

Placement Entry Guide

Table of Contents

Ana	3
W-2 Placement Page	3
W-2 Potential Payment Amounts	4
Case Comments	5
PIN Comments.....	6
Brittany	8
Chantelle	9

W-2 Contact Information

Questions regarding this training material should be directed via your local agency process to the Partner Training Team,

Email: PTTTrainingSupp@wisconsin.gov

A contact person is available to answer e-mailed questions related to this training material, assist you in completing any activity that you are having difficulty with, and/or provide explanation of anything else about this training material.

Questions regarding W-2 production cases and systems should be directed via your local agency process to the BWF Work Programs Help Desk at:

Email: bwfworkprogramshd@wisconsin.gov

Telephone: (608) 422-7900.

W-2 Policy questions should be directed to your Regional Office staff.

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please contact (608) 535-3665 or the Wisconsin Relay Service (WRS) – 711.

For civil rights questions call (608) 422-6889 or the Wisconsin Relay Service (WRS) – 711.

Ana

Based on Ana's initial assessment results, you determine that a CSJ placement is the most appropriate for her. She is mostly job-ready and could use some support from the W-2 program.

W-2 Placement Page

W-2 Placement Cancel Reset

Record Management

Last Updated: Episode Number: 0

Delete Reason:

W-2 Episode

W-2 Eligibility Begin Date: 05/14/2020

Episode Begin Date:

Episode End Date: Work Program End Reason 1:

Work Program End Reason 2:

Individual Placement Information Check for Non-CMF/+ Placement Eligibility

Individual: 24F PP **EFT on file:** Account Holder:

Placement: CSJ - COMMUNITY SE Account Type:

Placement Begin Date: 06 / 09 / 2020 Account Number:

Routing Number:

Reset Add

Individual	Placement	Begin Date	End Date	Invalid

- ☐ **Step 1:** Go to CWW and access Ana's record.
- ☐ **Step 2:** Using the **Navigation** menu, click **W-2 Post Eligibility, W-2 Placement**.
- ☐ **Step 3:** Select ANA 24F PP as the **Individual**.
- ☐ **Step 4:** Choose CSJ – COMMUNITY SERVICE JOB for **Placement**.
- ☐ **Step 5:** Enter today's date for the **Placement Begin Date**.
- ☐ **Step 6:** Click Add.
- ☐ **Step 7:** Click Next.

W-2 Potential Payment Amounts

You and Ana review this page together as you explain how her first W-2 payment works.

W-2 Potential Payment Amounts

Cancel ☐

Payment Information					
Participation Begin Date	Participation End Date	Estimated Pay Date	Gross Pay Amount	Prorated Pay Amount	Placement
06/09/2020	06/15/2020	06/29/2020	\$653.00	\$147.00	CSJ - COMMUNITY SERVICE JOB
06/16/2020			\$653.00	\$0.00	CSJ - COMMUNITY SERVICE JOB

Cancel ☐

◀ Previous

Next ▶

☐

Step 1: Review the fields on this page. Record Ana's **Prorated Payment Amount:** _____

☐

Step 2: Click Next.

Case Comments

Use Case Comments in CWW to document Ana's placement and initial payment information.

Case Comments

Cancel ☐
Reset

Add/Edit Comments

Date Entered: **05/04/2020**
Entered By: **DCFD67**
Comment Type: **G - General**
Flag as Important? ☐

Comment:

Current Size = 0 characters (1000 characters max.)

Add

Review Comments (Past 90 Days)

Flag	Date Entered	Entered Time	Entered By	Type	Comments		
	04/07/2020	1:04 PM	DCFD67	Client	<div></div> <div> applying for W-2 for assistance in obtaining employment. She Registration has one daughter, <div></div> age 6. </div>		

- ☐ **Step 1:** Navigate to the **Case Comments** page using the **Navigation Menu**.
- ☐ **Step 2:** Enter comments detailing Ana's placement and her initial payment amounts.
 - Example: *I placed Ana in the CSJ placement as of today's date. Due to placement date, she has two potential partial payments: \$84 and \$315.*
- ☐ **Step 3:** Click Add.

PIN Comments

Use PIN Comments in WWP to explain your reasoning behind Ana's placement decision.

Add PIN Comment ?

Participant Contact: Attempted Successful None

Contact Method: [dropdown]

Contact Date: 01/14/2025

Comment: Notes

3000 characters remaining

Comment Type (Select all that apply.): Select

Add Worker Task?: Yes No

Cancel Save

- ☐ **Step 1:** Go to WWP and access Ana's record.
- ☐ **Step 2:** Select **PIN Comments** from the **Case Management** toolbar.
- ☐ **Step 3:** Enter comments explaining your reasoning behind the placement decision. Include the why CSJ is the most appropriate placement.
 - Select PLACEMENT DECISION as the **Comment Type**, Successful for **Participant Contact**, and In Person for the **Contact Method**, WWP automatically enters today's date as the **Contact Date**. Select No for **Add Worker Task?**
 - Example: *I placed Ana in the CSJ placement as of today's date. Ana has recent work history and no significant barriers to employment. However, she needs assistance in getting her HSED to be more employable.*



You completed Placement for Ana. You'll make additional entries later.

- Send an email to PTTTrainingSupp@wisconsin.gov.
- Subject line: **Placement-Ana** and Ana's PIN.

A trainer will review your entries and provide feedback.

Brittany

Brittany's daughter is under 8 weeks old, so a CMC placement is the most appropriate for her. You explain the duration of this placement and encourage her to participate in employment-related services and activities if she feels she is able.

- ☐ **Step 1:** Access Brittany's case in CWW.
- ☐ **Step 2:** Navigate to the **W-2 Placement** page.
- ☐ **Step 3:** Record Brittany's placement as CMC. You can backdate her placement to the date of baby's birth or application date, whichever is later.
- ☐ **Step 4:** Click Next.
 - A status message appears: "The CMC Placement is valid through XXX."
 - Record Brittany's CMC Placement details:
- ☐ **Step 6:** Review the **W-2 Placement Summary** and **W-2 Potential Payment Amounts** pages.
- ☐ **Step 7:** Enter case comments in CWW documenting Brittany's placement.
- ☐ **Step 8:** Go to WWP. Enter PIN comments explaining your reasoning behind your placement decision.



You completed Placement for Brittany. You'll make additional entries later.

- Send an email to PTTTrainingSupp@wisconsin.gov.
- Subject line: **Placement-Brittany** and Brittany's PIN.

A trainer will review your entries and provide feedback.

Chantelle

You determine the CSJ placement is most appropriate for Chantelle. She expects her physical barrier to last less than six months and needs support to help her transition back to full-time work, including job development, career assessment, and exploration.

Key reminders for Chantelle entries:

- Enter Case Comments to document Chantelle's placement in CSJ and initial payments.
- Enter PIN Comments that explain the reason for the CSJ placement.



You completed Placement Chantelle. You'll make additional entries later.

- Send an email to PTTTrainingSupp@wisconsin.gov.
- Subject line: **Placement-Chantelle**, and Chantelle's PIN.

A trainer will review your entries and provide feedback.