running SFED or SFEX in the month the review is due AND the run date is before Adverse Action, the AG will not close for lack of review. This is to prevent groups from closing "too soon". For example, if FS are due for review in January, and SFED or SFEX is run on January 7th, CARES will run for February, and will not close the AG for lack of review.

However, once Adverse Action processing has closed an AG for lack of review, running SFED or SFEX will not open the closed AG until the review is processed.

5.6.6 Reopening After Closure for Lack of Review

Once an AG has closed for lack of review, the AG can be re-opened by processing a review. (See below for Food Stamp-specific policies and procedures.)

After Adverse Action, but before the end of the month, simply processing the review should re-open the assistance groups that have closed, including Food Stamps.

On or after the first day of the first month of closure, but before the end of that first month of closure, processing the review will reopen the closed AGs.

After the end of the first month of closure, a new application is required to re-open an AG that has closed for lack of review. If all AGs are closed, this means the case must come through Intake. If any AG remains open, re-opening the closed groups requires the worker to follow Request for Re-Exam (RRE) processing.

For Food Stamps, once the review-due month passes, a new signed application is required. If FS is the only AG in the case, then an Intake must be done. If any other AG is open, the worker must use RRE processing.

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5.7.0 VERIFICATION

Certain data items require verification. If the verification is not furnished, the group(s) affected by the item must pend or fail.

Verification entry fields are located on screens that collect detail information (for example, AFEI for earned income) and on gatepost question screens (for example, AFEQ for employment questions).

Verification fields on detail screens are two-character fields, and valid entries are in reference tables which can be accessed by entering "#" sign in the specific field. For most of these fields, if a "?" or "Q?" is entered, affected groups will pend. Entry of "NV" or "QV" will cause affected groups to fail for reason code 112. Entry of "WN" will cause W-2 and Child Care to fail and other groups to pend. (This is because the verification timeline for W-2 and Child Care is shorter than for other programs.) Entry of any other code will allow affected groups to pass.

On gatepost question screens, valid entries are Y, N, F, ?, and O.

Entry	Description	Result
Υ	Yes	Allows groups to pass
N	No	Allows groups to pass
F	Failed or refused to answer the question	Affected groups will fail with Reason Code 113
?	This question not yet answered	Affected groups will pend
О	Question not yet answered, and the verification period for W-2 and Child Care has passed	Will fail W-2 and Child Care and will pend other affected groups

CARES does not automatically track outstanding verifications, workers must use alerts and manual processes to track these. Alerts are sent on Monday mornings to tell workers about verification due dates which fall on Tuesday through the following Monday.

If an AG failed or is pending for verification, the query driver (ACDF) is useful for finding the field with the "?" or "Q?" or "NV" or "QV" entry.

Example of how to use verification entries for multiple programs of assistance: On 11/04/02, a household applies for MA, FS, Child Care, and W-2. The household has not yet provided verification of earnings. The worker enters "?" or "Q?" in the appropriate fields on AFEI. This causes the item to appear on the verification checklist. At the end of the 7-day timeframe for verification for Child Care and W-2, the worker changes the "?" or "Q?" to "WN", and runs SFED or SFEX. W-2 and Child Care will now fail for reason code 112, while MA and FS continue to pend. At the end of the 30-day timeframe for those programs, the worker changes "WN" to "NV" or "QV" and runs SFED or SFEX. This keeps Child Care and W-2 closed, and denies the other programs, setting reason 112.

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5A.0.0 STANDARD FILING UNIT (SFU) INTRODUCTION

SFU does the following:

- Controls the months for which the system will determine eligibility.
- Picks a target individual for each program of assistance, and builds the appropriate group around that individual, using the program-specific policy regarding who must be tested together.
- Sets individual and Assistance Group (AG) level ineligibility reason codes by program.
- Sets a participation status code for each individual in the household for each program of assistance it builds. These statuses may be changed later by the Eligibility Determination/Benefit Calculation subsystem (ED/BC). The status set by SFU is the "original" participation status, and the status at the end of ED/BC's run is the "final" participation status. The original participation status determined by SFU can be viewed on SFCD, and the final participation status after ED/BC has run can be viewed on SFCC. Both the original and final participation status codes can also be viewed on SFIC. SFU will generally fail an individual only when certain non-financial eligibility requirements (such as relationship, living arrangement or age) are not met. More non-financial requirements (such as SSN cooperation) are tested by ED/BC.

More information on Participation Status Codes may be found in Appendix 03.

After SFU has built the group for a program of assistance, it passes that group information to ED/BC, which determines non-financial and financial (asset and income) eligibility for each individual in the group and for the group itself (see ED/BC, below). ED/BC then passes information about any individual or group failures back to SFU, which uses the information to attempt to find other groups to build for the failed individuals. This cycle back and forth between SFU and ED/BC continues until SFU determines that there are no more possible assistance groups to build for any failed individual ("failure logic" is also known in Medicaid as "the cascade").

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5A.1.0 SETTING THE DATES FOR THE RUN

This section is divided into two main sections – Intake and Ongoing. Within each of these sections it will be broken down by program.

5A.1.1 Intake

- When a case is in Intake Mode, SFU starts building groups based on the filing date, which
 appears both on ACCH and on ACPA. It then sets the actual begin date based on program
 policy. SFU will then build from the first of the month for each additional month through the
 recurring month for which this run must occur.
- For **Food Stamps**, the begin date will be the filing date; the first month's benefits will be prorated if the AG is eligible.
- For Medicaid (including Healthy Start and BadgerCare) the begin date will generally be the first
 of the month in which the filing date falls (unless there's a backdate request see below).
 There are exceptions:
 - For **Institutions MA**, the begin date cannot be earlier than the Date of Most Recent Institutionalization, as recorded on ANII.
 - For **Community Waivers MA (including PACE/Partnership)**, the begin date cannot be earlier than the Program Start Date, as recorded on ANCW.
 - QMB, SLB, and QDWI will be built beginning with the month after the current date.
 - For **Family Care**, the begin date cannot be earlier than the Enrollment Date, as recorded on ANFR.
 - If a backdate is requested on ACPA, the begin date will be the first date of the earliest backdate month policy allows. Examples of exceptions include Institutions MA (see above) and BadgerCare, for which there is no backdate.
- For **W-2**, the eligibility begin date will be the filing date.
- For Child Care, the begin date is the first day of the month in which the filing date falls.
- For **Caretaker Supplement**, the begin date is the first day of the month in which the filing date falls.
- Information regarding **SeniorCare** is currently not available.

5A.1.2 Ongoing

When a case is in ongoing or review mode, the begin date for each AG depends on the status of the AG, and upon any changes made to ACPA.

• For an already open AG, SFU will set a begin date to the first of the recurring month.

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- For a closed or never-open AG, where no changes have been made to ACPA in the last 31 days, and the current date is earlier than the closure date for the AG (i.e. the closure has not yet taken effect), SFU will set the first of the recurring month as the begin date. If the current date is after the closure date, then SFU will build from the current date.
- If an AG that has been closed for at least a calendar month or has never been open, and there has been a change on ACPA within the last 31 days, then SFU checks the override filing date on ACPA. If that date is after the closure date for the AG, then SFU will set the AG begin date to the override filing date. If the override filing date is earlier than the closure date, then SFU will set the AG begin date to the day after the closure date.

5A.1.3 Running with Dates

When the worker passes dates to run SFED or SFEX, SFU will build for the dates that are passed. There is one exception: SFU will never run for dates earlier than the most recent filing date on ACCH. For example, if a case applies on 10/6/00, that is the filing date on ACCH. If this case opens, and then closes for 6/30/01, and then re-applies on 12/2/01, the new filing date on ACCH will be 12/2/01. SFU won't be able to run with dates for any period before 12/2/01.

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5A.2.0 SELECTING A TARGET AND BUILDING THE GROUP

SFU uses request information entered on ACPA, along with relationship information from ANHR, program policy for each program of assistance and information from ED/BC, to build groups and set participation statuses for household members.

If there is not a request for a particular program of assistance and the program has never been open, or has been closed for at least a calendar month, SFU will build a "dummy" AG – an AG with "Z" as its last letter. It will fail the "Z" group with reason code 054. For example, if Food Stamps are not requested, SFU will build an FS Z group.

If the group is open or was open within the last calendar month and now there is no request for the program of assistance, SFU will build the "regular" AG. For example, if FS is open and the household no longer wishes to receive FS, the worker enters "N" on ACPA. SFU will rebuild the existing FS group, and fail it with reason code 054. Later, when the group has been closed for at least a calendar month, subsequent runs of SFED or SFEX will result in an FS Z being built as described above.

- If there is a request for a particular program of assistance on ACPA, and SFU cannot find a legitimate target, SFU will build another type of "dummy" AG an AG with "X" as it's last letter. For example, the target for an FS group is always the Primary Person (see below). If FS are requested on ACPA and the PP lives in a nursing home, the PP is not considered a valid target, so SFU will build FS X. Similarly, any subprogram of Medicaid must have a child, a pregnant woman, or an elderly, blind, or disabled individual as its target. If MA is requested and there is no such individual in the household with a correct relationship to the Primary Person, SFU will build MA X because it can not find a valid target.
- Whenever an individual is determined to be "ineligible", their actual participation status will depend on their relationship to others in the household, and on their request status on ACPA, and other reasons for being determined ineligible. Consult Appendix 03 -Participation Status for more detail as to when and why various participation statuses are set.
- Note that descriptions and information about the abbreviations used for programs and subprograms of assistance are in Appendix 09 – CARES Category Codes.
- Also note that the section on screen ANHR describes which data elements from that screen are relevant for each program of assistance.

5A.2.1 How Groups are Built

Following are explanations of how SFU groups are built and who is pulled into that group.

5A.2.1.1 Food Stamps

For Food Stamps, the target is always the Primary Person. SFU then pulls in other household members. First, it looks at who Purchases and Prepares (P & P) food together (as entered on ANHR). Everyone who P & P together with the Primary Person is pulled into the group.

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There are some exceptions to this rule:

- If an individual is both elderly and disabled, and the question on ACPA "Do you request separate FS for elderly and disabled individual unable to P & P due to disability?" is answered "Y Yes", then that elderly and disabled individual and their spouse will be in a separate FS E group.
- A Foster person will not be pulled into the group, even if they P & P together, if ACPA is answered "N No" for that individual.

After SFU pulls these individuals in, it pulls in as eligible the following additional individuals in this order:

- 1. Anyone who P & P food together with anyone already in the group.
- 2. Spouses of anyone already in the group, even if they do not P & P food together.
- 3. Children and stepchildren (where the child or stepchild is under 22 years old) of anyone already in the group, even if do not P & P food together.
- 4. Anyone under 18 years old, where that individual is having their parental role filled by an adult group member, unless the individual under age 18 is a parent or is married, with the spouse living in the household.
- 5. Anyone who is not already in the group, and is filling the parental role for someone who has already been pulled into the group.
- 6. Anyone not pulled in by these steps is given a participation status of Excluded Adult or Excluded Child (XA or XC). Those who are pulled in by these steps are set to Eligible Adult (EA) or Eligible Child (EC). These eligible individuals may fail later non-financial tests in ED/BC and have their participation statuses changed.

5A.2.1.2 AFDC Medicaid

For AFDC Medicaid (MA R and MA U – the type of Medicaid which is tested first whenever a Medicaid is requested for a child or for a pregnant woman), SFU uses the filing unit rules that applied in the AFDC cash assistance program.

First, SFU picks a target. The target will be the oldest "child-in-common", if there is no "child-in-common", then the target will be the oldest child with an absent parent, where that child has a correct relationship to the Primary Person or the Primary Person's spouse. If there is no such child, then SFU will look for a pregnant woman (at least eight months pregnant) to set as the target.

Once the target is determined, SFU pulls in the following individuals, in this order:

- 1. Siblings and half-siblings of the target, if the target is not a pregnant woman and the sibling or half-sibling is a minor (including dependent 18-year-olds, which is based on age and school enrollment information entered on ANSE).
- 2. Anyone in the household who is legally responsible for anyone already pulled into the group (including, for example, parents of minors, and the husband of a pregnant woman).

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- 3. Anyone else for whom there's a request, and who is a minor or dependent 18-year-old, and who has a proper relationship to the Primary Person or to the Primary Person's spouse.
- 4. Anyone who is a child of anyone who is already pulled in, where the child is a minor or dependent 18-year-old.
- 5. The Primary Person OR the Primary Person's spouse, if shown as a caretaker relative for an NLRR child who has been pulled into the group, and not yet pulled in by virtue of being a parent to a child in the group.
- 6. Anyone who is an Essential Person to a minor or dependent 18-year-old who has already been pulled into the group (based on data entered on ANHR).
- 7. Anyone not yet pulled in, where the individual is legally responsible for anyone already pulled into the group.
- 8. When SFU cannot find anyone else to pull in, anyone remaining is set to an Excluded Adult (XA) or Excluded Child (XC). Those who have been pulled in are set to EA or EC, unless their circumstances require setting them to ineligible (see Appendix 03 Participation Status).

5A.2.1.2.1 Points to remember:

- For AFDC Medicaid (MA R and MA U), policy is the same as it was for AFDC cash assistance.
 This means that the request for an individual on ACPA has no relevance. If there is a request
 for the program of assistance for even one individual, but no request for some other individual,
 that other individual will be pulled in anyway if they are a parent, sibling, or half-sibling of an
 individual for whom there is a request, because AFDC filing unit rules are in force and
 relationships override request.
- Use of AFDC cash assistance rules also means that a pregnant woman is not considered pregnant until she is in her eighth or ninth month.
- For this kind of Medicaid, "minor" means an individual who is under 18 or is exactly 18 and meets the requirements for dependent 18-year-old, AND the individual has never been married or a marriage was annulled. (Marital status is found on ANDC.)
- SFU will build MA U where both parents of the target child are present in the home (or where one parent is in the military, as recorded on ANLA) AND neither parent is incapacitated (entered on ANIC) or an offender working without pay (on ANDC). If at least one parent is incapacitated or an offender working without pay (OWWP), or there is no child in common (i.e. the target has at least one absent parent), SFU will build MA R.

5A.2.1.3 AFDC-Related MA

The following information is for AFDC-Related Medicaid under Fiscal Test Group rules (Family Fiscal Unit [FFU] rules will be addressed later).

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In many ways, this is the same as AFDC MA. There are some differences because AFDC cash assistance filing unit rules do not apply.

First, SFU picks a target. Again, the target will be the oldest "child-in-common". Where there is no "child-in-common", the target will be the oldest child with at least one absent parent, where the child is a minor (including 18-year-olds for MAOR and MAOU – categorically needy groups) and has a proper relationship to the Primary Person or the Primary Person's spouse. If there is no appropriate child, then SFU looks for a pregnant woman to be the target. The pregnant woman does not need to be in her eighth or ninth month. (Remember, as was mentioned above, if there is no appropriate target, SFU will build MA X.)

Once the target is identified and pulled in, SFU then pulls in the following individuals, **in this order**:

- 1. Siblings and half-siblings of the target, where the individual is a minor (including dependent 18-year-olds), and there is a request for the individual. (Such an individual is set to excluded later if there is no request.)
- 2. Anyone who is legally responsible for an individual who is already pulled in as eligible. If there is a request for this individual, they may be set to eligible, unless circumstances require that they be set to ineligible (see the "Participation Status" Appendix). If there is no request, the individual is set to counted, meaning their income and assets are available to the group.
- 3. Anyone else who is a minor (including 18-year-olds), where there is a request for the individual and the individual is properly related to the Primary Person or the Primary Person's spouse. These individuals are set to eligible unless their circumstances require them to be ineligible (see Appendix 03 Participation Status).
- 4. Anyone who is a minor child of anyone who is already pulled in as eligible, and for whom there is a request. These children are set to eligible unless their circumstances require them to be ineligible (see Appendix 03 Participation Status). (Such an individual is set to excluded later if there is no request for them on ACPA.)
- 5. Anyone who is considered an Essential Person for a minor or dependent 18-year-old who is already pulled in to the group as eligible.
- Repeat the above steps (except the first one) until there are no more individuals who can be pulled in. Set all remaining household members (including children for whom there is no request) to excluded.

5A.2.1.3.1 Points to Remember:

For this kind of MA, the request for an individual on ACPA does matter, since AFDC filing unit
rules do not apply. Where there is no request for a child who might otherwise be eligible, the
child can be excluded. If there is no request for an adult, then the adult will be set to counted
(income and assets are available to the group) if legally responsible for a potentially eligible
individual, and excluded if there is no legal responsibility for anyone in the group.

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- For AFDC-Related Medicaid, "minor" means different things, depending on the specific issue. Determining the eligibility of a child, "minor" means an individual who is under age 19 if determining categorically needy MA, and under age 18 if determining medically needy MA. Marital status and school enrollment have no bearing. For deciding the eligibility of an adult, that adult must be the caretaker of a deprived minor and in this context, a "minor" is an individual who is under age 18, or is a dependent 18-year-old, AND has never been married or a marriage was annulled. (Marital status is found on ANDC.)
- SFU will build MAOU where both parents of the target child are present in the home (or one
 parent is in the military, as recorded on ANLA) AND neither parent is incapacitated (entered on
 ANIC) or an offender working without pay (on ANDC). If at least one parent is incapacitated or
 an OWWP, or there is no child in common (i.e. the target has at least one absent parent), SFU
 will build MAOR (Categorically Needy) or NAOR (Medically Needy).

5A.2.1.4 Healthy Start MA

The information below is for Healthy Start MA under Fiscal Test Group rules (Family Filing Unit rules will be addressed later).

For MHSC and NHSC, the target will be the oldest child under age 6 who is requesting Healthy Start (or who is requesting Medicaid, but failed MA R/U and/or MAOR/MAOU tests), and has a proper relationship to the Primary Person or the Primary Person's spouse. For MHSN, the target is the oldest child under age 19, requesting HS, and who has a proper relationship to the Primary Person or the Primary Person's spouse. For MHSP/NHSP, the target is a pregnant individual who is the Primary Person or who has a proper relationship to the Primary Person or the Primary Person's spouse.

Once the target is identified, SFU follows the same steps outlined above for MAOR and MAOU to pull in other household members and set their participation statuses. There is one additional check that SFU does in MHSC/NHSC; for a sibling or half-sibling, the individual will be brought in as eligible if they are under six years old. If the individual is at least six, then they will be set to counted in the MHSC/NHSC group if there is a request for them, and will be tested in MHSN.

5A.2.1.4.1 Points to Remember:

- A request for Medicaid is deemed to be a request for Healthy Start, even if Healthy Start is not requested on ACPA. Whenever "request" is mentioned in this section, it means a request for EITHER MA or HS.
- "Minor" means an individual who is under age 19 AND has never been married or a marriage was annulled. (Marital status is found on ANDC.)
- An adult cannot be eligible in Healthy Start unless the adult is a pregnant woman. All other
 adults will be set to counted if legally responsible for a potentially eligible group member, and
 excluded if there is no such responsibility. Children will be excluded if not requesting or not
 properly related, and to counted if requesting and properly related, but not pulled in as eligible.

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5A.2.1.5 Continuously Eligible Newborns (CEN)

Includes the Following:	
MN	NN

The target is always the newborn (entered on ANNB). The target's mother is pulled in, with participation status KM. Everyone else is excluded. If more than one child meets the conditions for continuously eligible newborn status, each will be the target of a separate MN/NN group.

5A.2.1.6 SSI-Related Medicaid

Includes the Following:	
MS	NS

The target is the Primary Person, if they are elderly (based on age as entered on ANID), blind or disabled (both entered on ANDI). (Note: For all types of SSI-Related MA, "elderly" means at least 65 years of age.) If the PP is not elderly, blind, or disabled, then SFU checks to see if the spouse meets any of those three eligibility conditions. If so, then they are the target. If not, then SFU will build MA X. SFU may also build MS/NS if there is a child who is blind or disabled and who has failed AFDC-Related and Healthy Start testing.

For an adult-based MS/NS group, the only other individual pulled into the group is the spouse. The spouse will be set to eligible if they also meet one of the conditions (elderly, blind, or disabled) or to counted if not. All other household members, regardless of relationship and request, are excluded.

For an MS/NS group built around a blind or disabled child, the only other individuals pulled in are the parents, if present. The parents are set to deemer status, and all others are set to excluded, regardless of relationship and request.

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5A.2.1.7 Protected Medicaid

Includes the Following:		
MP C	NP C	
MPD	NP D	
MP T	NP T	
MP W	NP W	

For each of these, the target is the individual who has information entered on ANPS. The type of group built depends on the information entered.

- MP C (Categorically Needy) and NP C (Medically Needy) are built for an individual who is shown on ANPS as no longer eligible for SSI because of a COLA increase (503).
- MP D (Categorically Needy) and NP D (Medically Needy) are built for an individual shown on ANPS as no longer receiving SSI because of new entitlement or an increase in Disabled Adult Child benefits.
- MP T (Categorically Needy) and NP T (Medically Needy) are built for an individual who is shown on ANPS as no longer receiving SSI because of an increase in widow(er)s benefits under Title II.
- MP W (Categorically Needy) and NP W (Medically Needy) are built for an individual shown on ANPS as no longer receiving SSI because of the 1983 change in actuarial formula (Widow[er]s I).

For each of these groups, the target will be set to eligible, and their spouse to counted. All other household members are set to excluded.

5A. 2.1.8 Institutions MA

Includes the Following:		
MIS	MI A	
MI C	MI D	
MI M	MI T	
MI W		

For each of these, the target is the institutionalized individual, as shown on ANLA and ANII.

MI S is built for an individual who is

- in an institution
- elderly, blind, or disabled
- at least 19 years old

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MI A is built for an individual who is

- in an institution
- blind or disabled
- under 19 years old

MI M is built for an individual who is

- in a mental institution (IMD)
- under 21 years old

MI C, MI D, MI T, or MI W is built for an individual who

- resides in an institution
- is elderly, blind, or disabled
- has information entered on ANPS. The subprogram code corresponds to the information entered on ANPS, as described above for MP C, MP D, MP T, and MP W.

MIP is built for an individual who is

- in an institution
- elderly, blind, or disabled
- requesting PACE

MIR is built for an individual who is

- in an institution
- elderly, blind, or disabled,
- requesting Partnership

Once the target is identified and pulled in as eligible, SFU may pull in the target's spouse. If Spousal Impoverishment applies (as entered on ANSI), the Community Spouse will be pulled in as CS. Any Community Dependents (minor children, or those shown as tax dependents on ANHR) are set to CD. All others are set to excluded.

5A.2.1.9 Community Waivers MA

Includes the Following:		
MCWA	MCWI	
MCWB	MCWP	
MCWC	MCWR	
MCWE	MCWW	

The target for a Community Waivers group is the individual who has information entered on ANCW. The type of group built depends on the waiver type specified. There may be more than one group in a case, if more than one individual has information on ANCW.

Once the target is pulled in and set to eligible, SFU may pull in the target's spouse. If Spousal Impoverishment applies, the Community Spouse (shown on ANSI) will be set to CS. Any minor children and tax dependents are set to CD. All others are set to excluded.

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5A.2.1.10 BadgerCare

The target for BadgerCare is always the Primary Person. Once the target is pulled in, SFU pulls in the following:

- Spouse of the Primary Person
- Children (under age 19) of the Primary Person
- Children (under age 19) of the Primary Person's spouse
- Children (under age 19) for whom there is a request, who are not the children of the Primary Person or spouse, but who have a qualifying relationship to either one i.e. NLRR children
- Children of anyone already pulled in (i.e. third-generation children)
- Spouses of anyone already pulled in
- Co-parents who share a child with anyone already pulled in
- Other children of anyone already pulled in
- Parents of minor children already pulled in
- Continue the cycle, pulling in children and parents of anyone already included. The "ripple" stops when SFU reaches an adult who is not the spouse or co-parent of the Primary Person, and is not the spouse of an individual who was pulled in as a child and is a potentially eligible minor parent, and is not a co-parent together with such an individual.

SFU then sets everyone else to excluded. For those pulled into the group, it sets as eligible those not eligible in other types of MA, unless policy requires that an individual be set to ineligible (see the "Participation Status" Appendix). An individual who is eligible in another type of MA will be set to CA in BC if an adult, and to TC if a child.

5A.2.1.11 MA Extensions

Includes the Following:		
ME C	ME D	
ME I	ME S	
ME T		

These groups are built to continue Medicaid when MA R or MA U closes for certain reasons.

- ME C is built when MA R/U closes because of increased income from Child Support.
- ME D is built when the MA R/U closes for loss of the \$30 earned income disregard.

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- ME I is built when MA R/U closes for increased earned income, or (for MA U only) for increased hours of employment of the Primary Wage Earner.
- ME S was built when ADCR/U closed for loss of the \$30 + 1/6 earned income disregard.
- ME T is built when MA R/U closes for loss of the \$30 + 1/3 earned income disregard.
- For each of these extensions, SFU sets as the target the same individual who was the target in the former MA R/MA U group. It also carries forward the participation statuses from that group.

5A.2.1.12 Pregnancy Extensions

Includes the Following:		
ME P	NE P	

Pregnancy extensions are built in order to continue eligibility for a pregnant woman until the end of the month containing the 60th day after the end of her pregnancy. Once a pregnant woman is confirmed open for any kind of MA, she cannot lose eligibility except for a few very specific reasons (see the MA Handbook for details) until that 60th day passes. So, if the pregnancy ends, or if the group's income increases and the group loses eligibility, an extension is built for the pregnant woman. If she was already open in a categorically needy type of MA, ME P will be built. If she was medically needy, NE P will be built.

The pregnant woman is always the target for ME P and NE P. Her spouse and her born children will be pulled into the group (usually as counted, but may have other ineligible status – see the "Participation Status" Appendix). Others will be set to excluded.

The pregnant woman does not need to be in her eighth or ninth month; she only need to have been confirmed open in some other type of MA.

5A.2.1.13 Qualified Medicare Beneficiary (QMB)

Includes the Following:	
QMB	QMB N

QMB is built for individuals who qualify, and who are requesting QMB on ACPA, and who do not live in a nursing home; QMB N is built for those in a nursing home.

The target for either of these groups is an individual

- for whom there is a request on ACPA, and
- who is elderly (ANID), blind, or disabled (ANDI), and
- who is entitled to Medicare Part A (AFMD).

The individuals's spouse will be pulled in as eligible (if they meet the requirements) otherwise as ineligible. An ineligible spouse will usually be set to counted, but may have another status (see Appendix 03 – Participation Status). All others will be set to excluded.

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5A.2.1.14 Specified Low Income Medicare Beneficiary (SLMB)

The requirements for SLMB are the same as those for QMB, except the income limit is higher.

The target is an individual who is entitled to Medicare Part A (AFMD). The groups are built as in QMB.

5A3.1.15 Qualified Disabled Working Individuals (QDWI)

When all other Medicaid has been tested and has failed (including QMB and SLMB) for income or assets, QDWI will be built for an individual who has provided a QDWI referral (recorded on ANBR). That individual will be the target.

The individual's spouse will be set to eligible if they also have a referral. If the spouse does not have a referral, they will be given an ineligible status (see Appendix 03 – Participation Status). Everyone else will be set to excluded.

5A.2.1.16 Caretaker Supplement (CTS) Information is currently not available.

5A.2.1.17 W-2

Includes the Following:	
WW C	WW M
WW P	WW N

The target for W-2 depends on worker entries on ACPA.

- If there is a minor parent requesting case management services, the worker should enter that individual's shortlist number in the appropriate field on ACPA, and that individual will then be the target of a WW M group.
- If there is a non-custodial parent requesting case management, the worker should enter that individual's shortlist number in the appropriate field on ACPA. SFU will then use that individual as the target of a WW N group.
- If there is a pregnant woman who has no born children and is requesting case management services, the worker enters the woman's shortlist number in the appropriate field on ACPA. SFU will then build a WW P group with the woman as the target.
- If no target is specified by the worker, SFU assumes that this is a family, with at least one born child, requesting either case management or an employment position. It will then set as the target the oldest minor "child in common." If there is no "child in common, the target of the SFU will be the oldest minor child of the Primary Person (where the Primary Person or PP's spouse has legal custody of the child legal custody is found on ANHR), and build a WW C group around that child. (If there is no request for W-2 on ACPA, SFU will build WW Z.)

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For any groups where the target fails to meet minimum requirements, SFU will build a WW X group. For example, if no target is specified by the worker and SFU finds no born child, it will build WW X.

For WW M, SFU pulls into following individuals into the group and sets their participation statuses:

- Children of the target
- Other parent of those children (target's spouse or non-marital co-parent)
- Everyone else is set to excluded.

For WW P, SFU pulls in the spouse of the pregnant woman and sets his status to included. If he has children (stepchildren of the pregnant woman), they are also pulled into the group. Everyone else is set to excluded. (Note that there cannot be children of the pregnant woman included in the group; a WW P can only be built if the pregnant woman has no born children.)

For WW N, SFU pulls in the spouse of the non-custodial parent, and sets them to included. Any children of either or both of these individuals are also pulled in and set to included. Everyone else is set to excluded, except alien sponsors.

For WW C, SFU pulls in the following individuals, in this order:

- Parent(s) of the target child
- Minor children of those parent(s), who are in the legal custody of the parent(s)
- Siblings and half-siblings of children already pulled into the group, where the siblings and half-siblings are minors or dependent 18-year-olds (ANSE), and in the legal custody of one of the caretakers. If potentially eligible, these are set to EC. If not (e.g., ineligible alien), they are set to included.
 - Any minor children of the siblings
 - Any siblings, half-siblings, and step-siblings of children pulled into the group in the prior step
 - Step-parents of the target child
 - Any minor children of the target
 - The target child's spouse
 - Children of anyone already included as eligible
 - Parents of these children. If potentially eligible, these are set to eligible. If not, they are set to included.
 - Any alien sponsors of anyone included as eligible, and spouses of those alien sponsors.
 - Everyone else is set to excluded.

5A.2.1.18 Child Care

For Child Care, the target is the oldest minor "child-in-common". Minor in this case is defined as either: 1) under 18 years of age, 2) a dependent 18 year old who is under the legal custody of the

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Primary Person or their spouse, or 3) a special needs child under the age of 19. If there is no valid "child-in-common" target, SFU will look for a minor child with at least one absent parent. If no such child is found, SFU will build CC X. (If there is no request for Child Care on ACPA, SFU will build CC Z.) After pulling in the target child, SFU pulls in the following individuals, **in this order**:

- Siblings, half-siblings, and stepsiblings of the target child, where the individual is a minor. If
 the child is under age 13 (or under age 19 for a special needs child) and there is a request
 for the child, their status is set to eligible. If the child is at least 13 (or at least 19 for a
 special needs child) or there is no request for them on ACPA, they are set to included (by
 ED/BC).
- Parents of all of these children are pulled in and set to eligible, unless the parent(s) is not potentially eligible (e.g., an undocumented alien). In that case, they are set to excluded.
- Other children for whom there is a request, if there is a qualifying relationship on ANHR. For Child Care, "qualifying relationship" includes "filling the parental role," as recorded on ANHR. This also includes Kinship Care and other NLRR (Non Legally Responsible Relative) children, and Foster Children. These children are set to eligible if there is a request and they are under age 13 (or under age 19 for a special needs child). If there is no request, the child is set to excluded. If the child is requesting but is at least 13 (or at least 19 for a special needs child), they are set to included (by ED/BC).

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5A.3.0 MEDICAID FAILURE LOGIC: HIERARCHY OF TESTING

In Medicaid, an individual may be tested for more than one subprogram. SFU will explore each subprogram in order according to a hierarchy. This hierarchy has been set up so that the more restrictive types of MA are tested first – those with lower asset and/or income limits, or with fewer non-financial requirements – and then those with more permissive rules. This is because the more restrictive types of MA are likely to make more members of the household eligible, if the criteria are met. For example, MAOR has lower income limits than Healthy Start, and has an asset limit while Healthy Start does not. But, if the group can pass all of the tests for MAOR, adults may be eligible. In Healthy Start, only a pregnant woman can be eligible as an adult. Therefore, MAOR is tested first if the group requests Medicaid.

When an individual or an assistance group fails, ED/BC passes information about that failure back to SFU. SFU then tries, based on the failure reasons and on the characteristics of the individual and/or the failed group, to find another type of MA for which the individual or group might be eligible. It builds the appropriate group and sends it to ED/BC for testing. This cycle continues until there are no further possible MA types for which the individual or group can qualify based on non-financial criteria.

Not every type of MA will actually be built for every case that is processed; SFU will only build groups for which it can find at least one individual who meets the basic criteria. For example, although MAOR is higher in the hierarchy than MI S, an elderly individual in an institution does not meet basic criteria for MAOR – i.e. there must be a child or a pregnant woman. For each household, SFU will begin at the highest point in the hierarchy at which basic eligibility criteria are met.

The order in which SFU attempts to explore the various types of MA is as follows:

Note: Information regarding the placement of MAPP in the cascade below is currently not available.

CODE	DESCRIPTION	CAT NDY	MED NDY
MAU	Medicaid using AFDC cash assistance rules, for Unemployed Parent AGs	х	
MAR	Medicaid using AFDC cash assistance rules	х	
MAOU	AFDC-UP related, MA only	x	
MAOR	AFDC regular related, MA only	х	
NAOR	AFDC related. MA only		х
MHSP	Healthy Start; pregnant woman.	х	
NHSP	Healthy Start; pregnant woman.		х
MHSC	Healthy Start; child under 6.	х	

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CODE	DESCRIPTION	CAT NDY	MED NDY
NHSC	Healthy Start; child under 6.		х
MHSN	Healthy Start; child 6 or more but not yet 19	х	
MEI	Extension; increased earned income.	х	
MEC	Extension; increased child support income.	х	
MET	Extension; loss of \$30+1/3.	х	
MES	Extension; loss of \$30+1/6.	х	
MED	Extension; loss of \$30.	х	
MEP	Extension; pregnancy.	х	
NEP	Extension; pregnancy.		х
MN	Continuously eligible newborn.	х	
NN	Continuously Eligible Newborn		х
MS	SSI related	х	
NS	SSI related		х
MP C	SSI related; "503" type.	х	
NP C	SSI related; "503" type.		х
MP W	SSI related; widow/widower, Pickle case (I).	х	
NP W	SSI related; widow/widower, Pickle case (I).		x
MP T	SSI related; widow/widower (II).	х	
NP T	SSI related; widow/widower (II).		Х
MP D	SSI related; disabled adult child (DAC).	х	
NP D	SSI related; disabled adult child (DAC).		х
MIA	Institution; AFDC related.	х	
MIS	Institution case; SSI related.	х	
MI C	Institution case; "503" type.	х	
MI W	Institution case; widow/widower, Pickle case (I).	х	
MI T	Institution case; widow/widower (II).	х	

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CODE	DESCRIPTION	CAT NDY	MED NDY
MI D	Institution case; disabled adult child (DAC).	Х	
МІМ	Institution case; child under 21 in an IMD.	Х	
MIP	Institution Case: PACE	Х	
MIR	Institution Case; Partnership	X	
MCWA	Community Waivers; CIP-1A.	*	*
MCWB	Community Waivers; CIP-1B.	*	*
MCWW	Community Waivers; COP.	*	*
MCWC	Community Waivers; Community Supported Living	*	*
MCWE	Community Waivers; CCE Care for the Elderly	*	*
MCWI	Community Waivers; Brain Injury	*	*
MCWP	Community Waivers; PACE	*	*
MCWR	Community Waivers; Partnership	*	*
QMB	Qualified Medicare Beneficiary; QMB only.	1	-
QMBN	Qualified Medicare Beneficiary; QMB for special MA cases.	-	-
QDWI	Qualified Medicare Beneficiary; Qualified Disabled Working Individuals.	-	-
SLB	SLMB; Special Low Income Medicare Beneficiaries	-	-
ВС	BadgerCare	Х	
FC	Family Care – Non-MA	-	-
MA X	MA was requested, but no one in the household meets basic eligibility requirements.	-	-
MA Z	MA was not requested	-	-
BC X	BadgerCare was requested, but no one in the household meets basic eligibility requirements	-	-
BC Z	BadgerCare was not requested	-	-

^{*} If an individual is found eligible for Community Waivers, they are eligible in either Group A, B, or C. For Group A, no income test is required. The individual is eligible for community waivers due to eligibility for Medicaid. No cost share is required.

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For Group B, the individual is eligible for community waivers if they pass the Group B Test, also known as categorically needy. In order to pass the Group B Test, the AG income must fall below the Categorically Needy income limit. There may be a cost share required.

For Group C, the individual is eligible for community waivers if they pass the Group C Test, also known as medically needy. In order to pass the Group C Test, the net AG income must fall within the Medically Needy income limit. There may be a "spend down" required.

5A.3.1 Family Fiscal Unit (FFU) Processing

As part of the MA Cascade ("Failure Logic", described previously in this chapter), policy sometimes requires that individuals who were initially tested together and failed be split apart and tested separately. This is done when an AG failed for one or more of the following reasons:



014 – Income exceeds the net income limit		
016 – Income exceeds the gross income limit		
022 – Child Care costs are less/unneeded		
024 – Countable assets exceed limit		
062 – Earned Income increased		
064 – The 30 + 1/3 disregard ends		
066 – Unearned income increased		
132 – Income from self employment increased		
063 – The \$30 income disregard ends		

In addition to failing for at least one of these reasons, the failed AG must contain one of the following in order for FFU processing to be invoked:

- A pregnant woman
- A child with income or assets
- В
- A stepparent
- A non-marital co-parent
- An NLRR child

If both conditions are met – both **A & B** above, then SFU will configure new groups around each individual who is identified as an FFU target, and pull in the other household members according to FFU policy and rules.

In FFU, each child and each pregnant woman in the failed group is a target. In general, the only individual set as eligible in an FFU group will be the target; other individuals will have some other status (see below). The exceptions are for a married couple (they will both be in the same FFU), and for full siblings, who will also be in an FFU together.

In FFU processing, a household may have more than one group of the same category of MA; each will be assigned a unique sequence number by CARES. For example, there may be two MAOR AGs, each built around a different child. One may be sequence 2 and the other sequence 3.

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As CARES processes FFU eligibility, it assigns each individual in the household a participation status based upon their relationship and legal responsibility to a given target individual.

Participation Status Codes for FFU		
EA (Eligible Adult) A target individual for whom eligibility is being determine		
EC (Eligible Child)	A target individual for whom eligibility is being determined.	
FL (Fiscal Allocator) Someone who has legal responsibility for a target individual		
	and who will allocate income and assets to the target.	
FM (Fiscal Member)	Someone who is drawn into a target individual's FFU size	
	because of cumulative legal responsibility, but who does not	
	have legal responsibility for that target individual.	
TM (Third Generation Member)	A grandchild in relationship to their grandparent in a 3 generation	
	case.	

These statuses are used later by ED/BC to properly count and apportion income and assets from an individual (along lines of legal responsibility) and the individuals they are responsible for, including themselves.

5A.3.2

Points to Remember

- Whenever SFU sets an individual's participation status to anything other than eligible, it also sets a failure reason for that individual. See Appendix 05 Closure/Reduction Reasons.
- Appendix 03 Participation Status discusses all participation statuses, showing how they are set, and which subsystem sets them.

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Chapter 05B – Eligibility Determination/Benefit Calculation (ED/BC)

5B.0.0 ELIGIBILITY DETERMINATION/BENEFIT CALCULATION SUBSYSTEM (ED/BC) ED/BC does the following:

- Receives from the Standard Filing Unit Subsystem (SFU) the groups that SFU has
 determined must be tested together on this particular iteration of the specific run of eligibility.
 (Note that ED/BC can never be run without SFU except in batch processing; a user cannot
 run ED/BC by itself without SFU.) If the run is happening in batch such as at Adverse
 Action then ED/BC uses, for each Assistance Group (AG) type, the groups and statuses
 from the most recent confirmed run.
- Decides the order in which it must process the groups it has received; for example, W-2 will always be processed before Food Stamps within the same run, in order that the W-2 payment can be used in the Food Stamp income tests.
- Determines the budgeting cycle for each group and for each individual.
- Determines eligibility for the individuals within each group, and for the group itself, and passes its results back to SFU (if necessary for an additional MA eligibility determination).

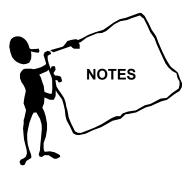
Within this determination, ED/BC makes decisions in the following order:

- 1. First, ED/BC determines non-financial eligibility for the individuals and the group, and sets failure reasons for any group or individual who fails the non-financial eligibility test, and then
- 2. It determines asset eligibility for the groups that require such a determination, setting failure reason(s) for groups that fail the asset test, and then
- 3. It determines income eligibility for the groups that require it, setting failure reasons for groups that fail the income test.
- Determines eligibility for each group, as described, for each month for which SFU has passed information. (See SFU, at Section 5A.0.0, for information on how SFU decides which months must be determined on a particular run.)
- Uses eligibility rules and parameters appropriate for the month(s) being determined; for example, the income limits for Food Stamps may be different for one month than for another, especially if running with dates for a past period. Policy logic changes and all of the income and asset limits for programs of assistance are date stamped within the system, and CARES will use those that were in effect for the month(s) being determined.
- Determines review dates for eligible groups and for MA Deductibles (which, for some purposes, are considered open even if the deductible is not yet met).
- Stores the results of each run, updating tables within CARES.
- Displays the results on screens specific to program of assistance and specific to the eligibility test performed.
- Creates an alert to confirm the run.

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5B.1.0 PROGRAM-SPECIFIC PROCESSES



- While using the following narratives, if more information is needed about participation statuses, please refer to the Participation Status Appendix. Also remember that groups being tested were created by SFU; it may be necessary to look in that section of the manual for more information.
 - There is also an Appendix describing how various reason codes are set. Look there whenever, in these narratives, an individual or a group failed. That Appendix will identify the screen where the data that's causing the failure can be found.
- For further detail regarding the exact computations CARES uses to arrive at income and asset totals, refer to the appropriate policy Handbook.
- In general, verification (which is done in ED/BC) is only briefly discussed in the program-specific parts of this section. This is because, in CARES, all verification happens in a single process, which is only used when needed. The verification process has a section of its own under Non-Program Specific Processes, at 5B.2.6.2. Only when a particular item is handled differently is verification mentioned in the program-specific sections that follow.
- Throughout this section, there are references to specific CARES screens when such references
 are possible and relevant. Check Appendix 5A Reason Code for additional information about
 the uses of specific data on screens.
- At the end of each program-specific section, there is a list of screens that can be used to view results of ED/BC's testing. Additional information on navigating to those screens is found elsewhere in this Manual.

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AFDC

5B.2.0

NOTE: AFDC cash assistance eligibility can only be determined for months prior to 04/01/98.

5B.2.1 Non-financial Eligibility:

First, non-financial eligibility requirements are evaluated for each individual passed to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set. Their new participation status code will be set based on the failure reason and on the individual's relationship to others in the group.

Additionally, certain non-financial eligibility requirements may affect eligibility of the entire group. If the group fails in the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

Note that the details below are true for AFDC groups not subject to any of the waiver programs. Those waiver programs were also automated; see the relevant policy materials for more information.

The non-financial criteria evaluated here include:

Overlapping Eligibility:
 If an individual is already eligible in another case for either AFDC or for Medical Assistance, the individual will fail here.

Age:

Verification is the only thing checked here with regard to age: an individual who is of the wrong age for AFDC would already have failed in SFU. For example, an individual who is the child of the Primary Person but who is 19 years old would come from SFU to EDBC as an XA. Age is computed using the birth date entered on ANID. The Date of Birth (DOB) field collects this data and the Verification (VR) field immediately following the DOB field provides verification.

• Incapacitation:

Verification is the only thing checked here. The relevant screen is ANIC. The INCAPACITATION STATUS GRANTED? (Y/N) field with a "Y" response indicates incapacitation.

Citizenship/Alienage:

An individual fails if s/he is not a U.S. citizen or a qualifying alien. This information is found on ANAR.

SSN:

An individual will fail if they refuse to provide an SSN or apply for an SSN if they don't currently have one. SSN cooperation is recorded on ANDC.

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Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If that individual is the Primary Person, ED/BC will additionally fail the entire group. Residence and intent to reside are entered on ANDC.

Receipt of SSI:

An individual who receives Supplemental Security Income (SSI) cash assistance cannot be eligible for AFDC. CARES decides that an individual is an SSI recipient for AFDC purposes based on a "Y" entry on ANBR in the "SSI PMT" field.

Receipt of Foster Care:

An individual covered by a Foster Care payment is not eligible for AFDC. Foster Care receipt is recorded on ANBR. Be sure to record it for the individual who is covered, NOT for the individual who is the payee on the check.

Child Support Cooperation:

An individual who is required to cooperate with Child Support and fails to do so will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.) Non-cooperation is entered on APNC.

Medical Support Liability:

An individual who is required to cooperate with Child Support with respect to Medical Support Liability and fails to do so will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.) This non-cooperation is also entered on APNC.

Work Program Sanction:

If an individual was sanctioned for failure to cooperate with Work Programs, s/he will fail here. If the individual is the Primary Wage Earner (PWE), the group will fail. (Note that special tests are performed for certain waiver programs; check the policy documents for those waiver programs for more information.) Sanctions are entered on AIWS.

Striker:

A non-pregnant individual who is on strike, or who has a spouse who is on strike, will fail here. Additionally, any minor children of the striker will fail, unless the minor child is pregnant or is a minor parent. Strikers are identified on AFEI.

Learnfare:

An individual who is subject to Learnfare and does not cooperate will fail here. Learnfare sanctions are entered on AILF.

Death:

A deceased individual is not eligible. CARES looks at the date of death on ANDA. If the individual who has died is the Primary Person, then the whole group fails.

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Third Party Liability (TPL) cooperation:
 An adult who fails to cooperate with TPL requirements will fail here. TPL cooperation information is entered on AFMC.

Pregnancy:

This process may pend or fail an AG for lack of pregnancy verification of pregnancy if pregnancy is the sole deprivation reason. If the pregnancy is not yet verified – i.e. a "?" is entered on ANPI – then the group is tested as though the pregnancy exists, but the group will pend. If there is an "NV" entered for pregnancy data, the pregnancy is treated as though it doesn't exist, and the group may fail. Where pregnancy is not the sole reason for the group's potential eligibility, then an unverified pregnancy is not used in deciding the Assistance Standard to be used in income testing. Also, pregnancy is not considered for AFDC until the eighth and ninth months; this is computed based on the expected date of delivery. Pregnancy information is entered on ANPI.

- Unemployed Parent (Primary Wage Earner):
 For an ADCU group, if the PWE does not meet Unemployed Parent requirements (which includes sufficient work history), the group fails. Relevant screens are AGWH, AGWQ, AFSE, and AFEI.
- Living-With Arrangement:
 A minor parent is eligible for AFDC only if they are in an acceptable living arrangement.

 This process checks information entered on ANLA to determine if the minor parent is under proper adult supervision, or is exempt from that requirement.
- Intentional Program Violation (IPV) Sanction:
 An individual who is in an IPV sanction period will fail here. IPV information is found on AIAP.
- Waiver Requirements:

There are certain requirements specific to waiver policies, which will cause failure of an individual or a group. If an individual or group does not meet relevant requirements, the individual or group will fail here. For more information, refer to waiver policy materials.

5B.2.2 Asset Eligibility:

After non-financial eligibility is determined, ED/BC tests asset eligibility. It separately totals, for each individual and then for the group, each type of asset. It checks availability of each asset, and counts only those flagged as available. It determines assets of deemers separately from the assets of other group members.

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Screens Relevant to Asset Testing	
AAAQ	AALI
AALQ	AALS
AAVA	AABA
AALA	AARP
AAPP	
The asset testing process also determines ineligibility periods for	

The asset testing process also determines ineligibility periods for divestment, based on entries on AAAT.

Countable asset totals are computed for vehicles, liquid assets, real property, life insurance, personal property, and burial assets. These are then added together, and the total is compared to the asset limit appropriate for the group. (These asset limits are found in Reference Table TASP.) If the group fails, ED/BC sets the AG-level failure reason 024.

5B.2.3 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. (It decided earlier, before this process, whether the group was to be treated prospectively or retrospectively. If the group is to be retrospectively budgeted, then there was also a decision for each individual [including deemers] as to whether the individual's income is to be budgeted prospectively or retrospectively.)

Screens Relevant to Income Testing	
AFEQ	AFAQ
AFEI	AFEA
AFDE	AFRQ
AFSE	AFRE
AFBW	AFRE
AFUQ	AFDQ
AFUI	AFDC
AFDU	AFSP

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and tested against the appropriate limits (found in Reference Table TAST). (Income available from deemers is accumulated separately, then adjusted and added to the unearned income of the group.)

There are several income tests for each group. The gross income test is performed first. If the group fails, ED/BC sets reason code 016. Next, ED/BC applies any appropriate deductions and disregards to arrive at a group net income amount, which it uses in the net income test. If the group fails this test, ED/BC sets reason code 014. The final calculation is the grant determination. Appropriate deductions and disregards are subtracted from the gross income amount. Any remaining income is subtracted from the group's maximum AFDC benefit amount. The result is the AFDC payment amount.

If the group is entitled to a benefit, ED/BC subtracts from the benefit any appropriate recoupment amounts.

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5B.2.4 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EEAD. EAAD has alien sponsor asset deeming computations. These last three screens can be selected from EESI, or can be tranned to directly.

General income results are found on EEIE. More specific results are found on:

EALS	AFDC Lump Sum Budget
EAPD	AFDC Parent/Stepparent Deeming
EAII	AFDC Individual Income Budget
EAGT	AFDC Gross Income Test
EANT	AFDC Net Income Test
EABC	AFDC Benefit Cap
EAGD	AFDC Grant Determination Budget
EAGS	AFDC Grant Determination – Two-Tier
EWNW	AFDC WNW Grant Determination
EARB	AFDC Reconciliation Budget
EAWS	Work Supplementation Budget
EAVP	AFDC VSP Grant Budget

From EEIE, select all budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If a selection is made from the right-hand side, the budget at which the group first failed, if it did fail, will display. If the group passed all income tests, the budget that determined the grant – usually EAGD – will display. Workers are also able to tran directly to any of the income budget screens.

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5B.3.0 MEDICAID (MA)

Information is currently not available.

5B.3.1 AFDC-MA

This kind of Medical Assistance uses AFDC-cash rules and policies as they existed on 7/16/96. Therefore, most tests replicate those for AFDC.

5B.3.1.1 Viewing Results:

General non-financial and eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EMAT. EMAS has alien sponsor asset deeming computations. These last three screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

EMLS	AFDC MA Lump Sum Budget
EMPD	AFDC MA Parent/Stepparent Deeming Budget
EMAS	AFDC MA Alien Sponsor Deeming Budget
EMII	AFDC MA Individual Income Budget
EMGT	AFDC MA Gross Income Test
EMNT	AFDC MA Net Income Test
EMGD	AFDC MA Budget Test

From EEIE, select either all of the budgets relevant for a group (the selection field on the left), or only a specific budget (the selection field on the right). If a selection is made on the right-hand side, the budget at which the group first failed, if it did fail, will display. If the group passed all income tests, the budget that was performed last – EMGD, which is the equivalent of the AFDC grant computation, will display. Workers can also tran directly to any of the income budget screens.

5B.3.2 AFDC-related MA

This kind of Medical Assistance covers people who meet AFDC-Related non-financial eligibility requirements – i.e. there must be a child in the household (born or unborn) who is under the care of the Primary Person or Primary Person's spouse. In categorically needy groups, adults may also be eligible, if at least one of the children is deprived. In medically needy groups, only children can be eligible. A child can be eligible without being deprived; the deprivation tests are only to determine eligibility for the adult caretakers.

5B.3.2.1 Non-financial Eligibility:

First, non-financial eligibility criteria are evaluated for each individual passed to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set, and his/her participation status may change. The new participation status depends on the failure reason, and on the individual's relationship to others in the group. Additionally, certain non-financial criteria may affect the eligibility of the entire

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group. If the group fails in the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

The non-financial eligibility requirements evaluated here include:

Overlapping Eligibility:

If an individual is already eligible in another case for either AFDC or for Medical Assistance, the individual will fail here. Additionally, if the individual is already eligible in this same case for another type of MA (except QMB, QDWI, or SLMB), they will also fail here.

Age:

Verification is the only thing checked here with regard to age: an individual who is of the wrong age for this kind of MA would already have failed in SFU. For example, an individual who is the child of the Primary Person but who is 19 years old would come from SFU to EDBC as an XA. Age is computed based on the birth date entered on ANID. The Date of Birth (DOB) field collects this data and the Verification (VR) field immediately following the DOB field provides verification.

Incapacitation:

Verification is the only thing checked here. Incapacitation information is found on ANIC. The INCAPACITATION STATUS GRANTED? (Y/N) field with a "Y" response indicates incapacitation.

• Citizenship/Alienage:

An individual fails if s/he is not a citizenship or a qualifying alien. Alienage information is entered on ANAR.

SSN:

An individual will fail if s/he refuses to provide or apply for an SSN if they don't currently have one. SSN cooperation data is found on ANDC.

• Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If that individual is the Primary Person, ED/BC will additionally fail the entire group. Residence and intent to reside are entered on ANDC.

Death:

A deceased individual is not eligible. CARES looks at the date of death entered on ANDA. If the individual who has died is the Primary Person, then the whole group fails. (Note that if an application is made for an individual who has died, and backdated MA is requested, CARES will determine eligibility for the months up to and including the month of death as though the individual were alive, and then close the individual for the month after the date of death.)

Receipt of SSI:

An individual who receives Supplemental Security Income (SSI) cash assistance cannot be eligible for Medical Assistance in CARES (because s/he already receives MA outside of CARES based on the receipt of SSI), and will fail here. Note that CARES decides that an

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individual is an SSI recipient for MA purposes based on a "Y" entry on ANBR in the "SSI PMT" field.

Receipt of Foster Care:

An individual covered by a Foster Care payment is not eligible for MA in CARES, because s/he already receives MA outside of CARES, based on the receipt of Foster Care. This is recorded on ANBR.

• Child Support Cooperation:

An individual who is required to cooperate with Child Support and fails to do so will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.) Cooperation information is found on APNC.

Medical Support Liability:

An individual who is required to cooperate with Child Support with respect to Medical Support Liability and fails to do so will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.) Non-cooperation information is entered on APNC.

Striker:

A non-pregnant individual who is on strike, or who has a spouse who is on strike, will fail here. Additionally, any minor children of the striker will fail, unless the minor child is pregnant or is a minor parent. Strikes are identified on AFEI.

• Third Party Liability (TPL) Cooperation:

An adult who fails to cooperate with TPL requirements will fail here. TPL cooperation information is entered on AFMC.

Pregnancy:

This process may pend or fail an AG for lack of pregnancy verification, if pregnancy is the sole deprivation reason. If the pregnancy is not yet verified – i.e. a "?" is entered on ANPI – then the group is tested as though the pregnancy exists, but the group will pend. If there is an "NV" entered for pregnancy data (the existence of the pregnancy, verification of the pregnancy due date is not a requirement), the pregnancy is treated as though it doesn't exist, and the group may fail. Pregnancy data is entered on ANPI.

• Unemployed Parent (Primary Wage Earner):

For an MAOU group, if the Primary Wage Earner (PWE) does not meet Unemployed Parent requirements (which includes sufficient work history), the group fails. Relevant screens are AGWH, AGWQ, AFEI, and AFSE.

5B.3.2.2 Asset Eligibility:

After non-financial eligibility is determined, ED/BC tests asset eligibility. It separately totals, for each individual and then for the group, each type of asset. It checks availability of each asset, and counts only those flagged as available. It determines assets of deemers separately from the assets of other group members.

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Note: Information is currently not available for the Asset Test as it relates to Medicaid.

Screens Relevant to Asset Testing			
AAAQ AALI			
AALQ	AALS		
AAVA	AABA		
AALA	AARP		
AAPP			

The asset testing process also determines ineligibility periods for divestment, based on entries on AAAT.

Countable asset totals are computed for vehicles, liquid assets, real property, life insurance, personal property, and burial assets. These are then added together, and the total is tested against the asset limit appropriate for the group. (These asset limits are found in Reference Table TASP.) If the group fails, ED/BC sets the AG-level failure reason 024.

5B.3.2.3 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. For MA, all income tests use prospective income.

Screens Relevant to the Process of Accumulating and Testing the Group's Income	
AFEQ	AFAQ
AFEI	AFEA
AFDE	AFRQ
AFSE	AFRE
AFBW	AFDQ
AFUQ	AFDQ
AFUI	AFDQ
AFDU	

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and tested against the appropriate limits (found in Reference Table TMST). (Income available from deemers is accumulated separately, then adjusted and added to the unearned income of the group.)

For this kind of Medical Assistance, there is no gross income test. ED/BC applies appropriate deductions and disregards to the gross income to determine net income and then tests the net income against the income limits for the group size (found in Reference Table TMST). If the group fails, ED/BC sets reason code 014.

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5B.3.2.4 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EEAD. These last two screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

ERII	AFDC-Related/TMA Individual Income Budget
ERFI	FFU MA Individual Income Budget
ERED	AFDC-Related MA Eligibility Test
ETMA	TMA Eligibility Test

From EEIE, select all of the budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If the worker selects on the right-hand side, they will see ERED. Workers can also tran directly to any of the income budget screens.

5B.3.3 Healthy Start (HS)

This kind of Medical Assistance covers only children and pregnant women. There are four different groups that CARES can build for Healthy Start (see the SFU section of this manual). Once each group is built, the same basic AFDC-related non-financial tests and income accumulation methods are used for each group; within ED/BC, the only differences for these groups are in the income limits.

5B.3.3.1 Non-financial Eligibility:

First, non-financial eligibility criteria are evaluated for each individual passed to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set. Their participation status code will be set based on the failure reason, and on the individual's relationship to others in the group. Additionally, certain non-financial eligibility requirements may affect the eligibility of the entire group. If the group fails in the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

Note that more information about pending for verification of non-financial criteria is provided later in this section. Verification is not, therefore, mentioned for each item below except in those instances where verification of the item is the thing that affects eligibility.

For more information on the reason codes and the circumstances that cause them to be set, see the reason code Appendix.

The non-financial criteria evaluated here include:

- Overlapping eligibility:
 If an individual is already eligible in another case for either AFDC or for Medical Assistance, the individual will fail here. Additionally, they are already eligible in this same case for another type of MA (except QMB, QDWI, or SLMB), they will also fail here.
- Age:

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Verification is the only thing checked here with regard to age: an individual who is of the wrong age for this kind of MA would already have failed in SFU. For example, an individual who is the child of the Primary Person but who is 19 years old would come from SFU to EDBC as an XA. Age is computed based on the birth date entered on ANID. The Date of Birth (DOB field collects this data and the Verification (VR) field immediately following the DOB field provides verification.

Citizenship/Alienage:

An individual fails if s/he is not a U.S. citizen or a qualifying alien. This information is found on ANAR.

SSN:

An individual will fail if s/he refuses to provide an SSN or apply for an SSN if they don't currently have one. SSN cooperation is recorded on ANDC.

Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If that individual is the Primary Person, ED/BC will additionally fail the entire group. Residence and intent to reside are entered on ANDC.

Receipt of SSI:

An individual who receives Supplemental Security Income (SSI) cash assistance cannot be eligible for Medical Assistance in CARES (because s/he already receives MA outside of CARES based on the receipt of SSI), and will fail here. CARES decides that an individual is an SSI recipient for MA purposes based on a "Y" entry on ANBR in the "SSI PMT" field.

Receipt of Foster Care:

An individual covered by a Foster Care payment is not eligible for MA in CARES, because s/he already receives MA outside of CARES, based on the receipt of Foster Care. Receipt of Foster Care is entered on ANBR for the individual who is covered by the payment.

Death:

A deceased individual is not eligible. CARES looks at the date of death entered on ANDA. If the individual who has died is the Primary Person, then the whole group fails. (Note that if an application is made for an individual who has died, and backdated MA is requested, CARES will determine eligibility for the months up to and including the month of death as though the individual were alive, and then close the individual for the month after the date of death.)

• Third Party Liability (TPL) Cooperation:

An adult who fails to cooperate with TPL requirements will fail here. TPL cooperation information is found on AFMC.

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Pregnancy:

This process may pend or fail an AG for lack of pregnancy verification, if pregnancy is the sole deprivation reason. If the pregnancy is not yet verified – i.e. a "?" is entered on ANPI – then the group is tested as though the pregnancy exists, but the group will pend. If there is an "NV" entered for pregnancy data, the pregnancy is treated as though it doesn't exist, and the group may fail. Pregnancy information is entered on ANPI.

5B.3.3.2 Asset Eligibility

There is no asset test for Healthy Start.

5B.3.3.3 Income Eligibility

Finally, ED/BC determines income eligibility for the group. For Healthy Start, all income tests use prospective income.

Screens Relevant to the Process of Accumulating and Testing the Group's Income	
AFEQ	AFAQ
AFEI	AFEA
AFDE	AFRQ
AFSE	AFRE
AFBW	AFDQ
AFUQ	AFDC
AFUI	AFSP
AFDU	

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and tested against the appropriate limits (found in Reference Table TMST). (Income available from deemers is accumulated separately, then adjusted and added to the unearned income of the group.)

For Healthy Start, there is no gross income test. To the gross income already accumulated, ED/BC applies appropriate deductions and disregards, then tests the net income against the income limits for the group size (found in Reference Table TMST). If the group fails, ED/BC sets reason code 014. CARES then goes into FFU individual testing if appropriate.

5B.3.3.4 Viewing Results:

General non-financial and financial eligibility test results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EEAD. These last two screens can be selected from EESI or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

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ERII	AFDC-Related/TMA Individual Income Budget
ERFI	FFU MA Individual Income Budget
ERED	AFDC-Related MA Eligibility Test
ETMA	TMA Eligibility Test

From EEIE, workers can select all of the budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If workers select on the right-hand side, they will see ERED. Workers can also tran directly to any of the income budget screens.

5B.3.4 BadgerCare (BC)

BadgerCare (BC) covers children (under age 19), and parents who are living with their children. It will be only for an individual who has failed all other MA categories. A worker must request BadgerCare on ACPA. In general, it uses the same rules for accumulating income and assets as does MAOR/U, but then performs the income and asset tests against BC-specific limits.

5B.3.4.1 Non-financial Eligibility

First, non-financial eligibility requirements are evaluated for each individual passed to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set. Their participation code will be set based on the failure reason, and on the individual's relationship to others in the group. Additionally, certain non-financial criteria may affect the eligibility of the entire group. If the group fails the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

Note that more information about failure and pending for verification of non-financial eligibility requirements is provided later in this section. Verification is not, therefore, mentioned for each item below except in those instances where verification of the item is the thing that affects eligibility.

For more information on reason codes and the circumstances that cause them to be set, see the reason code Appendix.

The non-financial criteria evaluated here include:

• Overlapping Eligibility:

If an individual is already eligible for Medical Assistance in another case, s/he will fail here. Additionally, if/she is already eligible in this same case for another type of MA (except QMB, QDWI, or SLMB), s/he could also fail here but may become a Test Child (TC) or Counted Adult (CA).

Age

Verification is the only thing checked here with regard to age: an individual who is of the wrong age for this kind of MA would already have failed in SFU. For example, an individual who is the child of the Primary Person but who is 19 years old would come from SFU to EDBC as an XA. Age is computed based on the birth date entered on ANID. The Date of Birth (DOB) collects this data and the Verification (VR) field immediately following the DOB field provides verification.

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Citizenship/Alienage:

An individual fails if s/he is not a citizen or a qualifying alien. Alienage information can be found on ANAR.

SSN:

An individual fails if s/he refuses to provide an SSN or apply for an SSN if they don't currently have one. Cooperation information is entered on ANDC.

Wisconsin Residence:

An individual will fail here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If that individual is the Primary Person, ED/BC will additionally fail the entire group. Information about Wisconsin residence and intent to reside is entered on ANDC.

Receipt of Supplemental Security Income (SSI):

An individual who receives SSI cash assistance cannot be eligible for Medical Assistance in CARES (because s/he already receives MA outside of CARES based on the receipt of SSI), and will fail here. CARES decides that an individual is an SSI recipient for MA purposes based on a "Y" entry on ANBR in the "SSI PMT" field.

Receipt of Foster Care:

An individual covered by a Foster Care payment is not eligible for MA in CARES, because s/he already receives MA outside of CARES, based on the receipt of Foster Care. Receipt of Foster Care is entered on ANBR for the individual who is covered by the payment.

Death:

A deceased individual is not eligible. CARES looks at the date of death entered on ANDA. If the individual who has died is the Primary Person, then the whole group fails. (Note that if an application is made for an individual who has died, and backdated MA is requested, CARES will determine eligibility for the months up to and including the month of death as though the individual were alive, and then close the individual for the month after the date of death.)

Child Support Cooperation:

An individual who is required to cooperate with Child Support and fails to do so will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.) Non-cooperation is entered on APNC.

Medical Support Liability:

An individual who is required to cooperate with Child Support with respect to Medical Support Liability and fails to do so will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.) This non-cooperation is also entered on APNC.

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Third Party Liability (TPL) Cooperation:
 An adult who fails to cooperate with TPL requirements will fail here. TPL cooperation information is found on AFMC.

Striker:

An individual who is on strike will fail here, unless s/he is pregnant, elderly, or a minor. Additionally, a non-pregnant adult whose spouse is on strike will fail. Strikers are identified on AFEI.

Pregnancy:

This process may pend or fail an AG for lack of verification of pregnancy. Pregnancy information is entered on ANPI.

Insurance Coverage:

Any individual who is covered, or has been covered in the last 3 months, by an insurance policy that meets the standards of a HIPAA standard plan (see MA Handbook, Appendix 12.2.9.3), will fail here unless there is good cause. This data is located on AFMC and AFMI. A child who fails becomes a Test Child (TC). See MA Handbook, Appendix 12.2, for additional policy details.

Access to Health Insurance:

Anyone who has access to a health insurance plan through a household member's employer, where the employer would pay at least 80% of the premium, is ineligible, even if they don't take the coverage. (See MA Handbook, Appendix 12.2.10.) This information is located on AFAC.

State Employee Insurance:

Anyone who has access to a health insurance policy through a household member's employment in state government is ineligible, even if they don't take the coverage. This information is located on AFAC.

Premium Payment:

The group will fail when a required premium is not paid timely. This information is located on AGPI.

Period of Restricted Re-Enrollment

If the group is in a period of restricted re-enrollment (RRP) because of failure to pay premiums or because of an earlier quit, ED/BC will fail the group here. RRP information is located on AGRR.

Health Choice:

Some people qualify for both BadgerCare and an MA deductible. Such individuals are offered a choice between the two and the group will pend until the choice is made. When a choice is available, CARES presents screen AGHC. Once the choice information is entered, ED/BC will use the information.

Quitting BadgerCare:

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Once a group is open for BadgerCare, if they request BC closure (worker records an "N" on ACPA), ANQB will be presented. The worker enters information about the request to close, and ED/BC will use that information along with other facts about the group's circumstances to close the group and determine whether or not there should be a period of restricted reenrollment imposed.

5B.3.4.2 Asset Eligibility

There is no asset test for BadgerCare.

5B.3.4.3 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. For BadgerCare, all income tests use prospective income.

Screens Relevant to The Process of Accumulating and Testing the Group's Income	
AFEQ	AFAQ
AFEI	AFEA
AFDE	AFRQ
AFSE	AFRE
AFBW	AFDQ
AFUQ	AFDC
AFUI	AFSP
AFDU	

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and tested against the appropriate limits (found in Reference Table TBCS). (Income available from deemers is accumulated separately, then adjusted and added to the unearned income of the group.)

For BadgerCare, there is no gross income test. ED/BC applies appropriate deductions and disregards to the gross income to determine net income and then tests the net income against the income limits for the group size (found in Reference Table TBCS). If the group fails, ED/BC sets reason code 014. If the group passes, ED/BC determines whether or not a premium is required, and if so, the amount of the premium, using Reference Table TBCP.

5B.3.4.4 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND. EEND can be selected from EESI, or can be tranned to directly.

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General income results can be found on EEIE. More specific results are found on:

EBII	BadgerCare Individual Income Budget
EBED	BadgerCare Eligibility Determination

From EEIE, select all of the budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If workers select on the right-hand side, they will see EBED. Workers can also tran directly to any of the income budget screens.

5B.3.5 MA Extensions – Income Related

Income-related MA extensions are created for groups which fail MA R/U (or, when running with dates for a period before 4/1/98, groups which fail ADCR/U) for increased earned income, or for increased hours of employment, or for increased child support income, or for loss/expiration of an earned income disregard. These extensions are not subject to income or asset testing, and must pass only a few non-financial eligibility tests.

5B.3.5.1 Non-financial Eligibility

The following non-financial eligibility requirements are checked:

Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If that individual is the Primary Person, ED/BC will additionally fail the entire group. Wisconsin residence and intent to reside information are found on ANDC.

Third Party Liability (TPL) Cooperation:
 An adult who fails to cooperate with TPL requirements will fail here. TPL information is entered on AFMC.

• Child Support Cooperation:

An individual who is required to cooperate with Child Support and fails to do so (as entered on APNC) will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and so will not fail.) Non-cooperation is entered on APNC.

Medical Support Liability Cooperation:

An individual who is required to cooperate with Child Support with respect to Medical Support Liability, and does not cooperate (as entered on APNC), will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and so will not fail.) This non-cooperation is also entered on APNC.

Employment Status:

For extensions which are created because of increased income or hours of employment, it's a requirement that at least one group member be employed. It doesn't have to be the same individual whose employment circumstances originally caused the building of the group. Employment information is found on AFEI and AFSE.

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Death:

A deceased individual is not eligible. CARES looks at the date of death on ANDA. If the individual is the Primary Person, the entire group will fail.

5B.3.5.2 Asset Eligibility

There is no asset test for extensions.

5B.3.5.3 Income Eligibility

This is no income test for extensions.

5B.3.5.4 Viewing Results

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND. EEND can be selected from EESI, or can be tranned to directly.

5B.3.6 Pregnancy Extensions

A pregnancy extension Assistance Group is not subject to income or asset testing, and is tested for only a few non-financial tests.

5B.3.6.1 Non-financial Eligibility

The non-financial items tested are:

Overlapping Eligibility:

If an individual is already eligible in another case for either AFDC or for Medical Assistance, the individual will fail here. Additionally, if the individual is already eligible in this same case for another type of MA (except QMB, QDWI, or SLMB), they will also fail here.

Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If she is the Primary Person, ED/BC will additionally fail the entire group. Information about Wisconsin residence and intent to reside is found on ANDC.

End of Pregnancy:

The extension continues until the end of the month that contains the 60th day after the actual end of the pregnancy, as entered on ANPI.

• Third Party Liability (TPL) Cooperation:

An adult who fails to cooperate with TPL requirements will fail here. TPL data is entered on AFMC.

Child Support Cooperation:

An individual who is required to cooperate with Child Support and fails to do so (as entered on APNC) will fail here. (Note that an individual who is pregnant or is a minor is not required

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to cooperate, and so will not fail. Once the pregnancy has ended, however, the formerly pregnant woman is required to cooperate.)

Medical Support Liability Cooperation:

An individual who is required to cooperate with Child Support with respect to Medical Support Liability, and does not cooperate (as entered on APNC), will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail. Once the pregnancy has ended, however, the formerly pregnant woman is required to cooperate.)

Death:

A deceased individual is not eligible. CARES looks at the date of death on ANDA. Additionally, if the individual who has died is the Primary Person, the entire AG will fail.

5B.3.6.2 Asset Eligibility

There is no asset test for extensions.

5B.3.6.3 Income Eligibility

There is no income test for extensions.

5B.3.6.4 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND. EEND can be selected from EESI, or can be tranned to directly.

5B.3.7 Continuously Eligible Newborns (CEN)

This kind of MA (CEN) covers children through the month containing their first birthday. There is no income or asset test, and only a few non-financial tests.

5B.3.7.1 Non-financial Eligibility

The newborn is tested non-financially for the following criteria:

Overlapping Eligibility:

If the child is already eligible in another case for either AFDC or for Medical Assistance, they will fail here. Additionally, if the child is already eligible in this same case for another type of MA (except QMB, QDWI, or SLMB), they will also fail here.

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Age:

The child is only eligible through the end of the month containing their first birthday. Age is computed from the date of birth entered on ANID. The Date of Birth (DOB) collects this data and the Verification (VR) field immediately following the DOB field provides verification.

Citizenship/Alienage:

The child fails if s/he is not a U.S. citizen or a qualifying alien. This information is found on ANAR.

Wisconsin Residence:

The child fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If the child is the Primary Person, ED/BC will additionally fail the entire group. Information about Wisconsin residence and intent to reside is entered on ANDC.

Receipt of Supplemental Security Income (SSI):

An individual who receives SSI cash assistance cannot be eligible for Medical Assistance in CARES (because s/he already receives MA outside of CARES based on the receipt of SSI), and will fail here. CARES decides that an individual is an SSI recipient for MA purposes based on a "Y" entry on ANBR in the "SSI PMT" field.

Living With Birth Mother:

The child must have been living continuously since birth with their birth mother (as recorded on ANNB), and the mother must have been receiving MA at the time of the birth (also entered on ANNB).

Death:

If the child has died (i.e. has a date of death entered on ANDA), they are not eligible. If the child is the Primary Person, the entire group fails.

5B.3.7.2 Asset Eligibility

There is no asset test for "newborn" eligibility.

5B.3.7.3 Income Eligibility

There is no income test for "newborn" eligibility.

5B.3.7.4 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND. EEND can be selected from EESI, or can be tranned to directly.

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5B.3.8 SSI-Related MA

This kind of Medical Assistance covers those who are elderly (at least 65 years old), or blind, or disabled.

5B.3.8.1 Non-financial Eligibility:

First, non-financial eligibility requirements are evaluated for each individual who came to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set, and his/her participation status may change. The new participation status depends on the failure reason, and on the individual's relationship to others in the group. Additionally, certain non-financial criteria may affect the eligibility of the entire group. If the group fails in the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

Note that more information about failure and pending for verification of non-financial criteria is provided later in this section. Verification is not, therefore, mentioned for each item below except in those instances where verification of the item is the thing that affects eligibility.

For more information on the reason codes and the circumstances that cause them to be set, see the reason code Appendix.

The non-financial criteria evaluated here include:

- Overlapping Eligibility:
 - If an individual is already eligible in another case for either AFDC or for Medical Assistance, the individual will fail here. Additionally, if they are already eligible in this same case for another type of MA (except QMB, QDWI, or SLMB), they will also fail here.
- Age:

An individual can be eligible for this kind of MA if s/he is at least 65 years old. Age is computed from the date of birth entered on ANID. The Date of Birth (DOB) field collects this data and the Verification (VR) field immediately following the DOB field provides verification.

- Disability/Blindness:
 - An individual younger than 65 can be eligible is s/he is blind or disabled, as recorded on ANDI.
- Citizenship/Alienage:
 - An individual fails if s/he is not a citizen or a qualifying alien. Information about aliens is entered on ANAR.
- SSN:
 - An individual will fail if s/he refuses to provide an SSN or apply for an SSN if they don't currently have one. SSN cooperation information is entered on ANDC.
- Wisconsin Residence:
 - An individual fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If that individual is the Primary Person, ED/BC will

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additionally fail the entire group. Information about Wisconsin residence and intent to reside is entered on ANDC.

Receipt of Supplemental Security Income (SSI):

An individual who receives SSI cash assistance cannot be eligible for Medical Assistance in CARES (because s/he already receives MA outside of CARES based on the receipt of SSI). CARES decides that an individual is an SSI recipient for MA purposes based on a "Y" entry on ANBR in the "SSI PMT" field.

Receipt of Foster Care:

An individual covered by a Foster Care payment is not eligible for MA in CARES, because s/he already receives MA outside of CARES, based on the receipt of Foster Care. Foster Care information for the covered individual is found on ANBR.

Death:

A deceased individual is not eligible. CARES looks at the date of death on ANDA. If the individual is the Primary Person, the group will fail. (Note that if an application is made for an individual who has died, and backdated MA is requested, CARES will determine eligibility for the months up to and including the month of death as though the individual were alive, and then close the individual for the month after the date of death.)

Child Support Cooperation:

An individual who is required to cooperate with Child Support and fails to do so will fail here. Non-cooperation is entered on APNC. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.)

Medical Support Liability:

An individual who is required to cooperate with Child Support with respect to Medical Support Liability and fails to do so will fail here. This non-cooperation is also entered on APNC. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.)

Striker:

An individual who is on strike will fail here, unless s/he is pregnant or a minor. Additionally, a non-pregnant adult whose spouse is on strike will fail. Strikers are identified on AFEI.

• Third Party Liability (TPL) Cooperation:

An adult who fails to cooperate with TPL requirements (as entered on AFMC) will fail here.

5B.3.8.2 Asset Eligibility:

After non-financial eligibility is determined, ED/BC tests asset eligibility. It separately totals, for each individual and then for the group, each type of asset. It checks availability of each asset, and counts only those flagged as available. It determines assets of deemers separately from the assets of other group members.

The asset testing process also determines ineligibility periods for divestment.

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Countable asset totals are computed for vehicles, liquid assets, real property, life insurance, personal property, and burial assets. These are then added together, and the total is compared to the asset limit appropriate for the group. (These asset limits are found in Reference Table TASP.) If the group fails, ED/BC sets the AG-level failure reason 024.

5B.3.8.3 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. For MA, all income tests use prospective income.

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and tested against the appropriate limits (found in Reference Table TMEP). (Income available from deemers is accumulated separately, then adjusted and added to the unearned income of the group.)

For this kind of Medical Assistance, there is no gross income test. To the gross income already accumulated, ED/BC applies appropriate deductions and disregards, then tests the net income against the income limits for the group size (found in Reference Table TMEP). If the group fails, ED/BC sets reason code 014.

5B.3.8.4 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EEAD. These last two screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

ESII	SSI-Related MA Individual Income Budget
ESPD	SSI-Related MA Deeming Budget
ESED	SSI-Related MA Eligibility Test

From EEIE, workers can select all budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If a worker select on the right-hand side, they will see ESED. Workers can also tran directly to any of the income budget screens.

5B.3.9 Protected MA

These kinds of MA (MP C/NP C, MP D/NP D, MP T/NP T, MP W/NP W) cover people who have information entered on ANPS indicating that they are former SSI recipients.

All of the same non-financial items are checked as for "regular" SSI-Related MA. Additionally, ED/BC checks for verification of the data on ANPS.

5B.3.9.1 Asset Eligibility:

After non-financial eligibility is determined, ED/BC tests asset eligibility. It separately totals, for each individual and then for the group, each type of asset. It checks availability of each asset, and

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counts only those flagged as available. It determines assets of deemers separately from the assets of other group members.

The asset testing process also determines ineligibility periods for divestment.

Countable asset totals are computed for vehicles, liquid assets, real property, life insurance, personal property, and burial assets. These are then added together, and the total is compared to the asset limit appropriate for the group. (These asset limits are found in Reference Table TASP.) If the group fails, ED/BC sets the AG-level failure reason 024.

5B.3.9.2 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. For MA, all income tests use prospective income.

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and compared to the appropriate limits (found in Reference Table TMEP). (Income available from deemers is accumulated separately, then adjusted and added to the unearned income of the group.)

There is no gross income test. To the gross income already accumulated, ED/BC applies appropriate deductions and disregards, then compares the net income against the income limits for the group size (found in Reference Table TMEP). If the group fails, ED/BC sets reason code 014.

Special Note:

For these MA groups, if the Social Security Income type entered on AFUI corresponds to the group type (which depends on the information on ANPS – see the SFU section of this manual), then some of the income is not used in the net income test. This is true of both categorically needy and medically needy groups. However, once the net income exceeds the medically needy limit (which usually happens because of an increase in some other income type), then the full amount of the Social Security income is used to compute the deductible.

The following chart shows, for each type of Protected MA group, the type of Social Security Income that is subject to this special treatment.

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AG TYPE	INCOME TYPE
MP C, NP C ("503" on ANPS)	SSDI, SSRE
MP D, NP D ("Disabled Adult Child" on ANPS)	SSDC
MP T, NP T, MP W, NP W (Widow/ers I or II on ANPS)	SSWW

5B.3.9.3 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EEAD. These last two screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

ESII	SSI-Related MA Individual Income Budget
ESPD	SSI-Related MA Deeming Budget
ESED	SSI-Related MA Eligibility Test

From EEIE, the worker can select all budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If the worker selects on the right-hand side, they will see ESED. The worker can also tran directly to any of the income budget screens.

5B.3.10 QMB, QDWI, SLMB

These kinds of Medical Assistance cover people who are entitled to Medicare Part A. All of the same non-financial checks are performed as for "regular" SSI-related MA. Additionally, ED/BC checks for verification of entitlement to Part A (on AFMD). For QDWI, it additionally checks for QDWI referral information (on ANBR).

5B.3.10.1 Asset Eligibility:

After non-financial eligibility is determined, ED/BC tests asset eligibility. It separately totals, for each individual and then for the group, each type of asset. It checks availability of each asset, and counts only those flagged as available. It determines assets of deemers separately from the assets of other group members.

The asset testing process also determines ineligibility periods for divestment.

Countable asset totals are computed for vehicles, liquid assets, real property, life insurance, personal property, and burial assets. These are then added together, and the total is compared to the asset limit appropriate for the group. (These asset limits are found in Reference Table TASP.) If the group fails, ED/BC sets the AG-level failure reason 024.

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5B.3.10.2 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. For MA, all income tests use prospective income.

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and tested against the appropriate limits (found in Reference Table TMEP). (Income available from deemers is accumulated separately, then adjusted and added to the unearned income of the group.)

There is no gross income test. To the gross income already accumulated, ED/BC applies appropriate deductions and disregards, then compares the net income against the income limits for the group size (found in Reference Table TMEP). If the group fails, ED/BC sets reason code 014.

5B.3.10.3 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EEAD. These last two screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

ESII	SSI-Related MA Individual Income Budget
ESPD	SSI-Related MA Deeming Budget
ESED	SSI-Related MA Eligibility Test

From EEIE, the worker can select all of the budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If the worker selects on the right-hand side, they will see ESED. The worker can also tran directly to any of the income budget screens.

5B.3.11 MA – Institutions

This kind of MA covers people who reside in nursing homes and certain other institutions. In addition to being in an institution, the individual must also meet MA non-financial requirements; i.e. s/he must be under 21, or at least 65 years old, or be blind or disabled.

5B.3.11.1 Non-financial Eligibility:

First, non-financial eligibility criteria are evaluated for each individual who came to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set, and his/her participation status may change. The new participation status depends on the failure reason, and on the individual's relationship to others in the group. Additionally, certain non-financial criteria may affect the eligibility of the entire group. If the group fails in the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

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Note that more information about failure and pending for verification of non-financial criteria is provided later in this section. Verification is not, therefore, mentioned for each item below except in those instances where verification of the item is the thing that affects eligibility.

For more information on the reason codes and the circumstances that cause them to be set, see the reason code Appendix.

The non-financial eligibility requirements evaluated here include:

Overlapping eligibility:

If an individual is already eligible in another case for either AFDC or for Medical Assistance, the individual will fail here. Additionally, if/she is already eligible in this same case for another type of MA (except QMB, QDWI, or SLMB) s/he will also fail here.

Age:

An individual's age is checked here; an institutionalized individual must be under 21 years old, or at least 65. Age is computed from the date of birth entered on ANID. The Date of Birth (DOB) field collects this data and the Verification (VR) field immediately following the DOB field provides verification.

Blindness/Disability:

If an individual does not meet the age requirements, s/he can still be eligible if blind or disabled.

• Citizenship/Alienage:

An individual fails if s/he has failed to declare citizenship, or if s/he is neither a citizen nor a qualifying alien. Disability information for AM is found on the top section of ANDI.

SSN:

An individual will fail if s/he refuses to provide an SSN or apply for an SSN if they don't currently have one. SSN cooperation information is entered on ANDC.

Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If that individual is the Primary Person, ED/BC will additionally fail the entire group. Residency and intent to reside are entered on ANDC.

• Receipt of Supplemental Security Income (SSI):

An individual who receives SSI cash assistance cannot be eligible for Medical Assistance in CARES (because s/he already receives MA outside of CARES based on the receipt of SSI). CARES decides that an individual is an SSI recipient for MA purposes based on a "Y" entry on ANBR in the "SSI PMT" field.

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Receipt of Foster Care:

An individual covered by a Foster Care payment isn't eligible for MA in CARES, because s/he already receives MA outside of CARES, based on the receipt of Foster Care. Foster Care information is entered on ANBR for the covered individual.

Child Support Cooperation:

An individual who is required to cooperate with Child Support and fails to do so will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.) Non-cooperation is entered on APNC.

Medical Support Liability:

An individual who is required to cooperate with Child Support with respect to Medical Support Liability and fails to do so will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.) This non-cooperation is also entered on APNC.

Death:

A deceased individual is not eligible. CARES looks at the date of death on ANDA. Additionally, if s/he is the Primary Person, the entire group will fail. (Note that if an application is made for a individual who has died, and backdated MA is requested, CARES will determine eligibility for the months up to and including the month of death as though the individual were alive, and then close the individual for the month after the date of death.)

Striker:

A non-pregnant individual who is on strike, or who has a spouse who is on strike, will fail here. Additionally, any minor children of the striker will fail, unless the minor child is pregnant or is a minor parent. Strikers are identified on AFEI.

• Third Party Liability (TPL) Cooperation:

An adult who fails to cooperate with TPL requirements will fail here. TPL cooperation information is entered on AFMC.

5B.3.11.2 Asset Eligibility:

After non-financial eligibility is determined, ED/BC tests asset eligibility. It separately totals, for each individual and then for the group, each type of asset. It checks availability of each asset, and counts only those flagged as available. It determines assets of deemers separately from the assets of other group members.

The asset testing process also determines ineligibility periods for divestment.

Additionally, EDBC does the testing for Spousal Impoverishment asset policies. For Spousal Impoverishment cases (those which have a Community Spouse identified on ANSI), EDBC determines the Community Spouse Asset Share and uses it in the asset determination, depending on whether the current determination is the initial determination, or a determination during the first year of eligibility, or after that first year.

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Countable asset totals are computed for vehicles, liquid assets, real property, life insurance, personal property, and burial assets. These are then added together, and the total is compared to the asset limit appropriate for the group. (These asset limits are found in Reference Table TASP.) If the group fails, ED/BC sets the AG-level failure reason 024.

5B.3.11.3 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. For MA, all income tests use prospective income.

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and tested against the appropriate limits (found in Reference Table TMEP). (Income available from deemers is accumulated separately, then adjusted and added to the unearned income of the group.)

For this kind of Medical Assistance, there is no gross income test. To the gross income already accumulated, ED/BC applies appropriate deductions and disregards, then tests the net income against the Institutions Categorically Needy Limit (found in Reference Table TMEP). If that test is failed, then EDBC computes the total monthly need, and compares that amount to the net income. This is called the Institutions Medically Needy Test. If that test is also failed, ED/BC sets reason code 014 and fails the assistance group. If either test is passed, then ED/BC computes a patient liability amount.

If this is a Spousal Impoverishment case, ED/BC will, in the income calculations, allocate income appropriately to the Community Spouse.

5B.3.11.4 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EEAD. These last two screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

EIED	Institution MA Income Eligibility Determination
EISI	Institutions Spousal Impoverishment Income Allocation
EIPL	Institutions MA Patient Liability Budget

From EEIE, workers can select all of the budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If the worker selects on the right-hand side, they will see EIED. Workers can also tran directly to any of the income budget screens.

5B.3.12 Community Waivers MA

This kind of MA covers people with information entered on ANCW. The type of group built depends on the information entered (see the section on SFU), but all types are subject to the same tests.

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5B.3.12.1 Non-financial Eligibility:

First, non-financial eligibility criteria are evaluated for each individual passed to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set. Their participation status will be based on the failure reason, and on the individual's relationship to others in the group. Additionally, certain non-financial criteria may affect the eligibility of the entire group. If the group fails in the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

Note that more information about failure and pending for verification of non-financial eligibility criteria is provided later in this section. Verification is not, therefore, mentioned for each item below except in those instances where verification of the item is the thing that affects eligibility.

For more information on the reason codes and the circumstances that cause them to be set, see the reason code Appendix.

The non-financial criteria evaluated here include:

- Overlapping Eligibility:
 - If an individual is already eligible in another case for either AFDC or for Medical Assistance, the individual will fail here. Additionally, if s/he is already eligible in this same case for another type of MA (except QMB, QDWI, or SLMB), s/he will also fail here.
- Age:
 - Age is checked (an individual must be under 19 or at least 65 years old to be eligible) and also verification of birth date. Age is computed using the birth date entered on ANID. The Date of Birth (DOB) field collects this data and the Verification (VR) field immediately following the DOB field provides verification.
- Receipt of AFDC/Supplemental Security Income (SSI):
 An individual who is receiving AFDC or SSI is "automatically" eligible for Community
 Waivers MA. CARES decides that a individual is an SSI recipient for MA purposes based on a "Y" entry on ANBR in the "SSI PMT" field.
- Blindness/Disability:
 - If an individual does not meet the age requirements, s/he can still be eligible if bind or disabled. For all types of MA, disability information is recorded in the top section of ANDI.

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Citizenship/Alienage:

An individual fails if s/he is not a U.S. citizen or a qualifying alien. Alien information is entered on ANAR.

SSN:

An individual will fail if s/he refuses to provide an SSN or apply for an SSN if they don't currently have one. SSN cooperation information is entered on ANDC.

• Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. If that individual is the Primary Person, ED/BC will additionally fail the entire group. Information about Wisconsin residence and intent to reside is entered on ANDC.

Receipt of Foster Care:

An individual covered by a Foster Care payment is not eligible for MA in CARES, because s/he already receives MA outside of CARES, based on the receipt of Foster Care. Information about receipt of Foster Care is entered for the covered individual on ANBR.

Death:

A deceased individual is not eligible. CARES looks at the date of death on ANDA. If the individual who ha died is the Primary Person, the entire AG fails here. (Note that if an application is made for an individual who has died, and backdated MA is requested, CARES will determine eligibility for the months up to and including the month of death as though the individual were alive, and then close the individual for the month after the date of death.)

Third Party Liability (TPL) Cooperation:

An adult who fails to cooperate with TPL requirements will fail here. TPL cooperation information is recorded on AFMC.

• Community Waivers Referral:

ED/BC looks at information entered on ANCW to determine that a referral exists and is valid for the period of the determination.

5B.3.12.2 Asset Eligibility:

After non-financial eligibility is determined, ED/BC tests asset eligibility. It separately totals, for each individual and then for the group, each type of asset. It checks availability of each asset, and counts only those flagged as available. It determines assets of deemers separately from the assets of other group members.

The asset testing process also determines ineligibility periods for divestment.

Additionally, EDBC does the testing for Spousal Impoverishment asset policies. For Spousal Impoverishment cases (those that have a Community Spouse identified on ANSI), EDBC determines the Community Spouse Asset Share and uses it in the asset determination, depending on whether the current determination is the initial determination, or a determination during the first year of eligibility, or after that first year.

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Countable asset totals are computed for vehicles, liquid assets, real property, life insurance, personal property, and burial assets. These are then added together, and the total is compared to the asset limit appropriate for the group. (These asset limits are found in Reference Table TASP.) If the group fails, ED/BC sets the AG-level failure reason 024.

5B.3.12.3 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. For MA, all income tests use prospective income.

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and tested against the appropriate limits (found in Reference Table TMEP). (Income available from deemers is accumulated separately, then adjusted and added to the unearned income of the group.)

For this kind of Medical Assistance, there is no gross income test. To the gross income already accumulated, ED/BC applies appropriate deductions and disregards, then tests the net income against the Community Waivers Special Income Limit (found in Reference Table TMEP). If that test is failed, ED/BC applies additional adjustments to the income, and tests the resulting income amount against the Group C income limits. If either test is passed, then ED/BC computes a cost share amount for the group.

If this is a Spousal Impoverishment case, ED/BC will, in the income calculations, allocate income appropriately to the Community Spouse.

5B.3.12.4 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EEAD. These last two screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

ECED	CW MA Income Eligibility Determination	
ECSI	CW Spousal Impoverishment Income Allocation	
ECFA	CW MA Family Maintenance Allowance	
ECSC	CW Share of Cost Budget	

From EEIE, the worker can select all of the budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If the worker selects on the right-hand side, they will see ECED. The worker can also tran directly to any of the income budget screens.

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5B.4.0 FOOD STAMPS (FS)

5B.4.1 Non-financial Eligibility:

First, non-financial eligibility criteria are evaluated for each individual passed to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set, and his/her participation status may change. The new participation status depends on the failure reason, and on the individual's relationship to others in the group. Additionally, certain non-financial eligibility criteria may affect the eligibility of the entire group. If the group fails in the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

Note that more information about failure and pending for verification of non-financial criteria is provided later in this section. Verification is not, therefore, mentioned for each item below except in those instances where verification of the item is the thing that affects eligibility.

For more information on the reason codes and the circumstances that cause them to be set, see the reason code Appendix.

The non-financial eligibility criteria evaluated here include:

- Overlapping Eligibility:
 If an individual is already eligible in another case for Food Stamps, the individual will fail here.
- Categorical Eligibility:

ED/BC checks each individual to see if s/he receives AFDC, General Relief (on ANBR), or SSI cash (also on ANBR – note that for FS purposes, a individual is considered an SSI recipient if s/he has received an award letter – s/he may not yet have received a check). ED/BC also checks to see if the individual is covered by a payment resulting from participation in a W-2 employment position, and checks ANBC to see if the "TANF Services" switch is "Y" for the individual. A group is categorically eligible if all group members receive at least one of the above benefits, OR if any group member receives TANF services.

Age:

Verification is the only thing checked here with regard to age. (Note that the age of an individual may affect later treatment of income, or may affect the individual's status, when taken together with other criteria.) CARES computes each individual's age based on the date of birth entered on ANID. The Date of Birth (DOB) field collects this data and the Verification (VR) field immediately following the DOB field provides verification.

- Citizenship/Alienage:
 - An individual fails if s/he is not a U.S. citizen or a qualifying alien. Alien information is entered on ANAR.
- SSN:

An individual will fail if s/he refuses to provide an SSN or apply for an SSN if they don't currently have one. SSN cooperation information is found on ANDC.

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Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident. If that individual is the Primary Person, ED/BC will additionally fail the entire group. Information about residence in Wisconsin is found on ANDC. Note that unlike other programs of assistance, intent to continue to reside in Wisconsin does not affect FS.

Child Support Cooperation:

An individual who is required to cooperate with Child Support and fails to do so will fail here. (Note that an individual who is pregnant or is a minor is not required to cooperate, and therefore will not fail.) Non-cooperation is entered on APNC.

Death:

A deceased individual is not eligible. CARES looks at the date of death on ANDA.

Sanctions:

If an individual was required to cooperate with Work Programs requirements and did not, and is therefore in a sanction period, s/he will fail. An individual may also fail for a QC Sanction; if this happens, the entire group fails.

Student Status:

An individual who is at least 18 years old and not yet 50 cannot receive FS if s/he is also a student in an institution of higher education, unless s/he is disabled (ANDI, bottom 3 questions), or employed at least 20 hours a week, or incapable of gainful employment (ANDI, bottom 3 questions), or meets certain other requirement(s) – see the FS Handbook. Student status is found on ANSE.

Food Distribution Program:

If the individual is covered by the Indian Food Distribution program (entered on ANBR), s/he cannot receive Food Stamps.

Roomer/boarder Status:

Some roomers and boarders are ineligible for Food Stamps (see the FS Handbook for details). CARES uses information entered on AFRP to make this decision.

Tribal Commodities:

An individual is not eligible for Food Stamps (FS) if they are receiving Tribal Commodities.

5B.4.2 Asset Eligibility:

After non-financial eligibility is determined, ED/BC tests asset eligibility. It separately totals, for each individual and then for the group, each type of asset. It checks availability of each asset, and counts only those flagged as available. It determines assets of deemers separately from the assets of other group members. The asset testing process also includes divestment testing.

Countable asset totals are computed for liquid assets, real property, life insurance, personal property, and burial assets. These are then added together, and the total is compared to the asset

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limit appropriate for the group. (These asset limits are found in Reference Table TFEP.) If the group fails, ED/BC sets the AG-level failure reason 024.

5B.4.3 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. (It decided earlier, before this process, whether the group was to be treated prospectively or retrospectively. If the group is to be retrospectively budgeted, then there was also a decision for each individual [including deemers] as to whether the individual's income is to be budgeted prospectively or retrospectively.)

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and compared to the appropriate limits (found in Reference Table TFST). (Income available from deemers is accumulated separately, and added to the unearned income of the group.)

There are several income tests for each group. The gross income test is performed first. If the group fails, ED/BC sets reason code 016. Next, ED/BC applies any appropriate deductions and disregards to arrive at a group net income amount, which it uses in the net income test. If the group fails this test, ED/BC sets reason code 014. The final test is the allotment determination test. Again, appropriate deductions and disregards are subtracted from the gross income, and the remaining income is subtracted from the maximum FS allotment allowed (based on group size) to determine the group's FS allotment amount.

Note that the group may be eligible for FS, but receive \$0; see the FS Handbook.

If the group is entitled to a benefit, ED/BC subtracts from the benefit any appropriate recoupment amounts.

Screens Used to Compute Income Eligibility and FS Allotments		
AFEQ	AFEA	
AFEI	AFRQ	
AFDE	AFRE	
AFSE	AFDQ	
AFBW	AFDC	
AFUQ	AFSP	
AFUI	AFSC	
AFDU	AFUC	
AFAQ	AFTQ	

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5B.4.4 Special Income Processing for Elderly and Disabled Group:

When certain conditions are met, there may be more than one Food Stamp group built and tested. If a household member is both elderly and disabled, and the question on ACPA "Do you request separate FS for elderly and disabled individual unable to purchase and prepare meals due to disability?" is answered Y, then that elderly and disabled individual and his or her spouse will be in a separate FS group. The other household members are tested together in a "regular" FS group by ED/BC against the 165% income limit. If that test is passed, then the elderly and disabled individual and his/her spouse (FS E group) can remain a separate group. (For FS purposes, disability hinges on the answers to the last three questions on ANDI.)

5B.4.5 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on EEAD. These last two screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

EFSD	FS Sponsor Deemed Income
EFGT	FS Gross Income Test
EFNT	FS Net Income Test
EFAD	FS Allotment Determination Budget

From EEIE, the worker can select all of the budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right.) If the worker selects on the right-hand side and the group has failed, they will see the budget for the test that was failed. If the group passed all income tests and the worker selects on the right side, EFAD will display.

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5B.5.0 WISCONSIN WORKS (W-2)

Wisconsin Works (W-2) is a non-entitlement, time-limited program providing case management services and sometimes a cash payment to people having certain characteristics. There are four basic types of W-2:

- WW C is the group that CARES builds (see the SFU section of this manual) for the most common situation, which is a family with at least one born child. A WW C group may receive case management services, or may have a group member placed in an employment position.
- WW M is the group CARES builds when a minor parent is the individual specified (on ACPA) as
 the target of the group. Such a group can receive case management services, but cannot have
 a group member in an employment position.
- WW P is the group CARES builds when a pregnant woman is specified (on ACPA) as the target. Such a group can receive case management services, but cannot have a group member placed in an employment position.
- WW N is the group CARES builds when a non-custodial parent is specified (on ANLA) as the target. Such a group can receive case management services, but cannot have a group member placed in an employment position.

5B.5.1 Non-financial Eligibility:

First, non-financial eligibility criteria are evaluated for each individual passed to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set. Their participation status code will be set based on the failure reason, and on the individual's relationship to others in the group. Additionally, certain non-financial eligibility requirements may affect eligibility of the entire group. If the group fails in the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

The non-financial eligibility criteria evaluated here include:

- Overlapping Eligibility: If an individual is already eligible in another case for W-2, s/he will fail here.
- Age:
 - For WW C groups, parents must be at least 18, and children must be under 19. If a child is 18, s/he must meet dependent 18-year-old requirements. For WW P and WW N, the target must be at least 18. For WW M, the target must be under 18. Age is computed based on the birth date entered on ANID. The Date of Birth (DOB) field collects this data and the Verification (VR) field immediately following the DOB field provides verification.
- Citizenship/Alienage: An individual fails if s/he is not a U.S. citizen or a qualifying alien. This information is found on ANAR.

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SSN:

If anyone refuses to provide an SSN or apply for an SSN if they don't currently have one, the entire W-2 group is ineligible. SSN cooperation data is found on ANDC.

• Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident, or if they do not intend to continue to reside in Wisconsin. If that individual is the Primary Person, ED/BC will additionally fail the entire group. Residence and intent to reside are entered on ANDC.

Death:

A deceased individual is not eligible. CARES looks at the date of death entered on ANDA. If the individual who has died is the Primary Person, then the whole group fails.

 Receipt of Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI):

An individual who receives SSI cash assistance or Social Security Disability is ineligible for W-2. CARES decides that an individual is an SSI recipient for W-2 purposes based on a "Y" entry on ANBR in the "SSI PMT" field. Information about the receipt of SSDI is also recorded on ANBR.

Receipt of Foster Care:

An individual covered by a Foster Care payment is not eligible for W-2. Foster Care receipt is entered for the covered individual on ANBR.

• Child Support Cooperation:

If an individual who is required to cooperate with Child Support fails to do so, the entire W-2 group will fail here. Non-cooperation information is entered on APNC.

Striker:

If any group member is on strike, the entire W-2 group will fail here. Strikers are identified on AFEI.

Pregnancy:

This process may pend or fail a WW P AG for lack of pregnancy verification.

Job Search:

Group members must cooperate with the W-2 agency, and must show good faith effort in job search, and must not refuse a bona fide offer of employment. This data is collected on AFNC.

Application for Other Benefits:

Group members must apply for other benefits (e.g., SSI) for which they may be eligible. Failure to do so (as entered on AFNC) causes the group to fail.

Learnfare:

Group members must cooperate with applicable Learnfare requirements.

Time Limits:

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Unless granted an extension, the group can receive benefits under a particular type of employment position for no more than 24 months. An individual can be eligible for W-2 for only 60 months in his/her lifetime, unless granted an extension. These time limits are tracked on AIWC.

5B.5.2 Asset Eligibility:

After non-financial eligibility is determined, ED/BC tests asset eligibility. It separately totals, for each individual and then for the group, each type of asset. It checks availability of each asset, and counts only those flagged as available. It determines assets of deemers separately from the assets of other group members.

Screens Relevant To Asset Testing		
AAAQ	AALI	
AALQ	AALS	
AAVA	AABA	
AALA	AARP	
AAPP		

Countable asset totals are computed for vehicles, liquid assets, real property, life insurance, personal property, and burial assets. These are then added together, and the total is compared to the asset limit appropriate for the group. (These asset limits are found in Reference Table TASP.) If the group fails, ED/BC sets the AG-level failure reason 024.

NOTE: There is no asset test for WW M.

5B.5.3 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. All income tests use prospective income.

Screens Relevant to the Process of Accumulating and Testing the Group's Income		
AFEQ	AFAQ	
AFEI	AFEA	
AFDE	AFRQ	
AFSE	AFRE	
AFBW	AFRE	
AFUQ	AFDQ	
AFUI	AFDC	
AFDU	AFSP	

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and tested against the appropriate limits

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(found in Reference Table TWWS). If the group fails, ED/BC sets reason code 016. This gross income test is the only income test for W-2; there is no net income test.

A group found eligible with an individual placed in an employment position will receive a payment based on the placement on ACWI. The payment will be prorated if it's an initial payment. All payments are then adjusted based on non-participation, and are docked for Learnfare students not enrolled in school. Additionally, recoupments are deducted from the payment when appropriate.

NOTE: There is no income test for WW M.

5B.5.4 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial eligibility results are found on EEND, and asset test details are on EWAT. These last two screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

EWGT	W-2 Gross Income Test/Projected Payment
EWII	W-2 Individual Income

From EEIE, the worker can select all budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If the worker selects on the right-hand side, they will see EWGT. Workers can also tran directly to any of the income budget screens.

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5B.6.0 CHILD CARE (CC)

Child Care covers children under 13 years old or under 19 years old if the child is a special needs child. Others (e.g., older children and parents) are included in the group for eligibility determinations, but cannot be covered by a payment.

5B.6.1 Non-financial Eligibility:

First, non-financial eligibility criteria are evaluated for each individual who came to ED/BC from SFU with a participation status other than excluded (XC or XA). Anyone who fails any of the non-financial tests has an appropriate reason code set, and his/her participation status may change. The new participation status depends on the failure reason, and on the individual's relationship to others in the group. Additionally, certain non-financial criteria may affect the eligibility of the entire group. If the group fails in the non-financial tests, its status is set to "fail", and appropriate reason codes are set.

The non-financial eligibility criteria evaluated here include:

Overlapping Eligibility:

An individual does not fail in Child Care because s/he is already eligible in another household; a child may be covered in more than one household.

Age:

A child can be covered by Child Care if s/he is less than 13 years old or less than 19 years old if the child is a special needs child. Older children are not eligible but are included in the assistance group. Age is computed based on the date of birth entered on ANID. The Date of Birth (DOB) field collects this data and the Verification (VR) field immediately following the DOB field provides verification.

Citizenship/Alienage:

An individual fails if s/he is not a U.S. citizen or a qualifying alien. Alienage information is entered on ANAR.

SSN:

If anyone refuses to provide an SSN or apply for an SSN if they don't currently have one, the entire Child Care group is ineligible. SSN cooperation data is found on ANDC.

Wisconsin Residence:

An individual fails here if they are not a Wisconsin resident or if they do not intend to continue to reside in Wisconsin. (A migrant does not need to meet this requirement; migrant information is found on ANDC.) If the individual is the Primary Person, ED/BC will additionally fail the entire group. Information about Wisconsin residence is found on ANDC.

• Death:

A deceased individual is not eligible. CARES looks at the date of death entered on ANDA. If the individual who has died is the Primary Person, the whole group fails.

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• Child Support Cooperation:

If an individual who is required to cooperate with Child Support fails to do so, the entire Child Care group will fail here. Non-cooperation information is found on APNC.

Striker:

If any group member is on strike, the entire Child Care group will fail here. Strikers are identified on AFEI.

Living With Arrangement:

A minor parent can only be eligible if s/he is in certain living arrangements; this information is entered on ANLA.

Need for Child Care:

The group cannot be eligible if a caretaker is available to care for the children. Each caretaker must be engaged in an activity that meets the requirements; this information is entered on ANCI.

5B.6.2 Income Eligibility:

Finally, ED/BC determines income eligibility for the group. All income tests use prospective income.

Screens Relevant to the Process of		
Accumulating and Testing the Group's Income		
AFEQ	AFAQ	
AFEI	AFEA	
AFDE	AFRQ	
AFSE	AFRE	
AFBW	AFRE	
AFUQ	AFDQ	
AFUI	AFDC	
AFDU	AFSP	

The first step in this process is to accumulate the countable income of each group member. This is done for each individual whose status is not excluded (XC or XA). Then the countable income of the individual group members is accumulated into group totals, and compared to the appropriate limits (found in Reference Table TCCS). If the group fails, ED/BC sets reason code 016. This (a gross income test) is the only income test for CC; there is no net income test.

5B.6.3 Viewing Results:

General non-financial and financial eligibility results can be seen on EESI. More specific non-financial results are found on EEND, and asset test details are on ECAT. These last two screens can be selected from EESI, or can be tranned to directly.

General income results can be found on EEIE. More specific results are found on:

ECGT	Child Care Gross Income Test
ECII	Child Care Individual Income

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From EEIE, the worker can select all budgets relevant for a group (the selection field on the left), or select only a specific budget (the selection field on the right). If the worker selects on the right-hand side, they will see ECGT. Workers can also tran directly to any of the income budget screens.

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5B.7.0 Family Care

(To be added at a later date)

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7.0.0 SPECIAL PROCESSING – PROGRAM SPECIFIC PROCESSES

There are some screens and processes that are specific to one or more programs of assistance in CARES. This chapter is used to discuss these processes.

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Chapter 07 - Special Processing - Program Specific Processes

7.1.0

ACWI Processing in the Person Add Driver Flow

Effective August 23, 2003, SFEX has been added to the Person Add Driver Flow. When W-2 is either open or is requested at the time of the person being added to the case, ACWI will be the last screen in the driver flow. This document describes specific processing scenarios and steps to be performed when:

- 1) processing a new ACWI screen in the person add driver flow;
- 2) making changes to an existing ACWI screen while in the person add driver flow; and
- 3) when there are no changes made to ACWI in the person add driver flow.

Scenario 1: Request for W-2 When Adding a Person to the Case

In this scenario, W-2 is being requested at the same time a person is being added to the case.

Steps to complete:

- 1. Enter the new person on ANID.
- 2. Request W-2 on ACPA.
- 3. Complete the remaining screens in the Person Add Driver Flow as appropriate.
- 4. ACWI is scheduled.
- 5. Complete ACWI (with as much information as you have at the time of entry).
- 6. Press Enter.
- 7. SFEX will run for the current and recurring month(s).
- 8. Check eligibility determination and budget screens.
- 9. Confirm the W-2 AGs for the current and recurring month(s).

NOTE: Running with dates is not necessary in this scenario.

Example 1:

John Peoples is being added to case 9700310591 and is requesting W-2 services at the same time. After completing all appropriate screens in the driver flow, ACWI is scheduled.

STEPS:

STEP 1: COMPLETE ACWI. IN THIS CASE, JOHN HAS ALREADY MET WITH HIS FEP AND IT HAS BEEN DETERMINED THAT JOHN WILL BE PLACED IN A CSJ PLACEMENT EFFECTIVE AUGUST 13, 2003.

STEP 2: PRESS ENTER.

ACWI WISCONSIN WORKS INFORMATION 08/13/03 08:46

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CASE: 9700310591	WORKER: XCT548 XCT547 P JANSSEN
LAST UPDATED: 08 13 03	CASE STATUS: OPEN CASE MODE: ONGOING
DC: BEGIN MMYY: 0803	FEP-ID: xct548 SEQ NUM: 001
FEP INTERVIEW DATE: 08 13 2003	PRE ELIG REQ MET? (Y/N/W/?): y
DIVERSION RSN:	DIVERSION DATE:
W2 BEGIN DATE: 08 13 2003	W2 END DATE:
DADELGIDANE MINA. 02	
PARTICIPANT NUM: 03	
NAME:	
PLACEMENT: csj	
PLACEMENT BEGIN DATE: 08 13 2003	סו אריבישבישי ביאור ראידב.
	INDIVIDUALS
01 KAREN A (PP) 02 MICHA A (
	(8011) 03 001111 (1101)
PF20-ACWS	
NEXT TRAN: PARMS: 9700310)591

SFEX is run for the current and recurring month, in this case from 08/13/03 - 08/31/03 and 09/01/03. The WW C AG opens for both August and September.

SFC CAS	-	003105		ANDARD FIL	ING UNIT C		UMMARY R: XCT54	
S	RUN	CAT	SEQ	PAYMENT BEG DATE	PAYMENT END DATE	AG STATUS	ELIG STATUS	AG REASON CODES S RSN1 S RSN2 S RSN3
_	01 01	CC FS	01 01	09 01 03 09 01 03		OP OP	S S	
_	01	WW C WW C CTSZ	01 01 01	09 01 03 08 13 03 09 01 03	08 31 03	OP OP	S S	054
	01	CTSZ CTSZ CTSZ	01 01 01	09 01 03 08 01 03 07 01 03	08 31 03 07 31 03	DE DE DE	F F F	_ 054 _ 054 _ 054
	01	CTSZ MA R	01 01	06 01 03 09 01 03	06 30 03	DE CL	F F	- 054 - 054 350
_	01	MA U	01	09 01 03		OP	S	_
01	KARE	N A (P	P)	02 MICHA	INDIVIDU A (SON)		N P (NC	OT)
NEX	T TRA	N:	_	PARMS: 97	00310591			

STEP 3: AFTER CHECKING THE DETERMINATION AND BUDGET SCREENS, CONFIRM THE WW C AGS.

Example 2:

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onapter or - opecial reocessing - regram opecine reocesses

George Anapolis is being added to case 0700310606 and is requesting W-2 services at the same time. After completing all appropriate screens in the driver flow, ACWI is scheduled.

COMPLETE ACWI. IN THIS CASE, GEORGE HAS NOT MET WITH HIS FEP.

STEP 2: ENTER THE EFF	ECTIVE MONTH AND FEP ID.
STEP 3: PRESS ENTER.	
CASE: 0700310606	WISCONSIN WORKS INFORMATION 08/13/03 12:40 WORKER: XCT548 XCT548 P JANSSEN CASE STATUS: OPEN CASE MODE: ONGOING
DC: BEGIN MMYY:	0803 FEP-ID: xct548 SEQ NUM: 001
FEP INTERVIEW DATE:	PRE ELIG REQ MET? (Y/N/W/?): _
DIVERSION RSN: W2 BEGIN DATE:	DIVERSION DATE: W2 END DATE:
PARTICIPANT NUM: NAME:	
PLACEMENT: PLACEMENT BEGIN DATE:	
	02 THOMA G (SON) 03 GEORG A (NOT)

SFEX is run and the WW C AG is pending for the current month and recurring month.

NEXT TRAN: ____ PARMS: 0700310606_____

STEPS: STEP 1:

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SFC CAS		003106		ANDARD FIL	ING UNIT C			08/13/03 12:41 XCT548 P JANSSEN
S 01	RUN 01 01 01 01 01 01	CAT CC FS WW C WW C BC Z BC Z BC Z CTSZ CTSZ CTSZ CTSZ	SEQ 01 01 01 01 01 01 01 01 01 01 01 01 01	PAYMENT BEG DATE 09 01 03 09 01 03 09 01 03 08 13 03 09 01 03 08 01 03 07 01 03 06 01 03 07 01 03 08 01 03 07 01 03 08 01 03 07 01 03 08 01 03	08 31 03 08 31 03 08 31 03 07 31 03 06 30 03 08 31 03 07 31 03 06 30 03	STATUS OP OP PE DE DE DE DE DE DE DE DE	STATUS S P F F F F F F	AG REASON CODES S RSN1 S RSN2 S RSN3 - 054 - 054 - 054 - 054 - 054 - 054 - 054 - 054 - 054 - 054 - 054 - 054
NEX	T TRA	N:	_	PARMS: 07	00310606			MORE

On August 15, 2003 after meeting with the FEP, George is placed in a W2T.

STEP 4: TRAN BACK TO ACWI AND ENTER THE INFORMATION.

ACWI WISCONSIN WORKS INFORMATION 08/15/03 12:48 CASE: 0700310606 WORKER: XCT548 XCT548 P JANSSEN LAST UPDATED: 08 13 03 CASE STATUS: OPEN CASE MODE: ONGOING
DC: BEGIN MMYY: 0803 FEP-ID: XCT548 SEQ NUM: 001
FEP INTERVIEW DATE: 08 15 2003 PRE ELIG REQ MET? (Y/N/W/?): y
DIVERSION RSN: DIVERSION DATE: W2 BEGIN DATE: W2 END DATE:
PARTICIPANT NUM: 03 NAME:
PLACEMENT: w2t PLACEMENT BEGIN DATE: 08 15 2003 PLACEMENT END DATE:
01 KATHY G (PP) 02 THOMA G (SON) 03 GEORG A (NOT)
PF20-ACWS NEXT TRAN: PARMS: 0700310606

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NOTE: SFEX does not automatically run this time. You need to tran SFEX (without dates) to rerun eligibility.

Now the WW C AG opens for the months of August and September.

SFC				ANDARD FIL	ING UNIT C			08/15/03 12:50
CAS	E: 07	003106	06			WORKE	R: XCT54	48 XCT548 P JANSSEN
				PAYMENT	PAYMENT	AG	ELIG	AG REASON CODES
S	RUN	CAT	SEQ	BEG DATE	END DATE	STATUS	STATUS	S RSN1 S RSN2 S RSN3
	01	CC	01	09 01 03		OP	S	
	01	FS	01	09 01 03		OP	S	
	01	WW C	01	09 01 03		OP	S	
		WW C	01	08 13 03	08 31 03	OP	S	
	01	BC Z	01	09 01 03		DE	F F	_ 054
		BC Z	01	08 01 03	08 31 03	DE		_ 054
		BC Z	01	07 01 03	07 31 03	DE	F	_ 054
		BC Z	01	06 01 03	06 30 03	DE	F	_ 054
	01	CTSZ	01	09 01 03		DE	F	054
		CTSZ	01	08 01 03	08 31 03	DE	F	_ 054
		CTSZ	01	07 01 03	07 31 03	DE	F	_ 054
		CTSZ	01	06 01 03	06 30 03	DE	F	054
					INDIVIDU	ALS		
01	KATH	YG (P	P)	02 THOMA	G (SON)	03 GEO	RG A (NC	OT)
NEX	T TRA	N:	_	PARMS: 07	00310606			MORE

STEP 5: VIEW ELIGIBILITY RESULTS AND BUDGETS.

STEP 6: CONFIRM THE WW C AGS.

Scenario 2: Making a Change on ACWI When Adding a Person to the Case

In this scenario, a change is being made to ACWI at the same time a person is added to the case.

Steps to complete:

- 1. Enter the new person on ANID.
- 2. Complete the remaining screens in the Person Add Driver Flow as appropriate.
- 3. ACWI is scheduled.
- 4. Complete ACWI (with as much information as you have at the time of entry).
- 5. Press Enter.
- 6. SFEX will be scheduled and will run for the recurring month.
- 7. Check eligibility determination and budget screens. If correct, confirm the W-2 AG(s) on AGEC (if not correct, make any adjustments as necessary and re-run SFEX and confirm for recurring month).
- 8. Tran SFEX and run with dates for the current month.

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9. Check the eligibility determination and budget screens. If correct, confirm the W-2 AG(s) on AGEC.

NOTE: Confirmation of the recurring month must be done BEFORE running with dates for the current month. If running with dates for the current month is done before confirmation of the recurring month, the participant will not receive the correct payment amount. This process differs from the regular processing for adding or changing a placement.

Example 3:

Mary Higgins is pregnant and is currently placed in a CMP placement on ACWI in case 6700310661. She has had the baby and the baby is now added to the case. The placement is being changed to CMC when the baby is added to the case.

After completing the appropriate screens in the driver flow,* ACWI is scheduled.

*Remember to delete the pregnant woman target on ACPA when adding the baby.

CASE: 6700310661		RKS INFORMATION WORKER: XCT548	08/14/03 12:00 XCT548 P JANSSEN
LAST UPDATED: 06 14 03	}	CASE STATUS: OPEN	CASE MODE: ONGOING
DC: BEGIN MMYY:	0803 FF	EP-ID: XCT548	SEQ NUM: 001
FEP INTERVIEW DATE:	06 14 2003	PRE ELIG REQ MET? (Y/	'N/W/?): Y
DIVERSION RSN: W2 BEGIN DATE:	06 14 2003	DIVERS W2	SION DATE: END DATE:
WE BEGIN BILL!	00 11 2000	2	
PARTICIPANT NUM:	01 MARY	UTCCTNS	
NAPIE.	PIAI(I	HIGGINS	
PLACEMENT: PLACEMENT BEGIN DATE:	cmc CASE MGN		END DAME.
			END DATE:
01 MARY H (PP) C	2 SARAH H (DAU	J)	
PF20-ACWS NEXT TRAN: PA	ARMS: 670031066	51	

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STEPS:

STEP 1: CHANGE THE EFFECTIVE MONTH TO THE CURRENT MONTH (I.E., 08/03 IN THIS EXAMPLE).

STEP 2: Type over the CMP placement with CMC.

STEP 3: CHANGE THE PLACEMENT BEGIN DATE (I.E., 08/14/2003 IN THIS EXAMPLE).

STEP 4: PRESS ENTER.

SFEX is now running for the recurring month. The WW P AG closes for the recurring month (in this example 09/03) and the WW C AG opens for the recurring month (in this example 09/03).

				PAYMENT	PAYMENT	AG	ELIG	AG REASON CODES
S	RUN	CAT	SEQ	BEG DATE	END DATE	STATUS		S RSN1 S RSN2 S RSN3
	01	CC Z	01	09 01 03		DE	F	054
		CC Z	01	08 01 03	08 31 03	DE	F	_ 054
		CC Z	01	07 01 03	07 31 03	DE	F	_ ₀₅₄
		CC Z	01	06 01 03	06 30 03	DE	F	_ 054
	01	FS	01	09 01 03		OP	S	_
_	01	WW C	01	09 01 03		OP	S	
_	01	WW P	01	09 01 03		CL	F	421
	01	CTSZ	01	09 01 03		DE	F	_ 054
		CTSZ	01	08 01 03	08 31 03	DE	F	_ 054
		CTSZ	01	07 01 03	07 31 03	DE	F	_ 054
		CTSZ	01	06 01 03	06 30 03	DE	F	_ 054
_	01	MA R	01	09 01 03		OP	S	
					INDIVIDU	ALS		
01	MARY	Н (Р	P)	02 SARAH	H (DAU)			

STEP 5: REVIEW THE BUDGET SCREENS AND CONFIRM THE W-2 AGS ON AGEC FOR THE RECURRING MONTH. (COMPLETE PROCESSING THE POST - CONFIRMATION SCREENS (AIWP, ACTP, ABWD, ETC).

STEP 6: RUN SFEX WITH DATES FOR THE CURRENT MONTH (IN THIS EXAMPLE, 08/14/03)

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SFEX is now run for the current month. The WW P AG remains closed for the current month (in this example, 08/03) and WW C remains open for the current month (in this example, 08/03).

SFCS CAS		003106		NDARD FILI	NG UNIT CA			08/14/03 12:17 8 XCT548 P JANSSEN
S	RUN 01 01 01 01 01	CAT CC Z FS WW C WW P CTSZ MA R	SEQ 01 01 01 01 01	DEG DATE 08 01 03 08 14 03 08 01 03 08 01 03 08 01 03	END DATE 08 31 03 08 31 03 08 31 03 08 31 03 08 31 03	STATUS DE OP OP CL	STATUS F	

STEP 7: CONFIRM THE W-2 AGS FOR THE CURRENT MONTH.

Scenario 3: W-2 is Open But No Changes Are Made on ACWI

In this scenario, W-2 is open when a person is being added to the case. ACWI will be scheduled in the driver flow. If no changes are required to ACWI, press Enter to initiate SFEX (eligibility). Eligibility will be run for the recurring month. **Running with dates is NOT required in this scenario.**

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APPENDIX A

ELECTRONIC FUNDS TRANSFER PROCEDURES FOR W-2

This appendix provides W-2 agency staff with information on how to establish a W-2 participant in the Electronic Funds Transfer (EFT) benefit payment program. Included in this appendix are:

- 1. Instructions for using CARES to enroll a W-2 participant in EFT for payment of benefits.
- 2. A reference to Division of Workforce Solutions (DWS) form DWS-10791 that W-2 staff will use to record the EFT information.

FINANCIAL INSTITUTION QUERY SCREEN - IQBA

Screen IQBA lists financial institutions available in CARES. The codes assigned to these institutions are entered on screens AGET (Electronic Fund Transfer) and AGDD (Direct Deposit).

To find the participant's bank code:

Step 1: Key in "IQBA" in the "NEXT TRAN" field

Step 2: Key in the "county number/first letter of the financial institution" in the PARMS field.

Step 3: Press <ENTER>.

IQBA will display a list of financial institutions for the requested county. Each institution is assigned a two or three digit code. This code is entered on AGET and AGDD when creating EFT or Direct Deposit payments.

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IQBA		BANK QUERY - BY COUNTY		01/20/04 1 XCT545 M WE	
COUNT	ry: 40	MILWAUKEE COUNT			
SEL	BANK ID	BANK NAME	CITY ADDRESS	IND	NUM
_	NR	CONTINENTAL BANK TRUST	MILWAUKEE	_	40
_	2C	CONTINENTAL CR UNION	MILWAUKEE	_	40
_	3C	CONTINENTAL SAV & LOAN	MILWAUKEE		40
_	R2	CUDAHY MUNICIPAL CR UN	CUDAHY	E	40
_	4C	DEBCO CREDIT UNION	MILWAUKEE	_	40
_	5C	EATON EMPL CR UNION	MILWAUKEE	E	40
_	U7	EDGEWOOD BK GREENFIELD	GREENFIELD	E	40
_	4W	EDUCATORS CREDIT UNION	MILWAUKEE	E	40
_	38	EQUITABLE BANK	WEST ALLIS	E	40
	98		HALES CORNERS		40
_	6C	15	MILWAUKEE	E	40
_	бМ	F & M BANK	ST FRANCIS	E	40
]	PF13 BIBA BANK DETAILS			
NEXT	TRAN:	iqba PARMS: 40			MORE

To view information about a specific financial institution from IQBA,

Step 1: Key an 'X' in the SEL field next to the institution being queried.

Step 2: Press PF13.

Screen BIBA will come up and display detailed information for the selected bank.

Screen BIBA can be tranned to directly by entering BIBA in the NEXT TRAN field and the bank code in the PARMS field. BIBA is a query only screen.

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BIBA	BANK DETAILS	01/20/04 13:57 XCT545 M WELCH
	40 MILWAUKEE COUNTY 7C FCM CREDIT UNION	
ROUTING NUMBER:	22222222	
ADDRESS:	NUMBER UNIT DIR ST/RURAL RT/BOX# 2222 W_ ST PAUL	
CITY:	MILWAUKEE STATE: WI ZIP: 5322	20000
PAY TYPE IND:	E D - DIRECT DEPOSIT E - EFT	
~	BA BANK QUERY PARMS: 7C	

ADDING OR CORRECTING INFORMATION ON BIBA

When setting up EFT for a participant, check BIBA to make sure the routing number listed there, matches the information recorded on the EFT Authorization form (DWS – 10791) received from the participant's bank. If the routing number on BIBA doesn't match, contact the ASD Financial Manager via email or a fax (refer to the "Contacts" section below). Attach a copy of the financial institution's completed DWS-10791 form with the fax or e-mail.

If the participant's financial institution is not listed on screen IQBA and BIBA, send an e-mail or fax to the ASD Financial Manager with the following information:

- the institution's name,
- address.
- · telephone number,
- · transit routing number and
- your phone number.

ASD staff will add the bank information to IQBA and BIBA within a few days so that the EFT process can be completed for the participant.

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PROCEDURE FOR EFT ENROLLMENT

DWS has provided a form to collect bank information for an EFT request. The completed and signed form must be kept in the participant's paper file. The Electronic Funds Transfer Authorization form (DWS – 10791) is located in the DWD Forms Repository at this address

http://workweb.dwd.state.wi.us/forms/viewsort/default.asp?ID=NEW

To access this form from this web site,

Step 1: Key in form number "10791" in the "Form Number" field on the search screen.

Step 2: Click "Search Now".

The search results will take you to the form. The form can be printed from this web site.

NOTE: Form DWS – 10791 must be completed by the participant's bank and returned to the W-2 agency prior to completing the EFT screens in CARES.

COMPLETING THE EFT SCREEN IN CARES - AGET

AGET is used to enter the W-2 participant's bank account information. To retrieve the AGET screen:

Step 1: First go to screen AGBI. AGBI is where the selection is made to enter Direct

Deposit, Vendor and EFT information.

Step 2: Key in AGBI in the NEXT TRAN.

Step 3: Key in the W-2 case number in the PARMS field.

Step 4: Press <ENTER>.

Step 5: Once AGBI is brought up, place a "Y" under EFT and press <ENTER>.

The result is the AGET screen.

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AGET	EFT	01/20/04 10:48
CASE: 1700243217	WORKER: XCT545	XCT545 M WELCH
LAST UPDATED:	CASE STATUS: OPEN	CASE MODE: ONGOING
PROGRAM CODE: WW		
DC: BANK CODE: BANK NAME:		EFT REASON:
NUMBER UNIT	DIR ST/RURAL RT/BOX#	SFX QUAD APT
BANK ADDRESS:		
CITY:	STATE: ZIP:	
TELEPHONE:		
ACCOUNT TYPE: _ ACCOUNT I		
ACCOUNT HOLDER	R NAME:	·
IS EFT PAYMENT FOR THE C	LIENT MANDATORY? (Y/N): _	
DATE OF NEXT	Γ REVIEW OF EFT STATUS: $_$	
77777	1201 5	
NEXT TRAN: PARMS: 17002	1321/	

FIELD	INSTRUCTIONS		
Bank Code Field:	Enter the two or three digit code of the financial institution (from IQBA). Press <enter>. All of the bank information from BIBA will automatically fill in.</enter>		
EFT Reason:	Complete the EFT reason field. Values are found on Reference Table TEPR.		
Account Type:	Enter the Account Type code. Values are found on Reference Table TBAT.		
EFT Mandatory:	Enter "Y" or "N" in this field.		
EFT Review Date:	If the EFT payment is mandatory, key an EFT review date in this field.		

Once AGET is completed, it can be tranned to directly by keying AGET in the NEXT TRAN field and the case number in the PARMS field.

To view history on AGET:

Step 1: Key AGET in the NEXT TRAN field.

Step 2: Key the "case number/future date" in the PARMS field.

Step 3: Press <ENTER>.

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PRE-NOTE OF THE EFT TRANSACTION

EFT information entered on AGET must be Pre-Noted. Pre-Noted means a test must take place with the financial institution to verify that the information entered in CARES is correct and to ensure the payment will be deposited into the participant's account. In the month the pre-note is conducted, the participant will receive a paper check. The time frames are as follows:

AGET Completed Before W-2 Pulldown

If AGET is completed prior to W-2 Pulldown, a practice EFT transaction (pre-note) will be tested on the first of the following month. The participant will receive a paper check in the month the pre-note takes place. If the test goes well, the first payment will be transferred to the participant's account on the first day of the next month.

EXAMPLE: Brenda has her bank complete a DWS –10791 form and the W-2 agency receives it on January 9th. The FEP completes the AGET screen on January 13th. Because this action was completed before W-2 Pulldown which is January 27th, the pre-note will take place for the February payment and Brenda will receive a paper check on February 1st. If the test works as expected, the first payment will be electronically transferred to Brenda's account on March 1st.

AGET Completed After W-2 Pulldown

When EFT information is entered into CARES after W-2 pulldown, the pre-note process will be pushed out an extra month. The participant will get two paper checks before the payment will be automatically transferred to their account.

EXAMPLE: Andrea requests that her bank initiate EFT for her W-2 payment. The bank completes the DWS – 10791 form and the W-2 agency receives the form on January 30th. Andrea's FEP enters the information on AGET the same day. The pre-note process will not occur until W-2 pulldown in February. Andrea will receive a paper check on the first of February. The pre-note process is started at pulldown in February, so March 1st Andrea will also receive a paper check. The April 1st W-2 payment will be electronically transferred to Andrea's account.

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PRE-NOTE FAILURES

In the event the EFT pre-note fails, the ASD Financial Manager will be notified by the financial institution. The ASD Financial Manager will contact the W-2 agency to work on getting the problem corrected. The participant will receive another paper check in the subsequent month, or until the month after the pre-note process is successful.

The EFT process is only available for regular monthly W-2 payments made on the first of each month. EFT is currently not available for supplemental or delayed payments. These payments will be sent via paper checks.

EFT CHECKLIST			
Double-check the following:			
✓	The account is open.		
✓	The transit routing number is correct.		
✓	The account number is correct.		
✓	The name on the account is correct.		
✓	The financial institution is correct.		

CORRECTING AN EFT FAILURE

If an ongoing EFT payment fails and can not be credited to the participant's account, there is a special procedure to help resolve the W-2 EFT problem. It's very important that the following instructions are followed in order to create the special auxiliary payment.

Failure to follow these instructions could result in two payments recorded on CARES for the same time period.

- 1. ASD is notified when an EFT fails for a W-2 participant.
- 2. ASD enters the failure on CARES. The failure code entered by ASD is FEF, which appears on screen AGET.

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3. Alert #24- EFT FAILED. DO AUX., FIX AGET, is sent to the FEP. The FEP is required to create a special auxiliary payment to send to the participant.

NOTE: At this point, the IQAF screen will show a disposition reason (DISP RSN) of FEF (Failed Electronic Funds Transfer) for the payment that did not get credited to the account.

4. To create the special auxiliary payment, go to screen BICS. Key BICS in the NEXT TRAN field and the "case number/category/sequence number/EFT benefit number" in the PARMS field and press <ENTER>.

BICS		AFDC/W-2	AUXILIARY R	REQUEST	•	20/04 14:38	
COTTATEIX.	40 0700	1700042017		. GEO: 01	XCT!	545 M WELCH	
	40 CASE: STEPHEN EIL		CAT: WW C		ZED. VOTE/E	SUP: 292	
			Q	WORR :M INDICATOR		SUP . 292	
REGULAR	DENEFTI AMO	ON1. 02	0.00 CLAI	.M INDICATOR	• 14		
AUX	REQUEST	PERIOD	CHK	CHK DATE	BENEFIT	BENEFIT OFF	SET
REASON	AMOUNT	(MM CCYY)	NUMBER (MM DD CCYY)	NUMBER	DATE IN	D
					100050832	12/23/03	
TOTAL:		0					
**************************************	006 77.14	G.E.					
ADDRESS:	806 ELM	ST					
CITY:	MILWAUKEE	STAT	E: WI ZIP:	532010000			
0111.	.11111111111111111111111111111111111111	DIAL	-	332010000			
NEXT TRA	W:	PARMS: 170	0243217/WW	C/01/1000508	332		

5. Complete screen BICS in order to issue an auxiliary payment to the W-2 participant. There are three fields on BICS that must be completed:

FIELD	INSTRUCTIONS		
Aux Offset Reason:	Enter code 937.		
Request Amount:	Enter the amount of the auxilliary payment.		
Period (MM CCYY):	Enter the benefit month and year that the auxiliary payment covers. This is the same month and year for which the failed EFT payment was issued.		

Once the supervisor approves the special request on the BIOR screen, the special payment will be generated and a paper check is sent within two days to the participant's home address. IQAF will show this payment with a disposition reason of EFT and the replacement check number and date will appear on IQAD.

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- 7. The FEP must update the EFT information on AGET. Check with the participant to make sure the bank account is still open and active to obtain any new account information. This must be completed prior to the next W-2 pulldown so that a second W-2 EFT payment doesn't fail. NOTE: If the participant no longer has an active bank account, delete screen AGET with delete code "AE".
- 8. ASD will send the W-2 agency a written memo detailing the EFT failure.

IMPORTANT NOTE: If an auxiliary payment is not created in the preceding manner, contact the ASD Financial Manager. ASD staff will enter a debit on the CARES system so that two payments are not posted for the same time period.

~~~ CONTACTS ~~~

ADMINISTRATIVE SERVICES DIVISION (ASD)

For EFT issues contact the ASD Financial Manager at:

Travel PCARd and Grants Payable Unit

Telephone: (608) 267-8898 Fax: (608) 267-7950

Email: mike.obrien@dwd.state.wi.us

DIVISION OF WORKFORCE DEVELOPMENT

DWS Forms Contact

Jeannie Holtan Email: jeannie.holtan@dwd.state.wi.us

DWS Forms Contact Fax: (608) 266-8002

CARES Information & Problem Resolution Center

Email: carpolcc@dhfs.state.wi.us

Telephone: (608) 261-6378 (Option #1)

Fax: (608) 267-2269

Note: Email contacts are preferred. Thank you.

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9.0.0 BENEFIT RECOVERY INTRODUCTION

Use the Benefit Recovery (BV) subsystem to:

- 1. Determine if there is a Potential Overpayment, a Benefit Recovery Referral.
- 2. Make a referral for a Fraud Investigation or Fraud Prevention Verification, also known as Front-end Verification (FEV).
- 3. Track fraud investigation and FEV activities from agency's decision to pursue an investigation through post investigation activities.
- 4. Use Simulation to calculate the overpayment amounts.
- 5. Open a Benefit Recovery claim.
- 6. Open a Job Access Loan.
- 7. Open a Learnfare Penalty for Trial Job participants.
- 8. Enter repayment agreements on existing Benefit Recovery Claims.
- 9. Enter repayments on existing Benefit Recovery Claims.

FACTS ABOUT BENEFIT RECOVERY:

- Benefit Recovery may be used to set up a referral for any suspected overpayment, suspected fraud or fraud prevention activity.
- Benefit Recovery referrals for claims are created for each program in which a suspected overpayment may exist. The overpayment could be the result of non-client error, client error, or intentional program violation (IPV or fraud).
- Fraud prevention and fraud investigation activities are created per case or per provider number.
- Job Access Loans are loans created for each individual who is responsible to repay the loan.
- Learnfare penalties are created per case for each participation period the case is not in compliance with program policies.
- Collection fees are established by the state collection unit when a fee is incurred for
 establishing a levy or docketing a warrant for the collection of an AFDC, CC, or W2 claim.
 The client is responsible for all fees associated with a levy or warrant. The collection fees
 must be paid in full before any collected revenue posts to the debt. CARES will
 automatically post to all CF claims before any AFDC, CC, or W2 claim.

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• There is no driver flow for benefit recovery.

Workers are required to use the screens in a variety of sequences and over a period of time. The Benefit Recovery Screen Flow (1.0.1) shows the minimal screens to set a new claim. However, this flow does not relate to Job Access Loans (JAL) or Learnfare penalties.

OVERPAYMENT DETERMINATION/CLAIMS

The first step is to determine if an overpayment exists.

If a referral is opened and it is determined there is not an overpayment, simply change the status on BVRF to "C" for closed.

If an overpayment exists, determine the amount of the overpayment and the type.

For FoodShare, use Simulation to calculate the overpayment amount by entering the corrected data and checking the results.

For W-2, the worksheet is accessed through BVRF. If an overpayment exists, go to BVCL to begin the recovery and create the Notification of Overpayment. This ensures the worksheet is created and sent with the notice.

For **Medical Assistance** and **SeniorCare** claims, manual notice and a worksheet need to be sent.

For Child Care claims, a manual worksheet must be completed. Notices must state the reason for the overpayment and it must be typed in free format text on the notice. Go to CNIN to add free format text to the letter, informing the client why there is an overpayment.

A client is assessed all **Collection Fees** associated with establishing a levy or docketing a warrant. **These fees may only be assessed and recorded in CARES by the state collection unit.**

CARES processes the claim, identifies the liable persons, and generates the appropriate notices and worksheets, if applicable.

The claim follows the person who is liable for the overpayment. If s/he moves to another case, the liability for that overpayment follows all liable persons. When the person liable for the overpayment is no longer on an open case, CARES will send him/her a repayment agreement. Record the completed and signed agreement on BVPA within five days of receipt. Record payments in CARES within five days of receipt.

CARES does the following:

- Tracks the issuance of notices of nonpayment
- Closes the claim when the balance is paid
- Refers delinquent claims for further collection action, as authorized by law, to the Central Recoveries Enhanced System (CRES) which is monitored and maintained by the state collection unit

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· Identifies and tracks refunds

RECOUPMENT

The FoodShare overpayment can be recouped from an open FoodShare case. The W-2 overpayment can be recouped from an open W-2 case.

The worker may override the recoupment on BVRI, by individual, if it is greater than the predetermined recoupment. CARES will not recoup below this amount. Workers may stop the recoupment because of bankruptcy, and state workers may stop recoupment for fair hearings by using stop recovery. Stop recovery may also stop additional collection actions from being invoked.

9.0.1 Benefit Recovery Screen Flow

The following screen flow identifies the minimal screens required to enter a claim.

BVRF – Fraud or Client or Non-client Error Per Program of Assistance

- ACSM Simulation For FoodShare
- BVBD For FoodShare
- BVWW For W-2 only

BVCL – Set Notice and Establish Claim

- CNIN to add Overpayment Reasons using CNAT
- BVCC to Document Overpayment Reasons in Claim Comments

FOR FRAUD PREVENTION VERIFICATIONS:

BVIR – Refer Case or Provider for Potential Fraud Prevention

- BVIT Investigation tracking/findings
- BVPI Record AG Outcome
- BVCC Document Fraud Prevention Verification Activities in Claim Comments

FOR POTENTIAL FRAUD CLAIMS:

BVIR - Refer Case or Provider for Potential Fraud Investigation

- BVRF Per AG
- BVIT Investigation tracking/findings
- BVCL Set notice and establish claim
- CNIN to add Overpayment Reason using CNAT
- BVPI Record AG Outcome
- BVCC Document Fraud Investigation and Overpayment Activities in Claim Comments
- Initiate IPV Sanction per AG

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9.1.0 ENTERING A REFERRAL

To enter a new claim to CARES, begin with the referral for an overpayment. Depending on the agency's setup, the worker can make the referral to a claims coordinator, a claims specialist, or themselves. Use BVRF to create the referral.

BVRF REFERRAL: 9100005 UPDATED DATE:	BENEFIT RECOV 719 REFERRAL O	ERY REFERRAL 02/14/05 13:46 FFICE: XCTA13 N MEIER
CASE: PRIMARY PERSON: ADDRESS:	CAT:	SEQ: CURRENT AG STATUS:
SOURCE:	REFERRAL	DATE: 02 14 05 ASSIGNED TO:
INVESTIGATION REF	ERRAL:	
	ENTERED DATE: Y PP & ADDRESS 22=B	ENTERED BY:
	PARMS: 9100005719_	

Step 1: Key in BVRF in the NEXT TRAN field and press <ENTER>.

Referral Number.

CARES generates the referral number when a claim is being set up. Note this number on paper because it is used to access some of the other screens in the benefit recovery subsystem. If the screen is accessed using a referral number for a claim already set up, the previously entered referral information will display.

- Step 2: Enter data for the following fields.
 - REFERRAL OFFICE Key in the office number where the claim is originating.
 - 2. CASE Key in the case number of the household suspected of receiving excess benefits.
 - 3. CAT Key in the category of assistance of the assistance group (AG) to whom the excess benefits are suspected of being generated.
 - 4. SEQ Key in the sequence number of the AG within the case. Note that the sequence number of the AG may change when the primary person is changed to an individual who was not previously a member of the household.

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- Step 3: CURRENT AG STATUS: Displays the most current eligibility status of the AG. This field will only display when the screen is accessed after initial data entry.
- Step 4: PRIMARY PERSON & ADDRESS fields: Press PF13. CARES automatically fills these fields when the CASE, CAT, SEQ are keyed in and PF13 is pressed.
- Step 5:

 1. SOURCE Enter the code identifying how the discrepancy was discovered or reported. This is a required entry field and should agree with the source on BVIR.
 - 2. REFERRAL DATE This date defaults to the current date. Key in the date in mmddyy format on which the possible discrepancy was reported or discovered. This field is a required entry. When the referral is the result of a data exchange, key in the match date.
 - ASSIGNED TO If a BV Coordinator is listed for the county on Reference Table TCRD, this field defaults to that person's user id. If there is no BV Coordinator, the individual doing the data entry must assign the referral. This could be the Benefit Recovery Worker, Claims Coordinator, or one's self.
 - 4. REFERRAL PERIOD Enter the begin and end dates over which the discrepancy is suspected to have occurred. The referral must be for a time when the case was on CARES. Any referrals prior to CARES must be established on BVPC. If the suspected overpayments overlap pre-CARES and CARES eligibility, two claims must be entered.
 - 5. REFERRAL STATUS This field displays the status of the claim. All referrals are assigned by the system an open (O) status. Workers can close the referral if a claim is not established. The referral will also close when the claim is paid in full.
 - 6. STATUS DATE This field displays the date the referral opens or closes.
 - 7. INVESTIGATION REFERRAL The fraud investigation or FEV referral number that is linked to this claim, if one exists.
 - 8. IR COMMENTS If there are comments associated with the fraud investigation or FEV, they will display here.
 - 9. COMPLETE W2 WORKSHEET Yes/No switch. If this is a W-2 claim and the W2 Worksheet has been completed, key in a "Y" (yes). If the worksheet has not been completed, key in an "N" (no).
 - 10. DELETE CODE (DC)

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- 11. COMMENTS. This is a free format area. Use it to document specifics about the referral. Also use this area to enter any appropriate claim adjustment comments. These comments will be viewable on BVCC when the claim is set up with the referral/claim number.
- 12. ENTERED DATE Displays the date the last set of comments were entered.
- 13. ENTERED BY Displays the worker id of the individual who entered the comments being viewed.

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9.2.0 FRAUD INVESTIGATION TRACKING SCREENS (FITS)

Fraud reporting includes recording data relating to fraud investigation and fraud prevention activities on the Fraud Investigation Tracking Screens (FITS) located in the Benefit Recovery Subsystem of CARES.

Three screens in the Benefit Recovery Subsystem are used exclusively for fraud program reporting. These screens include BVIR, BVIT, and BVPI. In addition, the BVCC screen, which is used to record worker comments for all Benefit Recovery screens, is used in conjunction with each of the fraud reporting screens. The three fraud reporting screens and their related BVCC comment screens are collectively referred to as the Fraud Investigation Tracking Screens (FITS).

9.2.1 Making a Referral for Investigation

There are two types of investigations: fraud prevention verifications, also known as front-end verification (FEV) and fraud investigations (FRD). Front-end verification is an intense scrutiny of specific elements of a case that meets criteria established in an error prone profile before any benefits are issued. The purpose is to prevent incorrect benefits from being issued. A fraud investigation is generally performed after a benefit overpayment has occurred or is suspected to determine if a recipient actually received a benefit overpayment and if he/she intended to defraud the agency (SEE IMM Chapter 3 for policy guidelines on fraud prevention activities and fraud investigations).

To initiate a FEV or fraud investigation, the worker must make a referral to the agency gatekeeper. The agency gatekeeper must review each type of referral to make sure it meets the criteria to be referred for an investigation. The gatekeeper may be a lead worker, a supervisor, or another agency employee designated by the agency director to review, track, and approve all FEV and fraud investigation referrals with the agency.

Screen BVIR is designed for workers to make referrals for fraud investigation or fraud prevention activities. Screens BVIT and BVPI should be reserved for the agency gatekeeper to accept or reject referrals for investigation, to accept the investigation findings, to record investigation costs and, then, on BVPI to record post investigation activities.

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BVIR -	Investigation	Referral

	05/00/05 05
BVIR	INVESTIGATION/VERIFICATION REFERRAL 05/20/05 07:33
IR NUM:	CREATION DT: XCTA13 N MEIER
UPDATED DATE:	ORIG OFFICE:
WORKER ID:	COMMENT:
DC: IR TY	PE: IR SOURCE:
	SE: PROVIDER NUM:
ERROR PRONE REASO	
PRIMARY PERS	
	IN: SSN:
PROVIDER NA	
	ME -
PGM OF ASSIST	
(CATEGORY)	PERIOD UNDER INVEST/VERIF EST OVERPAY/SAVINGS
	
PFKEYS: 13=PP/PRO	V INFO 14=AQCS 15=AQCM 16=ACCH 17=CCPD 21=BVIC 22=BVCC
NEXT TRAN:	PARMS:

The Investigation/Verification Referral (BVIR) screen is used to issue a formal request for a fraud investigation because of a suspected intentional program violation of Medicaid, FoodShare, W-2, and/or Child Care benefits OR a prevention (commonly known as front end verification) activity to prevent issuing incorrect benefits. It is the beginning point when suspecting that a violation in the economic support programs or W-2 programs may have occurred.

An initial referral for an investigation is made on BVIR by:

- Step 1: Completing the fields and pressing <ENTER>. This also creates the BVIT and BVPI screens.
- Step 2: The IR TYPE field should be completed with "FRD" for a fraud investigation referral or "FEV" for a front-end referral.

The IR SOURCE field requires a code indicating how the case information discrepancy was discovered or reported. Reference Table TSRC provides the values for this field. This source should be the same source that is entered for any related claim referrals and is the reason the claim may be investigated.

The ERROR PRONE REASONS field is important because it identifies those characteristics determined by the agency as most common to error cases. Reference Table TERP provides the values for this field. These fields are only used for FEV referrals. A worker may enter up to 3 error prone reasons for an investigation. For FRD referrals, these fields are blank.

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The EST OVERPAY/SAVINGS field provides information for both fraud and front-end referrals.

The EST OVERPAY refers to an estimate of the overpayment associated with the fraud for the period of time.

The SAVINGS refers to the estimate of potential savings due to the front-end investigation that is attributed to that case for a one-month period of time. In each of these situations, simply make an estimate; there is no verification of actual dollar amounts at this point. The Period Under Invest/Verif fields are used only for FRD referrals. Each category of assistance group, i.e., ADC, WW, FS, MA, CC, that is open for the case during the investigation period or has been applied for in an FEV referral must be listed with appropriate corresponding fields completed.

The PF keys on BVIR provide a shortcut to various other CARES screens that give information on household members and other investigation referrals.

The creation of a referral on BVIR leads to the assignment of an Investigation Referral number that appears in the IR NUM field on BVIT.

9.2.2 Reporting Investigation Results

Findings of the investigation are reported on CARES on the Investigation/Verification Tracking and Findings (BVIT) screen. The primary purpose of a fraud investigation is to determine the correctness of an allegation that a recipient of a public assistance benefit **intended** to misrepresent his or her eligibility criteria or committed any act that constitutes an intentional program violation (IPV) (See IMM Chapter 3.3). An FEV referral is used to verify specific error prone factors relating to program applications or changes in circumstances (See IMM Chapter 3.2). Initially, the gatekeeper for the agency (i.e., person receiving the referral) determines whether an investigation will take place.

BVIT allows the agency gatekeeper to enter data and track the potential information concerning the investigation and claims activity. This screen is also used to track the resolution of suspected discrepancies after a FEV or fraud investigation referral is entered on BVIR.

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BVIT – Investigation/Verification	ation Tracking & Findings			
BVIT INVESTIGATION	/VERIFICATION TRACKING & F	INDINGS 07/22/05 10:37		
IR NUM: 930000159	CREATION DT: 07 22 (05 XCT355 P RUBY		
UPDATED DATE: 07 22 05	ORIG OFFICE: 5040 M	ILW CO DSS		
WORKER ID: XCT355 CASE	: 5700311950 PROVIDER:	COMMENT: N		
PRIMARY PERSON: JIM	J SIMPSON			
PIN: 5100642611 SSN:	396827985			
PROVIDER NAME:				
	IF (Y/N): _ INVS/VERIF ST			
REFERRED TO: FRAUD/F	EV WORKER:	OUTSIDE AGENCY:		
DATA IN ERROR	INVOICING	ENTERED WORKER		
CAT SUS FND		DATE ID		
	INITIAL COST:			
	ADDL EXPENSES:			
	ADDL EXPENSES:			
	TOTAL COST:			
	MAX ALLOWABLE: 4:	25		
	 DATE: EXTEN: NG_CLAIM(S): POST (SION DUE DATE: OUTCOME INFORMATION (Y/N):		
PFKEYS: 21=BVIC 22=BVCC				

The investigation number ("IR NUM"), assigned by the system on BVIR, is used in the PARMS to access this screen.

The REFERRED FOR INVEST/VERIF field will indicate the gatekeeper's decision as to whether or not the case will be investigated. The gatekeeper should have reviewed the referral to see if it meets the criteria listed to refer for a fraud investigation or a prevention activity. The investigation decision date is the date that the agency's gatekeeper accepts or rejects the investigation referral.

The REFERRED TO: FRAUD/FEV WORKER or OUTSIDE AGENCY fields indicate who will conduct the fraud investigation or fraud prevention activity. If an agency worker conducts the investigation, that worker's CARES ID is entered in the FRAUD/FEV WORKER field. If an outside agency, (i.e., the county sheriff, a private investigating agency, or the state's fraud investigation provider), conducts the investigation, that party's code from Reference Table TOAC is entered. The agency must ensure the investigating agency has a code for the county in table TOAC.

The codes for the DATA IN ERROR CAT fields come from the broad categories or error codes listed in Reference Table TIEC. Some examples are HH for Household Composition and El for Earned Income.

The gatekeeper initially enters the CAT code with a "Y" for Suspected. Once the investigation is complete, the gatekeeper enters "Y" or "N" in the FND field, depending upon if the investigation finds that the error type occurred. If additional errors were found that were not originally expected, the "CAT" field is completed with an "N" in the suspected ("SUS") field and a "Y" in the FND field.

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The POST OUTCOME INFORMATION field is used to create BVPI screens for FEV investigation referrals that are accepted or rejected or for FRD investigation referrals that are rejected by the gatekeeper. This field defaults to "N". The system requires the gatekeeper to enter "Y" in this field for accepted fraud investigation referrals. Generally, there is no post investigation activity for front end verifications or for fraud investigations that are rejected for investigation. Occasionally, a worker may have a case where a referral for investigation would normally be justified, but the facts of the case that support fraud determination and overpayment claims are acquired by the worker without a formal investigation. The worker can make a referral for investigation, recommend that the gatekeeper deny the referral but create the BVPI screens to document fraud or IPV determination and overpayment claim determination.

For example, a worker receives a SWICA match indicating that a client has \$3,000 in unreported wages for his open FoodShare case. Usually the worker refers such a case to the agency's fraud investigator, but in this case the worker quickly receives documentation of the client's wages from the employer and full disclosure from the client supporting an IPV determination and a \$600 overpayment claim for fraud. The worker wants to document her fraud prevention activities, but she does not want to order a fraud investigation from the agency's private investigator at a cost of \$500.00. Instead, she makes the fraud investigation referral on BVIR and notes on the BVCC comment screen that the facts of the investigation are known and that the BVPI screen should be created. The gatekeeper denies the investigation referral on screen BVIT, but indicates "Y" in the POST OUTCOME INFORMATION field to generate the BVPI screen for the FoodShare case. Subsequently, the worker obtains a waiver of Administrative Disqualification Hearing agreement from the client for the overpayment. The gatekeeper can then enter the ADH waiver and the overpayment claim information on the BVPI screen and close the referral on CARES.

The cost fields on BVIT are used only for fraud investigation referrals that are accepted for investigation. These fields are used by DHFS as the basis for reimbursing actual costs of fraud investigations to the counties and tribes. When the agency gatekeeper enters a date in the INVEST/VERIF COMPLETION DATE field for a Fraud Investigation, the gatekeeper should enter the actual costs reported by the agency's fraud investigator.

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9.2.3 BVPI – Post Investigation Outcome

The agency decision in response to the investigator's findings is reported on CARES via screen BVPI.

BVPI – Post Investigation Outcomes

BVPI POST OUTCOME INFORM	MATION FOR INVEST/VERIFICATION 07/22/05 10:38
IR NUM: 930000159	CREATION DATE: 07 22 05 XCT355 P RUBY
	ORIG OFFICE: 5040 MILW CO DSS
WORKER ID: XCT355	COMMENT: N COMPLETION DATE: PROVIDER:
CASE: 5700311950	PROVIDER:
PRIMARY PERSON: JIM	J SIMPSON
PIN: 5100642611	SSN: 396827985
PROVIDER NAME:	
CATEGORY CODE:	FS
NOT REFERRED TO DA/ADH RSN:	_
DATE TO DISTRICT ATTORNEY:	PROSECUTION SUMMARY CODE:
DA DECISION DATE:	NON-PROSECUTION CODE:
DATE TO ADMIN DISQ HEARING:	ADMIN DISQ HEARING CODE:
ADH DECISION DATE:	
TOTAL OVERPAYMENT AMOUNT:	
TOTAL CONVICTION AMOUNT:	CATEGORY COMPLETION DATE:
FUTURE SAVINGS AMOUNT:	REASON: _ EFFECTIVE DATE:

This screen is used to enter information about the investigation finding of fraud by the District Attorney (DA) or Administrative Disqualification Hearing (ADH). If the gatekeeper determines the investigation should not be sent to the DA or ADH, a code should be entered in the "NOT REFERRED TO DA/ADH RSN" (Reference Table TNRC) field. An example of why it is not referred may be that the participant has set up a voluntary repayment with the agency ("VO"). Otherwise, fields associated with a referral to the DA or the fields associated with a referral to the ADH need to be completed.

If an IPV is determined for a FoodShare case, the IPV must be entered on screen AIIP (See IMM Chapter 3.3.10.10).

For the FUTURE SAVINGS AMOUNT field, enter the amount of future savings based on the actions taken against the assistance group in error. This should be a single monthly amount, based on a closure, denial or reduction in benefits. Savings must be entered for FEV and Fraud Investigations. Unless additional activity was found in an investigation, only the FUTURE SAVINGS AMOUNT and REASON fields need to be completed for FEV.

In the REASON field, use the following codes:

- Enter a "C" if the future savings are based on a case closure,
- Enter a "D" if the future savings are based on a denial of assistance, or
- Enter an "R" if the future savings are based on a reduction of benefits.
- Enter an "N" if there is no savings. Also, enter the effective date of the case closure, denial or reduction of benefits.

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9.2.4 BVCC – Comments Screen for Fits Functions

Agency comments regarding fraud reporting activities and investigations are entered on screen BVCC.

BVCC – Benefit Recovery Comments

BVCC	BENEFIT RECOVERY COMMENTS	05/03/04 15:42			
REF/CLM: 111111111	11 TYPE: NC NON-CLIENT ERROR	DWD460 P RUBY			
UPDATED DATE: 04		CLAIM STATUS: O			
OPEN					
DC: TRAN: BVRF	*** THIRD PORTION OF QC CLAIM***				
	PER STATE QA, RENT WAS NOT REDUCED BY THE	AMOUNT THE			
	INELIGIBLE STUDENT CONTRIBUTES TOWARDS IT	. CROSS			
	REFERENCE WITH # 7900121627 AND # 89001216	528			
	ENTERED DATE: 10 16 03 ENTERED BY: XBR413	3			
DC: TRAN: BVRI	BEGAN RECOVERY; PER FAIR HEARING DECISION	PETITIONER FAILED			
	TO APPEAR WITHOUT PROVIDING GOOD CAUSE FOR	R NON			
	APPEARANCE THEREFORE AN ABANDONED ORDER HA	AS BEEN ISSUED			
		· · · · · · · · · · · · · · · · · · ·			
	ENTERED DATE: 04 28 04 ENTERED BY: DWD358	3			
DC: TRAN:					
	ENTERED DATE: ENTERED BY:				
	14=BVCL 15=BVCD 16=BVRI 17=BVCR 18=BVPI)			
NEXT TRAN:	NEXT TRAN: PARMS: 1111111111				

The BVCC screen is used to record comments relating to a particular referral or claim. The comments are related back to specific transactions for further clarification. These comments may be viewed in whole, by date, and/or history by using a date in the PARMS.

IMPORTANT INFORMATION:

Enter information on BVCC throughout the investigation process (as screens BVIR, BVIT and BVPI are completed) because the comments can provide the gatekeeper pertinent information needed to decide whether or not a case should be referred to the DA or ADH. Also, as noted above, use the BVCC comments to advise the gatekeeper to deny an investigation but to order BVPI screens or to approve an FEV referral with an order to produce BVPI screens.

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9.3.0 CREATING A CLAIM

Once you've determined that an overpayment occurred, calculate the amount of the overpayment. For MA, SC and CC, a manual worksheet needs to be done. For W-2, navigate to BVWW from BVRF to complete a worksheet. For FS and AFDC, a worksheet can be completed in Simulation. The case must be in ongoing mode in order to get into Simulation. Where necessary, make the changes in production before completing Simulation.

9.3.1 Simulation

To enter Simulation:

Step 1: Key in ACSM on the NEXT TRAN line.

Step 2: Key in the case number on the PARMS line

Step 3: Press <ENTER>.

Once in Simulation:

Step 1: Change the data in the case to reflect the actual income or assets that was received in each month of the overpayment. If income was unreported or underreported, enter an "F" in the EMPLOYMENT TYPE field on AFEI.

Step 2: Run SFED using the overpayment begin and end dates as the Parms. CARES determines the correct benefit.

Step 3: Terminate Simulation without delete. This stores the benefit calculations through the end of the calendar week. CARES brings these calculations over to BVBD.

Step 4: Enter a "Y" in the CALCULATE field on BVBD and press ENTER. CARES then displays the benefit issuance from the BI payment history and the most current simulation determined benefit issuance amount for the referral period. You may recalculate the simulation determined amount for the months of the referral period at any time. Any recalculation deletes any of the current worksheet overrides.

After running simulation and calculating the overpayment/ underpayment, CARES displays by payment month:

- 1: The total actual benefit received. Be aware, supplements do not appear and simulation doesn't detect a supplement amount.
- 2: The calculated total benefit for that month is determined by the eligibility run in simulation.

The unreimbursed AFDC is the calculated benefit issuance, less any state retained CS income for the collection month. The Discrepancy Amount displayed is the difference between the benefit amount received minus the calculated correct amount from simulation for the collection month.

After the initial calculation, the total overpaid/underpaid referral or claim amount displays in the OVERPAYMENT AMT/UNDERPAYMENT AMT field. The over/under paid amount is calculated by

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using the BI issued amounts for the referral period, and subtracting the correct amount determined in simulation. All overpayment or underpayment discrepancies are added together and totaled for all referral months. You can see the worksheets by keying an "X" in the Select field and pressing PF23 to see the AFDC Worksheet (BVAW) or PF24 to see the FS Worksheet (BVFW).

Key a "Y" in the UPDATE field on BVBD when these calculations are finalized and ready to send the overpayment notice with the worksheet.

The following circumstances are covered by this procedure.

- 1. Unreported or underreported income should not receive the FS earned income deduction. Code the portion of income that does not get the earned income deduction with an Employment Type "F" on AFEI.
- Including CS payments retained by the state. CS payments retained are used to
 determine unreimbursed assistance in the AFDC overpayment worksheet. Code this
 unearned income "CSSU". Use an effective date of two months less than the month
 being calculated. For example if SFED is being run for 10-01, CARES looks for
 unreimbursed CS, which is effective 08-01.
 - CARES automatically updates this type of income through the CS interface. However, there may be instances when it is necessary to enter this data manually to correctly calculate the overpayment. In those cases enter the amount on AFUI and code it as "CS".
- 3. Modifying the FS unearned income counted in the FS budget. In certain circumstances, Simulation does not accurately calculate the AFDC benefit to be included in the FS calculation.

An example of this is when the original benefit was reduced by recoupment. During the Simulation run, CARES will not try to calculate a recoupment since the current outstanding balance does not reflect the balance for the point in time being run.

The easiest way to increase unearned income counted in FS is to add a new unearned income type "OTFS". This is counted only for FS and not for AFDC.

9.3.2 The W-2 Worksheet (BVWW)

Complete CARES screen BVRF (Benefit Recovery Referral). In addition to filling this screen out completely, key a "Y" in the "Complete W-2 Worksheet" field. Press <ENTER>.

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07/22/05 10:27 BVWW W-2 OVERISSUANCE WORKSHEET REF/CLM: 2100005752 ERROR TYPE: XCT355 P RUBY LAST UPDATED: 2005-07-22 AGENCY: 5605 CLAIM STATUS: CASE : 5700311950 CASE NAME : SIMPSON, JIM J REFERRAL PERIOD : 2003-01-01 THRU 2003-01-31 PAYMENT MONTH : 0103 PARTICIPATION PERIOD: 9999-12-31 THRU 9999-12-31 CHECK DATE: 9999-12-31

PREVIOUS CURRENT

1 GRP SIZE: 05 05 12 LNFR PENALTY:- .00 .00

2 VEH AST: .00 .00 13 MISSED HOURS:- .00 .00

3 OTH AST:+ .00 .00 14 TOTAL PENALTY:- .00 .00

4 TOT AST:= .00 .00 15 CORRECT W2 AMT:= .00 .00

5 AST LIM: 2500.00 2500.00 16 ACTUAL PMT ISS: .00 .00

6 ERN INC: .00 .00 17 PRIOR MTH RCPM:+ .00 .00

7 UE INC:+ .00 .00 18 TOT BENEFIT AMT:= .00 .00

8 TOT GI:= .00 .00 19 W2 OVERPAID: .00 .00

9 GI LIM: 2030.00 2030.00 20 W2 UNDERPAID: .00 .00

10 W2 EM PMT: .00 .00 21 CS RETAINED: .00 .00

11 DRG FLN:- .00 .00 22 UNREIMBURSED W2: .00 .00

TOTAL ALL LINE 23 AMOUNTS \$.00 - TOTAL ALL LINE 20 AMOUNTS \$.00 PARTICIPATION PERIOD: 9999-12-31 THRU 9999-12-31 CHECK DATE: 9999-12-31 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 TOTAL ALL LINE 23 AMOUNTS \$.00 - TOTAL ALL LINE 20 AMOUNTS \$.00 EOUALS TOTAL AMOUNT W-2 TO BE RECOVERED: PFKEYS: 23=SAVE & EXIT 24=SAVE & BVCL NEXT TRAN: ____ PARMS: 2100005752__

- On CARES screen BVWW (W-2 Overissuance Worksheet), complete a W-2
 Overissuance Worksheet for each month of the overpayment period. The most recent
 month of the overpayment period will be displayed first. The other month's worksheets
 are accessible using the PF8 and PF7 keys. When the worksheet for each month is
 complete, press PF24 to save the worksheets and go to screen BVCL.
- CARES screen BVCL (Benefit Recovery Claim) will be complete except for the
 "Overpayment Reason" and "Error Type" fields. These fields must be completed.
 The "Send Notice?" field will default to "Y". Pressing <ENTER> on this screen will generate the W-2 Overpayment Notice and the W-2 Overissuance Worksheet and both will be sent together that evening.

Note: Once BVCL is complete, the worksheets cannot be modified; therefore, care must be taken in completing the worksheets and verifying that the "**Claim Amount**" on BVCL is correct before pressing <ENTER>.

9.3.3 Creating a Claim and Updating Recovery

Go to BVCL with the referral number to establish the claim once you've confirmed the discrepancy and determined that an overpayment has occurred. Use BVCL to set up a claim for AFDC, MA, SC, CC, W-2 or FS.

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BVCL sets up the benefit recovery and sends the client a notice of an overpayment. The GENERATE NOTICE field defaults to "Y". Only a Supervisor or someone with a 50 security clearance or higher can override the "Y" so a notice is not generated.

- Complete BVBD to generate a worksheet to accompany the notice for FS or AFDC.
- Do a manual worksheet for MA. SC and CC.
- Complete BVWW for a W-2 worksheet.

If a notice has already been generated, the field is blank. Once a notice has been sent, the Notification Date displays the date the overpayment notice was sent by CARES. If the notice is not generated and the Notification Date is blank, CARES will not begin recoupment.

Overpayment letters are generated to all liable individuals on the claim. If the person liable for the claim is no longer active on the case but is active on another case, CARES generates a separate overpayment letter to the primary person on that case.

CARES automatically associates the liable person with his/her AG and recoups the correct amount out of the monthly benefit. CARES does this based on the person's participation status in the AG during the referral period. Liable persons may be added by pressing PF5 on BVCL. An added person must have been or is currently a member of an AG or case. This may be in either an active or inactive case or AG. A maximum of up to 24 persons may be added.

In some situations, the delete persons may also be from the claim. Remember, all adults in the household at any time during the overpayment period are individually liable for the total amount of the claim. A person may be deleted due to bankruptcy, being deceased, system error or other reason. Document bankruptcy and deceased reason codes in the case file and on BVCC claim comments.

```
BENEFIT RECOVERY CLAIM 08/10/05 10:50
BVCL
REF/CLM: 2100005752 ERROR TYPE: CE CLIENT ERROR
                                                                 XCTA13 N MEIER
 UPDATED DATE: 07 22 05
                                                         CLAIM STATUS: O OPEN
  ORIGINATING OFFICE: 5605 MILWAUKEE W2 RE
                CASE: 5700311950 CAT: WW C SEQ: 01
              STATUS: O OVERPAYMENT REASON: REI ERROR TYPE: CE
  GENERATE NOTICE?: _ NOTIFICATION DATE: 07 22 05
ORIG CLAIM AMOUNT: 100.00 OVERPAYMENT PERIOD: 02 01 03 THRU 02 28 03
TOT ADJ AMT: - 10.00 ADJUSTMENT RSN CD: ____
ADJ CLAIM AMOUNT: = 90.00 WRITE OFF RSN CD: ____
 * * * * * * * * * * * * * * * * LIABLE INDIVIDUALS * * * * * * * * * * * * * * *
            HOMER J SIMPSON
5100642629 MARGE I SIMPSON
 DC RSN PIN NAME
                                                                     SSN
            5100642611 HOMER
                                                                       396827985
                                                                       394785154
 PFKEYS: 15=BVCD 17=BVRI 20=BVCH 21=INSERT LIABLE INDV 22=BVCC
 NEXT TRAN: ____ PARMS: 2100005752_
```

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To do a delete:

Step 1: Type a "D" in the DC (delete code) field on BVCL.

Step 2: Enter the reason in the reason code field.

Step 3: Press <ENTER>.

Anyone from the claim may be deleted as long as at least one person remains to keep the claim open. CARES will automatically send the appropriate notices to the liable individuals.

Adjustments to claims can be made up to 60 days after the original claim notice was generated. After 60 days, the claim may only be adjusted by the state collection unit.

To adjust a claim:

Step 1: Manually, or using simulation, recalculate the claim. Key the corrected amount over

the amount in the AMOUNT field.

Step 2: Key a "Y" in the GENERATE NOTICE field. This sends a corrected notice to all

liable individuals.

Step 3: Press <ENTER> to process.

Step 4: Note why the adjustment on BVCC was made.

Submit any claim that needs to be adjusted after 60 days to the state collection unit in writing. The write-off form can be found in Ops Memo 99-59 or online it is form DWSD-11439-E. The adjusted amount can be viewed on BVCD (claim detail).

If a new simulation worksheet is calculated or the details of an existing worksheet are changed, generate a new notice from BVCL. Once changes are made to BVFW, BVAW, or BVBD, the GENERATE NOTICE field is unprotected and a "Y" can be entered to generate a new notice. A manual notice may also be sent if necessary.

See the program policy manuals for policy directions for recouping for a specific program.

9.3.4 Recovery Overrides

Use BVRI to establish a different recoupment amount for an open AG.

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To access BVRI:

Step 1: Key "BVRI" on the NEXT TRAN line.

Step 2: Key in the claim number on the PARMS line.

Step 3: Press <ENTER>.

BVRI RECOVERY INFORMATION & OVERRICLAIM: 2100005752 ERROR TYPE: CE CLIENT ERROR	
UPDATED DATE: 07 22 05 CLAI	
ORIGINATING COUNTY: 40 MILWAUKEE COUNTY	
CREATION DATE: 07 22 05 CASE	E: 5700311950 CAT: WW C SEQ: 1
ADT GLATM AMOUTE. 00 00 TATE HEAT	TMG DGGM (GENER).
ADJ CLAIM AMOUT: 90.00 FAIR HEAF	· · · · · · · · · · · · · · · · · · ·
	DECISION DATE:
OUTSTANDING BALANCE: 90.00	
	STOP RECOVERY: N
OVERPAYMENT PERIOD: 02 01 03 THRU 02 28 03 STOR	P RECOVERY RSN CD:
NOTIFICATION DATE: 07 22 05	TOP RECOVERY DATE:
DELINQUENCY DATE: STOR	P RECOV WORKER ID:
	RECOUP
DC NAME PIN OVR AMT	RSN ALL UPDATED DT
_ HOMER J SIMP 5100642611	
_ MARGE I SIMP 5100642629	
PFKEYS:14=BVCI 15=BVCD 16=BVCL 17=BVPA 18=BVPH	19=BVRH 20=BVCH 21=BVCP 22=BVCC
NEXT TRAN: PARMS: 2100005752	

BVRI provides detail on the recoupment being done by CARES, by person. Also use BVRI to stop the recoupment when necessary. Do this only when a client has filed:

- (1) a fair hearing request,
- (2) for bankruptcy.

The state collection unit monitors all Fair hearings and will stop recovery when necessary for this reason.

To stop CARES from recovering:

Step 1: Key a "Y" in the STOP RECOVERY field.

Step 2: Key a reason code in the STOP RECOVERY RSN CD field.

When a recoupment is stopped, document the reason why on BVCC. Stopping recovery will also stop certain collection actions in the Central Recoveries Enhanced System (CRES).

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200,000,000,000,000
BVRI RECOVERY INFORMATION & OVERRIDE 08/09/05 13:39
CLAIM: 6100005726 ERROR TYPE: CE CLIENT ERROR XCTA13 N MEIER
UPDATED DATE: 05 01 05 CLAIM STATUS: O
ORIGINATING COUNTY: 40 MILWAUKEE COUNTY
CREATION DATE: 04 15 05 CASE: 5700311950 CAT: WW C SEQ: 1
ADJ CLAIM AMOUT: 1000.00 FAIR HEARING DCSN (STATE): _
RECOVERED AMOUNT: 50.00 DECISION DATE:
OUTSTANDING BALANCE: 950.00
STOP RECOVERY: N
OVERPAYMENT PERIOD: 01 01 03 THRU 01 31 03 STOP RECOVERY RSN CD:
NOTIFICATION DATE: 04 15 05 STOP RECOVERY DATE:
DELINQUENCY DATE: STOP RECOV WORKER ID:
RECOUP
DC NAME PIN OVR AMT RSN ALL UPDATED DT
HOMER
MARGE I SIMP 5100642629
DEVENUE 14 DATE 15 DATE 16 DATE 15 DATE 16 DATE 10 DAT
PFKEYS:14=BVCI 15=BVCD 16=BVCL 17=BVPA 18=BVPH 19=BVRH 20=BVCH 21=BVCP 22=BVCC
NEXT TRAN: PARMS: 6100005726

BVRI shows the amount of the claim, the amount recovered, and the remaining balance as well as overpayment period, notification date and delinquency date.

Override recoupment rates when a person has agreed to have a higher amount recouped other than the standard allotment reduction.

Recoupment overrides are designated by individual PIN. Enter amounts by individual because it affects **all** claims by the individual. All individuals associated with a particular claim appear on BVRI. Enter the override amount only for the person who is authorizing the override.

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9.4.0 REPAYMENTS

CARES automatically recoups from FoodShare and W-2 benefits that are issued as a part of the normal monthly processing cycle after the claim for these programs has been established. Record cash repayments the liable person may make that are in addition to the regular recoupment taken by CARES, or when the person is no longer eligible for benefits.

Note: Child Care recoupment from W-2 benefits ceased as of November, 2004.

To enter a repayment both of the following are needed:

- 1. The PIN of the person liable for the overpayment.
- 2. The program of assistance.

9.4.1 Recording a Payment

Whenever a cash payment is received for a person, it may be necessary to determine how to apply the payment toward multiple claims.

If the person's SSN is not available, go to AQIN to get the person's SSN. Then go to BVCI. BVCI identifies all outstanding claims for a liable person.

If a person has only one claim, apply the entire amount to the claim. However, if s/he has claims for multiple programs of assistance, check for existing repayment agreements and split the payment accordingly. If no repayment agreement exists, enter the repayment on BVCP and do not select a claim. CARES will post the repayment to the oldest claim in that program. If there are claims for more than one program, choose the oldest claim to post the repayment to, unless otherwise specified by the debtor.

Use BVCP or BVMP to record the payments. Use BVCP to record a single payment for a particular claim.

Payment offices have been added for those agencies that have several locations. The payment office is the 4-digit identifier for the county, tribe or W-2 agency. ES agencies that are also the W-2 agency must be consistent and use one office number. The preferred office number would be the county office number. Where an ES agency is not the W-2 office, use the specific office identifier issued to that office.

Enter the following on BVCP for each PIN:

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BVCP POST CLAIM PAYMENT 07/22/05 10:22 XCT355 P RUBY PIN: 5100642611 NAME: JIM J SIMPSON SSN: 396827985 PAYMENT OFFICE: PAYMT TYPE: CA SOURCE: AMT: IN-KND HRS: ADJT DT: REPAYMENT CLMJAL REMAINING CLAIM SEL TYP TYP AMOUNT BALANCE CAT SEQ CASE 6100005726 CE 50.00 950.00 5700311950 WW C 01

Step 1: Key in the payment office in the PAYMENT OFFICE field.

Step 2: Key in the payment type in the PAYMT TYPE field. Payment type designates the reimbursement type, how the payment is made. The payment type may be cash, coupons, or inkind services. A check is designated as cash.

Step 3: Key in the source of the payment in the SOURCE field. The payment source describes the collection method for the payment.

Step 4: Key in the dollar amount of the payment in the AMT field.

Step 5: Inkind hours (IN-KND HRS field) are completed only for job access loans.

No dollar amount needs to be entered when recording community service hours completed. Key in the number of hours rounded to the nearest half-hour. The dollar amount will be automatically calculated. The job access loan will be split for inkind hours due and cash due. The claim must be selected to apply inkind hours.

Step 6: Adjustment date (ADJT DT field) is not used for the original payment entry. It is used only when a repayment is reversed and reapplied.

Record multiple payments on BVMP. BVMP allows a clerk to record many payments from different liable persons for the same program.

Step 1: Key BVMP in the NEXT TRAN field.

Step 2: Key the "program code" in the PARMS field.

Step 3: Press <ENTER>.

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BVMP	POST MULTIPLE REPAYMENTS		07/22/05 10:23 XCT355 P RUBY			
PROGRAM TY	YPE: CC (AFDC/FS/MA/WW/JAL/LF/CO	C/CF/SC) PAYI PAYMENT AMOUNT	MENT OFFICE: IN-KIND PAYMENT PAYMENT HOURS TYPE SRC			
	NAMIE	AMOUNI				
			<u> </u>			
Step 4:	Key in payment office in the PAYMEN	NT OFFICE fiel	d.			
Step 5:	Key in PIN of liable individual that ma	de the paymer	nt.			
Step 6:	Key in amount of the payment (PAYM	MENT AMOUN	Γ field).			
Step 7:	ep 7: Key in the source of the payment (PAYMENT SRC field). The payment source describes the collection method for the claim.					
Step 8:	Inkind hours are completed only for job access loans.					
Note: All pag	yments posted to AFDC, CC or W-2 v	vill post to any	outstanding CF claim first.			
	nat was incorrectly recorded for a partice versed. There are no time limitations.	ular case can a	also be reversed. Payments can			
Step 1:	Key in "BVRP" in the NEXT TRAN fie	ld.				
Step 2:	Key in the "claim number" in the PAR	MS field.				
Step 3:	Press <enter>.</enter>					

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BVRP	REVERSE PAYMENT	rs 07/22/05 10:24
CLAIM: 0100005550 TY	PE: JL JOB ACCESS LOAN	XCT355 P RUBY
UPDATED DATE: 07 01 05		CLAIM STATUS: O OPEN
CASE: 5700311950 CAT:	WW C SEQ: 01 ORIGINA	ATING OFFICE: 5605 MILWAUKEE W2 RE
	CASH IN-KIND	
ORIG CLAIM AMOUNT:	250.00 250.00	PERIOD: THRU
TOTAL RECOUPMENTS: -	0.00	CREATION DATE: 09 24 03
TOTAL PAYMENTS: -	385.00 51.50	NOTIFICATION DATE: 09 24 03
TOTAL ADJUSTMENTS:	.00	REVERSAL REASON:
OUTSTNDG BALANCE: =	0.00 163.50	
R		
E POSTED PAYMENT	PMT PMT PMT	
V DATE AMOUNT	TYP SRC OFF PIN	* * * * NAME * * * *
_ 05 01 05 51.50	IN JAL 5605 5100	0642611 JIM SIMPSON
_ 05 01 05 35.00	CA JAL 5605 5100	0642611 JIM SIMPSON
_ 06 24 04 50.00	CA JAL 5605 5100	0642611 JIM SIMPSON
_ 06 24 04 300.00	CA JAL 5605 5100	0642611 JIM SIMPSON

- Step 4: Key in the reason for reversing the payment in the REVERSAL REASON field.
- Step 5: Key an "X" in the REV field of the payment to be reversed (REV field)
- Step 6: Press <ENTER>.

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9.5.0 DETERMINING DELINQUENCY

Determining delinquency means CARES sends three dunning notices to the client before referring him/her to CRES for further collection action. These can occur over the life of the debt.

At the end of the first business day of the month, CARES does a batch run that looks at the prior month's claims created, repayment agreements and payments made.

CARES first evaluates all of the valid claims and all of the newly created claims. CARES looks for PINs not receiving benefits for the current month, and then looks to see if the next installment date is prior to the current date to see if a payment was due the previous month. If the PIN is not receiving benefits and the next installment date is prior to the current date, CARES looks for the entry of the repayment agreement on BVPA and if the installment was received. If either or both are missing, CARES increases the dunning number by one and generates a dunning notice.

For one month there is a maximum of one dunning number per program for a particular PIN. If the repayment agreement has not been entered on BVPA, a dunning notice will be generated regardless of payment. The system views the claim as delinquent when an RPA is not entered even if payments are being made.

If the repayment agreement has already been entered, CARES looks for payments made the previous month. All payment amounts for a given program must total at least the installment amount on BVPA. If all payments for the previous month do not add up to at least the total installment amount, CARES increases the dunning number by one and generates a dunning notice.

CARES generates a repayment summary notice to all PINs that have made a payment the previous month that met at least the installment amount.

9.5.1 Repayment Agreements

Use BVPA to record the repayment agreement.

Step 1: Key "BVPA" in the NEXT TRAN field.

Step 2: Key in the "PIN/cat" on the PARMS line. If this is an MA overpayment, enter MA as

the category rather than the type of MA, such as NHSC (Note: SeniorCare is not handled under MA, it is its own program type SC). All CF claims will appear under

the ADC or WW repayment agreements.

Step 3: Press <ENTER>.

Apply the repayment according to any repayment agreements. RPAs are not established though BVPA for job access loans. Repayment arrangements of job access loans are recorded on BVJL.

Use BVPA to record any repayment agreement that has been set up. CARES tracks the repayments and sends the dunning notices when payments are missed.

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DUDA VANDAME, A COLUMNIA	00/00/05 14:45
BVPA REPAYMENT AGREEMENT	
UPDATED DATE: 08 01 05 UPDATED BY:	XCTA13 N MEIER
PROGRAM CODE: WW CURRENTLY RECOUPING: N	
DC: DUNNING NUMBER: 2 NOTIFIED CASE: 57003119	50
PIN: 5100642611 NAME: HOMER J SIMPSON	SSN · 39082/985
DELINQUENCY DATE: REFER	RED TO CRES DATE:
SENT DATE: 08 01 2005 RECEIVED DATE:	END DATE:
PAY METHOD: INSTALLMENT AMT:	NEXT INST DATE: 08 25 2005
	11111 11101 11111 00 13 1003
AEDG DEGGID EDOM M3: AEDG DEGGID EDOM M3 HDDAMED	
AFDC RECOUP FROM W2: _ AFDC RECOUP FROM W2 UPDATED	DAIE/BY.
CLAIM NUM ERR RA CLAIM NUM ERR RA CLAIM NUM	ERR RA CLAIM NUM ERR RA
2100005752 CE Y 6100005726 CE Y 7100005757	WT Y
PFKEYS: 18=BVCI 19=BVAI 20=BVCP 23=CNHS 24=PROCES	_
NEXT TRAN: PARMS: 5100642611/WW	
RETURN FROM HELP FUNCTION	

Enter the following on BVPA:

- Step 1: Key in the date the repayment agreement was received in the office in the RECEIVED DATE field.
- Step 2: Key in "IN" for installment or "LS" for lump sum payment in the PAY METHOD field.
- Step 3: Key in the installment amount the individual has agreed to repay monthly in the INSTALLMENT AMT field. The monthly installment must be acceptable and fit the agency standards.
- Step 4: If the repayment agreement is for AFDC, an "N" must be keyed in the AFDC RECOUP FROM W-2 field. This field is only used if a client agrees to have their W-2 benefits recouped for AFDC claims. This field is not updateable for any other program.
- Step 5: Dunning notice numbers may be reduced for persons by a worker with a supervisory level of 50 or above. Dunning notices cannot be increased. Note in BVCC why the dunning number was reduced. If the person has already been referred to CRES for further collection action, the individual will continue to be delinquent even if the dunning numbers are reduced.

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- The RPA on BVPA will have a "Y" in the currently recouping field when recoupment is taking
 place. Clients occasionally wish to make payments in addition to recoupment. Workers are
 able to record these RPAs even when the case is open and recoupment is occurring.
- The latest repayment agreement address is stored on BVAI. This address will originally come
 from ACCH or ACMA, but can be updated by entering "BVAI" in the NEXT TRAN line with the
 "PIN" on the PARMS line.

9.5.2 BVPA – Repayment Agreement

This transaction is used to record all returned repayment agreements. BVPA stores the repayment information for all claims an individual is liable for in one program of assistance.

Repayment agreements can be renegotiated at any time. Renegotiating a repayment agreement may not stop further collection action if the RPA is already considered delinquent. Repayment agreements are automatically re-issued when a case closes for a program of assistance for which a current claim exists. For individuals selecting the recoupment option for AFDC overpayments from W-2 cash payments, the worker must indicate this selection on BVPA. Workers must record the repayment options properly on BVPA. Failure to make the appropriate entries on BVPA may result in incorrect collection action for the participant.

BVPA	REPAYMENT AGREEMENT	05/22/0	0:80		
UPDATED DATE: 05 01 01 UPDATED BY:			XCT112 N KONRATH		
PROGRAM CODE: ADC	CURRENTLY RECOUPING	: N			
DC : DUNNING NUMBER: 3					
PIN: 2100418670 NA			SSN: 576132131		
1111 2100110070	1110011		5511 570132131		
DELINQUENCY DATE: 04 01 2	2001	REFERRED TO CRES	DATE: 04 01 2001		
SENT DATE : 12 01 2000	RECEIVED DATE:	END	DATE:		
PAY METHOD:					
<u>—</u>					
AFDC RECOUP FROM W-2: _ A	FDC RECOUP FROM W-2 U	PDATED DATE/BY:			
CLAIM NUM ERR RA CLAIM	NUM ERR RA CLAIM	NUM ERR RA CLA	IM NUM ERR RA		
4100004614 CE Y					
PFKEYS: 18=BVCI 19=BV	AI 20=BVCP 23=CNHS 24	=PROCESS			
NEXT TRAN: PARMS	3: 2100418670/ADC				

CURRENTLY RECOUPING: N/Y:

No entry is required. This field is CARES-generated and is an informational field only. If the program of assistance is open for FS or W-2 as of the current date, the switch is set to "Y" for RPAs of those programs.

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AFDC RECOUP FROM W-2:

An "N" or "Y" entry is required for AFDC repayment agreements. This field must be completed for all returned repayment agreements for AFDC overpayments. This field will be protected for non-AFDC repayment agreements. If "Y" is selected, the payment method and installment amount are optional fields.

UPDATED DATE/BY:

This field is populated by CARES when the "AFDC Recoup from W-2" field is completed.

DELINQUENCY DATE and REFERRED TO CRES DATE refer to the date an RPA was determined delinquent by CARES and sent to CRES (Central Recoveries Enhanced System) for additional collection action. Both of these fields are system generated and cannot be overridden.

9.5.3 BVSL – Benefit Recovery Standard Letter (standard repayment agreement)

Manual repayment agreements are issued through BVSL. BVSL requires the office of the worker initiating the repayment agreement to be listed in the PARMS. This allows the issuance of the agreement under the correct worker and office regardless of where the individual is now located (i.e., NEXT TRAN: BVSL PARMS: 2100418670/ADC/5006 [i.e., Pin/Program/Office]).

Fill in the PIN, NAME, balance owed and date of first payment due, which is always the 25th of the month. If you are creating the RPA prior to the 15th of the month, the due date is the 25th of the current month. An RPA created the 15^{th of} the month or after is due the 25th of the following month. Free text can be added for additional comments.

Generating a new repayment agreement clears out all fields on BVPA. Since deleting repayment agreements is not allowed, creating a new repayment agreement using BVSL is the way to clear all fields on BVPA and re-enter them if necessary. Creating a new manual RPA does not affect the claim(s) in any way.

9.5.4 BVAI – Repayment Agreement Addresses (for an individual)

BVAI is a screen accessed by PIN to maintain the address for repayment agreements, dunning notices, and repayment summaries. When the initial RPA is sent, the address will first pull from ACMA if present, otherwise it will be ACCH. BVAI will be available after the beginning of the month (BOM) cycle with that address. Any changes to ACMA or ACCH will update BVAI through the BOM cycle. Workers can also update BVAI.

Once a BVAI screen is created, additional RPAs, dunning notices, or repayment summaries are sent to the most recently updated address from ACMA, ACCH, or BVAI (this is determined by the "Updated Date" field on these screens.)

Once a case is closed, BV workers can use BVAI to update the address in order to send the BV notices to the correct address.

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BVAI	BENEFIT RECOVERY	REPAYMENT ADDRESS	05/22/00 07:38
UPDATED DATE: 12 01 00	UPDATED BY:		XCT112 N KONRATH
PIN: 2100418670 NAME:	MACCIE	MARSH	SSN: 576132131
FIN: 2100410070 NAME:	MAGGIE	MARSII	55N: 570132131
277747		/DIDAT DE /DOX/I	
		RURAL RT/BOX#	~
ADDRESS: 777	_ E_ WISCONSIN	AVE	
- 			
CITY: MILWAUKEE	STATE: WI ZIP:	53202	
PFKEYS: 18=BV	CI 19=BVAD		
	PARMS: 2100418670)	

9.5.5 Repayment Summary Notices

Repayment summary notices are generated by program to individuals making monthly payments to reduce their outstanding debts. Individuals will receive a repayment summary notice for all payments recorded in the benefit recovery subsystem. If an individual makes a partial payment not equaling their monthly installment amount for the program, s/he will receive a dunning notice. Keep in mind that after three dunning notices, individuals are referred to the CRES collection system for additional collection action. This referral is noted on BVPA as "Referred to CRES".

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9.6.0 PRECARES CLAIMS

Some new claims may be based on overpayments made prior to CARES. Use Pre-CARES for overpayments that occurred from assistance received from CRN. In this situation, enter the CRN (Pre CARES) overpayment data on CARES. Use BVPC to enter this data. Use this screen only to enter overpayment data that occurred before the case opened on CARES. If there is an over-lap with part of the repayment through CRN and part through CARES, do a separate claim for each part.

To get to BVF	PC:
---------------	-----

Step 1: Type "BVPC" on the NEXT TRAN line.

Step 2: Enter "case number/cat/seq" in the PARMS field.

Step 3: Press <ENTER>.

BVPC		BV	PRE-CARES	CLAIMS		07	/22/05 10:	43
						ΥC	T355 P RUB	v
				0.5		AC	1333 F KOD	1
CASE: 07	00700900	CAT: A	DCR SEQ:	0.1				
DRIMARY	DERSON:	050218699	1 RTT.T.	M	SMITH			
ITTIMATE	I BROOM.	030210077	1 01111	1.	DITTII			
REFERRAL	OFFICE:			OVERPAY	MENT REAS	ON :	-	
	ERROR	CLAIM	STOP	OVERPAY	MENT	CLAIM	CLAIM/	ASSIGNED
						_	-	
PROGRAM	TYPE	AMOUNT	RCVY BE	GIN DT	END DT	STS	REFERRAL	TO
ADC			N			0		
ADC						O		

CARES fills in the following data elements.

- 1. Case number.
- Category of assistance.
- 3. Sequence number.
- 4. PIN of the primary person.
- 5. Name of the primary person.

Enter the following data for the claim.

- 1. Referral Office.
- 2. Overpayment reason.
- 3. Error type.
- 4. Claim amount.
- 5. Overpayment begin and end dates.
- 6. Worker number claim is assigned.

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A CLAIM STATUS cannot be entered. This is a default field that is completed by CARES. The STOP RCVY field defaults to recover the overpayment.

9.6.1 Claims from a Closed Case

Use this procedure when someone is applying for benefits and there is an existing overpayment on a CRN case.

Make sure these claims have not already been converted. Go to BVCI using the person's SSN as a PARM to see if the claim has been converted. If the claim is already on CARES, the claim is associated with the person in the new case who is liable for the overpayment. Only the Primary Person is associated with Pre-CARES claims.

If the claims don't exist, they must be created. If the RFA has not yet been entered into CARES, do a closed case conversion. Invoke CVCR first and then go to ASBC. This does not work if the RFA has been entered. Completing the closed case conversion establishes any AFDC claims but not a FS claim.

Create all FS claims and those AFDC claims that were not converted using this special function. Use BVPC with a special parameter to establish these claims. On the PARMS line key in "case/cat/seq/cnv" and press <ENTER>. This alerts CARES to the fact that the claim is an existing balance of a previously created claim. CARES then sets all NOTIFICATION DATES in the past so that claims are immediately available for recoupment. Go to BVRI and enter correct NOTICE for the claim.

Only the accurate remaining balance must be carried over to CARES. Do this for all claims entered on BVPC.

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9.7.0 REFUNDS

Return over-collections to the appropriate liable person for the overpayment within ten days of the over-collection.

Weekly, go to EOS and print a copy of the cumulative refund report "Claims with Refunds Due" CBV242RA, form number C137. Investigate all refunds that need to be initiated. The ES agency initiating the refund must be the agency identified as recording the last payment. If the refund is a result of a state overcollection, then the state will process the refund.

After a check is ready to be sent to the person, go to BVCR.

BVCR CLAIM REFUND ISSUANCE/HISTORY	07/22/05 10:16
CLAIM: 3100005433 TYPE: CE CLIENT ERROR	XCT355 P RUBY
CLAIM STATUS: C CLOSED	
CASE: 5700311950 CAT: FS SEQ: 1 ORIGINATING OFFICE:	5040 MILW CO DSS
CASH IN-KIND	
	01 03 THRU 02 28 03
RECOVERED AMOUNT: - 100.00 0.00 CLAIM CREAT	
OUTSTANDING BALANCE: = 0.00 0.00 NOTIFICAT	CION DATE: 09 15 03
REFUND AMOUNT: 5.00 LAST RECOV	ERY DATE: 07 22 05
REFUND CREATION DATE: 07 22 05 UPDATED DATE: 07 22 05 REFUND ISSUANCE OFFICE: REFUND ISSUANCE SWITCH: _ REFUND TYPE: REVER ISSUE DATE: REASON FOR REFUND: CFD REVER	RSAL REASON CODE: RSAL DATE:
* * * * * * * * * * * * * * * LAST PAYEE	* * * * * * *
NAME	SSN
JIM J SIMPSON 5100642611 39	06827985
PFKEYS: 15=BVCD 17=BVRI 22=BVCC NEXT TRAN: PARMS: 3100005433	

Step 1: Key in "BVCR" on the NEXT TRAN line.

Step 2: Key in the Claim Number on the PARMS line

Step 3: Press <ENTER>.

Step 4: Enter the appropriate office number.

Step 5: Key a "Y" in the REFUND ISSUANCE SWITCH field.

Step 6: Key "CA" in the REFUND TYPE field.

Depending on the circumstances, a refund may be posted to another outstanding claim for the individual due the refund. Enter BVCR information for refund and post refund amount to the other outstanding claim. Make a note on BVCC to document the refund reposting.

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Per Wisconsin statutes, refunds under \$2 do not need to be issued unless the client has requested so in writing but should be taken into consideration for reconciliation purposes and entered on BVCR.

Agencies should not refund a client by auxiliary benefits per policy.

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9.8.0 JOB ACCESS LOANS

Job Access Loans (JAL) are also tracked through Benefit Recovery on CARES. It is up to the FEP to manually determine need for and terms of the loan, but once the loan is made by the agency, it must be tracked through CARES.

Approved JAL Date:

JALs approved during a calendar month must be entered in the same month on CARES screen BVJL.

Repayment Due:

The first JAL loan repayment is due the 25th of the following month. Subsequent payments are due on the 25th of subsequent months.

Enter repayment into CARES the same as an overpayment claim on BVCP. The W-2 agency has until the final day of the month to enter repayment activity into CARES.

The purpose of BVJL is to collect information regarding the terms of the job access loan. BVJL sets up the recovery and sends individuals dunning notices and repayment summary notices. There can be only one liable individual on a JAL and CARES will only associate that individual to the approved JAL.

Dunning notices will be sent to individuals who have missed either cash or in-kind payments or where payments have been received and are below the agreed upon payment amount. After three dunning notices, the JAL will become delinquent and be referred to CRES. When a JAL becomes delinquent, all agreed upon in-kind repayment amounts will revert to cash and be collected as such.

The status for a JAL is critical to adjust, recover, and decline a JAL. A JAL should always be entered in an applied status, ("A") and not opened ("O") until a check has been issued. Once a JAL is open, loan amounts may not be adjusted. If a JAL is not granted, the status should be changed from "A" (applied) to "D" (denied). Follow the same procedures for requesting JALs to be written off as you would for normal claims over 60 days old.

Job Access Loan Codes				
Code	Description	Additional Information		
Α	Applied			
0	Open			
D	Denied	Used when a JAL is not granted.		
С	Closed	Done by the system when a JAL is zeroed out.		
Н	Hold	Works like a stop recovery for JALs		
W	Written Off	Used to write off JALs and must be done at the state level because only state workers can write off JALs at any time.		

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To establish a JAL tran to BVJL with nothing entered in the Parms. This allows you to enter the necessary information to establish the loan. For an existing JAL, CARES displays:

- 1: The case number, category and sequence.
- 2: The status of the loan request.
- 3: The date the next payment is due.

Enter the following fields for new JALs:

BVJL	JOB ACCES	SS LOAN INFORMATION	· · ·	
CLM: 1100005751			XCT355 P RU	JBY
UPDATED DATE:	UPDATE US	SER ID:		
CASE:	CAT:	SEQ: ORIG OFFICE	:	
ST	ATUS:	GRANTING WORKER	:	
LIABLE INDV PIN :	SSN	:		
APPLICATION AMT:		REPAYMENT PERIOD: 08	01 05 THRU	
		MONTHLY CASH REPAY		
		MONTHLY IN-KIND REPAY		
			-KIND HOURS:	
IN-KIND HOURS:			MENT DUE DT:	08 25 05
DUNNING NOTICE NUM:	0	DEI	INOUENCY DT:	
			TO CRES DT:	
REASONS FOR APPLYING J	AL:			
CAR PURCHASE		CAR REPAIR	MOVING	
- CHILD CARE	_	WORK EQUIPMENT	_	
SELF EMPLOYM		_ VOCATIONAL TRAINING		
RENT		SECURITY DEPOSIT		
_ OTHER			_	
PFKEYS: 22=BVCC				
NEXT TRAN: PA	RMS: 1100005	5751		_
				_

- 1. The case number, category and sequence number of the person requesting the loan, and originating office in the CASE, CAT, SEQ fields respectively.
- 2. The status of the loan. Valid values are found in Reference Table TVJL.
- 3. The logon ID of the granting worker, the worker that reviewed and approved the loan application in the GRANTING WORKER field.
- 4. The PIN of the person liable for loan repayment, the person requesting the loan in the LIABLE INDV PIN field.
- 5. The total amount applied for in the APPLICATION AMT field.
- 6. The total amount of the requested loan that is granted in the LOAN AMOUNT field.
- 7. The total amount to be paid back in cash in the CASH field.
- 8. The total amount to be paid back in in-kind services in the IN-KIND field.

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- 9. CARES displays the in-kind hours, the total number of hours to be worked to pay back the total amount allowed in in-kind payment.
- 10. The repayment period, the period in which the loan will be repaid, is clarified in the administrative rule. "The participant shall repay a Job access Loan within a 12-month period except that the repayment period may be extended to a maximum of 24 months if the participant requests an extension and the W-2 agency determines that it is appropriate." The first date (REPAYMENT PERIOD field) cannot be greater than today's date and the THRU date field must be the last day of the month.
- 11. The amount to be paid back monthly in cash in the MONTHLY CASE REPAYMENT AMOUNT field.
- 12. The amount to be paid back monthly in in-kind services in the MONTHLY IN-KIND REPAYMENT AMOUNT field.
- 13. The purposes for the loan in the REASONS FOR APPLYING JAL.

A = Applied

OR

G = Granted (if the check has been issued).

Use PF22 to record benefit recovery comments.

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9.9.0 LEARNFARE

To establish a Learnfare penalty use BVLF.

Go to BVLF to establish a Learnfare penalty for persons participating in W-2 trial jobs. Leave the Parms blank to create a Learnfare penalty. Learnfare penalties can be established for one person's non-participation in an approved school activity, or up to three persons. However, BVLF records all non-participating persons if more than three children are not participating in approved school activities. BVLF sets up the recovery and sends the client a penalty notice.

9.9.1 How to Enter a Penalty

BVLF ESTABLISH LEARN	FARE PENALTY 07/22/05 10:12
-	
CLM: 0100005750	XCT355 P RUBY
UPDATED DATE: UPDATE USER ID:	
NON-PARTICIPATION PERIOD: 07 16 05 TH	RU 08 15 05
CASE: CAT: WW C SEQ: OR	TG OFFICE:
	10 011101
STATUS: O WDR RSN: OR	IGINATING WORKER:
LIABLE INDIVIDUAL PIN:	
SSN:	
I	SSUANCE MONTH (MMCCYY): 092005
PENALTY AMOUNT:	PENALTY CREATION DATE: 07 22 05
	NALTY PAYMENT DUE DATE: 09 25 05
NOTICE DATE: 08 25 05	WILLI IMMENT DOL DITLE 09 23 03
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
* * * * * * * * * * NON-PARTICIPATION INDI	
DC RSN PIN NAME	SSN NONPAR-RSN
	
	
	
	
PFKEYS: 22=BVCC	
NEXT TRAN: PARMS: 0100005750	

To create a penalty, enter the following:

- Step 1: The case number, category and sequence number of the liable person in the CASE, CAT, SEQ fields respectively. This is the parent responsible for the child's school attendance.
- Step 2: The worker ID of the worker establishing the penalty in the ORIGINATING WORKER field.
- Step 3: The PIN of the person liable for payment of the penalty in the LIABLE INDIVIDUAL PIN field.
- Step 4: The total amount of the penalty in the PENALTY AMOUNT field.

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Step 5: The PIN numbers of all children subject to a Learnfare sanction for this period (PIN field in the NON-PARTICIPATION INDIVIDUALS section of the screen) and the non-participation code in the NONPART-RSN field in the same section of the screen.

CARES displays the following:

- 1. Status of the case (STATUS field) Valid values (found in Reference Table TJVL) are C = Closed, O = Open, W = Write-off.
- 2. Non-participation month (ISSUANCE MONTH field).
- 3. Penalty creation date, the date of entry (PENALTY CREATION DATE field).
- 4. Penalty due date, the date payment is due (PENALTY PAYMENT DUE DATE field).

FEPs must use BVLF to recover Learnfare financial penalties in W-2 cases where the participant is in a Trial Job, and therefore the penalty cannot be recouped from a W-2 payment.

Workers must enter:

- 1. Their identification number
- 2. The PIN of the W-2 participant
- 3. The total amount of the penalty
- 4. The PIN numbers of all children subject to a Learnfare penalty for the period
- 5. The non-participation code

Review ANSE and AILW to ensure that the correct PINs and non-participation codes are entered on BVLF. If the child does not have a penalty code on AILW for the participation period on BVLF, do not enter a penalty code on BVLF. CARES will not prevent workers from entering a penalty for a child that contradicts the information on ANSE or AILW; this will be a worker responsibility.

	Penalty codes are in Reference Table TLFC					
CM	Failure to comply with case management					
NE	Not enrolled in school					
Note: Penalty code LS, "Penalty entered late-not deducted from payment", cannot be used						
on	BVLF					

Only a child between the ages of 6 and 17 years old, whose parent is in a W-2 employment position, and who is not enrolled in school is subject to a Learnfare financial penalty, for either failing to enroll or not cooperating with case management. Other categories of students, habitual truants, minor parents, and returning dropouts, are mandatory for Learnfare case management, but no financial penalty is imposed if the student fails to participate.

Workers must also review the case to ensure that no more than one Learnfare penalty is imposed for each issuance month. CARES will not prevent more than one penalty notice being issued in one month.

BVLF is programmed to send a notice that payment is due at the same time that the W-2 check is issued. The penalty payment due date is 25 days after the date the notice is issued if the notice is

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issued in the first 15 days of the month. If the notice is created on the 15th day of the month or later the due date is the 25th of the following month. This will allow sufficient time for the W-2 participant to request a Fact Finding on the Learnfare penalty. If a Fact Finding is requested on the Learnfare penalty, do not seek to recover the penalty using BVLF until after the Fact Finding is decided, if it is decided in favor of the W-2 agency. Workers may AE delete the child's PIN and reduce the penalty before the notice is issued. If the last child's PIN is removed, the claim must be withdrawn.

When a repayment is received from a client, workers must apply the payment to the correct claim using BVCP or BVMP.

9.9.2 To Withdraw a Penalty

In order to with a LearnFare penalty, change the STATUS to "W" (Write Off) and enter a reason in the WDR RSN field. Valid values come from Reference Table TVWD (JAL/LF Penalty Withdrawn Reason Code).

Note: After the penalty is entered on BVLF the status reason is updateable.

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9.10.0 INQUIRY SCREENS

The Benefit Recovery subsystem has its own set of inquiry screens that provide data on entered claims.

9.10.1 Individual Claims

BVCI provides data on all claims for a particular person.

9.10.1.1 How to Access BVCI

Step 1: Key in "BVCI" on the NEXT TRAN line.

Step 2: Key in either the "PIN or SSN" in the PARMS.

Step 3: Press <ENTER>.

BVCI displays all claims associated with the person's PIN or SSN.

BVCI	CI	LAIMS FO	R AN	INI	DIVID	JAL		(04/2	3/04	10:55	
PIN: 8888888888								I	OWD4	50 P	RUBY	
NAME: AMBER	L ROAI)				5	SSN	33377	4444			
									S	Т	0	
SEL					CASI	3	Т	Y	F	I	NOTICE	ADJ
CLAIM OUTSTANDIN	rG											
DET CLAIM	CASE	CAT/SEQ	S	Ρ		F		DATE		AMO	JNT	BALANCE
_ 191111111	4545454545	FS 01	0	NC	5005	04	28	04	185	.00		145.00
_ 797777777	4545454545	FS 01	0	NC	5005	04	28	04	342	.00		342.00
_ 8888888828	4545454545	FS 01	0	NC	5005	04	28	04	353	.00		353.00
PFKEYS: 15=BV NEXT TRAN:	-	PA 20:	=BVC:	P	22=I	BVC(C					

9.10.2 AG Claims

The BV subsystem has three screens that provide information by Assistance Group.

- 1. **BVRA** provides information on referrals by AG.
- BVCA lists all claims associated with an AG.
- 3. BVIC lists all investigation referrals by AG

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9.10.3 Claim Detail

BVCD provides claim detail.

9.10.3.1 How to Access BVCD

Step 1: Key in "BVCD" on the NEXT TRAN line.

Step 2: Key in the "Claim Number" on the PARMS line.

Step 3: Press <ENTER>.

Note the PIN, Claim Number and the notice date from BVCA. Use these as PARMS to access some of the repayment screens.

BVCD CLAIM I	DETAIL
04/28/04 11:29	
CLAIM: 1111111111 TYPE: NC NON-CL	JIENT ERROR DWD460 P RUBY
UPDATED DATE: 04 28 04	CLAIM STATUS: O OPEN
ORIGINATING OFFICE: 5005 BROWN CO	
	01 PERIOD: 08 01 03 THRU 09 30 03
	CASH IN-KIND
ORIG CLM AMT: 185.00	
TOT ADJ AMT:	NOTIFICATION DT: 04 28 04
ADJ CLM AMT: =	DT OF DELINQUENCY:
TOTAL PAYMNT:	REFUND AMT:
TOTAL RECOUP: - 40.00	REF ISS DATE:
OUTSTAND BAL: = 145.00	0.00 LAST RECOV DATE: 03 18 04
* * * * * * TADIE TNDTT/TDIATC *	* * * * * * * * * * * * * * * * * * *
	PIN CASE CAT SEQ ST OV AGMT
	348484844 4111111115 FS 01 O N Y
	TO TO TO TO THE THE THE TENT OF THE TENT O
PFKEYS: 17=BVRI 18=BVCI 19=B	BVPA 20=BVCP 22=BVCC
NEXT TRAN: PARMS: 1900121	.631

9.10.4 History Inquiries

BVRH allows you to view the claim recoupment history.

BVPH displays a payment history for a particular claim.

BVCH displays the history of a particular claim.

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9.10.5 Investigation Queries

BVIC displays all investigations for a given AG.

BVIX displays all claims for an investigation.

9.10.6 Other Benefit Recovery Screens

Other benefit recovery screens include BVRI, BVPA, and BVCC.

9.10.6.1 Recovery Information and Override

BVRI displays various information about the claim. This screen allows a worker to override a recoupment amount and delete an existing override. Also, a stop recovery is initiated on this screen. There is a Fair Hearing Decision field (state win/loss) and a Fair Hearing Decision date field. When a Fair Hearing request is filed, a "P" (for pending) will be put in the Fair Hearing Decision field and a "Y" in the Stop Recovery field, which will stop collection actions on this claim. These fields will be updated by state staff on a claim-by-claim basis once the Fair Hearing information is available from DHA. Only state workers have access to these fields.

BVRI	RECOVERY INFORMATION	& OVERRIDE		04/28/	04 13:13
CLAIM: 1111111111 ERROR	TYPE: NC NON-CLIENT	ERROR		DWD460	P RUBY
UPDATED DATE: 04 28 04		CLA	IM STATU	S: 0	
ORIGINATING COUNTY: 05 E	ROWN COUNTY				
CREATION DATE: 10 16 03		CASE: 454	5454545	CAT: FS	SEQ: 1
ADJ CLAIM AMOUT:	185.00	FAIR HEARI	NG DCSN	(STATE)	: W
RECOVERED AMOUNT:	40.00		DECISI	ON DATE	: 04 28 04
OUTSTANDING BALANCE:	145.00				
			STOP R	ECOVERY	: N
OVERPAYMENT PERIOD: 08 0	1 03 THRU 09 30 03	STOP	RECOVERY	RSN CD	:
NOTIFICATION DATE: 04 2	8 04	STO	P RECOVE	RY DATE	:
DELINQUENCY DATE:		STOP	RECOV WO	RKER ID	:
				RECOUP	
DC NAME	PIN	OVR AMT	RSN	ALL U	PDATED DT
_ AMBER L ROA	D 88888886			_	
PFKEYS:14=BVCI 15=BVCD 1		H 19=BVRH 20	=BVCH 21	=BVCP 2:	2=BVCC
NEXT TRAN: PARM	s: 1111111111				

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9.10.6.2 Repayment Agreement

BVPA displays repayment agreement information. Enter signed repayment agreements on this screen, and look for information on BVPA when coding checks received from clients. BVPA is done by program. This allows for one agreement for multiple claims of a common program.

If the CURRENTLY RECOUPING field is a "Y", it means the person is currently in an open AG and is recouped. When a case closes, this field is an "N" and a new RPA is sent to the client by CARES.

The DUNNING NUMBER refers to the number of dunning notices a client has received. When the number increments to three, the claim is referred for further collection action. If BVPA has a DELINQUENCY DATE and a REFERRED TO CRES DATE, the claim has been referred for further collection action.

The SENT DATE field is updated by CARES and is populated with the sent date of the latest RPA generated. RECEIVED DATE, PAY METHOD and INSTALLMENT DATE need to be filled in if the client returns the RPA. NEXT INSTALLMENT DATE is updated by CARES and is always the 25th of the month.

The AFDC RECOUP FROM W-2 field is only updateable if this is an AFDC RPA. If the client wishes to have an AFDC claim recouped from current W-2 benefits and indicates this on an RPA, fill in a "Y" in this field. If you are entering an AFDC RPA, fill in an "N" in this field. CARES will fill in the UPDATED DATE/BY field after this is filled in.

The claims included in the RPA are listed at the bottom of this screen. The claim number and error type are listed. The RA column lists whether the claim is in stop recovery or not. An "N" means it is not in stop recovery, and a "Y" means it is in stop recovery status.

BVPA	REPAYMENT AGREEMENT	04/28/04 14:35
UPDATED DATE: 04 01 04 UPDAT	ED BY:	DWD460 P RUBY
PROGRAM CODE: FS CODE: DUNNING NUMBER: 2 NO PIN: 88888888888 NAME: AMBE		SSN: 333774444
SENT DATE : 02 02 2004 REC	REFERRED TO CRES I	DATE:
AFDC RECOUP FROM W-2: _ AFDC	RECOUP FROM W-2 UPDATED DATE/BY:	
	M ERR RA CLAIM NUM ERR RA CLA 7777777 NC N 555555555 NG	
PFKEYS: 18=BVCI 19=BVAI 20= NEXT TRAN: PARMS: 8	BVCP 23=CNHS 24=PROCESS	

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9.10.6.3 Claim Comments

BVCC is used to list comments on a specific claim. Make comments for all changes that affect the claim on BVCC.

A TRAN code must be listed on BVCC in order to enter a comment. Choose a TRAN code relevant to action that occurred that has not already been used for a comment. Enter the comment in the space provided. CARES will automatically update the ENTERED DATE and ENTERED BY fields.

	BENEFIT RECOVERY COMMENTS	
REF/CLM: 111111111	11 TYPE: NC NON-CLIENT ERROR	DWD460 P RUBY
UPDATED DATE: 04 2	28 04	CLAIM STATUS: O
OPEN		
DC: TRAN: BVRF	*** THIRD PORTION OF QC CLAIM***	
	PER STATE QA, RENT WAS NOT REDUCED BY THE	AMOUNT THE
	INELIGIBLE STUDENT CONTRIBUTES TOWARDS IT.	CROSS
	REFERENCE WITH # 7900121627 AND # 89001216	528
	ENTERED DATE: 10 16 03 ENTERED BY: XBR413	3
DC: TRAN: BVRI	BEGAN RECOVERY; PER FAIR HEARING DECISION	PETITIONER FAILED
	TO APPEAR WITHOUT PROVIDING GOOD CAUSE FOR	R NON
	APPEARANCE THEREFORE AN ABANDONED ORDER HA	AS BEEN ISSUED
	ENTERED DATE: 04 28 04 ENTERED BY: DWD358	3
DC: TRAN:		
	ENTERED DATE: ENTERED BY:	
PFKEYS: 13=BVRF	l4=BVCL 15=BVCD 16=BVRI 17=BVCR 18=BVPI)
NEXT TRAN:	PARMS: 1111111111	

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9.11.0 BENEFIT RECOVERY REPORTS

The following are BV reports that may be viewed in EOS (please see the Benefit Recovery Reports manual for more information on EOS Reports):

Form Number	Name	Run Frequency	Description
C101	Summary Report of Receivables	Monthly	This report is used only by State staff.
C102	Individual Summary Report of Receivables	Monthly	This report is used only by State staff.
C103	Payment Source Code	Monthly	This report will contain all cash payments by collection source. It will include: • payment source, • payment amount, • claim number and • payee number. It will be sorted by agency, program type and error type.
C104	Individuals with Dunning Notices Sent	Beginning of Month	This report provides a listing of all liable individuals who received a past due notice. A past due notice is sent when an individual has not met their monthly obligation or a signed RPA was not returned and entered into CARES. No dunning notice for FS and W-2 RPAs is generated for open assistance groups of FS and W-2. The report contains: name, PIN, SSN, installment amount, number of dunning notices sent (strikes), claim numbers associated with the current obligations, outstanding balance, and assigned worker. This report is broken down by program and sorted by agency.

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Form	Name	Run Frequency	Description
Number	INAITIE	Rull Flequelicy	Description
C105	Individuals with 3 Past Due Notices	Beginning of Month	This report provides a list of all liable individuals who received three past due notices and are targeted for additional collection action. Individuals on this report are referred for additional collection action if their obligation is not met within thirty days from their last dunning notice. No dunning notice for FS and W-2 RPAs is generated for open assistance groups of FS and W-2 and these individuals will not be referred for additional collection action unless they leave the current assistance group or the current assistance group's case closes. The report contains: name, PIN, SSN, days delinquent, date of third dunning notice, claim numbers associated with the current obligations, notification dates of claims and outstanding balance. This report is broken down by program and error type, and sorted by agency.
C113	FNS209 Status of Claims Monthly Summary	Monthly	This contains information such as the amount of closed, terminated, and comprised claims as well as the amount of collections received by cash, FoodShare, and recoupment.
C114	FNS209 Status of Claims Other Summary	Quarterly	Same as C113.

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Form Number	Name	Run Frequency	Description
C115	AFDC Claim Activity Monthly Summary	Monthly	This report contains:
C116	AFDC Claim activity Quarterly Summary	Quarterly	Same as C115.
C117	AFDC/FS Claim Activity Detail by Original Agency	Monthly	This report supports the claim activity summary totals of the FoodShare and AFDC summary reports. This report will calculate claim activity totals for each county. Within each county the totals will be calculated for each of the three error types – fraud/IPV, Inadvertent Household Error/IHE, and Non-client error/NCE.
C118	AFDC/FS Other Claim Activity Detail/Agency	Quarterly	Same as C117
C119	Outstanding Claim Summary	Monthly	This is a report of outstanding claims. It displays for each agency the number and dollar amount of outstanding claims by program of assistance and error type. Open and suspended claims are also included.

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Form Number	Name	Run Frequency	Description
C123	Claims w/o Recovery Activity/Closed Case	Monthly	This monthly report indicates active claims with no recoveries or no recent recoveries. A claim is selected for this report if there is no recovery activity for three months. This report identifies delinquent claims for further collection activity. The report contains: claim number, error type, claim amount, total recovered, outstanding balance, last recovery date, stop recovery, claim delinquency date and PIN, name and address of the liable individual who is the primary person. This report is in agency order broken down by program.
C136	4972 Supporting Information	Quarterly	This report is used only by State staff.
C137	Claims with Refund Due	Weekly	This report provides a list of claims that have a refund due from over-collection of a claim. The report will contain all claims for all program types that have a refund greater than zero and have not been issued. A refund is considered issued by CARES when BVCR has been completed. A check must be generated by the agency where the refund appears. This report is in agency order and contains: • worker ID, • claim number, • program, • last recovery date, • refund amount, • last payee PIN and name.

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Form Number	Name	Run Frequency	Description
C138	Report of Active Claims	Monthly	This report contains all claims by agency, sorted by program and error type that have received a notice of overissuance. It contains: the primary person's name,
C139	Overpayment Collections by Agency – Monthly	Monthly	This report includes all cash and FoodShare collected from each agency. This report contains information for each cash and non-cash collection made for each agency by program. It contains:
C140	Overpayment Collections by Agency – WKX	Weekly	Same as C139.

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Form Number	Name	Run Frequency	Description
C141	State Overpayment Collections by Originating Agency	Monthly	This report will include all cash and FoodShare collected by the state PACU listed by originating agency. This report contains information for each cash and non-cash collection made by the state PACU for each agency by program. It will contain: payment date, claim number, error type, payment amount, payment type, payment source, PIN, name and originating agency. Totals are calculated for each agency, and the entire state, based on program and error type.
C142	JAL Collections by Agency	Monthly	This report contains information for each cash and in-kind collection made for each agency for JALs. It contains:
C143	State JAL Collections by Originating Agency	Monthly	This report will include all cash and in-kind collection made by the state PACU for each agency by program. It will contain: • payment date, • claim number, • payment amount, • payment type, • payment source, • PIN, name and • originating agency. Totals are calculated for each agency as well as the entire state. This report is used to assist in monthly cash reconciliation for an agency.

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Form	Name	Run Frequency	Description
Number	Hallic	Run i requeitey	·
C144	Job Access Loans Claims	Monthly	This report provides a list of all individuals who have applied for a job access loan. This report is in agency order and sorted by JAL status. The report contains: • primary person, • claim number, • case number, • creation date, • application amount, • claim amounts, • outstanding amounts and • the worker ID. The report summarizes loan statuses with cash balances and in-kind balances by office.
C145	Recoupment/Offs et Activity	Monthly	This report provides recoupment and offset activity history. It has detailed information for recoupment and offset activities for FoodShare, AFDC and W-2. It includes:
C146	FITS Cost Reports Data Extract	Monthly	This report is used only by State staff.
C147	FITS Cost Report by Agency	Monthly	This report includes all investigations for the reporting month which have initial or additional costs associated with a completed fraud investigation. The report includes:

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Form Number	Name	Run Frequency	Description
C148	FITS Cost Overmatch by Agency	Monthly	This report includes all investigations for the reporting month which have initial or additional costs associated with a completed fraud investigation over the maximum allowable reimbursement rate. This report includes: case number, • investigation number, • investigation costs, • maximum allowable costs, • cost overmatch, • programs of assistance and • category cost breakdown. This report is used to claim additional federal matching dollars spent on programs funded at the federal level.
C156	Intercept Posting Exceptions	With Tax Intercept	This report is used only by State staff.
C157	Reformat Tax Intercept Address	With Tax Intercept	This report is used only by State staff.
C158	Update Tax Intercept address Errors	With Tax Intercept	This report is used only by State staff.
C159	Update Tax Intercept Address Summary	With Tax Intercept	This report is used only by State staff.
C160	BI vs. BV Recoupment Discrepancy	On Request	This report is used only by State staff.
C161	BV vs. BI Recoupment Discrepancy	On Request	This report is used only by State staff.

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Form	Name	Run Frequency	Description
Number	Naille	Ruii Frequency	·
C162	Open Fraud Investigation by Agency	Monthly	This report provides a list of all outstanding investigation referrals by agency/office and is sorted by investigation type. It contains: investigation number,
C163	Fraud Investigation Referrals not Referred for Investigation	Monthly	This report contains all cases referred for investigation but did not meet the criteria for a fraud or front-end investigation. This report is in agency order and includes: investigation referral number,
C164	Timeliness for Completion of Fraud Investigation Referrals	Monthly	This report lists all investigations that have been completed in the reporting month. It contains the cost and length of the investigations for the reporting month with totals and averages for each agency. The report includes: investigation referral number,

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Form Number	Name	Run Frequency	Description
C165	Open Claim Referrals w/o Claims	Monthly	This report lists all open claim referrals that have no claims established. The report is in county/tribe order, sorted by the referral worker. It contains: • referral number, • date of referral, • case number, • overpayment period, • investigation number, • category, • case worker ID, and • referral worker ID.
C166	Fraud Investigation & prosecutions FS Activity Statement	Annually	This report is used only by State staff.
C167	Fraud Investigation Tracking Referrals by Agency	Monthly	This report lists pending investigations for the reporting month in agency order, sorted by worker. It includes: • worker ID, • investigation referral number, • case number, • provider number, • type code, • source code, • referred for investigation, • investigation start and due date, • creation date and • category code. There are county/tribe totals on the end of each county/tribe and state totals on the last page separated by program and investigation type.
C168	Program Integrity Allocations	Monthly	This report is used only by State staff.

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Form Number	Name	Run Frequency	Description
C169	Refund Issuance Report by Agency	Monthly	This report shows all refunds issued during the previous month. The purpose of the report is to display all refunds where an agency had issued a check to the client. This report should allow an agency to reconcile all checks they have issued for the over-collection of claims. This report includes: • the worker who issued the check, • claim number, • SSN, refund date, • refund amount, • refund type, • PIN and name of payee. The last page will have state totals.
C170	Front End Verification/Fraud Referrals Overpayment Savings	Monthly	This report displays all referrals where the referral has been completed for all categories. The purpose of this report is to display the savings each investigation provides for reducing the benefit, closing the case or denying the eligibility. This report includes: • the initial estimated savings/overpayment, • overpayment amount, • the future savings amount and • the month the savings were effective. It is in agency order.
C171	Final Outcomes for Fraud Investigation Referrals	Monthly	This report shows the final outcomes for all investigation referrals by agency. The investigation outcome has been completed for all categories referred on the BVIR screen. In addition to referral number, completion date and category, it includes the outcome: not referred to the District Attorney, prosecution summary, non-prosecution summary or administrative disqualification information. This report also includes overpayment amounts, conviction amounts and category completion dates.

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Form			
Number	Name	Run Frequency	Description
C173	Providers w/Dunning Notices Sent	Beginning of Month	This report lists all child care providers that had a dunning notice sent in the reporting month. The report is in county/tribe order and shows:
C174	Providers w/3 Past Due Notices	Beginning of Month	This report lists all child care providers that had a third dunning notice sent in the reporting month. The report is in county/tribe order and shows: • provider name, • provider number, • days delinquent, • date of third dunning notice, • claim number, • notification date and • outstanding amount. There are county/tribe totals at the bottom of each page and a state totals page at the end showing total claims and total outstanding amount.
C175	Report of Active Claims w/o Notice Date	Monthly	This report contains all claims by agency, sorted by program and error type that have not received a notice of overissuance. It contains: the primary person's name,
C178	BV Recovery Reconciliation Report	Monthly	This report is used only by State staff.

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Form Number	Name	Run Frequency	Description
C179	Intercept Detail Posting Report	With Tax Intercept	This report is used only by State staff.
C180	Stop Recovery Claim Report	Monthly	This monthly report shows claims that have a stop recovery on them in CARES. It includes: PIN, claim number, program, reason, stop recovery date, last recovery date, claim amount, outstanding balance, name and worker ld that put the stop recovery on the claim. It is sorted by agency.
C181	Milwaukee Claims Detail Report	Monthly	This report is used only by State staff.
C182	LAB Receivables Report	Annually	This report is used only by State staff.
C183	CARES Data Extract for Tax Intercept Exception Report	With Tax Intercept	This report is used only by State staff.
C184	Adjusted Cost Allocation Fraud Data	Monthly	This report is used only by State staff.
C185	Completed Fraud Investigation Data	Monthly	This report is used only by State staff.

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Form Number	Name	Run Frequency	Description
C186	FITs Cost Report IRC Agency	Weekly	 This report includes investigations for the reporting week which have initial or additional costs associated with a completed fraud investigation. Only investigations with the outside agency IRC (Interstate Reporting Company) are selected for this report. The report includes: case number, investigation number, outside agency, investigation costs, maximum allowable costs, payment amount, program of assistance and category cost breakdown.
C187	Adjusted Claims Report	Monthly	This report documents adjustments made on claims. It lists:
C188	AFDC Collections and Recoupments Report	Quarterly	This report is used only by State staff.
C190	Newly Established Claim Summary	Monthly	This report shows a summary of the claims established and the dollar amount of the claims established in the reporting month. Claims are in agency order and broken down by error type and program. A county/tribe total is found on each page and a state totals page can be found at the end.

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Form Number	Name	Run Frequency	Description
C191	Newly Established Claim Summary	Quarterly	Same as C190. Numbers done quarterly are year to date figures. The first full year of data is for 2004 as the report was created 7/03.
C192	Manual Update Report	Daily	This report is used only by State staff.
C193	Payment Posted Report	Daily	This report lists all ePayments that posted to BV the previous night. The report lists PIN, Name, Program, Claim Posted to, Payment Source Code(ACH) and Amount

For additional Questions on Benefit Recovery, please contact the state collection unit.

Section 1 – CARES Common Functions & Eligibility Determination Chapter 10, Version 2 – Data Exchange

10.0.0 DATA EXCHANGE GENERAL INFORMATION

The CARES Data Exchange Subsystem exchanges information between CARES and automated databases maintained by Federal, State, and other agencies. A data exchange is a two-way flow of information in which a request is sent to another agency and the requested information is returned to CARES.

Data exchanges provide demographic data, income and eligibility data, and eligibility status. This serves primarily to help verify income and eligibility factors to avoid errors in the issuance of benefits. Data exchanges improve the timeliness, accuracy, and completeness of data in CARES. The Data Exchange Subsystem can greatly assist workers in accurately and efficiently performing their work. Not all data can be considered verified upon receipt.

The data exchanged between agencies is highly confidential and is to be used only for the purposes of verifying information for program administration.

This chapter covers the three categories of data exchange: on-line queries, matches, and automatic updates (auto-updates).

Generally, match data must be verified before action based upon it can be taken on a case. The verification process often requires more extensive investigation than the caseworker can perform. Front-end verifications (FEV) and fraud investigation services are tools available to caseworkers to verify match discrepancies and to determine intent by clients to commit fraud. Because these investigation processes are closely allied to the match disposition process, the procedures for making fraud investigation and FEV referrals and tracking them on CARES are addressed in this chapter.

10.0.1 Security

It is the Department of Workforce Development (DWD), Division of Workforce Solution's (DWS) responsibility to ensure that reasonable steps are taken to uphold sensitive and confidential client and administrative information. This includes general computer access and data security. Data contained in the CARES computer system is confidential and must not be available to those who have not been specifically granted access to that information.

For example, only some staff have computer access to Social Security or Unemployment Insurance information. DWD and DHFS have data sharing agreements in place with these agencies to safeguard that information. In addition, any computer printouts of information, case record information, etc., must not be kept where others can access it. This information must be secured in locked files.

Security can be divided into three areas:

1. Systems access – access to a local area network (LAN) or mainframe. This requires logon/user IDs that are password protected.

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- Physical access the ability to log on to a computer, to view computer screens, or obtain paper reports located in an office. The agency determines if access to the work area is open or limited, and who may pass cards and keys to access the area outside of normal business hours. Access can also be limited by providing locked storage cabinets or special rooms.
- 3. Use of access refers to how individuals with systems or physical access to confidential or sensitive information handle this access within state and federal law. Agencies determine if individuals with access are using this access properly.

It is the duty of agency security staff to request appropriate access for agency staff and monitor activity in the local agency to ensure state statutes are not violated. See the DWS Security Manual for more information on security issues.

http://workweb.dwd.state.wi.us/dfs/manuals/securitymanual.htm (extranet users - partners)

http://dwdworkweb/dfs/manuals/securitymanual.htm (intranet - DWD staff)

Each worker is assigned a state logon ID to query and update CARES. Each request for access is specific to the individual, based on the individual's job duties. A supervisor and agency security personnel must approve that access before it is sent to DWD security for entry into the security system.

A logon ID is a tool for workers to facilitate the completion of job tasks. Thus, only authorized use of a worker's logon is allowed. A user must NOT give another worker his/her logon to use under any circumstances. There is no valid reason for the sharing of logon/user IDs. All logon/user IDs are subject to being monitored to determine whether activities are appropriate. A worker's logon access will be suspended if it is determined that inappropriate or illegal activity has occurred.

10.0.2 Data Sources

CARES data is exchanged with a variety of sources, including federal agencies, various Wisconsin state agencies, and private agencies, as well as agencies from other states.

- a. Federal agencies providing data to CARES include the Internal Revenue Service (IRS), the Social Security Administration (SSA), and the USDA Food and Nutrition Service (FNS). CARES.
- b. The Wisconsin Department of Workforce Development (DWD), Division of Unemployment Insurance (DUI), Department of Administration (DOA), and Department of Health and Family Services (DHFS) provides data to CARES. CARES provides data to the Department of Revenue (DOR), DHFS, and the Department of Employee Relations (DER).
- c. Private agencies, such as telephone companies (i.e., SBC, GTE, and others), receive data from CARES to support programs mandated by the Public Service Commission to provide low cost phone services to public assistance recipients.
- d. CARES receives unemployment insurance data and public assistance information from agencies in other states.

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Many of the above sources provide data to workers through a match and/or a query. For example, DUI provides data to CARES on unemployment compensation, wages, and new hires. SSA provides data on social security benefits, Supplemental Security Income (SSI) benefits, Social Security Number (SSN) verification, prisoner verification, wages, and forty quarters of coverage. The IRS provides unearned income information. The Disqualified Recipient Subsystem in CARES receives data from other states that is compiled by the Food and Nutrition Service.

10.0.3 Queries

Queries allow CARES workers to directly access databases maintained by outside agencies. Workers may initiate queries with responses being available either immediately or within a short period of time. Queries are also initiated automatically by CARES when applications are entered, reviews are completed or when changes are entered.

Data exchange queries enable the workers to verify eligibility factors immediately to avoid benefit issuance errors.

10.0.4 Matches

Matches are data exchanges initiated periodically according to specific programs. CARES data is matched against various source databases (i.e. SWICA). Discrepancies in the matches may produce disposition records that require the worker to research or verify information, update the CARES case accordingly, and record the result of the match. Other matches update the appropriate information in CARES and do not require worker intervention.

Matches serve primarily as a back-up tool to detect cases where benefit overpayments have likely occurred so that verification and recovery action can be taken.

10.0.5 Automatic Update

Automatic Updates (auto-updates) to CARES screens are a result of information received by CARES entered into the system without worker intervention. In certain circumstances, the data cannot be entered without worker action. When this occurs, the worker will receive an alert and will need to update CARES accordingly.

10.0.6 Disqualified Recipient Information

The Food and Nutrition Service (FNS) of the United States Department of Agriculture requires states to report all Food Stamp Intentional Program Violation (IPV) determinations into a national database of Disqualified Recipients. The screens on CARES used to record IPV information, to report to the national database, and to query IPV information from that national database, are described collectively as the Disqualified Recipient Subsystem (DRS).

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10.0.7 Screen Similarity

Often Data Exchange screens appear very similar or have very subtle differences. For instance DXSA will be displayed as SOLQ, WTPY or Non-WTPY screens. The data is the same, but the process that created the screen is different. The same situation exists for DXSX.

There are two New Hire screens that appear identical. DXNH is displayed in the application and review driver flow and may be accessed directly. DXDN appears as a result of a New Hire cross match.

10.0.8 Accessing Data Exchange Screens

Data Exchange information may be accessed through either the use of menus within CARES or through the use of PARMS and TRAN CODES.

10.0.8.1 Access Via Menus

The first screens displayed upon entering CARES are the DXBM broadcast message screen and then the Main Menu (MNMS).

MNMS - System Selection Menu

INMS WELCO	ME TO THE	CARES SYSTEM 11/24/04 (
S	YSTEM SEL	LECTION MENU DWD046 N	MEIER
	PRODU	JCTION	
NO. SYSTEM MENU DESCRIPTION	TRAN	NO. SYSTEM MENU DESCRIPTION	TRAN
1 - CLIENT REGISTRATION	(MNCR)	13 - MASS CHANGE	(MNMC)
2 - APPLICATION ENTRY	(MNAE)	14 - DATA EXCHANGE	(MNDX)
3 - STANDARD FILING UNIT	(MNSF)	15 - REFERENCE TABLES	(MNRT)
4 - ED/BC	(MNED)	16 - HISTORY MAINTENANCE	(MNHM)
5 - CLIENT SCHEDULING	(MNCS)	17 - SECURITY MAINTENANCE	(MNSM)
6 - CLIENT NOTICES	(MNCN)	18 - MMIS INTERFACE	(MNMI)
7 - CASELOAD MANAGEMENT	(MNCM)	19 - IV-A/IV-D	(MNIV)
8 - INTERIM REPORTS	(MNRP)	20 - ACCESS TO OTHER SYSTEMS	(MNOS)
9 - BENEFIT ISSUANCE	(MNBI)	21 - CHILD CARE	(MNCC)
10 - BENEFIT RECOVERY	(MNBV)	22 - COMMON UTILITY	(MNCU)
11 - QUALITY CONTROL	(MNQC)	23 - INBOX	(MNIX)
12 - WORK PROGRAMS	(MNWP)		
***	USE SMSF	OR PF10 TO SIGNOFF ***	
*** PLEASE EN	TER THE N	UMBER OF THE DESIRED MENU	
NEXT TRAN: PARMS:			

The Data Exchange sub-system contains two menus. The Data Exchange Main Menu, MNDX, may be accessed from the CARES Main Menu, MNMS by entering number "14" in the ***PLEASE ENTER THE NUMBER OF THE DESIRED MENU field and pressing <ENTER>.

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Note: Selecting number 20 (MNOS) brings up a menu to access the former CRN-IMP System historical records and Birth Record Query. Security Authorization is required for each of those system queries.

Screen MNDX provides access to user-generated queries, such as the wage query, employer and unemployment compensation queries, the Food Stamp IPV sanction files, and the SSA WTPY data request screens.

MNDX – Data Exchange Main Menu

MNDX	DATA EXCHANGE	MAIN ME	NU 08/30/04 14:34
			DWD052 C HAZLEWOOD
FUNCTION		TRAN	
NUMBER	FUNCTION DESCRIPTION	CODE	PARAMETERS
1 - WTPY	REQUEST	DXRQ	PIN OR SSN/(DUAL-TRIP IND)
2 - REQU	EST TO RESTORE FROM HISTORY	DXRS	(PIN)/(EX TYPE)/(FM DT)/(TO DT)
3 - UPDA'	TE SAVING DETAILS	DXUS	CASE/EX TYPE/MATCH DT
4 - RESP	ONSE TRACKING MENU	MND1	
5 - QUER	Y DILHR WAGE	DXQW	PIN OR SSN
6 - QUER	Y DILHR UCB	DXQU	PIN OR SSN
7 - QUER	Y UCB PAYMENT	DXQB	PIN OR SSN
8 - QUER	Y EMPLOYER	DXQE	EMP-ID
9 - QUER	Y FS IPV SANCTION MASTER DB	DXQI	SSN/(MATCH DT)
10 - FS I	PV SANCTION LOCALITY CODES	DXIL	STATE/(LOCALITY)
11 - QUAR'	TER COVERAGE REQUEST	DXQR	(SSN)
12 - QUAR'	TER COVERAGE RESPONSE	DXQC	SSN
13 - NEW 1	HIRE QUERY	DXNH	SSN
	*** PLEASE ENTER THE NUMBER	OF THE	DESIRED FUNCTION:
PARAMETERS	:		
			PAGE: 1 OF 2
NEXT TRAN:	PARMS:		MORE

MNDX DATA EXCHANGE	MAIN M	ENU 08/30/04 14:32 DWD052 C HAZLEWOOD
FUNCTION NUMBER FUNCTION DESCRIPTION	TRAN CODE	PARAMETERS
14 - PRISONER VERIFICATION REQUEST	DXPR	(SSN OR PIN)
15 - PRISONER VERIFICATION RESPONSE	DXPQ	PIN OR SSN/(MATCH DT)
16 - SOLQ REQUEST 17 - SOLQ REQUEST (SUPERVISORS)	DXSQ DXTQ	SSN SSN
18 - QUERY LIHEAP DATA 19 - OUERY DUI UCB - SUMMARY	DXLI DXSU	SSN PIN OR SSN

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The second Data Exchange menu, the Response Tracking Menu, MND1, may be accessed from the MNDX screen entering number "4" in the *** PLEASE ENTER THE NUMBER OF THE DESIRED MENU field and pressing <ENTER>.

The secondary CARES Data Exchange menu (MND1) provides user access to the CARES tracking system for IEVS matches.

พทบา – Respons	se		
MND1	RESPONSE TRACKING M	ENU	07/03/03 10:31
			DWD052 C HAZLEWOOD
FUNCTION		TRAN	
NUMBER FUN	NCTION DESCRIPTION	CODE	PARAMETERS (PARMS)
			,
1 - DISPLAY	REQ/RESP LIST	DXRL	PIN OR SSN/(EX TYPE)/(STAT)
	~		/(MM1)/(MM2)/(WORKERID)
2 - UPDATE I	DISPOSITION DETAILS	DXRU	SSN/EX TY/MATCH DT
	DISPOSITION LIST	DXRD	PIN OR SSN/EX TYPE/(STAT)
			/(MM1)/(MM2)/(WORKERID)
4 - DISPLAY	UI RESPONSE	DXUI	PIN OR SSN/MATCH DT
·-	SSA BENEFIT RESPONSE	DXSA	PIN OR SSN/(MATCH DT)/(EX TYPE)
	BEER RESPONSE	DXBE	PIN OR SSN/MATCH DT
-	SDX SSI RESPONSE	DXSX	PIN OR SSN(MATCH DT)/EX TYPE)
8 - DISPLAY		DXDW	PIN OR SSN/MATCH DT
	INTERNET UCB	DXIU	PIN OR SSN/MATCH DT
	STATE UCB DETAILS	_	PIN OR SSN/MATCH DT
		DXSN	PIN OR SSN/(MATCH DT)
11 01011111	Son venterion series	D11011	TIN OR BOW, (IIII OII BI)
***	PLEASE ENTER THE NUMBER OF	THE D	ESTRED FUNCTION:
PARAMETERS:			<u></u>
			PAGE: 1 OF 2
NEXT TRAN:	PARMS:		MORE
14DVI 11/VIA	E WITHO .		MORE

MND1 RESE	ONSE TRACKING MEN	TU 07/03/03 10:33
		DWD052 C HAZLEWOOD
FUNCTION	ר	'RAN
NUMBER FUNCTION DESCR	RIPTION	CODE PARAMETERS (PARMS)
12 - DISPLAY NEW HIRE DE	TAILS I	OXDN PIN OR SSN/(MATCH DT)
13 - DISPLAY RESPONSE LI	IST(BY CASE) I	XRC CASE
+++ DI		WE DESTREE FINANCIAN.
	R THE NUMBER OF 1	HE DESIRED FUNCTION:
PARAMETERS:		
NEXT TRAN: PARMS	1.	PAGE: 2 OF 2
NEAT TRANS PARMS)•	

10.0.8.2 Access Via Tran Codes and Parms

Specific menus and screens may be accessed using the four-character transaction name and the appropriate PARMS (i.e., SSN, PIN or case number) as indicated on each menu.

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10.1.0 QUERIES

Queries between CARES and databases maintained by outside agencies are initiated either manually by workers or automatically by CARES when the case is in intake, review or a person add driver flow. Some queries provide the worker immediate access to the data, while others may take a period of time to return the requested information.

A query may be requested for applicants, recipients, or any person in the household who has a financial impact on the case, such as a deemer. Some queries may also be requested for members of closed cases and for individuals who are not included in a case but who are believed to be associated with a case.

IMPORTANT INFORMATION:

No query should be requested for information about an individual who is believed to have no relationship to a CARES case.

Queries serve primarily to help verify income and eligibility factors to avoid errors in the issuance of benefits.

Through an on-line query process, a worker may access information immediately from various databases. A query to DUI's wage and unemployment insurance data and the State Online Query (SOLQ) to SSA are examples of worker-generated queries for immediate access to data.

Wire Third-Party Query (WTPY) requests can be made by the worker through CARES for short-term response via batch runs overnight. The request is processed in a nightly batch cycle and the data is retrieved from files provided by the SSA. Responses are returned to CARES in approximately 48 hours.

Some queries are generated automatically by CARES as part of the application entry driver flow. During new applications, reviews, and person adds CARES automatically queries wage, employer files, and unemployment benefits from the DUI database to verify earned and unearned income.

For new applicants without verified SSNs, CARES automatically initiates WTPY queries to SSA to verify SSNs. These queries are made through the same batch process that the worker-generated query uses. Workers are notified via general Broadcast Message and through their alerts that SSN response data is available on CARES. The information from SSA is sent to several CARES screens.

10.1.1 WTPY Requests

A file containing the WTPY requests is sent to SSA in Baltimore overnight. Requests result in SSN verification, Social Security/Medicare (Title II), Federal SSI (Title XVI), and Forty Quarters information being returned.

Some WTPY requests are system generated; the worker creates others via the DXRQ request screen.

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DXRQ - WTPY	Exchange	Request
-------------	----------	---------

Exite IIII I Excitating thequ	4001	
DXRQ	WTPY EXCHANGE REQUEST	05/01/03 12:25 DWD052 C HAZLEWOOD
PIN : 5566777888	SSN: 588 00 0001	
ALIAS SSN :		
NAME : LATANYA LATCHKE	Y	
BIRTH DATE : 04-14-1978	SEX : F	
CLAIM SSN :		
BENEFIT CD :		
PF13 CREATE REQUEST NEXT TRAN: PARMS	:	

The DXRQ screen is used for WTPY requests. Access the DXRQ screen with the PIN or SSN in the PARMS.

After a match run, a broadcast message announces:

"SSN VERIFICATION PROCESSED-EXCHANGE TYPE: SSWS."

The applicable following alert(s) is(are) also sent to workers:

- 048 Alias SSN Added;
- 124 Wrong SSN, Name or DOB/See DXSN;
- 242 SSN Verified/See DXSX (Title XVI SSI data);
- 243 WTPY Title II Data See DXSA (Social Security Benefits);
- 244 40 Quarters Data See DXQC.

Go to DXRL with one of three exchange types to receive three different types of data:

- 1. SSWS displays SSN verification matches,
- 2. SSWB displays BENDEX matches, and
- 3. SSWI displays SSI matches.

NOTE - The State Supplement (SSI) amount does not appear for WTPY requests, only for non-WTPY, because SSA does not have this data until the end of each month.

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10.1.2 State Online Query

The State Online Query (SOLQ) is the process that gives workers immediate access to SSN verification, Social Security benefit data, and SSI data as provided by SSA. This means immediate response on data that would normally be given to workers via the WTPY and in the monthly BENDEX and SSI matches. Queries may be sent on individuals in RFA status, open cases or closed cases. The DXSQ (or DXTQ) screen will be populated with the individual's SSN, PIN, Name, Birth Date and Sex code.

DXSQ – State Online Query Request

DXSQ	STATE		REQUEST	05/29/03 11 DWD052 C HZ	
SSN	: 121212121				
PIN	: 1100110011				
NAME	: LORRI E TRAIN				
BIRTH	DATE : 05 21 1959 SE	X : F			
CLAIM	SSN :				
BENEF	TT CD :				
	RAN: PARMS: _ PRESS ENTER TO SEND REQU	EST			

All workers are authorized to use the DXSQ screen to submit a query. The procedure is:

Step 1: In the NEXT TRAN field, key in "DXSQ".

Step 2: In the PARMS field, key in the SSN.

Step 3: Press <ENTER> (the worker may need to press enter twice) and the next screen that is displayed is DXSN, which provides SSN verification details.

Inquiries are sent from screen DXSQ, and data from SSA is displayed on five screens – DXSN, DXSA, DXSB, DXSX and DXSY. Screen DXSB is the SSA Benefit Details Part-II and screen DXSY is the SSA State Data Exchange (SDX) Part-II. Screens DXSB and DXSY are used for WTPY and SSI monthly matches as well as SOLQ.

The Social Security Administration has provided access via SOLQ with the intention of reducing the number of telephone and fax requests for information. Workers should send an SOLQ query to obtain data in order to minimize the need to contact SSA regarding benefits. If questions still remain, fax a DXSA or DXSY screen print to your local SSA office with the question noted on the

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print, and they will then respond. Be sure to include your name and telephone number on your request to SSA.

DXSQ can also be used to request dual/triple entitlement information by filling in the claim account number (CAN) and beneficiary code (BIC). An individual may claim Social Security benefits on a second or third SSN belonging to a parent or spouse. In order to query for benefits under a dual or triple entitlement arrangement, workers should make multiple queries from the DXSQ screen. The first query should be with the individual's own SSN only, and will usually return the DTE benefit, but an additional query with the claim SSN(s) and a BIC code can be made on a separate day. If a BB9 error message is received, the worker must re-check the claim SSN and benefit code, making sure the number and code are correct. If only one character is used in the BIC code, a space should be added, for example "B".

When a worker, the supervisor or back-up worker sends an SOLQ query through DXSQ, the system will automatically update the verification code on ANID if that code is a C, W, E, 1, 3, OR 5. If the query provides an error message on DXSN, workers can make a change in the SSN on ANID, and resubmit the query with the new number. If the name or birth date is changed on ANID, workers will need to resubmit the SOLQ query the next day since the query can be sent only once per day on the same SSN. Queries cannot be sent on individuals who have an "X" verification code on ANID.

There are two screens available to request data, State Online Query Request (DXSQ) and State Online Query Request for Supervisors Only (DXTQ). If the error message 'BBQ – YOU MUST HAVE A SUPERVISOR ACCESS THIS SSN' is displayed, a supervisor must submit the data request using the DXTQ screen. DXTQ should only be used if the query is unable to be sent through DXSQ. For query tracking and statistical purposes, it is requested that everyone follow this procedure.

10.1.3 SSN Verification Details (DXSN)

The DXSQ process results initially in the display of the SSN Verification Details on DXSN.

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DXSN - SSN Verification Details

SSN VERIFICATION DETAILS DXSN 05/29/03 11:05 DWD052 C HAZLEWOOD SOLQ PIN: 1100110011 SSN: 121-21-2121 CASE: 1101010101 CLIENT NAME: LORRI E TRAIN RECEIVED DT: 05 29 2003 WORKER: ACTION DT: ** SSA DATA ** ** CARES DATA ** NAME: LORRI E TRAIN LORRI E TRAIN DOB : 05 21 1959 05 21 1959 SEX : DOD : DISCREPANCY CODE: V SSN VERIFIED ERROR CONDITION CD: IDENTITY DISCREPANCY CD: ALIEN CD: CTRY OF ORIGIN: TITLE II AVAILABLE: Y RESIDENCY DATE: TITLE XVI AVAILABLE: Y PF13 - DXUS PF14 - DXRU PF15 - DXRL PF16 - DXSA PF17 - DXSX NEXT TRAN: ___ _ PARMS: 121212121/052903__

The Discrepancy Code indicates whether the Social Security Number of the exchange individual has been verified. Valid codes are displayed on table TDDN.

An asterisk (*) is displayed in the Discrepancy Code field indicates that the SSN sent to SSA for verification was incorrect. SSA, in turn, returns a suggested SSN which needs to be entered in CARES. CARES will resend any records that have a *, C, or W after 30 days to re-check verification of the SSN.

SSA does not verify last names. If the SSN and DOB match, but the last name does not, the middle initial is checked. If it matches, the SSN will be coded as verified.

DXSN (SSN Verification Details) displays an "Error Condition Code" and "Identity Discrepancy Code" if an error or discrepancy exists. The Error Condition Code indicates that there is invalid or missing data. The Identity Discrepancy code indicates input query data that does not match the identifying data on the SSA record. Refer to the help screen for DXSN for specific codes.

The ALIEN CODE, COUNTRY OF ORIGIN and RESIDENCY DATE fields will only be filled if the participant is an alien.

In addition, DXSN displays an indicator as to the availability of Title II data (DXSA) and Title XVI (DXSX) data. Workers can use PF16 or PF17, respectively, to get to either of those two screens if there is data available.

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10.1.4 DXSA - SSA Benefit Details, Part I

DXSA provides data on Social Security Benefits being received by the individual for whom information is requested. This screen is accessed from DXSN by pressing PF16.

DXSA - SSA Benefit Details Part I

DXSA SSA BENEFIT	DETAILS PART-I	05/29/03 11:05
	SOLQ	DWD052 C HAZLEWOOD
PIN: 1100110011 SSN: 121-21-2		
CLIENT NAME: LORRI E TRAIN		MATCH DATE: 05 29 2003
WORKER: ACTION:		ACTION DATE:
NAME RECEIVED: LORRI E TRAIN		DOB: 05 21 1959 SEX: F
SSA CLAIM NUM: 121212121A00	COMMUNICATION CD):
		DOD:
CURRENT ENTL MM: 031995 BENEF	IT PAYMENT DT: 122	2002 PAYMENT STATUS: C
GROSS BEN AMT: 252.00 N		252.00 SUSP/TERM DT:
***** MEDICA		
		** OVERPAYMENT DEDUCTION **
ELIGIBILITY: E		
ENTITLEMENT DT: 031997	031997	END DT:
TERMINATION DT:		
3RD PARTY BEG DT:	031997	DIRECT DEPOSIT CODE:
3RD PARTY END DT:		DUAL ENTMT:
PREMIUM: .00	58.70 520	TRIP ENTMT:
PAYOR:	520	CROSS REF:
PF13-DXUS PF14-DXRU PF15-	-	
NEXT TRAN: PARMS: 1212	.12121	MORE

The "SSA Claim Num" indicates the claim number under which SSA benefits are received. It includes both the SSN and the BIC Code. For example, the SSN followed by an "A" indicates that the individual in the primary claimant. If the SSA Claim Number is different from the SSN of the individual whose data is being queried, the individual is receiving benefits based on another person's SSA record. The BIC codes are listed on reference table TDBI.

If the SSA Claim Number is the individual's own SSN, but there is a different SSN shown in either the DUAL or TRIP entitlement fields, additional benefits are being received by that individual under another SSN.

10.1.4.1 Dual And Triple Entitlement (DTE)

Dual and triple entitlement information can be received from SSA through the SOLQ request, similar to a regular WTPY request. Dual entitlement occurs when someone is entitled to claim social security benefits against one or more other accounts, e.g. his/her own account and from a parent's, stepparent's, grandparent's or spouse's SSA account. An example of triple entitlement is when a child is entitled to claim on the SSN of a deceased parent, and either a living parent or a stepparent.

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To request dual or triple entitlement information, fill in the CLAIM SSN and BENEFIT CODE fields on DXSQ or DXTQ. (Note: WTPY Requests for dual/triple entitlement records can also be made on screen DXRQ with a PIN/y parameter.)

Data on dual and triple entitlement will be displayed on DXSA. Benefit information will be shown exactly as regular benefits, with the only indication that it is dual/triple being the presence of the claim SSN and the Beneficiary Identification Code (BIC) following it in the SSA CLAIM NUM field.

The Payment Status code indicates the SSA payment status for the claimant. Valid codes are displayed on reference table TDBP. An "AD" (Adjusted for Dual Entitlement) code indicates that the amount shown has already been included in the primary person's benefit amount and should not be added together to determine the amount of benefits received. Usually, dual and triple entitlement benefits are combined with an individual's own benefit into one check.

If different trust funds are involved (for example, disability benefits and survivor benefits), separate checks will be issued. If SSA is treating the two payments separately, the Payment Status codes on each record will indicate the status for each record and neither will be "AD".

IMPORTANT INFORMATION:

The SOLQ query is based on an individual's SSN. All information for that SSN is stored in the CARES database during that day and deleted each evening.

When doing a query involving DTE benefits, the data must be requested by the SSN and BIC for each claim. The query for each SSN must be done on a different day so that the database is cleared of the previous record and DTE data can be retrieved and stored.

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Example:

A query including a dual/triple entitlement record would display as follows:

Day 1, the SOLQ guery is completed with the individual's SSN.

Day 1, the SOLQ query is t					
DXSA S	SA BENEFIT DETAI				
	SOLQ		DWD()52 C HAZLEWOOD	
PIN: 5002432648 SSN	: 354-12-4621	CASE: 510024	3246 CARES	SSA: 641.00)
CLIENT NAME: ROGER J	ZANDREW		MATCH I	DATE: 05 27 2003	3
WORKER:	ACTION:		ACTION I	DATE:	_
NAME RECEIVED: ROGER	ZANDREW		DOB: 02	27 1968 SEX: M	1
SSA CLAIM NUM: 354124	621A00 COMM	UNICATION CD):		
			DOD:		
CURRENT ENTL MM: 0319	91 BENEFIT PAY	MENT DT: 122	002 PAYMI	ENT STATUS: C	
GROSS BEN AMT: 64	1.00 NET BEN	AMOUNT:	641.00 SUSP	TERM DT:	
	*** MEDICARE ***				
PAR ELIGIBILITY: H	T-A PA	RT-B	** OVERPAYMENT	T DEDUCTION **	
ELIGIBILITY: H	Y		AMOUNT:	.00	
ENTITLEMENT DT: 031	993 03	1993	END DT:		
TERMINATION DT:					
3RD PARTY BEG DT:	12	2000	DIRECT DEPOSI	T CODE: C	
3RD PARTY END DT:			DUAL ENTMT: 1	L33-31-5557 C1	
PREMIUM:	.00 52	58.70	TRIP ENTMT:		
PAYOR:	52	0	CROSS REF: 1	L33-31-5557 C1	
PF13-DXUS PF14-DXR	U PF15-DXSX	PF16-DXRL	PF17-PART	II PF18-DXSN	
NEXT TRAN: P	ARMS: 354124621_			MORE	

Day 2, the SOLQ query is completed with the individual's SSN, but the DTE claim number and BIC are added to the query request.

are added to tri	o quoi y roquoo	•		
DXSQ		STATE ONLINE	QUERY REQUEST	05/28/03 09:35 DWD052 C HAZLEWOOD
SSN	: 354124621			
PIN	: 5002432648			
NAME	: ROGER J ZA	NDREW		
BIRTH DATE	: 02 27 1968	SEX : M		
CLAIM SSN	: 133315557			
BENEFIT CD	: C1_			
_	PARM ENTER TO SEN			

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The query response for day 2 displays the claim number of the other record under which Social Security benefits are claimed. The AD payment status code indicates that this amount has already been added to the primary person's benefit amount.

```
DXSA
                   SSA BENEFIT DETAILS PART-I
                                                     05/28/03 09:36
                             SOLQ
                                                      DWD052 C HAZLEWOOD
PIN: 526117001 SSN: 354-12-4621
                                 CASE: 5100243246 CARES SSA: 641.00
CLIENT NAME: ROGER J ZANDREW
                                          MATCH DATE: 05 28 2003
WORKER:
                     ACTION:
                                                  ACTION DATE:
NAME RECEIVED: ROGER J ZANDREW
                                             DOB: 02 27 1968 SEX: M
SSA CLAIM NUM: 133315557C01 COMMUNICATION CD:
                                                     DOD:
CURRENT ENTL MM: 012000 BENEFIT PAYMENT DT: 122002
                                                     PAYMENT STATUS: AD
GROSS BEN AMT: 384.00 NET BEN AMOUNT: 384.00 SUSP/TERM DT:
                 ***** MEDICARE *****
                                           ** OVERPAYMENT DEDUCTION **
                PART-B PART-B
     ELIGIBILITY:
                                                AMOUNT: .00
                                                END DT:
  ENTITLEMENT DT:
  TERMINATION DT:
3RD PARTY BEG DT:
                                              DIRECT DEPOSIT CODE: C
                                              DUAL ENTMT: 354-12-4621 A
3RD PARTY END DT:
                     .00
                                     .00
        PREMIUM:
                                              TRIP ENTMT:
          PAYOR:
                                               CROSS REF: 354-12-4621 A
           PF14-DXRU PF15-DXSX
                                 PF16-DXRL
PF13-DXUS
                                             PF17-PART II
                                                             PF18-DXSN
NEXT TRAN: ____ PARMS: 354124621_
                                                                MORE...
```

10.1.4.2 DXSB - SSA Benefit Details Part II

The DXSB screen displays information about the individual's social security entitlement history and benefits history. DXSB can be accessed from DXSA by pressing the PF17 key.

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DXSB - SSA Benefit Details Part II

DXSB SSA BEN	EFIT DETAILS	PART-II	05/29/03	
	SOLQ		DWD052 (C HAZLEWOOD
PIN: 1100110011	SSN:	121-21-2121	CASE: 1101	010101
CLIENT NAME: LORRI E TRAIN			MATCH DATE	: 05 29 2003
** ENTITLEMENT HISTORY *	*	** PAY	MENT DATE **	
DISABILITY DT: 101994		DEFERRED	PYMT DT:	
INIT ENTL AMT: 031995		SCHEDULEI	PYMT DT:	
CURR ENTL AMT:				
RAILROAD IND:				
*** GRO	SS BENEFIT PA	AYMENT HISTORY	* * *	
DAT	E	GROSS AMT		
1220	01	249.00)	
0720	01	243.00)	
0120	01	242.00)	
1220	00	219.00)	
0120	00	211.00)	
1219	99	198.00)	
0119	99	193.00)	
PF13-DXUS PF14-DXRU	PF15-DXSX	PF16-DXRL	PF17-DXSA	PF18-DXSN
NEXT TRAN: PARMS:	121212121/052	2903/SOLQ/A00		

The entitlement history section provides data on the onset of the disability and additional information on entitlement to benefits. The GROSS AMT field is the monthly Title II benefit due prior to the actual collection of any obligation of the beneficiary.

10.1.5 DXSX – SSA State Data Exchange Part-I

DXSX displays the Supplemental Security Income (SSI) details received from Social Security Administration (SSA). DXSX can be accessed from DXSN by pressing the PF17 key, from DXSA using the PF15 key, or by entering DXSX as the TRAN CODE and the SSN of the individual in the PARMS.

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DXSX – SSA State Data Exchange (SDX) Part I

DXSX SSA STATE DATA EXCHANGE (SDX) PART-I 05/29/03 11:07 SOLQ DWD052 C HAZLEWOOD PIN: 1100110011 SSN: 121-21-2121 CASE: 1101010101 WORKER: XXX000 CLIENT NAME: LORRI E TRAIN PAYEE NAME: LORRI E TRAIN DOB: 05 21 1959 SEX: F CITIZEN/ALIEN CODE: PAYEE TYPE: DI DOD: ADDR: LORRI E TRAIN 1111 E NULL ST APT 6 ANYTOWN WI 55555-1111 CHANGE EFF DT: 04 01 2003 FED MATCH DT: 05 29 2003
ED PMT STATUS: C01 102002
FED SSI: 320.00 STATE MATCH DT: FED PMT STATUS: C01 102002 STATE PMT STATUS: FED SSI: 320.00 -FED RCPM: 55.20 STATE SSI: .00 SSI-E: 55.20 .00 -FED RCPM: 55.20 SSI-E: .UU

TOTAL FED RCVD: 264.80 SISS/SISE/CTS RCPM: .00

ED OVR/UND PMT IND: STATE GRF: FED OVR/UND PMT IND: DENIAL DET: DISABL DET: F 10 01 1994 APPEAL DET: APPEAL DCSN DET: MA ELIG CD: Y RENAL PATIENT: ELIG BEG DT: 06 01 1995 SSI TRAN CD: SSI APPL DT: 06 19 1995 FS APPL DT: 042003
PRIOR/INIT PAY AMT: 209.60 PRIOR/INIT PAY DT: 04 01 2003 DIR DEP CD: S PF13-DXUS PF14-DXRU PF15-DXSA PF16-DXRL PF17-ANSP PF18-PART II PF19-DXSN NEXT TRAN: ____ PARMS: 121212121_____

Federal and state benefits are displayed in separate columns. No state information is included in an SOLQ response, since the query directly accesses the federal database.

The CHANGE EFF DT field, represents the month for which the SSI payments (federal and state) are effective.

"PAYEE TYPE" indicates the type of client or individual who is receiving the benefit. Reference Table TDSP contains a list of those types.

"FED PMT STATUS" reflects the status of the payment. The first character indicates the status of SSI/SS payment/eligibility. The second and third characters indicate the reason for the status. Reference table TDXP contains the values related to this field.

"FED SSI" is the Federal SSI dollar amount the recipient is eligible for that month.

"FED RCPM" is the amount SSA is recouping for the month.

"TOTAL FED RCVD" is the Federal SSI amount actually received from SSA after recoupment.

"FED OVR/UND PMT IND" indicates whether an overpayment or under payment exists. The code will indicate the type.

IMPORTANT INFORMATION:

Since SOLQ data comes directly from SSA, it does not include state supplement amounts.

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10.1.5.1 DXSY – SSA State Data Exchange (SDX) Part-II Screen DXSY displays SSI payment history records from SSA. This screen can be accessed from DXSX by the PF18 key.

DXSY - SSA State Data Exchange (SDX) Part II

DXSY - SSA State Data Exchang	ge (SDA) Part II			
DXSY SSA STATE DA	TA EXCHANGE (SDX) PART-II	05/29/03	L1:08
	SOLQ		DWD052 C	HAZLEWOOD
PIN: 1100110011	SSN:	121-21-2121	CASE:	1101010101
CLIENT NAME: LORRI E TRAIN			MATCH DT:	05 29 2003
*** FEDERAL S	SA PAYMENT HI	STORY ***		
DATE SSI GROSS AMT	SSI NET AMT	SSI RECOV AMT	PAYFLG	STATE SUPP
07 01 2003 320.00	264.80		1	
07 01 2003		55.20	5	
05 01 2003 320.00	264.80		1	
05 01 2003		55.20	5	
04 01 2003 320.00	264.80		1	
04 01 2003		55.20	5	
01 01 2003 320.00	264.80		1	
01 01 2003		55.20	_ 5	
*** UNEARNED	INCOME ***		*** EARNED	INCOME ***
		CLAIM/ID NUM		
		121212121A 7		
012003	232.00	12121212111 ,	BWE EXC:	
			EI EXE:	
			DI D21D -	
PF13-DXUS PF14-DXRU PF15-	DXSA PF16-DX	RI. DF17-ANSD DE	718-рарт т	DF19-DXSN
NEXT TRAN: PARMS:				1117 1/11/01/
MEXI INAM FAIND.	121212121/032) 0 J / DOILQ		

Only eight history records may be displayed on DXSY, and these can be a combination of payments and recoupments. Workers may need to contact their Social Security representative if the history records required are not shown. If state supplement information is shown, it is because the individual previously resided in another state for which SSA handled the state supplement.

The "SSI NET AMOUNT" is the federal amount that the recipient is entitled to receive after adjustments for overpayments. If it is blank, there is no overpayment.

The "PAYFLG" field indicates the type of payment and whether it was returned.

The "STATE SUPP" amount will be the gross state amount if the PAYFLG is not "5". If the PAYFLG is "5", the "STATE SUPP" amount field will be a recoupment from another state. The PAYFLAG Reference Table is TPFO.

Earned and unearned income information, as provided by the SSA, is also displayed on DXSY. The particular kind of unearned income the recipient is or was receiving is found in the "INC TYPE" field. Values are found in Reference Table TDUT. Wages and self-employed income, if any, are provided under the "EARNED INCOME" field.

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10.1.6 DXQW State Wage Record

The Division of Unemployment Insurance is the designated State Wage Information Collection Agency (SWICA) for Wisconsin. CARES provides on-line query access to DUI's state wage record database to facilitate the verification of wage and employment information for eligibility and benefit determinations.

Employer and wage information on DXQW is not considered verified.

DXQW - State Wage Record

DXQW	STATE WAGE	RECORD		01/08/03 14: DWD046 N ME	
CASE:	PIN: 755555555 S	SN: 333 33	3333 DIPSY	DOODLE	
QUERY	EMPLOYER		HEALT	H INSUR.	
EMPLOYER	FILE DATE NUMBER	WAGES AMT	QTR IND	ICATOR	
_	11 06 02 111111	2145.15	032002		
_	08 20 02 222222	821.25	022002		
_	05 14 02 222222	2794.50	012002		
_	10 24 01 333333	2258.88	032001		
_	09 19 01 333333	2859.20	022001		
_	04 25 01 333333	2788.02	012001		
_	01 24 01 333333	2039.13	042000		
_	10 30 00 333333	1643.00	032000		
_	09 15 00 333333	2864.00	022000		
_	06 22 00 333333	3031.19	012000		
_	02 22 00 333333	2456.82	041999		
_	03 10 00 444444	63.00	041999		
_	11 02 99 555555	394.88	031999		
PF14 UCB BASE	PF15 UCB DETAIL PF1	7 RETURN P	F18 NEXT SSN		
NEXT TRAN:					MORE

To access DXQW:

Step 1: In the NEXT TRAN field, key in DXQW.

Step 2: In the PARMS field, key in the individual's SSN or PIN. Press <ENTER>.

Step 3: Press <ENTER> again and the individual's wage record information is displayed immediately.

A wage query can be requested at any time for any SSN. If the SSN is known to CARES with an associated PIN, the query provides data on actual wages earned by the individual.

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Screens DXQW, DXAW, and DXDW all contain similar information on an individual's wages. The distinction between these screens is that **DXQW** is the online **query screen** for wages, **DXAW** is the screen **displayed in the driver flow during the application/review process**, and **DXDW** is the **match report screen** for the state wage match. DXAW can only be accessed through the driver flow.

Wage information is purged from the system and archived approximately every six months. The goal is to maintain six quarters of wage information online. If a claim is pending with DUI, there could be up to 20 quarters of data available.

If past wage data is required but does not display, workers can request this information as far back as 1994. The restore process runs weekly (Mondays). E-mails to request a restore for a particular SSN can be sent to the CARES Information and Problem Resolution Center at carpolcc@dhfs.state.wi.us with an explanation of the need for the information.

10.1.7 DXQU Unemployment Compensation Query

Most of the CARES wage query screens provide easy links to the Wage Record Detail screens, the Employer Information Screens, and the Unemployment Compensation (UC) Benefit screens via the PF keys at the bottom of each screen.

DXQU may be accessed by pressing PF14 from DXQW or by entering DXQU as the TRAN CODE and the individual's SSN in the PARMS.

DXQU - Unemployment Compensation Query - Client/Case/Employer Information

CLIENT/CASE/EMPLOYER INFORMATION DWD046 N MEIER CASE: SSN: 333 33 3333 BASE: ACTIVE NEXT: INACTIVE 96-51 DIPSY DOODLE PIN: 755555555 OFFICE: 04 MON: 10 14 99 127 TIDDLYWINK WAY DOB: 04 04 70 SEX: M PVNC: 99-42 PLASTIC WI 55555 TEL: (555) 555-1212 BYE: 00-41 WORKSHOP STATUS: OKAY WSDT: SE: LWC: WEEKLY BEN RATE: 122 MAX BEN AMT: 649.00 PAID: .00 LEFT: 649.00 QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON		byment Compensation			
CASE: SSN: 333 33 3333 BASE: ACTIVE NEXT: INACTIVE 96-51 DIPSY DOODLE PIN: 7555555555 OFFICE: 04 MON: 10 14 99 127 TIDDLYWINK WAY DOB: 04 04 70 SEX: M PVNC: 99-42 PLASTIC WI 55555 TEL: (555) 555-1212 BYE: 00-41 WORKSHOP STATUS: OKAY WSDT: SE: LWC: WEEKLY BEN RATE: 122 MAX BEN AMT: 649.00 PAID: .00 LEFT: 649.00 QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON EMPLOYER GAMES R US 10 07 99 QUIT 3333333 10 30 98 QUIT 4444444 05 08 99 QUIT 5555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	DXQU	UNEMPLOYMENT CO	MPENSATION QUERY	01	/08/03 15:10
DIPSY DOODLE PIN: 7555555555 OFFICE: 04 MON: 10 14 99 127 TIDDLYWINK WAY DOB: 04 04 70 SEX: M PVNC: 99-42 PLASTIC WI 55555 TEL: (555) 555-1212 BYE: 00-41 WORKSHOP STATUS: OKAY WSDT: SE: LWC: WEEKLY BEN RATE: 122 MAX BEN AMT: 649.00 PAID: .00 LEFT: 649.00 QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON EMPLOYER - GAMES R US 10 07 99 QUIT - 3333333 10 30 98 QUIT - 4444444 05 08 99 QUIT - 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE		CLIENT/CASE/EM	PLOYER INFORMATIO	N DI	ND046 N MEIER
DIPSY DOODLE PIN: 7555555555 OFFICE: 04 MON: 10 14 99 127 TIDDLYWINK WAY DOB: 04 04 70 SEX: M PVNC: 99-42 PLASTIC WI 55555 TEL: (555) 555-1212 BYE: 00-41 WORKSHOP STATUS: OKAY WSDT: SE: LWC: WEEKLY BEN RATE: 122 MAX BEN AMT: 649.00 PAID: .00 LEFT: 649.00 QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON EMPLOYER - GAMES R US 10 07 99 QUIT - 3333333 10 30 98 QUIT - 4444444 05 08 99 QUIT - 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE					
PLASTIC WI 55555 TEL: (555) 555-1212 BYE: 00-41 WORKSHOP STATUS: OKAY WSDT: SE: LWC: WEEKLY BEN RATE: 122 MAX BEN AMT: 649.00 PAID: .00 LEFT: 649.00 QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON EMPLOYER GAMES R US 10 07 99 QUIT 3333333 10 30 98 QUIT 444444 05 08 99 QUIT 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	CASE:	SSN: 333 33 33	33 BASE: ACTIVE	NEXT: INA	CTIVE 96-51
PLASTIC WI 55555 TEL: (555) 555-1212 BYE: 00-41 WORKSHOP STATUS: OKAY WSDT: SE: LWC: WEEKLY BEN RATE: 122 MAX BEN AMT: 649.00 PAID: .00 LEFT: 649.00 QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON EMPLOYER GAMES R US 10 07 99 QUIT 3333333 10 30 98 QUIT 444444 05 08 99 QUIT 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	DIPSY DOODLE	PII	N: 755555555	OFFICE: 04	MON: 10 14 99
WEEKLY BEN RATE: 122 MAX BEN AMT: 649.00 PAID: .00 LEFT: 649.00 QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON EMPLOYER GAMES R US 10 07 99 QUIT _ 333333 10 30 98 QUIT _ 444444 05 08 99 QUIT _ 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	127 TIDDLYWINK	I WAY DOI	B: 04 04 70 SE	X: M	PVNC: 99-42
WEEKLY BEN RATE: 122 MAX BEN AMT: 649.00 PAID: .00 LEFT: 649.00 QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON EMPLOYER GAMES R US 10 07 99 QUIT _ 333333 10 30 98 QUIT _ 444444 05 08 99 QUIT _ 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	PLASTIC WI 55	5555 TE	L: (555) 555-1212		BYE: 00-41
WEEKLY BEN RATE: 122 MAX BEN AMT: 649.00 PAID: .00 LEFT: 649.00 QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON EMPLOYER GAMES R US 10 07 99 QUIT _ 3333333 10 30 98 QUIT _ 4444444 05 08 99 QUIT _ 5555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	WORKSHOP STATU	JS: OKAY WSD	r: s	E:	LWC:
QUERY EMPLOYER NUM/NAME LAST DAY WORKED TERMINATION REASON EMPLOYER GAMES R US 10 07 99 QUIT 333333 10 30 98 QUIT 444444 05 08 99 QUIT 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	WEEKLY BEN RAT	E: 122 MAX BEN AM	r: 649.00 PAI	D: .00	LEFT: 649.0
EMPLOYER _ GAMES R US					
_ GAMES R US 10 07 99 QUIT _ 333333 10 30 98 QUIT _ 444444 05 08 99 QUIT _ 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	QUERY EMP	PLOYER NUM/NAME	LAST DAY WORKED	TERMINATION	REASON
_ 333333	EMPLOYER				
	_ GA	MES R US	10 07 99	QUIT	
_ 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	_ 33	33333	10 30 98	QUIT	
_ 555555 12 31 98 FIRED PF13 WAGES PF15 UCB DETAIL PF17 RETURN PF18 NEXT SSN PF19 NEXT BASE	_ 44	4444	05 08 99	QUIT	
	55	55555	12 31 98	FIRED	
	_				
NEXT TRAN: PARMS: 33333333	PF13 WAGES PF	15 UCB DETAIL PF1	7 RETURN PF18 NE	XT SSN PF19	NEXT BASE
	NEXT TRAN:	PARMS: 333333	3333		

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The DXQU screen provides information relative to the UC client and case. "PVNC" indicates the year and week of the valid new claim period. "BYE" indicates the year and week the benefit year ends.

"WEEKLY BEN RATE" is the maximum weekly payment determined by DWD. The "MAX BEN AMT" is the maximum amount that may be paid during the claim period. The amount that has already been paid out is "PAID", while the amount still remaining available is "LEFT".

10.1.8 DXQB - UC Transaction/Payment Information

The DXQB screen displays detailed Unemployment Compensation benefit transaction information returned from DUI in response to a query.

This screen is accessed by using the PF15 key on DXQU or entering DXQB as the TRAN CODE and the individual's SSN in the PARMS.

DXQB – UC Compensation Query - Transaction/Payment Information

טאעם -	- 00 Compensation Query - Transaction/r ayment information
DXQB	UNEMPLOYMENT COMPENSATION QUERY 10/24/03 15:21
	TRANSACTION/PAYMENT INFORMATION DWD052 C HAZLEWOOD
	31313131 BASE: ACTIVE NEXT BASE: INACTIVE 02-22
SSN :	582 66 6648 NAME: MADELYN M NELSIN
PIN :	13131313
	PAID CS ICPT INCM EMPLOYER DATE TYPE/REMARKS
03-42	151.00 0.00 10 21 03 P BENEFIT PAYMENT 0.00 0.00 10 09 03 Z NEW CLAIM DETERMINATION START
03-41	0.00 0.00 10 09 03 Z NEW CLAIM DETERMINATION START
03-41	0.00
PF13-V	WAGES PF14-UCB BASE PF17-RETURN PF18-UCB SUMMARY PF19-NEXT BASE
NEXT 7	TRAN: PARMS: 582666648

The payment information on DXQB is considered verified.

The BASE indicates the DWD database from which this information is taken. In order of presentation, the databases are:

- 1. Active the person is receiving UC in the benefit year.
- 2. Inactive the benefit year has ended or the person has exhausted benefit entitlement.
- 3. History older data.

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An entry in the NEXT field indicates that a history database exists. Use the PF19 key to display the information.

The ICPT field indicates the amount of the UC benefit that was intercepted for child support. A "W" will appear in the INCM column if a person was working during the UC claim period. The TYPE/REMARKS field gives some brief detail to the worker on the UC transaction for the week indicated.

Using the PF keys on screen DXQB allows the worker to access several query screens quickly. The PF13 key displays screen DXQW, PF14 displays DXQU, and PF 18 displays the DXSU summary screen. PF17 will return the worker to the MNDX menu.

Occasionally data will seem to have disappeared from the system. This may be the result of a decision on a disputed claim, and the Division of Unemployment Insurance will attempt to recoup the amounts already paid out and remove the payment record from the system.

Unemployment payment data is archived after three years. If past information is required but does not display, workers can request that these records be restored. E-mails to request a restore for a particular SSN can be sent to the help desk at carpolcc@dwd.state.wi.us with an explanation of the need for the information.

10.1.9 DXSU – Unemployment Compensation Query – Summary

The DXSU (data exchange summary) is a combination of information from screens DXQB and DXQU. The worker may query DXSU at any time, but it is also displayed as part of the intake, review and person add driver flows.

DXSU - Unemployment Compensation Query - Summary

DAGO - One	inployment comp	ziisalioni Quei y	r - Sullilliai y		
DXSU	UNEMPLOYMENT (COMPENSATION	QUERY - SUMMARY	7 10/24/03 15: DWD052 C HA	
WKLY BEN	SSN: 582 66 664 NAME: MADELYN M RATE: 151 PAID: 151.00	NELSIN	MAX BEN AMT:		
	PMT DATE 10 21 2003 10 13 2003		UC RECOUP AM 0.00 0.00	0.00	
	S PF14 UCB BA : PARMS	-		PF17 RETURN	MORE

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The data on this screen may be used to budget UCB income, or the data may indicate that further research is required before UCB income can be determined.

DXSU can display query responses for more than one individual on a case without the worker using a PF key. When there is a "more" present at the bottom of the screen, the next individual will be displayed when the worker presses "enter"

All payment details for a single claim week are summarized on one line.

WEEK indicates what week the UC information is for.

PMT DATE is the date the check was generated to the recipient.

CHECK AMT is the actual amount the individual actually receives.

UC RECOUP AMT is the amount that UC is recouping for an overpayment.

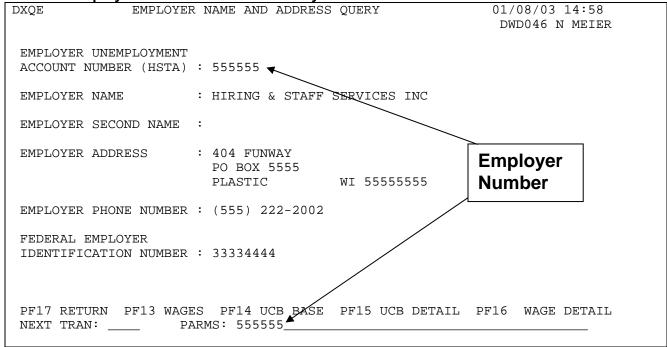
CS ICPT AMT is the amount that is being intercepted for payment to the Child Support Agency.

The total of the three amounts should equal the WKLY BEN RATE.

10.1.10 DXQE - Employer Name and Address Query

The DXQE screen displays information DWD has on a specific employer. The screen provides employer contact information for verification of earnings.

DXQE – Employer Name and Address Query



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Use the employer information provided on DXQE to verify wages and, if necessary, unemployment compensation amounts.

To access DXQE:

Step 1a: Place a "Y", "S", or "X" in the QUERY EMPLOYER field on either the DXQW, DXQU,

or DXQB screens and press <ENTER>.

OR

Step 1b: Key in "DXQE" in the NEXT TRAN field.

Step 2: Key in the six-digit Wisconsin employer number in the PARMS field.

Step 3: Press <ENTER>.

10.1.11 DXNH - New Hire Query

The Division of Unemployment Insurance (DUI) maintains a database containing information on individuals who have obtained employment in Wisconsin. Wisconsin employers are required to report new hire information to DUI within 20 days of the hire. The information is entered into the database within three days of receipt.

DXNH – New Hire Information Query

DXNH NEW HIRE INFORMATION QUERY 05/02/03 09:42

DWD052 C HAZLEWOOD

EMPLOYEE INFORMATION

SSN: 123-45-6789 PIN: 0100010001 CASE: 0110011000 NAME: TROY I. LORGENTAK DOB: 02 01 1983

ADDRESS: 34 APPLETREE CT HIRE DATE: 06 17 2002 DFLT:

ANYTOWN WI 11111-1111 STATE OF HIRE: WI

EMPLOYER INFORMATION

FEIN: 391790689

AS REPORTED: CURRENT:

PREMIER STAFFING INC DBA CADRE PREMIER STAFFING INC DBA CADRE

5665 W GRANDE MARKET DR 5665 W GRANDE MARKET DR APPLETON WI 54913-8400 APPLETON WI 54913-8400

DATE STORED: 08 19 2002

PF17 - RETURN

NEXT TRAN: ____ PARMS: 123456789_____

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To access DXNH:

Enter DXNH as the TRAN CODE with the individual's SSN in the PARMS.

If no data is available, an error message, "AT7 – No New Hire Information for SSN", will be displayed at the bottom of the screen.

The "Hire Date" is the date the employer reported that the individual began working for the employer. If the "Hire Default" is "Y", the hire date was not reported and this is the date the information was received by DUI.

The New Hire Information Query screen, DXNH, displays in the intake and review driver flows following the DXAW screen and provides the same new hire information.

10.1.12 Federal Employer Identification Number (FEIN) Query

When entering new employment information on AFEI, screen AQEF should be used to query, find and enter the FEIN for the employer being entered. Including the FEIN for the employer will reduce the number of New Hire matches a worker receives, as well as the possibility of duplicate New Hire auto update entries.

AQEF – Query Employer FEIN

QEF	F QUERY EMPLOYER FEIN		03/30/04 DWD052 (
FIND	EMPLOYER	NAME:	IN	CITY:		
SEL	EMPLOYER					ZIP
NO	FEIN	EMPLOYER NAME	ADDRESS	CITY	ST	CODE
01	391637029	+CLEAN TECH OF WISCO	101 W EDISON AVE S	APPLETON	WI	54915
02	391269663	-CUSTOM GLASS PRODUC	5906 MESKER ST	SCHOFIELD	WI	54476
03	392008186	`HERITAGE RESTAURANT	912 EASTWOOD ST	WITHEE	WI	54498
04	391821303	`R&D CONCRETE CONSTR	PO BOX 131	WAUPUN	WI	53963
05	392039314	`RPS OF WISCONSIN LL	9900 W BLUEMOUND R	WAUWATOSA	WI	53226
06	363632628	"BOSTON WINDOW CLEAN	7301 N CICERO AVE	LINCOLNWOOD	$_{ m IL}$	60712
07	411984131	"CEDAR FALLS LODGE	PO BOX 636	ANOKA	MN	55303
8 0	010705205	"DON SCHUMACHER TRUC	1762 VIZALEEA DR	DUBUQUE	IA	52002
09	362994339	"GYPSUM SUPPLY COMPA	1125 HARRISON AVE	ROCKFORD	$_{ m IL}$	61104
10	411895273	"HOLDEN-JAEGLE INC	16881 210TH ST	DAVENPORT	IA	52804
11	421506166	"METRO FOOD & DRINK	1609 N ANKENY BLVD	ANKENY	IA	50021
SELECT FEIN NO:						
רשת	- RETURN T	ro codffn				
	- REIORN . TRAN:				T.	MORE

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AQEF may be accessed using one of the following methods.

- Enter a pound (#) sign in the FEIN field on AFEI, press enter.
- From any screen with AQEF in the next tran field and the parms field:
 - Left blank. (The entire FEIN file will be accessed.) or

NEXT TRAN: AQEF PARMS: ____

➤ The employer name, first letter of the employer's name, or any combination of the letters in the employer's name, or

NEXT TRAN: AQEF PARMS: Cool Employer

NEXT TRAN: AQEF PARMS: C

NEXT TRAN: AQEF PARMS: Cool
NEXT TRAN: AOEF PARMS: Cl E

➤ The first letter or full employer's name followed by "/" and the city in which the employer is located.

NEXT TRAN: AQEF PARMS: C/MADISON

When AQEF is accessed using a # in the FEIN field, the selection fields on AQEF are updateable. When a selection is made on AQEF by entering the two-digit selection number of the employer and <ENTER> is pressed, the following fields on AFEI will be populated:

- FEIN
- Employer Name
- Phone
- Address
- City, State and Zip

Any data already entered on AFEI is updated with the information from the FEIN file, but may be changed by the worker.

Example: Through a query selection on AQEF, using the full business name, the FEIN and an out-of-state corporate office address is populated on AFEI. The worker may choose to keep the FEIN, which was populated from AQEF, but change the address to a local address, city, and zip.

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10.1.13 DXPR - Prisoner Verification Query

DXPR is used to send a request to SSA for information on the status of incarcerated individuals. The individual must be entered in CARES.

DXPR – Prisoner Verification Request

DXPR	PRISONER VERIFICATION REQUEST	05/29/03 16:55 DWD052 C HAZLEWOOD
SSN: <u>111111111</u>	PIN:	
LAST NAME	MIDDLE INITIAL FIRST NAME	
DATE OF BIRTH:		
PF13 - CREATE REQU	JEST	
NEXT TRAN:	PARMS: 111111111	

To make a request:

Step 1: In the NEXT TRAN field, key in "DXPR".

Step 2: In the PARMS field, key in the SSN and press <ENTER>.

Step 3: After accessing the screen, press PF13. Even though the request records are sent daily to SSA, responses are received weekly, on Thursdays.

There are three possible alerts generated from this query.

- Alert 264 "Prisoner data can't be disclosed," indicates that SSA cannot disclose the prisoner data. Most likely there is an MOU (Memorandum of Understanding) in place, but SSA may not disclose the data for some reason. This alert is informational.
- Alert 265 "Prisoner data see DXPQ," is received. If this alert is received, tran to the DXPQ, using the SSN in the PARMS to view details. Review the data and verify the confinement information with the prison contact specified.
- Alert 266 "No prisoner data available." The worker should assume that the participant isn't or wasn't a prisoner in those states that have an MOU agreement in place. Since all states have not signed an MOU agreement, it is possible there is prisoner data on a participant from one or more of those states. This alert is informational.
- Alert 324 "FYI New Data on DXPQ". This informational alert is sent to the alternate worker.

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The SSA provides the capability for Wisconsin to send a query and receive information regarding prisoner status of individuals incarcerated in a limited number of prisons nationwide. The SSA can disclose data from a penal facility if a signed MOU is in place. It is expected that additional penal facilities in Wisconsin and nationwide will be added to the query process as more MOU's are signed.

10.1.13.1 DXPQ - Prisoner Verification Details The DXPQ screen provides confinement data information on a prisoner.

DVPO Pricoper Verification Details

DXPQ	PRISONER VERIFICATION DETAILS			
			DWD052 C	HAZLEWOOD
WORKER: XXX999	ACTION: ESS ACTION REQU		CTION DATE: ATCH DATE:	02 21 2003
SSN: 123-12- NAME: THOMASS	4321 PIN: 6543219875 TANKS	DOB: SEX:	04 20 1965 M	
	**** SSA DATA ***	**		
PUPS SSN: 123	-12-4321	DOB:	04 20 1965	
NAME: THOMASS	M TANKS	SEX:	M	
	**** CONFINEMENT DATA	<i>****</i>		
PRISONER NUM:	323232323	REPORT DATE:	07 01 2001	
CONFINE DATE:	06 09 2001	PRISON CITY:	MILWAUKEE	
RELEASE DATE:		STATE:	WI	
PRISON NAME:	MILWAUKEE COUNTY HOU			
CONTACT NAME:	RON ROCKER	FAX:	0000000000	
PF14 - UPDATE DI	SPOSITION PF16 - DXRL			
NEXT TRAN:	PARMS: 123124321			

Information provided includes the confinement date, release date, prison name, address, contact name and phone number.

To access DXPQ:

Enter DXPQ as the TRAN CODE and the individual's SSN in the PARMS.

Step 1: Review the data on DXPQ and confirm the confinement data information with the

prison contact specified.

Press PF14 to update the disposition on DXRU. Step 2:

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10.1.14 Forty Quarters Query

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) excludes aliens from eligibility for food stamps unless certain exceptions are met. One of those exceptions includes permanent resident aliens who were admitted under the Immigration and Nationality Act (INA) and who are credited with at least forty qualifying quarters in jobs covered by Social Security. In determining the number of qualifying quarters, the alien may be credited by SSA for quarters of work not covered by Title II of the Social Security Act.

SSA maintains a record of non-covered work quarters that will count when determining an alien's eligibility for the food stamp program. The Forty Quarters Query allows the worker to query SSA's records relating to qualifying quarters credited to individual resident aliens.

The Forty Quarters Query consists of two screens in the Data Exchange subsystem.

- DXQR is the Quarter Coverage Request screen on which the worker requests the quarters of coverage data from SSA. The requests are batched and sent to SSA overnight. The SSA response record is returned within 48 hours to CARES.
- DXQC is the screen that returns the quarters of coverage data from SSA to CARES. These screens are illustrated on the following pages.

Quarters Of Coverage Request (DXQR)

Screen DXQR is used to request forty quarters of wage information from the Social Security Administration.

DXQR – Quarter Coverage Request

DXQR	QUARTER COVERAGE REQUEST	09/11/02 08:56 JX9011 G BERRY
SSN: 343236565		
LAST NAME	MIDDLE INITIAL FIRST NAME	
DATE OF BIRTH:	- 	
NEXT TRAN: PA	RMS:	

All fields on DXQR must be completed to request Forty Quarters Information. Reference Table TACC provides the codes for the CATEGORY OF ASSISTANCE field.

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10.1.14.1 DXQC Quarters of Coverage Response

The DXQC screen shows qualifying quarters information for an individual in response to a request on DXQR.

DXQC – Quarter Coverage Response

```
OUARTER COVERAGE RESPONSE
                                                       05/29/03 14:51
                                                       DWD052 C HAZLEWOOD
INPUT SSN: 657-43-9812
                                          VERIFIED SSN: 657-43-9812
NAME: LUIS H BANUEL
                                                 DOB: 03 05 1977
RECEIVED DT: 05 28 2003 CONDITION CD:
                                               WORKER: DWD052
MIN NUM QTRS: 0 MAX NUM QTRS: 0 RAILROAD MTHS:
OUALIFYING OUARTERS PATTERN FOR YEARS STARTING WITH "19":
37: NNNN 45: NNNN 53: NNNN 61: NNNN 69: NNNN 77: NNNN 85: NNNN 93: NNNN
38: NNNN 46: NNNN 54: NNNN 62: NNNN 70: NNNN 78: NNNN 86: NNNN 94: NNNN
39: NNNN 47: NNNN 55: NNNN 63: NNNN 71: NNNN 79: NNNN 87: NNNN 95: NNNN
40: NNNN 48: NNNN 56: NNNN 64: NNNN 72: NNNN 80: NNNN 88: NNNN 96: NNNN
41: NNNN 49: NNNN 57: NNNN 65: NNNN 73: NNNN 81: NNNN 89: NNNN 97: NNNN
42: NNNN 50: NNNN 58: NNNN 66: NNNN 74: NNNN 82: NNNN 90: NNNN 98: NNNN
43: NNNN 51: NNNN 59: NNNN 67: NNNN 75: NNNN 83: NNNN 91: NNNN 99: NNNN
44: NNNN 52: NNNN 60: NNNN 68: NNNN 76: NNNN 84: NNNN 92: NNNN
QUALIFYING QUARTERS PATTERN FOR YEARS STARTING WITH "20":
00: NNNN 04: NNNN 08: NNNN 12: NNNN 16: NNNN 20: NNNN 24: NNNN
01: NNNN 05: NNNN 09: NNNN 13: NNNN 17: NNNN 21: NNNN 25: NNNN
02: NNNN 06: NNNN 10: NNNN 14: NNNN 18: NNNN 22: NNNN
03: NNNN 07: NNNN 11: NNNN 15: NNNN 19: NNNN 23: NNNN
NEXT TRAN: ____ PARMS: 392173236_
```

A broadcast message (SSN VERIFICATION PROCESSED – EXCHANGE TYPE: SSWS) indicates the SSN verification was processed.

Alert 244, "40 QUARTERS DATA – SEE DXQC" is sent to the worker when data has been returned from SSA.

Some of the field definitions for screen DXQC are:

CONDITION CD:		
A blank field indicates qualifying quarters of coverage data follows.		
N	Indicates SSA has no data.	
01	Indicates the earnings record was not found.	
02	Indicates there was a SSA-system error - resubmit the request.	
99	Indicates the records cannot be processed	

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MIN NUM QTRS: The minimum number of qualifying quarters earned under the verified SSN during the period 1937 through 1950. This field contains the result of dividing total earnings between 1937-1950 by \$400. If a number appears in this field, then no data for that period should appear for those years in the detail table below.

MAX NUM QTRS: The maximum possible number of qualifying quarters of coverage earned under the verified SSN during the period 1937 through 1950. This field contains the result of dividing total earnings between 1937-1950 by \$50. If a number appears in the field, then no data for that period should appear for those years in the detail table below.

RAILROAD MTHS: This field lists the number of **months** of railroad work during the period 1937 through 1946. This is **not a count of quarters** of coverage.

Qualifying Quarters Pattern: These fields display a pattern of qualifying coverage by quarter for the period 1937 through 2025. The field for each year permits entries of coverage codes for each quarter of the year. Those **coverage codes** are as follows:

A = Agricultural	M = Military	
C = Wages	R = Railroad	
D = Military	S = Self-employment	
G = Gift	X = Wages for 1951 or 1952	
J = Japanese Internment	* = A covered quarter	

Sometimes there is not enough information on the SSA record to determine whether there is a potential qualifying quarter. When this happens, you will see the following codes:

N = Quarter with no earnings, cannot be counted as a qualifying quarter.	
# = Questionable QC that can occur 1952 through 1977.	
Z = Questionable QC that can occur 1952 through 1977.	
F = Federal, state or local government wage.	
- = Questionable noncovered credit that can occur after 1977 for deferred compensation wages.	

IMPORTANT INFORMATION:

You may not count any qualifying quarter after 12/31/96 if the alien, parent or spouse received a federal means-tested public benefit during the quarter.

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10.1.15 DXPC - Phone Query Screen

The Wisconsin Public Service Commission requires telephone companies in Wisconsin to provide low income families and individuals reduced telephone installation charges and telephone usage rates. Recipients of FoodShare, Medicaid (MA), Child Care, Energy Assistance, SSI, and W-2 program benefits may be eligible to receive reduced charges and rates from their telephone companies.

DXPC - Phone Query Response

PHONE QUERY SCREEN 01/15/03 15:08 DXPC DWD046 N MEIER SSN: 123-98-4567 AUTHORIZED RELEASE OF MA OR SSI (Y/N): N CASE: 1212121212 SEX: F DOB: 01 31 1950 NAME: JONATHAN L APPLEBIE PROGRAM OF ASSISTANCE: FS STATUS: OPEN ELIGIBILITY BEGIN DATE: 07 01 2002 ELIGIBILITY END DATE: SSI-MA ELIGIBILITY: LIHEAP STATUS: LIHEAP PAYMENT DATE: NEXT TRAN: ____ PARMS: 123984567_

The DXPC screen is a query output screen available to some telephone companies in Wisconsin. The query verifies an individual's eligibility for a program of assistance, and thus, an individual's possible eligibility for the reduced telephone service charges and reduced service rates mandated by the Wisconsin Public Service Commission.

The telephone company can check whether an individual is receiving W-2, FoodShare, Child Care or Energy Assistance without a signed release. However, the telephone company must have a signed release from an applicant if either MA or SSI information is requested. The verification code on ANID for this person must be a V, C or W to allow the phone company access to this query.

To Access DXPC:

Step 1: In the NEXT TRAN field, key in "DXPC".

Step 2: The PARMS used to access this screen is the Social Security Number. If either MA or SSI information is required, the SSN followed by /Y must be used.

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10.2.0 MATCHES

Matches are periodically initiated in CARES by programs utilizing specific selection criteria and match targeting criteria. Matches serve primarily as a back-up tool to detect cases where benefit overpayments have likely occurred so that verification and recovery action can be taken.

10.2.0.1 Income Eligibility and Verification System Matches

Most matches on CARES relating to wages and benefits received by participants are part of the Income Eligibility and Verification System (IEVS). IEVS matches are specified in the federal regulations for the Wisconsin Works (W-2), FoodShare and Medicaid (MA), Child Care and Caretaker Supplement (CTS) programs as required matches for all participants. On CARES, the following matches are required IEVS matches:

	Match	Produced
1.	State Wage Match (SWICA)	Quarterly
2.	SSA Beneficiary Data Exchange (BENDEX)	Monthly
3.	Beneficiary Earnings Exchange Record (BEER Wage)	Monthly
4.	Supplementary Security Income (SSI) Benefit (SDX)	Weekly
5.	IRS Unearned Income (UI) -	Monthly
6.	Unemployment Compensation Benefits (UC)	Monthly
7.	BENDEX Conflict (Interstate Match via SSA)	Monthly
8.	Internet UCB (Interstate UC Match) -	Monthly
9.	New Hire (NH)	Weekly

CARES security restricts access to periodic BEER Wage and IRS Unearned Income data to the worker directly responsible for the case and that worker's supervisor. The CARES audit trail tracks who accesses this information and when it was accessed.

IMPORTANT INFORMATION:

Current matches are considered a reported change to the worker to be acted upon immediately for FoodShare and Medicaid eligibility. Action needs to be completed on all matches within 45 days of the match run date.

10.2.0.2 Non-IEVS Matches

Matches between CARES and non-federal agencies, such as with other states or various agencies within Wisconsin, may be considered non-IEVS matches. Non-IEVS data exchanges currently include the SSN verification process on WTPY, the Food Stamp Disqualified Recipient Subsystem (DRS), the telephone company query, the SSI State Supplement match, and various data exchanges with other state and local agencies to provide program related data needed for programs administered by those other agencies.

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10.2.1 Access to Matches

Data Exchange matches may be accessed by use of the menus, by accessing a listing of a particular type of match, or by accessing a listing of matches available for a particular case.

10.2.1.1 Access by Menu

Selection of Function Number 4 on MNDX provides access to a secondary CARES data exchange menu (MND1) that provides user access to the CARES tracking system for the IEVS matches.

MND1 - Response Tracking Menu

MIND I - IVESPOIISE	Tracking Menu		
MND1	RESPONSE TRACKING ME	ENU	05/02/03 11:39
			DWD052 C HAZLEWOOD
FUNCTION		TRAN	
NUMBER FUNC	TION DESCRIPTION	CODE	PARAMETERS (PARMS)
1 - DISPLAY R	EQ/RESP LIST	DXRL	PIN OR SSN/(EX TYPE)/(STAT)
			/(MM1)/(MM2)/(WORKERID)
2 - UPDATE DI	SPOSITION DETAILS	DXRU	SSN/EX TY/MATCH DT
3 - DISPLAY D	DISPOSITION LIST	DXRD	PIN OR SSN/EX TYPE/(STAT)
			/(MM1)/(MM2)/(WORKERID)
4 - DISPLAY U	I RESPONSE	DXUI	PIN OR SSN/MATCH DT
5 - DISPLAY S	SA BENEFIT RESPONSE	DXSA	PIN OR SSN/(MATCH DT)/(EX TYPE)
6 - DISPLAY B	BEER RESPONSE	DXBE	PIN OR SSN/MATCH DT
7 - DISPLAY S	DX SSI RESPONSE	DXSX	PIN OR SSN(MATCH DT)/EX TYPE)
8 - DISPLAY D	ILHR WAGE	DXDW	PIN OR SSN/MATCH DT
		DXIU	PIN OR SSN/MATCH DT
10 - DISPLAY S	TATE UCB DETAILS	DXDU	PIN OR SSN/MATCH DT
11 - DISPLAY S	SN VERIFICATION DETAILS	DXSN	PIN OR SSN/(MATCH DT)
*** P	LEASE ENTER THE NUMBER OF	THE D	ESIRED FUNCTION:
PARAMETERS:			
			PAGE: 1 OF 2
NEXT TRAN:	PARMS:		MORE

OD
2
4
100

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On the Response Tracking Menu (MND1), selecting Function Number 1 will provide either:

- A listing of match reports for a specific individual by using the SSN or the PIN as the PARMS, or
- 2. A listing of all the individuals in the worker's caseload matched for a particular data exchange type for a specific month by using the **exchange type code and a from-date** (MM1) as the PARMS. A to-date (MM2) in the same format, MMYY, is optional.

Choosing Function Number 13 from the second page of MND1 allows the worker to access all matches pertaining to a particular case by using the CARES case number in the PARMS.

Selection of one of the match functions listed on the menu, such as 8 for the wage match, with a PIN or SSN and a match date will display wage data if the individual was targeted.

10.2.1.2 Access to Match Data Via Next Tran and Parms

Access to the Response List or the individual match lists can be obtained using the appropriate tran code and parms indicated on the Response Tracking Menu in the NEXT TRAN and PARMS fields located at the bottom of nearly all CARES screens.

All matches for a particular case may be accessed by entering DXRC as the TRAN CODE and the CARES case number as the PARMS.

A supervisor may access a specific type of match for a worker under his/her supervision by entering the tran code DXRL on the NEXT TRAN field and exchange type code, match date, and worker ID on the PARMS field on any screen as follows:

NEXT TRAN: DXRL PARMS: /EX TYPE//0101//xxx999

10.2.2 Notification of Match Data

Workers are notified that matches have been run through broadcast messages in CARES, through individual alerts, and as part of the application and review driver flows. See Appendix I for the method of notification for each match type.

10.2.2.1 Broadcast Message (DXBM)

A broadcast message (DXBM), displayed when a worker first logs in to CARES, will be the first indication that a data exchange match has been processed. Individual worker alerts are often the second indication that a match has been processed and that a disposition awaits action.

Following a broadcast message or receipt of an alert, displaying the dispositions on DXRL may be done quickly by typing "DXRL" in the NEXT TRAN and "/exchange type/match mmyy" in the PARMS. All exchanges that produce dispositions will use DXRL. These exchange types are shown on Reference Table TDXT.

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10.2.2.2 Alerts

Most matches now send individual alerts to the workers in addition to a DXBM message that is posted.

The alert menu is screen MNSA. This menu lists screens for viewing and maintaining system alerts. Entering the tran code MNSA on any screen can access the alert menu. It can also be accessed via the Main Menu (MNMS) by first selecting the Caseload Management Menu (MNCM) and then selecting number 1 to access MNSA. See Appendix G for the list of Data Exchange alerts.

MNSA - Worker Activities - System Alerts Menu

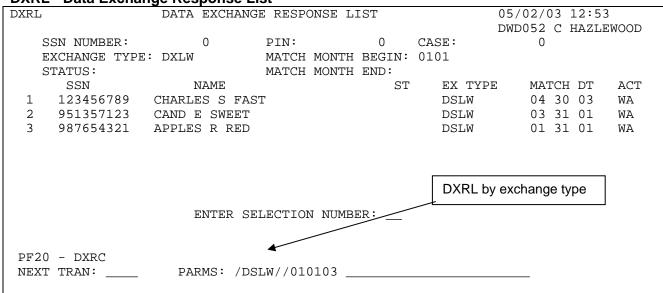
MNSA		WORKER ACTIVITIES - SYST	CEM ALER	RTS MENU 01/02/03 14:47
111011		Wordschie Hollville Sid.		DWD046 N MEIER
	ווים	NCTION	TRAN	DWD010 W FIBILIT
NUM				
MOM		DESCRIPTION	CODE	PARAMETERS (PARMS)
1	-	ALL SYSTEM ALERTS	(CMWA)	FUNC/(USER ID/CSLD/NUMBER)
2	-	OVERDUE ELIG. DETERMINATION ALERTS	(CMWA)	<pre>FUNC/(USER ID/CSLD/NUMBER)</pre>
3	-	ELIGIBILITY ALERTS	(CMWA)	<pre>FUNC/(USER ID/CSLD/NUMBER)</pre>
4	-	BENEFIT ISSUANCE ALERTS	(CMWA)	<pre>FUNC/(USER ID/CSLD/NUMBER)</pre>
5	-	INFORMATION ALERTS	(CMWA)	<pre>FUNC/(USER ID/CSLD/NUMBER)</pre>
6	-	WORK PROGRAM ALERTS	(CMWA)	FUNC/(USER ID/NUMBER)
7	-	SSF/PFP ALERTS	(CMWA)	<pre>FUNC/(USER ID/CSLD/NUMBER)</pre>
8	-	CHILD CARE ALERTS	(CMWA)	FUNC/(USER ID/NUMBER)
9	-	ALERT HISTORY	(CMAH)	(USER ID/CSLD/NUMBER/DEL DT)
10	-	MOVE OUTSTANDING USER ALERTS	(CMMA)	USER ID/TO USER ID/(ALL)
11	-	CUSTOMIZED ALERT REQUEST	(CMCR)	
		*** PLEASE ENTER THE NUMBER	OF THE	DESIRED FUNCTION
		USER ID		
		CASELOAD	OR NUME	BER
		ALERT DELE	TION DA	ATE
			_	ID
		MOVE ALL A		
		110 11 1111 1		/ _
NEX	וידי יד	RAN: PARMS:		
TALY	T 11	VAN FUILID.		

10.2.2.3 Response List

When a match has been run, access screen DXRL to obtain a listing of the match reports that concern your caseload. Review the match information along with the existing details on CARES. Then, determine the cause of the discrepancy in the data using prescribed verification procedures according to the specific match (see IM Manual, Chapter 1, Part D and program handbooks for the verification procedures).

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DXRL - Data Exchange Response List



The DXRL screen is used to view the information about requests and responses and to access the complete details of any selected response. Entering a number in the ENTER SELECTION NUMBER field and pressing <ENTER> can access the details.

To get a listing of unresolved matches for a specific exchange type since a specified date, use the following command with the status code blank or "O" (open):

NEXT TRAN: **DXRL** PARMS: **/(EX TYPE)/O/MMYY**NEXT TRAN: **DXRL** PARMS: **/(EX TYPE)//MMYY**

To view only those matches that are past due, use the following command with status code "P":

NEXT TRAN: **DXRL** PARMS: **/(EX TYPE)/P/MMYY**

To view both resolved and unresolved matches, use the following command with status code "A":

NEXT TRAN: **DXRL** PARMS: **/(EX TYPE)/A/MMYY**

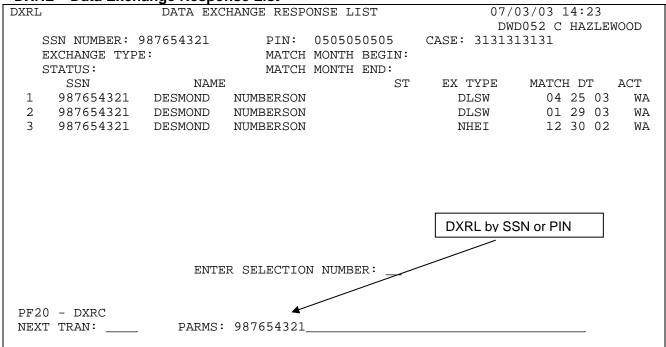
To view all matches that have been referred for fraud or third party, use the status code "R":

NEXT TRAN: **DXRL** PARMS: **/(EX TYPE)/R/MMYY**

Matches may be accessed by individual.

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To access a listing of all unresolved matches for a specific participant, use the following command:

NEXT TRAN: **DXRL** PARMS: **PIN or SSN**

Action required by a worker is indicated by the "WA" code in the "ACT" column.

10.2.2.4 DXRC - Notification of Match Data by Case

A listing of all outstanding match dispositions for a particular case can be obtained through the use of the DXRC screen. DXRC is scheduled in the review driver flow or can be accessed directly by using DXRC as the TRAN CODE and the CARES case number in the PARMS.

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DXRC - Data Exchange Response List by Case

DXR			TA EXCHANGE RESPONSE LIST(BY CASE) 06/02/03 13:27	
CAS	E: 41000000	00	XOU114 C HAZLEWOOD	
	SSN		OUTSTANDING DISPOSITIONS BY EXCHANGE TYPE	
1	111111111	SSBX		
2	22222222	SSBX		
3	33333333	DLSW	DLUC	
4	44444444	SSBX		
			ENTER SELECTION NUMBER: _3_	
NEX	T TRAN: DXR	<u>C</u>	PARMS: 4100000000	

To access the match(es) associated with each individual, enter the selection number of one SSN, press <ENTER>. DXRL for all matches for that individual will be displayed.

DXRI		DATA E	XCHANGE RESPO	ONSE LIST	07/	03/03 14:42	
					DW	D052 C HAZLE	EWOOD
	SSN NUMBER:	333333333	PIN:	1414141414	CASE: 41000	00000	
	EXCHANGE TYPE	PE:	MATCH	MONTH BEGIN:			
	STATUS:		MATCH	MONTH END:			
	SSN	NA	ME	ST	EX TYPE	MATCH DT	ACT
1	333333333	JANIE	JESTERS		DLSW	04 25 03	WA
2	333333333	JANIE	JESTERS		DLUC	01 05 03	WA
		FN	TER SELECTION	I MIMBER:			
		1311	TER DEDECTION	1 NOMBER			
PF2	20 - DXRC						
	T TRAN:	PARM	IS: 333333333				
		_ =======					

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10.2.3 Reference Tables

The Reference Tables on CARES provide basic data elements and relationships between data fields on CARES. Reference Tables provide resources for understanding the significance of particular data exchanges.

Go to MNRT (option 15 on the Selection Screen) to begin a search for a specific reference table. Reference Table TRTL (found in the CARES Guide in Section 4) is a listing of all CARES Reference Tables.

10.2.3.1 Reference Table TDXT (Consolidated Display)

Reference Table TDXT provides workers a listing of the exchange type codes to use in the PARMS field when accessing DXRL.

Reference Table TDXT

TDT	REFERENCE TABLE DISPL	AY SCREEN	· ·				17:38 C HAZLEWOOD
TABLE ID:	TDXT TABLE DESC:	EXCHANGE	TYPE T	ABLE			
AGENCY :		ATE: 06 0	5 03				
KEY :	NEXT	KEY: SSSI					
							REFERRAI
EXCHANGE							SOURCE
CODE	EXCHANGE DESCRIPTION	AGENCY	MODE	RESP	# I	EVS	CODE
DLSW	DILHR STATE WAGE MATCH	DILHR		02		Y	SWC
DLUC	DILHR UCB MATCH	DILHR		02		Y	UCB
DXPV				02		N	DXP
FNDQ	FCS FS DISQUALIFICATION	FCS		02	:	N	FCS
IRBW	SSA BEER WAGE MATCH	IRS		02		Y	BXW
IRUI	IRS UNEARNED INCM MATCH	IRS		01		Y	TRS
NHEI	NEW HIRE EMPLOYMENT MATCH	DWD		02		Y	NHE
SSBC	BENDEX CONFLICT	SSA		01		Y	BXB
SSBX	BENDEX EXCHANGE	SSA		05		Y	BXB
SSEL		SSA				Y	SSI
SSSI	SSI STATE SUP AMT	SSA		05		Y	SSI
SSSX	SSI MONTHLY MATCH	SSA		05		Y	SSI
SSWB	WTPY TITLE II	SSA	WTPY	05		N	BXB
SSWI	WTPY SSI	SSA	WTPY	05		N	SSI
SSWS	SSN VERIFICATION	SSA	WTPY	01		Y	SSN
SSXP	XRPIEN UPDATE	SSA		01		Y	SSN
	INTERNET UCB MATCH	DILHR		02		Y	IUC

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Some of the information displayed on Reference Table TDXT includes:

- the match type code ("exchange code"),
- a brief description of each match ("exchange description"), and
- the governmental agency that provides the source data ("agency").

10.2.3.2 Reference Table TDET (Consolidated Display)

Reference Table TDET provides both the exchange type codes and the corresponding screen transactions.

Reference Table TDET

Reference Table TDE1		
RTDT RE	FERENCE TABLE DISPLAY SCREEN	06/16/03 17:40
		DWD052 C HAZLEWOOD
TABLE ID: TDET	MADIE DECC. DICDIAN MDAN CODEC	
AGENCY : 99	TABLE DESC: DISPLAY TRAN CODES EFFECTIVE DATE: 06 05 03	
KEY :	NEXT KEY: SSWB	
KEI .	NEAL KEI. SSWB	
EXCHANGE TRANS		
CODE ID		
DI OU DYDU		
DLSW DXDW DXDU		
DXPV DXPO		
FNDQ DXQI		
IRBW DXBE		
IRUI DXUI		
NHEI DXDN		
SSBC DXSA		
SSBX DXSA		
SSSI DXSX		
SSSX DXSX		
SSWB DXSA		
SSWI DXSX		
SSWS DXSN		
TNUC DXIU		
NEXT TRAN:	PARMS:	
145571 11/2414 •	I AIUIO	

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10.2.4 DXRU - Completing the Disposition Process

Use the Update Disposition Details (DXRU) screen to update information for a specific match record and complete the worker disposition.

DXRU – Update Disposition Details

DXRU	UPDATE DISPOSITION DETAILS	05/02/03 13:25
		DWD052 C HAZLEWOOD
SS	SN: 123456789	
PI	N: 0101010101 NAME: BETSY A ABBOTH	Y
EX	CHANGE TYPE CODE: DLSW DILHR STATE WAGE	MAT
MA	ATCH DATE: 10 28 02 SOURCE:	
ACTIO	ON CODE: WA ACTION DATE:	
CLIEN	T VERIFICATION REQUEST DATE:	
3RD P	PARTY DATES REQUEST: RESPON	SE:
FRAUD	REFERRAL DATE: CASE REVIEW	DATE:
COMMENTS:		
NEXT TRAN	J: PARMS: 123456789/DLSW/102802_	

The DXRU screen displays and updates the disposition of data exchange responses received from various agencies. This screen displays the case number, name, PIN, SSN, exchange type code, and match date. The action code, "WA", comes over automatically from DXRL. After completion of the necessary action, workers will change the entry in the ACTION CODE field to "FR" (fraud), "CO" (complete), "NA" (no action), "CL" (client verification), or "TP" (third party referral). Reference Table TDRA lists the values.

Workers can update the following fields: ACTION CODE and ACTION DATE, CLIENT VERIFICATION REQUEST DATE, THIRD PARTY REQUEST and RESPONSE dates, FRAUD REFERRAL DATE, and CASE REVIEW DATE. Comments may also be entered.

Completion Process:

- Review the match report.
- Resolve the apparent discrepancy using prescribed verification procedures.
- Enter the data after completing action on the response screen or when referring the match for fraud investigation.

After completing this screen and pressing <ENTER>, the Data Exchange Benefit Savings Screen (DXUS) will display.

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10.2.4.1 DXUS – Benefit Savings

The DXUS screen is used to record the savings in benefits resulting from Data Exchange.

DXUS - Data Exchange Benefit Savings

DXUS	DATA E		BENEFIT SAVIN	GS 05/02/03 1 DWD052 C H	
	ER : 010010 ERSON: BETSY			0101010101	
EXCHANGE '	TYPE CODE: NH	EI		MATCH DATE: 07 31 02	
	ONE MONTH SAVING	-			
AFDC FS MA CC W2		- - - -			
				PF15 - DXRL PF20 - DXR 073102	C

Benefit savings occur if data from a match report causes a change in an assistance group's eligibility or benefit amounts for a public assistance program.

The data on this screen provides a general estimate of the financial effectiveness of the specific matches. It is not meant to provide an accurate accounting of savings and claims.

Complete the data entry fields on the DXUS screen as follows: (If the program was not affected by the match, leave the fields blank.)

ONE MONTH SAVING: Enter an estimated one-month savings amount.

REDN/DISC: Enter "R" for reduction of benefits or "D" for discontinued eligibility in

this field.

EFFECTIVE DATE: Enter the date of the reduction or discontinued action for the case in

this field using the MM/DD/YY format. Note: The effective date can be a future date if the savings are not applicable until a future time.

CLAIM AMOUNT: Enter the **full amount** of claims established against each program in

the case as a result of actions taken in response to the match report.

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10.2.5 Disposition of IEVS Matches

IEVS matches identify apparent discrepancies between a participant's earned and unearned income information or residency status recorded on CARES compared to reliable sources of quantitative information about various income types or dual participation in other states. The worker must verify the validity or non-validity of that discrepant information. A disposition record should trigger the process of investigating and reconciling discrepant information and recording all findings and benefit savings on CARES.

Federal regulations for the W-2, Child Care, FoodShare, and Medicaid programs require states to verify and take action on the IEVS match reports within a specified time frame. **Each agency must complete disposition activity on at least 80% of all match reports within 45 days of the match run date.** The agency must have a process to monitor those match reports for which verification activity is delayed beyond 45 days after the match run date to ensure that the disposition process is completed for those reports within 90 days following the match run date.

10.2.6 Monitoring Unresolved Matches

Unresolved matches more than 45 days old are displayed by agency and by individual worker in EOS to assist workers and supervisors to identify matches that need completion.

CD90 – "DX ACTION OVERDUE BY WORKER"

CD91 - "DX ACTION OVERDUE SUMMARY BY AGENCY"

IMPORTANT INFORMATION:

Take disposition action on match reports within 45 days of the match run date. Dispositions not completed by 45 days after the match run date generate an EOS report sorted by worker alerting supervisors about overdue match dispositions.

10.2.7 DLSW - State Wage Record Match (SWICA)

The State Wage Record Match (SWICA) is a quarterly program that generates wage matches. SWICA identifies individuals for whom the amount of wages reported on CARES differs from the amount of wages reported by the State Wage Records within tolerances for the quarterly period.

A match report is generated for the workers for those individuals identified by the match to be outside the wage level tolerances. Reference Table TDVA displays the current tolerances.

The individual must have been eligible on CARES during the three calendar months of the quarter. All individuals with a participation code of XA or XC will be excluded from the match criteria by CARES.

For current SWICA matches, verify the wage data by totaling wages from all employers of an individual. Remember that SWICA data is reported quarterly and covers all wages for a three-month calendar quarter.

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The verification results are entered on DXRU, the disposition update screen. DXRU can be accessed from DXDW by using the PF14 key.

The exchange type code for the SWICA match is DLSW. For example, to obtain a listing of the SWICA match reports for a specific caseload from the month of January 2003 or later, the worker would enter the following command on any CARES screen:

NEXT TRAN: **DXRL** PARMS: /DLSW//0103

DXDW - DILHR Wage Details

DXDW – DILHR Wage Details		
DXDW	ILHR WAGE DETAILS	05/02/03 14:23 DWD052 C HAZLEWOOD
PIN: 1010101010 CLIENT NAME: PAUL E MONDAY WORKER: XXX999 ACTION: NAME RECEIVED: PAUL E. MONDAY		MATCH DATE : 04 25 03
EMPLOYER: 112682 HI IND: N WAGES THIS QTR: 4679.00		QTR: 6352.61
	WAGES FOR QUARTER 4919.00 302 3894.00 202 4768.00 102 3665.00 401	
PF13 - SAVINGS PF14 - UPDATE NEXT TRAN: PARMS: 98		

The wages shown on the DXDW screen must be verified through information obtained from the participant.

When the SWICA match is run on CARES, a broadcast message is published notifying workers to check their caseload for current matches. The SWICA match data is displayed on the Wage Details screen (DXDW).

Disposition Process:

When a match report is received for a participant, the worker must take action in the following manner:

1. Contact the participant or a third party to clarify data discrepancies. Action must be completed within 45 days of the match date, unless third party collateral evidence is outstanding.

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- 2. Update the case record with new information, if appropriate, make case comments, and do any necessary overpayments or supplements.
- 3. Indicate the action taken and record the details of the disposition on the update disposition screen (DXRU). Access disposition data on the data exchange review screen, DXRD, to determine which responses still require action.

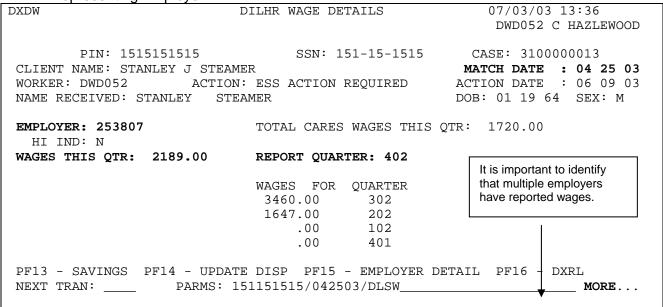
10.2.7.1 Multiple Employers

There will be only one DXRU screen for a match date requiring worker action and disposition. However, there may be multiple DXDW screens on a specific match date for the worker to review in the disposition process if there is more than one employer.

Example:

Stanley Steamer has received Medical Assistance and Food Stamps during the October through December 2002. The IM worker views the DXBM for SWICA match data on April 25, 2003 (screen prints below). Stanley is listed only once on DXRL. There are three DXDW screens showing 4th quarter 2002 wages: Employer #1 - \$2189, Employer #2 - \$400, and Employer #3 - \$1052. There is only one DXRU screen. AFEI screen for Stanley displays the only wages from Employer #1 in the amount of \$1720 for December 2002 only. The SWICA wages reported for Stanley total \$3641 for 4th quarter 2002, while the total CARES wages for the same period are entered as \$1720. This represents a difference of \$1921 (more than the \$300 current quarterly tolerance). The worker will need to request verification from Stanley of his earnings from the three employers for the months of October through December 2002, complete any benefit corrections and enter the appropriate disposition on DXRU.

DXDW representing Employer #1



Note the "MORE" at the bottom right of the screen indicating that there are wage records from more than one employer.

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DXDW representing Employer #2

DXDW DILHR WAGE DETAILS 07/03/03 13:26

DWD052 C HAZLEWOOD

PIN: 1515151515 SSN: 151-15-1515 CASE: 3100000013

CLIENT NAME: STANLEY J STEAMER

WORKER: DWD052

ACTION: ESS ACTION REQUIRED

ACTION DATE

06 09 03

NAME RECEIVED: STANLEY

STEAMER

DOB: 01 19 64 SEX: M

EMPLOYER: 539415 TOTAL CARES WAGES THIS QTR: 1720.00

HI IND: Y

WAGES THIS QTR: 400.00 REPORT QUARTER: 402

PF13 - SAVINGS PF14 - UPDATE DISP PF15 - EMPLOYER DETAIL PF16 - DXRL

NEXT TRAN: ____ PARMS: 151151515/042503/DLSW______ MORE...

Note the "MORE" at the bottom right of this screen, as well, indicating still another DXDW screen.

DXDW representing Employer #3

DXDW DILHR WAGE DETAILS 07/03/03 13:26
DWD052 C HAZLEWOOD

DND032 C IRABBNOOD

PIN: 1515151515 SSN: 151-15-1515 CASE: 3100000013

CLIENT NAME: STANLEY J STEAMER

WORKER: DWD052

ACTION: ESS ACTION REQUIRED

MATCH DATE : 04 25 03

ACTION DATE : 06 09 03

NAME RECEIVED: STAN STEAMER DOB: 01 19 64 SEX: M

EMPLOYER: 583923 TOTAL CARES WAGES THIS QTR: 1720.00

HI IND:

WAGES THIS QTR: 1052.00 REPORT QUARTER: 402

PF13 - SAVINGS PF14 - UPDATE DISP PF15 - EMPLOYER DETAIL PF16 - DXRL NEXT TRAN: ____ PARMS: 151151515/042503/DLSW______

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Information relative to all three employers need to be viewed and necessary verification gathered prior to the completion of DXRU.

DXRU - Update Disposition Details

DXRU	UPDATE DISPOSITION DETAILS	07/03/03 13:27
		DWD052 C HAZLEWOOD
	2027 151151515	
	SSN: 151151515	
1	PIN: 1515151515 NAME: STANLEY J STEAMER	
	EXCHANGE TYPE CODE: DLSW DILHR STATE WAGE MAT MATCH DATE: 04 25 03 SOURCE:	
ACT	ION CODE: WA ACTION DATE:	
CLI	ENT VERIFICATION REQUEST DATE:	
3RD	PARTY DATES REQUEST: RESPONSE:	_
FRAU	JD REFERRAL DATE: CASE REVIEW DATE:	
COMMENTS	5:	
		
NEXT TRA	AN: PARMS: 151151515/DLSW/042503	

10.2.7.2 Mismatched Social Security Numbers

Occasionally the SWICA match returns wage information related to mismatched Social Security Numbers. An SSN mismatch occurs when the verified SSN of a participant on CARES is matched with an individual who is clearly not that participant. The worker should verify the validity of the participant's SSN and determine whether or not the match information applies.

The Wage Record Correction Worksheet should be completed and faxed, mailed, or e-mailed to the CARES Match Coordinator or contact the Call Center.

See Appendix 1 for the Wage Record Correction Worksheet and Appendix 1a for the worksheet instructions.

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10.2.8 DLUC - Unemployment Compensation

Each week, on Fridays, a Data Exchange match compares UC data received from DUI with UC data in CARES. The DXDU screen displays the DUI UC information for the previous month. Based on the discrepancy identified through the system, the worker receives one of the following alerts:

- 350 UCB BEGINS
- 351 UCB BEGINS (Informational sent to the W-2 worker)
- 352 UCB POTENTIALLY ENDING
- 353 UCB POTENTIALLY ENDING (Informational sent to the W-2 worker)
- 354 UC INCREASE; INCOME > 130% FPL

See Appendix G for actions to be considered for each alert.

DXDU – DILHR Unemployment Compensation Details

DXDU	DUI UNEMPLOYMENT COMPENSATION DETAILS 10/30/03 17:41		
	DWD052 C HAZLEWOOD		
PIN:	0101010101 SSN: 654 78 9321 CASE: 1001001001		
CLIENT NAME:	TONI M PROM MATCH DATE: 10 10 03		
CLAIMANT NAME:	TONI M PROM SEX: F		
REPORT MONTH:	09 03 DUI UC IN REPORT MONTH: 405		
	CARES UC CURRENT AMOUNT: 412		
	PMT CHECK CS ICPT WAGES CHECK FIRST/		
STAT	DT AMT AMT RPTD NUMBER LAST		
339 PAID	09 30 03 21 9665605 LAST REG		
338 PAID	09 22 03 96 9559271		
337 PAID	09 15 03 96 9487653		
336 PAID	09 08 03 96 9414114		
335 PAID	09 02 03 96 9338251		
PF13 - SAVING SCREEN PF18 - UCB SUMMARY			
NEXT TRAN: PARMS: 654789321/101003/DLUC			

This screen provides actual UC benefit amounts (PAID AMOUNT field) along with date and check information. Dispositions do not need to be completed for this match. However, the worker will need to determine what actions need to be completed in CARES to ensure appropriate budgeting of the UC and other income. The matches displayed on DXRL beginning October 10, 2003, are informational only so they must be accessed with the "I" in the parms.

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Process:

When a UC alert is received, the worker will need to take the following steps:

Step 1: Access DXRL in one of the following ways:

Access all matches for an individual by:

TRAN DXRL PARMS SSN//I

Or access all DLUC matches for a worker

TRAN DXRL PARMS /DLUC/I/MMYY

On DXRL, select the match data to be viewed and press <ENTER> to view

the DXDU screen.

Step 2: Determine the appropriate budgeting of UC and any other income. Use DXSU,

DXQU, and DXQB for detail information. DXSU may be accessed directly from

DXDU using the PF18 key.

Step 3: Enter necessary changes on AFUI and any other related screens according to

prospective budgeting policy. Run SFED/X.

Step 4: Enter case comments.

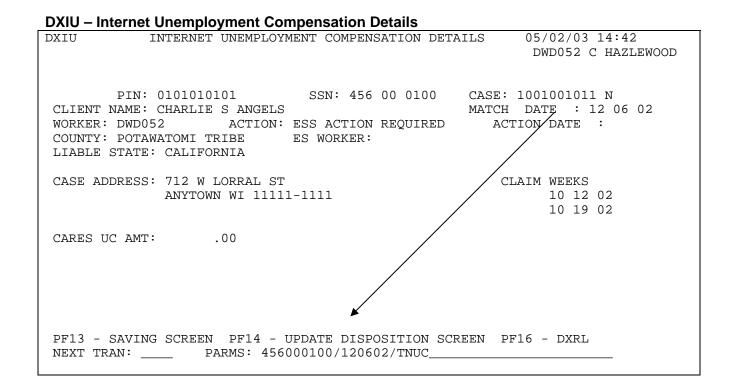
IMPORTANT INFORMATION:

Workers may need to verify other changes that may have occurred in the case. For example, receipt of Unemployment Compensation may mean that earned income data needs to be verified, as well.

10.2.9 TNUC – Internet (Interstate) Unemployment Compensation

The Internet (Interstate) Unemployment Compensation (UC) match is a process comparing all CARES adult participants against a national database of people receiving unemployment compensation benefits from other states.

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These matches indicate that individuals in a case may be or may have been receiving unemployment insurance payments from another state that are not recorded on CARES.

When the monthly match occurs, broadcast message will be posted. Alert 342 - "INTERNET UCB DATA/SEE DXIU" will display on CMWA and the worker will be required to complete the disposition screen, DXRU.

Process:

Complete the following steps when the Alert 342 - "INTERNET UCB DATA/SEE DXIU" is displayed.

- Access the match on DXRL and select the DXIU match. Step 1:
- Review the case record to determine if the indicated discrepancy is already known to Step 2:
 - CARES or is inconsequential to the case.
- If unreported UC payments have occurred, request necessary verification with the Step 3: indicated other "liable" state. See Appendix B and C for contact and form letter.
- Step 4: Code DXRU with "TP" (Third Party Request).
- Step 5: After verification is received, make necessary changes to CARES, complete any
 - necessary overpayments, and code DXRU as "CO" (complete).

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10.2.9.1 Verification Procedure

EOS report, CD70, provides a summary listing of all TNUC matches in a match run. Each page of the report provides a listing of all matches with a specific liable state for a worker's caseload. Workers may block out matches that do not require verification and send the edited report forms to the other states under a cover letter requesting verification documentation. Each report page includes a return address to the worker.

See Appendix B for Interstate Unemployment Insurance Contact List

See Appendix C for the sample Interstate Unemployment Insurance (TNUC) Transmittal Form Letter.

If agencies learn that contact individuals have changed, please contact the Call Center at carpolcc@dhfs.state.wi.us.

10.2.10 IRUI - IRS Unearned Income Match

Screen DXUI displays unearned income information from the IRS.

This screen is subject to IRS safeguard requirements.

DXUI – Unearned Income Details	
DXUI UNEARNED INCOME DETAILS	05/21/98 14:49
•	XWI464 W VOGEL
PIN: 3223264111 SSN: 153337777	CASE: 9410432599
CLIENT NAME: ANNIE G LUDLOW	MATCH DATE: 07 14 98
WORKER: XWI464 ACTION: ESS ACTION REQUIRED	ACTION DATE: 07 30 98
PAYOR-1: FIRSTAR BANK MADISON N.A. PAYOR-2:	TAX YEAR: 96
PAYOR ADDRESS: P O BOX 7900	
MADISON WI 53707	
PAYEE-1: ANNIE G LUDLOW PAYEE-2:	CASE TYPE: 010
PAYEE ADDRESS: 6655 TREE DR MADISON WI 53755 0000	
DOCUMENT TYPE: 1099-INT	
INCOME TYPE: INTEREST EARNINGS - INDIVIDUAL PAYEE ACCOUNT NUMBER: 0032255GG003338888111	INCOME AMOUNT: \$269.00
PAYEE ACCOUNT NUMBER: 0032255GG003338888111 PF13 - SAVING SCREEN PF14 - UPDATE DISPOSITIONEXT TRAN: PARMS: 153337777/071497/IRO	

Only the worker responsible for the case and the supervisor will be able to view this match.

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The IRS Unearned Income Match compares information on CARES to the most recent IRS Form 1099 tax reports (i.e., rents, interests, annuities, pensions, gambling winnings, and payments received as a subcontractor). A match results when the difference between the unearned income reported on CARES and income reported on IRS form 1099 is outside a predetermined tolerance amount. See Reference Table TDVA for the current tolerance amounts.

The IRS Unearned Income Match does not usually verify *current* income or assets for a case. It usually indicates income sources or assets owned by the participant in the *past* that may be or may have been available to the recipient. The data from the IRS files may be 8 to 30 months old at match run time, since income tax returns are generally filed four months (April 15) following the end of tax year.

IMPORTANT INFORMATION:

A match run in August 2003 would compare August 2003 recipient data against Tax Year 2002 data. The actual reported income could have been received as far back as January 2002. The initial match would be available for display on CARES in August 2003.

The match can be particularly useful is for identifying possible unreported assets owned by individuals in nursing homes.

Example:

A Form 1099 from an out-of-state bank indicating that a significant interest payment was made to the recipient's account sometime in 2000 would show that the participant had significant savings assets no later than January 2000 and that those assets may still exist. If the agency was unaware of the existence of the account prior to the match, the agency should verify that the account is closed. The agency should also verify that the funds in that account were not improperly divested in anticipation of the participant's Medicaid application for nursing home assistance.

Process:

Complete the following process when broadcast message "IRS UNEARNED INCM MATCH PROCESSED-EXCHANGE TYPE: IRUI" is displayed.

- Step 1: Tran to DXRL and select one IRUI match.
- Step 2: Review the information presented on IRUI. Identify whether or not the participant received benefits during the year of the match and, if so, whether or not the information would have affected the case.
- Step 3: If the case might have been affected, request necessary verification from the participant and code DXRU with "CL" (client verification).
- Step 4: When verification is received, complete necessary case corrections and overpayments and code DXRU as "CO".

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10.2.11 SSBX - SSA Benefit Match

The SSA Benefit Match displays Social Security benefits received by the individual.

DXSA - SSA Benefit Details - Part I

DXSA SSA BENEF	TT DETATIC DART-T	06/05/03 15:06
DADA DENEF.	TI DEIVIDO EVVI-I	00/03/03 13:00
	DENVEY	DWD052 C HAZLEWOOD
		111111 CARES SSA: 735.00
CLIENT NAME: JANICE J JACKSON		MATCH DATE: 05 22 2003
WORKER: XXX000 ACTION	: ESS ACTION REQUI	RED ACTION DATE:
		DOB: 06 03 1963 SEX: M
SSA CLAIM NUM: 333000000A	COMMUNICATION (CD: MATCHED
		DOD:
CURRENT ENTL MM: 061981 BEN	EFIT PAYMENT DT: 0!	52003 PAYMENT STATUS: CP
GROSS BEN AMT: 735.00	NET BEN AMOUNT:	735.00 SUSP/TERM DT:
***** MEDIO	CARE *****	
PART-A	PART-B	** OVERPAYMENT DEDUCTION ** AMOUNT: .00
ELIGIBILITY: E	Y	AMOUNT: .00
ENTITLEMENT DT: 061983	061983	END DT:
TERMINATION DT:		
3RD PARTY END DT: 061983	072001	DIRECT DEPOSIT CODE: C
PREMIUM: .00	58.70	TRIP ENTMT:
PAYOR:	520	CROSS REF:
PF13-DXUS PF14-DXRU PF1	5-DXSX PF16-DXR	L PF17-PART II PF18-DXSN
NEXT TRAN: PARMS: 33		

The SSA Benefit Match (BENDEX) is run monthly to report differences between the SSA Retirement, Survivors, and Disability Insurance benefits.

DXSA is the SSA Benefit Details Part-I screen. This screen indicates the individual who is receiving the benefits and identifies the SSN under which SSA benefits are filed (SSA CLAIM NUM field). The digits or characters following the SSA Claim Number are the BIC code, and indicate the SSN against which benefits are being claimed. BIC values are listed in Reference Table TDBI. Use the PF8 key to view older data on this screen.

The CARES SSA field shows the amount of social security benefit as shown on AFUI. The PAYMENT STATUS field indicates the SSA payment status for this beneficiary. The codes are found in Reference Table TDBP.

Reminder:

As with most CARES screens, using the PF1 key will provide screen help to assist in understanding specific fields and to provide additional information.

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The DXSA screen also provides details on the status of the individual's entitlement to Medicare Part-A and Part-B benefits. The OVERPAYMENT DEDUCTION AMOUNT field provides the amount that is deducted from the individual's social security benefit due to an overpayment. The date (END DT) when this deduction will end is also shown. Overpayment information is only provided when this screen is used for the BENDEX match. Overpayments do not display when DXSA is requested on SOLQ and WTPY queries.

The PF17 key from DXSA will access the SSA Benefit Details Part-II (DXSB) screen, if there is history information available. See Section 10.1.4.2 for details on screen DXSB.

DXSA also displays data on dual and triple entitlement information. See Section 10.1.4.1, for more information on dual and triple entitlement.

Process:

Complete the following steps when the broadcast message "BENDEX EXCHANGE PROCESSED-EXCHANGE TYPE: SSBX" is displayed on DXBM.

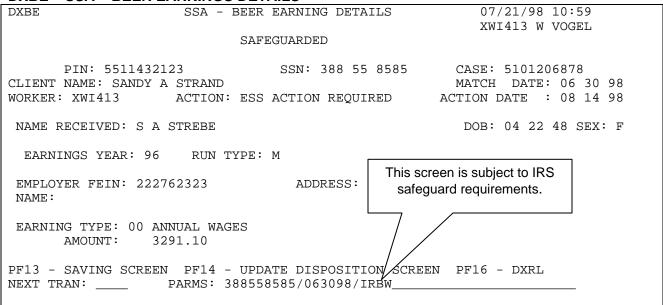
- Step 1: Tran to DXRL with /SSBX//exchange date in the PARMS. If the worker has no SSBX matches, error message "701 No Data found for Tran/Parms entered". If DXRL displays, select one of the matches, press <ENTER>.
- Step 2: Compare the benefit currently recorded in CARES with the current amount displayed on DXSA. Make any necessary corrections in CARES, run SFED/EX, and confirm benefits.
- Step 3: Return to DXRL and select the match. From DXSA, press PF14 to DXRU and complete the disposition.

10.2.12 IRBW - SSA Beer Wage Match

The BENDEX Earnings and Exchange Record (BEER) Wage Match is a monthly IEVS match program comparing an individual's reported wages and earned income on CARES against annual wages reported via IRS Income Tax Returns. The match reports wages paid by employers that do not report to the Wisconsin wage information database maintained by the Division of Unemployment Insurance. The Social Security Administration holds that tax data for IRS.

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DXBE - SSA - BEER EARNINGS DETAILS



The DXBE screen displays the BEER details received from SSA. The BEER data represents annual income reported up to four months after the end of the tax year and recorded on the database several months later. As with the IRS Unearned Income Match, the BEER data is approximately 8 to 30 months old at the match run date. The reliability of the BEER data match as an indicator of current unreported income is much lower than the SWICA match.

Process:

Complete the following steps when broadcast message "SSA BEER WAGE MATCH PROCESSED-EXCHANGE TYPE: IRBW" is displayed indicating that a BEER Wage Match run has occurred.

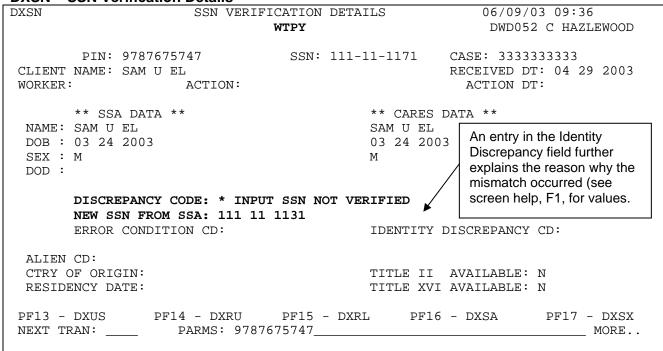
- Step 1: Access the DXRL screen using the SSN, match date, and exchange code IRBW in the PARMS to obtain a list of BEER match reports.
- Step 2: Use the DXBE screen to get the name and address of the employer to verify the match data. If the screen only provides the FEIN and not the employer name or address, contact the Match Coordinator to get the employer information. Identify the case number (or SSN), client name, match date and FEIN.
- Step 3: Request necessary verifications. Update CARES case accordingly. Do necessary overpayments. Document actions in Case Comments.
- Step 4: Complete the disposition process on DXRU.

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10.2.13 SSWS - SSN Verification Details

CARES runs a nightly batch request for SSN verifications using the WTPY process. Verification responses are returned on-line from SSA within 48 hours. When verification is completed, a "V" verification code will be entered by CARES on ANID. When the SSN cannot be automatically verified, the worker is required to intervene.

DXSN - SSN Verification Details



The SSN verification field where a "C," "E," "W" or "X" is entered is displayed on screen ANID. Verification of "C," "E," and "W" will result in a verification request being sent. An "X" means the person is a member of the household but not included in the assistance group or is not a deemer, and thus, is excluded from the match process. SSN verification takes place for new applicants, individuals with multiple SSNs, people with a new or changed SSN, or when the NAME, DOB (date of birth) or SEX field is updated on ANID.

SSN's can also be verified by making a specific WTPY exchange request through screen DXRQ or through the SOLQ process.

Process:

Workers are notified of an SSN verification match by the following broadcast message and alert. "SSN VERIFICATION PROCESSED-EXCHANGE TYPE: SSWS" Alert 124, (Wrong SSN, Name or DOB/See DXSN)

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Complete the following steps to resolve an SSN verification match:

Step 1: Correct the data on ANID. The record will then be resent and the SSN verified.

When an incorrect name, DOB or SSN is corrected an alias is added to AIAL and results in alert 048 (Alias SSN Added) to the worker. If the SSN is again not verified,

repeat step 1.

Step 2: After verification, check the AIAL (AKA Names/SSN Registration) screen to

determine if incorrect aliases remain. Access AIAL with the case number or /PIN in

the PARMS.

IMPORTANT INFORMATION:

If there is an alias that is the obvious result of a typing error, delete it

The TITLE II AVAILABLE field indicates the status of social security benefit information. The TITLE XVI AVAILABLE field indicates the status of SSI benefit information.

10.2.14 SSBC - Bendex Conflict Match

The Bendex Conflict match compares the SSN's of individuals on CARES against a Social Security Administration database of SSN's for individuals receiving public assistance benefits in all other states.

DXSA - SSA Benefit Details - Part I

DXSA SSA BENEFI	IT DETAILS PART-I	05/02/03 16:34		
BENDEX CONFLICT DWD052 C HAZLEWOOD				
PIN: 444444444 SSN: 444-44-	-4444 CASE: 14141	41414 CARES SSA: 476.00		
CLIENT NAME: ROSALIE M GLASSMA	/N	MATCH DATE: 04 17 2003		
WORKER: XXX999 ACTION:	ESS ACTION REQUIR	ED ACTION DATE:		
NAME RECEIVED: ROSALIE M GLASS	SMAN	DOB: 08 12 1942 SEX: F		
SSA CLAIM NUM: 44444444A	COMMUNICATION C	D: CF 050 CALIFORNIA		
		DOD:		
CURRENT ENTL MM: 051981 BENE	EFIT PAYMENT DT: 04	2003 PAYMENT STATUS: CP		
GROSS BEN AMT: 476.00 ***** MEDIC		476.00 SUSP/TERM DT:		
DADA A		** OVEDDAVMENT DEDUCTION **		
PARI-A	PAKI-B	** OVERPAYMENT DEDUCTION ** AMOUNT: .00		
	051983	END DT:		
TERMINATION DT:				
3RD PARTY BEG DT:	111997	DIRECT DEPOSIT CODE: C		
3RD PARTY END DT:		DUAL ENTMT:		
PREMIUM: .00	58.70	TRIP ENTMT:		
PAYOR:	520			
PF13-DXUS PF14-DXRU PF15	5-DXSX PF16-DXRL	PF17-PART II PF18-DXSN		
NEXT TRAN: PARMS: 444444444/041703/SSBC				

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A disposition record resulting from this match indicates that the individual may be or may have been receiving public assistance in another state. The match data is displayed on screen DXSA with the title "BENDEX CONFLICT". The name of the other state is posted in the Communication field.

Workers are notified that a BENDEX Conflict match has been run by the following broadcast message:

BENDEX EXCHANGE PROCESSED - EXCHANGE TYPE: SSBX

In addition to checking DXRL with match type SSBX for regular BENDEX disposition records, workers should check DXRL with match type SSBC for BENDEX Conflict dispositions. If there are any SSBC matches shown, the worker should print the form created in EOS report CD71 for their clients listed on DXRL. This form contains recipient and worker details and can be sent to the named state for verification information.

IMPORTANT INFORMATION:

This is the same message that announces that the monthly BENDEX match has been run. In addition to checking DXRL with match type SSBX, workers must check DXRL with match type SSBC, then access EOS Report CD71 for the SSBC match verification information.

Process:

Complete the following steps to resolve the disposition of the match:

- Step 1: Access EOS Report CD71 for a listing of all BENDEX Conflict (SSBC) matches in a match run organized in alphabetical order by county, by worker, and by other state.
- Step 2: Review the record to see if the indicated conflict is already known to CARES or is inconsequential to the case. If no further action is necessary, complete DXRU with the appropriate code and document in Case Comments.
- Step 3: If the review indicates that dual participation may have occurred, obtain verification from the other state.

To assist in the verification with other states, each page of EOS Report CD71 is a verification form for a specific match. Send the verification form to the "other state" under a cover letter requesting verification documentation.

Step 4: When documentation is received from the "other state", enter necessary case corrections, calculate appropriate overpayment, and document in Case Comments.

See Appendix D for BENDEX Conflict Contact List for Data Exchange SSBC.

See Appendix E for BENDEX Conflict (SSBC) Transmittal Form Letter.

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10.3.0 AUTOMATED DATA EXCHANGE UPDATES

Auto updates occur in CARES with some data exchange files when information in the DX file is new or changed. In the auto-update process, the appropriate information is entered directly into CARES fields and disposition records are not created for worker completion. For example, Federal SSI payment information from SSA, and State SSI and SSI-E payment information from EDS will automatically populate fields on AFEQ, AFUI and AFDU on a weekly basis each Saturday if the data is new or contains changed information for the individual.

10.3.1 SSI Benefit Screen

The weekly State Data Exchange (SDX/SSI) process with the Social Security Administration generates automatic CARES system updates to SSI eligibility and unearned income fields in CARES. The information received by CARES from this data exchange source is considered verified upon receipt.

10.3.1.1 System Entries (Auto Update)

Federal SSI, State SSI, and SSI-E payment information from the Medical Assistance fiscal agent is automatically populated into fields on AFUQ, AFUI, and AFDU whenever there has been a change in SSI eligibility or in any of the SSI benefit amounts or recoupment amounts. This process also automatically updates CARES Benefits Received screens ANBR and ANBC. Automatically updated data will be identified with a verification code of "DX".

AFUI	UNEARNED INCOME	06/16/03 15:11
CASE: 9111111111 LAST UPDATED: 01 04 03	WORKER: XXX9	999 DWD052 C HAZLEWOOD
LAST UPDATED: 01 04 03	CASE STATUS: OPEN	CASE MODE: ONGOING
UNEARN INCOME TYPES :		
NUM: 01 NAME: DENNY	G DAWG SS	SN: 181 81 8181
DC: BEGIN MMYY: 0103	END MMYY:	
SEQ		
NUM: 003 INCOME TYPE: SISS S	TATE SUPPL SECURITY INCOME	l <mark>VR: DX</mark>
INCOME BEGIN DATE: 01 0	1 00 INCOME END	DATE:
	DATE LOSS OF INCOME REPO	
FREQUENCY PERIOD: M MO		
NUMBER OF PAYS: 1	SSIE EXPE	INSES: .00
INCOME AVAILABLE: Y	SSIE EXPE FFU CS DISREGARD	.00
MONTHLY AMOUNT:	83.78 CURRENT DISREGARD	.00 TMA C
·	SSA COLA/DAC DISREGARD	.00
	INDIVIDUALS	
01 DENNY G (PP) 06 HONE	Y G (DAU) 02 HALLY G (S	GON) 03 DESIR G (DAU)
04 MEL G (DAU) 05 MICHE	G (SON)	
PF18-ACCC PF20-AFDU		
NEXT TRAN: PARMS: 9	111111111	MORE

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	05/15/02 15:11				
AFDU DETAILED UNEA	ARNED INCOME 06/16/03 15:11				
CASE: 9111111111	WORKER: XXX999 XOU114 C HAZLEWOOD				
LAST UPDATED: 01 04 03	CASE STATUS: OPEN CASE MODE: ONGOING				
NUM: 01 NAME: DENNY G	DAWG SSN: 181 81 8181				
BEGIN MMYY: 0103 END MMYY:					
	SUPPL SECURITY INCOME				
PAY FREQUENCY: M MONTH					
a a	CURRENT DISREGARD AMOUNT:				
NUMBER OF PAIDAIS. I					
	SSA COLA/DAC DISREGARD AMOUNT:				
	SSIE EXPENSES: VR:				
PAYMENT DATE	GROSS INCOME AMOUNT VR				
01 01 03	83.78 DX				
					
					
					
					
					
					
COMMENT :					
PRESS ENTER TO RETURN TO UNEARNED INCOME SCREEN					

AFUI	UNEARNED INCOME	06/16/03 15:09			
CASE: 9111111111 LAST UPDATED: 01 04 03	WORKER:	XXX999 XOU114 C HAZLE	CWOOD		
LAST UPDATED: 01 04 03	CASE STATUS:	OPEN CASE MODE: ONGOI	NG		
UNEARN INCOME TYPES :					
ONDAKI INCOME IIIED .					
NUM: 01 NAME: DENNY	C DAMC	SSN: 181 81 8181			
NOM: OI NAME: DENNI	G DAWG	2211. 101 01 0101			
0100					
DC: BEGIN MMYY : 0103	END MMYY:				
SEQ					
NUM: 001 INCOME TYPE: SI	SUPPLEMENTAL SECURITY	INCOME VR: DX			
INCOME BEGIN DATE: 01	01 00 INCOME	END DATE:			
INCOME DISCONTINUED: N DATE LOSS OF INCOME REPORTED:					
FREQUENCY PERIOD: M M					
~		EADENGES. UU			
INCOME AVAILABLE: V	SSIE FFU CS DISRE	EAPENSES00			
	552.00 CURRENT DISRE				
	SSA COLA/DAC DISRE				
	INDIVIDUALS				
01 DENNY G (PP) 06 HON			DAU)		
04 MILLI G (DAU) 05 MIC	HE G (SON)				
PF18-ACCC PF20-AFDU	- ()				
NEXT TRAN: PARMS:	011111111				
NEXT TRAN PARMS:	9111111111				

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AFDU DETAILED	UNEARNED INCOME	06/16/03 15:09
CASE: 9111111111	WORKER: XXX999	XOU114 C HAZLEWOOD
LAST UPDATED: 01 04 03	CASE STATUS: OPEN	CASE MODE: ONGOING
NUM: 01 NAME: DENNY	G DAWG SSN:	
	0 211110	101 01 0101
BEGIN MMYY : 0103 END MMY	7:	
SEO NUM: 1 INCOME TYPE: SUI		
~		A MALINITI •
~	MONTHLY FFU CS DISREGARD	
NUMBER OF PAYDAYS: 1	CURRENT DISREGARD	
	SSA COLA/DAC DISREGARD	AMOUNT:
	SSIE EXPENSES:	VR:
PAYMENT DATE	GROSS INCOME AMOUNT	VR
01 01 03	552.00	DX
		
_		
		
		
 		
COMMENT :		
PRESS ENTER TO RETURN TO UNEA	ARNED INCOME SCREEN	

The SSI LTR, SSI PMT and BEGIN MMYY fields are automatically updated on screen **ANBR** whenever new information or a change is received from the data exchange match.

The BEGIN MMYY and SSI 1619b payment fields are automatically updated on **ANBC**. The BEGIN MMYY reflects the date of the change and may be one or two months into the future.

"Y" is entered by the system for SUPPL SECURITY INCOME on **AFUQ** when SSI data is entered on **AFUI**. The "Y" will never be changed to "N" by the system.

10.3.1.2 Process Worker Entries

Certain case data must be entered by the worker to ensure case accuracy.

10.3.1.2.1 Unreported SSI Eligibility

In cases where SSI eligibility or income has not been reported, the WTPY cross match will generate Alert 242, "SSI VERIFIED/SEE DXSX".

Workers must take immediate action on this alert by checking DXSX and entering the appropriate information on screens ANBR, ANBC, AFUI, AFDU, and ANID. This information will go through the automatic update process the following week.

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DXSX – SSA State Data Exchange (SDX) – Part I

The DXSX screen displays two columns of payment information. The first column reflects current payment amounts and the second column contains future eligibility. In addition, a field for the SSIE amount is shown.

10.3.1.2.2 Disability Information

For FS recipients under age 60, it is important to update screen ANDI for an individual when SSI is beginning or ending.

When SSI eligibility begins for an individual, alert 058 "New SSI elig – update ANDI" will be displayed.

When SSI eligibility ends for an individual, alert 255 "SSI ending – update ANDI" will be generated.

Both of these alerts are generated based on the auto-population of the SSI PMT and SSI LTR fields on screen ANBR, or the auto-population of the SSI 1619(b) field on screen ANBC.

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10.3.1.2.3 Information Only Alert

In situations where SSI eligibility is not changed, but the SSI payment and/or recoupment amounts are auto-updated, alert 319 "FYI – SSI amt/recoup updated" will be sent. These cases are triggered to automatically run ED/BC at adverse action unless the eligibility worker runs SFED or SFEX and confirms the case earlier.

CARES is not programmed to trigger all cases to automatically run ED/BC at adverse action. These cases are displayed on EOS report C307 - the adverse action exception report. If the eligibility worker does not run SFED/SFEX and confirm eligibility for these cases prior to adverse action, eligibility for the recurring month will need to be determined by running SFED/SFEX with dates and supplementing or creating overpayment claims as appropriate based on the correct eligibility determination for the month. The eligibility worker must also check AGOR to ensure that the correct FS certification period has been set for these cases.

These types of cases include:

- 1. Cases with overrides
- 2. Cases where a person add or deletion has occurred and the new AG has not been confirmed
- 3. FS cases that have been closed less than 30 days (to prevent FS "pop-opens")

Triggers and alerts are not generated for a change that is less than one whole dollar.

10.3.1.2.4 SSI Application Notice to W-2 Workers

Alert 267 "New SSI Applic Info – See DXSX" is generated for W2 workers indicating the individual is in pending application status for SSI and is receiving a W2 payment.

A second screen, SSA State Data Exchange Part–II (DXSY), can be accessed by using the PF18 key on DXSX if there is history information available. See Section 10.1.5.1 for more information on DXSY.

IMPORTANT INFORMATION:

Information regarding the fields contained on each screen is found on the Help screens (PF1).

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10.3.2 New Hire/Employer Verification Auto Update

AFEI/AFWG are automatically updated through the data exchange process weekly when New Hire information is identified for an individual, when the worker requests appropriate employer verification, and when BadgerCare earnings or access to health insurance verification conditions occur. Employer information entered in CARES for each individual is compared with New Hire information received from DUI. A cover letter and an employment and/or health insurance verification form(s) are sent to the customer and an alert is generated for the worker.

10.3.2.1 Earned Income Screen Entered Automatically

If an individual is found with new hire information, CARES checks AFEI. If employment exists on AFEI with no Federal Employer Identification Number (FEIN) or the FEIN does not match, the first five characters of the employer name are compared to the new hire data. If these characters match, CARES considers this the same employer and the FEIN is entered for this employer. A new AFEI screen is not created. No other changes are made to AFEI and no other action is taken in CARES.

The AFEI/AFWG auto update process occurs only when **all** of the following conditions are met for the individual.

- There is a 100% match on verified primary SSN
- There is a 100% match on DOB or if two of three data elements match: month, day, year
- There is a 100% match on last name or if hyphenated last name, either name must match the information from DUI. (This process excludes special characters, prefixes, and suffixes.)
- The individual is in an open, pending or a case closed for less than a calendar month. The case must be in ongoing status.
- The individual has a valid participation status (other than XA or XC) in an open AG.

The auto update process enters the begin month with the hire date and year, the employer name, address, and FEIN, and the employment begin date. An "A" for auto update is entered in the employment type and pay frequency fields. A "Q?" is entered for the employment type verification.

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AFEI – Employment Information		
AFEI	EMPLOYMENT 08/31/04 16:58	
CASE: 0101010101	WORKER: XXX000 DWD052 C HAZLEWOO	D
LAST UPDATED: 07 23 04	WORKER: XXX000 DWD052 C HAZLEWOO CASE STATUS: OPEN CASE MODE: ONGOING	
NUM: 02 NAME: KATHIE	BUGGETIER SSN: 295-55-9595	
DC: BEGIN MMYY: 0704		
SEO NUM: 001 WI EMP NUM:	FEIN: 391641325	
EMPLOYER NAME:	CURMEK ENTERPRISES INC PHONE:	
	DBA BURGER KING NO 3790 FAX:	
	WAUKESHA STATE: WI ZIP: 531885400	
	EMPLOYMENT TYPE: A VR: Q?	
EMPLOYMENT BEGIN DATE:	07 02 04 VR: Q? FIRST PAYCHK DT:	
EMPL ENDED: N EMP END DT:	VR: LAST PAYCHK DT: VR:	
PAY FREQ: A AUTO UPDATE O	VR: STK END DT: VR: VR MON HOURS: 0 TJB SUBSIDY:	
INKIND INC: .00 O	VR MON MA AMT: .00 OVR MON CONV AMT: .0	0 (
	VR DT: BC HI VR: ? BC HI VR DT:	
	EVF-H SIGNATURE : S EMPLOYER REFUSAL: _	
	INDIVIDUALS	
01 DANNY S (PP) 02 KA	THI S (DAU)	
-	PF23-AFAC PF24-REDETERMINE HIPP	
NEXT TRAN: PARMS:	0101010101/1010101010	

The Override MA Amt and Override Converted Amt are entered on AFWG as 0.00 with a verification code of Q? in the auto update process.

AFWG - Detailed Wage Information

AFWG	DETAILED WAGE IN	ICOME	08/31/04 16:59
CASE: 0101010101	V	ORKER: XXX000	DWD052 C HAZLEWOOD
LAST UPDATED: 07 23 04	CASE S	STATUS: OPEN	CASE MODE: ONGOING
NUM: 02 NAME: KATHIE	BUGGETIER	SSN:	295-55-9595
BEGIN MMYY: 0704 END MM			CURMEK ENTERPRISES I
SEQ NUM: 1 EMPLOYMENT TY	PE: AUTO UP	PAY FREQUENCY:	A AUTO UPDATE
RATE/ HR TYPE AVG H	RS/ PPD VR	TOTAL/ PPD	
			
			
			
MONTHLY IN-KIND AMT:	VR:		
MONTHLY MA AMT:		THLY CONVERTED A	AMT:
			AMT: 0.00 VR: ?_
TOTAL HOURS:	21 21 21	OVERRIDE HO	
COMMENT:			
PRESS ENTER TO VIEW THE MON	THLY AMOUNT THEN	PRESS ENTER TO	O RETURN TO AFEI

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Alert 318 (FYI – NEW DATA ON DXDN/AFEI) is generated for the worker when New Hire information has been entered.

To pend the case, the worker must run SFED/X. When the verification is due, the worker enters the appropriate verification codes depending on whether or not the verification was received. When there is an "A" entry for auto population, the worker must update that to change the verification code.

10.3.2.2 Employer Verification Forms

After the auto update takes place, CARES sends a cover letter and employment verification form (EVF-E) and/or health insurance verification form (EVF-H) to the customer. The customer is instructed to take the verification form(s) to the employer for completion and return the form(s) within 10 days to EDS at the address listed on the form.

A separate employment/health insurance form is generated for each employer identified for which verification is required.

10.3.2.2.1 Employer Verification of Earnings (EVF-E)

The EVF-E will collect information relative to employment and wages. The initial request is generated by CARES. In the event that the client requires a duplicate form, the worker may request the form on CNHS. The form may not be printed locally. The worker can also trigger a new form by re-running SFED/X, but this may require that the verification due date be extended.

10.3.2.2.2 Employer Verification of Health Insurance (EVF-H)

The EVF-H is generated whenever verification of health insurance coverage or access must be collected in order to determine eligibility for BadgerCare.

10.3.2.3 Verification Data Auto Update

When the verification forms are returned to EDS, the forms are scanned and an electronic image of the form is stored in the Electronic Case File (ECF). If no inconsistencies are found, the data is entered through a "data stream" on AFEI/AFWG/AFAC and updates to INEI are made with alerts to notify the worker. If the electronic validation process identifies inconsistencies, the verification forms are viewed manually, corrected if possible, and the data is entered into the data stream to be entered in CARES. The data stream consists of all of the information from the EVF that CARES needs for processing of employment and health insurance information.

If other documents are sent in with the EVF, the documents will be forwarded to the county worker with a cover letter indicating the date the document was sent, the applicant/recipient's name and CARES case number and a description of the documents enclosed. Also, since only the front of the form will be scanned, if something is written on the back, EDS will copy the back and mail it to the county worker for the case.

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If the form is for a confidential case, the worker needs to contact EDS at 608-222-4746 x 3100 to have a copy of the form faxed to the local agency.

In the event that verification forms are sent to the worker, rather than to EDS, the worker may enter the appropriate data into CARES and run SFED/EX.

If verification is not returned timely, the worker must enter NV or QV codes and run SFED/X to close the AGs.

10.3.2.3.1 Auto-population Alerts

After auto-population occurs, alerts are sent to workers regarding the results of the auto-population process, and indicating the appropriate worker action. (See Appendix G for a listing of DX alerts and worker actions required.)

In all instances, the worker needs to run SFED/X and confirm eligibility for the case.

Alert #357 – VERIF DATA AUTO POPULATED (Verification Data Auto Populated) This alert is sent to the primary worker for the case when auto population has been successful. The worker can select the alert and TRAN to AFEI. The worker must run SFED/X to confirm the eligibility.

Alert #359 – VER DATA AP, COVERG INFO RECD (Verification Data Auto Populated, Coverage Information Received)

This alert notifies the worker that the EVF-H was returned indicating that the employer indicated on the form that the family has insurance coverage through the employer, CARES will auto-populate data from the returned EVF-H onto AFAC.

Alert #360 VER DATA AP, NO SIGNATURE (Verification Data Auto Populated, Additional Information on Form)

This notifies the worker that the employer or client has written "extra" information on the front of the EVF that could not be captured and sent to CARES. Data from the EVF is auto-populated into CARES.

Alert #363 VER DATA AP, NO SIGNATURE (Verification Data Auto Populated, No Employer Signature)

When the EVF-E/EVF-H is missing the employer's signature, CARES will auto-populate data from the form to the appropriate screen(s) and send this alert.

Alert #364 VER DATA AP, NO WAGE EMP INFO (Verification Data Auto Populated, No Wage/Employment Information)

This alert is generated when the top portion of the EVF-E has not been completed or has been left blank. Data from the bottom of the form has been auto-populated in CARES.

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Alert #362 VER DATA AP, CLOSED < 30 DAYS (Verification Data Auto Populated, Case Closed less than 30 Days)

An EVF-E and/or EVF-H has been received for a case that has closed in all programs and has been closed less than one calendar month. Data is auto-populated into CARES, but the worker must reactivate the case, run SFED/X, and confirm appropriate benefits for MA, BC, CC, or W-2. FoodShare cannot be opened until a new application has been received.

NOTE ON UPDATES FOR CASES CLOSED **MORE** THAN ONE CALENDAR MONTH:

If EVF-E or EVF-H has been received for a case, with all programs closed for more than one calendar month, CARES will still auto-populate data from the EVF-E and/or EVF-H, but no alert will be sent to the worker and no action needs to be taken.

10.3.2.3.2 Inbox Data Stream Screens

CARES accepts the data from the data stream and stores it on screens in the Inbox subsystem. Data stored on the inbox screens may not be altered, only viewed.

10.3.2.3.2.1 INEI – Employer Verification

INEI displays overall information about the EVF issuance, receipt, and success of data population. Workers can use this screen to view and track information about the EVF form itself, and to review any data population exceptions as indicate by the EVF alerts.

INEI – Employer Verification

INEI EMPLOYER	VERIFICATION	09/03/04 14:03
CASE: 0101010101 LAST UPDATED: 08 31 04	WORKER: XXX000	DWD052 C HAZLEWOOD
LAST UPDATED: 08 31 04	CASE STATUS: OPEN	CASE MODE: ONGOING
NUM: 01 NAME: DON	J BROWN	SSN: 111 11 1111
SEQ NUM: 005 EMPLOYER NAME: EZ		FEIN:
VERIFICATION FOR (E-EMP/H-INS/H	B-BOTH): B CREA	ATED BY: CARES
WAGE FORM TRIGGERED DATE: 08	23 04 INS FORM TRIGGER	ED DATE: 08 23 04_
WAGE VERIFICATION DUE DATE: 09	02 04 INS VERIFICATION	DUE DATE: 09 02 04_
WAGE VERF RECEIVED DATE: 08	31 04 INS VERF RECEIVED	D DATE: 08 31 04_
WAGE INFO AUTO-POPULATED: E	INS INFO AUTO-POR	PULATED: Y
WAGE EXCEPTIONS: WAGE INFO COMPARED S	PLETED BY THE EMPLOYER IS I	INVALID
INS EXCEPTIONS:		
PF20-INWG PF21-INAC NEXT TRAN: PARMS: 010	1010101	

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VERIFICATION FOR (E-EMP/H-INS/B-BOTH): Values are E, H, or B. This field indicates from which form the information was received.

CREATED BY: CARES

Defaults to CARES when auto-populated.

WAGE FORM TRIGGERED DATE: and INS FORM TRIGGERED DATE:

This is the date the verification was requested.

WAGE VERIFICATION DUE DATE: and INS VERIFICATION DUE DATE:

This is the date the verification was due.

WAGE VERF RECEIVED DATE: and INS VERF RECEIVED DATE:

This is the date the verification was received.

WAGE INFO AUTO-POPULATED: and INS INFO AUTO-POPULATED:

"E" indicates that an exception to the auto population process occurred, although some information may have been auto populated to the appropriate screens.

"Y" indicates the information was successfully auto-populated.

"N" indicates no information was auto-populated.

WAGE and INS EXCEPTIONS:

The exception reasons that the data did not auto populate are listed here.

10.3.2.3.2.2 INWG – Detailed Wage Information

INWG reflects specific data about employment as received on the EVF. The data relates to data gathered on AFWG. The screen may only be accessed by PF20 from INEI.

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INWG	DETAILED WAGE I	ICOME	09/03/04 14:28
CASE: 0101010101		ORKER: XXX000	DWD052 C HAZLEWOOD
LAST UPDATED: 08 31 0	l CASI	E STATUS: OPEN	CASE MODE: ONGOING
NUM: 01 NAME:	DON J BI	ROWN	SSN: 111 11 1111
SEQ NUM: 005 EMPLO	YER NAME: EZ IN AND O	JT	FEIN:
IS THE PERSON LISTED A	ABOVE CURRENTLY EMPLOY	YED BY YOUR COMP.	ANY? (Y/N): Y
EMPLOYMENT END DAT	ŭ:		
REASON EMPLOYMENT	ENDED: _		
DATE OF LAST PAYCH	1CK:		
IF YES:			
START DATE OF EMPLO			
FREQUENCY OF PAY: 1	B ACTUAL DATE FIRST PA	AYCHECK RECEIVED	: 07 11 04
RATE/	HR TYPE AVG HR	S/ PPD TOTAL/	PPD
7.0)	<u> </u>	
10.5) HOL		
		<u> </u>	
PHONE NUM ON WAGE FORI	- л. 222 333 4455 г.		
FORM SIGNED? (Y/N): Y			
10101 0101100. (1/11/- 1	· (1/1	·, · · · · · · · · · · · · · · · · · ·	1111 0 011 1 01th 1

PHONE NUM ON WAGE FORM: and FAX NUM ON WAGE FORM:

The employer phone and fax numbers will appear if completed on the EVF-E or H.

FORM SIGNED? (Y/N)

This field indicates whether or not the employer signed the form.

EMAIL AVAILABLE: (Y/N)

This field indicates if the employer email address is indicated on the EVF-E or H.

ADDITIONAL INFO ON FORM: (Y/N)

This field indicates if other information has been included on the form.

10.3.2.3.2.3 INAC – Access to Family Major Medical Insurance

INAC displays data from the EVF-H that relates to the same data fields that appear on AFAC.

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INAC - Access to Family Major Medical Insurance

	ACCESS TO FAMILY			
CASE: 411547904	3	WORKER	: XOU099	DWD052 C HAZLEWOOD CASE MODE: ONGOING
LAST UPDATED: 0	7 28 04	CASE STATUS	: OPEN	CASE MODE: ONGOING
NUM: 01	NAME: XONG	C XIONG		SSN: 390 11 5013
SEQ NUM: 002	EMPLOYER NAME: UN	IIVERSAL TRANSLA	TION	FEIN:
CURRENTLY EMPLO	YED? (Y/N): Y			
0011ED 3 0E 111EI1113	T 7 CF 10 MONTHING /	77 /37 \ . 37		
	LAST 12 MONTHS? (· · · · ·	,	
	ATE: EN	D DATE (IF APPL	ICABLE): _	
FAMILY MEMBER	(S) COVERED			
EMPLOYEE ONLY	: N SPOUSE: N CHIL	DREN: N STEP CH	ILDREN: N	OTHER: N
CURRENT ACCESS?	(Y/N): N			
IF YES, WOULD	THE EMPLOYER PAY	AT LEAST 80% OF	THE PREM	IUM? (Y/N): _
FAMILY MEMBER	(S) WHO HAVE ACCES	SS		
EMPLOYEE ONLY	: N SPOUSE: N CHIL	DREN: N STEP CH	ILDREN: N	OTHER: N
FUTURE ACCESS?	(Y/N): N	IF YES,	DATE ELIC	GIBLE:
WOULD THE EMP	LOYER CONTRIBUTE 8	0% OF THE PREMI	JM? (Y/N)	: N
ACCESS TO STATE	HEALTH INSURANCE	PLAN? (Y/N): N		
	S FORM: 000 000 00			
FORM SIGNED? (Y	/N): Y EMAIL AVAIL	ABLE: (Y/N): Y .	ADDITIONA	L INFO ON FORM: N

10.3.2.3.3 Electronic Case File (ECF)

The paper copy of the EVF is not sent to the local agency for the case file. The ECF contains the images of each EVF received and scanned centrally. This provides the capability to view scanned images of the Employer Verification Form – Earnings (EVF-E) and the Employer Verification Form – Health Insurance (EVF-H).

10.3.2.3.3.1 Access to the Electronic Case File

The ECF is accessed via the web access function, Wisconsin Web Access Management System (WAMS). Workers must have a WAMS ID and password. Once the WAMS ID and password have been established, the ECF website may be accessed via https://cares.wi.gov/ecf.

10.3.2.3.3.2 ECF Navigation

Steps to follow once the ECF webpage has been accessed are as follows:

Step 1: Click on Search

Step 2: Click on EVF

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Step 3: Enter search criteria

- Case Number
- PIN
- Last Name
- SSN
- Document Type
- Received Date

If there are multiple documents to be viewed, it may be helpful to check the "Open in another window" box.

10.3.2.4 Exceptions to Auto Update Completion

When auto-population is not accomplished by CARES, an alert is generated and the worker must take appropriate action.

10.3.2.4.1 No New Hire Auto Update Performed No new hire update will take place if:

- The individual has a current AFEI sequence and the FEIN number matches.
- The individual has a current AFEI sequence and there is no FEIN number but the first five characters of the employer name matches the AFEI entries. In this case only the FEIN is entered or updated.
- All auto update conditions are not met.
- The SSN is not verified in CARES or is listed as the alias SSN for the individual.
- The case is open for MA extension, an HS pregnant woman, or FPW.

When the auto update cannot be performed, the New Hire information is stored on DXDN and alert 273 (New Employment Data – See DXDN) is sent to the worker. The worker must determine if the employment information is valid and if verification is required. The DXDN screen displays the same new hire information as DXNH.

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DXDN - New Hire Details

DXDN NEW HIRE DETAILS 08/31/04 16:57

DWD052 C HAZLEWOOD

SSN : 295-55-9595 PIN : 1010101010 CASE: 0101010101

MATCH DATE: 07 23 2004

EMPLOYEE INFORMATION

NAME : KATHIE BUGGETIER DOB : 08 12 1987 ADDRESS: 607 DECORAH RD # 10 HIRE DATE : 07 02 2004

WEST BEND WI 53095-9515 HIRE DEFAULT:
HIRE STATE : WI

EMPLOYER INFORMATION

FEIN : 391641325

WORK LOCATION CORPORATE ADDRESS
CURMEK ENTERPRISES INC
DBA BURGER KING NO 3790

CORPORATE ADDRESS
CURMEK ENTERPRISES INC
DBA BURGER KING NO 3790

2832 APACHE PASS 2832 APACHE PASS

WAUKESHA WI 53188-5400 WAUKESHA WI 53188-5400

PF13-SAVINGS PF17-AFEI

NEXT TRAN: ____ PARMS: 1010101010_____

Do the following steps if new hire alert 273 - "New Employment Data - see DXDN" is received.

Step 1: Go to DXDN to review the data.

Step 2: Identify if the employment information displayed on DXDN is valid.

a. Is the individual's SSN verified in CARES?

b. Is the SSN on DXDN an alias for the individual on AIAL?

c. Is there a mismatched SSN?

Step 3: If the information is valid, enter data on AFEI and request necessary verification.

Step 4: Run SFED/X to pend any affected AGs.

Step 5: Enter employment data when necessary verification is received, or an NV or QV if

verification is not returned.

If an SSN mismatch occurs with a New Hire Match, notify the CARES Match Coordinator. See Appendix 1 and 1a within this chapter for the notification form and instructions.

Note: Alerts received through the New Hire Automatic Update process constitute notification of a change and must be acted upon immediately upon receipt.

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10.3.2.4.2 Exceptions from Auto-Update

When data cannot be auto-populated, CARES will generate an alert and set an exception reason.

Alert #358 VERIFICATION DATA EXCEPTIONED serves to notify the worker that an exception to auto-population has occurred. The worker can select the alert and TRAN to INEI to view the exception reason. To clarify the information, the worker may need to view the scanned image, contact the employer or customer, or seek other forms of verification. The worker should document his/her contacts and actions in case or screen comments.

See Appendix H for a listing of the exception reasons and required worker actions.

10.3.2.4.3 Case Management Tools

10.3.2.4.3.1 Notice of Overdue Employment Verification to Workers
Screen CMEV helps workers track overdue employment verification close assistance groups that required verification in order to establish or maintain eligibility.

CMEV is displayed after the DXBM screen to alert the worker that s/he has cases that have an EVF that is five calendar days overdue. The case no longer is displayed on the list when eligibility has been run and confirmed or if the verification due date is extended on AGEV.

CMEV – Employer Verification Past Due

CIVIL	Lilipioyer veri	iiioatioii i	40t B 40				
CMEV		EMPLO	EMPLOYER VERIFICATION PAST DUE 09/08/04 15:22			2	
			WORKER: XXX000 DWD052 C HAZLEWO			LEWOOD	
SEL	CASE	SL	EMP	VERIF	VERIF/EXT	CHANGE CENTER	
		NUM	SEQ	TYPE	DUE DATE	PROCESS	
_	0101010101	01	04	E	09 02 04	N	
	2020202020	01	03	В	08 12 04	N	
	0303030303	02	03	E	09 02 04	N	
_							
NEXT T	י זא ג סי	PARMS:					MORE
INTALL	I/WIN •	FAINID.	_				110101.

10.3.2.4.3.2 Notice of Overdue Employment Verification to Supervisors
Alert #361 is sent to the worker's supervisor when the EVF is 10 business days overdue.

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10.4.0 DATA EXCHANGE REVIEW

Screen DXRD summarizes all disposition details for a participant by data exchange responses received from various agencies (this screen is similar to DXRL).

DXRD - Data Exchange Review Details

DXRD	DATA EXCHANGE REVIEW DETAILS	05/02/03 14:13 DWD052 C HAZLEWOOD
SSN: 123 45 6789 EXCHANGE TYPE CODE: STATUS:	PIN: 0101010101 NHEI NEW HIRE EMPLOYMEN MATCH MONT	
SSN NAME	MATCH CLIENT THIRD PARTY DATE VER RQST RQST DT RESP DT	
1 123456789 В АВВОТ	07 31 02	WA
NEXT TRAN:	ENTER SEQUENCE NUMBER: PARMS: 123456789/NHEI	

The DXRD screen is updated when data is entered on DXRU.

To Access DXRD:

Step 1: In the NEXT TRAN field, key in "DXRD". In the PARMS field, key in "PIN/EX TYPE or SSN/EX TYPE" and press <ENTER>.

Step 2: Enter the sequence number corresponding to the match date on DXRD and press <ENTER>. This will take the user to DXRU to update the disposition details.

Step 3: Enter a code and date in the ACTION CODE and ACTION DATE fields on DXRU.

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10.5.0 RESTORATION

Data on a participant received through match reports is stored offline from CARES after the match disposition process is completed. If the match report involves safeguarded data, the report is permanently deleted from the system. The match reports stored offline can be restored, if necessary, using the DXRS screen.

DXRS - RESTORE EXCHANGE DATA

DXRS	RESTORE EXCHANGE DATA	01/06/03 00:00 XCTA13 N MEIER
	PIN:	
	EXCHANGE TYPE CODE:	
	RESTORE FROM DATE:	
	RESTORE TO DATE:	
NEXT T	PARMS:	

Access the Restore Exchange Data screen (DXRS) by selecting Function Number 2 on the Data Exchange Main Menu (MNDX). On DXRS, enter the "PIN" of the participant and the "Exchange Type Code". The RESTORE FROM DATE and RESTORE TO DATE field are optional.

CARES allows only the worker and the worker's supervisor for the case to restore data. The restoration request is processed in the nightly batch cycle. When the data becomes available, CARES generates an alert to the worker who requested the restoration. Restored data will remain on-line a minimum of one month.

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10.6.0 FNDQ - DISQUALIFIED RECIPIENT SUBSYSTEM (DRS)

Screens used for DRS are the Food Stamp IPV Sanction (AIIP) screen and the Food Stamp IPV Sanction - Master Database Query (DXQI) screen. Workers can add, modify, delete or query information about an individual's food stamp IPV sanction(s) on CARES via the AIIP screen. The DXQI screen provides a query to the FNS' national database of FS IPV disqualification sanctions.

10.6.1 Processing IPV Sanctions

The DXQI screen is the primary query screen for workers to query all food stamp IPV information about an individual. The screen is accessed from the NEXT TRAN field using the code DXQI and the individual's SSN in the PARMS.

DXQI - Food Stamp IPV Sanction - Master Database Query

DXOI FOOD STAMP IPV SANCTION - MASTER DATABASE QUERY 06/16/03 16:48 DWD052 C HAZLEWOOD MATCH DATE: 09 11 96 FCS NAME: PATRICI B BERRY SSN: 586-86-8686 DOB: 07 08 68 SEX: F CARES NAME: PATRICI B BERRY SSN: 586-86-8686 DOB: 07 08 68 SEX: F PIN: 1501753622 IPV SANCTION NUMBER: 1 SANCTION DURATION: 6 MONTHS DECISION DATE: 05 18 90 SANCTION BEGIN DATE: SANCTION END DATE: STATE CODE: MS MISSISSIPPI LOCAL AGENCY: 0049 CONTACT TITLE: PROGRAM SPECIALIST CONTACT ORGANIZATION: MISS. DEPT. OF HUMAN SERVICES CONTACT PHONE NUMBER: 6013554444 EXT: 0000 STATE TEXT: 301265247083 PFKEYS: 19=AIIP 20=DXRU 21=CRPC NEXT TRAN: ____ PARMS: 586868686

The Food and Nutrition Service (FNS) of the United States Department of Agriculture requires states to report all Intentional Program Violation (IPV) determinations into a national database of Disqualified Recipients. The screens on CARES used to record IPV information, to report to the national database, and to query IPV information from that national database, are described collectively as the Disqualified Recipient Subsystem (DRS).

FNS updates the DRS database monthly with new data on individuals who have been sanctioned for FS IPVs throughout the country.

New applicants and individuals with demographic or SSN changes are compared daily against the DRS database received from FNS.

When a sanction occurs, the information comes to AIIP from the Disqualified Recipient Subsystem and must be verified.

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Process:

When a match occurs, regardless of the originating agency, CARES sends the worker alert 203 "FS Disqualification; see AIIP". Workers should complete the following steps:

Step 1: Key in "DXRL" in the NEXT TRAN field.

Step 2: Key in "/FNDQ//mmyy" in the PARMS field.

Step 3: Select a case and press <ENTER> to access DXQI.

DXQI shows where the sanction originated and gives a name and telephone number

for a contact person to verify the information received in the match.

Step 4: After the information is verified, key in the verification code on AIIP. AIIP can be

accessed with the case number or by using PF19 from DXQI.

10.6.2 Entering FS IPV Data Into CARES

Intentional Program Violation (IPV) determination information should be entered into CARES as soon as possible after the date of decision. The system imposes the disqualification period on the individual within 45 days following the date of the IPV determination. Data for Food Stamp Program IPV is entered on screen AIIP.

This screen serves a dual purpose – to track sanctions here in Wisconsin and to verify sanctions from another state. A new sanction that occurs in Wisconsin is worker entered on screen AIIP.

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AllP - Food Stan	np IPV Sanction
------------------	-----------------

AIIP	FOOD	STAMP	IPV	SANCT				08/03 14:01	
CASE: 1700280414					WORKER:	XCTA13	XC'	ra13 n meier	
LAST UPDATED:				CASE	STATUS:	OPEN	CASE	MODE: ONGOI	NG
NUM: NAME:							SSN:		
FCS NAME:						FC	S SSN:		
DC:		(CONT	ROLLED	SUBSTAN	CE VIOL	: NOITA	_	
IPV SANCTION NUMBER	_				SANCT	ION DUR	: NOITA	MONTHS	
DECISION DATE			VR:						
SANCTION BEGIN DATE	:				SANCT	ION END	DATE:		
REASON FOR OVERRIDE									
OVERRIDE BEGIN DATE	:				OVERR	IDE END	DATE:		
STATE CODE									
ORIG LOCAL AGENCY	:				LOCAL	AGENCY			
CONTACT TITLE	:					С	OUNTY:		
CONTACT ORGANIZATION							PHONE:		
STATE TEXT									
DOB: SEX									
01 NANCY S (PP)	02 SI	PEED S	(SOI	1) ()3 ZIPPY	S (SON	「)		
	_								
PFKEYS: 19=DXQI 20:									
NEXT TRAN:	PARMS	17002	28041	L4					

Process:

Complete the following steps when an IPV determination has been made:

Step 1: In the NEXT TRAN field, key in AIIP.

Step 2: In the PARMS field, key in the case number.

Step 3: Key in the short list number to identify the liable individual.

Step 4: Enter the IPV sanction number, sanction duration, decision date, verification code,

and the state (STATE CODE filed) in which the IPV occurred.

Step 5: Indicate whether there is a controlled substance violation.

Step 6: When a sanction is entered into CARES on AIIP, an alert to run SFED/SFEX and

confirm eligibility is triggered. The confirmation process must be completed to

impose the sanction.

Step 7: After the IPV sanction is entered and eligibility confirmed, CARES generates and

mails an IPV Disqualification letter to the liable individual.

Step 8: After a first sanction has been entered, subsequent sanctions can be entered on

AIIP by pressing PF16 to refresh the screen.

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Step 9: Use the PF20 key from DXQI or the PF23 key from AIIP to go to DXRU and

complete the disposition.

IMPORTANT INFORMATION:

Complete a match (verification of a sanction) regardless of whether a case is open or closed. If a case is closed, it is not necessary to reactivate the case to enter the sanction nor is it necessary to run SFED.

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10.7.0 Fraud Investigation Tracking Screens (FITS)

Fraud reporting includes recording data relating to fraud investigation and fraud prevention activities on the Fraud Investigation Tracking Screens (FITS) located in the Benefit Recovery Subsystem of CARES.

Three screens in the Benefit Recovery Subsystem are used exclusively for fraud program reporting. These screens include BVIR, BVIT, and BVPI. In addition, the BVCC screen, which is used to record worker comments for all Benefit Recovery screens, is used in conjunction with each of the fraud reporting screens. The three fraud reporting screens and their related BVCC comment screens are collectively referred to as the Fraud Investigation Tracking Screens (FITS).

10.7.1 Making A Referral for Investigation

There are two types of investigations: fraud prevention verifications, also known as front-end verification (FEV) and fraud investigations (FRD). Front-end verification is an intense scrutiny of specific elements of a case that meets criteria established in an error prone profile before any benefits are issued. The purpose is to prevent incorrect benefits from being issued. A fraud investigation is generally performed after a benefit overpayment has occurred or is suspected to determine if a recipient actually received a benefit overpayment and if he/she intended to defraud the agency.

To initiate a FEV or fraud investigation, the worker must make a referral to the agency gatekeeper. The agency gatekeeper must review each type of referral to make sure it meets the criteria to be referred for an investigation. The gatekeeper may be a lead worker, a supervisor, or another agency employee designated by the agency director to review, track, and approve all FEV and fraud investigation referrals with the agency.

Screen BVIR is designed for workers to make referrals for fraud investigation or fraud prevention activities. Screens BVIT and BVPI should be reserved for the agency gatekeeper to accept or reject referrals for investigation, to accept the investigation findings, to record investigation costs and, then, on BVPI to record post investigation activities.

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BVIR	- Inv	estiq	ation	Refe	ral
------	-------	-------	-------	------	-----

BVIR	INVESTIGATION/VERIFICATION REFERRAL 05/02/03 15:08
IR NUM:150003333	CREATION DT: 05 02 2003 DWD052 C HAZLEWOOD
UPDATED DATE: 05 (O2 2003 ORIG OFFICE: 5604 MILW CO REG 4, W-2, GOODWILL
WORKER ID: xxx999	COMMENT: Y
DC: IR TYE	PE: FRD IR SOURCE: OST
CAS	SE: 91919191 PROVIDER NUM:
ERROR PRONE REASON	NS: PROVIDER FEIN/SSN:
PRIMARY PERSO	
P1	IN:9505000888 SSN:399887777
PROVIDER NAM	ME:CHERI BERRY
PGM OF ASSIST	
	PERIOD UNDER INVEST/VERIF EST OVERPAY/SAVINGS
FS	11 01 02 03 31 03 \$900.00
WW	11 01 02 03 31.03 \$3365.00
···· <u> </u>	
	
	
	
	
DEKEVC: 12-DD/DDO	/ INFO 14=AQCS 15=AQCM 16=ACCH 17=CCPD 21=BVIC 22=BVCC
	PARMS: 1500033333
NEXI IKAN.	FAMING

The Investigation/Verification Referral (BVIR) screen is used to issue a formal request for a fraud investigation because of a suspected intentional program violation of W-2, Medicaid, FoodShare, W-2, and/or Child Care benefits OR a prevention (commonly known as front end verification) activity to prevent issuing incorrect benefits. It is the beginning point when suspecting that a violation in the economic support program may have occurred.

An initial referral for an investigation is made on BVIR by:

- Step 1: Completing the fields and pressing <ENTER>. This also creates the BVIT and BVPI screens.
- Step 2: The IR TYPE field should be completed with "FRD" for a fraud investigation referral or "FEV" for a front-end referral.

The IR SOURCE field requires a code indicating how the case information discrepancy was discovered or reported. Reference Table TSRC provides the values for this field. This source should be the same source that is entered for any related claim referrals and is the reason the claim may be investigated.

The ERROR PRONE REASONS field is important because it identifies those characteristics determined by the agency as most common to error cases. Reference Table TERP provides the values for this field. These fields are only used for FEV referrals. A worker may enter up to 3 error prone reasons for an investigation. For FRD referrals, these fields are blank.

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The EST OVERPAY/SAVINGS field provides information for both fraud and front-end referrals.

The EST OVERPAY refers to an estimate of the overpayment associated with the fraud for the period of time.

The SAVINGS refers to the estimate of potential savings due to the front-end investigation that is attributed to that case for a one-month period of time. In each of these situations, simply make an estimate; there is no verification of actual dollar amounts at this point. The Period Under Invest/Verif fields are used only for FRD referrals. Each category of assistance group, i.e., ADC, WW, FS, MA, CC, that is open for cases during the investigation period or has been applied for in FEV referrals must be listed with appropriate corresponding fields completed.

The PF keys on BVIR provide a shortcut to various other CARES screens that give information on household members and other investigation referrals.

The creation of a referral on BVIR leads to the assignment of an Investigation Referral number that appears in the IR NUM field on BVIT.

10.7.2 Reporting Investigation Results

Findings of the investigation are reported on CARES on the Investigation/Verification Tracking and Findings (BVIT) screen. A fraud investigation is only necessary to determine whether an individual intended to defraud a program (see the IM Manual Chapter II, Part D for referral criteria). An FEB referral is used to verify specific error prone factors relating to program applications or changes in circumstances. Initially, the gatekeeper for the agency (i.e., person receiving the referral) determines whether an investigation will take place.

BVIT allows the agency gatekeeper to enter data and track the potential information concerning the investigation and claims activity. This screen is also used to track the resolution of suspected discrepancies after a FEV or fraud investigation referral is entered on BVIR.

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BVIT Investigation/Verification Tracking & Findings
BVIT INVESTIGATION/VERIFICATION TRACKING & FINDINGS 11/30/99 10:05
IR NUM: 11500033333
UPDATED DATE: 11 03 99 ORIG OFFICE: 5604 MILW CO REG 4 W
WORKER ID: XMIL10 CASE: 9191919191 PROVIDER: COMMENT: N
PRIMARY PERSON: CHERI BERRY
PIN: 9505000888 SSN : 399887777
PROVIDER NAME:
REFERRED FOR INVEST/VERIF (Y/N): _ INVS/VERIF START (DECISION) DATE:
REFERRED TO: FRAUD/FEV WORKER: OUTSIDE AGENCY: DATA IN ERROR INVOICING ENTERED WORKER
CAT SUS FND DATE ID
INITIAL COST:
ADDL EXPENSES:
ADDL EXPENSES:

MAX ALLOWABLE: 500
INVEST/VERIF COMPLETION DATE: EXTENSION DUE DATE:
REASON FOR NOT GENERATING CLAIM(S): POST OUTCOME INFORMATION (Y/N) : _
PFKEYS: 21=BVIC 22=BVCC
NEXT TRAN: PARMS: 1500033333

The investigation number ("IR NUM"), assigned by the system on BVIR, is used in the PARMS to access this screen.

The REFERRED FOR INVEST/VERIF field will indicate the gatekeeper's decision as to whether or not the case will be investigated. The gatekeeper should have reviewed the referral to see if it meets the criteria listed to refer for a fraud investigation or a prevention activity. The investigation decision date is the date that the agency's gatekeeper accepts or rejects the investigation referral.

The REFERRED TO: FRAUD/FEV WORKER or OUTSIDE AGENCY field indicates who will conduct the fraud investigation. If an agency worker conducts the investigation, that worker's CARES ID is entered in the FRAUD/FEV WORKER field. If an outside agency, (i.e., the county sheriff, a private investigating agency, or the state's fraud investigation provider), conducts the investigation, that party's code from Reference Table TOAC is entered. The agency must ensure the investigating agency has a code for the county in table TOAC.

The codes for the DATA IN ERROR CAT fields come from the broad categories or error codes listed in Reference Table TIEC. Some examples are HH for Household Composition and El for Earned Income.

The gatekeeper initially enters the CAT code with a "Y" for Suspected. Once the investigation is complete, the gatekeeper enters "Y" or "N" in the FND field, depending upon if the investigation finds that the error type occurred. If additional errors were found that were not originally expected, the "CAT" field is completed with an "N" in the suspected ("SUS") field and a "Y" in the FND field.

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The POST OUTCOME INFORMATION field is used to create BVPI screens for FEV investigation referrals that are accepted or rejected or for FRD investigation referrals that are rejected by the gatekeeper. This field defaults to "N". The system requires the gatekeeper to enter "Y" in this field for accepted fraud investigation referrals. Generally, there is no post investigation activity for front end verifications or for fraud investigations that are rejected for investigation. Occasionally, a worker may have a case where a referral for investigation would normally be justified, but the facts of the case that support fraud determination and overpayment claims are acquired by the worker without a formal investigation. The worker can make a referral for investigation, recommend that the gatekeeper deny the referral but create the BVPI screens to document fraud or IPV determination and overpayment claim determination

For example, a worker receives a SWICA match indicating that a client has \$3,000 in unreported wages for his open FoodShare case. Usually the worker refers such a case to the agency's fraud investigator, but in this case the worker quickly receives documentation of the client's wages from the employer and full disclosure from the client supporting an IPV determination and a \$600 overpayment claim for fraud. The worker wants to document her fraud prevention activities, but she does not want to order a fraud investigation from the agency's private investigator at a cost of \$500.00. Instead, she makes the fraud investigation referral on BVIR and notes on the BVCC comment screen that the facts of the investigation are known and that the BVPI screen should be created. The gatekeeper denies the investigation referral on screen BVIT, but indicates "Y" in the POST OUTCOME INFORMATION field to generate the BVPI screen for the FoodShare case. Subsequently, the worker obtains a waiver of Administrative Disqualification Hearing agreement from the client for the overpayment. The gatekeeper can then enter the ADH waiver and the overpayment claim information on the BVPI screen and close the referral on CARES.

The cost fields on BVIT are used only for fraud investigation referrals that are accepted for investigation. These fields are used by DHFS as the basis for paying the state's fraud investigation provider or for reimbursing actual costs of fraud investigations to the counties and tribes. When the agency gatekeeper enters a date in the INVEST/VERIF COMPLETION DATE field for an Fraud Investigation, the data to be entered is the amount bid for that county by the state fraud investigation provider (generally \$500) if the county uses the state fraud investigation service provider. If the agency chooses to conduct its own fraud investigations, the gatekeeper should enter the actual costs reported by the agency's fraud investigator.

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10.7.3 Reporting Investigation Dispositions

The agency decision in response to the investigator's findings is reported on CARES via screen BVPI.

BVPI - Post Investigation Outcome

DVI I - I OSI IIIVESIIGAIIOII OUICO	ille
BVPI POST OUTCOME INFORM	MATION FOR INVEST/VERIFICATION 11/30/99 10:08
	CREATION DATE: 04 02 99 XMI29Y W VOGEL
UPDATED DATE: 04 02 99	ORIG OFFICE: 5604 MILW CO REG 4 W
WORKER ID: XMI000	COMMENT: Y COMPLETION DATE:
CASE: 5101249165	PROVIDER:
PRIMARY PERSON: JONNIE	J JOHNSON
PIN: 5500333366	SSN: 311223333
PROVIDER NAME:	
CATEGORY CODE:	WW
NOT REFERRED TO DA/ADH RSN:	
DATE TO DISTRICT ATTORNEY:	PROSECUTION SUMMARY CODE:
DA DECISION DATE:	NON-PROSECUTION CODE:
DATE TO ADMIN DISQ HEARING:	ADMIN DISQ HEARING CODE:
ADH DECISION DATE:	DATE ADH WAIVER SIGNED:
TOTAL OVERPAYMENT AMOUNT:	
TOTAL CONVICTION AMOUNT:	CATEGORY COMPLETION DATE:
FUTURE SAVINGS AMOUNT:	REASON: _ EFFECTIVE DATE:
NEXT TRAN PARMS: 94	400009999

This screen is used to enter information about the investigation finding of fraud by the District Attorney (DA) or Administrative Disqualification Hearing (ADH). If the gatekeeper determines the investigation should not be sent to the DA or ADH, a code should be entered in the "NOT REFERRED TO DA/ADH RSN" (Reference Table TNRC) field. An example of why it is not referred may be that the participant has set up a voluntary repayment with the agency ("VO"). Otherwise, fields associated with a referral to the DA or the fields associated with a referral to the ADH need to be completed.

For the FUTURE SAVINGS AMOUNT field, enter the amount of future savings based on the actions taken against the assistance group in error. This should be a single monthly amount, based on a closure, denial or reduction in benefits. Savings must be entered for FEV and Fraud Investigations. Unless additional activity was found in an investigation, only the FUTURE SAVINGS AMOUNT and REASON fields need to be completed for FEV.

In the REASON field, use the following codes:

- Enter a "C" if the future savings are based on a case closure,
- Enter a "D" if the future savings are based on a denial of assistance, or
- Enter a "R" if the future savings are based on a reduction of benefits.
- Enter an "N" if there is no savings. Also, enter the effective date of the case closure, denial or reduction of benefits.

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10.7.4 Comments Screen for FITS Functions

Agency comments regarding fraud reporting activities and investigations are entered on screen BVCC.

BVCC - Benefit Recovery Comments

	BENEFIT RECOVERY COMMI		11/30/99 10:26
	9 TYPE: IR INVESTIGATION		
UPDATED DATE: 09 23 99 CLAIM STATUS:			TUS:
DC: TRAN: BVIR	CLIENT FAILED TO REPORT IN ELY FASHION. EMPLOYMENT BE P UNTIL 8/2/98.	EGAN 5/5/98, WAS	NOT REPORTED TO SS
	ENTERED DATE: 06 08 99	NTERED BY: XMI000	
DC: TRAN: BVIR	PRT STARTED EMPLOYMENT ON FEP FOUND OUT THROUGH QXQV		
	ENTERED DATE: 04 02 99 EN	NTERED BY: XMI001	
DC: TRAN: BVPI CASE REFERRED TO ADH TODAY			
			
PFKEYS: 13=BVRF 1	ENTERED DATE: 09 23 99 EN 4=BVCL 15=BVCD 16=BVRI PARMS: 9400009999//11309	17=BVCR 18=BVPD	

The BVCC screen is used to record comments relating to a particular referral or claim. The comments are related back to specific transactions for further clarification. These comments may be viewed in whole, by tran code, and/or history by using a date in the PARMS.

IMPORTANT INFORMATION:

Enter information on BVCC throughout the investigation process (as screens BVIR, BVIT and BVPI are completed) because the comments can provide the gatekeeper pertinent information needed to decide whether or not a case should be referred to the DA or ADH. Also, as noted above, use the BVCC comments to advise the gatekeeper to deny an investigation but to order BVPI screens or to approve an FEV referral with an order to produce BVPI screens.

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APPENDIX LISTING

Appendix A	Wage Record Correction Worksheet
Appendix A1	SSN Mismatch Guidelines
Appendix B	Interstate Unemployment Insurance Contact List
Appendix C	Interstate Unemployment (TNUC) Transmittal Form Letter
Appendix D	BENDEX Conflict Contact List
Appendix E	BENDEX Conflict (SSBC) Transmittal Form Letter
Appendix F	Data Exchange EOS Report Listing
Appendix G	Data Exchange Alerts Chart
Appendix H	Employer Verification Form Exception Reason Chart
Appendix I	Match Notification Methods

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Appendix A

WAGE RECORD CORRECTION

Use this form to notify the Department of Workforce Development, Division of Unemployment Insurance (DWD/DUI) of errors on its Wage Record File and/or its New Hire Record File. Complete all of the DWD wage record/new hire data on the left to identify the record to be corrected. Specify the reason for the correction. Provide your name, your agency, your phone number, and your email address, if you have one, in case DWD needs to contact you.

Fax or mail a copy of this form to: Wage Records Unit, 201 E. Washington Ave., Room E300, P.O. Box 7962, Madison, WI 53707-7962. The Fax Number is (608) 266-8089.

Please attach CARES screen prints showing the SSN mismatch.

DWD WAGE/NEW HIRE DATA	CORRECT DATA			
Record Type: Wage New Hire	Name			
Name:	SSN:			
SSN:	Date of Birth: Verified with SSA? ☐ Yes ☐ No			
Employer Name:	Employer Name:			
Employer ID #:	Employer ID #:			
Wage Amount:	Wage Amount:			
For Quarter: Year:	For Quarter: Year:			
Reason for Correction:				
Your Name: Agency:				
Your Phone Number: ()				
DWD USE ONLY				
Adjustment Completed Yes No				
Other:				
Initials: Date:				

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Appendix A1

Form for Reporting Social Security Number Mismatches on CARES

Attached is a form for reporting all Social Security Number mismatches on SWICA and New Hire matches in CARES to the Division of Unemployment Insurance's Wage Record Unit. Each caseworker should save the attached worksheet template on his/her computer to report future SSN mismatches. Information concerning an SSN mismatch on CARES can be entered into the unprotected fields on the template. The completed document can then be saved with an appropriate name and mailed or faxed to the DUI Wage Record Unit.

This form replaces a similar worksheet that was sent to all CARES Coordinators on 4/29/03 by email. That form addressed the mismatch information to the CARES Match Coordinator. Reorganization within the Division of Health Care Finance now makes reporting SSN mismatches directly to the DUI Wage Record Unit more practical.

An SSN mismatch occurs when the verified SSN of a participant on CARES is matched with an individual who is clearly not that participant. For example, a wage query for the SSN of a participant on CARES produces a wage record for an individual with a different name, address and employer, but the same SSN.

SSN mismatches occur on CARES for a variety of reasons. The best procedure for correcting a specific SSN mismatch varies depending upon how that SSN mismatch occurred. The following scenarios may produce SSN mismatches on CARES:

- A typographical error is made upon entering data into the database source against which a match or query from CARES is run, or
- An employer reports an incorrect SSN to DUI for entry into one of its databases against which a
 query or match from CARES is run. The error by the employer may be caused by
 - A typographical error by the employer in reporting data to DUI,
 - An incorrect SSN mistakenly reported to the employer by an employee and reported by employer to DUI without verification,
 - An incorrect SSN deliberately reported to an employer and unknowingly passed on by the employer to DUI without verification, or
 - A false SSN deliberately reported by an employee and knowingly reported to DUI by the employer.
- Occasionally, a participant on CARES may have obtained a false SSN that passes the SSN verification on CARES. A match or query using that SSN may produce a match with the real owner of the SSN.

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Here are some suggestions for taking corrective action for specific SSN mismatches:

- If the mismatch appears to be caused by a data entry error into a DUI database, then reporting the mismatch to DUI should cause that error to be corrected at least in that instance. At this time, New Hire mismatches will not be corrected. Generally, DUI will not contact employers to verify SSN mismatches reported from New Hire matches. If someone else is working under the client's AAN and the name doesn't match, the new hire information will not auto update. Instead, the worker will receive an alert regarding the new hire information. At that point, information will need to be obtained from the client as to whether or not they are employed. If the client is not employed there, make case comments. It is important to report these to DUI though, so they are aware of the numbers of new hire mismatches if they are significant. If the wage information is not corrected by the employer/DUI by the time the SWICA match runs for that quarter, at that point, the agency will report the mismatch using the reporting form.
- If the mismatch is caused by a typographical error by an employer in its report to DUI, reporting the mismatch to DUI may cause DUI to contact the employer for a correction report.
- If the mismatch is caused by any combination of employee and employer negligence or willful
 misconduct in reporting wage or hiring data to DUI, reporting the mismatch to DUI may cause
 DUI to contact the employer for corrective action.
- If you suspect that the mismatch is the result of intentional misrepresentation or identity theft by the client or by the third party, the client might file a complaint with the local police or sheriff.
 Also, reporting the mismatch to DUI may cause DUI to contact the employer for corrective action.

The county/tribal or W2 agency should not provide the client with the name of the person who is using his/her social security number or the name of the employer where the person is working. The agency should inform the client that it appears that someone else is also using his/her social security number and that s/he needs to clear this up with the Social Security Administration. The client can always request Social Security Administration to conduct an investigation into the matter. It is up to the Social Security Administration to clarify the use of the number with the employer and the person who is using the number. If the Social Security Administration finds that the person using your client's social security number has been using the number fraudulently, they can recommend further action to be taken or your client can get the information about the other individual from Social Security Administration and pursue action through the legal system by filing a criminal complaint with local authorities.

Referring the client to a free legal service to address the issue is an option for any of the above scenarios when nothing seems to get results. One guideline that you can use to assist applicants in dealing with the issue of identity theft is posted on the Social Security Administration's web site at www.ssa.gov/pubs/10064.html.

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Appendix B

INTERSTATE UNEMPLOYMENT CONTACT LISTING 7/07/03

If agencies find that data included in this listing has changed, please contact the Data Exchange Match Coordinator the Call Center at carpolcc@dhfs.state.wi.us.

Alabama Dept. of Industrial Relations Information Request Unit 649 Monroe Street, Room 543 MONTGOMERY AL 36130 prepayment required

Alaska Department of Labor Employment Security Division UI Benefit Section P.O. Box 3-9000 JUNEAU AK 99802 signed release required

Mr. Rodolfo Ramos Custodian of Records Arizona Dept. of Economic Security Unemployment Insurance Benefits P.O. Box 6123 - 705A PHOENIX AZ 85005

Phone: (501) 682-2121

signed release & SASE required

Sue Stolzer, Employment Security Director Arkansas Department of Human Services Division of Economic and Medical Services Client Assistance Unit P.O. Box 1437 LITTLE ROCK AR 72203-1437

Mrs. J. Knego California Employment Development Dept. Unemployment Insurance Division P.O. Box 942880 SACRAMENTO CA 94280-0001 **SASE** required

FAX #501-682-6571

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Mr. Mike Cullen Chief of Benefits 251 E. 12th Ave., 3rd Floor DENVER CO 80203-2272

Phone: (303) 866-6350 Fax: (303) 866-6072

Mr. Lawrence Carlson, P.A. Consultant Department of Social Services 25 Sifourney Street HARTFORD CT 06103

Phone: (860) 424-5373 Fax: (860) 424-4957

W. Thomas MacPherson, Director Delaware Department of Labor Division of Unemployment Insurance P.O. Box 9029 WILMINGTON DE 19809-0950

Phone: (302) 761-8350 Fax: (302) 761-6637

Mr. Samuel Love
Department of Employment Services
Office of Comprehensive Center Operations
Employment Services Building, Room 617
500 C Street, N.W.
WASHINGTON DC 20001

Phone: (202) 724-7139 Fax: (202) 724-7174

Ms. Debbie Hoffman
Florida Department of Labor and Employment Security
Division of Unemployment Compensation
Interstate Claims Section
P.O. Box 5300
TALLAHASSEE FL 32314-5300

Phone: (904) 921-3877 Fax: (904) 291-3912

Department of Human Resources 47 Trinity Avenue SW ATLANTA GA 30334

signed release required

signed release required

include SASE & signed release, if available

signed release required

signed release required

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Mrs. Ellen Kai Special Activities Unit Supervisor Unemployment Insurance Branch Oahu Branch 830 Punchbowl Street, Room 324 HONOLULU HI 96813 Phone: (808) 548-2875 need to make a new agreement

Mr. Chuck Van Derkoft Records Custodian Idaho Department of Employment Unemployment Insurance Division 317 Main Street BOISE ID 83735 **SASE** required

Ms. Florida Jones
Illinois Department of Employment Security
ATTN: Claimant Services - 3 South
401 South State Street
P.O. Box 802551
CHICAGO IL 60680-9733
Phone: (312) 793-1400
Fax: (312) 793-1778

signed release required

Mr. Kenneth J. Reilly, Director Family and Social Services Administration Office of Financial Enhancement Indiana Government Center-South 402 W. Washington Street, Room# E442 INDIANAPOLIS IN 46204 (317) 232-4371 (current as of 10/93)

Ms. Collette S. Heuertz Bureau of Job Insurance Interstate/Federal Unit 1000 East Grand Avenue DES MOINES IA 50319-0209

Section 1 – CARES Common Functions & Eligibility Determination Chapter 10, Version 2 – Data Exchange

Mr. Bob Lierz
Deputy Chief of Benefits
Kansas Department of Human Resources
Benefit Branch
401 S.W. Topeka Boulevard
TOPEKA KS 66603-3182
Phone: (913) 296-5074

Mr. Darryl Boggs Head of Internal Security Division of Unemployment Insurance 275 East Main Street, 2nd West FRANKFURT KY 40621

Phone: (502) 564-2900 Fax: (502) 564-5502

Ms. Theresa Duplessis
UI Claims Specialist 2
Louisiana Department of Labor
Unemployment Insurance Service Rm 392
P.O. Box 94094
BATON ROUGE LA 70804-9094

Phone: (504) 342-3018 Fax: (504) 342-7959

Ms. Gail Y. Thayer, Deputy Director Benefits Division P. O. Box 309 AUGUSTA ME 04332-0309

Phone: (207) 287-3805 Fax: (207) 287-8351

Mr. Thomas S. Wendel
Executive Director
MD Dept of Economic & Employment Dev.
Office of Unemployment Insurance
1100 North Eutaw Street
BALTIMORE MD 21201

\$1 check per person required

signed release required

Instead of mailing request, call John McGucker Legal Counsel (Rm. 508), at (410) 333-7786

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Mr. Robert Duffy, Interstate Program Coordinator Massachusetts Department of Employment and Training UI Operations Unit Charles F. Hurley Building 19 Staniford Street BOSTON MA 02114-2589

Mr. Timothy J. Clinton, Chief UI Administrative Control Section Michigan Employment Security Commission 7310 Woodward Avenue DETROIT MI 48202 Phone: (313) 876-5698

Mr. Nick Schmit, UI Programs
Minnesota Department of Economic Security
390 North Robert Street
St. Paul, MN 55101
Phone: (651) 297-3189

Mr. Liston L. Thomasson, Director MS Employment Security Commission Unemployment Insurance Division 1520 West Capitol Street P.O. Box 1699 JACKSON MS 39215-1699 SASE required

Mr. Robert Haar Division of Employment Security P.O. Box 59 JEFFERSON CITY MO 65104-0059

Phone: (314) 751-3641 Fax: (314) 751-7973

Montana Dept of Labor and Industry Unemployment Insurance Division Supervising Monetary Claims Examiner Benefits Bureau PO Box 1728 HELENA MT 59624-1728 Phone: (406) 444-3783 fee required

Section 1 – CARES Common Functions & Eligibility Determination Chapter 10, Version 2 – Data Exchange

Ms. Donna Hink Nebraska Department of Labor Unemployment Insurance Division P.O. Box 94600-State House Station LINCOLN NE 68509-4600

Phone: (402) 471-9812 Fax: (402) 471-9868

Ms. Carol Ruppert Nevada Welfare Division Eligibility and Payments 2527 Capitol Complex CARSON CITY NV 89710

Phone: (702) 687-5765 Fax: (702) 687-1079

Mr. O. George Soulia, Director New Hampshire Dept. of Employment Security Unemployment Compensation Bureau 32 South Main Street CONCORD NH 03301

Ms. Helen Milling, Assistant Director New Jersey Department of Labor UI Operations Labor Building C N 058 TRENTON NJ 08625-0058

Phone: (609) 984-2297 Fax: (609) 633-2884

Mr. John Baldwin, Chief of Claims New Mexico Employment Security Dept. P.O. Box 1928 ALBUQUERQUE NM 87103 Phone: (505) 841-8612

Mr. George Forslin Federal Programs Room 555 New York State Department of Labor W. Averell Harriman State Office Building Campus ALBANY NY 12240-0001 signed release required

state will not provide any UC info

signed release required

Section 1 – CARES Common Functions & Eligibility Determination Chapter 10, Version 2 – Data Exchange

Preston L. Johnson, Director Unemployment Insurance Division Employment Security Commission of North Carolina P.O. Box 25903 RALEIGH NC 27611

Director
Job Service North Dakota
Job Insurance Division
1000 East Divide Avenue
P.O. Box 5507

BISMARCK ND 58502

Phone: (701) 328-3359 Fax: (701) 328-2778

Ohio Bureau of Employment Services Benefits Department-UC Division 145 South Front Street P.O. Box 1618 COLUMBUS OH 43216-1618

Mr. John Clouse, Adm. Asst.
Oklahoma Employment Security Commission
BPC/Investigation Dept.
101A Will Rogers Memorial Office Building
OKLAHOMA CITY OK 73105

Mr. Frank Richey, Manager Oregon Employment Division Unemployment Insurance Program Services 875 Union Street, N.E. SALEM OR 97310

Ms. Mary E. Lighty, Head Claims Information Center Pennsylvania Department of Labor and Industry Labor and Industry Building, Room 502 7th and Forster Streets HARRISBURG PA 17120

Phone: (717) 787-4621 (Contact Benefit payment Control Unit) Fax: (717) 787-4621

SASE & signed release required

SASE & signed release required

signed release required

fee required

Section 1 – CARES Common Functions & Eligibility Determination Chapter 10, Version 2 – Data Exchange

Mr. Marvin Perry, Acting Chief Rhode Island Dept of Employment Security Employment Security Benefits Division 24 Mason Street PROVIDENCE RI 02903

William W. Counts Client Relations Unit SC Department of Social Services P.O. Box 1520 COLUMBIA SC 29202-1520

Phone: (800) 768-5700 or 734-5894 Fax: (803) 734-4925

Mr. Don Kattke, Director Interstate Unit South Dakota Department of Labor Division of Unemployment Insurance P.O. Box 4730 ABERDEEN SD 57402-4730

Tennessee Department of Employment Security Special Services Unit Cordell Hull Building, Room 500A NASHVILLE TN 37219

Ms. Sandy Gerhart Assistant Disclosure Officer TEC Building Info. Rel. Dept., Room 651 AUSTIN TX 78778 Phone: (512) 463-2433

Mr. Cleamont D. Palmer
Internal Auditor
Utah Department of Employment Security
174 Social Hall Avenue
P.O. Box 11249
SALT LAKE CITY UT 84147

\$5.13 per case for case material \$25 per case for tax material

signed release required

fee required

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Mr. Keith Ribnick Vermont Dept of Employment & Training Unemployment Compensation Division Green Mountain Drive P.O. Box 488 MONTPELIER VT 05601-0488

Phone: (802) 828-4233 Fax: (802) 828-4198

B. Hawisel Information Control Officer Virginia Employment Commission P.O. Box 1358, Room 100 RICHMOND VA 23211-1358 Phone: (804) 786-8533

Mr. Bruce Hall Agency Records Officer Employment Security Department P.O. Box 9046 OLYMPIA WA 98507-9046 Phone: (206) 586-1471

Mr. Daniel L. Light, Director UC Administration West Virginia Dept of Employment Security Unemployment Compensation Division Bureau of Employment Programs 112 California Avenue CHARLESTON WV 25305-0112

ATTN: Payments Control
Employment Resources Division
P.O. Box 2760
CASPER WY 82609

Phone: (307) 235-3253 Fax: (307) 235-3278

SASE & signed release required

must include VEC requestor ID #S014 on all requests and bill generated quarterly

fee required

SASE & signed release required \$5.50 per payable to Employment Resources Div

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Appendix C

INTERSTATE UNEMPLOYMENT INSURANCE (TNUC) TRANSMITTAL FORM LETTER
Date
Dear Mr. /Ms. Xxxxxx::
Attached is the Wisconsin Interstate Unemployment Benefit report identifying recipients of Wisconsin's public assistance (TANF, FoodShare or Medical Assistance) who are applying for unemployment benefits from your state.
Would you please provide a copy of the Unemployment Benefits History for the Claim week end- dates only, listed on the attached report, for each individual's SSN identified under the report column "UC SSN PIN && WI RECIPIENT NAME". My agency needs this information to verify the information or lack of information provided by the recipient.
The attached report may have individuals blocked out. The potential discrepancies may have been resolved with the recipient or a benefit history may have been requested for this individual in a prior month.
Please send me payment history printouts – not adjudication history printouts. Please forward all Unemployment Benefit Histories requested to the address in the upper right corner of the attached report sheets.
If you have any questions, please contact me by fax at (xxx) xxx-xxxx or by email at xworker@xxxxxxxx.gov
Thank you for your assistance.
Sincerely,
Your Name
Enclosures:

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Appendix D

BENDEX CONFLICT CONTACT LIST 07/07/03

If agencies find that data included in this listing has changed, please contact the Data Exchange Match Coordinator the Call Center at carpolcc@dhfs.state.wi.us.

Ms. Jan L. Hansen Director Division of Public Assistance AK Dept. of Health & Social Services Pouch H-07 Juneau AK 99811 (907) 465-3347	Ms. Sharon Gaither Director/ Elderly/Disabled Certification Alabama Medical Agency P.O. Box 5624 Montgomery AL 36103-5624 (334) 242-1716
Gwen White Aces user Analyst Division of County Operations Arkansas Dept. of Human Serv. P.O. Box 1437 Slot 1221 Little Rock AR 72203 (501) 682-1518	Ms. Sara Cramer Arizona Dept. of Economic Security Research Analysis 1789 W. Jefferson P.O. Box 6123 Phoenix AZ 85005-6123 (602) 542-5401
Gary Scrinen California Dept. of Social Serv. Fraud Bureau 744 P St. MS 1926 Sacramento Ca. 95814 (916) 445-2847	Lori Duffy Colorado Dept. of Social Services Adult Income & Medical Support 110 16 th St. Suite 200 Denver, CO 80202 (303) 620-4132
Mr. Kevin Loveland Director of Adult services Dept. of Social Services 25 Sigourney St. Hartford, CT 06106 (203) 566-2153	Mr. Jack D. Casto, Chief Eligibility Review and Investigations Division DC Dept. of Human Serv. Randall Building Rm 205 1st and I St. S.W. Washington DC 20024 (202) 727-4721

Delaware Dept. of Health and social Serv. Policy and Program Unit ATT: Lewis Falkowski Lewis Bldg 1901 North Dupont Hwy New Castle, DE 19720	Jian Ni Program Administrator Economic Services Program Dept. of Health & Rehab. Services 1317 Winewood Blvd Tallahassee Fl. 32399-0700 (904) 488-9934
Mr. Larry Quabeck Chief Investigator Office of Fraud and Abuse Georgia Dept. of Human Resources 2 Northside, 75 Beta Bldg. Rm 250 Atlanta Ga 30318-7701 (404) 8945957	Mr. Dennis G. Rodriguez Director Division of Public Welfare Guam Dept. of Public health & SS P.O. Box 2816 Agana GU 96910 (671) 735-7123
Ms. Patricia Williams FASO/IMMO Dept. of Human Serv. & Housing 810 Richards St. Suite 500 Honolulu Hi 96813 (808) 586-5734	Ms. Carol Ross lowa Dept. of Inspect and Appeals Investigation Division Lucas State Office Bldg. 2 nd Fl. Des Moines IA 50319/ (515) 281-5714
Ms. Mary Betournay Bureau of Benefit Payments Policy Development Section Idaho Dept. of Health & Welfare 450 W. State St Boise ID 83720 (208) 334-5747	Mr. Marty Jandiver Bureau of Research and Analysis 822 S. College St. Springfield, IL 62704 (217) 524-9665
Carl Hoffman Investigative consultant Family and Social Serv. 402 w. Washington St. Rm E442 Indianapolis, IN 46240 (317) 232-4371	Paul Neals IM Chief Dept. of Social & Rehab Serv. P.O. Box 1620 Wichta KS 67201-1620
Michael Lawerence Office of Inspector General Div. of Special Investigations 275 East Main St. CHR Bldg. 4E-D Frankfort KY 40621-000 (502) 564-2815	Randall J Dupy Director DSS/OES/ Automated Systems 5700 Florida Blvd Suite 1234 Baton Rouge LA 70806-4243 (504) 922-1633
Steve Kane Dept. of Transitional Asst. Massachusetts dept. of Public Welfare 600 Wash. St Boston, MA 02111 (410) 767-7505	Harold Phillips Director Division of Special Investigation Office of Inspector General 311 W. Saratoga St. Rm 619 Baltimore Md. 21201 (410) 767-7505

A. I. I. MARIE	
Ms. Judy Williams	Jerry Swift
Director	State of Michigan Family Independence Agency
Bureau of Family Independence	P.O. Box 30037
Dept. of Human Services	Lansing MI 48909
11 State House Station Whitten Rd	(517) 335-3589
Augusta ME 04333-0011	(017) 000 0000
(207) 287-3106	
Mr. Daniel P Haley	Ms. Rita Schaefer
Dept. of Public Welfare	Supv. IM Data Management Unit
444 Lafayette Rd	Division of Family Services
2 nd FI. Space center	P.O. Box 88
St. Paul MN 55101	Jefferson City MO 65103-0088
(612) 296-4699	(314) 681-0127
Ms JoAnn Coleman	Ms. Barbara Suttiff
Director	Financial Investigator
Division of Assistance	Audit & Program Compliance Div.
750 N state St.	Dept of Social & Rehab Serv
P.O. Box 352	P.O. Box 4210
Jackson Ms. 39202	Helena MT 59604
(601) 359-4824	(406) 449-4550
Mr. E.C. Modlin	Ms. Pat Patch
Director	Medical Services
Cumberland co. DSS	Department of Human Services
P.O. Box 2429	600 E. Boulevard
Fayetteville, NC 28302	Bismarck ND 58505-0261
(910) 677-2069	(701) 224-4121
	Mr. Scott Allen MacDonald
Lynda Brown	Chief
H &HS Finance & Regulation Services	Office of Management Systems
301 Centennial Mall 5 th FI.	Department of Health & Welfare
Lincoln NE 68509-5026	6 Hazen Drive
(402) 471-9375	Concord NH 03301
	Mr. Ernest Sandoval
Ms. Linda Parson	Management Analyst
OIS	Financial Asst. Bureau
New Jersey div. Of Public Welfare	New Mexico Human Services Dept.
P.O. Box 716	Box 2348
Trenton NJ 08625	Santa Fe NM 87503
(609) 588-2395	(505) 827-7255
Ms. Loretta LeGarde	Ms. Elizabeth Zappone
Program Specialist	NY State Dept. of Social Services
Nevada State Welfare	Economic Security
2527 North Carson Street	*
	488 Broadway, 4 th Fl.
Carson City NV 89710	Albany NY 12243
(702) 687-4744	(518) 432-2966

Charles Rittenhouse Corrective Action Coordinator Ohio Dept. of Human Services 50 W. Broad Street, Suite 1820 Columbus OH 432215 (614) 644-2196	Mary Stalnker Progress Supv. Dept. of Human Services Family support Services P.O. Box 25352 Oklahoma City OK 73125 (405) 521-4391
Marcie Clark Revenue Agent Benefit Payment Control Unit P.O. Box 14150 Salem OR 97309 (503) 378-4817	OIM Hotline Dept. of Public Welfare P.O. Box 2675 Harrisburg PA 17105 (717) 7871673
Mr. Andres R Diaz Santiago Asst. Secretary Public Assistance 11398 Fernandez Jancos St. San Juan PR 00910-1398 (809) 7248474	Mr. Joseph Murray Deputy Director, Asst. Payment State Department of Social & Rehab. Serv. 600 New London Ave. Cranston RI 02920 (401) 464-2421
Harrison Reardon Director Dept. of Social Services Division of Economic Support P.O. Box 1520 Columbia SC 29202-1520 (803) 734-6188/ FAX 803-734-5597	Ms. Janet Lehmkuhl Admin. Assistant Office of Assistance Payments Department of Social Services Richard F. Knelp Bulilding Pierre SD 57501 (605) 773-4678
Glenda B. Shearon Director Department of Human Services 400 Deadrick Street Nashville TN 37219 (615) 313-5653	Barbara Compton Section Manager, Data Control Texas Dept. of Human Lresources Y-922 (mail code) P.O. Box 149030 Austin TX 78714-9030 (512) 338-6400
Russell Smith Info Analyst Supervisor Office of Family support Dept. of Human Services 120 N 200 West Rm 325 Salt Lake City UT 84103 (801) 538-3970	Ms. Sandra N. Smith CWFI Bureau of Fraud and Special Investigations Dept. of Social Services 730 E. Broad St. Richmond VA 23219-1849 (804) 6921846
Mr. Bert Smith Director Welfare Fraud Division Department of social Welfare 103 South Main Street Waterbury VT 05676 (802) 241-2860	Ms. Linda Jewell Lacey Government Center Division of Income Assistance Dept. of Social & Health Services 1009 college, P.O. Box 45400 Olympia WA 98504-5400 (360) 413-3005

Dept. of Workforce Development Office of Inspector General 201 E. Washington Ave Rm 311x P.O. Box 7905 Madison WI 53707-7905 (608) 266-0568	Ms. Larilyn Pittman Dept. of Welfare Research & Evaluation 1900 Washington St. East Charleston WV 25305 (304) 348-3186
Mr. Jerry Wight	Assistant Commissioner
Administrator	Department of Human Services
Wyoming Dept. of Health & Social Services	Government of the Virgin Islands
Hathaway Building	Barbel Plaza South
Cheyenne WY 82002	Charlotle Amalie
(307) 777-7561	St. Thomas VI 00802

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Appendix E

BENDEX CONFLICT (SSBC) TRANSMITTAL FORM LETTER

Date
Other State Contact Agency Street City, Sate, ZIP
Dear Mr./Ms xxxxxxxx:
The Social Security Administration, through the BENDEX System, identifies TANF, FoodShare and Medicaid recipients who may be receiving assistance in more than one state at the same time.
The attached Interstate Duplicate Assistance Worksheet(s) contain the names of Wisconsin recipients who may also be receiving assistance from your state according to BENDEX. Please complete the worksheet with your state's case information and return it to the address in the upper right corner. If appropriate, please attach to the worksheet a payment history ledger excluding any voided or returned assistance to facilitate the calculation of overpayments.
Please contact me FAX or email if you have any questions regarding this request. If you are not the appropriate contact for this information, please forward this verification request to the proper individual and ask that person to correct the mailing address as well.
Your cooperation in this effort is appreciated.
Sincerely,
(Caseworker's Name)
Enclosure(s)

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Appendix F

DATA EXCHANGE EOS REPORT LISTING

CARES-DX052A-EOM	CD01	FNS DISQ RECIP EDIT RPT
CARES-DX270A-EOM	CD02	FS DISQ DRS-TO-CARES EXCEPTIONS
CARES-DX280A-EOM	CD03	FS DISQ DRS MASTERFILE EXCPTNS
CARES-DX285A-DLY	CD04	FS IPV DRS-TO-CARES DLY EXCPTNS
CARES-DX270B-EOM	CD05	FS DUPLICATE DISQ RECS EXCPT RPT
CARES-DX390A-RQJ	CD10	INTERSTATE UNEMP COMP MATCH
CARES-DX810A-MON	CD11	WI UNEMP COMP MATCH SUMMARY
CARES-DX820A-IRS	CD20	IRS UNEARNED INC MATCH/STATE SUM
CARES-DX830A-IRS	CD21	IRS UI MATCH TRANSACTION COUNTS
CARES-DX840A-IRS	CD22	IRS UI STATE SUM/ OPEN NH INDV
CARES-DX860A-IRS	CD23	IRS UNEARN INC MATCH/CTY-TR SUM
CARES-DX225A-BR1	CD30	BEER ERROR REPORT
CARES-DX870A-RQJ	CD31	BEER WAGE MATCH COUNTS/CTY-TR
CARES-DX930A-SSA	CD32	BEER WAGE DX/WAGE RANGE COUNT
CARES-DX850A-QTR	CD40	STATE WAGE MATCH/AGENCY COUNTS
CARES-DX940A-DXT	CD50	BENDEX BEN CASE OPEN OTR STATE
CARES-DX955A-DXT	CD51	BENDEX BENEFIT DISCREP/STATE SUM
CARES-DX155A-TPY	CD60	SENIORCARE WTPY DISCREPANCY RPT
CARES-DX365A-UCB	CD61	SENIORCARE INTERNET UCB DISC RPT
CARES-DX815A-UCB	CD62	SENIORCARE UCB DISCREPANCY RPT
CARES-DX855A-SWC	CD63	SENIORCARE SWICA DISCREPANCY RPT
CARES-DX942A-DXT	CD66	SENIORCARE BENDEX CONFLICT RPT
CARES-DX945A-DXT	CD67	SENIORCARE BENDEX DISC RPT
CARES-DX395A-UCB	CD70	INTERSTATE UCB REPORT BY COUNTY
CARES-DX965A-DXT	CD71	BENDEX CONFLICT REPORT BY COUNTY
CARES-DX910A-MON	CD90	DX ACTION OVERDUE BY WORKER
CARES-DX900A-MON	CD91	DX ACTION OVERDUE SUM BY AGENCY
CARES-DX890A-MON	CD92	NON-IEVS RESPONSE REVIEW STATS
CARES-DX920A-ANC	CD93	NON-IEVS SAVINGS RPT BY SOURCE
CARES-DX960A-ANC	CD94	SAVINGS BY PROGRAM BY IEVS SRCE
CARES-DX970A-ANC	CD95	IEVS FEDERAL SUMMARY RPT
CARES-DX915A-WKX	CD98	SOLQ ACCESS AUDIT REPORT

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Appendix G

DATA EXCHANGE ALERTS

Alert Number/ Description	Generating Program	Why Generated	Worker Action Required
048 – Alias SSN Added	All	It is generated when the SSN conflicts with data received from SSA	Check the SSN and make sure the correct SSN is entered. Check DXSN and DXSQ. Delete the SSN on AIAL if it is not a real alias.
058- New SSI elig- Update ANDI	All	SSI eligibility began for this person. The SSI data exchange fills in the SSI PMT and SSI LTR fields on ANBR or the SSI 1619(b) field on screen ANBC.	Update ANDI
124 – Wrong SSN, Name or DOB/See DXSN	All	SSA finds the CARES SSN or name is incorrect. There is a mismatch with their records and the CARES information.	Compare the information that comes from SSA with in formation on AFEI and ANAR, using DXSN and DXSQ. The discrepancy information appears on DXSN and DXSQ. Resolve the discrepancy and make updates to ANID and ANAR (if needed).
203 – FS Disqualification; See AIIP	FS	This notifies the worker that a FS IPV from another state needs to be verified and applied.	Worker needs to contact the other state, request documentation of the IPV, and enter a verification code on AIIP.
242 – SSI Verified/See DXSX	All	CARES sends a WTPY query for all people new to CARES. If a person fails to report SSI income, the WTPY query identifies the income source.	Take immediate action by checking DXSX and enter the appropriate information on ANBR, ANBC, AFUI, AFDU and ANDI.
243 – WTPY TITLE II data/See DXSA	All	This is generated when CARES receives the WTPY response.	Check DXSA using either the PIN or SSN. Enter income on AFUI, if appropriate.
244 – 40 Quarters Data/SEE DXQC	All	This goes to the primary worker when information about qualifying quarters is received through the WTPY match process.	Check DXQC using either the SSN or PIN. This only applies to alien status.

Alert Number/ Description	Generating Program	Why Generated	Worker Action Required
255 – SSI Ending – Check ANDI	All	SSI is ending.	CARES auto updates
264 – Prisoner Data Can't be Disclosed	All	A prisoner verification request was made to SSA using DXPR. SSA can't disclose the prisoner data. There likely is an MOU in place, but SSA may not disclose the data for some reason.	Informational
265- Prisoner Data –See DXPQ	All	Prisoner data was received through the SSA prisoner data exchange.	Tran to DXPQ using the SSN in the parms. Review the data on DXPQ and confirm the confinement information with the prison contact specified.
266- No Prisoner Data Available	All	No prisoner data was received through the SSA prisoner data exchange.	Informational. You can assume the client isn't or wasn't a prisoner in those states that have an MOU agreement in place. For those states that don't have an MOU in place, it's possible there is prisoner data but it is not available without the MOU. No further action is required.
267 – New SSI Applic Info-See DXSX	All	New application for SSI.	Informational.
273 New Employment Data –See DXDN	All	All auto-update conditions are not met and therefore auto-update can not occur. CARES is unable to determine that this is the correct individual.	Go to DXDN and review the data. Then use the PF17 key to go to AFEI and compare the employment Information and determine if the employment data is valid and if verification is required.
318- FYI - New Data on DXDN	All	This informs the worker when a change in employment information is discovered in the new hire match process. CARES sends the EVF-E and/or EVF-H to the customer.	Informational only.

Alert Number/ Description	Generating Program	Why Generated	Worker Action Required
319- FYI- SSI amt/recoup updated	All	The SSI-SDX (SSI benefit match) process discovered new SSI information. The SSI eligibility is not changed, but the SSI payment and/or recoupment amounts were automatically updated.	The case will automatically run EDBC at adverse action or you can run SFED or SFEX and confirm the case earlier.
320-FYI- New data on DXQC	All	New information was received from the WTPY (wire third party) match process.	Query DXQC to see the display of work quarter coverage responses. Take appropriate action.
321 – FYI – New Data on AIIP	FS	This informs the worker that there has been a decision from another state on an intentional program violation.	Informational. No action is required
322 FYI- New Data on DXSA	All	This displays new SSA information about the client after the SSA match has run.	Query DXSA to see what information has changed. Make changes to the appropriate screens to match other CARES data to the data displayed on DXSA. Complete the disposition screen associated with the crossmatch.
323- FYI- New data on DXSN	All	There is new information on DXSN after the WTPY match process has run. Usually it indicates the wrong SSN, Name, or DOB.	Query DXSN, follow up with the client if needed, and make changes to ANID
324- FYI-New data on DXPQ	All	New information was received regarding prisoner status.	Query DXPQ and follow up with a review or take other appropriate action.
327- Death Information- See DXSN	All	This notifies the worker that one of the clients in the case has died. It also gives the date of death.	Query DXSN, and update ANID, ANDA, and ANLA.
333 New SSI Info/ Update AFUI	All	The SSI/SSA data exchange job ran and there is new SSI information.	Check DXSX and update AFUI if needed.

Alert Number/ Description	Generating Program	Why Generated	Worker Action Required
342 – Internet UCB data – See DXIU	All	The internet unemployment insurance match job found there is a discrepancy between the amount entered on AFUI and the amount that came through the UCB match from another state. The discrepancy must be at least \$100 more or less than the CARES amount to generate the alert.	Review your case record to determine if the indicated discrepancy is already known to CARES or is inconsequential to the case. If the new amount reported on DXIU affects the case's eligibility, verify the payment amount with the state that issued the unemployment payment. A revised EOS report is available for workers (Form CD70) that provides a summary listing of all internet matches in a match run. The report is organized in alphabetical order by county, by worker, and by liable state. Each page of the report provides a listing of all matches with a specific liable state for a particular worker's caseload. You can block out matches that don't require verification and send the edited report forms to the other states under a cover letter requesting verification documentation. Each report page contains a return address to the worker.
343 – FYI – New Data on DXIU	AII	The internet unemployment insurance match job found there is a discrepancy between the amount entered on AFUI and the amount that came through the UCB match from another state. The discrepancy must be at least \$100 more or less than the CARES amount to generate the alert. This alert goes to the secondary worker on the case.	Informational. Primary worker completes the disposition process.

Alert Number/ Description	Generating Program	Why Generated	Worker Action Required
350 – UCB Begins	All	First UCB payment is displayed in DUI data.	Primary worker must check DXDU for current UC eligibility and payment information. May need to request verification of other income information. Update income information in CARES accordingly.
351 – FYI – UCB Begins	W-2/CC		Informational – Sent to alternate W-2 worker
352 – UCB Potentially Ending	ALL		Primary worker must check DXDU for current UC eligibility and payment information. Be sure to check for possible UC extension. Update income information in CARES accordingly.
353 - FYI - UCB Potentially Ending	W-2/CC		Informational – Sent to alternate W-2 worker.
354 – UC Increase; Income >13% FPL.	FS	Total of CARES income and UC on DXDU in the previous month exceeds 130% FPL.	Update income information in CARES and request verification if necessary.
357 – VERIF DATA AUTO POPULATED	ALL	Auto population has been successful.	Informational – Worker can select the alert and TRAN to AFEI.
358 – VERIFICATION DATA EXCEPTIONED	ALL	Although an EVF-E and/or EVF-H has been received, the data can not be autopopulated. An exception reason appears on INEI.	The worker can select the alert and TRAN to INEI to view the exception reason. To clarify the information, the worker may need to view the scanned image, contact the employer or customer, or seek other forms of verification. The worker should then document his/her contacts and actions in case or screen comments.

Alert Number/ Description	Generating Program	Why Generated	Worker Action Required
359 – VER DATA AP, COVERG INFO RECD	ALL	The alert notifies the worker that the EVF-H was returned indicating health insurance coverage. CARES updates AFAC, but will not update AFMC or AFMI.	The worker must check CARES first to see what information is on AFMI, AFMC, or AFMA. If coverage is still unknown, contact the client to determine what kind of coverage s/he has (major medical or not) and who in the group is covered by the policy. This information should then be entered on AFMC/AFMI.
360 – VER DATA AP, ADDL INFO ON FORM	ALL	The employer or client has written "extra" information on the front of the EVF that could not be captured and sent to CARES. CARES auto-populates the standard data.	The worker must view the scanned image in the ECF to determine if any of the extra information included on the form is relevant to the case and take appropriate action.
361 – WAGE/INS VERIFICATION PAST DUE	ALL	This alert is sent to supervisors when an EVF is 10 business days overdue.	
362 – VER DATA AP, CLOSED <30 DAYS	ALL	An EVF-E or EVF-H has been received for a case that is closed in all programs and the case has been closed less than one calendar month. CARES auto-populates data from the EVF-E and/or EVF-H.	The worker must reactivate the case, run eligibility (SFED/X) and confirm benefits if the case includes MA, BC, CC, or W-2. FS cannot be opened until a new application has been received.

Alert Number/ Description	Generating Program	Why Generated	Worker Action Required
363 – VER DATA AP, NO SIGNATURE	ALL	The EVF-E and/or EVF-H is missing the employer's signature. Data from the form has been autopopulated.	The worker may call the employer to make sure that the employer has filled out the form. If the employer did, the worker should change the "N' for the EVF signature on AFEI to a 'W'. The case (for all programs that were dependent upon the return of the EVF) will now pass the EVF returned test. The worker should document his/her conversation with the employer in case or screen comments. The worker may also choose to just run eligibility and the case will be denied or terminated for all programs that were dependent upon the return of the EVF.
364 – VER DATA AP, NO WAGE EMP INFO	ALL	The top portion of the EVF-E was not completed or was left blank. CARES auto-populates data supplied on the bottom half of the form.	The worker can use the information entered on AFEI when the employment was entered and the EVF generated or determine if follow-up with the employer is needed. The worker should document his/her conversation with the employer in case or screen comments.
365 – FYI – EMP VERIFICATION RECV	ALL	Notifies the FEP that information has been received from the employer.	Informational only.

Section 1 – CARES Common Functions & Eligibility Determination Chapter 10, Version 2 – Data Exchange

Appendix H

EMPLOYER VERIFICATION FORM EXCEPTION CHART

EXCEPTION REASON	EXPLANATION	WORKER ACTION
INVALID DATA RECEIVED THRU THE DATA STREAM.	The data that was sent from EDS to CARES contains characters or values that are invalid.	View the scanned image to see what information the employer recorded and enter whatever possible into the appropriate CARES screens. The worker may need to contact the employer to gather more information. If the information still can not be deciphered, the worker should notify their IM agency CARES Coordinator who will contact the DHFS Call Center to resolve the data stream issue.
 EMPLOYER INCLUDED WAGE INFO THAT IS INVALID PAY FREQUENCY NOT ENTERED BY EMPLOYER WAGE DETAILS NOT COMPLETED BY THE EMPLOYER IRREGULAR PAY FREQUENCY IS INDICATED MORE THAN THREE PAYMENT TYPES ARE INDICATED 	The wage-related fields of hours worked per week, hourly rate of pay (data provided is outside the guidelines set for these fields), or gross amount are invalid, unreadable, non-specific on the EVF-E	The worker should check the data that has come through the data stream on INEI/INWG/INAC. The employer may need to be contacted to clarify the information. If it cannot be clarified, other methods of obtaining the needed verification must be pursued.
WAGE DETAILS FOUND ON AFDE	CARES cannot auto- populate data from the EVF-E because the detail screen that is used for this employer segment is AFDE and not AFWG.	The worker must review the data on INEI/INWG, end date the old AFEI sequence and create a new sequence of AFEI with wage details on AFWG using the new data.

EXCEPTION REASON	EXPLANATION	WORKER ACTION
INVALID INSURANCE ACCESS DATA RECEIVED THRU THE DATA STREAM	The data that was sent from EDS to CARES contains characters or values that are invalid.	The worker must view the scanned image to see what information was recorded by the employer and enter what they can on to the appropriate CARES screens. The worker may need to contact the employer to gather more information. If the information still can not be deciphered, the worker must notify their IM agency CARES Coordinator who will contact the DHFS Call Center to resolve the data stream issue.
INSURANCE COVERAGE INFO NOT COMPLETED BY THE EMPLOYER • ACCESS TO EMP PROVIDED HI PLAN NOT COMPLETED BY THE EMPLOYER • NO INDIVIDUAL HAS BEEN SELECTED UNDER COVERAGE SECTION	The employer did not indicate on the EVF-H whether or not the employed individual or other members of his/her family were covered by an employer group health plan. (Note: If "Access to State Health Plan" is not completed, the assumption is "no".	The worker must contact the employer to clarify the information and document his/her contacts and actions in case or screen comments.
AFAC UPDATED SINCE TRIGGERING THE INSURANCE FORM	Screen AFAC was updated after the form was snet and before auto-population was attempted.	The worker must review the data on INAC, compare it to the current data on AFAC and decide what updates, if any, to make. Any changes made to any field on AFAC will prevent auto-population from occurring.
INDIVIDUAL NOT CURRENTLY EMPLOYED BY THIS EMPLOYER	An employment end date is present on the EVF-E.	The worker must determine when employment ended and enter that employment information into CARES. The normal loss of employment driver flow will occur, including running eligibility.

EXCEPTION REASON	EXPLANATION	WORKER ACTION
EMPLOYMENT NOT FOUND ON AFEI	The worker has deleted the employment sequence of AFEI since the EVF-E or EVF-H was generated.	The worker must determine whether the employment was mistakenly deleted. If so, the worker must recreate the AFEI sequence for this employer using information from the In-Box screens associated with the forms that have been returned. If the AFEI sequence was deleted correctly, the worker may not need to take any action.
EMPLR NAME/FEIN MIS MATCH IN INFO RCVD THRU DATA STREAM	The data associated with the EVF-E or EVF-H that was sent from EDS to CARES contains a FEIN that does not match the FEIN of any employment sequence in CARES for this individual.	The worker must view the scanned document, comparing the employer information to what has been entered in CARES. Once the worker determines that it is the same employer, the data from INEI/INWG or INAC must be entered on the appropriate screens.
AFEI UPDATED SINCE TRIGGERING THE FORM	Screen AFEI was updated after the form was sent and before auto population was attempted.	The worker must review the data on INEI/INWG and INAC and decide what updates to make based upon what other data s/he has entered on the employer screens since the EVF was generated. Any changes to any field on /AFEI/AFWG after the generation of the EVF-E will prevent auto-population from occurring.
SOMEONE HAS 80% ACCESS BUT WE DON'T KNOW WHO	The employer has indicated on the EVF-H that they offer a group health plan for this employee's family and the employer pays 80% or more of the premium, but the employer failed to identify who in the group (employee, spouse, children, etc.) would have had access.	The worker will need to contact the employer to gather the information on whom would have/had access to health insurance. Once this information is known, the worker wil need to enter this data on AFAC, run SFED/X and confirm the case.

EXCEPTION REASON	EXPLANATION	WORKER ACTION
OTHER INDIVIDUAL MARKED AS HAVING 80% ACCESS	The EVF-H is returned and the employer indicates that the family member who has access is "other" (not self, spouse, or child).	The worker will need to contact the employer to determine who would have access under the plan and then code AFAC with the short list numbers of those individuals in the case who would have access.
ANSWERS TO ACCESS AND 80% QUESTIONS CONFLICT	The employer indicated on the EVF-H that there is no access to a group health plan for the employee's family (currently or in the next 12 months), but then indicated that the employer would pay 80% or more of the premium for such a plan.	The worker will need to contact the employer to determine who, if anyone, has access under a plan in which the employer has indicated s/he would pay 80% of more of the premium. The worker will then code AFAC with the updated answers.

Section 1 – CARES Common Functions & Eligibility Determination

Chapter 10, Version 2 – Data Exchange

Appendix I

Match Notification Methods

Match Description	Match Type	DXBM	Alert(s)
State Wage (SWICA)	DLSW	DILHR State Wage Match Processed-Exchange	None
		Type: DLSW	
New Hire	NHEI	None	318 – FYI – New Data on DXDN/AFEI
			273 - New Employment Data - see DXDN
UCB	DLUC	None	350 – UCB Begins
			351 – UCB Begins (Info – sent to W-2 worker
			352 – UCB potentially ending
			353 – UCB potentially ending (Info-sent to W-2 wkr)
			354 – UC Increase; Income >130% FPL
Internet UC	TNUC	None	342 – Internet UCB Data/See DXIU
			343 – FYI – New Data on DXIU
			Note: Access EOS Report Form CD70 for forms to submit to other states.
SSA BEER	IRBW	SSA BEER Wage Match Processed-Exchange Type: IRBW	None
IRS Unearned Income	IRUI	IRE Unearned Incm Match Processed –	None
		Exchange Type: IRUI	
BENDEX Conflict	SSBC	BENDEX Exchange Processed-Exchange Type:	None
		SSBX	Note: Access EOS Report Form CD71 for forms to submit to other states.
BENDEX Exchange	SSBX	BENDEX Exchange Processed-Exchange Type:	None
		SSBX	
SSN Verification	SSWS	SSN Verification Processed-Exchange Type:	124 – Wrong SSN, Name or DOB/See DXSN
		SSWS	048 – Alias SSN Added
			327 – Death Information – See DXSN
			323 – FYI – New Data on DXSN
Prisoner Verification	DXPV	None	264 – Prisoner Data can't be disclosed
			265 – Prisoner data – see DXPQ
			266 – No prisoner data available
			324 – FYI – New Data on DXPQ
FS Disqualification	FNDQ	None	203 – FS Disqualification; see AIIP
			321 – FYI – New Data on AIIP
40 Quarters - WTPY Query	SSWS	None	244 – 40 Quarters Data – See DXQC
Social Security/Medicare (Title II) WTPY	SSWS	None	243 – WTPY Title II Data – See DXSA (Social Security Benefits)
Query			
Fed. SSI (Title XVI) WTPY Query	SSWS	None	242 – SSN Verified/See DXSX (Title XVI SSI Data)

Section 1 – CARES Common Functions and Eligibility Processing Chapter 14, Version 2 – Letters & Notices

14.0.0 LETTERS & NOTICES INTRODUCTION

The Client Notice (CN) subsystem involves the creation and generation of both standard text and free format letters, and client notices. A Notice is a correspondence that informs the individual of any decision affecting his or her benefit(s). A Letter is a paper communication to the customer or third party that is not a Notice.

The *Income Maintenance Manual (IMM)* states that an eligibility decision must be made for each application filed with a local agency (Chapter 1, Part A, 28.0.0). Once the eligibility decision is made, the decision is communicated to the individual through a notice of decision.

Worker actions within other subsystems determine when correspondence is generated in the CN subsystem. The action taken in the other subsystem "triggers" (causes) the appropriate notice or letter to be sent from the CN subsystem. This subsystem is also used to manually create "free format" letters and standard text letters. For instance, many letters are generated as a result of other actions such as the Verification Checklist (which is triggered by worker action on screen AGVC).

All notices and CARES generated letters print in either English or Spanish based on the primary language of the case.

Letters and notices are stored online in history and can be viewed and/or reprinted. Any additionally printed copies are marked "COPY".

14.0.1 Notices of Decision

A notice of decision is formal correspondence informing the customer of a decision affecting the customer's benefits (approval, denial, change in benefits, no change to benefit, or closure). Notices of decision provide:

- a reason for a decision (notices provide up to three reasons three AG reasons + three Individual reasons for each individual for the decision);
- the corresponding legal citation (notices provide corresponding legal citations for each reason);
- budget computations;
- required statements of customer rights and responsibilities.

These notices are generated automatically through the Client Notices (CN) subsystem within CARES.

Additional text cannot be added to a notice.

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EXAMPLE - CN "TRIGGERS"

Pat and Sandy Sanderson apply for benefits on 08/06/02. Sandy reports that she is employed, but does not have employment verification with her. Her worker enters the information with a "?" to request appropriate verification and runs SFED. In the driver flow, the verification checklist is generated and the worker requests that it be sent from Madison (changes the "N" to a "Y" on AGVC in the PRINT VERIFICATION CHECKLIST field). That request "triggers" (causes) a verification checklist letter to be sent to the individual. When Sandy provides the verification, the worker enters the information and runs SFED to re-determine eligibility. Confirmation of the eligibility results in the production of a notice.

REMINDER: Each time eligibility is confirmed, a notice is generated. The notice trigger for a given AG is created when the AG is confirmed with a "Y" on AGEC.

Note: When confirmation occurs more than once on the same day for the same AG, it is time-stamped within CARES and only the last notice will go out. Notices created for previous confirmations for the same AG on that same day will be system suppressed.

Upon confirmation, the AE subsystem triggers the change notice to be sent to the customer from the Notices subsystem.

14.0.2 Letters

The CN subsystem supports another type of correspondence to the individual, letters.

- Letters are less formal than notices.
- A letter is written communication to an individual or a third party that is **not** a notice of decision.
- Letters can be automatically generated by the CN subsystem or manually requested by the worker. This can be either a standard text letter or a free format letter (see 14.0.2.1 and 14.0.2.2). An example of a manually requested letter is the Food Stamp Voluntary Quit Letter (NAVQ).
- Automatically generated letters include:
 - the verification checklist,
 - the W-2 assignment letter, and
 - the county transfer letter.

14.0.2.1 Standard Text Letters

Standard letters have fixed text. However, free format text may be added within the standard text in certain places. Free format text can also be added at the bottom of a standard letter. The addition of additional text may be done only on the same day the letter is triggered.

Standard text letters are printed locally.

The letter must be printed in order to save it to history.

Section 1 – CARES Common Functions and Eligibility Processing Chapter 14, Version 2 – Letters & Notices

14.0.2.2 Free Format Letters

Free format letters do not have fixed text; the worker creates the entire text.

Free format letters are printed locally. The letter must be printed in order to save it to history.

14.0.3 Suppression of Notices and Letters

To prevent a letter or notice from being mailed to the customer, it must be suppressed the same day it is created. Suppressed notices are saved to the history file. Suppressed letters are not saved. Screen CNIN is used to suppress a notice or letter that the worker does not want mailed out. It is also used to delete the suppression of a letter so that it will be mailed out.

A worker viewing the suppression screen (CNIN) is able to see a code which describes the type of correspondence being generated, notice (N) or letter (L) in the "NL SW" field, as well as a short description of what the notice will say (NL Description). The "NL Type" field displays the four digit code assigned to specific letter text. To view the letter text for that NL Type, tran to CNAS using the language indicator of "E" (English) or "S" (Spanish) and the four digit "NL Type" code.

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Chapter 14, Version 2 – Letters & Notices

14.1.0 HOW TO ACCESS LETTERS AND NOTICES

The MNCN menu displays the different letter and notice screens. To access this menu,

Step 1: In the NEXT TRAN field, key in "MNCN". (No entry is needed in the PARMS field.)

Step 2: Press <ENTER>.

MNCN	CLIENT NOTICES	S MENU	05/16/02 07:17 DWD046 N MEIER
FUNCTION NUMBER E	FUNCTION DESCRIPTION	TRAN CODE	PARAMETERS (PARMS)
1 - CREATE	FREE FORMAT LETTER	(CNFL)	IND/CASE/(CAT/SEQ) OR RFA OR PIN IND/PROV/(LOCN)
2 - CREATE	STANDARD TEXT LETTER	(CNSL)	
3 - IDENTIE	FY/SUPPRESS REQUESTS	(CNIN)	IND/CASE/(CAT) IND/RFA IND/PIN IND/PROV/(LOCN)
*** PARAMETERS:	PLEASE ENTER THE NUMBER	R OF THI	E DESIRED FUNCTION:
NEXT TRAN:	PARMS:		PAGE: 1 OF 2 MORE

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MNCN	CLIENT NOTICES	MENU	05/16/02 07:19 DWD046 N MEIER
FUNCTIO	ON	TRAN	DWD040 N MEIER
NUMBE	R FUNCTION DESCRIPTION	CODE	PARAMETERS (PARMS)
4 -	VIEW NOTICE/LETTER HISTORY	(CNHS)	IND/CASE/(CAT/MMDDYY/MMDDYY) IND/RFA/(MMDDYY/MMDDYY) IND/WP PIN/(MMDDYY/MMDDYY) IND/PRIMARY PIN/(MMDDYY/MMDDYY) IND/PRIMARY SSN/(MMDDYY/MMDDYY) IND/WP SSN/(MMDDYY/MMDDYY) IND/PROV/(LOCN/MMDDYY/MMDDYY)
5 - 6 -	MAINTAIN STANDARD TEXT TABLE CC DAILY NOTICE TRIGGER	(CNAS) (CCDN)	LANG CD/LTRID/APPL ID/(CNTY/VER) CASE NUM
PARAME:	*** PLEASE ENTER THE NUMBER	OF THE	E DESIRED FUNCTION:
NEXT T	RAN: PARMS:		PAGE: 2 OF 2

The menu identifies both the screen names and titles as well as the specific parms needed to access the screens.

The "IND" (Indicator) is a required entry for CNFL, CNSL, CNIN, and CNHS. Valid indicators are:

С	Case Number
R	RFA
W	Work Program PIN
Р	Primary PIN
S	Primary SSN
N	Work Program SSN
V	Provider

Section 1 – CARES Common Functions and Eligibility Processing Chapter 14, Version 2 – Letters & Notices

14.2.0 **LETTERS**

As mentioned earlier, some letters are automatically generated by CARES based upon worker action. Unlike notices, there are two types of letters that can be manually created within CARES by a worker. These letters are:

- 1. Standard text letters
 - This has a pre-defined letter text. The worker can input data in specific unprotected fields
- 2. Free format letters.
 - The text of the letter is input entirely by the worker.

14.2.1 Standard Text Letters

Standard text letters have predefined letter text stored in a standard text table (Reference Table TNLL). The Food Stamp Repayment letter is an example of a standard text letter.

Free formatted text can be added to pre-designated areas within the letter as well as in a block at the end of standard text letters.

An example of standard text letters is appointment letters produced as a result of scheduling appointments on the online CARES scheduling system. These letters are automatically generated and sent 12 days prior to the appointment date. However, the worker can print and mail the letter locally. If the appointment is scheduled less than 12 days prior to the appointment date, the letter must be printed locally. If a scheduled appointment is cancelled at least 12 days prior to the appointment date, the appointment letter isn't produced.

Note that Standard Text letters cannot be mailed centrally. All Standard Text letters must be printed locally and manually mailed to the appropriate address.

14.2.1.1 CNSL – Creating a Standard Text Letter

To create a standard text letters:

Step 1: Key in "CNSL" into the NEXT TRAN field

Step 2: Key in **one** of the following indicators in the PARMS field followed by a forward slash (/), followed by the appropriate additional parm(s) according to the menu and press <ENTER>.

С	Case Number
R	RFA Number
W	Work Programs PIN
Р	Provider

The preformatted letter containing the individual's name and address will display.

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CNSL CREATE STANDARD TEXT LETTER 05/16/02 07:31
STATUS INDICATOR : W PRINTER ID: ABCD1234 XCTA13 N MEIER
CASE/RFA/WP PIN : 0100503004 CAT : SEQUENCE : 0
LTR TYPE/ACTION/COUNTY/VER: 009901
DESC :
NAME : PENELOPE PITSTOP
ADDRESS : NUMBER UNIT DIR ST/RURAL RT/BOX# SUF DIR APT
231 PITROAD RD
LINE-2:
CITY: TALLEDEGA STATE: WI ZIP: 55555
PF13 PRINT & MENU PF14 PRINT PF15 NEXT ADDR PF16 ADD TXT
NEXT TRAN: PARMS: W/0100503004
NEAT TRAN PARMS: W/UIUUJUJUU4

Step 3: Enter the appropriate code for the letter being produced by entering a "#" (pound sign) into the LTR TYPE/ACTION/COUNTY/VER field. Reference Table TNLL will display.

NOTE: The field titled LTR TYPE/ACTION/COUNTY/VER will be partially filled in with the default 009901; "00" is the action, "99" is the county (99 is the default, it is the state number), and "01" is the version number. There are some county specific letters available for local use as well as some letters with more than one version.

Step 4: Choose the appropriate letter by entering the TYPE/ACTION/COUNT/VER CODE into the ENTER SELECTION VALUE field and press <ENTER> twice.

The first time <ENTER> is pressed, CARES inserts the correct code in the LTR TYPE/ACTION/COUNTY/VER field. The second time <ENTER> is pressed, CARES inserts the standard text of the letter and highlights the areas that can be entered by the worker.

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CNSL	CREATE STANDARD TEXT LETTER	05/21/02 07:44
STATUS INDICATOR	: W PRINTER ID: ABCD123	4 XCTA13 N MEIER
CASE/RFA/WP PIN	: 0100503004 CAT : SE	QUENCE: 0
LTR TYPE/ACTION/COUN	ry/ver : <mark>NAEA009901</mark>	
	: REQUST FOR W2 EXT APP APPROVAL	
	: PENELOPE PITSTOP	
	UNIT DIR ST/RURAL RT/BOX#	
231	PITROAD	RD
LINE-2 :		
	EGASTATE : WI ZIP : 5555	
WISCONSIN WORKS (W-2)		NAEA
) participation in (W-2 Employm	
	(date) as only 24 months in	tnis
employment and train	ning position are allowed	
\overline{W} 2 is a time-limit	ed program and is subject to a lifeti	me limit of 60
	nt cannot exceed 24 months in each W-	
	Frial Jobs, Community Service Jobs, a	
_ = = =	is approved.	
PF13 PRINT & MENU	PF14 PRINT PF15 NEXT ADDR PF16 ADD	
NEXT TRAN:	PARMS: W/0100503004/NAEA/0099/01?ABCD	

Step 5: Add the necessary information and then choose one of the following options from the table below:

PF KEY	FUNCTIONALITY
PF13 PRINT & MENU	Prints the letter and returns the worker to the Notice
	Subsystem Menu.
PF14 PRINT	Prints the letter.
	Requires the entry of a new case number in the PARMS
PF15 NEXT ADDR	field. CARES will carry over the information from the first
	letter and create the same letter addressed to the new case.
PF16 ADD TXT	Allows the worker to add a block of free format text to the
FFIO ADD IXI	end of the letter.

ADDING FREE FORMAT TEXT:

To add free format text to the standard text letter, press PF16. This provides 11 lines in which to enter the free format text. Press PF3 to save the additional text to this letter. Free format text may only be added the same day that the letter was triggered/created.

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ADD FREE FORMAT TEXT

CNAT

					XCT	'A13 N	MEIER
	CASE/RFA N	NUM/WP	PIN: 010	0503004			
REQUEST DATE 05/21/02	CAT	SEQ 0	NOTICE NA EA	DESCRIPT REQUST E	TION FOR W2 EX	KT APP	APP
ENTER FREE FORMAT 1	EXT BELOW:						
PF03 SAVE TEXT							
	PARMS: W/C)100503	3004/NAEA/	0099/01			
	PARMS: W/C)100503	3004/NAEA/	0099/01			
NEXT TRAN:				0099/01			
NEXT TRAN:	andard Text A	Added:	RD TEXT LE	TTER	05/1	6/02 (07:56
NEXT TRAN:	andard Text A	Added:	RD TEXT LE	TTER	05/1	6/02 (07:56
next tran: ample of CNSL with St NSL STATUS INDICATOR CASE/RFA/WP PIN	andard Text A CREATE S : W : 01005030	Added: STANDAR	RD TEXT LE PRINTER CAT :	TTER	05/1	6/02 (07:56
mext tran: ample of CNSL with St NSL STATUS INDICATOR CASE/RFA/WP PIN LTR TYPE/ACTION/COU	andard Text A CREATE S : W : 01005030 INTY/VER : N	Added: STANDAF 004 JWG1999	RD TEXT LE PRINTER CAT :	TTER ID: ABCD1	05/1	6/02 (07:56
next tran: ample of CNSL with St NSL STATUS INDICATOR CASE/RFA/WP PIN LTR TYPE/ACTION/COU	andard Text A CREATE S : W : 01005030 UNTY/VER : N : REOUEST	Added: STANDAF 004 WGI999 FOR IN	RD TEXT LE PRINTER CAT : 9901 UFO GE	ITER ID: ABCDI	05/1	6/02 (07:56
ample of CNSL with St NSL STATUS INDICATOR CASE/RFA/WP PIN LTR TYPE/ACTION/COU DESC NAME	andard Text A CREATE S : W : 01005030 INTY/VER : N : REQUEST : PENELOPE	Added: STANDAF 004 JWG1999 FOR IN	RD TEXT LE PRINTER CAT : 9901 NFO GE	TTER ID: ABCD1 NERAL ITSTOP	05/1 1234 XCI SEQUENCE	.6/02 (TA13 N E : 0	07:56 MEIER
ample of CNSL with St NSL STATUS INDICATOR CASE/RFA/WP PIN LTR TYPE/ACTION/COU DESC NAME ADDRESS : NUMBE	andard Text A CREATE S : W : 01005030 UNTY/VER : N : REQUEST : PENELOPE GR UNIT	Added: STANDAF 004 WWG1999 FOR IN EDIR	RD TEXT LE PRINTER CAT : 9901 NFO GE P ST/RURAL	ITER ID: ABCDI NERAL ITSTOP RT/BOX#	05/1 1234 XCT SEQUENCE	.6/02 (TA13 N E : 0	07:56 MEIER APT
Eample of CNSL with St NSL STATUS INDICATOR CASE/RFA/WP PIN LTR TYPE/ACTION/COU DESC NAME ADDRESS : NUMBE 231	andard Text A CREATE S : W : 01005030 UNTY/VER : N : REQUEST : PENELOPE GR UNIT	Added: STANDAF 004 WWG1999 FOR IN EDIR	RD TEXT LE PRINTER CAT : 9901 NFO GE P ST/RURAL	ITER ID: ABCDI NERAL ITSTOP RT/BOX#	05/1 1234 XCT SEQUENCE	.6/02 (TA13 N E : 0	07:56 MEIER APT
Sample of CNSL with Stantle indicator case/RFA/WP PIN LTR TYPE/ACTION/COUDESC NAME ADDRESS : NUMBE 231_LINE-2 :	andard Text A CREATE S : W : 01005030 INTY/VER : N : REQUEST : PENELOPE CR UNIT	Added: STANDAF 004 JWG1999 FOR IN DIR	RD TEXT LE PRINTER CAT : 9901 NFO GE P ST/RURAL	TTER ID: ABCD1 NERAL ITSTOP RT/BOX#	05/1 1234 XCT SEQUENCE SUF RD_	.6/02 (TA13 N E : 0	07:56 MEIER APT
PF03 SAVE TEXT NEXT TRAN: Sample of CNSL with St STATUS INDICATOR CASE/RFA/WP PIN LTR TYPE/ACTION/COU DESC NAME ADDRESS : NUMBE 231 LINE-2 : CITY : TALLE	andard Text A CREATE S : W : 01005030 INTY/VER : N : REQUEST : PENELOPE CR UNIT	Added: STANDAF 004 IWGI999 FOR IN DIR — STA	RD TEXT LE PRINTER CAT : 9901 NFO GE P ST/RURAL	ITER ID: ABCD1 NERAL ITSTOP_ RT/BOX# ZIP: 55	05/1 1234 XCT SEQUENCE SUF RD_	D6/02 (FA13 N E : 0 DIR —	D7:56 MEIER APT

help you do this we need current, accurate information about your jobs,_____

schooling and other activities. To help us keep your records up to date,

please complete the information below and mail it back to our office. You

also may call your Work Program worker with the information. Your worker's

name and telephone number are shown above. Please provide this information____

within 2 weeks. If you do not, you will be scheduled for an appointment to

05/21/02 07:41

review your status in Work Programs.

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PF13 PRINT & MENU	PF14 PRINT PF15 NEXT ADDR PF16 ADD TXT	
NEXT TRAN:	PARMS: W/0100503004/NWGI/9999/01	MORE

Section 1 – CARES Common Functions and Eligibility Processing Chapter 14, Version 2 – Letters & Notices

14.2.2 Free Format Letters

Free format letters are letters that are worker-generated and do not contain standard text.

14.2.2.1 CNFL – Creating a Free Format Letter Step 1: Key CNFL in the NEXT TRAN field.

Step 2: Key in **one** of the following in the PARMS field, followed by a forward slash (/), and the appropriate parm(s) according to the menu:

С	Case Number
R	RFA Number
W	Work Programs PIN
Р	Provider

Step 3: Press <ENTER>. The result will be the CNFL screen.

The following will display:

- The individual's name and address
- Case Number, or RFA, or PIN
- Category of Assistance
- Sequence Number

Note: The individual's name and address may be changed if appropriate. To send to multiple recipients, press PF15 and change the name(s) and address(es) for the individual(s) to whom the letter is being sent.

Section 1 – CARES Common Functions and Eligibility Processing Chapter 14, Version 2 – Letters & Notices

CNFL				CDENTE	יייסיי	FORMAT L	וחחו	סק			15/16/0	2 00.11
	- ~ 7											
STATUS INDI CASE/RFA/WF	. U <i>I</i>	ATOR :		W	0 0 4	PRIN	TER	ID: A	RCDI	234 252	XCTAIS	N MEIEK
CASE/RFA/WF	' 1	SIN :		0100503	004	CAT	:			SEQUI	ENCE :	U
NAME ADDRESS		:		PENELOP	E		P.	ITSTOP				
ADDRESS	:	NUMBER		UNIT	DIR	ST/RURAL	RT,	/BOX#		SUF	QUAD	APT
		231				PITROAD_				RD		
LINE-2	:											
CITY	:	TALLEDEG	ξA		S'	TATE : WI	_	ZIP :	555	55		
			_									
			-									
			_									
			_									
			_									
			_									
			_									
			_									
PF13 PRINT	. 8	MENU P	PF	'14 PRIN	T PI	F15 NEXT .	ADDI	2				
NEXT TRAN:		P	A	RMS: W/	01005	503004						MORE

Step 4: Enter the letter's text.

Step 5: Produce the letter by pressing either PF13 or PF14:

PF KEY	FUNCTIONALITY
PF 13 PRINT & MENU	Prints the letter and returns to the Client Notices Subsystem Menu.
PF 14 PRINT	Prints the letter and remains on the letter screen.

Step 6: Press PF15 (NEXT ADDR) to create the letter for another individual. This requires a new Case/RFA/PIN number to be entered into the PARMS field.

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As with Standard Text letters, Free Format letters cannot be mailed centrally. They must be printed locally and mailed manually.

All letters are stored in history with notices and can be accessed through screen CNHS. **EXCEPTION:** If a letter is suppressed the day it is created, it will not be saved to history. By telling CARES to suppress the letter on CNIN, CARES knows not to save the letter to history. This is done by not sending the letter. (The suppression procedures on CNIN are the same for letters as they are for notices. See 14.3.3 for details on how to suppress a letter or notice.)

Standard Text letters and Free Format letters are sorted together in CNHS and they are sorted after all notices have been sorted. Thus, these letters will appear at the end of the CNHS listing.

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14.3.0 **NOTICES**

Each time an assistance group (AG) is confirmed on AGEC, a request is sent to the CN subsystem to send a notice of decision about the eligibility determination made regarding that AG. The CN subsystem uses specific information (such as the closure and reduction codes that explain the reason for the benefit change) to format and generate the notices.

IMPORTANT INFORMATION:

Always check to make sure reason codes are correct before confirming eligibility decision overrides (SFCC, AIOE, AGOE, and AGFB). If an incorrect reason code is used to close or reduce benefits, an incorrect notice is issued to the individual.

14.3.1 Online Notice History

CNIN provides an online history of notices generated by CARES that have been requested that day. Use this screen to identify the following:

- 1. A letter or notice which was created that day, which the worker wants to suppress
- 2. A letter to which the worker wants to add free format text

14.3.2 Identify/Suppress Requests

14.3.2.1 CNIN

When notices of decision are generated by confirmation on AGEC, they are scheduled to be printed the same evening the action is taken on the case. This means the notices are not visible in their entirety until the next day. Notices generated on a given day will be dated the next day's date, which is the date they are actually mailed. On the day the action is taken, a brief description of what the notice will say appears on screen CNIN (for W-2, Food Stamps, Medicaid, Caretaker Supplement and Child Care eligibility AG's).

To access CNIN – Identify/Suppress Requests:

Step 1: Key in "CNIN" in the NEXT TRAN field.

Step 2: Key in **one** of the following in the PARMS field, followed by the appropriate parm(s) according to the menu:

С	Case Number
R	RFA Number
W	Work Programs PIN
V	Provider

Step 3: Press <ENTER>.

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CNIN		I	DENTIFY ONLINE NOTICE/L	ETTER	}	(05/16/02 1 XCTA13 N				
SEA	RCH CRITER	IA: C/	5700234653								
SEL	CAT/ SEO	NL NL SW TYP	NL E DESCRIPTION	SUPF IND	USER ID	DUP/ COPY	MONTH	TIME			
NUM	SEQ	SW IIP	E DESCRIPTION	TND	ID	COPI					
1	MA U 001	N AEI	4 NO CHG MA NO PAT RES				06/2002	10:13:47			
2	CC 001	N AEA	X W2 CHILD CARE APPROV				06/2002	10:13:43			
3	CC 001	N AEA	Y W2 CC APROV(INT MOS)				05/2002	10:13:43			
4	FS X 001	N AED	7 DNY ONGO MT AF FS MA	S	CARES		06/2002	10:13:43			
5	FS X 001	N AED	5 DNY ONGO PR AF FS MA	S	CARES		05/2002	10:13:43			
6	MA U 001	N AEI	4 NO CHG MA NO PAT RES				06/2002	09:49:14			
7	CC Z 001	N AEDI	H DNY ONGO MTH W-2 CC	S	CARES		06/2002	09:49:06			
8	CC Z 001	N AED	9 W2 CC DENIAL-INITIAL	S	CARES		05/2002	09:49:06			
9	FS X 001	N AED	7 DNY ONGO MT AF FS MA	S	CARES		06/2002	09:49:06			
10	FS X 001	N AED	5 DNY ONGO PR AF FS MA	S	CARES		05/2002	09:49:05			
	PLEASE ENTER SELECTION SEQUENCE NUMBER:										
						_					
PF13	CNAT PF	14 SUPP	RESS REQUEST PF15 DELI	ETE S	SUPPRES	SS					
NEXT	TRAN:	_ P	ARMS: C/5700234653								
		_									

14.3.2.2 CCDN

CCDN displays daily notices triggered the same day, and the authorization begin and end notices that have not been mailed yet because the authorization begin or end date is more than 14 days in the future. Both client and provider notices can be suppressed.

If a CC client notice is suppressed, all corresponding provider notices will be suppressed.

To access CCDN – Child Care Daily Notice Trigger

Step 1: Key in "CCDN" in the NEXT TRAN field.

Step 2: Key in the "CASE NUMBER" in the PARMS field.

Note: No indicator is used on CCDN.

Step 3: Press <ENTER>.

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CHILD CARE DAILY NOTICE TRIGGERS 05/16/02 12:56 CCDN CASE: 2700249127 WORKER: XCT103 CASELOAD: 2318 XCTA13 N MEIER

SL PROVIDER LOC CHILD AUTH NL NL SUPP WORKING NUM NAME NUMBER TYPE DESCRIPTION IND ID NL NL SUPP WORKER TIME

1 6800036206 001 JACK 7800292147 CCA1 NEW CC CLIENT 12:49:42

PLEASE ENTER SELECTION SEQUENCE NUMBER: 00

PF14 SUPPRESS REQUEST PF15 DELETE SUPPRESS

NEXT TRAN: ____ PARMS: 2700249127_____

How to Suppress Letters & Notices 14.3.3

Suppressing a notice is simply telling CARES not to send the notice to the customer. The notice is still stored in history when it is suppressed. Suppression of notices and letters can prevent customers from receiving unnecessary correspondence. Discretion should always be used when suppressing notices. To suppress a notice:

Step 1: Tran to CNIN or CCDN using the directions within this chapter.

Step 2: Find the notice that is to be suppressed.

Enter the selection number of the notice to be suppressed in the PLEASE ENTER Step 3:

SELECTION SEQUENCE NUMBER field.

Step 4: Press PF14 to request a suppression.

Notices of decision can only be suppressed on the same day they are created, that is, the same day as the confirmation on AGEC, which created them. To avoid having to suppress notices, simply do not confirm eligibility or benefits on AGEC until it is certain that they are correct. Child care authorization and provider notices can be suppressed the day the action was taken or for future authorizations anytime the notice is generated, which is two weeks prior to the authorization begin date.

Suppression of notices is an individual decision to be made on a case by case basis by the worker and/or supervisor. Some rules of thumb:

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CNIN

- If the worker confirms **erroneous benefits**, and makes a change to correct them, **suppress the notices that correspond to the error**.
- If a notice **does not provide new information**, or if the notice will not add to the individual's knowledge of the case, the worker may suppress the notice.
- If there is **no difference** in the budget, the language used in the notice, or the closure reason, the worker may suppress the notice.
- If benefits change based on an action taken on the case, the corresponding notice must be allowed to go to the individual.

CCDN

- Use caution when suppressing child care authorization notices. While sending erroneous or confusing information should be avoided by notice suppression, families and providers must be notified of all information relating to their child care authorizations.
- Suppression of the individual's child care authorization notice also suppresses the corresponding provider notice.

14.3.4 How to Cancel a Suppression (Delete Suppress)

- Step 1: Tran to CNIN or CCDN using the directions within this chapter.
- Step 2: Find the notice that is to be suppressed.
- Step 3: Enter the selection number of the notice to be suppressed in the PLEASE ENTER
 - SELECTION SEQUENCE NUMBER field.
- Step 4: Press PF15 to cancel a suppression (Delete Suppress).



Reminder: System suppressed Notices cannot be cancelled.

The SUPP IND (Suppress Indicator) field will display an "S" if the notice was suppressed by the System and the USER ID field will display "CARES".

The SUPP IND (Suppress Indicator) field will display a "W" if the Worker suppressed the notice and the USER ID field will display the User ID of the worker.

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14.3.5 Physical Appearance of Notice of Decision

Each notice is divided into the following parts:

Header

Standard Header information is as follows:

- Agency name and address
- Date of notice
- Case name and number
- Worker name, user id, and phone number
- Assorted state title information
- Envelope number

Because notices can be sent out in more than one envelope (only five sheets of paper can be stuffed into one envelope), the text "ENVELOPE XX" has been added to the header. If more than one envelope is needed for the mailing of notices, the header on the very first page of the notice will include "ENVELOPE 01", while the header on the very first page of the second envelope will include "ENVELOPE 02" and so on.

Note: If only one envelope is needed, "ENVELOPE 01" will still appear in the header of the first page. If there is more than one envelope, the first page in each envelope will include the basic header information. Because eligibility summary sections appear only once for each set of notices, the first page of the second and subsequent envelopes will include the traditional footer information.

Introduction/Summary

The Introduction/Informational Summary introduces the purpose and content of the notice. It includes the following:

- Salutation
- Introductory paragraph briefly describing the two sections of the notice
- Disability statement
- Statements regarding appeal and fair hearing rights

This information, along with the Eligibility Summary, will display only once per set of notices. If a set of notices is sent in more than one envelope, the first page of the second and subsequent envelopes will not display these two pieces.

Note: Traditional footer information will not appear on the very first page of the notice. Instead, the Informational Summary contains information previously included in the footer. However, if the notice is contained in more than one envelope, the first page of the second and subsequent envelopes will contain traditional footer information.

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Footer Information

The footer varies by program. The common footer includes the Disability or Other Need statement, the Appeal Rights process information, and a statement on disability accommodation. There is a footer for W-2 when a W-2 notice is the first notice in the group. It includes statements on the Fair Hearing process, the W-2 Fact Finding process, and accommodating Special Needs.

Section 1 – Eligibility Summary

This section contains a summary of benefits starting on the first page of the notice. This is in the form of a table and uses codes to inform participants of their eligibility status. It includes only those programs for which a participant has applied and where the eligibility for that program has been confirmed.

In addition there are three text items that are included in this section. These are:

- Description of the usage and purpose of the Wisconsin Quest card when eligibility is approved for Food Stamps (FS),
- Description of the usage and purpose of the Wisconsin Forward card when eligibility is approved for Medicaid (MA), and
- Description of the procedure for obtaining authorized Child Care (CC) when eligibility is approved for CC.

Note about W2 Notices and the Eligibility Summary:

When a W2 AG is confirmed open (i.e., Approved) at intake on AGEC, there is no formal approval notice of decision generated. Unlike other eligibility programs (e.g., Food Stamps, Medical Assistance) that are required by law to issue notices of decisions for every instance of request, W2 is not governed by the same legal mandates. Thus, there is no W2 approval notice, and because of this, W2 approvals at intake are not captured in the Eligibility Summary section of the notice. But similar to the other programs, there are denial and closure notices that are issued at every confirmed instance of W2 denial or closure, and these are captured in the Eligibility Summary section. At W2 approval, however, the individual will be issued an AELR W2 placement letter, which is issued separately from the notices of decision.

• Section 2 – Notices & Budgets

This section contains the individual notices and budgets that are generated via confirmation for each program of assistance for each month the benefit is requested.

Notices are sorted by two sort orders. The first sort is based on eligibility status. The first set of notices to appear in Section 2 will be approval notices, followed by closure and denials. Within each category of eligibility status (i.e., approved or denied), a second sort occurs based on program of assistance. This is an alpha sort based on the name of the program. Within program of assistance, notices are listed by effective month, with the earliest months appearing first.

Note: If an assistance group is eligible for at least one month, all notices for that AG will be included in the eligible group of the sort order.

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Each notice is immediately followed by its corresponding budget. Each budget includes the dates for which the budget information is applicable. This effective date of the budget information can be found at the top of each budget, immediately under the name of the respective Program of Assistance.

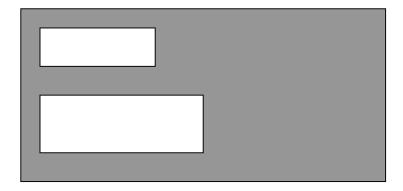
Each separate notice and its corresponding budget will be separated from the preceding and following notice by a double-dotted line.

Reason code long description text has been expanded from a 60 character limit to a 240 character limit. The long text for some reason codes have not yet been expanded to 240 characters. Please see Section 1, Appendix 05A and 05B for more information on Reason Codes.

14.3.6 Physical Appearance of Envelope

The (standard) envelope style has two windows, with both windows aligned on the left side of the envelope. The top window is for an agency's return address and the bottom window displays the mailing address.

The envelope follows this style:



When ordering the envelopes, use the following ordering specifications:

Window #1 (top window) is $3\frac{1}{2}$ " x 1" and is located 5/8" from the left edge and 3/8" from the top edge of the envelope.

Window #2 (bottom window) is 4 $\frac{1}{4}$ " x 1 $\frac{1}{4}$ ", and is located 5/8" from the left edge and 5/8" from the bottom edge.

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14.4.0 CNHS – VIEWING NOTICES IN HISTORY

CNHS is used to access notices stored in history. Notices can be accessed through CNHS the day after they are created in CNIN. CNHS is the storage area for notices produced in all of the CARES subsystems, including Child Care notices.

14.4.1 Reversing a Suppression

The suppression indicator on CNHS will show when a notice has been suppressed. If a notice was incorrectly suppressed, it can be generated the following day.

Step 1: Access CNHS by entering "CNHS" in the NEXT TRAN field and key in **one** of the following indicators in the PARMS field followed by a forward slash (/), followed by the appropriate additional parm(s) according to the menu and press <ENTER>. The result will be the CNHS screen.

С	Case Number
R	RFA
W	Work Program PIN
Р	Primary PIN
S	Primary SSN
N	Work Program SSN
V	Provider

Step 2: Select the notice to be sent to the individual.

Step 3: Enter the Selection Number into the SELECTION NUMBER field.

Step 4: Press PF13 to view the notice.

Step 5: On CNHD, press PF14 to request a duplicate copy sent to the customer.

A worker may also choose to print the notice for the paper record. To do so, follow steps 1-4 above; in step 5, press PF 13 "Online Copy."

Either of these requests will appear on CNIN on the day they are requested. If the notice was duplicated or copied in error, the worker can suppress the duplicate or copy on that same day.

The action will appear on CNHS the day following the request. If a duplicate notice was requested, a "D" will appear in the "DUP/CPY" column. Duplicate notices are stored in history as separately created correspondence. Copies of notices are not stored separately in history.

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CNHS	NOTICE/LETTER H	IISTOF	RY SUM		/16/02 13: CTA13 N ME	
SEARCH CRITERIA: C	C/2700249127			25		
SEL REQUEST MAIL CA	ASE/PIN/RFA CAT	SEQ	NL	NL	SUP DUP	MONTH
NUM DATE DATE /P	PROV NUMBER		TYPE	DESCRIPTION	IND CPY	
	2700249127 CC	001	CCA2	CC CLIENT AUTHOR	END	05/2002
2 040102 040202 2	2700249127 CC	001	CCA1	NEW CC CLIENT AUT	HOR	04/2002
3 040102 040202 2	2700249127 WW Z	001	AEDH	DNY ONGO MTH W-2	CC	05/2002
4 040102 040202 2	2700249127 BC Z	001	ABDD	DENY ONGNG MTH MA	/BC	05/2002
5 040102 040202 2	2700249127 WW Z	001	AED9	W2 CC DENIAL-INIT	IAL	04/2002
6 040102 040202 2	2700249127 WW Z	001	AED9	W2 CC DENIAL-INIT	IAL	03/2002
7 040102 040202 2	2700249127 WW Z	001	AED9	W2 CC DENIAL-INIT	IAL	02/2002
8 040102 040202 2	2700249127 WW Z	001	AED9	W2 CC DENIAL-INIT	IAL	01/2002
9 040102 040202 2	2700249127 WW Z	001	AED9	W2 CC DENIAL-INIT	IAL	12/2001
10 040102 040202 2	2700249127 WW Z	001	AED9	W2 CC DENIAL-INIT	IAL	11/2001
11 040102 040202 2	2700249127 WW Z	001	AED9	W2 CC DENIAL-INIT	IAL	10/2001
12 040102 040202 2	2700249127 FS Z	001	AED7	DNY ONGO MT AF FS	MA	05/2002
13 040102 040202 2	2700249127 MA Z	001	AED7	DNY ONGO MT AF FS	MA	05/2002
	SELE	CTION	NUM:			
PF13 CNHD						
NEXT TRAN:	PARMS: C/27002	49127	7			MORE

CNHD NOTIC	CE/LETTER HISTORY	DETAIL	05/21/02 07:05
CURRENT WORKER: XCT103	BRUEGGEMAN	SUPPRESS IND: S	XCTA13 N MEIER PRINTER ID: ABCD1234
FOND DU LAC FONDDULAC CO W2		NOTICE OF	DECISION State of Wisconsin Workforce Development
349 N PETERS AVE FOND DO LAC WI 54935		Beparement of	MOTATOTOC Development
ENVELOPE 01 QUESTIONS: Ask your Wo	orker.	Case Number: Worker Name: Worker No:	HEATHER BLACK 2700249127 REBECCA BRUEGGEMAN
HEATHER BLACK			
	SEND DUPLICATE TO M: C/2700249127	O CLIENT PF15 C	NHS MORE

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14.4.2 "NAG" Notices

CARES automatically suppresses certain ongoing denial notices. Automatic suppression only happens when a case is in ONGOING status. It occurs when an assistance group (AG) is denied because:

- 1. The AG has not requested a program (e.g. "FS Z"), or
- 2. The AG has been denied (e.g. "FS X").

CARES does not automatically suppress notices at application or review. Unless a mistake is made, all notices for all programs must legally go out at application and at review.

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14.5.0 ARCHIVING NOTICES

HMRT is used to retrieve notices that have been archived (taken off-line from CARES) for such purposes as fair hearings or court proceedings. Notices are stored in history and are available on CNHS for 13 months from the date they are originally issued, after which time they are archived.

To retrieve a notice that has been archived:

Step 1: Key in "HMRT" in the NEXT TRAN field. No Parm is required. Press <ENTER>.

Step 2: Key in **one** of the following indicators in the CASE/RFA/PIN IND field followed by the appropriate additional number in the CASE/RFA/PIN NUMBER field and press <ENTER>.

			05/00/00 10 54
HMRT	REQUEST RETRIEVAL OF	ARCHIVED DATA	05/20/02 10:54 DWD046 N MEIER
	CASE/RFA/PIN IND	CASE/RFA/PIN NUMBER	
	-		
	_		
	-		
	_		
	_		
	_		
	_		
NEXT TRAN:	PARMS:		

If data exists for the case, it will be restored the next day to CNHS.

Notices restored to CNHS can be selected for viewing as described in the "CNHS" section of this chapter.

Information that has been restored to CNHS will remain there from the date requested until the end of that month.

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14.6.0 APPLICATION ENTRY INTERACTION WITH CLIENT NOTICES

Entries made in other CARES subsystems, such as Application Entry (AE), have an effect on the CN subsystem. For instance, how an address is entered on screen ACCH might affect the way a notice is mailed. The following sections are areas to be cautious of when working in the AE subsystem

14.6.1 Notice Address Hierarchy

Entering addresses correctly into CARES is very important for several reasons. In an effort to keep costs down and provide better customer service, DWD uses bar coding when mailing notices and letters from the state central office. Specific information on how to enter addresses is located in the Wisconsin CARES Guide, Chapter 3, Part 3.3.3.

AE uses several different screens for relating the correct address to an AG. CARES sets these addresses in a hierarchy to ensure notices get to the appropriate place.

CARES determines where to mail original notices based upon the hierarchy of data on the following screens:

- 1. If there is a Legal Guardian Address on ACDP, the notice is sent to that address.
- 2. If the Primary Person has an alternate mailing address on ACMA, the notice is sent to that address.
- 3. If there is no address for a Legal Guardian on ACDP or an alternate address for the primary person on ACMA, the notice goes to the address on ACCH.

Copies of notices are sent to the Authorized Representative, Protective Payee or Alternate Payee only when "Y" is entered for "Copy of Notices to be Sent".

If "Y" is entered for "Address Same as Household" on ACDP, benefits and original notices are sent to the address on ACCH if there is no address on ACMA. If there is an address on ACMA, benefits and original notices for the alternate payee are sent to the address on ACMA.

If the payee type is "AB" (Authorized Buyer), "Y" cannot be entered in "Copy of Notices" to be Sent".

14.6.1.1 Nursing Home Cases

For nursing home cases, information from the patient liability notices is put into a CARES-generated report that is sent to the nursing home indicated on ACCH. Enter the name of the nursing home on Address Line 2 on ACCH.

The report is an accumulation of all patients residing in that nursing home. To ensure that the nursing home receives only one report per week, it is important that workers be consistent (in each local agency and within each caseload) in the way nursing home addresses are entered on ACCH. It is equally important that workers maintain current addresses on ongoing nursing home cases. (If the nursing home name or address changes, the nursing home may have difficulty getting the report unless the changes are made in CARES for each case within that particular nursing home.)

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Following are some examples for correct addressing for nursing home cases.

Note: Screen samples of ACCH, ACMA, and ACDP appear at the end of this subsection.

EXAMPLE 1:

A nursing home resident has a legal guardian with power of attorney (POA). The Legal Guardian/POA wants to receive the notices and MA card.

On screen ACDP, enter the following:

- 1. "LG" in the PAYEE TYPE field and
- 2. "Y" in the MA PAYEE field.

The legal guardian then receives the original notices. The information is gathered into a report with other residents in the same nursing home known to CARES and is issued to that nursing home.

EXAMPLE 2:

A nursing home resident has an authorized representative. The authorized representative wants to receive the MA card and a copy of the notices.

On screen ACDP enter the following:

- 1. "AR" in the PAYEE TYPE field,
- 2. "Y" in the MA PAYEE field, and
- 3. "Y" in the COPIES OF NOTICES TO BE SENT field.

EXAMPLE 3:

The nursing home resident has a Legal Guardian or someone with Power of Attorney, but wants the MA card to go to the nursing home.

On screen ACDP enter the following:

- 1. "LG" in the PAYEE TYPE field, and
- 2. "N" in the MA PAYEE field.
- Verify that the nursing home address is correctly entered on screen ACCH.
- Verify that there is no alternate mailing address on ACMA.

This allows the original notices to go to the legal guardian and the MA card to go to the nursing home.

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EXAMPLE 4:

The nursing home resident has a relative who wants to receive the original notices and an authorized representative who needs a copy of the notices, and the MA card must go to the nursing home.

Make the following entries:

- 1. Enter the relative's address as the alternate mailing address on ACMA.
- 2. On ACDP, enter "AR" in the PAYEE TYPE field along with the data for the Authorized Representative. Enter "N" in the MA PAYEE field and "Y" in the COPIES OF NOTICES TO BE SENT field.
- 3. Go back to ACDP and press PF16. This brings up a clean screen.
 - Enter "AP" in the PAYEE TYPE field.
 - Enter the data for the nursing home.
 - Enter "Y" in the MA PAYEE field.
 - Enter "N" in the COPIES OF NOTICES TO BE SENT field.
 - Enter "N" in the ADDRESS SAME AS PRIMARY PERSON field.
 - Enter the address information for the nursing home.

14.6.1.2.1 Spousal Impoverishment Cases

For Spousal Impoverishment cases:

1. Enter the address for the Community Spouse on ANSA by pressing PF20 to go from screen ANSI to screen ANSA.

Keep the community spouse's address current. CARES mails the community spouse a copy of the notice for any change in the income allocation.

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ANSA COMMUNITY SPOUSE ADDRESS 05/21/02 12:34 CASE: 5700234653 WORKER: XCTA13 XCTA13 N MEIER
CASE: 5700234653 WORKER: XCTA13 XCTA13 N MEIER LAST UPDATED: 05 21 02 CASE STATUS: OPEN CASE MODE: ONGOING
NUM: 01 NAME: HOSS PARKER SSN: 390 77 2222
DC: BEGIN MMYY: 0502 END MMYY:
MAIL COMMUNITY SPOUSE`S NOTICES TO:
NUMBER UNIT DIR ST/RURAL RT/BOX# SFX QUAD APT
729GEEZERWAY WAYSHADY PINES RETIREMENT VILLA
CITY: RESTIVA STATE: WI ZIP: 55555
CONTACT DEDCON NAME: NAMEY DADKED DELATION: DALI
CONTACT PERSON NAME: NANCY PARKER RELATION: DAU
CONTACT TELEPHONE: 715 555 0516
INDIVIDUALS
01 KATHY P (PP) 02 BOYTW P (SON) 03 GIRLT P (DAU) 04 SIMPL S (FRD)
NEXT TRAN: PARMS: 5700234653

14.6.1.3 Homeless Applicant

If a homeless person has an address at which s/he wishes to receive notices but not benefits, put that address on ACCH.

If the person is Homeless, code him/her as a "10" (homeless) in the LIVING ARRANGEMENT field on ANLA. If there is some other arrangement for a payee, code this on ACDP or ACMA. If not, enter the address the individual wants his/her benefits to go to on ACCH.

"Homeless" should never be entered as the address on any address line. This is true for ACCH, ACMA, and ACDP.

Section 1 – CARES Common Functions and Eligibility Processing Chapter 14, Version 2 – Letters & Notices

ACCH CASE HOUSEHOLD INFORMATION 05/21/02 11:04 CASE: 5700234653 WORKER: XCTA13 CASELOAD: 3012 XCTA13 N MEIER
CASE: 5700234653 WORKER: XCTA13 CASELOAD: 3012 XCTA13 N MEIER LAST UPDATED: 05 17 02 CASE STATUS: OPEN CASE MODE: ONGOING OFFICE NUM: 5040 MILW DSS
CASE FILE LOCATION: IN LOCATION DATE: 03 14 01 FILING DATE: 03 14 01
IVD ASSIGNMENT: CASE CLOSED DATE:
FIRST MI LAST SUF LANG IND IN HOUSEHOLD IP NAME: SANDY PARKER E Y
NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT HOUSEHOLD ADDRESS: 404OCEANVIEWBLVDBLVD CRESTVIEW NURSING HOME
CITY: KEYLIMEPIE STATE: WI ZIP: 55555 VR: AF PHONE: 000 000 0000 ALTERNATE ADDRESS (Y/N): N CENSUS TRACT NUM: 0001 REGION NUM: 05
HAVE YOU RESIDED IN WI ALL YOUR LIFE? (Y/N): Y LAST SIXTY DAYS?: _ VR: _ PREVIOUS WI RESIDENT? (Y/N): _ DATE MOVED FROM WI: STATE MOVED FROM: _ DATE MOVED TO WI: _ RES REQ MET:
NEXT TRAN: PARMS: 5700234653
ACMA CASE HOUSEHOLD MAILING ADDRESS 05/21/02 12:18 CASE: 5700234653 WORKER: XCTA13 CASELOAD: 3012 XCTA13 N MEIER LAST UPDATED: 05 21 02 CASE STATUS: OPEN CASE MODE: ONGOING
DC:
NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT MAILING ADDRESS: PO BOX 237
CITY: KEYLIMEPIE STATE: WI ZIP: 55555 PHONE: =
NEXT TRAN: PARMS: 5700234653

Section 1 – CARES Common Functions and Eligibility Processing Chapter 14, Version 2 – Letters & Notices

	TED PAYEE 05/20/02 12:49
CASE: 88888888888 LAST UPDATED: 01 24 02	WORKER: XCTA13 DWD046 N MEIER CASE STATUS: OPEN CASE MODE: ONGOING
HASI GIDALED. OI 24 02	CASE STATUS. OTEN CASE MODE. ONGOING
DC: SEQ NUM: 001 PAYEE TYPE:	AR AUTH REP/DESIG
PAYEE NAME: KATHLEEN S	EASQUID ID VR: OW LANGUAGE: E
AFDC/W-2 PAYEE? (Y/N): N FS PA	YEE? (Y/N): N MA PAYEE? (Y/N): N
EBT FORM SIGNED? (Y/N): _	
ADDRESS SAME AS PRIMARY PERSON?	(Y/N): N
NUMBER UNIT D	IR ST/RURAL RT/BOX# SFX QUAD APT
	OCEANVIEW DRIVE
CITY: CORALTOWN_	STATE: MN ZIP: 55111
	J
PROTECTIVE PAYMENT REASON:	COPY OF NOTICES TO BE SENT? (Y/N): Y
DATE OF NEXT REVIEW OF PROTECTI	
	
NEW EDAN DADMO 0000	00000
NEXT TRAN: PARMS: 8888	88888

14.6.2 FEP ID for W-2 Notices

The Client Notice header includes the name, worker number, and telephone number of the FEP (Financial Employment Planner). The name, worker number, and telephone number of the SSP (Supportive Services Specialist) for the case will be listed as the "Worker" for cases that require two workers.

For W-2 specific letters, W-2 Assignment Notification (AELR), and W-2 Payment Statement (BVL1), the "Worker" will display the name, worker number and telephone number of the FEP.

The FEP ID is the same as the FEP ID displayed on ACWI.

ACWI	WISCONSIN W	WORKS	INFO	ORMATION		05/22/02	10:53
CASE: 570023	4653			WORKER:	XCTA13	XCTA13 N	MEIER
LAST UPDATED): 05 22 02	. .	CASE	STATUS:	OPEN	CASE MODE:	REVIEW
		×					
DC: BE	GIN MMYY: 0701	FEP)-ID:	XCTA13		SEQ NUM: 00	02

14.6.3 Verification Checklist

When verification is requested within the Application Entry Subsystem, a verification checklist is created. The checklist can be previewed while in the SFU/EDBC driver flow on screen EEVC. To produce the checklist for the individual, request that the checklist be printed locally or mailed from the state on AGVC. (AGVC appears in the driver flow between AGBI and ACCP.)

Section 1 – CARES Common Functions and Eligibility Processing Chapter 14, Version 2 – Letters & Notices

The checklist is not automatically sent to the individual; worker action must be taken for the checklist to be delivered to the individual.

Printing the verification checklist (either at the local level or at the state level) will save it in the Client Notice history. This will create written documentation that the recipient was told to provide verification. If the checklist is not requested to be printed, it is not saved in history.

Saving the checklist in history provides written documentation of the request to provide verifications as well as documentation of worker actions in fair hearing situations.

EXAMPLE:

An individual has been receiving assistance for the last 6 months. She calls her worker to report that she has a new job. Her worker requests verification of the new employment to continue benefits. The following process must be completed:

- Step 1: Tran to **AFEI** and enter a "?" in the VERIFICATION fields.
- Step 2: Enter "SFED" or "SFEX" in the NEXT TRAN field and press <ENTER>. EEVC appears after the EEIE screen. Check this screen to make sure that all requested verifications appear. A screen will be available for each assistance group that was placed in PEND status. (For example, if the case is open for Healthy Start for one child and a deductible for another child, there would be an EEVC screen for Healthy Start and an EEVC screen for the deductible). Press <ENTER>.

Although there is no history of EEVC, the worker may tran to it to view it as long as the question marks remain in the system (i.e., until the verification is provided or the question marks are changed to "NV" or "F").

- Step 3: The AGVC (Checklist/Extension) screen appears after AGBI. On AGVC, print the checklist so it is saved to Client Notice History. The worker has two options in the "Print Verification Checklist" field.
 - a. Enter "P" to print the checklist locally and send/hand the copy to the individual. OR
 - b. Enter "Y" to print the checklist and have it mailed from Madison.

Choosing either of these options will save the checklist to Notice History.

This entry defaults to "N". The worker should always choose either "Y" or "P".

If the worker wants a copy of the checklist for his/her file on the date s/he prints it for the individual, the worker may print as many times as s/he wishes on AGVC. To do so, enter "P" in the "Print Verification Checklist" field and press <ENTER> once to give to the individual. Then tran back to AGVC, enter "P" and press <ENTER> again to generate a copy for the case record. If the worker needs a copy at a later date, a copy can be requested from Notice History (CNHS). Each checklist will hold up to 15 items.

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The worker can be assured the verification checklist is generated by going to CNIN with "c/case number" in the parms. On CNIN, the NL type is AEL2, and the description is "Verification Request". The worker can go to CNIN to view the verification checklist trigger on the same day the checklist is created.

The verification checklist will appear in Client Notice history the day after the print request is made. To view the checklist, enter CNHS on the Next Tran line and a parameter of "c/case number". The checklist is AEL2 NL Type and "Verification Request" is the description.

AGVC CASE:		RIFICATION CHE 234653	CKLIST/EXTENSION	N NOTICE REQUEST WORKER: XCTA1		09:17 N MEIER
			CAS	SE STATUS: OPEN	CASE MODE	E: REVIEW
PRIN	TER I	D : ABCD1234	"P" FOR ONLINE	PRINTING , "Y"	FOR MAILING	
		PRINT		VERIFICATION		
		VERIFICATION	VERIFICATION	EXTENDED	EXTENSION	EXTENSION
CAT	SEQ	CHECKLIST	DUE DATE	DUE DATE	REASON	DUE DATE
FS	01	Y	06 01 02			
NEXT	TRAN:	PARM	s: 5700234653			

EEVC	VERIFICATION CH	ECKLIST	05/22/02 10:22
CASE: 5700234653	CAT: FS SEQ: 01	WORKER: XCTA13	XCTA13 N MEIER
LAST UPDATED: 05	18 01	CASE STATUS: OPEN	CASE MODE: REVIEW
NUM NAME PEND	OING VERIFICATION DE	SCRIPTION	
04 SIMPL S 268	Proof of the date	of death.	
	IN	DIVIDUALS	
01 KATHY P (PP) 02 BOYTW P (SON) 03 GIRLT P (DAU)	04 SIMPL S (FRD)
NEXT EDAN.	D3 DMG - E7000046E	2	
NEXT TRAN:	PARMS: 570023465	3	

Section 1 – CARES Common Functions & Eligibility Determination

CARES Office Number						
County/ Tribe Name	County Number	Non W-2 Eligibility Office	W-2 Eligibility Office	W-2 E & T	FSET	
Adams	01	5001	5501	1051	2055	
Ashland	02	5002	5502	0941	2945	
Barron	03	5003	5503	1121	2125	
Bayfield	04	5004	5504	0945	2045	
Brown	05	5005	5505	1411	2415	
Buffalo	06	5006	5506	1652	2655	
Burnett	07	5007	5507	0925	2925	
Calumet	08	5008	5508	0421	2025	
Chippewa	09	5009	5509	1141	2141	
Clark	10	5010	5510	1151	2155	
Columbia	11	5011	5511	0541	2541	
Crawford	12	5012	5512	1661	2665	
Dane	13	5013	5513	0811	2085	
Dodge	14	5014	5514	0521	2515	
Door	15	5015	5515	1721	2725	
Douglas	16	5016	5516	0911	2915	
Dunn	17	5017	5517	1161	2165	
Eau Claire	18	5018	5518	1111	2111	
Florence	19	5019	5519	1461	2461	
Fond du Lac	20	5020	5520	0221	2225	
Forest	21	5021	5521	1351	2351	
Grant	22	5022	5522	1511	2511	
Green	23	5023	5523	1521	2521	
Green Lake	24	5024	5524	0231	2245	
Iowa	25	5025	5525	1541	2501	
Iron	26	5026	5526	0971	2971	
Jackson	27	5027	5527	1612	2625	
Jefferson	28	5028	5528	0561	2265	
Juneau	29	5029	5529	1671	2671	
Kenosha	30	5030	5530	0331	2331	
Kewaunee	31	5031	5531	1741	2745	
La Crosse	32	5032	5532	1611	2611	
Lafayette	33	5033	5533	1551	2551	
Langlade	34	5034	5534	1341	2341	
Lincoln	35	5035	5535	1321	2321	
Manitowoc	36	5036	5536	1711	2715	
Marathon	37	5037	5537	0611	2605	
Marinette	38	5038	5538	1431	2421	
Marquette	39	5039	5539	1061	2065	
Milwaukee MATC	40				2570	
Milwaukee Region 1	40	5040	5601	1571	2571	
Milwaukee Region 2	40	5040	5602	1572	2572	
Milwaukee Region 4	40	5040	5604	1574	2574	

Section 1 – CARES Common Functions & Eligibility Determination

CARES Office Number							
County/ Tribe Name	County Number	Non W-2 Eligibility Office	W-2 Eligibility Office	W-2 E & T	FSET		
Milwaukee Region 5	40	5040	5605	1575	2575		
Milwaukee Region 6	40	5040	5606	1576	2576		
Monroe	41	5041	5541	1631	2635		
Oconto	42	5042	5542	1441	2441		
Oneida	43	5043	5543	1331	2131		
Outagamie	44	5044	5544	0411	2285		
Ozaukee	45	5045	5545	1221	2295		
Pepin	46	5046	5546	1171	2175		
Pierce	47	5047	5547	1181	2185		
Polk	48	5048	5548	1191	2195		
Portage	49	5049	5549	1031	2031		
Price	50	5050	5550	0961	2961		
Racine	51	5051	5551	0311	2301		
Richland	52	5052	5552	1531	2561		
Rock	53	5053	5553	0721	2765		
Rusk	54	5054	5554	0931	2935		
St. Croix	55	5055	5555	1131	2135		
Sauk	56	5056	5556	0531	2531		
Sawyer	57	5057	5557	0927	2921		
Shawano	58	5058	5558	1421	2425		
Sheboygan	59	5059	5559	1731	2735		
Taylor	60	5060	5560	0951	2951		
Trempealeau	61	5061	5561	1642	2645		
Vernon	62	5062	5562	1681	2681		
Vilas	63	5063	5563	1361	2361		
Walworth	64	5064	5564	0321	2105		
Washburn	65	5065	5565	0926	2095		
Washington	66	5066	5566	1232	2235		
Waukesha	67	5067	5567	1211	2205		
Waupaca	68	5068	5568	0431	2431		
Waushara	69	5069	5569	1041	2041		
Winnebego	70	5070	5570	0211	2211		
Wood (Wis Rapids)	71	5071	5571	1011	2375		
Wood (Marshfield)	71	5071	5571	1021	2371		
Menominee	72	5072	5572	1451	2451		
Red Cliff Tribe	85	5085			2535		
Stockbridge-Munseee	86	5086			2555		
Potawatomi Tribe	87	5087			2465		
Lac du Flambeau	88	5088	5588	1399	2545		
Bad River Tribe	89	5089	5589	0998	2525		
Sokagon Chippewa	91	5091			2475		
Oneida	92	5092	5592	1498	2565		

Section 1 – CARES Common Functions & Eligibility Determination

06 - North Central Wisconsin Adams County
,
Forest County
Langlade County
Lincoln County
Marathon County
Oneida County
Portage County
Vilas County
Wood County
Lac du Flambeau Tribe
Forest County Potawatomi Community, Inc.
Mole Lake Band of Sokaogon Chippewa
O7 Northwest
07 – Northwest
Ashland County
Bayfield County
Burnett County
Douglas County
Iron County
Price County
Rusk County
Sawyer County
Taylor County
Washburn County
Bad River Band of Lake Superior
Chippewa
Lac Courte Oreilles Tribal Government
Red Cliff Band of Lake Superior Chippewa
08 - West Central
Barron County
Chippewa County
Clark County
•
Dunn County
Eau Claire County
·
Pierce County
Pepin County
Polk County
St. Croix County
St. Croix Band of Lake Superior Chippewa

Section 1 – CARES Common Functions & Eligibility Determination

Workforce Development Areas (WDA)		
09 – Western	11 – Southwest	
Buffalo County	Grant County	
Crawford County	Green County	
Jackson County	Iowa County	
Juneau County	Lafayette County	
La Crosse County	Rock County	
Monroe County	Richland County	
Trempealeau County		
Vernon County		
Ho-Chunk Nation		
10 – South Central		
Columbia County		
Dane County		
Dodge County		
Jefferson County		
Marquette County		
Sauk County		

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

Note: All information in Appendix 02 comes from **Reference Table TSDA** and should be referenced for the most up to date information.

Public School Codes

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
A		
Abbotsford	10	0007
Adams-Friendship	01	0014
Albany	23	0063
Algoma	31	0070
Alma	06	0084
Alma Center	27	0091
Almond-Bancroft	49	0105
Altoona	18	0112
Amery	48	0119
Antigo	34	0140
Appleton Area	44	0147
Arcadia	61	0154
Argyle	33	0161
Arkansaw		0168
Arrowhead UHS		2450
Ashland	02	0170
Ashwaubenon	05	0182
Athens	37	0196
Auburndale	71	0203
Augusta	18	0217

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
В		
Baldwin-Woodville Area	55	0231
Bangor	32	0245
Baraboo	56	0280
Barneveld	25	0287
Barron Area	03	0308
Bayfield	04	0315
Beaver Dam	14	0336
Beecher-Dunbar-Pembine	38	4263
Belleville	13	0350
Belmont Community	33	0364
Beloit	53	0413
Beloit Turner	53	0422
Benton	33	0427

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
В		
Berlin Area	24	0434
Big Foot High	64	6013
Birchwood	65	0441
Black Hawk	33	2240
Black River Falls	27	0476
Blair-Taylor School District	61	0485
Bloomer	09	0497
Bonduel	58	0602
Boscobel	22	0609
Boulder Junction J1	63	0616
Bowler	58	0623
Boyceville Community	17	0637
Brighton #1	30	0657
Brillion	08	0658
Bristol #1	30	0665
Brodhead	23	0700
Brown Deer	40	0721
Bruce	54	0735
Burlington Area	51	0777
Butternut	02	0840

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
C		
Cadot Community	09	0870
Cambria-Friesland	11	0882
Cambridge	13	0896
Cameron	03	0903
Campbellsport	20	0910
Capitol West Academy	40	8114
Cashton	41	0980
Cassville	22	0994
Cedar Grove-Belgium Area	59	1029
Cedarburg	45	1015
Chetek	03	1078
Chilton	08	1085
Chippewa Falls Area	09	1092
Clayton	48	1120
Clear Lake	48	1127
Clinton Community	53	1134
Clintonville	68	1141

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Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
C		
Cochrane-Fountain City	06	1155
Colby	10	1162
Coleman	38	1169
Colfax	17	1176
Columbus	11	1183
Cornell	09	1204
Crandon	21	1218
Crivitz	38	1232
Cuba City	22	1246
Cudahy	40	1253
Cumberland	03	1260

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
D		
DC Everest Area	37	4970
Darlington	33	1295
Deerfield	13	1309
DeForest Area	13	1316
Delevan Darien	64	1380
Denmark	05	1407
DePere	05	1414
De Soto Area	62	1421
Dodgeland	14	2744
Dodgeville	25	1428
Dover #1	51	1449
Drummond	04	1491
Durand	46	1499

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
E		
East Troy Community	64	1540
Eau Claire Area	18	1554
Edgar	37	1561
Edgerton	53	1568
Elcho	34	1582
Eleva-Strum	61	1600
Elk Mound Area	17	1645
Elkhart Lake-Glenbeulah		1631

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Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
E		
Elkhorn Area	64	1638
Ellsworth Community	47	1659
Elmbrook	67	0714
Elmwood	47	1666
Elroy-Kendall-Wilton		1673
Erin #2	66	1687
Evansville Community	53	1694

SCHOOL DISTRICT	COUNTY	DISTRICT NUMBER
F		
Fall Creek	18	1729
Fall River	11	1736
Fennimore Community	22	1813
Flambeau	54	5757
Florence	19	1855
Fond du Lac	20	1862
Fontana J8	64	1870
Fort Atkinson	28	1883
Fox Point J2	40	1890
Franklin	40	1900
Frederic	48	1939
Freedom Area	44	1953
Friess Lake	66	4843

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
G		
Galeasville-Ettrick-Trempealeau	61	2009
Geneva J4		2044
Genoa City J2		2051
Germantown	66	2058
Gibraltar Area	15	2114
Gillette	42	2128
Gilman	60	2135
Gilmantown	06	2142
Glendale River Hills	40	2184
Glenwood City	55	2198
Glidden	02	2205
Goodman-Armstrong	38	2212

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Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

COUNTY **SCHOOL DISTRICT DISTRICT NUMBER** CODE G Grafton 45 2217 Granton Area 10 2226 Grantsburg 07 2233 2289 Green Bay 05 Green Lake 24 2310 2296 Greendale 40 Greenfield 40 2303 Greenwood 10 2394

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
H		
Hamilton	67	2420
Hartford J1	66	2443
Hartford UHS	66	2436
Hartland-Lakeside J3	67	2460
Hayward Community	57	2478
Herman #22	14	2523
Highland	25	2527
Hilbert	08	2534
Hillsboro	62	2541
Holmen	32	2562
Horicon	14	2576
Hortonville	44	2583
Howard-Suamico	05	2604
Howards Grove	59	2605
Hudson	55	2611
Hurley	26	2618
Hustisford	14	2625

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
I		
Independence	61	2632
Iola-Scandanavia	68	2639
Iowa-Grant	25	2646
Ithaca	52	2660

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
J		
Janesville	53	2695
Jefferson	28	2702
Johnson Creek	28	2730
Juda	23	2737

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
K		
Kaukauna Area	44	2758
Kenosha	30	2793
Kettle Moraine	67	1376
Kewaskum	66	2800
Kewaunee	31	2814
Kickapoo Area	62	5960
Kiel Area	36	2828
Kimberly Area	44	2835
Kohler		2842

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
L		
Lac Du Flambeau	63	1848
LaCrosse	32	2849
Ladysmith-Hawkins	54	2856
LaFarge	62	2863
Lake County	67	3862
Lake Geneva J1	64	2885
Lake Geneva-Genoa UHS	64	2884
Lake Holcombe	09	2891
Lake Mills Area	28	2898
Lakeland School of Walworth County	64	1648
Lakeland UHS	43	3647
Lancaster Community	22	2912
Laona	21	2940

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Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT COUNTY CODE | DISTRICT NUMBER L Lena 42 2961 Linn J4 64 3087 Linn J6 64 3094 Little Chute Area 44 3129 11 Lodi 3150 3171 Lomira 14 10 3206 Loyal 48 Luck 3213 Luxemburg-Casco 31 3220

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
M		
Madison Metropolitan	13	3269
Manawa	68	3276
Manitowoc	36	3290
Maple	16	3297
Maple Dale Indian Hill	40	1897
Marathon City	37	3304
Marinette	38	3311
Marion	68	3318
Markesan	24	3325
Marshall	13	3332
Marshfield	71	3339
Mauston	29	3360
Mayville	14	3367
McFarland	13	3381
Medford Area	60	3409
Mellen	02	3427
Mellrose-Mindoro	27	3428
Menasha	70	3430
Menominee Indian	72	3434
Menominee Falls	67	3437
Menominee Area	17	3444
Mequon-Thiensville	45	3479
Mercer	26	3484
Merrill Area	35	3500
Merton J7		3514
Merton J9	67	3528
Middleton-Cross Plains	13	3549
Milton	53	3612
Milwaukee	40	3619
Milwaukee Academy of Science	40	4025

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
M		
Mineral Point	25	3633
Minocqua J1	43	3640
Mishicot	36	3661
Mondovi	06	3668
Monona Grove	13	3675
Monroe	23	3682
Montello	39	3689
Monticello	23	3696
Mosinee	37	3787
Mount Horeb Area	13	3794
Mukwonago	67	3822
Muskegon-Norway	67	3857

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
N		
Necedah Area	29	3871
Neenah	70	3892
Neillsville	10	3899
Nekoosa	71	3906
Neosho J3	14	3913
New Auburn	09	3920
New Berlin	67	3925
New Glarus	23	3934
New Holstein	08	3941
New Lisbon	29	3948
New London	68	3955
New Richmond	55	3962
Niagra	38	3969
Nicolet UHS	40	2177
Norris		3976
North Cape School	51	4690
North Crawford	12	2016
North Fond du Lac	20	3983
Northern Ozaukee	45	1945
Northland Pines	63	1526
Northwood	65	3654
Norwalk-Ontario	41	3990
Norway J7	51	4011

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
0		
Oak Creek-Franklin	40	4018
Oakfield	20	4025
Oconomowoc Area	67	4060
Oconto	42	4067
Oconto Falls	42	4074
Omro	70	4088
Onalaska	32	4095
Ondossagon		4102
Oostburg	59	4137
Oregon	13	4144
Osceola	48	4165
Oshkosh Area	70	4179
Osseo-Fairchild	61	4186
Owen-Withee	10	4207

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
P		
Palmyra-Eagle Area	28	4221
Pardeeville Area	11	4228
Paris J1	30	4235
Park Falls	50	4242
Parkview	53	4151
Pecatonica Area	33	0490
Pepin Area	46	4270
Peshtigo	38	4305
Pewaukee	67	4312
Phelps	63	4330
Phillips	50	4347
Pittsville	71	4368
Platteville	22	4389
Plum City	47	4459
Plymouth	59	4473
Port Edwards	71	4508
Port Washington-Saukville	45	4515
Portage Community	11	4501
Potosi	22	4529
Poynette	11	4536
Prairie du Chien Area	12	4543
Prairie Farm	03	4557
Prentice	50	4571
Prescott	47	4578

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
P		
Princeton	24	4606
Pulaski Community	05	4613

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
R		
Racine Unified School District	51	4620
Randall J1	30	4627
Randolph	11	4634
Random Lake	59	4641
Raymond #14	51	4686
Reedsburg	56	4753
Reedsville Public	36	4760
Rhinelander	43	4781
Rib Lake	60	4795
Rice Lake Area	03	4802
Richfield #2		4809
Richfield J1	66	4820
Richland	52	4851
Richmond	67	3122
Rio Community	11	4865
Ripon	20	4872
River Falls	47	4893
River Ridge	22	4904
River Valley	56	5523
Riverdale	22	3850
Rosendale-Brandon	20	4956
Rosholt	49	4963
Royal	29	1673
Rubicon J6	14	4998

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
S		
St. Croix Central	55	2422
St. Croix Falls	48	5019
St. Francis		5026
Salem #7		5061
Salem J2	30	5068
Sauk Prairie	56	5100
School for Early Development & Achievement	40	4048
Seneca	12	5124
Sevastopol	15	5130

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SCHOOL DISTRICT COUNTY CODE | DISTRICT NUMBER S Seymour Community Sharon J11 Shawano-Gresham Sheboygan Area Sheboygan Falls Shell Lake Shiocton Shorewood Shullsburg Silver Lake J1 Siren Slinger Solon Springs Somerset South Milwaukee South Shore Southern Door Southwestern Wisconsin Sparta Area Spencer Spooner Spring Valley Stanley-Boyd Area Stevens Point Area Stockbridge Stone Bank Stoughton Area Stratford Sturgeon Bay Sun Prairie Superior Suring Swallow Syble Hopp

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
T		
Taylor		5705
Thorp	10	5726
Three Lakes	43	5733
Tigerton	58	5740
Tomah Area	41	5747
Tomahawk	35	5754
Tomorrow River	49	0126
Treasurer of Brown County	05	1058
Trevor Grade School	30	5061
Tri-County Area	69	4375
Turtle Lake	03	5810
Twin Lakes #4	30	5817
Two Rivers	36	5824

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
U		
Union Grove J1	51	5859
Union Grove UHS		5852
Unity	48	0238

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
V		
Valders	36	5866
Verona Area	13	5901
Viroqua Area	62	5985

SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
W		
Wabeno Area	21	5992
Walworth J1	64	6022
Washburn	04	6027
Washington		6069
Washington-Caldwell	51	6104
Waterford J1 (V)	51	6113
Waterford UHS		6083
Waterloo	28	6118
Watertown	28	6125
Waukesha	67	6174
Waunakee Community	13	6181

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Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL DISTRICT COUNTY CODE | DISTRICT NUMBER W Waupaca Waupun Wausau Wausaukee Wautoma Wauwatosa Wauzeka-Steuben Webster West Allis West Bend West DePere West Salem Westby Area Westfield Weston Westosha Central UHS Weyauwega-Fremont Weyerhaeuser Area Wheatland J1 White Lake Whitefish Bay Whitehall Whitewater Whitnall Wild Rose Williams Bay Wilmot Grade School District Wilmot UHS Winneconne Community Winter Wisconsin Dells Wisconsin Heights Wisconsin Rapids Wisconsin School for the Deaf Wisconsin School for the Visually Handicapped Wittenberg-Birnamwood Wonewoc-Union Center Woodruff J1 Wrightstown Community

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SCHOOL DISTRICT	COUNTY CODE	DISTRICT NUMBER
Y		
Yorkville J2	51	6748
YW Global Career Academy		9556

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

Private School Codes (in alphabetical order by school name)

SCHOOL NAME & ADDRESS	CODE	DPI CODE
21 st Century Preparatory School		
1220 Mound Avenue	9569	51-0100
Racine, WI 53404		
68th Street School		
6720 West Moltke Avenue	9028	
Milwaukee, WI 53210		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
$oldsymbol{A}$		
Academic Solutions Center for Learning		
4055 North 34 th Street	9582	40-3929
Milwaukee, WI 53212		
Academy of Learning and Leadership		
2739 North 15 th Street	9617	40-8112
Milwaukee, WI 53206		
Agape Center of Academic Excellence		
5268 North 35 th Street	9315	40-2352
Milwaukee, WI 53209		
All Saints Catholic School		
151 S. Grove Street	9583	24-7118
Berlin, WI 54923		
All Saints Catholic School		
419 Sixth Avenue	9281	34-7552
Antigo, WI 54409		
All Saints School		
145 St. Claude Street	9136	05-7006
Denmark, WI 54208		
Annunciation School		
1087 Kellogg Street	9134	05-7001
Green Bay, WI 54303		
Arcadia Catholic School Hot Lunch		
411 South Washington Street	9468	61-7354
Arcadia, WI 54612		
Assumption BVM School		
P.O. Box 57, 109 East Pulaski Street	9135	05-7005
Pulaski, WI 54162		
Atlas Preparatory Academy, Inc.		
2911 South 32 nd Street	9584	40-1263
Milwaukee, WI 53215		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
A		
Atonement Lutheran School		
4224 West Ruby Avenue	9325	40-7004
Milwaukee, WI 53209		
Aurora Weier Center		
2669 North Richards Street	9017	40-2637
Milwaukee, WI 53212		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
В		
Badger Middle School		
710 South Main Street	9067	
West Bend, WI 53095		
Baldwin Christian School		
Route 1, 896 Hwy. 63	9444	55-7321
Baldwin, WI 54002		
Beloit Catholic High School		
1221 Henry Avenue	9090	
Beloit, WI 53511		
Beloit Open Bible Academy		
3005 Riverside Drive	9061	
Beloit, WI 53511		
Benedict Center		
229 East Wisconsin Ave., 9 th floor	9032	
Milwaukee, WI 53202		
Berlin Catholic School		
151 South Grove St.	9234	24-7118
Berlin, WI 54923		
Bethany Lutheran School		
P.O. Box 387	9196	14-7068
Hustisford, WI 53034		
Bethlehem Lutheran School		
2466 West McKinley Avenue	9020	40-7014
Milwaukee, WI 53205		
Bethlehem Lutheran School		
P.O. Box 298	9383	44-7012
Hortonville, WI 54944		
Bethlehem Lutheran School		
1121 Georgia Avenue	9460	59-7121
Sheboygan, WI 53081		
Blackhawk Technical College-Beloit Center		
167 West Grand Avenue	9058	
Beloit, WI 53511		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
B		
Blackhawk Technical College-Janesville Center		
6004 Prairie Road	9060	
Janesville, WI 53545		
Blackwell Job Corp		
Rt. 1	9044	
Laona, WI 54511		
Blessed Sacrament School		
521 South 13 th Street	9266	32-7016
LaCrosse, WI 54601		
Boyd-Stanley Catholic Schools		
P.O. Box 125	9168	09-7680
Stanley, WI 54768		
Brookfield Christian School		
14155 West Burleigh Road		67-7195
Brookfield, WI 53005		
Brother Dutton School		
717 Hackett Street	9439	53-7020
Beloit, WI 53511		
Bruce/Guadalupe Community School		
1028 South 9 th Street	9057	40-7134
Milwaukee, WI 53204		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
C		
C.Y.D.		
2601 North Martin Luther King	9024	
Milwaukee, WI 53212		
Calvary Baptist Christian School		
792 Milford Street	9541	28-4026
Watertown, WI 53-04		
Calvary Gospel United Pentecostal Church		
5301 Commercial Avenue	9055	
Madison, WI 53704		
Calvary Life Academy		
1110 East Decorah Road	9479	66-7024
West Bend, WI 53095		
Capitoland Christian School		
3651 Maple Grove Drive	9547	13-4029
Madison, WI 53719		
CATC Day Treatment Center		
9501 Watertown Plank Road	9043	
Wauwatosa, WI 53226		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
C		
Cathedral School		
1419 Baxter Avenue	9049	16-7042
Superior, WI 54880		
Cathedral School		
521 South 13 th Street	9278	32-7935
LaCrosse, WI 54601		
Catholic Central School		
313 S. State Street	9394	44-7720
Appleton, WI 54911		
Catholic East Elementary School		
2461 N. Murray Avenue	9334	40-7112
Milwaukee, WI 53211		
Catholic Urban Academies		
2470 West Locust Street	9009	
Milwaukee, WI 53206		
Central Campus Learning Center		
6004 Prairie Road	9059	
Janesville, WI 53545		
Central City Cyberschool of Milwaukee, Inc.		
4301 North 44 th St.	9564	40-3916
Milwaukee, WI 53216		
Central Wisconsin Christian Schools		
301 Fox Lake Road	9214	20-7028
Waupun, WI 53963		
Chilton Catholic School		
60 East Washington Street	9159	08-7690
Chilton, WI 53014		
Chippewa Valley Technical College		
403 Technology Drive	9085	
Menominee, WI 54751		
Chippewa Valley Technical School	2444	
770 Scheidler Rd.	9114	
Chippewa Falls, WI 54729		
Christ Child Academy	0.405	E0 7055
1449 South 12 th Street	9465	59-7855
Sheboygan, WI 53081		
Christ Child Christian Foundation	0000	
2722 Henry Street	9092	
Sheboygan, WI 53081 Christ Memorial Lutheran School		
5719 North Teutonia Avenue	0226	40-7030
	9326	40-7030
Milwaukee, WI 53209		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
C		
Christ St. John Lutheran School		
500 Park Street	9267	32-7027
West Salem, WI 54669		
Christ St. Peter Lutheran School		
2229 West Greenfield Avenue	9550	40-4024
Milwaukee, WI 53204		
Christian Faith Academy of Higher Learning		
4650 N. Port Washington Rd. Washington BLDG		40-1384
Glendale, WI 53212		
Christian Life School		
10700 75 th Street	9255	30-7117
Kenosha, WI 53142		
Clara Mohammed School, Inc.		
317 West Wright Street	9552	40-7105
Milwaukee, WI 53212		
Columbus High School		
710 South Columbus Avenue	9524	71-7033
Marshfield, WI 54449		
Commando's Project I		
522 West North Avenue	9037	40-7133
Milwaukee, WI 53212		
Consolidated Catholic School		
705 Milwaukee Street	9195	14-7035
Lomira, WI 53048		
Corpus Christi School		
731 W. Juniper Street	9202	15-7021
Sturgeon Bay, WI 54235		
Corpus Christi School		
15 North Elgin Avenue	9327	40-7036
Milwaukee, WI 53225		
Coulee Region Christian School		
230 West Garland Street	9268	32-7037
West Salem, WI 54669		
Crossroads Christian Academy		
Rt. 4	9079	
Tomah, WI 54660		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
D		
David's Star Lutheran School		
2750 David's Star Drive	9480	66-7039
Jackson, WI 53037		
Delavan Christian School		
848 Oak Street	9472	64-7041
Delavan, WI 53115		
Dells Christian Academy		
P.O. Box 14	9072	
Wisconsin Dells, WI 53965		
Denfield High School		
44th Avenue & 4 th Street	9105	
Duluth, MN 55807		
D. L. Hines College Prep Academy of Excellence		
7151 North 86 th St.	9579	40-2947
Milwaukee, WI 53224		
Divine Redeemer Lutheran School		
31385 West Hill Road	9487	67-7048
Hartland, WI 53029		
Divine Savior Lutheran School		
102 Northridge Drive	9455	58-7066
Shawano, WI 54166		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
E		
Eagle School		
26700 Fellowship Lane	9436	52-7052
Richland Center, WI 53581		
Early View Academy of Excellence		
7132 West Good Hope Road	9322	40-2712
Milwaukee, WI 53223		
East Twin Lutheran School		
325 Randolph Street	9287	36-2573
Mishicot, WI 54228		
Eau Claire Lutheran School		
3031 Epiphany Lane	9207	18-7059
Eau Claire, WI 54703		
Ebenezer/Victory Preparatory Academy		
3132 North Martin Luther King Drive	9565	40-7050
Milwaukee, WI 53212		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
E		
Elm Grove Lutheran School		
945 North Terrace Drive	9488	67-7055
Elm Grove, WI 53122		
Emanuel Evangelical Lutheran School		
200 East Quincy Street	9506	68-7056
New London, WI 54961		
Emmaus Lutheran School		
2818 North 23rd Street	9048	40-7057
Milwaukee, WI 53206		
Employment Opportunity Center		
City Hall, Room 332	9110	
Duluth, MN 55802		
English Lutheran School		
741 North East Avenue		62-1406
Viroqua, WI 54665		
Excel Academy		
1200 West Wells Street		40-1387
Milwaukee, WI 53233		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
F		
Faith Lutheran School		
55 Prairie Road	9215	20-7063
Fond du Lac, WI 54935		
Falls Baptist Academy		
N69 W12703 Appleton Ave.	9108	
Menominee Falls, WI 53051		
Family Academy		
3201 North 40 th Street	9318	40-2520
Milwaukee, WI 53216		
Family Literacy		
1633 Keeler Avenue	9107	
Beloit, WI 53511		
Family Resource Center/Next Door Foundation		
736 North 31st Street	9062	
Milwaukee, WI 53208		
First Evangelical Lutheran School	0070	00 74 47
520 West Avenue South	9270	32-7147
LaCrosse, WI 54601		
First Immanuel Lutheran School		
W67 N622 Evergreen Boulevard	9401	45-7062
Cedarburg, WI 53012		

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Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL NAME & ADDRESS	CODE	DPI CODE
F		
Fond du Lac Ojibwa School		
105 University Road	9102	
Cloquet, MN 55720		
Fox Valley Lutheran High School		
5300 North Meade Street	9384	44-7067
Appleton, WI 54913		
Fox Valley Technical College		
P.O. Box 2277	9005	
Appleton, WI 54913-2277		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
G	•	
Garden Homes Lutheran School		
2475 West Roosevelt Drive	9316	40-2468
Milwaukee, WI 53209		
GOAL Lab – Moraine Park Technical College		
235 North National	9118	
Fond Du Lac, WI 54935		
God's Lighthouse		
1.171	9095	
Hillsdale, WI 54744		
Good Shepherd Christian Academy	0.400	47.0450
896 Hwy 65N	9408	47-2450
River Falls, WI 54022		
Good Shepard Lutheran School	0505	04.4007
1936 Emery Street	9585	64-4027
East Troy, WI 53120		
Good Shepherd Lutheran School	0.404	00.7000
777 Indiana Avenue	9481	66-7080
West Bend, WI 53095		
Gospel Lutheran School	0000	40.7050
3965 North 15th Street	9003	40-7052
Milwaukee, WI 53206-2916 Grace Christian Academy		
5620 North 38 th Street	9574	40-1319
	9574	40-1319
Milwaukee, WI 53209 Grace Lutheran School		
913 Nebraska Street	9513	70-7072
Oshkosh, WI 54902	3013	10-1012
·		
Grandview High School 1445 South 32 nd Street	9083	
Milwaukee, WI 53215	3003	
Will Walker (191 002 10		1

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
G		
Grays Child Development Centers Inc.		
6618 North Teutonia Avenue	9324	40-6829
Milwaukee, WI 53209		
Greater Holy Temple Christian Learning Center		
P.O. Box 090095	9609	40-1345
Milwaukee, WI 53209		
Green Bay Christian School		
1420 Harvey Street	9137	05-7071
Green Bay, WI 54302		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
H		
Hales Corners Lutheran School		
5425 South 111 th Street	9329	40-7076
Hales Corners, WI 53130		
Harambee Community School Inc.		
110 West Burleigh Street	9047	40-7434
Milwaukee, WI 53212		
Hickman's Academy Preparatory School		
6401 – 13 West Capitol Drive	9323	40-2802
Milwaukee, WI 53216		
Highland Community School		
3030 West Highland Boulevard	9333	40-7108
Milwaukee, WI 53208		
Holy Angels Parish		
230 North 8th Street	9100	
West Bend, WI 53095		
Holy Angels School		
W2796 County Trunk KK	9385	44-7074
Appleton, WI 54915		
Holy Apostles School		
3875 South 159 th Street	9489	67-7075
New Berlin, WI 53151		
Holy Assumption School		
1526 South 72 nd Street	9330	40-7077
West Allis, WI 53214		
Holy Cross School		
423 Church Street	9289	36-7081
Mishicot, WI 54228		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
H		
Holy Cross School		
P.O. Box 30	9380	42-7414
Lena, WI 54139		
Holy Cross School Board		
3002 Bay Settlement Road	9138	05-7087
Green Bay, WI 54311		
Holy Family School		
232 North First Street	9132	04-7091
Bayfield, WI 54814		
Holy Family School		
1204 South Fisk Street	9142	05-7340
Green Bay, WI 54304		
Holy Family School		
3776 East Hammond Avenue	9332	40-7089
Cudahy, WI 53110		
Holy Family School		
628 Menasha Street	9160	08-7703
Reedsville, WI 54110		
Holy Family School		
814 Superior Avenue	9459	59-7109
Sheboygan, WI 53081		
Holy Ghost School		
436 South Main Street	9170	09-7942
Chippewa Falls, WI 54729		
Holy Ghost School		
325 West Main Street	9225	22-7095
Dickeyville, WI 53808		
Holy Martyrs School		
3542 Finger Road, Route 2	9139	05-7100
Green Bay, WI 54311		
Holy Name School		
1122 South 9 th Avenue	9298	37-7107
Wausau, WI 54401		
Holy Name School		
614 East Kimberly Avenue	9386	44-7114
Kimberly, WI 54136		
Holy Redeemer Christian Academy		
3500 West Mother Daniels Way	9335	40-7115
Milwaukee, WI 53209		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
H	•	
Holy Rosary Catholic School		
519 Kilbourn Street	9259	31-7093
Kewaunee, WI 54216		
Holy Rosary School		
1814 Madison Street	9157	08-7119
New Holstein, WI 53061		
Holy Rosary School		
P.O. Box 309	9171	10-7116
Owen, WI 54460		
Holy Rosary School		
744 Wells Street	9279	33-7125
Darlington, WI 53530		
Holy Rosary School		
N6217 County Road V	9406	46-7277
Durand, WI 54736-4913		
Holy Rosary School		
215 South Washington Avenue	9466	60-7129
Medford, WI 54451		
Holy Spirit School		
W2796 County Trunk KK		44-7074
Appleton, Wi 54915		
Holy Trinity Grade School		
305 Main Street	9482	66-7138
Kewaskum, WI 53040		
Holy Trinity School		
510 Church Avenue	9260	31-7130
Casco, WI 54205		
Holy Trinity School		
1417 S. 13 th Street	9269	32-7135
LaCrosse, WI 54601		
Holy Trinity School		
716 Madison Street	9381	42-7573
Oconto, WI 54153		
Hope Christian School		
2345 N. 25 th Street	9573	40-1315
Milwaukee, WI 53206		
Holy Wisdom Academy		
3329 South 10 th Street	9612	40-2850
Milwaukee, WI 53215		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
I		
Immaculate Conception School		
1703 Sherwin Avenue	9208	18-7142
Eau Claire, WI 54701		
Immaculate Conception School		
P.O. Box 26	9226	22-7148
Kieler, WI 53812		
Immaculate Heart of Mary School		
4913 Schofield	9187	13-7157
Monona, WI 53716		
Immaneul Lutheran School		
604 South Chestnut Avenue	9525	71-7160
Marshfield, WI 54449		
Immanuel Evangelical Lutheran School		
1012 Wisconsin Avenue	9261	31-7141
Kewaunee, WI 54216	0_0	
Immanuel Evangelical Lutheran School		
1626 Illinois Avenue	9458	59-7082
Sheboygan, WI 53081	0.00	00 / 002
Immanuel Evangelical Lutheran School		
1120 Evans Street	9507	68-7155
Waupaca, WI 54981	0001	007100
Immanuel Lutheran High School		
501 Grover Road	9209	18-7159
Eau Claire, WI 54701	0200	107.00
Immanuel Lutheran School		
420 East Lincoln Street	9467	60-7161
Medford, WI 54451	0.01	007.01
Immanuel Lutheran School		
13445 West Hampton Avenue	9490	67-7164
Brookfield, WI 53005		
Immanuel Lutheran School		
111 – 11 th Street North	9526	71-7163
Wisconsin Rapids, WI 54494	0020	
In-Home & Adolescent Day Services		
P.O. Box 351	9070	
Janesville, WI 53547		
Indian Community School		
3126 West Kilbourn Avenue	9586	40-7178
Milwaukee, WI 53208		
Islamic Society Milwaukee DBA Salam		
4707 South 13 th Street	9576	40-4026
Milwaukee, WI 53221		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
J		
Jared C. Bruce Academy, Inc. 6090 North 35 th St. Milwaukee, WI 53209	9575	40-1323
JOBS Plus 220 St. Lawrence St. Janesville, WI 53545	9111	
Jordan Evangelical Lutheran School 8420 West Beloit Road West Allis, WI 53227	9337	40-7168
Journey House 1900 West Washington Street Milwaukee, WI 53204	9038	
Juanita Virgil Academy P.O. Box 09065 Milwaukee, WI 53212	9096	40-7154
Juneau Academy Changing Attitudes 6225 West Bluemound Road Milwaukee, WI 53213	9071	

SCHOOL NAME & ADDRESS	CODE	DPI CODE
K		
Kaukauna Catholic Schools		
2401 Main Avenue	9389	44-7351
Kaukauna, WI 54130		
Keal Preparatory School		
326 West Brown Street	9542	40-4023
Milwaukee, WI 53212		
Kettle Moraine Lutheran High School		
3399 Division Road	9104	
Jackson, WI 53037		
Khamit Institute		
4714 West Fond du Lac Avenue	9319	40-2602
Milwaukee, WI 53216		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
L		
Labrew Troopers Military University School 2320 West Burleigh Street Milwaukee, WI 53208	9610	40-1347

SCHOOL NAME & ADDRESS	CODE	DPI CODE
L		
Lac Courte Oreilles Ojibwa Schools		
8575 North Round Lake School Road	9064	57-7169
Hayward, WI 54843		
Lake City Church		
4905 East Buckeye Road	9185	13-7003
Madison, WI 53716		
Lake Country Academy		
P.O. Box 170	9602	59-1291
Sheboygan, WI 53082		
Lakeshore Technical College		
1290 North Avenue	9042	
Cleveland, WI 53015		
Lakeside Lutheran High School		
231 Woodland Beach Road	9239	28-7170
Lake Mills, WI 53551		
Lavarnway Boys/Girls Club		
2739 North 15th Street	9021	
Milwaukee, WI 53206		
Learning Enterprises of Wisconsin Inc.		
4744 North 39th Street	9051	40-7170
Milwaukee, WI 53209		
Lebanon Lutheran School		
N534 County Road R	9238	28-7162
Watertown, WI 53098		
Lightfoot School		
111 First Street	9063	
Sheboygan Falls, WI 53085		
Lighthouse Christian School		
5202 Regent Street		13-1417
Madison, WI 53705		
Lighthouse Christian School		
104 Fairway Drive	9421	50-2768
Phillips, WI 54555		
Louis TuckerAcademy		
331 South 68 th Street	9558	40-4093
Milwaukee, WI 53214		
Lourdes High-Unified Catholic School		
110 North Sawyer Street	9514	70-7171
Oshkosh, WI 54901		
Loyola Academy		
1645 South 36 th Street	9036	40-7037
Milwaukee, WI 53215	3330	10 7 007
WIIIWAGINGO, WI GOZIO		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
L		
Luther High School		
1501 Wilson Street	9271	32-7173
Onalaska, WI 54650		
Lutheran High School		
3323 University Drive	9098	
Sheboygan, WI 53081		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
M		
M.A.T.C. Contract/Milwaukee Technical College		
1015 North 6th Street	9025	
Milwaukee, WI 53203		
Manitoba School for the Handicapped 4030 West Forest Home Avenue	9001	
Milwaukee, WI	9001	
Marinette Catholic Central High School		
1200 Main Street	9314	38-7187
Marinette, WI 54143	3314	30-7 107
Marquette Elementary		
1305 Lourdes Avenue	9050	
DePere, WI 54115	3333	
Marshfield Area Catholic Schools		
710 South Columbus Avenue		71-7033
Marshfield, WI 54449		
Martin Luther Christian Day School		
840 East Main Street	9606	13-7222
Stoughton, WI 53589		
Martin Luther School		
807 Adams Street	9515	70-7189
Neenah, WI 54956		
Marva Collins Preparatory School		
2449 North 36 th Street	9128	40-8103
Milwaukee, WI 53210		
Mary Mother of the Church School		
521 South 13 th Street	9275	32-7854
LaCrosse, WI 54601		
Mary Queen of Martyrs		
5140 North 55 th Street	9338	40-7197
Milwaukee, WI 53218		
Mary Queen of Saints Catholic Academy		
6021 West Lincoln Avenue		40-7862
West Allis, Wi 53219		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
M		
McDonell Central High School		
1316 Bel Air Boulevard	9164	09-7201
Chippewa Falls, WI 54729		
Medgar Evers Academy		
2479 North Sherman Boulevard	9317	40-2506
Milwaukee, WI 53210		
Menominee Tribal School		
W6817 Church Street Highway 47 North	9539	72-7381
Neopit, WI 54150	0000	72 7001
Messmer High School		
742 West Capitol Drive	9093	40-7186
Milwaukee, WI 53206	0000	10 7 100
Messmer Preparatory Catholic School		
3027 North Fratney Street	9368	40-7751
Milwaukee, WI 53212		
Milwaukee Academy of Science		
2000 West Kilbourn Avenue	9555	40-4025
Milwaukee, WI 53233	0000	10 1020
Milwaukee Area American Indian Manpower Council Inc.		
634 West Mitchell Street	9084	
Milwaukee, WI 53208		
Milwaukee Area Technical College		
1015 North 6th Street	9002	
Milwaukee, WI 53205		
Milwaukee Christian Center/South Campus		
2137 West Greenfield Avenue	9034	
Milwaukee, WI 53204		
Milwaukee Christian School		
14155 West Burleigh Road	9491	67-7195
Brookfield, WI 53005		
Milwaukee Indian Community School		
3126 West Kilbourn Avenue	9053	40-7178
Milwaukee, WI 53208		
Milwaukee Multicultural Academy, Inc.		
2700 North 54 th Street	9127	40-2804
Milwaukee, WI 53210		
Milwaukee School of Choice		
208 E. Capitol Drive		40-1238
Milwaukee, WI 53212		
Milwaukee Spectrum		
3434 North 38th Street	9018	40-7944
Milwaukee, WI 53216		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
M		
Milwaukee Urban League		
2800 W. Wright Street	9019	
Milwaukee, WI 53210		
Morning Star Ev. Lutheran School		
N171 W20131 Highland Road	9570	66-1041
Jackson, WI 53037		
Most Precious Blood School		
120 East Washington Street	9508	68-7216
New London, WI 54961		
Mother of Good Counsel		
3001 North 68th Street	9000	40-7196
Milwaukee, WI 53215		
MPS/MATC Adult School Program		
1015 North 6th Street	9029	
Milwaukee, WI 53203		
Mt. Calvary Evangelical Lutheran School		
2862 North 53 rd Street	9339	40-7200
Milwaukee, WI 53210		
Mt. Calvary Lutheran School		
1614 Park Avenue	9272	32-7199
LaCrosse, WI 54601		
Multicultural Community High School/East Campus		
909 East North Avenue	9027	
Milwaukee, WI 53212		
Multicultural Community High School/Northwest Campus		
4129 West Villard	9033	
Milwaukee, WI 53209		
Multicultural Community High School/West Campus	0004	
1645 North 25th Street	9031	
Milwaukee, WI 53205		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
N		
Nativity of the Lord School		
3776 East Hammond Avenue	9580	40-7089
Cudahy, WI 53110		
New Horizon Center		
3790 North 12th Street	9082	
Milwaukee, WI 53206		
New Lutheran High School Association		
P.O. Box 33105	9087	
Green Bay, WI 54303		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
N		
Newman Catholic Schools		
1130 W. Bridge Street		37-7213
Wausau, WI 54401		
Next Door/Cornerstone		
2545 North 29th Street	9015	
Milwaukee, WI 53208		
Noah's Ark Preparatory School	0554	40 4007
510 East Burleigh Street, Second Floor	9551	40-4027
Milwaukee, WI 53212		
North Trinity Lutheran School	0045	
6090 North 35th Street	9045	
Milwaukee, WI 53209 Notre Dame Elementary & Middle School		
100 South Huron Street	9149	05-7686
	9149	05-7666
Depere, WI 54115		
Notre Dame Middle School	0500	40.4005
1420 West Scott Street	9560	40-1095
Milwaukee, WI 53204		
Notre Dame Middle School		
22 South Prairie Street	9165	09-7209
Chippewa Falls, WI 54729		
NTC Christian Academy		
P.O. Box 119	9282	35-2540
Merrill, WI 54452		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
•		
O.I.C.		
2947 North Martin Luther King	9022	
Milwaukee, WI 53212		
Oklahoma Avenue Lutheran Church School		
5335 West Oklahoma Avenue	9577	40-7225
Milwaukee, WI 53219		
Oneida Nation School System		
N7125 Seminary Road	9387	44-7223
Oneida, WI 54155		
Operation Fresh Start, Inc.		
1925 Winnebago Street	9186	13-7063
Madison, WI 53704		
Our Lady Assumption School		
2222 Shopiere Road	9440	53-7214
Beloit, WI 53511		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
0		
Our Lady Lake Catholic School		
215 E. Lake Shore Drive	9130	02-7338
Ashland, WI 54806		
Our Lady of Good Hope School		
7140 North 41 st Street	9340	40-7215
Milwaukee, WI 53209		
Our Lady of Lourdes School		
1305 Lourdes Avenue	9145	05-7569
Depere, WI 54115		
Our Lady of Peace School		
1300 W. Fifth Street	9527	71-7221
Marshfield, WI 54449	0027	7.722.
Our Lady of Sorrows		
4059 North 64 th Street	9004	40-7227
Milwaukee, WI 53216-1147		.0 .22.
Our Lady of the Lakes School		
306 Butler Street	9464	59-7675
Random Lake, WI 53075		
Our Lady Queen Heaven School		
750-10 th Avenue South	9528	71-7224
Wisconsin Rapids, WI 54495		
Our Lady Queen of Peace School		
418 Holly Avenue	9188	13-7233
Madison, WI 53711		
Our Lady Queen of Peace School		
2733 West Euclid	9341	40-7236
Milwaukee, WI 53215		
Our Lady Sorrows Elementary School		
105 Washington Avenue East	9443	54-7230
Ladysmith, WI 54848		0
Our Lady/Holy Rosary School		
2224 45 th Street	9256	30-7122
Kenosha, WI 53140	0200	007.22
Our Redeemer Lutheran School		
10025 West North Avenue	9342	40-7240
Wauwatosa, WI 53226	00.12	.0.2.0
Our Redeemer Lutheran School		
416 West Geneva Street	9473	64-7237
Delavan, Wi 53115	0-17-0	0.7207
Our Savior Evangelical Lutheran School		
703 Flieth Street	9300	37-7239
Wausau, WI 54401	3300	07.7200
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SCHOOL NAME & ADDRESS	CODE	DPI CODE
P		
Parklawn Christian School		
3725 North Sherman Boulevard	9563	40-2873
Milwaukee, WI 53216		
Peace Lutheran School		
300 Lincoln Street	9280	34-7247
Antigo, WI 54409		
Peace Lutheran School		
1025 Peace Lutheran Drive	9483	66-7247
Hartford, WI 53027		
PIC – School		
101 East Milwaukee Street	9113	
Janesville, WI 53545		
Pilgrim Lutheran School	00.40	40.7040
6717 West Center Street	9343	40-7249
Wauwatosa, WI 53210		
Plank Road School	0000	
9508 Watertown Plank Road Wauwautosa, WI 53226	9088	
Port Washington Catholic School		
1802 North Wisconsin Street	9404	45-7721
Port Washington, WI 53074	3404	40-7721
Prairie Catholic Schools		
720 South Wacouta Street	9184	12-7546
Prairie du Chien, WI 53821	3104	12-73-0
Prince of Peace School		
3542 Finger Road, Route 2		05-7100
Green Bay, WI 54311		00 1 100
Prince of Peace School		
1138 South 25 th Street	9544	40-7618
Milwaukee, WI 53204		
Private Industry Council		
P.O. Box 278	9086	
Balsam Lake, WI 54810		
Providence Catholic School		
1714 – 240 th Avenue	9428	51-7453
Kansasville, WI 53139		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
R		
Randolph Christian School		
457 Second Street North	9178	11-7255
Randolph, WI 53956		
Redeemer Lutheran School		
205 Hudson Street	9140	05-7261
Green Bay, WI 54303		
Redeemer Lutheran School		
606 Forest Avenue	9216	20-7264
Fond du Lac, WI 54935		
Redemption Lutheran School		
5641 North 68 th Street	9344	40-7265
Milwaukee, WI 53218		
Regis High School		
2100 Fenwick Avenue	9210	18-7266
Eau Claire, WI 54701		
Resurrection Catholic School		
333 Hilltop Drive	9141	05-7268
Green Bay, WI 54301		
Rhinelander Catholic Central School		
103 East King Street	9382	43-7267
Rhinelander, WI 54501		
Risen Savior Lutheran School		
9550 West Brown Deer Road	9611	40-1351
Milwaukee, WI 53224		
Riverview Evangelical Lutheran School		
136 West Seymour Street	9388	44-7260
Appleton, WI 54915		
Rock County Christian School		
916 Bushnell Street	9106	
Beloit, WI 53511		
Rock County O.I.C. Center		
1872 Porter Ave.	9066	
Beloit, WI 53511		
Roncalli High School		
2000 Mirro Drive	9291	36-7269
Manitowoc, WI 54220		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
S.E.R. Jobs for Progress Inc.		
1020-30 West Mitchell Street	9016	
Milwaukee, WI 53204		
Sacred Heart Grade School		
545 North Oak Street	9448	56-7274
Reedsburg, WI 53959		
Sacred Heart of Jesus		
3641 South Kinnickinnic Avenue	9008	40-7313
Milwaukee, WI 53207		
Sacred Heart Parish School		
2023 Northwestern Avenue	9425	51-7297
Racine, WI 53404		
Sacred Heart School		
710 Kenyon Street	9078	41-7315
Cashton, WI 54619		
Sacred Heart School		
124 East Center Street	9129	58-7282
Shawano, WI 54166		
Sacred Heart School		
417 West Hudson Street	9155	06-7280
Mondovi, WI 54755		
Sacred Heart School		
7375 Church Street	9414	49-7295
Custer, WI 54423		
Sacred Heart School		
1017 South Central Avenue	9529	71-7301
Marshfield, WI 54449		
Sacred Heart School		
710 Vilas Avenue	9530	71-7304
Nekoosa, WI 54457		
Sacred Hearts of Jesus Mary School		
221 Columbus Street	9189	13-7310
Sun Prairie, WI 53590		
Saint Peters Grade School		
2224 30 TH Avenue		30-7840
Kenosha, WI 53144		
Saints Mary-Joseph & Patrick School		
63 East Merrill Avenue	9220	20-7698
Fond du Lac, WI 54935		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
Saints Peter and Paul School		
4761 Dunn Road	9124	15-7333
Sturgeon Bay, WI 54235		
San Juan Diego Middle School		
1101 Douglas avenue	9619	51-5714
Racine, WI 53402		
School for Early Development and Achievement		
1905 West Wisconsin Avenue	9561	40-4048
Milwaukee, WI 53233		
Scott's School		
1300 South Layton Blvd.	9109	
Milwaukee, WI 53125		
Serenity Family Center		
PO Box 06310	9081	
Milwaukee, WI 53206		
Shalom High School		
1749 North 16th Street	9013	
Milwaukee, WI 53205		
Sharon Junior Academy		
1369 West Meinecke Avenue	9578	40-7299
Milwaukee, WI 53206		
Sheboygan Christian School	2.2.1	
418 Geele Avenue	9101	
Sheboygan, WI 53081		
Shepard of the Hills Catholic Schools – Eden	0040	00 7050
303 E. Main Street	9219	20-7652
Eden, WI 53019		
Siloah Lutheran School		
3721 North 21 st Street	9345	40-7311
Milwaukee, WI 53206		
Silver Spring Neighborhood Center		
5460 North 64th Street	9014	
Milwaukee, WI 53218		
Silverbrook Middle School		
120 North Silverbrook	9068	
West Bend, WI 53095		
Social Developmental Commission/West Campus	2044	
2449 North 36th Street	9011	
Milwaukee, WI 53210		
Sparta Area Christian School	0010	44 4000
413 East Osborne Drive	9618	41-4029
Sparta, WI 54656		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S	•	
SS Peter & Paul Catholic School		
107 North Olk Street	9398	44-7843
Hortonville, WI 54944		
SS Peter & Paul School		
423 Fremont Street	9292	36-7334
Kiel, WI 53042-1399		
SS Peter & Paul School		
P.O. Box 430	9469	61-7828
Independence, WI 54747		
SS Peter & Paul School		
1140 – 2 nd Street North	9535	71-7830
Wisconsin Rapids, WI 54494		
St. Adalbert School		
1913 West Becher Street	9346	40-7330
Milwaukee, WI 53215		
St. Adalbert School		
3314 St. Adalberts Road	9415	49-7332
Rosholt, WI 54473		
St. Agnes School		
12801 West Fairmount Avenue	9492	67-7344
Butler, WI 53007		
St. Aloysius Grade School		
608 Oak Street	9449	56-7350
Sauk City, WI 53583		
St. Aloysius School		
1414 South 93 rd Street	9347	40-7352
West Allis, WI 53214		
St. Alphonsus School		
6211-344 th Avenue	9257	30-7357
New Munster, WI 53152		
St. Alphonsus School		
6000 W. Loomis Road	9348	40-7359
Greendale, WI 53129		
St. Andrew & Thomas School		
100 Highway 61 North	9227	22-7361
Potosi, WI 53820		
St. Andrews School		
115 South 7 th Street	9474	64-7364
Delavan, WI 53115		

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Ann's School		
324 North Harrison Street	9190	13-7365
Stoughton, WI 53589		
St. Anne School		
202 Packer Drive	9293	36-7368
Francis Creek, WI 54214		
St. Anne School		
604 North 6 th Avenue	9301	37-7367
Wausau, WI 54401		
St. Anne's School		
140 Church Hill Road	9445	55-7369
Somerset, Wi 54025	0.1.0	00.000
St. Anthony DePadua School		
200 – 5 th Avenue South	9422	50-7378
Park Falls, WI 54552	0122	00 7070
St. Anthony School		
1711 South 9th Street	9010	40-7375
Milwaukee, WI 53204	00.0	10.10.0
St. Anthony School		
W280 N2101 Hwy. SS	9546	67-7377
Pewaukee, WI 53072		
St. Anthony's School		
P.O. Box 189	9172	10-7380
Loyal, WI 54446		
St. Anthony's School		
P.O. Box I	9302	37-7374
Athens, WI 54411-0206		
St. Anthony's School		
253 North Franklin Street	9379	42-7376
Oconto Falls, WI 54154		
St. Anthony's School		
32497 Highway V	9437	52-7384
Cazenovia, WI 53924		
St. Augustine School		
6753 West Rogers Street	9349	40-7387
West Allis, WI 53219		
St. Bernadette School		
8200 West Denver Avenue	9350	40-7390
Milwaukee, WI 53223		
St. Bernadette School		
2331 E. Lourdes Drive	9390	44-7388
Appleton, WI 54915		
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Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Bernard School		
2020 Hillside Lane	9143	05-7397
Green Bay, WI 54302		
St. Bernards School		
111 South Montgomery Street	9548	28-7393
Watertown, WI 53094		
St. Boniface		
W204 N11968 Goldendale Road	9006	66-7395
Germantown, WI 53022		
St. Boniface Parochial School		
52026 County Road U	9156	06-7396
Waumandee, WI 54622		
St. Bridget's School		
135 E. Division Street	9409	47-7400
River Falls, WI 54022		
St. Bruno School		
246 West Ottowa Avenue	9566	67-7401
Dousman, WI 53118		
St. Catherine High School		
1200 Park Avenue	9545	51-4027
Racine, WI 53403		
St. Catherine School		
8660 North 76 th Place	9351	40-7405
Milwaukee, WI 53223		
St. Catherines School		
5101 W. Center Street	9352	40-7406
Milwaukee, WI 53210		
St. Charles Borromeo School		
3100 West Parnell Avenue	9568	40-7410
Milwaukee, WI 53221		
St. Charles Family and Youth Center		
151 South 84 th Street	9040	40-9173
Milwaukee, WI 53214		
St. Charles Parish School		
526 Renson Avenue	9125	67-7419
Heartland, WI 53029		
St. Charles Primary School		
429 West Spruce Street	9166	09-7413
Chippewa Falls, WI 54729		
St. Charles School		
449 Conkey Street	9426	51-7415
Burlington, WI 53105		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S	•	
St. Charles School		
100 Walnut Street	9470	62-7417
Genoa, WI 54632		
St. Clement School		
330 West Maple	9228	22-7422
Lancaster, WI 53813		
St. Cyril and Methodius		
834 New Jersey Avenue	9089	
Sheboygan, WI 53081		
St. Dennis School		
409 Dempsey Road	9191	13-7428
Madison, WI 53714		
St. Dominic School		
2108 North 21 st Street	9461	59-7429
Sheboygan, WI 53081		
St. Edward Congregation School		
1430 Grove Avenue	9427	51-7431
Racine, WI 53405		
St. Elizabeth Ann Seton Academy		
1051 East Russell Avenue	9336	40-7151
Milwaukee, WI 53207		
St. Elizabeth Seton School		
1207 Oregon Street	9519	70-7927
Oshkosh, WI 54901		
St. Eugene School		
7600 North Port Washington Road	9353	40-7435
Milwaukee, WI 53215		
St. Florian School		
1215 South 45th Street	9026	40-7438
Milwaukee, WI 53214		
St. Florian's Catholic School		
P.O. Box 100	9303	37-7440
Hatley, WI 54440		
St. Frances Cabrini School	0000	00
2109 Mashall Street	9296	36-7673
Manitowoc, WI 54220		
St. Frances Cabrini School	0550	00 7440
529 Hawthorn Drive	9559	66-7446
West Bend, WI 53095		
St. Frances Cabrini School	0510	- 0
619 Merritt Avenue	9518	70-7672
Oshkosh, WI 54901		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S	332	2110022
St. Francis Borgia Catholic School		
N43 W6005 Hamilton Road	9402	45-7452
Cedarburg, WI 53012	0.02	.00=
St. Francis Children's Center		
6700 North Port Washington Road	9354	40-7442
Milwaukee, WI 53217		10 7 1 12
St. Francis Desales School		
1408 Waldo Boulevard	9290	36-7098
Manitowoc, WI 54220	0200	
St. Francis DeSales School		
130 West Main Street	9475	64-7441
Lake Geneva, WI 53147	0110	017111
St. Francis DeSales School		
300 Oak Street	9478	65-7443
Spooner, WI 54801	0170	00 7 1 10
St. Francis Mission School		
13885 West Mission Road	9116	57-7447
Stone Lake, WI 54876	00	0
St. Francis School		
P.O. Box 250	9410	47-7445
Ellsworth, WI 54011		
St. Francis Xavier Catholic School		
1708 East 10 th Street	9285	35-7866
Merrill, WI 54452		
St. Francis Xavier School		
2939 Thinnes Street	9192	13-7449
Cross Plains, WI 53528		
St. Francis Xavier School		
1418 Grand Avenue	9297	36-7797
Manitowoc, WI 54220		
St. Gall Adult Learning Center		
P.O. Box 12150	9065	
Milwaukee, WI 53212		
St. Gregory Great School		
3132 South 63 rd Street	9355	40-7466
Milwaukee, WI 53219		
St. Gregory School		
212 Church Street	9294	36-7469
St. Nazianz, Wi 54232		
St. Henry School		
412 North 4 th Street	9240	28-7477
Watertown, WI 53094		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Jacobi Evangelical Lutheran School		
8605 West Forest Home Avenue	9356	40-7483
Greenfield, WI 53228		
St. James Lutheran School		
324 South Andrews Street	9456	58-7484
Shawano, WI 54166		
St. James School		
716 Windsor Street	9273	32-7490
LaCrosse, WI 54603		
St. James School		
830 Hwy NN East	9494	67-7493
Mukwonago, WI 53149		
St. James the Greater School		
2407 North Lane	9211	18-7488
Eau Claire, WI 54703		
St. Jerome School		
110 Third Street	9495	67-7495
Oconomowoc, WI 53066		
St. Jeromes School		
1550 Farnham Street	9179	11-7497
Columbus, WI 53925		
St. Joan Antida High School		
1341 North Cass Street	9117	40-7501
Milwaukee, WI 53202		
St. John Evangelical Lutheran School		
232 East Church Street	9243	28-7530
Jefferson, WI 53549		
St. John Evangelical Lutheran School	0.40.4	00 7500
899 South 6 th Avenue	9484	66-7520
West Bend, WI 53095		
St. John Lutheran School	0400	05 7504
1104 E. 3rd Street	9122	35-7534
Merrill, WI 54452		
St. John Lutheran School	0400	11 7500
430 West Emmett Street	9180	11-7529
Portage, WI 53901		
St. John Lutheran School	0107	14 7504
520 Bridge Street	9197	14-7521
Mayville, WI 53050 St. John Lutheran School		
146 Mount Street	0225	24 7526
Berlin, WI 54923	9235	24-7526
Deliili, WI 34323		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. John Lutheran School		
413 East Madison Street	9242	28-7507
Waterloo, WI 53594		
St. John Lutheran School		
304 North Sixth Street	9244	28-7532
Watertown, WI 53094		
St. John Lutheran School		
510 Kewaunee Street	9429	51-7538
Racine, WI 53402		
St. John School		
628 Fifth Street	9517	70-7508
Menasha, WI 54952		
St. John Nepomuk School		
1923 Green Street	9554	51-7496
Racine, WI 53402		
St. John – St. James Lutheran School		
223 Manitowoc Street	9592	36-7492
Reedsville, WI 54230		
St. John the Baptist Catholic School		
333 East Church Street	9241	28-7503
Jefferson, WI 53549		
St. John the Baptist School		
2561 Glendale Avenue	9144	05-7511
Green Bay, WI 54313		
St. John the Baptist School		
928 South Main Street	9391	44-7516
Seymour, WI 54165		
St. John the Baptist School		
116 Pleasant Street	9463	59-7545
Plymouth, WI 53073		
St. John the Evangelist School		
8500 West Coldspring Road	9614	40-7505
Greenfield, WI 53228		
St. John Vianney School		
17500 West Gebhardt Road	9496	67-7498
Brookfield, WI 53045		
St. John's Evangelical Lutheran School		
20813 Forest View Drive	9497	67-7533
Lannon, WI 53046		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. John's Lutheran School		
558 South Water Street	9607	14-4865
Lomira, WI 53048		
St. John's Lutheran School		
805 West Fifth Street	9173	10-7522
Neillsville, WI 54456		
St. John's Lutheran School		
227 Harvard Street	9590	24-4029
Princeton, WI 54968		
St. John's Lutheran School		
4001 South 68 th Street	9358	40-7525
Milwaukee, WI 53220		
St. John's Lutheran School		
7877 North Port Washington Road	9359	40-7536
Glendale, WI 53217		
St. John's Lutheran School		
1000 Bluff Street	9441	53-7540
Beloit, WI 53511		
St. John's Lutheran School		
515 – 5 th Street	9451	56-7542
Baraboo, WI 53913		
St. John's Lutheran School		
W5407 CTH SS	9462	59-7491
Random Lake, WI 53075		
St. John's School		
114 East Third Street	9193	13-7548
Waunakee, WI 53597		
St. John's School		
125 Fourth Avenue	9304	37-7554
Edgar, WI 54426		
St. John's School		
208 Church Road	9411	47-7519
Plum City, WI 54761		
St. John's School	2524	74 7510
P.O. Box 644	9531	71-7510
Marshfield, WI 54449-7153		
St. Johns Catholic School	0000	04.7507
125 Church Street	9236	24-7527
Princeton, WI 54968		
St. Johns Evangelical Lutheran School 419 Jefferson Avenue	0075	/1 7510
Sparta, WI 54656	9075	41-7518
Oparia, 111 04000		

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Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S	•	
St. Johns Lutheran School		
222 North Stafford Street	9103	59-7506
Plymouth, WI 53073		
St. Johns the Evangelist School		
209 North Washington Street	9450	56-7524
Spring Green, WI 53588		
St. John-Sacred Heart		
Box 78	9158	08-7283
Sherwood, WI 54169		
St. Josaphat Basilica School		
801 West Lincoln Avenue	9360	40-7562
Milwaukee, WI 53215		
St. Joseph Catholic School		
420 Larch Street	9305	37-7583
Stratford, WI 54484		
St. Joseph Catholic School		
281 Dakota Street South	9412	47-7577
Prescott, WI 54021		
St. Joseph Grade School		
W227 S8930 St. Joseph Drive	9498	67-7588
Big Bend, WI 53103		
St. Joseph Middle School		
2626 North Oneida Street	9392	44-7604
Appleton, WI 54914		
St. Joseph Parochial School		
387 South Monroe Street	9245	28-7590
Waterloo, WI 53594		
St. Joseph Primary School		
1901 Lincoln Avenue	9416	49-7578
Stevens Point, WI 54481		
St. Joseph School		
1224 – 12 th Street	9591	05-7570
Green Bay, WI 54304		00 1010
St. Joseph School		
128 West Humbird Street	9131	03-7567
Rice Lake, WI 54868		00.007
St. Joseph School		
130 North 5 th Avenue	9201	15-7008
Sturgeon Bay, WI 54235	0201	.5 / 555
St. Joseph School		
780 County Hwy Z	9229	22-7576
Hazel Green, Wi 53811	3223	22 1010
114201 010011, 111 00011		

Appendix 2, V. 6 **Page 46** 04/26/05

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Joseph School		
310 North Main Street	9246	28-7595
Fort Atkinson, WI 53538		
St. Joseph School		
310 Second Street	9452	56-7579
Baraboo, WI 53913		
St. Joseph School		
2750 North 122 nd Street	9615	40-7566
Wauwatosa, WI 53222		
St. Joseph's School		
P.O. Box 159	9167	09-7589
Cadott, Wi 54727		
St. Joseph's School		
910 Wilson Avenue	9205	17-7593
Menomonie, WI 54751		
St. Joseph's School		
305 East Walnut Street	9237	25-7597
Dodgeville, WI 53533		
St. Joseph's School		
1210 – 16 th Avenue	9403	45-7580
Grafton, WI 53024		
St. Jude School		
1420 Division Street	9146	05-7606
Green Bay, WI 54303		
St. Katherine Drexel School		
503 South Spring Street		14-7838
Beaver Dam, WI 53916		
St. Kilian		
245 High St.	9112	66-7612
Hartford, WI 53027		
St. Lawrence School	0.500	74 7040
551 – 10 th Avenue North	9532	71-7619
Wisconsin Rapids, WI 54495		
St. Lawrence Seminary	00.4	00 -000
301 Church Street	9217	20-7620
Mt. Calvary, WI 53057		
St. Leo Catholic Urban Academy	0004	40.7004
2458 West Locust Street	9361	40-7621
Milwaukee, WI 53206		
St. Leonard School	0500	07.7000
W173 S7777 Westwood Drive	9500	67-7622
Muskego, WI 53150		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Louis Catholic School		
134 North 4 th Street	9174	10-7625
Dorchester, WI 54425		
St. Louis School		
713 Washington Avenue	9133	04-7629
Washburn, WI 54891		
St. Louis School		
N8710 County Line Road	9262	31-7626
Luxemburg, WI 54217		
St. Lucas Lutheran School		
P.O. Box 86	9485	66-7624
Kewaskum, WI 53040		
St. Lucy School		
3035 Drexel Avenue	9430	51-7628
Racine, WI 53403		
St. Luke Grade School		
1290 Nachreiner Avenue	9453	56-7631
Plain, WI 53577		
St. Luke Grade School		
1305 Davidson Road	9499	67-7617
Brookfield, WI 53045		
St. Lukes Luthern School		
245 South 2 nd Street	9218	20-7630
Oakfield, WI 53065		
St. Marcus Lutheran School		
2215 North Palmer Street	9363	40-7646
Milwaukee, WI 53212		
St. Margaret Mary School		
3950 N. 92 nd Street		40-7636
Milwaukee, WI 53222		
St. Maria Goretti		
5405 Flad Avenue		13-7645
Madison, WI 53711		
St. Mark Evangelical Lutheran School		
1167 Kenwood Street	9540	05-7644
Green Bay, WI 54304		
St. Mark's School		
602 East Military Road	9306	37-7640
Rothschild, WI 54474		

St. Marks Lutheran School 705 East Cady Street Watertown, WI 53094 St. Martin Lutheran School 100 S. Clinton Clintonville, WI 54929 St. Martin of Tours Parish School 7933 South 116" Street Franklin, WI 53132 St. Martini Lutheran School 7933 South 116" Street Franklin, WI 53132 St. Martini Lutheran School 7930 South 116" Street Franklin, WI 53132 St. Martini Lutheran School P.O. Box 04066 P.O. Box 04066 P.O. Box 04066 St. Mary Catholic School 7400-39 th Avenue P.O. Box 04066 St. Mary Catholic School 7400-39 th Avenue P.O. Box 04066 St. Mary Catholic School 7400-39 th Avenue P.O. Box 04066 St. Mary Parish School 9549 9549 St. Mary Franklin School 9553 West Edgerton Avenue P.O. Box 04064 Fales Corners, WI 53130 St. Mary Parochial School 154 South Sixth Street Pales Corners, WI 53130 St. Mary Parochial School 154 South Sixth Street Pilibert, WI 54129 St. Mary School 2218 Day Street 9161 08-7717 Hilbert, WI 54126 St. Mary School 9181 11-7718 Portage, WI 53901 St. Mary School P.O. Box 216 P.O. Box 177 Publiprofale WI 54412 St. Mary School-Greenville N2387 Municipal Drive 9393 44-7667 Greenville, WI 54942 St. Mary's Catholic School P.O. Box 177 Publiprofale WI 54412	SCHOOL NAME & ADDRESS	CODE	DPI CODE
705 East Cady Street Watertown, WI 53094 St. Martin Lutheran School 100 S. Clinton Clintonville, WI 54929 St. Martin G Tours Parish School 7933 South 116" Street 9593 40-7312 Franklin, WI 53132 St. Martin Lutheran School P.O. Box 04066 Milwaukee, WI 53204 St. Mary Catholic School 7400-39" Avenue Kenosha, WI 53142 St. Mary Grade & High School 225 West State Street Burlington, WI 53105 St. Mary Parish School 9553 West Edgerton Avenue Hales Corners, WI 53130 St. Mary Parochial School 154 South Sixth Street Hilbert, WI 54129 St. Mary School 2218 Day Street 9148 05-7653 Greenleaf, WI 54126 St. Mary School 315 West Cook Street 9181 11-7718 Portage, WI 53901 St. Mary School 9589 St. Mary School 9148 9159 St. Mary School 9158 St. Mary School 9161 9177 9178 9393 944-7723 9393 944-7667 9533 71-7726	S		
Watertown, WI 53094 8t. Martin Lutheran School 100 S. Clinton 9123 68-7643 Clintonville, WI 54929 9123 68-7643 St. Martin of Tours Parish School 9593 40-7312 Franklin, WI 53132 9593 40-7312 St. Martini Lutheran School 9362 40-7642 P.O. Box 04066 9362 40-7642 Milwaukee, WI 53204 9549 30-7651 St. Mary Catholic School 9549 30-7651 Kenosha, WI 53142 9431 51-7676 Burlington, WI 53105 9431 51-7676 St. Mary Carde & High School 9364 40-7716 9533 West Edgerton Avenue 9364 40-7716 Hales Corners, WI 53130 9364 40-7716 St. Mary Parochial School 9161 08-7717 St. Mary School 9181 05-7653 Greenleaf, WI 54126 9181 11-7718 St. Mary School 9395 44-7723 Bear Creek, WI 54922 9395 44-7723 Bear Creek, WI 54942 9393 44-7667 Greenville, WI 54942 939	St. Marks Lutheran School		
St. Martin Lutheran School 100 S. Clinton (Clintonville, WI 54929 St. Martin of Tours Parish School 7933 South 116th Street Franklin, WI 53132 St. Martini Lutheran School P.O. Box 04066 P.O. Box 04066 Milwaukee, WI 53204 St. Mary Catholic School 7400-39th Avenue 9549 St. Mary Grade & High School 225 West State Street Surlington, WI 53105 St. Mary Parish School 9553 West Edgerton Avenue Hales Corners, WI 53130 St. Mary Parochial School 154 South Sixth Street Hilbert, WI 54129 St. Mary School 2218 Day Street 9148 O5-7653 Greenleaf, WI 54922 St. Mary School P.O. Box 216 Bear Creek, WI 54942 St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary's Catholic School P.O. Box 177 9533 71-7726	705 East Cady Street	9247	28-7638
100 S. Clinton	Watertown, WI 53094		
Clintonville, WI 54929 St. Martin of Tours Parish School 7933 South 116th Street 9593 40-7312 Franklin, WI 53132 St. Martini Lutheran School P.O. Box 04066 9362 40-7642 Milwaukee, WI 53204 St. Mary Catholic School 7400-39th Avenue 9549 30-7651 Kenosha, WI 53142 St. Mary Grade & High School 225 West State Street 9431 51-7676 Burlington, WI 53105 St. Mary Parish School 9364 40-7716 40-7716 40-7716 40-7716 40-7716 40-7716 40-7716 40-7717 40-7717 40-7717 40-7717 40-7718 40-	St. Martin Lutheran School		
St. Martin of Tours Parish School 7933 South 116th Street Franklin, WI 53132 St. Martini Lutheran School P.O. Box 04066 P.O. Box 116th School P.O. Box 116th School P.O. Box 177 P.O. Box	100 S. Clinton	9123	68-7643
7933 South 116th Street Franklin, WI 53132 St. Martini Lutheran School P.O. Box 04066 Milwaukee, WI 53204 St. Mary Catholic School 7400-39th Avenue Kenosha, WI 53142 St. Mary Grade & High School 225 West State Street Burlington, WI 53105 St. Mary Parish School 9553 West Edgerton Avenue Hales Corners, WI 53130 St. Mary Parochial School 154 South Sixth Street 9161 08-7717 Hilbert, WI 54129 St. Mary School 2218 Day Street 9148 05-7653 Greenleaf, WI 54126 St. Mary School 15 Mary School 215 West Cook Street 9161 917718 111-7718	Clintonville, WI 54929		
St. Martini Lutheran School	St. Martin of Tours Parish School		
St. Martini Lutheran School 9362 40-7642 P.O. Box 04066 9362 40-7642 Milwaukee, WI 53204 30-7651 St. Mary Catholic School 9549 30-7651 Kenosha, WI 53142 9431 51-7676 St. Mary Grade & High School 9431 51-7676 Burlington, WI 53105 9431 51-7676 St. Mary Parish School 9553 West Edgerton Avenue 9364 40-7716 Hales Corners, WI 53130 9364 40-7716 St. Mary Parochial School 9161 08-7717 Hilbert, WI 54129 9161 08-7717 St. Mary School 9148 05-7653 Greenleaf, WI 54126 9181 11-7718 St. Mary School 9181 11-7718 Portage, WI 53901 9395 44-7723 Bear Creek, WI 54922 9395 44-7723 Bear Creek, WI 54942 9393 44-7667 Greenville, WI 54942 9393 71-7726 St. Mary's Catholic School 9533 71-7726	7933 South 116 th Street	9593	40-7312
P.O. Box 04066 Milwaukee, WI 53204 St. Mary Catholic School 7400-39th Avenue Kenosha, WI 53142 St. Mary Grade & High School 225 West State Street Burlington, WI 53105 St. Mary Parish School 9553 West Edgerton Avenue Hales Corners, WI 53130 St. Mary Parochial School 154 South Sixth Street 9161 08-7717 Hilbert, WI 54129 St. Mary School 2218 Day Street 9148 05-7653 Greenleaf, WI 54912 St. Mary School 315 West Cook Street 9181 11-7718 Portage, WI 53901 St. Mary School 25. Mary School 27. Mary School 28. Mary School 29. Mary School 29. Mary School 315 West Cook Street 9181 11-7718 Portage, WI 53901 St. Mary School 9395 44-7723 Bear Creek, WI 54922 St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary's Catholic School P.O. Box 177 9533 71-7726	Franklin, WI 53132		
Milwaukee, WI 53204 St. Mary Catholic School 7400-39 th Avenue Kenosha, WI 53142 St. Mary Grade & High School 225 West State Street Burlington, WI 53105 St. Mary Parish School 9553 West Edgerton Avenue Hales Corners, WI 53130 St. Mary Parochial School 154 South Sixth Street Hilbert, WI 54129 St. Mary School 2218 Day Street 9148 05-7653 Greenleaf, WI 54126 St. Mary School 315 West Cook Street Portage, WI 53901 St. Mary School 25t. Mary School 27t. Mary School 27t. Mary School 27t. Mary School 31t. Mary School-Greenville	St. Martini Lutheran School		
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7400-39 th Avenue 9549 30-7651 Kenosha, WI 53142 30-7651 St. Mary Grade & High School 9431 51-7676 225 West State Street 9431 51-7676 Burlington, WI 53105 30-7651 51-7676 St. Mary Parish School 9364 40-7716 9533 West Edgerton Avenue 9364 40-7716 Hales Corners, WI 53130 9161 08-7717 St. Mary Parochial School 9161 08-7717 Hilbert, WI 54129 9161 08-7717 St. Mary School 9148 05-7653 Greenleaf, WI 54126 9181 11-7718 St. Mary School 9181 11-7718 Portage, WI 53901 9395 44-7723 Bear Creek, WI 54922 9395 44-7723 St. Mary School-Greenville 9393 44-7667 W2387 Municipal Drive 9393 44-7667 Greenville, WI 54942 9533 71-7726	Milwaukee, WI 53204		
Kenosha, WI 53142 9431 51-7676 225 West State Street 9431 51-7676 Burlington, WI 53105 9364 40-7716 St. Mary Parish School 9364 40-7716 9553 West Edgerton Avenue 9364 40-7716 Hales Corners, WI 53130 40-7716 9364 40-7716 St. Mary Parochial School 9161 08-7717 08-7717 Hilbert, WI 54129 9161 08-7717 08-7717 08-7717 St. Mary School 9148 05-7653 <	St. Mary Catholic School		
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Burlington, WI 53105 9364 40-7716 9553 West Edgerton Avenue 9364 40-7716 Hales Corners, WI 53130 8 40-7716 St. Mary Parochial School 9161 08-7717 154 South Sixth Street 9161 08-7717 Hilbert, WI 54129 9148 05-7653 St. Mary School 9148 05-7653 Greenleaf, WI 54126 9181 11-7718 St. Mary School 9181 11-7718 Portage, WI 53901 9395 44-7723 Bear Creek, WI 54922 9395 44-7723 St. Mary School-Greenville 9393 44-7667 W2387 Municipal Drive 9393 44-7667 Greenville, WI 54942 9533 71-7726	St. Mary Grade & High School		
St. Mary Parish School 9364 40-7716 9553 West Edgerton Avenue 9364 40-7716 Hales Corners, WI 53130 8 40-7716 St. Mary Parochial School 9161 08-7717 154 South Sixth Street 9161 08-7717 Hilbert, WI 54129 9148 05-7653 St. Mary School 9181 11-7718 Greenleaf, WI 54126 9181 11-7718 St. Mary School 9181 11-7718 Portage, WI 53901 9395 44-7723 Bear Creek, WI 54922 9395 44-7723 St. Mary School-Greenville 9393 44-7667 W2387 Municipal Drive 9393 44-7667 Greenville, WI 54942 9393 71-7726 St. Mary's Catholic School 9533 71-7726	225 West State Street	9431	51-7676
St. Mary Parish School 9364 40-7716 9553 West Edgerton Avenue 9364 40-7716 Hales Corners, WI 53130 8 40-7716 St. Mary Parochial School 9161 08-7717 154 South Sixth Street 9161 08-7717 Hilbert, WI 54129 9148 05-7653 St. Mary School 9181 11-7718 Greenleaf, WI 54126 9181 11-7718 St. Mary School 9181 11-7718 Portage, WI 53901 9395 44-7723 Bear Creek, WI 54922 9395 44-7723 St. Mary School-Greenville 9393 44-7667 W2387 Municipal Drive 9393 44-7667 Greenville, WI 54942 9393 71-7726 St. Mary's Catholic School 9533 71-7726	Burlington, WI 53105		
Hales Corners, WI 53130 St. Mary Parochial School 154 South Sixth Street 9161 08-7717 Hilbert, WI 54129 St. Mary School 2218 Day Street 9148 05-7653 Greenleaf, WI 54126 St. Mary School 315 West Cook Street 9181 11-7718 Portage, WI 53901 St. Mary School P.O. Box 216 9395 44-7723 Bear Creek, WI 54922 St. Mary School-Greenville N2387 Municipal Drive 9393 44-7667 Greenville, WI 54942 St. Mary's Catholic School P.O. Box 177 9533 71-7726 P.O. Box 177 P.O. Box 1			
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154 South Sixth Street Hilbert, WI 54129 St. Mary School 2218 Day Street Greenleaf, WI 54126 St. Mary School 315 West Cook Street Portage, WI 53901 St. Mary School P.O. Box 216 Bear Creek, WI 54922 St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary's Catholic School P.O. Box 177 9533 71-7726	Hales Corners, WI 53130		
Hilbert, WI 54129 9148 05-7653 St. Mary School 9148 05-7653 Greenleaf, WI 54126 9181 11-7718 St. Mary School 9181 11-7718 Portage, WI 53901 9181 11-7718 St. Mary School 9395 44-7723 Bear Creek, WI 54922 9395 44-7723 St. Mary School-Greenville 9393 44-7667 Municipal Drive 9393 44-7667 Greenville, WI 54942 9533 71-7726	St. Mary Parochial School		
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2218 Day Street 9148 05-7653 Greenleaf, WI 54126 54126 54126 St. Mary School 9181 11-7718 Portage, WI 53901 9181 11-7718 St. Mary School 9395 44-7723 Bear Creek, WI 54922 9395 44-7723 St. Mary School-Greenville 9393 44-7667 Greenville, WI 54942 9393 44-7667 St. Mary's Catholic School 9533 71-7726	Hilbert, WI 54129		
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315 West Cook Street 9181 11-7718 Portage, WI 53901 315 West Cook Street 9181 11-7718 St. Mary School 9395 44-7723 Bear Creek, WI 54922 315 West Cook 315 West Cook St. Mary School-Greenville 9395 44-7667 WI 54942 9393 44-7667 St. Mary's Catholic School 9533 71-7726			
Portage, WI 53901 St. Mary School P.O. Box 216 Bear Creek, WI 54922 St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary's Catholic School P.O. Box 177 9533 71-7726	St. Mary School		
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St. Mary School 9395 44-7723 P.O. Box 216 9395 44-7723 Bear Creek, WI 54922 5t. Mary School-Greenville 9393 44-7667 N2387 Municipal Drive 9393 44-7667 Greenville, WI 54942 5t. Mary's Catholic School 9533 71-7726	Portage, WI 53901		
P.O. Box 216 9395 44-7723 Bear Creek, WI 54922 2 St. Mary School-Greenville 9393 44-7667 M2387 Municipal Drive 9393 44-7667 Greenville, WI 54942 2 2 St. Mary's Catholic School 9533 71-7726			
Bear Creek, WI 54922 9393 St. Mary School-Greenville 9393 N2387 Municipal Drive 9393 Greenville, WI 54942 44-7667 St. Mary's Catholic School 9533 P.O. Box 177 9533		9395	44-7723
St. Mary School-Greenville N2387 Municipal Drive Greenville, WI 54942 St. Mary's Catholic School P.O. Box 177 9533 71-7726			
N2387 Municipal Drive 9393 44-7667 Greenville, WI 54942 5t. Mary's Catholic School 9533 71-7726	·		
Greenville, WI 54942 St. Mary's Catholic School P.O. Box 177 9533 71-7726		9393	44-7667
St. Mary's Catholic School P.O. Box 177 9533 71-7726	•		
P.O. Box 177 9533 71-7726	·		
		9533	71-7726
AUDUITION, III UTTIL	Auburndale, WI 54412		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Mary's Home and School Association		
151 South Washington Avenue	9446	55-7678
New Richmond, WI 54017		
St. Mary's Parochial School		
345 North Court Street	9230	22-7702
Platteville, WI 53818		
St. Mary's Parochial School		
P.O. Box 456	9438	52-7684
Richland Center, WI 53581		
St. Mary's School		
121 North Main Street	9175	10-7668
Greenwood, WI 54437		
St. Mary's School		
P.O. Box 408	9176	10-7694
Colby, WI 54421		
St. Mary's School		
28 Nabor Street	9198	14-7696
Mayville, WI 53050		
St. Mary's School		
1828 Lynn Avenue	9212	18-7665
Altoona, WI 54720		
St. Mary's School		
531 Congress Street	9231	22-7706
Bloomington, WI 53804		
St. Mary's School		
1406 Main Street	9263	31-7654
Luxemburg, WI 54217		
St. Mary's School		
214 Church Street	9264	31-7710
Algoma, WI 54201		
St. Mary's School		
110 North 7 th Street	9284	35-7712
Tomahawk, WI 54487		
St. Mary's School		
716 Market Street	9307	37-7714
Marathon, WI 54448-0102		
St. Mary's School		
901 West Prospect Street	9407	46-7722
Durand, WI 54736		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Mary's School		
13000 West Juneau Boulevard	9501	67-7674
Elm Grove, WI 53122		
St. Mary's School-Clarks Mills		
19 South County Hwy. J	9288	36-7058
Cato, WI 54230		
St. Marys Catholic School		
315 West Monroe Street	9076	41-7670
Tomah, WI 54660		
St. Marys Grade School		
26382 County U	9077	41-7685
Norwalk, WI 54648		
St. Marys Immaculate Conception		
415 Roosevelt	9097	66-7659
West Bend, WI 53095		
St. Matthew Lutheran School		44 7700
1316 West Lawrence Street		44-7736
Appleton, WI 54914		
St. Matthew Lutheran School	0000	4.4.7700
308 Herman Street	9608	14-7732
Iron Ridge, WI 53035		
St. Matthew Lutheran School	0500	07 7700
818 West Wisconsin Avenue	9502	67-7728
Oconomowoc, WI 53066		
St. Matthew School	0.450	05 7700
2575 South Webster	9150	05-7729
Green Bay, WI 54301		
St. Matthew School	0004	00.7700
423 Mill Street	9221	20-7730
Campbellsport, WI 53010		
St. Matthew's Lutheran School	0.474	00 7700
P.O. Box 208	9471	62-7738
Stoddard, WI 54658		
St. Matthew's Middle School	0000	07 7704
225 S. 28 th Avenue	9308	37-7731
Wausau, WI 54401		
St. Matthew's School	0007	40 7700
9303 South Chicago Road	9365	40-7733
Oak Creek, WI 53154		
St. Matthias School		
9306 West Beloit Road	9366	40-7735
Milwaukee, WI 53227		

Section 1 – CARES Common Functions & Eligibility Determination Appendix 02, Version 6 - School Codes

SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Michael's School		
614 Steuben Street	9309	37-7740
Wausau, WI 54403		
St. Monica School		
5635 North Santa Monica Boulevard	9367	40-7747
Whitefish Bay, WI 53217		
St. Nicholas School		
W2035 County S	9396	44-7752
Freedom, WI 54131		
St. Olaf School		
2407 North Lane	9213	18-7755
Eau Claire, Wi 54703		
St. Patrick Parish School		
521 South 13 th Street	9274	32-7787
LaCrosse, WI 54601		
St. Patrick School		
534 Sunset Drive	9476	64-7786
Elkhorn, WI 53121		
St. Patrick's School		
403 St. Croix Street	9447	55-7789
Hudson, WI 54016		
St. Patricks Grade School		
325 Mansion Street	9253	29-7784
Mauston, WI 53948		
St. Patricks School		
318 West Oak Avenue	9074	41-7782
Sparta, WI 54656		
St. Patricks School	2000	00 7704
222 Blossom St.	9222	20-7791
Ripon, WI 54971		
St. Paul Lutheran School	0450	05 7000
514 South Clay Street	9152	05-7820
Green Bay, WI 54301		
St. Paul Lutheran School 1115 Division Street	0265	21 7012
	9265	31-7813
Algoma, WI 54201 St. Paul Lutheran School		
1919 Wyatt Avenue	9417	49-7803
Stevens Point, WI 54481	3 4 11	49-7003
St. Paul Lutheran School		
210 South Ringold Street	9442	53-7804
Janesville, WI 53545	3444	33-7004
Janesville, VVI JJJ4J		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Paul Lutheran School		
P.O. Box 577	9457	58-7850
Bonduel, WI 54107		
St. Paul Lutheran School		
750 Depot Street	9510	68-7821
Manawa, WI 54949		
St. Paul Parochial School		
404 High Street	9310	37-7826
Mosinee, WI 54455		
St. Paul School		
425 Main Street	9151	05-7795
Wrightstown, WI 54180		
St. Paul School		
Hwy. 83 & D, P.O. Box 95	9503	67-7806
Genesee Depot, WI 53127-0095		
St. Paul's Catholic School		
1210 Main Street	9169	09-7823
Bloomer, WI 54724		
St. Paul's Evangelical Lutheran School		
229 Fremont Street	9248	28-7799
Lake Mills, WI 53551		
St. Paul's Evangelical Lutheran School		
309 Bluff Street	9249	28-7811
Fort Atkinson, WI 53538		
St. Paul's Evangelical Lutheran School		
210 East Pleasant Street	9504	67-7819
Oconomowoc, WI 53066		
St. Paul's Evangelical Lutheran School		
311 14 th Avenue South	9534	71-7807
Wisconsin Rapids, WI 54495		
St. Paul's Lunch Program		
3945 South Kansas Avenue	9369	40-7792
Milwaukee, WI 53207		
St. Paul's Lutheran School		
1100-9 th Street	9206	17-7809
Menomonie, WI 54751		
St. Paul's Lutheran School		
W1956 Gopher Hill Road	9250	28-7812
Ixonia, WI 53036		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Paul's Lutheran School		
1201 Main Street	9276	32-7858
Onalaska, WI 54650		
St. Paul's Lutheran School		
S66 W14325 Janesville Road	9370	40-7808
Muskego, WI 53150		
St. Paul's Lutheran School		
225 E. Harris Street	9397	44-7801
Appleton, WI 54911		
St. Pauls Evangelical Lutheran School		
101 Church Street, P.O. Box 325	9254	29-7851
Wonewoc, WI 53968		
St. Pauls Lutheran School		
1819 North 13th Street	9041	59-7822
Sheboygan, WI 53081		
St. Pauls Lutheran School		
505 Superior Avenue	9080	41-7815
Tomah, WI 54660		
St. Pauls Lutheran School		
701 Washington Street	9091	45-7817
Grafton, WI 53024		
St. Peter Evangelical Lutheran School		
116 West Maple Street	9204	15-7765
Sturgeon Bay, WI 54235		
St. Peter Evangelical Lutheran School		
312 W. Main Street	9511	68-7842
Weyauwega, WI 54983		
St. Peter Immanuael Lutheran School		
7801 West Acacia Street	9371	40-7834
Milwaukee, WI 53223		
St. Peter Lutheran School		
42 North 3 rd Street	9162	08-7778
Hilbert, WI 54129		
St. Peter Lutheran School		
346 North Locust Street	9454	56-7847
Reedsburg, WI 53959		
St. Peter Middle School		
708 First Street	9418	49-7844
Stevens Point, WI 54481		
St. Peter School		
206 East Washington Street	9486	66-7835
Slinger, WI 53086		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Peter's Evangelical Lutheran School		
W3255 Highway 18	9251	28-7831
Helenville, WI 53137		
St. Peter's School		
7129 Hwy. K	9194	13-7837
Middleton, WI 53562		
St. Peter's School		
3001 Elm Street	9477	64-7845
East Troy, WI 53120		
St. Peters Lutheran School		
35 East 2 nd Street	9223	20-7832
Fond du Lac, Wi 54935		
St. Peters School		
2224 30 th Avenue	9258	30-7840
Kenosha, WI 53144		
St. Philip Neri School		
5501 N 68 th Street	9553	40-7856
Milwaukee, WI 53218		
St. Philip the Apostle School		
312 Victoria Street	9153	05-7848
Green Bay, WI 54301		
St. Peter the Fisherman Catholic School		
2203 – 12 th Street		36-7632
Two Rivers, WI 54241		
St. Phillip's Lutheran School		
3012 North Holton Street	9328	40-7038
Milwaukee, WI 53212		
St. Philips School		
P.O. Box 8	9536	71-7849
Rudolph, WI 54475		
St. Pius X Grade School		
2520 North Wauwatosa Avenue	9597	40-7852
Wauwatosa, WI 53213		
St. Pius X School		
500 West Marquette Street	9399	44-7853
Appleton, WI 54911		
St. Rafael the Archangel		
2251 South 31 st Street	9543	40-7096
Milwaukee, WI 53215		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S		
St. Richard School		
1510 Villa Street	9424	51-7110
Racine, WI 53403		
St. Rita School		
4433 Douglas Avenue	9432	51-7864
Racine, WI 53402		
St. Robert School		
2200 East Capitol Drive		40-7869
Shorewood, WI 53211		
St. Roman School		
1810 West Bolivar Avenue	9372	40-7875
Milwaukee, WI 53221		
St. Rose Catholic Urban Academy		
514 North 31 st Street	9373	40-7883
Milwaukee, WI 53208		
St. Rose School		
519 W. Roosevelt	9232	22-7879
Cuba City, WI 53807		
St. Rose School		
140 Auto Street	9512	68-7881
Clintonville, WI 54929		
St. Sebastian School		
1747 N. 54 th Street	9374	40-7886
Milwaukee, WI 53208		
St. Sebastian School		
3030 – 95 th Street	9433	51-7888
Sturtevant, WI 53177		
St. Stanislaus School		
838 Fremont Street	9419	49-7891
Stevens Point, WI 54481		
St. Stephen School		
1335 Clark Street	9420	49-7896
Stevens Point, WI 54481		
St. Stephens Evangelical Lutheran		
412 W Maple Avenue	9115	14-7899
Beaver Dam, WI 53916		
St. Stephens Lutheran School	0000	44 7000
505 N. Palmatory Street	9200	14-7902
Horicon, WI 53032		
St. Therese School	0044	07.7040
113 W. Kort Street	9311	37-7910
Rothschild, WI 54474		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
S	-	
St. Thomas Aquinas School		
341 East Norwich Street		40-7924
Milwaukee, WI 53207		
St. Thomas Aquinas School		
302 South Second Street	9434	51-7917
Waterford, WI 53185		
St. Thomas More School		
650 South Irwin Avenue	9147	05-7648
Green Bay, WI 54301		
St. Thomas More School		
2006 Weston Street	9277	32-7920
LaCrosse, WI 54601		
St. Veronica School		
341 East Norwich Street	9375	40-7924
Milwaukee, WI 53207		
St. Victor School		
1416 – 20 th Avenue	9233	23-7925
Monroe, WI 53566		
St. Vincent De Paul School		
831-12 th Street South	9537	71-7928
Wisconsin Rapids, WI 54494		
St. Vincent Pallotti School		
201 North 76 th Street	9613	40-7370
Milwaukee, WI 53213		
St. Vincent Pallotti School (East)		
5510 West Bluemound Road	9331	40-7086
Milwaukee, WI 53208		
Steven's Point Area Catholic Schools		
1335 Clark Street	9413	49-7241
Stevens Point, WI 54481		
Stevens Point Christian Academy		
801 Hwy. 10 West	9567	49-5010
Stevens Point, WI 54481		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
T		
Tar Valley Seventh Day Adventist School		
Rt. 5	9073	
Tomah, WI 54660		
Technology Institute of Milwaukee		
1748 North Farwell	9007	
Milwaukee, WI 53202		
The S.O.S. (Struggal of Survival) Center		
4620 West North Avenue	9054	
Milwaukee, WI 53208		
The Hope School		
3229 N. Dr. Martin Luther King Drive		40-1408
Milwaukee, WI 53212		
The Woodson Academy		
2200 North 12 th Street	9321	40-2648
Milwaukee, WI 53205		
Three Rivers School		
2000 Weston Street	9572	32-1029
LaCrosse, WI 54601		
Thorp Catholic School		
411 East School Street	9177	10-7949
Thorp, WI 54771		
Travis Academy		
2733 West Washington Avenue	9320	40-2636
Milwaukee, WI 53208		
Trinity Catholic Elementary School		
1420 Division Street	9599	05-7606
Green Bay, WI 54303		
Trinity Catholic Middle School		
1087 Kellogg Street	9594	05-7001
Green Bay, WI 54303		
Trinity Evangelical Lutheran School		
9529 State Hwy 13	9538	71-7954
Marshfield, WI 54449-9681		
Trinity Lutheran School		
824 Wisconsin Avenue	9069	59-7956
Sheboygan, WI 53081		
Trinity Lutheran School		
N6081 West River Road	9163	08-7962
Hilbert, WI 54129		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
T		
Trinity Lutheran School		
728 Church Street	9182	11-7952
Wisconsin Dells, WI 53965		
Trinity Lutheran School		
611 West Main Street	9286	35-7955
Merrill, WI 54452		
Trinity Lutheran School		
501 Stewart Avenue	9312	37-7957
Wausau, WI 54401		
Trinity Lutheran School		
P.O. Box 100	9313	37-7959
Athens, WI 54411		
Trinity Lutheran School		
10729 West Freistadt Road 120N	9405	45-7961
Mequon, WI 53097		
Trinity Lutheran School		
2035-65 Geneva Street	9435	51-7963
Racine, WI 53402		
Trinity Lutheran School		
1060 White Rock Avenue	9505	67-7964
Waukesha, WI 53186		
Trinity Lutheran School		
819 School Avenue	9520	70-7958
Oshkosh, WI 54901		
Trinity Lutheran School		
410 Oak Street	9521	70-7965
Neenah, WI 54956		
Trinity Lutheran School		
300 Broad Street	9522	70-7967
Menasha, WI 54952		
Trinity St. Lukes Lutheran School		
801 South 5 th Street	9252	28-7950
Watertown, WI 53094		
Twin City Catholic Education		
900 Geiger Street	9516	70-7457
Neenah, WI 54956		
Two Rivers Catholic Central School	2025	20.7000
2203-12 th Street	9295	36-7632
Two Rivers, WI 54241		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
U		
U.L.T.R.A./Lad Lake Program		
2004 North 33rd Street	9056	
Milwaukee, WI 53208		
Unified Catholic Parish Schools		
503 South Spring Street	9199	14-7838
Beaver Dam, WI 53916		
Unified Catholic Schools		
110 North Sawyer Street	9595	70-7171
Oshkosh, WI 54902		
United Migrant Opportunity Center		
929 West Mitchell Street	9039	
Milwaukee, WI 53204		
Urban Day School		
1441 North 24th Street	9030	40-7742
Milwaukee, WI 53205		
Victory Christian Academy		
2121 W. Wisconsin		40-7253
Milwaukee, WI 53233		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
\mathbf{W}		
Wausau Area Catholic Schools		
1130 West Bridge Street	9299	37-7213
Wausau, WI 54401		
Wayside Zion Lutheran School		
8374 Highway W	9154	05-7983
Greenleaf, WI 54126		
West Milwaukee High School		
5104 West Greenfield Avenue	9046	
Milwaukee, WI 53214		
Westside Christian School		
6815 Schneider Road	9557	13-4090
Middleton, WI 53562		
Winnebago Lutheran Academy		
475 E. Merrill Ave.	9224	20-7982
Fond du Lac, WI 54935		
Wisconsin Rapids Area Catholic		
1120 Lincoln Street, Suite B	9600	71-7002
Wisconsin Rapids, WI 54494		
Wisconsin Impact Plan		
4222 West Capitol Drive	9035	
Milwaukee, WI 53216		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
W		
Wisconsin Institute Torah Study		
3288 N. Lake Drive	9376	40-7983
Milwaukee, WI 53211		
Wisconsin Lutheran High School		
330 North Glenview Avenue	9377	40-7987
Milwaukee, WI 53213		
Wisconsin Lutheran Middle School		
734 Villa Street	9423	51-7064
Racine, WI 53403		
Wisconsin Rapids Area Catholic Schools		
1120 Lincoln Street, Suite B	9523	71-7002
Wisconsin Rapids, WI 54494		
Woodlands School		
5510 West Bluemound Road	9616	40-8113
Milwaukee, WI 53208		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
X		
Xavier High School		
1600 West Prospect Avenue	9400	44-7990
Appleton, WI 54914		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
Y		
Young Leaders Academy		
1350 West North Avenue	9571	40-8111
Milwaukee, WI 53205		

SCHOOL NAME & ADDRESS	CODE	DPI CODE
Zion Lutheran School		
110 East Grand Ave	9605	09-1366
Chippewa Falls, WI 54729		
Zion Lutheran School		
616 Grant Street	9126	37-7994
Wausau, WI 54401		
Zion Lutheran School		
822 Western Avenue	9183	11-7996
Columbus, WI 53925		

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SCHOOL NAME & ADDRESS	CODE	DPI CODE
Zion Lutheran School		
3600 South Chicago Avenue	9378	40-7992
South Milwaukee, WI 53172		

Other Valid Codes

CODE DEFINITION	CODE
English as a Second Language (ESL) School	9991
In-Home Schools	9997
Out of State Schools	9999

Participation Statuses and Related Information

Note: YES indicates that the code is valid for the specified program. NO indicates that it is not. If the code is valid for MA/HS, it will list the subprograms of MA that it is valid for.

Note: FFU processing (i.e., FFU rules) are discussed in Chapter 5A.3.1 of this manual.

Code	Descrpt n	Set By	A F D C	MA/HS	FS	W 2	CC	F C	ВС	Comments
AA	Allocated Adult	SFU	Y E S	MA Extensions	NO	N O	N O	N O	N O	This is set in MA extensions only, for a person who had a participation status of AD in the former MA R/U which is closing.
AC	Allocated Child	SFU EDBC	Y E S	MA R/U MA Extensions SSI-Related MA QDWI QMB SLMB	NO	N O	N O	N O	N O	This is set when an ineligible person (i.e. a deemer) is legally responsible for an ineligible child. That ineligible child is set to AC, in order that ED/BC can protect some of the deemer's income to meet the child's needs. "Protect" means that a portion of the deemer's income will not be considered available to the AG in the income computation/testing.
AD	Alien Sponsor Deemer	SFU	Y E S	MA R/U	YES	Y E S	Y E S	N O	N O	This is set for all programs of assistance for a person who is a sponsor of an alien in the assistance group, but is not in the assistance group. A portion of this person's income and assets are considered available to the sponsored alien; proration takes into consideration the number of members in the sponsor's household, and the number of aliens sponsored.
CA	Counted Adult	SFU, EDBC	N O	MAR/U AFDC-Related MA MA Extensions HS SSI-Related MA QDWI QMB SLMB	Food Stamp Elderly	N O	N O	N O	Y E S	This is set only for Medical Assistance, BadgerCare, and Food Stamp Elderly. It denotes an adult who is not eligible in this AG, but is legally responsible for someone who is eligible. The person is included in the group size, and all of his/her income and assets are counted.
CC	Counted Child	SFU, EDBC	N O	MA R/U AFDC-Related MA MA Extensions HS CEN SSI-Related MA QDWI QMB SLMB	Food Stamp Elderly	N O	N O	N O	Y E S	This is set only for Medical Assistance, BadgerCare and Food Stamp Elderly. It denotes a child who is not eligible in this AG, but is legally responsible for someone who is eligible. The person is included in the group size, and all of his/her income and assets are counted.
CD	Community Dependent	SFU	N O	Institutions Community Waivers	NO	N O	N O	Y E S	N O	This is set only in Institutions, Community Waivers subprograms of Medical Assistance and Family Care. It denotes a person who is the child or tax dependent (minor or adult) of an applicant/recipient or their spouse for Institutions, Community Waivers MA, or Family Care. In the eligibility determination, the MA applicant/recipient can allocate some of his/her income (up to a cap) to meet the needs of the Community Dependent.

Code	Descrpt n	Set By	A F D C	MA/HS	FS	W 2	CC	F C	ВС	Comments
CS	Community Spouse	SFU EDBC	N O	Institutions Community Waivers	NO	N O	N O	Y E S	N O	This is set only in Institutions, Community Waivers subprograms of Medical Assistance and Family Care. It denotes a person who is the spouse of an applicant/recipient. The spouse cannot him/herself be in an institution. In the eligibility determination, the applicant/recipient can allocate some of his/her income (up to a cap) to meet the needs of the Community Spouse. Additionally, assets of the couple receive special treatment.
EA	Eligible Adult	SFU	YES	(see Comments)	YES	Y E S	Y E S	Y E S	Y E S	This is set for all programs of assistance except for HS for children <6 & Continuously Eligible Newborns (CEN). It denotes an adult who is eligible for the program, and included in/covered by the benefit. The person's income and assets may count, depending on the rules of the program and the circumstances of the case. The person is included in the AG size. EDBC may exclude the individual based upon program requirements.
EC	Eligible Child	SFU	Y E S	(see Comments)	YES	Y E S	Y E S	Y E S	Y E S	This is set for all programs of assistance except QDWI, and denotes a child who is eligible for the program, and included in/covered by the benefit. The person's income and assets may count, depending on the rules of the program and the circumstances of the case. The person is included in the AG size. EDBC may exclude the individual based upon program requirements.
FL	Fiscal Allocator	SFU	N O	AFDC-Related MA HS	NO	N O	N O	N O	N O	This is set in AFDC-Related Medical Assistance and in Healthy Start, when testing is being done under FFU rules rather than Fiscal Test Group rules. It denotes a person to whom an eligible person can "allocate" some income: This is a person for whom an eligible person is legally responsible, and for whom that eligible person can protect some income.
FM	Fiscal Member	SFU	N O	AFDC-Related MA HS	NO	N O	N O	N O	N O	This is set in AFDC-Related MA and in Healthy Start when testing is being done under FFU rules rather than Fiscal Test Group rules. It denotes a person who is part of the group size but not eligible in the group, and is not legally responsible for an eligible member. None of this person's income and assets count in the eligibility determination for the group, since the person has no legal responsibility. Income may be allocated to this person from an FL in the same group.
GD	Gross Deemer	EDBC	N O	NO	YES	N O	N O	N O	N O	This is set only for Food Stamps, for a person who is ineligible because of Intentional Program Violation or because of work-related sanction. All of this person's income and assets are counted, just as though s/he were still eligible, but s/he is not counted in the group size for the eligibility tests or the allotment determination.

Code	Descrpt n	Set By	A F D C	MA/HS	FS	W 2	CC	F C	B C	Comments
IA	Included Adult	SFU EDBC	N O	MA Extensions except ME P	NO	Y E S	Y E S	N O	N O	This is set only in W-2, in Child Care, and MA Extensions except for MA Extension due to pregnancy. It denotes an adult who is not eligible in the AG, but who is legally responsible for someone who is eligible. This person's income and assets are counted in the determination.
IC	Included Child	EDBC	N O	MA R/U	NO	Y E S	Y E S	N O	N O	This is set only in W-2 and in Child Care. It denotes a child who is not eligible in the AG, but who is legally responsible for someone who is eligible. This person's income and assets are counted in the determination.
ID	Involuntary Deemer	SFU	Y E S	MA R/U	NO	N O	N O	N O	N O	This was set for AFDC (and now for MA R/U) for the spouse of a pregnant woman, and for certain other failure reasons: Failure to cooperate with SSN, CS, or TPL requirements, being on strike, being guilty of IPV, and being an ineligible alien.
IS	Ineligible Student	EDBC	N O	NO	YES	N O	N O	N O	N O	In Food Stamps, some students are eligible and some are not. Those who are not eligible are set to IS. Their income and assets are not counted, and they are not considered in the group size or the allotment determination.
KM	Cont. Eligible Newborn's Mother	SFU	N O	CEN	NO	N O	N O	N O	N O	This is set only in MN and NN AGs (Continuously Eligible Newborn MA). It designates the mother of the child who is the target of the AG, in order that the system can tell if the child is still living with the Mom and correctly close the AG if they no longer live together.
LD	Voluntary Deemer	SFU	Y E S	MA R/U	NO	N O	N O	N O	N O	This was set in AFDC and is now set in MA R and MA U for the first generation in a three-generation AG, when the request is solely for a minor parent and his/her children. A portion of this person's income is considered available to the group of eligibles.
MP	Military Parent	SFU	Y E S	MA R/U AFDC-Related MA HS (MHSP) MA Extensions	NO	Y E S	Y E S	N O	N O	This is set in AFDC, AFDC-Related types of MA (MA R/U, MAOR/U), HS (MHSP), MA Extensions, W-2 and W-2 CC. It's set for a person who is absent from the home only because s/he is in the military.
MS	Military Spouse	SFU	N O	NO	NO	Y E S	YES	0 2	N O	This is set in W-2 and in CC for the spouse of a military parent, where the spouse is also not in the home.
PD	Parent Deemer	SFU, EDBC	Y E S	MA R/U SSI-Related QMB SLMB	NO	N O	N O	N O	N O	This was set in ADCR/U, and is currently used in some subprograms of MA, when a parent is found ineligible for a "non-punishment" reason, such as alienage. When a person is a PD, a portion of his/her assets and income are considered available to the group of eligibles.
RD	Prorated Deemer	EDBC	N O	NO	YES	N O	N O	N O	N O	This is set in Food Stamps when a person is ineligible for a "non-punishment" reason, such as being an ineligible alien. A portion of the person's resources is deemed to the group of eligibles.
RM	Remove d	N/A	N O	NO	NO	N O	N O	N O	N O	This is never set by CARES; it's a carryover from the transfer from CRN to the CARES system.

	Valid For:												
Code	Descrpt n	Set By	A F D C	MA/HS	FS	W 2	CC	F C	B C	Comments			
SD	Sanctioned Deemer	EDBC	Y E S	MA R/U	NO	N O	N O	N O	N O	This was set in ADC R/U, and is currently used in some subprograms of MA when a parent is found ineligible for a "punishment" reason, such as failure to cooperate with Child Support. When a person is a SD, all of his/her assets and income are considered available to the group of eligibles.			
TC	Test Child	EDBC	N O	NO	NO	N O	N O	N O	Y E S	This is set only in Badger-Care. It's set for a child (a person 18 or younger) who is eligible in the same case, but in another subprogram of MA, such as HS. TC will also be set if a child is ineligible for BadgerCare solely because of insurance coverage or assets. The child is counted in the fiscal group size, but his/her assets and income aren't counted.			
TD	Stepparent Deemer	SFU, EDBC	Y E S	MA R/U	NO	N O	N O	N O	N O	This was set in AFDC and is now set in MA (MA R/U) for the stepparent who does not have children of his own in the home, and therefore cannot be eligible. A portion of his income and assets are considered available to those for whom he is legally responsible – his spouse.			
ТМ	Third Generation Member	SFU	N O	AFDC-Related MA HS	NO	N O	N O	N O	N O	This is set by SFU in FFU determinations, for a grand-child in the filing unit where his/her grandparent has an original participation status of eligible.			
WD	VSP Involuntary Deemer	N/A	Y E S	NO	NO	N O	N O	N O	N O	This was set only in Vendor Shelter Payment (an AFDC waiver program) cases. It is no longer set for any program of assistance.			
XA	Excluded Adult	SFU/ EDBC	Y E S	YES	YES	Y E S	Y E S	Y E S	Y E S	This is set for all programs of assistance, and denotes an adult who cannot be eligible in the Assistance Group because s/he doesn't meet basic eligibility requirements, such as relationship to the Primary Person. None of the person's income or assets count, and s/he isn't included in the group size.			
XC	Excluded Child	SFU/ EDBC	Y E S	YES	YES	Y E S	Y E S	Y E S	Y E S	This is set for all programs of assistance, and denotes a child who cannot be eligible in the Assistance Group because s/he doesn't meet basic eligibility requirements, such as relationship to the Primary Person. None of the person's income or assets count, and s/he isn't included in the group size.			

Section 1 – CARES Common Functions and Eligibility Processing Appendix 04 - Alerts

Included in this appendix are instructions for the CMCR screen and a table of alerts with additional information. The table is based on Reference Table TSAT in CARES and is periodically updated. Always view TSAT in CARES for the most recent and accurate alerts.

CMCR - Customized Alert Request

This screen allows the user to select which alerts will display and the display order. Leaving all fields blank results in the standard system default for display (oldest to newest order).

To access, key in CMCR in the "NEXT TRAN" field and press <ENTER>.

CMCR	CUSTOMIZED ALER	~
		DWD046 N MEIER
SPECIFY IF YOU WANT	THE ALERT DISPLAY TO BE	LIMITED BASED ON THE FOLLOWING:
USERID:	(May spec	ify user other than sign-on user)
ALERT CODE:		(May specify up to 3 codes)
DATE DUE: DATE RECEIVED:	THRU	
PRIORITY:		(May specify up to 3 priorities)
SENDER ID:		(Only specify for alert code 999)
SPECIFY IF YOU WANT	THE ALERT DISPLAY TO BE	IN A DIFFERENT ORDER (up to 2)
NUMBER (PIN/Case)	_	
DATE DUE	_	
DATE RECEIVED PRIORITY	_	
LUIUNIII	_	
NEXT TRAN:	PARMS:	

CMCR is updated online in real time and will re-order the display of alerts requested only.

Step 1: Select up to three separate alerts to display, a date due range, a date received range, up to three priorities, and a sender ID. The sender ID may only be used for alert code 999. These fields may be selected separately or in any combination.

Up to two different display options including PIN/Case Number, Date Due, Date Received, and Priority may also be selected.

Note: Be sure to enter the "0" in front of alerts who's numbers are less than three digits in length (example 079).

Step 2: Press <ENTER>.

The result is a listing of the alerts specified. It will NOT include any other types of alerts other than those specified. The search criteria used will display at the bottom of the result screen. Appendix 04 Page 1 07/25/02

Section 1 – CARES Common Functions and Eligibility Processing Appendix 04 - Alerts

To request different alerts or the alerts in a different order, retrieve the CMCR screen and follow Steps 1 and 2 again.

Use this screen as a tool to sort alerts for case management purposes.

Alerts

Alerts are found in Reference Table TSAT. This appendix was based on TSAT as of the date on the bottom of the page. To view the most recent alerts, access Reference Table TSAT using the instructions below.

TO ACCESS TSAT:

Step 1: In the "NEXT TRAN" field, key in "RTDT".

Step 2: In the "PARMS" field, key in "TSAT".

Step 3: Press <ENTER>.

--- KEY TO TABLE ---

Following is a list of CARES alerts. Included is information to help the worker determine why the alert was generated, how it was generated and what activity is required.

ALERT CODE:

This is the number that appears with alert. The code is three characters and is numeric.

ALERT TEXT:

This is the text that appears with the Alert Code.

STAT (Status):

Two responses are found which describes if the alert is still active in CARES or inactive.

- A = Active
- I = Inactive

CONDITION:

This describes the condition that caused the alert to be generated. Most case level alerts require that the case be open.

Section 1 – CARES Common Functions and Eligibility Processing Appendix 04 - Alerts

CAT (Category):

The category (sometimes called the function) is a grouping of similar types of alerts. Each alert is assigned to one (and only one) of these categories.

1 = Overdue Eligibility 4 = Work programs 7 = Child Care

2 = Eligibility 5 = Informational

3 = Benefit Issuance 6 = Pay for Performance (no longer in existence)

The next portion indicates who receives a copy of the alert. Alerts have a primary recipient and the possibility of (online) carbon copies. The program that initiates the alert determines the primary recipient and another faction sends out the carbon copies.

WKR (Worker):

A "Y" (yes) or "N" (no) indicates whether the worker will receive a copy of the alert.

SUP (Supervisor):

A "Y" (yes) or "N" (no) indicates whether the head of the supervisory unit where the case's caseload resides will receive a copy of the alert.

ADM (Administrator):

A "Y" (yes) or "N" (no) indicates whether the individual listed as the head of the administrative unit where the caseload resides will receive a copy of the alert.

FEP:

A "Y" (yes) or "N" (no) indicates whether the FEP (as identified on ACWI) will receive a copy of the alert.

PRTY (Priority):

The alert's priority. This defines which alert appears on the workers alert listing first on any given day the alert is generated.

1 = critical 3 = important 2 = very important 4 = least priority

WHAT TO DO:

This describes what the worker receiving the alert is expected to do.

Section 1 – CARES Common Functions and Eligibility Processing Appendix 04 - Alerts

IMPORTANT NOTE: This document is a work-in-progress document and has not been fully researched, primarily due to the complexity of the source of some of the alerts within the CARES infrastructure. This chart is based on Reference Table TSAT as of 06/24/02. Always refer to CARES for the most up to date version.

This appendix is currently being published with both Active and Inactive alerts in separate sections. The Inactive alerts are informational only due to some confusion about which alerts are active.

	- CARES ACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
001	QC REVIEW OVERDUE	Α	QC Case Review not done by due date.	5	Υ	N	N	N	3	Informs QC Regional Supervisor to check why review hasn't been completed timely.		
002	PERSON APPLIED FOR A NEW RFA	Α	New RFA has been created for person who is active in another case or pending RFA.	5	Υ	N	N	N	3	Provides information only. Check to make sure the person isn't on 2 cases. Check AQIN using the name or AQIP using SSN.		
003	NEW CASE ASSIGNED	Α	New case has been assigned to the worker's caseload.	5	Υ	N	N	N	3	Informs the primary eligibility worker that a new case has been added to his/her caseload.		
004	CASE MOVED TO ANOTHER CASELOAD	Α	Case moved from one worker's caseload to another worker's caseload.	5	Υ	Ν	N	N	3	Informs the former primary eligibility worker that the case is no longer in his/her caseload.		
005	QC CASES TO BE ASSIGNED	Α	A sampling of cases are assigned for Quality Control.	5	Υ	N	N	N	3	Informs Regional QC Supervisor when the QC sample is created.		
006	PULL CASE FOLDER FOR QC REVIEW	Α	A sampling of cases are assigned for Quality Control.	5	Υ	N	N	N	3	Informs eligibility supervisor to pull case folders for QC review.		
007	WW OFC TO FSET OFC DISENROLL	Α	Individual who was mandatory for W-2 is now mandatory for FSET.	4	Υ	N	N	N	2	Disenroll individual in the W-2 office.		
008	FSET OFC TO – WW OFC DISENROLL CLIENT	Α	Individual who was mandatory for FSET is now mandatory for W-2.	4	Υ	N	N	N	2	Disenroll client from FSET.		
009	WP REGISTRATION CHANGE	Α	The IM registration code is different from the WP registration code WPWI. Alert is not generated if the individual displays on WPDL.	4	Υ	N	N	N	4	The worker may want to check WPAH to see when the last referral trigger was processed. Change the WP registration code on WPWI to match the IM registration code that displays on WPWI.		
010	COUNTY TRANS - DISENROLL CLIENT	Α	The individual has transferred to a new county and the referral trigger created a pending referral in that county.	4	Υ	N	N	N	2	Disenroll the individual so the new county can enroll the individual in that county's WP office.		

	- CARES ACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
011	PARTICIPANT TRANSFERED OFFICE	Α	Client has transferred from one WP office to another in the same county. Alert is generated to the default case manager at the new office. Assign Case Manager now.	4	Υ	N	N	N	2	A case manager must be assigned to the case for the new office.		
012	WP SANCTION REQUEST - SEE WPNP	Α	WP Case Manager has entered a Sanction Request for a participant.	4	Y	N	N	Z	2	Primary eligibility worker must review the request and approve or deny the sanction. Check WPNP and WP Comments for details.		
013	WP EXEMPTION REQUEST	Α	The WP Case Manager requested participant status be changed to exempt.	4	Υ	Z	N	Ν	2	Primary eligibility worker must review the request and approve or deny the exemption. Check CMCC for details. If further information or verification is needed, pend the case and send the request to the participant. If approved, update the appropriate CARES screens, run SFED to update AIWP and then process using PF24. If denied, send an alert to WP Case Manager with decision.		
014	WP BEGINS WORK - SEE WPCH/WPEL	Α	WP Participant was reported working full or part time, or beginning an OJT.	4	Υ	N	N	N	2	Primary eligibility worker should check WPEH, WPEL and WPCH for employment details. Enter the employment details on AFEI. Run SFED and confirm. Follow verification procedures if data was not verified. WP worker should check CMCC, AFEI, AFSE, WPCH, WPCS, and DXRL. Add comments on CMCC.		
015	WP WORK SUPP - SEE WPEL/WPCH	Α	WP Participant was reported beginning participation in a Work Supp program.	4	Υ	N	N	Z	2	The Primary eligibility worker should check employment details on WPEH, WPEL and WPCH for Work Supp data.		
016	REVIEW EMPLOYABILITY PLAN	Α	The EP review date is in 2 weeks.	4	Υ	N	N	N	2	Schedule an EP review if appropriate.		
017	WP RECORD CASE REVIEW DUE	Α	WP case review is due. Date of last contact has not been updated for 6 months.	4	Υ	N	N	N	2	Schedule a case review.		
018	WP RECORD CASE REVIEW PAST DUE	Α	WP case review is past due. The date of last contact has not been updated in more than 180 days.	4	Υ	N	N	N	2	Case review is past due. Schedule a case review immediately.		

	- CARES ACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	SUP	A D M	F E P	P R T Y	WHAT TO DO		
022	WAITING SUPERVISOR APPROVAL	Α	Auxiliary benefit request needs approval, and 5 days have passed since request.	3	Υ	Ν	Ν	N	1	Eligibility supervisor goes to BIOR to approve the benefit issuance.		
023	HELD/CANCELED AUX REQUEST	Α	Auxiliary benefit was held or cancelled.	3	Υ	N	N	N	4	The Primary eligibility worker should talk to supervisor and determine why benefit was held or cancelled.		
024	EFT FAILED. DO AUX. FIX AGET.	Α	Request for EFT replacement	3	Υ	Ν	N	N	1	There is a request to replace an EFT. Determine if it needs to be replaced.		
025	INITIATE RECOUPMENT	Α	Initiate recoupment when a refund is rejected by a financial institution.	3	Υ	Ν	N	N	1	Primary eligibility worker should begin to recoup benefits.		
026	REPLACEMENT FOR STOP PAYMENT	Α	Replacement for stop payment entered by DWD Financial Manager	3	Υ	N	N	N	1	ES Supervisor needs to approve stop payment.		
027	AFDC SP AFF NOT RECEIVED BY FM	Α	Stop payment request is entered but no affidavit has been received and 15 days have passed from entry of stop payment request.	3	Υ	N	N	N	1	Send the affidavit to the DWD Financial Manager.		
029	RFA WILL BE DENIED ON DAY 30	Α	The RFA has been pending for 25 days. It will be denied after 5 days if intake is not set.	5	Υ	N	N	N	3	The ES intake worker should schedule an appointment within 5 days or grant extension if appropriate.		
030	RFA PENDING FOR OVER 30 DAYS	Α	The RFA has been pending for 31-44 days.	5	Υ	Ν	N	N	3	This is informational. The Primary eligibility worker should determine the delay in the intake.		
031	RFA PENDING FOR 45 DAYS	Α	The RFA has been pending over 45 days.	5	Υ	N	N	N	3	This is informational. The Primary eligibility worker should determine the delay in the intake.		
032	INTERVIEW NOT YET SCHEDULED	Α	Intake interview not scheduled.	5	Υ	N	N	N	1	Primary eligibility worker schedule interview as soon as possible.		
034	THIRD PARTY LIABILITY INFO	Α	Change in third party liability data due to IV-A/IV-D exchange.	5	Υ	N	N	N	4	Primary eligibility worker should check the new third party liability data.		

	- CARES ACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
035	AP RETURNS TO HH.SEE KIDS C8G	Α	Absent parent data changed due to IV-A/IV-D exchange.	2	Υ	N	N	N	1	Primary eligibility worker should check the living arrangement for absent parent. If absent parent has returned to household, verify necessary items (income, assets, non-financial) and determine if the person is work program mandatory.		
036	PATERNITY EST NON- COOPERATION	А	Change in paternity cooperation due to IV-A/IV-D exchange.	3	Υ	N	N	Υ	3	Primary eligibility worker review case, determine cooperation with IV-D. May need to sanction on APNC for non-cooperation. Run eligibility to put sanction into effect. Notice must be sent to individual.		
037	GOOD CAUSE INFO.SEE KIDS GC1	Α	Change in Good Cause request data due to IV-A/IV-D exchange. • If AP sequence number matches an existing one, IVDI/DE is updated, otherwise a new IVDI/DE screen is created.	2	Υ	N	N	Υ	1	Primary eligibility worker check new Good Cause data. Determine if GC still exists.		
038	CHILD CUSTODY INFO.REVIEW CASE	Α	Change in child custody data due to IV-A/IV-D exchange.	2	Υ	Ν	N	Υ	1	Primary eligibility worker should review case, new child custody data.		
039	PATERNITY INFO.SEE IVDI/IVDE	А	Change in paternity data from IV- A/IV-D exchange. If AP sequence number matches an existing one, IVDE is updated, otherwise a new IVDI screen is created.	5	Υ	N	N	Υ	1	Primary eligibility worker should review the new paternity data.		
040	AP COURT ORD.SEE APCO/IVDI	Α	Change in court order data from IV-A/ IV-D exchange. If the AP sequence number = 0, the court order switch on IVDI/DE is set to 'Y'. If the AP sequence number matches an existing one in CARES, APCO is updated directly. If the court case number matches an existing one for that absent parent, the screen will be updated, otherwise a new APCO screen is created.	5	Υ	N	N	Υ	4	Primary eligibility worker should review the new court order data. Take appropriate action, including checking IVDI/DE, APCO to determine if child support may have changed. Check if there has been a change in child support payments. If change in payments has started, budget on AFUI.		

	- CARES ACTIVE ALERTS -										
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO	
041	AP GEN INFO.SEE APGI/APAA/IVDI	A	Change in absent parent data from IV-A/IV-D exchange. If the AP sequence number =0, a new AP record is created on IVDI/DE. If the AP sequence number matches an existing one in CARES, and the sex code matches, APGI/AA are updated directly. If the AP sequence number matches but the sex code is different, a new record is created on IVDI/DE.	5	Υ	N	N	Υ	4	Primary eligibility worker should review the new absent parent data.	
042	FRAUD REFERRAL TO FRAUD UNIT	Α	Generated when referral is assigned to a fraud worker.	5	Υ	N	N	Υ	4	Informs the Fraud worker claim has been assigned.	
043	DELAY IN PRIORITY SERVICE APPT	Α	Expedited services interview was scheduled for later than the next day.	5	Υ	N	N	N	1	Primary eligibility worker must reschedule interview for tomorrow at the latest. Document on CMCC reason for delay.	
044	>15 DAY DELAY - ES INTAKE APPT	Α	Intake appointment scheduled > 15 days from filing date.	5	Υ	N	N	N	3	Primary eligibility worker should schedule appointment for a time closer to filing date.	
045	>20 DAY DELAY NO- SHOW RESCHED	Α	No show rescheduled more than 20 days from filing date.	5	Υ	N	N	N	3	Primary eligibility worker reschedule the appointment for an earlier date.	
046	ES INTAKE NO- SHOW	Α	Person didn't show for intake appointment.	5	Υ	Ν	N	N	3	The intake worker should set another appointment.	
047	ELIGIBILITY REVIEW NO-SHOW	Α	Person didn't show for eligibility review.	2	Υ	N	N	N	3	The primary eligibility worker should schedule another review when contacted by the individual in review month.	
048	ALIAS SSN ADDED	Α	Generated when SSN conflicts with data received from SSA.	5	Υ	N	N	N	3	Check SSN on DXSN, DXSQ and make sure correct SSN is entered on ANID.	
049	UI MC SCHD 30 DAYS FROM TODAY	Α	Unearned income mass change set 30 days from today.	5	Υ	N	N	N	3	Informs worker mass change affecting unearned income is due.	
050	RT MC SCHD 14 DAYS FROM TODAY	Α	Reference table mass change set 14 days from today.	5	N	N	N	N	3	Informs worker mass change affecting reference tables is due.	
051	UI MC SCHD 14 DAYS FROM TODAY	Α	Unearned income mass change set 14 days from today.	5	N	N	N	N	3	Informs worker mass change affecting unearned income is due	

	- CARES ACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
052	UI MC SCHEDULED FOR TOMORROW	Α	An unearned income mass change is scheduled tomorrow.	5	N	N	N	N	1	Informs worker mass change affecting unearned income is due.		
053	RT MC SCHEDULED FOR TOMORROW	Α	Reference table mass change scheduled for tomorrow.	5	N	N	N	N	1	Informs wprler mass change affecting reference tables is due.		
054	RT MC SCHD 30 DAYS FROM TODAY	Α	Reference table mass change scheduled 30 days from today.	5	N	N	N	N	3	Informs worker mass change affecting reference tables is due.		
055	MMIS TRANSACTION ERROR	Α	Transaction failed MMIS edit criteria, and returned as error.	5	Υ	N	N	N	2	Primary eligibility worker check MMIS transaction and correct it. Go to MIER.		
056	RUN SFU AND ED/BC	Α	Rerun SFU/EDBC.	2	Υ	N	N	N	1	Primary eligibility worker must rerun SFED. Note: This alert is also cleared if ASER is engaged.		
057	PS INTAKE INTERVIEW NOT HELD	Α	Individual eligible for priority services but intake not scheduled.	5	Υ	N	N	N	1	Primary eligibility worker must schedule an intake.		
058	NEW SSI DATA ON DXSX/ANBR	Α	Discrepancy between SSA determination and CARES.	5	Υ	N	N	Ν	3	Validate appropriate SSI determination.		
059	SSN UPDATE FROM XRPIEN	Α	SSNs updated with the XRPIEN file.	5	Υ	N	N	N	4	Check data for new SSNs received. Check DXSN & DXSQ.		
061	INACTIVE USER ASSIGNED TO CSLD	Α	Suspended user assigned to caseload.	5	Υ	N	N	N	1	Contact supervisor to activate USERID or assign a new active user.		
062	ZERO PAYMENT	Α	Full W-2 benefit sent to one or more vendors.	3	Υ	N	N	N	4	Informs caseload worker that the client's benefit amount is reduced to zero because of payments to vendor(s)		
063	NEW BV REFERRAL ASSIGNMENT	Α	A BV referral was entered. Alert is for BV worker assigned to referral.	5	Υ	N	N	N	4	BV worker check for new referral on BVRF.		
066	PARTICIPANT ENDED COMP/STATS	Α	End date for a WP participant was reported for Actual Phase of Component/ Status and staff ID is different from Case Manager ID.	4	Υ	N	Z	Z	2	Enter correct end date. Check with case manager.		
067	INSUFF LEAD TIME FOR APPT SCHD	Α	Appointment scheduled through CS and Central Print was requested. But appointment less than 5 days in future. Tells worker to print appointment locally.	5	Υ	N	N	N	3	Print the appointment notice and RFA locally.		
068	FAIR HEARING REQUESTED	Α	FH was requested by a WP participant. Goes to Case Manager.	5	Υ	N	N	N	4	Informs the WP Case Manager that an individual requested a fair hearing.		
069	INACTIVE VENDOR DELETE PAYMENT	Α	Primary eligibility worker entered an inactive vendor.	3	Υ	N	N	N	1	Check and reenter correct vendor.		

	- CA	4 F	RES ACTIVE		A	L	E	R	.7	TS -
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
071	30 DAYS UNTIL A MASS CHANGE	Α	Mass change scheduled in 30 days.	5	N	N	N	N	2	Informs the worker a mass change is coming.
072	14 DAYS UNTIL A MASS CHANGE	Α	Mass change scheduled in 14 days.	5	N	N	N	Ν	2	Informs the worker a mass change is coming.
073	1 DAY UNTIL A MASS CHANGE	Α	Mass change scheduled in 1 day.	5	N	N	N	N	1	Informs the worker a mass change is coming.
074	CONFIRM AGEC IF CORRECT	Α	Pass/Fail assigned by EDBC. Worker hasn't confirmed AG	2	Υ	N	N	Υ	1	Primary eligibility worker must confirm AG on AGEC if correct.
075	INTER-COUNTY TRANSFER (IN)	Α	Alert generated to agency transfer coordinator. Case was transferred to his/ her agency.	5	Υ	N	N	Υ	2	Transfer Coordinator assign case to worker. Go to CMCA for coordinator's caseload.
076	VERIFICATION DUE DATE APPROACH	Α	Case is open or pending and verification due date or extension date is next week. • Any assistance group other than WW and CC is pending. • The verification due date or verification extension due date is between the current date plus 4 and current date plus 10.	2	Υ	N	N	Υ	2	Informs worker verification due date is coming.
077	VERIFICATION PAST DUE	Α	Case is open or pending and verification due date/extension date is past. • Any assistance group other than WW or CC is pending. • The verification due date or verification extension due date is less than current date.	2	Υ	Υ	N	Υ	1	Worker should act on any information received by 31 st day for application, 11 th for review/change, NV if not received. Run SFED/X, check deductions, and only deny appropriate programs.
078	EXPECTED HOUSE- HOLD CHANGE DUE	Α	Date of expected household change next week for an open or pending case. Expected change was entered on ACEC. The expected household change date is between the current date plus 4 and current date plus 10.	2	Υ	N	N	Υ	3	Informs primary eligibility worker date for household change is coming.
079	EXP HOUSEHOLD CHANGE PAST DUE	Α	Date of expected household change is past. The expected household change was entered on ACEC.	2	Υ	N	N	Υ	2	Primary eligibility worker check to see if change occurred.
080	LEARNFARE GOOD CAUSE ENDING	Α	GC end date is next week.	2	Υ	N	N	N	2	Good cause reason is expiring. Verify condition no longer exists.
081	LEARNFARE GOOD CAUSE PAST	Α	GC end date past.	2	Υ	Υ	N	N	2	Check on GC reason.

	- CARES ACTIVE ALERTS -										
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO	
082	VENDOR PYMT STATUS REVIEW DUE	Α	An open or pending case has a review due next month for an open or pending W-2 AG.	2	Υ	N	N	Υ	3	Check vendor payment status	
083	VENDOR PYMT REVIEW PAST DUE	Α	Next review date is past.	2	Υ	Υ	N	Υ	2	Check vendor payment status	
084	ELIGIBILITY REVIEW PAST DUE	Α	Eligibility review date is past.	1	Υ	Ν	N	Υ	2	Contact client for review of program eligibility. View AGOR to verify AG's due for review.	
086	EFT STATUS REVIEW DUE	Α	EFT status review date is next month for a case that is open or pending with an open or pending W2 AG.	2	Υ	N	N	Υ	3	Set up review of EFT.	
087	EFT STATUS REVIEW PAST DUE	Α	EFT status review date is past due for an open or pending case with an open or pending W-2 AG.	2	Υ	Υ	N	Υ	2	Set up review of EFT.	
088	PRO-PAYEE STATUS REVIEW DUE	Α	Payee type is 'P', the case is open or pending, and protective-payee review is next month.	2	Υ	N	Ν	Υ	3	Set review of protective payee status.	
089	PRO-PAYEE STAT REVIEW PAST DUE	Α	Payee type is 'P', the case is open or pending, and protective-payee review is less than the current date.	2	Υ	Υ	N	Υ	2	Set review of protective payee status.	
090	FH RESOLUTION PAST DUE	Α	Fair hearing request date is more than 80 days ago for an open, pending or closed case. The fair hearing disposition status has not been entered and it is more than 80 calendar days after the request date.	2	Υ	N	N	N	2	Check the status of the Fair Hearing. Check CMVH to check for original Fair Hearing number and update CMFH.	
091	FSET OFFICE CHANGE	Α	FSET participant has moved from one FSET office to another within the same county.	4	Υ	N	N	N	2	Assign Case Manager in the new office.	
092	NON- COOPERATION INFO. SEE IVDI	Α	Change in absent parent ID/locate non-cooperation from IV-A/IV-D exchange.	2	Υ	N	N	Υ	1	Check cooperation with CS status. If necessary, enter sanction on APNC.	
093	DEMOGRAPH- CHANGE. SEE KIDS Q2A	Α	Change in support non-cooperation data from IV-A/IV-D exchange.	2	Υ	N	N	Υ	2	Check cooperation with CS status. Check KIDS for demographic data.	

	- CA	4 F	RES ACTIVE		A	L	E	R	1	ΓS -
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
094	TURNING 18 GRADUATING AFTER 19	Α	 Open AG is MAR, MAU, MAOR, NAOR, MHSC, NHSC, MHSN, W2, BC or CTS. The individual is turning 18 years old next month. The individual is not enrolled in school, OR The child is enrolled in school, but the school completion date is greater than the date of birth. 	2	Y	N	Z	Υ	2	Verify the school status of the individual and take appropriate action.
095	18 YEAR OLD GRADUATING	Α	 Open AG is MAR, MAU, MAOR, NAOR, MHSC, NHSC, MHSN, W2, BC or CTS. The individual is between 18 and 19 years old. The alert is generated one month before graduation date. 	2	Υ	N	N	Υ	2	Verify the school status of the individual and take appropriate action.
096	AFDC REL CAT NEEDY TURNING 18	А	There is an open AG of MAO, NAO, NHS or MNSN and the individual is turning 18 years old next month.	2	Υ	N	N	N	2	Verify if the AG is still eligible for MA.
097	AFDC REL CAT NEEDY TURNING	Α	There is an open MAO AG and the individual is turning 19 years old next month.	2	Υ	N	N	N	2	Verify if the AG is still eligible for MA.
099	DISAB INST MA TURNING 18	Α	 Individual is in MA institution or MAPP The disability and blind verification code is either not verified or ?. The individual is turning 18 years old next month. 	2	Υ	N	N	N	2	Verify the disability and enter in the VR field.
100	CEN - CHILD TURNING 1	А	There is an open MS or NS AG with a child attached that is turning 1 year old next month.	2	Υ	N	N	N	2	Informational for the primary worker.
102	HEALTHY START CHILD TURNING 6	Α	 Open MHSC or NHSC AG. The participation status code is 'EC'. The child is turning 6 years old next month. 	2	Υ	N	N	N	2	Informational for the primary worker.

	- CA	4 F	RES ACTIVE		A	L	E	R		ΓS -
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
103	SEP FS REQ DISAB TURNING 60	А	 Open FS AG The participation status code is 'EA' or 'EC'. The disability and prepare meals and separate food stamp requirement switch is 'Y'. The individual is turning 60 years old next month. 	2	Υ	N	N	N	2	Informational for the primary worker.
104	PERSON TURNING 65 - CHECK MA	А	 Open case. The MA program request response switch is 'Y'. The individual is turning 65 years old next month. 	2	Y	N	N	N	2	Verify the MA status for this individual.
105	DISABILITY/INCAP REV DUE	А	Disability review is due or Incapacitation review is due. Individual is open FS, MA, or MAPP AG.	2	Υ	N	N	N	3	Review disability or incapacitation status.
106	DISABILITY/INCAP REV PAST DUE	Α	Disability review is due or Incapacitation review is past due. Individual is open FS, MA, or MAPP AG.	2	Υ	N	N	N	2	Review disability or incapacitation status.
109	DDB RESPONSE NOT RECEIVED	А	 The disability verification requested date is less than (today's date minus 60 days.) The disability verification received date is high dates. Individual is in open FS, MA, W2, or CC AG. 	2	Υ	N	N	N	3	Obtain and enter disability verification.
110	PREGNANCY PAST DUE	А	No pregnancy end date entered 30 days or more after the pregnancy due date. Open WW C, WW P, MAR, MAU, MAOU, MAOR, NAOR, MEP, NEP, MNSP, or NHSP AG. The pregnancy due date is less than (today's date minus 30 days). Pregnancy end date is high dates.	2	Υ	Υ	N	N	2	Obtain pregnancy status and due date

	- CARES ACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
112	SALES EFFORT END DATE APPROACH	Α	 Open MAU, MAR, or CTS AG. The sales effort end month is equal to next month. 	2	Υ	N	N	N	3	Monitor to see if property will be sold by next month.		
113	EDUCATIONAL AID EXPIRES	Α	Semester ends next month. Open AG. The semester month is equal to next month	2	Υ	N	N	Υ	3	Budgeting educational expenses should end after next month. Check FSET exemption status if no longer a student.		
115	GD CAUSE CLAIMED FOR NON COOP	Α	45 days passed since GC claimed switch set to 'Y'. Decision code not entered. • Open or closed case • The coop switch is no and the CS good cause claimed switch is yes.	2	Υ	N	N	Υ	3	The worker must enter a decision code for good cause.		
116	CHILD WILL TURN AGE 16	Α	Open FS AG.The child is turning 16 years old next month.	5	Υ	N	N	N	3	Review ANSE and determine if the individual is still in school to determine FSET participation requirements,		
118	CLIENT WILL TURN AGE 50	Α	Open FS AG.The person is turning 50 years old next month.	5	Υ	N	N	N	3	No longer considered ABAWD if FSET mandatory. Run SFED to update AlWP, must run SFED after birthday, otherwise alert will return.		
120	ERROR RECORD SENT BY MMIS	Α	MMIS identified error related to client's eligibility or TPL. Error must be resolved.	2	Υ	N	N	N	2	Check TPL data and resolve error in MMIS.		
121	AG LEVEL OVERRIDE(S) APPROVED	Α	AG overrides are approved.	5	Υ	N	N	Υ	3	Informational.		
122	AG LEVEL OVERRIDE(S) DENIED	Α	AG overrides are denied.	5	Υ	N	N	Υ	3	Informational.		
123	AG LEVEL OVERRIDE(S) IS INPUT	Α	Informs supervisor of AG override request.	5	N	Υ	N	N	3	The ES Supervisor should act on the override request.		
124	WRONG SSN,NAME, OR DOB/SEE DXSN	Α	SSA finds mismatched name and incorrect DOB, as well as incorrect SSN information (WTPY process).	5	Υ	N	N	N	2	Check the data on DXSN and take appropriate action. Check DXSN & DXSQ.		
125	EXCESS CS MONTHLY REFUND RCVD	Α	Monthly excess CS received from KIDS. Reassess eligibility.	2	Υ	N	N	Υ	3	Reassess based on CS		
127	SAN NOT IMPOSED - SEE AIWS	Α	Requested WP sanction not imposed by the Primary eligibility worker. WP worker should check AIWS.	4	Υ	N	N	Υ	1	WP Case Manager looks at AIWS to determine why the sanction was not applied.		

	- CA	4F	RES ACTIVE	•	A	L	E	R		ΓS -
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
128	CP ADDRESS CHANGE, SEE KIDS AAA	Α	IV-D has changed the address. See KIDS screen AAA.	2	Υ	N	N	Υ	2	Informational, update ACCH or ACMA. Follow verification policy for open programs.
129	DIRECT CHILD SUPPORT REPORTED	Α	IV-D reported client received direct CS.	2	Υ	N	N	Υ	2	Primary eligibility worker should check AILS to determine amount of CS reported.
130	CHILD SUPP COLLECTED > GRANT	Α	IV-D reported CS collected was more than grant.	2	Υ	N	N	Υ	2	View CS information.
131	INCOMPLETE DIRECT DEPOSIT DTLS	Α	Worker didn't enter required direct deposit data.	3	Υ	N	N	Υ	1	Review data on AGDD.
132	INCOMPLETE EFT DETAILS	Α	Worker didn't enter required electronic funds transfer data.	3	Υ	N	N	Υ	1	Review data on AGET.
133	INCOMPLETE VENDOR DETAILS	Α	Worker did not enter all required vendor data.	3	Υ	N	N	N	1	Review the vendor payment data.
134	WORK INFO CHANGE - CHECK AFEI	Α	Work data changed: 1) New employment was entered for the individual, or 2) The individuals monthly income was reduced by more than 24%, or 3) The individuals employment ended.	4	Υ	N	N	N	3	Review the data the primary eligibility worker entered on AFEI and determine how it affects the individuals Work Program participation.
135	INTER-COUNTY TRANSFER (OUT)	Α	Notifies permanent worker or Transfer Coordinator that case was transfer-red to new agency.	5	Υ	N	Z	N	2	Informs the agencies transfer coordinator (individual listed on reference table TOCD) that the case has transferred into his/her office.
136	8TH MONTH PREGNANCY- CHECK AD	Α	 Open MAOR, MAOU, NAOR, MHSP, or NHSP Ag. The (pregnancy due month minus 4 months) is equal to the current month. 	2	Υ	N	N	Ν	2	Informational
138	FS PERSON TURNING AGE 60	Α	 Open FS AG. The individual is turning 60 years old next month 	2	Υ	N	Z	N	2	Informational, if the individual is currently mandatory for FSET, the will be exempt after his/her birthday. Check if in sanction status.
139	CS PAID TO INEL GROUP MEMBER	Α	CS payment was made to person ineligible for MA.	2	Υ	N	N	Υ	1	CS system shows client received direct CS payment. Check AILS.
140	IND AGE-OUT LF EXP AGE-IN TEEN	Α	LF teen turns 20 next month, or LF preteen turns 13 next month	5	Υ	N	N	N	4	Run SFED so CARES will set exemption on AILM to "OVR". Change switch on AILF to "Y" before running SFED. Informational, sanction process changes.

	- CA	4F	RES ACTIVE		A	L	E	R	7	ΓS -
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
142	INDIV OVERRIDE(S) ENTERED	Α	Notifies eligibility worker's supervisor that an override is requested.	5	N	Υ	N	N	3	Eligibility worker's supervisory must take an action on override request.
143	INDIV OVERRIDE(S) APPROVED	Α	Notifies worker that overrides were approved.	5	Υ	Ν	Ν	Υ	3	Informational for eligibility worker who requested over-ride.
144	INDIV OVERRIDE(S) DENIED	Α	Notifies worker that overrides were denied.	5	Υ	Ν	N	Υ	3	Informational for eligibility worker who requested over-ride.
145	RFA TO BE WITHDRAWN IN 5 DAYS	Α	If RFA was pending more than 25 days, it is withdrawn if filing date does not exist.	5	Υ	N	N	N	3	Informational for ES Intake Worker.
150	INITIATE VENDOR RECOUPMENT	Α	There has been a vendor overpayment because of a forgery claim.	3	Υ	N	N	N	1	Begin recoupment of the overpayment.
151	VENDOR SP REPLACEMENT SENT	Α	The DWD financial manager has sent a replacement vendor check to your agency.	3	Υ	N	N	N	1	Watch for the check to arrive.
153	STOP PAYMENT REQUESTED- VENDOR	Α	DWD Financial Manager receives this alert when you do a stop payment request.	3	Υ	Ν	N	N	1	Look at IQAF for the change in the status of the check.
154	VENDOR AFFID FOR STOP PAYMENT	Α	You did not send the affidavit for the stop payment to DWD Financial Manager.	3	Υ	Z	N	N	1	Send the affidavit to the DWD Financial Manager.
156	PERSON IN IMD TURNING 22	Α	Client residing in an IMD turned 22. Open MI AG. The individual is turning 22 years old next month.	5	Υ	Ν	N	N	2	Informational. Check MA status of person, run SFED and confirm eligibility.
157	EMPL PLAN REVIEW DT EXPIRED	Α	End date of the EP has past.	4	Υ	Z	N	N	2	Informational. Check and update EP as appropriate.
165	UNASSIGNED CHILD SUPPORT REPTD	Α	CS information was received from IV-D.	2	Υ	N	N	N	2	Determine if this is a significant change. If so, budget the CS as CSDP on AFUI. Run SFED and confirm results.
172	EXEMPTION ENTERED CHECK CLOCKS	Α		2	N	Ν	N	N	1	
173	NEW AFDC IPV INFO:RUN SFU/EDBC	Α		2	Υ	Z	N	N	1	
174	AFDC IPV SANCTION ENDING	Α	Requires open AFDC AG	2	Υ	N	N	N	1	
175	MO 1 MAY NEED TO BE RECONCILED	Α		2	Υ	Ν	N	N	2	
176	MO 2 MAY NEED TO BE RECONCILED	Α		2	Υ	N	N	N	2	

	- CARES ACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
178	WORK SUPP ENDING ELIG REV DUE	Α		5	Υ	N	N	N	1			
179	SSF REQUIREMENTS STARTED	Α		4	Υ	N	N	N	2			
180	SSF REQ AT 25 DAYS UPDATE WPSR	Α		4	Υ	N	N	N	2			
188	AFDC CLOSED-RUN SFED FOR MA	Α	The eligibility end date is equal to next month end date.	6	Υ	N	Ν	Ν	1			
189	CHILDREN FIRST BEGINS	Α	The individual is 'R', 'S', or 'E' systems status in a W2 or FSET WP office and CF code and begin date was entered on WPWI.	4	Υ	N	N	N	2	Informs the current WP case manager that the individual is now being maintained for the Children First program.		
190	CF COMPL, DISENROLL CF ONLY	Α	CF completion code and completion effective dates were entered on WPWI, but the individual hasn't been disenrolled.	4	Υ	N	Ν	Ν	1	The individual is not open for any other program, disenrolll the individual.		
195	SSF-REF-ACTIVE DIFF OFFICE	Α		4	Υ	N	N	N	2			
196	OFFICE CHANGE- SEE WPAH	Α		4	Υ	N	N	N	4			
197	NEW SSF REQUIREMENT STARTED	Α		4	Υ	N	N	N	2			
198	WP EMPLOYMENT DELETED-SEE WPTN	Α	A previously reported activity of WF or WP was deleted.	4	Υ	N	N	N	2	Notifies the eligibility worker to review the individuals current employment status. Review WP screens WPEL, WPEH, WPCH and see if the same information is reflected on AFEI/AFSE.		
199	WP ENDS WORK- SEE WPCH/WPEL	Α	A previously reported activity of WF or WP has been completed.	4	Υ	N	N	N	2	Notifies the eligibility worker to review the individuals current employment status. Review WP screens WPEL, WPEH, WPCH and see if the same information is reflected on AFEI/AFSE.		
200	SSSR OVERRIDE CHANGE-RUN SFED	Α		2	Υ	N	Ν	Ν	1			
201	NEW FS IPV INFO- RUN SFU/EDBC	Α	BV, DX, or Fraud worker to modify or query information about a FS AG member's intentional program violators sanction periods determined by ED/BC.	2	Υ	N	N	N	1	Go to DXRL with the parm/fndq//mmyy (mmyy being match month and year). Select a case and press <enter> to go to DXQI to determine where the sanction originated.</enter>		

	- CARES ACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
202	WS INDV SANCTIONED-END WRKSUPP	Α	Individual participating in Work Supp is sanctioned (based on AFWS).	5	Υ	N	N	N	1			
203	FS DISQUALIFICATION; SEE AIIP	Α	FS disqualification data from other state has been received.	5	Υ	N	N	N	3	Review data on AIIP, request verification from other state, enter verification code.		
206	DUNNING NUMBER REDUCED-ADC	Α	Dunning number changes on BVPA and the corresponding program code is AFDC.	5	Υ	N	N	N	3			
207	DUNNING NUMBER REDUCED-FS	Α	Dunning number changes on BVPA and the corresponding program code is FS.	5	Υ	N	N	N	3			
208	DUNNING NUMBER REDUCED-MA	Α	Dunning number changes on BVPA and the corresponding program code is MA.	5	Υ	N	N	N	3			
209	CLM NOT CREATED FROM REFERRAL	Α		5	Υ	N	N	N	3			
210	NOTIFICATION NOT GENED FOR CLM	Α		5	Υ	N	N	N	3			
211	CC AUTH ENDS IN ONE WEEK	Α	The child care authorization end date is between current date plus 7 days.	7	Υ	N	N	N	1	Worker should review to determine if new authorization is needed or close the CC AG.		
212	CC AUTH ENDS IN ONE MONTH	Α	The child care authorization end date is between 7 days from the current date and 30 days from the current date.	7	Υ	N	N	N	2	Worker should review to determine if new authorization is needed.		
213	PRV INACTIVATED AUTH END/DEL	Α	The child care provider location has been deleted or is inactive on CCPD.	7	Υ	N	N	N	1	Work with the participant to locate and authorize new child care.		
214	CC PRV INACTIVATED-TAKE ACTION	Α	The child care provider has been inactivated. No further authorizations allowed after 10 days.	7	Υ	N	N	N	1	Work with the participant to locate and authorize new child care.		
215	WNW TO JOBS- DISENROLL CLIENT	Α		4	Υ	Ν	Ν	Ν	2			
216	CC CASE HAS INDV WITH NO SSN	Α	At least one individual on the child care case has not submitted and verified SSN since the filing date + 1 month.	7	Υ	N	N	N	2	Take action to obtain SSN and verification documentation.		
217	CASE ADDRESS CHANGED BY CC	Α	Child care eligibility worker changed the address of the case on ACCH	5	Υ	N	N	N	2	Informational.		
218	CASE ADDRESS CHANGED BY ES	Α	Primary eligibility worker changed the address of the case on ACCH	5	Υ	N	N	N	2	Informational.		
220	CASE INDV DELETED FROM ES	Α	An individual was deleted from the case.	7	Υ	N	N	N	2	Check to see if deleted individual was relevant to case, take appropriate action.		

	- CA	4 F	RES ACTIVE		A	L	E	R		ΓS -
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
222	ES INDV DEMO CHANGED-SEE ANID	Α	There was a change made in the individual demographics.	7	Υ	N	N	N	2	Worker action is required to check if the change is relevant to the CC case.
224	INDV ADDED TO ES CASE- SEE ANID	Α	A person add has been reported to the primary eligibility worker.	7	Υ	N	N	Υ	2	Worker action is required to check if the addition of the person is relevant to the CC case.
225	CHANGE IN E/SC STATUS-SEE WPAH	Α	A change in the exemption or special circumstance has been made on AIWP.	4	Υ	N	N	N	2	Worker action is required to check if the change is relevant to WP program services.
226	GOOD CAUSE INTENT DT RECVD	Α	Good Cause information is received along with intent date from IV-A/IV-D	2	Υ	N	N	Υ	1	If absent parent sequence number matches an existing one, IVDI/DE is updated, otherwise a new IVDI/DE screen is created. Worker should check screens IVDI, IVDE, and AGPI, APAA, APEI, and APNC for any relevant absent parent information. Eliminate incorrect screens.
227	NON- COOPERATION END DT RECVD	Α	Non –cooperation end date and end reason is not available.	2	Υ	N	N	N	1	If AP sequence number matches an existing one, IVDI/DE is updated, otherwise a new IVDI/DE screen is created. Worker should check screens IVDI, IVDE, and AGPI, APAA, APEI, and APNC for any relevant absent parent information. Eliminate incorrect screens.
228	CC ELIG LOST- AUTH ENDED	Α	Child care eligibility has been lost effective the end of the month. Authorization is ended the Saturday after the end of month. The 10 day notice is sent to family and child care provider.	7	Υ	N	N	N	1	Verify that eligibility ended and check if a new CC authorization is required.
231	LOSS OF CC ELIG IN FUTURE	Α	Child care eligibility will be lost effective the end of the month. Authorization is ended the Saturday after the end of month. The 10 day notice is sent to family and child care provider.	7	Υ	N	N	N	2	Verify that eligibility ended and check if a new CC authorization is required.
232	DUNNING NUMBER REDUCED-WW	Α	The dunning number changes on BVPA and the individual is in a W-2 AG.	5	Υ	N	N	N	3	

	- CA	4 F	RES ACTIVE		A	L	E	R		ΓS -
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
233	DRUG FELON 12 MTH PERIOD EXPD	Α	 Open case Open WW or FS AG. CURRENT DATE is between 1st & 7th of the month The 12 month period of drug felon status ends next month. 	5	Υ	N	N	N	1	Informational. The pre-sanction payment reduction period for CSJ or W2T will end. The drug felon should have another drug screening to determine if the presanction payment reduction should continue for another 12 months.
234	W-2 EMP POSITION CLOC/K EXPIRE	Α	 Open case. Open WW assistance group. The 24 month placement clock expires next month 	5	Υ	N	N	Υ	1	Informational. Individual should be called in to assess whether the individual is eligible for other W-2 placement or is ending W-2.
235	VERF DUE DATE APPRCH FOR W2/CC	Α	W-2 and/or CC AG have not been confirmed since the application date.	2	Υ	N	N	Υ	1	
236	CLIENT TURNING AGE 13	Α	 Open CC AG. The child is turning 13 years old next month CC eligibility will be lost next month. 	5	Υ	N	N	N	1	Informational for the child care worker. The authorization is ended and a 10 day notice is sent to the family and child care provider.
242	SSI VERIFIED/ SEE DXSX	Α	Cross match completed for SSI.	5	Υ	N	N	N	3	Review the data on DXSX/DXSQ using SSN or PIN. Complete DXRU. Check SSI and disability income status, updated AFUI, ANBR, ANPS and ANDI appropriately. Recalculate MA & FSET categorical eligibility and FSET status.
243	WTPY TITLE II DATA /SEE DXSA	Α	Results from SS verification received in the daily WTPY process.	5	Υ	N	N	N	3	Review DXSA using SSN or PIN. Enter income on AFUI if appropriate.
244	40 QUARTERS DATA/ SEE DXQC	Α	Results from 40 Quarters request for data via the WTPY process.	5	Υ	Ν	Ν	Ν	3	Review DXQC using SSN or PIN. This only applies to alien status.
245	LUMP SUM FROM IVD-SEE IVFI	Α	Individual received a lump sum from child support.	2	Υ	Ν	N	Υ	1	Check KIDS and determine how to budget lump sum payment.
246	CHILD SUPPORT RECVD-SEE IVFI	Α	Individual received child support.	2	Υ	N	N	Υ	1	
247	DUNNING NUMBER REDUCED-CC	Α	The dunning number changes on BVPA and the individual is in a CC AG.	5	Υ	N	N	N	3	
248	PROVIDER RATE CHANGED	Α	The licensed providers rate change – increased or decreased. CARES will split / recalculate the CC authorization.	7	Υ	N	N	N	2	Informational
249	PROVIDER AGES SERVED CHANGED	Α	The ages served by the provider has changed.	7	Υ	N	N	N	2	Informational

	- CA	4F	RES ACTIVE		A	L	E	R	7	ΓS -
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
250	PROVIDER CATEGORY CHANGED	Α	Category of provider has been changed on CCPD. If the change is within certification or licensing, CARES will split / recalculate the CC authorization. If category change is from licensing to certification, the CC authorization must be ended.	7	Υ	N	N	N	2	Informational. When the provider category changes on CCPD, the CC worker can view new authorization(s) generated by CC weekly batch that reflects the new provider category and corresponding rate.
251	CC INCOME DECR BY \$100 OR MORE	Α	 Open case. Open CC AG. The difference between the current month's gross income and next month's gross income is greater than or equal to \$100. There is an open CC authorization with end date greater than the coming Saturday's date. 	7	Y	Z	Ν	Ν	1	Worker should evaluate the current child care authorization and create a new authorization if required. Co-payment may change.
252	CC INCOME INCR BY \$250 OR MORE	Α	 Open case. Open CC AG. The difference between the current month's gross income and next month's gross income is greater than or equal to \$250. There is an open CC authorization with end date greater than the coming Saturday's date. 	7	Y	N	Z	Z	1	Informational. The worker should evaluate the current CC authorization and create a new authorization if required. Copayment may change.
253	CHILD TURNED 12 WEEKS OLD	Α	Open WW AG.The child is turning 12 weeks old this week.	5	Υ	N	N	N	2	The FEP should end CMC placement code and evaluate next placement.
254	INVESTIGATION IS PENDING	Α	This alert is sent every time there is an investigation on a referral. It is triggered by BVIR.	5	Υ	Z	N	Υ	2	Proceed to BVPI or BVIT to determine if further investigation needs to be done.
255	NEW SSI ELIG INFO- SEE DXSX	Α	SSA information indicates new SSI eligibility. (W-2 slots CSJ, W2T, CMC, CS1, CS2, CS3)	5	Υ	N	N	Υ	3	Review data on DXSX, PF to ANSP and enter eligibility date if applicable. Update ANDI, ANBR, ANPS, AFUI if appropriate. Complete disposition screen. Recalculate MA & FS categorical eligibility, and FSET status.
256	PRV PUBLIC SCHOOL IND CHANGED	Α	The CC provider public school indicator has been changed.	7	Υ	N	N	N	2	CC worker should check the CC authorization, a new authorization may be required.

- CARES ACTIVE ALERTS -										
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
257	PRV ACCREDITED STATUS CHANGED	Α	The CC providers accredited status has been changed.	7	Υ	N	N	N	2	Informational, CC worker can view new CC authorization(s) generated by CC weekly batch that reflects the rate change associated with the change in accreditation on CCPD.
258	PRV SERVING RELATIVE CHANGED	А	Child care provider serving a relative only has been changed on CCPD	7	Υ	N	N	N	2	Informational, CC worker can view new CC authorization(s) generated by CC weekly batch that reflects the rate change associated with the change in the provider's serving relatives only indicator on CCPD.
259	NO NOTICE GENERATED FOR CLAIM	Α	Generated when a claim is not closed and notices are not sent and the difference between the current date and the claim creation date is a multiple of 30.	5	Υ	N	N	N	2	
260	WELFARE TO WORK BEGINS	Α	There is and existing W2, FSET, CF, or WAA work programs record in 'E", 'R', or 'S' system status and the individual is coded as WtW on WPWI.	4	Υ	Ν	Z	N	2	Notifies existing WP case manager that WtW began.
261	W-2 BEGINS	Α	There is an existing FSET, WtW, CF, or WAA work programs record in 'E', 'R', or 'S' system status and the individual begins to participate in W2.	4	Υ	N	N	N	2	Notifies existing WP case manager that W2 began.
262	WT COMPL, REVIEW WP STATUS	Α	There is an existing W2, FSET, CF or WAA work programs record in 'E", 'R', or 'S' system status and individual completion date and code is added for WtW.	4	Υ	N	N	N	1	Notifies existing WP case manager that WtW has been completed.
263	MORE THAN 6 KIDS AUTHORIZED	Α	More than 6 children have been authorized to a certified CC provider	7	Υ	N	N	N	1	CC worker should review all authorizations for the provider and talk with the provider to ensure that the provider is not caring for too many children
264	PRISON DATA CAN'T BE DISCLOSED	Α	Generated when prisoner information response received through data exchange is 1 or 4. Prisoner Verification match process.	5	Υ	N	N	N	3	Nothing – no data has been received.
265	PRISONER DATA/SEE DXPQ	Α	Generated when prisoner information response received through data exchange is 2. Prisoner Verification match process.	5	Υ	N	N	N	3	Review data on DXPQ and take appropriate action.

- CARES ACTIVE ALERTS -										
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
266	NO PRISONER DATA AVAILABLE	Α	Generated when prisoner information response received through data exchange is 3. Prisoner Verification match process.	5	Υ	N	N	N	3	Nothing – no data has been received.
267	NEW SSI APPLIC INFO- SEE DXSX	Α	New information has been received via cross match for an individual who has applied for SSI.	5	Υ	N	N	Υ	3	Review data on DXSX using PIN or SSN. Enter income on AFUI if appropriate. Run SFED/X to determine income's effect on benefits. Check ANBR, ANDI, AFUI, enter appropriate information.
268	PULL CASE/ CHECK LIST FOR QC	Α	This alert is received when the sample is pulled for QC review.	5	Υ	N	N	N	1	Pull case and prepare to send it to the QC office. In Milwaukee, have it available to be read when requested. Complete a QC checklist for each active case.
269	MAR OR MAU CLOSING - RUN SFED	Α		2	Υ	N	N	N	1	
270	W2 EMP POSITION CLOCK 20 MNTHS	Α	Generated when an individual has completed 20 months in a given W2 paid placement.	5	Υ	N	N	Υ	1	
271	W2 LIFETIME LMT CLOCK/54 MNTHS	Α	Generated when an individual has completed 54 months in their life time clock of 60 months.	5	Υ	N	N	Υ	1	
272	W2 LIFETIME LMT CLOCK EXPIRES	Α	Generated when an individual has completed 59 months of their life time clock of 60 months and not asked or applied for any extension on the 60 month clock.	5	Υ	N	N	Υ	1	
273	NEW EMPLOYMENT DATA-SEE DXDN	Α	DWD New Hire match indicates new employment.	5	Y	N	Z	N	3	Review employment data on DXDN, verify income and enter appropriate prospective income on AFEI. Enter FEIN on AFEI to show action is complete.
274	A CC REVIEW IS INITIATED	Α	A child care eligibility review has started. Comes from ANRQ for cases having CC authorization.	7	Υ	N	N	N	1	Monitor case and take appropriate action by the verification due date. Review must be processed within 10 days unless extension has been given and negative notice sent explaining why review has not yet been processed.
275	CC AUTHORIZATION IS TERMINATED	Α	Child care authorization ends within 10 days	7	Υ	N	N	N	3	Query case and investigate as to why the authorization has ended. Take appropriate action.
276	INTENT TO FILE LIEN WITHDRAWN	Α		5	N	N	N	N	2	

- CARES ACTIVE ALERTS -										
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO
277	AUTH EXISTS IN ANOTHER CASE	Α	PIN has authorization the same period or an overlapping period in a different case.	7	Υ	N	N	N	2	
278	DATE OF BIRTH CHANGED	Α	Child's date of birth was changed on ANID	7	Υ	N	N	N	1	Informational, worker should review.
279	LOST ACCESS TO INS RUN SFED/EX	Α	Individual(s) have lost access to health insurance.	1	Υ	Υ	Υ	Υ	1	Worker should run SFED to see if eligibility for MA/BC exists.
280	BC LATE PREM RECVD RUN SFED/EX	Α	Premium for BadgerCare was received past due date.	1	Υ	Υ	Υ	Υ	1	Run SFED on case to reopen BC.
281	CHK IF POL OWNR IN HH RUN SFED	Α		1	Υ	Υ	Υ	Υ	1	
282	CHG IN BC INS CVRG RUN SFED/EX	Α	Major medical insurance switch changed from "Y" to "N" (file from MMIS) and the case is open or closed for less than 1 month and has requested "BC" on ACPA.	1	Υ	Υ	Υ	Υ	1	
283	DEMOGRAPHIC RETURN FILE ERROR	Α	CSI was unable to interpret demographic data sent from CARES.	5	N	N	N	N	3	Informs the designated DWD state worker to take action to resolve the EBT problem.
284	BENEFIT RETURN FILE ERROR	Α	EBT card was returned to the state.	5	N	N	N	N	3	Informs the designated DWD state worker to take action to resolve the EBT problem.
285	EBT CARD RETURNED TO STATE	Α	The post office could not deliver the electronic benefit transfer card, and it was returned to the DWS central office.	5	Υ	N	Z	Z	3	The worker should review to see if the FS AG has reported a change of address and make the change in CARES ASAP. The address change will be updated on the EBT vendor system the following morning. If appropriate, inform the cardholder that the card was returned and destroyed. S/he should contact recipient customer service to request a replacement.
286	NO EBT ACCOUNT USE 60 DAYS	Α	The food stamp electronic benefit transfer account has not accessed within 60 days. CARES will generate a letter to the FS AG and alert the worker.	3	Υ	N	N	N	2	Informational. This is the only warning that is sent out.
287	NO EBT ACCOUNT USE 90 DAYS	Α	For open food stamp cases with a balance greater than \$10, the food stamp electronic benefit transfer account is not accessed within 90 days.	3	Υ	N	Z	Z	2	Informational. The cardholder must contact the county agency if s/he wants to reactivate the dormant EBT account.

	- CARES ACTIVE ALERTS -											
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288	AFAC INSURANCE ACCESS REPORTED	Α	Case has requested BC. Case did not have major medical insurance where the employer pays 80% or more of the premium for a family plan and now has this coverage OR case did not have access to state insurance and now has access AND is now verified by MMIS.	2	Υ	N	N	N	3	CARES will end Badger Care benefits for those persons with access to coverage at the next adverse action. However, the adverse action program will not be able to establish a deductible period for those persons no longer eligible for BC. Run SFED for these cases whenever the alert is received to correctly determine eligibility.		
289	MAJOR MED INS COVRGE REPORTED	Α	Major medical insurance switch changed from "N" to "Y" OR a new policy is added with major medical insurance as "Y" through MMIS.	2	Υ	N	N	N	3	Run SFED to determine whether or not BC/MA (TPL) will be affected.		
290	REVIEW DUE, LAST REVIEW NFTF	Α	Eligibility review due. Last review was not a face to face interview.	2	Υ	N	N	Υ	3	Contact individual – interview must be face to face.		
291	REVIEW DUE, LAST REVIEW FTF	Α	Eligibility review due. Last review was face to face.	2	Υ	N	N	Υ	3	Contact the individual for a review. The worker has the option to schedule the review face-to-face or not.		
292	CHG IVD REFER SW ON APGI - OTH	Α	Alert generated from KIDS when the IV-D referral is "Other".	2	Υ	N	N	Υ	1	Informational. If not already known, determine which child and absent parent are the subjects of the alert. Make appropriate changes.		
293	CHG IVD REFER SW ON APGI - DEC	Α	Alert generated from KIDS when the IV-D referral ended. Reason - absent parent deceased.	2	Υ	N	N	Υ	1	Informational. If not already known, determine which absent parent is the subject of the alert. Change IV-D referal to "N" with DEC as the reason on APGI. Check DXSQ to verify if survivor's benefits are being received by AG. Budget benefits on AFUI. Does not specify child/absent parent – contact the case member or Child Support Agency.		
294	CHG IVD REFER SW ON APGI - HOM	Α	Alert generated from KIDS when the IV-D referral ended. Reason - absent parent is in the home.	2	Υ	N	N	Υ	1	On APGI, change IVD referral to "N", contact individual, request appropriate verification for absent parent (citizenship, income, assets, etc.). Does not specify child/absent parent – contact individual or Child Support Agency.		

	- CARES ACTIVE ALERTS -											
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295	CHG IVD REFER SW ON APGI - OUT	Α	Alert generated from KIDS when the IV-D referral ended. Reason – child is out of the home.	2	Υ	N	N	Υ	1	On APGI, change IVD referral to "N". Contact individual to verify if child has left the household/AG.		
296	CHG IVD REFER SW ON APGI - CAR	Α	Alert generated from KIDS when the IV-D referral ended. Reason – minor caretaker	2	Υ	N	N	Υ	1	On APGI, change IVD referral code to "N". Minor caretaker cannot be sanctioned for non-cooperation. If not already known, determine which child and absent parent are the subjects of the alert. Make appropriate changes.		
297	CHG IVD REFER SW ON APGI - CDC	Α	Alert generated from KIDS when the IV-D referral ended. Reason – child deceased.	2	Υ	N	N	Υ	1	On APGI change the referral code to "N", reason code is CDC. Child of this absent parent is deceased. Check ANID and ANLA to see if child was removed/coded as deceased. If not already known, determine which child is the subject of the alert. Make appropriate changes.		
298	CHG IVD REFER SW ON APGI - NOT	Α	Alert generated from KIDS when the IV-D referral ended. Reason – Child not in the AG	2	Υ	N	N	Υ	1	On APGI, change IVD referral code to "N", reason code is NOT. If not already known, determine which child is the subject of the alert. Make appropriate changes.		
299	CHG IVD REFER SW ON APGI - ORD	Α	Alert generated from KIDS when the IV-D referral ended. Reason – the child support order is in another state.	2	Υ	N	N	Υ	1	On APGI, change IVD referral code to "N", reason code is ORD. Child support order exists in another state. If not already known, determine which child and absent parent are the subjects of the alert. Make appropriate changes.		
300	CHG IVD REFER SW ON APGI - GCS	Α	Alert generated from KIDS when the IV-D referral ended. Reason - good cause exists for non-cooperation.	2	Υ	N	Ν	Υ	1	Ion APGI, change IVD referral code to "N", reason code GCS. Good cause for non-cooperation has been granted. If not already known, determine which child and absent parent are the subjects of the alert. Make appropriate changes.		
301	WORKFORCE ATTACHMENT BEGINS	Α	Individual is open in WAA and there's a referral for WAA, and the WAA program is in complete stage.	4	Υ	N	N	N	1	Notifies existing WP case manager that WAA began.		
302	WA COMPL, REVIEW WP STATUS	Α	WP participant is open in WAA.	4	Υ	N	N	N	1	Notifies existing WP case manager that WAA has been completed.		

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303	APGI/AA UPDATED BY IVD	А	Paternity information has been updated from IV-A/IV-D.	5	Υ	Ν	N	Υ	4	Check KIDS for child support information. APGI has been updated/corrected by IVD interface.		
304	NEW AP FROM IVD ON INVDI/DE	Α	Result of IV-A/IV-D interface when absent parent does not exist on APGI.	5	Υ	N	N	Υ	4			
305	NEW PATERNITY IND – SEE APGI	А	Paternity information has been updated from IV-A/IV-D for a KIDS PIN or an existing Paternity indicator is "Y".	5	Υ	N	N	Υ	1			
306	CATG IS ADDED TO THE PRV LOCN	Α	Change on CCMC – paternity has been established for an absent parent	7	Υ	N	N	N	1	Any other potential absent parents should be deleted. In some cases, absent parent may be excluded, therefore individual needs to be contact for another name or unknown should be used.		
307	PRV LOCN CATEGORY IS EXTENDED	Α	Change on CMCC – provider location category is extended.	7	Υ	Ζ	N	N	1			
308	PRV LOCN CATEGORY IS DELETED	А	Change on CMCC – provider location category is deleted.	7	Υ	N	N	N	1			
309	PRV LOCN CATEGORY IS ENDED	Α	Change on CMCC – provider location category ended.	7	Υ	N	N	N	1			
310	CERTIFICATE EXPIRES IN 2 WEEKS	Α	Change on CMCC – certificate is ending in two weeks.	7	Υ	N	N	N	1			
311	CERTIFICATE EXPIRES IN 4 WEEKS	Α	Change on CMCC – certificate is ending in four weeks.	7	Υ	N	N	N	1			
312	CERTIFICATE EXPIRES IN 8 WEEKS	Α	Change on CMCC – certificate is ending in eight weeks.	7	Υ	N	N	N	1			
313	RUN SFED TO PUT BC CHILD IN HS	Α	Child originally covered by BC is now eligible for HS.	3	Υ	N	N	Υ	1	Run SFED to change category of MA for child.		
314	CC AUTH ENDED DUE TO ZERO ATTD	Α	System ended authorization.	7	Υ	Ν	N	N	3			
315	FS CHILD WI EARNINGS TURNED 18	Α	Child in FS group has turned 18 and has income from employment, self-employment, dependent care, or educational aid.	2	Υ	N	N	N	2	Verify income and enter on AFEI/AFSE; it now must be budgeted for FS. Run SFED to update budget and FSET status.		
316	300 DAY WARNING EBT >\$5	Α	Notice to worker of expunged benefits and notice going to the individual.	3	Υ	N	N	N	2			

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ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
317	300 DAY WARNING EBT BAL >\$25	Α	Notice to BV worker and county BV coordinator that EBT balance is more than \$25 and there is an outstanding claim.	3	Υ	N	N	N	2			
318	FYI – NEW DATA ON DXDN	Α	This alert will be sent to alternate workers for a case that the individual has a change in employment data.	5	Υ	N	N	N	4	Query DXDN, verify new employment, enter on AFEI (be sure to enter FEIN).		
319	FYI – NEW DATA ON DXSX/ANBR	Α	This alert will be sent to alternate workers for a case that there is new SSI information on DXSX, ANBR, or ANBC as a result of data match process.	5	Υ	N	N	N	4	Query DXSX/ANBR/ANBC and take appropriate action.		
320	FYI – NEW DATA ON DXQC	Α	This alert will be sent to alternate workers when new 40 quarters data is received for an individual through WTPY match process.	5	Υ	N	N	N	4	Query DXQC and take appropriate action.		
321	FYI – NEW DATA ON AIIP	Α	This alert will be sent to alternate workers when data on a FS IPV Sanction is received. New information on AIIP.	5	Υ	N	N	N	4	Query AIIP and take appropriate action.		
322	FYI – NEW DATA ON DXSA	Α	This alert will be sent to alternate workers for a case when qualifying quarters is received through the WTPY match process.	5	Υ	N	N	N	4	Query DXSA and take appropriate action.		
323	FYI – NEW DATA ON DXSN	Α	This alert will be sent to alternate workers for a case based on wrong SSN, Name, or DOB as a result of the WTPY match process.	5	Υ	N	N	N	4	Query DXSN and take appropriate action.		
324	FYI – NEW DATA ON DXPQ	Α	This alert will be sent to alternate workers for a case that the individual has prisoner information.	5	Υ	N	N	Z	4	Query DXPQ and take appropriate action.		
325	MORE THAN 12 KIDS AUTHORIZED	Α	This alert is sent to the CC Coordinator Worker when more than 12 kids are authorized to a licensed provider for a given period.	7	Υ	N	N	N	1			
326	NCOP ENDED. SEE IVDE. RUN SFED.	Α	Alert is created when KIDS system sends a non-cooperation end reason code in the daily file.	2	Υ	N	N	Υ	2			
327	DEATH INFORMATION – SEE DXSN	Α	An individual receiving FS but not receiving SSI has a date of death per the WTPY match process.	2	Υ	Ν	N	N	2			
328	6 MONTH OLD CHILD WITHOUT SSN	Α	Individual is in an open CTS AG and turning 7 months the following month and does not have an SSN.	5	Υ	Ν	N	N	3			
329	MAPP LATE FRM RCVD RUN SFED/EX	Α	Occurs when there is a late premium for MAPP.	2	Υ	Υ	Υ	Υ	1			

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ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO			
330	EBT EXPUNGED FS AG OPEN	Α	There are expunged benefits and the case has just recently received benefits.	3	Υ	Υ	Υ	Υ	2	Contact the individual to tell them the benefits will be replaced.			
331	953 AUX NEEDS SUP APPROVAL	Α	A 953 aux has been created by CARES.	3	Υ	N	N	N	1	Supervisor needs to check for aux.			
332	MAP INDVS WRK EXEMPTION ENDING	Α	An individual on a MAPP AG has a work exemption ending based on information on ANMR.	2	Υ	N	N	N	2				
333	NEW SSI INFO UPDATE AFUI	Α		2	Υ	N	N	N	3				
334	SC INDV ADDED TO CASE-SEE ANID	Α	A SeniorCare individual has been added to an existing case (based on ANID).	2	Υ	N	N	Υ	2				
335	SCHEDULED APPT. DELETED - CSDS	Α		5	Υ				2				
999	USER GENERATED ALERT	Α		5	Υ	N	N	N	1				

	- CARES INACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
019	FSET CASE REVIEW DUE	I	The FSET case review due. Date of last contact has not been updated for 1 year.	4	Y	N	N	N	2	Case manager should schedule an FSET case review, determine if individual is exempt/mandatory for FSET.		
020	FSET CASE REVIEW PAST DUE	I	FSET case review past due. Date of last contact has not been updated in more than 360 days.	4	Y	N	N	N	2	The FSET case review is past due. The case manager should schedule a review immediately.		
021	ENTER INTO TARGET GROUP 1	I		4	Y	N	N	N	2	Case manager changes Target Group 1 to 'Y'.		
028	STOP PAYMENT REQUESTED	I	Sent to the DES Financial Manager when a stop payment is requested.	3	Y	N	N	N	1	Alerts the DES Financial Manager to take action.		
033	SUSPENDED USER HAS CASELOADS	I	A USERID with permanent caseloads was inactivated.	5	Y	N	N	N	3	Primary eligibility worker contact FASL to reactivate USERID or assign new user.		
060	USER SSN/NAME/TYPE /STS CHANGE	I	User SSN, name, type, or status has changed.	5	Y	N	N	N	3	Change user data as appropriate.		

	- CARES INACTIVE ALERTS -											
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
064	ESS MISSED MRF REVIEW	Ι	MRF received but not reviewed by due date. Goes to sup.	5	Y	N	N	N	1	Informs supervisor of situation.		
065	REVIEW MONTHLY REPORTING FORM	I	MRF received but not reviewed by due date. Goes to worker.	5	Y	N	N	N	1	Informs worker of situation. Primary eligibility worker must process completed MRF.		
070	LOW INVENTORY	Ι	Expedited FS inventory is below level in reference table.	3	N	Y	N	N	1	The agency should replenish the FS inventory.		
085	ELIGIBILITY REVIEW DUE	Ι	Eligibility review date is next month for an open case. There are two situations. 1. The case level review date is next month 2. The case level review date is the end of the current month. ■ The AG level review date is next month. ■ The AG is MA deductible or open.	2	Y	N	N	Y	3	Send notification to client eligibility review due.		
098	DENIED ADCU >30 DAY UNEMPL	I	ADCU denied for 30 day. PWE meets the criteria.	2	Y	N	N	N	2	Check AFDC-U criteria for case.		
101	HPV LF STATUS HELD > 60 DAYS	I	Individual has been in HPV LF status for more than 60 days.	5	Y	N	N	N	3	Follow up and obtain necessary attendance data and change LF status on AILM to appropriate code.		
107	LEARNFARE PRE- SANCTION ACT DUE	I	LF per-sanction pending for 10 or more days.	2	Y	N	N	N	3	Review Learnfare per-sanction status.		
108	LEARNFARE PRE- SAN ACT PAST DUE	I	No action taken on LF per-sanction for 17 days or more after entered.	2	Y	N	N	N	2	Review Learnfare pre-sanction status.		
111	ALIEN REFUGEE STATUS EXPIRED	Ι	 Open except AG. The alien status expiration date is less than the current date. 	2	Y	Y	N	Y	3	Check alien status and remove if appropriate.		
114	CHECK WP SC CODE-PREGNANCY	Ι	Pregnancy due date less than 6 months away and the WP registration code is mandatory.	2	Y	N	N	N	3	Exempt person from WP for Pregnancy		
117	CHILD WILL TURN AGE 20	I	Child is 20 next month.	5	Y	N	N	N	3	Informational		
119	CHILD TURNED 12 WEEKS OLD	Ι	Requires open AFDC	5	Y	N	N	N	2	Remove WP exemption from primary person.		
126	SSI ELIGIBILITY CHANGE	I	A person's eligibility changes were confirmed by SSA.	5	Y	N	N	N	3	Informational for Worker. Check DXSX & DXSQ. Check SSI & disability income status. Update AFUI, ANBR, ANPS, ANDI appropriately. Recalculate MA eligibility, FSET categorical eligibility and FSET status.		
137	WP SANC EXPIRING & COOPERATED	I	WP sanction ends and the compliance switch is 'Y'.	2	Y	N	N	N	2	Primary eligibility worker remove sanction at end date and run SFED.		

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141	CASE HAS BEEN CONFIRMED BY ESS	I	ES case was converted to CARES.	4	Y	N	N	N	2	Informational for the WP worker.	
146	NONCUSTODIAL TO FSET – DISENROLL	I	Noncustodial parent is referred to an FSET program.	4	Y	N	N	N	2	Disenroll the noncustodial parent from the FSET program.	
147	NONCUSTODIAL TO AFDC – DISENROLL	I	Noncustodial parent is referred to a JOBS program.	4	Y	N	N	N	2	Disenroll the non-custodial parent from the JOBS program.	
148	8TH MNTH PREG- RUN PFR DETERMIN	I	Client identified as being in the 3rd trimester of her pregnancy.	2	Y	N	N	N	1	Run SFED to get a PFR determination on this case.	
149	CHILD ELSEWER- REMOVE FROM PFR	I	Primary eligibility worker changed the "N" to "Y" on the child living elsewhere question on ANCE.	2	Y	N	N	N	1	Primary eligibility worker must enter removal reason on ANPD and run SFED.	
152	WP PART REFERRED AS NON-CUST	Ι	ES referred a non- custodial parent to the PFR WP Office. The noncustodial parent was ordered to participate in PFR Case Management.	4	Y	N	N	N	2	Assess and enroll non-custodial parent in PFR Case Management.	
155	NO ACTION ON OFFER OF CASE MGT	Ι	Alert to LF Case Manager to check if response to official LF Expansion offer of Case Management.	4	Y	N	N	N	3	If no response to officer, change WPWI LF Expan Coop Switch to 'N' and enter effective date of Cooperaton as second condition toward meeting sanction requirements.	
158	FSET TO WNW- DISENROLL CLIENT	Ι	This alert occurs when a FS only recipient becomes a WNW recipient.	4	Y	N	N	N	2	Reenroll client in WNW WP by pressing PF24 on AIWP, after you change the WP Office Code.	
159	JOBS TO WNW- DISENROLL CLIENT	Ι	A current JOBS participant becomes a WNW participant. Valid only from 01/01/95 thru 06/30/95.	4	Y	N	N	N	2	Reenroll client in WNW WP by pressing PF24 on AIWP, after you change the WP Office Code.	
160	WNW TO FSET- DISENROLL CLIENT	I	A WNW recipient has opted out to receive FS coupons.	4	Y	N	N	N	2	Reenroll client in FSET and press PF24 on AIWP.	
161	WNW CASE REVIEW DUE	I	WNW case review is due.	4	Y	N	N	N	2	Complete the WNW case review.	
162	WNW CASE REVIEW PAST DUE	I	WNW case review is past due.	4	Y	N	N	N	2	Complete the WNW case review.	
163	WNW-CHILD TURNED 6 MOS/RUN AIWP	I	WNW recipient is turning 6 months old. WP exemption is lost when this occurs.	2	Y	N	N	N	1	Go to AIWP change >P= (exempt) to >M= (mandatory). Press PF24.	
164	WNW-CHILD TURNING 1/RUN SFED	Ι	WNW recipient is turning 1 year old. A WNW clock exemption is lost when this occurs.	2	Y	N	N	N	1	Run SFED. The clock exemption on AIEX disappears. Go to AIWP change "P" (exempt) to "M" (mandatory). Press PF24.	
166	COUNTY TRANSFER: WNW CASE	I	WNW case transferred to a different county.	5	Y	N	N	N	2	Transfer coordinator (list on TOCD) should complete the transfer as usual. Make referral to work programs a priority.	
167	12 MOS OF TMA ENDING RUN SFED	Ι	The last month of TMA has been used.	2	Y	N	N	N	1	Informational. Only 12 months of TMA can be used in a 48 month WNW eligibility period.	

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ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO		
168	24 MONTH CLOCK ENDING RUN SFED	I	The last month of the WNW benefit will be issued next month.	2	Y	N	N	N	1	Only 24 months of cash assistance can be received within a 48 month time period. Run SFED and confirm, the eligibility failure.		
169	48 MONTH CLOCK ENDING RUN SFED	I	The last month of WNW benefit will be issued next month, because the maximum number of months in WNW has occurred	2	Y	N	N	N	1	Cash assistance can only be received within 48 months from starting WNW, unless 36 months without cash assistance has passed. Run SFED and confirm the eligibility failure		
170	WNW PART. REQUIREMENT CHANGED	I	Hourly participation requirement for the case changed. This occurs when WNW grant changes or when unsubsidized work hours change.	4	Y	N	N	N	1	Alerts WP Case Manager to adjust recipient's schedule. S/he may need to do a new EP. S/he must also contact the Primary eligibility worker to inform him/ her of the schedule change.		
171	CHILD TURN 1/CHECK WP REFERRAL	I	Child will turn 1 next month	2	Y	N	N	N	1	Child is turning one, which will make the parent mandatory for work programs.		
177	LRNFR EXEMPT: LIFT SANCTN AILF	Ι	Serve as notification to you that a Learnfare sanctioned teen/preteen has become exempt,	2	Y	N	N	N	2	Alert will prompt the worker to tran to AILF, change the compliance switch on the screen where the sanction was set to y and run SFED to remove the sanction as s/he is no longer subject to Learnfare requirements.		
181	JOBS SSF UPDATE: RERUN SFED	I		6	Y	N	N	N	1			
182	WPMO INFO THIS MONTH - PROCESS	I		6	Y	N	N	N	1			
183	WPMO INFO LAST MONTH - PROCESS	I		6	Y	N	N	N	1			
184	WPMO INFO 2 MONTHS AGO/PROCESS	I		6	Y	N	N	N	1			
185	WPMO CHANGE ON A PAST MONTH	I		6	Y	N	N	N	1			
186	PFP FAIL TO ENROLL-RUN SFED	I		6	Y	N	N	N	1			
187	PFP ENROLLMENT CURED-SEE WPTN	I		6	Y	N	N	N	1			
191	FPRS NOT MET-NO REQ FOR AFDC	I		6	Y	N	N	N	2			
192	FPRS REQ MET-NO REQ FOR AFDC	I		6	Y	N	N	N	2			
193	FPRS NOT MET-REQ AFDC	I		6	Y	N	N	N	2			

	- CARES INACTIVE ALERTS -										
ALERT CODE	ALERT TEXT	S T A T	CONDITION	C A T	W K R	S U P	A D M	F E P	P R T Y	WHAT TO DO	
194	FPRS NOT MET-REQ AFDC	I		6	Y	N	N	N	2		
204	FL-TO-ENR UPDATED-RERUN SFED	Ι		4	Y	N	N	N	2		
205	REAPP-FAIL TO ENR LFTD-ENROLL	I		6	Y	N	N	N	2		
219	CASE INDV DELETED FROM CC	Ι	The child care worker deleted a person from the case	5	Y	N	N	N	2	The primary worker should determine if this deletion affects other eligibility programs.	
221	CC INDV DEMO CHANGED-SEE CCID	Ι	The child care worker made a change in the individuals demographics.	5	Y	N	N	N	2	Informs the primary worker. The change will automatically update ANID.	
223	INDV ADDED TO CC CASE-SEE CCID	I	A person add was reported to the child care worker.	5	Y	N	N	N	2	The primary worker should see if it is relevant to other eligibility programs.	
229	W-2 CASE REVIEW DUE	I	Duplicate of 017 alert	4	Y	N	N	N	2		
230	W-2 CASE REVIEW PAST DUE	I	Duplicate of 018 alert	4	Y	N	N	N	1		
237	60 MONTH EXTENDED CLK EXPIRED	Ι		2	Y	N	N	N	1		
238	60 MONTH CLK NEEDS EXTENSION	I		2	Y	N	N	N	2		
239	24 MONTH EXTENDED CLK EXPIRED	Ι		2	Y	N	N	N	1		
240	24 MONTH CLK NEEDS EXTENSION	I		2	Y	N	N	N	2		
241	24 MONTH CLK EXPIRING IN 3 MONTHS	I		2	Y	N	N	N	2	_	

Section 1 – CARES Common Functions & Eligibility Determination

Appendix 05B – Reason Code Screen Information

COMMON UTILITIES SCREENS

The Common Utilities menu is MNCR. This lists the four Common Utilities screens that are used to create and maintain reason codes and associated details. They replace the former Reference Tables:

- TSRC System Reason Codes. This displayed the Reason Code, the Description, the Priority, and when to Notify Work Programs.
- TSRS System Reason Codes Spanish. This displayed the Reason Code, the Description in Spanish, the Reason Priority, when to Notify Work Programs, and the legal citation for the following programs:
 - AFDC
 - AFDC-Related
 - Continuously Eligible Newborns (CEN)
 - SSI-Related
 - Institutions

- Food Stamps (FS)
- Healthy Start (HS)
- MA Extensions (MA-EXT)
- QMB/QDWI
- MA Waiver
- TSLC System Legal Citations. This displayed the Reason Code and the legal citation for the following programs:
 - Wisconsin Works
 - Child Care
 - BadgerCare
 - Family Care

These are online screens that can be accessed with a Tran Code and Parm(s).

The four screens are:

- CURS Reason Code Summary
- CURD Reason Code Description Maintenance
- CURC Reason Code Maintenance
- CULC Reason Code Legal Citation Maintenance

In addition to the new format for reason codes, some reason codes now contain an extended, more detailed, explanation of the code.

To determine which program(s) a reason code is set for, query CULC.

CUER – Common Utilities Fatal Errors screen is also a Common Utilities screen and is detailed in Section 1, Appendix 07 – Fatal Errors and Abends. This screen is not displayed on the MNCR menu because it is the result of a system fatal error rather than a screen that can be accessed by keying a Tran Code and Parm.

Section 1 – CARES Common Functions & Eligibility Determination Appendix 05B – Reason Code Screen Information

CURS - REASON CODE SUMMARY

This screen displays the following:

- Reason Code Number
- Short Description Text of the code
- Level of the code (Assistance Group, Individual, or Both)
- Whether the code is Worker Enterable (Yes or No)
- Priority of the code The priority number ranks the alert in importance with 1 being the most important and 9 being the least important.

To Access CURS:

Step 1: In the NEXT TRAN field, key in CURS.

Step 2: In the PARMS field, key in the desired reason code.

Note: The language of the code can also be entered in the parms, as can the Effective date of the Code. The language code is either "E" for English or "S" for Spanish.

All three parms are optional.

The default value for the reason code number is 001 and the default language indicator is English.

Step 3: Press <ENTER>.

This screen has PF7 and PF8 functionality so the worker can page though multiple screens without having to key in individual codes once the initial code has been entered in the PARMS field.

At the bottom of CURS, there are PF keys to access CURC (PF20), CURD (PF21), and CULC (PF22). To query these other screens for a participant reason code, enter the reason code in the SELECTION field and press the appropriate PF key. The PF keys will not function unless a reason code is entered.

Section 1 – CARES Common Functions & Eligibility Determination Appendix 05B – Reason Code Screen Information

CURD - REASON CODE DESCRIPTION MAINTENANCE

Reason code text is entered and maintained on CURD.

Although CURS contains most of the information previously stored in Reference Table TSRC, workers may want to query some new information associated with the reason code. The reason code text of several codes was recently expanded. Prior to CNRD, reason code text could be a maximum of 60 characters. With the implementation of CNRD, reason code text can now be up to 240 characters. However, not all existing reason codes have expanded text. If an expanded reason code (displayed on the screen as the LONG field) does not contain an extended text, it is one of the reason codes where the reason code has not been extended.

This screen displays the following:

- Reason Code Number
- Effective Begin and End Dates:
 - Begin Date date the reason code became effective
 - End Date date it was no long valid (if applicable). If the code is still valid, the high date of 12/31/9999 will display.
- Language (E English or S Spanish)
- Short text in the specified language
- Long text (if available) in the specified language. Not every reason code will have a long description added at this time.

To Access CURD:

Step 1: In the NEXT TRAN field, key in CURD

Step 2: In the PARMS field, key in the language indicator (E for English or S for Spanish) and the Reason Code number. A date parm is optional.

Step 3: Press <ENTER>

At the bottom of CURD, there are PF keys to access CURC (PF20) and CULC (PF21). PF5 – Refresh and PF15 – Save are not for local office use.

Section 1 – CARES Common Functions & Eligibility Determination Appendix 05B – Reason Code Screen Information

CURC - REASON CODE MAINTENANCE

This screens displays the following:

- Reason Code Number
- Effective Begin and End Dates:
 - Begin Date date the reason code became effective
 - End Date date it was no long valid (if applicable). If the code is still valid, the high date of 12/31/9999 will display.
- Worker Enterable (Yes or No)
- Priority The priority number ranks the alert in importance with 1 being the most important and 9 being the least important.
- AG/INDV/BOTH Level The level at which the reason code is set. AG indicates that it is set at the Assistance Group level, INDV indicates that it is set at the individual level, and BOTH indicates that it may be set at both.
- Notify Work programs indicator
 - 0 Not applicable. Cases with these reasons will not appear on WPDL.
 - 1 Immediately (end of week). Cases with these reason codes will display on WPDL when the next batch cycle is run.
 - 2 End of the month the loss of eligibility or denial takes place. Cases with these reason codes will display on WPDL with the next batch cycle after the end of the month the loss of eligibility or denial takes place.
 - 3 End of the month following the month the loss of eligibility or denial occurred.
 Cases will display on WPDL the next batch cycles after the end of the month subsequent to the month the loss of eligibility or denial takes place.

To Access CURC:

Step 1: In the NEXT TRAN field, key in CURC.

Step 2: In the PARMS field, key in the Reason Code Number. In addition, a date parm is optional.

Step 3: Press <ENTER>.

Most of the information shown on this screen can be viewed on CURS, with the exception of WP Notify number and the Effective Begin and End Dates.

Workers will need to enter a parm to access this screen, even though technically there are no mandatory parms for the screen. This is because when central office State staff are creating a new reason code, the first step in this process is to tran to CURC with no parms. By doing this, CURC automatically loads the next available reason code number and the new details can be added to the new reason code. However, since workers will only have query access, they will need to enter a reason code number in order to call up a reason code when directly accessing CURC.

CURC can also be accessed using PF keys from any of the other CU screens.

Section 1 – CARES Common Functions & Eligibility Determination Appendix 05B – Reason Code Screen Information

CULC – REASON CODE LEGAL CITATION MAINENANCE

CULC displays the legal citation(s) associated with each reason code. By querying this screen, workers can see the program(s) for which the Reason Code is valid. In instances where the number of citations for a reason code exceeds ten citations, CULC has PF7 and PF8 functionality for paging through the citations.

This screen displays the following:

- Reason Code Number
- Code This is the code for the program(s) for which the code is valid and has a legal citation. Examples: ADC, CCA, FST, WIW
- Type Description This displays the name of the program for which the code is valid and has a legal citation. Examples that coincide with the examples given above: AFDC, Child Care, Food Stamps, W2.
- Effective Begin Date date the citation became effective
- Effective End Date date the citation became no long valid (if applicable). If the citation is still valid, the high date of 12/31/9999 will display.

To Access CULC:

Step 1: In the NEXT TRAN field, key in CULC

Step 2: In the PARMS field, key in the desired Reason Code number.

Step 3: Press <ENTER>.

At the bottom of CULC, there are PF keys to access CURC (PF20) and CURD (PF21). PF5 – Refresh is not for local office use.

Section 1 – CARES Common Functions & Eligibility Determination Appendix 06 - CARES Production Dates

This appendix contains information on CARES availability and part of the schedule of the CARES Production Calendar for 2000/2001. The schedule listing BI Pulldown dates, Adverse Action dates, W-2 Pulldown dates, W-2 Delay dates, and W-2 Intercept dates may also be found in Reference Table **TBIC**. Mailing dates are not found in this reference table.

This appendix also includes the check dates and anticipated delivery dates for all counties, (including Milwaukee county) for 2000 W-2 checks. In addition, the dates that EBT food stamp benefits will be available are listed.

CARES Schedule

Listed below are the Adverse Action dates for CARES. Adverse Action is a batch job that is run in CARES approximately 13 calendar days prior to the end of the month. It is run at this time to allow 10 days for negative notices to be sent as a result of any benefit reduction, denial, or closure. The Department is required to notify clients 10 days prior to any negative action taking effect. Reference Table TBIC should always be checked for the most current dates

W-2 BI Pulldown and W-2 Delayed

(Also see the chapter on Benefit Issuance for further details.)

There are two times when W-2 checks are issued. The first is the result of the W-2 Benefit Issuance pulldown cycle. This is referred to as W2P. The second is the result of the W-2 Delayed cycle which is referred to as W2L.

W2P is the monthly W-2 benefit issuance which occurs on the night of approximately the 5th working day prior to the end of the month. If confirmation occurs between the 1st and 15th of the month, the payment is processed by W2P.

W2P processes most payments, including:

- a. All ongoing monthly payments;
- b. The second partial payment for W-2 begin dates between the 16th and the end of the prior month; and
- c. The initial prorated W-2 payment for W-2 begin dates from the 1st to the 15th of the current month.

Note: Auxiliary benefits are produced in a daily batch cycle.

W2L is a monthly W-2 benefit issuance that occurs on approximately the 5th night of each month. W2L always sends payments for the first of the two-part initial payment. This first payment will cover the period of eligibility starting on or after the 16th through the end of the previous month. If confirmation occurs between the 16th and the end of the month, the payment is processed by W2L.

Section 1 – CARES Common Functions & Eligibility Determination Appendix 06 - CARES Production Dates

W-2 Payments

The W-2 Participation Period extends from the 16th of one month to the 15th of the following month.

Checks are produced the last day of that month unless that date falls on a Sunday or a holiday, in which case it would be produced one day prior. The anticipated delivery date of the check will be the 1st of the next month.

If a client chooses to use Electronic Funds Transfer (EFT), the money is deposited into the participant's account the day the checks are mailed.

See additional details on W-2 payments, including partial initial payments, in Chapter 07 – Special Processing – Program Specific Processes of the CARES Guide.

Example:

Luke is an ongoing participant in a CSJ. He participates from August 16, 2000 through September 15, 2000.

- If he is receiving a check, the check date will be September 30, 2000 with an anticipated delivery date of October 1, 2000.
- If he has chosen Electronic Funds Transfer (EFT), the payment will be in his account on September 30, 2000.

Benefit Availability for Food Stamp Cases

EBT monthly benefits will be available at 12:30 a.m. on the same date each month based on the eighth (8th) digit of the primary person's social security number. Food Stamp benefit issuance dates are found on CARES Reference Table TESS. The issuance date on screen IQFS will reflect the benefit availability date.

EBT Staggered Availability Days (based on Reference Table TESS)

Sequence Number (8 th digit of SSN)	Monthly Availability Day
0	2
1	3
2	5
3	6
4	8
5	9
6	11
7	12
8	14
9	15

Section 1 – CARES Common Functions & Eligibility Determination Appendix 06 - CARES Production Dates

CARES Availability

CARES is available Monday through Friday beginning at approximately 6:30am. It goes down for the evening for users any time between 5:00pm and 9:00pm based on the amount of time it takes to run the batch jobs. On Monday, Tuesday, and Thursday, CARES is generally up until 7:00pm. On Wednesday CARES is up until 9:00pm. On Friday, CARES is up until 5:00pm.

Every Saturday that the online system is available, it will be available by 7:00am and come down at 12:00 noon unless otherwise noted.

CARES is not available on-line on Sundays and the following holidays if the holiday falls on a business day: News Years Day, Memorial Day, Independence Day, Labor day, Thanksgiving Day and Christmas Day.

CARES Production Calendars

CARES production calendars are sent out to agencies each month in hard copy form displaying when jobs are run each month. They may be also found online at the following address: http://workweb.dwd.state.wi.us/partner/cares/default.htm This website will display one years worth of CARES production calendars. It displays two versions of the Production cycles – one is the total listing of all jobs run for a given month (labeled as "Batch"), the other is an abbreviated listing that displays the batch jobs which local workers (in general) find to be of the most importance to their work (labeled as "County"). The "County" version displays times that CARES is available until each day, along with Saturday availability.

A listing of cycle names and descriptions is listed below and is distributed by mail at least semiannually to offices.

CYCLE	CYCLE DESCRIPTION	CYCLE	CYCLE DESCRIPTION
ACT	Adverse Action Jobs	EM3	EBT emergency benefit file
AC2	Runs with DLY on ACT nights	ER3	EBT emergency return file
ANC	Annual Jobs	EOM	End of Month
AN1	Reporting – Annual Cycle for AFDC	HMD	History Maintenance Daytime
AN2	Reporting - Annual Cycle for	HMR	History Maintenance – Request
	Learnfare		(can be pushed back)
AN3	Reporting - Annual Cycle for	IND	Interface Daily
	Budgeting		
AN4	Reporting - Annual Cycle	IRA	DXIRS – Annual Send
BID	Daily Check Jobs for CARES	IRM	DXIRS – Monthly Send
BIP	Benefit Issuance Pulldown	IRR	DXIRS – Monthly Receive
BIV	Continuation of W2L after DOA jobs	MCS	Mass Change
BIW	Continuation of W2P after DOA jobs	MIS	Quality Control – Monthly Cycle
BOM	Beginning of Month	MON	Monthly
BRR	EBT Report files- Receive and send	MOR	IVA-IVD Monthly Receive
BR1	BEER Exchange One	MOS	IVA-IVD Monthly Send
BR2	BEER Exchange Two	MQC	Quality Control – Monthly Cycle
CBS	Child Care Attendance	MSG	DXBM messages before online
			comes up
CCA	Child Care Attendance	NPY	Premium non-payments
CCC	Case Copy Cycle	ONL	ONLINE-Two jobs that MUST run

Section 1 – CARES Common Functions & Eligibility Determination Appendix 06 - CARES Production Dates

CYCLE	CYCLE DESCRIPTION	CYCLE	CYCLE DESCRIPTION	
			before online comes up	
CCD	Child Care – DOA ok on checks	QSD	Quiesce after DLY cycle	
CCQ	Child Care- Quarterly	QTR	Quarterly Cycle	
CCR	Child Care – Reports	RPC	Reporting – Case Directory	
CCS	Child Care – Every Saturday	RPD	Reporting Daytime	
CCU	Autohorization usage	RPL	Reporting-Milwaukee Case directory	
CMC	Cola-2 Mass Change	RPM	Reporting – Monthly Cycle	
CNP	CN in-house Printing	RPQ	Reporting – Quarter	
CSD	Client Scheduling Daily	RPW	Reporting – W2	
CS1	C-SUPP 1	RQJ	On Request Jobs	
CS2	C-SUPP 2	RRR	Reporting RMDS Release	
CSD	Client Scheduling daily cycle	RTD	Reference Table Daily	
DBA	Weekend DBA work (reorgs, etc)	RTM	Reference Table Mass Change	
DER	AFDC Info to DER	RUN	Weekly Run Stats	
DLY	Daily Cycle	SWC	SWICA Cycle	
DMG	Daily Image Copies	TPY	WTPY daily cycle-runs at 2:00 a.m.	
			due to FED schedule	
DRS	Disqualified Recipient System	TWP	Tuesday-Work Program Cycle	
DXM	Data Exchange - Monthly	TXI	Tax Intercept	
DXT	Data Exchange – Tuesday	UCB	Unemployment Compensation Benefit	
EBR	EBT Business day return file	WII	W-2 Benefit Issuance Intercept	
EC1	Creates/Processes aging file	WKC	Weekly Cycle	
EC2	Vault card inventory report	WKG	Weekly Image Copies	
EC3	Account Acitivity	WKW	Weekly Wednesday	
EC4	Unlinkable file	WKX	Weekly Cycle - Overpayments	
ECR	EBT Calendar day files	W2C	W-2 Clocks	
EMR	EBT monthly return files	W2L	W-2 Benefit Issuance Initial Payment	
EMS	EBT daily return files	W2P	W-2 Benefit Issuance Pulldown	

Additional Information

- AC2- Runs concurrently with DLY on ACT nights. This job creates triggers for review dates.
- BID Daily check jobs cycle that runs daily in the morning after DOA prints daily checks.
- BIW Continuation of W2L after DOA prints W2 pulldown checks. It runs about 2 days after W2P runs.
- BIV Continuation of W2L after DOA prints W2L checks. It runs the day after W2L runs.
- CCS This is the cycle in which checks/EFTs are produced. This cycle will be scheduled at NOON on Saturdays and will run Saturday afternoons when the online is available. Otherwise it is run earlier in the day.
- CCA This is the cycle where the Child Care attendance report forms get printed. It runs every other Thursday beginning with January 6th, 2000.

Section 1 – CARES Common Functions & Eligibility Determination Appendix 06 - CARES Production Dates

RPW – W-2 case directory in reporting subsystem. This runs the first Saturday after W2L and MOS have been run for the month.

W2L – W-2 benefit issuance initial payment. W2L always sends payments for the first of the two-part initial payment. This runs around the 5th of the month based on the TBIC date.

W2P – W-2 benefit issuance pulldown which produces monthly W-2 checks. This runs about 5 days before the end of the month based on the TBIC date.

WII – W-2 benefit issuance intercept. This runs the day after BIW runs based on the TBIC date.

Section 1 – CARES Common Functions & Eligibility Determination

Appendix 07, Version 2 - Fatal Errors and Abends

FATAL ERRORS

A fatal error is an error that causes a program to abort. A fatal error occurs when something happens in the system that has no CARES logic associated with it. When a fatal error occurs, you may lose whatever data the program was currently processing.

Procedure for Reporting Fatal Errors

When a fatal error occurs, it is essential to record the information listed below in order to assist the programmers in fixing the fatal.

- 1. Make a screen print of the Fatal Error.
- 2. On the screen print, write what you were doing when the record fataled.

 Critical information includes the keying actions being done before the action fataled (e.g., had just entered comments on CMCC and had pressed PF16 to view least current comments), what process you were attempting (e.g., running SFED), and if a driver was invoked at the time of the fatal or did the fatal occur while tranning to a screen.
- 3. Fax the screen print to **608/267-2269**. Please note that this is a new number. The screen (shown below) will be updated with the new number shortly.

CUER	COMMON UTILITIES		12/11/98			
FATAL ERRORS			XN0001 N			
MEIER						
	: PWCEDBCP TRANSACTION					
	: LTERM: VTPX0185	STATUS: TIME: 14	:43:56			
TRANSACTION PARMS:	: 1212121212					
PERFORMING SECTION	:					
PERFORMING PARAGRAPH:	83200-CRE-VER-CL	ERROR TYPE: DB2				
	FOR DB2 ERROR	- -				
_	_IN_VER_CL FUNCTION:	ISRT SQLCODE: -	803 NULL IND:			
DESC.: X0226UC1 00000	= -					
	FOR SUBROUTINE ERROR	S:				
SUBROUTINE NAME:	PARA NAME:		RETURN CODE:			
DESC.:						
	FOR IMS ERRORS:					
FUNCTION:	TRANSACTION:	PCB:	STATUS CODE:			
MSG:						
THIS TRANSACTION HAS ENDED UNEXPECTEDLY. PLEASE PRINT THIS SCREEN AND FAX THE						
SCREENPRINT TO THE CALL CENTER AT (608) 261-6968.						
NEXT TRAN: PARMS: 1212121212						
NEAT IRAN: P	WEAT TRANS TAINIO. IZIZIZIZIZ					

Section 1 – CARES Common Functions & Eligibility Determination Appendix 07, Version 2 - Fatal Errors and Abends

SQL Codes

The SQL code indicates the type of Fatal Error that occurred. Following is a table of SQL codes, a description of what caused the fatal and in some cases, suggested procedures.

0005			
CODE	DESCRIPTION/COMMENT		
100	A required record is not found during an update, delete or fetch operation.		
	This may be caused when 2 or more workers try to update or delete the same record at the same time. Retry the operation .		
	If this isn't the cause or the problem persists, follow the instructions listed above.		
501 504	The program is not able to properly fetch the required information.		
	Wait about 15 minutes and retry the transaction. Retry at least once, if problem persists, follow the instructions listed above.		
803	The program is attempting to insert a duplicate record in the table when a worker is trying to do an application, add, update, or delete, function.		
	This usually occurs when two or more persons are trying to update or delete the same record at the same time. A common occurrence of this is when an Economic Support worker is working through a Benefit Recovery and has created the referral to Fraud and the Fraud worker begins to try working on the same record.		
	It may also occur when an Economic Support worker is working on the case and his/her backup is also trying to update the same record for the same case with information s/he received from the client.		
	It will also occur when working on a case and a clock (system time-out) displays on the system connection line at the bottom of the screen. If this occurs, and you go to a different terminal/computer session, log in, and try to continue working on the same case, CARES sees this as two persons trying to change or work on the same record.		
	When an SQL Code 803 Fatal Error displays, try updating or deleting the record later . If the problem persists, follow the instructions on page 1.		
811	The program found two or more identical records in the table during a fetch operation.		
040	Follow the instructions on page 1.		
818	CARES is running an older version of the program that fataled.		
	Follow the instructions listed on page 1. Only one instance of this fatal should be reported for your site.		
904	The program is unable to use a table because some other program is using the table at the		
911	time it was requested.		
	Wait about 15 minutes and retry the transaction. Retry at least once, if problem persists, follow the instructions listed on page 1.		
923	Caused by a migration of software to production.		
924			
	Wait about 5 minutes and retry the transaction. The problem will be resolved when the		

Section 1 – CARES Common Functions & Eligibility Determination Appendix 07, Version 2 - Fatal Errors and Abends

CODE	DESCRIPTION/COMMENT	
	migration is finished.	

ABENDS

An Abend, meaning the transaction has ABnormally ENDed, is more serious than a fatal. An abend will take the transaction down statewide. The transaction will "clock" until it is restarted. Until the transaction is restarted, no one will be able to access this screen for any CARES record. An abend may not always be a system problem – the problem could initiate at Infotech (the computer operation center that is part of the Department of Administration) and could be related to security, setup, or compilation.

Procedure for Reporting Abends

- 1. Make a screen print of the Abend
- 2. Include on the screen print the Case Number, RFA or PIN
- 3. Write on the abend what was being done when it abended (e.g., I was running SFED and when I got to the ANHR screen, it abended). Also include your worker ID (see example below).
- 4. Fax the screen to 608/267-2269.
- 5. Press PF4 to return to the main menu screen.

DFS5551 TRAN PWCCMAHP ABEND S000, U0240 ; MSG IN PROCESS:
95/173 10:33:29

Add this information to

the screen print that is FAXed in to the Call Center.

Case number is 1212121212.

My Worker ID is XXX999.

Section 1 – CARES Common Functions and Eligibility Processing Appendix 08, Version 2 – Driver Flows

Driver flows are explained in detail in Section 1, Chapter 01 – General CARES Information, 1.7.0.

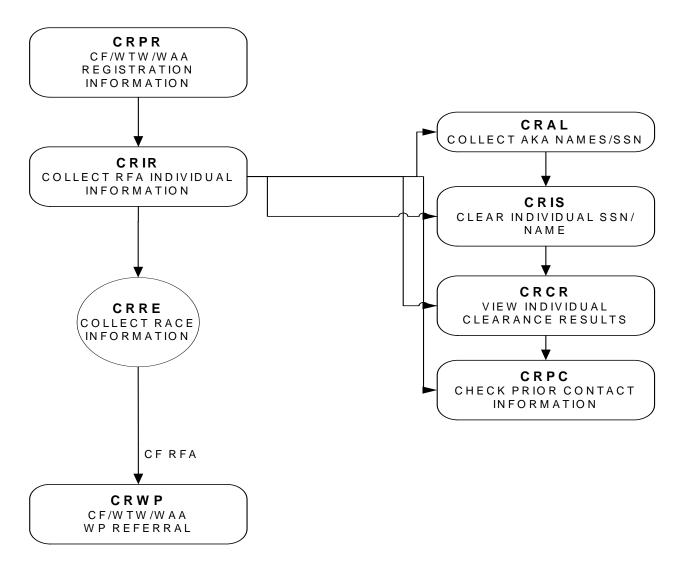
In addition to the detailed Client Registration and Application Entry driver flows, CARES also uses a mini driver flow within Work Programs. This is discussed further in the Work Programs section.

Another driver flow is CARES screen ACDF (shown below). Details on this screen may be found in 1.7.4 and 1.7.5 of Section 1.

ACDF	CASE DRIVER FLOW FOR ONGOING	MODE 03/13/06 0	9:59		
CASE: 55555555	55 WO	ORKER: DWD046 DWD046 N	MEIER		
	CASE ST	CATUS: OPEN CASE MODE:	ONGOING		
CASE DRIVER OF	TIONS: _ (INITIATE/ RESUME/ TE	ERMINATE)			
İ					
IR SCREENS	ALL: _				
	ACCH: _ ANID: _ ANLA: _ AF	rse: _ Anhr: _ Afei:	AFUI: S		
	AFSP: _ AFSQ: _				
100 101 011 1					
ADDITIONAL	1001. 1000. 1101. 11		3.375 T -		
	ACPA: _ ACDP: _ ANDA: _ AN		_		
	ANIC: _ ANDI: _ ANNB: _ AP		AALS: _		
	AFMD: _ AFMC: _ AFMI: _ AI	-M2· _			
SFU/EDBC (SEED):				
DI 0/ LDDC (
CASE OVERVIEW	ALL SCREENS: _	NOUIRY DATE (MMDDYY):			
			<u></u>		
NEXT TRAN:	NEXT TRAN: PARMS: 555555555				

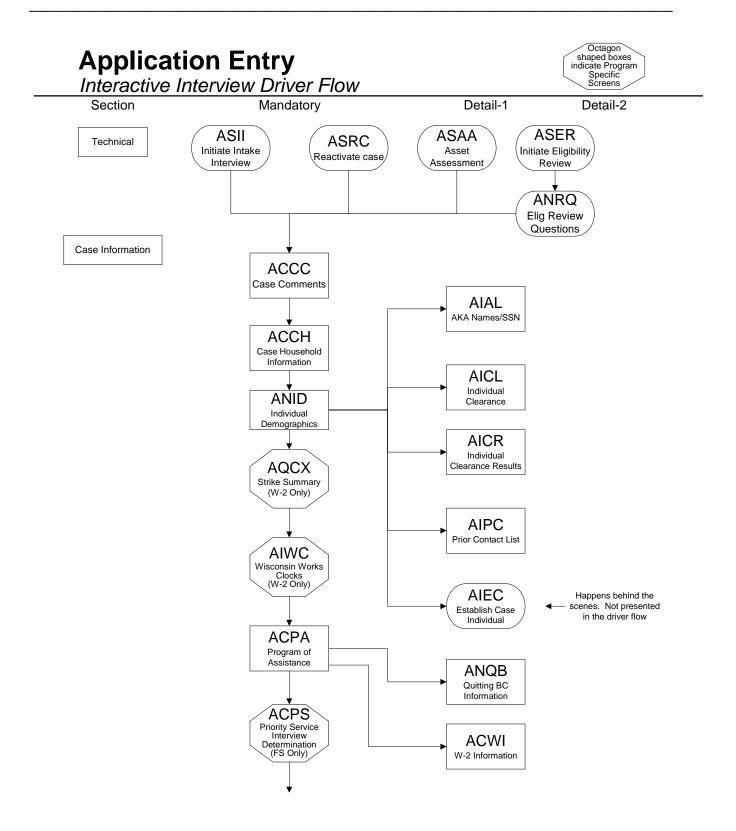
Section 1 – CARES Common Functions and Eligibility Processing Appendix 08, Version 2 – Driver Flows

Client Registration Non-eligibility Program Driver Flow



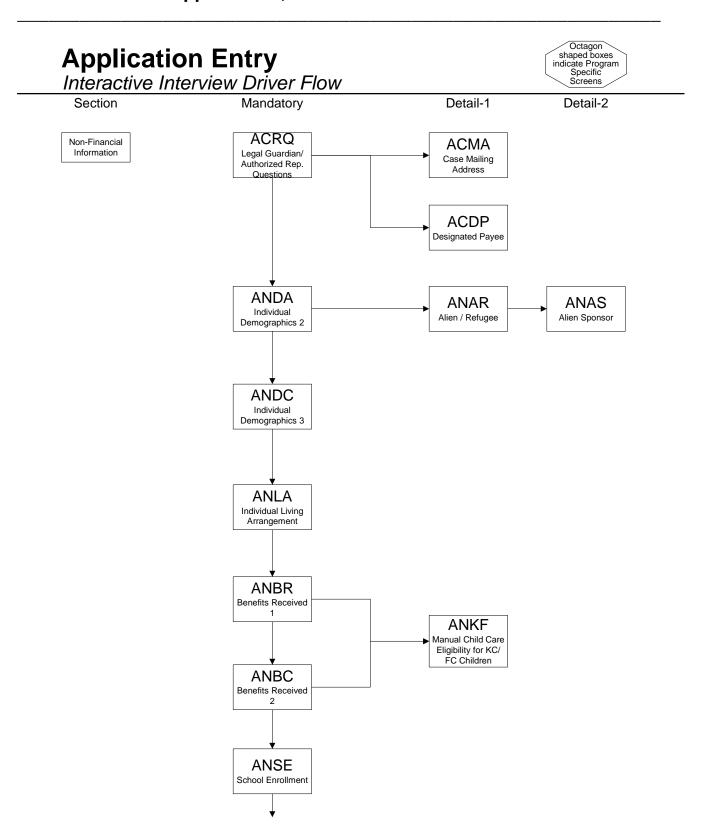
Section 1 - CARES Common Functions and Eligibility Processing

Appendix 08, Version 2 - Driver Flows



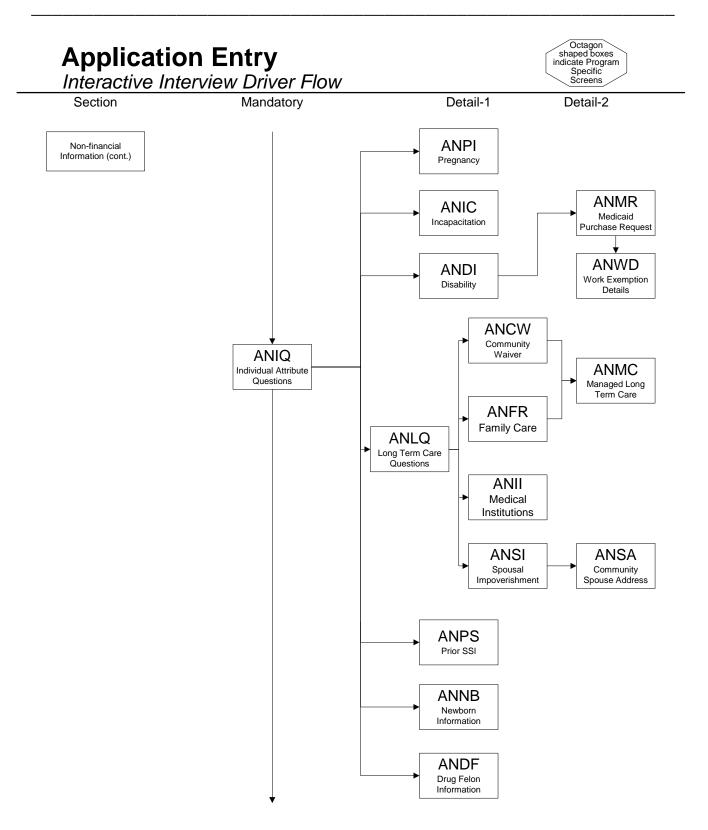
Revised: 06/04/2002

Section 1 – CARES Common Functions and Eligibility Processing



Section 1 - CARES Common Functions and Eligibility Processing

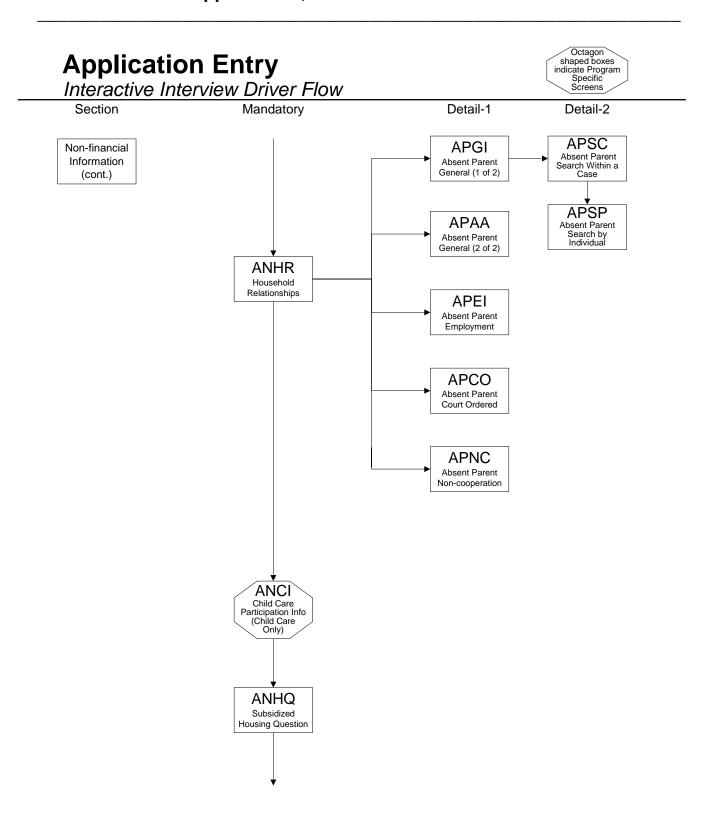
Appendix 08, Version 2 - Driver Flows



Revised: 06/04/2002

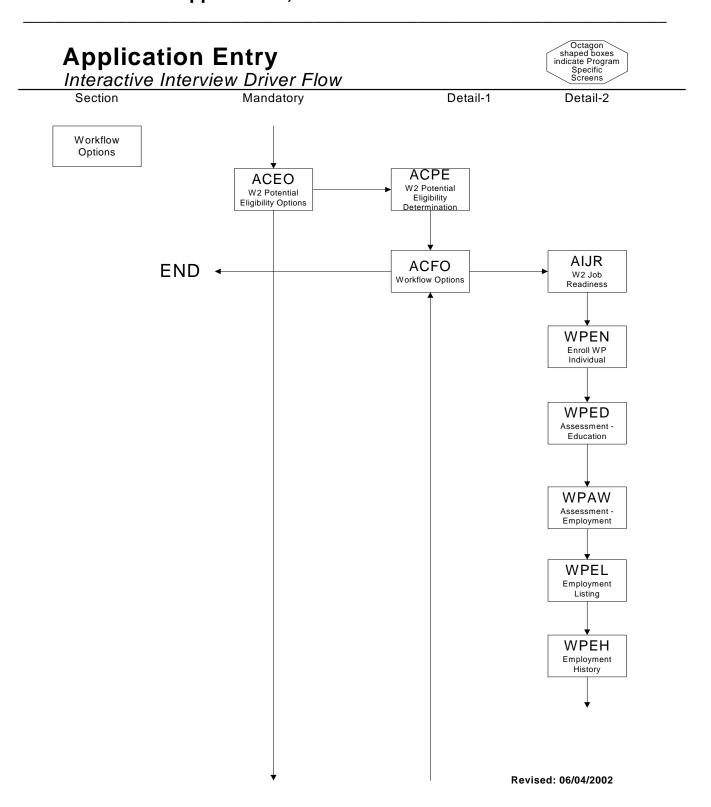
Section 1 – CARES Common Functions and Eligibility Processing

Appendix 08, Version 2 - Driver Flows

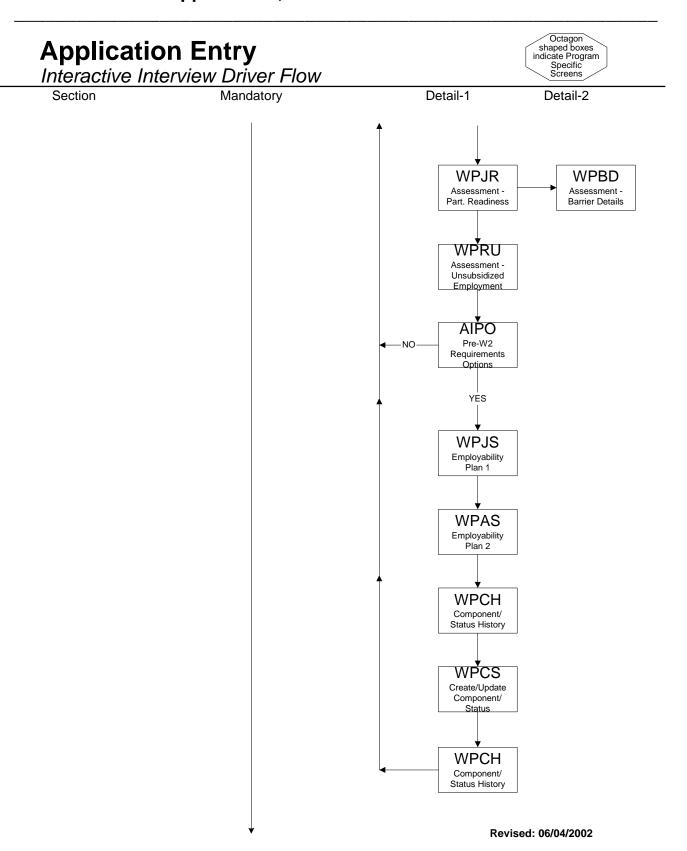


Revised: 06/04/2002

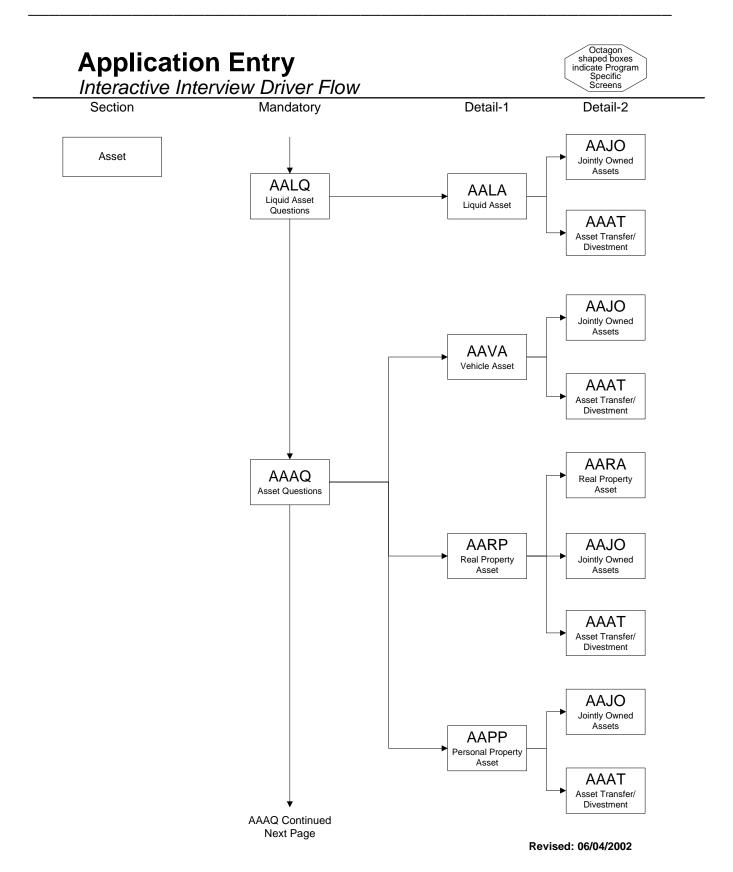
Section 1 - CARES Common Functions and Eligibility Processing



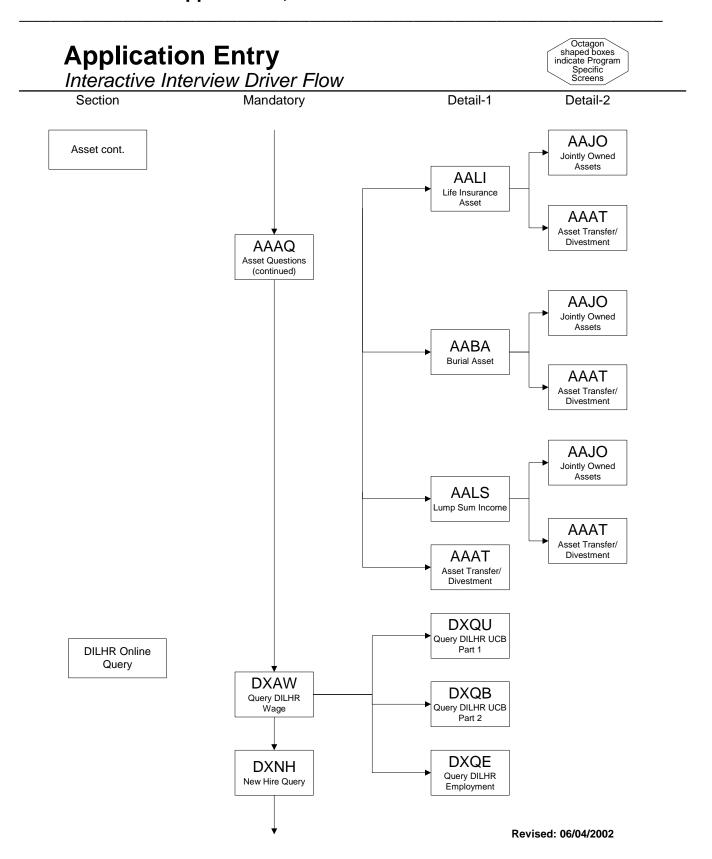
Section 1 – CARES Common Functions and Eligibility Processing



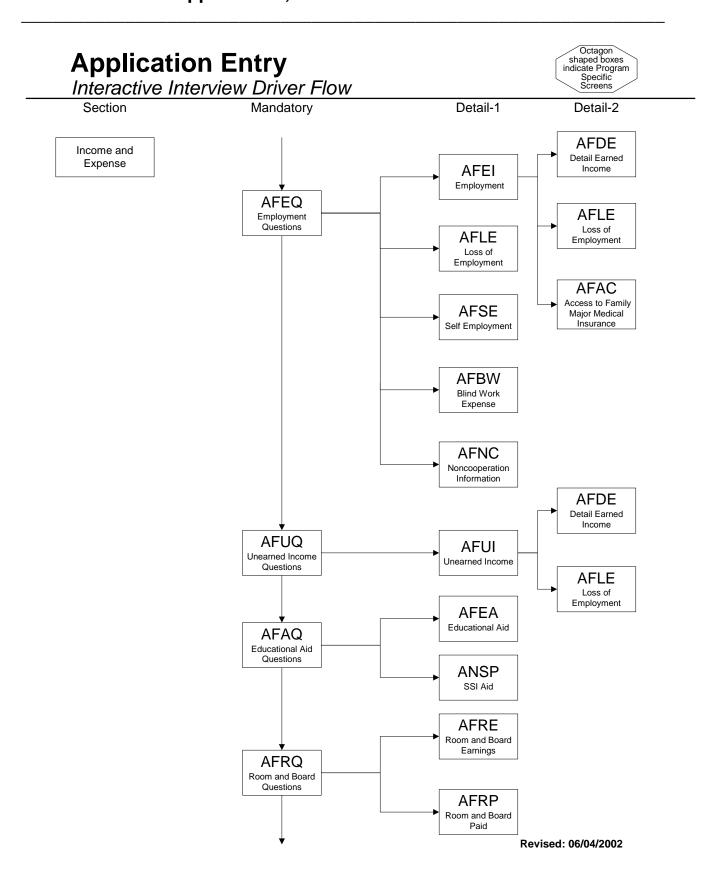
Section 1 - CARES Common Functions and Eligibility Processing



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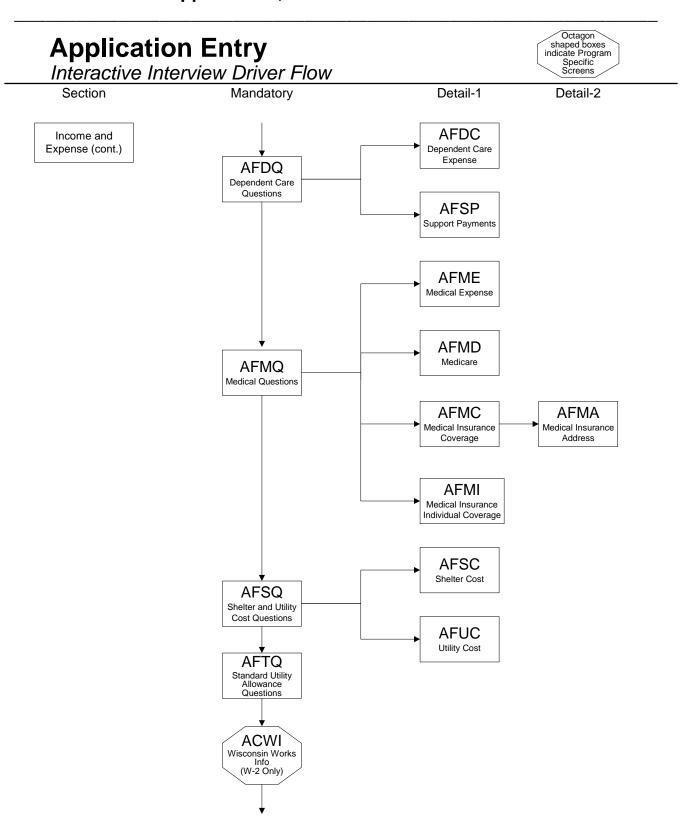


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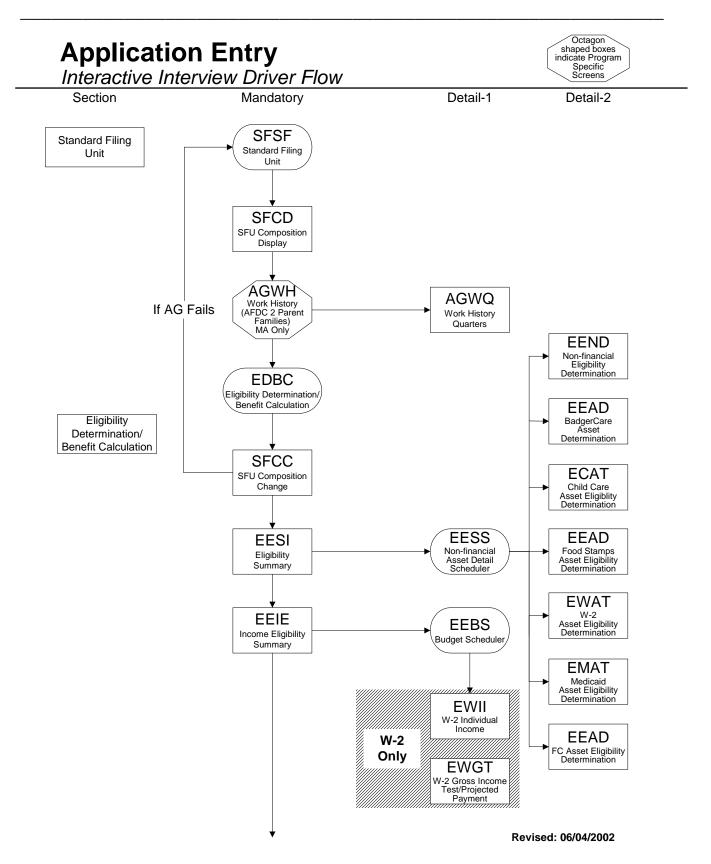
Section 1 – CARES Common Functions and Eligibility Processing

Appendix 08, Version 2 - Driver Flows

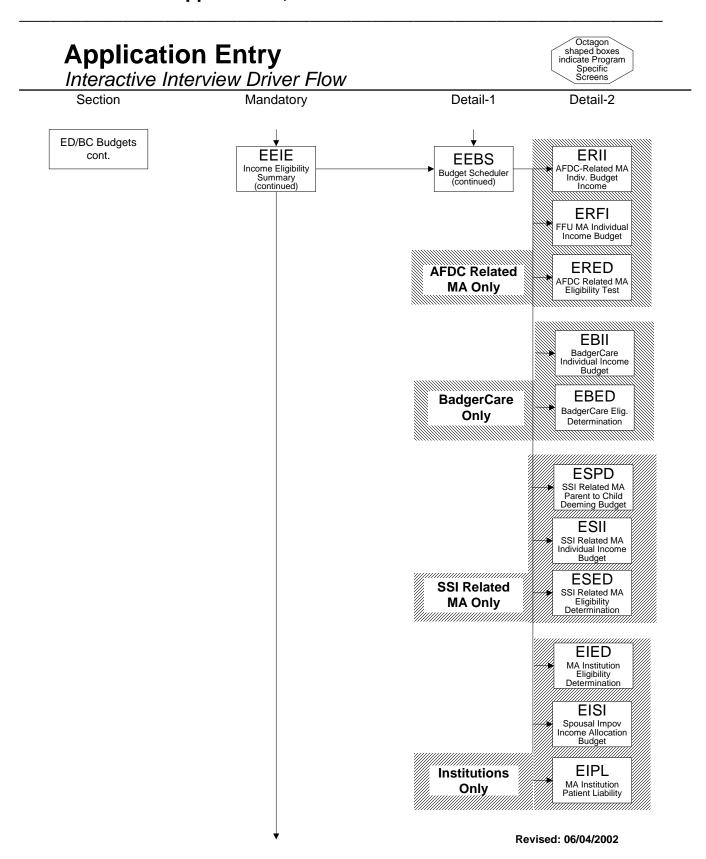


Revised: 06/04/2002

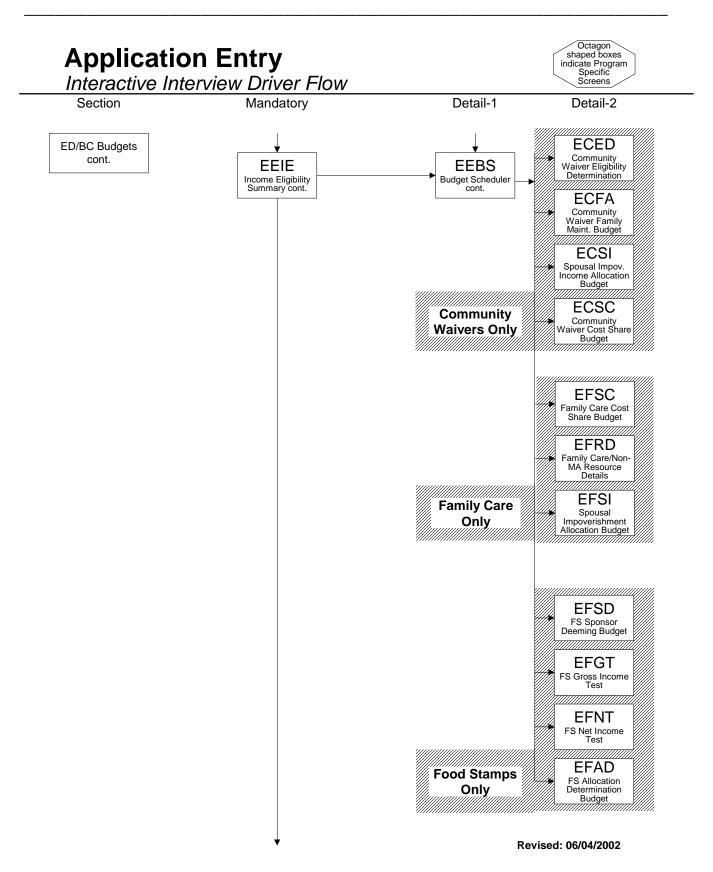
Section 1 – CARES Common Functions and Eligibility Processing



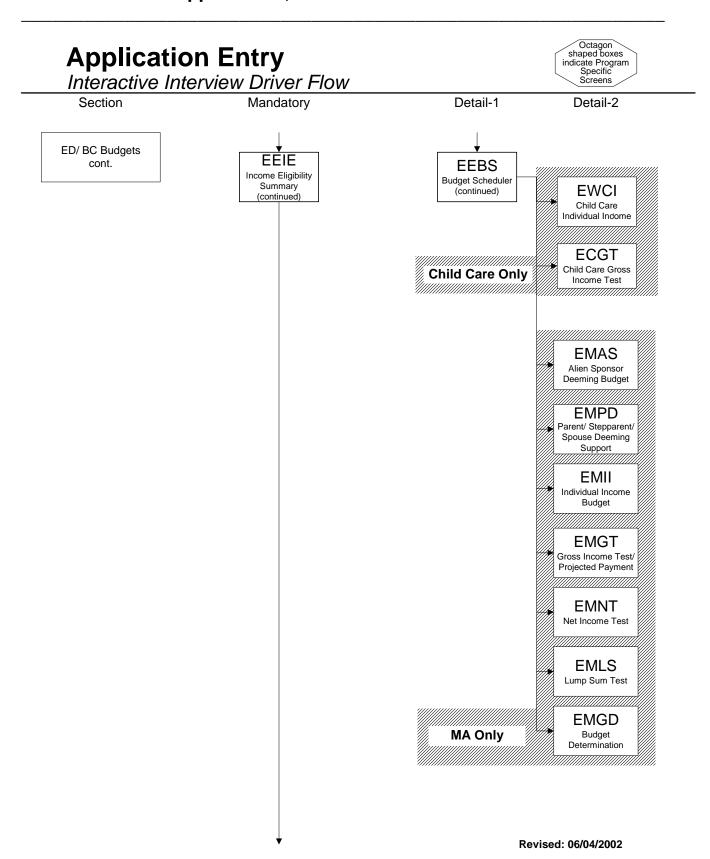
Section 1 – CARES Common Functions and Eligibility Processing



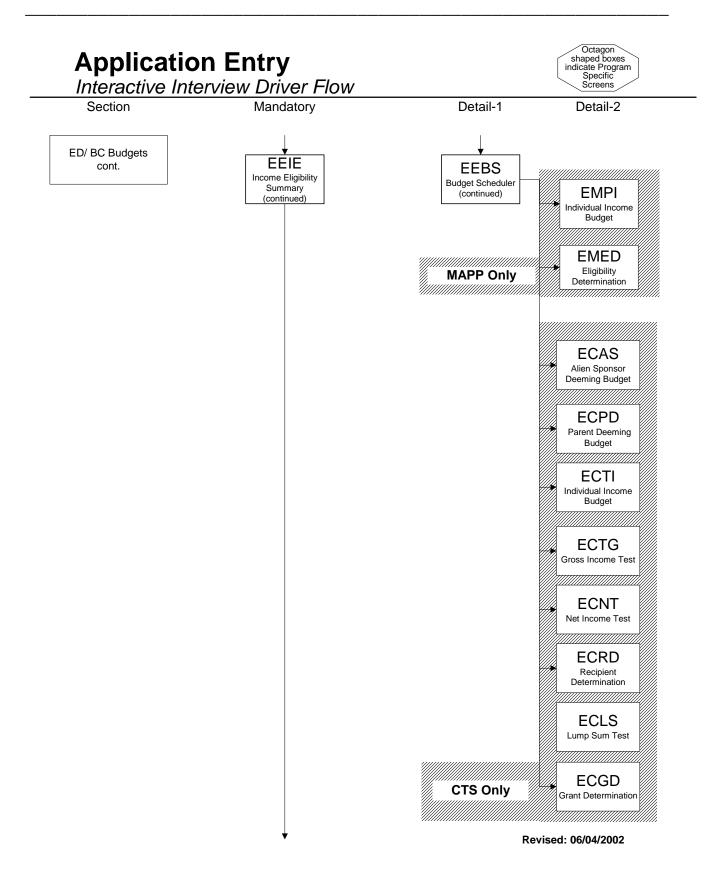
Section 1 – CARES Common Functions and Eligibility Processing



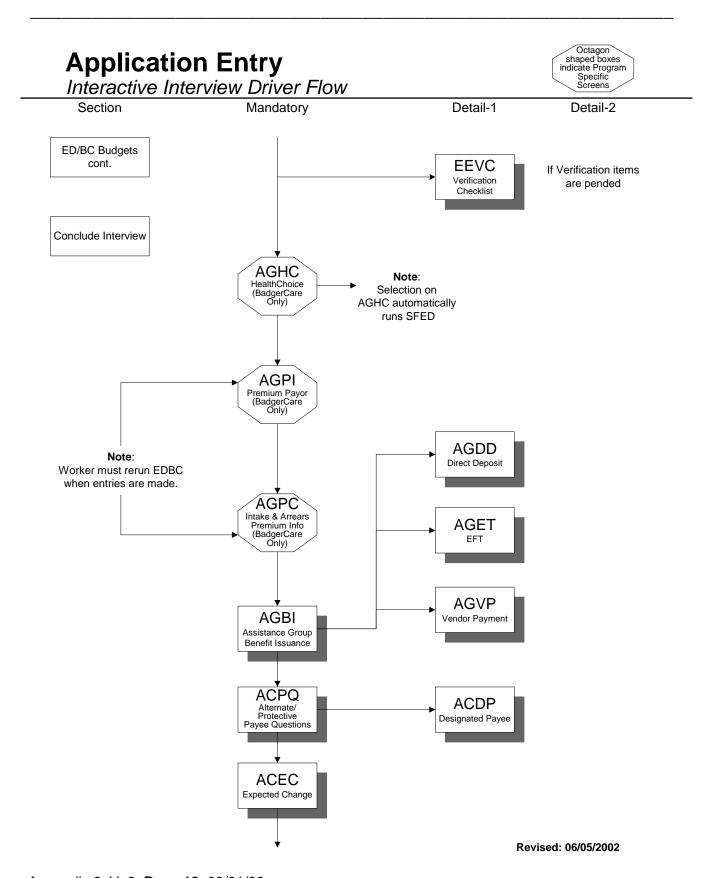
Section 1 – CARES Common Functions and Eligibility Processing



Section 1 – CARES Common Functions and Eligibility Processing



Section 1 – CARES Common Functions and Eligibility Processing



Section 1 – CARES Common Functions and Eligibility Processing

Appendix 08, Version 2 - Driver Flows

Octagon shaped boxes indicate Program Specific Screens **Application Entry** Interactive Interview Driver Flow Mandatory Detail-2 Detail-1 Conclude **AGVC** Interview cont. Verification Checklist/ Extension Request **ACCP** CAF Print Request **Occurs Behind The Scenes ACCG ACCF** CAF Print Data CAF Print Gather Fomatter **ACCR** Child Care Referral Tracking (Child Care Only) **AIRF** Agency Referral **AGEC** Eligibility Confirmation **AGMD** If MA Deductible Established MA is established Deductible **ACTP** W-2 Two Parent Participation (W-2 Only)

Revised: 06/05/2002

Section 1 – CARES Common Functions and Eligibility Processing

Appendix 08, Version 2 - Driver Flows

Application Entry

Interactive Interview Driver Flow

Octagon shaped boxes indicate Program Specific Screens

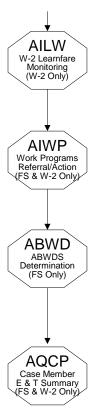
Section

Mandatory

Detail-1

Detail-2

Conclude Interview cont.



Tran to:

AGPT: BadgerCare Premium Payment Tracking

AGRR: Restrictive Re-Enrollment Information

Revised: 06/05/2002

CARES Category Codes

CODE	DESCRIPTION	CAT NDY	MED NDY
ADCP	AFDC WNW Unemployed Parent. This is no longer built in CARES as of 4/1/98.		N/A
ADCR	"Regular" AFDC. This was built around a target child who has at least one parent who is absent, or incapacitated, or is an offender working without pay. This is no longer built in CARES as of 4/1/98.		N/A
ADCS	AFDC VSP Unemployed Parent. This is no longer built in CARES as of 4/1/98.	N/A	N/A
ADCU	AFDC using unemployed parent rules. If the target child has both parents present in the home, and neither is incapacitated or an offender working without pay, SFU will build ADCU. This is no longer built in CARES as of 4/1/98.	N/A	N/A
ADCV	AFDC VSP Regular. This is no longer built in CARES as of 4/1/98.	N/A	N/A
ADCW	AFDC WNW Regular. This is no longer built in CARES as of 4/1/98.		N/A
ADCX	ADCX is built when AFDC is requested, and CARES is running for a month when AFDC existed in Wisconsin (before 4/1/98), and CARES can't find a child or pregnant woman could potentially be eligible.	N/A	N/A
ADCZ	ADCZ is built when CARES is running for a month before 4/1/98, and AFDC is not requested on ACPA.		N/A
ВС	BadgerCare is built during MA Failure logic, with the Primary Person as the target.		N/A
вс х	BadgerCare was requested, but no one in the household meets basic eligibility requirements.	N/A	N/A
BC Z	BadgerCare was not requested.	N/A	N/A
СС	Child Care is built around a child (see the SFU section for details). If the group is eligible, then CARES passes information to the Child Care Payment (CCPS) subsystem, which tracks attendance and issues payments to providers.	N/A	N/A
сс х	Child Care was requested, but no one in the household meets basic eligibility requirements.		N/A
CC Z	Child Care was not requested.		N/A
FC	Family Care is built around an elderly and/or disabled adult target.	N/A	N/A
FS	Food Stamps for a "regular" household.	N/A	N/A

CODE	DESCRIPTION	CAT NDY	MED NDY
FS E	Food Stamps for an elderly and disabled household. FS E is built when there is at least one person in the household who is both elderly and disabled who can't purchase and prepare food separately because of his/her disability (as entered on ANDI), and the household requests (on ACPA) a separate determination for this person and his/her spouse.		N/A
FS W	Food Stamps – Work Not Welfare cashed out benefits. This is no longer built in CARES as of 4/1/98.	N/A	N/A
FS X	FS X is built when FS are requested, but the Primary Person (who is always the target for FS) isn't a valid target – usually because s/he is in an invalid living arrangement, such as a nursing home.	N/A	N/A
FS Z	FS were not requested.	N/A	N/A
MAOR	AFDC related MA only. This is categorically needy MA, built around a target child who has at least one absent parent, or who has both parents in the home but at least one of them is incapacitated (entered on ANIC) or is an offender working without pay (entered on ANDC).		
MAOU	AFDC related MA only. This is categorically needy MA, built around a target child who has both parents present in the home, and neither parent is incapacitated or an offender working without pay. Non-financial eligibility is tested under unemployed parent rules.		
MA P	WNW Unemployed Parents MA. This is no longer built in CARES.	Χ	
MA R	Medical Assistance using AFDC cash assistance rules. This is categorically needy MA, built around a target child who has at least one absent parent, or who has both parents in the home but at least one of them is incapacitated (entered on ANIC) or is an offender working without pay (entered on ANDC). Groups are built and non-financial eligibility is determined using the same rules that were in place for AFDC as of July 1996.		
MA U	Medical Assistance using AFDC cash assistance rules, for Unemployed Parent AGs. This is categorically needy MA, built around a target child who has both parents present in the home, and neither parent is incapacitated or an offender working without pay. Non-financial eligibility is tested under unemployed parent rules. Groups are built and non-financial eligibility is determined using the rules that were in place for AFDC as of July 1996.	x	
MA W	WNW MA Regular includes WNW for incapacitated parents. This is no longer built in CARES.		N/A
MA X	MA was requested, but no one in the household meets basic eligibility requirements.		N/A
MA Z	MA was not requested. N/A		N/A

CODE	DESCRIPTION	CAT NDY	MED NDY
MCWA	Community Waivers; CIP 1A. This is built based on information entered on ANCW; the target will be the person for whom waiver type "IA" is entered.	N/A	N/A
MCWB	Community Waivers; CIP 1B. This is built based on information entered on ANCW; the target will be the person for whom waiver type "IB" is entered.		N/A
MCWC	Community Waivers; Community Supported Living. This is built based on information entered on ANCW; the target will be the person for whom waiver type "SL" is entered.	N/A	N/A
MCWE	Community Waivers; CIP CCE Care for the Elderly. This is built based on information entered on ANCW; the target will be the person for whom waiver type "CE" is entered.	N/A	N/A
MCWI	Community Waivers; Brain Injury. This is built based on information entered on ANCW; the target will be the person for whom waiver type "BI" is entered.	N/A	N/A
MCWP	Community Waivers through PACE. This is built based on information entered on ANCW; the target will be the person for whom waiver type "PA" is entered.	N/A	N/A
MCWR	Community Waiver through PARTNERSHIP. This is built based on information entered on ANCW; the target will be the person for whom waiver type "PR" is entered.		N/A
MCWT	Community Waivers CIP-II. This is no longer built in CARES.	N/A	N/A
MCWW	Community Waivers; COP/CIP II. This is built based on information entered on ANCW; the target will be the person for whom waiver type "OP" is entered.	Х	
ME C	Extension; increased child support income. This is built when MA R/U (or, when running for a month on or before 4/1/98, ADCR/U) closes and one of the reason codes for the closure is increased child support income.	X	
ME D	Extension; loss of \$30. This is built when MA R/U (or, when running for a date on or before 4/1/98, ADCR/U) closes, and the reason for the closure was increased net income because of the expiration of the \$30 earned income disregard. (Note that this extension is no longer built unless running with dates.)	X	
MEI	Extension; increased earned income. This is built when MA R/U (or, when running for a date on or before 4/1/98, ADCR/U) closes, and the reason for the closure is increased income from employment or self-employment.	X	

CODE	DESCRIPTION	CAT NDY	MED NDY
ME P	Extension; pregnancy. When a woman has been confirmed eligible in any kind of Medical Assistance, and then the AG in which she's eligible closes, CARES builds an extension for her. The reason for the closure might be increased income, or the end of the pregnancy, or many other reasons. If the AG in which she was eligible was categorically needy, CARES builds ME P. (See also NE P.)	х	
MES	Extension; loss of \$30+1/6. This was built when MA R/U (or, when running for a date on or before 4/1/98, ADCR/U) closes, and the reason for the closure was increased net income because of the expiration of the \$30+1/6 earned income disregard. (Note that this extension is no longer built unless running with dates.)	X	
MET	Extension; loss of \$30+1/3. This is built when MA R/U (or, when running for a date on or before 4/1/98, ADCR/U) closes, and the reason for the closure is increased net income because of the expiration of the \$30+1/6 earned income disregard.	Х	
ME W	Transitional Medical Assistance. This is no longer built in CARES.	X	
MHSC	Categorically needy Healthy Start; this is built around a target child who is under 6 years old. Any full siblings of the target child will also be potentially eligible in the group, if they are also under 6 years old. This group may be built in the initial run of SFU, if MA is not requested but Healthy Start is requested. The AG may also be built in failure logic, under SFU and/or FFU rules.	X	
MHSN	Categorically Needy Healthy Start; this is built around a target child who is at least 6 years old but not yet 19. Any full siblings of the target child will also be potentially eligible in the group, if they are also at least 6 years old but not yet 19. This group may be built in the initial run of SFU, if MA is not requested but Healthy Start is requested. The AG may also be built in failure logic, under SFU and/or FFU rules.	X	
MHSP	Categorically Needy Healthy Start; this is built around a target who is a pregnant woman. No one else can be potentially eligible in the group. This group may be built in the initial run of SFU, if MA is not requested but Healthy Start is requested. The AG may also be built in failure logic, under SFU and/or FFU rules.	X	
MI A	Institution; AFDC related. This is built around a target who is under 22 years old and residing in an institution (but not an IMD, State Mental Hospital, or Inpatient Psychiatric Facility). No one else is potentially eligible in this group; others may be pulled in with various ineligible participation statuses.	X	

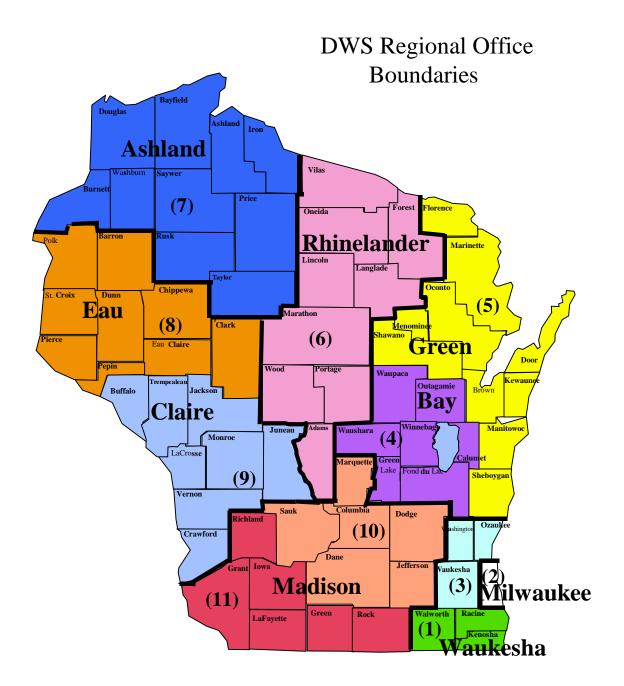
CODE	DESCRIPTION	CAT NDY	MED NDY
MI C	Institution case; "503" type. This is built around a target who resides in an institution, and who also has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of an SSA COLA increase.	Х	
MI D	Institutions case; disabled adult child (DAC). This is built around a target who resides in an institution, and who also has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of the receipt of Disabled Adult/Child benefits.	X	
мі м	Institution case; child under 21 in an IMD. This is built around a target that is under 22 and residing in an IMD, State Mental Hospital or Inpatient Psychiatric Facility. If the person is exactly 21, and has been in the IMD since before turning 21, s/he can also be potentially eligible.	X	
MI P	Institutional PACE. This is built around a target that is 22 and above and/or blind or disabled and is not living in a State Mental Hospital or Inpatient Psychiatric Facility or IMD.	X	
MIR	Institutional PARTNERSHIP. This is built around a target that is 22 and above and/or blind or disabled and is not living in a State Mental Hospital or Inpatient Psychiatric Facility or IMD.	Х	
MI S	Institution case; SSI related. This is built around a target who resides in an institution (but not in an IMD) and is at least 21 years old. The person must also be at least 65 or blind or disabled (as entered on ANDI).	Х	
МІТ	Institution case; widow/widower (II). This is built around a target who resides in an institution, and who also has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of early entitlement to Widow(er)s benefits under Title II.	Х	
MI W	Institution case; widow/widower, Pickle case (I). This is built around a target who resides in an institution, and who also has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of the 1983 change in actuarial formula.	X	
MN	Continuously eligible newborn. This is categorically needy MA, built around a target who has information entered on ANNB.	Χ	
MP A	SSI-R MA for Widow(er)s II. This is no longer built in CARES.	Х	
MP C	SSI related; "503" type. This is categorically needy MA, built around a target who has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of an SSA COLA increase.	Х	

CODE	DESCRIPTION	CAT NDY	MED NDY
MP D	SSI related; disabled adult child (DAC). This is categorically needy MA, built around a target who has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of the receipt of Disabled Adult/Child benefits.	Х	
MPT	SSI related; widow/widower (II). This is categorically needy MA, built around a target who has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of early entitlement to Widow(er)s benefits under Title II.	X	
MP W	SSI related; widow/widower, Pickle case (I). This is categorically needy MA, built around a target who has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of the 1983 change in actuarial formula.	X	
MS	SSI Related. This is categorically needy MA built around a person who is at least 65 years old, or blind or disabled (as entered on ANDI).	Χ	
MT W	WNW Transitional Medical Assistance. This is no longer built in CARES.	Х	
NAOR	AFDC related MA only. This is medically needy MA, built around a target child who has at least one absent parent, or who has both parents in the home but at least one of them is incapacitated (entered on ANIC) or is an offender working without pay (entered on ANDC). There may or may not be a deductible to meet.		X
NE P	Extension; pregnancy. When a woman has been confirmed eligible in any kind of Medical Assistance, and then the AG in which she's eligible closes, CARES builds an extension for her. The reason for the closure might be increased income, or the end of the pregnancy, or many other reasons. If the AG in which she was eligible was medically needy, CARES builds NE P. (See also ME P.)		Х
NHSC	Medically needy Healthy Start; this is built around a target child who is under 6 years old. Any full siblings of the target child will also be potentially eligible in the group, if they are also under 6 years old. This AG is built in failure logic, under SFU and/or FFU rules. There may or may not be a deductible to meet.		X
NHSP	Medically needy Healthy Start; this is built around a target who is a pregnant woman. No one else can be potentially eligible in the group. This AG is built in failure logic, under SFU and/or FFU rules. There may or may not be a deductible to meet.		Х
NN	Continuously Eligible Newborn. This is medically needy MA, built around a target who has information entered on ANNB.		Х

CODE	DESCRIPTION	CAT NDY	MED NDY
NP C	SSI related; "503" type. This is medically needy MA, built around a target who has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of an SSA COLA increase. There may or may not be a deductible to meet.		X
NP D	SSI related; disabled adult child (DAC). This is medically needy MA, built around a target who has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of the receipt of Disabled Adult/Child benefits. There may or may not be a deductible to meet.		X
NP T	SSI related; widow/widower (II). This is medically needy MA, built around a target who has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of early entitlement to Widow(er)s benefits under Title II. There may or may not be a deductible to meet.		х
NP W	SSI related; widow/widower, Pickle case (I). This is medically needy MA, built around a target who has information entered on ANPS, indicating that s/he is a former SSI recipient who stopped receiving SSI because of the 1983 change in actuarial formula. There may or may not be a deductible to meet.		X
NS	SSI related. This is medically MA built around a person who is at least 65 years old, or blind or disabled (as entered on ANDI). There may or may not be a deductible to meet.		х
QDWI	Qualified Medicare Beneficiary; Qualified Disabled Working Individuals. This will be built around a person who has failed all other MA (including QMB), and who is entitled to Medicare Part A (entered on AFMD), and who has a QDWI referral from SSA (entered on ANBR).	N/A	N/A
QMB	Qualified Medicare Beneficiary; QMB only. This will be built around a target who Requests QMB and is non-financially eligible for MA (is aged, or blind, or disabled) and is entitled to Medicare Part A (entered on AFMD), and	N/A	N/A
	doesn't live in a nursing home.		

CODE	DESCRIPTION		MED NDY
	Qualified Medicare Beneficiary; QMB for special MA cases. This will be built around a target who		
	requests QMB and		
QMBN	• is entitled to Medicare Part A (entered on AFMD), and	N/A	N/A
	• is non-financially eligible for MA (is aged, or blind, or disabled) and		
	lives in a nursing home.		
	SLMB; Special Low Income Medicare Beneficiaries. This is built around a target person who		
SLB	is non-financially eligible for MA (is aged, or blind, or disabled) and	N/A	N/A
	is receiving Medicare Part A (entered on AFMD).		
ww c	This is W-2 for persons who may qualify for an employment position – i.e. there is a child in the home who is in the legal custody of the Primary Person or the PP's spouse. A child will be the target of this group; see the section of the CARES Guide that deals with SFU logic.		N/A
WW N	This is W-2 for non-custodial parents; it is built around the person who is specified as the target on ACPA.		N/A
WW P	This is W-2 for a pregnant woman with no born children; it is built around the person specified as the target on ACPA.	N/A	N/A
ww m	This is W-2 for minor parents; it is built around the person specified as the target on ACPA.	N/A	N/A
ww x	W-2 was requested, but no one in the household meets basic eligibility requirements.	N/A	N/A
ww z	W-2 was not requested.	N/A	N/A

Section 1 – CARES Common Functions & Eligibility Determination Appendix 10, Version 6 – DWS Regions and WDAs



On the Map:

- DWS Regions are outlined in heavy black lines.
- WDAs are numbered in parenthesis and are colored.

Section 1 – CARES Common Functions & Eligibility Determination

Appendix 10, Version 6 – DWS Regions and WDAs

DWS Region		Counties	
	Ashland	Bayfield	Burnett
	Douglas	Iron	Price
Ashland	Rusk	Sawyer	Taylor
	Washburn	Bad River Tribe	Lac Courte Oreilles Tribe
	Red Cliff Tribe	St. Croix Tribe	
	T n	D " 1	l ou :
	Barron	Buffalo	Chippewa
	Clark	Crawford	Dunn
Eau Claire	Eau Claire	Jackson	Juneau
	LaCrosse	Monroe	Pepin
	Pierce	Polk	St. Croix
	Trempealeau	Vernon	HoChunk Tribe
	Brown	Calumet	Door
	Florence	Fond du Lac	Green Lake
	Kewaunee	Manitowoc	Marinette
Green Bay	Menominee	Oconto	Outagamie
	Shawano	Sheboygan	Waupaca
	Waushara	Winnebago	Menominee Tribe
	Oneida Tribe	Stockbridge-Munsee Tribe	
	Calumahia	Dana	Dadas
	Columbia	Dane	Dodge
Madison	Grant	Green	lowa
	Jefferson	Lafayette	Marquette
	Richland	Rock	Sauk
Milwaukee	Milwaukee		
	1	1_	1
	Adams	Forest	Langlade
Rhinelander	Lincoln	Marathon	Oneida
· · · · · · · · · · · · · · · · · · ·	Portage	Vilas	Wood
	Lac du Flambeau Tribe	Potawatomi Tribe	Sokaogon Tribe
	Kenosha	Ozaukee	Racine
Waukesha	Walworth	Washington	Waukesha
	· · · · · · · · · · · · · · · · · · ·	TTUOTHINGTOIT	Traditoona

DWS Regions and Area Administrators		
Ashland	JoAnn Schmidt	
Eau Claire	JoAnn Schmidt	
Green Bay	(vacant at this time)	
	Christina Martin (acting)	
	(vacant at this time)	
	Linda Diedrich (acting)	
	Christina Martin (acting)	

Section 1 – CARES Common Functions & Eligibility Determination Appendix 10, Version 6 – DWS Regions and WDAs

WDA	Counties/Consortiums	
WDA 1	Kenosha, Racine, Walworth	
WDA 2	Milwaukee	
WDA 3	WOW Consortium (Washington, Ozaukee, Waukesha)	
WDA 4	Calumet, Fond du Lac, Green Lake, Outagamie, Waupaca, Waushara, Winnebago	
WDA 5	Lakeshore Consortium (Manitowoc, Sheboygan), Bay Area Consortium (Florence, Menominee, Kewaunee, Brown, Door,) Shawano, Oconto, Marinette	
WDA 6	Northern Consortium (Vilas, Oneida, Forest, Lincoln, Langlade), PAW Consortium (Portage, Adams, Wood), Marathon	
WDA 7	Douglas, Bayfield, Iron, Burnett, Rusk, Taylor, Washburn/Sawyer Consortium, Ashland/Price Consortium	
WDA 8	Polk, Barron, Dunn, Pepin, Chippewa, Eau Claire, Clark, St. Croix/Pierce Consortium	
WDA 9	Buffalo, Trempealeau, LaCrosse, Vernon, Crawford, Juneau/Jackson/Monroe Consortium	
WDA 10	Columbia, Jefferson, Capital Consortium (Dane, Dodge, Sauk, Marquette)	
WDA 11	Rock, Southwest Consortium (Grant, Green, LaFayette, Iowa, Richland)	

Section 1 – CARES Common Functions and Eligibility Processing

Appendix 11, Version 3 - Menus & Screens

Note: This listing of menus and screens is in draft and was last updated on 03/30/2005. It may not reflect the most recent screen additions or deletions. The most accurate listing will always be the CARES system itself. This appendix is for general reference. Shaded menu items denote items that were on a specific menu at one time but were removed. They remain on this document for historical purposes.

Items in **RED** indicate a main menu. Items in **BLUE** indicate a submenu. This is a rolling menu and therefore does not have headers on each page. Menu items should be read from left to right.

MNMS – SYSTEM SELECTION MENU				
1. MNCR – Client Registration Menu	1. MNIR – Initiate RFA (1 of 3)	1. CRIN – RFA Information		
•	, ,	2. CRAD – RFA Alternate Addresses		
		CRIR – Primary Person Information		
		4. CRAL – AKA Names/SSN Registration		
		5. CRCR – Individual Clearance Results		
		6. CRPC – Prior Contacts List		
		7. CVCR – RFA Information - Conversion		
		8. CRRE – Collect Race Information		
	2. MNIF – Initiate RFA (2 of 3)	CRAR – Request AFDC Information		
		2. CRSR – SSF Requirements		
		3. CRID – SSF Individual Demographics		
		4. CRTT – Two-Tier Screening Data		
		5. CRES – Priority Services Interview		
		Determination		
		6. CRGR – General Relief Tracking		
		7. CRRF – Agency Referrals		
		8. CRCA – Print CARES Application		
	3. MNSI – Special PIN Information	CREF – Create Cross-reference		
	4. MNRN – Register CF/WtW/WAA	CRPR – CF/WtW/WAA Registration		
	4. WHITH - Register Of /WW/WAA	Information		
		2. CRWT – WtW Eligibility Determination		
		3. CRWA – WAA Eligibility Validation		
		4. CRWP – CF/WtW/WAA Referral		

Section 1 – CARES Common Functions and Eligibility Processing

			
	5. CRFC – LTC Options Screening (1 of 2)		
	6. CRFD – LTC Options Screening (2 of 2)		
2. MNAE – Application Entry Main Menu	MNII – Initiate Interview Menu	1. ASII – Intake	
		2. ASAA – Asset Assessment	
		3. ASIC – Intake Conversion	
		ASBC – Benefit Recovery Conversion	
		ASER – Eligibility Review	
		6. ASRC – Reactivate Case	
	_	7. CVWW – AFDC to W-2 Conversion	
		8. CVCH – CCPS to W-2 Conversion	
	<u> </u>	ANRQ – Eligibility Review Question	
	<u> </u>	9. AIVING LIIGIDIIITY NOVIOW QUOSIIOTI	
	2. MNCH – Case Household Information Menu	1. ACCC – Case Comments	
		2. ACCH – Case Household Information	
		3. ACRQ – Mailing Address/Legal	
		Guardian/Authorized Rep Questions	
		4. ACDP – Designated Payee	
		5. ACPA – Program of Assistance	
		6. ACPS – Evaluate Priority Service	
		7. ACMA – Case Mailing Address	
		8. ACWW – Work Not Welfare Request	
		9. ACWI – Wisconsin Works (W-2)	
		Information	
		10. ACCR – CC Referral Tracking	
	3. MNNF – Non-financial Information (1 of 2)	1. ANID – Individual Demographic - 1 of 3	
		2. AIAL – Alias Names and SSNs	
		3. AIPC – Prior Contact	
		4. ANLA – Living Arrangement	

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	5. ANDA – Individual Demographic –
	2 of 3
	6. ANDC – Individual Demographic –
	3 of 3
	7. ANBR – Benefits Received (1 of 2)
	8. ANBC – Benefits Received (2 of 2)
	9. ANAR – Alien/Refugee
	10. ANAS – Alien/Refugee Sponsor
	11. ANKF – Manual Child Care Eligibility
	for KC/FC Children
	12. AIRE – Collect Race Information
4. MNNC – Non-financial Information (2 of 2)	ANIQ – Nonfinancial Questions
	2. ANPI – Pregnancy
	3. ANIC – Incapacitation
	4. ANDI – Disability
	5. ANPS – Prior SSI
	6. ANNB – Newborns
	7. ANDF – Drug Felon
	8. ANSE – School Enrollment
	9. ANHR – Household Relationship
	10. ANCI – Child Care Participation
	Information
	11. ANHQ – Subsidized Housing Question
	12. ANLQ – Long Term Care Question
5. MNIC – Institutions/Community Waivers Menu	ANII – Medical Institutions
	2. ANCW – Community Waivers
	ANSI – Spousal Impoverishment
	4. ANFR – Family Care
	5. ANMC – Managed Care
	6. ANMR – Medicaid Purchase Plan
	7. ANWD – Work Exemption Details

Section 1 – CARES Common Functions and Eligibility Processing

O BRIAD AL AD ALL C	
6. MNAP – Absent Parent Information Menu	APGI – Absent Parent General (1 of 2)
	2. APAA – Absent Parent General (2 of 2)
	3. APEI – Absent Parent Employment
	4. APCO – Absent Parent Court Order
	5. APNC – Absent Parent Cooperation
7. MNWR – Welfare Reform Menu	AIWC – Wisconsin Works (W2) – Clocks
	2. AIWO – Create Wisconsin Works (W2)
	Clock
	AIWE – Create W2 Clock Extensions
	ANCE – Children Residing Elsewhere
	5. ANPD – PFR Assignment
	6. ANTR – Two Tier Residency
	•
	7. ANTA – Two Tier Assignment
	8. ACLO – Record LF Orientation
	9. AIDL – Record LF Expansion
	10. ANFC – Family Cap
	11. ACWT – Work and Training
	12. ACWO – Work and Training Override
	13. AGSC – Significant Change
	14. ACAB – AFDC Benefit Cap
	Assignment
	15. ACMO – PFP Requirements Monthly
	Tracking
8. MNAI – Asset Information Menu	AAAQ – Asset Questions
	2. AALQ – Liquid Asset Questions
	3. AAVA – Vehicle Assets
	4. AALA – Liquid Assets
	5. AAPP – Personal Property
	6. AALI – Life Insurance
	7. AALS – Lump Sum Income
	8. AABA – Burial Assets
	9. AARP – Real Property
	o. 70 iti Todi i Topolty

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	10. AAAT – Asset Transfer/Divestment	
	11. AAAA – Asset Assessment	
	12. AARW – SRA Withdrawal	
9. MNIE – Income and Expense Information Menu	1. MNEI – Employment Information Menu	AFEQ – Employment Questions
		2. AFEI – Employment
		3. AFSE – Self Employment
		4. AFBW – Impaired Work
		Expenses (note: used to say Blind Work Expenses)
		5. AFLE – Loss of Employment
		6. AFWS – Work Supplementation
		7. AFNC – Non-cooperation
		Info
	2. MNUI – Unearned Income Menu	AFUQ – Unearned Income Questions
		2. AFUI – Unearned Income
	3. MNEA – Educational Aid and Expense Menu	AFAQ – Educational Question
		AFEA – Educational Aid Information
		3. ANSP – SSI Aid Information
	4. MNRB – Room and Board Menu	AFRQ – Room and Board Questions
		AFRE – Room and Board Earnings
		3. AFRP – Room and Board Paid

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Т		E MAIDO Described Occasion and	4 AFDO December Com
		5. MNDC – Dependent Care/Support	1. AFDQ – Dependent Care
		Payment Menu	Questions
			2. AFDC – Dependent Care
			Expenses
			3. AFSP – Support Payments
		6. MNME – Medical Information Menu	AFMQ – Medical Questions
			2. AFME – Medical Expenses
			3. AFMD – Medicare
			4. AFMC – Medical Insurance
			Coverage
			5. AFMI – Medical Insurance
			Individual Coverage
			4 AFCO Chaltan and Hillis
		7. MNSU – Shelter and Utility Menu	AFSQ – Shelter and Utility
		,	Questions
			2. AFSC – Shelter Cost
			3. AFUC – Utility Cost
			4. AFTQ – Standard Utility
			Allowance Questions
	40 AODE D 4 EE 31 313		
	10. ACRE – Request Eligibility		
	Redetermination		
	11. MNAG – Assistance Group		
	nformation Menu	1. AGWH – Work History	AGWQ – AG Work Quarters
		2. AGBI – Benefit Issuance	
		3. AGVP – Vendor Payment	
		4. AGET – EFT	
		5. AGDD – Direct Deposit	
		6. AGPP – TMA Premium Payment	
		7. AIBC – Budget Cycle History	
		8. AGVS – VSP Vendor Information	
	12 MNCL Conclude Interview Marris	ACPQ – Protective/Alternate	
1	12. MNCI – Conclude Interview Menu	Payee/Authorized Buyer Questions	

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	AILM – Learnfare Monitoring
	3. ACEC – Expected Change
	4. AIRF – Agency Referrals
	5. AGVC – Verification Checklist
	6. ACCP – CAF Print Request
	7. AGEC – Eligibility Confirmation
	8. AIWP – Work Programs Referral/Action
	9. AILW – W-2 Learnfare Monitoring
	10. ACTP – W-2 Two Parent Participation
	11. ABWD – ABAWDs Determination
	12. AGEV – Employer Verification
	Checklist/Extension Request
13. MNSC – Special Case Information Menu	ACCT – County Transfer
	AIME – Override Earned Inc. Disregard
	3. AIAP – AFDC IPV Sanction
	4. AIIP – Food Stamp IPV Sanction
	5. AILS – Override Lump-Sum Ineligibility
	6. AIWS – Work Program Sanction
	7. AILP – Learnfare Pre-Sanction
	8. AILF – Learnfare Sanction
	9. AIQC – Quality Control Sanction
	10. AGMD – Establish MA Deductible
	11. AGTM – Track MA Deductible
	12. ACSM – Simulation
	13. SFRC – Eligibility Reconciliation
	14. AIFE – End Fail to Enroll Sanction
	15. ACPT – Pre W-2 Participant Tracking
	16. AISA – Strike Assignment
	17. AlJR – Job Readiness Flow
	18. AILC – Override CTS Lump-sum
	Ineligibility
	19. AIDE – Override AFDC Earned Income
	Disregard

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	20. AICE – Override CTS Earned Income
	Disregard
	21. ACMP – Caretaker Supplement MNL
	Payment
	22. ACSC – County Self Transfer
44 MNIMO Work Ontions Manu	ACEO – W-2 Potential Eligibility
14. MNWO – Work Options Menu	Options
	2. ACFO – Workflow Options
	3. AIPO – Pre-W-2 Requirements Options
	ASCO – Continue Intake Options
	5. ACPE – W-2 Potential Eligibility
15. MNOR – Eligibility Override Menu	AGOE – AG Eligibility Override
	AIOE – Individual Eligibility Override
	3. AGFB – FS Budget Override
	AGOR – AG Override Review Date
16. MNAQ – Application Entry Queries Menu	AQCS – Case Summary
	AQCM – Case Member History
	AQAS – Assistance Group Summary
	AQAM – Assistance Group Member
	History
	AQAE – Assistance Group Eligibility
	History
	AQIP – Individual Participation History
	7. AQIE – Individual Eligibility History
	8. AQIN – Individual Name Match
	9. AQCW – Case Waiver Summary
	10. AQOE – AG Eligibility Override History
	11, AQOI – Indiv Eligibility Override History
	12. ACDF – Case Query Driver
	13. AQCT – Census Tract Query

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		14. AQCP – Work Program Participation	Note: Screen says "Case Member Employment & Training Summary".
		15. AQCX – Strike Summary	
		16. AQWI – W-2 Placement Summary	
		17. ANRH – Eligibility Review History	
		18. AQEF – Employer FEIN Find Function	
	17. MNAB – BadgerCare Menu	AGHC – BadgerCare MA-DED Choice	
	Note: Screen says "BadgerCare/MAPP Menu"	2. AFAC – Access to Medical Insurance	
		3. AGRR – Restrictive Re-enrollment Info	
		AGPT – Premium Tracking	
		5. AGPI – BadgerCare Premium Payer Info	
		6. AGPC – Premium Collection	
		7. ANQB – Quit BadgerCare Info	
3. MNSF – Standard Filing Unit Main Menu	1. SFMS – Mini-SFU Process		
	2. SFED – SFU & ED/BC		
	3. SFCD – SFU Composition Display		
	4. SFCC – SFU Composition Change		
	5. SFOR – Conc_Upd_Override		
	6. SFEX – Power Cascade		
	7. SFCS – SFU Cascade Summary		
	8. SFIC – Indv Composition Summary		
	9. SFSC – SeniorCare SFU & ED/BC		
4. MNED – ED/BC Main Menu	1. MNGR – General Eligibility Results	EESI – Eligibility Summary	
	I III Con Contrar Engineery (Country	EEND – Nonfinancial Eligibility	
		Determination	
		3. EEAD – Asset Eligibility Determination	
		4. EEIE – Income Eligibility Summary	
		5. EEVC – Verification Checklist	

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2. MNAF – AFDC Income Eligibility Menu (1 of 2) 1. EALS – AFDC Lump Sum Budget 2. EAPD – AFDC Parent/Step-Parent Deeming Budget 3. EAAD – AFDC Alien Sponsor Deeming Budget 4. EAII – AFDC Individual Income Budget 5. EAGT – AFDC Gross Income Test 6. EANT – AFDC Net Income Test
Deeming Budget 3. EAAD – AFDC Alien Sponsor Deeming Budget 4. EAII – AFDC Individual Income Budget 5. EAGT – AFDC Gross Income Test
Deeming Budget 3. EAAD – AFDC Alien Sponsor Deeming Budget 4. EAII – AFDC Individual Income Budget 5. EAGT – AFDC Gross Income Test
3. EAAD – AFDC Alien Sponsor Deeming Budget 4. EAII – AFDC Individual Income Budget 5. EAGT – AFDC Gross Income Test
Budget 4. EAII – AFDC Individual Income Budget 5. EAGT – AFDC Gross Income Test
4. EAII – AFDC Individual Income Budget 5. EAGT – AFDC Gross Income Test
5. EAGT – AFDC Gross Income Test
C. FANT. AFDC Net Income Test
1 6. EAN I – AFDC NET INCOME TEST
7. EABC – AFDC Benefit Cap
8. EAGD – AFDC Grant Determination
Budget
9. EAGS – AFDC Grant Deter. Budget
(Two-Tier)
10. EWNW – AFDC WNW Grant Deter.
Budget
11. EARB – AFDC Reconciliation Budget
12. EAWS – Work Supplementation
Budget
3. MNAD – AFDC Income Eligibility Menu (2 of 2) 1. EAVP – AFDC VSP Grant Budget
4. MNAR – AFDC-Related MA Income 1. ERII – AFDC-Related MA/TMA
Eligibility Menu Individual Income Budget
2. ERFI – FFU MA Individual Income Budget
3. ERED – AFDC-Related MA Eligibility Test
4. ETMA – TMA Eligibility Test
5. MNSR – SSI-Related MA Income 1. ESII – SSI-Related MA Individual
Eligibility Menu Income Budget
2. ESPD – SSI-Related MA Deeming
Budget
3. ESED – SSI-Related MA Eligibility Test

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6. MNLT – Long Term Care Income	EIED – Institution MA Income Eligibility
Eligibility Menu	Determination
	2. EISI – Institution Spousal
	Impoverishment Income Allocation Budget
	EIPL – Institution Patient Liability
	Budget
	4. ECED – CW MA Income Eligibility
	Determination
	ECSI – CW Spousal Impoverishment
	Income Allocation Budget
	6. ECFA – CW Family Maintenance
	Allowance Budget
	7. ECSC – CW Cost Share Budget
	8. EFSC – FC Cost Share Budget
	9. EFSI – FC Spousal Impoverishment
	Income Allocation Budget
	10. EFRD – FC Non-medicaid Resource
	Details
7. MNBC – BadgerCare Income	EBII – BadgerCare Individual Income
Eligibility Menu	Budget
Eligibility World	2. EBED – BadgerCare Eligibility
	Determination
	Determination
	EFSD – FS Sponsor Deemed Income
8. MNFS – FS Income Eligibility Menu	Budget
	2. EFGT – FS Gross Income Test
	3. EFNT – FS Net Income Test
	4. EFAD – FS Allotment Determination
	Budget
	5. EFTF – Transitional FS/FS Choice
	Screen
9. MNAM – AFDC-MA Financial	1. EMLS – AFDC-MA Lump Sum Budget
Eligibility Menu	p 0p 0

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	EMPD – AFDC-MA Parent/Stepparent
	Deem Budget
	3. EMAS – AFDC-MA Alien Sponsor
	Deeming Budget
	4. EMII – AFDC-MA Individual Income
	Budget
	5. EMGT – AFDC-MA Gross Income Test
	6. EMNT – AFDC-MA Net Income Test
	7. EMGD – AFDC-MA Budget Test
	8. EMAT – AFDC-MA Asset Eligibility
	Determination
10. MNWI – W-2 Financial Eligibility	EWGT – W-2 Gross Inc Test/Projected
Menu	Payment
	2. EWII – W-2 Individual Income
	3. EWAT – W-2 Asset Eligibility
	Determination
11. MNCJ – Child Care Financial Eligibility Menu	ECGT – Child Care Gross Income Test
	ECII – Child Care Individual Income Budget
	3. ECAT – Child Care Asset Eligibility Test
	3. ECAT – Child Care Asset Eligibility Test
40 BINOT OTO Financial Flightlife	
12. MNCT – CTS Financial Eligibility Menu	1. ECRD - C15 Recipient Determination
	ECPD – CTS Parent/Stepparent Deem
	Budget
	3. ECAS – CTS Alien Sponsor Deeming
	Budget
	ECTI – CTS Individual Income Budget
	5. ECTG – CTS Gross Income Test
	6. ECNT – CTS Net Income Test
	7. ECGD – CTS Budget Test and Grant
	Determination
	8. ECLS – CTS Lump Sum Budget

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	13. MNMP – MAPP Income Eligibility	1. EMPI – MAPP Individual Income	
	Menu	Budget	
	Meria	EMED – MAPP Eligibility Determination	
		2. EMED - MAFF Eligibility Determination	
5. MNCS - Client Scheduling Menu	MNCA – Client Scheduling Submenu A	CSDS – Worker Daily Schedule	
		CSAS – Appointment Scheduler	
		3. CSWR – Work Program Group	
		Scheduling	
		4. CSSD – Standard Days	
		5. CSSL – Standard Day Listing	
		6. CSMS – Monthly Schedule	
		7. CSNM – Appointment Name Match	
		CSHS – Scheduling History	
	2. MNCB – Client Scheduling Submenu B	CSRS – Receptionist Check In	
		CSRL – Receptionist Waiting List	
		3. CSWL – Worker Waiting List	
		CSWD – Service Site Waiting List	
		5. CSCR – Client Registration Waiting List	
		6. CSRD – Round Robin Standard Days	
		7. CSRM – Round Robin Monthly	
		Schedule	
		CSNX – Round Robin Waiting List	
		CSRR – Round Robin Appointment List	
		10. CSUM – Round Robin Unit	
		Maintenance	
C. MNON. Olient Nationa Maria	CNFL – Create Free Format Letter		
6. MNCN - Client Notices Menu			
	2. CNSL – Create Standard Text		
	Letter		
	3. CNIN – Identify/Suppress Requests		
	4. CNHS – View Notice/Letter History		

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	5. CNAS – Maintain Standard Text		
	Table		
	6. CCDN – CC Daily Notice Trigger		
	, , , , ,		
7. MNCM – Caseload Management Menu	1. MNSA – System Alerts Menu	CMWA – All System Alerts	
		CMWA – Overdue Elig. Determination Alerts	
		3. CMWA – Eligibility Alerts	
		4. CMWA – Benefit Issuance Alerts	
		5. CMWA – Information Alerts	
		6. CMWA – Work Program Alerts	
		7. CMWA – SSF/PFP Alerts	
		8. CMWA – Child Care Alerts	
		9. CMAH – Alert History	
		10. CMMA – Move Outstanding User	
		Alerts	
		11. CMCR – Customized Alert Request	
	2. CMCC – Case Comments		
	3. CMMM – Send Mail Message		
	4. CMVM – View/Clear Mail Messages		
	5. CMFH – Maintain Fair Hearing Information		
	6. CMVH – View Fair Hearing Information		
	2. MNOC – Maintain Office, County, Location	CMCL – County/Tribe Listing	
		2. CMCO – County/Tribe Maintenance	
		3. CMOL – Office Listing	
		4. CMOF – Office Maintenance	
		5. CMLL – Location Listing	
		6. CMLO – Location Maintenance	

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	3. MNUN – Maintain Units and	1. CMAM – Administrative Unit
	Caseloads	Maintenance
	Casellaus	CMAQ – Administrative Unit Query
		3. CMSM – Supervisory Unit Maintenance
		4. CMSQ – Supervisory Unit Inquery
		5. CMCM – Caseload Maintenance
		6. CMCA – Caseload Assignment
		7. CMAD – Display Adm Unit Directory
	CMER – Request Error Prone	
	Cases Report	
	5. CMEV – Employer Verification Past	
	Due	
8. MNRP – Interim Reports	CMMIL – Log Interim Report Forms	
	2. ANIR – Record Interim Report	
	Actions	
	3. AQIR – Pending Interim Report	
	Forms	
	4. ACDF – Interim Report Driver	
	5. MNMR – Old Monthly Report Menu	MRMF – Register Manual Forms
		2. MRRF – Log Monthly Reporting Forms
		MRUS – Update Monthly Reporting
		Form Status
		4. MRHI – View Monthly Reporting Form
		History
		5. MRMC – Monthly Reporting Case
		Conversion
	1. MNBA – Benefit Issuance Auxiliary	
9. MNBI – Benefit Issuance Menu	Menu	BICS – AFDC/W-2 Auxiliary Request
	World	2. BICC – Cancel AFDC/W-2 Auxiliary
		Request
		3. BIFS – Food Stamp Auxiliary Request
		BIFC – Cancel FS Auxiliary Request 4. BIFC – Cancel FS Auxiliary Request
		5. BIOR – Auxiliary Request Approval

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	T	
		14. BIET – EBT Cardholders
	4. MNBN – Benefit Issuance Vendor Menu	BIVN – Vendor Maintenance
		BIVR – Return Vendor Benefit
		3. BIVE – Release/Re-Issue Vendor
		Benefit
		BIVS – Vendor Stop Payment Request
		5. BIVC – Cancel Vendor Benefits
		BIVI – Vendor Intercept Request
		BIVA – Vendor Intercept Request
		Approval
		7. IQVN – Vendor Query - by Name
10. MNBV – Benefit Recovery Menu	MNOI – Overpayment Information Menu	BVRF – Benefit Recovery Referral
		BVBD – Benefit Discrepancy
		BVAW – AFDC Discrepancy Worksheet
		BVFW – FS Discrepancy Worksheet
		BVIR – Investigation Referral
		6. BVIT – Investigation Tracking &
		Findings
		7. BVPI – Post-Investigation Outcome
		BVCL – Benefit Recovery Claim
		9. BVPC – Pre-CARES Claim
		10. BVCV – Benefit Recovery Conversion
		11. BVJL – Job Access Loan Information
		12. BVLF – Learnfare Penalty Information
		13. BVWW – WW Discrepancy Worksheet
	2. MNRC – Recovery Information	BVRI – Recovery Information &
	Menu	Override
		BVCP – Post Claim Repayment
		BVMP – Post Multiple Repayments
		BVRP – Reverse Claim Payment
		5. BVPA – Payment Agreement

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		6. BVCR – Claim Refund	
		7. BVSL – Benefit Recovery Standard	
		Letter	
		BVAI – Repayment Agreement Address	
	3. MNVW – Inquiry Menu	BVCI – Claims for an Individual	
		2. BVCD – Claim Detail	
		3. BVCA – Claims by AG	
		4. BVAC – AGs by Claim	
		5. BVRH – Claim Recoupment History	
		6. BVPH – Claim Repayment History	
		7. BVRA – Referrals by AG	
		8. BVCH – Claim Change History	
		9. BVAD – Alternate Addresses	
		10. BVIC – Investigation RFRs by Case	
		11. BVIX – Claims by Investigation RFR	
		The British States By Invocagation With	
	4. BVCC – Benefit Recovery		
	Comments		
	Comments		
	5. MNPR – Benefit Recovery		
	Providers	BVCO – Claims for CC Provider	
	1 Toviders	2. BVPD – CC Provider Claim Detail	
		BVPP – CC provider Repayment	
		Agreement	
		Agreement	
44 MNOC Quality Control Main			
11. MNQC – Quality Control Main Menu	1. QCCA – QC Case Assignment		
	2. QCRC – QC Review Comments		
	3. QCCL – QC Sample Case List		
	4. QCAC – Local Agency Comments		
	5. QCPU – Universe Print Details		
	6. QCPS – Sample Print Details		
	7. QCSR – QC Sample Selection		
	Rules		
<u> </u>			

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12. MNWP – Work Programs Menu	1. MNWA – Work Programs Sub-Menu A	WPRR – Request Referral Listing	
		2. WPAH – CR/AE Referral Action History	
		(note: used to say CR/FPRS/ESS Referral	
		Action History)	
		3. WPEN – Enrollment	
		4. WPED – Assessment - Education	
		5. WPAW – Assessment - Employment	
		6. WPJR – Assessment - Participation	
		Readiness	
		7. WPBD – Assessment – Barrier Details	
		8. WPRU – Assessment – Scrn Results	
		Employment	
		9. WPJS – Employability Plan - 1	
		10. WPAS – Employability Plan - 2	
		11. WPNP – Non-Participation History	
		Listing	
		12. WPNH – Non-Participation History	
		13. WPCH – Component/Status History	
		14. WPCS – Create/Update Comp. Status	
		15. WPTN – Transaction History	
		16. WPTS – Assessment Tracking	
		Summary	
		17. WPMA – Missing Attendance Monthly	
		Tracking	
		18. WPSA – W-2 Assessment	
		Supp/Recoup Amounts	
		19. WPBS – Barriers Summary	(new 4/22/05)
	2. MNWB – Work Programs Sub- Menu B	WPRA – Request Enrollees Listing	
		2. WPRI – Request Active Individuals	
		Listing	
		3. WPFN – Request "Find" Information	
		4. WPWI – Update WP Client	
		Information - 1	

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	5. WPWC – Update WP Client Information
	- 2
	6. WPEL – Employment History List
	7. WPEH – Employment History
	WPFL – Follow Through Due Listing
	WPFT – Employment Follow Through
	10. WPDL – Disenrollment List
	11. WPDS – Disenrollment
	12. WPSS – Summary Supportive
	Services
	13. WPWT – Update WP-WT Client
	Information
	14. WPWA – Update WP-WA Client
	Information
3. MNWC – Work Programs	WPSC – Create/Update Schedule
Sub-Menu C	Detail
	2. CVCC – WPRS Comments
	WPII – Update IM Client Information
	WPEM – Activity/Employer Site Match
	5. WPAL – Emp/Activity Provider List
	6. WPAD – Emp/Activity Provider Detail
	7. WPSL – Emp/Activity Provider Site List
	8. WPSD – Emp/Activity Provider Site
	Detail
	9. WPPL – Site Participants List
	10. WPIN – Individual Name Match
	10. THE IT
4. MNWD – Work Programs	
Submenu D	WPPD – Service Provider Detail
	2. WPPR – Service Provider List - by
	Office
	3. WPPO – Office List - By Service
	Provider
	WPCP – Admin Agency County Profile
	5. WPAP – Admin. Agency Profile

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		6. WPEP – Admin Agency Entity Profile	
		7. WPCM – Components/Status	
		Maintenance	
		8. WPDA – Work Programs Driver Flow	
		9. WPES – Employability Plan Summary	
13. MNMC – Mass Change Menu	MCUI – Unearned Income Change		
_	2. MCTB – Reference Table Change		
	3. MCSC – Schedule Mass Change		
14. MNDX – Data Exchange Main Menu	1. DXRQ – WTPY Request		
	DXRS – Request to Restore from History		
	3. DXUS – Update Saving Details		
	4. MND1 – Response Tracking Menu	DXRL – Display Req/Resp List	
	in initial interpolice indexing menu	DXRU – Update Disposition Details	
		DXRD – Display Disposition List	
		4. DXUI – Display UI Response	
		5. DXSA – Display SSA Benefit Response	
		6. DXBE – Display BEER Response	
		7. DXSX – Display SDX SSI Response	
		8. DXDW – Display DILHR Wage	
		9. DXIU – Display Internet UCB	
		10. DXDU – Display State UCB Details	
		11. DXSN – Display SSN Verification	
		Details	
		12. DXDN – Display New Hire Details	
		13. DXRC – Display Response List (by	
		Case)	
	5. DXQW – Query DILHR Wage	,	
	6. DXQU – Query DILHR UCB		
	7. DXQB – Query UCB Payment		
	8. DXQE – Query Employer		
	9. DXQI – Query FS IPV Sanction		
	Master DB		

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	<u> </u>	T	_
	10. DXIL – FS IPV Sanction Locality		
	Codes		
	11. DXQR – Quarter Coverage		
	Request		
	12. DXQC – Quarter Coverage		
	Response		
	13. DXNH – New Hire Query		
	14.DXPR – Prisoner Verification		
	Request		
	15. DXPQ – Prisoner Verification		
	Response		
	16. DXSQ – SOLQ Request		
	17. DXTQ – SOLQ Request		
	(Supervisors)		
	18. DXLI – Query LIHEAP Data		
	19. DXSU – Query DUI-UCB Summary		
15. MNRT – Reference Table Menu	RTDS – Define Structure	Note: A security violation will occur if one of the	e tran codes is entered in the
	2. RTDF – Define Fields	NEXT TRAN field and a PARM is entered (exc	ept for RTDT). Access a
	3. RTFT – Finalize Table	Reference Table by completing the fields at the	e bottom of the MNRT screen.
	4. RTMD – Maintain Data		
	5. RTMS – Maintain Status		
	6. RTPT – Print Table		
	7. RTDT – Display Table		
16. MNHM – History Maintenance Menu	HMAC – Case Activity Audit Trail		
	2. HMAW – Worker Activity Audit Trail		
	3. HMAR – Request Activity Audit		
	Trail Report		
	4. HMCC – Copy Case to Other		
	Environment		
	5. HMRT – Request Retrieval of		
	Archived Data		

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17. MNSM – Security Maintenance Menu	SMUM – User Detail Information		
	2. SMWP – Office Assignment		
	3. SMWL – Worker Assignment		
	Listing		
	4. SMUL – Statewide User Information		
	5. SMQC – Quality Control Region		
	Assignment		
	6. SMFS – Change Default Location		
	7. SMCC – Child Care Provider		
	Access		
	8. SMUC – User Caseload Detail		
	9. SMPT – Printer Maintenance		
18. MNMI – MMIS Interface Menu	MIER – Record Error Resolutions		
	2. MIMI – View MMIS Information		
	3. MICC – TPL Carrier Codes		
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
19. MNIV – IV-A/IV-D Main Menu	1. IVFI – Query IV-D Information		
	2. VDI – Absent Parent IV-D Details		
20. MNOS – Access to Other	System Selection Menu PF1 = CRN Systems		
Systems	PF2 = Birth Records		
	PF3 = LIEAP		
21. MNCC – Child Care Menu	1. MNIM – Case Management Menu	CCAP – Record Payment Adjustment	
		2. CCSP – Record Special Payment	
		3. CCCT – Initiate CC Case-County	
		Transfer	
		CCRF – Reprint Attendance Form	
	2. MNIS – Issuance Support	CCPR – Return Provider Issuance	
	2. WIND - ISSUATICE Support	2. CCPI – Release / Re-Issue Provider	
		Issuance	

Section 1 – CARES Common Functions and Eligibility Processing

		3. CCPS – Provider Stop Payment	
		Request	
		4. CCPN – Cancel Provider Issuance	
		5. CCRR – Child Care Provider Return	
		Reversal	
		6. CCRE – Provider Refund	
		7. CCFR – Provider Full Return	
	3. MNCQ -Provider / Case Issuance	CCQI – Provider Issuance History -	
	Query Menu	DSBMT	
	Query Mona	CCQD – Provider Issuance History -	
		Detail	
		3. CCQA – Provider Issuance History –	
		Address	
	+	4. CCQH – Provider Issuance History -	
		DSP History	
		DOP HIStory	
		5. CCQY – Provider YTD Payment	
		Summary	
		6. CCQS – Case Payment History	
		7. CCRQ – Provider Return/Recovery	
	4. MNPQ – Child Care Provider Query Menu	CCQP – Query Child Care Providers	
		2. CCQU – Provider – Query Utilization	
	5. MNSQ – Child Care Case Query Menu	CCUC – Query Child Care Useage	
22. MNCU - Common Utility Menu	1. CURC – Reason Code		
22. mitoo - common cunty Mend	Maintenance		
	2. CURD – Reason Code Description		
	Maintenance		
	3. CULC – Reason Code Legal		
	Citation Maintenance		
	4. CURS – Reason Code Summary		
	5. CUFV – Final Address Verification		
	2. 22	1	

Section 1 – CARES Common Functions and Eligibility Processing

	6. CUAH – Alert Help Text		
23. MNIX – Inbox Main Menu	INSC – SeniorCare Application (1 of 2)		
	INCS – Initiate SC Client Registration		
	3. INES – Initiate SC Eligibility		
	4. INPS – Initiate Pending SC Eligibility		
	5. INBX – Inbox Application Status		
	6. MNSE – SeniorCare Menu	ANSC – Collect SeniorCare Information	
		AFEF – SeniorCare Enrollment Fee	
		ANAD – SeniorCare Auto Pop Discre Info	
		ESND – Non Financial Eligibility Deter	
		5. ESCD – Seniorcare Eligibility Tier Deter	
		6. EESV – Verification Check List	
		7. AGSV – Verification Checklist/Ext Req	
		8. AGCS – Eligibility Confirmation	

Wisconsin CARES Guide Appendix 12 – Eligibility Requirements for MA & BC

Eligibility Requirement	Medicaid	BadgerCare
	AFDC-MA AFDC-Related	
	Nonfinancial:	
Social Security Number	Must cooperate for all individuals who are requesting Medicaid.	Must cooperate for all individuals who are requesting Medicaid. For all persons who are legally responsible for someone who is requesting.
Citizenship	Must meet the definition of citizen or qualified alien. (N	Medicaid Handbook, Appendix 2.0.0)
Cooperation with:		
Child Support	Cooperation with Child Support is not required.	
Medical Support Liability	Cooperation in establishing medical support liability is cooperation with establishing paternity, locating the above the cooperation with establishing paternity.	
Third Party Liability	Cooperation is required of all adults.	
HIPP (Health Insurance Premium Program)	Applies only to Medicaid recipients who are part of BadgerCare family.	Required.
Residency	Required (Physically present with the intent to reside.)	
Insurance	Other insurance coverage does not affect eligibility.	Individuals with access to employer's group health plan that covers family AND where employer pays 80% or more of premium are ineligible.
		Individuals who are covered by an employer's group health plan in the current month or in any of the three previous calendar months are ineligible.

Wisconsin CARES Guide Appendix 12 – Eligibility Requirements for MA & BC

Eligibility Requirement	Med	dicaid	BadgerCare		
3 7 1	AFDC-MA	AFDC-Related	S .		
		Financial:	N. D.		
Assets	Required. Asset limit \$1000.	Required for certain categories. Amounts vary	Not Required.		
		upon categorically or medically neediness.			
		Not required for Healthy Start.			
Income	\$90 work related	\$90 work related expense.			
	expense.				
	\$30 & 1/3 or \$30 disregard.				
	Dependent care deductions (\$175/\$200).	Dependent care deductions	s (\$175/\$200).		
	\$50 child support disregard.	\$50 child support disregard	1 .		
BC Premium Paymentp	Does not apply.		Required if family income exceeds 150% FPL.		
Fair Hearing	Applies.				
Notices and Letters	Applies.				
HMO's	Applies. If area has only or required to enroll.	one HMO, recipient is not	Applies. If area has only one HMO, recipient is required to enroll if the HMO accepts BadgerCare recipients.		

Section 1 – CARES Common Functions and Eligibility Processing Appendix 16 – TANF Effective Dates by State

TANF EFFECTIVE DATES BY STATE

(Information collected by the National Governor's Association.)

State	TANF Effective Date	State	TANF Effective Date
Alabama	10/01/96	Montana	11/01/96
Alaska	07/01/97	Nebraska	12/01/96
Arizona	10/01/96	Nevada	09/30/96
Arkansas	07/01/97	New Hampshire	10/01/96
California	01/01/98	New Jersey	10/15/96
Colorado	07/01/97	New Mexico	07/01/97
Connecticut	10/01/96	New York	12/02/96
Delaware	03/10/97	North Carolina	01/01/97
District of Columbia	12/03/96	North Dakota	07/01/97
Florida	10/01/96	Ohio	10/01/96
Georgia	01/01/97	Oklahoma	10/01/96
Guam	01/09/97	Oregon	10/01/96
Hawaii	07/01/97	Pennsylvania	03/03/97
Idaho	07/01/97	Puerto Rico	07/01/97
Illinois	07/01/97	Rhode Island	05/01/97
Indiana	10/01/96	South Carolina	10/01/96
Iowa	01/01/97	South Dakota	12/01/96
Kansas	10/01/96	Tennessee	10/01/96
Kentucky	10/18/96	Texas	10/01/96
Louisiana	01/01/97	Utah	09/30/96
Maine	11/01/96	Vermont	09/20/96
Maryland	12/09/96	Virginia	02/01/97
Massachusetts	09/30/96	Virgin Islands	07/01/97
Michigan	10/01/96	Washington	08/01/97
Minnesota	07/01/97	West Virginia	01/11/97
Mississippi	10/01/96	Wisconsin	09/30/96
Missouri	10/01/96	Wyoming	01/01/97

Source: BWSP Ops Memo 01-09

Section 1 – CARES Common Functions and Eligibility Processing

Appendix 17 – Short-Cut to Running SFEX with Dates



This guide provides "the basics" on how to run SFEX with dates for the W-2 program.

Basic Definitions

W-2 Participation Period: 16th of one month to the 15th of the next month

W-2 Eligibility Month: The month that is the second half of a participation period.

Example: 7/16 – 8/15. The Eligibility Month is August. An eligibility

month date is always the 1st of that month (08/01/04).

W-2 Payment Month: The month following the Eligibility month.

Example: 7/16 – 8/15. Eligibility Month is August (08/01/04).

Payment is 9/1.

Running with Dates: Adding a specific eligibility month date after the case number.

You run eligibility (SFEX) with dates in order to have CARES

re-determine a prior eligibility month decision.

Example: NEXT TRAN: SFED PARMS: 1298798798/040604

Super-simplified Rules of Thumb

- If the placement change is in the 1st half of the month, run with that month's date.
- If the placement change is in the 2nd half of the month, run with the following month's date.
- The only time ever needed to run with the exact placement change date is if an initial placement is made between the 16th and the end of the month **and** a change is made to that placement before the end of that same month.

(Example: placed in W2T on 7/21 then changed to CMC on 7/25. Run with 072504, then 080104, then without dates.)

Section 1 – CARES Common Functions and Eligibility Processing

Appendix 17 – Short-Cut to Running SFEX with Dates

Key Points

- 1. Base running SFEX with dates on the new placement date/closure date posted on ACWI.
- 2. Always run with dates, then without dates.*
- 3. Only confirm the W-2 benefit when running with dates.
- * **Please Note**: There is one exception to this. If the case is on the mainframe and a person is added to the case and at the same time a change is made on ACWI, SFEX is automatically run. When this happens:
 - A. Run without dates first and confirm the W-2 benefit only.
 - B. Re-run with dates for the current month and confirm the W-2 benefit only.

If not done in this order, payments will not be correct. The most common scenario for this is adding a baby to the case and changing the placement from CMP to CMC.

Steps:

- 1. Make the change on ACWI.
- 2. Determine what eligibility month is effected.
- 3. Run SFEX with that eligibility month date.
- 4. Verify payment calculation is correct.
- 5. Confirm only W-2 on AGEC.
- 6. Run SFEX without dates.
- 7. Verify payment (if any) is correct.
- 8. Have all benefits confirmed.
- 9. If more than one eligibility month is effected (due to backdating a placement), run SFEX with the oldest eligibility month first, then go forward to the next month, then run without a date.
- 10. Remember the exception above if the change on ACWI is happening at the same time a person is being added to the case.

Section 1 – CARES Common Functions and Eligibility Processing Appendix 17 – Short-Cut to Running SFEX with Dates

Examples:

Lashanda is in a CMP placement and reports on 7/12/04 that she had her baby on 7/10/04. The FEP changes the placement to CMC effective 7/10. The FEP runs the following sequence for SFEX:

- NEXT TRAN: <u>SFEX</u> PARMS: <u>case number</u>
 The FEP verifies the calculated payment is \$134 and confirms W2 on AGEC.
- NEXT TRAN: <u>SFEX</u> PARMS: <u>case number/070104</u>
 The FEP verifies the calculated payment is \$673 and confirms all benefits.

Tenisha is in a W2-T placement. At her EP review on 10/22/04, the FEP determines that a move to CSJ is appropriate. The FEP runs the following sequence for SFEX:

- NEXT TRAN: <u>SFEX</u> PARMS: <u>case number/110104</u>
 The FEP verifies the calculated payment is \$673 and confirms W2 on AGEC.
- NEXT TRAN: <u>SFEX</u> PARMS: <u>case number</u>

 The FEP verifies the calculated payment is \$673 and confirms all benefits.

Darnell is in a CSJ and reports on 8/21 he started full-time employment on 8/13/04. He agrees to CMF services. The FEP backdates the CMF to 8/13/04 and runs the following sequence for SFEX:

- 1. NEXT TRAN: <u>SFEX</u> PARMS: <u>case number/080104</u>
 - The FEP verifies the calculated payment is \$608 and confirms W2 on AGEC. The FEP runs with August eligibility because that is the first eligibility month affected by the placement change.
- NEXT TRAN: <u>SFEX</u> PARMS: <u>case number/090104</u>
 The FEP verifies the calculated payment is \$0 and has all benefits confirmed.
- 3. NEXT TRAN: <u>SFEX</u> PARMS: <u>case number</u>

The FEP verifies the calculated payment is \$0 and confirms all benefits.

Section 2 – Work Programs

Chapter 02, Version 2 - Entry Into Work Programs

2.0.0 INTRODUCTION

When an individual meets program eligibility requirements, a referral trigger is created. A referral trigger is an action in CARES that creates the condition for referral to a work program. This may or may not result in an actual referral to a specific work program office for an individual, based on whether the individual is mandatory, voluntary (the individual is determined exempt from work program participation but voluntarily chooses to participate) or exempt.

Referrals are generated when PF24 is pressed from AIWP or CRWP. AIWP is an Application Entry screen used to refer individuals to the **eligibility** work programs W-2 and FSET. CRWP is a Client Registration screen used to refer individuals to the **non-eligibility** programs WtW, CF, and WAA. In addition, AIJR invokes a driver flow whereby the W-2 individual can be enrolled. More information on AIJR can be found in WP Appendix 08 — Work Program Driver Flow.

The CARES-generated referral must be created before a work program individual can be enrolled and assigned to activities. Here are some circumstances when a referral would be created:

- Meets eligibility criteria defined for FSET, W-2, CF, or WtW
- Loss of exemption
- Disenrolled erroneously and an eligibility worker has re-processed the screen creating the referral trigger, creating a new referral. If the individual was erroneously disenrolled, document the details on CMCC.

There are two types of work program offices (W-2 and FSET) but multiple types of programs. Programs are divided into **eligibility** (W-2 and FSET) and **non-eligibility** (WtW, CF) work programs. Eligibility work program referrals are sent to either the W-2 or FSET office and are based on program eligibility. Non-eligibility program referrals will default to the W-2 office unless the individual is also determined eligible for FSET.

REFERRAL FROM	PROGRAM	OFFICE		
AIWP	W-2	W-2		
AIWP	FSET	FSET		
CRWP	WtW	W-2 or FSET		
CRWP	CF	W-2 or FSET		
See Referral Process chart in this chapter for additional details.				

Once the referral has been processed, the individual appears on the referral listing (WPRL) in the office specified on AIWP/CRWP. WPRR is used to retrieve the referral listing. The listing can be retrieved in several different ways based on information keyed on this screen. The Office Number is the only mandatory entry.

If the individual is already open in another WP office at the time the referral is made, CARES creates a pending referral. A pending referral becomes an actual referral once the individual has been disenrolled from the "old" office.

When the actual referral is created, WPWI – Update WP Client Information –1, WPWC – Update WP Client Information – 2, and WPTN – Transaction History are also created for a first time ever referral. If a record already exists in WP for the individual, these three screens will be updated.

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Individuals are selected from the referral listing to be scheduled for an enrollment. The scheduling can be done manually or through CARES scheduling function.

Special Note on Milwaukee Office change and Region Transfer:

When a county has multiple W-2 or FSET offices (Milwaukee Co. as example), office assignments are changed via the office change function on WPWI.

When a work program transfer is done in Milwaukee from one region to another region, the region number will change with the transfer.

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AIWP

AIWP	WORK PROGRA	MS REFERRAL/	ACTION	09/25/01	15:14
CASE: 777777779 LAST UPDATED: 09			WORKER: XLK001	l DWD046 N	MEIER
LAST UPDATED: 09	25 01	CAS	E STATUS: OPEN	CASE MODE:	ONGOING
	0 /	_			
NUM NAME CASE	CAT SE				
01 ADDIT 12 77777	77770 TATES C. C	CD RSN OF			RSN OFF
01 APRIL K 77777 PRIOR DETER. ON	00 12 C	01 M 091		00 12 01 0	2915 2015
PRIOR DEIER. ON	09 12 0)1 M 091	L	09 12 01 5	2913
02 MAY K 77777	77779 WW C 0	1 E CH 091	1 77777777	9 FS 01 E	CH 2915
PRIOR DETER. ON	09 12 0	1 E CH 091	1	09 12 01 E	
		TNIDITITI	A T C		
			АГ2		
UI APRIL K (PP) UZ MAY	r (DAU)			
PF24 · PROCESS TH	TS PAGE				
		777777779			
	1111110.				
	O2 MAY	INDIVIDU K (DAU)	ALS		

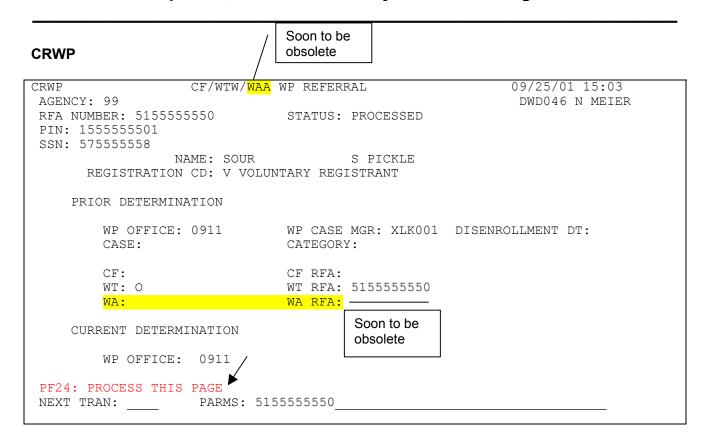
Line 1 on AIWP displays the CARES-determined values. Overrides may be done for the Registration code, Exemption/Special Circumstance Reason code and WP Office Number if the worker does not agree with the results.

Line 2 on AIWP displays the most recent work program eligibility results and the date the eligibility was determined.

To process this referral, press PF24.

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CRWP identifies the individual's prior determination in addition to the current one.

To process this referral, press PF24.

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AIJR

AIJR triggers screens for WP enrollment, in addition to a number of other screens. Details on the AIJR driver flow are found in Work Program Appendix 08.

To initiate the WP driver flow, enter an "S" in the select field for the individual and press PF24.

AIJR	W2 JOB READINESS			10/03/01	15:11
CASE: 570000000		WORKER:	XCTA13	XCTA13 N	MEIER
	CASE	STATUS:	OPEN	CASE MODE:	ONGOING
SEL NAME			STATUS	PROGRAM	OFFICE NUM
_ KATHY	PIEMAN		E	JO	1575
SIMPLE	SIMON				
	/				
PF24: INITIATE ASSESSM					
	INDIVIDUA				
01 KATHY P (PP) 0	Z BOYTW P (SON)	U3 GIRLT	P (DAU)	04 SIMP	L S (FRD)
NEXT TRAN: PA	RMS: 570000000				
1711 11V11V• 1A.	270000000				

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2.1.0 REFERRAL TRIGGERS AND REQUIRED ACTION

WPAH tracks all referral triggers created including the date and source of the referral trigger.

The following chart displays the processing requirements depending on the existing situation at the time of referral.

REFERRAL PROCESS							
From	То	Action	Alert				
	New First Time for W-2 program Referral	Referral trigger via AIJR or AIWP. Displays on individual's WPAH and W2 office WPRL.					
	New First Time for FSET program Referral	Referral trigger via AIWP. Displays on individual's WPAH and FSET office WPRL.					
	New First Time Referral for one of the non-eligibility programs referred to W-2 Office	Referral trigger via CRWP, CF or WtW program Indicator on WPWI is set to O (Open) as appropriate. Displays on individual's WPAH on WPRL for the office.					
Open eligibility Work Program record in any county/tribe	Referral to eligibility Work Program in new county/tribe	Referral trigger via AIWP creates pending referral in new county/tribe. Referral becomes actual in the new office when the old office disenroll.	010 – COUNTY TRANS – DISENROLL CLIENT Sent to WP case manager (listed on WPWI) in old office.				
Open W-2 record in the same county/tribe or region	FSET Mandatory Referral in the same county/tribe or region.	Referral trigger via AIWP creates pending referral in FSET program. FSET referral becomes actual in the FSET office after W-2 office disenroll	007 – WW OFC TO FSET OFC – DISENROLL Alert to worker (listed on WPWI) in W-2 office to disenroll due to office change.				
Open WP record in same county/tribe or region and same program	Referral to same type of program in same county/tribe or region but different case, sequence or subprogram.	Referral trigger via AIWP. Case, sequence or subprogram will be updated on WPDL. No referral created, but referral trigger records on WPAH for the PIN. Milwaukee Regions: Eligibility worker who reviews AQCP (prior to processing AIWP) works with W-2 staff to have WPWI office change initiated prior to processing AIWP.	No system alerts created				
Open FSET record in same county/tribe or region	Referral to W-2 in same county/tribe or region.	Referral trigger via AIWP or AIJR creates pending referral in W-2 office. After FSET disenrolls, referral in W-2 office becomes actual.	008 – FSET OFC TO WW OFC - DISENROLL Alert to worker (listed on WPWI) in FSET office to disenroll due to office change.				

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	REFERRAL PROCESS								
From	То	Action	Alert						
Open FSET record in same county/tribe or region	Referral is CF or WtW	Referral trigger from CRWP generates alert and records on WPAH. CF or WtW status on WPWI will be set to O (open).	189 – CHILDREN FIRST BEGINS 260 – WELFARE TO WORK BEGINS Alert to case manager on WPWI that individual began to be served in the non-eligibility program.						
Open W-2 record in same county/tribe or region	CF, WtW referral	Referral trigger via CRWP generates alert and records on WPAH. CF or WtW status on WPWI will be set to O (open).	189 – CHILDREN FIRST BEGINS 260 – WELFARE TO WORK BEGINS Alert to case manager on WPWI that individual began to be served in the non-eligibility program.						
Open W2 record and any open non-eligibility program.	Referral to FSET, non-eligibility program remains open.	Referral trigger via AIWP generates alert & pending referral in FSET office. Complete non-eligibility program on WPWI using 'OC' completion code. Disenroll from the W-2 Office. Non-eligibility program will open up on WPWI.	007 – WW OFC TO FSET OFC – DISENROLL Alert to worker (listed on WPWI) in W-2 office to disenroll due to office change.						
Open FSET and any non- eligibility program.	Referral to W-2, non- eligibility program remains open.	Referral trigger via AIJR or AIWP generates alert & pending referral in W2 office. Complete non-eligibility program on WPWI using 'OC' completion code. Disenroll from the FSET Office. Non-eligibility program will open up on WPWI.	008 – FSET OFC TO WW OFC - DISENROLL Alert to worker (listed on WPWI) in FSET office to disenroll due to office change.						
Open CF, WtW record in same county/tribe or region	Referral to W-2	Referral trigger via AIJR or AIWP generates alert and records on WPAH. W-2 begins displays on WPTN.	261 – W-2 BEGINS Alert to case manager listed on WPWI that W-2 began.						

Section 2 – Work Programs

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REFERRAL PROCESS							
From	То	Action	Alert				
Open CF, WtW record in same county/tribe or region	Referral to FSET	Referral trigger via AIWP generates the alert and a pending FSET referral. Referral data records on WPAH. Use the OC code to complete the non-eligibility participation, then disenroll. The pending referral to FSET now becomes current and the non-eligibility program(s) are set to open in the FSET office.	007 – WW OFC TO FSET OFC – DISENROLL Alert to worker (listed on WPWI) in W-2 office to disenroll due to office change.				
Open WtW record in same county/tribe or region	Referral to WtW or create a new RFA*	Referral trigger via CRWP. Data recorded on the RFA updates the work program record.					
Open CF record in same county/tribe or region	Referred to CF or create a new RFA*	Referral trigger via CRWP. Data recorded on the RFA updates the work program record.					
Open CF record in same county/tribe or region	Referral to WtW in same county/tribe or region	Referral trigger via CRWP generates alert and records on WPAH. Data on work program record is updated to reflect most current data including WtW status on WPWI to O (open).	260 – WELFARE TO WORK BEGINS Alert to the case manager listed on WPWI that WtW begins.				
Open WtW record in same county/tribe or region	Referral to CF	Referral trigger via CRWP generates alert and records on WPAH. Data on work program record is updated to reflect most current data including CF status on WPWI to O (open).	189 – CHILDREN FIRST BEGINS Alert to case manager listed on WPWI that CF begins				

^{*}An example of needing to key a new RFA in the non-eligibility program is when a demographic change occurs which is not updateable directly on the WP record. When a new RFA is keyed for an open, on-going non-eligibility program, it is important that the program participation begin date be consistent with the participation begin date recorded on the paper application for the current episode of program involvement.

Section 2 – Work Programs

Chapter 02, Version 2 - Entry Into Work Programs

2.2.0 WPRR – REQUEST REFERRAL LISTING

WPRR		18/01 07:45 D046 N MEIER
	ECIFY THE REFERRALS TO BE LISTED BASED ON ONE OR MORE COMB THE FOLLOWING -	INATIONS
	OFFICE:	
	REFERRAL DATE FROM: THROUGH: 09 18 2001	
	STATUS: R (R-REFERRAL P-PENDING S-SCHEDULED FOR ENROLLMENT)	
	CF/WT/WA PROGRAM:	
	REGISTRATION CODE: _ Soon to be obsolete	
	E/SC CODE: (01-E/SC CODE EXISTS, 02-NO E/SC CODE EXISTS, XX-SPECIFIC E/SC CODE, SPACES-ALL)	
NEXT T	TRAN: PARMS:	

WPRR is used to retrieve a listing of individuals referred to work programs. This list can be narrowed down to meet specific needs by utilizing specific additional fields on the screen.

Office

WPRR defaults to and displays the office where the worker has update access. This is the only mandatory field. When the office number is the only field completed, the result is a listing of all actual referrals to the specified office.

To retrieve a listing of referrals in an office other than the default office:

Step 1: Key over the default office number with the desired office number.

Step 2: Press <ENTER>

The following fields are used to further define the listing. One or more fields can be completed to retrieve a more specific listing. The OFFICE NUMBER field is the only mandatory field on this screen.

Referral Date (from/through)

The referral date may be used to retrieve referrals within a specific time period. The system defaults to the current date in the THROUGH field.

- Leaving the date fields blank results in a listing of all referrals.
- Entering a valid date in the FROM field results in referrals from the date specified through the current date.

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- Entering a valid date in the THROUGH field results in a listing of referrals beginning with the oldest referral up through the THROUGH date keyed.
- Entering a valid date in both the FROM and THROUGH fields results in a listing of referrals made to work programs beginning with the date in the FROM field through the date in the THROUGH field.

Status

There are three different status types of Referrals:

- REFERRED these are actual referrals that are referred but not yet scheduled for Enrollment.
- SCHEDULED these are referrals that have been scheduled for Enrollment either manually
 or by using CARES Scheduling Function. Once an actual referral becomes a scheduled
 referral, it drops off the Actual Referral listing but can be retrieved on the Scheduled Referral
 listing.
- PENDING these are individuals who should be referred for Enrollment in a particular office but are currently open in another office at the time of referral. In order for a pending referral to become an actual referral, the other office must disensell the individual.

CF/WT/WA Program:

Keying CF in this field results in a listing of referrals to Children First only within the specified office.

Keying WT in this field results in a listing of referrals to Welfare to Work only within the specified office.

Registration Code:

Refer to Reference Table TWRG for the valid values available.

As example:

Key an "M" to retrieve a listing of only Mandatory referrals.

Key a "V" to retrieve a listing of only Voluntary referrals.

Key an "L" to retrieve a listing of only Learnfare referrals.

E/SC Code:

This refers to the Exempt/Special Circumstance code. If this field is left blank, the listing will include individuals both with and without an exemption and/or special circumstance code. Reference Table TWPX contains these codes. This table also identifies the program(s) for which the specific code is valid.

Key 01 in this field to retrieve a listing of all referrals **with** an exemption or special circumstance code.

Key 02 in this field to retrieve a listing of all referrals without an exemption or special circumstance.

Key a specific exemption or special circumstance code to retrieve a listing of all referrals with the specific code entered.

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2.2.1 PENDING REFERRALS

A pending referral happens when an individual is already open in one work program and is referred to a different work program.

When the new office receives the pending referral, the old office receives an alert to disenroll.

Important Note:

An individual can only be open in one work program office at a time during the time between referral and disenrollment.

If the alert is not acted upon in a timely manner, the worker in the new office can contact the current WP case manager in the old office to disenroll the individual. When the individual has been disenrolled, the pending referral will become an actual referral.

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Chapter 02, Version 2 - Entry Into Work Programs

2.3.0 WPRL

WPRL is a list of referrals based on the criteria selected on WPRR. This screen lists individuals referred to work programs. The REFEERAL STATUS field will display whether the individuals on the listing are actual referrals (REFERRED), individuals who have been scheduled for enrollment either manually or electronically (SCHEDULED), or those individuals who are referred to the office but are open in a different office or program at the time the referral is made (PENDING). Once the individual has been disenrolled from the previous office or program, CARES changes the pending referral to an actual referral.

Note: This screen will appear in query mode if the user does not have update access to the office listing requested.

WPRL			REFERRAL	LIS	STING				/19/ CTA1		12:50 MEII		
OFFICE: COUNTY/T		UNIT: 40			REFERRAL	STA	ATUS	: REI	FERR	ED	/		on to b
REFERRAL DATE	E/SC CODE	PIN	NAME		LAST WP DISENROL	RG CD	C/S CD	SUB CD	CF	WT	WA	AB	
_ 07 01 00	NC	6100222222		R		М		С	0			N	
$- \begin{array}{cccccccccccccccccccccccccccccccccccc$	21	6100333333 0100432323	SHINE GLOWWORM	J S		M M	WP	C C				N Y	
_ 07 03 00	NC	0100444444	GLIMMER	Α		M		С				Y	
_ 07 03 00	NC	2100222222	SHOW	G		M		С		С		N	
_ 07 03 00		2100222211	BEAM	G		M		С				N	
_ 07 03 00	EM	3100442938		S		M		C				N	
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	OP	5100510051		R H	04 04 00	M		С				N N	
_ 07 05 00 _ 07 05 00	VO	5100333333 5100555555		В	04 04 99	M L		C				N	
PF13 CSAS											PAGI	Ξ:	28
NEXT TRAN:		PARMS:	1575/00000	000	/09192001/	R/	/ /	/			1	MORE	

Individuals are selected from this listing for enrollment. Once an enrollment is completed (WPEN), the individual drops off the referral listing.

An individual does not need to be enrolled in order to be disenrolled. If the individual was referred erroneously or the conditions that caused the referral to work programs initially have now changed, and the individual is no longer Mandatory or Voluntary for the work program, the individual may need to be disenrolled.

If the individual appears on both the Referral Listing and the Disenrollment Listing, perform the following:

- 1. Verify that it is the same person by comparing SSNs.
- 2. Query the IM REG CODE field on WPWI to verify if this individual is exempt or has a "21" code. The "21" code indicates that the individual is no longer eligible for the assistance group.

Section 2 – Work Programs

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Once a referral has been generated, CARES will post the action on WPTN (Transaction/Service History). A referral cannot be deleted from WPTN. If an error was made, note the details on CMCC.

To manually schedule an individual for Enrollment:

Step 1: Select the individual for enrollment and key an "M" on the blank line in front of the REFERRAL DATE.

Step 2: Press <ENTER>.

This action moves the individual from the Referred listing to the Scheduled listing. The individual remains there until enrolled or disenrolled.

To system schedule an individual for Enrollment:

Step 1: Select the individual for enrollment and key an "X" on the blank line in front of the REFERRAL DATE field.

Step 2: Press PF13.

This results in the display of the CSAS screen where additional data is entered.

CSAS	APPOINTMENT SCHEDULER	09/18/01 10:48
SERVICE SITE:	0101	XCTA13 N MEIER
	: SLEEPY SANDMAN	
ACTIVITY CODE	☳ :	
RFA NUM :	CASE :	
PIN : $\overline{123}$	34123412	
WORKER ID	:	
RR UNIT	:	
BEGIN DATE	: BEGIN TIME :	APPT.LOCATION : 0101
LOCAL PRINT	: PRINTER NUM : ABCD1234	RESCHEDULED :
	APPOINTMENT DATA	
	APPOINTMENT DATE:	
	APPOINTMENT TIME:	
	APPOINTMENT TYPE:	
	WORKER/RR UNIT:	
	WORKER-UNIT NAME:	
PF15 · CONFIRM	M APPOINTMENT; PF16 : CONFIRM APPOINT	MENT/ADD TO WATTING LIST.
NEXT TRAN:		INDIVITABLE TO WITTING BIST,
NEXI INAN.	I AIVID •	

Section 2 - Work Programs

Chapter 02, Version 2 - Entry Into Work Programs

2.4.0 WPAH

WPAH CR/AE REFERRAL AG	CTION HISTORY C	9/18/01 07:27 DWD046 N MEIER
PIN: 1234123412 SANDMAN	SLEEPY R ON WPDL: N	SYS STS: ENROLLED
CURRENT: CTY: 16 OFF: 0911 PROC PENDING: NONE	G: WW REF DATE: 04 06 01 W	YP REG: M IM REG: M
 W2/CF/WT/W	·	FSETI
ACTION ACT CASE/RFA/IND CAT SEQ		
DATE IND	CD RSN OFF	CD RSN OFF
06 29 01 F 1234123412 C WW C 01	M 0911 1234123412 C	FS 01 E PA 2915
06 29 01 F 1234123412 C WW C 01	M 0911 1234123412 C	FS 01 E 21
04 06 01 F 1234123412 C WW C 01	M 0911 1234123412 C	FS 01 E PA 2915
04 06 01 F 1234123412 C WW C 01	M 0911 1234123412 C	FS 01 E 21
03 06 01 F 1234123412 C WW	E 21 1234123412 C	FS 01 M 2915
03 06 01 F 1234123412 C WW	E 21 1234123412 C	FS 01 M 2915
01 09 01 F 1234123412 C WW	E 21 1234123412 C	FS 01 M 2915
06 26 98 F 1234123412 C ADC	E 21 1234123412 C	FS 01 M 2915
PF13 AIWP		PAGE: 1
NEXT TRAN: PARMS: 123412	23412	MORE

WPAH is a history listing of all referral actions to work programs that are current now (W-2, WtW, CF, FSET) as well as for former programs (e.g., AFDC, WAA, etc.). New referrals appear on this screen online, real time. The screen is query only.

The WPAH screen is divided into three main sections:

- The header section includes the individual's PIN, Name, if they are on the disenrollment list (WPDL) and the Current System Status.
- The second section gives general referral information for both current and pending referrals. If there are no pending referrals for the individual, the word "NONE" will display after the word "PENDING".
- The last section is divided into two main sections:
 - W-2/CF/WT/WA gives details on referrals made to W-2, Welfare to Work, and Children First
 - FSET gives details on referrals made to FSET.

For each horizontal line across, CARES collects and displays specific referral information for each referral made to work programs.

Section 2 – Work Programs

Chapter 03, Version 2 - Enrollment

3.0.0 INTRODUCTION

Enrollment is the process by which a referred individual enters a work program. Only ONE enrollment is completed per enrollment period (between enrollment and disenrollment), even if the individual becomes eligible for other work programs during that time frame.

Example:

Jon is enrolled in W-2. While still open in W-2, he also becomes eligible for WtW. A second enrollment for WtW is not necessary.

An enrollment cannot take place without a CARES referral. Individuals in Scheduled (S) or Referred (R) system status to be enrolled are retrieved from the referral listing (WPRL). Those individuals who are in a Pending (P) system status should contact the worker where the record is currently open to have them disenrolled. Once the individual is disenrolled from the "old" office or program, they can be enrolled (unless exempt or ineligible) in the new office.

An individual displays on WPRL after a system-generated referral is triggered from pressing PF24 on **AIWP** for a W-2 or FSET referral, or, **CRWP** for a CF or WtW referral. A referral trigger may also take place off the AIJR driver on screen **AIPO**.

WPEN also comes up in the AIJR driver flow on screen AIPO. The work program individual can be enrolled at this point.

Work program enrollment data is gathered and recorded on screen WPEN. Enrollments can only be reported via WPEN. An enrollment cannot be reported via WPCS. If an attempt is made to post an enrollment via WPCS, the following error message results:

129 - PHASE CODE SPECIFIED NOT APPLICABLE FOR COMPONENT/STATUS

There are two different types of work programs – Eligibility and Non-eligibility (see chart below).

Eligibility Work Programs	Non-eligibility Work Programs		
W-2 – Wisconsin Works	CF – Children First		
FSET – Food Stamp Employment & Training	WtW – Welfare to Work		
 Can only be enrolled in one eligibility program at a time 	Can be enrolled in one or more non-eligibility programs		
Can be enrolled in an eligibility work program alone or in combination with one or more non-eligibility work programs	Can be enrolled in one or more non-eligibility work program(s) only or in conjunction with either W-2 or FSET		
Referred from AIWP or AIPO	Referred from CRWP		

Section 2 – Work Programs

Chapter 03, Version 2 - Enrollment

Prior to reporting the enrollment, query the appropriate screens to determine if enrollment is still appropriate for each individual.

- Query WPDL to determine if the individual is also on the disenrollment list.
- Query ACCH to determine if the case is still open. ACCH displays the case closed date.
- AIWP IM Reg Code of 21 indicates the individual is not eligible for the assistance group.

An enrollment must be reported before most other services can be reported. Exceptions to this include the reporting of the following statuses in appropriate situations:

- Exemption Request to ESS (valid for FSET only)
- Sanction Request to ESS (valid for FSET only)
- Working Full-time (valid for all programs)
- Working Part-time (valid for all programs)

Once the enrollment is completed, the screen cannot be accessed for the same individual in the same enrollment period.

Once enrolled, the System Status on WPWI will change from R – Referred or S – Scheduled to E – Enrolled.

The following message will display when attempting to enroll an individual who is already enrolled: P94 - INDIVIDUAL IS ALREADY ENROLLED - USE WPWI TO UPDATE CLIENT INFORMATION

CARES automatically posts the enrollment transaction, and whether it is with or without Orientation, on WPTN.

OR – Enrollment with Program Orientation

OE – Enrollment without Program Orientation

WPTN			SERVICES	/TRANSAC	TION HISTORY 11/29/0	1 10:49
					DWD046	N MEIER
PIN: 23	423423	42			OFFICE:	
NAME: N	AZZKAR		NELLIE	N	COUNTY/TRIBAL UNI	T:
					HISTORY OF SERVICES ONLY (Y	/N): N
OFFICE	PROV	STAFF	EFFECTIVE	ACTION	PHASE NAME OF TRANSACTION	DATE ENTERED
NUMBER	ID	ID	DATE			INTO SYSTEM
0911	9999	XLK100	10 21 01		ENROLL W/ORIENTATION	10 21 01
0911	0000	XLK100	10 19 01		REFERRAL	10 19 01

Upon completion of WPEN, a driver flow is invoked, taking the user to the following screens:

- WPEH if the individual does not have any previous work history in CARES
- WPEL if the individual does have previous work history in CARES

Section 2 – Work Programs

Chapter 03, Version 2 – Enrollment

Other screens that should be completed after WPEN are:

- WPED Education Assessment
- WPJR Participation Readiness Assessment
- WPAW Employment Assessment
- WPJS, WPAS Employability Plan
- CMCC Appropriate comments
- WPCS Component/Status posting
- WPSS Referral to Supportive Services (if appropriate)

Section 2 – Work Programs

Chapter 03, Version 2 - Enrollment

3.1.0 WPEN

WPEN is used to enroll the individual in the appropriate work program and to record client information collected at Enrollment.

WPEN	ENROLLME	NT 11/26/02 06:58
		XCTA13 N MEIER
PIN: 1111111111	SSN: 888 05 088	8 OFFICE: 1575
NAME: SNOWWHITE	WINTER	COUNTY/TRIBAL UNIT: 40
		L RT/BOX# SFX QUAD APT
ADDRESS: 1313	ELM	ST
OTEN, MITTURE		D. E2201
CITY: MILWAUKEE SEX: F	STATE: WI ZI	DATE OF BIRTH: 05 16 1973
PRIMARY PHONE: 000	000 0000	MESSAGE PHONE:
LANGUAGE CODE: E	000 0000	LANGUAGE SPOKEN:
REFUGEE: ENTRY	DATE:	TRIBAL MEMBER:
VETERAN:		MILITARY DATES: TO
DISABILITY:		CASE MANAGER: XLK404
_		
ENROLLMENT DATE:		ENROLLMENT WITH ORIENTATION (Y/N): _
ENROLLMENT PROVIDE	R:	ENROLLMENT STAFF ID:
NEXT TRAN:	PARMS: 1111111111	
	•	

3.1.1 How to Access Directly

Step 1: In the NEXT TRAN field, key in WPEN.

Step 2: In the PARMS field, key the PIN or SSN of the individual.

Step 3: Press <ENTER>.

The result is the WPEN screen.

When accessing WPEN, the following fields are pre-filled with information gathered in the eligibility request and are protected fields:

PIN

Address

SSN

• Sex

Office

Date of Birth

Name

Primary Phone

County/Tribal Unit

Case Manager***

*** This field is pre-filled with the logon ID of the default case manager. This must be changed to the actual case manager of the WP case because system generated alerts will go to the individual identified in this field. If the case manager is not known at the time of enrollment, this can later be changed on WPWI.

Section 2 – Work Programs

Chapter 03, Version 2 – Enrollment

Step 4: Complete the remainder of the screen and press <ENTER>.

Note: The enrollment date cannot be changed once entered. It is critical that this date is the actual date that enrollment took place. Most components/statuses cannot be reported prior to enrollment. See Section 2, Appendix 02 for statuses/components that may be reported prior to enrollment.

An enrollment cannot be deleted. If an enrollment was reported erroneously, disenroll the individual.

Section 2 – Work Programs

Chapter 04, Version 3 – Assessment and Employability/Family Service Plan

4.0.0 OVERVIEW

The assessment screens are case management tools. They are used to gather information on past and current education (including Reading, Math, English, Interest and Aptitude, and Life Skills), employment (employment goals, special qualifications, and preferred work hours) (note that actual work history is maintained on WPEL/WPEH), participation readiness (transportation, child care, supportive services, and job assets), and barriers to employment. A web-based barriers screening tool that is linked to CARES is also used to make assessment referrals based on the results.

An assessment is conducted to:

- Obtain additional information used to make the assessment. From these screens a "big picture" can be obtained.
- Determine if a referral to a supportive service is needed. During assessment, conditions and situations are identified that precipitate a referral to supportive services.
- Identify barriers to program participation. These can be client-identified or worker-identified and can affect either the individual or a family member.
- Identify barriers to employment. Some barriers can be overcome by providing such things as child care or transportation, while other barriers are more challenging.
- Identify a need for education (i.e., Adult Basic Education, English as a Second Language).
- Determine appropriate status/component placement.
- Determine appropriate W-2 placement. Based on the assessment, the individual can be
 placed on the most appropriate rung of the W-2 Employment Ladder. For instance, an
 individual with multiple barriers may be placed in W2T while an individual who has
 employment skills but is having a difficult time obtaining a job may be placed in a Trial Job.
- Set employment goals. It is important to set realistic goals, both long and short-term.

Assessment is not a one-time activity. Although an initial assessment is done, assessment is also ongoing. Screens should be reviewed and updated as necessary.

Formal Assessment:

A formal assessment occurs when an individual is placed into one of the assessment components. These are:

- AODA Assessment (AA)
- Disability Assessment (AD)
- Physicians Assessment (AL)

- Mental Health Assessment (AM)
- Domestic Violence Assessment and Supportive Services (AV)

Informal Assessment:

An informal assessment occurs when the assessment driver flow is completed.

WPTN records every time an informal assessment is completed.

Based on the results of the assessment, an Employability Plan (EP) is written that outlines the steps and goals toward self-sufficiency. The EP for Learnfare is called the Family Service Plan and prints out differently than the Employability Plan for other programs.

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Chapter 04, Version 3 – Assessment and Employability/Family Service Plan

The Employability Plan is a written agreement developed jointly by an individual and his/her case manager or other work program agency representative. It details a logical, sequential series of actions that becomes a blueprint for change. An EP should place an individual in activities that will lead to the earliest feasible transition to unsubsidized employment.

An EP is a tool used in case management to identify an individual's occupational goal, the precise tasks required of both the work program staff and the individual in order to accomplish the goal, and the supportive services needed. The EP may also identify basic and immediate needs (food, clothing, shelter, etc.) that must be satisfied before the family can expect to achieve and maintain economic self-sufficiency. The EP is used to help prepare the individual participation schedules for work program activities.

The EP outlines:

• A clear employment goal for the individual

The EP will identify employment goals that can be achieved during program participation.

The EP should also articulate the individual's ultimate career goal. This goal, which may be beyond the scope of the work program, represents the final objective towards unsubsidized employment.

Steps necessary to attain self-sufficiency

Steps required to attain the career goal and self-sufficiency should be listed.

An individual's planned program activities

These are specific program-related action steps that the individual will undertake to achieve the objectives. Each activity will detail the activity time limits that are within the begin and end dates of the EP and the supportive services provided and the responsible agency/individual for each.

The importance of an EP is that::

- Both the individual and the worker together create a plan for self-sufficiency. This plan should be realistic and attainable.
- It identifies employment goals as they relate to specific occupations (DOT codes).
- It identifies related long and short-term goals.
- It identifies steps in obtaining both long and short-term goals.
- It defines time limits for each activity, which can be re-evaluated at the next EP review.
- It identifies supportive services needed for each activity step.

An EP should be reviewed and updated as necessary throughout an individual's participation in the work program. An EP must be reviewed and updated, at a minimum, every six months. It may be necessary to update an EP more frequently on a case by case basis. The EP should be revised whenever an individual experiences a change in personal or program participation circumstance, for instance, finding unsubsidized employment or a significant change in the home situation that might have impacts on participation. The EP must be updated to reflect the begin date and anticipated end date of any new program components prior to the individual beginning additional activities. It

Section 2 – Work Programs

Chapter 04, Version 3 – Assessment and Employability/Family Service Plan

should also be updated each time the individual completes an activity. Changes to an EP can be made at any time to reflect the current actual program participation of the individual.

UPDATING THE EP:

- An alert is sent to the case manager designated on WPWI when the EP is about to end. At that
 time the case manager should contact the individual to make an appointment to come in to
 update the EP.
- Perform a reassessment and review with the individual the current plan and evaluate for progress.
- Develop a new EP with the individual/Complete "old" EP.
 - Report completion codes and dates for any components/statuses that have ended.
 - Report Actual End Date of Action Step/Activity on WPAS as appropriate.
 - Enter the completion date(s) in the PARTICIPANT'S PERSONAL GOAL STEPS as appropriate.
 - Review barrier information on WPBD and end any barriers as appropriate.
 - In the END DATE field, key in the date the EP ends on WPJS.
 - Complete a new Assessment Driver Flow beginning on screen WPED.
 - Update WPCH with new activities and dates as appropriate.
 - If the W-2 Placement changes, update ACWI and run SFED/SFEX (with dates, if appropriate).
 - Record any comments on CMCC.

There are six assessment screens and two screens to view and record the Employability Plan or the Family Service Plan (for Learnfare). History is captured and maintained on several of the assessment screens. The EP screens do have a historical listing of previous EPs, providing the worker marks the record for saving on WPAS. The EP should also always be printed and signed when a change is made to it or when a brand new EP is developed.

Section 2 – Work Programs

Chapter 04, Version 3 – Assessment and Employability/Family Service Plan

	ASSESSMENT						
	Screen	Purpose					
WPED	Assessment – Education	Initiate a new assessment from this screen. Displays education level, current and historical educational information, and original and current test levels. No history is maintained on this screen. WPTS does provide a history of the changes in assessment testing results.					
WPTS	Assessment – Testing Summary	Provides a historical listing of the changes in testing results as entered on WPED in the "Current" record fields.					
WPAW	Assessment – Employment	Displays program employment goals (DOT). Also displays specialized employment skills and accreditation, current employment status, and work preferences. Items in bright pink on this screen display on the EP. History is maintained for this screen.					
WPJR	Assessment – Participation Readiness	Displays transportation details, child care availability, and identifies other program participation. Also identifies supportive services needed, if there are barriers to employment, and self assets. History is maintained for this screen.					
WPBD	Assessment – Barrier Details	Workers are able to record detailed information about a participant's barriers to employment. This screen interfaces with the web-based Barriers Screening Tool (BST) in that At-Risk barriers can be created on WPBD from the BST. History is maintained for this screen.					
WPBS	Assessment – Barriers Summary	Provides a listing of the barriers that have been posted on WPBD.					
WPRU	Assessment – Unsubsidized Employment	Participant readiness for unsubsidized employment decision and summary of details. This screen also displays a brief summary of the status of the BST. History is maintained for this screen.					
	EMPLOYABI						
	Screen	Purpose					
WPJS	Employability Plan – 1	Displays program employment goals (DOT), short term and long term goals and the steps to achieve the goals.					
WPAS	Employability Plan – 2	Displays detailed Activity Plan with a place for free format comments.					
WPES	Employability Plan Summary	Historic listing of previously saved EPs. Select to view specific EP.					

Section 2 – Work Programs

Chapter 04, Version 3 – Assessment and Employability/Family Service Plan

4.1.0 ASSESSMENT DRIVER FLOW

The assessment driver flow begins on WPED if the worker is completing a full informal assessment. This should be initiated during enrollments, placement changes, and Employability Plan reviews and updates.

Assessment begins when the answer to the question DO YOU WANT TO INITIATE A NEW ASSESSMENT is "Y" (yes). Once activated, CARES automatically schedules the next screen when <ENTER> is pressed.

When the driver flow is complete (WPRU is processed), the LAST ASSESSMENT UPDATE field is updated on the assessment screens that contain those fields. In addition, a transaction is created on WPTN with the text: "INFORMAL ASSESSMENT".

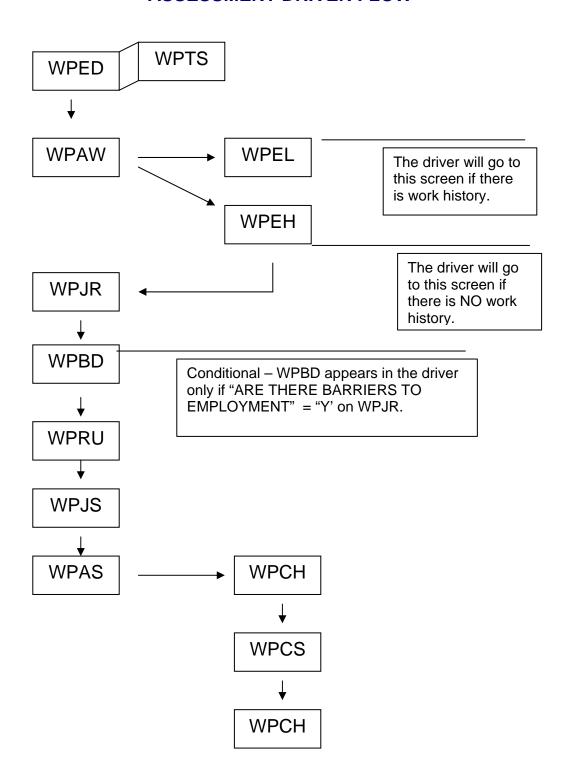
While in the driver, if the worker leaves the driver but does not complete it, the next time a screen within the assessment driver is accessed, CARES takes the user back into the assessment driver flow to complete it.

See Driver Flow on next page.

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Chapter 04, Version 3 – Assessment and Employability/Family Service Plan

ASSESSMENT DRIVER FLOW



Section 2 - Work Programs

Chapter 04, Version 3 – Assessment and Employability/Family Service Plan

4.2.0 WPED – ASSESSMENT – EDUCATION

This screen is where a new assessment is initiated. It's also where educational-related information is entered and displayed. The screen is divided into two separate segments. On the top half of the screen record:

- the individual's highest education level
- whether or not the individual is currently in school
- the last year attended
- the location
- the type of degree and the month and year received
- the course of study

Testing information is entered on the bottom half of the screen for:

- Reading
- Math
- English
- Aptitude
- Interest
- Life Skills (CASAS)

WPED displays both "Original" and "Current" test information, including the grade level, score, name of the test and the month and year given.

The "Original" information is entered in two different ways:

- At Enrollment
- If not at Enrollment, when an entry is placed under the "Current" information, it will automatically also fill in the "Original" information with the same data.

ORIGINAL TEST INFORMATION RECORDED:

The very first set of test results is entered in the Original column. Test scores should be recorded in the CURRENT field. When the screen is processed, CARES will record the original scores for each test in the ORIGINAL column and create a sequential history of the most current test scores on WPTS each time any test result is updated. If there are no values under ORIGINAL, when an entry is made under CURRENT, those values will also display under ORIGINAL.

Important Note: Information in the "Original" column is protected and cannot be modified. It is critical to be accurate when entering information that will display in this column.

CURRENT TEST INFORMATION RECORDED:

When updates to test information are entered under CURRENT, CARES will retain the information entered originally in the ORIGINAL fields, and the new data will appear under CURRENT. When subsequent entries are made, the value in the CURRENT field will change but the value in the ORIGINAL field will not. As new test results are added, the previous result will be transferred to WPTS.

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Chapter 04, Version 3 – Assessment and Employability/Family Service Plan

LEVEL:

Entries are made from Reference Table TWTL. It should be noted that some tests will not convert to a grade level. In this instance, select "NOLV" (No Level), as in the case of the Basic Skills English Test (BST1 or BST2).

LIFE SKILLS:

Life Skills does not include the type of assessment tests that convert to a grade level. It is only necessary to record the raw test scores from the applicable assessment test and the month and year the test was administered.

4.2.1 How to Access

Step 1: In the NEXT TRAN field, key in "WPED"

Step 2: In the PARMS field, key in the "PIN"

Step 3: Press <ENTER>.

Note: WPED can also be accessed from other assessment screens (noted on bottom of screen) by pressing PF13.

The result will be the WPED screen.

WPED			ASSES	SMEN	JТ – Е	DUCATION		0	1/21	L/05 08:25	
									XCTA	A13 N MEIER	
PIN: 9100612	481	OFFICE	: 1575		CTY/TR	IBE: 40	CASE	MANAG	ER:	XCTA13	
NAME: DIDWRO	NG	DUDI	ĹΥ								
LAST ASSESSM	ENT UPD	ATE: 01	1 21 2	005			UPDA'	red da	TE:	01 21 2005	
DO YOU WANT	TO INIT	IATE A	NEW A	SSES	SSMENT	: _ (Y/N)				
EDUCATION HI	STORY:	ORIG:	INAL (CURF	RENT						
HIGHEST ED.						CURREN'	TLY IN	SCHOO	r: I	1	
LAST YEAR A											
WHERE AT											
MOUNTY HS_			TO		0	6 1999	C	ANADIA	N MC	OUNTY	
TESTING:					_		_				
TESTING:											
						LEVEL					
READING						12.8					
MATH						09.0				2005	
ENGLISH						12.0				2005	
APTITUDE					2005					2005	
INTEREST								OTHR	01	2005	
LIFE SKILLS							90	CASA	01	2005	
PF14 WPAW P											
NEXT TRAN: _		PARMS	: 9100	6124	181						

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Step 4: Key a "Y" (yes) or "N" (no) in the DO YOU WANT TO INITIATE A NEW

ASSESSMENT field.

Step 5: If a "Y" (yes) is keyed, enter assessment data in the appropriate fields. Press

<ENTER> and the assessment driver will take the user to the next assessment

screen.

LAST ASSESSMENT DATE:

This date is updated when the assessment driver flow is complete (due to a "Y" being placed in the DO YOU WANT TO INITIATE A NEW ASSESSMENT field). The user cannot update this field. See Example 1 below.

UPDATED DATE:

This date is updated when a change is made on an assessment screen (an "N" is entered in the DO YOU WANT TO INITIATE A NEW ASSESSMENT field) whether or not it is in the assessment driver flow. A change/update can be made to an assessment screen without doing a new assessment. See Example 2 below.

Example 1 – Last Assessment Update Date:

Elsworth Elphanti has been placed into the Disability Assessment component due to a recent accident. After disability assessment results are available, a reassessment is done. The case manager enters a "Y" in the DO YOU WANT TO INITIATE A NEW ASSESSMENT field. The assessment driver flow is invoked. When the driver flow is complete, CARES sets the date in the LAST ASSESSMENT UPDATE field to the date the new assessment is completed. The UPDATED FIELD may or may not change, based on whether or not updates are made on any screen(s) in the assessment driver. If changes are made, the UPDATED DATE will reflect the date the changes are made. If no changes are made, the UPDATED DATE remains the current value.

Example 2 – Updated Date:

Telly Foney has just taken an Aptitude and Interest test. At this time he only needs WPED updated and not an entirely new assessment because his scores were not significantly different. The case manager enters an "N" in the DO YOU WANT TO INITIATE A NEW ASSESSMENT field and then updates the TESTING: CURRENT LEVEL, TEST, and MM/YY fields. The UPDATED DATE changes to the date these items are entered. The LAST ASSESSMENT UPDATE is not affected.

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4.3.0 WPTS – Assessment Testing Summary

This screen rolls up and displays historical test result data from WPED. Each time an entry or an update is made to WPED, a new record on the WPTS screen is created. WPTS is a query-only screen.

4.3.1 How to Access

Step 1: From WPED, press PF17.

OR

Step 1: In the NEXT TRAN field, key in "WPTS".

Step 2: In the PARMS field, key in the "PIN".

Step 3: Press <ENTER>.

Note: WPTS can also be accessed from WPED by pressing PF17. Press PF13 to return to WPED.

WPTS		ASSESSMENT	-TESTING	G SUMMARY			01/2	1/05	08:38	
							_		1 MEIE	R
PIN: 910061	2481	OFFICE: 1575	CTY/TR	IBE: 40	CASE	MANA	GER:	XCT	113	
NAME: DIDWR	ONG	DUDLY								
	LEVEL	SCORE	TEST	MM/YE.	AR					
READING	12.8	0099	ABL1	01 20	05					
MATH	09.0	8800	BMDT	01 20	05					
ENGLISH	12.0	0095	CELT	01 20	05					
APTITUDE			GATB	01 20	05					
INTEREST			OTHR	01 20	05					
LIFE SKILLS		0090	CASA	01 20	05					
READING	12.8	0099	ABL1	01 20	05					
MATH	09.0	0088	BMDT	01 20	05					
ENGLISH	12.0	0095	CELT	01 20	05					
APTITUDE			GATB	01 20	05					
INTEREST			OTHR	01 20	05					
LIFE SKILLS		0090	CASA	01 20	05					
PF13 WPED	PF14 WP	AW PF15 WPJR								
NEXT TRAN:		PARMS: 910061	2481							

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4.4.0 WPAW – ASSESSMENT – EMPLOYMENT

WPAW is used to collect information related to the individual's employment goals and employment skills. (Employment history is maintained on WPEL/WPEH.) Data entered in fields that display in hot pink print out on the Employability Plan.

WPAW identifies program employment goals as they related to an occupation by using the Dictionary of Occupational Codes (DOT). These codes are transferred by CARES to the EP (WPJS). See 4.4.1 for additional information. There is room to enter two goals – a primary goal and a secondary goal.

WPAW also collects:

- Special licenses or certifications the individual possesses (free format text)
- A code to indicate the individual operates a special kind of equipment (e.g., dump truck, fork lift, multiline telephone)
- A code to indicate the individual has specialized skills (e.g., arc welding, proficient in certain types of computer software, can read blueprints)
- Volunteer work or hobbies related to employment goals (e.g., volunteers in nursing home weekends and has a primary goal of home health aide)
- Whether the individual speaks and/or writes a language other than English. This is particularly helpful if an employer is looking for an individual who is bilingual.
- Whether the individual is currently employed or has been employed in the last 24 months.
 This indicates recent work experience.
- Information on whether the individual has been convicted of a crime and if so, what that crime is.
- The preferred work hours of the individual. This includes the hours and days of preference.
- The days and hours the individual is unable to work
- Free format text to record the reason(s) the individual is unable to work at the time the assessment is completed
- Work environment preference a code for work restrictions (e.g., cannot lift more than 20 pounds consistently, unable to stand for long periods, etc.). Additional details may be recorded in case comments (CMCC).
- An indicator reflecting whether the individual will relocate for employment. If the individual
 will only relocate within a certain distance or within a certain state-range, this too can be
 recorded on CMCC.

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4.4.1 DOT Codes

The reference table TDOT displays the first three digits of the DOT code. A listing of DOT codes are also found in Section 2, Appendix 04. The first three digits define:

- 1. The broad category of the occupation (first digit),
- 2. The occupation within the category (second digit), and
- 3. The occupational group within the division (third digit).

In DOT titles, one will sometimes see the abbreviation "N.E.C". N.E.C stands for "Not Elsewhere Classified". This means that the occupations do not logically fit into a defined division or group exactly, or that they could fit into two or more of them equally well.

4.4.2 How to Access

Step 1: In the NEXT TRAN field, key in "WPAW"

Step 2: In the PARMS field, key in the "PIN".

Step 3: Press <ENTER>.

Note: WPAW can also be accessed from other assessment screens (noted on bottom of screen) by pressing PF14.

The result will be the WPAW screen.

WPAW	ASSESSMENT - EMPLOYMENT	01/21/05 08:53
		XCTA13 N MEIER
PIN: 9100612481 OFFICE:	1575 CTY/TRIBE: 40	CASE MANAGER: XCTA13
NAME: DIDWRONG DUDI	Υ	
LAST ASSESSMENT UPDATE: 01		
PROGRAM EMPLOYMENT GOAL:	DOT	TITLE
PRIMAR	Y: 375 000 000 POLICE	E OFFICER PUBLIC SERVICE_
SECONDAR	Y: 372 000 000 SECURI	ITY GUARD
		
OPERATES THE FOLLOWING EQU		
SPECIALIZED SKILLS SUMMARY	·	
VOLUNTEER WORK/HOBBIES:		
OTHER LANGUAGE: _ VERBAL	(Y/N): _ WRITTEN(Y/	'N): _
-	_	_
CURRENTLY EMPLOYED: N (Y/	•	
CONVICTED OF CRIME?: N (Y/	N) IF Y EXPLAIN:	
		MTWRFSS
PREFERRED WORK HOURS: 08		
UNABLE TO WORK HOURS: 00	00 TO 00 00 DAYS:	
REASON UNABLE TO WORK:		
WORK ENVIRONMENT PREFERENCE		
PF13 WPED PF15 WPJR PF1		
NEXT TRAN: PARMS:	9100612481	MORE

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LAST ASSESSMENT UPDATE:

This date is updated when the assessment driver flow is complete (due to a "Y" being placed in the DO YOU WANT TO INITIATE A NEW ASSESSMENT field). The user cannot update this field.

UPDATED DATE:

This date is updated when a change is made on an assessment screen A change/update can be made to an assessment screen without doing a new assessment.

A history of the changes made to the WPAW screen is maintained. A worker can use the PF7 and PF8 keys to navigate through the historical views of the screen. A "MORE" indicator in the right bottom of the screen will indicate that history has been captured for this screen.

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4.5.0 WPJR – ASSESSMENT – PARTICIPATION READINESS

This screen collects work program participation readiness information. It records information related to transportation (valid drivers license, insurance, etc.), child care arrangements, and if there are any supportive services needed. It also gives the worker a chance to record any assets the individual has, if there is any other agency or program participation going on by the client or other family member(s) and a place for free format comments. Remember when entering comments that those of a confidential nature should only be referenced here and the actual comments should be made in the paper case file.

This screen also identifies if there are barriers to employment. WPJR is the gatekeeper screen to WPBD. The ARE THERE BARRIERS TO EMPLOYMENT field defaults to "N" (no) initially. If the response to ARE THERE BARRIERS TO EMPLOYMENT is "Y" (yes), the user will be driven to screen WPBD to record details on each barrier. When all barrier records on WPBD have been end-dated or deleted, this field will default to "N" again.

4.5.1 How to Access

Step 1: In the NEXT TRAN field, key in "WPJR".

Step 2: In the PARMS field, key in the "PIN".

Step 3: Press <ENTER>.

Note: WPJR can also be accessed from other assessment screens (noted on bottom of screen) by pressing PF15.

The result will be the WPJR screen.

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WPJR	ASSESSMENT - PAR	TICIPATION READI	NESS 01/21/05 08:55	
			XCTA13 N MEIER	
PIN: 9100612481	OFFICE: 1575	CTY/TRIBE: 40	CASE MANAGER: XCTA13	
NAME: DIDWRONG				
LAST ASSESSMENT	UPDATE: 01 21 200	15	UPDATED DATE: 01 21 2005	
TRANSPORTATION:	TRANSPORTATION TY	TPE: CO	LIABILITY INSURANCE(Y/N): Y	
			(Y/N): Y STATE: WI TYPE: 1 _	
IF NO VALID LICE	ENSE WHY?:			
WILL COMMUTE ON	E WAY: 20 MILES			
			CARE ARRANGED(Y/N): Y	
	TYPE OF ARRANGEME			
	ICES NEEDED: FOOD			
	SSETS: GWH HON _			
			:	
			:	
COMMENTS:				
		(
ARE THERE BARRIE	ERS TO EMPLOYMENT	(Y/N)?: Y		
DE12 MDED DE14	LIDALI DE16 LIDIG			
	WPAW PF16 WPJS	0.4.0.1		
NEXT TRAN:	PARMS: 910061	.2481		

LAST ASSESSMENT UPDATE:

This date is updated when the assessment driver flow is complete (due to a "Y" being placed in the DO YOU WANT TO INITIATE A NEW ASSESSMENT field). The user cannot update this field.

UPDATED DATE:

This date is updated when a change is made on an assessment screen. A change/update can be made to an assessment screen without doing a new assessment.

A history of the changes made to the WPJR screen is maintained. A worker can use the PF7 and PF8 keys to navigate through the historical views of the screen. A "MORE" indicator in the right bottom of the screen will indicate that history has been captured for this screen.

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4.6.0 WPBD - ASSESSMENT - BARRIER DETAILS

This screen is created if there is a "Y" (yes) response to the question "ARE THERE BARRIERS TO EMPLOYMENT?" on WPJR. It allows the worker to identify what, if any, employment barriers the participant has, how the barrier impacts participation, any work place accommodations that are needed and barrier assessment information. Each barrier has a separate page/screen. The screen can also be tranned to directly to access it in either query mode or update mode, based on the parms entered.

The "Web Initiated" field means the current barrier was initiated as an "at-risk" barrier from the Web-Based Barriers Screening Tool (BST). "Y" indicates the WPBD record was created via the BST by adding an "at-risk" barrier. N indicates the barrier was posted directly on WPBD and was not converted from an at-risk barrier. All at-risk barriers will display a "Y" for Web Initiated.

Note: At-risk barriers can only be created from the web-based Barriers Screening Tool and begin with the letter "R". Once an at-risk barrier is created on WPBD, it can be converted to a confirmed barrier by updating the Barrier type code field. Only at-risk barrier type codes can be modified on WPBD once created and they can only be updated to a confirmed barrier. Once they are updated, other fields become mandatory. These are:

COULD BARRIER AFFECT HOURS OF PARTICIPATION?: _ (Y/N)

HOW SOON CAN BARRIER BE OVERCOME?:
_ < 1 MONTH _ 1-3 MONTHS _ 4-6 MONTHS _ 6 MONTHS

ARE SPECIAL ACCOMMODATIONS NEEDED BASED ON BARRIERS? (Y/N)

The begin date of the confirmed barrier can be backdated to reflect the time at which the participant began to experience the barrier. Once an at-risk barrier is converted to a confirmed barrier, the at-risk barrier is automatically end-dated in CARES and will have an end reason code of ZZ.

If Barrier type is either MH – Mental Health or PL – Physical Limitations, a Barrier Sub-Type must be entered in the Sub-Type field. Reference Table TWBD contains the following values that can be posted for the PL and MH barriers.

The following sub-type codes are available for the PL barrier:

Code	Description	Code	Description
AR	Arthritis	DB	Diabetes
AS	Asthma/Lung Disorders	FB	Fibromyalgia
BP	Back Pain	HD	Headaches/Migraines
CN	Cancer	HT	Heart Disease
CT	Carpal Tunnel	HY	Hypertension
CR	Chronic Pain	MD	Muskuloskeletal Disorder
		OP	Other Physical Limitations

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The following sub-type codes are available for the MH barrier:

Code	Description
AP	Anxiety/Panic Disorder
BI	Bi Polar
DP	Depression
PH	Phobias
SZ	Schizophrenia
OL	Other Mental Health Limitations

Note: Although Post-Traumatic Stress Disorder is classified as a mental health barrier, it should be identified in the Barrier field as "Trauma".

End-Dating Barriers:

All barriers on WPBD must be end-dated prior to disenrolling the individual from Work Programs. An error message has been added to WPDS to alert workers that there are open barriers on WPBD if any exist at the time of disenrollment.

Upon end-dating a barrier, the worker also needs to enter a reason code. These codes are found on Reference Table TWBC.

Code	Description	Worker Entered?
CV	Barrier ended through conversion process	N
DI	Client disenrolled from work programs	Υ
NB	No barrier confirmed for at-risk barrier	Υ
RS	Barrier Resolved	Υ
ZZ	At-risk barrier system ended	N

Note: The CV and ZZ codes cannot be entered by the worker. The CV code was used during the conversion process as the end reason code for all open barriers on individuals currently disenrolled from work programs. The one-time conversion process added the CV code to the appropriate individual. The ZZ code is system generated whenever an at-risk barrier is converted into a confirmed barrier.

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4.6.1 How to Access

Step 1: In the NEXT TRAN field, key in "WPBD"

Step 2: In the PARMS field, key in the any one of the following, based on desired results:

Parm	Results
Pin	All open Barrier records will be displayed first followed by
	closed barriers in Query Mode.
Pin/Barrier Code	Specified current Barrier in Update Mode
Pin//A	Blank new Barrier screen for entry

To retrieve a blank screen to add details on a different barrier, press PF5 to process the current screen and display another screen.

Step 3: Press <ENTER>.

The result will be the WPBD screen.

WPBD ASSESSMENT - BARRIER DETAILS 05/26/05 09:30
XCTA13 N MEIER
PIN: 9100612481 OFFICE: 1575 CTY/TRIBE: 40 CASE MANAGER: XCTA13
NAME: DIDWRONG DUDLY
LAST ASSESSMENT UPDATE: 02 16 2005 UPDATED DATE: 01 26 2005
DC: _ BARRIER: AO SUB-TYPE: INDV AFFECTED: C (C- CLIENT F- FAMILY MEM)
BARRIER BEGIN DATE: 12 01 2004 BARRIER END DATE: END RSN CD:
COULD BARRIER AFFECT HOURS OF PARTICIPATION?: Y (Y/N) WEB INITIATED: N
HOW SOON CAN BARRIER BE OVERCOME?:
$_<1$ MONTH $_1-3$ MONTHS $_4-6$ MONTHS X > 6 MONTHS
WHO IDENTIFIED BARRIER?: CLIENT
ARE SPECIAL ACCOMMODATIONS NEEDED BASED ON BARRIERS? N (Y/N)
SPECIFY THE ACCOMMODATIONS THAT THE AGENCY WILL ARRANGE:
FORMAL ASSESSMENT INFORMATION:
REFERRED FOR FORMAL ASSESSMENT FOR THIS BARRIER: Y (Y/N) REF. DATE: 12 01 2004
FORMAL ASSESSMENT COMPLETED FOR THIS BARRIER: Y (Y/N) COMPL. DATE: 01 26 2005
ASSESSMENT COMPLETED BY:
PF13 WPED PF14 WPAW PF15 WPJR PF16 WPBS PF5 ADD MORE BARRIERS
NEXT TRAN: PARMS: 9100612481 MORE

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To delete an erroneously entered barrier, place an "Y" (yes) in the DELETE field. Note that this can only be done in Update mode.

WEB INITIATED:

A "Y" (yes) will be populated by CARES in this field if the Barrier Screening Tool (BST) had been administered to a W-2 individual and the BST worker created an "at-risk" barrier while completing the BST record. At the same time, CARES partially completes a WPBD record based on the linkage with the BST.

This WPBD record must be completed by the W-2 worker when the requested formal assessment has been completed by a qualifying agency or individual and returned to the W-2 Agency. Enter formal assessment completion information in the lower section of the screen.

If the results indicate there is no barrier, the worker can end–date the at-risk barrier and enter the code NB to indicate that no barrier was confirmed for the at-risk barrier. If the results indicate there is a barrier, change the "At-risk" barrier code to the actual barrier code of the same type and then complete the other required fields on WPBD.

LAST ASSESSMENT UPDATE:

This date is updated when the assessment driver flow is complete (due to a "Y" being placed in the DO YOU WANT TO INITIATE A NEW ASSESSMENT field). The user cannot update this field.

UPDATED DATE:

This date is updated when a change is made on an assessment screen. A change/update can be made to an assessment screen without doing a new assessment.

A history of the changes made to the WPBD screen is maintained. A worker can use the PF7 and PF8 keys to navigate through the historical views of the screen. A "MORE" indicator in the right bottom of the screen will indicate that history has been captured for this screen.

Special Note about WPBD security: WPBD will often contain very sensitive information about a participant's personal circumstances. To protect the confidentiality of this information, a special security rule has been applied to WPBD. WPBD can only be accessed by workers who are attached to the office of the participant (i.e. PIN) as assigned on SMWP. This applies to both update and query modes.

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4.7.0 WPBS – ASSESSMENT – BARRIERS SUMMARY

This screen serves as the summary screen for WPBD. All barriers posted on WPBD will be listed on this screen. Open barriers will be listed first in descending order based on the Barrier Begin Date. Closed barriers will be listed next in descending order based on the barrier begin date.

4.7.1 How to Access

Step 1: In the NEXT TRAN field, key in "WPBS".

Step 2: In the PARMS field, key in the "PIN".

Step 3: Press <ENTER>.

Note: WPBS can also be accessed from WPBD (noted on bottom of screen) by pressing PF16.

The result will be the WPBS screen.

A Worker can select a given row by entering an "X" or "S" in the selection field. The worker can then access the WPBD screen for the selected row by pressing the <ENTER> key. Once the WPBD screen is accessed, workers can view the history for a given barrier by using the PF7 and PF8 keys to navigate through the historical views. This is the same as accessing the Barrier by tranning to WPBD directly with the barrier code in the parms.

Barriers that were posted prior to the implementation of this new screen will initially display on WPBS with spaces for the Case Manager ID and Office Number. This is because prior to these changes, the assigned Case Manager and the Office Number of the participant were not captured for the barrier at the time the barrier was posted. If, after implementation, the barrier is updated on WPBD, then the Case Manager ID and Office Number fields will be updated on WPBS to reflect the current values for these two fields at the time update was made.

For barriers posted after the implementation date, the Office Number on WPBS will be the office number in which the participant was open at the time the barrier was posted, and the Case Manager ID will be the case manager assigned on WPWI at the time the barrier was posted.

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WPBS BARRIERS SUMMARY 02/22/05 11:33 XCT266 K CLOUGH							
PIN: 11006	66851				110	1200 R C200CH	
NAME: INTAK	E	SANC-1					
LAST ASSESS	MENT UPDATE:	02 22 2005					
BARR SUB	INDIV	BARRIER	BARRIER	END	OFFICE	CASE MGR	
		BEGIN DT			OFFICE	CASE MGK	
CD TYP	E AFFECIED	REGIN DI	END DT	RSN			
_ MH AP	CLIENT	01 01 2005			1575	XCT266	
_ AO	CLIENT	11 01 2003			1575	XCT266	
_ MH DP	CLIENT	06 14 2003			1575	XCT266	
_ DV	CLIENT	01 01 2003			1575	XCT266	
_ PL BP	CLIENT	01 02 2004	01 18 2005	RS			
_ PL AR	CLIENT	01 01 2004	01 18 2005	RS			
_ PL OP	CLIENT	01 01 2003	12 31 2004	RS			
_ MH AP	CLIENT	12 01 2004	12 07 2004	RS			
_ RM	CLIENT	12 01 2004	12 01 2004	NB			
_ PL FB	CLIENT	11 01 2003	12 01 2004	RS			
_ MH	CLIENT	01 01 2003	11 15 2004	RS			
_ PL AR	CLIENT	01 01 2000	12 31 2003	DI			
						PAGE:	1
NEXT TRAN: PARMS: 1100666851							

Note about security for WPBS. Since WPBS serves as the summary listing screen for WPBD, WPBS will have the same security restrictions as WPBD. Both query and update access to WPBD is restricted to workers assigned to the office of the participant, and WPBS will enforce the same restriction. Although query access to WP screens is generally granted statewide, WPBD and WPBS are the exception in that they restrict access at the office level.

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4.8.0 WPRU – ASSESSMENT – EMPLOYMENT & SCREENING RESULTS

The top portion of this screen records whether or not an individual is ready for unsubsidized employment and the summary of that decision. The bottom portion of the screen displays the Barriers Screening Status. If the individual has been screened, this field displays the status of the BST record.

The "Main User" displays the CARES logon ID of the worker assigned as the main user of the individual's most current screening record. The "Created Worker" displays the mainframe logon ID of the worker who initiated the individual's most current screening record.

CARES enters the date that WPRU is processed (while in the Assessment drive flow) in the LAST ASSESSMENT UPDATE field on the assessment screens.

Barrier Screening tool (BST) information is populated by CARES when a BST record has been created.

Barrier Screening Status:

CP Complete

PC Partially complete
DR Declined to Respond

Note: At the time the WPRU screen is accessed, a new screening is required per W-2 screening policy. This BST screening status information will be blank, even if a screening was completed in the past.

4.8.1 How to Access

Step 1: In the NEXT TRAN field, key in "WPRU"

Step 2: In the PARMS field, key in the "PIN".

Step 3: Press <ENTER>.

The result will be the WPRU screen.

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WPRU ASSESSMENT - EMPLOYMENT & SCREENING RESULTS 01/21/05 09:12
XCTA13 N MEIER
PIN: 9100612481 OFFICE: 1575 CTY/TRIBE: 40 CASE MANAGER: XCTA13
NAME: DIDWRONG DUDLY
LAST ASSESSMENT UPDATE: 01 21 2005 UPDATED DATE: 01 21 2005
IS PARTICIPANT READY FOR UNSUBSIDIZED EMPLOYMENT (Y/N)?: N
SUMMARY OF DECISION: CLIENT HAS AODA ISSUES AT THIS TIME WHICH COULD PREVENT
CLIENT FROM MAINTAINING EMPLOYMENT. POSSIBLE ISSUES ARE ATTENDANCE, RELATION
SHIPS WITH CO-WORKERS, AND JOB PERFORMANCE
BARRIER SCREENING STATUS:
LAST UPDATED DATE :
MAIN USER :
CREATED WORKER :
PF13 WPED PF14 WPAW PF15 WPJR
NEXT TRAN: PARMS: 9100612481 MORE

UPDATED DATE:

This date is updated when a change is made on an assessment screen. A change/update can be made to an assessment screen without doing a new assessment.

A history of the changes made to the WPRU screen is maintained. A worker can use the PF7 and PF8 keys to navigate through the historical views of the screen. A "MORE" indicator in the right bottom of the screen will indicate that history has been captured for this screen.

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4.9.0 WPJS – EMPLOYABILITY SERVICE PLAN - 1

This screen displays the primary and secondary employment goals of the individual based on DOT code, which is brought over from the WPAW assessment screen. It also details action steps planned for the duration of the plan (six months or less).

4.9.1 How to Access

Step 1: In the NEXT TRAN field, key in "WPJS"

Step 2: In the PARMS field, key in the "PIN".

Step 3: Press <ENTER>.

Note: WPJS can also be accessed from other assessment screens (noted on bottom of screen) by pressing PF16.

The result will be the WPJS screen.

WPJS	EMPLOYABILITY	SERVICE PLAN -	- 1 01	21 05 09:16
			XC'	TA13 N MEIER
PIN: 9100612481			OFFICE: 1575	
NAME: DIDWRONG	DUDLY		COUNTY/TRIBA	L UNIT: 40
*** LAST EMPLOYAB	LITY PLAN UPDA	ATE: 01 21 2005	CASE MANAGER	: XCTA13
PROGRAM EMPLOYMENT	GOALS:			
			OFFICER PUBLI	
SECONDARY: DO	г 372 000 000	TITLE: SECURI	TY GUARD	
RELATED GOALS: LO				
SI	HORT TERM		 	
PARTICIPANT`S PERSO				
	STEPS			DATE COMPLETED
1 RESOLVE AODA ISSU	JES			
2 START APPLYING FO				
3 TAKE POLICE OFFIC	CER TEST			
4 TAKE POLICE OFFIC	CER TRAINING			
5				
6				
PF13 WPED PF14 WPA	AW PF15 WPJR			
NEXT TRAN:	PARMS: 910061	12481		

Step 4: PARTICIPANT'S PERSONAL GOAL:

Participants may identify goals related to their employability goals, which they wish to accomplish during program participation. Examples of these might be parenting issues, financial counseling, involvement in support groups, securing a drivers license, etc..

After completing the Participant's Personal Goals, press <ENTER> and a mini-driver is invoked to display the WPAS screen next.

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4.10.0 WPAS - EMPLOYABILITY SERVICE PLAN - 2

WPAS is the second screen of the Employability Plan and is completed after WPJS. It documents the Employability Plan/Family Service Plan begin and end dates along with identifying the action steps and activities to reach the individual's employment goals. It also identifies the supportive services needed for each step along with who is providing the service. This is the screen where the EP is saved to history and the indication is made as to whether or not the EP was printed. There are two lines of free format for additional comments.

4.10.1 How to Access

Step 1: In the NEXT TRAN field, key in "WPAS"

Step 2: In the PARMS field, key in the "PIN".

Step 3: Press <ENTER>.

The result will be the WPAS screen.

WPAS EMPLOY	ABILITY SERVI	CE PLAN - 2	01/21/05 09:18
			XCTA13 N MEIER
PIN: 9100612481 OFFICE:			
NAME: DIDWRONG DUD	LY	COUNT	Y/TRIBAL UNIT: 40
*** LAST EMPLOYABILITY F	LAN UPDATE: 0	1 21 2005 CASE	MANAGER: XCTA13
ACTIVITY PLAN: (6 MONTHS	MAXIMUM) 01	21 2005 THRU 0	5 31 2005
ACTION STEPS OR		PLANNED PLANN	ED PROV PROV ACTUAL
ACTIVITY		BEG DATE END D	ATE ID OTR END DATE
1 ATTEND MOTIVATION WORKS	HOP	02 01 05 02 04	05 0001
HRS/WK: 12 REM:		CC: Y T	RNS: Y OTR:
			PD: WORK, WORK, WOR
2 ATTEND AODA COUNSELING	SESSIONS	01 24 05 04 04	05 9904
HRS/WK: 04 REM: PROVIDE	D BY LSS	CC: Y T	RNS: Y OTR:
DEL: _ LOCN:			PD: OTHER AGENCY OR
3 ATTEND JOB SEEKING SKIL	LS WORKSHOP_	02 14 05 02 17	05 0001
HRS/WK: 12 REM:		CC: Y T	RNS: Y OTR:
DEL: _ LOCN:			PD: WORK, WORK, WOR
MAILED (Y/N): N			
COMMENTS:			
<u></u>			
PF13-WPED PF14-WPAW PF1	5-WPJR PF16-	PRINT ADD ACTIV	ITIES N MORE STEPS
NEXT TRAN: PARMS	: 9100612481_		

ACTION STEPS:

Note that end dates of action steps should never exceed the expiration date of the overall plan. If necessary, carry unfinished action steps to an updated EP.

MAILED:

A "Y" (yes) in this field indicates that the EP was manually mailed to the individual.

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SAVE EP IN HISTORY:

A "Y" (yes) in this field will save the EP to WPES.

COMMENTS:

There are two lines of free format text in which to write additional comments related to the EP.

PF16:

When the EP is completed, press PF16 to print.

ADD ACTIVITIES:

A "Y" (yes) in this field will bring up an additional WPAS screen to add additional Action Steps or Activities along with their corresponding details.

ALERTS:

There are two alerts triggered by the EP THRU date. The first one appears two weeks prior to the EP end date alerting the worker that the EP is soon to expire. Two weeks after the first one, the second alert is issued if a new EP for a new time period hasn't been done.

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4.11.0 WPES - EMPLOYABILITY PLAN SUMMARY

From this screen workers can access employability plans that were saved to history from WPAS. It includes whether or not the EP was printed, the updated date, service begin and end dates, the primary job, and the worker ID. Each saved EP is listed in date order with the most recent displaying first. Details may be viewed by selecting a specific entry.

4.11.1 How to Access

Step 1: In the NEXT TRAN field, key in "WPES"

Step 2: In the PARMS field, key in the "PIN".

Step 3: Press <ENTER>.

The result will be the WPES screen.

WPES	EMPLOYABILITY P	LAN SUMMARY	0.3	1/21/05 10:47	
				XCTA13 N MEIER	
PIN: 9100612481			OFFICE: 157!		
NAME: DIDWRONG	DUDLY		COUNTY/TRIB	E: 0040	
S P UPDATED	SERVICE	SERVICE	PRIMARY	WORKER	
DATE	BEGIN DATE	END DATE	JOB TEXT	ID	
_ N 2005-01-21	2005-01-21	2005-05-31	POLICE OFF	XCTA13	
_ N 2005-01-21	2005-01-21	2005-05-31	POLICE OFF	XCTA13	
PF13: WPAS PF14	: WPJS				
NEXT TRAN:	PARMS: 910061	2481			

Step 4: Select a specific entry by placing an "S" on the Select line in front of the desire entry and press PF13 to view WPAS or PF14 to view WPJS.

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Chapter 05 – Supportive Service Tracking

5.0.0 INTRODUCTION

WPSS – Summary of Supportive Services is designed to be used as a case management tool. It is used to document referrals to supportive services and results details. This screen can be used to keep a running record of payments made to or on behalf of an individual.

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Chapter 05 - Supportive Service Tracking

5.1.0 WPSS – SUMMARY OF SUPPORTIVE SERVICES

WPSS collects the date the referral was made to the supportive services, a free format text line to name the provider of the service, an indicator as to whether the service was actually provided or not, the duration of the service, and the amount.

The Amount Paid is entered with the decimal point but not the dollar sign (\$) (e.g., 127.70). The cumulative amount of money paid to the same provider for services provided to the participant is automatically tallied by CARES. Services from different providers codes are not added together. Therefore, a grand total of money spent on all services provided to an individual does not exist and will not display (unless all services provided have the same Service Code).

Do not delete an entry unless it was entered erroneously.

5.1.1 How to Access:

Step 1: Key in "WPSS" in the NEXT TRAN field.

Step 2: Key in the "PIN" in the PARMS field.

Step 3: Press <ENTER>.

WPSS PIN: 0100503			PORTIVE SE			XCT ICE: 1575	'A13 N ME	
NAME: PITSTO	OP PENEL	OPE		C	OUI	NTY/TRIBAL	UNIT: 40	
REF TO SS DATE	SUPP SERV PROVIDER TEXT	SERV CODE	SERV PROV(Y/N)	_	OF	SERVICE- END	AMOUNT PAID	CUM AMOUNT
- 12 03 01 - 10 01 01 - 09 25 01 - 08 08 01 - 08 01 01 - 07 04 01 - 06 10 01	FOOD PANTRY WAL-MART CAR REPAIR K-MART STORE LUTHERN S. SRV. LUTHERN S.SRV. CAR REPAIR	FOOD CLTH OTHR CLTH CRIS CRIS OTHR	У У У У У У У У	09 27 08 08 08 01 07 04	01 01 01 01 01 01	12 03 01 10 01 01 09 27 01 08 08 01 08 14 01 07 10 01 06 11 01	5.00 25.00 87.88 87.29 100.00 50.00 429.32	5.00 112.29 517.20 87.29 150.00 50.00 429.32
NEXT TRAN:	PARMS:	392966	901				PA	GE: 1

When WPSS is accessed, there is a row of blank lines for data. As each supportive service entry is made, the previous entry becomes a new row and the top row remains blank for a new entry.

Note: See 5.1.3 for how to access WPSS entries for a single, specific Service Code.

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Chapter 05 – Supportive Service Tracking

5.1.2 How to Delete an Entry

Detail data in separate fields cannot be updated. The entry must be deleted and re-entered correctly.

To delete previously entered incorrect data:

Step 1: Place a "D" on the underscore before the entry to be deleted.

Step 2: Press <ENTER>.

Step 3: Re-post the entry with the accurate information.

Ī	WPS	SS			SUMMARY	OF SUP	PORTIVE SE	RVICES		·	- , -	:37
			-	050 TST	3004 OP PENEL	OPE				XCT ICE: 1575 NTY/TRIBAL	A13 N ME UNIT: 40	
			T TC) SS	SUPP SERV PROVIDER TEXT	SERV CODE	SERV PROV(Y/N)	-DATES BEGIN	OF	SERVICE- END	AMOUNT PAID	CUM AMOUNT
	D	0 0	25	0 =	CAR REPAIR	OTHR	_ Y	09 27	0 1	09 27 01	87.88	517.20
	_	80	08 01	01 01	K-MART STORE LUTHERN S. SRV.	CLTH CRIS	Y Y	08 08 08 01	01 01	08 08 01 08 14 01	87.29 100.00	87.29 150.00

In this example the date was in error and was changed from 09/25/01 to 10/25/01 and Dates of Service were changed from 09/27/01 to 10/27/01.

WPSS SUMMARY (OF SUPPORTIVE SE	·	9/01 15:37
		XCT	'A13 N MEIER
PIN: 0100503004		OFFICE: 1575	
NAME: PITSTOP PENELO	PE	COUNTY/TRIBAL	UNIT: 40
REF TO SS SUPP SERV DATE PROVIDER TEXT	SERV SERV CODE PROV(Y/N)	-DATES OF SERVICE- BEGIN END	AMOUNT CUM PAID AMOUNT
_ 10 25 01 CAR REPAIR	OTHR Y	10 27 01 10 27 01	87.88 517.20
08 08 01 K-MART STORE	CLTH Y	08 08 01 08 08 01	87.29 87.29
_ 08 01 01 LUTHERN S. SRV.	CRIS Y	08 01 01 08 14 01	100.00 150.00

5.1.3 How to Access WPSS by Service Code

Step 1: Key in "WPSS" in the NEXT TRAN field.

Step 2: Key in the "PIN", a forward slash (/), and the "Service Code" in the PARMS field.

Step 3: Press <ENTER>.

Section 2 – Work Programs

Chapter 05 – Supportive Service Tracking

WPSS	SUMMARY OF SUPPORTIV	E SERVICES	12/03/01 09:28
			XCTA13 N MEIER
PIN: 0100503004		OFFICE:	1575
NAME: PITSTOP	PENELOPE	COUNTY/	TRIBAL UNIT: 40

REF TO SS SUPP SERV SERV -DATES OF SERVICE- AMOUNT CUM
DATE PROVIDER TEXT CODE PROV(Y/N) BEGIN END PAID AMOUNT

_ 08 01 01 LUTHERN S.SRV. CRIS Y 08 01 01 08 14 01 100.00 150.00 07 04 01 LUTHERN S.SRV. CRIS Y 07 04 01 07 10 01 50.00 50.00

PAGE: 1

NEXT TRAN: PARMS: 0100503004/CRIS

Section 2 – Work Programs

Chapter 06, Version 4 – Posting Statuses and Components

6.0.0 INTRODUCTION

Activities for work programs are reported according to rules, policy, and definition of the component or status. Not all components/statuses are valid for all programs. See Section 2, Appendix 02 – Activity Matrix to determine if a status or component is valid for the specified program. This information can also be viewed on screen WPCM.

Reference Table TCOS displays a list of components/statuses and their associated reporting code. Not all activities are used by all programs or reported for all individuals. Reporting is based on the program characteristics and, in W-2, the individual's W-2 placement code. More than one activity can be reported at a time to reflect participation by the individual in simultaneous activities. Policy determines which components/statuses may be reported for each program.

All statuses and components reported MUST be consistent with their definitions.

Definitions of all statuses/components are found in Section 2, Appendix 01. These activities are reported via WPCS.

Reports are run from data entered into the system and are retrievable on EOS (Enterprise Output System). Federal, state, and local online reports can be retrieved via WPRI, WPRA, and WPFN.

This chapter discusses the following:

- The definition of a status and a component
- How to create, update, and delete a status/component
- System rules
- System backdating rules
- Component phases
- Completion codes
- Stand Alone statuses
- "Ghost" components (attempting to report the same activity on the same day it was deleted)
- General reporting information related to specific programs
- List of Statuses/Components grouped by area (i.e., employment reporting, assessment, etc.)

The following is a brief overview of WPCS/WPCH functions. Detailed instructions are contained within this chapter.

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Chapter 06, Version 4 – Posting Statuses and Components

Function	Screen	Procedure
Add a status/component	WPCS	Next Tran: WPCS Parms: PIN or SSN
Update a status/component	WPCH	Place a "U" in the TYPE OF ACTION field. This brings up the WPCS screen to update data elements.
Complete a status/component	WPCH	Place a "C" in the TYPE OF ACTION field. This brings up the WPCS screen to post completion data elements.
Delete a status/component	WPCH	Place a "D" in the TYPE OF ACTION field. This brings up the WPCS screen. Press <enter> to delete.</enter>
View reported statuses/components	WPCH	Next Tran: WPCH Parms: PIN or SSN

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Chapter 06, Version 4 – Posting Statuses and Components

6.1.0 DEFINITION OF A STATUS AND A COMPONENT

Two different categories of activities are reportable – Statuses and Components. Each is given a definition that meets state and/or federal reporting requirements.

6.1.1 Definition of a Component

A component is a regularly scheduled structured activity that meets program requirements and has a specific program participation assignment attached.

6.1.2 Definition of a Status

A status is another category of program-related tracking, but with no scheduled hourly program assignment for the individual.

Section 2 – Work Programs

Chapter 06, Version 4 – Posting Statuses and Components

6.2.0 GENERRAL RULES

The following are general system rules related to activity reporting.

GENERAL SYSTEM RULES RELATED TO ACTIVITY REPORTING

The following general rules must be adhered to when using CARES. In addition to these rules, and the detailed instructions related to inputting data contained in each chapter of Section 2 of the CARES Guide, from time to time policy may be issued that affects the use of CARES.

- 1. Work Programs receive clients through automated CARES referrals ONLY. New referrals must be scheduled for Enrollment immediately upon receipt. Individuals not scheduled for enrollment in CARES must have documentation on CMCC as to why the individual has not been scheduled.
- 2. **Workers should check their Pending Referral listings often.** This insures that participants are in the appropriate program(s). A referral to an eligibility program takes priority over a non-eligibility program.
- 3. **An enrollment must be completed before any services can be reported**. The following are the only exceptions.
 - a. If the individual does not complete the scheduled enrollment because of:
 - Non-participation
 - Because s/he is no longer mandatory or voluntary
 - Because s/he is no longer eligible
 - Because the work program worker is requesting a re-evaluation of the individual's exemption status. If this occurs, enter the most appropriate of the following statuses into CARES or disenroll the individual if appropriate. An individual does not need to be enrolled to be disenrolled.
 - EX Exemption Request to ESS
 - SA Sanction Request to ESS
 - Disenrollment: No Sanction
 - Disenrollment: Sanction
 - b. Data related to employment for an individual can be reported any time between the date of the most recent referral (displayed on WPTN) and the date of disenrollment. Employment History (other than Entered Employments) can be dated prior to referral and may be updated after disenrollment if the office doing the reporting is the last office of record. Valid Entered Employments occur between the date of referral and the date of disenrollment (System Status must be R Referred, S Scheduled for Enrollment or E Enrolled). Details of the employment are reported via WPEH. The following appropriate working status is reported via WPCS.

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Chapter 06, Version 4 – Posting Statuses and Components

- WF Working Full-time OR
- WP Working Part-time

Example:

An individual scheduled for enrollment informs the Work Program they are working either full-time or part-time. If the employment was obtained after the Date of Referral (displayed on WPTN), it should be reported as an Entered Employment via WPEH, provided it meet additional Entered Employment criteria (see Section 2, Chapter 07, 7.1 and 7.2). If the employment was obtained before the Date of Referral, it is not an Entered Employment but still should still be recorded as employment on WPEH.

4. After enrollment, an individual must be assigned to at least one status or component at all times (through entry in CARES). This includes all individuals who have had an office change via WPWI.

To find individuals who are not in a status or component, retrieve the WPRI screen and in the SELECT NO STATUS/COMPONENT field, key in a "Y" (Yes) and press <ENTER>. This screen is processed in batch on Tuesdays and Fridays and should be viewed at least weekly.

- 5. **In CARES, components and statuses are reported in three different phases.** These are the Pending Phase, the Scheduled Phase, and the Actual Phase. See 6.3.0 for details.
- 6. Report the Actual phase of components/status only after they have been verified to have actually begun. The BEGIN DATE on WPCS is the actual start date of the activity. Activities have started even if the participant fails to show up.
- 7. Use only actual start dates for the Actual phase of components/statuses, not future start dates.
- 8. Entry of statuses and components into CARES must be consistent with their definitions. Definitions are listed in Section 2, Appendix 01 of the CARES Guide.
- 9. Report multiple different components/statuses for an individual to reflect their actual participation in simultaneous activities.

Examples:

A participant is participating in Work Experience and Adult Basic Education simultaneously. In this case, both WE (Work Experience) and BE (Adult Basic Education) should be reported with their respective begin dates. Both may be open within the same time frame. This is allowed.

10. **Duplicate posting of components/statuses is not allowed**. If an individual is already active in a status/component, an attempt to report the same component/status in any phase will be rejected.

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Different phases of a component cannot be open at the same time for an individual, e.g., Actual phase of Work Experience in addition to a Scheduled or Pending phase of the same activity.

Example:

Mr. Lean is working part-time and WPCH shows him to be in the Working Part-time status for 20 hours per week. Mr. Lean then gets a second part-time job for 15 hours per week. The Working Part-time status cannot be re-reported. In this situation, since Mr. Lean is now working more than 30 hours per week total, the Working Part-time status should be completed (closed) and Working Full-time should be reported on WPCS.

11. A participant cannot be active in a "stand-alone" status concurrently with another component/status. If the status being reported is a "stand-alone", completions must first be reported for all other open components/statuses. A component/status is completed when an Actual End Date has been reported for the open component/status.

Conversely, if the participant is active in one of the "stand-alone" statuses, a new component/status cannot be reported until a completion is reported for the "stand-alone".

Currently the only Stand-alone status is:

- UA Unassigned
- 12. A new component or status cannot be reported for a participant who is not open, i.e., between referral and disenrollment, in the work program office attempting to report the activity.

A status/component may not be reported with a date prior to the date it became active (see WPCM for date status/component became active).

- 13. Special rules for reporting component completions are:
 - a. Completions must be reported for the Technical College (W-2) and Adult Basic Education components when the individual is on summer break, or a break longer than three weeks in duration, or is otherwise not enrolled in classes.
 - b. Completions must be reported for all components and statuses before a disenrollment or office change can be reported for a participant.
- 14. **All activities must be reported in CARES immediately**. If this is not possible, they must be reported as soon as possible after the date the activity occurred.

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Chapter 06, Version 4 – Posting Statuses and Components

15. CARES must be used to report and maintain a complete historical record of services and related comments. Information, once reported, should not be deleted from CARES unless it was reported incorrectly or erroneously.

Note: Case/PIN related comments posted on CMCC cannot be deleted.

- 16. **Employment history and current employment activity must be maintained via WPEH.** A summary of employment history is found on screen WPEL.
- 17. Known assessment information must be maintained on the appropriate assessment screens.
 - WPED Educational information
 - WPAW Employment information
 - WPJR Participant readiness
 - WPBD Barrier Details

Note: WPRU displays assessment employment and screening results.

- 18. **Non-participation, both with and without good cause, must be recorded on WPNH.** A summary of non-participation history is found on screen WPNP.
- 19. Case comments, other that highly sensitive comments, e.g., AODA issues, should be maintained on CMCC. The case narrative should be a factual descriptive account of all contacts with the individual.

If abbreviations are used, they must be able to be read and understood by anyone accessing the record and not limited only to staff in a specific office.

Comments may be added to a closed record IF the office attempting to add the comments is the last open office for that individual. If the individual is currently open in another office or if they have since closed in another office, comments will not be allowed to be entered for the previously open office.

20. Query WPRI (Request Active Individuals Listing) weekly to verify that individuals are not in components longer than they should be according to definition.

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Chapter 06, Version 4 – Posting Statuses and Components

6.2.1 Backdating Rules

Standard backdating rules in Work Programs limit the backdating of most CARES Work Program data, including Components and Statuses. They are as follows:

FROM	то	BACKDATE PERIOD
January 1 of the current year	September 30 of the current year	Can backdate to October 1 of the PREVIOUS year
October 1 of the current year	December 31 of the current year	Can backdate to January of the CURRENT year

The ability to backdate does NOT change the requirements for workers to report information immediately as changes/services occur. Backdating is primarily available to workers to ensure the Actual Start Date of an activity is reported accurately.

A status/component cannot be backdated into a timeframe when that status/component was previously open.

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6.3.0 COMPONENT PHASES

Components are reported in different phases of an activity. This is a case management tool as well as a reporting mechanism. Not all components/statuses can be reported in all phases. The Actual phase of a component/status is the only phase that counts for state and/or federal reports.

See CARES Guide Section 2, Appendix 02 – Activity Matrix or screen WPCM to determine what phase(s) may be used for each component/status.

6.3.1 Phases – Definitions and When to Use

Pending Phase

Use this phase as a case management tool. It is used for individuals waiting to be scheduled for group or individual activity when the **exact start date** *is not known*. Reporting this phase is not a mandatory requirement.

- The BEGIN DATE is the date the individual is referred to the activity.
- The ANTICIPATED END DATE is blank because the activity is not yet scheduled.

This phase will only appear on WPCH until a completion or deletion is reported. If it is deleted, it will display as deleted only on WPTN.

Example:

Mr. Bubble will be put into the "MO – Job Readiness/Motivation" component when a slot becomes available. It is anticipated that a slot will open in approximately two weeks although the exact date of that opening is not known. Ms. Caseworker goes to WPCS and posts the Pending phase of the "MO" component. The BEGIN DATE is the current date and there is no ANTICIPATED END DATE.

Completion for the Pending phase may be reported in three different ways:

- 1. By keying a "C" on the blank line above the component on WPCH and pressing <ENTER> which brings up the WPCS screen to enter completion information;
- 2. By reporting the Scheduled phase of the same component;
- 3. By reporting the Actual phase of the same component.

No history is maintained for this phase on either WPCH or WPTN once a completion has been reported.

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Scheduled Phase

Report this phase if the individual is scheduled to participate in the component and **the exact start** date *is known*.

Use the actual start date of the component for the Anticipated End Date of the Scheduled phase. Reporting the Scheduled phase of a component will end date the Pending phase of the component, which will remove it from WPCH. The Scheduled phase of a component remains on WPCH and WPTN.

- BEGIN DATE Enter the date the individual is scheduled to begin participating in the activity.
- SCHEDULED DAILY HOURS Enter how many hours per day the individual is scheduled to participate in the activity. If the hours are different for each day, compute the average.
- FREQUENCY: DAYS PER MONTH Enter the number of days per month the individual is scheduled to participate in the activity. This field should be updated monthly.
- FUNDING SOURCE Enter a valid funding source from Reference Table TWFD.
- ANTICIPATED END DATE Enter the date the activity is scheduled to start.

Example:

On June 4th, Ms. Caseworker finds out that a slot for the "MO – Job Readiness/Motivation" component will be open beginning on June 11th for Mr. Bubble to participate in. Ms. Caseworker goes to WPCS and posts the Scheduled phase with a BEGIN DATE of June 4th and an ANTICIPATED END DATE of June 11th. She then notifies Mr. Bubble of the activity.

Actual Phase

Report this phase on or after the date that the individual **actually begins the component or status**, or if the individual is W-2, the worker may update from the "S" (scheduled) to the "A" (Actual) phase to process a payment reduction on WPNH if the participant misses the first day of the activity.

The Actual phase may be reported in one of two ways.

- 1. Update the Pending or Scheduled phase, if one exists, to the Actual phase via update mode (U) OR
- 2. Posting the Actual phase (A) via WPCS.

Reporting the Actual phase of a status/component automatically completes (posts an Actual End Date) the same status or component that was previously in Pending or Scheduled phase on WPCH. If the Scheduled phase was not reported, the Actual phase will remove the Pending phase from WPCH.

- BEGIN DATE Enter the date the participant actually begins or is scheduled to begin the activity.
- WEEKLY SCHEDULED HOURS If the hours are different for each day, compute the average.

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 ANTICIPATED END DATE – Enter the date the individual is to complete the activity. The number of maximum hours for activities is set by program policy.

Example:

On June 11th, Mr. Bubble begins the "MO – Job Readiness/Motivation" component. Ms. Caseworker goes to WPCS and posts the Actual phase of the component. The BEGIN DATE is June 11th and the ANTICIPATED END DATE is June 29th (the last day of the training).

6.3.2 Changing a Phase

Notes:

- A "P" (pending) phase can be changed to an "S" (scheduled) phase or an "A" (actual) phase.
- An "S" (scheduled) phase can only be changed to "A" (actual) phase.
- An "A" (actual) phase cannot be changed.

When changing one phase to another, change the Begin Date and Anticipated End Date accordingly.

6.3.3 Ghost Status/Component

CARES will not accept an Actual phase with a begin date the same as the begin date of the Scheduled phase already reported. If a Pending, Scheduled, or Actual phase of a status/component has been reported and then deleted, an error message will display stating "Participant already in Pending/Scheduled/Actual phase of this component/status".

Re-report the SAME status/component using a date for reporting the SAME status/component that is **one day later** than the original begin date. To verify the date of a deleted Scheduled or Actual phase, query WPTN.

Document on CMCC the discrepancy in Begin Dates.

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Chapter 06, Version 4 – Posting Statuses and Components

6.4.0 STATUS/COMPONENT REPORTING/MAINTENANCE

6.4.1 WPCS – CREATE/UPDATE COMPONENT/STATUS

The WPCS screen is used to enter all activities (i.e., components and statuses) that an individual is assigned to participate in while open in a specific office. This information is then displayed on WPCH where it can be viewed, updated, or completed. The transaction will also display on WPTN.

When reporting W-2 activities on WPCS, it is critical that all activities are shown as sanctionable or non-sanctionable correctly. Errors could either impose sanctions incorrectly or not impose sanctions when there should be one.

6.4.1.1 How to Report Activities on WPCS

Step 1: Key in "WPCS" in the NEXT TRAN field.

Step 2: Key in the "PIN" in the PARMS field.

Step 3: Press <ENTER>.

I	WPCS	CREATE/UPDATE COMPO	ONENT/STATUS	04/25/02 13:23
l				XCTA13 N MEIER
l	PIN: 0100503004	REGION: (0005	OFFICE: 1575
l	NAME: PITSTOP	PENELOPE		COUNTY/TRIBAL UNIT: 40
l				
l	TYPE OF ACTION:	A (A-ADD U-UPDATE	C-COMPLETE	D-DELETE)
l		NENT/STATUS:	C COLLEGE	
l	COM	PHASE:	/ D_T	PENDING S-SCHEDULED A-ACTUAL)
l		BEGIN DATE:	(P - E	PENDING S-SCHEDOLED A-ACTUAL)
l				
l		STAFF ID:		
l		PROVIDER ID:		(()
l		DULED HOURS: W		· · · · · -
l		DULED HOURS: F	FREQUENCY (DA	AYS PER MONTH):
l	FUN	DING SOURCE:		
l	EMPLOYER	PROVIDER ID:		
l		SITE ID:		
l		DOT:		
l	NON-AP	PROVAL CODE:		
l	ANTICIPAT	ED END DATE:		
l	COMP	LETION CODE:		
l	ACTU	AL END DATE:		
l		POST ANOTHER COMPON	NENT	
١	NEXT TRAN:	PARMS: 01005030		

Step 4: Enter the required data on WPCS.

Step 5: Press <ENTER>.

Note: PF14 allows the worker to post multiple components while in the work program driver flow.

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6.4.1.2 Entry of Enrollment/Orientation

Note that Enrollment and Orientation activities are automatically reported when WPEN is completed. They are not reportable on WPCS and they cannot be updated or deleted via WPCH. See details of reporting these two activities in the Enrollment chapter.

6.4.1.3 Status/Component Chart

Following is a chart with the Statuses and Components broken down by areas. For complete definitions of all statuses and components, see Appendix 01 in this section (Section 2 – Work Programs). For a matrix of which programs these statuses/components are applicable for, see Appendix 02 in this section.

Section 2 – Work Programs

Chapter 06, Version 4 – Posting Statuses and Components

GENERAL STATUS/COMPONENT AREAS

Note: This breakout is to be used by the worker as a tool. Components/statuses within these categories may or may not conflict with Federal categories.

UP-FRONT ACTIVITIES

- UC Up-front Career Planning/Counseling
- UE Up-front Employment Search
- UR Up-front Job Readiness/Motivation

ASSESSMENT ACTIVITIES

Definition of Formal Assessment:

Consists of structured group or individual meetings dealing with academic, vocational, and life skills evaluation which includes both the testing and the interpretation of test results.

Only formal assessment meets the requirements of the Assessment Component and should be reported in CARES. If formal assessment occurs as part of the enrollment or orientation session, it must be entered as a discrete component into CARES via WPCS.

A periodic program review will not necessarily constitute a formal (reportable) assessment for Work Programs.

The following are **Formal Assessments**.

- AA AODA Assessment
- AD Disability Assessment
- AL Physician's Assessment
- AM Mental Health Assessment
- AV Domestic Violence Assessment and Supportive Services

The completion of the Assessment Driver will post an Informal Assessment on WPTN.

Definition of Informal Assessment:

Consists of meetings with work program participants for case reviews, beginning or changing components/statuses, to amend/update the employability plan, or to discuss a component/status that the participant is currently active in (e.g., Work Experience). Assessment of participants in work programs is considered on-going; it is assumed to be part of the total program and therefore does not need to be reported in CARES each time it occurs.

COMMUNITY SERVICE ACTIVITIES

- CD Caring for Disabled Child
- CF Caring for Other Family Member
- HR Housing-Related Activities
- LA Court-Related/Legal Appointments
- PC Personal Care/Self Care
- PD Personal Development

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GENERAL STATUS/COMPONENT AREAS

Note: This breakout is to be used by the worker as a tool. Components/statuses within these categories may or may not conflict with Federal categories.

COUNSELING/REHABILITATION ACTIVITIES

- CA AODA Counseling
- CE Employment Counseling
- CL Learnfare Counseling
- CM Mental Health Counseling
- PR Physical Rehabilitation
- OM Ongoing Medical Appointments

EDUCATIONAL RELATED ACTIVITIES

- BE Adult Basic Education (ABE)
- CT Customized Skills Training
- DR Drivers Education
- EL English as a Second Language (ESL)
- GE General Educational Development (GED)
- HE High School Equivalency (HSE)
- JS Job Skills Training
- LF Life Skills
- LS Literacy Skills
- OC Occupational Testing
- PA Parenting Skills
- RS Regular School
- TC Technical College Activities
- A1 Post Secondary Education (PSE) Less than 2 Years
- VA Vocational ABE
- VE Vocational ESL
- VL Vocational Literacy

EDUCATIONAL-RELATED TRACKING

- EC Child Care for Employment Skills Training (1 year)
- NE Non-required Education & Training

EMPLOYMENT REPORTING

- WF Working Full-Time
- WP Working Part-Time

WORK TRAINING ACTIVITIES

- OJ On-the-Job Training
- TJ Trial Job/Private Employer
- TP Trial Job/Public Employer
- WE Work Experience
- WX FSET Work Experience
- CS Community Service

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Chapter 06, Version 4 – Posting Statuses and Components

GENERAL STATUS/COMPONENT AREAS

Note: This breakout is to be used by the worker as a tool. Components/statuses within these categories may or may not conflict with Federal categories.

EMPLOYMENT RETENTION SERVICES

- EI Employer Intervention Services
- JR Job Retention Services
- MN Mentor/Coach

EMPLOYMENT SEARCH ACTIVITIES

- ES Employment Search
- MO Job Readiness/Motivation

MISCELLANEOUS PARTICIPATION REPORTING

- EN Enrollment
- EO Enrollment with Orientation
- OR Program Orientation
- CP Child Support Payment
- UA Unassigned
- EX Exemption Request
- SA Sanction Request
- FS FSET Sanction Pending
- NC Non-Compliance
- SD Advocacy/Application (for SSI or SSDI)

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Chapter 06, Version 4 – Posting Statuses and Components

6.4.2 WPCH – Component/Status History

This screen displays the components and statuses that were reported on WPCS. Open activities (those without an Actual End Date reported) display first, reading from the left-hand side of the screen to the right-hand side of the screen. Completed activities can be distinguished by an Actual End Date displaying at the bottom of the Activity.

WPCH will display open activities starting on the left-hand side of the screen. Open activities will sort based on the Begin Date by descending date entered. Completed components/statuses sort by descending Actual End Dates.

6.4.2.1 How to Access

Step 1: Key in WPCH in the NEXT TRAN field.

Step 2: Key in the PIN in the PARMS field.

Step 3: Press <ENTER>.

WPCH	COMPONEN'	T/STATUS HISTOR	Y 04/2	25/02 13:18	
			XC	ra13 n meier	
PIN: 0100503004	REGIO	v: 0002	OFFICE: 1575		
NAME: PITSTOP	PENELOPE		COUNTY/TRIBAL	UNIT: 40	
			CASE MANAGER:	XCTA13	
TYPE OF ACTION:	-	-	-	_	
OFFICE/REGION:			1575 0005		
COMPONENT/STATUS:					
PHASE/SANC IND:		A Y	A		
BEGIN DATE:					
STAFF/PROVIDER ID: SCH HRS: WKY/DLY:		25 05	XCIAI3 UUUI		
FREQ: DAYS PER MM:		18			
FUNDING SOURCE:		WTWO			
EMP PRV ID:	WINO	WIWO			
SITE ID/DOT:					
NON-APPROVAL CD:					
ANTIC END DATE:		07 04 02			
COMPLETION CODE:					
ACTUAL END DATE:			04 04 02		
				PAGE:	1
NEXT TRAN:	PARMS: 0100503	3004			

6.4.2.2 How to Update a Component/Status

Step 1: Tran to WPCH using the PIN as the Parm.

Step 2: Press <ENTER>.

Step 3: Key a "U" (Update) in the TYPE OF ACTION field above the activity details.

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Ste	ep 4:	Press <enter>. The result is the WPCS screen for the specified activity.</enter>
Ste	ep 5:	Update the desired information.
Ste	ер 6:	Press <enter> to process.</enter>
		w to Report a Completion for a Component/Status ay be reported in three (3) different ways.
1.	Direct Cor	npletion
	Step 1:	Tran to WPCH using the PIN as the Parm.
	Step 2:	Press <enter>.</enter>
	Step 3:	Key a "C" on the blank line above the activity.
	Step 4:	Press <enter>. This will result in the display of the WPCS screen.</enter>
	Step 5:	Enter the Completion Code and the Actual End Date.
	Step 6:	Press <enter> to process.</enter>
2.	Completio	n by Updating a Pending or Scheduled Phase
	Step 1:	Tran to WPCH using the PIN as the Parm.
	Step 2:	Press <enter>.</enter>
	Step 3:	Key a "U" on the blank line above the activity.
	Step 4:	Press <enter>. This will result in the display of the WPCS screen.</enter>
	Step 5:	Enter the Completion Code and the Actual End Date.
	Step 6:	Press <enter> to process.</enter>
3.	Completio	n by Reporting a New Phase of the Same Activity.
	Step 1:	Tran to WPCS using the PIN as the Parm.
	Step 2:	Press <enter>. This will result in the display of the WPCS screen.</enter>
	Step 3:	Report the next phase (Scheduled or Actual if the activity is currently Pending, Actual if the activity is currently Scheduled) of the same activity after the start date of the current phase.

Step 4:

Press <ENTER>. CARES will automatically complete the current phase.

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6.4.2.4 Completion Codes

Completion codes must be reported on WPCH/WPCS in the following circumstances:

- Before disenrollment of a participant
- When a participant completes a status or component

Completion codes are a one-character alpha code that indicates the reason the participant is leaving a component. Only one code is reported so the most appropriate code should be selected. These codes are found in Reference Table TWCC.

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Note: The information shown below is from the 09/09/05 version of TWCC. Always refer to the actual reference table for the most up to date information. Additional information has been added to this chart.

this chart.	
Completion	Description
Code	Description
Α	Successfully Completed An example of successful completion is graduating from a Certified Nursing Assistant program or obtaining a General Education Diploma (GED).
	Unsuccessfully Completed/Interrupted This code should be used when an activity is interrupted for any reason that is not defined in the other completion codes OR the participant completes the activity but ha not reached the intended goal. Example: A participant's failure to increase his or her reading level after participation in an
В	Adult Basic Education course. Participant moves out of state prior to completing the activity.
	Children First Definition: Participant did not complete this activity for reasons that may be considered good cause. This would include: Participant gets married or moves in with the custodial parent, child support order is suspended, participant moves, participant is determined no longer eligible, or participant is determined disabled.
K	FAILED TO PARTICIPATE – NOT GOOD CAUSE This code should be used when the activity is closed because the participant has failed without good cause to participate.
L	INAPPROPRIATE ASSIGNMENT This code should be used when the agency determines that an error was made in assigning the participant to a particular activity. When this code is used, an explanation should also be documented in case comments.
N	ACTIVITY ENDED DUE TO CMF PLACEMENT/EMPLOYMENT This code should be used for W-2 participants who end their participation in an activity as a result of becoming employed.
0	SYSTEM COMPLETED This code will be displayed on components that were in Scheduled phase on WPCS that were completed by CARES automatically when the worker posts the same component in Actual phase.
р	COMPLETED APPROPRIATE FORMAL ASSESSMENT WITHIN PRIOR 12 MONTHS This code should be used to identify that a formal assessment, meeting W-2 policy requirements, has been completed with the participant within the prior twelve months.
Q	COMPLETED BY CARES
R	RELOCATED WITHIN CONSORTIUM
S	PARTICIPANT RECEIVING SSI
Т	TRANSFERRED CASE This code should be used when the activity is interrupted as a result of the participant transferring to another agency.

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6.4.2.5 How to Delete a Component/Status

Note: Components with non-participation hours attached (query screen WPNP) can not be deleted.

If a status or component has been deleted erroneously, in order to re-report it, staff must use a date one day later than the original reporting date. Deleted components, including the phase of that component, will display on WPTN. Also see Ghost Components 6.3.3.

Components may not be deleted during W-2 if non-participation hours are posted on WPNP for that component unless the non-participation hours are deleted first.

To Delete a Status/Component:

Step 1: Tran to WPCH using the PIN as the Parm.

Step 2: Press <ENTER>.

Step 3: Key a "D" on the blank line above the activity.

Step 4: Press <ENTER>. This will result in the display of the WPCS screen.

Step 5: Press <ENTER> again to process.

Tranning back to WPCH will show that the component/status has been deleted and no longer displays on WPCH/WPCS.

Tranning to WPTN (shown below) displays the component/status when it was originally posted and also when it was deleted ("D" in the ACTION column).

WPTN			SERVICE	S/TRANSA	CTION E	HISTORY 11/19/03 15:09	
						XCTA13 N MEIER	
PIN: 51	004890	31				OFFICE:	
NAME: P.	ARKER		KATHY			COUNTY/TRIBAL UNIT:	
					HISTOR	RY OF SERVICES ONLY(Y/N): N	
OFFICE	PROV	STAFF	EFFECTIVE	ACTION	PHASE	NAME OF TRANSACTION DATE ENTERED	,
NUMBER	ID	ID	DATE			INTO SYSTEM	
1575	0001	XCTA13	11 18 03	D	A	EMPLOYMENT SEARCH 11 19 03	
1575	0001	XCTA13	11 18 03	A	A	EMPLOYMENT SEARCH 11 18 03	

6.4.3 Stand Alone Statuses

A stand alone status is one that cannot be reported when any other status or component is open in any phase. Additionally, when this status is open, no other statuses or components may be reported.

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6.4.4 WPCM – Component/Status Maintenance

The WPCM screen controls the data on screen WPCS. It displays detailed reporting information about each component and status.

Each component and status will have two WPCM screens – one for required entries at Entry and one for required entries at Completion.

WPCM also displays in the ACTIVE field whether or not the component/status is currently active. If not currently active, it displays the dates that the component/status was valid.

6.4.4.1 How to Access WPCM

Step 1: In the NEXT TRAN field, key in "WPCM".

Step 2: In the PARMS field, key in the two digit alpha code for the desired component or

status. These codes may be found in Reference Table TCOS.

Step 3: Press <ENTER>.

The result is the WPCM screen with the detailed information for the

status/component code entered.

Step 4: To view the details for a different status or component, follow steps 1-3 above.

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Example of WPCM screen for ES – Employment Search component.

WPCM COMPONENT	STATUS MAINTENENCE	09/12/05 14:14 DWD046 N MEIER				
COMPONENT MODE: E COMPONENT GROUP DESCRIPT	DESCRIPTION: EMP SEARCH COMPONENT SORT NUM: 01 ION: JOB SEARCH/JOB RETENTIC UPFRONT ACTIVITY: N	COMPONENT GRP CD : JS				
STAND ALONE: N WEEKLY SCHEDULED HOURS: FUNDING SOURCE: Y JOB CODE: N	SCHEDULED PHASE: Y STAFF ID: Y Y DAILY SCHEDULED HOURS: Y EMPLOYER PRV ID: N NON-APPROVAL CODE: N ACTUAL END DATE: N	PROVIDER ID: Y FREQ (DAYS/MONTH): Y SITE CODE: N ANTICIPATED END DATE: Y				
IS THIS COMPONENT VALID W2: Y JOBS: N LF: N SANC: Y OVERRI	CF: Y WT: N WA: N	FSET: Y				
ACTIVE: Y ACTIVATE	D DATE: 01 01 1980 INACT	'IVATED DATE:				
PF13 PROCESS AND REFRESH NEXT TRAN: PARMS:		PAGE: 1 MORE				

To view all components and statuses in succession:

- Step 1: In the NEXT TRAN field, key in "WPCM".
- Step 2: In the PARMS field, key in the first two digit alpha code that is at the top of the list shown on Reference Table TCOS.
- Step 3: Press <ENTER>.
- Step 4: Press PF8 to view WPCM screens for component/status codes in alphabetical order.

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WPCM screen captures the following information:

Data Element	Description
Component Code	Two digit alpha code as found on Reference Table TCOS
Description	The text description of the code
Component TXN Number	Used by central office only.
Component Mode	E for Entry; C for Completion
Component Sort Number	Used by central office only.
Component Group Code	Used by central office only.
Component Group Description	Indicates the grouping into which the component/status falls
Before Enrollment (Y/N)	Indicates if the activity can be reported prior to enrollment
Upfront Activity (Y/N)	Group of activities performed prior to eligibility
Assessment Activity (Y/N)	Indicates if the activity is an assessment activity
Pending Phase (Y/N)	Indicates if this activity can be reported in the Pending phase.
Scheduled Phase (Y/N)	Indicates if this activity can be reported in the Scheduled phase.
Actual Phase (Y/N)	Indicates if this activity can be reported in the Actual phase.
Stand Alone (Y/N)	Indicates whether or not the status is a stand alone.
Staff ID (Y/N)	
Provider ID (Y/N)	
Weekly Scheduled Hours (Y/N)	
Daily Scheduled Hours (Y/N)	
Frequency (Days per Month)	
(Y/N)	Y = Yes; N = No.
Funding Source (Y/N)	Indicates whether or not the data element is a required entry for
Employer Provider ID (Y/N)	either entering or completing the component/status based on the
Site Code (Y/N)	Component Mode of E (Entry) or C (Completion).
Job Code (Y/N)	
Non-Approval Code (Y/N)	
Anticipated End Date (Y/N)	
Completion Code (Y/N)	
Actual End Date (Y/N)	
Date of Last Contact (Y/N)	Indicates whether the posting of the activity will update the Date of Last Contact field on WPWI.
Valid for – W2, JOBS, LF, CF, WT, WA, FSET (Y/N)	Indicates which program(s) the component/status is valid for.
Sanction (Y/N)	Indicates whether the activity is sanctionable for W-2. Note: This sanction indicator is valid for W-2 ONLY. All other programs use policy to indicate when or if an activity is sanctionable.
Override (Y/N)	Allows the worker to override the W2 Sanction indicator switch on WPCS.
Active (Y/N)	Indicates whether or not the component/status is currently active (i.e., available for use).
Activated Date	Indicates the date the activity was activated for system use.
Inactivated Date	Indicates the date the activity became inactive for system use. If the Inactivated Date is blank, the activity is active.

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6.4.5 WPTN – Transaction History

This screen is display only. It logs transactions and services as they are reported for the individual. This includes the reporting of referrals, enrollments, statuses/components, entered employments, and disenrollments.

WPTN displays the following information:

Header Information:

- PIN, office number
- Last name, First Name, Middle initial
- County/tribal unit number
- An indicator for displaying services only

Other Information:

- Office number
- Provider ID
 - ➤ Note: If the transaction was system-generated (as opposed to worker-generated), the provider ID will display as "0000".
- Staff ID
- Effective Date This is the same as the Begin Date posted on WPCS.
- Action Added or Deleted
- History Phase Actual, Scheduled, Pending
- Name of Transaction Text description
- Date Entered into System System-generated date that denotes when the actual activity was reported.

By placing a "Y" in the HISTORY OF SERVICES ONLY field, only services will appear on the screen.

Examples of Transactions	Examples of Services				
Note: This is not an all-inclusive list. It is merely	a listing of some examples.				
Referral	Referral				
Enrollment (with or w/o Orientation)	Enrollment (with or w/o Orientation)				
Closure	Closure				
Components	Components				
Statuses	Entered Employment				
Update Last Date of Contact	Entered Employment Follow-through				
Entered Employment					
Entered Employment Follow-through					

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Chapter 06, Version 4 – Posting Statuses and Components

6.4.5.1 Accessing WPTN

WPTN can be displayed in one of three ways:

To access all transactions that have occurred anywhere in the state:

Step 1: In the NEXT TRAN field, key in "WPTN".

Step 2: In the PARMS field, key in the PIN.

Step 3: Press <ENTER>.

The result is all transactions for the individual.

WPTN SER					S/TRANSAC	TION H	ISTORY 11/20/03	3 09:43	
							XLA047		
PIN: 23	234234	23					OFFICE:		
NAME: W	RENCHY		TOR	QUER	S		OFFICE: COUNTY/TRIBAL UNIT	? :	
						HISTO	RY OF SERVICES ONLY(Y/	'N): N	
OFFICE	PROV	STAFF	EFFE	CTIVE	E ACTION	PHASE	NAME OF TRANSACTION	DATE EN	TERED
		ID		ATE				INTO SY	
	_	XDG111		28 03			PERSONAL CARE/SELF C		
	1234	XDG111		28 03			MOTIVATION		
	0000	XDG111		28 03			INFORMAL ASSESSMENT		03
	1234	XDG111		28 03	3		ENROLL W/ORIENTATION		
0911	0000	XDG111		28 03			REFERRAL		
	0236	XDA999		05 03			180 DAY FT-NOT EMPLD		
	0000	XDA123		19 03			CLOSURE-NO SANCTION		
	0529	XDA444		16 03		A	SANCTION REQUEST		
	0236	XDA888		02 03			EMPLOYMENT SEARCH		
	0236	XDA888		02 03			MOTIVATION		
	0236	XDA123		02 03			ENROLL W/ORIENTATION		
	0000	XDA788		26 03			REFERRAL		
2085	0236	XDA888	03	08 03	3		30 DAY FT-NOT EMPLYD	03 11	03
PF13 WPW	T PF1	4 WPWA						PAGE:	1
NEXT TRAN: PARMS: 2323				2323	3423423				

To access all transactions within an office:

Step 1: In the NEXT TRAN field, key in "WPTN".

Step 2: In the PARMS field, key in the PIN, a forward slash (/) and a valid office number.

Step 3: Press <ENTER>.

The result is only the transactions attached to a specific office.

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WPTN			SI	ERV:	CES	/TRANSAC	TION H	ISTORY	Y	11/20/0	3 09:4	13	
										XLA047	N ME	ER	
PIN: 23	234234	23						OF	FFICE:				
NAME: W	RENCHY		TOF	RQUI	ΣR	S		CC	DUNTY/T	RIBAL UNI	r:		
							HISTO	RY OF	SERVIC	ES ONLY(Y	/N): 1	1	
OFFICE	PROV	STAFF	EFFI	ECT	IVE	ACTION	PHASE	NAME	OF TRA	NSACTION	DATE	ENT	CEREI
NUMBER	ID	ID	I	DATI	C						INTO	SYS	STEM
0911	1234	XDG111	10	28	03	A	A	PERSO	ONAL CA	RE/SELF C	10	28	03
0911	1234	XDG111	10	28	03	A	A	/ITOM	/ATION		10	28	03
0911	0000	XDG111	10	28	03			INFOR	RMAL AS	SESSMENT	10	28	03
0911	1234	XDG111	10	28	03			ENROI	LL W/OR	IENTATION	10	28	03
0911	0000	XDG111	10	28	03			REFER	RRAL		10	28	03
PF13 WPWT PF14 WPWA											PAGI	<u>:</u>	1
NEXT TRAN: PARMS: 23234					3234	23423					I	10RI	Ξ

To access all transaction within a county:

Step 1: In the NEXT TRAN field, key in "WPTN".

Step 2: In the PARMS field, key in the PIN, two forward slashes (//) and two digit county

code.

Step 3: Press <ENTER>.

The result is transactions attached to any offices within the specified county.

WPTN			SERVICES	/TRANSAC	TION H	ISTORY 11/20/0	3 10:1	.2
						XLA47	N MEIE	R
PIN: 88	888888	88				OFFICE:		
NAME: D	RIVER		ZIPPY	D		COUNTY/TRIBAL UNI	T:	
					HISTO	RY OF SERVICES ONLY(Y	/N): N	1
OFFICE	PROV	STAFF	EFFECTIVE	ACTION	PHASE	NAME OF TRANSACTION	DATE	ENTERED
NUMBER	ID	ID	DATE				INTO	SYSTEM
0911	0000	XDG044	04 30 03			REFERRAL	04	30 03
0911	0000	XDG039	09 29 02			CLOSURE-NO SANCTION	09	29 02
0911	0964	XDG138	08 29 02	A	A	JOB SKILLS TRAINING	8 0	29 02
0911	0964	XDG039	07 25 02	A	S	OCCUPATIONL ASSESSMT	07	25 02
0911	0964	XDG039	07 25 02	A	A	MENTAL HLTH COUNSEL	07	25 02
0911	0964	XDG039	07 25 02	A	A	WORK EXPERIENCE	07	25 02
0911	0964	XDG039	07 25 02	A	A	ADULT BASIC ED	07	25 02
0911	0964	XDG039	07 25 02			ENROLL W/ORIENTATION	07	25 02
0911	0000	XDG039	07 25 02			REFERRAL	07	25 02
2915	0000	XDG039	07 25 02	A	A	CLOSURE-NO SANCTION	07	25 02
2915	0000	XDG130	07 24 02			REFERRAL	07	24 02
PF13 WP	PF13 WPWT PF14 WPWA PAG							E: 1
NEXT TR	AN:]	PARMS: 8888	888888				MORE

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- PF13 brings up the WPWT screen for WtW program individuals. PF14 brings up the WPWA screen for WAA program individuals (note that these programs are no longer operational)
- Once on a WPTN screen, key in a valid office number in the OFFICE field at the top, right-hand side of the screen and transactions from only that office will display.
- Key in a valid county/tribal code in the COUNTY/TRIBALUNIT field in the OFFICE field at the top of the screen and transactions from only that county or tribal unit will display.

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Chapter 07, Version 2 – Reporting Employment Information

7.0.0 INTRODUCTION

There are four screens in CARES that are directly related to the reporting of employment information and collecting follow-through information (employment retention). Employment information and job retention data is collected from CARES and is accessible through EOS reports.

Two of these screens are for reporting and querying past reported data for both current and prior employment histories. These screens are:

WPEH – Employment History WPEL – Employment History List

CARES will store an unlimited number of employers for which a participant has worked. Each employer (episode of employment) is displayed on its own screen with a significant amount of detail available for each employer and job. The system will assign an employer sequence number, that cannot be altered, for each employer entered on WPEH.

Details of all employment history are reported via WPEH. Employment history is defined as

- All pertinent employment that occurred prior to enrollment
- All employment that began during participation in the program
- All subsidized employment
- Voluntary jobs

A summary of all employment reported in CARES is found on WPEL.

The need for accurate reporting of employment—related information is imperative for work programs. Inaccurate reporting has a negative impact on performance reporting for work programs as well as presenting discrepancies between eligibility data and work program data.

If employed at the time of participation in work programs, the appropriate Working Status should be reported via WPCS.

There are two different types of unsubsidized employment that needs to be reported – Entered Employments and non-entered employments (also known as regular employment).

Entered Employments must meet strict criteria requirements. These are found in 7.2.0. The requirement of reporting Entered Employment and their associated Follow-throughs is based on program policy.

An Entered Employment can only be reported between the date of referral (displays on WPTN and WPAH) and the date of Disenrollment (displays on WPTN and WPWI).

When an Entered Employment is recorded, CARES checks to see if the individual is already in a 30 day and/or 180 day follow-through period. If the individual is not already in a follow-through period, CARES automatically creates one. An individual can only be in one follow-through period at a time. Once the first Entered Employment is created for an individual, that individual remains in that Entered Employment Follow-through period until the 180 day date is reached. If an Entered Employment was entered in error, the Entered Employment can only be deleted if a follow-through has not been reported. Once the follow-through is reported, the Entered Employment attached to the follow-through cannot be deleted.

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Chapter 07, Version 2 – Reporting Employment Information

Non-entered employments are employment episodes that include prior work history as well as current work episodes that do not meet the definition of an Entered Employment. Non-entered employments do not create a follow-through period.

When is employment entered into CARES?

- An Entered Employment may be entered between the date of Referral and the date of Disenrollment.
- Prior employment history is entered during the enrollment process.
- After enrollment (but prior to disenrollment), employment is entered as it occurs or as the worker becomes aware of it.
- When employment ends or changes.

There are two additional screens used for reporting Entered Employment follow-throughs associated with Entered Employments. These screens are:

WPFT – Follow-through

WPFL - Follow-through Listing

WPFL is the listing of all follow-throughs that are either due or past due. To record a follow-through, the employment episode with the follow-through due (or past due) is selected from WPFL and the results are recorded on WPFT. WPFT may also be tranned to directly to report the Entered Employment follow-through.

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7.1.0 DEFINITIONS OF EMPLOYMENT-RELATED WORK PROGRAM TERMS

Note: These definitions will later be moved to Section 1, Appendix 14 – Glossary.

Employer One who gives a job to another person. The employer can be an owner,

proprietor, corporation, agency, or organization.

Employment Commonly defined as work performed for pay (see unsubsidized employment).

Under W-2, the definition of employment was expanded to include non-paid work porformed in a W-2 paid placement (see subsidized employment)

work performed in a W-2 paid placement (see subsidized employment).

Full Time Employment Employment that is unsubsidized and that averages 30 or more hours per week when the wages are at least equal to the legally established minimum

wage for the job held.

Part Time Employment

Employment that is unsubsidized and that averages less than 30 hours per week when the wages are at least equal to the legally established minimum

wage for the job held.

Gross Pay Wages before any deductions are taken out.

Job One's profession, trade, or employment. A regular activity performed in

exchange for payment or earnings.

Self

Employment employed person earns income directly from his/her own business. Self-

employment is considered an Entered Employment if it meets the criteria of an

A job in which the worker and the employer are one and the same. A self-

Entered Employment as defined in this chapter.

Subsidized Employment Employment for which the employer is reimbursed for employing and/or

training the employed individual.

Examples of subsidized employment include W-2 Trial Jobs or On-the-Job

Training (OJT). In W-2, placement in a Community Service Job or W-2

Transitions job also is considered subsidized employment.

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Temporary Agency

An agency that hires individuals and places them into employment at various work sites at various jobs. The agency pays the individuals' wages while they are working at different work sites and is therefore the employer of record. If the initial job assignment with the temporary agency meets the definition of an Entered Employment, the Entered Employment should be reported in CARES using the temporary agency as the employer.

Subsequent job or site changes while still employed by the temporary agency **do not** count as another Entered Employment.

Temp to Perm Placements

An employment hire resulting from an employee who was placed in a job by a temporary agency and subsequently being hired by that employer into a (permanent) job with that employer. Such "Temp to Perm" hires may be counted as an Entered Employment.

Unsubsidized Employment

The W-2 Manual defines it as employment in which a W-2 agency provides no subsidy to the employer, including self-employment and entrepreneurship. In general terms for the FSET population, unsubsidized employment is a job in which no public money goes toward paying salaries.

Entered Employment:

Unsubsidized employment into which the individual is placed, that meets specified criteria, for which the agency may receive credit. Commonly referred to as an "EE".

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7.2.0 CRITERIA FOR REPORTING AN ENTERED EMPLOYMENT

In order to report an Entered Employment, it must meet the criteria listed here.

7.2.1 Definition of an Entered Employment

An Entered Employment (EE) should be reported in CARES when a participant begins employment in an **unsubsidized job** that meets **all four of these criteria**:

- 1. Meets the definition of Part-time or Full-time Employment.
- 2. Has a start date on or after the date of referral to the Work Program and prior to disenrollment from the work program (screen WPTN provides these dates).
- 3. Is not a job change while employed by a Temporary Agency.
- 4. Fits any ONE of these seven criteria:
 - a. From no job to an unsubsidized job.
 - b. From one unsubsidized job to an additional unsubsidized job with a different employer.
 - c. From a subsidized job to an unsubsidized job.
 - d. From a full-time unsubsidized job to a different full-time job if there is an increase in gross pay.
 - e. From a part-time unsubsidized job to a different full-time job if there is an increase in gross pay.
 - f. From a part-time unsubsidized job to a different part-time job if there is an increase in gross pay.
 - g. Meets **either** of these two special conditions:
 - Temporary to Permanent Hires (see definition in 7.1.0).
 - CMC caretakers who return to jobs they held before W-2 participation may have an
 Entered Employment reported for these jobs ONLY if the W-2 agency has provided case
 management services that were requested/offered and accepted by the CMC participant
 and W-2 activities in the work program are documented on WPCH and WPAS.

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Does NOT count as an Entered Employment:

- 1. Entry into a subsidized job.
- 2. Return to the same employer after a strike or from layoff status or medical leave not related to CMC status.
- 3. Entry into a work experience position (WE) or volunteer job, such as WE under a W-2 CSJ placement. This information may be entered on WPEH to document the participant's work history. Make a note in the JOB DUTIES field indicating the job is a WE or volunteer job.

7.2.2 Treatment of Special Types of Employment

Shown below are different types of employment and how they should be treated as it relates to reporting employment episodes.

7.2.2.1 Self Employment

Self-employment is considered an Entered Employment if it meets the criteria of an Entered Employment. Dividing the monthly income reported by the minimum wage, and then dividing that number by 4.3 determines whether the employment is part-time or full-time. If the result is 30 or greater, then the employment is considered full-time. If the result is less than 30, then the employment is considered part-time employment.

7.2.2.2 Temporary Employment Agencies as Employers

When an individual is assigned to a work site by a temporary employment agency (also known as staffing agency) acting as the employer, the employer (for reporting purposes) is the temporary agency. If the job meets the criteria for an Entered Employment, the EE should be reported using the temporary agency as the employer.

If the participant changes sites or jobs, but is still employed by the temporary employment agency, the job or site change **does not** count as another Entered Employment. Each time a change occurs, follow the instructions listed below:

- 1. Update WPEL/WPEH by end dating the old employment sequence, using "SE" in the REASON FOR LEAVING field.
- 2. Complete a new WPEH screen with the Employment Begin Date of the new job/site change.
 - Enter an "N" in the ENTERED EMPLOYMENT field,
 - Re-enter the temporary agency in the EMPLOYER field,
 - Enter the job site employer in the JOB DUTIES field.
- 3. Record comments on CMCC.
- 4. If the rate of pay or hours changes significantly, the change also should be communicated to the worker responsible for eligibility so AFEI can be updated.

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7.2.2.3 Work Study

Work Study jobs do not meet the definition of an Entered Employment, working part-time or working full-time. Although work-study monies may be used in the eligibility determination for W-2 and FSET, work-study positions are subsidized employment designated to assist students in meeting their educational financial needs.

7.2.3 Standard Backdating Reporting Rules

Standard backdating reporting rules in Work Programs limit the backdating of employment, as follows:

January 1 – September 30 – Able to backdate to October 1 of the PRIOR year October 1 – December 31 – Able to backdate to January 1 of the CURRENT year

The ability to backdate in no way changes the requirements for workers to report information immediately as employment occurs.

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7.3.0 GENERAL INSTRUCTIONS RELATED TO EMPLOYMENT REPORTING

For an individual entering unsubsidized employment – working part time or full time:

1. Report the employment information on WPEH.

Accurately report all the data requested in the various fields. For example, the employment BEGIN DATE should be the date the participant actually started the job. It is not appropriate to use the date the information is being entered into CARES and note in comments that the actual start date was some other date. When entering prior work history and the exact dates are not known, use closest estimated dates for job begin and end dates.

- 2. Update information as it changes. Especially important is the need to end date all prior jobs listed on WPEL, where the individual is no longer employed. Use the Job Duties field or CMCC to note significant changes to wages or job changes.
- 3. Report Working Fulltime (WF) or Working Part-time (WP) on WPCS, based on the definition listed in this memo.
- 4. To prevent or reduce eligibility errors, be sure that new employment information is entered on screens AFEI or AFSE, or is communicated to the appropriate worker for data entry.
- 5. Enter a reason for leaving the job when reporting that a job has ended (and an entry has been made in the END DATE field). Use the code "SE" (Still Employed) when an Entered Employment is being reported because a subsidized job changed to an unsubsidized job or regular employment is on-going.

Note: Report an Entered Employment when OJT or TJB ends and the job with the employer is on-going. The Employment Begin Date should be the date the person started the unsubsidized job and is the same date as the Entered Employment.

For an individual entering Subsidized Employment, such as Trial Job, OJT, etc.:

- 1. Report the appropriate activity (component) on WPCS.
- 2. Report the employment information on WPEH. Do **NOT** mark the entry into Subsidized Employment as an Entered Employment. The Entered Employment may be taken later if the subsidized job becomes unsubsidized employment.
- 3. In the JOB DUTIES field, note the type of subsidized job (e.g., W-2 TJB, Work Experience under CSJ or W2T, etc.) as well as the job duties performed by the individual.
- 4. Accurately report all the data requested in the various fields on WPEH.

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For an individual ending employment:

- 1. On WPEH, report the END DATE and REASON FOR LEAVING code.
- 2. On WPCH, if appropriate, complete the Working Part-time or Full-time status and assign the individual to the next appropriate activity. See 7.8.0 for additional information.
- 3. On WPAS, if appropriate, update the Employability Plan to reflect what is happening next with the individual.
- 4. On CMCC, enter comments to reflect the employment situation and what type of action was taken

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7.4.0 WPEH – EMPLOYMENT HISTORY

This screen is used to record both employment history and current employment (both Entered Employments and non-entered employments).

Prior to reporting an employment episode on WPEH, check WPEL to make sure the employment has not already been reported previously. In addition, the same episode of unsubsidized employment should not be reported as both an Entered Employment and a non-entered employment.

For each employment episode entered on WPEH, a sequence number will be created that is unique to that reporting. If the employment is deleted on WPEL, the sequence number will also be deleted and not be reassigned. When reporting an Entered Employment Follow-through, WPFT will display the job sequence number.

Employment history will be retained, even after a case closes.

7.4.1 How to Access WPEH

Step 1: Key "WPEH" in the NEXT TRAN field.

Step 2: Key the "PIN" in the PARMS field.

Step 3: Press <ENTER>. The result will be a blank WPEH screen.

WPEH	EMPLOYMENT HISTORY	
PIN: 0100503004		XCTA13 N MEIER
NAME: PITSTOP	DENET ODE	WDA: CTY/TRIBE: 40 OFFICE: 1575
NAME: PIISIOP	PENELOPE	OFFICE: 1373
ENTERED EMPLOYMENT(Y/	/N):	
	END DAT	TE:
PROVIDER ID:	STAFF ID:	_
DURATION: _ FULLTIME	E LESS THAN 30 DAYS	_ PARTTIME LESS THAN 30 DAYS
_		_ PARTTIME 30 DAYS OR MORE
	C _ PRIVATE _	
		EMPLOYER SEQ NUM: 00
ADDRESS:		
CITY:	STATE:	
	WAGE: .00 PAY (
JOB DUTIES:		
		REASON FOR LEAVING:
MEDICAL BENEFITS: _		
		75 REFRESH WPEH
NEXT TRAN: PA	ARMS: 0100503004	
	30 PF15 WPFT-180 PF	

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Step 4: Enter the appropriate data and press <ENTER>. The result will be the Work Programs submenu B with a message at the bottom of the screen that states "EMPLOYER DETAILS ADDED TO EMPLOY SEQ NUM - ##" ("##" indicates the actual sequence number associated with this particular employer for this job).

Special Note:

WPEH also appears in the Work Program soft driver flow at enrollment. When in the driver flow, press <ENTER> to move to the next screen if no employment data is being entered – do NOT use PF12.

If the employment meets the definition of an Entered Employment:

- a. In the ENTERED EMPLOYMENT field, enter a "Y" if the employment meets the definition of an Entered Employment. (Enter an "N" if it does not).
- b. In the BEGIN DATE field, enter the actual date in MMDDCCYY format based on the actual day the individual started the employment. This cannot be a future date.
- c. END DATE is not entered until the employment episode ends.
- d. Key in the PROVIDER ID and the STAFF ID of the agency and staff reporting the employment.
- e. Enter the EXPECTED DURATION. The DURATION field on WPEH should be entered based on the best estimate by the worker, at the time the job starts, of how long the individual expects the employment to last. This field is protected once a value has been entered in one of the duration categories.

FULLTIME LESS THAN 30 DAYS:

Use this when the job is 30 or more hours per week and the episode is expected to last less than 30 days from the start date.

PARTTIME LESS THAN 30 DAYS:

Use this when the job is less than 30 hours per week and the episode is expected to last less than 30 days from the start date.

FULLTIME 30 DAYS OR MORE:

Use this when the job is 30 or more hours per week and the episode is expected to last 30 days or more from the start date.

PARTTIME 30 DAYS OR MORE:

Use this when the job is less than 30 hours per week and the episode is expected to last 30 days or more from the start date.

- f. Key an "X" in front of either PUBLIC or PRIVATE to indicate the type of employer.
- g. Key in the number of average hours per week in the AVG HRS/WEEK.
- h. Enter the EMPLOYER NAME and ADDRESS.

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- i. The EMPLOYER SEQ NUM (employer sequence number) is system-filled.
- j. Key in the most appropriate DOT (Dictionary of Occupational Titles) code from Reference Table TDOT.
- k. When recording wages, accurately reflect the pay for the participant by using the combination of the Hourly Rate field and the Pay Type Code field.
 - If the wage is not paid at an hourly rate and cannot be calculated to an hourly rate, use "0.00" and use the appropriate Pay Code Type (not "HR").
 - If the entire wage is paid hourly, enter the amount in the Hourly Wage field. Use the HR code in the Pay Type field.
 - If the wage is paid in some other manner or if the wage includes hourly pay plus other
 pay such as meals, lodging, or tips, calculate the derived hourly rate and document this
 on CMCC. If a derived hourly amount can be determined, it is correct to use "HR" in the
 PAY CODE field only if the entire wage paid is reflected in that amount. Use other Pay
 Type Codes if the hourly wage in the Hourly Rate field does not reflect the full amount of
 hourly earnings.

If there is a significant change in wages, enter the new wage in the WAGE field.

- I. The JOB DUTIES field is used for free format text to describe the duties performed on the job or to explain wages.
- m. The REASON FOR LEAVING code is entered when the employment episode ends.
- n. Enter the appropriate code for MEDICAL BENEFITS and OTHER BENEFITS.

Some fields are protected on WPEH. To correct erroneously entered data that is now protected, delete the entry on WPEL and re-enter the employment entry on WPEH. This can only be done if follow-through information has not yet been reported for the employment episode. If follow-through information has already been added, make reference on screen WPEH to the correct information on CMCC and record the accurate information on CMCC (Case Comments).

If the employment does NOT meet the definition of an Entered Employment:

Follow steps 1 – 4 (substeps b. and f. through n. only) shown above. The PROVIDER ID, STAFF ID, DURATION, EMPLOYER TYPE, and AVG HRS/WEEK fields are only mandatory when reporting an Entered Employment.

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7.4.2 DOT – Dictionary of Occupational Titles

See Section 2, Appendix 04 – DOT Codes for details on what a DOT code is and a listing of DOT codes. Below is an example of how a DOT code is determined for an individual.

Example:

An individual gets a job in an office. The duties include: greeting office visitors, answering switchboard, operating a personal computer to record invoice data as well as type forms and correspondence. The primary responsibilities are reception and switch board.

The first digit of this job will be "2" (Clerical and Sales). The first two digits will be "23" (Information and Message Distribution Occupations). The duties fall under several different 3-digit OGA's, however the primary functions fall under "237" (Information and Reception Clerks). Therefore, "2" is the appropriate 1-digit code, "23" is the appropriate 2-digit code, and "237" is the appropriate 3-digit code to report in CARES.

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7.5.0 WPEL – EMPLOYMENT HISTORY LIST

The WPEL screen displays a complete list of previously reported employment. This screen may be used to view a summary of all employment or an individual employment episode may be selected to view and/or update details on WPEH.

CARES does not limit the number of recorded employment episodes reported on WPEH (and displayed in summary on WPEL). The list of employment episodes should reflect the past and current employment for the participant. This should include subsidized employment, unpaid employment, work experience, and regular employment.

7.5.1 How to Access WPEL

Step 1: Key "WPEL" in the NEXT TRAN field.

Step 2: Key the "PIN" in the PARMS field.

Step 3: Press <ENTER>. The result is the WPEL screen.

Note: The error message "701 – NO DATA FOUND FOR TRANS/PARMS ENTERED" displays if no employment episodes were reported via WPEH for the individual.

WPEL	EMPLOYMENT	T HISTORY		LIST	LIST 04/23/02 14:17 XCTA13 N MEIER				
PIN: 0100503004 NAME: PITSTOP	PENELOPE	OFFICE: 1575 COUNTY/TRIBAL UNIT: 40							
EMPLOYER NAME		SEQ NUM	EE	HRLY WAGE	BEGIN DATE	END DATE	REASON LEAVING	DOT	
_ NAZZCAR GARAGES _ WRECKING BALL AUTO	BODY	2	Y		07 13 01 09 29 90	05 01 95	RE	620 620	
NEXT TRAN:	PARMS: 01005	03004	1				PAGE:	:	1

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7.5.2 Sequence

Employment history is listed in the reverse order of the date that the individual began an employment episode. The employment episode will display in the following order:

- 1. Jobs with no end date reported on WPEH will display first, in the order of their Begin Date with the most recent Begin Date first.
- 2. Jobs with End Dates reported on WPEH will display in the order of the End Dates, with the most recent End Date displaying first.

7.5.3 Deleting an Employment Episode

To delete an employment entry, on WPEL:

Step 1: Key a "D" next to the employment entry.

Step 2: Press <ENTER>.

WPEL EMPLOYMENT			HIST	CORY	LIST	04/23/02 14:17				
			XCTA13 N MEIER					R		
PIN:	0100503004		OFFICE: 1575							
NAME:	PITSTOP	PENELOPE	COUNTY/TRIBAL UNIT: 40							
ЕМБІ	LOYER NAME		SEO		HRLY	BEGIN	END		REASON	DOT
EMPI	JOIER NAME		NUM	EE	WAGE	DATE	DATE		LEAVING	
			0		00 00	07 12 01				
_ NAZZC	CAR GARAGES		2	Y	09.00	07 13 01	-			620
D WREC	KING BALL AUTOBO	DY	1	N	10.00	09 29 9	0 05 01	95	RE	620

If an Entered Employment is deleted, the Entered Employment follow-through from WPFL (Follow-through List) will also be deleted. If follow-through data has already been reported, the Entered Employment cannot be deleted.

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7.6.0 WPFL - FOLLOW-THROUGH DUE LISTING

The purpose of WPFL is to provide a listing of individuals who have 30 and/or 180 day follow-throughs due or past due based on a system determined calculation from the BEGIN DATE entered on WPEH. CARES creates the follow-through lists based on the office and staff ID who reported the Entered Employment, even if the individual has since been disenrolled or transferred to a different county or is in another program.

Each follow-through due will appear on WPFL approximately two (2) weeks prior to the date due for either the 30 day or 180 day follow-through. Call up this listing on a weekly basis to view which follow-throughs are coming due. The office that reported the Entered Employment is the office that is required to report the associated follow-through data. Follow-throughs may be reported on the following:

- An open record in the same office that reported the Entered Employment
- A record that is open in the same office but in a different program
- A closed record
- A record where the participant has been transferred to another office

After the follow-through date, the "DUE" changes to "PAST DUE". Neither the DUE nor PAST DUE date may be changed.

The Follow-through listing is sorted by REVIEW DUE DATE (oldest first), STAFF ID, LAST NAME, and OFFICE where the Entered Employment occurred.

Once a follow-through is completed (either the 30 day or the 180 day), the system will automatically remove it from the WPFL list.

7.6.1 How to Access WPFL

Step 1: Key "WPFL" in the NEXT TRAN field.

Step 2: Key in one of the following in the PARMS field based on the desired listing:

Type of Listing	PARMS
By Office	Office Number
By Office and Staff ID	Office Number/Staff ID
By Office and Provider ID	Office Number//Provider ID (note the two slashes [//]
	between the Office Number and the Provider ID.
By Office and Staff ID and Provider	Office Number/Staff ID/Provider ID
ID	

Note: The different parms used to access WPFL gives the worker the capability to narrow his/her search to list only specific Follow-throughs that are due or over due from Entered Employments that have been reported in the past.

Step 3: Press <ENTER>.

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WPFL	04/24/02 14:53 XCTA13 N MEIER				
OFFICE PRV STAF	F PIN	NAME		30/180 DUE/PAST	DUE DATE
_ 1575	4 4100427514 3 2100390830 3 4100390866 3 5100390883 2 1505054010 4 4100389353 3 1100391398 3 9100382523	WOOD TYLER SAMUELS	TIMM TIMM TAYLOR LUCY HOLLY COTTON JETTER VEGGY BLUMIN MIHART	30 PAST 180 PAST 180 PAST 180 PAST 180 PAST 180 PAST 30 PAST 30 PAST 30 PAST 30 PAST	07 14 00 12 11 00 09 03 01 10 05 01 10 05 01 10 23 01 01 06 02 01 12 02 01 12 02 01 14 02
*X 1575 0001 XLK40 _ 1575 0440 XLK40 NEXT TRAN:		COLEMAN	SAMMY LYTMIWA	30 PAST 180 PAST	01 15 02 04 09 02 PAGE: 1 MORE

Step 4: Once the list is retrieved, select the individual by placing an "X" on the blank line in front of the name and press <ENTER>. The result is the WPFT screen where details may be reported.

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WPFT - EMPLOYMENT FOLLOW-THROUGH 7.7.0

This screen is used to report, or view previously reported, Entered Employment follow-through information.

Listed below are some points to remember about WPFT.

- The employment reported on WPFT is related to the employer the individual is working for the date the 30 and 180 day employment follow-throughs are due. This employer may be different than the original employer at the time the Entered Employment was reported. See 7.7.2 for instructions on how to change the Employer Sequence Number.
- If both the 30 day follow-through contact and the 180 day follow-though contact are due or past due, the 30 day follow-through must be completed prior to the 180 day follow-through contact.
- Report whether the individual is or is not employed on exactly the 30th and 180th day. Therefore, this data can only be entered on or after those dates. In addition, the individual need not have been employed for the full 30 or 180 days.
- Post an Entered Employment Follow-through contact as "NO CONTACT" only after every attempt to obtain the follow-through information has failed.
- If an Entered Employment was entered erroneously and was deleted prior to follow-through information being recorded, a new follow-through period is created for the next Entered Employment.
- Multiple follow-throughs are not allowed/generated within a current 180 day follow-through period. If an individual is currently in a follow-through period and another entered employment is reported, a new follow-though period is not created.
- CARES will log a transaction to the transaction history screen (WPTN) with the results of the follow-through.

7.7.1 **How to Access WPFT**

There are two different ways to access WPFT. Both are listed below.

Step 1: Key "WPFT" in the NEXT TRAN field.

Key "PIN/30" or "PIN/180" in the PARMS field (depending on which follow-through Step 2:

period is requested).

Step 3: Press <ENTER>.

OR

Step 1: Key "WPFL" in the NEXT TRAN field and press <ENTER>.

Step 2: Select the desired follow-through from the list.

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Step 3: Press <ENTER>.

Both methods will result in the WPFT screen. Both the 30 day follow-through and the 180 day follow-through are on the same screen for the specific Entered Employment.

The example below shows a 30 day follow-through completed but the 180 day follow-through is not.

- Step 4: Enter the appropriate follow-through information. Some fields will already be prefilled by the system.
 - a. AVG HRS/WEEK enter the current number of average hours per week the individual is employed.
 - b. NO. OF WEEKS WORKED enter the number of weeks worked between the date the employment episode began and the date of the follow-through due.
 - c. RESULTS: EMPLOYED, NOT EMPLOYED, or NO CONTACT place an "X" in front of the appropriate results based on whether or no the individual was working on the 30th or 180th day. If all efforts to contact the individual fail, place an "X" in the NO CONTACT field.
- 7.7.2 How to Change the Employer Sequence Number WPFT will display the Employer Sequence number originally created on the Entered Employment screen (WPEH). The Employer may be a different employer when the follow-through is performed

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as when the employment was originally recorded. Follow the procedures listed below in this circumstance.

Step 1: Enter the new employment details on WPEH. This will create a new employer

Sequence Number.

Step 2: Once the new sequence number has been created, the new number can be entered

on WPFT to record the new employment follow-through data.

- Step 3: Key in the new number and the rest of the follow-through information.
- Step 4: Press <ENTER>.

Note: The employer name that displays on WPFT will not change until after the new Sequence Number and other appropriate data are entered on WPFT and the screen is processed.

If the follow-through employer is the same as displayed on WPFT, a new number does not have to be created. Enter the rest of the follow-through information on the screen as required.

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7.8.0 REPORTING A WORKING STATUS ON WPCS

When an individual has a new employment episode, an entry should also be made via WPCS indicating whether the individual is working part-time or full-time. Definitions of both Part-time and Full-time employment are found in this chapter.

7.8.1 Working Part-time or Working Full-time

A number of situations can occur with employment related to reporting the Working Part-time and Working Full-time status via WPCS. Listed below are the most common.

- a. If an individual goes from a part-time job to another part-time job, leave the individual in the Working Part-time status unless there has been a break in between the two employment episodes.
- b. If an individual has one part-time job and obtains another part-time job,
 - If the number of hours worked on the second part-time job plus the number of hours worked on the first part-time job do not equal 30 hours or more, leave the individual in the Working Part-time status and report the new employment information on WPEH.
 - If the number of hours worked on the second part-time job plus the number of hours worked on the first part-time job equals 30 or more hours, complete the Working Part-time status and enter the Working Full-time status.

An individual who is working should be in either the Working Part-time status or the Working Full-time status, but not both.

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7.9.0 EMPLOYMENT AND DATA EXCHANGE SUBSYSTEM

Verify that individuals are reporting accurate employment information by viewing DILHR query screens in the Data Exchange subsystem. Access to DILHR wage and employer screens can potentially eliminate possible errors in reporting work-related information in CARES.

Suggested times to query DILHR query screens:

- 1. An individual is enrolled in a program
- 2. An individual reports employment
- 3. An employability plan is completed or updated for an individual
- 4. Any time there is a concern or a question about an individual's employment status.

See Section 1, Chapter 10 – Data Exchange for more information on data exchange screens.

7.9.1 DXNH – New Hire Query

This screen displays new employment information. It contains information for the past 12 months for an applicant or current recipient.

Employers are required to report all individuals hired within 20 days of hiring to DWD. This screen queries the new hire database to show the name and address of an individual's new employer and the date of hiring. It also compares the new hire FEIN (Federal Employer Id Number) to employment information on AFEI.

Note: The FEIN can be obtained through the employer query (DXQE) by using the state employer number as the parm or from the new hire query (DXNH) by using the SSN as the parm.

To Access:

Step 1: In the NEXT TRAN field, key "DXNH".

Step 2: In the PARMS field, key the "SSN".

Step 3: Press <ENTER>.

Step 4: At the bottom of the screen the following message displays:

S67 - REQUEST SENT; PRESS ENTER TO VIEW

If no new hire information is available, the following message displays,

AT7 - NO NEW HIRE INFORMATION FOR SSN

Step 5: Press <ENTER> to review retrieved data.

This screen retrieves data for all individuals age 18 and over in the case and any child 14 or older who is not enrolled in school. If there is no SSN for the individual, no request will be sent.

Section 2 – Work Programs

Chapter 07, Version 2 – Reporting Employment Information

DXNH NEW HIRE INFORMATION QUERY 07/11/01 09:07

DWD046 N MEIER

EMPLOYEE INFORMATION

SSN: 444-44-4444 PIN: 555555555 CASE: 777777777 NAME: PINKIE FLOWERS DOB: 06 24 1979

ADDRESS: 707 WILDFLOWER WAY HIRE DATE: 05 16 2001 DFLT:

GARDEN WI 55555-4444 STATE OF HIRE: WI

EMPLOYER INFORMATION

FEIN: 123456789

AS REPORTED: CURRENT:
THE WEEDBED
1947 LILY LANE
1947 LILY LANE

GARDEN WI 55555-1111 GARDEN WI 55555-1111

DATE STORED: 05 22 2001

PF17 - RETURN

NEXT TRAN: ____ PARMS: 4444444444_______

7.9.2 DXQW – State Wage Record

This screen is used to query DILHR wage information. The wage amount that displays is the amount of earned income recorded by DILHR by an employer for a specified quarter. A dollar amount will be displayed if the individual is on CARES. If the individual is not on CARES, over/under \$50 will be displayed. If the employer offers health insurance benefits, the indicator will be "Y" for Yes.

Data that is displayed on this screen is always one quarter behind.

The wage records are purged approximately every six months and the data is archived. There are usually only six quarters of data available.

To view DXQW:

Step 1: In the NEXT TRAN field, key in "DXQW".

Step 2: In the PARMS field, key in the "SSN" or "PIN".

Step 3: Press <ENTER>.

Step 4: At the bottom of the screen the following message displays:

S67 - REQUEST SENT; PRESS ENTER TO VIEW

Step 5: Press <ENTER> to view retrieved data.

Section 2 – Work Programs

Chapter 07, Version 2 – Reporting Employment Information

DXQW	STATE WAGE RECORD	07/11/01 09:58
		DWD046 N MEIER
CASE:	PIN: 5555555555 SSN: 444 44 4444	FLOWERS PINKIE
QUERY	EMPLOYER	HEALTH INSUR.
~ EMPLOYER	FILE DATE NUMBER WAGES AMT OTR	INDICATOR
	06 05 01 545454 162.23 01200	
_		00 Y
_	04 20 00 023456 192.00 01200	
_	01 20 00 023130 132.00 01200	
	PF15 UCB DETAIL PF17 RETURN PF18 NE	EXT SSN
NEXT TRAN:	PARMS: 444444444	
RETURN FROM HE	LP FUNCTION	

Section 2 – Work Programs

Chapter 07, Version 2 – Reporting Employment Information

7.10.0 EMPLOYMENT AND AFEI/AFSE

Query eligibility screens AFEI (Employment) and AFSE (Self-employment) for employment data.

On AFEI, the following employment information may be found that relates to work program employment reporting:

- Job Title
- Employment Type (Reference Table TEMP)
 - Some examples of employment types include WIA, OJT, public service, regular employment, Trial Job. Query Reference Table TEMP for the most recent values.
- Employment Begin Date
- Employment End Date

Screen AFSE displays employment information for self-employment. The following fields may be relevant to work program employment reporting:

- Employment Type
- Monthly Hours
- Gross Income

Section 2 – Work Programs

Chapter 07, Version 2 – Reporting Employment Information

7.11.0 WPJD – JDPA (JOB DEVELOPMENT AND PLACEMENT ACTIVITIES) PARTICIPANT TRACKING

This screen is **only used in Milwaukee** and its purpose is to track segments of JDPA (Job Development and Placement Intensive Activities) activity.

It is used by the Milwaukee Case Management Agency (CMA) to refer individuals for JDPA. The individual must be in Enrolled system status in Work Programs for this referral for services to occur.

7.11.1 Retrieving a Blank WPJD Screen

This process must be done by the CMA Case Manager or the JDPA Case manager.

Step 1: In the NEXT TRAN field, key in WPJD

Step 2: In the PARMS field, key in the individual's PIN.

Step 3: Press <ENTER>.

The result is a blank WPJD screen.

WPJD	JDPA PARTICIPANT TRA	CKING	12/22/05 12:42 XCTA13 N MEIER
PIN: 3100706102 SSN: 393 33 9939 NAME: SALLY UPDATED DT:			5
DC: JDPA AGENO	Y: MCFI MILWAUKEE CE	NTER FOR INDEPENDEN	CE
BEGIN DATE:			
JDPA CASE MANAGER:	CMA/WP CAS:	E MANAGER: XCTA13	FEP ID:
COMPLETION REASON COMPLETION DATE:	CODE:		
PF13 NEW EPISODE NEXT TRAN:	PARMS: 3100706102		

Section 2 – Work Programs

Chapter 07, Version 2 – Reporting Employment Information

7.11.2 How to Begin Services

Step 1: Enter the ID of the JDPA Case Manager in the JDPA CASE MANAGER field. This

can be entered by either the JDPA Case Manager or the CMA/WP Case Manager.

Step 2: Press <ENTER>. This action fills in the BEGIN DATE of services on the display. It

also creates the Transaction on the WPTN history screen of JDPA BEGINS with the

date of entry.

WPTN			SERV]	CES	/TRANSAC	TION HI	STORY	12.	/22/0	5 13:0)1		
								X	CTA13	N ME	EER		
PIN: 41	007887	46					OFF	ICE:					
NAME: I	SABELL	ıΑ	GEORG1	A			COU	NTY/TRIBA	L UNI	T:			
						HISTOR	Y OF S	ERVICES O	NLY(Y	/N): 1	1		
OFFICE	PROV	STAFF	EFFECT	VE	ACTION	PHASE	NAME O	F TRANSAC'	ΓΙΟΝ	DATE	ENT	ΓERE	ΞD
NUMBER	ID	ID	DATE	3						INTO	SYS	STEN	4
1575	0000	XCTX09	12 02	05			CLOSUR	E-NO SANC	ΓΙΟΝ	12	02	05	
1575	0000	XCTX09	12 02	05			JDPA C	OMPLETED		12	02	05	
1575	0000	XCTX09	12 02	05			JDPA B	EGINS		12	02	05	
1575	0000	DWD852	12 02	05			OFFICE	TRANSFER	IN	12	02	05	
1571	0000	DWD852	12 02	05			OFFICE	TRANSFER	OUT	12	02	05	
1575	0001	XCTX09	12 01	05			ENROLL	W/ORIENT	NOITA	12	02	05	
1571	0000	XCT547	08 26	05			REFERR.	AL		80	26	05	
PF13 WP	WT PF	'14 WPWA								PAC	FE:		1
NEXT TR.			PARMS: 4	100	788746		·						-

7.11.3 How to End Services

Step 1: Call up the most recent WPJD screen by entering WPJD in the NEXT TRAN field with the PIN in the PARMS field. This results in the WPJD screen in the current

open segment.

Section 2 – Work Programs

Chapter 07, Version 2 – Reporting Employment Information

WPJD JDPA PARTICIPANT TRACKING 12/22/05 10:26
XCTA13 N MEIER
PIN: 4100788746
SSN: 397 59 3652 WDA: CTY/TRIBE: 40 OFFICE: 1571
NAME: GEORGIA ISABELLA
UPDATED DT: 12 02 2005 LAST UPDATED BY: XCTX09

DC: __ JDPA AGENCY: MCFI MILWAUKEE CENTER FOR INDEPENDENCE
BEGIN DATE: 12 02 2005

JDPA CASE MANAGER: XCTX09 CMA/WP CASE MANAGER: XCTA23 FEP ID: XCT548

COMPLETION REASON CODE: NT NOT EMPL-JDPA TRNSFR TO NEW AGNCY
COMPLETION DATE: 12 02 2005

PF13 NEW EPISODE
NEXT TRAN: __ PARMS: 4100788746______

- Step 2: To End services, the JDPA worker should enter a Completion Reason Code in the COMPLETION REASON CODE FIELD. Completion codes are found on Reference Table TJCC and can be retrieved by placing a pound key (#) in the field to display the table for selection.
- Step 3: Press <ENTER>. This action automatically enters the current date in the COMPLETION DATE field. It also creates a Transaction on the WPTN history screen of JDPA COMPLETED with the date of entry.

WPTN			SERVIC	ES/TRANSAC	CTION HISTORY 12/22/09		
					XCTA13	N MEIER	
PIN: 41	007887	46			OFFICE:		
NAME: I	SABELL	A	GEORGIA		COUNTY/TRIBAL UNI	T:	
					HISTORY OF SERVICES ONLY(Y	/N): N	
OFFICE	PROV	STAFF	EFFECTIV	E ACTION	PHASE NAME OF TRANSACTION	DATE EN	FERED
NUMBER	ID	ID	DATE			INTO SY	STEM
1575	0000	XCTX09	12 02 0	5	CLOSURE-NO SANCTION	12 02	05
1575	0000	XCTX09	12 02 0!	5	JDPA COMPLETED	12 02	05
1575	0000	XCTX09	12 02 0	5	JDPA BEGINS	12 02	05
1575	0000	DWD852	12 02 0	5	OFFICE TRANSFER IN	12 02	05
1571	0000	DWD852	12 02 0	5	OFFICE TRANSFER OUT	12 02	05
1575	0001	XCTX09	12 01 0	5	ENROLL W/ORIENTATION	12 02	05
1571	0000	XCT547	08 26 0	5	REFERRAL	08 26	05
PF13 WP	WT PF	14 WPWA				PAGE:	1
NEXT TR	AN:	1	PARMS: 41	0788746			

Section 2 – Work Programs

Chapter 07, Version 2 – Reporting Employment Information

7.11.4 Deleting a JDPA Service Entry

A segment of JDPA services can only be deleted using the DC: field if the current segment of services is open. A completed segment **cannot** be deleted.

7.11.5 History

A history of Completion segments of JDPA services can be viewed via PF8 if "MORE...." displays on the bottom of the WPJD screen. Pressing PF8 will page back through all completed segments.

Section 2 – Work Programs

Chapter 08, Version 2 – Reporting Non-participation

8.0.0 INTRODUCTION

Non-participation is tracked on screens WPNP – Non-participation History Listing and WPNH – Non-participation History for all programs. Data on these screens creates a history of non-participation for an individual. All episodes of non-participation must be reported whether the non-participation occurred with or without good cause. This creates a history of non-participation.

The following conditions must ALL be present in order to post non-participation and cause a reduction of a W-2 payment:

- 1. The individual must be open and in the appropriate work program. (WPWI)
- 2. The individual must have a Registration Code of "M" Mandatory in both the IM REG and WP REG CODE fields. (WPWI)
- 3. The component must be open in the Actual phase for the time period of the non-participation posted. (WPCH)
- 4. The SANCTION INDICATOR is a "Y". (WPCH/WPCM)

Note: Individuals in a valid W-2 placement of CMC should not have their payments docked.

The WPMA screen (Missing Attendance Monthly Tracking) is built when non-participation hours are entered and the component is open and sanctionable. Pulldown then looks at WPMA for the month with sanctionable hours, looks at the payment table, and docks those hours against the current payment type.

Section 2 - Work Programs

Chapter 08 – Reporting Non-participation

8.1.0 WPNH - NON-PARTICIPATION HISTORY

WPNH is used to input non-participation information and display non-participation detail. Information on this screen can be copied to the same PIN again or to a different PIN by use of PF key functionality. Missed hours are entered on WPNH for all activities and all programs. It can be used before or after Enrollment.

1100040	Access	AAADAH I
HOW TO	ACCESS	WPINH

Step 1: In the NEXT TRAN field, key in WPNH and in the PARMS field, key in the PIN/A

(add).

Step 2: Press <ENTER>. The result is the WPNH screen.

Step 3: Key in non-participation data.

Step 4: Press <ENTER>.

WPNH	NON-PARTICIPATION HISTORY	04/14/04 08:24
		XCTA13 N MEIER
PIN: 1100581413 SPE	EDWAGON NANCY	
	N: 05 OFFICE: 1575 NEXT	DTM:
C11/IRIDE: 10 REGIO	W. 05 OFFICE. 1575 NEXT	I III.
NON-DAPT DATE:	THRU NON-PA	DT OFFICE.
COMP/STAT:	ACTIVITY CODE: _	
COMP/SIAI:	ACTIVITY CODE: _	
NP TYPE:		
NP 11PE: NP STATED RSN:		
		22.
NP HOURS:	GC : _ GC HOUR	as:
GC RSN:		
INCOMPLETE BST IND:	ONGOING ASSESSME	INT IND:
PRIMARY COMMENT:		
ADDITIONAL COMMENT:		
		
	·	
PF19 WPNP PF14 COPY	TO SAME PIN PF15 COPY TO NEW PIN	PF13 WPNH
NEXT TRAN:	PARMS: 1100581413	

Copying:

To copy this same information to a different PIN:

Step 5: Enter the PIN of the different individual in the NEXT PIN field.

Step 6: Press PF15.

Section 2 – Work Programs

Chapter 08 – Reporting Non-participation

To copy this same information to the same PIN:

Step 5: Press PF14.

Note: It is not necessary to key in the same PIN in the NEXT PIN field.

Information that is copied may be modified prior to pressing <ENTER> or PF14/PF15 to continue copying.

To view, update, or delete and undelete non-participation details on non-participation that has already been reported, see WPNP (within this chapter).

Incomplete BST indicator and On-going Assessment indicator

Effective June 1, 2004, these two indicators were added to WPNH and WPNP, respectively, to define the conditions under which a W-2 sanction may be imposed upon a W-2 participant. As discussed in Operations Memo 04-23, a sanction cannot be imposed upon a W-2 individual placed in a paid placement (W2T and CSJ's) if the Barriers Screening Tool (BST) has not been completed for the individual or if the individual is open in one of the 5 formal assessment components on WPCH during the period of the non-participation posted on WPNH.

If sanctionable non-participation hours are posted on WPNH and a required BST has not been completed, then the Incomplete BST Indicator will return a value of "Y" for that period of non-participation. A "Y" means that for that period of non-participation, sanctionable hours will not be built on WPMA.

If sanctionable non-participation hours are posted on WPNH which overlap with the begin and/or end dates of any one of the five formal assessment components as posted on WPCH, then the ON-GOING ASSESSMENT IND will return a value of "Y". Again, like the Incomplete BST indicator, a "Y" value means that no sanctionable hours will be built on WPMA.

Thus, in order for sanctionable hours to be built on WPMA, both of the above indicators must have "N" values for the period of non-participation in question.

Date range:

- A range of dates may be entered for W-2 only. The range of dates cannot exceed 7 days.
- Entered range must be entirely within one participation period, i.e., the date range cannot overlap the 15th of a month to the 16th of a month.
- The non-participation date range cannot overlap a change in W-2 placement based on the placement begin and end dates as entered on ACWI.
- Begin date of range cannot be a future date.
- The full range may be for a period of seven days in the future for W-2 sanctionable activities.
- FSET & CF workers may enter non-participation one day at a time (the Begin Date and End Date must the same date).

Section 2 – Work Programs

Chapter 08 – Reporting Non-participation

ADDITIONAL NOTES:

- Non-participation should be consistent with steps listed on the EP, specifically WPAS.
- Comments should be entered on CMCC for additional notation of non-participation when necessary.
- If the individual is in the Scheduled phase of a component, the non-participation must be entered in the ACTIVITY CODE field rather than in the COMP/STAT field.
- Enter each episode of non-participation separately; do not combine non-participation from two activities or components together.
- Non-participation cannot be entered for a period prior to the most current referral date (see WPTN).
- Non-participation cannot be entered if the dates fall outside the Begin Date or End Date of the component for which it is posted.
- Note that it is critical that an individual is not docked for hours spent in a CMC or CMO placement.

Section 2 – Work Programs

Chapter 08 – Reporting Non-participation

8.2.0 WPNP – NON-PARTICIPATION HISTORY LISTING

This screen is used to maintain a non-participation information history listing. From this screen:

- 1. Non-participation episodes are selected to view details
- 2. Non-participation episodes are selected to update details
- 3. Delete a non-participation episode
- 4. Undelete a non-participation episode that was entered erroneously
- 5. View WPMO (Missing Attendance Monthly Tracking screen) information

DO NOT delete non-participation simply because the non-participation episode has passed. Non-participation data should be deleted only if it was entered erroneously.

How to Access

Step 1: In the NEXT TRAN field, key in "WPNP"

Step 2: In the PARMS field, key in the PIN.

Step 3: Press <ENTER>.

WPNP	NON-PARTICI	PATION HIST	ORY LIST	'ING			04 08:30 3 N MEIER	
PIN: 1100581413 CTY/TRIBE: 40		_	575		•	ACIALS	J IN MELLIC	
CASE: 1700280414 SANC REQ DT:		SEQ: 01 EXMP REQ D	T:					
NON-PARTICIPA	ATION ACT		PARTICIP		GOOD		INC ONG BST ASMT	
BEGIN DATE EN	D DATE CD	STAT TYPE	RSN	HRS	RSN	HRS	IND IND	DEL
_ 04 04 2004 04 11 04 2002 11			DF DF	004 005	TR	004		
_ 08 14 2002 08		ES AD	EM		EM	006		
	WPMA PF15 UN PARMS: 11		PNP				PAGE:	1

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Chapter 08 – Reporting Non-participation

Step 4A: **To select an entry on WPNP for viewing or updating**, key an "X" on the line in front of the desired NON-PART DATE entry and press PF14.

Updating: Key over the fields and press <ENTER>. The new information will overlay the previous information. In the instance a non-participation was entered without good cause and it should have been WITH good cause, use the same date as the initial entry.

Step 4B: **To delete a non-participation episode**, key a "D" on the line in front of the desired NON-PARTIPATION BEGIN DATE entry and press <ENTER>.

Note: The entry will remain on the listing but it will have a "D" (deleted) indicator in the DEL field at the far right side of the entry.

Step 4C: **To undelete a non-participation episode** that was entered in error, place an "X" on the line in front of the selected NON-PARTICIPATION BEGIN DATE and press PF15.

Step 4D: **To view WPMA**, key an "X" in from of the selected NON-PARTICIPATION BEGIN DATE and press PF14.

Free format text is available on this screen in order to record a brief comment regarding the non-participation. A reference to additional comments CMCC or to comments documented in a paper file (if the comments are sensitive or confidential) may also be entered here.

OTHER INFORMATION:

- Entries from WPNH roll up to WPNP.
- Non-participation entries may be deleted from WPNP, but entries for W-2 sanctionable components can only be deleted prior to W-2 pulldown (shown on calendars as W2P).
- Updates to non-participation entries can be made by selecting the occurrence from WPNP and using PF13 to go to WPNH. Updates for W-2 sanctionable components can only be made prior to W2P.

Section 2 – Work Programs

Chapter 08 – Reporting Non-participation

8.3.0 WPMA – MISSING ATTENDANCE MONTHLY TRACKING

WPMA is a W-2 only screen for participants in a CSJ or W-2T placement. Non-participation entries from WPNH/WPNP roll up to WPMA for sanctionable hours. There is one WPMA per participation period, viewable at case or PIN level. CARES will process this screen automatically at W2 pulldown (W2P).

CONDITIONS FOR HOURS TO DISPLAY ON WPMA

The individual has both a WP Reg Code and an IM Reg code of "M" (Mandatory)

The participant is in W-2

The participant is in a CSJ or W-2T placement on ACWI

The appropriate Component code is used on WPNH

The Component code on WPNH matches the Component code on WPCH

The component is open and was open when the non-participation occurred

The component is coded as W-2 Sanction – Y (yes)

The component is in the Actual phase

Non-participation is without good cause

Both the INCOMPLETE BST IND and the ON-GOING ASSESSMENT IND have "N" values

Section 2 - Work Programs

Chapter 08 – Reporting Non-participation

To Access WPMA:

WPMA

Step 1: Press PF14 from WPNP

07 16 2002 THRU 08 15 2002 09 2002 XCTA13 N MEIER

LAST UPDATED: 08 14 2002

PIN: 1100581413 SPEEDWAGON NANCY
CASE: 1700280414 CTY/TRIBE: 40 REGION: 0005 OFFICE: 1575

SEL DEL COMP ---ABSENT PERIOD--- NP GC GC HRS USER OFFICE UPDATED CD CD BEGIN DATE END DATE HRS HRS RSN APL ID DT

___ ES 08 14 2002 08 14 2002 006 006 EM 000 XCTA13 1575 08 14 2002

MISSING ATTENDANCE MONTHLY TRACKING 08/14/02 15:23

PAGE:

NET HRS: NON-PART: 006 GC: 006 SANCTIONABLE: 000 APPLIED: 000

PF13: WPNH PF17: PROCESS UPDATES

NEXT TRAN: ____ PARMS: /1100581413/092002_____

8.3.1 W-2 Pulldown & Relationship to Updates/Deletes on WPNH & WPMA

Prior to W2 Pulldown (W2P)	After W2 Pulldown
Updates are made on WPNH	Updates are made on WPMA
Deletes are made on WPNH	Deletes are made on WPMA
	Update good cause hours/reasons on WPMA. Process these changes by using PF17.
	CARES recalculates the new payment and an alert will be generated to the worker to supplement or do a recovery of the W-2 payment. This also automatically updates WPNH with the change.
	Note: WPMA may be updated currently or after W2P.

Section 2 – Work Programs

Chapter 08 – Reporting Non-participation

8.4.0 TROUBLESHOOTING

TROUBLESHOOTING

YOU THOUGHT THE PERSON SHOULD HAVE DOCKED HOURS BUT THEY DON'T What to check to verify what happened:

WPWI

- Is the participant mandatory or voluntary Voluntary individuals are not sanctioned. The individual must have an "M" in the WP REG CODE field.
- Verify if the individual is program eligible. A code of "N", "V", or "21" indicates that the individual is not mandatory for the program and therefore hours will not be reduced (W-2). In addition, if the individual is closed on the eligibility side, no action will be taken to reduce a payment.

WPCH/WPCM

- Was the individual in a sanctionable component? Check that a "Y" has been entered in the Sanction Indicator field and was "Y" at the time non-participation was entered.
- Verify on WPCM that the activity is sanctionable for W-2.
- Check that the individual was in the Actual phase on WPCH when the non-participation was entered.
- Review policy to determine if the component is sanctionable for other programs.

WPMA

• Was there a WPMA built for the participation period? WPMA is built when non-participation hours are entered and the component is open and sanctionable. Pulldown then looks at WPMA for the month with sanctionable hours, looks at the payment table and docks those hours against the current payment type. Use a future date in the PARMS field to view WPMA history.

WPTN

Verify that the non-participation was entered within the participation period and before W-2 pulldown.
Although backdating is allowed, based on backdating rules, if it is done after the fact, the docking will not happen. In addition, if the individual is closed on the eligibility side, no action will be taken to reduce a payment.

WPNP

- Was the non-participation deleted after it was posted
- Was the non-participation entered in a timely manner? Non-participation entered after W-2 Pulldown will not be included in the benefit calculation.
- Check indicators If either the INCOMPLETE BST IND or ONG ASMT IND fields have a value of "Y"
 (yes), hours posted as sanctionable will not be sanctioned and they will not roll up on WPMA as a
 sanction for the participation period.

Section 2 – Work Programs

Chapter 08 – Reporting Non-participation

TROUBLESHOOTING

CMCC

Check for comments that may explain the discrepancy

WPNH

- Verify that what was reported was a component. Activities (ACTIVITY CODE) in and of themselves are not sanctionable.
- Verify that the component code entered on WPNH is the same as that on WPCH.
- Were the Good Cause indicators changed since their original entry (GC Good Cause and GC HOURS Good Cause Hours).
- Check indicators If either the INCOMPLETE BST IND or ONG ASMT IND fields have a value of "Y"
 (yes), hours posted as sanctionable will not be sanctioned and they will not roll up on WPMA as a
 sanction for the participation period.

ACWI

• Is the W-2 placement sanctionable or non-sanctionable. Participants in a CMC placement should not be sanctioned.

Section 2 – Work Programs

Chapter 09, Version 4 – Exit from Work Programs

9.0.0 INTRODUCTION

An individual exits a work program based on program policy and CARES determinations. The exit procedures differ between programs, based on the program(s) in which the individual is currently open and whether the individual has a pending referral to another program or will be closed from all work programs.

Disenrollment is the act of closing an individual's work program record. An individual is considered to have an open record if they are in either R – Referred, S – Scheduled (to be enrolled), or E – Enrolled system status. This status displays on WPWI.

For eligibility programs (W-2, FSET), CARES determines when an individual appears to be eligible for disenrollment based on the Individual and AG reason codes and program exemptions. The actual disenrollment is not performed until the worker evaluates the record and determines it appropriate to disenroll the individual.

An individual is disenrolled under the following conditions:

Eligibility Work Programs

- The individual becomes **exempt** and chooses not to voluntarily participate.
- The individual becomes ineligible for a specific work program.

Non-Eligibility Work Programs

- The individual fulfilled program requirements.
- No work program is open for the individual.

An individual does not need to be enrolled in order to be disenrolled. An individual may be disenrolled from the referral listing if appropriate (becomes ineligible or exemp).

An individual may become ineligible or exempt between the time of referral and enrollment, thus triggering the individual to appear on the disenrollment list. An individual can also become ineligible or exempt any time after enrollment.

Once a disenrollment has been posted for an individual, it cannot be deleted. An eligibility worker must re-refer the individual.

There are two screens directly involved with disenrollment. WPDL is a listing of individuals for whom the eligibility worker has confirmed to be either exempt or ineligible. WPDS is the screen where the actual disenrollment function occurs. Names can be selected directly from WPDL or the worker can tran directly to WPDS, using the PIN as the parm.

Section 2 – Work Programs

Chapter 09, Version 4 – Exit from Work Programs

Other Points:

- Once the disenrollment has been processed, CARES posts CLOSURE SANCTION or CLOSURE – NO SANCTION on WPTN and the WP Reg Code on WPWI is changed to "C" (closed).
- An individual that has been disenrolled retains work program history in CARES.
- After an individual is closed, only the following can be recorded:
 - > Entered Employment follow-throughs. The office that reported the employment must do this.
 - Comments can be added if the closing office is the last office of record.

This chapter details the process of disenrollment as well as the actual function.

Section 2 – Work Programs

Chapter 09, Version 4 – Exit from Work Programs

9.1.0 EXIT CONDITIONS

In general, disenroll the individual when they display on WPDL. However, a FEP who is working closely with a participant can disenroll the individual as soon as they know:

- 1. W-2 services have ended, or
- 2. The individual is no longer mandatory for FSET, or
- 3. A W-2 or FSET Volunteer no longer wants to volunteer in the program, or
- 4. A non-eligibility program was the only open program and it ended, and
- 5. It is appropriate for the individual to be disenrolled.

Listed below are some examples of situations in which the individual will appear on WPDL. This is not an all-inclusive list.

- W-2 and/or FoodShare eligibility has ended for the individual or assistance group.
- W-2 and/or FoodShare benefits have been denied.
- The individual withdraws his/her application or request for assistance.
- The individual has become exempt from mandatory program participation and has not requested to volunteer for the program.
- An FSET sanction has been imposed on AIWS after the individual has failed to enroll or participate in FSET.
- The individual failed to provide verification when initially applying for a program of assistance.
- The individual is active in one WP office and a pending referral is generated to another
 office because
 - ➤ The individual moved from one county to another and that county is outside the W-2 consortium or is a single W-2 contract agency,
 - The individual moved from one Milwaukee region to another.
- Someone in the AG gets a job or income increase. If a mandatory FSET individual gets a full-time job, they become exempt from FSET participation even if the AG is still open.
- The AG acquires new assets that are above the program-allowable level causing the AG to close.
- Change in household, (e.g., youngest eligible child turns 18/19, no eligible child in the home, etc.).
- Completion of a non-eligibility program (CF) and the individual isn't attached to any other open program.

NOTE: For transfer process and procedures, see Work Programs Appendix 14 – WP Office Transfer.

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9.2.0 DISENROLLMENT PROCESSES

For W-2 and FSET

- 1. The client contacts the eligibility worker or the worker becomes aware of a condition or situation that makes an individual no long mandatory for a work program.
- 2. The eligibility worker makes the appropriate changes in CARES and runs SFED/SFEX. (Also see Reason Codes & Exemptions in this chapter.)
- 3. The eligibility worker confirms the results on AGEC.
- 4. The eligibility worker processes the change by pressing PF24 on AIWP. See Screen 1 within this chapter. If the individual wants to participate voluntarily, the worker can override the exempt determination.
- 5. If the individual is exempt and does not want to voluntarily participate in the work program, when PF24 is pressed on AIWP, the individual appears on the disenrollment list based on the priority of the reason code.
 - If the individual is exempt but wants to voluntarily participate, the eligibility worker will change the Reg Code from "M" to "V" on AIWP and process the screen by pressing PF24. This generates an alert to the work program worker who then changes the Reg Code (RG CD) on WPWI from "M" to "V".
- 6. If the individual is no longer eligible (IM REG CD on WPWI displays an "N"), the individual will appear on WPDL based on the priority of the closure reason.
- 7. Before disenrolling, the work program worker should query the appropriate screens to determine if the individual is still ineligible, exempt, or does not choose to voluntarily participate.
- 8. When the disenrollment has been processed, it will automatically display on WPTN as either CLOSURE NO SANCTION or CLOSURE SANCTION. See Screen 2 within this chapter.

Screen 1 – Partial AIWP Screen

			W2/J	JOBS:				 	FS	SET-			
NUM	NAME	CASE	CAT	SEQ				CASE		SEQ		EXMP RSN	WP OFF
					E	WC	0811	 222222220	FS		E	EM	2085
02 I	BEIJI	н 22222	2220 WW (01	E	СН	0811	 222222220	FS	01	E	СН	2085
PRIC	OR DET	ER. ON	09 17	7 01	E	СН	0811		09 17	01	E	СН	2085
PF24	1: PRO	CESS THI	S PAGE										

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Screen 2 - Partial WPTN screen

WPTN			SERVICE	S/TRANSA	ACTION HISTORY 10/11/01 11:00
					DWD046 N MEIER
PIN: 04	040404	04			OFFICE:
NAME: F	URBALL		KITY		T COUNTY/TRIBAL UNIT:
					HISTORY OF SERVICES ONLY(Y/N): N
OFFICE	PROV	STAFF	EFFECTIVE	ACTION	PHASE NAME OF TRANSACTION DATE ENTERED
NUMBER	ID	ID	DATE		INTO SYSTEM
0811	0000	XLK001	05 29 01		CLOSURE-NO SANCTION 05 29 01

For CF

- 1. Program policy dictates when it is appropriate to complete the program.
- 2. When appropriate, enter a Completion Code and a Completion Effective Date on WPWI. See screen 3 in this chapter.
- 3. If the individual is also no longer eligible for W-2 or FSET, the individual is then disenrolled via WPDS

Note: If a non-eligibility program individual is completed on WPWI but is not disenrolled on WPDS as appropriate, depending upon the programs for which the completion was posted, the individual will appear on WPDL. This person appears here because they are, in effect, still open in WP but not active in any program. These individuals should be disenrolled immediately. The following reason code (which appears on WPDS) applies to the non-eligibility program:

198- Children First Requirements have been completed

4. When the disenrollment has been processed, it will display on WPTN as either CLOSURE – NO SANCTION or CLOSURE – SANCTION (screen 2). The closure date will also display on CRWP (screen 4). In addition to these disenrollment transactions, there are completion transactions posted for each non-eligibility program type. For instance, the completion transaction for CF is 195 – Children First Completed.

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Screen 3 – WPWI

	UPDATE WP CLIENT INFO	ORMATION - 1 05/31/05 00 XCTA13 N I	
PIN: 9100684830 SSN: 872 01 3752 NAME: CF	WDA: CTY/TRIE MEIER BUNCHOFKIDS	BE: 40 OFFICE: 1575 NEW OFFI	CE:
CITY: MILWAUKEE	STATE: WI ZIP:	55555 MAILING ADDRESS ON N	
PRIMARY PHONE: PRIMARY WAGE EARN CASE: ES OFFICE: ES WKR:	ER: N CAT: SEQ: REGION NUM: 05 IM REG CD: N	MESSAGE PHONE: HEAD OF HOUSEHOLD: N DOB: 05 2PAR: DESC: E/SC: ABAWD: N IM REG EFF:	16 1981
CASE MGR: XCTA13 W2 PLACE:	*WP REG CD: M *EFF FEP ID: LF	F DT: SYST STS: E STATUS: DT OF LAST CON: 1:	2 08 2004
WA: FROM: PF13 WPED PF14 W	8 CF RFA DT: 12 08 04 7 2004 CTY: 40 CF WA PJR PF15 WPWC PF22 F PARMS: 9100684830_		: - — — —

Screen 4 - CRWP

CRWP CF/	WTW/WAA WP REFER	P 7\ T .	05/31/05 09:55	
AGENCY: 40	WIW/WINI WI KUI IK	ш	XCTA13 N MEIE	
RFA NUMBER: 2700360524 PIN: 2100743350	STATUS:	PROCESSED		
SSN: 390333339				
	LANE M MANDATORY REG			
		-		
PRIOR DETERMINATIO	DN			
WP OFFICE: 157 CASE:	75 WP CASE CATEGOR		DISENROLLMENT DT:	
CF: O	CF RFA:	2700360524		
WT:	WT RFA:			
WA:	WA RFA:			
CURRENT DETERMINAT	CION			
WP OFFICE: 15	575			
PF24: PROCESS THIS PAG				
NEXT TRAN: PA	ARMS: 2700360524_			

Note that while WT (Welfare to Work) and WA (Work Attachment & Advancement) remain on this screen, they are currently obsolete programs.

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9.2.1 Reason Codes and Exemptions

The system sets reason codes and exemption codes based on the information keyed into CARES. Based on these codes, an individual may become exempt or ineligible for W-2 or FSET.

Exemptions, along with the programs for which they are valid, are found on Reference Table TWPX.

Note: The addition or change of a W-2 Special Circumstance code will not cause the individual to display on WPDL.

Reason codes are found on the following screens:

- CURS lists code, short text description, and priority
- CURD lists code, effective begin & end dates, and both the short and long text description
- CRCL lists code and the legal citation

Reason codes can also be found in Section 1, Appendix 05A of this manual.

Each reason code is assigned a Priority and a Notify WP number. The Priority value determines which reason codes will display and the Notify WP value determines when individuals appear on WPDL.

Notify WP	When it Appears on WPDL		
0	Not applicable – Cases with these reasons will not appear on WPDL.		
1	Immediately (end of week) – Cases with these reason codes will display on WPDL when the next batch cycle is run.		
2	End of the month the loss of eligibility or denial takes place – Cases with these reason codes will display on WPDL with the next batch cycle after the end of the month in which the loss of eligibility or denial takes place.		
3	End of the month following the month the loss of eligibility or denial occurred – Cases will display on WPDL the next batch cycle after the end of the month subsequent to the month in which the loss of eligibility or denial takes place.		

9.2.2 When an Individual Appears and Disappears on WPDL

Individuals are not immediately added to or removed from WPDL when there is a situation change reported on the eligibility case. If a change is processed that makes the individual mandatory or voluntary for an eligibility-based work program, the name will be removed from WPDL when the next batch is run (Tuesday/Friday evenings). However, if a disenrollment is processed on WPDS, the individual is removed immediately from WPDL.

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Evaluate if the following situations exist **before** WPDS is processed. Once a disenrollment has been reported, it **cannot be deleted**. Situations to look for:

- 1. Eligibility changes have been processed, SFED run and AG's confirmed, and AIWP was processed for the individual AFTER the individual displayed on WPDL but before the next batch cycle which creates the next WPDL.
- 2. The individual or assistance group closure is only temporary.

9.2.3 Completing Non-Eligibility Programs

Each non-eligibility program has separate policies regarding when it is appropriate to complete the program. Follow the policy outlined in each specific program guide. Completion codes for all three non-eligibility programs are entered on WPWI.

To complete a program, enter a completion reason code and an effective date for the completion.

When a valid completion code is entered for a non-eligibility program on WPWI, the corresponding alert will be created: Note: Children First is currently the only non-eligibility program.

Program	Alert
CF	190 - CF COMPL, DISENROLL CF ONLY STATUS

It is important to remember that non-eligibility program records will only display on WPDL if:

- An individual is no longer eligible for W-2 or FSET, but the individual may still be open in the non-eligibility program, or
- An individual enrolled only in a non-eligibility program has been completed from the appropriate non-eligibility program(s) on WPWI but has not been disenrolled on WPDS.

9.2.4 "OC" Completion Code

The "OC" completion code was designed to facilitate the following two types of changes in WP office:

- 1. An eligibility program (W2 or FSET) is ending but the non-eligibility program will remain open; or,
- 2. A WP individual open in a non-eligibility program is changing WP offices due to the creation of a pending referral for an eligibility program (W2 or FSET). This can be a change in an office within the same county (e.g., from FSET to W2 or vice versa) or a change from one county to another county (e.g., from an FSET office in county one to the FSET office in county two).

Note: It is not necessary to use the "OC" code to post an office transfer. See 9.2.6.

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9.2.4.1 General Functionality of the "OC" Code

The "OC" code is not a valid completion as it relates to exiting the program. A CARES reference table contains the values of the completion codes. See Reference Table TWCR for CF. This is a "dummy" completion code that allows for the posting of a completion without interrupting the episode of non-eligibility program participation. In this way, the "OC" code is vital in creating accurate and reliable participation reports.

In general, any time an individual, who is open in a non-eligibility program, has a completion reported with the "OC" code, any subsequent referral to work programs will cause the non-eligibility program to open. The "OC" code works by "suspending" participation in the non-eligibility program until a WP referral is created, at which time the status indicator for the non-eligibility is automatically set to O - Open with the original begin date (FROM field) intact. This code displays on WPWI.

When the "OC" code is used appropriate, a continual episode of non-eligibility participation is maintained. At the point the referral to the new office is processed (creating a pending referral in the new office), the "OC" code is posted on the record by the old office, ensuring the non-eligibility program is automatically set to O – Open. DO NOT use the "OC" code to anticipate a future episode of non-eligibility program participation.

The following are some of the most common situations and the steps taken in processing.

Special Note: References are made to the W-2 **Office** and the FSET **Office**. These do not necessarily mean the W-2 or FSET **program(s)**.

Leaving W2 But Still Open in Non-eligibility Program

An individual is open in W2 and a non-eligibility program. The W2 program is ending but the individual will continue in the non-eligibility program.

1 Non-eligibility Case Manager:

- Complete any open statuses/components on WPCH/WPCS.
- Use the "OC" code to complete the non-eligibility program and enter an Effective Date.

2. W2 Case Manager:

Disenroll the individual from the W2 office.

3. Non-eligibility Case Manager:

- Create a new RFA for the appropriate non-eligibility program.
- Processes CRWP.
- Key the same program participation Begin Date (FROM) used to begin the current episode of involvement in the non-eligibility program.
- 4. A new referral is generated to the W2 office and the non-eligibility program indicator is set to O Open on WPWI.

5. Non-eligibility Case Manager:

• Enroll the individual via WPEN and re-report any component(s) via WPCS.

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Leaving FSET But Remains Open in the Non-eligibility Program

An individual is open in FSET and a non-eligibility program. FSET is ending but the individual will continue being served in the non-eligibility program only.

- 1. Complete all activities on WPCH/WPCS.
- 2. Non-eligibility Case Manager:
 - Use the "OC" code to report a completion for the non-eligibility program.
- 3. FSET Case Manager:
 - After the "OC" code is entered, disenroll the individual from the FSET office using WPDS. (A pending referral is NOT created.)
- 4. Non-eligibility Case Manager:
 - Once the disenrollment from the FSET office is processed, create a new RFA for the noneligibility program and process CRWP.
 - Key the same program participation Begin Date (FROM) used to begin the current episode
 of involvement in the non-eligibility program. This generates a referral to the W2 office for
 the non-eligibility program and the non-eligibility program indicator is set to O Open on
 WPWI. The individual will be open only in the non-eligibility program.
- 5. Non-eligibility Case Manager:
 - Enroll the individual in the W2 office via WPEN)
 - Post activities on WPCS.

Leaving W2, Beginning FSET & Open in Non-eligibility Program

An individual is open in W2 and a non-eligibility program. W2 is ending but the person will become mandatory for the FSET program.

- 1. Process the AIWP referral to the FSET office (a pending referral is created).
- 2. Non-eligibility Case Manager:
 - Complete the non-eligibility program using the "OC" code and enter the effective date.
 - Complete activities on WPCS/WPCH.
- 3. W2 Case Manager:
 - Disenroll the individual from the W2 office using WPDS. The pending referral for FSET now becomes an actual referral.
- 4. After the W-2 disenrollment, the appropriate non-eligibility program indicator on WPWI is reset to "O" Open, with the original non-eligibility program Begin Date (FROM) intact.
- 5. **FSET case manager:**
 - Enroll the individual in the FSET office.
 - Report activities on WPCS.

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Leaving FSET, Beginning W2 & Open in Non-eligibility Program

An individual is open in the FSET office and a non-eligibility program. FSET is ending but the individual is mandatory for W2.

- 1. Complete any open activities on WPCS/WPCH.
- 2. Process the referral to the W-2 Office (a pending referral for the W2 office is created).
- 3. Non-eligibility Case Manager:
 - Use the "OC" code to complete the non-eligibility program in the FSET office.
- 4. FSET Case Manager:
 - Disenroll the individual via WPDS. The pending referral for W2 becomes an actual referral.
- 5. The indicator on WPWI is reset to O Open for the non-eligibility program with the original Begin Date (FROM) intact.
- 6. W2 Case Manager:
 - Enroll the individual in W2.
 - Report the appropriate activities via WPCS.

Open in Non-eligibility Program Only, FSET Referral is Created

An individual is open in a non-eligibility program only and is served in the W2 office in the county. The person now applies for FS and is found eligible.

- 1. An FSET referral is generated to the FSET office in the county (pending referral is created).
- 2. The individual continues in the non-eligibility program but since an FSET referral is created, the individual must be served in the FSET office.
- 3. End all activities open for the non-eligibility program.
- 4. Non-eligibility Case Manager:
 - Use the "OC" code to post the completion for the non-eligibility program in the W2 office and enter an effective date.
 - Disenroll the individual via WPDS.
- 5. The pending referral for the FSET office becomes an actual referral.
- 6. The non-eligibility program indicator on WPWI is set to O Open.
- 7. Enroll the FSET individual via WPEN.
- 8. Re-post the appropriate activities via WPCS.

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FSET or W2 County Transfer – Pending Referral Created in Another County, Still Open in Non-eligibility Program

An individual is open in an eligibility program (FSET or W-2) and a non-eligibility program. The individual moves to a different county and will continue to receive FS or W-2 services, as well as begin participation in the new county.

- 1. **FSET Worker** (in the new county) processes a mandatory referral on AIWP.
- 2. An alert is generated to the FSET or W-2 worker of the old county to disenroll the individual.
- 3. Non-eligibility Worker (if the old county):
 - Use the "OC" code to complete the individual and enter an effective completion date on WPWI.
 - Disenroll the individual. Once completed, the pending referral for FSET in the new county now becomes an actual referral.
- 4. On WPWI, the program indicator for the non-eligibility program is set to O Open.
- 5. Non-eligibility Worker (in the new county):
 - Post enrollment via WPEN.
 - Post the appropriate activities via WPCS.

9.2.4.2 Program Exit Action Chart

The following chart may be useful when determining the appropriate action to take for disensellment.

KEY TO CODES USED IN PROGRAM EXIT ACTION CHART				
CF Indicator				
0	Open			
С	Closed			
IM Reg				
M	Mandatory			
V	Voluntary			
N	Not Required to Register			
Е	Exempt from Participation			

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NOTE: In the chart below where it is noted to "transfer" an individual, it is assumed that individual is within the same contract agency, within a consortium, or in Milwaukee.

	PROGRAM EXIT ACTION						
Program (current)	Program (new)	Worker Action Alerts	WPTN Transaction History	CF Ind	IM Reg.		
		WPDL					
CF	No program	 Enter CF Completion code & Effective Date on WPWI Disenroll. If not disenrolled: WP case manager will receive alert (190 - CF Compl). Individual will appear on WPDL. 	Closure Children First Comp	С			
W-2/CF	No Program	 Enter CF Completion Code & Effective Date on WPWI. Disenroll. If not disenrolled: WP case manager will receive alert (190- CF Compl). Individual will appear on WPDL. 	Closure Children First Comp	С	N/E		
FSET/CF	No Program	 Enter CF Completion code & Effective Date on WPWI Disenroll. If not disenrolled: WP case manager will receive alert (190 - CF Compl). Individual will appear on WPDL. 	Closure Children First Comp	С	N/E		
W-2/CF	CF	 Complete W-2 components. Review for Extended Services. Complete CF using the "OC" code. Disenroll. Enter a new CF RFA and refer to the W-2 office. CF will open automatically, showing no interruption in service. 	Closure Children First Begins	0	N/E		
W-2/CF	W-2	 Complete CF components. Report CF completion code and Effective Date on WPWI. WP case manager receives alert (190 - CF Compl). 	Children First Comp	С	M/V		

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PROGRAM EXIT ACTION							
Program (current)	Program (new)	Worker Action	WPTN	CF Ind	IM Reg.		
		Alerts	Transaction				
,		WPDL	History				
W-2/CF	FSET	 A pending referral to FSET is created. Review for Extended Services. Close any W-2 or CF only components Complete CF using the valid Completion Code Transfer The pending referral to FSET becomes actual. 	Transfer Children First Comp FSET Referral	С	M/V		
CF	FSET/CF	 Referral trigger for FSET created. Enter CF "OC" Completion Code & Effective Date on WPWI/. Disenroll. If not disenrolled, WP case manager will receive alert (190 - CF Compl). Once disenrolled, FSET referral becomes actual and CF will be open in FSET office. 	Children First Comp FSET Referral Children First Begin	0	M/V		
CF	W-2/CF	Referral trigger for W-2 created.	W-2 Begins	0	M/V		
FSET/CF	CF	 Complete CF using the "OC" Completion Code and Effective Date on WPWI. Transfer Process new CF RFA and refer. 	Children First Comp Children First Begins	С	N/E		
FSET/CF	FSET	 WP Worker will receive alert 190 - CF Compl Complete CF components. Enter a valid CF Completion Code and Effective Date on WPWI. 	Children First Comp	С	M/V		
FSET/CF	W-2	 W-2 referral trigger creates a pending referral. Complete CF and FSET-only components. Enter a valid CF Completion Code and Effective Date on WPWI. Transfer. W-2 referral becomes actual. 	Transfer Children First Comp W-2 Referral	С	M/V		

9.2.5 Office Transfers

Transfer coordinators must communicate with workers in all programs open for an individual. The WP transfer coordinator in the W-2 Office must review WPWI to determine if an FSET or W2 case is also open in CF. These open programs will also transfer to the new office/region, unless the county

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does not operate that program. These transfers will go to the default case manager in the new office.

- 9.2.5.1 Case Transfer within the Same Contract Agency, Milwaukee Regions, Consortiums This functionality allows work program office transfers when an individual is transferring between different offices within a W-2 contract. It does the following:
 - Allows office transfers between Milwaukee Regions, within consortiums, and to counties under one contract agency without closing activities/components.
 - Note: A contract agency may be comprised of two or more different counties. This
 process allows transfer to other work program offices within the consortium without
 having to disenroll the individual as long as it is in the same contract agency.
 - Allows the transfer between W-2 and FSET offices in Milwaukee County, Consortiums, and in a single contract county.
 - Allows for the transfer of an individual within the same program between agencies within the same consortium/contract agency without closing activities and components or disenrolling the individual.

Open components in the transfer Out office do not have to be completed. They will transfer under this process and reopen in the new office. However, CARES will NOT allow transfer of open components if the component is unique to W-2 or FSET.

For W-2 to FSET conditions need to be met that signify W-2 is closing and FSET is now Mandatory via AIWP. A pending referral must be on record at the time of transfer.

The Children First sequence must be completed prior to the transfer if CF is open in addition to W-2 or FSET.

To transfer an individual between offices within the same contract agency, consortium, or for Milwaukee County:

- Step 1: Tran to WPCH and close any components/activities as appropriate (see Office Transfers chart within this chapter).
- Step 2: Tran to CMCC to record comments related to the transfer.
- Step 2: Tran to WPWI with the PIN as the parm.
- Step 3: Change the office number by keying in the office number where the individual will be transferred into in the NEW OFFICE field.
- Step 4: Press <ENTER>. This completes the transfer process and logs a transaction on WPTN.

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WPWI PIN: 00000000000	UPDATE WP CL	IENT INFORMATION - 1	05/10/05 13:04 DWD852 J TONDRYK
		E: 40 OFFICE: 1575	NEW OFFICE: 1576
ADDRESS: 00000	S WENTWORTH	AVE	
	STATE: WI ZIP: 5	32073066 MAILING ADD	
PRIMARY PHONE:		MES	SSAGE PHONE:
PRIMARY WAGE EARNER:	N	HEAD OF HOUSEHO	LD: Y DOB: $\overline{10} \ 2\overline{1} \ 19\overline{74}$
		01 2PAR: PL DESC:	
		5 E/SC:	
ES WKR: XCTA27	IM REG CD: M	IM REG EFF:	02 24 2005
CASE MGR: PWR993	*WP REG CD: M	*EFF DT:	SYST STS: R
		LF STATUS: DT (
CF RFA:	CF RFA DT:	WA RFA:	WA RFA DT:
CF: FROM:	CTY:	CF COMP CD: CI	F COMP EFF DT:
WA: FROM:			A COMP EFF DT:
PF13 WPED PF14 WPJF	R PF15 WPWC PF22 AC	WI	
		0	

WTPN displays the "Office Out" and "Office In" transactions as shown below.

PTN SERVICES/TRANSACTION HISTORY 05/10/05 13:29 DWD852 J TONDRYK											
PIN: 000000000 OFFICE:											
NAME: T	EST	-	JANE			COUNTY/TRI	BAL UNIT:				
						HISTORY OF SERVICES	ONLY(Y/N): N				
OFFICE	PROV	STAFF	EFFECTIVE	ACTION	PHASE	NAME OF TRANSACTION	DATE ENTERED				
NUMBER	ID	ID	DATE				INTO SYSTEM				
1576	0000	DWD852	05 10 05			OFFICE TRANSFER IN	05 10 05				
1575	0000	DWD852	05 10 05			OFFICE TRANSFER OUT	05 10 05				
1575	0000	XCTA27	05 28 03			REFERRAL	05 28 03				

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Key:

INTRA-contract Agency – contract is within the contract agency

INTER-contract Agency – contract is between contract agencies

OFFICE TRANSFERS											
Type of Transfer	Examp	le	Disenroll	Close Components							
Type of Transfer	From	То	Disenion	on WPCH Required							
Milwaukee County Intra- contract agency, W-2 to W-2	Maximus Region 5	Maximus Region 6	No	No							
Milwaukee County Intra- contract agency, FSET to W-2	Maximus Region 5	Maximus Region 6	No	Close FSET only components							
Milwaukee County Intra- contract agency, FSET to FSET	Maximus Region 5	Maximus Region 6	No	No							
Milwaukee County Intra- contract agency, W-2 to FSET	Maximus Region 5	Maximus Region 6	No	Close W-2 only components							
Milwaukee County Inter- contract agency, W-2 to W-2	Maximus Region 5	UMOS Region 2	No	Yes							
Milwaukee County Inter- contract agency, FSET to W-2	Maximus Region 5	UMOS Region 2	No	Yes							
Milwaukee County Inter- contract agency, FSET to FSET	Region 5	UMOS Region 2		Yes							
Milwaukee County Inter- contract agency, W-2 to FSET	Region 5	UMOS Region 2	No	Yes							
Consortium Intra-contract agency, W-2 to W-2	Dane County	Dodge County	No	No							
Consortium Intra-contract agency, FSET to W-2	Dane County	Dodge County	No	Close FSET only components							
Consortium Intra-contract agency FSET to FSET	Dane County	Dodge County	No	No							
Consortium Intra-contract agency, W-2 to FSET	Dane County	Dodge County	No	Close W-2 only components							

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OFFICE TRANSFERS												
Type of Transfer	Examp	le	Disenroll	Close Components								
Type of Transfer	From	То	Disemon	on WPCH Required								
County inter-contract agency W-2 to W-2	Kenosha County	Dane County	Yes	Yes								
County inter-contract agency, FSET to W-2	Kenosha County	Dane County	Yes	Yes								
County inter-contract agency, FSET to FSET	Kenosha County	Dane County	Yes	Yes								
County inter-contract agency, W-2 to FSET	Kenosha County	Dane County	Yes	Yes								
County Intra-contract agency, FSET to W-2	Ozaukee County		No	Close FSET only components								
County Intra-contract agency, W-2 to FSET	Ozaukee County		No	Close W-2 only components								

For quick reference, W2-only and FSET-only components/statuses are listed below.

	W-2	Only	
CD	Caring for Disabled Child	TJ	Trial Job
CF	Caring for Other Family Member	TP	Trial Job/Public Employer
EC	Child Care for Employment Skills Training – 2 yr.	UC	Up-front Career Planning/Counseling
MN	Mentoring	UE	Up-front Employment Search
PR	Physical Rehabilitation	UR	Up-front Job Readiness/Motivation
SD	Advocacy/Application (for SSI or SSDI)	WE	Other Work Experience (OWE)
TC	Technical College/W2		

	FSET Only										
A1	Agency Initiated Post Secondary Education Less Than 2 Years	SA	Sanction Request to ESS								
EX	Exemption Request to ESS	UA	Unassigned								
FS	FSET Sanction Pending	WX	Work Experience/FSET								

Note: CARES uses a completion code of R (Relocated Within Consortium) with the end date set to one day prior to the transfer day. The reopened components in the new office will use the date of transfer as the begin date. The Anticipated End Date will retain the date that was present at the time of the transfer.

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Eri	ror Messages and Troubleshoot	ing
Condition	Error Message	Resolution
If office transfer is within the same contract agency and if transfer is done from a W2 office to an FSET office, components invalid for FSET must be closed.	Close components that are not valid for FSET.	Close components via WPCH that are not valid for FSET.
If office transfer is within the same contract agency and if transfer is done from an FSET office to a W2 office, components specific to FSET must be closed.	Close FSET specific components prior to office transfer.	Close FSET specific components via WPCH before transfer to the W2 office.
If office transfer is within the same contract agency and if transfer is done from an FSET office to a W2 office, check is done to see if a Children First RFA is open.	CF program is open.	Complete the CF segment on WPWI before attempting transfer.
Office transfer cannot be done between different contract agencies in Milwaukee with open components.	All components must be complete before office transfer.	Go to WPCH and complete all open components before transfer.
If new office is in the same contract agency as the old, components with a begin date same as the current date must not be posted on the day of office transfer.	Office transfer can't be done the same day that a component was posted.	Perform office transfer the next day. Also refrain from posting any new components on the old office record on the same day as doing an office transfer.
If new office is a different contract agency and if both the office are in Milwaukee, components with a begin date same as the current date must not be posted on the day of office transfer.	Office transfer can't be done the same day that a component was posted.	Perform office transfer the next day. Also refrain from posting any new components on the old office record on the same day as doing an office transfer.
Office transfers cannot be done to a different contract agency outside Milwaukee.	Please Disenroll. Inter contract agency transfer is not allowed.	Close all components via WPCH, and access WPDS to perform a Disenrollment.

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Error Messages and Troubleshooting											
Condition	Error Message	Resolution									
If office transfer is done from a W2 office to an FSET office or vice-versa within a same contract agency, there must be a pending referral.	No pending referral. Process referral through AIWP/AIJR.	Process a new referral either by AIJR or AIWP, then attempt transfer.									
If office transfer is done from a W2 office to an FSET office or vice-versa, participant must not be exempt in the new office	Office transfer can't be done. Participant is exempt in the program.	Check AIWP to verify, change status before attempting transfer.									

9.2.6 County Transfers

It is not appropriate to use the "OC" code for completion of CF when transferring a record from one county to another county. The CF staff person should use a valid completion code prior to the county transfer.

Note: It is possible that in the new county, the non-eligibility program in which the individual was participating will not be in operation. Some counties do not offer the full range of non-eligibility programs. Children First, for instance, is not operated statewide.

9.2.7 Review WPDL Participant Records

Staff must ALWAYS verify that it is appropriate to disenroll the individual before processing WPDS.

For all CARES eligibility programs, the individual will only appear on WPDL if the exemption or closure reason is still in place when the batch cycle that creates WPDL is run. However, something may have happened since the last batch process that makes the individual program-eligible again. As example, an individual displays on WPDL and the SSP processes additional changes that make the individual mandatory or voluntary for FSET again in counties/regions where the W-2 agency is a private agency. When changes are processed (PF24), SFED must be run to process AIWP. AIWP must be processed to affect WPDL. The individual will not be removed from WPDL until the next batch process is run or the person is disenrolled.

It is recommended that WPDL be reviewed weekly. Before processing the disenrollment on WPDS, evaluate if it is appropriate to disenroll the individual. When questionable situations exist where multiple agencies are responsible for eligibility programs, it is recommended that discussion regarding the situation take place with the other agency worker (SSP/FEP/CF case manager). If the individual should be disenrolled, do it immediately

Once disenrollment has been processed, the System Status on WPWI is automatically set to "C" (Closed) by CARES.

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Once the individual is active in a new WP office, a worker from an old WP can only add data to a few CARES screens. Staff with update access to the last office where the record resides (see WPTN) can add the following information to the closed record:

- CMCC, to add case comments,
- 2. Report non-Entered Employment data via WPEH;
- Access certain CARES letters.

Note: An Entered Employment Follow-through can be completed or updated. Reporting Entered Employment Follow-through contacts are required by the office that initially reported the Entered Employment. This can be done even if the record is closed or if the record is now maintained in another office.

When reporting an Entered Employment Follow-through for an individual with a new employer at the time the follow-through is/was due, and the office reporting the follow-through is not the last office of record, request someone in the last office of record to record the employment information on WPEH. This must be done in order to connect the follow-through to the appropriate employment sequence.

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9.3.0 WPDL - DISENROLLMENT LIST

Individuals appear on the disenrollment list when they are no longer mandatory or voluntary for a work program. This list is updated twice a week, usually on Tuesday and Friday nights. The date the list was last updated will display on the bottom of the WPDL screen.

Listing is by office and will default to the office listed on SMWP where the worker has update access. The disenrollment screen displays the following information:

- Office Number
- Case Manager ID (as displayed on WPWI),
- Closure Date (based on the reason code priority)
- Last Name
- PIN
- Reason for Closure
- Designation for CF/WT/WA "O" Open/ "C" Closed or "blank" (has never been in any of these programs).

Closure Reasons are divided into two columns on the screen – AG Closure Reasons and Individual Closure Reasons. Each column displays up to three (3) reason codes for each individual. Individual reason codes and exemption codes will display on the left (closest to the PIN) and AG reason codes will display on the right. Up to three codes will display in each category even though there may be additional reasons.

Exemption Codes are two-digit alpha characters (Reference Table TWPX) while Reason Codes are three-digit numeric codes (screen CURS). An exception to this is the "21" code which means the individual is not eligible for a specific type of AG.

Note: An individual will display a Reason Code of 178 – PENDING REFERRAL IN ANOTHER WORK PROGRAM OFFICE if there is a pending referral in another office. It is critical that these individuals are disenselled so they can begin participation in the new office.

To find additional information on the reason code, VIEW ONE OF THE Reason Code screens (e.g., CURS, CURC, etc.).

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Screen 6 - WPDL

Scieen 0 - Wi DL						
WPDL	DISEN	ROLLMENT LIST		10/17/01	14:47	
				DWD046	N MEIER	
OFFICE: 0911				obsole	ete 📗 🥄	
OFFICE: UJII					/ /	
					~ \	`
CASE CLOS	· -					W
MANAGER DAT	CE LAST NAME	PIN	CLOSURE	REASONS	F T	A
XLK100 10 02	2001 GORDON	555555555	178		0	
XLK100 10 08	2001 MINONG	666666666	198 344		СС	
XLK100 10 10	2001 MADTOWN	888888888	178		0	
XLK127 09 27	2001 RIVERS	444444444	178		0 0	
			-		0 0	
_ XLK127 10 16	2001 SOLON	777777777	198 334			
_ XLK516 08 28	2001 BENNETT	0505050505	178	WC		
_ XLK516 10 10	2001 NEBAGE	222222222	178			
_ XLK516 06 30	2000 HAWTHORNE	5151515151	141	028 054		
XLK516 01 31	2001 TREGO	4747474747		112		
XLK516	2001 LAMPSON	5010101010	WC			
XLK516 10 11	2001 FOXBORO	5454545454	WC			
	ZUUI IUMBUKU	313134343	Last upda	tod data		
			шавт ираа	ieu uale		
		10 10 01				1 -
	UPDATED ON:	10 16 01			PAGE:	17
NEXT TRAN:	PARMS: 1651				MORE.	

9.3.1. How to Access WPDL and Select an Individual for Disenrollment

- Step 1: In the NEXT TRAN field, key in "WPDL".
- Step 2: The system defaults to the office attached to the worker. To view the disenrollment list for another office, key in the four-digit numeric office number.
- Step 3: Press <ENTER>.
- Step 4: Select the individual to be disenrolled by placing an "X" or "S" on the selection line in front of the Case Manager ID.
- Step 5: Press <ENTER>.

The result is the WPDS screen for the selected individual.

Section 2 - Work Programs

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9.4.0 WPDS - DISENROLLMENT

WPDS is the screen where the actual disenrollment is processed. WPDS can be accessed directly or by selecting an individual on WPDL and pressing <ENTER>. Once an individual has been disenrolled, their name will disappear from the listing (WPDL).

9.4.1 What to Check Before Disenrolling

Because a disenrollment cannot be deleted, it's important to verify if disenrollment is appropriate.

- 1. WPWI Query IM Reg Code. An "N" indicates the individual is no longer eligible for this type of program. An "E" indicates the individual is exempt, "V" indicates the individual is exempt but volunteering to participate, "C" indicates the case is closed.
- 2. AIWP Query to verify the most recent determination.
- 3. AGEC The individual may be mandatory again but the worker hasn't confirmed the case.

		Checklist Prior to Disenrollment
	Screen	Action
	WPCH/WPCS	All statuses and components must be closed
$\sqrt{}$	WPEL/WPEH WPFL/WPFT	Report or update any employment episodes. Report employment follow-throughs (based on current policy and/or office procedure as appropriate.
V	WPJS/WPAS	Post completion dates for goal steps (WPJS) and Actual End Date for activities (WPAS).
V	WPED, WPAW, WPJR, WPBD, WPRU	Enter any new assessment information and close any open barriers.
V	WPNP/WPNH/ WPMA	Report or update any non-participation and review WPMA for accuracy.
V	CMCC	Document on CMCC the reason for the closure. Add additional comments as appropriate.
V	WPWI	Post a Completion Code and Date for non-eligibility programs.
V	WPWI	Update Date of Last Contact on WPWI if appropriate.
V	WPSS	Review WPSS assure it's up to date and accurately reflects any referrals to supportive services.
V	WPJD	Post a Completion Code and Completion Date on WPJD as appropriate (FOR MILWAUKEE CO. ONLY).

9.4.2 How to Access WPDS

Step 1: In the NEXT TRAN field, key in "WPDS".

Step 2: In the PARMS field, key in the PIN.

Step 3: Press <ENTER>.

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OR

Step 1: On WPDL, select the individual to be disenrolled by placing an "X" or "S" on the

selection line in front of the Case Manager ID.

Step 2: Press <ENTER>.

9.4.3 **How to Disenroll**

Note: The DATE field defaults to the current date and is a protected field.

Step 1: Place an "X" on the blank line after either "SANCTION" or "OTHER" to indicate if the

reason for disenrollment was due to a sanction or some other reason.

Press <ENTER>. Step 1a.

Enter a "Y" (Yes) or "N" (No) to in the CONFIRM DISENROLLMENT field. Step 2:

Step 3: Press <ENTER>.

Screen 6 - WPDS

WPDS DISENROLLMENT 10/18/01 08:37 XCTA13 N MEIER

OFFICE: 1575

PIN: 0101010101

NAME: CARS RASEN COUNTY/TRIBAL UNIT: 40

DATE: 10 18 2001

REASON: SANCTION _ OTHER _

CONFIRM DISENROLLMENT (Y/N)? _

NEXT TRAN: ____ PARMS: 0101010101_____

Section 2 – Work Programs

Appendix 01, Version 5 – Definitions of Components & Statuses

DEFINITIONS OF COMPONENTS & STATUSES

NOTE: These definitions are in alphabetical order according to the two-digit Status/Component Code as found in Reference Table TCOS.

AA - AODA Assessment

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when participants are involved in an Alcohol and Other Drug Abuse (AODA) assessment by a qualified AODA provider.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

AD - Disability and Learning Assessment

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when participants are involved in a formal assessment by DVR or other qualified assessing agency. This assessment will identify the appropriate level of work needed, accommodations, and learning capacity of the participant.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

AL - Physician's Assessment

Valid for W-2, LF, CF FSET

Report this activity when participants are involved in a physician's assessment to determine the participant's physical limitations due to medical conditions.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

AM – Mental Health Assessment

Valid for the following program: W-2, LF, CF, FSET

Report this activity when participants are currently involved in a mental health assessment by a qualified mental health provider.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

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AV – Domestic Violence Assessment and Supportive Services

Valid for the following program: W-2, CF, FSET

Report this activity for a participant who is receiving services for domestic violence. This includes assessment and supportive services, such as counseling, temporary shelter, legal assistance, etc.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

A1 - Post Secondary Education (PSE) Less than 2 Years

Valid for the following programs: FSET

Report this activity if the PSE course of study is six months or more, but less than two years.

- This will typically include the two-semester certificate or diplomas course work offered by local WTCS campuses.
- It does not include work towards an associate degree that normally takes four semesters.

BE – Adult Basic Education (ABE)

Valid for the following programs: W-2, CF, FSET

Report this activity for participants who are engaged in an Adult Basic Education (ABE) course that is not tied to participation in a job skills training. ABE is instruction designed to focus on the areas of reading, mathematics, communication skills, social studies, physical sciences, health, and career education. ABE consists of 3 levels:

1. Level 1, or Beginning ABE:

Instruction designed for adults whose academic functioning level is comparable to grades 0 - 5.9.

2. Level 2, or Intermediate ABE:

Instruction designed for adults whose academic functioning level is comparable to grades 6.0 - 8.9.

3. Level 3 or Adult Secondary Education (ASE):

Instruction, which delivers competencies, academic or occupational, comparable to that offered in secondary schools (grades 9.0 - 12.9).

Study time that is required for adult basic education should be assigned under this activitiy if the study time is supervised and tracked for attendance purposes.

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CA – AODA Counseling

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when the participant attends AODA Counseling prescribed by an AODA-related Health Care professional.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

CD – Caring for Disabled Child

Valid for the following program: W-2

Report this W-2 activity for the hours of care provided by a participant for a dependent child with a disability or incapacitation. Additionally, a medical provider must document the need for the participant to be the sole provider of care. This code should not be used for CMC participants.

- Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

CE – Career Planning & Counseling

Valid for the following programs: W-2, LF, CF, FSET

Report this activity for participants receiving services geared towards assessment of a participant's career interests and guidance in the career planning process. Examples of activities include:

- Career assessments,
- Educational needs assessments.
- Career exploration Jjob shadowing,
- Reviewing labor market information and training opportunities, and
- Career guidance and counseling.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

CF – Caring for Other Family Member

Valid for the following program: W-2

Report this W-2 activity for the hours of care provided by a participant for a W-2 group member with a disability or incapacitation other than a child or care of a foster child. Additionally, **a medical provider must document the need for the participant to be the sole provider of care.**

Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

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CL – Learnfare Counseling

Valid for the following program: LF

Report this activity when the Learnfare participant is engaged in counseling to address one or more barriers to school attendance or problems identified by the participant that are not addressed by any other counseling participation.

These meetings should be used by staff to assist participants in gaining a better understanding of themselves in relation to school or family, or to make other personal adjustments to succeed in reaching educational goals.

CM – Mental Health Counseling

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when the participant engages in Mental Health counseling that has been prescribed by a mental health professional.

- For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T - participants.

CP – Child Support Payment

Valid for the following programs: CF

Use this tracking status when a Children First participant routinely pays his/her child support payment. It may be used simultaneously with all other activities.

CR – Career Advancement Services

Valid for the following programs: W-2, CF, FSET

Report this activity for employed participants exploring and pursuing career advancement opportunities. An actual career advancement plan should be developed, describing the steps and actions required to meet career advancement goals. Other acceptable activities include:

- Assisting the participant in accessing career advancement services, such as undergoing further occupational assessment and/or
- Enrolling in appropriate education/training programs, or
- Accessing career advancement opportunities offered through the employer, like career ladders program.

The length of the CR activity should reflect the time spent developing the career plan and doing career exploration.

The length of time in this activity should reflect the time spent developing the career plan and doing career exploration.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

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CS – Community Service

Valid for the following program: CF

Report this activity when a participant is engaged in community service activities. Community service activities may include:

- volunteer work,
- participation in a community activity, and
- other types of community service.

The type of community service activity should be documented in case notes.

CT – Customized Skills Training

Valid for the following programs: CF

Report this activity when training is arranged and engaged to meet the specific employment needs of an employer, such as addressing labor shortages for a specific occupation, where the employer is involved in developing the training program.

In addition, there is an agreement that the employer will employ individuals who successfully complete the training program.

DR – Drivers Education

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when a participant is enrolled in a course of study that includes both classroom and behind-the-wheel instruction designed to prepare the student to pass the Wisconsin Driver's License Examination.

This activity may also be used to reflect those hours a participant attends classes in order to have a Driver's License reinstated.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

EC – Child Care for Employment Skills Training (2 Year)

Valid for the following program: W-2

Report this activity when the W-2 participant is receiving up to two years of FEP authorized child care to enable the participant to engage in voluntary educational and training activities.

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EI - Employer Intervention Services

Valid for the following programs: W-2, LF, CF, FSET

Report this service when it is directed at the employer to facilitate the resolution of job retention barriers faced by the participant. These services could include:

- enhancing communication channels between the employer and participant,
- employer counseling,
- suggesting acceptable work-site accommodations, and
- other on-site interventions with the employer on behalf of the participant.

The length of the service should reflect the time working with the employer.

For W-2: This activity is used to record and track employer intervention services <u>provided</u> by the W-2 agency. To record employer retention activities required by the participant, use the Job Retention Services (JR) activity code.

EL – ESL (English as a Second Language)

Valid for the following programs: W-2, LF, CF, FSET

Report this activity for participants who are engaged in English as a Second Language (ESL) course that is not tied to participation in job skills training. ESL is a course of study intended to teach English skills related to reading, writing, speaking, and listening to students whose primary language is not English. The purpose of assigning ESL is to prepare participants for employment.

Study time that is required for the ESL course should also be assigned under this activity if the study time is supervised and tracked for attendance purposes.

For W-2: Hours reported count toward the education and training activity requirements for CSJ or W-2T participants.

EN – Enrollment

Valid for the following programs: W-2, LF, CF, FSET

This activity is automatically entered when enrollment is reported for a participant by completing WPEN.

EO – Enrollment with Orientation

Valid for the following programs: W-2, LF, CF, FSET

This activity is automatically entered when Enrollment with Orientation is reported for a participant by completing WPEN.

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ES – Employment Search

Valid for the following programs: W-2, CF, FSET

Report this activity for participants 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;
- Making contact with prospective employers whether by phone, in person or via internet to learn of job openings;
- Completing applications for vacancies;
- Preparing for job interviews;
- Interviewing for jobs.

Activity may be completed independently or in a group setting. Scheduled time may include time allotted for transportation to and from potential employer's place of business.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T

participants.

EX – Exemption Request

Valid for the following program: FSET

Report this activity when the case manager learns of an exemption reason that applies to the individual.

Upon reporting in CARES, an alert is automatically sent to the eligibility worker requesting a re-determination of the mandatory (M) registration code.

An individual will remain in this tracking activity until disenrollment or until notice is received from the eligibility worker upholding the mandatory (M) or voluntary (V) status determination.

FS – FSET Sanction Pending

Valid for the following program: FSET

This is automatically generated on WPCH and Sanction Request (SA) status is automatically end dated when the eligibility worker enters a sanction on AIWS.

At the point that the pending sanction is effective, eligibility for food stamp benefits end, and the individual will appear on WPDL.

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GE – GED (General Educational Development)

Valid for the following programs: W-2, LF, CF, FSET

Instruction designed to prepare adults for the Tests of General Educational Development (GED). A Certificate of General Educational Development is issued by the Department of Public Instruction (DPI) upon attainment of satisfactory scores on the GED tests. A person must be a Wisconsin resident who is at least 18 years and six months old OR whose high school class has graduated in order to take the GED tests.

For W-2: Hours reported count toward the education and training activity requirements for CSJ or W-2T participants. When 18 or 19-year old CSJ participants are attending high school or enrolled in HSED or GED courses, those hours count toward the work training activity requirements.

HE - HSE (High School Equivalency Diploma)

Valid for the following programs: W-2, LF, CF, FSET

Adult educational activities designed to prepare adults to take the tests and courses that lead to a High School Equivalency Diploma (HSED). An HSED is earned by taking all of the GED tests and a health, citizenship, employability skills, and career-awareness program OR completing any missing high school credits. Additional information on HSED or GED can be obtained from the Wisconsin Department of Public Instruction website.

For W-2: Hours reported count toward the education and training activity requirements for CSJ or W-2T participants. When 18 or 19-year old CSJ participants are attending high school or enrolled in HSED or GED courses, those hours count toward the work training activity requirements.

HR - Housing-Related Activities

Valid for the following programs: W-2, CF, FSET

Report this activity for those participants experiencing a housing crisis and in need of stabilizing their living situation. This may include guided or self-directed housing search, relocating to get out of a domestic abuse situation and housing education sessions at community agencies.

This activity should be used in conjunction with assignment to other W-2 activities until permanent housing is secured.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

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JR – Job Retention Services

Valid for the following programs: W-2, CF, FSET

Report this activity when services are provided directly to the participant to assist him/her in maintaining unsubsidized employment. The types of services that can be provided include:

- Reviewing workplace demands and employer expectations
- Strategies to help the individual stay employed
- Job specific problem solving
- Crisis resolution

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

JS – Job Skills Training

Valid for the following programs: W-2, CF, FSET

Report this activity for participants wh are engaged in training for vocational skills required by an employer. The training will provide skills to help the participant obtain employment or to advance or adapt to thechanging demans of the workplace. Training may include customized skills training to meet the needs of a specific employer or it can be general training that prepares an individual for a specific occupation within a particular employment sector. The training activity must be specific to the participant's immediate employment goal.

The entire training must consist of a minimum of 40 hours of class room instruction to count as job skills training. Study time that is required for training should also be assigned under this activity. Study time must be supervised and tracked for attendance purposes.

Examples of job skills training include:

- Welding
- Hospitality
- Data Entry
- Medical Assistants
- Legal Assistants

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LA - Court-Related/Legal Appointments

Valid for the following programs: W-2, CF, FSET

Activities where participant is scheduled for court-ordered appointments for self and/or children. This may include:

- child welfare home visits and Wrap-Around staffing sessions,
- child support hearings and legal meetings with attorneys,
- probation and parole appointments and
- Huber-related activities.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

LF - Life Skills

Valid for the following programs: W-2, CF. FSET

Report this activity for participants who are engaged in activities that teach basic life skills that allow them to succeed in the workforce. Activities may include:

- Balancing Life and Work
- Budgeting
- Household management
- Interpersonal skills
- Decision making skills
- Time management

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

LS - Literacy Skills

Valid for the following programs: W-2, CF, FSET

Report this activity for participants who are engaged in a literacy skills course that is not tied to participation in job skills training. Literacy Skills is a course aimed at teaching reading, writing, math, and communication skills necessary to prepare a participant to participate in ABE, occupational programs, or unsubsidized employment. Instruction may be provided in a formal educational institution, through a literacy council, or through another provider.

Study time that is required for the LS course should also be assigned under this activity if the study time is supervised and tracked for attendance purposes.

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MN - Mentor/Coach

Valid for the following programs: W-2, CF

Report this activity for participants assigned hours in which they are required to interact with their mentor/coach. Mentoring pairs more skilled or experienced individuals with a newly employed participant to help him/her succeed in the workplace. The agency maintains ongoing supervision of, and support for, mentors and mentees.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

MO – Job Readiness/Motivation

Valid for the following programs: W-2, CF, FSET

Report this activity for applicants and participants who are engaged in classes/activities specifically designed to prepare them for work. Activities are geared at learning general workplace expectation, work behavior and job retention skills necessary to compete successfully in the labor market.

A high-quality job readiness program uses various techniques and approaches to build self-esteem and increase self-confidence. Attendance at scheduled sessions must last one hour or more in length. Examples of job readiness/motivation sessions include:

- Workshops on effective job seeking and interviewing skills;
- Instruction in workplace expectations (including instruction on appropriate attire);
- Workshops on self-esteem, goal setting, etc.; and
- Courses on basic computer skills and use of internet.

Activity may be completed independently or in a group setting.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

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NC – Non-compliance

Valid for the following program: LF, CF

Report this activity when a Children First participant is not in compliance with program activities because of

- non-cooperation,
- non-attendance, or
- failure to participate in assigned activities.

The Children First case manager proceeds with the Children First Fact Finding process (see Children First Program Guide).

If the participant signs the Reconciliation Agreement/plan, end the non-compliance and place the participant in the appropriate activity.

If the participant does not respond or fails to participate in the Fact Finding process, notify the child support agency via Affidavit of Non-Compliance and disenroll the participant.

NE – Non-approved Education & Training

Valid for the following programs: W-2, CF, FSET

Report this activity when an individual is participating in an educational activity, which is not required by the work program. It assists the case manager in tracking individuals who are voluntarily participating in additional educational activities.

For W-2: Hours do not count toward W-2 program requirements.

OC – Occupational Testing

Valid for the following programs: W-2, LF, CF, FSET

Report this activity for participants engaged in testing related to employment. Testing may include:

- Exploration
- Aptitude,
- Skills, and
- Interest testing and interpretation.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

Section 2 – Work Programs

Appendix 01, Version 5 – Definitions of Components & Statuses

OJ – On-The-Job Training (OJT)

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when a participant is in a paid job subsidized by a program other than W-2. This includes, but is not limited to:

- Workforce Investment Act (WIA) OJT,
- Division of Vocational Rehabilitation (DVR) Work Experience,
- Trade Adjustment Assistance (TAA) Act OJT,
- Youth Apprenticeship,
- Adult Apprenticeship,
- employment subsidized by:
 - Experience Works,
 - Senior Community Services Program,
 - Volunteers in Service to America (VISTA) workers.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

OM – Ongoing Medical

Valid for the following programs: W-2, CF, FSET

Report this activity when a participant is involved in ongoing medical appointments that are not formal assessments. This could also include participants involved in long term physical therapy programs.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

OR - Program Orientation

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when an individual participates in a set of activities designed to orient the individual to the employment and/or training program.

It may be used to indicate that orientation has occurred for an individual currently open (enrolled) in a different work program.

Example: An individual is currently open for W-2 and then becomes a Children First participant.

Section 2 - Work Programs

Appendix 01, Version 5 – Definitions of Components & Statuses

PA - Parenting Skills

Valid for the following programs: W-2, CF, FSET

Report this activity for participants who are engaged in activities that teach effective parenting skills. Activities may include:

- Parenting techniques
- Nutrition
- Family planning
- Behavior modification

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T - participants.

PC - Personal Care/Self Care

Valid for the following programs: W-2, FSET

Report this activity for timeframes when a participant cannot be assigned to other work activities due to medical restrictions that are expected to last more than six months. The medical restrictions and the expectation that the personal care activity will last more than six months must be certified by a qualified medical or mental health professional.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

PD - Personal Development

Valid for the following programs: W-2, CF, FSET

Report this activity for participants who are engaged in activites that promote a healthier lifestyle but the activity has not been determined to be medically necessary. The activity must be assigned with the goal of moving the participant towards employment. These activities may include, but are not limited to:

- Personal journaling
- Motivational reading
- Exercise at home
- Smoking cessation
- Weight loss promotion
- Ongoing support groups for domestic violence, Alcoholics Anonymous, Narcotics Anonymous, etc.

For W-2: Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

Section 2 – Work Programs

Appendix 01, Version 5 – Definitions of Components & Statuses

PR – Physical Rehabilitation

Valid for the following program: W-2

Report this activity for participants who are engaged in an activity that meets the following criterion:

- Determined to be medically necessary;
- 2. Anticipated to last six months or less; and
- 3. Geared towards helping the individual recover from a medical condition so that s/he may enter or re-enter the workforce.

The determination that the activity is medically necessary and the expectation that the rehabilitation activity will last six months or less must be certified by a qualified medical or mental health professional.

This activity should not be assigned when a participant is in the process of applying for SSI or SSDI and the W-2 agency or another provide is providing related advocacy services.

- Hours reported count toward the work training activity requirements for CSJ or W-2T participants.

RS - Regular School (K - 12)

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when the participant is:

- enrolled in an education program (kindergarten through 12th grade levels) at a public or private school,
- at a Wisconsin Technical College System (WTCS) school in a program that will include a high school diploma, or
- through a Department of Public Instruction (DPI) registered home educational program including home based and home school instruction.

For W-2: For most W-2 participants, hours reported count toward the education and training hour requirements for CSJ or W-2 T participants. When 18 or 19-year old CSJ participants are attending high school or enrolled in HSED or GED courses, those hours count toward the work training activity requirements.

SA – Sanction Request

Valid for the following program: FSET

Report this activity when the case manager requests an eligibility worker to impose an FSET sanction.

When reported, it generates an alert to the eligibility worker.

The individual will remain in this status until disenrollment (due to sanction or other reasons), resolution, or termination of the sanction action.

Section 2 – Work Programs

Appendix 01, Version 5 – Definitions of Components & Statuses

SD – SS(D)I Advocacy/Application

Valid for the following program: W-2

Report this activity when the W-2 participant is in the process of obtaining SSI or SSDI and the W-2 agency or another provider is providing related services.

Examples include meeting with an SSI advocate or attorney, working with the FEP on filling out the SSI forms, attending hearings, etc.

Hours reported count toward the work training activity requirement for a participant in a CSJ or

W-2 T placement.

TC – Technical College Activities

Valid for the following programs: W-2

Report this activity for CSJ and W-2 T participants who are:

- 1) Enrolled full-time (up to 15 hours per week) in a technical college program, and
- 2) Employed or assigned 25 hours of work training activities per week.

Note: Study time does not count towards TC hours.

For W-2: Hours reported for the actual technical college courses count toward the education and

training activity requirements for CSJ or W-2T participants.

TJ – Trial Job/Private Employer

Valid for the following program: W-2

Report this activity for a W-2 participant placed in a Trial Job within the private sector.

It is initially reported for a 3-month period.

The activity can be updated if the Trial Job contract is extended.

Only one member of a W-2 group may be reported in this activity at a time.

TP – Trial Job/Public Employer

Valid for the following program: W-2

Report this activity for a W-2 participant placed in a Trial Job within the public sector.

It is initially reported for a 3-month period.

The activity can be updated if the Trial Job contract is extended.

Only one member of a W-2 group may be reported in this activity at a time.

Section 2 – Work Programs

Appendix 01, Version 5 – Definitions of Components & Statuses

UA – Unassigned

Valid for the following programs: CF, FSET

Report this only if a participant has completed the enrollment process, is between assignments and is currently not assigned to any other activity.

UC – Up-front Career Planning

Valid for the following program: W-2, CF

Up-front services geared toward assessment of an individual's career interests and guidance in the career planning process. Examples of activities include:

- Career assessments;
- Educational needs assessment;
- Career exploration / job shadowing
- Reviewing labor market information and training opportunities
- Career guidance and counseling

For W-2 applicants: A W-2 applicant may be assigned to this activity prior to being placed in any W-2 employment position.

For W-2 participants: A W-2 participant may be assigned to this activity for up to 40 hours per week during the first two weeks after placement in a W-2 T or CSJ.

UE – Up-front Employment Search

Valid for the following program: W-2, CF

Report this activity for participants for applicants and participants who are engaged in upfront 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;
- Making contact with prospective employers whether by phone, in person or via internet to learn of job openings;
- Completing applications for vacancies;
- Preparing for job interviews;
- Interviewing for job.

For W-2 participants: A W-2 participant may be assigned to this activity for up to 40 hours perweek during the first two weeks after placement in a W-2 T or CSJ.

Section 2 - Work Programs

Appendix 01, Version 5 – Definitions of Components & Statuses

UR – Up-front Job Readiness / Motivation

Valid for the following program: W-2, CF

Report this activity for applicants and participants who are engaged in up-front classes/activities specifically designed to prepare them for work. Activities are geared at learning general workplace expectations, work behavior and job retention skills necessary to compete successfully in the labor market.

A high-quality job readiness program uses various techniques and approaches to build self-esteem and increase self-confidence. Attendance at scheduled sessions must last one hour or more in length. Examples of job readiness/motivation sessions include:

- Workshops on effective job seeking and interviewing skills;
- Instruction in workplace expectations (including instruction on appropriate attire);
- Workshops on self-esteem, goal setting, etc; and
- Course on basic computer skills and use of internet.

Activity may be completed independently or in a group setting.

For W-2 applicants: A W-2 applicant may be assigned to this activity prior to being placed in any W-2 employment position.

For W-2 participants: A W-2 participant may be assigned to this activity for up to 40 hours per week during the first two weeks after placement in a W-2 T or CSJ.

VA - Vocational Adult Basic Education

Valid for the following programs: W-2, CF, FSET

Report this activity for participants who are assigned to an Adult Basic Education (ABE) course this is completed as a part of a job skills training program. The course must be of limited duration and be a necessary or regular part of the job skills training. ABE is instruction designed to focus on the area of reading, mathematics, communication skills, social studies, physical sciences, health, and career education. ABE consists of three levels:

- Level 1, or Beginning ABE: Instruction designed for adults whose academic functioning level is comparable to grades 0-5.9.
- 2. Level 2, or Intermediate ABE: Instruction designed for adults whose academic functioning level is comparable to grades 6.0-8.9.
- 3. Level 3 or Adult Secondary Education (ASE) Instruction which delivers competencies, academic or occupational, comparable to that offered in secondary schools (grades 9.0-12.9).

Study time that is required for Vocational Adult Basic Education should also be assigned under this activity. Study time must be supervised and tracked for attendance purposes.

For W-2: For W-2: Hours reported count toward the education and training activity requirements for CSJ or W-2T participants.

Section 2 – Work Programs

Appendix 01, Version 5 – Definitions of Components & Statuses

VE - Vocational English-as-a-Second-Language

Valid for the following programs: W-2, CF, FSET

Report this activity for participants who are assigned to an English-as-a-Second-Language (ESL) course that is completed as part of a job skills training program. The course must be of limited duration and be a necessary or regular part of the job skills training. ESL is a course of study intended to teach English-speaking skills related to reading, writing, speaking and listening to students whose primary language is not English.

Study time that is required for Vocational English-as-a-Second-Language should also be assigned under this activity. Study time must be supervised and tracked for attendance purposes.

For W-2: Hours reported count toward the education and training activity requirements for CSJ or -- W-2T participants.

VL - Vocational Literacy Skills

Valid for the following programs: W-2, CF, FSET

Report this activity for participants who are assigned to a Literacy Skills course that is completed as part of a job skills training program. The course must be of limited duration and be a necessary or regular part of the job skills training. Vocational Literacy Skills is a course of study aimed at teaching reading, writing, math and communication skills necessary to prepare a participant to participate in job skills training. Instruction may be provided in a formal educational institution, through a literacy council or through another provider.

Study time that is required for the Vocational Literacy Skills course should also be assigned under this activity if the study time is supervised and tracked for attendance purposes.

WE – Work Experience

Valid for the following programs: W-2, LF, CF

This is a supervised unpaid work activity with either:

- a public business or organization,
- private not-for-profit business or organization, or
- a private-for-profit business or organization.

The activity must serve a useful public purpose or be a project whose cost is partially or wholly offset by revenue generated by such projects.

The program agency must provide Workers Compensation liability for the Work Experience job site.

The job site must have a work training site supervisor.

For W-2: Hours reported count toward the work training requirements for a W-2 participant in a CSJ or W-2 T placement.

Section 2 – Work Programs

Appendix 01, Version 5 – Definitions of Components & Statuses

WF - Working Full-Time

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when a participant is working in unsubsidized employment 30 or more hours per week (or an average of 30 hours per week or more for the month).

If the participant works more than one job and the sum of hours worked for all jobs meets 30 or more hour per week (or an average of 30 hours per week or more for the month), the Working Full-Time activity is reported.

WP - Working Part-Time

Valid for the following programs: W-2, LF, CF, FSET

Report this activity when a participant is working in unsubsidized employment less than 30 hours per week (or an average of less than 30 hours per week for the month).

Note: If the participant begins an additional unsubsidized job and the sum of work hours from all jobs meets the 30 hours per week rule, then the Working Part-Time activity should be completed and the participant should be reported in the Working Full-Time activity **only**.

WX - FSET Work Experience

Valid for the following program: FSET

Report this activity for participants who are in unpaid work experience at a public or private not-for-profit business.

Section 2 – Work Programs

Appendix 02, Version 5 – Activity Matrix

This matrix displays the following (see below) and is based primarily on screen WPCM:

C/S Code and C/S Name – Component or Status name and code. Component and Status names and codes may be found in Reference Table TCOS.

Phase – Phase in which the status or component may be reported.

P = Pending (start date is not known)

S = Scheduled (start date is known)

A = Actual (component/status has begun)

Stand Alone – Indicates whether it is a stand alone component or status. A "stand alone" is a status or component that cannot be reported if another status or component is open for that individual.

Can Report Prior to Enrollment – Indicates whether the status or component may be reported prior to Enrollment (WPEN) of the individual.

Assessment Activity – These components are considered as Formal Assessments. Sanctioning is blocked if the individual is in an Assessment Activity along with another sanctionable component. It also blocks the sanction if the BST has not been done.

Updates Date of Last Contact on WPWI – Indicates whether posting the status or component will update the LAST DATE OF CONTACT field on WPWI.

Programs Valid For – Indicates whether the status or component is valid for each program listed:

W-2: Wisconsin Works

LF: Learnfare

CF: Children First

FSET: Food Stamp Employment & Training program

Sanctionable for W-2 – Indicates whether the sanction indicator may be set to "Y" on WPCS for W-2. FSET sanctioning is set by policy. See additional information in the *FSET Manual*.

Additional details may be found on screen WPCM. Definitions of Statuses and Components may be found in Section 2, Appendix 01 of this guide.

Section 2 – Work Programs

Appendix 02, Version 5 – Activity Matrix

C/S Code	Component/Status Name	P	hase)	Stand Alone	Can Report Prior to Enrollment	Assessment Activity	Updates Date of Last Contact on WPWI	Prog	Programs Valid For		Sanctionable for W-2	
		Р	S	Α					W-2	LF	CF	FSET	
AA	AODA Assessment	Υ	Υ	Υ	Ν	N	Υ	Y	Υ	Υ	Υ	Υ	N
AD	Disability Assessment	Υ	Υ	Υ	Ν	N	Y	Υ	Υ	Υ	Υ	Υ	N
AL	Physician's Assessment	Υ	Υ	Υ	N	N	Y	Υ	Υ	Υ	Υ	Υ	N
AM	Mental Health Assessment	Υ	Υ	Υ	Ν	N	Y	Y	Υ	Υ	Υ	Υ	N
AV	Domestic Violence	Υ	Υ	Υ	N	N	Y	Y	Υ	N	Υ	Υ	N
A1	Agency-Initiated Post Secondary Ed less than 2 Yr.	Υ	Υ	Υ	N	N	N	Y	N	Ν	N	Υ	N
BE	Adult Basic Education	Υ	Υ	Υ	Ν	N	N	Y	Υ	Ν	Υ	Υ	Υ
CA	AODA Counseling	Υ	Υ	Υ	Ν	N	N	Y	Υ	Υ	Υ	Υ	Υ
CD	Caring for Disabled Child	Υ	Υ	Υ	Ν	N	N	Y	Υ	Ν	Ν	N	Υ
CE	Career Planning and Counseling	Υ	Υ	Υ	N	N	N	Υ	Y	Υ	Υ	Υ	Y
CF	Caring for Other Family Member	Υ	Υ	Υ	Ν	N	N	Y	Y	Z	N	N	Y
CL	Learnfare Counseling	Υ	Υ	Υ	N	N	N	Y	N	Υ	N	N	N
CM	Mental Health Counseling	Υ	Υ	Υ	N	N	N	Y	Υ	Υ	Υ	Υ	Υ
СР	Child Support Payment	N	Ν	Υ	Ν	N	N	Y	N	Ν	Υ	N	N

Section 2 – Work Programs

C/S Code	Component/Status Name	P	hase)	Stand Alone	Can Report Prior to Enrollment	Assessment Activity	Updates Date of Last Contact on WPWI	Programs Valid For		Sanctionable for W-2		
		Р	S	Α					W-2	LF	CF	FSET	
CR	Career Advancement Services	Υ	Υ	Υ	N	N	N	Υ	Y	N	Υ	Υ	Y
CS	Community Service	Υ	Υ	Υ	N	N	N	Υ	N	N	Υ	N	N
СТ	Customized Skills Training	Υ	Υ	Υ	N	N	N	Υ	N	N	Υ	N	Z
DR	Remedial Education: Drivers Ed.	Υ	Υ	Υ	N	N	N	Υ	Y	Υ	Υ	Υ	Y
EC	Child Care for Employment Skills Training - 2 yr.	N	N	Υ	N	N	N	Υ	Y	N	N	N	N
El	Employer Intervention Services	Y	Υ	Υ	N	N	N	Y	Y	Υ	Υ	Υ	Z
EL	Remedial Education: English as a Second Language	Υ	Υ	Υ	N	N	N	Υ	Y	Y	Υ	Υ	Υ
EN	Enrollment	Ν	Ν	Ν	N	N	N	Y	Υ	Υ	Υ	Υ	N
EO	Enrollment with Orientation	N	N	N	N	N	N	Υ	Y	Υ	Υ	Υ	N
ES	Employment Search	Υ	Υ	Υ	N	N	N	Y	Υ	N	Υ	Υ	Y
EX	Exemption Request to Economic Support Specialist	N	N	Υ	N	Υ	N	N	N	N	N	Υ	N

Section 2 – Work Programs

C/S Code	Component/Status Name	Phase			Stand Alone	Can Report Prior to Enrollment	Assessment Activity	Updates Date of Last Contact on WPWI	Programs Valid For			Sanctionable for W-2	
		Р	S	Α					W-2	LF	CF	FSET	
FS	Food Stamp Employment & Training Sanction Pending	N	Z	Υ	N	Y	N	Z	N	N	N	Υ	Z
GE	Remedial Education: General Education Development	Y	Υ	Υ	N	N	N	Υ	Y	Υ	Υ	Υ	Y
HE	Remedial Education: High school Equivalency Diploma	Υ	Υ	Υ	N	N	N	Υ	Υ	Υ	Υ	Υ	Y
HR	Housing-Related Activities	Y	Υ	Υ	N	N	N	Υ	Y	N	Υ	Υ	Y
JR	Job Retention Services	Υ	Υ	Υ	N	N	N	Y	Υ	N	Υ	Υ	Υ
JS	Job Skills Training	Υ	Υ	Υ	N	N	N	Y	Υ	N	Υ	Υ	Y
LA	Court-Related/Legal Appointments	Υ	Υ	Υ	N	N	N	Υ	Y	N	Υ	Υ	Y
LF	Life Skills	Υ	Υ	Υ	N	N	N	Υ	Υ	N	Υ	Υ	Υ
LS	Remedial Education: Literacy Skills Training	Υ	Υ	Υ	Ν	N	N	Y	Y	N	Υ	Υ	Y
MN	Mentoring	Υ	Υ	Υ	N	N	N	Υ	Υ	N	Υ	N	Y
МО	Job Readiness/Motivation	Υ	Υ	Υ	Ν	N	N	Υ	Υ	N	Υ	Υ	Y
NC	Non-Compliance	Ζ	Ν	Υ	Ν	Υ	N	Υ	Ν	Υ	Υ	N	N

Section 2 – Work Programs

C/S Code	Component/Status Name	Phase			Stand Alone	Can Report Prior to Enrollment	Assessment Activity	Updates Date of Last Contact on WPWI	Programs Valid For			Sanctionable for W-2	
		Р	S	Α					W-2	LF	CF	FSET	
NE	Non-Approved Education and Training	N	N	Υ	N	N	N	Y	Y	N	Υ	Υ	N
ОС	Occupational Testing	Υ	Υ	Υ	N	N	N	Υ	Υ	Υ	Υ	Υ	Υ
OJ	On-the-Job Training (OJT)	Υ	Υ	Υ	N	N	N	Υ	Y	Υ	Υ	Υ	Y
OM	Ongoing Medical Appointments	Υ	Υ	Υ	N	N	N	Υ	Y	Υ	Υ	Υ	Υ
OR	Orientation	Υ	Υ	Υ	N	N	N	Υ	Υ	Υ	Υ	Υ	N
PA	Parenting	Υ	Υ	Υ	N	N	N	Υ	Υ	N	Υ	Υ	Y
PC	Personal Care/Self Care	Υ	Υ	Υ	N	N	N	Y	Υ	N	Υ	Υ	Y
PD	Personal Development	Υ	Υ	Υ	N	N	N	Υ	Υ	N	Υ	Υ	Υ
PR	Physical Rehabilitation	Υ	Υ	Υ	N	N	N	Υ	Υ	N	N	N	Y
RS	Regular School (K-12)	Υ	Υ	Υ	N	N	N	Υ	Υ	Υ	Υ	Υ	Υ
SA	Sanction Request to Economic Support Specialist	N	N	Υ	N	Y	N	N	N	N	N	Υ	N
SD	Advocacy/Application (for SSI or SSDI)	Υ	Υ	Υ	N	N	N	Υ	Y	N	N	N	Y
TC	Technical College/W2	Υ	Υ	Υ	N	N	N	Υ	Υ	N	N	N	Y
TJ	Trial Job	Υ	Υ	Υ	N	N	N	Υ	Υ	N	N	N	N
TP	Trial Job Public Employer	Υ	Υ	Υ	N	N	N	Y	Υ	N	N	N	N

Section 2 – Work Programs

C/S Code	Component/Status Name	Phase			Stand Alone	Can Report Prior to Enrollment	Assessment Activity	Updates Date of Last Contact on WPWI	Programs Valid For			Sanctionable for W-2	
		Р	Ø	Α					W-2	LF	CF	FSET	
UA	Unassigned	N	N	Υ	Υ	N	N	N	N	N	Υ	Υ	N
UC	Up-front Career Planning/Counseling	Υ	Υ	Υ	N	Y	N	Y	Y	N	Υ	N	Y
UE	Up-front Employment Search	Υ	Υ	Υ	N	Υ	N	Y	Y	N	Υ	N	Υ
UR	Up-front Job Read/Motivation	Υ	Υ	Υ	N	Y	N	Y	Y	N	Υ	N	Y
VA	Vocational ABE	Υ	Υ	Υ	N	N	N	Υ	Υ	Ν	Υ	Υ	Υ
VE	Vocational ESL	Υ	Υ	Υ	N	N	N	Y	Υ	N	Υ	Υ	Υ
VL	Vocational Literacy	Υ	Υ	Υ	N	N	N	Υ	Υ	N	Υ	Υ	Υ
WE	Other Work Experience (OWE)	Υ	Υ	Υ	N	N	N	Y	Y	Υ	Υ	N	Y
WF	Working Full-Time Status	N	Υ	Υ	N	Υ	N	Υ	Υ	Υ	Υ	Υ	Ν
WP	Working Part-Time Status	N	Υ	Υ	N	Y	N	Y	Υ	Υ	Υ	Υ	N
WX	Work Experience/FSET	Υ	Υ	Υ	N	N	N	Y	N	N	N	Υ	N

Section 2 - Work Programs

Appendix 03, Version 2 - Clock Extensions Desk Aid



W-2 EXTENSIONS – CARES ACTIONS

References: W-2 Manual - Chapter 2; BWI Operations Memos 99-60, 99-69 and 01-30.

When the months used (UD) on a 60-month clock or 24-month W-2 employment position clock are equal to the maximum (MX) on screen AIWC, CARES will automatically end date the placement on screen ACWI as of the last day of the month unless an extension is entered on screen AIWE.

This Deskaid provides information on:

- ✓ How to enter extension information on screen AIWE and its impact on screen AIWC;
- ✓ How to delete extensions;
- ✓ What occurs when an extension expires;
- ✓ How to enter subsequent extensions;
- ✓ Special circumstances surrounding:
 - 24-month and 60-month extensions:
 - Custodial Parent of an Infant extensions; and
 - Two-parent family extensions.

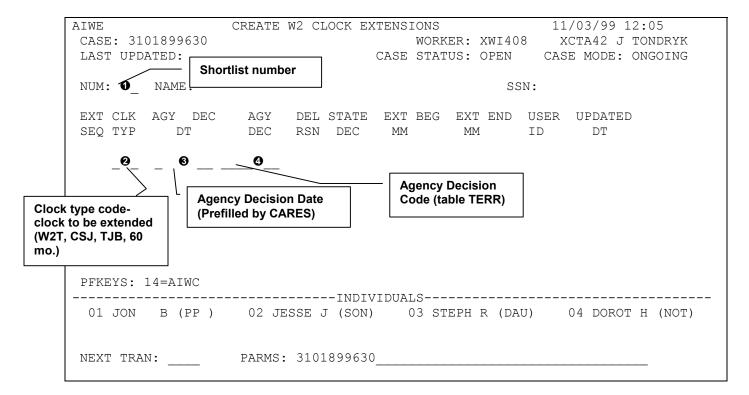
ENTERING AN EXTENSION DECISION ON SCREEN AIWE

Note: Regardless of the W-2 agencies' extension decision (approved or not approved), **steps 1-3** must still be completed.

- **Step 1:** Determine whether a participant qualifies for a W-2 24-month or 60-month time limit extension, reference Ops Memo 01-30.
- **Step 2**: Complete the *W-2 Agency Time Limit Extension Record* (DES-11661) and the appropriate extension request forms (if necessary) located on the DWS Forms Repository.
- **Step 3:** Once the agency extension decision has been made, enter the appropriate information on CARES screen AIWE, which will trigger the correct agency decision notice.

Section 2 - Work Programs

Appendix 03, Version 2 - Clock Extensions Desk Aid



Complete the following fields on AIWE once the agency determines whether a W-2 participant qualifies for an extension:

• NUM: Enter the shortlist number for the individual for whom the extension is being requested.

Remember: When entering a 60-month extension for a W-2 group with more than one adult, the person for whom the extension is being requested is the individual who will reach 60-months first, even though the extension criteria is applied to the person in the W-2 placement. (See Operations Memo 01-30 for further clarification on two-parent family extensions).

- **Q CLK TYP**: Enter the extension clock type (W2T, CSJ, TJB or 60 mo.).
- **AGY DEC DT**: No action necessary. The date the agency is making the extension request is automatically filled in by CARES.
- **4 AGY DEC**: Enter the appropriate extension decision reason code (Table TERR).

Section 2 – Work Programs

Appendix 03, Version 2 - Clock Extensions Desk Aid

Remember: CARES will only allow an initial agency extension decision to be entered in the AGY DEC field once a 24-month clock has reached 18 or more months or a 60-month clock has reached 49 or more months. A subsequent extension request will be allowed only after the previous extension has expired. (See **Subsequent Extensions**).

The appropriate letter will be generated once the agency decision is completed on screen AIWE.

24-Month Letter ID	60-Month Letter ID	CONDITIONS CREATING THE LETTER
APLN	APLQ	Generated when the agency approval code (ERA) is entered and informs the participant that the agency has determined that s/he qualifies for an extension and is seeking state concurrence.
APLO	APLR	Generated when an agency denial code (LLM, NAE, NPA, NSB, or TJA) is entered and informs the participant that the agency has determined that s/he does not qualify for an extension.
APLP	APLU	Generated when the voluntarily declined code (PDE) is entered and informs the participant that although s/he may qualify for an extension, the agency will not be seeking an extension because the participant does not want one.

W-2 Agency decision impact on AIWC:

Once the worker completes the agency decision information on AIWE, CARES will carry over the AGY DEC field to screen AIWC along with the appropriate reason code and the decision date. It will also display the user ID of the worker that entered the agency extension decision on AIWE and the updated date.

Section 2 – Work Programs

Appendix 03, Version 2 - Clock Extensions Desk Aid

IWC							
CASE: 3101899630 LAST UPDATED: 10 29 9			WORKER:	: XW14U8	XCTA42 J .	LOND	RYK
LAST UPDATED: 10 29 9	9	CAS	SE STATUS:	: OPEN C	CASE MODE:	ONG	OING
PIN: 3509324153 NAME:	JON		BON JOVI				
MX UD RM	UD	MX UD	RM	MX UD RM	MX	UD	RM
60MO: 60 11 49 JOBS	: 0 TJOB:	24 0	24 CSJ:	: 24 11 13	W2T: 24	0	24
FED USED: MO OPC	: 0 CMC:	0	OTF:	: 0			
ELIG CLOCK FED OVR	AGY AGY DEC	STATE	EXT EXT	BEG EXT END	USER ID	UPD.	ATED
MTH TYPE IND RSN	DEC DT	DEC	DEL M	TH MTH			DT
1099 CSJ	ERA 11 01 99)		*	XWI408	11	01 99
0999 CSJ		Ca	rried over		CARES	09	30 99
0899 CSJ			om AIWE		CARES	08	31 99
0799 CSJ					CARES	07	30 99
PFKEYS: 13=AIWO, 14=A	IWE, 18/ENTER	R=NEXT		AL	PAGE	1	OF 3
NEXT TRAN: P							

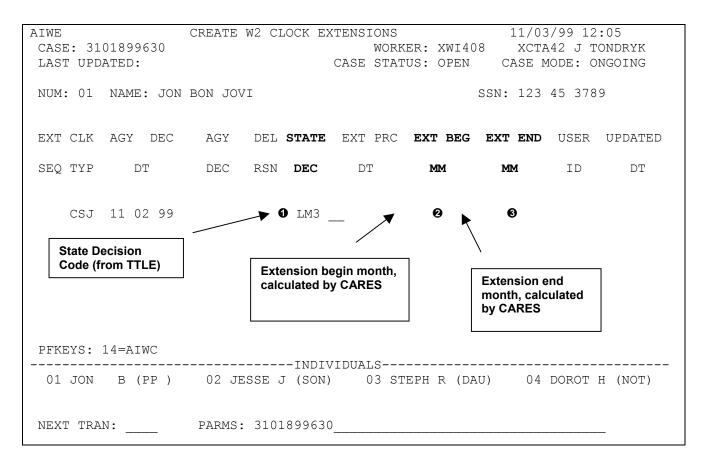
Step 4: Submit the extension request to the state for review, see Operations Memo 01-30. The state will issue its decision to the W-2 agency in writing one month after receiving a completed request.

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Appendix 03, Version 2 - Clock Extensions Desk Aid

Step 5:

• Once the state decision has been received, enter the appropriate extension reason code in the STATE DEC field on screen AIWE (Table TTLE).



② & € CARES will determine the extension begin month (EXT BEG MM) and end month (EXT END MM) using full calendar months. The number(s) at the end of the extension reason code will determine the number of months of the extension. CARES will also enter the user ID of the worker updating the screen and the date the screen was updated.

The appropriate letter will be generated once the state decision is completed on screen AIWE.

24-Month Letter ID	60-Month Letter ID	CONDITIONS CREATING THE LETTER
APLL	APLS	Generated when a state denial code (see Table TTLE for list) is entered and informs the participant that s/he does not qualify for an extension.
APLM	APLT	Generated when a state approval code (see Table TTLE for a list) is entered and informs the participant that s/he qualifies for an extension.

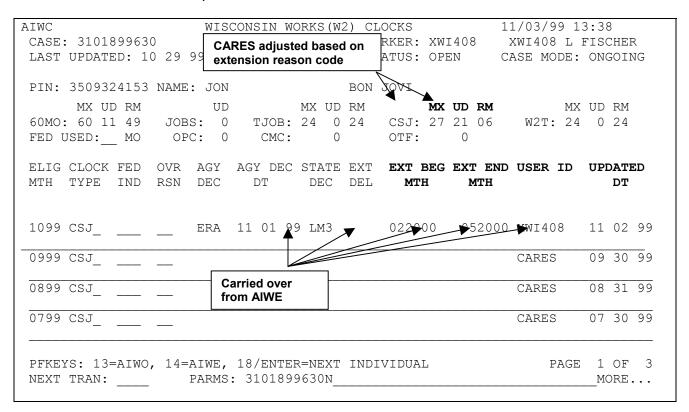
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Note: If two or more separate actions are entered on AIWE at different times on the same day, a letter will be triggered for each action. **On CNIN**, the worker must suppress all but the last extension letter on the same day they are created.

State decision impact on AIWC:

Once the worker completes the state decision information on AIWE, CARES will carry over the STATE DEC field to screen AIWC along with the appropriate reason code and the EXT BEG MTH and EXT END MTH. It will also display the user ID of the worker that entered the state extension decision on AIWE and the updated date.



In addition, completing the state decision on AIWE will affect the maximum (MX) months available for the 60-month clocks and/or the 24-month clocks on AIWC.

24-Month Extensions: Entering a Trial Job, CSJ or W2T extension on AIWE will increase the maximum months available (MX) and the remaining months available (RM) in the appropriate employment position on AIWC.

60-Month Extensions: Entering a 60-month extension on AIWE will increase the MX and RM for the 60-month clock. **In addition**, CARES will reset the RM months for all 24-month clocks (Trial Job, CSJ and W2T) to the number of months equal to the RM on the 60-month clock.

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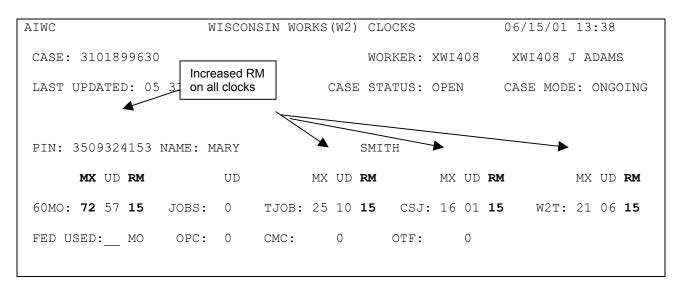
For both the 24-month and the 60-month cases, the number of months in the extension is equivalent to the number in the extension approval code entered on AIWE. For example, entering LM7 would increase the MX by seven months.

EXAMPLE 1: Louie has been approved for a 60-month extension. His worker enters the state approval code LM12 on screen AIWE. By doing so, the RM **on the 60-month clock is increased by 12 months**. The RM on Louie's 24-month clocks are updated to equal the RM on Louie's 60-month clock.

Louie's AIWC clocks **BEFORE** the 60-Month extension is entered on AIWE:

AIWC	WISCON	ISIN WOE	RKS ((W2)	CL	OCKS			06/1	L5/01	13	:38	
CASE: 3101899630					WO	RKER:	XWI4	08	XWI	1408	J AI	OAMS	5
LAST UPDATED: 05 31 01			C	CASE	E ST	'ATUS:	OPEN		CASI	E MODI	Ξ: (ONGO	DING
PIN: 3509324153 NAME:	MARY				SMI	TH							
MX UD RM	UD		MX	UD	RM		MX	UD	RM		MX	UD	RM
60MO: 60 57 03 JOBS:	0	TJOB:	24	10	14	CSJ:	24	01	23	W2T:	24	06	18
FED USED: MO OPC:	0	CMC:		0		OTF:		0					

Louie's AIWC clocks AFTER the 60-month extension is entered on AIWE:



Since 12 months were added to Louie's 60-month clock (03 RM + 12 = 15 RM), the remaining months on the 24-month clocks all changed to equal 15 months. This also changed the MX of each of those clocks.

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DELETING AN EXTENSION ON AIWE

Extensions may be deleted on screen AIWC. Only those months that have not been used in the extension will be deleted when an extension deletion code is entered. There are two separate codes to be used for deletion:

- AE: The entry of this code is only allowed prior to the first extension month being ticked. This
 code will delete the number of months contained in the reason code from the maximum (MX) for
 the same clock type.
- DE: This code is used to delete unused extension months after the extension has begun to tick
 and will delete the number of unused months from the maximum of the same clock type. It will
 cause the maximum to equal the months used (MX = UD) and will end the W-2 employment
 position placement on ACWI effective the last day of the previous month.

It is recommended that the unused portion of an extension NOT be deleted when an individual leaves the employment position because it is unknown whether the individual will need to return to that employment position sometime during the approved extension period. The unused portion of the extension should remain available until the current date reaches the extension end month on AIWC.

NOTE: If an extension is deleted **prior to entering a subsequent extension**, the worker must:

- 1. Reopen the appropriate placement on ACWI effective the first day of the current month.
- 2. Suppress the notices generated as a result of the placement on ACWI closing and then reopening.

EXPIRED EXTENSIONS

When there are unused months left on an extension and the extension has expired, the unused extension months will be automatically deleted on the last working day of the month by the end of month clock cycle. The end of month clock cycle will reduce the MX to equal UD and the ACWI placement will be automatically end dated for that placement type if the placement has not already been end dated.

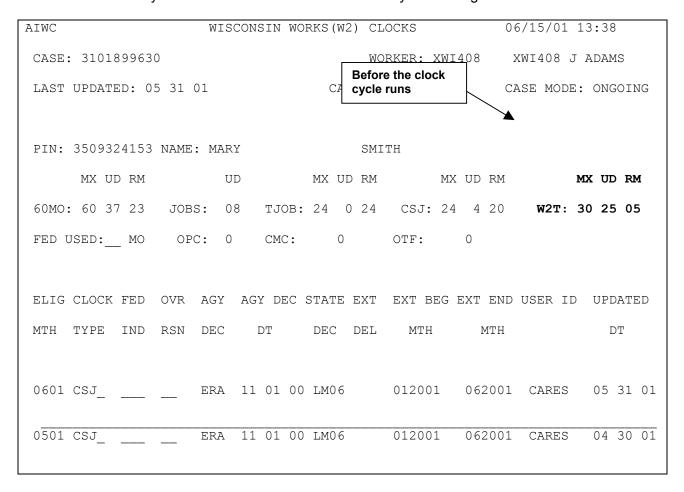
Note: Extensions are set on an approved period of time. The begin and end months cannot be changed. If an individual leaves the extended W-2 employment position during an extension period, the extension period remains in effect until the month displayed in EXT END MTH. The individual may return to the employment position within the extension period, but unused months will be deleted once the extension end month is reached. If the individual returns to the employment position within the extension period, the RM for the appropriate employment position will be incorrect. The FEP must determine how much time is remaining on the extension by using the extension end month, not the RM number. See example #3.

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Appendix 03, Version 2 - Clock Extensions Desk Aid

EXAMPLE 2: Mary is approved for a six month W2T extension from January 1, 2001 through June 30, 2001. In the second month of the extension, Mary is moved to a CSJ. When the W-2 clock cycle runs in June 2001, the remaining time left on Mary's W2T clock is deleted.

Mary's AIWC screen **PRIOR** to the clock cycle running in June 2001:



Mary's AIWC screen on July 1, 2001 **AFTER** the June clock cycle ran:

				After the clock		
AIWC	WISCON	SIN WO	RKS(W2) (cycle runs	07/01/01	13:38
PIN: 3509324153 N	NAME: MARY		SI	ITH		
CASE: 3101899630			<u>r</u>	WORKER: XWI40	8 🗽 XWI408 J	ADAMS
0601 CSJ	ERA 11	01 00	LM06	012001 0	62001 CARES	06 30 01
0501 CSJ	 ERA 11	01 00	LM06	012001 0	62001 CARES	05 31 01
60MO: 60 38 22	JOBS: 08	TJOB:	24 0 24	1 CSJ: 24	5 19 W2T:	25 25 00
LAST UPDATED: 06	30 01		CASE S	STATUS: OPEN	CASE MODE	: ONGOING
FED USED: MO	OPC: 0	CMC:	0	OTF: 0		
MX UD RM	UD		MX UD RI	MX U	D RM	MX UD RM

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Appendix 03, Version 2 - Clock Extensions Desk Aid

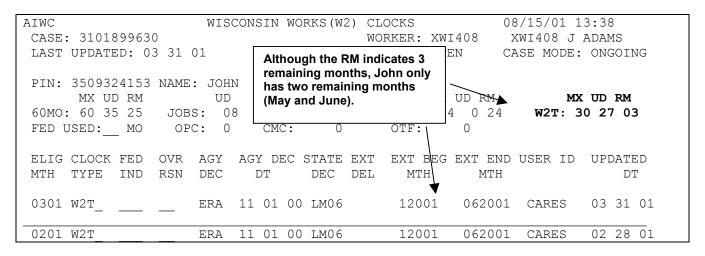
ELIG CLOCK FED OVR AGY AGY DEC STATE EXT EXT BEG EXT END USER ID UPDATED MTH TYPE IND RSN DEC DT DEC DEL MTH MTH DT

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EXAMPLE 3: John is approved for a 6 month W2T extension from January 1, 2001 through June 30, 2001. On March 31, 2001, John leaves W-2 because he has found special needs daycare for his disabled daughter and has gotten a job. At that point, John has three months remaining on his 24-month W2T clock due to the extension. John comes back to the W-2 agency on May 1, 2001 since his daughter's special needs daycare provider has closed and he has not been able to find a new provider.

This is how screen AIWC would look on May 1, 2001 when John reapplies:



Although John's W2T clock says he has 3 months remaining, John only has two remaining months (May and June).

SUBSEQUENT EXTENSIONS

Subsequent extensions that are state approved can be entered in CARES only after the previous extension has expired or been deleted. Once the current 24-month or 60-month extension has been deleted or expired:

- 1. Follow steps 1-5 (pages 1 5). First make a determination of eligibility for an extension and then make the appropriate CARES entries on AIWE.
- 2. On ACWI, PF16 to create a new sequence for W-2.

NOTE: When an extension has been deleted, either by CARES or the worker, the placement will be end dated on ACWI. If SFED/X has been run and a closure has been confirmed, the only way to get a new sequence of ACWI is to re-request W2 on ACPA. Then you can tran to ACWI and PF16 to get a new sequence. Enter the employment position placement with a begin date of:

- a. The first day of the month in the month immediately following the expiration of the clock. This is done when there has been no interruption in participation. OR
- b. The date the placement is appropriate if more than a month has passed since the expiration of the clock This is done when there has been an interruption in participation.

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Appendix 03, Version 2 - Clock Extensions Desk Aid

NOTE: The monthly clock cycle that ticks the clocks is run in CARES the last business day of the month.

60-MONTH EXTENSION SPECIAL CIRCUMSTANCES

Reaching the 24th Month Within 6 Months of Reaching 60 Months

In many situations, participants may reach their 24th month or the end of a 24-month extension within six months of reaching 60-months. In these situations, the W-2 agency may apply for a 60-month extension. When entering the state extension decision on AIWE, remember that 60-month extensions cannot be posted on AIWE if a current 24-month extension exists. Follow steps under **Deleting Extensions on AIWE** and **Subsequent Extensions** found earlier in this Appendix.

CARES Processing of 60-Month CMC Extensions

Extension reason codes CM1, CM2, CM3 and CM4 have been added to CARES table TTLE. The agency can enter one of these codes without seeking state approval if a CMC participant will continue receiving cash assistance after the child turns 12 weeks of age. If the extension will not go beyond the 12 weeks, the CMC extension and placement must end 12 calendar weeks after the child is born. Both must end exactly on the day that the child turns 12 weeks of age. (See Operations Memo 01-21 for more information on CMC placement end dates).

Entering a CMC extension in CARES on AIWE:

- Step 1: Key in the "60mo" clock type and the W-2 agency approval code "ERA". Press <ENTER> to process the screen.
- Step 2: Key in the "60mo" clock type and the appropriate CMC code (CM1, CM2, CM3, CM4). In order to determine the appropriate CMC code, the FEP must calculate the day the child will turn 12 weeks of age. Because extensions are based on calendar months (beginning on the first day of the month and ending on the last day of the month), it may be necessary to enter a 1, 2, 3, or 4 month extension. The number in the CMC code corresponds with the number of months approved for that extension.
- Step 3: Press <ENTER> to process.

EXAMPLE 4: Mary applies for CMC in late May. Her daughter is born on May 23, 2001. Her daughter will turn 12 weeks of age on August 15, 2001. She will not need cash assistance beyond the 12 weeks. Therefore Mary will need an extension for May, June, July and August. The FEP would enter CM4 on AIWE. The FEP would end the CMC placement and delete the remaining extension on August 15, 2001.

Remember: The extension and CMC placement must end on the actual day the child turns 12 weeks of age. CARES will not automatically end date the placement. The FEP must end date the placement and delete the remaining time on the extension.

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Two-Parent Families

The 60-month clock ticks for all adults in the W-2 group, regardless of whether he or she is in a W-2 employment position. The adult W-2 group member with the greatest number of months accumulated counts toward the W-2 group's 60-month lifetime limit. There may be situations when the W-2 group member who reaches 60 months first is not in a W-2 employment position.

When any adult W-2 group member reaches 60-months on the lifetime clock, the placement on ACWI will close. This happens even if the person reaching the 60 month limit not the same person who is in the W-2 placement on ACWI. If an extension is entered for the individual who has reached the 60-month time limit, CARES will allow any other eligible adult in that person's W-2 group to be placed in a W-2 employment position on ACWI.

When a W-2 group with more than one adult has been granted a 60-month extension, all other adults in the W-2 group will be able to exceed their 60-month and 24-month time limits as long as they are a member of the same W-2 group. This is allowed because the group has already been evaluated for an extension based on the fact that another adult in the W-2 group reached the 60 month limit first. The W-2 agency is not required to submit an extension request for any other adult member of the W-2 group that reaches the 24 or 60-month time limit. The length of the other parent's extension is equal to the first 60-month extension or it is equal to the amount of time remaining on the extension, whichever is less.

EXAMPLE 5: John reached the 60 month time limit in January 2001. His wife Ann is in a W2T placement. The FEP determines that John and his family are eligible for a 60-month extension because Ann has significant barriers preventing her from advancing to a higher W-2 employment position. In April 2001, Ann will reach her 60-month time limit. Because John and his family have been granted an extension, the FEP did not need to reevaluate extension eligibility for Ann. However, in order to prevent Ann's placement from closing when she reaches 60-months, the FEP needs to enter a 60-month extension equal to the amount of time remaining on John's extension. Therefore, the FEP must enter an 8 month extension for Ann. (By the end of April 2001, 8 months will be remaining on John's 60-month extension (12 - 4 = 8).

EXAMPLE 6: Amanda reached the 60-month time limit in January 2001. Her husband Elmo is in a W2T placement. The FEP determines that Amanda and her family are eligible for a 60-month extension because Elmo has significant barriers preventing him from advancing to a higher W-2 employment position. In May 2001, Elmo will reach his 24-month time limit in W2T. Because Amanda and her family have been granted an extension, the FEP does not need to reevaluate extension eligibility for Elmo. However, in order to prevent Elmo's placement from closing when he reaches 24-months in the W2T, the FEP needs to enter a 24-month extension equal to the amount of time remaining on Amanda's extension. Therefore, the FEP must enter a 7 month extension for Ann. (By the end of May 2001, 7 months will be remaining on Amanda's 60-month extension (12 - 5 = 7).

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Appendix 04 – DOT Codes

DOT/OCCUPATIONAL CODE

The Dictionary of Occupational Titles (DOT) groups jobs into "occupations" based on their similarities. Occupational definitions are the result of comprehensive studies of how similar jobs are preferred in establishments across the nation and are composites of data collected from diverse sources. The term "occupation", as used in the DOT, refers to this collective description of a number of individual jobs performed, with minor variations, in many establishments.

A nine-digit occupational code is used to identify an occupation. All occupations are clustered into one of nine broad "categories" (*first digit*), such as clerical and sales or service occupations. These categories actually then break down into 83 occupation specific "divisions" (*first two digits*), such as stenography, typing, and related occupations in the clerical and sales category. Divisions in turn, are divided into small homogeneous "groups" (*first three digits*), code 564 for example. Such groups are identified in Reference Table TDOT.

As mentioned above, Reference Table TDOT contains the 3-digit DOT Code used in CARES. However, depending on the function performed in CARES, one to nine digits of the DOT Code may be used. The DOT Code is used:

- When reporting Entered Employment and Employment History (WPEH/WPEL),
- When reporting Educational and Work-related components and statuses (WPCS/WPCH),
- When reporting Assessment (WPAW),
- In the Matching System (WPEM, WPSL, WPSD, WPPL).

To determine which Occupation Group Arrangement (OGA) to use,

- Obtain all the relevant facts about the employment job duties or educational employment outcome.
- Find the 1-digit occupational category that seems most likely to contain the job.
- Next find the most appropriate 2-digit occupational division of the category.
- Find the best 3-digit occupational group within the division.

One-Digit Occupational Categories					
0/1	Professional, Technical, and Managerial Occupations				
2	Clerical and Sales Occupations				
3	Service Occupations				
4	Agricultural, Fishery, Forestry, and Related Occupations				
5	Processing Occupations				
6	Machine Trades Occupations				
7	Benchwork Occupations				
8	Structural Work Occupations				
9	Miscellaneous Occupations				

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Appendix 04 - DOT Codes

DOT C	CODES	3	SERVICE OCCUPATIONS
	Dictionary of Occupational Titles	30	Domestic Service Occupations
TWC	D-DIGIT OCCUPATIONAL DIVISIONS	31	Food and Beverage Preparation and Service Occupations
		32	Lodging and Related Service Occupations
N	lote: N.E.C. means Not Elsewhere Classified	33	Barbering, Cosmetology, and Related Service Occupations
0/1	PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS	34	Amusement and Recreation Service Occupations
00/01		35	Miscellaneous Personal Service Occupations
00/01	Occupations in Architecture, Engineering, and Surveying	36	Apparel and Furnishings Service Occupations
02	Occupations in Mathematics and Physical	37	Protective Service Occupations
	Sciences	38	Building and Related Service Occupations
03	Computer-Related Occupations		
04	Occupations in Life Science	4	AGRICULTURAL, FISHERY, FORESTRY, &
05	Occupations in Social Sciences	40	RELATED OCCUPATIONS
07	Occupations in Medicine and Health	40	Plant Farming Occupations
09	Occupations in Education	41	Animal Farming Occupations
10	Occupations in Museum, Library, and Archival Sciences	42	Miscellaneous Agricultural and Related Occupations
11	Occupations in Law and Jurisprudence	44	Fishery and Related Occupations
12	Occupations in Religion and Theology	45	Forestry Occupations
13	Occupations in Writing	46	Hunting, Trapping, and Related Occupations
14	Occupations in Art		
15	Occupations in Entertainment and Recreation	5	PROCESSING OCCUPATIONS
16	Occupations in Administrative Specializations	50	Occupations IN Processing of Metal
18.	Managers and Officials N.E.C.	51	Ore Refining and Foundry Occupations
19.	Miscellaneous Professional, Technical, and Managerial Occupations	52	Occupations in Processing of Food, Tobacco, and Related Products
		53	Occupations in Processing of Paper and Related Materials
2	CLERICAL AND SALES OCCUPATIONS	54	Occupations in Processing of Petroleum, Coal,
20	Stenography, Typing, Filing, and Related Occupations		Natural and manufactured Gas, and Related Products
21	Computing and Account-Recording Occupations	55	Occupations in Processing of Chemicals, Plastics, Synthetics, Rubber, Paint, and
22	Production and Stock Clerks and Related Occupations	56	Related Products Occupations in Processing of Wood and Wood
23	Information and Message Distribution Occupations	57	Products Occupations in Processing of Stone, Clay,
24	Miscellaneous Clerical Occupations	J.	Glass and Related Products
25	Sales Occupations, Services	58	Occupations in Processing of Leather, Textiles,
26	Sales Occupations, Consumable Commodities		and Related Products
27	Sales Occupations, Commodities, N.E.C.	59	Processing Occupations, N.E.C.

Miscellaneous Sales Occupations

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6	MACHINE TRADES OCCUPATIONS	9	MISCELLANEOUS OCCUPATIONS
60	Metal Machining Occupations	90	Motor Freight Occupations
61	Metalworking Occupations, N.E.C.	91	Transportation Occupations, N.E.C.
62/63	Mechanics and Machinery Repairs	92	Packaging and Materials Handling Occupations
64	Paperworking Occupations	93	Occupations in Extraction of Minerals
65	Printing Occupations	95	Occupations in Production and Distribution of
66	Wood Machining Occupations	90	Utilities
67	Occupations in Machining Stone, Clay, Glass, and Related Materials	96	Amusement, Recreation, Motion Picture, Radio and Television Occupations, N.E.C.
68	Textile Occupations	97	Occupations in Graphic Art Work
69	Machine Trades Occupations, N.E.C.	O1	Goodpations in Grapino / tit Work
7	BENCHWORK OCCUPATIONS		
70	Occupations in Fabrication, Assembly, and Repair of Metal Products, N.E.C.		
71	Occupations in Fabrication and Repair of Scientific, Medical, Photographic, Optical, Horological, and Related Products		
72	Occupations in Assembly and Repair of Electrical Equipment		
73	Occupations from Fabrication and Repair of Products Made from Assorted Materials		
74	Painting, Decorating and Related Occupations		
75	Occupations in Fabrication and Repair of Plastics, Synthetics, Rubber, and Related Products		
76	Occupations in Fabrication and Repair of Wood Products		
77	Occupations in Fabrication and Repair of Sand, Stone, Clay, and Glass Products		
78	Occupations in Fabrication and Repair of Textile, Leather, and Related Products		
79	Benchwork Occupations, N.E.C.		
8	STRUCTURAL WORK OCCUPATIONS		
80	Occupations IN Metal Fabricating, N.E.C.		
81	Welders, Cutters, and Related Occupations		
82	Electrical Assembling, Installing, and Repairing Occupations		
84	Painting, Plastering, Waterproofing, Cementing, and Related Occupations		
85	Excavating, Grading, Paving and Related Occupations		
86	Construction Occupations, N.E.C.		
89	Structural Work Occupations N.F.C.		

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DOT (CODES	050	Economics
	Dictionary of Occupational Titles	051	Political Science
		052	History
	E-DIGIT CODES from Reference	054	Sociology
	TCOD	055	Anthropology
	N.E.C. means Not Elsewhere	059	Social Sciences, N.E.C.
Class	ified	070	Physicians and Surgeons
000 Co	eahes	071	Osteopaths
001	Architectural	072	Dentists
002	Aeronautical Engineering	073	Veterinarians
003	Electrical/Electronics Engineering	074	Pharmacists
005	Civil Engineering	075	Registered Nurses
006	Ceramic Engineering	076	Therapists
007	Mechanical Engineering	077	Dietitians
800	Chemical Engineering	078	Medical & Dental Technology
010	Mining & Petroleum Engineering	079	Medicine & Health, N.E.C.
011	Metallurgy & Metallurgical Engineering	090	College & University Education
012	Industrial Engineering	091	Secondary School Education
013	Agricultural Engineering	092	Preschool, Primary School & Kindergarten Education
14	Marine Engineering	094	Education of Persons with Disabilities
015	Nuclear Engineering	096	Home Economists & Farm Advisers
017	Drafters, N.E.C.	097	Vocational Education, N.E.C.
018	Surveying/Cartographic	099	Education, N.E.C.
019	Architecture, Engineering & Surveying, N.E.C.		
020	Mathematics	100 Co	odes
021	Astronomy	100	Librarians
022	Chemistry	101	Archivists
023	Physics	102	Museum Curators & Related
024	Geology	109	Museum, Library & Archival Sciences, N.E.C.
025	Meteorology	110	Lawyers
029	Mathematics & Physical Sciences, N.E.C.	111	Judges
030	Occupations in Systems Analysis & Programming	119	Law & Jurisprudence, N.E.C.
031	Occupations in Data Communications &	120	Clergy
	Networks	129	Religion & Theology, N.E.C.
032	Occupations in Computer Systems User Support	131	Writers
033	Occupations In Computer Systems Technical	132	Editors: Publication, Broadcast, & Script
000	Support	137	Interpreters & Translators
039	Computer-Related Occupations N.E.C.	139	Writing, N.E.C.
040	Agricultural Sciences	141	Commercial Artists: Designers & Illustrators,
041	Biological Sciences	140	Graphic Arts.
045	Psychology	142	Environmental, Product, & Related Designers
049	Life Sciences, N.E.C.	143	Photography

Section 2 – Work Programs

444	Fig. A.F. In Britain Co. Live & B. Int. I	000	Total A.T. and W. Markins A. and a
144	Fine Artists: Painters, Sculptors, & Related	203	Typists & Typewriting-Machine Operators
149	Art, N.E.C.	205	Interviewing Clerks
150	Dramatics	206	File Clerks
151	Dancing	207	Duplicating-Machine Operators & Tenders
152	Music	208	Mailing & Misc. Office Machine Operators
153	Athletics & Sports	209	Stenography, Typing, Filing & Related, N.E.C.
159	Entertainment & Recreation, N.E.C.	210	Bookkeepers and Related
160	Accountants & Auditors & Related	211	Cashiers & Tellers
161	Budget & Management Systems Analysis	213	Computer & Peripheral Equipment Operators
162	Purchasing Management	214	Billing & Rate Clerks
163	Sales & Distribution Management	215	Payroll, Timekeeping, & Duty-Roster Clerks
164	Advertising Management	216	Accounting & Statistical Clerks
165	Public Relations Management	217	Account-Recording-Machine-Recording Operators, N.E.C.
166	Personnel Administration	219	Computing & Account-Recording, N.E.C.
168	Inspectors & Investigators, Managerial & Public Service	219	Production Clerks
169	Administrative Specializations, N.E.C.	222	Shipping, Receiving, Stock & Related Clerical
180	Agriculture, Forestry, & Fishing Indust.	229	Production & Stock Clerks & Related, N.E.C.
100	Managers & Officials	230	Hand Delivery & Distribution
181	Mining Industry Managers & Officials	235	Telephone Operators
182	Construction Industry Managers & Officials	236	Telegraph Operators
183	Manufacturing Industry Managers & Officials	237	Information & Reception Clerks
184	Transport., Communic., & Utilities Indust. Mgrs. & Officials	238	Accommodation Clerks & Gate & Ticket Agents
185	Wholesale & Retail Trade Managers & Officials	239	Information & Message Distribution, N.E.C.
		241	Investigators, Adjusters, & Related
186	Finance, Insurance, & Real Estate Managers & Officials	243	Government Service Clerks, N.E.C.
187		245	Medical Service Clerks, N.E.C.
188	Service Industry Managers & Officials Public Administration Managers & Officials	247	Advertising-Service Clerks, N.E.C.
	-	248	Transportation-Service Clerks, N.E.C.
189	Miscellaneous Managers & Officials, N.E.C.	249	Misc. Clerical, N.E.C.
191 193	Agents & Appraisers, N.E.C.	250	Sales, Real Estate, Insurance, Securities,
	Radio Operators	200	Financial Svcs
194	Sound, Film & Videotape Recording, & Reproduction	251	Sales, Business except Real Estate, Insur. Secur, Finan Serv
195	Social & Welfare Work	252	Sales, Transportation Services
196	Airplane Pilots & Navigators	253	Sales, Utilities
197	Ship Captains, Mates, Pilots, & Engineers	254	Sales, Printing & Advertising
198	Railroad Conductors	259	Sales, Services, N.E.C.
199	Miscellaneous Professional, Technical, &	260	Sales, Agricultural & Food Products
	Managerial, N.E.C.	261	Sales, Textile Products, Apparel, & Notions
200.0-	dee	262	Sales, Chemicals, Drugs, & Sundries
200 Co		269	Sales, Misc. Consumable Commodities, N.E.C.
201	Secretaries	200	calco, mico. Condamado Commodito, N.E.O.
202	Stenographers		

Section 2 – Work Programs

270	Sales, Home Furniture, Furnishings, & Appliances	321	Housekeepers, Hotels & Institutions
271	Sales, Electrical Goods, Except Home	323	Housecleaners, Hotels, Restaurants, & Related Establishments
070	Appliances	324	Bellhops & Related
272	Sales, Farm & Gardening Equipment & Supplies	329	Lodging & Related Services, N.E.C.
273	Sales, Transportation Equipment, Parts, &	330	Barbers
	Supplies	331	Manicurists
274	Sales, Industrial & Related Equipment &	332	Hairdressers & Cosmetologists
	Supplies	333	Make-up
275	Sales, Business & Commercial Equipment & Supplies	334	Masseurs & Related
276	Sales, Medical & Scientific Equipment &	335	Bath Attendants
210	Supplies	338	Embalmers & Related
277	Sales, Sporting, Hobby, Stationery, & Related Goods	339	Barbering, Cosmetology, & Related Services, N.E.C.
279	Sales, Misc. Commodities, N.E.C.	340	Attendants, Bowling Alley & Billiard Parlor
290	Sales Clerks	341	Attendant-Golf Crse, Tennis Ct, Skating Rnk & Rel Facilities
291	Vending & Door To Door Selling	342	Amusement Device & Concession Attendants
292	Route Sales & Delivery	343	Gambling Hall Attendants
293	Solicitors	344	Ushers
294	Auctioneers	346	Wardrobe & Dressing-Room Attendants
295	Rental Clerks	349	Amusement & Recreation Services, N.E.C.
296	Shoppers	350	Ship Stewards/Stewardesses & Related
297	Sales Promotion	351	Train Attendants
298 299	Merchandise Displayers Misc. Sales, N.E.C.	352	Hosts/Hostesses & Stewards/Stewardesses, N.E.C.
		353	Guides
300 Co	des	354	Unlicensed Birth Attendants & Practical Nurses
301	Household & Related Work		
302	Launderers, Private Family	355	Attendants, Hospitals, Morgues, & Related Health Services
305	Cooks, Domestic	357	Baggage Handlers
309 310	Domestic Service, N.E.C. Hosts(es) & Stewards(es), Food/Bev Svc Not	358	Checkroom, Locker Room, & Restroom Attendants
244	Ship Stewards(es) Waiters/Waitresses & Related Food Services	359	Misc. Personal Services, N.E.C.
311		361	Laundering
312	Bartenders	362	Dry Cleaning
313	Chefs & Cooks, Hotels & Restaurants	363	Pressing
315	Miscellaneous Cooks, Except Domestic	364	Dyeing & Related
316	Meatcutters, Except in Slaughtering And Packing Houses	365	Shoe & Luggage Repairer & Related
317	Misc. Food & Beverage Preparation	366	Bootblacks & Related
318	Kitchen Workers, N.E.C.	369	Apparel & Furnishings Services, N.E.C.
319	Food & Beverage Preparation & Services,	371	Crossing Tenders & Bridge Operators
320	N.E.C. Boarding-House & Lodging-House Keepers	372	Security Guards & Correction Ofcrs, Except Crossing Tenders

Section 2 – Work Programs

373	Fire Fighters, Fire Department	459	Forestry, N.E.C.
375	Police Officers & Detectives, Public Service	461	Hunting & Trapping
376	Police Officers & Detectives, Except In Public Services	500 Cd	
377	Sheriffs & Bailiffs	500	Electroplating
378	Armed Forces Enlisted Personnel	501	Dip Plating
379	Protective Services, N.E.C.	502	Melting, Pouring, Casting, & Related
381	Porters & Cleaners	503	Pickling, Cleaning, Degreasing, & Related
382	Janitors	504	Heat-Treating
383	Building Pest Control Services	505	Metal Spraying, Coating, & Related
388	Elevator Operators	509	Processing of Metal, N.E.C.
389	Building & Related Services, N.E.C.	510	Mixing & Related
000	Dallaling a reduced Col Moco, File.C.	511	Separating, Filtering, And Related
400 Co	ndes	512	Melting
401	Grain Farming	513	Roasting
402	Vegetable Farming	514	Pouring & Casting
403	Fruit & Nut Farming	515	Crushing & Grinding
404	Field Crop Farming, N.E.C.	518	Molders, Coremakers, & Related
405	Horticultural Specialties	519	Ore Refining & Foundry, N.E.C.
406	Gardening & Groundskeeping	520	Mixing, Compounding, Blending, Kneading, Shaping, & Related
407	Diversified Crop Farming	521	Separating, Crushing, Milling, Chopping,
408	Plant Life & Related Services		Grinding, &Related
409	Plant Farming & Related, N.E.C.	522	Culture, Melt, Ferment, Distill, Saturate, Pickle, Age, & Related
410 411	Domestic Animal Farming Domestic Fowl Farming	523	Heating, Rendering, Melting, Drying, Cooling, Freezing, & Related
412	Game Farming	524	Coating, Icing, Decorating, And Related
413	Lower Animal Farming	525	Slaughtering, Breaking, Curing, & Related
418	Animal Services	526	Cooking & Baking, N.E.C.
419	Animal Farming, N.E.C.	529	Processing of Food, Tobacco, & Related
421	General Farming	0_0	Products, N.E.C.
429	Misc. Agricultural & Related, N.E.C.	530	Grinding, Beating & Mixing
441	Net, Seine, & Trap Fishers	532	Cooking & Drying
442	Line Fishers	533	Cooling, Bleaching, Screening, Washing, & Related
443	Fishers, Misc. Equipment	534	Calendering, Sizing, Coating, & Related
446	Aquatic Life Cultivation & Related	535	Forming, N.E.C.
447	Sponge & Seaweed Gatherers	539	Processing of Paper & Related Materials,
449	Fishery & Related, N.E.C.	000	N.E.C.
451	Tree Farming & Related	540	Mixing & Blending
452	Forest Conservation	541	Filtering, Straining, & Separating
453	Harvesting Forest Products, Except Logging	542	Distilling, Subliming, & Carbonizing
454	Logging & Related	543	Drying, Heating, & Melting
455	Log Grading, Scaling, Sorting, Rafting, & Related	544	Grinding & Crushing
	relateu	546	Reacting, N.E.C.

Section 2 – Work Programs

549	Processing of Petroleum, Coal, Nat & Mfg Gas & Rel Prod N.E.C.	600 C 600	
550	Mixing & Blending		Machinists & Related
551	Filtering, Straining, & Separating	601	Toolmakers & Related
552	Distilling	602	Gear Machining
553	Heating, Baking, Drying, Seasoning, Melting, &	603	Abrading
	Heat-treating	604	Turning
554	Coating, Calendering, Laminating, & Finishing	605	Milling, Shaping, & Planing
555	Grinding & Crushing	606	Boring
556	Casting & Molding, N.E.C.	607	Sawing Matal Machining, N.F.C.
557	Extruding	609	Metal Machining, N.E.C.
558	Reacting, N.E.C.	610	Hammer Forging
559	Process Chem., Plastics, Synthetic, Rubber,	611 612	Press Forging
	Paint & Rel. Prods, N.E.C		Forging, N.E.C.
560	Mixing & Related	613	Sheet & Bar Rolling
561	Wood Preserving & Related	614	Extruding & Drawing
562	Saturating, Coating, & Related	615	Punching & Shearing
563	Drying, Seasoning, & Related	616	Fabricating Machines
564	Grinding & Chopping, N.E.C.	617	Forming, N.E.C.
569	Processing of Wood & Wood Products, N.E.C.	619	Misc. Metalworking, N.E.C.
570	Crushing, Grinding, & Mixing	620	Motorized Vehicle & Engineering Mechanics & Repairers
571	Separating	621	Aircraft Mechanics & Repairers
572	Melting	622	Rail Equipment Mechanics & Repairers
573	Baking, Drying, & Heat-Treating	623	Marine Mechanics & Repairers
574	Impregnating, Coating, & Glazing	624	Farm Mechanics & Repairers
575	Forming	625	Engine, Power Transmission & Related
579	Processing of Stone, Clay, Glass, & Rel Products, N.E.C.		Mechanics
580	Shaping, Blocking, Stretching, & Tentering	626	Metalworking Machinery Mechanics
581	Separating, Filtering, & Drying	627	Printing & Publishing Mechanics
582	Washing, Steaming, & Saturating	628	Textile Machinery & Equipment Mechanics & Repairers
583	Ironing, Pressing, Glazing, Staking, Calendering, & Embossing	629	Special Industry Machinery Mechanics
584	Mercerizing, Coating, & Laminating	630	General Industry Mechanics & Repairers
585	Singeing, Cutting, Shearing, Shaving, &	631	Powerplant Mechanics & Repairers
	Napping	632	Ordinance & Accessories Mechanics & Repairers
586	Felting & Fulling	633	Business & Commercial Machine Repairers
587	Brushing & Shrinking	637	Utilities Service Mechanics & Repairers
589	Processing of Leather, Textiles, & Related Prods, N.E.C.	638	Misc. Machine Installation & Repair
590	Processing Products from Assorted Materials	639	Mechanics & Machinery Repairers, N.E.C.
599	Misc. Processing, N.E.C.	640	Paper Cutting, Winding & Related
		641	Folding, Creasing, Scoring, & Gluing
		649	Paperworking, N.E.C.
		650	Typesetters & Composers

Section 2 – Work Programs

651	Printing Press	700 Co	odes
652	Printing Machine	700	Fabrication, Assembly & Repr of Jewelry,
653	Bookbinding-Machine Operators & Related		Silverware ,& Rel. Prods
654	Typecasters & Related	701	Fabrication, Assembly, & Repair of Tools, & Related Products
659	Printing, N.E.C.	703	
660	Cabinetmakers	103	Assembly & Repair of Sheetmetal Products, N.E.C.
661	Patternmakers	704	Engravers, Etchers, & Related
662	Sanding	705	Filing, Grinding, Buffing, Cleaning, & Polishing,
663	Shearing & Shaving		N.E.C.
664	Turning	706	Metal Unit Assemblers & Adjusters, N.E.C.
665	Milling & Planing	709	Misc. Fabrication, Assembly & Repair of Metal
666	Boring	710	Prods N.E.C
667	Sawing	710	Fabr/Repair of Instruments-Measuring, Control, Indic Phys Char
669	Wood Machining, N.E.C.	711	Fabrication/Repair of Optical Instruments
670	Stonecutters & Related	712	Fabrication/Repair of Surgical, Medical &
673	Abrading		Dental Instruments
674	Turning	713	Fabrication/Repair of Ophthalmic Goods
675	Planing & Shaping, N.E.C.	714	Fabrication/Repair of Photographic Equipment
676	Boring & Punching	745	& Supplies
677	Chipping, Cutting, Sawing, & Related	715	Fabrication/Repair of Watches, Clocks, & Parts
679	Machining Stone, Clay, Glass, & Related Materials, N.E.C.	716	Fabrication/Repair Of Engineering & Scientific Instruments
680	Carding, Combing, Drawing, & Related	719	Fab/Repair of Sci & Med Appar, Photogr & Opt
681	Twisting, Beaming, Warping, & Related	7.10	Gds, Horological
682	Spinning	720	Assembly/Repair of Radio, TV Receiving Sets,
683	Weavers & Related		& Phonographs
684	Hosiery Knitting	721	Assembly/Repair of Motors, Generator, & Related Products
685	Knitting, Except Hosiery	722	Assembly/Repair of Communications
686	Punching, Cutting, Forming, & Related	122	Equipment
687	Tufting	723	Assembly/Repair of Electrical Appliances &
689	Textile N.E.C.		Fixtures
690	Plastics, Synthetics, Rubber, & Leather Working	724	Winding & Assembling Coils, Magnets, Armatures, & Rel. Prods.
691	Fabrication of Insulated Wire & Cable	725	Assembly of Light Bulbs & Electronic Tubes
692	Fabrication of Products from Assorted Materials	726	Assembly/Repair of Electronic Components & Accessories N.E.C.
693	Modelmakers, Patternmakers & Related	727	Assembly of Storage Batteries
694	Fabrication of Ordnance, Ammunition, &	728	Fabrication of Electrical Wire & Cable
699	Related Prods, N.E.C. Misc. Machine Trades, N.E.C.	729	Assembly & Repair of Electrical Equipment, N.E.C.
		730	Fabrication/Repair of Musical Instruments & Parts
		731	Fabrication/Repair of Games & Toys
		732	Fabrication/Repair of Sporting Goods

Section 2 – Work Programs

733	Fabrication/Repair of Pens, Pencils & Ofc Art Materials N.E.C.	779	Fabrication/Repair of Sand/Stone/Clay/Glass Products N.E.C.
734	Fabrication/Repair of Notions	780	Upholster/Make/Repair Stuffed Furniture,
735	Fabrication/Repair of Jewelry, N.E.C.	704	Mattresses & Related
736	Fabrication/Repair of Ordinance & Accessories	781	Laying Out, Marking, Cutting, & Punching, N.E.C.
737	Fabrication of Ammunition, Fireworks, Explosives, & Rel Goods	782	Hand Sewers, Menders, Embroiders, Knitters, & Related, N.E.C
739	Fabri/Repair of Products Made from Assorted	783	Fur & Leather Working
740	Materials N.E.C.	784	Fabrication & Repair of Hats, Caps, Gloves, & Related
740	Painters, Brush	785	Tailors & Dressmakers
741	Painters, Spray	786	Sewing Machine Operators, Garment
742	Staining, Waxing, & Related	787	Sewing Machine Operators, Non Garment
749	Painting, Decorating, & Related, N.E.C.	788	Fabrication & Repair of Footwear
750	Fabrication/Repair of Tires, Rubes, Tire Treads, & Rel Prods	789	·
751		709	Fabrication & Repair of Textile, Leather & Rel. Prods, N.E.C.
751 752	Laying Out & Cutting, N.E.C. Fitting, Shaping, Cementing, Finishing, & Related, N.E.C.	790	Preparation of Food, Tobacco & Related, N.E.C.
753	Fabrication/Repair of Rubber & Plastic	794	Fabrication of Paper Products, N.E.C.
700	Footwear	795	Gluing, N.E.C.
754	Fabrication/Repair of Misc. Plastic Products		-
759	Fabri/Repair of Plastics, Synthetics, Rubber &	800 Co	des
	Rel Prod N.E.C.	800	Riveters, N.E.C.
760	Bench Carpenters & Related	801	Fitting, Bolting, Screwing, & Related
761	Laying Out, Cutting, Carving, Shaping, & Sanding Wood Prds. N.E.C	804	Tinsmiths, Coppersmiths, & Sheet Metal Workers
762	Assembling Wood Products, N.E.C.	805	Boilermakers
763	Fabrication & Repair of Furniture, N.E.C.	806	Transportation Equip. Assemblers & Related
764	Cooperage	807	Body Workers, Transportation Equip.
769	Fabrication & Repair of Wood Products, N.E.C.	809	Misc. In Metal Fabricating, N.E.C.
		810	Arc Welders & Cutters
770	Fabrication/Repair of Jewelry, Ornaments, & Rel Products	811	Gas Welders
771	Stone Cutters & Carvers	812	Resistance Welders
772	Glass Blowing, Pressing, Shaping, & Related,	813	Brazing, Braze-Welding, & Soldering
112	N.E.C.	814	Solid State Welders
773	Coloring & Decorating Brick, Tile, & Related Prods.	815	Electron-Beam; Electroslag; Thermit; Induct.& Laser-Beam Welder
774	Fabrication/Repair of Pottery & Porcelain Ware	816	Thermal Cutters & Arc Cutters
		819	Welders, Cutters, & Related, N.E.C.
775	Grinding, Filing, Polishing, Frosting, Etching, Cleaning & Rel	820	Assembly/Install/Repr-Generators/Motor/Rel Power Plant Equip
776	Fab/Repair of Asbestos & Polishing Products, Abrasives, Rel Mat	821	Assembly/Instal/Repr-Transmission & Distribution Lines/Circuit
777	Modelmakers, Patternmakers, Moldmakers, & Related	822	Assmbl/Instal/Repr-Wire

Section 2 – Work Programs

823	Assmbl/Instal/Repr-Electronic	906	Truck Drivers, Light
004	Communica/Detect/Signal Equip	909	Motor Freight, N.E.C.
824	Assmbl/Instal/Repr-Lighting Equipment & Building Wiring, N.E.C.	910	Railroad Transportation
825	Assmbl/Instal/Repr-Transportation & Material	911	Water Transportation
	Handling Equip	912	Air Transportation
826	Assmbl/Instal/Repr-Industrial Apparatus N.E.C.	913	Passenger Transportation, N.E.C.
		914	Pumping & Pipeline Transportation
827	Assmbl/Instal/Repr-Hsehld Appliances, Like Comm/Indus Equip	915	Attendants & Servicers, Parking Lots & Auto. Service Facility
828	Assmbl/Instal/Repr-Electrical & Electronic Products N.E.C.	919	Misc. Transportation, N.E.C.
829	Installation & Repair of Electrical Products,	920	Packaging
029	N.E.C.	921	Hoisting & Conveying
840	Construction & Maintenance Painters &	922	Moving & Storing Materials & Products, N.E.C.
	Related	929	Packaging & Materials Handling, N.E.C.
841	Paperhangers	930	Earth Boring, Drilling, Cutting, & Related
842	Plasterers & Related	931	Blasting
843	Waterproofing & Related	932	Loading & Conveying
844	Cement & Concrete Finishing & Related	933	Crushing
845	Transportation Equipment Painters & Related	934	Screening & Related
849	Painting, Plastering, Waterproofing,	939	Extraction of Minerals, N.E.C.
	Cementing, & Related, N.E.C	950	Stationary Engineers
850	Excavating, Grading & Related	951	Firers & Related
851 853	Drainage & Related Paving, Asphalt & Concrete	952	Generation, Transmission, & Distribution of Elec. Light &Power
859	Excavating, Grading, Paving, & Related,	953	Production & Distribution of Gas
	N.E.C.	954	Filtration, Purification, & Distribution of Water
860	Carpenters & Related	955	Disposal of Refuse & Sewage
861	Brick & Stone Masons & Tile Setters	956	Distribution of Steam
862	Plumbers, Gas Fitters, Steam Fitters, &	959	Production & Distribution of Utilities, N.E.C.
	Related	960	Motion Picture Projectionists
863	Asbestos & Insulation Workers	961	Models, Stand-ins & Extras, N.E.C.
864	Floor Laying & Finishing	962	Motion Picture, TV & Theatrical Productions,
865	Glaziers & Related		N.E.C.
866	Roofers & Related	969	Misc. Amusement & Recreation, N.E.C.
869	Misc. Construction, N.E.C.	970	Art Work: Brush, Spray or Pen
891	Structural Maintenance, N.E.C.	971	Photoengraving
899	Misc. Structural Work, N.E.C.	972	Lithographers & Related
		973	Hand Compositors, Typesetters, & Related
900 Co		974	Electrotypers, Stereotypers, & Related
900	Concrete-Mixing-Truck Drivers	976	Darkroom, N.E.C.
902	Dump-Truck Drivers	977	Bookbinders & Related
903	Truck Drivers, Inflammables	979	Graphic Art Work, N.E.C.
904	Trailer-Truck Drivers	999	General Employment
905	Truck Drivers, Heavy		

Section 2 – Work Programs

Appendix 05 - PF Key Functions



CARES

PF Key Functions



Screen Level Help	Apply Reference Table Value	Return to Last Menu	Return to Main Menu	Erase Data and Refresh Screen	F6	Scroll Back- ward	Scroll Forward	F9	Sign Off CARES	F11	Cancel Go to Menu or Next Tran
F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24
				Save and Redisplay	WPCH	WPNP	WPEL	WPTN	WPWI	CMCC	Add New Comments to CMCC

F1 – F12 = CARES System-wide Program Function Key

F17 – F24 = Work Programs Subsystem-specific Program Function Keys (Hold down the SHIFT key while pressing the appropriate

F1-12 key. For example, SHIFT + F1 is F13, SHIFT + F2 is F14, and so on.)

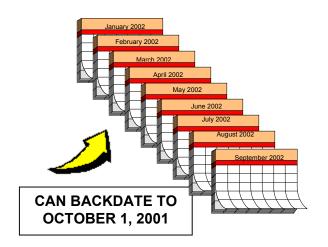
Section 2 – Work Programs

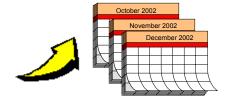
Appendix 06 - Work Programs Backdating Rules

Work Programs Backdating Rules

From January 1 through September 30 of the CURRENT year, backdating is allowed to October 1 of the PREVIOUS year.

From October 1 through December 31 of the CURRENT year, backdating is allowed to January 1 of the CURRENT year.





CAN BACKDATE TO JANUARY 1, 2002

Note: Reports will tally only data that has been reported timely.

BACKDATING ALLOWED (with some restrictions)

- Entered Employments (WPEH)
- Components, Statuses, Activities (WPCS)
- Placement into a W-2 Slot (ACWI)

- Non-participation (WPNH)
- Date of Last Contact (WPWI)
- "Effective Date" of change field (WPWI)

BACKDATING NOT ALLOWED:

- 1. Enrollment date on WPEN can be backdated only to the date of the most recent referral.
- 2. Statuses, components, activities, non-participation, and supportive services can not be backdated prior to the date of the most recent referral or enrollment (dependent upon what is reported).
- 3. Statuses/Components/Activities cannot be backdated into a time when the same status/component/activity was open before.
- 4. Backdating is not allowed into a previous work program episode (episode = from referral to disenrollment).
- 5. Backdating is not allowed if the individual is currently open in another work program office or is in Closed system status.
- 6. On WPAS and WPJS, the date in the "Last Employability Plan Update" field cannot be backdated. This is a system-generated date.
- 7. On WPED, WPJR, and WPAW, the date in the "Last Assessment Update" field cannot be a date prior to the previous update.

Wisconsin CARES Guide Section 2 – Work Programs Appendix 07 - Component Desk Aid

PENDING PHASE

- Use this phase as a case management tool when the individual is waiting to be scheduled.
- Report this phase when the actual **BEGIN** DATE of the activity is not yet known.

WPCH

OFFICE/REGION: 9999

COMPONENT/STATUS: JOB READI/MOTV

PHASE/SANC IND: P N

BEGIN DATE: 09 23 01 STAFF/PROVIDER ID: XCTC99 0042 SCH HRS: WKY/DLY: FREO: DAYS PER MM: FUNDING SOURCE: EMP PRV ID: SITE ID/DOT: NON-APPROVAL CD: ANTIC END DATE: COMPLETION CODE: ACTUAL END DATE:

The BEGIN DATE is the date the individual is referred to the activity. The ANTICIPATED END DATE is blank because the activity is not yet scheduled. At the time of referral to an activity, complete all available information (activity code, number of scheduled weekly hours and provider) in the Pending phase.

This phase will only appear on WPCH until completion or deletion. If it is deleted, it will display as deleted only on WPTN.

Note: The Sanction Indicator may be "Y" in Pending and Scheduled phase, however, the activity cannot be sanctioned unless it is in the Actual phase.

SCHEDULED PHASE

- Report this phase when the individual is scheduled to participate in the activity and the exact start date is known.
- Use the date the activity is scheduled to start for the ANTICIPATED END DATE.

WPCH

OFFICE/REGION: 9999

JOB READI/MOTV COMPONENT/STATUS:

PHASE/SANC IND: S N

BEGIN DATE: 09 25 01 STAFF/PROVIDER ID: XCTC99 0042 SCH HRS: WKY/DLY: 20 04 FREO: DAYS PER MM: 23 FUNDING SOURCE: WTWO EMP PRV ID:

SITE ID/DOT: NON-APPROVAL CD:

ANTIC END DATE: COMPLETION CODE:

10 01 01 ACTUAL END DATE:

- BEGIN DATE is the date the individual is scheduled for the activity.
- ANTICIPATED END DATE is the date the individual is scheduled to begin participating in the activity.
- At the time the activity is scheduled, complete all available information including:
 - Scheduled daily hours (how many hours per day is the individual scheduled to attend?)
 - Frequency (how many days this month is the individual scheduled to participate?- update monthly)
 - **Funding Source**

ACTUAL PHASE

Report on the date the individual actually begins the activity.

WPCH

OFFICE/REGION: 9999

JOB READI/MOTV COMPONENT/STATUS:

PHASE/SANC IND: ΑY

BEGIN DATE: 10 01 01 STAFF/PROVIDER ID: XCTC99 0042 SCH HRS: WKY/DLY: 20 04 FREQ: DAYS PER MM: 23 FUNDING SOURCE: WTWO EMP PRV ID: SITE ID/DOT: NON-APPROVAL CD: ANTIC END DATE: 10 31 01

COMPLETION CODE: ACTUAL END DATE: BEGIN DATE must be the date the

- participant begins or was scheduled to begin the activity (within the current back dating period). Note: If the individual does not actually attend, re-evaluate participation and appropriateness of imposing a strike. If a strike is recorded, the 'Actual' phase of the activity should be deleted. If a strike is determined not to be appropriate and the worker chooses to impose a payment reduction for missed hours, end date the 'Actual' activity as of the date the determination is made. Re-evaluate the case for appropriate placement in further activity.
- ANTICIPATED END DATE is the date the individual is to complete the activity.

Wisconsin CARES Guide Section 2 – Work Programs Appendix 07 – Component Desk Aid

How to Report an Activity:

- 1. Key "WPCS" in the NEXT TRAN field and the PIN in the PARMS field and press <ENTER>.
- Key in the mandatory fields, along with the appropriate phase, and press <ENTER>.
- 3. Note: PF14 allows workers to report multiple components while in the work program driver flow.

How to Update an Activity:

- 1. To update an activity, key a "U" on the blank line above the activity on WPCH and press <ENTER>.
- Update the necessary data displayed on WPCS and press <ENTER>.

How to Complete an Acvitiy:

- 1. **To directly complete**: Key a "C" on the blank line above the activity on WPCH and press <ENTER>. The system will then display the WPCS screen allowing entry of completion information.
- To complete by updating a "P" or "S"
 phase: Key a "U" on the blank line above
 the activity on WPCH and press
 <ENTER>. The system will display the
 WPCS screen allowing entry of updates
 to phase and other information.

 To complete by reporting a new phase of the same activity: Report the next phase (Scheduled or Actual if the activity

is currently Pending, Actual if the activity is currently Scheduled) of the same activity after the start date of the current phase. (CARES will automatically complete the current phase).

How/When to Delete an Activity:
If an activity has been erroneously
reported, delete the activity by placing a "D"
on the blank line above the activity on WPCH
and press <ENTER>. This displays WPCS.
Press <ENTER> on WPCS and the activity
will be deleted.

How to Correct Deletion Entered in Error:

Go to WPCS with the PIN as the parm and rereport the activity using a date that is at least one day after the deletion date. See "Ghost Activities" below.

Ghost Activities and Tracking:

CARES will not accept an Actual Phase with a Begin Date that is equal to the Begin Date of the same Activity that was previously deleted. If a Pending, Scheduled or Actual phase of an Activity has been reported and then deleted, staff must use a date for reporting the same Activity that is at least one day subsequent to the original Begin Date. The CARES error message will read "Participant already in Pending/Scheduled/Actual phase of this component/status". Verify the date of a

deleted Schedule or Actual activity on WPTN. Note on CMCC the actual begin date of the activity.

Components & Posted Non-participation:

Components may not be deleted during W2 if non-participation hours are posted on WPNP for that component.

Miscellaneous Information:

- See screen WPCM for the current valid activity details. This includes which programs the component/status is valid for.
- 2. See Section 2, Appendix 01 of the CARES Guide for component and status definitions.
- 3. See Section 2, Appendix 02 of the CARES Guide for valid programs for each component/status.
- 4. See Section 2, Chapter 01 of the CARES Guide for general system rules related to status/component reporting.
- 5. Associated Reference Tables:

Component/Status	TCOS
Completion Codes	TWCC
DOT Codes	TDOT
Fund Source	TWFD

Section 2 - Work Programs

Appendix 08, Version 2 – Work Program Driver Flow

Work Program Driver Flow

The WPDA screen displays the screens in the work program driver flow initiated by AIJR. This is sometimes also referred to as the "WP mini-driver". Each screen title displays the following values:

- C = Screen has been completed
- N = Screen not scheduled
- Y = Screen is scheduled but not completed

Occasionally a worker will not be able to move off a certain screen (stuck). If this happens, contact the CARES Information and Policy Problem Resolution Center (a.k.a. CARES Call Center) at 608-261-6378 (Option 1). Call Center staff will determine the cause of the problem and proceed from there.

WPDA	WORK	PROGRAMS	DRIVER	FLOW	01/02/03 07:55
COUNTY: 40					XCTA13 N MEIER
PIN NUMBER:	1111111111				
CASE NUMBR:	777777777				
MDEM· N	MDED. C	MDVM. C	WDET.	C MDEH.	C WPJR: C WPBD: C
WPEN. IV	WPED. C	WPAW. C	мегп.	C WPEH.	C WPOR. C WPBD. C
WPRU: C	WPJS: C	WPAS: C	WPCH:	C WPCS:	C AIPO: N
NEXT TRAN:	DARI	MS: 111111	11111		
TATATA TICHIA					

Section 2 – Work Programs

Appendix 08, Version 2 – Work Program Driver Flow

AIJR Driver Flow

AIJR is an Application Entry (AE) screen within the AE driver flow but allows for selection of an individual to enroll in WP and complete an assessment. PF24 initiates the driver. After that, press <ENTER> to process each screen. When the driver flow is complete, the case will return to the AE driver flow for completion.

AIJR displays the following:

- Case Number
- Case Status (Intake, Ongoing, Review, Simulation, Assessment, or Recovery)
- A field to select an individual
- The individual's name. Each individual has a separate line of data.
- Referral status (E Enrolled, P Pending, R Referred),

Referred - indicates that the individual has been referred to work programs but has not been scheduled yet for an enrollment session. The date of the referral will display WPTN.

Scheduled - indicates that the individual has been referred and is scheduled with a date for enrollment.

Enrolled - indicated that the individual is currently enrolled in a work program. The status is system entered when the WPEN screen is completed. An individual cannot be enrolled without a system referral. The date of the enrollment will display on WPTN.

Closed - indicates that the individual has been disenrolled from work programs via WPDS. The date of the closure will display on WPTN.

Program – this is the work program the individual is referred to or open in. This displays JO for W-2, and F1 or F5 for FSET.

Office Number – this is the office number to which the individual is being/was referred.

Press PF24 to enroll the individual and conduct an assessment.

Section 2 – Work Programs

Appendix 08, Version 2 – Work Program Driver Flow

Screens included in the AIJR driver are:

- WPEN Enrollment
 If the individual is already enrolled, CARES skips over this screen and goes directly to WPED.
- WPED Assessment Education
- WPAW Assessment Employment
- WPJR Assessment Participation Readiness
- WPEH/WPEL Employment History/Employment History List
 If there is past employment history, the driver goes to WPEL; if there is no past history, the
 driver goes to WPEH.
- AIPO Pre W2 Requirements Options If the "Complete WP Driver" is selected, the additional WP screens listed below will follow:
- WPJS Employability Plan -1
- WPAS Employability Plan -2
- WPCH Component/Status History
 View Components/Statuses history and any open components/statuses
- WPCS Create/Update Component/Status
 Post new Component/Status if appropriate. An individual must be assigned to a component/status at all times.
- WPCH Component/Status History Review newly reported Components/Statuses

Section 2 – Work Programs

Appendix 09 – WP Screens Quick Reference

____ Work Programs Quick Reference ______

WD DDIVED ELOW		DISCRIBOLI MENT	
WP DRIVER FLOW	VA/DD A	DISENROLLMENT	MDDI
WP Driver Flow	- WPDA	Disenrollment ListDisenroll Individual	
DEFERRAL		Diserifoli individual	
REFERRAL		UPDATE CLIENT INFORMATION	N
Request Referral Listing	- WPRR	Client Information	
Referral Listing		Update Client Information	
CR/AE Referral Action History	WPAH	IM Client Information	VVPVVC
ENDOLLMENT		IIVI CIIETI IIIIOITIIALIOIT	۷۷1 11
ENROLLMENT	MOEN	COMMENTS	
Enrollment	- WPEN	View/Query	CMCC
ACCECCMENT		(Note: CMCC not part of WP subsyste	
ASSESSMENT		Converted Comments from WPRS	
Education		Converted Comments from VVI 110	0,00
Employment		NAME SEARCH	
Participation Readiness		Name Search	WDIN
Barriers Detail		Name Search	
Unsubsidized Employment Readiness -	- WPKU	ENROLLEE LISTINGS	
Tracking Summary	- WP15	Request Enrollee Listing	MDDA
EMPLOYABILITY BLAN		Listing (from WPRA)	
EMPLOYABILITY PLAN	WD IO	In No Component/Status (from WPRA)	
Employability Plan – 1		III No Component/Status (Irom WPRA)	VVPINC
Employability Plan – 2	- WPAS	ACTIVITY/EMPLOYMENT MAT	CLUNC
EP Summary	- WPES	ACTIVITY/EMPLOYMENT MAT	
OUDDODT!\/E OFD\//OF		Site Match Provider List	
SUPPORTIVE SERVICE			
Summary	WPSS	Provider Detail Provider Site List	
		Provider Site ListProvider Site Detail	
EMPLOYMENT INFORMATION		Site Participant List	
Employment List		Site Participant List	VVPPL
Employment Details		A DMINISTO A TIVE	
Follow-through Due List		ADMINISTRATIVE	MODD
Follow-through Details	WPFT	Service Provider List (by Office)	WPPR
		Service Provider Detail	
COMPONENT/STATUS REPOR		Office List (by Service Provider)	
Component/Status History		Admin Agency County Profile	
Add/Change/Delete		Admin Agency Profile	VVPAP
Component/Status Detail	WPCM	Admin Agency Entity Profile	VVPEP
		FIND	
TRANSACTIONS AND/OR SER	VICES		MOEN
History	WPTN	Request "Find" Information	
•		Results Listing	VVPIVIL
NON-PARTICIPATION		(from WPFN) "OR" Search Criteria	WDEO
Non-Participation History	WPNP	ON Search Chieffa	۷۷۲۲
Non-Participation Details	- WPNH	CDEATE/UDDATE COUEDULE	DETAIL
Attendance Tracking		CREATE/UPDATE SCHEDULE	
		Create/Update Schedule Detail	WPSC

Section 2 - Work Programs

Appendix 09 - WP Screens Quick Reference

— Work Programs Quick Reference — —	
Where to Find WP Related Information	

- Some of the information displayed on work program screens is actually economic support controlled data.
- Other information is related to Work Programs but is from a different subsystem (e.g., comments, mail messages, reference tables, etc.).
- Some information can be found on multiple screens, e.g., PIN. This document may list it only on

one or two screens as a general reference.	reene, eig., r mir rine decament may net it einy en
A	
ABAWD Indicator: WPWI	Test Scores: WPED (Reported on) WPTS (Summary)
Active Enrollees Listing: WPRA WPRI	Speak or Write Other Languages: WPAW
Address: WPII (maintain when eligibility is closed) WPWC (mailing)	Transportation: WPJR
WPWI CUFV (final address verification)	B
Alerts: MNSA (select and query)	C
Reference Table: TSAT	Case Manager ID: WPAI
Assessment Data: Barriers to Employment: WPJR	WPWC WPWI
WPBD	Case Manager Address, Phone: SMUM
Child Care Needs & Arrangements: WPJR	Case Number: WPWI WPWC
Date of Last Assessment: WPED	Category/Sequence:
Employment Goals: WPAW	WPWI Census Number:
	WPWI (entered on WPEN)

Section 2 - Work Programs

Appendix 09 - WP Screens Quick Reference

Child Care Needs & Arrangements:

WPJR

Children First Information:

RFA & Date:

WPWI

Status (open/closed):

WPDL WPRL WPWI

Completion Code and Date:

WPWI

CF Worker:

WPWC

Comments:

CMCC - CARES Comments

CVCC – Converted WPRS Comments

WPAS – Free Format EP Comments

WPJR – Free Format Assessment

Comments

WPNP – Free Format Non-participation

Comments

Component/Status Information

Anticipated End Date of Phase:

WPCH (entered on WPCS)

Begin/End Date:

WPCH (displayed on)

WPCS (reported on)

WPTN (displayed on)

Completion Code:

WPCH (reported on WPCS)

Details:

WPCM

Funding Source:

WPCH (reported on WPCS)

Individuals in No Component/Status:

WPRI

WPNC (list)

History:

WPCH

Phase:

WPCH (reported on WPCS)

WPTN (History Phase)

Provider:

WPCH (reported on WPCS)

Scheduled Hours:

WPCH (reported on WPCS)

Search:

WPRA

WPFN

County Code/Tribal Unit:

WPWI

Listing:

Reference Table TCTY

D

Date of Birth:

WPWI

WPII

Date of Last Contact:

WPWI

Date of Last WP Disenrollment:

WPTN

WPRL

Default Case Manager:

Reference Table TWCM

Section 2 – Work Programs Appendix 09 – WP Screens Quick Reference

WPWI WPWC WPII (closed on eligibility side, open WP)	Employability Plan/Family Service Plan Info WPAS WPJS
Disability Indicator: WPWC	History: WPES
Disenrollment Date: WPTN	Employer/Provider ID (matching system): WPAL
Closure Date: WPDL	Details: WPAD
Closure Reason: WPDL CULC	Employment Information: WPEL WPEH
CURC CURS	DOT Codes: WPJS WPSL
Reported on: WPDS	WPSD Reference Table TDOT
DOT Codes – see Employment Information	Follow-through Information: WPFT WPFL
E/SC (Exemption/Special Circumstance)	Enrollment Date: WPTN
Code:	ES Worker:
WPRR	WPWI
WPRL WPWI	WPWC
WPAH	Ethnicity: WPWC
Search:	
WPFO (from WPFN) Definitions:	Exemption Request Date: WPNP
Reference Table TWPX	<u>_</u>
Education Information (all): WPED	F
	FEP ID: WPWI WPWC

Section 2 – Work Programs Appendix 09 – WP Screens Quick Reference

Head of Household: WPWI	Non-participation Information: WPNP WPNH Attendance Tracking: WPMA
	0
IM Reg Code and Effective Date: WPWI	Office Number: WPWI Reference Table: TWOZ (Milwaukee, Rock, Jefferson Co.) TWOI (remainder of state)
	Offices within a County: CMOL
K	Office Details: CMLF
L	Locations within an Office: CMLL
Language Information: WPWC WPII (when eligibility side is closed)	P
LF Status: WPWI	PWE (Primary Wage Earner): WPWI
M	Q
Mail Messages: CMMM (Send) CMVM (View received messages)	
Name Match: WPIN	Reason Codes: CULC CURC CURS Reconciliation End Date: WPNP

Section 2 – Work Programs Appendix 09 – WP Screens Quick Reference

ABAWD Switch: WPRL	WPWI
CF Status: WPRL	T
E/SC (Exemption/Special Circumstance) Code: WPRL	Telephone Number: Primary (participant) WPWI
In Status/Component at Time of Referral: WPRL	Message (participant) WPWI
Referral Date and Status: WPRL WPTN	ES or WP Worker: SMUL SMUM
Referral History: WPAH	Agency/Location: WPPD CMLO
Last Date of Disenrollment: WPRL	Transportation Information: WPJR
Refugee Status & Entry Date: WPWC	Tribal Member: WPWC
Region (Milwaukee): WPWI (entered on WPEN)	Two-parent Indicator: WPWI
S	U
Sanction Request Date: WPNP	V
Service Providers: WPPR – Listing WPPD - Detail	Veteran Status/Veteran Dates: WPWC
SSN: WPWI WPWC	
Supportive Service Information: WPSS	

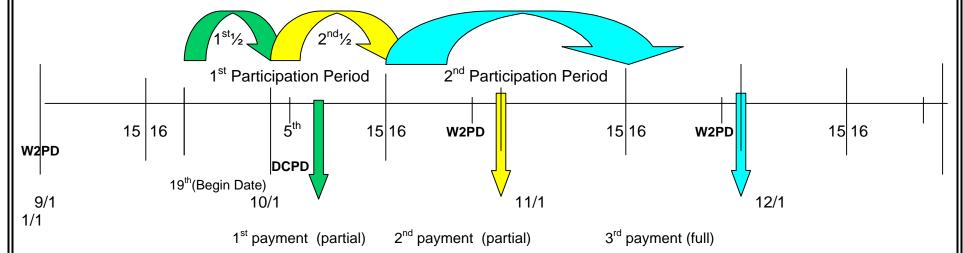
Section 2 – Work Programs Appendix 09 – WP Screens Quick Reference

	X
WAA Information:	
RFA & Date:	37
WPWI ——	Y
Status (open/closed):	_
WPRL	\mathbf{Z}
WPWI	
WPDL	
Completion Code and Date: WPWI	
WDA (Workforce Delivery Area):	
WPWI	
WPWC	
Work Program Office Assignment: SMWP	
WP Driver:	
AIPO	
ACFO	
Mini-drivers:	
WPEN (enrollment)	
WPED (assessment, New Assessment = Y)	
WP Reg Code:	
WPWI	
WtW Information:	
Completion Code and Date:	
WPWI	
WT RFA & Date:	
WPWI	
Status (open/closed):	
WPRL	
WPWI	
WPDL	
W-2 Placement	
WPWI	
ACWI	

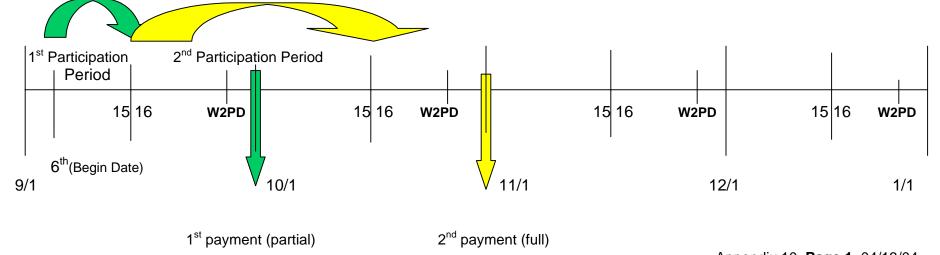
Section 2 – Work Programs

Appendix 10 – Participation Periods

Participation (Pay) Periods run from the 16th of the month to the 15th of the following month. If the initial Employment Position Begin Date is between the 16th and the end of the month, the first payment will cover the 1st half of the participation period from the Begin Date to the end of the month. The payment will be prorated and issued shortly after the fifth day of the following month. The second payment will cover the 2nd half of the participation period from the 1st of the month to the 15th. The second payment will be prorated and issued on the 1st of the following month. The third payment will cover the participation period from the 16th to the 15th (as will all subsequent payments) with a full payment issued on the 1st of the next month.



If the initial Employment Position Begin Date is between the 1st and the 15th, the first payment will cover the participation period from the Begin Date to the 15th. The first payment will be prorated and paid on the 1st of the following month. The second payment will cover the participant period from the 16th to the 15th of the following month (as will all subsequent payments) with the payment issued on the 1st of the next month.



Section 2 – Work Programs

Appendix 10 – Participation Periods

NOTE: Participation (Pay) Periods are for CSJ, W2-T and Caretaker of an Infant payments only. Only CSJ and W2-T payments are subject to reductions due to missed hours of participation (if applicable).

W2PD: The W2 Pull-down (W2PD) Date is the last day a FEP can enter missed hours of participation for the previous participation period before a check is issued on the first of the month. W2PDs occur the night of the 5th working day before the end of the month.

DCPD: The Delayed Cycle W-2 Pull-Down (DCPD) date occurs on the night of the 5th of every month. This delayed cycle pull-down only affects 1st partial payments covering an initial placement between the 16th to the end of the prior month. Missed hours of participation for a 1st partial payment covering a period between the 16th and the end of the month must be entered on or before the DCPD for correct payment to be issued.

Section 2 – Work Programs

Appendix 11, Version 2 – Date of Last Contact

What Updates DATE OF LAST CONTACT On WPWI ?????????

DATE OF LAST CONTACT:

CARES uses this date to send the worker alerts when the case review is due or overdue. Batch jobs run weekly every FRIDAY night against the date in the Date of Last Contact field on WPWI for FSET and W2 cases.

W2: (6 month reviews) If the date is 170-180 days back, it issues alert 017 (WP Record Review Due). If past 180 days, it issues Alert 018 (WP Record Review Past Due).

FSET: (12 month reviews) If the date is 351-365 days back, it issues alert 019 (FSET Case Review Due). If past 365 days, it issues Alert 020 (FSET Case Review Past Due).

MANUALLY

- Manually update the DT OF LAST CON: (Date of Last Contact) field each time there is a face-to-face contact with the individual.
- Manually update the DT OF LAST CON: (Date of Last Contact) field each time there is a telephone contact with the individual.
- Note: If manually updated, will post to WPTN



CARES DOES NOT AUTO-UPDATE WHEN

- A Disenrollment is reported via WPDS
- An EP is updated via WPAS
- An Entered Employment Follow-Through is reported via WPFT
- A status is entered via WPCS



UPDATED AUTOMATICALLY BY CARES

- When an Enrollment is reported via WPEN
- When there is a change in programs (W2 to FSET as example)
- When specific components are reported. WPCM controls which components update the field when entered. Note: the DT OF LAST CON date will be the BEGIN DATE of the component. See chart on next page, but be aware that WPCM always has the most current information.

Section 2 – Work Programs

Appendix 11, Version 2 – Date of Last Contact

~ CARES Updates Last Date of Contact for These Components for These Programs ~							
	Component	Program	Component Program				
AA	AODA Assessment	All	JR	Job Retention Services	W2, CF, FSET		
AD	Disability Assessment	All	JS	Job Skills Training	W2, CF, FSET		
AL	Physician's Assessment	All	LA	Court-Related/Legal Appointments	W2, CF, FSET		
AM	Mental Health Assessment	All	LS	Literacy Skills Training	W2, CF, FSET		
AV	Domestic Violence	W2, CF, FSET	MN	Mentor/Coach	W2, CF		
A1	Agency-initiated Post Secondary Ed <2 Yr.	FSET	МО	Job Readiness/Motivation	W2, CF, FSET		
BE	Adult Basic Ed.	W2, CF, FSET	NC	Non-compliance	LF, CF		
CA	AODA Counseling	All	NE	Non-Approved Ed/Training	W2, CF, FSET		
CD	Caring for Disabled Child	W2	OC	Occupational Testing	All		
CE	Employment Counseling	All	OJ	On-the-Job Training	All		
CF	Caring for Other Family Member	W2	OR	Program Orientation	All		
CL	Learnfare Counseling	LF	PC	Personal Care	W2, CF, FSET		
CM	Mental Health Counseling	All	PD	Personal Development	W2, CF, FSET		
СР	Child Support Payment	CF	PL	Parenting/Life Skills Training	All		
CR	Career Advancement Services	W2, CF, FSET	PR	Physical Rehabilitation	W2		
CS	Community Service	CF	RS	Regular School	All		
CT	Custom Skills Training	CF	SD	Advocacy/Application	W2		
DR	Drivers Ed.	All	TC	Technical College/W2	W2		
EC	Child Care for Employment Skills Training – 2 yr.	W2	TJ	Trial Job Private Employer	W2		
EI	Employment Intervention	All	TP	Trial Job Public Employer	W2		
EL	English as a Second Language	All	UC	Up-front Career Planning/Counseling	W2, CF		
EN	Enrollment	All	UE	Up-front Employment Search	W2, CF		
EO	Enrollment with Orientation	All	UR	Up-front Job Readiness/Motivation	W2, CF		
ES	Employment Search	W2, CF, FSET	WE	Work Experience	W2, LF, CF,		
GE	GED Training	All	WF	Working Full-time	All		
HE	HSE Training	All	WP	Working Part-time	All		
HR	Housing-Related Activities	W2, CF, FSET	WX	Work Experience/FSET	FSET		

Section 2 – Work Programs

Appendix 11, Version 2 – Date of Last Contact

Last Date of Contact on WPWI:

WPWI	UPDATE WP CLIENT INF	ORMATION - 1 07/27/05 08:13
		XCTA13 N MEIER
PIN: 9100612481		
		BE: 40 OFFICE: 1575 NEW OFFICE:
	DIDWRONG	
ADDRESS: 231	RESCUE	DR
CITY: MOUNTYVIL	LE STATE: WI ZIP:	55555 MAILING ADDRESS ON WPWC: N
PRIMARY PHONE:		MESSAGE PHONE:
PRIMARY WAGE EARN	ER: N	MESSAGE PHONE: HEAD OF HOUSEHOLD: Y DOB: 05 16 1981
		2PAR: NO DESC: NOT A 2-PARENT HOUSEHOLD
		E/SC: ABAWD: N
ES WKR: XCTA13	IM REG CD: M	IM REG EFF:
		F DT: SYST STS: E
W2 PLACE:	FEP ID: LF	' STATUS: DT OF LAST CON: 01 05 2005
CF RFA:	CF RFA DT:	WA RFA: WA RFA DT:
		COMP CD: CF COMP EFF DT:
		COMP CD: WA COMP EFF DT:
	PJR PF15 WPWC PF22	
NEXT TRAN:	PARMS: 9100612481_	

Date of Last Contact on WF	PCM:	
WPCM COMP	04/20/04 14:03	
		XCTA13 N MEIER
COMPONENT MODE: E COMPONENT GROUP DES PENDING PHASE: N STAND ALONE: N WEEKLY SCHEDULED HO FUNDING SOURCE: N JOB CODE: Y	DESCRIPTION: WRKNG FULLTIM COMPONENT SORT NUM: 01 CRIPTION: UNSUBSIDIZED EMPLOYMENT SCHEDULED PHASE: Y STAFF ID: Y URS: Y DAILY SCHEDULED HOURS: Y EMPLOYER PRV ID: N NON-APPROVAL CODE: N ACTUAL END DATE: N	COMPONENT GRP CD : UE ACTUAL PHASE: Y PROVIDER ID: Y FREQ (DAYS/MONTH): Y SITE CODE: N ANTICIPATED END DATE: N
SANC: N O	ALID FOR - F: Y CF: Y WT: Y WA: Y VERRIDE: N ASSESSMENT ACT IVATED DATE: 01 01 1980 INACT	'IVITY: N
PF13 PROCESS AND REF		PAGE: 1 MORE

Section 2 – Work Programs

Appendix 11, Version 2 – Date of Last Contact

Last Date of Contact as it logs to WPTN when updated manually:

WPTN			SERVICE	S/TRANSAC	TION H	ISTORY 04/21/0	4 10:38	
							N MEIER	
PIN: 41	005128	48				OFFICE:		
NAME: N	ASCAR		NANCY			COUNTY/TRIBAL UNI		
						RY OF SERVICES ONLY(Y		
OFFICE	PROV	STAFF	EFFECTIVE	ACTION	PHASE	NAME OF TRANSACTION		
NUMBER	ID	ID	DATE				INTO SYS	
1575	0000	XCTA13	04 19 04			CLOSURE-NO SANCTION		
1575	0000	XCTA13	04 18 04			UPDT LAST CONTACT DT		
1575	0001	XCTA13	04 11 01			ENROLL W/ORIENTATION		
1575	0000	XCTA13	04 11 01			REFERRAL	04 11	
1575	0000	XCTA13	09 11 01			CLOSURE-NO SANCTION	09 11	01
1575	0001	XCTA13	08 27 01	A	A	EMPLOYMENT SEARCH	08 27	01
1575	0001	XCTA13	08 27 01			ENROLL W/ORIENTATION	08 27	01
1575	0000	XCTA13	08 27 01			REFERRAL	08 27	01
PF13 WP	WT PF	14 WPWA					PAGE:	1
NEXT TR	AN:]	PARMS: 410	0512848				

Section 2 – Work Programs

Appendix 12, Version 2 - Work Program Concepts

WORK PROGRAM CONCEPTS

W2 OR FSET PARTICIPANT (SSN)



Individual applying for W2 assistance or FoodShare in the State of Wisconsin may qualify for the W2 or FoodShare Employment & Training program.

COUNTRY/TRIBAL UNIT

Department of Health and Family Services offices within the county or tribal unit refer Work Program Mandatory or Voluntary individuals to the Work program offices in the County or Tribal Unit.





OFFICE NUMBER

Some counties have more than one Work Program Office and many counties contract with several providers.



PROVIDER CODE



CASELOAD MANAGER ID

The Mandatory or Voluntary W2 recipient is then enrolled in a W2 Work program Office and assigned a Caseload Manager

While participating in the W2 Work program, the individual may work with several different staff members.

STAFF ID

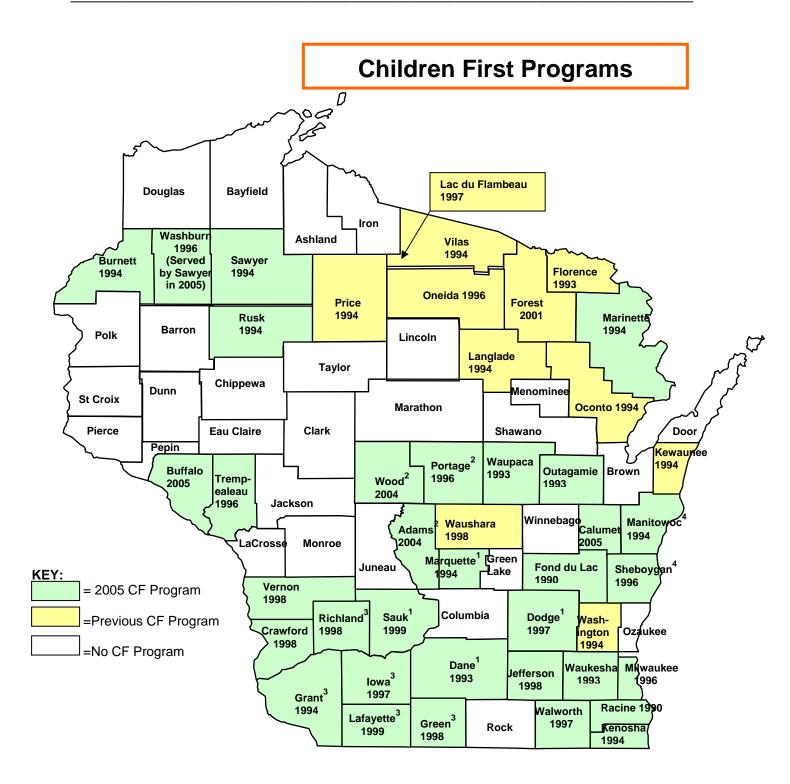






Section 2 – Work Programs

Appendix 13 - Children First Map



Section 2 – Work Programs Appendix 13 – Children First Map

CHILDREN FIRST COUNTIES BY YEAR & CONSORTIUMS						
1990	1993	1994	1996	1997		
Fond du Lac Racine	Dane Florence Outagamie Waukesha Waupaca	Washington Burnett Grant Kenosha Kewaunee Langlade Manitowoc Marinette Marquette Oconto Price Rusk Sawyer Vilas	Milwaukee Oneida Portage Sheboygan Trempealeau Washburn	Dodge Iowa Lac du Flambeau Walworth		
1998	1999	2001	2004	2005		
Crawford Green Jefferson Richland Vernon Waushara	Lafayette Sauk	Forest	Adams Wood joined PAW Consortium	Buffalo Calumet		
Consortia 1	Consortia 2	Consortia 3	Consortia 4			
¹ Capitol: Dane Dodge Marquette	² PAW: Portage Adams Wood	³ Southwest: Grant Green Iowa	⁴ W-2 Lakeshore: Manitowoc Sheboygan			
Sauk		Lafayette Richland				

Section 2 – Work Programs

Appendix 14 – WP Office Transfer





WP Office Transfer Information & Instructions

Highlights:

- Activities/components will transfer and remain open in the new work program office.
 However, edits will prevent transfers of open activities/components if the activity is unique to W-2 or FSET. An edit is also in place that requires activities/components to be completed in the old office if the transfer will not occur within a consortium.
 - CARES no longer requires a FEP to end activities/components and disenroll a work program individual prior to transferring the individual from one W-2 agency to another W-2 agency within a W-2 consortium.
 - ➤ A FEP is no longer required to end activities/components or disenroll a work program individual prior to transferring the individual between the W-2 and FSET program offices within a single W-2 contract agency.
 - ➤ FOR MILWAUKEE ONLY A W-2 agency in a consortium is allowed to transfer a work program individual between its own regions without ending all activities/components.
- Open activities/components must be ended prior to transferring a work program individual outside of a W-2 consortium or single W-2 contract agency.
- FEPS are not required to keep all activities/components open. They need to end
 activities/components that are completed or will not continue in the new work program
 office.
- For transfer from W2 to FSET, the following must happen:
 - A W-2 paid placement must be ended.
 - FSET must be mandatory (M) on AIWP.
 - A pending referral must be on record at the time of transfer.
- If Children First (CF) is co-enrolled with either a W2 or FSET office, the CF sequence should be completed prior to the transfer. If there is a CF program in the receiving office and the CF worker wants the receiving office to continue providing CF services, they do not have to complete the episode and it will remain open in the new office.

Section 2 – Work Programs

Appendix 14 – WP Office Transfer

How to Transfer

Milwaukee County Intra-contract Agency

Step 1: If this is a W-2 office to W-2 office transfer, component may remain open if still appropriate.

If this is a W-2 office to FSET office transfer, post a completion for W-2-only components on WPCH/WPCS.

If this is an FSET office to FSET office transfer, components may remain open if still appropriate.

If this is an FSET office to W-2 office transfer, post a completion for FSET-only components on WPCH/WPCS.

- Step 2: Do not disenroll.
- Step 3: On WPWI, in the NEW OFFICE field, key in the office number that the individual is being transferred to (Office Transfer In).
- Step 4: Press <ENTER>.

Milwaukee County Inter-contract Agency

- Step 1: For all types of transfers (W-2 to W-2, W-2 to FSET, FSET to W-2, FSET to FSET), complete all open statuses and components on WPCH/WPCS.
- Step 2: Do not disenroll.
- Step 3: On WPWI, in the NEW OFFICE field, key in the office number that the individual is being transferred to (Office Transfer In).
- Step 4: Press <ENTER>.

Section 2 – Work Programs

Appendix 14 – WP Office Transfer

Consortium Intra-contract Agency

Step 1: If this is a W-2 office to W-2 office transfer, component may remain open if still appropriate.

If this is a W-2 office to FSET office transfer, post a completion for W-2-only components on WPCH/WPCS,

If this is an FSET office to FSET office transfer, components may remain open if still appropriate.

If this is an FSET office to W-2 office transfer, post a completion for FSET-only components on WPCH/WPCS.

Step 2: Do not disenroll.

Step 3: On WPWI, in the NEW OFFICE field, key in the office number that the individual is being transferred to (Office Transfer In).

Step 4: Press <ENTER>.

County Inter-contract Agency

Step 1: For all types of transfers (W-2 to W-2, W-2 to FSET, FSET to W-2, FSET to FSET), complete all open statuses and components on WPCH/WPCS that are completed or will not be continuing in the new office number.

Step 2: Report a disenrollment on WPDS.

Step 3: On WPWI, in the NEW OFFICE field, key in the office number that the individual is being transferred to (Office Transfer In).

Step 4: Press <ENTER>.

County Intra-contract Agency

Step 1: If this is a W-2 office to FSET office transfer, post a completion for W-2-only components on WPCH/WPCS.

If this is an FSET office to W-2 office transfer, post a completion for FSET-only components on WPCH/WPCS.

.Step 2: Do not disenroll.

Step 3: On WPWI, in the NEW OFFICE field, key in the office number that the individual is being transferred to (Office Transfer In).

Step 4: Press <ENTER>.

Section 2 – Work Programs

Appendix 14 – WP Office Transfer

The example below is a simple transfer between office 1575 to office 1576.

WPWI	UPDATE WP CLIENT INFORMATION - 1 05/10/0	
	DWD852	J TONDRYK
PIN: 0000000000		
	WDA: CTY/TRIBE: 40 OFFICE: 1575 NEW OFFICE	: 1576
NAME: JANE		
ADDRESS: 00000	S WENTWORTH AVE	
CITY: MILWAUKEE	STATE: WI ZIP: 532073066 MAILING ADDRESS ON WPWC:	N
PRIMARY PHONE:	MESSAGE PHONE: _	
PRIMARY WAGE EARNER:		
CASE: 2000498621	CAT: WW C SEQ: 01 2PAR: PL DESC: PARENT IN PLA	CEMENT
	REGION NUM: 05 E/SC: ABAWD: N	
ES WKR: XCT000	IM REG CD: M IM REG EFF: 02 24 2005	
CASE MGR: PWR993	*WP REG CD: M *EFF DT: SYST STS: R	
W2 PLACE: W2T	FEP ID: XCTA27 LF STATUS: DT OF LAST CON:	
CF RFA:	CF RFA DT: WA RFA: WA RFA DT:	
	CTY: CF COMP CD: CF COMP EFF DT:	
WA: FROM:	WA COMP CD: WA COMP EFF DT:	
PF13 WPED PF14 WPJR	R PF15 WPWC PF22 ACWI	
NEXT TRAN:	PARMS: 0000000000	
· <u></u>		•

Once <ENTER> is pressed on WPWI it then logs a transaction on WPTN of the Office Transfer Out and Office Transfer In.

WPTN showing the Office Out and Office In Transactions:

WPTN		SERVICES/TRANSACTION HISTORY 11/02/05 13:40						
						XCTA13	N ME	IER
PIN: 11	111111	11				OFFICE:		
NAME: T	ESTING		BRISTOL			COUNTY/TRIBAL UNI	T:	
					HISTOR	RY OF SERVICES ONLY(Y	/N): I	N
OFFICE	PROV	STAFF	EFFECTIVE	ACTION	PHASE	NAME OF TRANSACTION	DATE	ENTERED
NUMBER	ID	ID	DATE				INTO	SYSTEM
1576	0001	XCT999	11 02 05	А	A	WORKING FULL-TIME	11	02 05
1576	0000	XCT999	11 02 05			OFFICE TRANSFER IN	11	02 05
1575	0000	XCT000	11 02 05			OFFICE TRANSFER OUT	11	02 05
1575	0000	XCT000	03 30 04			INFORMAL ASSESSMENT	03	30 04
1575	0000	XCT000	02 12 03			UPDT LAST CONTACT DT	02	12 03
1575	0000	XCT000	02 08 03			30 DAY FT-EMPLOYED	02	21 03
1575	0000	XCT000	01 09 03			ENTERED EMPLOYMENT	02	21 03
1575	0000	XCT000	01 09 03	А	А	WORKING FULL-TIME	01	09 03
1575	0000	XCT000	06 05 02	А	А	PHYSICIANS ASSESSMEN	06	05 02
PF13 WP	WT PF	14 WPWA					PAG	GE: 1
NEXT TR	AN:		PARMS: 1513	002252				MORE

Section 2 – Work Programs

Appendix 14 – WP Office Transfer

Transfer Edits

The following are new CARES edits to WPWI for the new transfer process, when attempting an office transfer and one receives one of these new edits certain actions have to be resolved before the transfer can be completed. See the Resolution field after each edit.

Error Message	Description	Action
"CLOSE COMPONENTS THAT ARE NOT VALID FOR FSET"	If office transfer is within the same contract agency and if transfer is done from a W2 office to a FSET office, components invalid for FSET must be closed	Close components via WPCH which are not valid for FSET.
"CLOSE FSET SPECIFIC COMPONENTS PRIOR TO OFFICE TRANSFER"	If office transfer is within the same contract agency and if transfer is done from a FSET office to a W2 office, components specific to FSET must be closed.	Close FSET specific components via WPCH before transfer to the W2 office.
"CF AND/OR WAA PROGRAM IS OPEN".	If office transfer is within the same contract agency and if transfer is done from a FSET office to a W2 office, check is done to see if Children First or Workforce Attachment and Advancement RFA are open.	Complete the CF segment on WPWI before attempting transfer.
"ALL COMPONENTS MUST BE COMPLETE BEFORE OFFICE TRANSFER"	Office transfer cannot be done between different contract agencies in Milwaukee with open components.	Go to WPCH and complete all open components before transfer
"OFFICE TRANSFER CAN'T BE DONE THE SAME DAY THAT A COMPONENT WAS POSTED".	If new office is in the same contract agency as the old, components with a begin date same as the current date must not be posted on the day of office transfer.	Perform office transfer the next day. Also refrain from posting any new components on the old office record on the same day as doing an office transfer.

Section 2 – Work Programs Appendix 14 – WP Office Transfer

Appendix III office Iranicio

Error Message	Description	Action
"OFFICE TRANSFER CAN'T BE DONE THE SAME DAY THAT A COMPONENT WAS POSTED".	If new office is a different contract agency and if both the offices are in Milwaukee , components with a begin date same as the current date must not be posted on the day of office transfer.	Perform office transfer the next day. Also refrain from posting any new components on the old office record on the same day as doing an office transfer.
"PLEASE DISENROLL. INTER CONTRACT AGENCY TRANSFER IS NOT ALLOWED".	Office transfers cannot be done to a different contract agency outside Milwaukee .	Close all components via WPCH, and access WPDS to perform a Disenrollment.
"NO PENDING REFERRAL. PROCESS REFERRAL THROUGH AIWP/AIJR".	If office transfer is done from a W2 office to a FSET office or vice-versa within a same contract agency, there must be a pending referral.	Process a new referral either by AIJR or AIWP, then attempt transfer.
"OFFICE TRANSFER CAN'T BE DONE. PARTICIPANT IS EXEMPT IN THE PROGRAM."	If office transfer is done from a W2 office to a FSET office or vice-versa, participant must not be exempt in the new program.	Check AIWP to verify, change status before attempting transfer.

Section 2 – Work Programs Appendix 14 – WP Office Transfer

Office Transfer Chart CARES processing requirements in various agency configurations						
Type of Transfer	Disenroll	Close Components on WPCH?				
Milwaukee Coun	ty Intra-contract Agency Transl	ier				
Milwaukee County Intra-contract agency, W2- to W-2	Maximus R5 to Maximus R6	No	No			
Milwaukee County Intra-contract agency, FSET to W-2	Maximus R5 to Maximus R6	No	Close FSET-only components			
Milwaukee County Intra-contract agency, FSET to FSET	Maximus R5 to Maximus R6	No	No			
Milwaukee County Intra-contract agency, W-2 to FSET	Maximus R5 to Maximus R6	No	Close W-2-only components			
Milwaukee County Inter-contract Agency Transfer						
Milwaukee County Inter-contract agency, W-2 to W-2	Maximus R5 to UMOS R2	No	Yes			
Milwaukee County Inter-contract agency, FSET to W-2	Maximus R5 to UMOS R2	No	Yes			
Milwaukee County Inter-contract agency, FSET to FSET	Maximus R5 to UMOS R2	No	Yes			
Milwaukee County Inter-contract agency, W-2 to FSET	Maximus R5 to UMOS R2	No	Yes			
Consortium Intra-contract Agency Transfer						
Consortium Intra-contract agency, W-2 to W-2	Dane County to Dodge County	No	No			
Consortium Intra-contract agency, FSET to W-2	Dane County to Dodge County	No	Close FSET-only components			
Consortium Intra-contract agency, FSET to FSET	Dane County to Dodge County	No	No			
Consortium Intra-contract agency, W-2 to FSET	Dane County to Dodge County	No	Close W-2-only components			
County Into	er-contract Agency Transfer					
County inter-contract agency, W-2 to W-2	Kenosha County to Dane County	Yes	Yes			
County inter-contract agency, FSET to W-2	Kenosha County to Dane County	Yes	Yes			
County inter-contract agency, FSET to FSET	Kenosha County to Dane County	Yes	Yes			
County inter-contract agency, W-2 to FSET	Kenosha County to Dane County	Yes	Yes			
County Into	ra-contract Agency Transfer					
County Intra-contract agency, FSET to W-2	Ozaukee County	No	Close FSET-only components			
County Intra-contract agency, W-2 to FSET	Ozaukee County	No	Close W-2-only components			

Section 3 - Screens & Menus

Chapter 01, Version 2 – Client Registration (CR)

LEGEND:

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	(MNSI)	
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EENING (2 OF 2)	(CFRD)	
+++++++++++++++++	++++++++++++++++	+++++
+	ENING (2 OF 2)	, , , , ,

Please note that although all items still display on the MNCR menu, eligibility Client Registration (CR) is now a function of CARES Worker Web. For that reason, all eligibility CR screens have been removed from this chapter.

Section 3 - Screens & Menus

Chapter 01, Version 2 – Client Registration (CR)

LEGEND:

MNSI	SPECIAL PIN INFORMATION	ON MENU	>>>>>>
			>>>>> >>>>
FUNCTION	TINIGHT ON DEGGE TRHEON	TRAN	DADAMETED G (DADAG)
NUMBER	FUNCTION DESCRIPTION	CODE	PARAMETERS (PARMS)
1 -	CREATE CROSS-REFERENCE	CREF	GOOD-PIN/BAD-PIN OR GOOD-PIN OR BAD-PIN
**	* PLEASE ENTER THE NUMBER OF THE I	TECTOED EIM	CTION.
	** FLEASE ENTER THE NUMBER OF THE I		CIION. CC
NEXT TRAN: <	<-< PARMS: +++++++++++++++++	++++++++	++++++

Section 3 - Screens & Menus

Chapter 01, Version 2 - Client Registration (CR)

LEGEND:

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FUNCTIO		DIRIGHTON DEGCREDATION	TRAN	DADAMEMEDO (DADMO)
NUMBEF	Κ	FUNCTION DESCRIPTION	CODE	PARAMETERS (PARMS)
1	_	CF/WTW/WAA REGISTRATION INFORMATION	CRPR	(RFA)
2	_	WTW ELIGIBILITY DETERMINATION	CRWT	RFA OR /PIN OR /SSN Inactive
3	_	WAA ELIGIBILITY VALIDATION	CRWA	RFA OR /PIN OR /SSN Inactive
4	_	CF/WTW/WAA REFERRAL	CRWP	RFA
PARAMET		** PLEASE ENTER THE NUMBER OF THE DESI		

NEXT TRAN: <<<<

Section 3 – Screens & Menus

Chapter 01, Version 2 – Client Registration (CR)

LEGEND:

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GOOD PIN : >>>>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>				>>>>>	>>:	>>>	>>>	>>>>
BAD PIN(S): >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	PIN-NUM SSN-NUM	FIRST M	I LAST	DOB	S	R	W I	3 I
BAD PIN(S): >>>>>>> >>>>>> >>>>>> >>>>>>>>>>>>>>	GOOD PIN :							
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>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	BAD PIN(S) :							
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Section 3 - Screens & Menus

Chapter 01, Version 2 – Client Registration (CR)

LEGEND:

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CRPR AGENCY: ++ >>>>> >>>>> STATUS: >>>>>> RFA NUMBER: >>>>>> INDIVIDUAL FIRST MI LAST SUF DATE: >> >> RFA TYPE: ++ LANGUAGE: + COUNTY WHERE COURT ORDERED: ++ EFF DT OF COURT ORDER: ++ ++ ++++ NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT CITY: +++++++++++ STATE: ++ ZIP: +++++++ PHONE: +++ +++ ++++ CENSUS: ++++ REGION: ++ NEXT TRAN: <<<<

Section 3 - Screens & Menus

Chapter 01, Version 2 – Client Registration (CR)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

CURENTLY INACTIVE

CRWA	WAA ELIGIBILITY VALIDATION	>>>>>>
		>>>>> >>>>>
RFA NUMBER: >>>	>>>>>	
PIN: >>>>>>>		SSN: >>>>>>
	>>>>> > >>>	WDA: >> >>>>>>
PARTICIPATION B	EG DT: ++ ++ ++++	
GIGEODIAI DA		
+ CUSTODIAL PA		
FAMILY SIZE:	++ # ADULTS ++ # CHILDREN	
+ NON CUSTODIA	L PAR PATERNITY VERIF	• ±
	AMT (MTHLY): ++++.++ CHILD SUPPORT PA	
	HILDREN NAME SSN	DOB PTRNTY? CTY
**	++ + ++++++++++++++++++++++++++++++++++	++++ ++ ++ ++++ + ++
2 ++++++++++++	++ + ++++++++++++++++++++++++++++++++++	++++ ++ ++ ++++ + ++
3 +++++++++++	++ + ++++++++++++++++++++++++++++++++++	++++ ++ ++ ++++ + ++
I		
	+ 1 W2 + 2 WDB + 3 COMBINED	
INCOME VERIF:		ITY AMOUNT(MTHLY): ++++.++
	TEGORY: ++ EMPLOYED AT ENTI	•
WAA APP SIGNAT	URE DT: ++ ++ ++++ ENTRY EARNED INC	COME (MTHLY): ++++.++
ΝΈΥΨ ΨΟΛΝ,	PARM: ++++++++++++++++++++++++++++++++++++	

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Section 3 - Screens & Menus

Chapter 01, Version 2 – Client Registration (CR)

LEGEND:

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CRWP CF/WTW/WAA WP REFERRAL >>>>>>> AGENCY: >> >>>>> >>>>> RFA NUMBER: >>>>>> STATUS: >>>>>> PIN: >>>>>>> SSN: >>>>>> PRIOR DETERMINATION WP OFFICE: >>>> WP CASE MGR: >>>>> DISENROLLMENT DT: >> >> CASE: >>>>>>> CATEGORY: >>>> CF: > CF RFA: >>>>>> WT: >WT RFA: >>>>>> WA: > WA RFA: >>>>>> CURRENT DETERMINATION WP OFFICE : ++++ PF24: PROCESS THIS PAGE

Section 3 - Screens & Menus

Chapter 01, Version 2 – Client Registration (CR)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

CURRENTLY INACTIVE

CRWT WTW ELIC	JIBILITY DETER	MINATION	>>>>>>	>>>>
			>>>>>	>>>>>
RFA NUMBER: >>>>>>				
PIN: >>>>>>		S	SN: >>>>>	>>
NAME: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>	>> >>> W	DA: >> >>>	>>>>>>
PARTICIPATION BEG DT: ++ ++ -				
70% CRITERIA:		TANF		
+ CUSTODIAL:		COMPLETING		
CASE#: ++++++++				
	+	+	+	
+ NON-CUSTODIAL: CASE#: ++++++++	STATUS	CONNECTION	CONTRACT	DATE
	++	++	+	++ ++ ++++
	JST PARENT ELOW 100% POV.	FOSTER CARE YOUTH	TANF RECIP	BARRIERS
	+	+	++ ++	++
ADDITIONAL BARRIERS: ++		THE DOM BUDE		
WTW EDF SIGNATURE DT: ++ -				DI 17)
WTW TARGET POPULATION DETI		(70% OR 30% O	R NOT ELIGI	впе)
Pr24: OPDAIE EDIGIBILITY DELI	TRITINALION			
NEXT TRAN: <<<< PARM: ++-	++++++++++	+++++++++++	+++++++++	++++ >>>>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>	>>>>>>>	>>>>>>>	>>>>>>

Section 3 - Screens & Menus

Chapter 03 – Standard Filing Unit (SFU)

LEGEND:

MNSF		STANDARD FILING UNIT	MAIN MENU	>>>>>>
				>>>>>
FUNCTI	ON		TRAN	
		FUNCTION DESCRIPTION	CODE	PARAMETERS (PARMS)
1	_	MINI SFU PROCESS	(SFMS)	CASE Inactive
2	_		(SFED)	CASE/(MMDDYY)
3	_	, -	` '	
4	_		(SFCC)	CASE/(CAT/SEO)/(MMDDYY)
5	_		(SFOR)	CASE
			,	
		*** PLEASE ENTER THE NUMB	ER OF THE I	DESIRED FUNCTION: <
PARAME	TERS	: <<<<<<<<	<<<<<<	<<<<<<
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	D 3 3 7 .	Daniel Communication of the Co		
				+++++++++++++++++++++++++++++++++++++++
>>>>>	>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>>>>>

Section 3 – Screens & Menus

Chapter 03 - Standard Filing Unit (SFU)

LEGEND:

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SFU COMPOSITION CHANGE >>>>>>>> CASE: >>>>>> WORKER: >>>>> >>>>> PAYMENT BEGIN DATE: ++ ++ ++ PAYMENT END DATE: ++ ++ ++ CAT: ++++ SEQ: >> ELIG STATUS: >>> REASONS: >>> >>> SFU PART COMP TRGT SFU PART COMP TRGT SFU PART COMP TRGT MBR STS CHG MBR STS CHG MBR STS CHG ++ ++ +++ + ++ ++ +++ + ++ ++ +++ + ++ ++ ++ ++ +++ +++ ----- INDIVIDUALS -----NEXT TRAN: <<<<

Section 3 - Screens & Menus

Chapter 03 – Standard Filing Unit (SFU)

LEGEND:

SFCD	SFU COMPOSITION	>>>>>>
CASE: >>>>>>	WORKER: >>>>>	>>>>> >>>>>
	CASE STATUS: >:	>>>>> CASE MODE: >>>>>>
CAT SEQ	SFU MEMBERS	
PMNT DT	PARTICIPATION STATUS	
>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>
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Section 3 - Screens & Menus

Chapter 03 – Standard Filing Unit (SFU)

LEGEND:

SFOR CONCURRENT UPDATE OVERRIDE	SCREEN	>>>>>>
CASE: >>>>>>	WORKER: >>>>>	>>>>> >>>>
THE CASE IS RUNNING BY >>>>> (>>>>>>	>>>>> , >>	>>>>>>>
PHONE NO. >>>>>>>) ON TERMINAL ID : >	>>>>> .	
,		
1) OVERRIDE AND CONTINUE ON TH	TS TERMINAL.	
2) EXIT		
Z) EXII		
ENTER SELECTION : +		
ENTER SELECTION .		
PLEASE NOTE, IF YOU THINK YOU ARE RUNNING	THE CAMECACE ON	ANOTHER
•		
TERMINAL/SESSION, PLEASE EXIT AND GO BACK	IO THE PREVIOUS	IERMINAL/
SESSION.		
NEXT TRAN: <<<< PARMS: +++++++++	++++++++++++++	+++++++++++++ >>>>>
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Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

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INWP	WORK PROGRAMS	S MENU	>>>>>>
			>>>>>
TUNCTION		TRAN	
NUMBER F	UNCTION DESCRIPTION	CODE	PARAMETERS (PARMS)
1 - WORK PROGRA	AMS SUBMENU A	(MNWA)	
2 - WORK PROGRA	AMS SUBMENU B	(MNWB)	
3 - WORK PROGRA	AMS SUBMENU C	(MNWC)	
4 - WORK PROGRA	AMS SUBMENU D	(MNWD)	
5 - WORK PROGRA	AMS SUBMENU E	(MNWE)	
* * :	* PLEASE ENTER THE NUMBE	ER OF THE	DESIRED FUNCTION <
EXT TRAN: <<<<	PARMS: ++++++++++	++++++++	++++++

>>>>>>>>>>>>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

MNWA	WORK PROGRAMS	SUBMENU	A	>>>>>>
				>>>>> >>>>>
FUNCTION	I	TRAN		
NUMBER	FUNCTION DESCRIPTION	CODE	PARAMETERS	(PARMS)
1 - RE	QUEST REFERRAL LISTING	(WPRR)		
2 - CR	R/AE REFERRAL ACTION HISTORY	(WPAH)	PIN	
3 - EN	IROLLMENT	(WPEN)	PIN	
4 - AS	SSESSMENT-EDUCATION	(WPED)	PIN	
5 - AS	SSESSMENT-EMPLOYMENT	(WPAW)	PIN	
6 - AS	SSESSMENT-PARTICIPATION READINESS	(WPJR)	PIN	
7 - AS	SSESSMENT-BARRIER DETAILS	(WPBD)	PIN/(BARRI	ER)/A(ADD)/(SUBTYPE)
8 - AS	SSESSMENT-EMPLOYMENT, SCRN RESULTS	(WPRU)	PIN	
9 - EM	MPLOYABILITY PLAN-1	(WPJS)	PIN	
10 - EM	MPLOYABILITY PLAN-2	(WPAS)	PIN	
11 - NO	N-PARTICIPATION HISTORY LISTING	(WPNP)	PIN	
12 - NO	N-PARTICIPATION HISTORY	(WPNH)	PIN/A(ADD)	
13 - CO	MPONENT/STATUS HISTORY	(WPCH)	PIN	
14 - CR	REATE/UPDATE COMPONENT STATUS	(WPCS)	PIN	
	*** PLEASE ENTER THE NUMBER	OF THE	DESIRED FU	NCTION <<
PARMS: <<	.<<<<<<<<<<	<<<<<	<<	
				PAGE: >> OF >>
NEXT TRAN	J: <<<	++++++	+++++++++	+++++++++ >>>>>
>>>>>>	·>>>>>>>>>>>>>	>>>>>	>>>>>>>>	>>>>>>

MNWA	WORK PROGRAMS	SUBMENU	A	>>>>>>
				>>>>> >>>>>
FUNCTION		TRAN		
NUMBER	FUNCTION DESCRIPTION	CODE	PARAMETERS	(PARMS)
	CTION HISTORY MENT TESTING SUMMARY	(WPTN)	PIN/(OFFICE	E)/(COUNTY)
	G ATTENDANCE MONTHLY TRACKING SESSMENT SUPP/RECOUP AMOUNTS			I)/(MMCCYY)/(MMDDYY)
*** PLEASE ENTER THE NUMBER OF THE DESIRED FUNCTION << PARMS: <<<<<<<<<<<<<				
				PAGE: >> OF >>
NEXT TRAN: <<	<< PARMS: ++++++++++	++++++	++++++++	-++++++++
	>>>>>>>>>>>			

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

MNWB WORK PROGRAMS	SUBMENU	B >>>>>>			
		>>>>> >>>>>			
FUNCTION	TRAN				
NUMBER FUNCTION DESCRIPTION	CODE	PARAMETERS (PARMS)			
1 - REQUEST ENROLLEES LISTING	(WPRA)				
2 - REQUEST ACTIVE INDIVIDUALS LISTING	(WPRI)				
3 - REQUEST "FIND" INFORMATION	(WPFN)				
4 - UPDATE WP CLIENT INFORMATION-1	(WPWI)	PIN			
5 - UPDATE WP CLIENT INFORMATION-2	(WPWC)	PIN			
6 - EMPLOYMENT HISTORY LIST	(WPEL)	PIN			
7 - EMPLOYMENT HISTORY	(WPEH)	PIN			
8 - FOLLOW THROUGH DUE LISTING	(WPFL)	OFFICE/(WDA)/(STAFF)/(PROV)			
9 - EMPLOYMENT FOLLOW-THROUGH	(WPFT)	PIN/DAYS(30/180)/DUE(MMCCYY)			
10 - DISENROLLMENT LIST	(WPDL)	(OFFICE)/(CASE MGR)			
11 - DISENROLLMENT	(WPDS)	PIN			
12 - SUMMARY SUPPORTIVE SERVICES	(WPSS)	PIN/(SERV CD)			
13 - UPDATE WP-WT CLIENT INFORMATION	(WPWT)	PIN			
14 - UPDATE WP-WA CLIENT INFORMATION	(WPWA)	PIN			
*** PLEASE ENTER THE NUMBER OF THE DESIRED FUNCTION <<					
PARMS: <<<<<<<<<<<<					
NEXT TRAN: <<< PARMS: ++++++++++++++++++++++++++++++++++++					
>>>>>>>>>>>					

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

MNWC	WORK PROGRAMS	SUBMENU	C >>>>>>			
			>>>>> >>>>			
FUNCTION		TRAN				
NUMBER	FUNCTION DESCRIPTION	CODE	PARAMETERS (PARMS)			
1 - CREAT	'E/UPDATE SCHEDULE DETAIL	(WPSC)	PIN/(MM)			
2 - WPRS	COMMENTS	(CVCC)	PIN			
3 - UPDAT	E IM CLIENT INFORMATION	(WPII)	PIN			
4 - ACTIV	ITY/EMPLOYER SITE MATCH	(WPEM)	PIN			
5 - EMP/A	CTIVITY PROVIDER LIST	(WPAL)	COUNTY			
6 - EMP/A	CTIVITY PROVIDER DETAIL	(WPAD)	EMP PRV ID/A(ADD) OR C(CHG)			
7 - EMP/A	CTIVITY PROVIDER SITE LIST	(WPSL)	EMPLOYER PROVIDER ID			
8 - EMP/A	CTIVITY PROVIDER SITE DETAIL	(WPSD)	EMP PRV ID/SITE CD/A(ADD) OR			
			C(CHG)/ACTIVITY CD/JOB CD			
9 - SITE	PARTICIPANTS LIST	(WPPL)	EMPLOYER PROVIDER ID/SITE			
10 - INDIV	IDUAL NAME MATCH	(WPIN)	LAST NAME/FIRST NAME/(MIDDLE			
			<pre>INITIAL)/(E)/(SUFFIX)/(OFFICE)</pre>			
11 - JDPA	PARTICIPANT TRACKIGN	(WPJD)	PIN			
this purpose that are properties of the properties.						
*** PLEASE ENTER THE NUMBER OF THE DESIRED FUNCTION <<						
PARMS: <<<<<<<<<						
NEXT TRAN: <<<< PARMS: ++++++++++++++++++++++++++++++++++++						
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>						

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

MNWD	WORK PROGRAMS	SUBMENU D	>>>>>>		
			>>>>> >>>>>		
FUNCTION		TRAN			
NUMBER FUNC	TION DESCRIPTION	CODE	PARAMETERS (PARMS)		
1 - SERVICE PROVI	DER DETAIL	(WPPD)	SERVICE PROVIDER ID / A(ADD) OR C (CHANGE)		
2 - SERVICE PROVI	DER LIST - BY OFFICE	(WPPR)	OFFICE		
3 - OFFICE LIST -	BY SERVICE PROVIDER	(WPPO)	SERVICE PROVIDER ID		
4 - ADMIN AGENCY	COUNTY PROFILE	(WPCP)	COUNTY		
5 - ADMIN AGENCY PROFILE		(WPAP)	AAID/A(ADD) OR C(CHANGE)		
6 - ADMIN AGENCY	ENTITY PROFILE	(WPEP)	AA ENTITY ID		
7 - COMPONENTS/ST	CATUS MAINTENANCE	(WPCM)	COMPONENT CODE/A (ADD)		
8 - WORK PROGRAMS	DRIVER FLOW	(WPDA)	PIN NUM		
9 - EMPLOYABILITY	PLAN SUMMARY	(WPES)	PIN NUM		
10 - FACT FINDING		(WPFF)	PIN/(OFFICE) OR (A) [ADD]		
*** [NEACE ENTED THE NUMBER		DECIDED BUNGBION		
*** PLEASE ENTER THE NUMBER OF THE DESIRED FUNCTION << PARMS: <<<<<<<<<<<<<<					
NEXT TRAN: <<<					
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>					

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

MNWE	WORK PROGRAMS	SUBMENU E	>>	>>>>>
			>	>>>> >>>>
FUNCTION		TRAN		
NUMBER FUNC	TION DESCRIPTION	CODE	PARAMETERS	(PARMS)
1 - WISCONSIN WOR	KS INFORMATION	(WPWW)	CASE	
2 - W-2 PLACEMENT	SUMMARY	(WPPS)	CASE	
3 - W-2 POTENTIAL	PAYMENT AMOUNTS	(WPPA)	CASE	
4 - W-2 TWO PAREN	T PARTICIPATION	(WPTP)	CASE	
_	LEASE ENTER THE NUMB			"I'ION <<
PARMS: <<<<<<	<<<<<<<<	<<<<<<	<	
NEWE EDANG	DADMG			
	PARMS: +++++++++++			

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPAD	EMPLOYER/ACTIVITY PROVIDER DETAIL >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	>>>>> >>>>>
EMP/PRV ID	: >>>>
EMP/PRV:	+++++++++++++++++++++++++++++++++++++++
ADDRESS:	+++++++++++++++++++++++++++++++++++++++
	+++++++++++++++++++++++++++++++++++++++
	++++++++++++++++++++++++++++++++++++++
	PHONE EXT
,	SON: ++++++++++++++++++++++++++++++++++++
WP CONTACT PERSON:	+++++++++++++++++++++++++++++++++++++++
ACTIVE(Y/N):	+ AGREEMENT DATE: ++ ++ TO ++ ++
NON-PROFIT(Y/N):	
CURRENT OPENING:	
NATURE OF	BUSINESS
+++++++	+++++++++++++++++++++++++++++++++++++++
++++++++	+++++++++++++++++++++++++++++++++++++++
++++++++	+++++++++++++++++++++++++++++++++++++++
PF13 WPAL	
NEXT TRAN: <<<<	PARMS: ++++++++++++++++++++++++++++++++++++
>>>>>>>>>>>>>>>	>>>>>>>>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPAE	ACTIVE ENRO	OLLEES LISTING	>>>>>	>> >>>>
			>>>>	> >>>>>>
OFFICE: >>>>				
		WP REG COMPONENT	BEGIN	ANTICIPATED
LAST NAME PI	IN SSN	CODE	DATE	END DATE
>>>>>>>>>	·>>>>	> >>>>>>>>	>> >> >>	>> >> >>
>>>>>>>>>	·>>>>	> >>>>>>>>	>> >> >>	>> >> >>
>>>>>>>>>	·>>>>	> >>>>>>>>	>> >> >>	>> >> >>
>>>>>>>>>	·>>>>	> >>>>>>>>	>> >> >>	>> >> >>
>>>>>>>>>	·>>>>	> >>>>>>>>	>> >> >>	>> >> >>
>>>>>>>>	·>>>>	> >>>>>>>>	>> >> >>	>> >> >>
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>>>>>>>>>	·>>>>	> >>>>>>>>	>> >> >>	>> >> >>
>>>>>>>>	·>>>> >>>>>	· · · · · · · · · · · · · · · · · · ·	>> >> >>	>> >>
PF13 WPRA				PAGE: >>>>
NEXT TRAN: <<<<	PARMS: +++++	++++++++++++++++++	+++++++++	+++++ >>>>>
>>>>>>>>>>	·>>>>>>>>>	>>>>>>>>>>	>>>>>>>	>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

CD AD DEPENDED AGENCY VEGEORY	
WPAH CR/AE REFERRAL ACTION HISTORY >>>>>> >>>	
>>>> >>>>>	>
PIN: >>>>>>>	
CURRENTE. CEV OFF	
CURRENT: CTY: >> OFF: >>> PROG: >>> REF DATE: >> >> WP REG: > IM REG: >	
PENDING: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
W2/CF/WT/WA FSET	
ACTION ACT CASE/RFA/IND CAT SEQ RG E/S WP CASE/RFA/IND CAT SEQ RG EXM WP	
DATE IND CD RSN OFF CD RSN OFF	
>> >> >> >> >> >> >> >> >> >> >> >> >>	
>> >> >> >> >> >> >> >> >> >> >> >> >>	
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>> >> >> >> >> >> >> >> >> >> >> >> >>	
>> >> >> >> >> >> >> >> >> >> >> >> >>	
>> >> >> >> >> >> >> >> >> >> >> >> >>	
PF13 AIWP PAGE: >>>>	
NEXT TRAN: <<<	
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPAI ACTIVE INDIVIDUALS	S LISTING >	>>>>>>
		>>>>> >>>>
WDA: >>	PF	RINTER ID: ++++++
OFFICE: >>>> PROGRAM: >>>>>>>>>>>>	> >>>>>>>>>>>	·>>>>>
CASE COMP PH LAST NAME PIN	REG SUB SCH BEGIN	ANT END C W W
MGR ID CODE CD	CD PGM HRS DATE	DATE F T A
< >>>>> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >>>>>>	>>>>>>>>>>>
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< >>>>> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >>>>>>>	>>>>>> >
PF13 WPRI UPDATED ON: >>>>> PF3	14 PRINT LISTING	PAGE: >>>> OF >>>>
NEXT TRAN: <<<< PARMS: ++++++++	+++++++++++	++++++++++ >>>>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>	>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPA	AL EMPLOYER/ACTIV	ITY PROVIDER LI	ST >:	>>>>>>	>>>
				>>>>>	>>>>>
(COUNTY: >>			CURRENT	ACTIVE
	EMPLOYER/PROVIDER NAME	EMP/PRV ID	ACTIVE	OPENING	INDIVS
<	>>>>>>>>>>	>>>>>	>	>>>>	>>>>
<	>>>>>>>>>>	>>>>>	>	>>>>	>>>>
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<	>>>>>>>>>>	>>>>>	>	>>>>	>>>>
<	>>>>>>>>>>	>>>>>	>	>>>>	>>>>
PF:	.3 WPSL PF14 WPAD			PA	GE: >>>>
NEX	TT TRAN: <<<< PARMS: ++++++	+++++++++++++	+++++++++	+++++++++	>>>>>
>>>	·>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>	>>>>>>	>>>>>>	>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

ADMINISTRATIVE AGENCY PROFILE WPAP >>>>>>>> >>>>> >>>>> NUMBER UNIT DIR ST/RURAL RT/BOX# SFX QUAD APT CITY: +++++++++++ STATE: ++ ZIP: +++++++ PHONE NUMBER: +++ ++++ FAX NUMBER: +++ +++ NEXT TRAN: <<<<

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPAS EMPLOYABILITY SERVICE PLAN - 2 >>>>>>>> >>>>> PIN: >>>>>> OFFICE: >>> EP WORKER: ++++++ PRINTER-ID: +++++++ NAME: >>>>>>> >>>>>> >>>>> COUNTY/TRIBAL UNIT: >> *** LAST EMPLOYABILITY PLAN UPDATE: >> >>> CASE MANAGER: >>>>> ACTIVITY PLAN: (6 MONTHS MAXIMUM) ++ ++ ++++ THRU ++ +++++ ACTION STEPS OR PLANNED PLANNED PROV PROV ACTUAL ACTIVITY BEG DATE END DATE ID OTR END DATE HRS/WK: ++ REM: +++++++++++++++++++ CC: + TRNS: + OTR: +++ +++ HRS/WK: ++ REM: ++++++++++++++++++ CC: + TRNS: + OTR: +++ +++ MAILED (Y/N): + MAILED DT: ++ ++ ++++ SAVE EP IN HISTORY: + PF13-WPED PF14-WPAW PF15-WPJR PF16-PRINT >>>>>>> + NEXT TRAN: <<<<

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPAW ASSESSMENT - EMPLOYMENT >>>>>>> >>>>> >>>>> PIN: >>>>>>> OFFICE: >>> CTY/TRIBE: >> CASE MANAGER: >>>> LAST ASSESSMENT UPDATE: >> >>> UPDATED DATE: >> >>>> PROGRAM EMPLOYMENT GOAL: TITLE OPERATES THE FOLLOWING EQUIPMENT: +++ +++ +++ +++ SPECIALIZED SKILLS SUMMARY: +++ +++ +++ +++ OTHER LANGUAGE: + VERBAL(Y/N): + WRITTEN(Y/N): + CURRENTLY EMPLOYED: + (Y/N) EMPLOYMENT IN LAST 24 MONTHS?: + (Y/N) MTWRFSS WORK ENVIRONMENT PREFERENCES: ++ ++ ++ WILL RELOCATE (Y/N): + PF13 WPED PF15 WPJR PF16 WPJS PRINTS ON EMPLOYABILITY PLAN

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPBD ASSESSMENT - BARRIER DETAILS >>>>>>	
>>>>> >>>>>	
PIN: >>>>>> OFFICE: >>> CTY/TRIBE: >> CASE MANAGER: >>>>>	
NAME: >>>>>>> >>>>> >	
LAST ASSESSMENT UPDATE: >> >> UPDATED DATE: >> >> >>	
DC: + BARRIER: ++ SUB-TYPE: ++ INDV AFFECTED: + (C- CLIENT F- FAMILY MEM)	
BARRIER BEGIN DATE: ++ ++ ++++ BARRIER END DATE: ++ ++ ++++ END RSN CD: ++	
COULD BARRIER AFFECT HOURS OF PARTICIPATION?: + (Y/N) WEB INITIATED: >	
HOW SOON CAN BARRIER BE OVERCOME?:	
+ < 1 MONTH + 1-3 MONTHS + 4-6 MONTHS + > 6 MONTHS	
WHO IDENTIFIED BARRIER?: ++++++++++++++++++++++++++++++++++++	
ARE SPECIAL ACCOMMODATIONS NEEDED BASED ON BARRIERS? + (Y/N)	
SPECIFY THE ACCOMMODATIONS THAT THE AGENCY WILL ARRANGE: ++++++++++++++++++++++++++++++++++++	
+++++++++++++++++++++++++++++++++++++++	
+++++++++++++++++++++++++++++++++++++++	
+++++++++++++++++++++++++++++++++++++++	
FORMAL ASSESSMENT INFORMATION:	
REFERRED FOR FORMAL ASSESSMENT FOR THIS BARRIER: + (Y/N) REF. DATE: ++ ++ ++++	
FORMAL ASSESSMENT COMPLETED FOR THIS BARRIER: + (Y/N) COMPL. DATE: ++ ++ ++++	
ASSESSMENT COMPLETED BY: +++++++++++++++++++++++++++++++++++	
PF13 WPED PF14 WPAW PF15 WPJR PF16 WPBS PF5 ADD MORE BARRIERS	
NEXT TRAN: <<<< PARMS: ++++++++++++++++++++++++++++++++++++	
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WP	BS			BARRIERS S	UMMARY		>>:	>>>>>
							>:	>>>> >>>>
ΡI	N: >>	>>>>>	>>					
NA	ME: >>	>>>>>	>>>>>>>>>>>>	>>>>>>>	>>>>>>>>			
LA	ST ASS	ESSMEN	T UPDATE:	>> >> >>				
	BARR	SUB	INDIV	BARRIER	BARRIER	END	OFFICE	CASE MGR
	CD	TYPE	AFFECTED	BEGIN DT	END DT	RSN		
<	>>	>>	>>>>>	>> >> >>>	>> >> >>>	>>	>>>>	>>>>>
<	>>	>>	>>>>>	>> >> >>>	>> >> >>>	>>	>>>>	>>>>>
<	>>	>>	>>>>>	>> >> >>>	>> >> >>>	>>	>>>>	>>>>>
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								PAGE: >>>>
NE	XT TRA	N: <<<	< PARM	S: ++++++	++++++++++	+++++	+++++++	++++++++ >>>>>
>>	>>>>>	>>>>>	>>>>>>	>>>>>>>	>>>>>>>>>	>>>>>	>>>>>>	>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPCH	COMPONE	NT/STATUS HISTO	RY >>>	>>>> >>>
			>>	>>>> >>>>>
PIN: >>>>>>	REGIO	N: >>>>	OFFICE: >>>>	
NAME: >>>>>>	>>> >>>>>>	>>>> >	COUNTY/TRIBAL	UNIT: >>
			CASE MANAGER:	>>>>>
TYPE OF ACTION:	<	<	<	<
OFFICE/REGION:	>>>> >>>	>>>> >>>>	>>>> >>>	>>>> >>>>
COMPONENT/STATUS:	>>>>>>>>	>>>>>>>>	>>>>>>>	>>>>>>
PHASE/SANC IND:	> >	> >	> >	> >
BEGIN DATE:	>>>>>>	>>>>>>	>>>>>>	>>>>>
STAFF/PROVIDER ID:	>>>>>	>>>>>	>>>>>	>>>>> >>>
SCH HRS: WKY/DLY:	>> >>	>> >>	>> >>	>> >>
FREQ: DAYS PER MM:	>>	>>	>>	>>
FUNDING SOURCE:	>>>>>	>>>>>	>>>>>	>>>>>
EMP PRV ID:	>>>>>	>>>>>	>>>>>	>>>>>
SITE ID/DOT:	>>>> >>>	>>>> >>>	>>>> >>>	>>>> >>>
NON-APPROVAL CD:	>>	>>	>>	>>
ANTIC END DATE:	>>>>>>	>>>>>>	>>>>>>	>>>>>
COMPLETION CODE:	>	>	>	>
ACTUAL END DATE:	>>>>>>	>>>>>>	>>>>>>	>>>>>>
				PAGE: >>>
NEXT TRAN: <<<<	PARMS: +++++	+++++++++++++	+++++++++++++	++++++
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>>>>>>	>>>>>>>	>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

```
WPCM
                COMPONENT/STATUS MAINTENENCE >>>>>> >>>>
                                                       >>>>> >>>>>
  COMPONENT CODE: ++ DESCRIPTION: >>>>>>> COMPONENT TXN NUM: +++
COMPONENT MODE: + COMPONENT SORT NUM: ++ COMPONENT GRP CD: ++
  BEFORE ENROLLMENT: + UPFRONT ACTIVITY: +
                                                  ASSESSMENT ACTIVITY: +
  PENDING PHASE: + SCHEDULED PHASE: + ACTUAL PHASE: + STAFF ID: + PROVIDER ID: +
  WEEKLY SCHEDULED HOURS: + DAILY SCHEDULED HOURS: + FREQ (DAYS/MONTH): +
FUNDING SOURCE: + EMPLOYER PRV ID: + SITE CODE: +

JOB CODE: + NON-APPROVAL CODE: + ANTICIPATED END DATE: +
COMPLETION CODE: + ACTUAL END DATE: +

DATE OF LAST CONTACT: +
  IS THIS COMPONENT VALID FOR -
  W2: + JOBS: + LF: + CF: + WT: + WA: + FSET: +
  SANC: +
                OVERRIDE: +
  ACTIVE: + ACTIVATED DATE: ++ ++ ++++ INACTIVATED DATE: ++ ++ ++++
PF13 PROCESS AND REFRESH WPCM
```

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPCP	ADMINIST	RATIVE ENTITY COUN	TY PROFILE >>>>>>	
			>>>>> >>>>>	
COUNTY:	>> >>>>>	>>>>>>		
	PROGRAM	ADMIN AGENCY	ADMIN AGENCY	
DELETE	TYPE	ENTITY ID	NAME	
	<<<<	<<<		
<	>>>	>>>>	>>>>>>	
<	>>>>	>>>	>>>>>>>>>>	
<	>>>>	>>>	>>>>>>>>>>	
<	>>>>	>>>	>>>>>>>>>>	
<	>>>>	>>>	>>>>>>>>>	
<	>>>>	>>>	>>>>>>>>>	
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<	>>>>	>>>	>>>>>>>>>>	
NEVE EDAN.	DADMC.			
NEXT TRAN: <			+++++++++++++++++++++++++++++++++++++++	

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

```
CREATE/UPDATE COMPONENT/STATUS
WPCS
                                         >>>>>>>>
                                         >>>>> >>>>>
                 REGION: >>> OFFICE: >>>
PIN: >>>>>>
TYPE OF ACTION: > (A-ADD U-UPDATE C-COMPLETE D-DELETE)
       COMPONENT/STATUS: ++ >>>>>>>>
              PHASE: +
                            (P-PENDING S-SCHEDULED A-ACTUAL)
           BEGIN DATE: ++ ++ ++++
            STAFF ID: +++++
          PROVIDER ID: ++++
   WEEKLY SCHEDULED HOURS: ++ W-2 SANC IND (Y/N): +
   DAILY SCHEDULED HOURS: ++ FREQUENCY (DAYS PER MONTH): ++
        FUNDING SOURCE: +++++
    EMPLOYER PROVIDER ID: +++++
             SITE ID: ++++
               DOT: +++
      NON-APPROVAL CODE: ++
    ANTICIPATED END DATE: ++ ++ ++++
       COMPLETION CODE: +
       ACTUAL END DATE: ++ ++ ++++
PF13 WPSC PF14 POST ANOTHER COMPONENT
```

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPDL		DL DISENROLLMENT LIST		>>>>>>					
				>>>>> >>	>>>>>>				
OFFICE: >>>>									
CASE (CLOSURE				C W W				
MANAGER	DATE	LAST NAME	PIN	CLOSURE REASONS	F T A				
< >>>>> >>	>> >>>	>>>>>	>>>>>>	>>> >>> >>>	> > >				
< >>>>> >>	>> >>>	>>>>>>	>>>>>>>	>>> >>> >>>	> > >				
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	>> >>>	>>>>>>	>>>>>>	>>> >>> >>>	> > >				

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

```
WPED
                 ASSESSMENT - EDUCATION
                                     >>>>>>>>
                                      >>>>>
                    CTY/TRIBE: >> CASE MANAGER: >>>>>
PIN: >>>>>>
          OFFICE: >>>>
LAST ASSESSMENT UPDATE: >> >>>
                               UPDATED DATE: >> >>>
DO YOU WANT TO INITIATE A NEW ASSESSMENT: + (Y/N)
EDUCATION HISTORY: ORIGINAL CURRENT
HIGHEST ED. LEVEL: >>> +++
LAST YEAR ATTENDED: >>>> ++++
                           CURRENTLY IN SCHOOL: +
 COURSE OF STUDY
                       ++ ++++ +++++++++++++++++
                                +++++++++++++++++
TESTING: -----ORIGINAL----
                          -----CURRENT-----
        LEVEL SCORE TEST MM/YEAR LEVEL SCORE TEST MM/YEAR
 READING
        >>>> >>>> >>>>
                           ++++ ++++ ++++
                          ++++ ++++ ++++
 MATH
        >>>>
                >>>>
                    >> >>>
 ENGLISH
        >>>> >>>>
                    >> >>>
 APTITUDE
                >>>>
                    >> >>>
 INTEREST
                >>>> >>>>
                                   ++++
LIFE SKILLS >>>> >>>>
                              ++++ ++++ ++ ++++
PF14 WPAW PF15 WPJR PF16 WPJS PF17 WPTS
```

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPEH EMPLOYMENT HISTORY >>>>>>> >>>>> >>>>> PIN: >>>>>> WDA: >> CTY/TRIBE: >> NAME: >>>>>> OFFICE: >>> ENTERED EMPLOYMENT(Y/N): + BEGIN DATE: ++ ++ ++++ END DATE: ++ ++ ++++ PROVIDER ID: ++++ STAFF ID: +++++ DURATION: + FULLTIME LESS THAN 30 DAYS + PARTTIME LESS THAN 30 DAYS + FULLTIME 30 DAYS OR MORE + PARTTIME 30 DAY EMPLOYER TYPE: PUBLIC + PRIVATE + AVG HRS/WEEK: ++ + PARTTIME 30 DAYS OR MORE ADDRESS: CITY: DOT: +++ HOURLY WAGE: +++++ PAY CODE: ++ REASON FOR LEAVING: ++ MEDICAL BENEFITS: + OTHER BENEFITS: ++ PF13 WPED PF14 WPFT-30 PF15 WPFT-180 PF5 REFRESH WPEH

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

	EMPLOYMENT HISTORY LIST						>>>>>>			
						>>>>	> >>>>>	>>>>>		
PIN: >>>>>					OFFICE	: >>>>				
JAME: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>>>	>>>>	> >	>>>>>	COUNTY	TRIBAL UN	IT: >>			
EMPLOYER NAME		SEQ	EΕ	HRLY	BEGIN	END	REASON	DOT		
		NUM		WAGE	DATE	DATE	LEAVING	1		
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>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>>	>>	>	>>>>	>>>>>>	>>>>>>	>>	>>>		
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>>	>>	>	>>>>	>>>>>>	>>>>>>	>>	>>>		
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>>	>>	>	>>>>	>>>>>>	>>>>>>	>>	>>>		
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>>	>>	>	>>>>	>>>>>>	>>>>>>	>>	>>>		
							PAGE	: >>>>		

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

ACTIVITY/EMPLOYER SITE MATCH WPEM >>>>>>>> >>>>> >>>>> PIN: >>>>>>> OFFICE: >>>> NAME: >>>>>>>> COUNTY/TRIBAL UNIT: >> >>>>>>>>>> ACTIVITY: +++ SELECT LENGTH DOT >>>>>>>>>> +++ +++ +++ +++ +++ PF13 PERFORM MATCH PF14 WPSD

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPEN ENROLLMENT >>>>>>> >>>>> OFFICE: >>>> PIN: >>>>>> SSN: >>>>>>> NUMBER UNIT DIR ST/RURAL RT/BOX# SFX QUAD APT CITY: >>>>>>> STATE: >> ZIP: >>>>>> SEX: > DATE OF BIRTH: >> >>> SEX: >
PRIMARY PHONE: >>>>>>>
LANGUAGE CODE: > MESSAGE PHONE: +++ ++++ LANGUAGE CODE: > LANGUAGE SPOKEN: + REFUGEE: + ENTRY DATE: ++ ++ ++++ TRIBAL MEMBER: ++ VETERAN: + MILITARY DATES: ++ ++ ++++ TO ++ ++ ++++ DISABILITY: + CASE MANAGER: +++++ ENROLLMENT WITH ORIENTATION (Y/N): + ENROLLMENT STAFF ID: +++++ ENROLLMENT DATE: ++ ++ ++++ ENROLLMENT PROVIDER: ++++ NEXT TRAN: <<<<

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPEP	ADMINISTRATIVE	E AGENCY ENTITY PRO	FILE >>>>	>>>> >>>	·>>
			>>>	>>> >>>	>>>>>>
ADMIN AGENCY F	NTTTY TD: >>>	> NAME: +++++	+++++++++++	++++++	-+
MEMBER AGENCIE		NAME			•
112112211 110211012	++++	>>>>>>>>>	>>>>>>		
	++++	>>>>>>>>>	>>>>>>		
	++++	>>>>>>>>>	>>>>>>		
	++++	>>>>>>>>>>	>>>>>>		
	++++	>>>>>>>>>>	>>>>>>		
	++++	>>>>>>>>>>	>>>>>>		
CONTACT TYPE	CONTACT PERSO	DN	PHONE	AGENCY	LOC
++ >>>>>>>>	++++++++++	++++++++++++++++	+++ +++ ++++	++++	++++
++ >>>>>>>>		++++++++++++++++	+++ +++ ++++	++++	++++
++ >>>>>>>>		+++++++++++++++	+++ +++ ++++	++++	++++
++ >>>>>>>>		+++++++++++++++	+++ +++ ++++	++++	++++
++ >>>>>>>>		+++++++++++++++	+++ +++ ++++	++++	++++
++ >>>>>>>>	++++++++++	+++++++++++++++	+++ +++ ++++	++++	++++
NEXT TRAN: <<<<	PARMS: ++++	-++++++++++++++	+++++++++++	++++++	
>>>>>>>>>>	·>>>>>>>	·>>>>>>>>>	>>>>>>>	>>>>>>	>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPES			EMPLOYABILITY I	PLAN SUMMARY	>>>	>>>> >>>
					>>	>>>> >>>>>
PIN:	>>	>>>>>			OFFICE: >>>>	
NAME	: >	>>>>>>	>>> >>>>>>>>>	>>>> >>>>>	COUNTY/TRIBE:	>>>>
S	Ρ	UPDATED	SERVICE	SERVICE	PRIMARY	WORKER
		DATE	BEGIN DATE	END DATE	JOB TEXT	ID
+	>	>>>>>>	>>>>>>	>>>>>>	>>>>>>	>>>>>
+	>	>>>>>>	>>>>>>	>>>>>>	>>>>>>>	>>>>>
+	>	>>>>>>>	>>>>>>	>>>>>>	>>>>>>>	>>>>>
+	>	>>>>>>>	>>>>>>	>>>>>>	>>>>>>	>>>>>
+	>	>>>>>>>	>>>>>>	>>>>>>	>>>>>>>	>>>>>
+	>	>>>>>>>	>>>>>>>	>>>>>>	>>>>>>	>>>>>
+	>	>>>>>>>	>>>>>>	>>>>>>	>>>>>>	>>>>>
+	>	>>>>>>>	>>>>>>	>>>>>>	>>>>>>	>>>>>
+	>	>>>>>>>	>>>>>>	>>>>>>	>>>>>>	>>>>>
+	>	>>>>>>	>>>>>>	>>>>>>	>>>>>>	>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPFF	FACT FINDING	>>>>>>			
		>>>>> >>>>>			
PIN: >>>>>>	ELIG OFFICE: ++++ CTY/TRIB	E: >>			
NAME: >>>>>>>	·>>> > >>>				
DC: ++ SEO NIM:	: >>> UPDATED DT: >> >>>	IACT HDDATED RV: >>>>>			
De: 11 BEQ Nom.	/// OFDATED DI. // //	HADI OFDATED DI.			
ENGE EINDING DEOL	IROM DM: GGURDUI ED	DEVITEM DE			
FACT FINDING REQUEST DT: ++ ++ ++++ SCHEDULED REVIEW DT: ++ ++ ++++					
REASON FOR REQUES	; <u>'</u> ': +++ >>>>>>>>	>>>>>>>>			
	+++ >>>>>>>>	>>>>>>>>			
	+++ >>>>>>>>	>>>>>>>>			
PRE-REVIEW DISPOS	SITION: ++ REVIEW HELD DT: ++	++ ++++			
DECISION DT: ++ 4	++ ++++ DECISION FAVORS: ++	DT AGENCY COMPLIED: ++ ++ ++++			
DECISION DIVIT	TITL DECISION PAVORS: 11	DI AGENCI COMPLIED. II II III			
		. OFFIED ICE DED . NON ICE DED			
REVIEW ATTENDEES	+ PART + WZ STAFF + L.A.W.	+ OTHER LGL REP + NON-LGL REP			
COMMENTS: +++++	-++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++			
+++++	-++++++++++++++++++++++++++++++++++++++	++++++++			
+++++	. + + + + + + + + + + + + + + + + + + +	+++++++			
PF13 UPDATE MODE					
	DADMC. TTTTTTTTTTTTTTTTTT	+++++++++++++++++++++++++++++++++++++++			
<i>>>>>>>>>></i>	· <i>>>>>>>>></i>	>>>>>>>			

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPFL FOLLOW-THROUGH DUE LISTING >> >> >>>>
>>>>> >>>>>
OFFICE PRV STAFF PIN NAME 30/180 DUE
NUMBER ID ID DUE/PAST DATE
< >>>> >>>> >>> >>>
< >>>> >>>> >>> >>>
< >>>> >>>> >>>> >>>
< >>>> >>>> >>> >>> >>> >>> >>> >>> >>>
<pre><>>>> >>>> >>>> >>>>>>>>>>>>>>>>>>>>></pre>
<>>>> >>>> >>>> >>>>>>>>>>>>>>>>>>>>>>
< >>> >>> >>> >>> >>>
< >>> >>> >>> >>> >>>
< >>> >>> >>> >>> >>>
< >>>> >>>> >>>> >>>> >>>
< >>> >>> >>> >>> >>>
< >>> >>> >>> >>> >>>
PAGE: >>>
NEXT TRAN: <<<< PARMS: ++++++++++++++++++++++++++++++++++++
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

```
WPFN
                REQUEST TO "FIND" INFORMATION
                                                  >>>>>>>>
                (FIXED "AND" SEARCH CRITERIA)
                                                  >>>>> >>>>>
   SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-
 STATE/COUNTY: ++ OFFICE: ++++ WDA: ++ PROGRAM: +++ WP REG: + IM REG: + CASE MGR ID: +++++ ESS: ++++++ ZIP: ++++++++ REG NO: ++ CENSUS: ++++
 LANG CD: + EDU: +++ REFERRAL DATE: ++ ++ ++++ THRU ++ ++ ++++ SUB PGM: +
 EARNED INCOME: + DATE OF BIRTH: ++ ++ +++ THRU ++ ++ ++++ SEX: +
 VEHICLE AVAILABLE: + D.L: + TYPE: + DISABILITY: + JRI: + E/SC COD: ++
 OPEN EP: + RFGE: + VTRN: + TRBL MBR: ++ W2 SLOT: +++ ABAWD: + GRAD STS: +++
 LF STATUS: +++ LAST CONTACT: ++ ++ ++++ THRU ++ ++ ++++ SYS STAT: +
 CF: + 2PAR: ++ HISP/LAT: + AMR IN/AK: + ASIAN: + BLK: + HI/PAC: + WHITE: +
 **WT SPECIFIC WT IND: + TGT POP: ++ WT TYPE INDIV: ++ RECIP 30: +
*WT PGM TYPE: ++ STAND ALONE TR: + PRS CONT: +
                  WA PGM TRK: +
                                    WA TYPE INDIV: ++
 WA IND: +
 COMPONENT CD: ++ ++ COMPONENT BEGIN DATE: ++ ++ ++++ THRU ++ ++++
 PHASE: + DOT: +++ COMPONENT ANT END DATE: ++ ++ ++++ THRU ++ +++++
 STAFF ID: +++++
                  PROV ID: ++++ FUND SRCE: ++++ SCH HOURS: ++ THRU ++
 EMP PROV ID: +++++ SITE ID: ++++ DISP CD: ++ ACT CD: +++
  ______
          DO YOU WANT TO INCLUDE "OR" SEARCH CRITERIA ?: +
       PF14 WPML
NEXT TRAN: <<<<
```

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPFO	REQUEST TO "FIND"	INFORMATION	>>>>>> >>>	
	(VARIABLE "OR" SEA	ARCH CRITERIA)	>>>>> >>>>	
SPECIFY THE T	YPE TO BE LISTED BASE	ED ON ANY OF THE	FOLLOWING: -	
2123111 1112 1	112 10 22 212122 2122	22 011 1111 01 1112	1 022011210	
000000000000000000000000000000000000000				
011101	++ ++++ ++++ ++++ ++-			
CASE MANAGER ID	: +++++ +++++ ++++	++ +++++ +++++	+++++	
	+++++ +++++ ++++	++ +++++ +++++	+++++	
WP REG CODE: +	+ +	COMPONENT CD: +	+ ++ ++ ++ ++ ++	
SUBPROGRAM CODE	: + + + +	W2 SLOT: +++ ++	+ +++ +++	
REFUGEE: + + +				
	+++ +++ +++ +++ +++ -			
E/SC CODE: ++ +		ACTIVITY CD: ++		
PROVIDER SITE I	D: ++++ ++++ ++++	DISPOSITION CD:	++ ++ ++	
TANF RECIP BARR	IERS: ++ ++ ++			
******	>>>>>>>>>>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,	
PF13 WPFN PF14 W			********	
1110 (1111 1111 11				
NEXT TRAN: <<<<	PARMS: ++++++++	++++++++++++++	+++++++++++++	
>>>>>>>>>	>>>>>>>>>>	>>>>>>>>>	>>>>>>>	

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

EMPLOYMENT FOLLOW-THROUGH WPFT >> >> >> >>>>> >>>>> PIN: >>>>>> OFFICE: >>>> *** EMPLOYMENT DATA MUST BE ENTERED BEFORE FOLLOW-THROUGH *** FOLLOW THROUGH OFFICE: >>> FOLLOW THROUGH WDA: >> 30 DAY FOLLOW-THROUGH RESULTS -EMPLOYER SEQ NUM: ++ AVG HRS/WEEK: ++ DUE DATE: >> >> EMPLOYER NAME: >>>>>>>>> NO. OF WEEKS WORKED: ++ RESULT: + EMPLOYED + NOT EMPLOYED + NO CONTACT HOURLY WAGE: +++++ PAY CODE: ++ OTHER BENEFIT OTHER BENEFITS: ++ MEDICAL BENEFITS: + STAFF ID: +++++ PROVIDER ID: ++++ ______ 180 DAY FOLLOW-THROUGH RESULTS -DUE DATE: >> >>> EMPLOYER SEQ NUM: ++ AVG HRS/WEEK: ++ EMPLOYER NAME: >>>>>>>>> NO. OF WEEKS WORKED: ++ RESULT: + EMPLOYED + NOT EMPLOYED + NO CONTACT
HOURLY WAGE: +++++ PAY CODE: ++ OTHER BENEFITS: ++ HOURLY WAGE: ++++ STAFF ID: +++++ MEDICAL BENEFITS: + PROVIDER ID: ++++ PF13 WPEH

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPTT >>>>> >>>>> OFFICE: >>>> PIN : >>>>>>> NAME: >>>>>>>> > COUNTY/TRIBAL UNIT: >> CASE: >>>>>> CAT: >>> SEQ: >> FIRST MI LAST ADDITIONAL SSN: +++ ++ ++++ >>>>> NUMBER UNIT DIR ST/RURAL RT/BOX# SFX QUAD APT CITY: +++++++++++ STATE: ++ ZIP: +++++++ DATE OF BIRTH: ++ +++++ SEX: + LANGUAGE CODE: + PRIMARY PHONE: +++ +++

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

WPIN INDIVIDUAL NAME MATCH 10/31/06 14:10 DWD000 R LAKE

FIRST NAME MI LAST NAME SUF WORK PGM OFFICE S WOODPECKER

NO FIRST NAME MI LAST NAME SSN DOB S AL CTY RFA/CASE 1 SA A WOODPECKER 333 88 3333 01 11 1978 F 2 67 3333333333

ENTER SELECTION NUMBER : ___

PFKEYS: 15=AQIP 16=AQIE 17=CRPC NEXT TRAN: ___ PARMS: WOODPECKER/S_

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPJD JDPA PARTICIPANT TRACKING >>>>>>> >>>>> >>>>> PIN: >>>>>>> WDA: >> CTY/TRIBE: >> OFFICE: >>> SSN: >>>>>>> UPDATED DT: >> >>> LAST UPDATED BY: >>>>> BEGIN DATE: >> >>> JDPA CASE MANAGER: ++++++ CMA/WP CASE MANAGER: >>>> FEP ID: >>>>> COMPLETION REASON CODE: ++ COMPLETION DATE: >> >>> PF13 NEW EPISODE NEXT TRAN: <<<<

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPJR ASSESSMENT - PARTICIPATION READINESS >>>>>>>> >>>>> >>>>> OFFICE: >>>> CTY/TRIBE: >> CASE MANAGER: >>>>> PIN: >>>>>>> LAST ASSESSMENT UPDATE: >> >>> UPDATED DATE: >> >>> TRANSPORTATION: TRANSPORTATION TYPE: ++ ++ ++ LIABILITY INSURANCE(Y/N): + VEHICLE: + VALID DRIVERS LICENSE(Y/N): + STATE: ++ TYPE: + + WILL COMMUTE ONE WAY: ++ MILES CHILD CARE: NO. OF CHILDREN NEEDING CARE: ++ CARE ARRANGED(Y/N): + TYPE OF ARRANGEMENT: ++ ++ SUPPORTIVE SERVICES NEEDED: ++++ ++++ ++++ ++++ CLIENT STATED ASSETS: +++ +++ +++ +++ OTHER AGENCY/PROGRAM PARTICIPATION PARTICIPATION BY (F- FAMILY MEMBER C- CLIENT): + ARE THERE BARRIERS TO EMPLOYMENT(Y/N): + PF13 WPED PF14 WPAW PF16 WPJS

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

NPJS EMPLOYABILITY SERVICE PLAN - 1 >> >> >>>>
>>>>> >>>>>
PIN: >>>>>> OFFICE: >>>
NAME: >>>>>>>> >>>>>>>> > >>>>> COUNTY/TRIBAL UNIT: >>
*** LAST EMPLOYABILITY PLAN UPDATE: >> >> CASE MANAGER: >>>>>
PROGRAM EMPLOYMENT GOALS:
PRIMARY: DOT +++ +++ +++ TITLE: +++++++++++++++++++++++++++++
SECONDARY: DOT +++ +++ +++ TITLE: ++++++++++++++++++++++++++++++++++++
RELATED GOALS: LONG TERM ++++++++++++++++++++++++++++++++++++
PARTICIPANT`S PERSONAL GOAL:
STEPS DATE COMPLETED
L ++++++++++++++++++++++++++++++++++++
2 +++++++++++++++++++++++++++++++++++++
3 +++++++++++++++++++++++++++++++++++++
1 +++++++++++++++++++++++++++++++++++++
5 +++++++++++++++++++++++++++++++++++++
5 +++++++++++++++++++++++++++++++++++++
PF13 WPED PF14 WPAW PF15 WPJR NEXT TRAN: <<<< PARMS: ++++++++++++++++++++++++++++++++++++
·>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPMA MISSING ATTENDANCE MONTHLY TRACKING >>>>>>
>> >> >> >> >> >>> >>> >>> >>> >>> >>>
77 77 711110 77 77 77 77 77 77 77 77 77 77 77 77 77
LAST UPDATED: >> >>>
PIN: >>>>>>> >>>>>
CASE: >>>>>> CTY/TRIBE: >> REGION: >> OFFICE: >>>
CASE. //////// CII/IRIBE. // REGION. // OFFICE. ////
SEL DEL COMPABSENT PERIOD NP GC GC HRS USER OFFICE UPDATED
CD CD BEGIN DATE END DATE HRS HRS RSN APL ID DT
CD CD BEGIN DATE END DATE INCO INCO NON AFT ID
+ ++ >> >> >> >> >> >> >> >> >> >> >> >>
+ ++ >> >> >>> >> >> >>> >>>
+ ++ >> >> >>> >> >> >> >>>
+ ++ >> >> >>> >> >> >> >>> >>> >>>
+ ++ >> >> >>> >> >> >> >>> >>> >>>
+ ++ >> >> >> >> >> >> >> >> >> >> >> >>
+ ++ >> >> >> >> >> >> >> >> >> >> >> >>
+ ++ >> >> >> >> >> >> >> >> >> >> >> >>
+ ++ >> >> >>> >> >> >> >>>
NET HRS: NON-PART: >>> GC: >>> SANCTIONABLE: >>> APPLIED: >>>
PF13: WPNH PF17: PROCESS UPDATES PAGE: >>>
NEXT TRAN: <<<< PARMS: ++++++++++++++++++++++++++++++++++++
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPML	L MATCHED LISTING				>>> >>>>		
			>>>>> >>>>>				
>>>>>>>>>>	>>>>>>>	>>>>>>>	·>>> >>>>>				
>>>>>>	> >>>> >>>	>> >>>>	>>>>				
CO OFF CASE	LAST NAME	PIN	SSN	REG	SUB		
MGR I	D			CD	PGM		
< >> >>>> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>	>>> >>	>	>		
< >> >>>> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>	>>> >>>	>	>		
< >> >>>> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>	>>> >>>	>	>		
< >> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>> >>>	>	>		
< >> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>	>>> >>>	>	>		
< >> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>> >>>	>	>		
< >> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>> >>>	>	>		
< >> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>> >>>	>	>		
< >> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>> >>>	>	>		
< >> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>> >>>	>	>		
< >> >>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>> >>>	>	>		
PF13 WPFN	UPDATED ON:	>>>>>		PAGE	: >>>> OF >>>		
NEXT TRAN: <<<<	PARMS: ++++	+++++++++	-+++++++++++	++++++	+++++		
>>>>>>>>>>		>>>>>	*>>>>>>	>>>>>	>>>>>>		

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPNC ACTIVE INDI	VIDU	JALS I	ISTIN	G		>> >> >>>>>
(IN NO COMPONENT/STATUS)					>>>>> >>>>	
WDA: >>						PRINTER ID: ++++++
OFFICE: >>>> PROGRAM: >>>>>>>	>>>>	>>>				
CASE LAST NAME PIN	SUE	REG	CF	WT	WA	
MGR ID	PGM	I CD				
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
< >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>	>	>	>	>	
PF13 WPRI UPDATED ON: >> >>		PF14	PRINT	LIST	ING	PAGE: >>>> OF >>>>
NEXT TRAN: <<<< PARMS: +++++	++++	++++	++++	++++	+++++	+++++++++++++ >>>>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>	>>>>	>>>>	>>>>	>>>>	·>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPNH	NON-PARTICIPATION HISTORY	Y >>>>>>
	>>>>>>>	>>>>>
PIN: >>>>>>	> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>
CTY/TRIBE: >>	REGION: >> OFFICE: >>>	NEXT PIN: +++++++
NON-PART DATE:	++ ++ ++++ THRU ++ ++ ++++	NON-PART OFFICE: >>>
COMP/STAT: ++	>>>>>> ACTIVITY	CODE: +++ >>>>>>>>
NP TYPE:	++ >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
NP STATED RSN:	++ >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
NP HOURS:	+++ GC : +	GC HOURS: +++
GC RSN:	++ >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
INCOMPLETE BST	IND: > ONGOING A	ASSESSMENT IND: >
PRIMARY CO	OMMENT: +++++++++++++++++++++	++++
ADDITIONAL CO	OMMENT: ++++++++++++++++++++++	+++++
	+++++++++++++++++++++++++++++++++++++++	++++++
	+++++++++++++++++++++++++++++++++++++++	++++++
	+++++++++++++++++++++++++++++++++++++++	++++++
	+++++++++++++++++++++++++++++++++++++++	++++++
PF19 WPNP PF1	4 COPY TO SAME PIN PF15 COPY TO 1	NEWPIN PF13 WPNH
NEXT TRAN: <<<	< PARMS: ++++++++++++++++++++++++++++++++++++	+++++
>>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPNL	NON-PARTICIPATION	DETAILS >> >> >>>
	>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
PIN: >>>>>>	> >>>>>>>>>	>>>>> CTY/TRIBE: >> OFFICE: >>>
		NEXT PIN: +++++++
NON_DAPTTCTDAT	ION DATE: ++ ++ ++++	NON-PARTICIPATION OFFICE: >>>
ACTIVITY CODE:	+++ >>>>>>>>	COMP/STAT: ++ >>>>>>>
NP TYPE:	11	.>>>>>>
		·>>>>>>>
NP HOURS:	++	GC: + GC HOURS: ++
GC RSN:	++ >>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>>>>
PRIMARY CO	OMMENT: +++++++++++++	+++++++
ADDITIONAL CO	OMMENT: ++++++++++++++	++++++
	++++++++++++++++	++++++
	++++++++++++++++	++++++
	++++++++++++++++	++++++
	++++++++++++++++	++++++
PF19 WPNP PF14	4 COPY TO SAME PIN PF15 CO	PY TO NEWPIN PF13 WPNL
NEXT TRAN: <<<	PARMS: +++++++++	++++++
>>>>>>>>>	·>>>>>>>>>>>>	·>>>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPNP	NON-PARTICI	DATTON	штст∩ру	7 1 1 2 7 1	NC					
WPINP	NON-PARTICI	PALLON	птотокт	. штотт	NG					
DIM.						,	>>>>>	>>>.	>>>>	>>>>
PIN: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>										
CTY/TRIBE: >>	REGION: >>	OFFI	CE: >>	·>>						
CASE: >>>>> (CAT: >>>>	SEQ:	>>							
SANC REQ DT: >> >>	>>>>	EXMP	REQ DI	· >> >	> >>>	>				
			NON-PAF	TICIPA	TION	GOOD	CAUSE	INC	ONG	
NON-PARTICIPAT	TION ACT	COMP						BST	ASMT	
BEGIN DATE END	DATE CD	STAT	TYPE	RSN	HRS	RSN	HRS	IND	IND	DEL
+ >> >> >>> >>	> >>> >>>	>>	>>	>>	>>>	>>	>>>	>	>	>
+ >> >> >> >>	> >>>	>>	>>	>>	>>>	>>	>>>	>	>	>
+ >> >> >> >>	> >>>	>>	>>	>>	>>>	>>	>>>	>	>	>
+ >> >> >> >>	> >>>	>>	>>	>>	>>>	>>	>>>	>	>	>
+ >> >> >> >>	> >>>	>>	>>	>>	>>>	>>	>>>	>	>	>
+ >> >> >> >>	> >>>	>>	>>	>>	>>>	>>	>>>	>	>	>
+ >> >> >> >>	> >>>	>>	>>	>>	>>>	>>	>>>	>	>	>
+ >> >> >>> >>	> >>> >>>	>>	>>	>>	>>>	>>	>>>	>	>	>
PF13 WPNH PF14 WPMA PF15 UNDELETE ON WPNP PAGE: >>>										
		_								
	PARMS: +++									
>>>>>>>>>	>>>>>>	>>>>>	>>>>>	·>>>>	>>>>>	>>>>>	>>>>>	>>>>	>>>>	>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPPA	W-2	POTENTIAL PA	YMENT AMOUNT		>> >>>>
CASE: >>>>>	>>			>>>>>	>>>>>>
PP NAME: >>>>	>>>>>>>>>>>>	>>>>>>	·>>>> >>		
PARTICIPATION BEGIN DATE	PARTICIPATION END DATE	ESTIMATED PAY DATE	GROSS PAY AMOUNT	PRORATED PAY AMOUNT	PLACEMENT
>> >> >>	>> >> >>	>> >> >>	>>>>>>	>>>>>>	>>>
>> >> >>>	>> >> >>>	>> >> >>>	>>>>>>	>>>>>>	>>>
>> >> >>>	>> >> >>>	>> >> >>>	>>>>>>	>>>>>>	>>>
PF13 WPPS					
NEXT TRAN: <<<	< PARMS: ++	+++++++++	+++++++++	+++++++++++	++++
>>>>>>>	>>>>>>>	>>>>>>>	·>>>>>>>	·>>>>>>>>	·>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

```
WPPD
           SERVICE PROVIDER DETAIL
                        >>>>>>>
                         >>>>>
 SERVICE PROVIDER ID:
               >>>>
 SERVICE PROVIDER NAME:
               NUMBER UNIT DIR ST/RURAL RT/BOX# SFX QUAD APT
  CITY: +++++++++++ STATE: ++ ZIP: +++++++
  PHONE NUMBER: +++ +++ FAX NUMBER: +++ ++++
 AFFILIATED ADMINISTRATIVE AGENCY: ++++
 PRIOR AFFILIATED LOCAL OFFICE: ++++ CURRENT AFFILIATED LOCAL OFFICE: ++++
 TYPE OF SERVICE PROVIDED 1
              3
              5
               ++++ >>>>>>>>>>>>>>>>>>>>>>>
               ++++ >>>>>>>>>>>>>>>>>>>>>>>>>
PF13 WPPO
NEXT TRAN: <<<<
```

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPPL SIT	E PARTICIPANTS LIST	>>>>>>	>>>>
		>>>>> >>	>>>>>>
EMP/PRV NAME: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	,	
SITE ADDRESS: >>>> >			>>>>
	>>>>>>>		
>>>>>>	>>>>> >>>>	PHONE NUMBER: >>>	>>> >>>
DISP DATE ACT DESCRI	PTION DOT PIN	LAST NAME BEG	IN DT DISP
<< << <<	<<< <<<<<	<< <	<< <<
+ >> >> >> >>>>>>	>>>> >>>>	> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >>
+ >> >> >> >>>>>	>>>> >>>>	> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >>
+ >> >> >> >>>>>>	>>>> >>>>	> >>>>>>>>	> >> >>
+ >> >> >> >>>	>>>> >>>>	> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >>
+ >> >> >> >>>>>>	>>>> >>>>	> >>>>>>>>>	> >> >>
+ >> >> >> >>>>>	>>>> >>>>	> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >>
+ >> >> >> >> >>	>>>> >>>>	> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >>
+ >> >> >> >> >>	>>>> >>>>	> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >>
+ >> >> >> >> >>	>>>> >>>>	> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >>
+ >> >> >> >>>>>	>>>> >>>>	> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >>
PF13 WPCS		I	PAGE: >>>>
NEXT TRAN: <<<	+++++++++++++++++++++++++++++++++++++++	++++++++++++++++++++	++ >>>>>
>>>>>>>>>>>	>>>>>>>>>>>	>>>>>>>>>>>	>>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPPO OFFICE LIST - BY SERVICE PROV	IDER >>>>>
	>>>>> >>>>>
SERVICE PROVIDER ID: >>>> NAME: >>>>>>>	>>>>>>>>
ACTION OFFICE OFFICE DESCR	IPTION
<<<<	
<pre></pre>	>>>>>>
< >>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>
	>>>>>>>
	>>>>>>>
	>>>>>>>
	>>>>>>
	>>>>>>
<pre></pre>	>>>>>>>
<pre></pre>	>>>>>>>>>
< >>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
< >>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
< >>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>
PF13 WPPR PF14 WPPD	PAGE: >>>>
NEXT TRAN: <<<< PARMS: +++++++++++++++	+++++++++++++++++++++++++++++++++++++++
>>>>>>>>>>>>>>>>	>>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPPR	SERVICE PROVIDE	ER LIST - BY OFFICE	>>>>>>
			>>>>> >>>>
OFFICE: >>>>	>>>>>>>>>>>	>>>>	
ACTION	PROVIDER ID	PROVIDER NAME	
	<<<		
<	>>>>	>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
<	>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>
PF13 WPPO PF14	WPPD		PAGE: >>>>
NEXT TRAN: <<<<	PARMS: ++++++	+++++++++++++++++++	++++++++++++++ >>>>>
>>>>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>	>>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPPS	,	W-2 PLACEMENT SUMMARY	>>>>>>
CASE: >>>>>	>>> OFFICE: >>> C	OUNTY: >>	>>>>> >>>>
CASE MANAGER	: >>>>> CURRENT FEP	ID: >>>>> PRIMARY WO	PKER: >>>>
PIN	W-2 UPDATED PLCM	T **	*PLACEMENT*
NUMBER	SEQ DATE CODE	BEG DATE END DATE	BEG DATE END DATE
< >>>>>>>>	>>> >>>>>>>>>	>>>>>>>>>>>>>>>>	>>>>>>>>>
< >>>>>>>>	>>> >>>>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>
< >>>>>>>>	>>> >>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>
< >>>>>>>>	>>> >>>>>>>>>	>>>>>>>>>>>>>>>>>	>>>>>>>
< >>>>>>>>	>>> >>>>>>>>	>>>>>>>>>>>>>	>>>>>>>>
< >>>>>>>>	>>> >>>>>>>	>>>>>>>>>>>>	>>>>>>>>
< >>>>>>>>	>>> >>>>>>>	>>>>>>>>>>>	>>>>>>>>
< >>>>>>>>	>>> >>>>>>>	>>>>>>>>>>	>>>>>>>>>
		-INDIVIDUALS	
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>	>> >>>>>>>>	>>>> >>>>>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>	>> >>>>>>>>	>>>> >>>>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>	>> >>>>>>>	>>>> >>>>>
PF13 WPPA			
NEXT TRAN: <	<<< PARMS: +++++	++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++
>>>>>>	>>>>>>>>	>>>>>>>>>	>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPRA

>>>>>

SPECIFY THE TYPE OF ENROLLEES TO BE LISTED BASED ON ONE OR MORE COMBINATIONS

OF THE FOLLOWING -

OFFICE: ++++ CASE MANAGER: <<<<<

WP REG CODE:

COMPONENT CODE: BEGIN DATE: <<

<< << <<< ANTICIPATED END DATE: << << << STAFF ID: <<<<<

NEXT TRAN: <<<<

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPRI >>>>> >>>>> SPECIFY THE TYPE OF INDIVIDUALS TO BE LISTED BASED ON ONE OR MORE COMBINATIONS OF THE FOLLOWING: -OFFICE: ++++ WDA: ++ CF/WT/WA PROGRAM: CASE MANAGER: WP REG CODE: SUB PROGRAM CODE: COMPONENT CODE: BEGIN DATE: ++ ++ ++++ ANTICIPATED END DATE: COMPONENT PHASE CODE: ++ ++ ++++ STAFF ID: +++++ PROVIDER ID: ++++ W-2 PLACEMENT: +++ EMPLOYER ID/SERVICE SITE: +++++ ++++ + (1 THROUGH 8) LISTING TYPE CODE: SELECT NO COMPONENT/STATUS: + NEXT TRAN: <<<<

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPRL	REFERRAL	LISTING		>>>>	>>> >>>	·>>
				>>>>	>> >>>	>>>>>
OFFICE: >>>						
COUNTY/TRIBAL UNIT: >>		REFERRAI	L STATUS	S: >>>>	>>>>	
REFERRAL E/SC PIN DATE CODE	NAME	LAST WP DISENROL	RG C/S CD CD	SUB CF CD	WT WA	AB
< >>>>>> >>	>>>>>>>	> >>>>>	> >>	> >	> >	>
< >>>>>> >>>>>>>	>>>>>>	> >>>>>>	> >>	> >	> >	>
< >>>>>> >>>>>>>	>>>>>>	> >>>>>>	> >>	> >	> >	>
< >>>>>> >>>>>>>	>>>>>>	> >>>>>>	> >>	> >	> >	>
< >>>>>> >>>>>>>	>>>>>>	> >>>>>>	> >>	> >	> >	>
< >>>>>> >>>>>>>	>>>>>>	> >>>>>>	> >>	> >	> >	>
< >>>>>> >>>>>>>	>>>>>>	> >>>>>>	> >>	> >	> >	>
< >>>>>> >>>>>>>	>>>>>>	> >>>>>>	> >>	> >	> >	>
< >>>>>> >>>>>>>	>>>>>>	> >>>>>>	> >>	> >	> >	>
< >>>>>> >>>>>>>	>>>>>>>	> >>>>>>	> >>	> >	> >	>
PF13 CSAS					PAG	E: >>>>
NEXT TRAN: <<<< PARMS: +	++++++++	++++++++++	++++++	++++++	+++++	>>>>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>	>>>>>>>>	>>>>>	>>>>>>	>>>>>	>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPRR >>>>> SPECIFY THE REFERRALS TO BE LISTED BASED ON ONE OR MORE COMBINATIONS OF THE FOLLOWING -OFFICE: ++++ REFERRAL DATE FROM: ++ ++ ++++ THROUGH: ++ ++ ++++ STATUS: (R-REFERRAL P-PENDING S-SCHEDULED FOR ENROLLMENT) CF/WT/WA PROGRAM: REGISTRATION CODE: E/SC CODE: (01-E/SC CODE EXISTS, 02-NO E/SC CODE EXISTS, XX-SPECIFIC E/SC CODE, SPACES-ALL) NEXT TRAN: <<<<

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPRU ASSESSMENT - EMPLOYMENT & SCREENING	G RESULTS >>>>>>
	>>>>> >>>>
PIN: >>>>>> OFFICE: >>> CTY/TRIBE: >>	CASE MANAGER: >>>>>
NAME: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
LAST ASSESSMENT UPDATE: >> >>>	UPDATED DATE: >> >>>
IS PARTICIPANT READY FOR UNSUBSIDIZED EMPLOYMENT	(Y/N)?: +
SUMMARY OF DECISION :++++++++++++++++++++++++++++++++++++	
+++++++++++++++++++++++++++++++++++++++	
	-++++++
BARRIER SCREENING STATUS: >>	
LAST UPDATED DATE : >> >>	
MAIN USER : >>>>	
CREATED WORKER : >>>>	
PF13 WPED PF14 WPAW PF15 WPJR	
NEXT TRAN: <<<< PARMS: +++++++++++++++++	-++++++++++++++++++++++++++++++++++++++
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPSA W-2 A	SSESSMENT	SUPP	RECOUP A	MOUNTS	3	>> >>	>> >>	>>>
						>>>>	>> >>>	>>>>>
PIN : >>>>> OFFICE	: >>>> C'	TY/TR	IBE: >>	REGION	1: >>			
CASE: >>>>>> CAT: >	>>> S1	EQ: >>	>					
NAME: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>	>>>>>	>>>>> >>	·>				
	0	~~						
NON-PARTICIPATION	–	COMP	NON-PART		HRS	ONG		LEMENT/
BEGIN DATE END DATE	PLCMT (CD	HRS	HRS	APL	ASMT		UPMENT
						IND	IND	AMOUNT
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
>> >> >>>>>	>>>	>>	>>>	>>>	>>>	>	>	>>>.>>
								PAGE: >>>
NEXT TRAN: <<< PARM	IS: +++++	++++	+++++++	+++++	+++++	+++++	+++++	+ >>>>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>	>>>>>	>>>>>>	>>>>>	>>>>>	>>>>>	>>>>>	>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPSC CREATE/UPDATE SCHEDULE DETAIL >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
>>>>> >>>>>
PIN: ++++++++ MODE: + (C->CHANGE A->ADD D->DELETE S->SHOW)
NAME: >>>>>>>> >>>>>>>>>> ACTIVITY: +++ >>>>>>>
EMP/PRV ID: +++++ SITE ID: ++++ DOT CODE: +++
HOURS SCHEDULED/COMPLETED: ++++++ / >>>>> MONTH/YEAR: ++ ++++
DATE OF LAST SCHEDULE SENT: ++ ++ ++++ PRINTER NUM: +++++++
DAY STRT END STRT END SCD CMP DAY STRT END STRT END SCD CMP
ACT TIME TIME TIME TIME HRS HRS ACT TIME TIME TIME HRS HRS
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
++ +++ ++++ ++++ ++++ ++++ ++++ ++++ ++++
PF13 PRINT TO EMP PF14 PRINT TO CLIENT
NEXT TRAN: <<<
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPSD	EMPLOYER/ACTIVITY PROVIDER SITE DETAILS >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
WESD	
	>>>>> >>>>>
,	>>>>>>>>>
SITE NAME:	++++++++++++++++++++++++++++++++++++++
	NUMBER UNIT DIR ST/RURAL RT/BOX# SFX QUAD APT
ADDRESS: -	++++++++ +++ ++ +++++++++++++++++++++++
	+++++++++++++++++++++++++++++++++++++++
	CITY: ++++++++++++ STATE: ++ ZIP: +++++++
CONTACT PERSON: -	++++++++++++++++++++++++++++++++++++++
ACTIVITY: -	+++ >>>>>>> DOT: +++ WAGE: ++++
OPENINGS ++++	REFERRALS >>> MAX REFERRALS ++++ ANT.START DATE ++ ++ ++
JOB TITLE: -	+++++++++++++++++++++++++++++++++++++++
JOB DUTIES/ -	+++++++++++++++++++++++++++++++++++++++
REQUIREMENTS -	+++++++++++++++++++++++++++++++++++++++
ACTIVITY SCHEDULE	E: MON ++ ++ TO ++ ++ ++ TO ++ ++
	TUE ++ ++ TO ++ ++ ++ TO ++ ++
	WED ++ ++ TO ++ ++ ++ ++ TO ++ ++ SITE ACTIVE: +
	THU ++ ++ TO ++ ++ ++ ++ TO ++ ++ ACT/DOT ACTIVE: +
	FRI ++ ++ TO ++ ++ ++ TO ++ ++
	SAT ++ ++ TO ++ ++ ++ TO ++ ++
	SUN ++ ++ TO ++ ++ ++ TO ++ ++
PF13 WPPL	
NEXT TRAN: <<<<	PARMS: ++++++++++++++++++++++++++++++++++++
>>>>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPSL	EMPLOYER/ACT	CIVITY PROV	VIDER SITE	LIST	>>>>>>	>>>>
					>>>>>	>>>>>>
EMP/PRV:	>>>>>>>>>>>	·>>>>>>	EMP/PI	RV ID:	>>>>>	
ADDRESS:	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>>	COUNT	Y/TRIBA	L UNIT: >>	>
	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>	>			
	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>				
CONTACT I	PERSON: >>>>>>>>>>	·>>>>>	>>>>> PHOI	NE: >>>	>>> >>>>	EXT: >>>>
SITE	SITE	ACTIVE	ACTIVITY	DOT	CURRENT	ACTIVE
CODE	NAME	(Y/N)			OPENING	INDIVS
< >>>>	>>>>>>>>	>	>>>	>>>	>>>>	>>>>
< >>>>	>>>>>>>>>	>	>>>	>>>	>>>>	>>>>
< >>>>	>>>>>>>>>	>	>>>	>>>	>>>>	>>>>
< >>>>	>>>>>>>>>	>	>>>	>>>	>>>>	>>>>
< >>>>	>>>>>>>>>	>	>>>	>>>	>>>>	>>>>
< >>>>	>>>>>>>>>	>	>>>	>>>	>>>>	>>>>
< >>>>	>>>>>>>>	>	>>>	>>>	>>>>	>>>>
< >>>>	>>>>>>>>>	>	>>>	>>>	>>>>	>>>>
< >>>>	>>>>>>>>>>>>	>	>>>	>>>	>>>>	>>>>
PF13 WPSI	D PF14 WPPL					PAGE: >>>
NEXT TRAN	N: <<<< PARMS: ++++	-+++++++	+++++++++	++++++	+++++++	+++ >>>>>
>>>>>>	>>>>>>>>>>>	·>>>>>	>>>>>>	>>>>>	>>>>>>	>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPSS SUMMARY OF SUE	PORTIVE SERVICES	>>>>>>
WESS SOMMAN OF SOM	FORTIVE SERVICES	>>>>> >>>>>
PIN: >>>>>>	OFFICE: >>	
NAME: >>>>>>>>>>	*	
M.III	222 2 22222 COUNTY THE	
REF TO SS SUPP SERV SERV	SERV -DATES OF SERVI	CCE- AMOUNT CUM
DATE PROVIDER TEXT CODE	PROV(Y/N) BEGIN E	ND PAID AMOUNT
<< << << << <<<<<<	< << << << << <<	<< << <<<<<<
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
< >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>	> >> >> >> >>	· >> >>>>>
		PAGE: >>>>
NEXT TRAN: <<<< PARMS: <<<<	<<<<<<<<<<	<<<<<<<<>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>>>>>>	·>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPTN SERVICES/TRANSACTION HISTORY >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
>>>>> >>>>>
PIN: >>>>>> OFFICE: ++++
NAME: >>>>>>>> >>>>>>>> >
HISTORY OF SERVICES ONLY(Y/N): +
OFFICE PROV STAFF EFFECTIVE ACTION PHASE NAME OF TRANSACTION DATE ENTERED
NUMBER ID ID DATE INTO SYSTEM
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>> >>> >>> >>> >>>
>>>
PF13 WPWT PF14 WPWA PAGE: >>>
NEXT TRAN: <<<< PARMS: ++++++++++++++++++++++++++++++++++++
>>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPTP	W-2 TWO PARENT PARTICIPATION)N >>>>>>
		>>>>> >>>>
CASE: >>>>>>	>>>> LAST UPDATED: >> >>>	
EFF MMCCYY: ++	++++	
1. ARE TWO EL	IG ADULT PARENTS WITH A CHILD IN COM	MON PRESENT IN W-2 AG ? >
2. IS A PAREN	F A DISABLED ADULT FOR W-2 ?	+
2A.	PIN NUM OF DISABLED ADULT : ++++	++++
3. IS A PAREN	F CARING FOR A SEVERELY DISABLED CHI	D IN THE W-2 AG ? +
3A.	PIN NUM OF CARETAKER PARENT: ++++-	-++++
3B.	PIN NUM OF DISABLED CHILD : ++++	-++++
4. TWO PARENT	HOUSEHOLD RESULTS: >	
	ARE AUTHORIZED ? >	
	UIRED FAMILY PARTICIPATION HOURS: >>	
	INDIVIDUALS	
	>> > >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
	>> > >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>> > >>>>> >
	ODE PF24: PROCESS SCREEN OR ENTER	
NEXT TRAN: <<<	< PARMS: ++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++
>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>>>>>>

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

WPTS		ASSESSME	NT-TESTING	G SUMMARY	>> >> >>	
					>>>>>	
PIN: >>>>>	>>>> OF	FFICE: >>>>	CTY/TRI	BE: >> CA	SE MANAGER: >>>>	
NAME: >>>>	>>>>>>	> >>>>>>	>>>> > > > > > > > > > > > > > > > > > >	>>>>>		
	LEVEL	SCORE	TEST	MM/YEAR		
READING	>>>>	>>>>	>>>>	>> >>>		
MATH	>>>>	>>>>	>>>>	>> >>>		
ENGLISH	>>>>	>>>>	>>>>	>> >>>		
APTITUDE			>>>>	>> >>>		
INTEREST			>>>>	>> >>>		
LIFE SKILLS	5	>>>>	>>>>	>> >>>		
READING	>>>>	>>>>	>>>>	>> >>>		
MATH	>>>>	>>>>	>>>>	>> >>>		
ENGLISH	>>>	>>>>	>>>>	>> >>>		
APTITUDE			>>>>	>> >>>		
INTEREST			>>>>	>> >>>		
LIFE SKILLS	5	>>>>	>>>>	>> >>>		
	PF14 WPAW	PF15 WPJR				
NEXT TRAN:	<<<< I	PARMS: ++++	++++++++	+++++++++	+++++++++++++++++++++++++++++++++++++++	
>>>>>>	>>>>>>	>>>>>>	>>>>>>	>>>>>>	>>>>>>>>	

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

```
WPWA
         UPDATE WP-WA CLIENT INFORMATION
                             >>>>>>
                               >>>>> >>>>>
WDA: >> CTY/TRIBE: >> OFFICE: >>>
CURRENT DETERMINATION > CUSTODIAL PARENT > NON CUSTODIAL PARENT
REVIEW COMPLETION DT : ++ ++ ++++
 CUSTODIAL PARENT:
FAMILY SIZE: ++ # ADULTS ++ # CHILDREN
                  PATERNITY VERIF: +
NON CUSTODIAL PARENT:
 TOTAL INCOME AMT(MTHLY): ++++.++ CHILD SUPPORT PAID AMT(MTHLY): ++++.++
  CHILDREN NAME
                       SSN DOB PTRNTY? CTY
WAA WORKER: +++++
                     PROGRAM TRACK: >
INCOME VERIF AT REVIEW: +
                     INCOME ELIGIBILITY AMT(MTHLY) : ++++.++
EMPLOYED AT EXIT: +
                     ENTRY EARNED INCOME AMT(MTHLY): >>>.>>
EXIT EARNED INCOME AMT(MTHLY): ++++.++ WAA APP SIGNATURE DT: >> >>>
PF13 WPED PF14 WPJR PF15 WPWC PF22 WPWI
```

Section 3 – Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPWC >>>>> CITY: >>>>>>> STATE: >> ZIP: >>>>>> LANGUAGE CODE: > LANGUAGE SPOKEN: + SEX: > AMR IN/AK: > ASIAN: > BLK: > HI/PAC: > WHITE: > HISP/LAT: > REFUGEE: + ENTRY DATE: ++ ++ +++ TRIBAL MEMBER: ++ DISABILITY: + VETERAN: + MILITARY DATES: ++ ++ ++++ TO ++ +++++ CASE: >>>>>> CAT: >>>> SEQ: >> AUDIT: + CASE MANAGER: +++++ ES WORKER : >>>>> FEP ID : >>>>> CF WORKER : +++++ WTW WORKER: +++++ WAA WORKER: +++++ JDPA CASE MANAGER: >>>>> PF13 WPED PF14 WPJR PF15 WPWT PF16 WPWA PF17 WPAW

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPWT >>>>> >>>>> PIN: >>>>>>> WDA: >> CTY/TRIBE: >> OFFICE: >>> NEW OFFICE: ++++ SSN: >>>>>>> >>>>>>> STATE: >> ZIP: >>>>> MAILING ADDRESS ON WPWC: > PRIMARY PHONE: >>>>>>> MESSAGE PHONE: +++ ++++ HEAD OF HOUSEHOLD: > DOB: >> >>> PRIMARY WAGE EARNER: > ES OFFICE: >>>> REGION NUM: >> E/SC: >> ABAWD: > ES WKR: >>>>> IM REG CD: > IM REG EFF: >> >>> CASE MGR: +++++ *WP REG CD: + *EFF DT: ++ ++ +++ SYST STS: > W2 PLACE: >>> FEP ID: >>>>> JDPA CASE MGR: >>>>> LF STATUS: >>> DT OF LAST CONTACT: ++ ++ ++++ CF RFA: >>>>>> CF RFA DT: >> >> WA RFA: >>>>>> WA RFA DT: >> >> WA COMP CD: ++ WA COMP EFF DT: ++ ++ ++++ WA: > FROM: >> >>> PF13 WPED PF14 WPJR PF15 WPWC PF22 WPWW

Section 3 – Screens & Menus

Chapter 11, Version 2 - Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPWT >>>>> >>>>> CURRENT PART BEGIN DT: >> >>> TARGET POP: >> % TYPE INDIV: >>>>>>> ORIGINAL PART BEGIN DT: >> >> TARGET POP: >> % TYPE INDIV: >>>>>>> 70% CUSTODIAL: RECIP COMPLETING EXHAUSTED CASE#: >>>>>> 30 MO WITHIN 12 MO 60 MO > > -----TANF-----30% CUSTODIAL:

CUST PARENT
BELOW 100% POV.
YOUTH
BARRIERS

> > >> >> >>

70% NON-CUSTODIAL:
CASE#: >>>>>> STATUS
CONNECTION
STATUS
STA >> >> + ++ ++ ++++ STAND-ALONE TRAINING: + EFF BEG DT: ++ ++ ++++ EFF END DT: ++ ++ ++++ WTW EDF SIGNATURE DT: >> >> WTW PGM TYPE: >> WTW WORKER: ++++++ PF13 WPED PF14 WPJR PF15 WPWC PF22 WPWI

Section 3 - Screens & Menus

Chapter 11, Version 2 – Work Program (WP)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

WPWW WISCONSIN WORKS INFORMATION >>>>>> CASE: >>>>>>>> >>>>> >>>>> LAST UPDATED: >>>>> DC: ++ SEQ NUM: >>> CASE MANAGER: >>>>> FEP-ID: ++++++ PRIMARY WORKER: >>>>> INITIAL W-2 ELIGIBILITY DATE: >> >>>> W-2 BEGIN DATE: ++ ++ ++++ W-2 END DATE: ++ ++ ++++ PARTICIPANT PIN: +++++++ PLACEMENT BEGIN DATE: ++ ++ ++++ PLACEMENT END DATE: >> >>> -----INDIVIDUALS ELIGIBLE FOR PLACEMENT-----NAME: >>>>>>>>> PIN: >>>>>> PF13 NEW EPISODE NEXT TRAN: <<<<

Section 3 - Screens & Menus

Chapter 18, Version 2 – Common Utilities (CU)

LEGEND:

MNCU	COMMON UTILITY ME	.TU	>>>>>>	
			>>>>> >>>>>	
FUNCTION		TRAN		
NUMBER FUNCTION	I DESCRIPTION	CODE	PARAMETERS (PARMS)	
1 - REASON CODE MAI	NTENANCE	(CURC)	RSN CD/(MMDDCCYY)	
2 - REASON CODE DES	CRIPTION MAINTENANCE	(CURD)	(LANG)/RSN CD/(MMDDCCYY)	
3 - REASON CODE LEG	GAL CITATION MAINTENANCE	(CULC)	RSN CD/(MMDDCCYY)	
4 - REASON CODE SUM	IMARY	(CURS)	(LANG)/(RSN CD)/(MMDDCCYY)	
5 - FINAL ADDRESS V	ERIFICATION	(CUFV)		
6 - ALERT HELP TEXT	1 ·	(CUAH)	ALERT CD/(MMDDCCYY)	
*** PLEAS	E ENTER THE NUMBER OF TH	HE DESII	RED FUNCTION <	
PARMS: <	.<<<<<<<<<<	<<<<<	<<<<<<	

Section 3 - Screens & Menus

Chapter 18, Version 2 – Common Utilities (CU)

LEGEND:

01*	CUAH ALERT CODE HELP	>>>>>>	*01
02*	>>	>>>> *02	
03*			*03
04*	ALERT CODE: >>> DESC: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	PRIORITY: >> ACTIVE: >	*04
05*	TEXT: EFF BEG DATE: ++ ++ ++++ EFF EN	ID DATE: >> >> *0	5
06*		*06	
07*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*07
08*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*08
09*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*09
10*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*10
11*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*11
12*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*12
13*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*13
14*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*14
15*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*15
16*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*16
17*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*17
18*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*18
19*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*19
20*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*20
21*	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	*21
22*	PF15- SAVE & CREATE PF20- SAVE & UPDATE PF7- PAGE UP	PF8- PAGE DOWN >>>>>	*22
23*	NEXT TRAN: <<<	++++++	*23
24*			*24

Section 3 - Screens & Menus

Chapter 18, Version 2 – Common Utilities (CU)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

CUER COMMON UTILITIES >>>>>>> FATAL ERRORS >>>>> >>>>> PROGRAM NAME : >>>>>> TRANSACTION: >>>>>> TRAN: >>>>>> : LTERM: >>>>> STATUS: >> TIME: >>>>>> IO/PCB TRANSACTION PARMS ENVIRONMENT : >>>>>>> FOR DB2 ERRORS: OBJECT NAME: >>>>>>>>> FUNCTION: >>>>> SQLCODE: >>> NULL IND: >> FOR SUBROUTINE ERRORS: SUBROUTINE NAME: >>>>>> PARA NAME: >>>>>>>> RETURN CODE: >> FOR IMS ERRORS: FUNCTION: >>>>>> TRANSACTION: >>>>>> PCB: >>>>>> STATUS CODE: >> THIS TRANSACTION HAS ENDED UNEXPECTEDLY. PLEASE PRINT THIS SCREEN AND FAX THE SCREENPRINT TO THE CALL CENTER AT (608) 267-2269 NEXT TRAN: <<<<

Section 3 – Screens & Menus

Chapter 18, Version 2 – Common Utilities (CU)

LEGEND:

01* CUFV FINAL ADDRESS VERIFICATION >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	*01
	0 =
02* >>>>>> >>>>>>	0.2
03*	*03
04* NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT	*04
05* ORIG ADDR: ++++++++ +++ ++ +++++++++++++++++++	*05
06* ++++++++++++++++++++++++++++++++++++	*06
07* CITY: +++++++++++ STATE: ++ ZIP: +++++++	*07
08*	*08
09* NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT	*09
10* FINAL ADDR: >>>>>>> >> >> >>	*10
11*	*11
12* CITY: >>>>>>> STATE: >> ZIP: >>>>>>	*12
13*	*13
14* MESSAGES: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	*14
15*	*15
16* >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	*16
17*	*17
18*	*18
19* >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	*19
20*	*20
21*	*21
22* PF15-ACCEPT FINAL ADDR PF16-OVERRIDE FINAL ADDR ENTER-RESUBMIT ORIG ADDR	*22
23* NEXT TRAN: <<< PARMS: ++++++++++++++++++++++++++++++++++++	>*23
24*	*24

Section 3 - Screens & Menus

Chapter 18, Version 2 – Common Utilities (CU)

LEGEND:

ULC	REASON CO	DE LEGAL CITA.	FION MAINTENANCE	>>>>> >>>>
Reaso	n Code: >>>			
Code	Type Description	Effective Begin date	Effective End date	Citation
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+++ >	>>>>>>>>	+++++++++	+++++++++	+++++++++++++

Section 3 - Screens & Menus

Chapter 18, Version 2 - Common Utilities (CU)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

CURC REASON CODE MAINTENANCE >>>>>>>> >>>>> >>>>> Reason Code: >>>

Effective: Begin Date: ++/++/+++ End Date: ++/++/+++

Worker Enterable: + Priority: + AG/INDV/Both Level: + WP Notify: +

PF5: Refresh PF20: CURD

Section 3 - Screens & Menus

Chapter 18, Version 2 – Common Utilities (CU)

LEGEND:

CURD	REASON CODE DESCRIPTION MAINTENANCE	>>>>>>
		>>>>> >>>>>
Reason	Code: >>>	
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	Description	
Languag	re : + >>>>>>>>	
Short:	+++++++++++++++++++++++++++++++++++++++	+++++++++
Long:	+++++++++++++++++++++++++++++++++++++++	
	+++++++++++++++++++++++++++++++++++++++	+++++++++
	+++++++++++++++++++++++++++++++++++++++	+++++++++
	+++++++++++++++++++++++++++++++++++++++	+++++++++
DDE D.	Fire all DELE Green DECO. GUDG DECL. GULG	
	efresh PF15: Save PF20: CURC PF21 : CULC	
	AN: <<<	
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Section 3 – Screens & Menus

Chapter 18, Version 2 – Common Utilities (CU)

LEGEND:

'>' Output only field '<' Input only field '+' Input/Output field

CURS	REASON CODE SUMMARY	>>>>>>
		>>>>> >>>>>
Effective	as of : >>>>>>	
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code	-	el ENT ity
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Selection	: <<<	
	n to Screen PF20 CURC PF21 CURD PF22	CULC
NEXT TRAN:	< PARMS: <-<-<-	<<<<<<<<<>>>>>>>
	•>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	

Section 4 – Reference

Abbreviations & Acronyms

ABBREVIATIONS & ACRONYMS

Note: In general, this does NOT include screen titles, screen field abbreviations, or reference table names. Screen titles are found in the Table of Contents or in Section 3; field abbreviations are found on the associated help screen (PF1); reference table names are found in Reference Table TRTL.

A		В	
AA	Area Administrator	ВС	BadgerCare
ABE	Adult Basic Education	BCS	Bureau of Child Support
ABEND	Abnormally Ended	BEER	Beneficiary Earnings Exchange
ABAWD	Able-Bodied Adult Without		Record (Social Security Administration)
	Dependents	BI	Benefit Issuance
ACT	Adverse Action	BIP	Benefit Issuance Pulldown
ADA	Americans with Disabilities Act	ВОМ	Beginning of Month
AE	Application Entry	BV	Benefit Recovery
AFDC	Aid to Families with Dependent Children	C	
AG	Assistance Group	CA	Counted Adult
AKA	Also Known As	CAF	Combined Application Form
AO	Administrator's Office	CARES	Client Assistance for
AODA	Alcohol and Other Drug Abuse		Reemployment and Economic Support
AP	Absent Parent (Non-Custodial Parent)	CAT	Category (of assistance)
APE	Agency Preventable Error	CAT NDY	Categorically Needy
ASE	Adult Secondary Education	CC	Child Care
ATL	Agency Training Liaison	CCE	Community Care for the Elderly program
AUTH	Authorization (Child Care)	CCPI	Child Care Provider
AUX	Auxiliary (Benefit)		Information web site
	,	CCPS	Child Care Payment System

Section 4 - Reference

CD	Community Dependent	CSA	Child Support Agency
CEN	Continuously Eligible Newborns	CSI	Citicorps Services, Inc.
OF.		CSJ	Community Service Job
CF	Children First	CTS	Caretaker Supplement
CFR	Code of Federal Regulations		(previously C-Supp)
CHIP	Children's Health Insurance Program	CW	Community Waiver
CIP	Community Integration Program	D	
CM	Caseload Management	DAC	Disabled Adult Child
CMC	Custodial Parent of an Infant	DDB	Disabilities Determination Bureau
CMF	Case Management Follow Through	DES	Division of Economic Support
СММ	Case Management Minor Parent	DHFS	Department of Health and Family Services
CMN	Case Management Non-	DOA	Department of Administration
OWIIV	custodial Parent	DOB	Date of Birth
CMP	Case Management Pregnant Woman	DPI	Department of Public Instruction
CMS	Case Management Services	DVR	Division of Vocational Rehabilitation
CMU	Case Management Unsubsidized Employment	DWD	Department of Workforce
CN	Client Notices		Development
COLA	Cost of Living Adjustment	DWS	Division of Workforce Solutions
COP	Community Options Program	DX	Data Exchange
CP	Custodial Parent	DXBM	Data Exchange Broadcast
CR	Client Registration, also Community Reinvestment		Message
CS	Client Scheduling, Community Spouse		

Section 4 – Reference

E		FEP	Financial and Employment Planner
EA	Eligible Adult	FEV	Front End Verification
EBD	Edlerly, Blind, Disabled	FFU	Family Fiscal Unit
EBT	Electronic Benefits Transfer	FL	Fiscal Allocator
		FM	Fiscal Member
EC	Eligible Child	FNS	Food and Nutrition Service
ED/BC	Eligibility Determination/Benefit Calculation	FPL	Federal Poverty Level
EDF	Eligibility Determination Form	FPRS	Financial Planning Resource
EDS	Electronic Data Systems		Specialist
EDWAA	Economic Dislocation and	FS	Food Stamps
	Worker's Adjustment Assistance Act	FSET	Food Stamp Employment and Training
EE	Entered Employment	FTF	Face-to-Face
EFT	Electronic Funds Transfer	FTG	Fiscal Test Group
EIN	Employer Identification Number	G	
EOS	Enterprise Output System	GED	General Educational
EP	Employability Plan		Development
ESA	Economic Support Agency (county)	GR	General Relief
ESAP	Employment Skills Advancement Program	H	
ESL	English as a Second Language	НН	Head of Household
ESS	Economic Support Specialist	HIPP	Health Insurance Premium Program
F		HIPPA	•
FC	Family Care	ПГГА	Health Insurance Portability and Accountability Act
FEIN	Federal Employer Identification	HM	History Maintenance
	Number	HS	Healthy Start
		Abbreviation	ns & Acronyms Page 3 11/27/02

Section 4 – Reference

HSD	High School Diploma	L	
HSED	High School Equivalency Diploma	LF	Learnfare
I		LIHEAP	Low Income Home Energy Assistance Program
ID	Identification	LRR	Legally Responsible Relative
IM	Income Maintenance	M	
IMD	Institution for Mental Disease	/V\	
IMM	Income Maintenance Manual	MA	Medicaid (Medical Assistance)
ITIN	Individual Taxpayer	MAPP	Medicaid Purchase Plan
	Identification Number	MC	Mass Change
IP	Information Provider	MED NDY	Medically Needy
IPV	Intentional Program Violation	MENUMGR	Menu Manager
IRS	Internal Revenue Service	MI	Middle Initial
IV-A	Title IV-A of the Social Security Act	MMIS	Medicaid Management Information System
IV-D	Title IV-D of the Social Security Act	MN	Menus
		MRF	Monthly Reporting Form
J		N	
JAL	Job Access Loan	NCP	Non-custodial Parent
JOBS	Job Opportunities and Basic Skills training	NFTF	Non-Face-to-Face
JTPA	Job Training Partnership Act	NLRR	Non-Legally Responsible Relative
K		NV	Not Verified
KIDS	Kids Information Data System		

Section 4 - Reference

0		Q	
OJT	On the Job Training	QC	Quality Control
Ops	Operations (e.g., Ops Memo 01-27)	QDWI	Qualified Disabled Working Individuals
OWWP	Offender Working Without Pay	QMB	Qualified Medicare Beneficiary
P		R	
P&P	Purchases & Prepares	RACF	Resource Access Control Facility
PA/PR	PACE/Partnership	REGC	·
PACE	Program of All inclusive Care		Regular Certification
	for the Elderly	RFA	Request For Assistance
PARM(S)	Parameters	RNIP	Relief to Needy Indian Persons
PF (key)	Program Function (key)	RP	Reports (subsystem)
PFP	Pay For Performance	RPA	Repayment Agreements
PFR	Parental & Family Responsibility	RRE	Request for Re-Exam
PIN	Personal Identification Number	RRP	Restrictive Re-enrollment Period
POA	Power of Attorney	RS	Resource Specialist
PP	Primary Person	RT	Reference Table
PROC	Provisional Certification	5	
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act	sc	SeniorCare
	Public Welfare CARES Security Maintenance Sign On Production	SEQ	Sequence
r WCSINSOF		SFED	Standard Filing (Unit) & Eligibility Determination
PWE	Primary Wage Earner	SFEX	SFU Express
		SFU	Standard Filing Unit

Section 4 - Reference

SM	Security Maintenance	V	
SLMB	Specified Low Income Medicare Beneficiary	VISTA	Volunteers In Service To America
SQL	Structured Query Language	\/D	
SSA	Social Security Administration	VR	Verification
SSDI	Supplemental Security Disability Income	VSP W	Vendor Shelter Payment
SSF	Self Sufficiency First	v v	
SSI	Supplemental Security Income	W-2	Wisconsin Works
SSN	Social Security Number	W-2T	Wisconsin Works Transitions
SSP	Supportive Services Planner	WAA	Workforce Attachment and Advancement
T		WDA	Workforce Development Area
TANF	Temporary Assistance for Needy Families	WIA	Workforce Investment Act
		WNW	Work Not Welfare
TC	Test Child	WP	Work Program(s)
TIN	Tax Identification Number	WTCS	Wisconsin Technical College
TJB	Trial Job		System
TM	Third Generation Member	WtW	Welfare to Work
TMA	Transitional Medical	WW C	W-2 Custodial Parent
	Assistance (related to WNW)	WW M	W-2 Minor Parent
TPL	Third Party Liability	WW N	W-2 Non-Custodial Parent
TRAN	Transaction Code	WW P	W-2 Pregnant Parent
U		X	
UCB	Unemployment Compensation Benefit	XA	Excluded Adult
UP	Unemployed Parent	XC	Excluded Child

Section 4 - Reference

y	
YCC	Youth Conservation Corps
Z	

Section 4 - Reference Glossary

GLOSSARY



NOTE: CARES screens have screen level help (press F1 or PF1 key) to define specific data elements. This is not meant to replace field definitions within CARES. This document also does not attempt to define statuses and components relevant to work programs. If definitions are updated or defined differently by policy manual revisions or BWI Ops Memos, use those definitions.

This glossary will be updated as additional chapters/appendices are added.

The following programs are currently obsolete:

Work Not Welfare Work Supplementation Work First AFDC Vendor Shelter Payments Self Sufficiency First Learnfare Expansion RNIP

Two Tier Residency
Pay For Performance
JOBS

-A-

ABAWDS: Able Bodied Adults Without Dependents (subset of FS). This

was created under PRWORA. ABAWDS are subject to special eligibility requirements and time limited benefits.

ACF-2: Access Control Facility. A separate system that controls who

can access CARES and what type of access the person has.

This system has been replaced by RACF.

Administrative Structure: This includes the following:

1. County/Tribe (County/Tribal number)

2. Office (Office number - Eligibility and Employment &

Training)

3. Administrative units

4. Supervisory units

5. Workers

6. Caseloads (attached to workers)

Section 4 – Reference Glossary

In offices that operate based on case level access, the ability to create/change data on a participant's case is dependent on this hierarchy.

Adverse Action:

A date when no further adverse changes can be made in CARES for FS and/or MA assistance group in order to meet timely notice requirements (i.e., 10 day notice). Actual dates are found on Reference Table TBIC.

It is the last date on which CARES will run eligibility for the upcoming eligibility period. If after adverse action, SFED must be run with a date parm in order to run eligibility for the current Eligibility Period.

AFDC:

Aid to Families with Dependent Children. This was an income maintenance payment program for low-income households who met the eligibility criteria. This program sunset when W-2 (Wisconsin Works) was implemented.

Alert:

A message to the CARES user that a situation exists on a case which requires attention or is informational. It can be either system or worker generated. If the user has alerts, there will be an indication of "*** Alerts (MNSA)" displaying on the MNMS menu.

Alien:

An alien is anyone who is not a U.S. citizen.

Application Entry (AE):

This is the subsystem used to gather data on the individual/group requesting assistance. It is where demographic data, assets, income, and expenses are used to determine whether an individual is eligible for a specific type of assistance such as Wisconsin Works (W-2), Food Stamps (FS) Medical Assistance (MA), Child Care (CC), Healthy Start (HS), and Qualified Medicaid Beneficiary (QMB). This also includes the program that no longer operates in Wisconsin known as Aid to Families with Dependent Children (AFDC)

Area Administrator (AA):

DWS has divided the state into seven regions each having Area Administrators and Assistant Area Administrator(s). These individuals provide a number of functions (e.g., consultation, program monitoring, policy clarification) to one or more counties.

Assistance Group (AG):

All individuals within the standard filing unit who are potentially eligible or confirmed eligible for benefits or payments.

Auxiliary Payment:

A term used to describe W-2 and Food Stamp supplemental and replacement benefits/payments under the CARES system.

Section 4 – Reference Glossary

-B-

Backdating period: This is used in relation to the reporting of statuses and

components in the Work Program subsystem of CARES. From January 1 of the current year through September 30 of the current year backdating is allowed to October 1 of the previous year. From October 1 of the current year through December 31 of the current, backdating is allowed to January

1 of the current year.

BadgerCare: Subprogram of Medicaid that provides health insurance for

uninsured families.

Barrier: Something that acts to hinder or restrict employment

opportunities.

Batch Processing: A single computer/system run which processes a group of

programs, instructions, etc. without user interaction; this

usually occurs at night or on weekends.

Benefit Recovery (BV): A CARES subsystem used to record potential overpayment

referrals for investigation, track investigation actions, track recovery of overpayments, track payment of Job Access Loans and support the fulfillment of State and Federal

reporting requirements.

Birth Date (DOB): The date (month, day, and year) when the individual was born.

Bona-fide Job Offer: Authentic or "real" offer of employment as determined by the

W-2 agency.

Boolean Logic: The ability to use the word "OR" to form a combination of

selection factors or descriptors. This type of logic is used on

screens WPFN.

Business: An endeavor engaged in as a livelihood, such as a trade,

profession, or other operation that produces income (including farm and rental income). A business is operating when it is ready to function for its specific purpose - even when there are

no sales and no work is being performed.

Section 4 – Reference Glossary

_	5	

CAF: Combined Application Form. A printed application generated

by the CARES system. This document contains the data gathered by the ESS/SSP/FEP/eligibility worker during the interview with the individual applying for assistance. The applicant is required to sign the document before any benefits

are provided.

CARES: Acronym for Client Assistance for Re-employment & Economic

Support that is the Wisconsin statewide computer reporting system for economic support eligibility programs as well as both eligibility and non-eligibility work programs. This replaced the former CRN (ES) and WIDS-WPRS (work programs)

reporting systems.

CARES Case: A grouping of individuals in a household requesting benefits

with one primary person.

Case Management (CM): The CARES subsystem that provides automated support to

users in the form of automated worker alerts, case comments, error prone profiles, fair hearings, caseload assignment, etc.

Case Number: A ten-digit number assigned at registration by the system. The

Request for Assistance (RFA) number usually, but not always, becomes the case number. It is used to uniquely identify a

CARES case on the system.

Case Level Access: CARES update access to a case is based on caseload

assignment. In general, it is the assigned worker, alternate

worker and supervisor.

Case Manager ID: CARES Logon ID of the worker who is the Case Manager for

the individual or case.

Category (CAT): Also referred to as Category of Assistance or CAT. This is a

designation assigned to an assistance group once the standard filing unit for an assistance program is determined.

These are found on Reference Table TBCD.

CATS: CARES Automated Tracking System. This is the system,

used primarily by state staff, to log problem calls.

CEN: Continuous Eligible Newborn. This is a Medicaid one-year

extension for newborns.

Section 4 – Reference Glossary

Check/Payment Date: The date the check is issued/mailed to the recipient. The W-2

check is scheduled for receipt on or about the first of each month. The W-2 check represents payment for the participation period that has most recently ended. For example, an 11/1/01 check will be for the participation period

of 9/16/01 - 10/15/01.

Child in Common: A child whose (both) parents are the natural or adoptive

parents.

Children First (CF): Children First is a program that promotes the emotional and

financial responsibility that a non-custodial parent has towards his/her child(ren). The non-custodial parent, who has no current means of meeting a child support obligation and does not work full-time, may be ordered by the court into the Children First program. The program provides job search assistance, work experience, education and training opportunities and case management services designed to enable eligible non-custodial parents to obtain and retain employment. The CF program is successfully completed when a participant makes full child support payment for three consecutive months or completes 16 weeks of employment and training activities. If these goals are not achieved, the participant may be referred to court for appropriate disposition.

Citizen: A person who is born in the United States or its territories

(Puerto Rico, U.S. Virgin Islands, Northern Mariana Islands, Guam, and American Samoa), a naturalized citizen, a minor who obtains derivative citizenship through the naturalization of the parents, born to a United States citizen while outside the

United States.

Clearance: A process of gathering information for an applicant and

comparing it to information for all individuals known to the

CARES system to determine if there is a match.

Client Notices (CN): A subsystem in CARES that generates system notices and

worker generated letters to clients.

Client Registration (CR): A subsystem in CARES used to register an application for

assistance. This subsystem determines if the applicant is known to CARES or has had a prior involvement with CARES. It determines priority service, expedited food stamps, and

makes referrals to other agencies.

Client Scheduling (CS): A subsystem in CARES that provides automated support for

scheduling client appointments.

Section 4 - Reference Glossary

Clocks: Time limited benefits for W-2 participants are tracked by

internal "clocks" in CARES. There is a 60 month life time clock and 24 month W-2 employment position clocks that track months a participant is in a CSJ, W2T orTJB. Clocks "tick" on

the last business day of the calendar month.

CMC - Caretaker of a Newborn

CMF - Follow-up

CMM – Minor Parent

CMN – Non-custodial Parent CMS - Service for Job Ready Individuals

CMP - Pregnant

CMU – Case Management for Working Individual

See W-2 Employment Ladder for definitions of each case

management category.

Community Steering Committee: A group of individuals, mandated by Wisconsin statute, established for W-2 to provide ties to the community with strong leadership from the business sector. The CSC helps ensure the success of W-2 by adding the leadership, resources and the initiatives of local community leaders who are willing to support W-2 participants by identifying job opportunities and developing supportive services such as expanded child care, creative transportation solutions, and the

like.

Component/Status: Components and statuses are used in Work Programs. A

component is an activity that meets the requirements of regularly scheduled structured program activities. All

remaining activities are referred to as statuses. A listing of all components/statuses are found in Reference Table TCOS.

Confidential Cases: Access to this type of case is restricted from normal inquiry. If

> a record has been marked as "confidential", this indication will be found on the CMCA screen using the caseload number as the parm. Only the primary worker assigned the case and

his/her supervisory can access the case.

Confirm Benefits: The act of placing a "Y" in the CONFIRM field on AGEC for the

> eligibility determination of each program signifies that the worker agrees with the CARES-determined result of Pass or

Fail.

Section 4 – Reference Glossary

County Security Officer (CSO): This is the security liaison between the local level worker and

the division Security Officer. The CSO's function is to ensure that security procedures are followed with a focus on security rather than on the operation of the systems. The CSO reviews

computer access forms, determines if the request is appropriate, and if so, sends them to the Division Security

Officer for processing.

County/Tribal Unit Code: A 2-digit code assigned to each county or tribal unit. A listing

of all county/tribal unit codes may be found on screen CMCL

using a parm of 01 for the complete list.

CR (Client Registration): This subsystem is used to enter an individual's request for

assistance into the CARES system.

CSJ: Community Service Job. See W-2 Employment Ladder.

CTS (AKA C-Supp): Caretaker Supplement (CTS) for Children. A program for

minor children of Supplemental Security Income (SSI) recipients. The CTS program is administered by the

Department of Health and Family Services (DHFS), Division of

Supportive Living (DSL).

Custodial Parent (CP): Related to W-2, 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. For the purposes of this reference, "legal custody" means any person granted legal custody of a child, other than a county agency or licensed child welfare agency, who has the right and responsibility to make major decisions concerning the child, except with respect to specified decisions as set forth by the court or the parties in the final judgement order. Major decisions include, but are not limited to, decisions regarding consent to marry, consent to enter military service, consent to obtain a motor vehicle operator's license, authorization for non-emergency health

care, and choice of school and religion.

-D-

Daily Schedule: Detailed breakdown of a specific date which shows number of

actual appointments scheduled for each time period and specific client information regarding each appointment in the

Client Scheduling subsystem (CSDS screen).

Data: All information entered into or used by the computer.

Section 4 – Reference Glossary

Data Element: Any item of information contained in a computer file. For

example: last name, first name, SSN, etc.

Data Exchange (DX): The CARES subsystem that provides automated support for

the exchange of information between CARES and other

automated systems.

Data Security: The protection of data against unauthorized disclosure,

transfer, modifications, or destruction whether accidental or

intentional.

DB-2: Data Base 2. This is a relational data base management

software package used on the mainframe. CARES uses DB-2

for its data base management software.

Deemer: Someone whose income and/or assets, but not needs, are

used in the determination of eligibility and calculation of

benefits.

Delayed Case: A case is considered a delayed case if a W-2 intake was

confirmed on the 16th through the end of the month.

Delayed Check Job Cycle: This is a batch job run in CARES to process delayed W-2

checks from delayed cases. Actual dates are found on

Reference Table TBIC.

Disabled Adult: For the purpose of the W-2 two-parent participation policy, a

disabled adult is defined as an adult parent who receives supplemental security income, social security disability

insurance, other federal disability payments, such as veteran's disability benefits, or benefits based on federal disability status, such as worker's compensation, or state disability

payments.

Disenrollment: A process used by work programs to remove an individual

from participation in a work program. The individual will display on WPDL (disenrollment list) and is disenrolled via WPDS. The individual may be disenrolled if they are in either referred, scheduled, or enrolled system status. An individual

does not need to be enrolled in order to be disenrolled.

Diversion: A diversion occurs when a W-2 applicant, who initially

requests a W-2 employment position decides not to continue in the application process, fails to complete the application

process, or, if eligible, chooses not to accept a W-2

employment position. AFDC recipients who decided not to "convert" to W-2 are also considered diversions. A diversion

Section 4 - Reference Glossary

may occur up until the individual is placed in a W-2

employment position. Screens that collect diversions include

CRAR, ACPA, and ACWI.

Docking or Docked Hours: For W-2, this is the term used to signify a deduction in a W-2

payment due to non-participation hours without good cause.

DOT Code: A numeric coding from the Dictionary of Occupational Titles

used to identify and categorize types of employment.

Reference Table TDOT lists specific titles.

Documented Alien: An alien in the United States who possesses valid documents.

Driver Flow: A process CARES uses to determine the screen progression,

particularly during an intake or review interview.

Drug Felon: A person (for FS - adult or a minor; for W-2 – an individual

over age 18) who is convicted of a felony in a state or federal

court involving the possession, use or distribution of a controlled substance after August 22, 1996 and within the last

five years.

-F-

Earned Income Credit: The Earned Income Credit (EIC) is a tax credit available to

> qualified low-income wage earners. It reduces the income tax a family may owe, and for some workers, it will provide a refund greater than the family's total tax liability. There are

both Federal and State of Wisconsin EIC programs.

EBT: Electronic Benefits Transfer. Specifically, this is the Food

Stamp debit card that replaced paper food stamp coupons.

ED/BC: Eligibility Determination and Benefit Calculation. The

subsystem in CARES that contains logic needed to determine

eligibility and calculate benefits.

Electronic Data Systems. The fiscal agent under contract with EDS:

the State to pay Medicaid claims.

Eligibility Period: A period of time that the AG is determined to be eligible for

assistance.

For W-2, this is always the month prior to the Check Date and

beginning with the Payment Begin date.

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Employability Plan (EP): A written agreement developed by a FEP in consultation with

the participant. It is a case management tool that details a logical, sequential series of actions that become a blueprint for change to move the participant from dependency to self-sufficiency. The participant's occupational goal, precise tasks required by both the W-2 agency and the participant, and the supportive services needed are identified in the EP. With respect to Learnfare, the EP outlines the responsibilities and activities of the participant and child(ren) required to facilitate, maintain, and/or improve school enrollment and attendance.

Employer: One who gives a job to another person. The employer can be

an owner, proprietor, corporation, agency, or organization.

Employment: Work performed for pay. Under W-2, the definition of

employment was expanded to include non-paid work

performed in a W-2 paid placement.

Employment as a Work Program activity:

Part-time:

Employment that is unsubsidized and that averages less than 30 hours per week when the wages are at least equal to the

legally established minimum wage for the job held.

Full-time

Employment that is unsubsidized and that averages 30 or more hours per week when the wages are at least equal to the

legally established minimum wage for the job held.

Employment Ladder: The four step structure that symbolizes the movement of a W-

2 participant from supported work activities to independent unsubsidized employment. See "W-2 Employment Ladder".

Employment Skills

Advancement Program (ESAP): A limited grant program for low-income workers to assist those

individuals who desire to pursue education and training opportunities in improving the quality of their lives. ESAP requires a match of state funds from another party; the state contribution cannot exceed \$500. (Note: This program

became obsolete October 2001.)

Entered Employment: Term used in Work Programs to identify those employment

entries for which the agency may receive credit for placing the individual into unsubsidized employment. Commonly referred

to as an "EE".

An Entered Employment is an unsubsidized job that meets all

of these four criteria:

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- 1. Meets the definition of Part-time or Full-time Employment.
- 2. Has a start date on or after the date of referral to Work Programs and prior to disenrollment from work programs. (These dates can be found in CARES on the WPTN screen.)
- 3. Is not a job change while employed by a Temporary Agency
- 4. AND fits any ONE of these seven criteria:
 - From no job to an unsubsidized job
 - From one unsubsidized job to an additional unsubsidized job with a different employer.
 - From a subsidized job to an unsubsidized job.
 - From a full-time unsubsidized job to a different full-time job if there is an increase in gross pay.
 - From a part-time unsubsidized job to a different full-time job if there is an increase in gross pay.
 - From a part-time unsubsidized job to a different part-time job if there is an increase in gross pay.
 - Meets either of these two special conditions:
 - 1. Temp to Perm Hires
 - CMC caretakers who return to jobs they held before W-2 participation may have an Entered Employment reported for these jobs ONLY if the W-2 agency has provided case management services that were requested/offered and accepted by the CMC participant and W-2 activities in the work program are documented on WPCS and WPAS.

Does **NOT** count as an Entered Employment:

- Entry into a subsidized job.
- Return to the same employer after a strike or from layoff status, or medical leave not related to CMC status.
- Entry into a work experience position or volunteer job, such as WE under a W-2 CSJ placement.

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Entered Employment Follow Through:

Specific retention data collected that is related to an Entered Employment if the duration of the EE is expected to be more than 30 days when the individual begins the employment. The two retention periods are at 30 and 180 days after the Entered Employment began. This data is entered on screen WPFT.

EOS: Enterprise Output Solution. Reports system for KIDS,

CARES, DOA, DOT, etc. It replaces the previous RMDS.

ESS: Economic Support Specialist. An individual in a local

Department of Human/Social Services who administers the Economic Support programs. The ESS may also be a FEP for

W-2.

-F-

FASL: Functional Agency Security Liaison. A county agency staff

member who serves as a link between the agency's computer users and the county security officer. The FASL is responsible for assisting with security in the agency and transmitting requests for data processing identification numbers to the

county security officer.

Federal Waiver: An agreement between the federal government and a state to

waive certain federal program requirements.

FEIN: Federal Employer Identification Number. All employers with a

FEIN are required to report information on newly hired or

rehired employees beginning 1/1/98.

FEP (Financial and Employment Planner):

A worker with this function is responsible for over-all case

management of a W-2 case. FEPS do job readiness screening, employability planning, provide financial and employment case management services, make referrals to other public or private assistance programs or resources, and determine eligibility, as appropriate, for supportive services such as food stamps, medical assistance, Job Assess Loans,

Child Care, and Emergency Assistance.

FFU (Family Fiscal Unit)This is individual financial eligibility testing. The financial test

is performed if a non-financially eligible person fails Family MA solely for income or assets, and the fiscal test group contains a 1.) pregnant woman; 2.) child with income or assets; 3.)

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stepparent; 4.) non-marital co-parent; or 5.) non-legally responsible (NLRR) child.

Filing Date: The date a signed application (either the front page of the

CARES Application Form or a complete CARES Application) is received by the agency. This is the date from which benefits the group is entitled to are computed if the household is found eligible for MA and FS. It also marks the beginning of the 30-day processing period allowed the agency for completing the

client's application.

The filing date for W-2 has different time frames for completing the application. See W-2 policy for specific time frames.

NOTE: An application is "filed" if it contains the applicant's

name, signature and address.

Final check: This is the last W-2 payment an individual receives for a

specified W-2 episode. It may or may not be pro-rated

dependent upon the date of completion.

503: Comes from Section 503 of the Medicaid Law. Reference

19.1.0 in MA Handbook

FNS: Food and Nutrition Service (previously known as Food and

Consumer Service). The branch of U.S.D.A. that deals with

Food Stamp issues.

FPL: Federal Poverty Level. Used to determine financial eligibility

for income maintenance programs (i.e., W-2 & Child Care).

FSET (Food Stamp Federally mandated work program with the purpose of

Employment & Training): requiring adult food stamp applicants and recipients to register

for work.

Full Pass-Through: The IV-D agency passes ALL support collected in a month to

the custodial participant or court ordered payee rather than

sending aid-related collections to the state.

Full-time Employment: See "Employment as a Work Program Activity".

Funding Source: The primary agency/source of funding for the Work Programs

component/activity the individual has been place. Valid values may be found in Reference Table TWFD. Transportation, childcare or work related expenses are not considered when

determining funding source.

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_	G	_

Green Card: A term used to describe the Alien Registration Receipt Card (I-

> 551 card) used to identify that an alien to whom it was issued was granted lawful permanent resident status. The "green

card" is no longer green in color.

Gross Pay: Wages before any deductions are taken out.

Healthy Start: Department program which began in 1988 providing Medical

> Assistance benefits for pregnant women and children to age 6 based upon federal poverty guidelines. This also includes children 6 or over born after 9/30/83 and Continuously Eligible

Newborns.

History Maintenance (HM): The subsystem in CARES that provides automated support for

the integrated process of maintaining historical data.

Hit: The finding of the identical identifier data items on two different

CARES records.

Homestead: An abode and lands used or operated in connection with it. In

urban situations, the homestead usually consists of a house and lot. A home can consist of a house and more than one lot as long as the lots adjoin one another. In farm situations, the home consists of the house and buildings together with the total acreage property upon which they are located and which is considered part of the farm. In situations where the land is on both sides of a road, it is still considered a part of the home.

Household: One or more individuals who are evaluated under a request for

assistance and either approved or denied.

-T-

Immigrant: An alien admitted to the United States as a lawful permanent

> resident. Immigrants are those persons lawfully accorded the privilege of residing permanently in the United States. They

may be issued immigrant visas by the Department of State

Section 4 – Reference Glossary

overseas or adjusted to permanent resident status by the Immigration and Naturalization Service in the United States.

IM Reg Code: The participant's eligibility status that displays on the work

program screens as derived from the eligibility side of CARES.

Specific codes are found in Reference Table TWPR.

Information Provider (IP): The IP initiates the application process and provides

information for the household. This person is usually either

the Primary Person or an Authorized Representative.

Initial check: This is the first W-2 payment that an individual receives for a

specified W-2 episode. This check is sometimes prorated. When the individual receives the payment will depend on when the W-2 placement is made and eligibility is confirmed.

Interactive Interview: The worker enters the information about the client directly into

CARES on a series of screens during the interview. The interview process is progressively focused on those areas that are relevant to the clients' circumstances. The entry of data into CARES at the interactive interview eliminates the need to complete a hard copy document for eligibility determination.

Interpreter A person who renders spoken words into another language.

IV-A: Title IV-A of the Social Security Act. The federal legislation

that created the Aid to Families with Dependent children (AFDC) program. TANF (Temporary Assistance to Needy Families) has replaced the federal AFDC program. TANF is also under Title IV-A of the Social Security Act. W-2 is

Wisconsin's TANF program.

IV-D: Title IV-D of the Social Security Act. The federal legislation

that created the child support enforcement program.

IV-D Agency: Each state has designated a state agency to administer Title

IV-D of the Social Security Act. In Wisconsin, the State Department of Workforce Development is the organizational unit responsible for overseeing the child support enforcement

program.

IV-D Assignment: Random assignment determination for the Child Support

Waiver Demonstration Project.

C – Control (child support assigned to state, client receives

\$50)

E – Experimental (Child Support is paid directly to the client)

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N – Non-experimental (Child Support is paid directly to the client).

This is a CARES generated random assignment. The determination is displayed on screen CRAR.

Note: This determination is no longer assigned but will be displayed for records that were assigned one of these values when it was in effect.

IV-D Case: Refers to any case referred to the CSA by the W-2, ES or HS

(Human Services) agency in which there is an absent parent who may currently or eventually be obligated under law for the support of a dependent child. This includes all W-2/AFDC, former AFDC, and IV-E/FFP eligible substitute care cases. It also includes cases in which there is an application for service by an individual not otherwise eligible for paternity or support

services (non-AID case).

-J-

Job Access Loan (JAL): Short term, no interest loans designed to assist with

emergency needs to support employment. These are used to meet immediate expenses that have a direct relationship to obtaining or maintaining employment. This is part of the W-2

program.

Job: One's profession, trade or employment. A regular activity

performed in exchange for payment or earnings.

Job Centers: Job Centers, the delivery system for all job seeker/employer

services, provide one-stop shopping for employers seeking to meet their workforce needs and for job seekers wanting career

planning, job placement and advancement and training

services at the local level.

JOBS: Job Opportunity and Basic Skills program. This was the AFDC

work program prior to the inception of W-2.

JTPA: Job Training Partnership Act. Federal program administered

by DWD to provide job training to low income persons. This

has been replaced by the WIA program.

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-K-

KIDS: Kids Information Data System. The Wisconsin statewide child

support enforcement computer system that replaced the Child Support Data System (CSDS). CARES will automatically

interface with KIDS.

Kinship Care: Kinship Care is a program administered by local social/human

services departments. This program provides cash payments to caretaker relatives (grandparents, aunts, uncles, etc.) of minor children. The program replaces the former AFDC grant that provided benefits to non-legally responsible relatives

(NLRR).

-L-

Learnfare: Program designed to assist students ages 6-17 whose parents

are in W-2 employment positions.

Learnfare Case

Management Plan: See Employability Plan (EP).

LIHEAP: Low-Income Home Energy Assistance Program. A

federal/state public assistance program that pays a part of the fuel bill for households that meet the income criteria based on

the Federal Poverty Level.

Logon: To gain access to the computer network by typing in your

password and user ID and following other basic logon

procedures.

Logon ID: A unique identifying code used by workers to access computer

systems. The security officer assigns this code. It is also referred to on various CARES screens as User ID, Case

Manager ID, FEP ID, ES Worker, or Worker ID.

-M-

MA: Medical Assistance. Wisconsin's term for the Medicaid (Title

XIX) program that pays for necessary health care services for eligible individuals (blind, aged, disabled, AFDC related).

There are several categories of Medical Assistance.

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Mail Message: A message of up to 60 characters that can be created to send

to one's self or to other CARES users. This action is begun on the CMMM CARES screen. . If the user has messages, there will be an indicator of "*** MAIL (CMVM)" on the MNMS menu.

MAPP (Medicaid Purchase:

Plan

Subprogram of Medicaid for individuals with disabilities who work or participate in the HEC (Health and Employment Counseling) program. Eligibility is based on coutable assets of \$15,000 or less and family income must be at or below 250%

of the federal poverty level.

Mass Change (MC): The subsystem that schedules and performs administrative

policy and unearned income changes to caseloads.

Milwaukee Regions: Milwaukee is divided into six regions. The regions and office

are listed below:

Region 1 YW Works Region 4 YW Works
Region 2 UMOS Region 5 UMOS
Region 3 OIC Region 6 Maximus

Minor Parent: Custodial parent under age 18.

MMIS: Medicaid Management Information Systems. M.M.I.S. is an

MA eligibility tracking and claims payment system.

-N-

No Component/Status: Individuals who are not currently assigned to an activity that

displays on the WPCH screen. A listing of individuals in no component or status may be found via the WPRI screen.

Non-marital Coparent: Unmarried, adjudicated, or legally acknowledged parent.

Non-participation: When a participant fails to comply with program requirements.

-0-

Office or Office Number: Number assigned by the Central Office to an office in which

the individual has applied for aid, is receiving aid, or is

assigned to a specific work program.

Office Level access:

Anyone who has entry level capabilities assigned to a specific

office (office assignments may be found on the SMWP screen)

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may make entries or updates to a(n) case/individual assigned to that office.

Office Transfer Coordinator: A designated ES worker who is responsible for transferring a

case or individual from one county to another and for receiving

cases and individuals transferred into his/her county.

Reference Table TOCD lists the office number and the logon

ID of the Office Transfer Coordinator.

Other Parent: For the purpose of W-2, a parent who is eligible to participate

in a W-2 employment position but is not because the first parent is already a participant in a W-2 employment position.

Also referred to as Second Parent.

Override: This feature of CARES allows the ES worker or FEP to

override a system-generated decision. An override requires

two levels of approval.

-P-

PACE (Program of All inclusive Care for the Elderly) is a

program that provides comprehensive community based services, including both acute and chronic care for frail elderly

individuals.

Parameters (Parms): Search criteria (i.e., case number, PIN, date, etc.) used to

identify and display the exact screen data the worker is looking

for in a transaction. Some screens have multiple parms separated by one or more forward slashes (/). The menu that lists the screen will indicate the required and optional parms.

Partnership: The Wisconsin Partnership program is a comprehensive

waiver demonstration program integrating health and long term support services for people who are elderly or disabled.

Partnership for Full The vision for Wisconsin's workforce development system which embraces a broad public and private partnership. It is

based upon the delivery of public workforce development services through Job Centers and emphasizes a wide variety

of services for job seekers as well as employers.

Password: A unique word a user must supply at logon to meet security

requirements before gaining access to data, functions, or

programs.

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Participation Period: Used in W-2 to indicate a period of time that an individual

participates in a W-2 work requirement. The Participation Period runs from the 16th of the current month through the

15th of the next month.

Participation Status Code: CARES determines a participation status code for each

individual in an assistance group. A few examples of

participation status codes are: EA=eligible adult, XC=excluded

child, TC=Test Child.

Part-time Employment: See Employment as a Work Program activity

Payment Begin Date

(for W-2)

The payment begin date for W-2 is the first of the month that falls during the participation period. This is different then the

W-2 Begin Date. See definition for W-2 Begin Date.

Example (ongoing case):

Participation Period 05/16/02 - 06/15/02 Payment Begin/End 06/01/02 - 06/30/02

Check Date 07/01/02

PF Key(s): Special function keys on the terminal keyboard. Definitions of

their specific functions are displayed on the screens. Some PF keys are specific to a subsystem while others are universal

to the system where used.

Examples:

(Universal) PF8 is used to page forward on any CARES

screen that has paging capability.

(Subsystem specific) PF22 is used to access WPWI in the

Work Program subsystem.

Note: These keys are sometimes labeled on the keyboard with

just the "F". (F1, F2, F3, etc.)

PIN: Personal Identification Number. A ten-character system

assigned number used to uniquely identify a person in the

CARES and KIDS system.

Power Cascade: SFEX is used to run eligibility without displaying each iteration

of testing between SFU and EDBC until a final determination is

made.

Primary Person The person designated during an application as the casehead

who is responsible for providing information for the case and signing the application form. In CARES, the Primary person

is assigned on the ACPA screen.

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Programs of Assistance: The primary Programs of Assistance (as found on ACPA)

include the following:

Aid to Families with Dependent Children (AFDC)

Wisconsin Works (W-2)

Food Stamps (FS)

Medical Assistance (MA)

Healthy Start (HS)
Child Care (CC)

Qualified Medicare Beneficiary (QMB)

BadgerCare (BC)

Caretaker Supplement (CTS)

Prospective Budgeting: Estimating income for the payment period based on the hours

that the client expects to work and the wages anticipated.

Provider: In reference to Work Programs, a code that identifies the

agency that provided the service. These codes may be found on CARES screen WPPR using the four-digit office number as

the parm.

PRWORA: Personal Responsibility and Work Opportunities Reconciliation

Act. Federal legislation signed in 1996 that provided the basic framework for welfare reform by creating a new capped, time-

limited income support program called TANF. It made

important changes in Federal child care funding and restricts the eligibility of legal immigrants and others for Food Stamps,

Child Care, and SSI benefits.

Q-

Qualified Disabled Working Individuals. Wisconsin Medicaid pays for only the Medicare Part A premiums for QDWI

recipients. QDWI recipients receive no other MA benefits and do not receive a Forward card. Qualifications are:

- Income under 200% of the federal poverty level.
- Be entitled to, but not necessarily enrolled in, Medicare Part A.
- Have income or assets too high to qualify for other Medicaid benefits, including QMB Only and SLMB.

QMB: Qualified Medicare Beneficiary. "Qualified Medicare

Beneficiary Only" recipients are a distinct category of Medicaid

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recipients. The only benefits they receive from Wisconsin Medicaid are the payment of:

- Medicare monthly premiums for Part B and Part A coverage.
- Coinsurance and deductibles for Medicare-allowed services.

Qualified Medicare Beneficiary Only recipients receive a Wisconsin Medicaid ID card. Providers can identify QMB Only recipients through the EVS.

Qualified Alien

The following is a definition of "qualified alien" as it pertains to W2

- An alien lawfully admitted to the United States for permanent residence under the Immigration and Nationality Act;
- 2. An alien who is granted asylum under section 208 of such Act;
- 3. A refugee who is admitted to the United States under section 207 of such Act;
- 4. An alien who has been certified as a victim of trafficking;
- 5. An alien who is paroled into the United States under section 212(d)(5) of such Act for a period of at least one year;
- 6. An alien whose deportation is being withheld under section 243(h) or 241(b)(3) of such act;
- 7. Cuban and Haitian aliens, as defined in section 501(e) of the Refugee Education Assistance Act of 1980;
- 8. An American Indian born in Canada who is at least 50% American Indian by blood, or an American Indian born outside of the United States who is a member of a federally recognized Indan tribe:
- 9. A battered alien and aliens whose child or children have been battered; or
- An alien who is granted conditional entry pursuant to section 203(a)(7) of such Act as in effect prior to April 1, 1980;
- Amerasian Immigrants, as defined in section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 1988; or
- 12. Honorable Discharged Veterans, Members on Active Duty and Resrve Members.

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-R-

RACF Security system that replaced ACF2. This system controls

security access for CARES, KIDS, WJOS, ERS, ASSET, Data Warehouse, and LPMF as well as other DWD and non-DWD

system queries available through CARES.

Recurring Month: In a run of SFED/SFEX, it is that last month for which CARES

makes a determination. If SFED/SFEX is run with dates in the parm, there is no determination for recurring month. Example for an application: An application is taken 1-4-02, CARES will run for January and February. February is the recurring month. An application taken on 1-25-02 will run for January, February and March. March is the recurring month. In an ongoing case, recurring month is always the month for which

is run on 1-15-02, the recurring month is February. If

SFED/SFEX is run on 1-25-02, the recurring month is March.

CARES is making the eligibility determination. If SFED/SFEX

Reference Tables: The CARES subsystem that provides automated support for

maintenance of frequently changing reference tables and information. Reference Tables are accessed by keying

"MNRT" in the PARMS field.

Refugee: A refugee is a person who flees his/her country due to

persecution or a well-founded fear of persecution because of race, religion, nationality, political opinion or membership in a

social group.

Reports: The CARES subsystem that provides automated support for

state, federal, and local reporting requirements.

NOTE: Some Work Program reports are in the Work programs

subsystem.

The EOS reporting system replaces RMDS and is not

accessed through CARES.

Residency requirement: W-2 requires that the individual live in the state of Wisconsin

and demonstrate an intent to continue to reside in Wisconsin.

RFA (Request For Assistance): The filing of the short application in Client Registration (CR)

which starts the 30 day processing period. This process time is used for all programs EXCEPT W-2. W-2 applicants have a

seven-day processing period.

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RFA Date: The date a request for public assistance is made regardless of

the method by which it was made (i.e., mail, telephone, in person). If the Information Provider does not sign the first page of the application within 30 days after the RFA date, the

RFA will be withdrawn.

RMDS: Report Management and Distribution System. This reporting

system has been replaced by EOS.

RS (Resource Specialist): This function is responsible for making an initial assessment of

needs, performs initial referrals to service providers, diverts the individual to other resources, and evaluates the need for

W-2 services.

Running with DatesRunning ED/BC with a previous date to determine a prior

benefit amount or program eligibility.

-5-

Sanction: The process of reducing or eliminating a benefit for a specified

period of time.

Second Parent: See Other Parent.

Security Maintenance (SM): The CARES subsystem maintaining staff user information,

office and worker assignments, user caseload detail and

printer maintenance in the CARES system.

Security Officer: An individual who is responsible for maintaining data and/or

physical security for a computer system. The division as well

as each county has a security officer.

Self-Employment: A job in which the worker and the employer are one and the

same. A self-employed person earns income directly from

his/her own business, and:

1. Does not have federal income tax and FICA payments

withheld from a paycheck; and,

2. Does not complete a W-4 for an employer; and,

3. Is not covered by employer liability insurance or

worker's unemployment compensation.

SeniorCare SeniorCare is Wisconsin's Prescription Drug Assistance

Program for Wisconsin residents who are 65 years of age or

older and who meet eligibility requirements.

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Severely Disabled Child:

For the purpose of W-2 two parent participation, a child less than 18 years old who has a physical, emotional, or mental impairment which is diagnosed medically, behaviorally, or psychologically. The impairment is characterized by the need for individually planned and coordinated care, treatment, vocational rehabilitation or other services which has resulted or is likely to result in a substantial limitation on the ability to function in at least three (3) of the following areas:

- 1. Self-care
- 2. Receptive and expressive language
- 3. Learning
- 4. Mobility
- 5. Self-direction
- 6. Capacity for independent living
- 7. Economic self-sufficiency

Short List Number

The two-digit number assigned to each individual within a case. As individuals are added to a case, they are assigned the next higher number in sequence. If an individual is removed from the case, the number remains assigned to the individual for historical purposes.

SSI:

Supplemental Security Income. A federal government income support program for aged, blind and disabled persons. Checks are distributed by the federal government and the monthly grant includes a state supplement.

SSP:

Supportive Services Specialist. This function is responsible for determining eligibility for W-2 supportive services such as Food Stamps, Medical Assistance, Child Care, and Emergency Assistance for W-2 participants not placed in employment positions.

Standard Filing Unit (SFU):

A set of rules used to determine the participation status of each individual in an assistance group in CARES.

Strike:

As it relates to W-2, a penalty a W-2 participant may receive if he or she fails or refuses, without good cause, to participate in a W-2 employment position. A participant who accumulates three strikes in any W-2 employment position activity will be ineligible to participate in that component for life.

As it relates to FSET ABAWDS, a severe indicator of nonparticipation or program violation. Determination is up to worker discretion and may be forgiven at a later date.

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Subsidized Employment: Employment for which the employer is reimbursed for

employing and/or training the employed individual.

-T-

TANF: Temporary Assistance for Needy Families. This law falls

under Title IV of the Social Security Act. The federal block grant program that provides states with the authority and funding to create programs that provide time-limited

assistance to needy families with children and promote work.

Temp to Perm Placements An employment hire resulting from an employee who was

placed in a job by a temporary agency and subsequently being

hired by that employer into a (permanent) job with that employer. Such "Temp to Perm" hires may be counted as an

Entered Employment.

Temporary Agency: An agency that places individuals into employment at various

work sites, at various jobs. The agency pays the individual's wages while they are working at different work sites and is therefore the employer of record. If the initial job assignment with the temporary agency meets the definition of an Entered Employment, the Entered Employment should be reported in

CARES using the temporary agency as the employer.

Subsequent job or site changes while still employed by the

temporary agency do not count as another Entered

Employment.

TRAN: Transaction Code. Four-digit alpha screen name navigational

code used in CARES.

Translator: A person who renders written words or text into another

language.

Trial Job: See W-2 Employment Ladder.

Tribal Security Officer: See County Security Officer.

Tran Code: Transaction Code. This is a group of four letters that identifies

a screen appearing in the upper left corner of the screen. The first two identify the subsystem and the last two identify the

screen.

Two Parent Family: A family in which both parents meet all W-2 financial and non-

financial eligibility requirements and reside in the home with

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one or more of their common children, or reside with his or her own child and are married to each other, and neither parent is determined to be a disabled adult.



Unsubsidized Employment:

For W-2, employment in which a W-2 agency provides no subsidy to the employer, including self-employment and entrepreneurship. In general terms for the FSET population, unsubsidized employment is a job in which no public money goes toward paying salaries.

Also see W-2 Employment Ladder.

User ID:

A code that is assigned to each individual user of CARES and is used during the logon procedure to identify the user for security purposes. Also see Logon ID for other terms it may be called.



Vender Payment:

Direct money payment to provider of goods or services.

Verification:

A process of collecting specific documentation to verify the applicant or recipient's statements.

Veteran:

For Food Stamp purposes, a person who:

- a. Served for 24 months in the U.S. armed forces, or
- b. Served for the period for which the person was called to active duty in the U.S. armed forces, or
- c. Died during active duty in the U.S. armed forces, or
- d. Served in the Philippine Commonwealth Army or as a Philippine Scout during WWII, as described in title 07, 38 U.S.C. and
- e. Was honorably discharged.

Note: Although the U.S. Congress passed a resolution regarding Laotian aliens who worked for the U.S. Special Forces, Congress did not designate those persons as veterans or active military personnel.

ACTIVE DUTY: Full-time duty in the Armed Forces, other than duty for training in the Reserves or the National Guard. Any

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period of duty for training in the Reserves or the National Guard (including authorized travel), during which the individual concerned was disabled by a disease or injury incurred or aggravated in the line of duty, is also considered Active Duty.



WAA (Workforce Attachment and Advancement:

This program offers services designed to promote upward mobility for low-income working families and non-custodial parents (CNPs). WAA provides job retention and training services, which are essential to improving employment stability and advancement to higher wage levels.

WP (Work Program[s]):

The subsystem used to track work program participation for individuals who are mandatory or voluntary to a specific work program, i.e., W-2, FSET.

W-2:

Acronym for Wisconsin Works. Wisconsin's TANF block grant program for families with dependent children that replaces the Aid to Families with Dependent Children (AFDC) program.

W-2 Agency:

County or private agency, under contract with the state, which administers the W-2 program.

W-2 Begin Date:

The date that activities begin in a placement. W-2 payments and time clocks do not begin until the W-2 Begin Date.

W-2 BI Pulldown (W2P)

A batch job run monthly in CARES to determine the W-2 payment which will be sent to the recipient for ongoing cases and cases where the individual began a W-2 placement between the 1st and 15th of the month. CARES determines any payment reductions and benefit recoveries when determining the amount of the payment.

Six days before the end of the month (for full payments and partial payments for placements beginning between the 1st and the 15th) and the 5th of each month (for partial payment for placements beginning between the 16th and the end of the month). Actual dates are found on Reference Table

TBIC.

W-2 Child Care: Program that provides co-paid subsidized child care for teen

parents in school and for families to obtain or retain

employment.

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W-2 Delayed Issuance (W-2L):

W-2L is a batch job run monthly in CARES which determines the payment that will be sent to the recipient in which the individual began a W-2 placement between the 16th and the last day of the month. CARES determines any payment reductions and benefit recoveries when determining the amount of the payment. The check is issued approximately 2-3 days later.

W-2 Employment Ladder:

The structure that symbolizes movement from supported work activities to independent unsubsidized employment:

Unsubsidized Employment: Employment for which a W-2 agency provides no subsidy to the employer, including self-employment and entrepreneurship.

CMF - Case Management-Follow up: Used for case management services for participants who have moved up the W-2 ladder to unsubsidized employment.

CMS - Case Management-Service for Job Ready Individual: Used for case management services for unemployed individuals who have been assessed as having the capability of obtaining immediate full-time employment. They must state in writing that they wish to receive case management services.

CMU - Case management-Service for Working Individual: Used for individuals working in unsubsidized employment who are without barriers to full-time employment.

Trial Job (TJ): A W-2 subsidized employment position that provides work experience and training which may become permanent, unsubsidized employment. The W-2 subsidy for Trial Job participants is paid directly to the employer.

Trial Jobs are for individuals who have good work habits but are having difficulties getting hired. A Trial Job is a way for the W-2 agency to help employers cover the cost of training an individual for up to three months. Trial Jobs are expected to become permanent jobs. Participants will receive at least minimum wage for every hour of work but no cash benefit from W-2.

Community Service Job (CSJ): A W-2 work-readiness practice placement designed to improve the employability of participants by providing work experience and training in the public and private sectors. CSJs must serve a useful public

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purpose or be a project whose cost is partially or wholly offset by revenue generated by such projects.

Participants placed in this W-2 employment position are given work experience needed to become self-sufficient. Individuals assigned to CSJs will receive a monthly cash benefit for up to 30 hours per week in work activities and up to 10 hours per week in education and training. The benefit will be reduced for each hour of non-participation without good cause.

W-2 Transition (W2-T): A W-2 work-readiness practice placement for individuals who are unable to perform independent, self-sustaining work, but who are able to participate in work practice or other developmental activities and training up to their abilities.

Participants placed in this W-2 employment position are those who have been assessed as not yet ready for a CSJ and are unable to support their families through regular work. Individuals in a W-2 T position will receive a monthly cash benefit for up to 28 hours per week of assigned activities such as treatment, rehabilitation, work experience, or other activities related to work readiness, and up to 12 hours per week of education or training. The benefit will be reduced for each hour of non-participation without good cause.

CMC - Case Management-Caretaker of Newborn: A custodial parent of a child who is 12 weeks old or less and who meets the financial and non-financial eligibility requirements for W-2 employment positions.

W-2 Benefit Issuance Intercept (WII):

Actual dates that WII (W-2 intercept) are run are found on Reference Table TBIC. A batch job runs monthly in CARES whereby a W-2 payment may be intercepted. A W-2 check may be intercepted between W-2 BI Pulldown and the evening of WII.

W-2 Non-custodial Parent:

Voluntary program for unemployed or underemployed noncustodial parents. W-2 provides case management only services for the custodial parent. Cooperation with the Child Support Agency is mandated.

W-2 Security Officer:

See County Security Officer.

W-2T:

W-2 Transition. See W-2 Employment Ladder.

WtW (Welfare to Work):

TANF recipients and non-custodial parents of children receiving TANF assistance benefit from the job placement,

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training and post-employment support services provided through the Welfare to Work program. The program objectives include job placement, job retention, increased earnings, and increased child support collections.



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CARES GUIDE ALPHABETICAL INDEX



SPECIAL NOTE: This document will continue to be updated as additional chapters and appendixes are added.

KEY:

WP = Work Programs

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A			
Abends	1	Chap. 01	1.9.6.1
ACDF	1	Chap. 01	1.8.4
Addresses			
Homeless Applicant	1	Chap. 14	14.6.1.3
Notice Address Hierarchy	1	Chap. 14	14.6.1
Nursing Home	1	Chap. 14	14.6.1.1
Spousal Impoverishment Cases	1	Chap. 14	14.6.1.2
ACWI Processing			
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AFDC	1	Chap. 05B	5B.2.2
AFDC-related MA	1	Chap. 05B	5B.3.2.2
Community Waivers	1	Chap. 05B	5B.3.12
FS	1	Chap. 05B	5B.4.2
MA - Institutions	1	Chap. 05B	5B.3.11.2
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QDWI	1	Chap. 05B	5B.3.10.1
QMB	1	Chap. 05B	5B.3.10.1
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CARES Production Calendar	1	Appn. 06	
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Completion Effective Date		•	
Completion Code (for status/component)	2	Chap. 06	6.4.2.4
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	2	Chap. 06	6.1.1, 6.1.2
Component/Status Matrix	2	Appn. 02	
Component/Status Reporting	2	Chap. 06	
Ghost Component/Status	2	Chap. 06	6.3.3
Phases	2	Chap. 06	6.3.1
Reporting Completions	2	Chap. 06	6.4.2.3
System Rules	2	Chap. 06	6.2.0
Confidentiality (also see DWS Security Manual)	1	Chap. 01	1.3.2
Confirmation	1	Chap. 05	5.1.0, Step 21
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Manual) Data Exchange Sources	1	Chap. 10	10.0.2
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Disenrollment Process	2	Chap. 09	9.1.0, 9.2.0, 9.3.0
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CR Driver Flow (non-eligibility)	1	Appn. 08	
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Dual & Triple Entitlement (Data Exchange)	1	Chap. 10	10.1.4.1
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FS Eligibility	1	Chap. 05B	5B.4.4
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SSI-Related MA	1	Chap. 05B	5B.3.8.3
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IncomeTest results	1	Chap. 05	5.1.0, Step 13
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AFDC-related MA	1	Chap. 05B	5B.3.2.4
BadgerCare	1	Chap. 05B	5B.3.4.4
Child Care	1	Chap. 05B	5B.6.3
Community Waivers MA	1	Chap. 05B	5B.3.12.4
FoodShare	1	Chap. 05B	5B.4.4
Healthy Start	1	Chap. 05B	5B.3.3.4
MA Institutions	1	Chap. 05B	5B.3.11.4
Protected MA	1	Chap. 05B	5B.3.9.3
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CEN	1	Chap. 05B	5B.3.7.4
Child Care	1	Chap. 05B	5B.6.3
Community Waivers MA	1	Chap. 05B	5B.3.12.4
FS	1	Chap. 05B	5B.4.5
Healthy Start	1	Chap. 05B	5B.3.3.4
MA Extensions (income related)	1	Chap. 05B	5B.3.5.4
MA Institutions	1	Chap. 05B	5B.3.11.4
Pregnancy Extensions	1	Chap. 05B	5B.3.6.4
SSI-related MA	1	Chap. 05B	5B.3.8.4
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Reference Table List











Reference Table (TRTL) is a listing of all the reference tables in CARES.

Note: The Effective Date of this Reference Table is 01/01/93. Although reference tables have been added, updated, and deleted since that date, the "Effective Date" does not reflect the changes.

Note: County Code "99" indicates statewide.

Each individual Reference Table has it's own Effective Date. Always check the online reference table for the most current information.

Workers may want to print this table and highlight the tables most frequently used.

Table	County	Description
TABR	99	Absence Reason Table
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TACD	99	Agency/Client Delay Rsn Codes
TACV	99	Worker Schedule Activity Codes
TADC	01	Agency Destination
TADC	03	Agency Destination
TADC	04	Agency Destination
TADC	05	Agency Destination
TADC	07	Agency Destination
TADC	10	Agency Destination
TADC	11	Agency Destination
TADC	12	Agency Destination
TADC	14	Agency Destination
TADC	16	Agency Destination
TADC	17	Agency Destination

Table	County	Description
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TADC	20	Agency Destination
TADC	21	Agency Destination
TADC	22	Agency Destination
TADC	23	Agency Destination
TADC	25	Agency Destination
TADC	27	Agency Destination
TADC	28	Agency Destination
TADC	31	Agency Destination
TADC	32	Agency Destination
TADC	33	Agency Destination
TADC	34	Agency Destination
TADC	35	Agency Destination
TADC	36	Agency Destination
TADC	37	Agency Destination
TADC	38	Agency Destination
TADC	39	Agency Destination

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Table	County	Description
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TADC	41	Agency Destination
TADC	42	Agency Destination
TADC	44	Agency Destination
TADC	45	Agency Destination
TADC	46	Agency Destination
TADC	47	Agency Destination
TADC	49	Agency Destination
TADC	50	Agency Destination
TADC	51	Agency Destination
TADC	52	Agency Destination
TADC	53	Agency Destination
TADC	55	Agency Destination
TADC	56	Agency Destination
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TADC	62	Agency Destination
TADC	63	Agency Destination
TADC	64	Agency Destination
TADC	65	Agency Destination
TADC	66	Agency Destination
TADC	67	Agency Destination
TADC	68	Agency Destination
TADC	69	Agency Destination
TADC	70	Agency Destination
TADC	72	Agency Destination
TADC	86	Agency Destination
TADC	89	Agency Destination
TADC	92	Agency Destination
TADH	99	Admini Disq Hearing Codes
TADJ	99	Adjustment Reason Codes
TADS	99	Auto Populate Discrepancy Rsn
TAEP	99	AFDC Eligibility Parameters

Table	County	Description
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TALC	99	Activity Logging Codes
TAPS	99	Application Status Codes
TARC	99	Auxiliary Reason Codes
TASC	99	RFA Status Codes
TASP	99	Asset Eligibility Parameters
TAST	99	AFDC Need Standard Table
TASU	99	Asset Sub-Type Codes Table
TATC	99	Asset Type Codes
TATE	99	Asset Transfer Exempt Code Tbl
TBAC	99	Burial Asset Codes Table
TBAT	99	Bank Account Type
TBCD	99	Category Description Table
TBCN	99	Category Desc For Notices
TBCP	99	Badger Care Premium Details
TBCS	99	Badger Care Standards
TBER	99	Beer Exchange Wage Range
TBIC	99	Benefit Issuance Control Table
TBMC	99	Medicaid Control Table
ТВМІ	99	Budget Month Indicator Table
TBMT	99	Budget Method Type Table
TBPA	99	Benefit Postage Amount
ТВРМ	99	Bc Payment Method Code
TBRC	99	Budget Cycle Reason Codes
TBRD	99	Benefit File Return Code
TBTC	99	Benefit Type Code Table
TBTT	99	Budget Type Table
TBVP	99	Benefit Recovery Parameters
TBWE	99	Blind Work Expense Table
TCAA	99	CC Alternate Address Types

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Table	County	Description
TCAC	99	Childcare Auth Split Rsn Cd
TCAD	99	Child Care Attendance Period
TCAI	99	CC Automation Implementation
TCAM	99	Case Administration Types
TCAP	99	Child Care Appropriation
TCAR	99	CARS Agency Number
TCAS	99	Case Status Code Table
TCAT	99	WAA Service Category
TCAV	99	Child Care Attd Override Rsn
TCAX	99	County-Area Xref Table
ТСВН	99	Childcare Banking Hours
TCBR	99	Credit Bureau Report Code
TCCA	99	3rd Prty Alpha Carrier Codes
TCCD	99	Third Party Carrier Codes
тссм	99	Case Mode Codes Table
TCCN	99	3rd Prty Numeric Carrier Codes
TCCO	99	Childcare Co-Payment Type Code
TCCP	99	Childcare Co-Payment
TCCR	99	Reason For Child Care
TCCS	99	Childcare Need Standard
тсст	99	Claim Comment Transactions
TCCV	99	Child Care Conversion Schedule
TCDP	99	Cares Date Parameters
TCDT	99	College Degree Type Code

Table	County	Description	
TCFL	99	Case File Location Table	
TCFN	99	Child Care Funding Types	
TCFP	99	Childcare FPL Income	
TCGC	99	Non Cooperation Good Cause	
TCIR	99	Claim Indv Removal Reason	
TCJR	99	Adjustment Reason Code	
TCLM	99	County LF Contact	
TCMN	99	Medically Needy Type Code	
TCMX	99	Childcare Maximum County Rate	
TCNT	99	County W-2 Contract Numbers	
TCOR	99	Child Care Overpayment Reason	
TCOS	99	WP Component Status	
TCOU	99	Country Code Table	
TCPC	99	Child Care Provider Category	
TCPG	99	CC Priority Group Codes	
TCPL	99	Provider Location County Num	
TCPP	99	Provider Payment Method	
TCPT	99	Child Care Payment Type	
TCRA	99	Child Care Referral Agencies	
TCRC	99	Cancel Reason Code Table	
TCRD	99	Coordinator Table	
TCRM	99	Child Care Return Method	
TCRR	99	Childcare Rebanking Reason	
TCSC	99	Claim Status Code	
TCSR	99	Stop Recovery Reason Codes	
TCST	13	CC Programming Constants	
TCST	40	CC Programming Constants	

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Table	County	Description
TCST	99	CC Programming Constants
TCTS	99	Caretake Supplement
TCTT	99	Childcare Trigger Types
TCTY	99	Wisconsin County Listing
TCTZ	99	Alien Status Codes
TCVS	99	County Conversion Status
TCWP	99	WP Office Types
TCWR	99	CC Waiting List Reason Codes
TCWS	99	CC Waiting List Status Codes
TCWT	99	Coupon Weight Table
TDAC	99	Discrepancy Action Codes
TDAD	99	SSI Appeal Date Table
TDAL	99	Alien Status
TDAS	99	SSI Alien Status
TDBC	99	Benefit Change Code
TDBI	99	Beneficiary Identification Cd
TDBP	99	Bendex Payment Status
TDBR	99	Bendex Discrepancy Table
TDCD	99	Delete Reason Codes Table
TDCO	99	FIPS Code
TDCP	99	Case Priority Order
TDDC	99	SSI Appeal Decision Codes
TDDN	99	SSN Verification Code
TDDS	99	Sex Code Table
TDEC	99	Error Condition Codes
TDET	99	Display Tran Codes
TDEX	99	Table For Ex Type Xref
TDFD	99	Drug Felon Delete Reason Codes
TDFM	99	IRS Forms Table
TDFR	99	Disregard Freeze Reason Codes
TDGC	99	Demonstration Group Codes
TDGS	99	Demonstration Grp Cds- Spanish

Table	County	Description
TDHO	99	Hospital Insurance Option
TDHY	01	Table For Holidays In A Year
TDHY	02	Table For Holidays In A Year
TDHY	03	Table For Holidays In A Year
TDHY	04	Table For Holidays In A Year
TDHY	05	Table For Holidays In A Year
TDHY	06	Table For Holidays In A Year
TDHY	07	Table For Holidays In A Year
TDHY	08	Table For Holidays In A Year
TDHY	09	Table For Holidays In A Year
TDHY	10	Table For Holidays In A Year
TDHY	11	Table For Holidays In A Year
TDHY	12	Table For Holidays In A Year
TDHY	13	Table For Holidays In A Year
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TDHY	22	Table For Holidays In A Year
TDHY	23	Table For Holidays In A Year
TDHY	25	Table For Holidays In A Year
TDHY	26	Table For Holidays In A Year
TDHY	27	Table For Holidays In A Year
TDHY	28	Table For Holidays In A Year
TDHY	29	Table For Holidays In A Year
TDHY	30	Table For Holidays In A Year
TDHY	31	Table For Holidays In A Year

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Table	County	Description
TDHY	32	Table For Holidays In A Year
TDHY	33	Table For Holidays In A Year
TDHY	34	Table For Holidays In A Year
TDHY	35	Table For Holidays In A Year
TDHY	36	Table For Holidays In A Year
TDHY	37	Table For Holidays In A Year
TDHY	38	Table For Holidays In A Year
TDHY	39	Table For Holidays In A Year
TDHY	40	Table For Holidays In A Year
TDHY	41	Table For Holidays In A Year
TDHY	42	Table For Holidays In A Year
TDHY	43	Table For Holidays In A Year
TDHY	44	Table For Holidays In A Year
TDHY	45	Table For Holidays In A Year
TDHY	46	Table For Holidays In A Year
TDHY	47	Table For Holidays In A Year
TDHY	48	Table For Holidays In A Year
TDHY	49	Table For Holidays In A Year
TDHY	50	Table For Holidays In A Year
TDHY	51	Table For Holidays In A Year
TDHY	52	Table For Holidays In A Year
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TDHY	54	Table For Holidays In A Year
TDHY	55	Table For Holidays In A Year
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TDHY	57	Table For Holidays In A Year
TDHY	58	Table For Holidays In A Year
TDHY	59	Table For Holidays In A Year
TDHY	60	Table For Holidays In A Year
TDHY	61	Table For Holidays In A Year
TDHY	62	Table For Holidays In A Year
TDHY	63	Table For Holidays In A Year
TDHY	64	Table For Holidays In A Year
TDHY	65	Table For Holidays In A Year
TDHY	66	Table For Holidays In A Year
TDHY	67	Table For Holidays In A Year
TDHY	69	Table For Holidays In A Year

Table	County	Description	
TDHY	70	Table For Holidays In A Year	
TDHY	72	Table For Holidays In A Year	
TDHY	77	Table For Holidays In A Year	
TDHY	85	Table For Holidays In A Year	
TDHY	86	Table For Holidays In A Year	
TDHY	88	Table For Holidays In A Year	
TDHY	89	Table For Holidays In A Year	
TDHY	92	Table For Holidays In A Year	
TDHY	99	Table For Holidays In A Year	
TDIC	99	Disposition Code Table	
TDIT	99	Beer Income Type Table	
TDME	99	Medicaid Eligibility	
TDNM	99	DILHR Name Mismatch Table	
TDOT	99	WP Dict Of Occupational Title	
TDPC	99	DILHR Priority Code	
TDPP	99	SMI Premium Payer Table	
TDRA	99	Review Action Code	
TDRD	99	Demographic File Return Code	
TDRM	99	BEER SSA Remarks	
TDRV	99	Days For Review Table	
TDRX	99	Exchange Reason Table	
TDSA	99	Dir. Street Address Modifier	
TDSD	99	SSI Disability Payment Table	
TDSI	99	SSI Appeal Code Table	
TDSO	99	SMI Option	
TDSP	99	SSI Payee Type Table	
TDST	99	FIPS State Code Table	
TDS1	01	Acceptance Test Table One	
TDS1	99	Acceptance Test Table One	
TDS2	99	Test RT0020	
TDTC	99	SSI Transaction Code	

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Table	County	Description
TDTD	99	Demographics Trigger Code
TDUC	99	DILHR UC Type Code Remarks Tbl
TDUI	99	Unearned Income Table
TDUT	99	Unearned Income Type Codes
TDUV	99	UI Threshold Amount Table
TDVA	99	DILHR Wage Threshold Value
TDWK	99	Week Table
TDXP	99	SSI Payment Status
TDXT	99	Exchange Type Table
TEAT	99	EFT Account Types
TEBM	99	Milwaukee EBT Conversion
TEBT	99	EBT County Conversion
TECD	99	Extension Delete Reason Codes
TECM	99	Milw EBT Conv by Caseload Num
TEDC	99	Education Codes Type
TEEI	99	Educational Income And Expense
TEER	99	Overpayment Error Type Code
TEES	99	Overpymt Err Type CD (Spanish)
TEGC	99	Loss of Emplymnt Good Cause Cd
TEMP	99	Employment Type Table
TEPC	99	Error Prone Characteristics
TEPR	99	Eft Payment Reason Codes
TERD	99	Agency Decision Denial Codes

TableCountyDescriptionTERM99Error Message Table	
TERP 99 Invs Rfrl Error Prone R	Reason
TERR 99 Agency Decision Code	es
TESC 99 Eligibility Status Code	Table
TESS 99 EBT Staggered Issuan Days	ice
TETC 99 Ethnic Class Codes Ta	able
TETM 99 Early Termination Rea Codes	son
TETS 99 EBT Training Site	
TFEP 99 FS Eligibility Paramete	ers
TFHD 99 Fair Hearing Disposition	n
TFHI 99 Fair Hearing Issues	
TFIP 99 FIPS County Code	
TFPL 99 Percent of FPL by Gro	up Size
TFRC 99 Future Savings Reaso	n Code
TFRQ 99 Court Order Amount Frequency	
TFSI 99 Benefit Issuance Meth Table	ods
TFSL 99 FS Return Terminal ID)
TFSP 99 Food Stamp Stagger Issuance	
TFSS 99 Food Stamp Stagger Issuance	
TFST 99 FS Need Standard Tal	ole
TFTE 99 Notice Fixed Text	
TFTF 99 Notice Fixed Text #2	
TFTS 99 Notice Fixed Txt (Spar	nish)
TFTT 99 Notice Fixed Text #2 (Spanish)	
THMC 99 HM Control Table	
THMP 99 HM Audit Trail Partition	าร
THSG 99 High School Graduat.	Status

Section 4 – Reference

Table	County	Description
TIAC	99	Fraud Invs Tracking Acctg Info
TICC	99	Investigatn Referral Category
TICP	99	Invalid Claim Program Code
TIEC	99	Investigatn Refrl Err Category
TIEX	99	Self Employment Inc & Exp
TIGC	99	Good Cause Rsn For Losing Cov
TIMO	99	Fs Issuance Method Override
TIMP	99	IMX Issuance Partitions
TIMR	99	Benefit Issuance Meth. Reasons
TINT	99	Incapacitation Status Codes
TIRC	99	Intercept Reason Code Table
TISL	99	FS Coupon Balance Table
TJFC	99	Job Function Codes
TLAG	99	Language Codes Table
TLAR	99	Living Arrangement Codes
TLAS	99	Lump Sum Source Codes
TLCC	99	Legal Citation Codes
TLCD	99	FNS Locality Contact Details
TLES	99	Learnfare Expansion Status Cd
TLEX	99	Lumpsum Expendit. Type Codes
TLFC	99	Learnfare Sanction For W-2
TLFS	99	Learnfare Status For W-2
TLIN	99	Burial Asset Codes Table
TLPA	99	Level of Care

Table	County	Description
TLPA	99	Pre-Sanction Action Taken
TLPS	99	Prior Semester Names
TLQA	99	Liquid Asset Codes Table
TLRA	00	LF Expansion Random Assignment
TLRA	99	LF Expansion Random Assignment
TLRC	99	Lag Reason Codes
TLRF	99	Learnfare Research Status
TLSC	99	Learnfare Sanction Codes
TLST	99	Learnfare Status Codes
TLWA	99	Living-with Arrangement Types
TLWE	99	Living-With Exemption Reasons
TLXR	99	LF Expansion Removal Code
TMAG	99	MMIS Agency Codes By Office
TMAP	99	Marital Status Type
TMAR	99	Marital Status Type
TMCA	99	MA Cascade Order
TMCD	99	Mass Chng Unearned Incm Codes
TMCE	99	Mass Change Errors
TMCP	99	Special Managed Care Orgs
TMCR	99	3rd Party Relationship Table
TMDR	99	TPL Delete Reason Codes
TMEE	99	Medical Expenses Type
TMEP	99	Ma Eligibility Parameters
TMER	99	MMIS Error Messages

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Table	County	Description
TMIC	99	Max Allowable Investigatn Cost
TMIN	99	Medical Insurance Types Table
TMIT	99	Medical Institution Type
TMRC	99	MR Form Completion Status
TMRD	99	Monthly Reporting Dates
TMRG	99	MR Generation Codes
TMRL	99	MR Location Code
TMRP	99	MR Reason Codes
TMRR	99	MR Good Cause Reason Codes
TMST	99	MA Need Standard Table
TMVE	99	Motor Vehicle Usage Codes
TMVT	99	Motor Vehicle Type Codes
TMWL	99	Min Wage And Learnfare Amount
TNAD	99	Notice Action Type
TNCG	99	Non Cooperation Goodcause Tbl
TNCO	99	WNW Clock Override Reason Code
TNCR	99	Invs Rfrl with No Clms Reason
TNER	99	Client Notices Error Table
TNEX	99	WNW Extension Reason Codes
TNFC	99	Family Cap Reason / Ver Codes
TNHE	99	Notice/Letter Components
TNLL	99	Standard Notice/Letter List
TNPC	99	Non-Prosecution Code
TNPO	99	WNW Part. Hrs Ovride Rsn Cd
TNRC	99	Not Referred Codes

Table	County	Description
TNSC	99	WWN Significant Chg Reason Cd
TNSL	99	Notice Supplemental Text
TNSO	99	Notice Sort Order
TNTM	99	TMA Premium Override Reason Cd
TNWN	99	WNW Exemption Reason Codes
TNWS	99	WNW Exempt Rsn Codes – Spanish
TOAC	99	Outside Agency Codes
TOCC	99	Office Category Codes
TOCD	99	Office Coordinator Table
TOEC	99	Other Emergency Codes
TOFR	99	LF Exp Offer Reset Reason Code
TOMC	00	Orientation Method Code
ТОМС	99	Orientation Method Code
TOPC	99	Over Payment Reason Code
TOPS	99	Overpymt Reason Cd (Spanish)
TORC	99	Override Recoupment Codes
TORD	99	Override Reasons Type
TORS	99	AFDC IPV Override Reason Codes
TOVE	99	Override Eligibility
TPAF	99	Program Affiliation Codes
TPAG	00	Pre-Teen Age Group Code
TPAG	99	Pre-Teen Age Group Code
TPAP	99	Part A Premium Payor Table
TPAS	99	PFR Demo/Ctrl Assignment
TPET	99	Presumptive Disability Type
TPFC	99	PFR Removal Codes

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Table	County	Description
TPFO	99	History Payflag 1
TPFQ	99	Premium Frequency Table
TPFT	99	Pay Frequency Table
TPJA	99	Paj Testing Rt0001 4.
TPJB	99	Paj Testing Rt0001 5.
TPJC	99	Paj Testing Rt0001 5
TPJD	99	Paj Test Descending UAT TDR 48
TPJF	20	Paj Test Rt0001 10
TPJF	25	Paj Test Rt0001 10
TPJF	26	Paj Test Rt0001 10
TPJF	27	Paj Test Rt0001 10
TPJF	28	Paj Test Rt0001 10
TPJF	30	Paj Test Rt0001 10
TPJF	40	Paj Test Rt0001 10
TPJF	45	Paj Test Rt0001 10
TPJF	50	Paj Test Rt0001 10
TPJF	99	Paj Test Rt0001 10
TPJG	99	Paj Test Rt0001 11 Dates
TPJH	99	Paj Test Rt0001.19 And 24 Cccc
TPJI	99	Paj Test Rt0003.02
TPJJ	99	Paj Test Rt0002.02 & .03 & .15
TPJK	99	Paj Test Rt0002.19
TPJL	99	Paj Test Rt0002.09
TPJM	99	Paj Test Rt0002.03
TPJN	99	Paj Test Rt0004.13 & .14
TPJO	99	Paj Test Rt0004
TPJP	99	Paj Test Rt0004.19
TPJR	99	Paj Testing Rt0012 Part 17
TPJS	99	Paj Test Concat Key Add
TPJZ	99	Paj Test Rt0001.22
TPJ1	99	Paj Test Rt0005.06 & .07
TPJ2	99	Paj Test Rt0003

Table	County	Description
TPJ3	99	Paj Test Rt0002
TPPC	99	Personal Property Codes
TPPR	99	Protective Payment Reason Code
TPPS	99	Program Participation Status
TPRC	99	Stop Payment Reason Code Table
TPRO	99	Benefit Proration Percentages
TPRV	99	Medical Carrier Code
TPSC	99	Prosecution Summary Codes
TPSE	99	PFR WP Sanc Exemption Reasons
TPSR	99	Payment Source Code
TPST	99	Child Care Provider Status
TPTC	99	Participation Status Codes
TPTS	99	Pending 30 Days for Senior Care
TPTT	99	Payment Type Table
TQAA	99	QC AF/MA Case Affil. Codes
TQCC	99	Cares-QC Denial Termntn Codes
TQCD	99	Cares-QC Race Codes
TQCS	99	QC Sample Selection Rules
TQCT	99	QC Citizenship Status Codes
TQDI	99	QC Case Rev Disposition Codes
TQDS	99	QC Discovery Codes
TQDT	99	Cares-QC Denial Termntn Codes
TQED	99	QC Education Level Codes
TQEM	99	QC Employment Status Codes

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Table	County	Description
TQER	99	QC Error Findings
TQET	99	QC Employ./Train. Status Codes
TQEU	99	Cares-QC Educ Lvl Codes
TQFA	99	QC FS Affiliation Codes
TQFN	99	QC Review Findings Codes
TQIC	99	QC Income Codes
TQIE	99	QC Initial Case Elig Status
TQIN	99	QC Institutional Status Codes
TQMS	99	MMIS Med Stat Included Codes
TQOT	99	QC Discrep. Occur. Time Codes
TQPR	99	QC Program Identifiers
TQRA	99	QC Reason For Negative Active
TQRC	99	QC Race Codes
TQRE	99	QC Agency/Client Resp. Codes
TQRH	99	QC Relat. To Head Of HH Codes
TQRP	99	QC Restricted Payment Codes
TQSH	99	QC Shelter Type Codes
TQST	99	Quality Cont. Sanction Types
TQUC	99	QC Unborn Child Codes
TQUI	99	Cares-QC Unearned Income Codes
TQVR	99	QC Verification Codes
TRAC	99	Access To Health Ins Verif Cd
TRAM	99	Random Assignment Numbers
TRBC	99	Ovrride Rstrctve Re-Enroll Rsn

Table	County	Description
TRCP	99	Recoupment Percentages
TRCW	99	WP Restricted Components
TREC	99	Release/Re-Issue Reason Code
TREF	99	Referral Source Codes
TREL	99	Relationship Codes Table
TREP	99	Desig. Payee Representative
TRER	99	RFA Extension Reason Codes
TRET	99	Alien Refugee Type
TRFA	99	RFA Type Code
TRFL	99	Red Flag Codes Table
TRFR	99	IV-D Non-Referral Rsn Codes
TRMI	99	Return Method Indicator Table
TROP	99	Real Property Types
TRPC	99	Reverse Payment Code
TRQB	99	Quit BadgerCare Reason Code
TRRC	99	Return Reason Code Table
TRRD	99	Restrictive Re-Enroll Del Rsn
TRSC	99	Referral Sources Code
TRTC	99	Child Care Return Source Code
TRTL	99	Reference Tables List
TRTP	99	Retention Percentages
TRTU	99	Reference Tables Unload
TRTX	99	EBT Account Activity Tran Type
TRWA	99	W-2 Appropriations
TSAC	99	School Attendance Type

Section 4 – Reference

Table	County	Description
TSAD	99	SeniorCare Address Types
TSAP	99	SeniorCare Application Types
TSAT	99	System Alerts Table
TSCA	99	SSA Income Cola Adjustments
TSCD	99	AFDC IPV Source Codes
TSCF	99	Clearance Failure Reason Codes
TSCR	99	Status Change Reason Codes
TSCT	99	Shelter Cost Types
TSDA	99	School District Codes
TSDP	99	SSF Departure Reasons
TSDT	99	SeniorCare Details
TSEC	99	Security Code Table
TSET	99	Self Employment Types
TSFL	99	SenrioCare FPL Limits
TSMI	00	Sample Member Indicator
TSMI	99	Sample Member Indicator
TSOC	99	Sanction Begin/End Ovrd Rsn Cd
TSPC	99	Support Payment Codes
TSPI	99	Special Initiative County
TSPT	99	Alien Sponsor Types
TSRA	99	SRA Withdrawal Codes
TSRE	99	SSF Research Counties
TSRT	99	System Reference Tables
TSSC	99	WP Supportive Services Code
TSSI	99	SeniorCare Signature Types
TSST	99	SSN Type Codes
TSTA	99	State And Territories Codes

Table	County	Description
TSTC	99	Strike Type Codes
TSTP	99	Supervisory Unit Type Codes
TSTS	99	Street Type Suffix
TSUF	99	Valid Name Suffix Codes
TSVC	99	SSN Verification Codes
TTAC	99	Transaction Action Description
TTCD	99	Transaction Codes/Description
TTEC	99	Pos Terminal Error Codes
TTED	99	Sta Dcsn Denial Cds (W2 Clks)
TTLE	99	State Decision (W2 Clocks)
TTLO	99	W2 - Time Limit Override Rsn
TTRN	99	Transportation Type
TTSC	99	Trasaction Source Code
TTWB	99	Two-Tier Benefits
TTWC	99	Two-Tier Exemption Codes
TUCT	99	Utility Cost Types
TVGR	99	Verification Groupings
TVIN	99	Unearned Income Codes
TVJL	99	JAL/LF Penalty Status Codes
TVPR	99	Vendor Payment Reason Codes
TVQE	99	Verifications, Questions-Engl
TVQS	99	Verifications, Questions-Span
TVRC	99	Third Party Verification Codes
TVRM	99	Vendor Return Method Indicator
TVRR	99	Verification Requirement
TVR1	99	Nonfinancial Verif. Codes

Section 4 – Reference

Table	County	Description
TVR2	99	Liquid Asset Verif. Codes
TVR3	99	Non-Liquid Asset Verif. Codes
TVR4	99	Unearned Income Verif. Codes
TVR5	99	Earned Income Verif. Codes
TVR6	99	Expense/Deduction Verif. Codes
TVR7	99	Non-Financial Verif Codes
TVR8	99	AFDC IPV Verification Codes
TVSP	99	VSP Request Reason Codes
TVTC	99	Vendor Type Code
TVVM	99	Notice/Letter Variable Data #2
TVVN	99	Notice/Letter Variable Data
TVVR	99	VSP Verification Codes
TVWD	99	JAL/LF Penalty Withdraw Rsn Cd
TWAA	99	Admin Agency Type Code
TWAB	40	WP Milwaukee Team A, B Offices
TWAB	99	WP Milwaukee Team A, B Offices
TWAC	99	Community Waiver Referral Type
TWAG	99	Assistance Group Connection
TWAL	99	Aptitude Test Codes
TWAP	99	WP Non-Approval Reason
TWAR	99	WNW Auxiliary Request
TWAY	99	WP Activity Codes
TWBA	99	Barriers to Participation
TWBR	99	Additional Barriers
TWCA	99	WP Child Care Arrangement Type

Table	County	Description
TWCC	99	WP Completion Codes
TWCE	99	WP Control/Experiment
TWCG	99	Component Group Code
TWCL	99	WP Closing Office
TWCM	99	Default Case Mgr In WP Office
TWCN	99	IVD Random Assignment
TWCR	99	WP CF Compliance Codes
TWCS	99	WP Component Status
TWCT	99	WP Contact Type Code
TWDA	99	WDA Codes
TWDP	99	W2 Diversion Reason Codes
TWDR	99	Drivers License Table
TWDS	99	WP Activity Assgn Disp Codes
TWDT	99	Distribution Zip Code Table
TWEA	99	WP Employability Assets
TWED	99	WP Individual Education Level
TWEN	99	WP Work Environment Type Code
TWEO	99	WP Employ Plan-Other Pymt Typs
TWEP	99	WP Employability Plan 2nd Prov
TWER	99	Work Exemption Disqual Reason
TWES	99	Employment Status
TWET	99	English Test Level Codes
TWFC	99	WP Non-Particip Failure Type
TWFD	99	WP Component/Status Fndg Srce

Section 4 – Reference

Table	County	Description
TWFP	99	W2 Placement Codes for WPFN
TWFS	99	FSA108 Samp Extract Strt & Int
TWGC	99	WP Non-Participation Reason
TWGO	99	Good Cause Reason Codes
TWHO	99	Work History Override Reasons
TWIL	99	Interest Test
TWLM	99	W2 Time Limits - Clocks
TWLR	99	Welfare Reform Program Codes
TWLT	99	WP Listing Type Codes
TWLW	99	WP Reason Leaving Work Place
TWMC	40	Milwaukee Regions By Census
TWMD	99	WP Employment Medical Benefits
TWMR	40	Milwaukee Office By Region
TWMT	99	Math Test Codes
TWMZ	40	Milwaukee Clean Zip Codes
TWNC	99	W2 Non-Cooperation Codes
TWOA	99	Other Agency/Pgm Particpation
TWOB	99	Other Benefits Received
TWOF	99	Write Off Reason Codes
TWOI	01	WP Referral Ofc Based On Zip
TWOI	02	WP Referral Ofc Based On Zip
TWOI	03	WP Referral Ofc Based On Zip
TWOI	04	WP Referral Ofc Based On Zip

Table	County	Description
TWOI	05	WP Referral Ofc Based On Zip
TWOI	06	WP Referral Ofc Based On Zip
TWOI	07	WP Referral Ofc Based On Zip
TWOI	08	WP Referral Ofc Based On Zip
TWOI	09	WP Referral Ofc Based On Zip
TWOI	10	WP Referral Ofc Based On Zip
TWOI	11	WP Referral Ofc Based On Zip
TWOI	12	WP Referral Ofc Based On Zip
TWOI	13	WP Referral Ofc Based On Zip
TWOI	14	WP Referral Ofc Based On Zip
TWOI	15	WP Referral Ofc Based On Zip
TWOI	16	WP Referral Ofc Based On Zip
TWOI	17	WP Referral Ofc Based On Zip
TWOI	18	WP Referral Ofc Based On Zip
TWOI	19	WP Referral Ofc Based On Zip
TWOI	20	WP Referral Ofc Based On Zip
TWOI	21	WP Referral Ofc Based On Zip
TWOI	22	WP Referral Ofc Based On Zip
TWOI	23	WP Referral Ofc Based On Zip
TWOI	24	WP Referral Ofc Based On Zip
TWOI	25	WP Referral Ofc Based On Zip

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Table	County	Description
TWOI	26	WP Referral Ofc Based On Zip
TWOI	27	WP Referral Ofc Based On Zip
TWOI	28	WP Referral Ofc Based On Zip
TWOI	29	WP Referral Ofc Based On Zip
TWOI	30	WP Referral Ofc Based On Zip
TWOI	31	WP Referral Ofc Based On Zip
TWOI	32	WP Referral Ofc Based On Zip
TWOI	33	WP Referral Ofc Based On Zip
TWOI	34	WP Referral Ofc Based On Zip
TWOI	35	WP Referral Ofc Based On Zip
TWOI	36	WP Referral Ofc Based On Zip
TWOI	37	WP Referral Ofc Based On Zip
TWOI	38	WP Referral Ofc Based On Zip
TWOI	39	WP Referral Ofc Based On Zip
TWOI	40	WP Referral Ofc Based On Zip
TWOI	41	WP Referral Ofc Based On Zip
TWOI	42	WP Referral Ofc Based On Zip
TWOI	43	WP Referral Ofc Based On Zip
TWOI	44	WP Referral Ofc Based On Zip
TWOI	45	WP Referral Ofc Based On Zip
TWOI	46	WP Referral Ofc Based On Zip

Table	County	Description
TWOI	47	WP Referral Ofc Based On Zip
TWOI	48	WP Referral Ofc Based On Zip
TWOI	49	WP Referral Ofc Based On Zip
TWOI	50	WP Referral Ofc Based On Zip
TWOI	51	WP Referral Ofc Based On Zip
TWOI	52	WP Referral Ofc Based On Zip
TWOI	54	WP Referral Ofc Based On Zip
TWOI	55	WP Referral Ofc Based On Zip
TWOI	56	WP Referral Ofc Based On Zip
TWOI	57	WP Referral Ofc Based On Zip
TWOI	58	WP Referral Ofc Based On Zip
TWOI	59	WP Referral Ofc Based On Zip
TWOI	60	WP Referral Ofc Based On Zip
TWOI	61	WP Referral Ofc Based On Zip
TWOI	62	WP Referral Ofc Based On Zip
TWOI	63	WP Referral Ofc Based On Zip
TWOI	64	WP Referral Ofc Based On Zip
TWOI	65	WP Referral Ofc Based On Zip
TWOI	66	WP Referral Ofc Based On Zip
TWOI	67	WP Referral Ofc Based On Zip
TWOI	68	WP Referral Ofc Based On Zip

Section 4 – Reference

Table	County	Description
TWOI	69	WP Referral Ofc Based On Zip
TWOI	70	WP Referral Ofc Based On Zip
TWOI	71	WP Referral Ofc Based On Zip
TWOI	72	WP Referral Ofc Based On Zip
TWOI	85	WP Referral Ofc Based On Zip
TWOI	86	WP Referral Ofc Based On Zip
TWOI	87	WP Referral Ofc Based On Zip
TWOI	88	WP Referral Ofc Based On Zip
TWOI	89	WP Referral Ofc Based On Zip
TWOI	91	WP Referral Ofc Based On Zip
TWOI	92	WP Referral Ofc Based On Zip
TWOP	40	WP Office Opening
TWOP	67	WP Office Opening
TWOP	99	WP Office Opening
TWOZ	28	WP Referral Ofc Based On Zip
TWOZ	40	WP Referral Ofc Based On Zip
TWOZ	53	WP Referral Ofc Based On Zip
TWPA	99	PFP Activity Codes
TWPC	99	WP Pay
TWPE	99	Work Program Exemption Reasons
TWPF	99	PFP Met Category Codes
TWPL	00	WP Employ/Fam Svc Plan Agr Txt
TWPL	99	WP Employ/Fam Svc Plan Agr Txt

Table	County	Description
TWPM	99	WP Machinery Type Code
TWPO	99	PFP Jobs Offices
TWPR	99	Work Program Registr. Codes
TWPT	99	Pre W2 Placement Codes
TWPX	99	Work Program Exemption Reasons
TWRC	99	WP Indiv Refugee Type
TWRG	99	WP Registration Codes
TWRT	99	Reading Test Codes
TWSC	99	WP Service Type Codes
TWSH	99	Subsidized Housing Type Codes
TWSR	99	WP Sanc. Rej. Reason Table
TWSS	99	WP Specialized Skills
TWST	99	Work Program Sanction Types
TWTC	99	WP Target Groups
TWTG	99	WtW Target Population
TWTL	99	Test Level Codes
TWTM	99	WP Individual Tribal Mbr Name
TWTP	99	Two-Parent WP Determination
TWTR	99	WP Transaction Codes
TWTW	99	WtW Program Type
TWWD	99	WDA Of County/Tribe
TWWI	99	WTW Type Individual
TWWO	99	WTW Other Elig Criteria
TWWP	99	WI Works Placement Codes
TWWR	99	W-2 Payment Proration Amount

Section 4 – Reference

Table	County	Description
TWWS	99	WI Works Need Standard
TWWT	99	WtW/WAA Completion Codes
TZIP	30	Milwaukee Zipcodes
TZIP	40	Milwaukee Zipcodes
TZIP	99	Milwaukee Zipcodes