# **Placement Entry Guide**

#### **Table of Contents**

Ana	. 3
W-2 Placement Page	. 3
W-2 Potential Payment Amounts	. 4
Case Comments	
PIN Comments	
Brittany	
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.

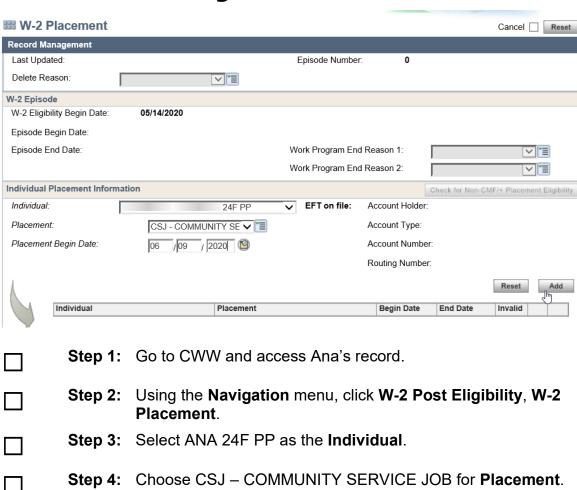
DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please contact (608) 535-3665 or the Wisconsin Relay Service (WRS) – 711.

> 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



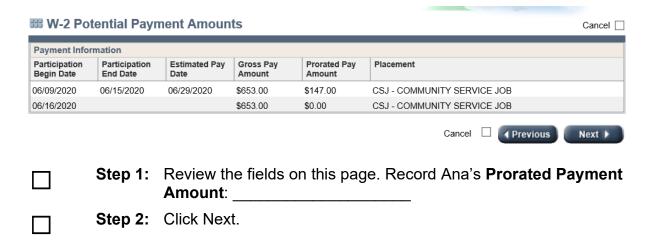
**Step 5:** Enter today's date for the **Placement Begin Date**.

Step 6: Click Add.

Step 7: Click Next.

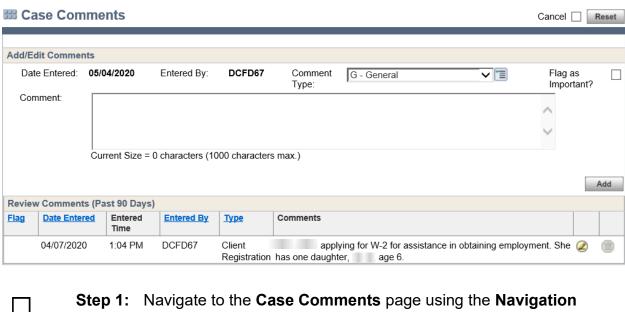
## **W-2 Potential Payment Amounts**

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



### **Case Comments**

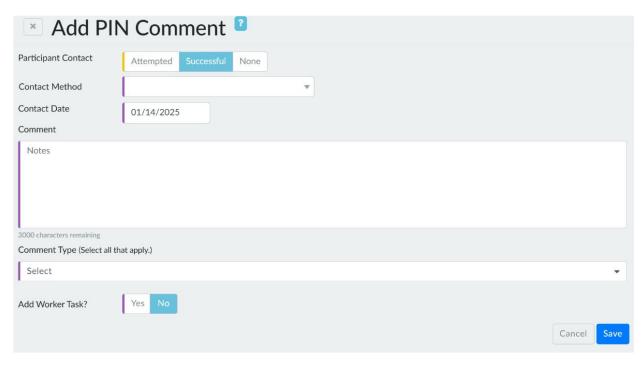
Use Case Comments in CWW to document Ana's placement and initial payment information.



- 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.



- 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 <a href="mailto:PTTTrainingSupp@wisconsin.gov">PTTTrainingSupp@wisconsin.gov</a>.
- 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 <b>W-2 Placement</b> 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.
		<ul> <li>A status message appears: "The CMC Placement is valid through XXX."</li> </ul>
		<ul> <li>Record Brittany's CMC Placement details:</li> </ul>
	Step 6:	Review the <b>W-2 Placement Summary</b> and <b>W-2 Potential Payment Amounts</b> 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 <a href="mailto:PTTTrainingSupp@wisconsin.gov">PTTTrainingSupp@wisconsin.gov</a>.
- 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.