

wisconsin department of
children & families

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Governor Scott Walker
Secretary Eloise Anderson

Secretary's Office

October 26, 2011

Kent Wilcox
Regional Administrator, Chicago Regional Office
Administration for Children and Families (ACF)
233 North Michigan Avenue, Suite 400
Chicago, IL 60601-5519
FAX: 312-353-2204


Dear Mr. Wilcox:

Enclosed is Wisconsin's amended Temporary Assistance for Needy Families (TANF) block grant state plan for October 1, 2009 through September 30, 2012, which we are amending effective January 1, 2012. Also enclosed is a list of the revisions made to Wisconsin's amended TANF State Plan.

The Wisconsin Department of Children and Families (DCF) is the state administering agency for the TANF block grant. As Secretary of the Department, I am authorized to make the assurances required by law. At my direction, the Deputy Secretary also may sign any documents. Correspondence regarding this amended TANF State Plan should be sent directly to my office.

Please contact Kris Randal, Administrator, Division of Family and Economic Security, Department of Children and Families, 201 East Washington Avenue, Second Floor, P.O. Box 8916, Madison, WI 53708-8916, (608) 266-8718 with any questions relating to Wisconsin's amended TANF State Plan.

Sincerely,



Eloise Anderson
Secretary, Wisconsin Department of Children and Families

Enclosure: List of Changes to Wisconsin's Amended TANF State Plan
Wisconsin's TANF State Plan, October 1, 2009 – September 30, 2012, Amended
Effective January 1, 2012

Cc Kris Randal, DCF
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DCF-F-22-E (R. 04/2011)

I. INTRODUCTION

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) requires the State of Wisconsin to submit this TANF State Plan to the U.S. Secretary of Health and Human Services to renew Wisconsin's eligibility for federal Temporary Assistance for Needy Families (TANF) funding. This Wisconsin TANF State Plan outlines how Wisconsin implements the TANF provisions in accordance with the requirements of the federal Department of Health and Human Services (DHHS)/Administration for Children and Families (ACF). This TANF State Plan provides specific information about program delivery, eligibility criteria, employment and work training, other elements of work-based participation, case management services, program funding and certifications.

Wisconsin's primary TANF programs are administered by the Wisconsin Department of Children and Families (DCF).

DCF works closely with the other state agencies that also administer Wisconsin's TANF programs and services, including the Department of Administration (DOA), Department of Health Services (DHS), Department of Public Instructions (DPI) and Department of Revenue (DOR).

GENERAL PROVISION ASSURANCES

Under the TANF State Plan, Wisconsin will provide services to needy families. For many TANF programs, need is defined as a percentage of the federal poverty level (FPL). While each program has its own standards, all are either at or below three hundred (300) percent of FPL. When an alternate measure of need is used to determine eligibility, this is noted in the applicable program description. Qualifying programs that have no income limits are also noted in the program description.

The State ensures the following:

1. Wisconsin's TANF program is designed to serve all political subdivisions in the State (not necessarily in a uniform manner), provide assistance and services to needy families with (or expecting) children, and provide parents with job preparation, work and support services to enable them to leave the program and become self-sufficient.
2. The program requires a parent or caretaker receiving assistance to engage in work (as defined by the State) once the State determines that the parent or caretaker is able to engage in work, or once the parent or caretaker has received assistance under the program for twenty-four (24) months (whether or not consecutive), whichever is earlier, consistent with section 407(e)(2).
3. Parents and caretakers receiving assistance under the program shall be engaged in work activities in accordance with section 407.
4. Reasonable steps shall be taken as the State deems necessary to restrict the use and disclosure of information about individuals and families receiving assistance under the program attributable to funds provided by the federal government. Note: Chapter 49 of Wisconsin State Statutes details the restrictions on disclosure of information for Wisconsin's TANF programs.

5. Goals have been established and action has been taken to prevent and reduce the incidence of out-of-wedlock pregnancies, with special emphasis on adolescent pregnancies, and to establish numerical goals for reducing the illegitimacy ratio of the State (as defined in section 403(a)(2)(C)(iii)). (See Prevention of Unintended Pregnancies.)
6. A program is conducted, designed to reach state and local law enforcement officials, the education system, and relevant counseling services, that provides education and training on the problem of statutory rape so that teenage pregnancy prevention programs may be expanded in scope to include men. (See Prevention of Statutory Rape.)

PUBLIC INPUT

Through the Wisconsin biennial budget process, the Legislature's Joint Finance Committee meetings and other public forums, there is ongoing public dialogue regarding Wisconsin's TANF programs.

DCF completed its forty-five (45) day public comment period on the TANF State Plan prior to submitting the updated Plan, which incorporated suggested edits from the public comment period, to the U.S. Department of Health and Human Services on December 6, 2010.

At the beginning of the public comment period, DCF placed an announcement on its public website regarding the availability of the draft TANF State Plan for public comment. The web site announcement included:

- a web link to the draft TANF State Plan;
- instructions on how to obtain a hard-copy of the draft TANF State Plan;
- information on the public hearing;
- instructions for submitting comments; and
- the timeframe for submitting comments.

This same information was sent via a DCF Division of Family and Economic Security (DFES) Administrator's Memo. In addition, the following groups and individuals received the information directly via an e-mail notice: DCF Area Administrators and Regional Administrators, DCF Milwaukee Operations staff, DCF Program Operations staff, W-2 agencies, child care coordinators, child support agencies, directors of county departments of human services and social services, tribal economic support directors, other state agencies, and the Great Lakes Intertribal Council.

All written and oral comments on the draft TANF State Plan were reviewed and considered for changes in the updated Plan. DCF summarized the number of comments received, the types of comments received, and any changes DCF made to the draft TANF State Plan as a result of the comments.

II. WISCONSIN'S TANF PROGRAMS

Wisconsin has several types of TANF programs, including the W-2 program and many other TANF programs and services.

A. W-2 PROGRAM

W-2 PROGRAM DELIVERY SYSTEM

W-2 Program Access

DCF contracts with county human/social service agencies, private non-profit agencies and private for-profit agencies to provide W-2 services across the state. Some contracts cover just one of Wisconsin's seventy-two (72) counties, others cover a group of counties (often referred to as consortiums), and in Milwaukee County, Wisconsin's most populous county, contracts cover part of the county.

2010 – 2012 W-2 Contracts

W-2 agencies were awarded W-2 contracts for the period January 1, 2010, through December 31, 2011. In December 2010, DCF amended the contract period to January 1, 2010 through December 31, 2012. During this period, there are thirty-one (31) W-2 Agencies in the Balance of State. The agencies include a combination of public and private agencies, selected through a competitive process and Right of First Selection.

The Balance of State contracts have the following mix of agency types:

- **Thirty (30) Balance of State counties operated by three (3) private non-profit agencies**
Forward Services Corporation– Brown, Florence; Forest; Kewaunee; Langlade; Lincoln; Marathon; Marinette; Marquette; Menominee; Oneida; Shawano; Vilas and Waushara Consortium
Workforce Connections Inc.– Buffalo; Columbia; Douglas; Jackson; Juneau; Monroe; Pierce; St. Croix; Sawyer; Trempealeau; Vernon and Washburn Consortium
Workforce Resource Inc. – Barron; Chippewa; Clark and Rusk Consortium
- **Four (4) Balance of State counties operated by two (2) private for-profit agencies**
Arbor Education and Training – Ozaukee; Washington and Waukesha Consortium
Kaiser Group, Inc. – Walworth
- **Thirty-seven (37) Balance of State counties operated by county-run agencies**
Twenty (20) W-2 agencies are county human/social services agencies in the balance of state with six county consortia acting on behalf of seventeen (17) additional county human/social services agencies.

In the 2010-2012 Contracts, Milwaukee has the following agency types:

- **W-2 Eligibility and Assessment Agency serving all of Milwaukee County**
Social Development Commission (SDC) (private non-profit)
- **W-2 Employment Agencies serving five (5) regions in Milwaukee County**
YWCA of Greater Milwaukee (private non-profit) – Milwaukee County Northeast Region
UMOS (private non-profit) – Milwaukee County Southeast Region

MAXIMUS, Inc. (private for-profit) – Milwaukee County Central and Southwest Regions
Policy Studies, Inc. (private for-profit) – Milwaukee County Northwest Region

- **W-2 SSI Advocacy Agency serving five (5) regions in Milwaukee County**
UMOS (private non-profit) – Milwaukee County Southeast and Southwest Regions
Public Consulting Group (private for-profit) – Milwaukee County Central, Northeast and Northwest Regions

The Milwaukee County 2010-2012 W-2 Contracts began on April 1, 2010 for the W-2 Eligibility and Assessment Agency and the W-2 Employment Agencies and began on January 1, 2010 for the Milwaukee SSI/SSDI Advocacy Agencies (SSIAs).

Benefits and Services Offered at Wisconsin Works (W-2) Agencies

Wisconsin agencies are required to provide a one-page description of benefits and services available at the W-2 agency to all individuals who ask for assistance. Section 1.4.6 of the W-2 Manual provides a link to the Benefits and Services Offered at Wisconsin Works (W-2) Agencies brochure at the following link: <http://dcf.wisconsin.gov/w2/manual/default.htm>.

The brochure also can be found in DCF's publications website at:
http://dcf.wisconsin.gov/publications/pdf/dcf_p_dwsp11890.pdf.

Financial and Employment Planner (FEP) Role

The FEP is central to W-2 integrated case management and is the primary individual who performs and/or monitors all case management services for the W-2 participant. This approach allows a simplified process for the participating family and is more likely to help build a supportive relationship between the participant and the FEP.

A FEP provides:

- W-2 eligibility determination
- W-2 employment position placement
- Employability Plan (EP) development
- Case management
- Referrals to the child support agency
- All other support services for a participant in a W-2 employment or work training position

W-2 ELIGIBILITY

The primary purpose of W-2 is to prepare eligible parents for unsubsidized employment to help them provide for their families and become self-sufficient members of the community in which they live. There are four categories of individuals who may be eligible for services of the W-2 program:

- Custodial parents of minor children may access all W-2 services.
- Non-custodial parents may receive case management services, subject to a child support order and the custodial parent's participation in W-2.

- Pregnant women, with no born children living with them, may receive case management services. The W-2 program allows cash payments to unmarried women, without custody of any dependent children, who provide medical verification of third trimester at-risk pregnancy which results in their inability to work.
- All minor parents are eligible to receive W-2 case management services.

The eligibility criteria used by Wisconsin to ensure fair and equitable treatment of all individuals seeking W-2 services can be found in the W-2 Manual at <http://dcf.wisconsin.gov/w2/manual/default.htm>. Applicants must meet both non-financial and financial eligibility criteria to be considered for a W-2 employment position, a Job Access Loan and certain case management services. W-2 non-financial criteria include the applicant either must be a citizen or a qualified non-citizen.

In addition to the criteria set forth in the W-2 Manual, each W-2 agency is required to submit a letter of assurance to DCF regarding the agency's compliance with DCF's Civil Rights Compliance (CRC) requirements. (See IV. Civil Rights Compliance, Affirmative Action and Complaint Resolution.)

Income Limits

The W-2 group's income must be at or below one hundred fifteen (115) percent of the federal poverty level (FPL).

Asset Limits

The W-2 group's assets cannot exceed two thousand five hundred dollars (\$2,500), excluding the combined equity value of vehicles up to ten thousand dollars (\$10,000) and one home that serves as the homestead.

Cooperation with Child Support

Applicants and participants must cooperate with child support enforcement efforts to be eligible for W-2 services. The determination of whether an applicant is cooperating with child support enforcement efforts is made by the child support agency. Applicants and participants with a child younger than sixty (60) days are exempt from the child support cooperation requirement. An applicant or participant may claim good cause for refusal to cooperate at any time during the application process or once found eligible for W-2 services. When an applicant or participant claims good cause for refusal to cooperate with Child Support, then it is the W-2 agency's responsibility to make a determination of good cause in each of those cases.

Residency Requirement

W-2 applicants must verify that they are currently residents of Wisconsin. With the exception of migrant workers, W-2 applicants must also demonstrate an intent to continue to reside in the state.

TANF assistance received by an adult in Wisconsin or any other state counts toward the sixty (60)-month time limit. When there is evidence that an applicant has received cash assistance in another state, the FEP must:

1. Determine the number of months TANF cash assistance was received in the other state by contacting the appropriate persons;
2. Take steps to ensure that the cash assistance received was, in fact, TANF cash assistance; and

3. Document that information in the case file for future calculation of eligibility.

The W-2 Policy Manual provides resource information to the FEPs on how to contact other states to verify if TANF benefits were received.

Accessing Other Sources of Income

A W-2 applicant may be required to apply for and accept other public assistance programs or resources that may be available, prior to being determined eligible for W-2 services. Applicants who refuse to cooperate are not eligible for a W-2 employment position or a Job Access Loan.

Temporary Absence of a Minor Child

Consistent with the options provided for states in US Code Title 43, Chapter 7, Subchapter IV, Part A, section 608, DCF rule allows W-2 agencies to provide W-2 services to an otherwise eligible family for up to three months when the minor child has been or is expected to be absent from the home for a period of 90 consecutive days. On a case-by-case basis, an extension of the temporary absence timeframe creates a total temporary absence time period for W-2 services of up to one hundred eighty (180) days.

W-2 PROGRAM TIME LIMITS

60-Month Time-Limited W-2 Payment Policy

Both federal TANF and state W-2 legislation include a sixty (60)-month lifetime limit for eligibility. The time-limits were first applied to AFDC recipients participating in the Job Opportunities and Basic Skills (JOBS) program beginning on October 1, 1996. W-2 agencies may extend the time-limits on a case-by-case basis because of circumstances including:

1. The adult W-2 group member is unable to work because of personal disability or incapacitation;
2. The adult W-2 group member has significant limitations to employment;
3. The adult W-2 group member is needed in the home to care for another severely incapacitated group member; or
4. The adult group member has made all appropriate efforts to find work, and is unable to find unsubsidized employment because local labor market conditions preclude a reasonable job opportunity.

24-Month Time Limit for Subsidized Employment Positions

Participation in any W-2 employment and training position category (Trial Job, Community Service Job (CSJ), and W-2 Transition (W-2 T)) is limited to twenty-four (24) cumulative months. Extensions to the time limits may be granted on a case-by-case basis. Note: Effective October 30, 2009 through December 31, 2011, this twenty-four (24)-months time limit was not in effect.

W-2 PROGRAM'S ASSISTANCE FOR CARE IN A LONG-TERM CARE FACILITY

The W-2 program will continue providing assistance to eligible individuals to train for, seek and maintain employment that includes providing direct care in a long-term care facility (as terms are defined for the TANF program under section 1397j of Title IV-A of the Social Security Act). The W-2 program's job skills training, work experience and job retention services provided for Trial Job, Community Service Job (CSJ), and W-2 Transition (W-2 T) positions often include training

and employment services for certified nursing assistants (CNAs), home health aides, and other personal and health care aide positions. (See Subsidized Employment and Work Training section below regarding Trial Job, CSJ and W-2 T positions.) In addition, the W-2 program's case management services provide on-going employment retention services for positions that include CNAs, home health aides, and other personal and health care aides. (See information in the Unsubsidized Employment section below about case management services which also is referenced in the Follow-up Case Management Services section below.)

The Department will coordinate with the Wisconsin Department of Health Services (DHS) Bureau of Aging and Disability Resources and the Wisconsin Department of Workforce Development (DWD) Office of Economic Advisors to proactively identify geographic movement within Wisconsin both of the elder population and the workers who provide health care services, eldercare labor shortage issues, and other eldercare issues in order to plan for and help address Wisconsin's anticipated shortage of health care workers for the increasing elder population. The Department will share this information with local W-2 agencies. Local W-2 agencies are required to keep informed of local economic trends and provide employment services, including job skills training and job development, based on those trends.

W-2 EMPLOYMENT AND WORK TRAINING FOR CUSTODIAL PARENTS

W-2's goal is to connect parents with appropriate work or work training as soon as possible. This is done by immediate placement in a W-2 employment or work training level:

- Unsubsidized Employment
- Follow-up Case Management Services
- Case Management – Ready for Employment
- Subsidized Employment and Work Training
 - Trial Jobs
 - Subsidized Private Sector Employment (SPSE)
 - CSJs
 - W-2 Ts

A participant enters the highest possible employment or work training level according to ability and is expected to move up to the next appropriate level at the earliest opportunity. Each new placement brings with it increased income and greater family economic stability.

Unsubsidized Employment

Unsubsidized employment is the goal for most W-2 participants. W-2 applicants may be placed at this level if they are working in unsubsidized employment and do not have barriers to full-time employment. W-2 participants who obtain employment while in the W-2 program are placed at this level. There are no W-2 cash payments for individuals placed at this level and case management services focused on employment retention and advancement are provided on a voluntary basis.

Case management services for employed individuals placed in Unsubsidized Employment include, but are not limited to:

- Providing guidance in career decision making skills;

- Exploring career options;
- Identifying vocational opportunities;
- Researching training information;
- Creating or updating a resume;
- Developing networking skills;
- Providing referrals to other community resources;
- Providing job survival/retention techniques;
- Providing assistance in creating a financial plan;
- Establishing employment goals;
- Providing information about job openings;
- Improving job interview skills;
- Completing job applications;
- Writing a resume;
- Arranging job interviews with employers;
- Contacting employers on the individual's behalf;
- Providing employment skills training;
- Providing English-as-a-Second Language classes if the W-2 agency determines that the course will facilitate the individual's efforts to retain employment;
- Providing a course of study meeting the standards for the granting of a declaration of equivalency of high school graduation; and
- Providing other remedial education courses.

Follow-Up Case Management Services

Participants who progress from a subsidized employment position to an unsubsidized position receive follow-up case management services for at least twelve (12) months to support job retention.

W-2 agencies may provide follow-up case management services beyond the mandatory twelve (12)-month period regardless of the individual's income and asset levels.

The case management services for participants, who progress from a subsidized employment position to an unsubsidized position, may include all of the same services listed under the Case Management for those in Unsubsidized Employment.

Wisconsin encourages W-2 agencies to provide services beyond the twelve (12)-month period to prevent recidivism and ensure employment stability. There is no time limit on these services.

Case Management Services – Ready for Employment

Effective January 1, 2012, case management services may be provided to a W-2 applicant in lieu of a subsidized employment position (Trial Job, CSJ or W-2 T) if the W-2 agency determines all of the following:

1. The individual meets the W-2 financial and non-financial eligibility requirements;
2. The individual is willing to work and has no barriers to employment that cannot be addressed with W-2 services;

3. The individual is job-ready, based on the individual's employment history or education;
and
4. The most appropriate placement for the individual is unsubsidized employment.

The case management services may include: the provision of employment skills training; English as a second language classes if the W-2 agency determines that the course will facilitate the individual's efforts to retain employment; a course of study for granting the equivalency of high school graduation; or other remedial education courses.

If the individual is not successful in obtaining unsubsidized employment after legitimate efforts to secure employment, the W-2 agency must review the provision of these case management services every thirty (30) days to determine whether the individual should be placed in a Trial Job, CSJ, or W-2 T position.

Subsidized Employment and Work Training

If good faith attempts to obtain employment have been unsuccessful, or if the W-2 agency determines that an applicant is not prepared for unsubsidized employment, the applicant may be offered a W-2 work training placement. Individuals placed in one of the following W-2 work training placements, Trial Jobs, Subsidized Private Sector Employment (SPSE), CSJs or W-2 T, may be required to continue appropriate ongoing employment search with the assistance of the W-2 agency, while participating in a W-2 work training placement.

Trial Jobs

Trial Jobs are W-2 subsidized work training placements, intended to encourage employers to give permanent opportunities to individuals who appear job ready, but have a weak work history. The W-2 agency contracts with the employer and pays the employer a subsidy (up to three hundred dollars [\$300] per month) with the expectation that if the W-2 participant performs satisfactorily, the employer will offer that participant permanent employment. The wage subsidy to the employer may be used flexibly at the Trial Job employer's discretion for training, transportation, or as an offset to employment costs.

An individual may participate in a Trial Job for a maximum of three months with an opportunity for a three-month extension in the rare instances where the additional time is needed to assure job readiness. The Trial Job employer must pay at least the minimum federal or state wage per hour and must pay wages and benefits comparable to those received by regular employees in similarly classified positions for every hour worked.

Subsidized Private Sector Employment (SPSE)

Authority to implement a Subsidized Private Sector Employment (SPSE) program is in Wisconsin's statutes. Policy is being developed and the program will be implemented when a Wisconsin Administrative Rule is promulgated for establishment and administration of the program.

SPSE participants will work in subsidized employment and will be paid wages for each hour actually worked. An individual may participate in an SPSE project for a maximum of six months with an opportunity for an extension.

Community Service Jobs (CSJ)

The CSJ work training placement is for individuals who are determined not ready for immediate regular employment. A prorated CSJ placement may be appropriate for individuals who are

already working in an unsubsidized job less than thirty (30) hours per week and where attempts to increase the number of hours in their current job or to find additional unsubsidized employment have not succeeded.

Effective for all W-2 payments issued after October 1, 2011, a monthly CSJ benefit is six hundred fifty-three dollars (\$653) with a reduction of five dollars (\$5.00) for each hour that the participant fails, without good cause, to participate in assigned activities. Effective October 1, 2011, CSJ participants are expected to participate up to forty (40) hours per week in total assigned activities with no more than ten (10) hours of the total hours in education and training activities.

Prorated CSJ payments are based on the number of hours the participant is assigned to activities:

- 1/3 CSJ: Two hundred eighteen dollars (\$218) for up to twenty (20) hours per week in assigned activities.
- 1/2 CSJ: Three hundred twenty-seven dollars (\$327) for twenty-one (21) to twenty-five (25) hours per week in assigned activities.
- 2/3 CSJ: Four hundred thirty-five dollars (\$435) for twenty-six (26) to thirty (30) hours per week in assigned activities.

For all three prorated CSJ placements, education and training activities are limited to ten (10) hours per week.

CSJ work training providers are expected to offer real work training opportunities with appropriate supervision within an environment which generally replicates that of regular employment, realizing that job coaching and mentoring may be needed to help the participant succeed.

Permissible education and training activities include:

- A course of study for the granting of a declaration of equivalency of high school graduation;
- Technical college courses and educational courses that provide an employment skill;
- Employer-sponsored training;
- English-as-a-Second-Language; and
- Adult basic education courses.

An eighteen (18) or nineteen (19) year old CSJ participant who has not obtained a high school diploma or a declaration of high school graduation may attend a high school or GED course of study to satisfy, in whole or in part, the required hours of participation in a CSJ.

W-2 Transition (W-2 T)

The W-2 T work training placement is for individuals who have been determined to have multiple barriers to employment and are unable to successfully participate in one of the other W-2 work training placements or unsubsidized employment for reasons such as alcohol or drug abuse; an individual's incapacitation; or the need to remain in the home to care for another W-2 group member who has a severe incapacitation or disability.

Participants in W-2 T are placed in full-time activity whenever possible. An in-depth assessment is completed with a qualified assessing agency or individual. The participant's assignment to

activities is based on the results of the assessment, which takes into consideration the individual's strengths and limitations. A monthly W-2 T benefit is six hundred eight dollars (\$608) with a reduction of five dollars (\$5.00) for each hour that the participant fails without good cause to participate in assigned activities.

Effective October 1, 2011, the participant may be assigned up to forty (40) hours of assigned activities per week with up to twelve (12) hours per week in education and training activities.

W-2 T activities which may be approved by the W-2 agency include:

- Community rehabilitation program - a program that provides directly or facilitates the provision of vocational rehabilitation to individuals with disabilities and that enables an individual with a disability to maximize opportunities for employment;
- Activities similar to a CSJ but with more supervision;
- Volunteer activity;
- A course of study for the granting of a declaration of equivalency of high school graduation;
- Technical college courses and educational courses that provide an employment skill;
- Employer-sponsored training;
- English-as-Second Language;
- Adult basic education courses;
- Alcohol and other drug abuse (AODA) services not covered by Medicaid, including evaluation, detoxification, assessment and treatment programs;
- Mental health activities, as prescribed by an appropriate health care professional;
- Counseling or physical rehabilitation activities;
- Court ordered activities;
- School activities that will provide educational support for children with special needs;
- Activities related to obtaining shelter or retaining safety in a domestic abuse situation or other activities needed to stabilize a family;
- Other activities that the agency determines are consistent with the capabilities of the participant; and
- Caring for a family member with incapacity of such severity that without home care, the incapacitated member's health and well-being would be significantly affected, as determined by the W-2 agency.

W-2 agencies must determine, based on the outcome of a W-2 participant's employability screening and education and career assessments, if a W-2 participant is more appropriate for SSI and/or SSDI than employment services. If the W-2 participant is more appropriate for SSI and/or SSDI, and the W-2 participant agrees to apply for SSI/SSDI, then in Milwaukee County the W-2 participant is referred to the SSI/SSDI Advocacy Agency for services, and in the balance of state (outside Milwaukee County) the W-2 agency provides SSI/SSDI advocacy services to facilitate timely approval for SSI/SSDI.

Technical College Participation Under CSJ and W-2 T

If the agency determines that an individual is unable to obtain unsubsidized employment without additional training, the participant may be allowed to participate in a technical college education program for a maximum of two years if the agency has determined that the program will likely

lead to employment. An individual placed in a CSJ or W-2 T may participate in a technical college education program as part of that placement if all of the following requirements are met:

1. The participant maintains full-time status in the technical college education program, as determined by the technical college the participant attends, and regularly attends all classes;
2. The participant maintains a grade point average of at least 2.0 (or the equivalent, as determined by the technical college); and
3. The participant is employed or engages in work activities under a CSJ or W-2 T for twenty-five (25) hours per week in addition to class time.

Custodial Parent of an Infant

Prior to December 31, 2011, a custodial parent of a child who was twelve (12) weeks old or less and who met the financial and non-financial eligibility requirements for W-2 work training placements may have received a monthly payment of six hundred seventy-three dollars (\$673) and not be required to participate in an employment position unless s/he volunteered to participate.

Effective January 1, 2012, a custodial parent of a child who is eight (8) weeks old or less and who meets the financial and non-financial eligibility requirements for W-2 work training placements may receive a monthly payment of six hundred seventy-three dollars (\$673) and will not be required to participate in an employment position unless s/he volunteers to participate. A parent may only receive the custodial parent of an infant benefit if no other adult member of the custodial parent's W-2 group is participating or eligible to participate in a W-2 work training placement or working in an unsubsidized job.

The custodial parent is eligible for benefits beginning on the date of the child's birth or the W-2 application date, whichever is later. If the parent is still eligible for W-2 and not able to obtain unsubsidized employment when the child reaches eight (8) weeks, s/he may be immediately placed in a W-2 work training placement.

Women with an At Risk Pregnancy

Effective January 1, 2010, pregnant women eligible for the At Risk Pregnancy placement may receive a monthly payment of six hundred seventy-three dollars (\$673). To be eligible, the woman must be unmarried, meet the financial and non-financial eligibility requirements for W-2 except she does not have custody of any dependent children, and provide medical verification of her third trimester at-risk pregnancy which results in her inability to work. She is not required to participate in an employment position.

The participant in an At Risk Pregnancy placement is eligible for benefits beginning on latest of the following dates: the date she met the eligibility requirements for W-2, the beginning date as specified by her physician in the medical verification for her at risk pregnancy which results in her inability to work; or the beginning of the three months prior to her estimated delivery date as specified by her physician in the medical verification (i.e. the third trimester of her pregnancy). After the birth of her child, if the woman continues to be eligible for W-2, she may immediately receive Custodial Parent of an Infant services.

Two-Parent Family Participation

W-2 philosophy strongly emphasizes the responsibility both parents have to care for and support their children. The first parent, the parent placed in a W-2 employment position, must participate in up to forty (40) hours of W-2 activities per week. If the family is also receiving

federally funded child care, the second parent must participate in W-2 activities equal to the difference between fifty-five (55) hours and the number of hours the parent who is placed in the employment position participates in assigned activities per week. Additional activities above the minimum required may be assigned based on a determination by the FEP that the activities will best prepare the other parent for unsubsidized employment.

The second parent in a two-parent family not receiving federally funded child care may be offered the opportunity to participate in W-2 activities, but participation is not mandatory. If the offer to participate in activities is accepted, the FEP identifies appropriate activities for both parents taking into consideration the schedules of the parents and children in order to accommodate the family's request not to receive child care.

OTHER ELEMENTS OF W-2 WORK-BASED PARTICIPATION

Employability Plan (EP)

An EP outlines employment goals developed jointly by the FEP and the participant. The EP may also identify basic and immediate family needs (food, clothing, shelter, health care, etc.) that are needed before the family can expect to achieve and/or maintain economic stability.

W-2 Screening and Assessment

Under W-2, assessment is the process of gathering the needed information to develop an EP customized for the participant that will result in either a successful employment outcome which starts the individual on a career path, or, if appropriate, a path to eligibility for SSI and/or SSDI benefits.

Certain types of screening and assessment are required for all W-2 applicants and participants, including:

- Informal Assessment;
- Educational Needs Assessment; and
- The offer to complete the Barrier Screening Tool (BST).

The information gathered through these required processes will assist the FEP in identifying whether additional Formal Assessments are needed to develop the participant's EP.

Informal Assessment

The purpose of the informal assessment under W-2 is to gather information about an individual and his or her family to determine the:

- Individual's ability to become employed and remain employed;
- Services and activities necessary for the individual to become employed and remain employed;
- Appropriate placement of a participant in a W-2 employment position;
- Need for further career assessment and planning;
- Need for vocational evaluation; and
- Need for a formal assessment of any disabilities or other employment barriers by a qualified assessing agency or individual.

Informal assessment is an ongoing case management practice which starts during the W-2 application period and continues until the individual no longer receives W-2 services.

Educational Needs Assessment

Agencies must conduct an educational needs assessment with all new applicants who meet financial and non-financial eligibility for W-2. The educational needs assessment must always be completed before making a W-2 placement decision. The assessment must:

- 1) Identify the applicant's current education and training levels; and
- 2) Determine the applicant's education and training needs considering the following:
 - A. The information gathered on the applicant's current education and training levels;
 - B. The level of education and training necessary to obtain full-time employment in the local labor market; and
 - C. The applicant's personal employment goals.

Education and training activities must be included in the individual's EP if the FEP determines that the individual is eligible for W-2, that s/he is interested in pursuing education or training, and that s/he needs or would benefit from education or training activities, including a course of study meeting the standards established for the granting of a declaration of high school graduation.

Barrier Screening Tool

The W-2 Barrier Screening Tool (BST) is used to identify the potential presence or risk of a personal barrier to normal functioning in an employment setting. The responses to the BST questions provided by each applicant or participant will assist the FEP in determining if the individual could benefit from a formal assessment by a professional. Formal assessment results will enable the FEP to make a more informed decision about the individual's W-2 placement, the activities s/he is assigned to and any special services or work site accommodations that s/he may need. The BST is voluntary and applicants/participants may decline part or all of the BST.

There are four sections to the BST:

1. Domestic Abuse Screen: This section of the screening helps the FEP and participant determine if a referral for a domestic abuse assessment and services is needed.
2. Functional Screen: This section screens participants for their ability to function in a work setting, work training and daily living activities. Specific instructions are provided in the screening tool to help the FEP determine if a formal assessment is needed and whether a participant must complete Screen 2.
3. Screen 2: This section screens participants to determine if they are at-risk for barriers that often go unidentified, including mental health issues, learning needs, post-traumatic stress disorder, traumatic brain injury, and alcohol or other drug abuse. Screen 2 is only completed when the Functional Screen indicates it would be helpful. Specific instructions are provided in Screen 2 to help determine if a referral for formal assessment is needed.
4. Family Needs Screen: The Family Needs questions assist the worker with gathering information about special needs of other family members in the household that may affect W-2 activities and the participation schedule to which the participant is assigned. The information gathered may also lead to referral for services by other community providers as determined by the worker.

Formal Assessment

A formal assessment is the process of establishing:

- The extent and severity of any disabilities or other conditions (e.g. domestic violence, learning needs, need to care for a child with disabilities) which may interfere with normal functioning in an employment setting or with a person's ability to meet W-2 program requirements;
- The effect of a disability or other potential barrier on the person's capacity to obtain and maintain unsubsidized employment, participate in employment-related activities (e.g. work training activities or education) or otherwise meet W-2 program requirements;
- The need for supportive services, accommodations, auxiliary aids or communication assistance;
- The conditions under which the person is capable of employment or employment related activities;
- The need to make reasonable modifications to policies, practices and procedures when necessary to ensure equal opportunity for people with disabilities; and
- The appropriateness of specific assignments in the W-2 program.

The formal assessment process may include gathering information about the participant from one or more qualified assessment agencies or individuals.

A FEP can determine the need for a formal assessment at any point, however a formal assessment is required when:

1. The applicant or participant discloses a medical condition or other barrier to employment that necessitates further assessment or definitive diagnosis by a qualified assessing agency or individual;
2. A participant is placed in a W-2 T position. Participants placed in W-2 T must have a formal assessment scheduled and documented in CARES within 30 calendar days of placement into W-2 T.
3. The FEP identifies or observes, through the ongoing informal assessment process, cues that necessitate further assessment or definitive diagnosis by a qualified assessing agency or individual; or
4. The BST results indicate that a formal assessment is needed.

W-2 Fact Finding Review

The W-2 fact finding reviews provide the opportunity for applicants and participants who have been adversely affected to be heard in a State appeal process. Wisconsin's Fact Finding Review can be found in Chapters 16 and 19 of the W-2 Manual at <http://dcf.wisconsin.gov/w2/manual/default.htm>.

Individuals who believe that an agency decision regarding any component of W-2 (e.g., employment positions, Job Access Loans, and Emergency Assistance) is incorrect may request a Fact Finding review by the W-2 agency. The requested Fact Finding review may be for the following agency decisions:

1. The denial of an application for W-2 services was incorrect;
2. The application was not acted upon with reasonable promptness;
3. The employment position placement was inappropriate;

4. The W-2 payment was incorrectly ended, reduced or subject to an overpayment; and/or
5. Good cause for non-cooperation with child support was incorrectly denied.

The W-2 agency must respond by completing an expeditious review of the case to prevent harm to the client in the event of an agency error. The Fact Finding review is an informal process to resolve issues, explain the proposed action or inaction, and permit the petitioner to present information. Each W-2 agency must have at least one individual assigned to complete Fact Finding reviews. The fact finder must be neutral and provide an objective review and decision on the Fact Finding request. W-2 agencies are bound by the Fact Finding decision for a particular case and must comply with the decision within ten (10) days of the decision date.

A second level of review is completed by the Department of Administration, Division of Hearings and Appeals (DHA) if the applicant or participant petitions the DHA for a review of the W-2 Fact Finding decision. This review is limited to a review of the record and the decision of the fact finder. The W-2 agency may also request DHA to review a Fact Finding decision. Review by DHA must be requested within twenty-one (21) days of the Fact Finding decision date.

If a Fact Finding decision for an applicant overturns the agency's action of denying W-2 payments for a W-2 applicant at either level of review, the W-2 agency shall place the individual in the first appropriate employment position. Payment begins on the date the individual begins participation and no retroactive cash payment for the period prior to participation shall be issued. For W-2 participants, the W-2 agency is required to restore any payments that were improperly calculated, reduced or terminated retroactive to the date of occurrence.

Civil Rights Compliance and Affirmative Action

In addition to Fact Finding Review, each W-2 agency must meet Civil Rights Compliance and Affirmative Action requirements. (See IV. Civil Rights Compliance, Affirmative Action and Complaint Resolution.)

Labor Standards

W-2 employment and work training placements (Trial Jobs, CSJs, or W-2 Ts) are required to not:

- Fill a vacancy created by an employer terminating a regular employee or otherwise reducing its workforce for the purpose of hiring an individual in a W-2 employment position;
- Fill a position when any other person is on layoff or strike from the same or a substantially equivalent job within the same or a substantially equivalent job within the same organizational unit; or
- Fill a position when any other person is engaged in a labor dispute regarding the same or a substantially equivalent job with the same organization unit.

All work training providers/employers must:

- Inform their regular employees of their right to file a displacement grievance under the Wisconsin Works Employee Displacement Grievance Policy;
- Inform W-2 agencies of the notification method being used; and
- Follow the provisions of the Wisconsin Works Employee Displacement Grievance Policy to address complaints, by regular employees of the work training site/employer, of displacement in violation of the three requirements above.

Section 9.3 of the W-2 Manual which provides a link to the Wisconsin Works Employee Displacement Grievance Policy can be found at <http://dcf.wisconsin.gov/w2/manual/default.htm>.

Child Care and W-2 Participation

A single parent placed in a CSJ or W-2 T position cannot be sanctioned for non-participation in any work activities during a period of time s/he is unable to obtain child care for a child under the age of thirteen (13).

An inability to obtain child care must be based on the following reasons:

1. Formal child care is not available within a reasonable distance from the parent's home or work site. Formal child care means at least one licensed or certified child care facility with space available for the child for which there is no documentation that the facility would be harmful to the health or safety of the child.

Reasonable distance means no more than 60 minutes travel time one-way, using available transportation, from the parent's home to the child care provider's location to the parent's work site. Travel time may be extended up to 90 minutes one-way if there is a good placement opportunity for the participant and the participant is willing to enter into this arrangement.

and

2. Informal child care by a relative or under other arrangements is unavailable or unsuitable. Informal child care is defined as an arrangement in which the child care provider is neither licensed nor certified. Participants who use this type of arrangement are not eligible for W-2 child care assistance. Informal child care arrangements may be used by any W-2 participant; however, a participant cannot be required to use informal child care.

If the participant fails to demonstrate an inability to obtain child care, s/he may face payment reductions for nonparticipation.

Wisconsin provides child care subsidies to families whose income is less than one hundred eight-five (185) percent of the FPL regardless of whether they are or have been on W-2. Families may remain eligible with income up to two hundred (200) percent of the FPL. There are no time limits for family eligibility. Parents in Wisconsin Shares child care have the option of selecting a child care provider from a wide variety of choices. Eligibility for child care is generally determined by W-2 agencies.

In addition to using the Child Care Development Fund (CCDF) and state general purpose revenues, TANF funds are also used to pay for child care for participants in W-2 and for low-income working parents. The child care subsidy is not counted as assistance for parents in unsubsidized employment. Child care subsidies paid for by TANF funds will be governed by the same policies as subsidies funded by CCDF. These policies include eligibility criteria (but no asset test) as well as a co-payment requirement provision. Wisconsin plans to transfer funds from the TANF block grant to the CCDF as allowed under PRWORA.

Community Involvement

Community involvement is another key aspect of the W-2 program. Collaboration between employers, community resources, the business community, advocate groups and government programs creates an environment that translates into jobs and positive community involvement for low-income workers statewide. Community Steering Committees are public/private

partnerships established under legislation to provide ties to W-2 agencies, with strong leadership from the business sector. They serve as problem-solving boards to the local agencies and collaborate with the Children's Services Network, which provide information about community resources available to W-2 participants and their families.

OTHER CASE MANAGEMENT SERVICES

Learnfare Case Management Services

Learnfare is a component of the W-2 program that requires all school age children of W-2 participants to be enrolled in school. Students who are not enrolled in school or who are dropouts, returning dropouts, habitual truants or minor parents are required to participate in case management. Learnfare case management focuses on services to maintain school enrollment, improve school attendance and prepare children for a career. For high school students, Learnfare case management focuses on graduation, career and/or employment planning, job readiness and job seeking/job retention activities. For minor parents, Learnfare case management also focuses on parenting and life skills. A financial penalty may be imposed for not being enrolled in school or not participating in case management, if required to do so. The financial penalty is in the amount of fifty dollars (\$50) per month per child, not to exceed one hundred dollars (\$150) per W-2 group per month. A financial penalty must not be imposed on students who volunteer for case management. The FEP or Learnfare specialist determines if a student and his/her parent had good cause for failing to cooperate with Learnfare case management.

Case Management for Pregnant Women

A pregnant woman whose pregnancy is medically verified and who is both non-financially and financially eligible except that she is not a custodial parent of a dependent child is eligible for job search assistance and case management services provided by the W-2 agency. Case management services may include making the appropriate referral to access child care or discussing employment goals for the W-2 group when the child is over twelve (12) weeks. The woman cannot be required to participate in an employment position until the child is twelve (12) weeks old. There is no penalty for non-cooperation with child support for a pregnant woman or while the child is less than sixty (60) days old. (See section above on Women with At Risk Pregnancy.)

Minor Parent Case Management

Custodial parents are not eligible to participate in a W-2 work training placement until they have reached the age of eighteen (18). By eliminating eligibility for cash assistance for a minor, W-2 has created a stronger tie of responsibility to the adult parent and a better opportunity for the minor parent to complete high school and prepare for a career.

A custodial minor parent is eligible, regardless of income, assets, or living arrangement to meet with a FEP, who can provide a minor parent with information about available child care services, high school and school-to-work preparation, employment and financial planning, family planning services, community resources and eligibility for Medicaid, Supplemental Nutrition Assistance Program (SNAP) and other food and nutrition services.

A minor parent living independently is counseled by the W-2 agency on the importance of living in an adult-supervised living arrangement, beginning with the assumption that the best option is for the minor to live with his or her parent(s). If needed, other living arrangements are

discussed, such as living with a Kinship Care relative. In some cases, the W-2 agency must refer the minor parent to child welfare authorities and advocate for locating a suitable living arrangement.

Non-custodial Parent (NCP) Case Management

W-2 NCP case management is a voluntary program for the unemployed or underemployed NCPs. The W-2 agency may provide job search assistance and employment and training assistance as part of the case management provided to non-custodial parents to facilitate entry into the labor market and increase capacity to make consistent child support payments for the benefit of the minor child(ren). The goal is to enable W-2 custodial parents to become self-sufficient by ensuring regular child support payments in combination with employment. In addition, it is expected that by meeting their financial obligation, non-custodial parents will also demonstrate enhanced contact with, and emotional investment in their children.

In order for a NCP to be eligible for these services, s/he must be under a current child support order or in the process of having one established, and the custodial parent must be a W-2 participant.

OTHER W-2 PROGRAM SERVICES

Employment Transportation Program

Reliable, affordable and efficient transportation is critical to achieving economic stability. Wisconsin has made it a priority to work with job seekers, employers and local service providers to address transportation needs for low-income families. Employment and training staff (W-2 agencies, Job Centers, other local partners) work with Community Steering Committees, Children's Services Networks, existing transportation service providers, Regional Planning Commissions, Metropolitan Planning Organizations and employers to determine the best use of existing resources and the best methods to meet the employment transportation needs in their communities.

W-2 agencies use innovative methods to meet participant transportation needs such as arranging van pools, setting up volunteer driver programs, accessing loan resources for personal vehicle purchase and repair, encouraging employer-based transportation programs, expanding transit hours and service areas and hiring transportation coordinators. These programs are available to people who are enrolled in a component of the W-2 program and are generally offered on an individual basis.

Credit Establishment and Credit Repair Assistance

Financial literacy services, which include training on budgeting, obtaining and managing credit and overall money management, are one of the supports W-2 participants need to achieve and maintain economic stability. To address this need, W-2 agencies provide or contract with another entity to provide credit establishment and credit repair assistance to W-2 participants to ensure their financial stability.

B. WISCONSIN'S OTHER TANF PROGRAMS AND SERVICES

Child Support Pass-Through

DCF administers the Child Support program. Cooperation with the child support agency is a requirement for receipt of W-2 services. Child support received by the family is not used to determine financial eligibility for W-2 and does not affect W-2 payments.

One hundred (100) percent of collected past-due child support is passed-through to former W-2 participants. Seventy-five (75) percent of collected child support is passed-through to current W-2 participants. The remaining twenty-five (25) percent is used to pay the federal government for its share of the collected support. DCF has developed a packet of materials and updated policies and forms to communicate these amounts to custodial parents, non-custodial parents, W-2 agencies and other partners who work with affected families.

Job Access Loans

DCF provides Job Access Loans (JALs) which are short-term interest-free loans that are intended to meet immediate and discrete expenses that are related to obtaining or maintaining employment. In order to be eligible for a JAL, the applicant must meet W-2 financial and non-financial eligibility requirements. JALs are administered through the local W-2 agency office but are not limited to those receiving W-2 benefits and services. The W-2 agency can approve a JAL from twenty-five dollars (\$25) to one thousand six hundred dollars (\$1600). Some examples of appropriate use of JALs include:

- Car loans for purchase of a vehicle or repairs to provide transportation to work or to look for work;
- Fees for obtaining a drivers license; and
- Clothing/uniforms for work.

JAL applicants who meet the W-2 financial and non-financial eligibility requirements are not entitled to a JAL, however they may be approved for a JAL provided the intended use meets a purpose of the JAL program. The loan recipient must develop a repayment plan approved by the W-2 agency. The loan may be paid back in cash or through a combination of cash and volunteer community work.

Emergency Assistance

The Emergency Assistance (EA) program, administered by DCF, is designed to meet the immediate needs of needy families facing a current emergency. The emergency must be due to fire, flood, natural disaster, energy crisis, impending homelessness, or homelessness. EA is intended to avoid destitution of a child and provide living arrangements for the child in a home. W-2 agencies are responsible for administration of EA, however, all eligible families may receive Emergency Assistance. EA is not limited to families receiving benefits and services under the W-2 program or any other form of public assistance.

An EA group must contain a child under age eighteen (18) and a caretaker relative with whom a child is living. Each member of the EA group must be a resident of Wisconsin and a citizen or qualifying alien, as defined under W-2 policy. The EA group must meet the EA financial eligibility criteria (at or below one hundred fifteen [115] percent of poverty) modeled after the W-2 financial eligibility criteria. The amount of the EA payment is the lower of:

- the maximum payment amount based on the group size (five hundred sixteen dollars [\$516] for a group with two through four members, five hundred forty-five dollars [\$545] for a group

with five members, or one hundred ten dollars [\$110] per group member for a group with six or more members); or

- the total financial need due to the emergency.

The actual costs related to the emergency are considered when determining the total financial need of the group. If an individual does not agree with the agency's decision regarding EA eligibility or payment amount, a Fact Finding Review may be requested.

Kinship Care

DCF provides allocations to counties and tribes to manage the Kinship Care program. The program provides monthly payments to relatives who care for minor relative children who are unsafe in their parental homes. Program data is compiled into eWISACWIS, an automated system that assists caseworkers and administrators in managing child welfare services, including intake, eligibility determinations, case management, court processing, financial reporting, and administration.

The Kinship Care program preserves the ability to place children with relatives while providing appropriate oversight of placements to ensure children's safety and well-being. Kinship Care is an alternative to placing these children in a foster home or other type of out-of-home placement, unless foster care placement or other out-of-home placement is in the best interests of the child.

Kinship Care can be either court-ordered, as an alternative to a foster care placement, or be voluntary based on the circumstances of individual families. Relatives receiving Kinship Care have no work requirements.

Under Kinship Care, relative caretakers are eligible for a monthly benefit if all of the following conditions are met:

1. The Kinship Care relative applies to the county or tribal social/human services child welfare agency. The agency completes an assessment and determines if there is a need for the child to be placed with the Kinship Care relative and if the placement with the Kinship Care relative is in the best interest of the child.
2. The county or tribal social/human services agency determines that the child meets one or more of the criteria specified in s. 48.13, Wis. Stats., or s. 938.13, Wis. Stats., or that the child would be at risk of meeting one or more of those criteria if the child were to remain in his or her home. (Note: These statutory sections relate to children in need of protection or services. The chapter numbers relate to the Children's Code and the Juvenile Justice Code.)
3. The county or tribal social/human services child welfare agency conducts a criminal background check on the Kinship Care relative, any other adult resident of the Kinship Care relative's home and any employees or prospective employees of the Kinship Care relative who have or would have regular contact with the child. The primary purpose of the background check is to determine if they have any arrests or convictions that could adversely affect the child or the Kinship Care relative's ability to care for the child.
4. The Kinship Care relative cooperates with the county or tribal social/human services agency in the application process, including applying for other forms of assistance for which the child may be eligible and when the child's placement is court-ordered, including pursuit of Foster Care licensing.

5. The child for whom the Kinship Care relative is providing care and maintenance is not receiving supplemental security income (SSI) or state supplemental payments on his/her own behalf.

The Kinship Care payment amount is similar to previous AFDC payment levels in Wisconsin--two hundred twenty dollars (\$220) per child per month. In addition, Kinship Care children whose placement is court-ordered are categorically eligible for Medicaid, Supplemental Nutrition Assistance Program (SNAP) benefits and Free School Lunch Program.

As a child-only benefit, there is an assumption that these children are truly needy and generally have no income of their own with the possible exception of child support. The income and assets of Kinship Care relative caretakers are not considered in the Kinship Care eligibility determination. A Kinship Care eligibility review must be completed at least every twelve months.

SSI Caretaker Supplement

The Wisconsin Department of Health Services (DHS), which administers the state's SSI activities, also administers the SSI Caretaker Supplement (CTS) program. DHS provides an additional monthly payment to help with the support of SSI recipients' dependent children. Payments are made to families based on the following criteria:

1. The child's sole custodial parent receives SSI or the child lives with both custodial parents and both receive SSI. In either circumstance, the caretaker(s) receive two hundred fifty dollars (\$250) for the first eligible child and one hundred fifty dollars (\$150) for each subsequent eligible child.
2. The child meets financial and non-financial AFDC eligibility criteria. If the family passes the AFDC eligibility test, the CTS payment is made.
3. The child does not receive SSI benefits.

Student Meal Programs

The Wisconsin Department of Public Instruction (DPI) administers state funded meals and snack programs in the public and private schools for students who meet the federal free and reduced lunch eligibility criteria. Meals and snack programs are provided on a daily basis to eligible low-income students attending school from pre-K to grade five. The state funded school breakfast program is for students who meet the federal income criteria of the free or reduced price meals and snacks.

Energy Services

The Wisconsin Department of Administration (DOA) provides payments to utility companies and other energy suppliers on behalf of needy families, reconnection services, crisis intervention services (i.e. furnace replacements), and weatherization services. Eligible needy families are families with children and income at or below two hundred twenty-five (225) percent of the federal poverty level (FPL).

Earned Income Tax Credit

Beginning with 1999 income tax returns, the Wisconsin Department of Revenue (DOR) began providing an earned income tax credit to low-income working families. The refundable portion of the tax credit is counted as state maintenance-of-effort (MOE) for purposes of the state's TANF MOE requirements. (Note: Nonrefundable amounts and earned income tax credit payments made to qualified aliens are paid for with state general purpose revenue.)

This credit provides a supplement to the wages and self-employment income of lower-income workers who have children living with them. Under the Wisconsin program, persons may be eligible to receive the tax credit if they had at least one qualifying child, were a full-year resident of Wisconsin, and qualified for the federal Earned Income Credit.

Brighter Futures

Under the administration of DCF, the Brighter Futures programs award state-funded grants to nonprofit and public agencies in Milwaukee County, and county social services agencies in other counties. These grants fund programs for the prevention of youth violence, substance use and abuse, child abuse and neglect, and non-marital pregnancy, and for the promotion of adolescent self-sufficiency for pregnant adolescents and adolescents who are parents.

Brighter Futures supports positive youth development and prevention programs in high-risk communities and high-poverty neighborhoods. Programs serve infants, children, youth, and families, and focus on increasing adolescent functioning by encouraging high school graduation, vocational preparedness, improved social and other interpersonal skills, and responsible decision-making.

Participant-centered case planning creates buy-in from program participants. Personalized care is designed for each participant using culturally appropriate case plans and activities targeting the participant's strengths and needs, with support from the family and other sources. Programs provide an array of services including:

- Adolescent parent self-sufficiency and pregnancy prevention;
- Substance abuse prevention;
- Child Respite Care;
- Family preservation and support services;
- Choices for girls and young women;
- Empowerment of individuals, families, and communities to overcome effects of poverty;
- Domestic abuse prevention and education; and
- Coordination with county and private social and mental health services.

Boys and Girls Club

DCF provides grants to the Boys and Girls Club of America operating in Wisconsin to provide services to improve the social, academic and employment skills of low income youth. Families that meet income eligibility requirements for the free and reduced school lunch program may participate in a full range of youth opportunities.

Domestic Violence Services

DCF administers state and federal funds to provide grants for domestic violence services in each county and tribal area in Wisconsin. The goals of the domestic violence grant program are to: 1) provide crisis, safety and support services for victims of domestic abuse and their children; 2) educate the community about issues related to domestic abuse; and 3) promote a coordinated community response to domestic abuse. Funding is also provided to the Wisconsin Coalition Against Domestic Violence to provide training and technical assistance to domestic abuse programs and other systems. Domestic violence victims and their children who are eligible for TANF services are at or below two hundred fifty (250) percent of the federal poverty level (FPL).

Children First

DCF administers the Children First program which provides employment and training services for eligible NCPs, and also services and support to help NCPs increase their involvement in the lives of their child(ren). The Children First program may be administered by the county child support agency, county human/social services agency, tribal governing body or W-2 agency.

The court may order the non-custodial parent, who is behind in child support payments and is unemployed or under-employed, to participate in the Children First program. Judges are given the discretion to determine which non-custodial parents should be referred to the program based on their lack of financial resources and, therefore, no uniform income eligibility requirements have been set.

The Children First program is successfully completed when a participant makes full child support payments for three consecutive months or completes 16 weeks of the Children First program. A non-custodial parent who meets all of the eligibility requirements for Children First and W-2 non-custodial parent services may receive both Children First and W-2 services at the same time.

Burial Services

The Wisconsin Department of Health Services (DHS) administers the Wisconsin Funeral and Cemetery Aids Program (WFCAP) which provides funding to needy families when the estate of the deceased recipient is insufficient to pay the funeral and cemetery expenses. DHS reimburses funeral and/or cemetery expenses of a person who, on the date of death, was eligible for TANF funding of his/her funeral and/or cemetery expenses.

The program may pay one thousand dollars (\$1,000) or the cemetery expenses that are not paid by the estate of the deceased and/or other persons, whichever amount is lower. No payment is made for cemetery expenses if the costs for cemetery expenses exceed four thousand five hundred dollars (\$4,500). The program may pay the lesser of one thousand five hundred dollars (\$1,500) or the funeral expenses not paid by the estate of the deceased and/or other persons. No payment is made for funeral expenses if the costs for funeral expenses exceed three thousand five hundred dollars (\$3,500) [s. 49.785, Wis. Stats.]. Funeral and cemetery expenses are paid with state funding, which Wisconsin includes in its maintenance of effort (MOE) calculation.

Educational Support Services to Needy Students

The Wisconsin Department of Public Instruction (DPI) provides a number of services to needy kindergarten through grade twelve (12) students including:

- **Milwaukee Parental Choice Program (MPCP)**
The MPCP is Wisconsin's school voucher program which includes kindergarten through grade twelve. It reimburses low-income parents for their children to attend private for-profit and non-profit and/or religious schools instead of the Milwaukee District Schools. Effective July 1, 2011, the MPCP requires a family income at or below three hundred (300) percent of the federal poverty level (FPL). If the student is in grades nine through twelve and his/her family income is over two hundred twenty (220) percent of the FPL, the private school may charge tuition and fees. The FPL for MPCP depends on whether the student is new to the program, is continuing, or has siblings already in the programs.

- **High Poverty/High Need K – Twelve (12) Educational Programs**
DPI administers a variety of categorical aids targeted to high poverty districts, to traditionally underrepresented students, and/or to students likely to end up in poverty without additional support. Each of these programs has unique qualifiers however each is intended to provide additional educational support to improve academic achievement and reduce future poverty. Those included for TANF meet federal criteria for free and reduced lunches. All of these targeted aids were initiated after 1995:
 - Student Achievement Guarantee in Education (SAGE);
 - SAGE Debt;
 - Aid to High Poverty School Districts;
 - Improving Student Achievement;
 - Alternative Education;
 - Supplemental Large Areas;
 - Scarcity Aid;
 - School District Consolidation;
 - Science, Technology, Engineering and Mathematics (STEM); and
 - School Nursing Services programs.

- **English for Southeast Asian Children**
DPI provides state funding to the Wausau School District for a program to teach English to three-, four-, and five-year old Southeast Asian children to promote success in school among families in the Southeast Asian community. Eligible children are the Southeast Asian students receiving free or reduced lunches under the federal free or reduced lunch income criteria.

Milwaukee County Alcohol and Other Drug Abuse Services

The Wisconsin Department of Health Services (DHS) contracts for the provision of alcohol and other drug abuse services to serve the TANF population in Milwaukee County at or below two hundred (200) percent of the federal poverty level (FPL). Special populations include: pregnant women; specialized minority treatment agencies including tribal agencies; intravenous (IV) drug users; correctional clients; and child welfare related service populations.

DHS solicited proposals to provide new or expanded community-based alcohol and other drug abuse treatment programs that meet the special needs of TANF eligible individuals. The grants were awarded based on the programs' ability to emphasize parent education, vocational and housing assistance and coordination with other community programs and with treatment under intensive care.

Safety Services

DCF administers child welfare services in Milwaukee County through the Bureau of Milwaukee Child Welfare (BMCW). All other child welfare services in the state are under the oversight and management of county governmental units. A fundamental responsibility of the BMCW is to keep families intact whenever possible by employing strategies and services that control for child safety, stabilize the family and assist the family in developing community linkages and supports. To accomplish this goal, the BMCW contracts with local service agencies to provide in-home safety services to children and families.

Families receive services that are appropriate to their specific situation as determined by the assessment social worker and the safety services manager. Due to the importance and nature of this program, there are no financial eligibility requirements for a family to receive these services under TANF. Therefore Wisconsin uses one hundred (100) percent TANF funds for this program (per federal requirements).

Child Welfare Prevention Services

In Milwaukee, a grant is provided to the Milwaukee Health Department to support the Empowering Families-Milwaukee Home Visiting Program. This program is funded with the purpose of avoiding incidents of child abuse and neglect and improving maternal and child health. Services are targeted to the eleven (11) zip code areas within the city that have the lowest income levels, high rates of child abuse and neglect referrals, and poor birth outcomes. Services are provided through an enhanced multi-disciplinary model with special emphasis provided to pregnant women and post-partum women.

In addition to home visiting services, there also are grants to community based organizations for services as part of the Brighter Futures program. (See Brighter Futures above.) Due to the importance and nature of this program, there are no financial eligibility requirements for a family to receive these services under TANF. Therefore Wisconsin uses one hundred (100) percent TANF funds for this program (per federal requirements).

Transitional Jobs Demonstration Project

DCF administers the Transitional Jobs Demonstration Project which is a subsidized work training program intended to help the participant to overcome employment barriers by providing individuals with a wage-paying, short-term job that combines real work, skills development, and supportive services to successfully transition participants into the labor market. Transitional Job opportunities are available to individuals who are unable to find employment in the current labor market due to little or no work history, little education, lack of hard and soft skills, lack of transportation, or a personal crisis. An intermediary agency contracts with the employer and pays the wage to the participant. The program is consistent with the Labor Standards discussed above. (See Labor Standards within II.A. W-2 Program.)

The Demonstration Project provides up to 2,500 transitional jobs in Milwaukee, Brown, Dane, Kenosha, Racine, Rock, and twenty-six (26) other counties. Other regions of the state may also offer transitional jobs, as determined by the Department of Children and Families. Participants of the Demonstration Project are low-income adults who:

- Are at least twenty-one (21) but not more than sixty-four (64) years of age;
- Are ineligible for Wisconsin Works;
- Have an annual household income that is below one hundred fifty (150) percent of the poverty line;
- Have been unemployed for at least four weeks; and
- Are ineligible to receive unemployment insurance benefits.

Implementation of the Demonstration Project started in the fall of 2010 and is scheduled to continue through June 2013.

III. WISCONSIN'S OTHER PROGRAMS AND SERVICES FOR NEEDY FAMILIES

Wisconsin plans to continue providing state funding for other programs and services to TANF families during the time period of this Plan. Some of these programs may count for TANF as Separate State Programs or as TANF MOE if needed for meeting MOE requirements. Other programs are important in providing support services to the TANF population and support the purposes of TANF, however their nature, level of funding, or the difficulty of tracking TANF eligibility do not qualify to be in the TANF program or Separate State Programs. The programs and services that support TANF purposes are listed below.

Prevention of Unintended Pregnancies

In addition to Wisconsin providing TANF funding for services to address adolescent pregnancy prevention, adolescent parent self-sufficiency, pregnancy counseling and adolescent parenting skills described in this Plan in the W-2 program and Brighter Futures sections, Wisconsin provides funding for other services, which coordinate with the TANF services, to prevent unintended pregnancies.

The Wisconsin Department of Health Services (DHS) in coordination with the Wisconsin Department of Public Instruction (DPI), and DCF developed the following strategies to address adolescent pregnancy prevention, based on results from currently funded programs and initiatives and consistent with the Healthiest Wisconsin 2020 Plan (the State Public Health Plan):

- Encourage and promote delayed sexual activity; and
- Provide access to confidential contraceptive and related reproductive health services to prevent unintended pregnancy among sexually active adolescents.

In 2010, DHS developed a new State Health Plan titled *Healthiest Wisconsin 2020*. *Healthiest Wisconsin 2020* highlights the importance of policies and programs that support: reproductive and sexual health; increased social marketing; comprehensive sexual education; and better access to relevant clinical services to reduce the rates of adolescent and unintended pregnancies. Wisconsin does not use the term "illegitimacy ratio" in its 2020 State Health Plan, but has established three statewide goals to meet by 2020 to establish reduced rates of unplanned pregnancies, especially adolescent pregnancies:

1. Establish a norm of sexual health and reproductive justice across the life span as fundamental to the health of the public by measuring the percentage of sexually active high school students who reported that they or their partner had used a condom during their last sexual intercourse (Youth Risk Behavior Survey [YRBS]).
 2. Establish social, economic and health policies that improve equity in sexual health and reproductive justice.
 3. Reduce the disparities in reproductive and sexual health experienced among populations of different races, ethnicities, sexual identities and orientations, gender identities, and educational or economic status as measured by HIV/STD Surveillance and YRBS data.
- Healthiest Wisconsin 2020* can be found at <http://www.dhs.wisconsin.gov/hw2020/>.

The Adolescent Pregnancy Prevention Committee (APPC) is one of Wisconsin's mechanisms for achieving the goal of reduced adolescent pregnancy. The Committee is co-chaired by DCF and DHS and works in partnership with DPI and a broad range of public and private provider agencies and stakeholders from around the state in the areas of teen pregnancy prevention,

abstinence education, and HIV/STD intervention. The link to the APPC website is:
<http://www.dhs.wisconsin.gov/teenpregnancy/appc/index.htm>.

APPC supports abstinence for Wisconsin youth and supports the specific goal of addressing birth outcome disparities. APPC includes many partner agencies that have various methods to achieve abstinence goals. Abstinence goals include: education and support of professionals and other adults involved in children's lives; and training of educators, including educators in all tribal health centers on the use of an abstinence curriculum developed by Native Americans. Abstinence for youth also is advocated through program collaboration with the City of Milwaukee Health Department, the DPI, and STD/HIV/Family Planning workgroups.

APPC also has developed a statewide Wisconsin Adolescent Sexual Health (WASH) Listserv for adolescent reproductive health practitioners and partners; established a new Adolescent Sexual Health Coalition of Milwaukee; and hosted statewide educational teleconferences and youth listening sessions.

Although minor parents living outside of an adult supervised living arrangement are not eligible to receive cash assistance under W-2, DCF has directed the W-2 agencies to provide case management services to minor parents, regardless of their income, assets, or living arrangement. All minor parents are eligible to meet with a Financial and Employment Planner (FEP) and receive W-2 case management services. Case management may include discussions on family planning, money and time-management, career planning, and parenting and independent living skills. The FEP may also provide a minor parent with information regarding available child care services, high school and school-to-work preparation, community resources, and eligibility for the Supplemental Nutrition Assistance Program (SNAP), other food and nutrition programs and Medicaid. Eligibility determination for these other programs is completed according to individual program eligibility rules.

W-2, through its policies, encourages both parents to delay having additional children until the family is more financially secure. There are several ways the W-2 program encourages the prevention and reduction of the incidence of out-of-wedlock pregnancies for the adult population served by W-2: 1) Flat grants: Like employment, W-2 provides cash payments based on participation, not family size. If an individual fails to participate, his or her payment is reduced by five dollars (\$5.00) per hour. 2) Family cap: W-2 does not treat parents who have additional children while on assistance differently. Parents caring for a child under eight (8) weeks old may be eligible to receive, as a "short term, non-recurrent benefit," a stipend to cover their living expenses that does not carry a work requirement. However, parents receiving such payments are exempt from the state 60-month time limits only if the child is born less than ten months after the individual was first determined eligible for W-2 (or if the birth was the result of sexual assault or incest). An At Risk Pregnancy placement allows short term, non-recurrent benefits to eligible pregnant women. 3) Case management: FEPs may counsel participants to delay subsequent births or provide referrals to family planning services.

As part of the Case Management Training Series, Wisconsin provides a participant guide on Employment-Focused Family Planning. The information is used by W-2 agencies to assist participants in making choices about their career and family, to encourage the use of resources available to families, and to make appropriate referrals based on the family's needs. Each W-2 agency maintains a list of family planning referral agencies and health care providers which is available to all customers.

Wisconsin provides a Family Planning benefit, which is a Medicaid program for men and women between the ages of fifteen (15) and forty-four (44) whose income does not exceed three hundred (300) percent of the poverty level. It covers selected family planning services, including free contraceptive services and supplies, initial family planning office visits, and tests and treatment for sexually transmitted diseases. DHS administers this program.

As defined by the federal government in section 403(a)(2)(C)(iii) of the Social Security Act, Wisconsin's illegitimacy ratio was 0.5 in 2005 and 2006, 0.6 in 2007, and 0.4 in 2008 and 2009. The source of this data is the Wisconsin Department of Health Services (DHS), Division of Public Health, Bureau of Health Information and Policy, Wisconsin Interactive Statistics on Health (WISH) data query system. This system can be found at <http://dhs.wisconsin.gov/wish/>. The data is from the Birth Counts Module as of 9/27/11.

Scholarships for Low Income Students

The Wisconsin Higher Education Aids Board and private non-profits provide scholarships for low income students to institutions of higher learning to help reduce the incidence of unplanned pregnancies and to assist these students in avoiding future poverty. Eligibility for scholarships is based on eligibility for federal Pell grants.

Prevention of Statutory Rape

Wisconsin provides education, training and services to prevent statutory rape, including:

- The public relations campaigns intended to prevent sexual assault and promote healthy teen relationships, led by the Wisconsin Department of Health Services (DHS) in partnership with the Wisconsin Coalition Against Sexual Assault. The campaigns are targeted toward men, including boys thirteen (13) through seventeen (17) years old, and other populations.
- The Wisconsin Department of Public Instruction (DPI), in collaboration with the Wisconsin Department of Health Services (DHS) and the Wisconsin Department of Justice (DOJ), created and posted an electronic publication that describes the circumstances under which educators are required to report sexual activity among adolescents as possible child abuse.
- Wisconsin Statutes require Child Protective Services (CPS) agencies to refer all cases of suspected or threatened child sexual abuse to law enforcement. In turn, the law enforcement agency and CPS must coordinate the planning and execution of the investigation of the report. Any law enforcement agency that determines that criminal action is necessary must refer the case to the District Attorney for criminal prosecution. DCF has continued the CPS standards that describe requirements and guidelines for collaborating with law enforcement agencies in reports of sexual abuse, as well as reports of other forms of child maltreatment.

Emergency Homeless Shelters

Effective October 1, 2009, Wisconsin began providing funding to a homeless shelter located in the Fox River Valley section of the state. The purpose of the funding is to assist families with services and shelter in order to achieve stability during severe financial hardship.

Homestead Credit

The Wisconsin Department of Revenue (DOR) administers the state funded Homestead Credit program to provide residential property tax relief and rent relief to individuals and families. The program provides an income tax credit or a direct refund. Those who are eighteen (18) years or older and own or rent a dwelling that is subject to Wisconsin property taxes may be eligible for the credits or refunds. The credits and refunds are not available for any month the individual

received W-2 assistance, although a prorated credit or refund can be received for the other non-W-2 months. Other disqualifiers include living in tax exempt housing or being a resident in a property tax-exempt nursing home. The credit or refund is based on household income amounts in relation to property tax or rent amounts. Families who are eligible for the state's Earned Income Tax Credit also may be eligible for the Homestead Credit.

Other Low Income Kindergarten – Grade Twelve (12) Educational Programs

The Wisconsin Department of Public Instruction (DPI) targets other low income kindergarten through grade twelve (12) programs to the TANF population although the programs may or may not meet all TANF requirements for the TANF program or Separate State Programs. These valuable programs, which promote TANF purposes and are planned to continue during the time period of this Plan, are:

- Children at Risk which identifies children who are at risk of not graduating from high school and, annually by August 15th, develop a plan describing how the school board will meet the needs of those students;
- Alcohol and Other Drug Abuse (AODA)/Youth Alcohol Drug Abuse which promotes awareness of the dangers of alcohol and drugs and assist students who abuse them;
- Non-Resident Transfer Aid which promotes racial integration;
- Head Start Supplement which provides funding to existing Head Start programs to reduce waiting lists for child care to support low income parent's work efforts; and
- Bilingual-Bicultural Aid which assists those who need additional support to be successful in English and/or to adjust to a different culture.

Family Reunification

DCF provides Family Reunification services in Milwaukee County as part of a state funded Network Services. Based on the best interests of the child, Network Services are a variety of umbrella services that prepare abused or neglected children who have been removed from their homes and their families for placement into long term stable and supportive living arrangements. Reunification services are services to the child and family when the placements plan is to reunite the child with the child's family. Such services include AODA, mental health, anger management, and family and financial counseling. The state took over these services from Milwaukee County in 1998 as a result of a 1993 lawsuit against Milwaukee County filed by the American Civil Liberties Union (ACLU) and the Children's Rights Project. Different sources such as the AODA block grant and independent living are used first to fund these services depending on the services provided.

Family Foundations

DCF also administers a home-visiting program to prevent child abuse and neglect and improve maternal and child health through the Family Foundations Comprehensive Home Visiting Program. The program supports evidence-based home visiting programs in three tribal communities and six counties by blending state funding, federal TANF funding for the Milwaukee program, and federal Affordable Care Act funds. This home visiting program has differing characteristics from one agency to another but overall the program stresses long-term outcomes including changes in parent knowledge and behavior, decreased stress, better family functioning, and access and referral to needed services.

Balance of State (Non-Milwaukee County) Alcohol and Other Drug Abuse Services

Through Wisconsin counties, Wisconsin DHS maintains a continuum of alcohol and other drug abuse services including: detoxification, medically monitored residential, transitional residential,

day treatment, outpatient, intensive outpatient, narcotic treatment service programs, after care, relapse prevention and recovery support services in counties other than Milwaukee County. For individuals without other resources, these balance of state (non-Milwaukee county) human services or community program agencies provide a safety net of alcohol and other drug abuse services. These include women's treatment, specialized minority treatment agencies including tribal agencies, intravenous (IV) drug users, correctional clients, and child welfare related service populations.

Collaboration with Tribal Programs

DCF collaborates with the eleven (11) federally-recognized tribes in Wisconsin for children and family services, including tribal TANF services. Tribal consultation meetings are held twice per year for discussion of issues pertaining to tribal TANF programs. DCF contracts with most of the tribes to provide child care assistance for low income working families and participants in TANF programs, so tribes can use child care assistance to support tribal TANF participants in work activities. DCF also provides tribes with funds to operate child care centers on the reservations which can meet short-term child care needs. When tribal members participate in the W-2 program, local W-2 agencies may seek to provide culturally appropriate activities and placement in employment with tribal gaming and other tribal business operations.

DCF is working in FFY 2012 to ensure smooth transitions of participants between the W-2 program and tribal TANF programs for the Red Cliff Tribe's reduction of its tribal TANF service area and the Lac Courtes Oreilles Tribe's and St. Croix Tribe's implementation of new tribal TANF programs.

In addition to receiving consolidated grants for alcohol and other drug abuse (AODA), pregnancy prevention, domestic violence and child welfare services, Wisconsin's tribal members are eligible for SSI Caretaker Supplement (CTS) if the parent of a child is receiving SSI and also are eligible for Kinship Care payments if a child is placed in out-of-home care with a relative.

IV. CIVIL RIGHTS COMPLIANCE, AFFIRMATIVE ACTION AND COMPLAINT RESOLUTION

All of the state programs included in this Plan are administered by Wisconsin Departments and/or their provider agencies. These Departments are the Wisconsin Department of Children and Families (DCF), Wisconsin Department of Health Services (DHS), Wisconsin Department of Public Instruction (DPI), Wisconsin Department of Revenue (DOR) and Wisconsin Department of Administration (DOA). All of these Departments and their provider agencies are required to meet state and federal Civil Rights Compliance (CRC) and Affirmative Action requirements.

Civil Rights Compliance

The Departments and their provider agencies are required to meet state and federal Civil Rights Compliance (CRC) laws, requirements, rules and regulations for their services, including services covered by their contracts and agreements. The CRC requirements for DCF, which are similar to the requirements of the other Wisconsin Departments, include:

- **CRC Letter of Assurance (LOA):** Each provider agency, regardless of size, is required to submit an LOA to ensure that it has implemented state and federal CRC laws, requirements, rules and regulations, for the services covered by the provider agency's contract/agreement, and as a condition for receiving federal and/or state financial assistance from the Department. The LOA must be completed and submitted to the Department by the date

specified in the provider's contract/agreement. The date specified is ninety (90) days, the longest period of time to complete one of the required activities, plus two weeks to prepare the submittal of the LOA to the Department.

- **CRC Plan:** Any provider that has twenty-five (25) or more employees and receives a total of twenty-five thousand dollars (\$25,000) or more in total government funding from the Departments is required to complete a CRC Plan. The CRC Plan must be developed and completed in accordance with the instructions provided in the CRC Requirements document (see CRC link below). Effective January 1, 2010, the CRC Plan must be completed and kept on file at the agency, instead of submitted to the Department. All CRC requirements must be met, including the training of all agency staff and the posting of all required notices, prior to the submittal of the LOA. Additional resources and training information can be found at: <http://www.dhs.wisconsin.gov/civilrights/Index.htm>.

DCF's requirements for the CRC Letter of Assurance (LOA) and CRC Plan can be found at: http://dcf.wisconsin.gov/civil_rights/plans_instructions.htm.

Affirmative Action Compliance

The Departments and their providers are required to meet the following requirements on Affirmative Action (AA) and non-discrimination, AA Plan, and posting of non-discrimination notice:

- **Affirmative Action (AA) and Non-Discrimination Requirements:** The programs included in this Plan are administered by Wisconsin Departments and/or their providers and are required to not discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, physical condition, developmental disability as defined in Wisconsin Statutes s. 51.01(5), sexual orientation or national origin. The AA and non-discrimination requirements include: employment; employment upgrading; employment demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the providers are further required to take affirmative action to ensure equal employment opportunities.
- **AA Plan:** The Departments, and each of their providers with contracts that are twenty-five thousand dollars (\$25,000) or more, must submit a written AA Plan. The provider may request exemption from this requirement if the provider has a workforce of less than twenty-five (25) employees. The provider must submit the AA Plan for approval within fifteen (15) working days of award of its contract. Instructions for preparing the AA Plan are available on the Wisconsin DOA website at: <http://vendornet.state.wi.us/vendornet/contract/contcom.asp>.
- **Posting of Non-Discrimination Notice:** The Departments and each of their providers must post in conspicuous places, available for employees and applicants for employment, a Contract Compliance poster that specifies the provisions of the State of Wisconsin's non-discrimination law. Failure to comply with the AA/Non-Discrimination requirements may result in the provider being declared "ineligible", termination of the contract or withholding of payment.

Complaint Resolution

Due to the variety and needs of each of the TANF programs in this Plan, there are different complaint resolution processes for program eligibility and participation. For TANF programs within DCF, there generally is an informal step first to resolve the issue quickly and with cooperation. When this process does not resolve the issue, then there is a formal resolution

process. For TANF programs provided by other Wisconsin Departments, each Department has its own complaint resolution process.

V. PLAN CERTIFICATIONS

This has been designed to enable the Chief Executive Officer of a State to certify that the State will operate its Temporary Assistance for Needy Families (TANF) program in accordance with the statutory requirements in section 402(a)(2) through (7).

CERTIFICATIONS

The State will operate a program to provide Temporary Assistance for Needy Families (TANF) so that the children may be cared for in their own homes or in the homes of relatives; to end dependence of needy parents on government benefits by promoting job preparation, work and marriage; to prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and encourage the formation and maintenance of two-parent families.

This program is generally known as: Wisconsin Works

Executive Officer of the State (Name): Scott Walker, Governor

In administering and operating a program which provides Temporary Assistance for Needy Families with minor children under title IV-A of the Social Security Act, the State will:

1. Specify which State agency or agencies will administer and supervise the program under part A in all political subdivisions of the State:

Wisconsin Department of Children and Families (DCF) is the agency responsible for administering the program;

Wisconsin Department of Children and Families (DCF) is the agency responsible for supervising the program;

2. Operate a Child Support Enforcement program under the State plan approved under part D;

3. Operate a Foster Care and Adoption Assistance program in accordance with part E, and certify that the State will take all necessary actions to ensure that children receiving assistance are eligible for medical assistance;

4. Assure that local governments and private sector organizations:

(a) Have been consulted regarding the plan and design of welfare services in the State so that services are provided in a manner appropriate to local populations; and

(b) Have had at least forty-five (45) days to submit comments on the plan and the design of such services;

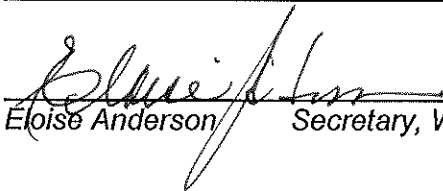
5. Provide each member of an Indian tribe, who is domiciled in the State and is not eligible for assistance under a Tribal Family Assistance plan approved under Section 412, with equitable access to assistance under the State program funded under this part attributable to funds provided by the Federal Government;
6. Establish and enforce standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State program, kickbacks, and the use of political patronage;

7. OPTIONAL CERTIFICATION

[x] The State has established and is enforcing standards and procedures to:

- (i) Screen and identify individuals receiving assistance under this part with a history of domestic violence while maintaining the confidentiality of such individuals;
 - (ii) Refer such individuals to counseling and supportive services; and
 - (iii) Waive, pursuant to a determination of good cause, other program requirements such as time limits (for as long as necessary) for individuals receiving assistance, residency requirements, child support cooperation requirements, and family cap provisions, in cases where compliance with such requirements would make it more difficult for individuals receiving assistance under this part to escape domestic violence or unfairly penalize such individuals who are or have been victimized by such violence, or individuals who are at risk of further domestic violence.
- Within thirty (30) days after the State amends a plan, the State shall notify the Secretary of the amendment; and
 - The state shall make available to the public a summary of the plan.

CERTIFIED BY THE DESIGNEE OF THE CHIEF EXECUTIVE OFFICER OF THE STATE:


Eloise Anderson Secretary, Wisconsin Department of Children and Families 10-18-2011
Date