**Placement**

**Trainer Guide**

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# System Entry Activities

The following information is for those in the following curriculum:

* FEP

## Email Guidelines

### **Copy and paste to e-mail**

#### Placement

In this section, we are checking to see that you have correctly determined and entered the placement for both cases and accurately justified your decision in PIN comments.

#### Subject Lines - Choose one

* Placement – COMPLETE
* Placement – 1st REVIEW (or 2nd, etc.)

*Additional comments as needed if additional errors are made. Also add something that the worker did well.*

## Case Checklist

### Carmen

* CSJ on **W-2 Placement** page
* Case Comments in CWW
	+ Example Comment:
	I placed Carmen in the CSJ placement as of today’s date. Due to placement date, she has two potential partial payments: $84 and $315.
* Placement justification in PIN Comments
	+ Example Comment:
	I placed Carmen in the CSJ placement as of today's date. Carmen has recent work history and no significant barriers to employment. However, she needs assistance in getting her HSED to be more employable.

### Haylee

* CMC on **W-2 Placement** page
* Case Comments in CWW
* Placement justification in PIN Comments
	+ Haylee has child who is less than 8 weeks old

# Next Steps

1. Request the correct curriculum.
	1. **FEP**
		1. Employability Plans
		2. Reinforcing W-2 in the Classroom (FEP)
2. Contact e-mail to prep for next curriculum
	1. See “E-mail Text” below
	2. Include:
		1. Status
		2. What to expect in the next series of courses
		3. A reminder to follow the Guide step by step

## Email Text

### FEP

#### Employability Plans

**Subject Line: Next Steps: Employability Plans**

You have completed appropriate placement determination on both your cases. You are being assigned the Employability Plans curriculum. You will work with your cases to assign and document ongoing W-2 activities.

Work through each component of the Employability Plan thoroughly before moving forward. Pay close attention to all instructions. Remember what you learned in Case Management Process within the W-2 Program and the Assessment course. Use that information to develop SMART goals, assign appropriate activities, and document your decisions and justifications in PIN Comments. It's a process of putting all the pieces together.

As you complete your entries, submit your PINs to the Partner Training Team for review. If you have any questions or have any problems, contact PTT at PTTTrainingSupp@wisconsin.gov.

**You are over halfway there…**