

Two-Parent Entry Guide

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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: bwfworkprograms@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.

Person Add

Brittany called to tell you that Ella's father, Viktor, moved in with them. Today, Brittany and Viktor are at your office so you can re-determine eligibility and placement.

Viktor is 35 and provides his SSN. He and Brittany are not married. He is the legal father of Ella. He was born in Wisconsin and has his birth certificate. Viktor declines to provide his ethnicity/race. He uses his driver's license to verify his identification. He provides his vehicle title for verification of his 2012 Chevy Traverse. You check NADA and confirm its value of \$8,000. Viktor got a loan from his local bank for his vehicle and still owes \$2,000. He provides a statement to verify this. He does not have any earned or unearned income.

What would you like to do?	
Workflow Options	Case Maintenance
<input type="radio"/> Continue with Driver / Navigate Through Completed Pages	<input type="radio"/> Reactivate Case
<input checked="" type="radio"/> Add Person	<input type="radio"/> Transition Mainframe Case to Web Case
<input type="radio"/> Process Renewal / Review	<input type="radio"/> Initiate, Resume, or Terminate Simulation
<input type="radio"/> Record New Group Level Program Request	<input type="radio"/> Change Primary Person
<input type="radio"/> Process Group Level Program Request	<input type="radio"/> Make Case Confidential
<input type="radio"/> Process Six-Month Report Form	<input type="radio"/> Transfer Case
<input type="radio"/> Process linked ACCESS application	<input type="radio"/> Begin Intake Interview for Asset Assessment Case

Enter Begin Month for New Data: /

- Step 1:** Add Viktor to Brittany's case in CWW by initiating the Add Person driver flow. Click the Add Person radio button in the **What would you like to do?** section of the **Case Summary** page.
- Step 2:** Enter the current MM/YYYY in **Enter Begin Month for New Data**.
- Step 3:** Click Next.
- Step 4:** Add Viktor on the **Household Members** page.
- Step 5:** Change all the **Begin Months** and **Program Filing Dates** to the current date/month.
- Step 6:** Record Viktor's relationship to the other household members on the **Household Relationships** page.
- Step 7:** Run Clearance and note Viktor's PIN.
- Step 8:** Enter all demographic information for Viktor.

- Step 9:** Enter all non-financial information.
 - Update the **Absent Parent** page, as Viktor is now in the home and legal parentage has been established.
 - Update the legal parentage status for Ella.
 - Change Refer to IV-D to No, and select the reason as HOM.
- Step 10:** Enter all financial information.
- Step 11:** Run eligibility. The number of times you must run eligibility with dates depends on if it is before or after Adverse Action. To determine if it is before or after Adverse Action, look at the Benefit Begin Date on the **Eligibility Run Results page**.
 - If the Benefit Begin Date is next month, return to the **Initiate Eligibility** page to run eligibility with the date you are adding Viktor (the date he moved in). Then run eligibility a second time without a date. Confirm the case as open and passing each time.
 - If the Benefit Begin Date is two months from now, return to the **Initiate Eligibility** page to run eligibility with the date you are adding Viktor (the date he moved in). Run eligibility a second time with the date of the 1st of next month. Run eligibility a third time without a date. Confirm the case as open and passing each time.

Running eligibility with dates ensures CWW knows that you want it to start considering Viktor as part of the household beginning today.
- Step 12:** Confirm eligibility each time you run eligibility – this generates a work programs referral on the **Work Programs/Action** page.
 - Confirm eligibility only if passing.
- Step 13:** Record case comments on the **Case Comments** page indicating the eligibility changes that occurred.



You are at the end completing the Person Add for Viktor.

- Send an email to PTTTrainingSupp@wisconsin.gov.
- Subject line: **Person Add Brittany/Viktor**, and their Case number.

A trainer will review your entries and provide feedback. **Do not** start making the next set of entries until a trainer has confirmed these entries are complete.

Two-Parent Placement Change

Viktor speaks English at home, and fluently speaks Russian, but does not read or write Russian. The reason he moved in with Brittany is that he lost his job two weeks ago as a mechanic at A+ Automotive where he had worked full time for the last two years. He was responsible for things like tire rotation and repairs, oil changes, general tune-ups, and fixing worn brake pads. He states it was a good job. He earned \$16.50/hour. His friend owned the business, and they had an argument, which led to Viktor being fired. He has never completed a career assessment.

Three years ago, Viktor participated with the FSET program for about four months, but is not involved with any work programs right now. He received his High School Diploma from Green Bay West High School seventeen years ago. He has not participated in any post-secondary education. He's always learned his previous jobs on-the-job. However, he does have some interest in receiving some type of certification in automotive repair.

Viktor has no military experience. He lived at his previous apartment with a roommate for two years. He paid \$625.00 per month for rent. He was not evicted, but knew without a job, he could no longer afford rent payments. Viktor uses his personal vehicle for transportation. His driver's license and auto insurance are current.

Viktor reports no legal issues or personal barriers to employment. He is not in the appointment by himself, so you determine that it is not safe or appropriate to ask questions about domestic violence issues. Ella is his only child. Remember, the family participates in Birth to 3, receives WIC, and doesn't participate in HeadStart.

Informal Assessment Driver Flow

- Step 1:** Click the PIN Search tab. Look up Viktor by his PIN.
- Step 2:** Click to select Viktor from the list.
- Step 3:** Click the Enroll Participant button and enroll Viktor.
- Step 4:** Complete Viktor's Informal Assessment Driver Flow.
 - **Note:** *Make up any missing details we didn't specifically include in the scenario.*
- Step 5:** Submit Viktor's informal assessment in WWP.
- Step 6:** Record **PIN Comments** summarizing Viktor's Informal Assessment.

Job Readiness

Viktor would like to stay in the automotive industry. He enjoys mechanics and working with his hands. He has experience in the field, but no formal training. As he mentioned before, he is interested in finding out about some type of certificate in automotive repair that would help him with his employment search. Viktor names three companies that he could apply to right now. He doesn't want to work for friends anymore, as he feels that just causes problems. Ideally, Viktor would like to work day hours and close to home. He would be willing to travel about 20 minutes or 15 miles for work.

His phone and email are both set up to receive messages, and he does check them frequently. Viktor provides you with his email address. You and Viktor plan to continue the discussion of job readiness at a later appointment.

- Step 1:** Enter Viktor's **Job Readiness** information for the Work Preference Questions and Contact Questions sections.
 - Refer to his scenario for any specific details.
 - Click Save with Errors.
- Step 2:** Enter **PIN Comments** summarizing Viktor's job readiness.

Placement

Based on the assessment information, you determine Viktor is the more employable parent at this time. He has recent work experience, transportation, and no barriers. You determine a CSJ placement is most appropriate for Viktor.

- Step 1:** Update the **W-2 Placement** page by selecting Viktor as the **Individual** in the W-2 placement.
- Step 2:** Select the new placement with a **Placement Begin Date** of today.
 - Do not backdate Viktor's placement.
 - Do not enter a **W-2 Episode End Date** for Brittany.
- Step 3:** Click Add. This automatically ends Brittany's placement.
- Step 4:** Click Next. Complete the **W-2 Two Parent Participation** page using the current month as the **Begin Month**.
- Step 5:** Answer NO to "Is a Parent a Disabled Adult for W-2?"
- Step 6:** Answer NO to "Is a Parent Caring for a Severely Disabled Child in the W-2 Assistance Group?"
 - Even though Mason has a disability, he is not considered a Severely Disabled Child.

- Step 7:** Click Next.
- Step 8:** Record placement change comments on the **Case Comments** page.
- Step 9:** In WWP, record **PIN Comments** for Viktor summarizing your placement decision and explaining why he is the placed parent.

Brittany's Updates

Brittany turns in Mason's Need to Care for a Disabled Family Member form completed by his doctor. The form states that Brittany can participate in W-2 activities while Mason is in school, but she may need the flexibility to pick him up from school early if he is having severe behavioral issues. The doctor also explains that Mason is not able to attend daycare at this time because there are no local daycares with current openings that are equipped to adequately handle his needs. The doctor confirms that Mason needs constant supervision for his own safety.

Brittany also mentions she got an interview outfit that fits her. She's happy Viktor moved in and can help with the kids. Plus, she knows he has a good chance of finding a job soon.

- Step 1:** Update the **Family Barrier** page to include details about the completed Need to Care for a Disabled Family Member form.
- Step 2:** Navigate to the Participation Statuses app. Add the CD – CARING FOR DISABLED CHILD status.
- Step 2:** Update the **Job Readiness** page for Brittany's interview outfit.
- Step 4:** Record **PIN Comments** for Brittany.
 - Be sure to include non-confidential information about Mason's Need to Care form, her new status, and her interview outfit. Additionally, explain why she is no longer the placed parent.



You are at the end of Two Parent Placement Change for Brittany and Viktor.

- Send an email to PTTTrainingSupp@wisconsin.gov.
- Subject line: **Two-Parent Placement Change**, and their Case number.

A trainer will review your entries and provide feedback. **Do not** start making the next set of entries until a trainer has confirmed these entries are complete.

Viktor's Job Readiness and Employability Plan

You and Viktor continue assessing his job readiness and create his EP.

Job Readiness Continued

Viktor really liked his last job at A+ Automotive until he had that fight with his friend. At that job, he was starting to rebuild an engine. Viktor was very proud of his work on that, and was disappointed he never got to finish. He feels he can offer his future employer loyalty, punctuality, and a good work ethic. He knows he needs to work on his attitude.

Viktor has submitted online applications before, but hasn't received any callbacks. He is unsure if he is doing something wrong. For most automotive jobs, he has always submitted only an application. He's never needed to have a resume or cover letter. Viktor has professional references he can use. All of his necessary documents are current.

Viktor's last interview was at A+ Automotive, and his friend was the one interviewing him. Viktor doesn't feel it was a true interview. It's been a while since he has had to prepare for one. He does use X occasionally, but does not post anything that would be concerning to an employer. He does have nice work clothes he could wear for an interview. When you ask Viktor about this, he states he has a nice pair of jeans and a polo shirt, but only has tennis shoes. You discuss possible interview outfits for an automotive interview, and provide a referral for clothing resources.

- Step 1:** Record Viktor's job readiness information on his **Job Readiness** page. Click Save.
- Step 2:** Click + Add PIN Comment and summarize Viktor's job readiness.

Employability Plan

Viktor states he wants to find another job as a mechanic. He knows that getting an automotive repair certificate would increase his employability in the field. If he can't find a job as a mechanic, he would be willing to work as an oil change technician. He states that someday, he'd like to own his own auto repair shop. He also said he'd be willing to take a career assessment. During your conversation, Viktor mentions that he would like to spend more one-on-one time with Ella.

- Step 1:** Navigate to Viktor's **Employability Plans** page from the **Case Management** navigation toolbar. Click on the + New Employability Plan button.
- Step 2:** Complete the **Employability Plan** page overview.

- Step 3:** Enter appropriate goals and goal steps for Viktor. Be sure to include personal goals.

He's anxious to start job searching as soon as possible, as he wants to help Brittany with expenses. He acknowledges that he is a little rusty when it comes to making a good impression with employers since his last job was through his friend. You and Viktor agree he would benefit from taking the TABE. Together, you develop activities that include employment search, job development, career assessment, and other activities you deem appropriate. Viktor mentions that he could use help with gas for his vehicle to help complete his activities.

- Step 4:** Add activities to his EP. Use your judgement and the information you have to choose appropriate activities.

- Remember, CSJ participants are expected to complete 40 hours of activities per week unless their circumstances determine otherwise.

- Step 5:** Click Save.



Do **not** submit Viktor's EP yet. A trainer will tell you when to submit the EP. Continue to the next step.

- Step 6:** Navigate to the **Supportive Services** page and enter any Supportive Services you are providing for Viktor. Click Save.
- Step 7:** Enter **PIN Comments** that summarize Viktor's Employability Plan and Supportive Services.
 - Be sure to include your reasoning behind Viktor's activities



You are at the end of Viktor's Employability Plan entries for Viktor.

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

A trainer will review your entries and provide feedback.