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7.3 Trial Employment Match Program (TEMP)

This section applies to the City of Beloit and Dane, Kenosha, Marathon, Milwaukee, and Racine counties.

The Trial Employment Match Program (TEMP) is for applicants or on-going W-2 participants who are not quite ready for unsubsidized employment but can succeed in a subsidized job with some assistance from the W-2 agency.

A TEMP job can last for a maximum of six months with an opportunity for a three-month extension (see 7.3.5.1.2). A custodial parent may take part in more than one TEMP job, but may not exceed a total of 24 months of participation in TEMP (see 7.3.6).

A noncustodial parent (NCP) meeting eligibility for W-2 case management services (see 7.5.1) may take part in only one TEMP job, provided that the NCP has not exceeded the 24-month TEMP time limit.

7.3.1 TEMP Participants

The W-2 agency must utilize informal assessment results to identify W-2 participants who are capable of working and may be appropriate for TEMP (see 5.2 for more information on Informal Assessments).

7.3.1.1 Custodial Parent TEMP (TMP)

The Custodial Parent TEMP placement (TMP) is available to unemployed custodial parents who have received W-2 for the last 12 consecutive months, of which six months were in any combination of the CSJ or W-2 T placements. Potential candidates must be able to participate in 25 or more hours per week of work training and education and training activities.

7.3.1.2 Noncustodial Parent TEMP (TNP)

The Noncustodial Parent TEMP placement (TNP) is available to noncustodial parents meeting eligibility for W-2 case management services under 7.5.1.1. Potential candidates may include individuals referred to the W-2 agency by the local Child Support Agency that owe child support arrears and have not made a child support payment in the past six months.

7.3.1.3 Paired Custodial Parents and Noncustodial Parents (Dane County only)

The W-2 agency will identify candidates for TEMP that are custodial parents and noncustodial parents with a child in common, except that one parent does **not** reside in the same household. This paired selection is not to be confused with W-2 two-parent households where both parents

are custodial parents (see 14.2.1) and only one parent can be placed in a W-2 position at any one time.

EXAMPLE 1: Maureen lives with her two-year-old daughter, Caitlin, and is participating in CSJ. The FEP identifies Maureen as a good candidate for TMP and speaks with her about the benefits of NCP services in W-2. Maureen tells the NCP, Dorian, about W-2 services. Dorian lives with his aunt and is unemployed and unable to meet his child support obligations. He applies for W-2 and is found eligible. The FEP determines that Dorian is a good candidate for TNP.

When one parent in a TEMP job relocates out of Dane County, both parents lose eligibility to continue participation in TEMP in Dane County.

EXAMPLE 2: Maureen and Dorian are both participating in TEMP in Dane County. After three months, Dorian relocates to Washington County. Maureen and Dorian both lose eligibility to continue in TEMP. The W-2 agency re-assesses Maureen and places her in a CSJ. Dorian reapplies for W-2 NCP services in Washington County.

7.3.2 Service Delivery Models

There are two service delivery models in TEMP: 1) Matching Model; and 2) Sector Model.

The W-2 agency will administer TEMP beginning with recruitment of potential candidates and subsidized employers for TEMP and continue to provide services throughout the duration of the TEMP placement as described under the W-2 agency's implementation plan.

7.3.2.1 Matching Model

The matching model matches individuals to available subsidized jobs that require specific sets of skills, abilities, and aptitudes. It is based on a comprehensive assessment of the individual's skills, abilities, and aptitudes and on an assessment of the subsidized job requirements to assure a good match between them.

7.3.2.2 Sector Model

The sector model provides sector-specific training that prepares individuals for subsidized jobs in those sectors. The sector or sectors to be served by TEMP in a given area will depend on partnerships with subsidized employers and training providers developed by the W-2 agency.

7.3.3 W-2 Agency Requirements

7.3.3.1 Wage Subsidy

The W-2 agency must negotiate an agreement with an employer to pay a wage subsidy that is no more than the state or federal minimum wage (\$7.25) for each hour worked, up to a maximum of 40 hours per week. The W-2 agency may negotiate with an employer to pay a wage subsidy that is less than \$7.25 per hour, if the employer is willing to accept a wage subsidy that is less than \$7.25 per hour.

The W-2 agency may not pay a wage subsidy to an employer for a period when no wages are paid to a TEMP employee.

7.3.3.2 Employer Agreement

The W-2 agency must complete an agreement with a TEMP employer for every TEMP employee and use the Wisconsin Works Trial Employment Match Program – Employer Agreement form (10759).

The W-2 agency and employer must also complete the Wisconsin Works Work Training Provider/Employer Guidelines form (10792) for every training provider or employer at which a W-2 participant has been placed. (See 9.2.1)

7.3.3.3 Verification of Time Records

The W-2 agency must collect and verify timesheets for hours actually worked by a TEMP employee prior to making payments to an employer.

The W-2 agency must manually issue payments to an employer to cover wage subsidies paid monthly to a TEMP employer for each TEMP employee and accurately record wage subsidy payments on CARES screen WPSS.

7.3.4 TEMP Employer Requirements

7.3.4.1 Wages and Benefits

A TEMP employer must pay a TEMP employee for the hours worked at either the wage paid to the employer's entry level employees who perform similar duties or the state or federal minimum hourly wage, whichever is higher. A TEMP employer must provide a TEMP employee with benefits comparable to benefits provided to regular employees in similar positions.

When an employer pays a wage ("Employee Wage") that is higher than the negotiated wage subsidy ("Wage Subsidy"), the employer must supplement the wages in excess of the negotiated wage subsidy. The portion of the employee's wage that the employer is responsible for ("Employer Supplement") is calculated using the following formula:

Employee Wage - Wage Subsidy = Employer Supplement

EXAMPLE: A TEMP employer pays a TEMP employee \$8.50 per hour. The W-2 agency and employer negotiate a wage subsidy of \$4.50 per hour. The employee wage is higher than the subsidy and the employer supplement is: $\$8.50 - \$4.50 = \$4.00$ per hour.

7.3.4.2 Time Records

A TEMP employer must invoice the W-2 agency monthly for the wage subsidy payment. The invoice must itemize the following for each TEMP employee:

- Actual wages paid monthly;
- Number of hours worked in the month; and
- Month of employment.

7.3.4.3 Good Faith Effort

A TEMP employer must agree to make a good faith effort to retain the participant as a permanent employee after the wage subsidy ends.

If a TEMP employer does not retain a participant as a permanent unsubsidized employee, the employer must:

1. Agree to serve as an employment reference for the participant; or
2. Provide to the W-2 agency a written performance evaluation of the participant, including recommendations for improvement.

Employers who routinely fail to offer unsubsidized jobs to participants who have succeeded in their TEMP job experience should not receive future contracts.

7.3.5 Participation Requirements and Case Management

TEMP jobs are generally 40 hours per week. A participant may, in unique circumstances, be placed in a TEMP job that is less than 40 hours per week. For example, the individual requests to work only 30 hours per week because she is attending night school, even though she will not be paid for the hours in school. The hours an individual participating in a TEMP job is required to work are determined by the employer, the W-2 agency, and the individual, and must be stated in the employer agreement (see 7.3.3.2).

The W-2 agency is expected to provide case management services that help individuals to succeed in the TEMP job. Examples of these types of services include:

- Frequent follow-up with the employer and TEMP employee, including employer site visits;
- Mediating conflicts between employers and TEMP employees;
- Identifying and facilitating referrals for work supports that will help to ensure job retention;
- Providing information about the state and Federal Earned Income Tax Credit, Transitional FoodShare, BadgerCare, Wisconsin Shares, and any other resource that the individual and his or her family will access during the transition to full-time employment.

7.3.5.1 Ending TEMP Placements

The TMP or TNP placement must end effective the last date of employment in a TEMP job. NCPs in the TNP placement are not eligible for multiple TEMP jobs under 7.3.5.1.1.

7.3.5.1.1 Multiple TEMP Jobs

It is expected that the W-2 agency conduct a thorough assessment of candidates for TEMP and available TEMP jobs and appropriately match participants to a TEMP job; however, there may be instances where there is a mismatch of an individual's skills with an employer's expectations.

If the individual remains eligible and appropriate for TEMP, the individual may continue with a different employer. When this occurs, the W-2 agency must make every effort to ensure that there is no break in employment. If the W-2 agency is unable to immediately place the individual with a different employer, the W-2 agency must end the placement with the last date of employment and reassess the individual for the most appropriate placement.

7.3.5.1.2 Placement Extensions

To be eligible for a placement extension, the employer must request the extension based upon the individual's need to continue to develop or strengthen specific workplace competencies as identified in his or her employability plan. The W-2 agency has the authority to determine extensions to the wage subsidy, taking the agency's budget into consideration. All subsidy extensions must be justified by a need for continuing skill development balanced with the likelihood that the individual will be retained in unsubsidized employment following the extension.

7.3.5.1.3 Moving Between TMP and TNP Placements

Individuals who move between TMP and TNP placements during one TEMP job may continue with and complete that TEMP job for the duration of the agreement.

7.3.6 TEMP Time Limits

W-2 participation in TEMP is limited to 24 cumulative months (see 2.10.2). TMP and TNP placements count toward one 24-month TEMP eligibility time limit. Months accumulated in TEMP follow the individual irrespective of the change in W-2 Group status.