W-2 New Worker Training Guide
Financial and Employment Planner

This guide includes a listing of all courses grouped by section, a listing of all assignments that must be submitted to PTT throughout the NWT process, and a listing of all assignments that must be completed through the Learning Center.

You can find additional information on the PTT website at https://dcf.wisconsin.gov/w2-partnertraining. Access the Learning Center at https://wss.ccdet.uwosh.edu/stc/dcf/.

**See the end of this guide for additional information on the training process and systems access.

Initial New Worker Training (NWT) Guide to all Courses

W-2 Policy and Process Introduction

Complete this curriculum within week 1 of beginning Initial New Worker Training.

Complete in the Learning Center:
Introduction to the PTT Learning Center
☐ Introduction to the PTT Learning Center
☐ Proper Computer Settings Document
Meet the W-2 Trainers
☐ Meet the W-2 Trainers
Introduction to the W-2 Program
☐ W-2 Overview
☐ W-2 Agency Staff Roles
☐ The Application Process
Introduction to DCF
☐ Introduction to DCF
Introduction to ADA
☐ ADA Resources and References Document
☐ Introduction to the ADA for W-2 CBT Course
Introduction to Civil Rights
☐ Civil Rights Introduction
☐ Civil Rights Laws
☐ Civil Rights and Your Agency
☐ Civil Rights Review Quiz
Program Security and Confidentiality
☐ Program Security and Confidentiality – Introduction
☐ Program Security and Confidentiality - Scenarios

Submit via Quia:
Policy and Process Introduction Activities   ☐ Confidentiality Questions   ☐ Quiz: W-2 Policy and Process Introduction

Request the next curriculum, "Client Registration", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Orientation

Attend a required session within week 1 of beginning Initial New Worker Training. Learning Center Registration Staff automatically registered you for the next session. Check your email for details.

Complete Virtual Class:
☐ New Worker Training Orientation

Request the next curriculum, "Client Registration", upon completion of the W-2 Policy and Process Introduction curriculum **and** attending a NWT Orientation Session at PTTTrainingSupp@wisconsin.gov.

Client Registration

Complete this curriculum before or within week 2 of Initial New Worker Training.

Complete in the Learning Center:
Introduction to Systems   ☐ Introduction   ☐ CWW   ☐ WWP

Complete in the Learning Center:	Make Entries in CWW:
Client Registration for W-2 ☐ Client Registration for W-2 - CBT	**Client Registration for W-2** ☐ Entry Guide: Client Registration Case Name RFA Number Carmen _____ Haylee _____

After completing the entries by following the instructions in your Entry Guide, **email Carmen's and Haylee's RFA numbers to PTTTrainingSupp@wisconsin.gov with a subject line of *Client Registration*.** PTT will respond with feedback and any needed corrections.

Complete in the Learning Center:

Case Management Within the W-2 Program
- ☐ Introduction
- ☐ Roles and Major Functions of Case Management
- ☐ Assessment
- ☐ Planning
- ☐ Connecting with Resources
- ☐ Follow Up
- ☐ Recording
- ☐ Printable Poem – The Other Side of the Desk

Submit via Quia:

Client Registration Quiz
- ☐ Client Registration Quiz

Request the next curriculum, "Eligibility", upon completion of this curriculum at
PTTTrainingSupp@wisconsin.gov.

Eligibility

Complete this curriculum before or within weeks 3-4 of Initial New Worker Training.

Complete in the Learning Center:

W-2 Program Eligibility
- ☐ Module 1
- ☐ Module 2
- ☐ Module 3
- ☐ Module 4

W-2 Eligibility for FEPs Activities
- ☐ Prospective Budgeting

Submit via Quia:

W-2 Eligibility for FEPs Activities
- ☐ W-2 Non-Financial Eligibility Questions
- ☐ W-2 Financial Eligibility Questions
- ☐ Quiz: Eligibility

Make Entries in CWW:

System Entry Guide: Eligibility
- ☐ System Entry Guide: Eligibility

Case Name	Case Number
Carmen	_____
Haylee	_____

After completing the entries by following the instructions in your Entry Guide, **email Carmen's and Haylee's case numbers to PTTTrainingSupp@wisconsin.gov with a subject line of** *Eligibility.* PTT will respond with feedback any needed corrections. You may send in your case numbers as you complete them rather than waiting until they are both done. This provides the opportunity to correct any errors before moving on to the next case.

Complete in the Learning Center:
Job Access Loans
☐ Job Access Loan Reference Document
☐ Introduction
☐ CARES Processing
☐ Issuance and Repayment
Data Exchange for W-2 Workers
☐ Data Exchange for W-2 Workers
Child Support Concepts for W-2 Workers
☐ Child Support Overview for W-2
☐ KIDS Basics for W-2

Request the next curriculum, "Assessment", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Assessment

Complete this curriculum before or within weeks 4-5 of Initial New Worker Training.

Complete in the Learning Center:
Assisting with Assessment
☐ What is Assessment
☐ Informal Assessment
☐ Educational Needs Assessment
☐ Job Readiness, Career Assessment, and Vocational Assessment
☐ Formal Assessment
☐ Evaluating Assessment Results
☐ Applying Assessment Results to Case Management

Make Entries in WWP
System Entry Guide: Assessment
☐ System Entry Guide: Assessment

Case Name	PIN
Carmen	_____
Haylee	_____

After completing the entries by following the instructions in your Entry Guide, **email Carmen's and Haylee's PINs to PTTTrainingSupp@wisconsin.gov with a subject line of** *Assessment.* PTT will respond with feedback and any needed corrections. You may send in

your case numbers as you complete them rather than waiting until they are both done. This provides the opportunity to correct any errors before moving on to the next case.

Submit via Quia:
Assessment Quiz ☐ Assessment Quiz

Request the next curriculum, "Placement", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Placement

Complete this curriculum before or within week 6 of Initial New Worker Training.

Complete in the Learning Center:	Make Entries in CWW:
W-2 Placement ☐ W-2 Placement	**Client Registration for W-2** ☐ System Entry Guide: Placement Case Name Case Number Carmen _____ Haylee _____

After completing the entries by following the instructions in your Entry Guide, **email Carmen's and Haylee's case numbers to PTTTrainingSupp@wisconsin.gov with a subject line of** *Placement.* PTT will respond with feedback and any needed corrections. You may send in your case numbers as you complete them rather than waiting until they are both done. This provides the opportunity to correct any errors before moving on to the next case.

Submit via Quia:
Placement Quiz ☐ Placement Quiz

Request the next curriculum, "Employability Plans", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Employability Plans

Complete this curriculum before or within weeks 6-7 of Initial New Worker Training.

Complete in the Learning Center:
Participation Statuses ☐ Participation Statuses
Employability Plans ☐ Introduction ☐ Goals ☐ Activities ☐ EPs in WWP

Make Entries in WWP
System Entry Guide: Employability Plans ☐ System Entry Guide: Employability Plans **Case Name**   **PIN** Carmen   _____ Haylee   _____

After completing the entries by following the instructions in your Entry Guide, **email Carmen's and Haylee's PINs to PTTTrainingSupp@wisconsin.gov with a subject line of** *Employability Plan.* PTT will respond with feedback and any needed corrections. You may send in your case numbers as you complete them rather than waiting until they are both done. This provides the opportunity to correct any errors before moving on to the next case.

Submit via Quia:
Employability Plan Quiz ☐ Employability Plan Quiz

Request the next curriculum, "Ongoing Processes: Part One", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Reinforcing W-2 in the Classroom (FEP)

Watch this CBT to help prepare you for virtual and face-to-face classroom training. Complete this course prior to completing your initial New Worker Training.

Complete in the Learning Center:
☐ W-2 Training Expectations

Look at the timeline recommendations below for when it is most beneficial to take these courses. If you cannot take the courses within the recommended timelines, they must be completed within 12 months of hire.

Complete in the Classroom (virtual or face-to-face):
☐ Balancing Domestic Abuse Issues with W-2 Participation
☐ W-2 Case Management and You
☐ Building the BEST Connections in Case Management
☐ Practical Applications in CWW

Ongoing Processes: Part 1

Complete this curriculum before or within weeks 8-9 of Initial New Worker Training.

Complete in the Learning Center:	Make Entries in CWW and/or WWP:
Ongoing Processes: Part One ☐ Subsequent Employability Plans Process	**Ongoing Processes: Part One** ☐ System Entry Guide: Ongoing Part One Case Name PIN Carmen _____ Haylee _____

After completing the entries by following the instructions in your Entry Guide, **email your PINs/case numbers to PTTTrainingSupp@wisconsin.gov after each change that occurs. Enter the case and change that you are on in the subject line of the email.** PTT will respond with feedback and any needed corrections.

Request the next curriculum, "Ongoing Processes: Part Two", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Ongoing Processes: Part Two

Complete this curriculum before or within weeks 8-9 of Initial New Worker Training.

Complete in the Learning Center:	Make Entries in CWW and/or WWP:
Ongoing Processes: Part Two ☐ W-2 Participation: Policy and Tracking	**Ongoing Processes: Part Two** ☐ System Entry Guide: Ongoing Part Two Case Name PIN Carmen _____ Haylee _____

After completing the entries by following the instructions in your Entry Guide, **email your PINs/case numbers to PTTTrainingSupp@wisconsin.gov after each change that occurs. Enter the case and change that you are on in the subject line of the email.** PTT will respond with feedback and any needed corrections.

Request the next curriculum, "Ongoing Processes: Part Three", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Ongoing Processes: Part Three

Complete this curriculum before or within weeks 8-9 of Initial New Worker Training.

Complete in the Learning Center:	Make Entries in CWW and/or WWP:
Ongoing Processes: Part Three ☐ Training on Demand: Employment Page ☐ Average Hours Per Pay Period Desk Aid ☐ W-2 Supportive Service Plans	**Ongoing Processes: Part Three** ☐ System Entry Guide: Ongoing Part Three Case Name PIN Carmen _____ Haylee _____

After completing the entries by following the instructions in your Entry Guide, **email your PINs/case numbers to PTTTrainingSupp@wisconsin.gov after each change that occurs. Enter the case and change that you are on in the subject line of the email.** PTT will respond with feedback and any needed corrections.

Request the next curriculum, "Ongoing Processes: Reviews", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Ongoing Processes: Reviews

Complete this curriculum before or within weeks 8-9 of Initial New Worker Training.

Complete in the Learning Center:	Make Entries in CWW and/or WWP:
Ongoing Processes: Reviews ☐ W-2 Eligibility Reviews in CARES Worker Web (CWW) Desk Aid	**Ongoing Processes: Reviews** ☐ System Entry Guide: Reviews Case Name PIN Carmen _____ Haylee _____

After completing the entries by following the instructions in your Entry Guide, **email your PINs/case numbers to PTTTrainingSupp@wisconsin.gov after each change that occurs. Enter the case and change that you are on in the subject line of the email.** PTT will respond with feedback and any needed corrections.

Request the next curriculum, "Ongoing Processes: Part Four", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Ongoing Processes: Part Four

Complete this curriculum before or within weeks 8-9 of Initial New Worker Training.

Complete in the Learning Center:	Make Entries in CWW and/or WWP:
Ongoing Processes: Part Four ☐ Training on Demand: Ending Employment in CWW	**Ongoing Processes: Part Four** ☐ System Entry Guide: Ongoing Part Four Case Name PIN Carmen _____ Haylee _____

After completing the entries by following the instructions in your Entry Guide, **email your PINs/case numbers to PTTTrainingSupp@wisconsin.gov after each change that occurs. Enter the case and change that you are on in the subject line of the email.** PTT will respond with feedback and any needed corrections.

Submit via Quia:
Ongoing Processes Quiz ☐ Ongoing Processes Quiz

Request the next curriculum, "W-2 NWT Completion", upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

W-2 NWT Completion (FEP)

Complete this curriculum before or within week 9 of Initial New Worker Training.

Make Entries in CWW and/or WWP:
NWT Completion – Financial and Employment Planner ☐ Entry Guide: Case Closure Case Name   PIN Carmen   _____ Haylee   _____

After completing the entries by following the instructions in your Entry Guide, **email Carmen's and Haylee's case numbers to PTTTrainingSupp@wisconsin.gov with a subject line of** *Case Closure.* PTT will respond with feedback and any needed corrections. You may send in your case numbers as you complete them rather than waiting until they are both done.

| **Submit via Quia:** |
| --- |
| **NWT Completion – Financial and Employment Planner**
☐ W-2 Final Assessment for Financial and Employment Planner |

The New Worker Training Process

New Worker Training is made up of multiple curriculums. Each curriculum will be monitored, and completion of each requires approval from the Partner Training Team prior to moving forward. As you complete each curriculum, the Partner Training Team staff will request the next required curriculum.

Week 1	W-2 Policy and Process Introduction
Week 2	Client Registration
Weeks 3-4	Eligibility
Weeks 4-5	Assessment
Week 6	Placement
Weeks 6-7	Employability Plans
Throughout	Reinforcing W-2 in the Classroom (FEP)
Weeks 8-9	Ongoing Processes
Week 9	W-2 Completion (FEP)

Initial New Worker Training should be completed within 6-9 weeks of the start date. New workers must devote a minimum of 15-20 hours per week to NWT to complete NWT within the maximum time frame. Failure to complete NWT within the required timeframe may result in termination from the New Worker Training process. If terminated, a new worker may be required to re-start the training from the beginning. The Reinforcing W-2 in the Classroom curriculum is required within the first 12 months of hire.
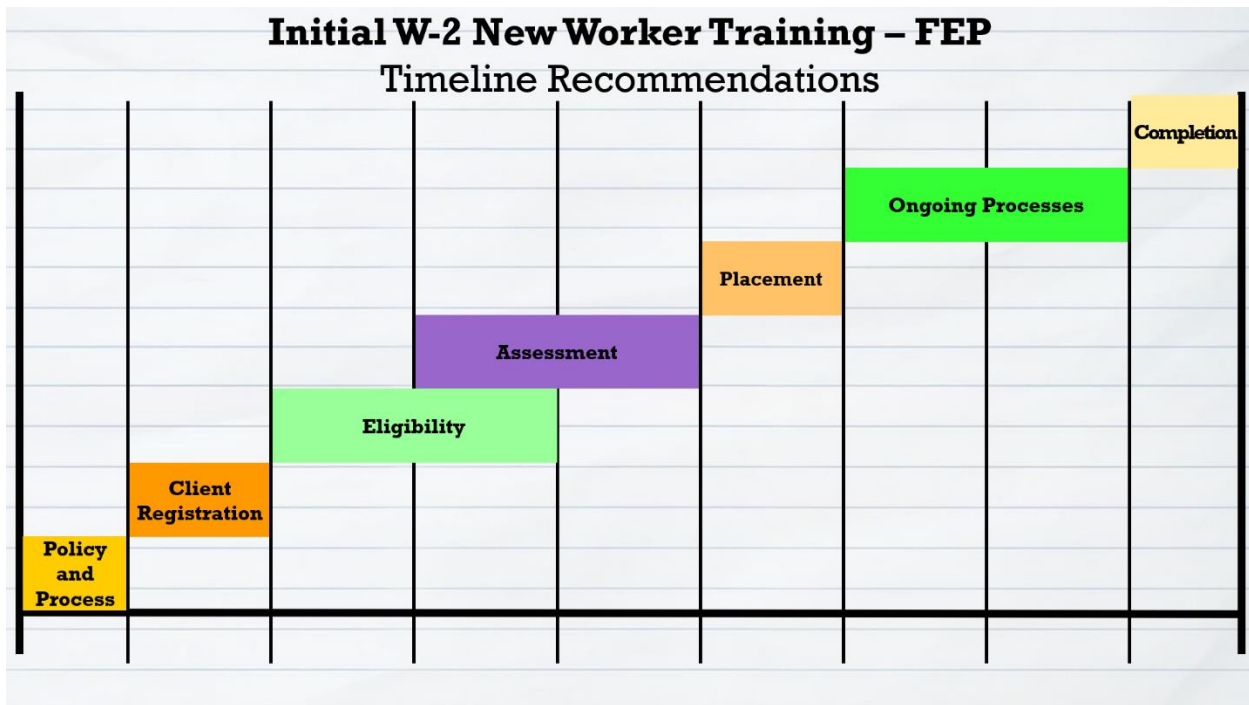
Instructions

Throughout training, you will be working in the Training environment.

To access CARES Worker Web

- Go to the Training Gateway Page: https://trn.cares.wisconsin.gov.
- Click the CWW-Training Icon, and then enter your Web Access Management System (WAMS) User ID and password.
- You will now be in CWW training at the Home Page.
- Confirm that you are in the CWW training base by noting the word *TRAINING* in red shown in the left upper corner.

To access Wisconsin Work Programs (WWP)

- Go to: https://wwptrn.wisconsin.gov/
- Enter you Web Access Management System (WAMS) User ID and password.
- You will now be in WWP training at the Homepage