Trainer’s Notes

Practical Applications in CWW

Purpose:
The purpose of this course is to develop a clear awareness of specific CWW processes.

Learning Objectives
Upon completion of this course, you will be able to:

• Accurately verify and track Social Security Number applications.
• Complete absent parent information to assist with Child Support collections.
• Correctly enter employment information based on various circumstances.
• Define CWW logic, including Begin Month/End Month and prospective eligibility determination.
• Describe W-2 Placement processes, including episodes, future dating, and CMF/+ logic.
**Trainer Materials**

Practical Applications in CWW: Trainer's Notes  
Practical Applications in CWW: PPT (We suggest you email this to yourself when using a trainer computer that is not yours)  
Trainer Computer with Internet Access  
WAMS ID and password  
Projector  
Speakers  
Evaluations  
Name Tent Materials  
Completed Prerequisite Angela Scenarios and Entry Determination Worksheet (See Below)  
Network with Someone Who... Sheets  
Three Sheets of Paper (numbered 1, 2, and 3)  
Tape  
Prepared Cards for Employment Page Heads Up  
CWW Lingo Bingo Cards  
Bingo Card Markers (puzzle pieces, paper clips, dry erase markers, etc.)

**Learner Materials**

Practical Applications in CWW: Participant Guide  
Completed Prerequisite Angela Scenario

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**Complete Prior to Class**

**Trainer Prerequisite Scenario**

Create Angela cases at least 2 days prior to class (1 to show in class, and at least 1 backup)

- **RFA**
  - Angela, Female, 37 years old  
  - ES, 5518, Eau Claire apt 54701, (715) 444-3215

- **Eligibility**
  - Ben 8 years old, Lydia 3 years old, all BC, all have SSN, all born in WI  
  - Angela DR LL, all single, all intent to reside, no fleeing felon, all 01-Independent  
  - Angela pregnant, Tim father of Ben and Lydia, baby father unknown  
  - Angela completed the 10th grade, Ben enrolled in 3rd grade (SR) Lakeshore Elementary, WST (AR)  
  - Checking Account – 150 BS, Y EFT (routing needs to be 9 long)  
  - Job – Festival Foods 10/21/2018 (PS), 15 hrs/wk, 8.50/hr, bi-weekly pay  
  - Ben/Lydia $50 in CS each  
  - Placed – CS2

**Entry Determinations Worksheet** (Optional)

Use the worksheet in TN Appendix A to track dates and amounts you will need for the classroom entries based on the date of the class.
Check Learners’ Prerequisite Scenario Entries

Learners receive the prerequisite scenario at the close of class registration, two weeks prior to classroom training date. They are instructed to submit their case number to the PTT email three business days prior to class.

Use the checklist in TN Appendix B to review the learners’ entries for accuracy, ensuring they will be able to continue using this case in class. If a learner has not sent in a case by the deadline, email the learner and his or her ATL immediately, with a reminder to complete the scenario prior to class. Mark the email as high priority, give the learner 24 hours to complete it, and mention that the learner will not be able to attend class if the scenario is not completed.

Suggested Pace

This course is a full 6.5-hour course. The following agenda is the suggested pace for the day.

9:00 – 9:15   Introduction, Network with Someone Who…, Course Overview
9:30 – 10:10  Social Security Numbers
10:10 – 10:25  Break
10:25 – 10:30  Sit/Stand Energizer
10:30 – 11:10  Absent Parent
11:10 – 12:00  Employment
12:00 – 1:00  Lunch
1:00 – 1:15   Employment Heads Up
1:15 – 1:45   Eligibility Determination
1:45 – 2:10   Placement
2:10 – 2:20   Air Writing Energizer, Failing Case – Teresa
2:20 – 2:45   Returning to Employment
2:45 – 3:00   Break
3:00 – 3:05   Failing Case – Jessica
3:05 – 3:20   Ending Employment
3:20 – 3:25   Rebus Energizer
3:25 – 3:35   Failing Case – Regina, Multiple Rates of Pay
3:35 – 4:15   Independent Entry, CWW Logic for CMF/+ Placements
4:15 – 4:25   Lingo Bingo
4:25 – 4:30   Closing and Evaluations
Note to Trainer: Whenever you see ☐, it indicates that the section is a guided entry and should be completed with learners. Whenever you see ☕, it indicates that you should show the field(s) you are talking about to learners.

Introduction

Good morning and welcome to Practical Applications in CWW. This course is designed to help you gain additional knowledge regarding specific processes in CWW for ongoing cases.

Network with Someone Who...

☐ PPT 2
☞ TN Appendix C

Purpose: Familiarize learners with various terms associated with CWW.

Materials: The Network with Someone Who... sheet from the TN Appendix C, printed on cardstock. One sheet is needed per learner.

Estimated Length: 10 minutes

Directions to Trainer: Use the pre-printed Network with Someone Who... handout from the TN Appendix. Ask learners to read the directions on the handout and choose one box where they feel comfortable writing their name. After this is done, ask learners to mingle with each other, filling in each box of their handout with another learner’s name. Learners are trying to get a different person’s name in each box. Stop the activity after 8 minutes, or after most learners have the boxes complete, whichever is earlier.

Trainer Instructions to Learner:
Step 1: Read through the statements in each box on the handout. Choose one of the questions that you can answer and write your name in the box. Write your name in only ONE box.

Step 2: Now mingle with the other learners in the room and introduce yourselves. While talking to other learners, find someone who can answer a question that is not marked on your sheet. After they answer the questions, add their name in the box. Try to get all your boxes filled with a different name. It’s okay if you don’t as we will be covering everything today. When the music begins, you are free to start.

☞ Click to start music for the activity.

☞ Click to stop music at end of activity.
Course Overview

As we mentioned earlier, our day focuses on covering specific processes for ongoing cases in CWW, many of which were noted in the activity you just completed. We will focus on:

- CWW Logic, including begin months, adverse action, and running eligibility with dates;
- Social Security Numbers;
- The Absent Parent page;
- Entering and updating Employment, including different scenarios with changes in income; and
- W-2 Placement, focusing on back and future dating.

We will cover these processes by using the Angela case you created prior to coming to class. Throughout the day, we will briefly explain a process; then all of us will complete the process together in CWW by making changes to Angela’s case.

General CWW Desk Aids

Page four of your Participant Guide lists three general Desk Aids available in the Learning Center that you may find helpful. Throughout the course, your guide references many resources that are available to you, including Process Help in CWW, other Desk Aids, and Policy references.

CWW Training Environment

Now it is time to get into the CWW Training Environment. Follow along with us to get logged in and find Angela’s case that you created before class. As we walk through various entries in CWW today, we plan to spend more time on certain pages and pass through others. When updating a case with a participant, be sure to cover all the pages to ensure you capture all updates.

Guided Entry

- **Go** to CWW Training Environment by accessing the Training Systems Gatepost page: [https://trn.cares.wisconsin.gov/](https://trn.cares.wisconsin.gov/)

- **Logon** to CWW Training Environment using your WAMS ID and password.

- **Enter** Angela’s Case number in the Quick Select field and click Go, or select her case from the Recently Accessed list.

**Ask** Is everyone on Angela’s Case Summary page?
Proper Use of Dates

Notice the Process Help 3.5 Proper Use of Dates reference in your guide. This is the first reference you will see about process help in CWW. Use process help any time you want more information on how CWW thinks, such as page begin dates.

For ongoing cases, the Begin Month is the first month CWW uses the non-financial and financial information being entered to determine eligibility. CWW continues to use that information until an End Month is entered or a new Begin Month with new information is entered for that sequence. The Begin Month is also the first month the new income or expense appears in the eligibility budget.

Guided Entry

Note to Trainer: The guided entry scenarios, in italics, are not in the Participant Guide.

Let's start working with Angela.

Angela had her baby girl two days ago, and is in your office to update her case.

- Scroll down to the bottom of the Case Summary page to the Enter Begin Month for New Data field. Entering the Begin Month/Year on this page saves you from entering the Begin Month/Year on the pages that will be updated.

- Enter the Month/Year from two days ago in the Begin Month field.

- Click Add Person, and then click Next to navigate to the next page.

Remember, CWW uses the Begin Month you enter to decide when to start using the new information. When adding a person, you need to enter a Begin Month of the date the person became part of the household. Because Angela has a newborn, we used the month of the baby’s birth date as the Begin Month.

Social Security Numbers

Note to Trainer: Any time you see an underlined word in the TN that signifies there is a corresponding fill in the blank in the Participant Guide. Learners should write that underlined word in the blank in their Participant Guide.
We are now in the Add Person Driver Flow. You do not need to make entries right now. We will explain the process first, then continue with Angela. Use the Add Person Driver Flow any time someone new, such as a significant other or child, enters the household. We are following this driver flow together during our entries with Angela. The first page we come to is the **Household Members** page. This is the page where we enter basic information, including an individual’s name, Social Security Number (SSN), and Birth Date.

When entering an SSN, you must enter \* C-COMPLETE REQUIREMENTS in the **SSA Verification** field. This code allows CWW to perform a cross check with Social Security Administration’s (SSA) database to verify the SSN and birth date. If there is any discrepancy, the data exchange (DX) will provide that information, and you must re-verify with the applicant. Never enter \* W-WORKER VERIFIED, as this prevents the cross match.

After a valid cross match happens with DX, the **SSA Verification** field updates to \* V-VERIFIED. This verifies the household member’s birth date as well. For W-2, date of birth must be verified only once. If SSA verification code shows verified, entering NQ- NOT QUESTIONABLE in the **Birth Date Verification** field is allowed.

A verbal report of the SSN is acceptable; a Social Security Card is not necessary because of the DX verification.

If W-2 applicants or group members do not have an SSN, the W-2 applicants must verify that they have applied for an SSN for all W-2 Group members except individuals initially exempt. The applicants or participants have six full calendar months from the date of the SSN application to provide the SSN. You can collect the SSN beginning in the 7th full calendar month, and it must be provided by the end of the 13th full calendar month after the SSN application date. CWW prompts you to collect the SSN any time you complete an intake interview, review, or program add.

**Ask** In what instances would you not enter an SSN on the **Household Members** page?

**Answer:** **Newborns, Qualified Non-Citizens without SSNs**

If the individual being added falls into either of those categories and the SSN is not available, leave the SSN field blank on this page.

For a newborn, enter the date of the SSN application on the **Permanent Demographics** page. The participant has six months from the date of the SSN application to provide the newborn’s SSN. We will be doing this a little later today for Angela’s baby.
Qualified Non-Citizens may not have an SSN or documentation that they have applied for an SSN at the time of W-2 application. In these instances, they may qualify for an initial exemption for providing an SSN or proof of having an SSN. You enter the **W-2 Initial Exemption** and **W-2 Initial Exemption Date** on the **Permanent Demographics** page. These applicants have at least six calendar months to provide the SSN from the date of their exemption. The W-2 agency must assist the W-2 participants if they passed the six-month mark and have made all reasonable attempts to obtain the information, and cannot close the case if the agency is unable to obtain the information.

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### Guided Entry

Let's begin adding Angela’s baby to her case.

*Angela states her baby girl’s name is Julia, and she was born two days ago. She applied for Julia’s SSN, but hasn’t received it yet.*

- **Enter** Julia’s first name and last name (same as Angela’s).
- **Select** Female as her **Gender**. Do not enter any information in the **SSN** or **SSA Verification** fields.
- **Enter** two days ago as her **Birth Date**. Typically, you would complete a birth query in CWW to verify the birth date. We cannot complete that function in training. **Enter** BQ-BIRTH QUERY in the **Verification** field.
- **Click** Next.
- **Click** Next past all the request pages. **Note to Trainer:** Learners will need to update the **Begin Month** and filing dates if the case was created in a different month than the classroom training. If learners updated the **Begin Month** and filing dates, they may need to complete the **Interview Details** page as well.
- **Select** that Julia is the **DAU-DAUGHTER** of Angela on the **Household Relationships** page.
- **Select** that Julia is the **HSR-HALF-SISTER** of Ben and Lydia.
- All of the fields should be filled out for Julia’s **Household Relationships** page. **Click** Next.
- **Click** Next twice to run clearance for Julia.
- **Click** Next if she did not.
• **Click** Next past the **General Case Information** page and the **Electronic Contact Information** page.

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**Permanent Demographics**

PG 6

We all should be on the **Permanent Demographics** page. This page records demographic and race information for all individuals in the case, and allows you to conduct a 📅 Birth Query.

In order to conduct a Birth Query, the following conditions must be met:

- The verification code selected for either **US Citizenship Verification** or **US Citizenship MA Verification** will result in eligibility to pend or fail for at least one program;
- Real-time DX with SSA already has been initiated for this individual; and
- **Birth Place** is Wisconsin or left blank.

Remember, a Birth Query cannot be used to verify U.S. Citizenship for individuals born outside of Wisconsin.

After you select an individual from the Birth Query, the 📅 **State File Number** field, the 📅 verification code of Birth Query in the for **US Citizenship Verification** field dropdown, and the 📅 **Birth Place** field automatically populate.

For SSN applications, the applicant or participant should have a receipt that he or she can use for verification. If no SSN was entered on the **Household Members** page, then the 📅 **SSN Application Date** and 📅 **Verification** fields are required, except for individuals who are initially exempt.

When the SSN is provided, update the **Household Members** page with the SSN.

Use the 📅 **SSN Override Verification** field to pend a case for lack of SSN by entering ?-NOT YET PROVIDED. If a mismatch occurs during the data exchange with SSA, CWW generates an alert, and you use this field to pend the case and request proof of the individual’s SSN.

The **SSN Information** section of the **Permanent Demographics** page also is where you indicate if a Qualified Non-Citizen without an SSN has a 📅 **W-2 Initial Exemption**, and enter the 📅 **W-2 Initial Exemption Date**.
Let's add information to Julia's Permanent Demographics page.

Angela provides her hospital discharge paperwork, which includes a copy of Julia's application for a Social Security Number.

- **Select** E-ENGLISH as Julia's Language.

- **State** she is a U.S. Citizen, and **enter** BQ-BIRTH QUERY as the US Citizenship Verification.

- **Select** WI-WISCONSIN as her Birth Place.

- **Enter** 123456789 as the State File Number.

- **Enter** an SSN Application Date of two days ago and HR-HOSPITAL RECORDS as the Verification.

- **Click** Next twice.

- On Julia’s Current Demographics page, **state** SI-SINGLE-NEVER MARRIED for Marital Status, Yes for Intent to Reside in WI, and No for Fleeing Felon or In Violation of Probation/Parole.

- **Enter** 01-INDEPENDENT (HOME/APT/TRLR) as the Living Arrangement Type.

- **Click** Next.

- **Click** the Based on client’s response, populate blank fields as N icon at the bottom of the page, and then **click** Next.

- You now should be on the Individual Non Financial Gatepost page. Instead of clicking Next, **click Pregnancy** in the Navigation Menu on the left-hand side of the page.

- **Enter** a Pregnancy End Date of Julia’s birth date.

- **Click** Next twice.
Sit/Stand Energizer

Estimated Length: 5 minutes

Directions to Trainer: Read each statement below, asking learners to stand if that statement is true for them or sit down if the statement is not true for them.

Trainer Instructions to Learners: Before we dive into the Absent Parent page, take a moment and stand up at your station. I will read several statements. If a statement is true for you, stand up. If a statement is untrue for you, sit down.

Statements

Stand if…
This is your first classroom training as part of New Worker.
You were born in Wisconsin.
You know what CWW stands for.
You learned something new about CWW Begin Months today.
You have ever accessed Process Help in CWW.
You have entered an SSN application date and verification on a real case.
You find the Absent Parent page confusing.

Absent Parent

We’ve arrived on the Absent Parent page. This page gathers information about absent parents and the caretaker relative’s cooperation in obtaining child support and medical support liability. Be sure to gather as much information about the absent parent as possible to assist Child Support in establishing paternity for a child. Entering “Unknown” on this page is not considered best practice and creates numerous referrals with unknown parents to the Child Support agencies. If the Absent Parent page already has been created by the Income Maintenance agency, review the information with the applicant or participant to ensure accuracy.

Notice the banner at the top of the page that reads “Information For The Following Absent Parent(s) is Required.” The banner lists the child(ren) who need an absent parent listed. If there is more than one absent parent, then you must create a page for each absent parent.

If the other parent is known, then click the Check if Absent Parent Known box. Enter the parent’s name in the Absent Parent Information section.
If the absent parent is unknown and the parent reports multiple potential other parents, enter each one on a separate absent parent page and refer to IV-D (Child Support) for further determination.

The Absent Parent Information and Absent Parent Address sections are where you enter an absent parent’s information. The Absent Parent Information section allows you to search to see if an absent parent is known to CWW. The following fields are required in the Absent Parent Information section: First Name, Last Name, and Gender. The SSN and Birth Date fields are not required in this section, but should be entered if the information is known.

The next section is the Absent Parent Additional Information section. Here the Absence Begin Date, Refer to IV-D, and Absence Reason are all required fields. The Absence Begin Date is not used for any program, so you simply can use the application date.

Further down the page is the Children of this Absent Parent /If Child is Unborn, Enter Child’s Mother section. This is where you choose the individual for whom CWW is requesting absent parent information and that person’s current legal parentage status.

When there is a pregnant parent, like Angela was, in the household, choose that individual in the Individual field, and select M-Maternity Indicator for Non-Married Pregnant Woman from the Legal Parentage Status dropdown. After the child is born, remember to go back to update absent parent information.

When a minor parent is in the household (18-19 year old), the Absent Parent page requests data on the minor parent’s parents as well as the minor parent’s child’s absent parent.

In the Comments section, enter any comments that may be helpful to the Child Support agency. Also, comment whether the parent is claiming good cause. Confidential information must not be entered here, as this screen is not secure.

Who Must Be Referred to Child Support?

Before we move any further down the page, let’s discuss who must be referred to child support. According to the W-2 Policy Manual, you must send a referral to child support in the following instances:
• Unmarried pregnant women, including minors;

• Families where the natural or adoptive parent is absent from the home (but not when the absence is because of military service); and

• Non-marital co-parent cases (families where the parents either are not married to each other or were not married to each other when the child was born), and where paternity has not been established.

PPT 4

Households with fathers in the home with children for whom paternity has been established should not be referred to the CSA. This includes:

• Acknowledged fathers, conclusive: voluntary acknowledgment with an effect of a judgment of paternity; or

• Adjudicated fathers: paternity established through a court order.

Caretaker Relative Cooperation Information

Next, let’s move to the Caretaker Relative Cooperation Information section. This section gathers information about whether the custodial parent is cooperating with Child Support. The following fields are required in the Caretaker Relative Cooperation Information section: Begin Month and Individual.

Cooperation with Child Support is required for all programs. At intake, W-2 applicants always are considered as cooperating (even if they state they may not) if there is no indicator of noncooperation. They must be given the opportunity to cooperate with Child Support or claim good cause if they are shown as being in noncooperation.

If an individual is cooperating with Child Support, then he or she also is considered to be cooperating with Medical Support Liability.
If there is a good cause claim, then you must notify the Child Support Agency within 2 working days of the date the Good Cause Claim form was signed. Child support should not act on the referral until a good cause determination is made. Good Cause determinations are recorded in the Child Support Information section. This is separate from the IM determination.

Guided Entry

Let’s update the Absent Parent page for Angela’s case. Note that the banner at the top tells us CWW wants information on Julia’s other parent.

Angela states that Jake is Julia’s father. Jake didn’t sign the paternity acknowledgement form, so paternity has not been established for Julia.

- Check the Absent Parent Known box.
- Enter Jake for the first name, and make up a last name.
- Select Male as his gender.
- Select Julia from the Individual dropdown in the Children of this Absent Parent section.
- Select N-Paternity Not Established for this Child from the Legal Parentage Status dropdown.
- Click Add to add Julia’s paternity status to the dynalist.
- Click the Edit Button (pencil icon) from the dynalist to update Angela’s legal parentage status.
- Click Delete. Select LB-Live Birth from the Delete Reason dropdown.
- Click Update.
- Click Next twice to move on from the Absent Parent page to the Asset Gatepost page.
- Click Next to move on from the Asset Gatepost page. Angela has reported no changes to her assets.
Building Absent Parent Pages Activity

File: PG 10-11

Purpose: To familiarize learners with how Absent Parent pages are built in CWW based on family make-ups.

Materials: PG, PPT, separate sheets of paper (numbered 1, 2, and 3), tape.

Estimated Length: 10 minutes

Directions to Trainer: Hang three sheets of paper, numbered one, two, and three, around the room. Display the family scenario graphic from the PPT, and ask learners to determine how many Absent Parent pages are needed for the family. After they have determined how many Absent Parent pages are needed, they should walk to that numbered sheet (if space is limited, have learners turn and point to the numbers). The family scenario graphics are in the PG for learner reference. Debrief with learners after each family scenario before moving on to the next.

Directions to Learner: Let’s practice determining how many Absent Parent pages CWW will build based on a family’s make-up. Notice the numbered signs hanging throughout the room; these signs indicate the potential number of Absent Parent pages needed. When we display the family scenario graphic, look at it and determine how many Absent Parent pages you think are needed. After you’ve decided on the number of pages, walk to that hanging sign. The family scenario graphics also are located in your Participant Guide for you to reference and record the number of Absent Parent pages.
Scenarios and Answers:

Click to display the scenario, then again to display the answer.

How many Absent Parent pages are needed for this family?

Answer: 3, the claimed father of the 1-year-old, the other parent of the 3-year-old, and the other parent of the 6-year-old.

Note to Trainer: Although the claimed father and his 6-year-old are not listed as part of the W-2 Assistance Group during eligibility determination, CWW requires an Absent Parent page for the other parent of the 6-year-old.

Click to display the scenario, then again to display the answer.

How many Absent Parent pages are needed for this family?

Answer: 2, the other parent of the 3-year-old and the other parent of the 6-year-old.
How many **Absent Parent** pages are needed for this family?

**Answer:** 2 or 3, you need 1 for the other parent of the 3-year-old and 1 for the other parent of the 6-year-old. Then it depends on who the potential father of the unborn child is. If it is one of the parents already listed, then the mother would be added with the maternity indicator for the unborn child in the dynalist. If there is another potential father, then a 3rd **Absent Parent** page is needed.

How many **Absent Parent** pages are needed for this family?

**Answer:** 3, the mother of the 18-year-old, the father of the 18-year-old, and the father of the 1-year-old. Note that in this example, the mother is not in the group: the 18-year-old is requesting W-2 for herself and her child.

**Ask** In what circumstances would a FEP NOT refer an absent parent to child support?

**Answer:** All absent parents, living or deceased, should be referred to child support. The only exceptions according to policy are that households with the other parent in the home with children for whom legal parentage has been established should not be referred to the CSA. (W-2 Policy 15.2.1)
**Ask** What should you do if there is a good cause claim, either at application or later?

**Answer:** Upon receipt of the Good Cause Claim form, the W-2 agency must notify the Child Support Agency within 2 working days of the date the Good Cause Claim form was signed. The CSA must not take any further action until the W-2 agency determines whether good cause exists. (W-2 Policy 15.6.3)

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**Guided Entry**

We have taken a closer look at SSNs and the *Absent Parent* page. Now, let’s take some time to focus on the *Employment* page.

- In Production, you need to review the employment query results. This feature does not work in training. **Click** Next past the *Employment Queries* page.

- **Select Employment → Employment** from the Navigation Menu on the left-hand side of the page.

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**Employment**

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PG 12

The *Employment* page collects employment information for each individual in a case with earned income. CWW calculates monthly income amounts automatically. It uses a different formula for MA than other programs. Update this page for all episodes of current employment, regardless of duration, or projected effect on eligibility.

On the top right of the page, there is a progress bar. For Angela, there is only one employment sequence, and it is completed, which is why the entire bar is gray. If there were multiple employment sequences and additional entries were necessary, the progress bar would show the progress with white rectangles.

Collect only current employment information in CWW. Past employment information gets collected and is entered in WWP on the *Work History* page to build work history information.
Begin Month

The Begin Month is the first month that CWW will use the employment information in the eligibility determination. It will continue to consider the information entered on this page until a new Begin Month or an End Month is entered. The Begin Month is the month in which the change in income occurs.

For example, if a participant obtained a new job at the end of November, but will not receive a paycheck until December 1st, you would enter December as the Begin Month because that is when the change in income will occur.

Employer Information

Enter as much information as is available in the Employment Information section, including the “FEIN.” Accuracy in completing the Employment Information section is critical to the Employer Verification of Health Insurance (EVHI) process.

The EVHI database uses employer information entered on this page to determine if the employee has access to an employer sponsored health insurance plan.

Enter the employer FEIN, or use the FEIN Find magnifying glass to look up the FEIN when entering employment. This will populate the additional employer information.

Employment Description

The Employment Begin Date must be verified using check stubs, the EVF form, a letter from the employer, or other acceptable written documentation.

Enter the First Pay Check Date, as it is necessary to determine the correct Begin Month and any override amounts.

For Angela, the Employment Begin Date should be 10/21/2018. Because Angela started this job prior to applying for W-2, it is okay for the First Pay Check Date field to be blank.

Strike Information

Strike information is used in determining non-financial eligibility for W-2. If a parent in the household is on strike the last day of the month, then the group is ineligible for W-2.
During New Worker Training, you learned, about Prospective Budgeting. It is important to calculate an accurate prospective budget so the employment information in this section is correct. You need to manually calculate and enter overrides each time there is a change in income, which includes starting and ending employment, to account for partial months’ pay.

The Pay Frequency field determines how CWW calculates the information entered in the Detailed Wage Information section.

When entering the average hours per pay period, it is important to remember the pay frequency. It is common to be accustomed to using hours per week; however, this section is for hours per pay period and may be different.

- Clicking the Add button adds the employment to the dynalist. CWW uses the information you entered to determine the amount per pay period based on the hours and pay.

- Clicking the Edit button in the dynalist allows you to update the wage information.

The BC+ Pre-Tax Deductions section is used only for BC+.

The Calculate button converts the information you entered in the dynalist to monthly amounts for MA and other programs, and completes the Totals and Comments section.

Different programs, such as MA, use different multipliers, so there may be a different amount in the Monthly MA Gross Amount field. You are concerned only with the Monthly Converted Amount field. This is the field that CWW will use to budget the income in W-2 eligibility determination. If you ever need to enter an override, it must be entered in the Override Converted Amount field.

Angela’s Monthly Converted Amount should be $548.25.

The Comment section is used to explain how income was calculated. If you enter an override, you must add comments about how you determined that calculation.
Family Major Medical Insurance Access for BadgerCare Plus

In the CWW production environment, you need to enter only the Begin Month (same as the employment Begin Month), and then click the Verify button. Do nothing else in this section. IM will review it for accuracy. If you enter a New Begin Month, you will need to update the Begin Month in this section as well.

$0 Income

In some instances, a W-2 applicant or participant may maintain employment but have $0 income for a period of time. Examples of this include maternity leave, when a staffing agency assignment ends without another one starting right away, or a disability injury at work. $0 income is entered when the applicant or participant is maintaining employment, but will have $0 income for a period of time.

If the individual is on paid leave, such as a work injury, then that income is entered on the Unearned Income page.

When entering $0 income, you need to determine when the applicant or participant will receive his or her last paycheck and how much it will be. That determines if you need to enter an override for the current or future months, and how many future months must be entered.

You must use the Enter New Begin Month fields when entering new data for future months. Use the Begin Month at the top of the page only for a new employment sequence. When entering future data, the message that only previous data is available displays. This happens because there is no future data to display, so CWW has to display the past data.

Guided Entry

Let’s update Angela’s Employment page.

Angela has not worked since she had her baby two days ago. Per the EVF, she will receive her last paycheck next Friday, with a total of 30 hours on it.

Ask What updates do we need to make to Angela’s Employment page?

Answer: Adjust her income for the month, add a New Begin Month with $0 income

Note to Trainer: Ask learners to provide the answers during the guided entry in class.

• Determine how many paychecks Angela will receive for the current month and next month.

• Calculate the amount she will receive for the current month if she will not be receiving a full month’s pay.
• Enter the appropriate override in the **Override Converted Amount** field, **AF-AGENCY FORM** in the **Verification** field, and comments if needed.

• Enter next month in the **Enter New Begin Month** field and **click** Go.

• Scroll down to the **Totals and Comments** section, and **enter** the appropriate override in the **Override Converted Amount** field and verification in the **Verification** field.

• Add a comment indicating how you determined the appropriate override.

• Add an additional month in the **Enter New Begin Month** field and **enter** the appropriate override, verification, and comments if needed.

• Click Next to save.

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**Calculating Hours Per Pay Period**

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**Before we move on to the next page, let’s revisit how we determine the appropriate hours to enter in the **Average Hours Per Pay Period** field. CWW takes the prospective budgeting calculation into account when calculating and populating the **Monthly Converted Amount** for weekly and bi-weekly pay schedules. It does not take prospective budgeting calculations into account when calculating semi-monthly (CWW only multiplies by 2) and monthly (CWW only multiplies by 1) pay.

In order for CWW to determine the correct income, we have to do a bit of math when entering the hours in the **Average Hours Per Pay Period** field. Take the applicant’s or participant’s hours per week, and use the following multipliers to correctly determine what to enter.

<table>
<thead>
<tr>
<th>Pay Frequency</th>
<th>Multiply Weekly Hours By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>√ x1</td>
</tr>
<tr>
<td>Bi-Weekly</td>
<td>√ x2</td>
</tr>
<tr>
<td>Semi-Monthly</td>
<td>√ x2.15</td>
</tr>
<tr>
<td>Monthly</td>
<td>√ x4.3</td>
</tr>
</tbody>
</table>
For semi-monthly and monthly, when at least 30 days of actual paystubs are received, re-calculate and use the average hours in the **Average Hours Per Pay Period** field. CWW then will calculate it correctly.

Let’s do some practice determining **Average Hours Per Pay Period**.

☐ LaToya is paid semi-monthly and works 20 hours per week. **Ask** What would you enter in the **Average Hours Per Pay Period** field? ☐ 20 x 2.15 = 43

☐ Frank is paid weekly and works 32 hours per week. **Ask** What would you enter in the **Average Hours Per Pay Period** field? ☐ 32 x 1 = 32

☐ Belle is paid bi-weekly and works 8 hours per week. **Ask** What would you enter in the **Average Hours Per Pay Period** field? ☐ 8 x 2 = 16

☐ Kara is paid monthly and works 35 hours per week. **Ask** What would you enter in the **Average Hours Per Pay Period** field? ☐ 35 x 4.3 = 150.5

---

**Employment Page Heads Up**

**Purpose:** Practice describing commonly used fields on the **Employment** page while energizing learners.

**Materials:** **Employment** Page displayed on the screen, Index cards with field names written on them, or cardstock with field names printed and cut apart (1 set of cards for each group with groups of 3-4)

- Use the following field names: Begin Month, Pay Frequency, FEIN, Wage Type, Override Converted Amount, Enter New Begin Month, Comment, Verification.

**Note:** If writing the field names on index cards, be sure to choose a writing instrument that does not show through the card.

**Estimated Length:** 15 minutes

**Directions to Trainer:** Display the **Employment** page on the screen. Divide learners into groups of 3 or 4 and have the groups gather in different areas of the room. Distribute one set of cards, face down, to each group, divided among each person in the group (learners should have 2-3 cards each). Group members take turns flipping up a card and holding it up to their foreheads. The other group members give clues to help the person with the card guess the field. Trainers should walk around and give clues if learners are struggling.
Trainer Instructions to Learners: We just spent some time talking through the important fields on the Employment page, and now you have a chance to describe those fields to each other. Each of you has a set of cards, and on those cards are names of certain fields on the Employment page. One person in the group starts by flipping a card over and holding it up to his or her forehead. The other group members give that person hints by describing the field or what goes in the field. You cannot use the words in the field name. When the person guesses correctly, play moves to the next person in the group. Continue until you go through all the cards, then sit down when finished.

Guided Entry

- Click Next past the Unearned Income Gatepost page, the Child Support Income page, and the Expense Gatepost page. Angela reported no changes to her unearned income or expenses.

- Click Next past the W-2 Time Limit Information page.

- On the Generate Summary page, Select Written in the W-2 Signature field.

- Select NA-Do Not Generate Summary from the What would you like to do field.

- Click Next

Eligibility Determination

Initiate Eligibility

We are now at the Initiate Eligibility page. This page is where we begin eligibility determination. Eligibility determination is the process of comparing all the non-financial information to the non-financial requirements, then comparing all income and assets to program limits, and determining whether a group is eligible for W-2. Eligibility must be determined and then confirmed following an Intake, Review, and/or any change to CWW pages.

Remember, when determining eligibility:

- CWW uses all the information entered related to a household and/or group, and compares it with program requirements.
• Using its programmed functionality, CWW uses entered information to determine eligibility when the FEP tells it to, and will use the information the FEP provided to make this determination until the FEP tells it to stop.

CWW determines eligibility for program assistance groups on a monthly basis by looking at least one month ahead. Adverse Action is the last day of the current month where eligibility changes can be made for the following month. After Adverse Action, CWW starts looking two months ahead. Adverse Action is usually 13 days prior to the last day of the month.

W-2 uses the Adverse Action date for eligibility determination, telling us when to run with dates and how many months to run with dates.

In your PG is an example of when to run with dates. Let’s take a look at it now.

Example: Maya’s father passed away and left her a car as of February 10. Maya reports she plans to keep this car. The car’s equity value is $8,000. The FEP runs eligibility with today’s date to include the vehicle in the asset budget for CWW in February. Then, the FEP must run eligibility again without dates to include the vehicle in the asset budget for March and beyond.

Notice the Run Eligibility with Date radio button. Clicking this button allows you to enter the date for which you’d like to run eligibility. When you want CWW to consider new information immediately, such as a person add or new income in the current month, you need to run with dates.

Now let’s practice running eligibility for Angela’s case.

Initiate eligibility for Angela’s case. Run eligibility for ongoing months.

• Notice the Run Eligibility radio button is selected automatically.

• Click Next.
Eligibility Run Results

Guided Entry

PG 17

After choosing to run eligibility and beginning the eligibility process, you navigate to the Eligibility Run Results page. Here we can see for which month(s) CWW currently is determining eligibility. Knowing the month(s) helps you determine whether running with dates is appropriate.

Ask For which month is CWW currently determining eligibility?

In the Other Program Results section, the eligibility results for the W-2 Assistance Group are displayed. Notice that the Benefit Begin Date is not the date of Julia’s birth, and a future month is displayed. This is because we chose to run eligibility for ongoing rather than running with a date.

• Navigate back to the Initiate Eligibility page using the Previous button.
• Select Run with Dates and enter Julia’s birth date and year.
• Click Next. Note the new Benefit Begin Date.
• Click Next to navigate past the Eligibility Run Results page.

Now we’ve navigated to the Assistance Group Composition Details page. This page summarizes the results for an Assistance Group as well as those for each person.

• Click Next to navigate past the Assistance Group Composition Details page.

Clicking Next navigates you to the Eligibility Summary page.

• Click Next to navigate past the Eligibility Summary page.

PG 18

We are now on the Confirm Eligibility page and are ready to confirm eligibility for W-2. Confirming the eligibility determination for W-2 is simple. Choose yes or no from the Confirm dropdown box and click Next.
Before confirming eligibility, ensure that the Benefit Begin Date displayed is the correct month for which you want to determine eligibility, and that the case is passing or failing appropriately.

- **Choose** Yes from the **Confirm** dropdown box and **click** Next. Eligibility is confirmed for ongoing, and you are navigated to the **W-2 Placement** page.

Now that we determined eligibility and confirmed W-2 as passing for Julia’s birth month, we need to go back to the **Initiate Eligibility** page and run eligibility either with a date, due to Adverse Action, or without dates for ongoing in order to open W-2 for the remaining months. Let’s return to Angela and finish confirming W-2.

---

**Guided Entry**

**Note to Trainer:** Depending on the timing of the month, learners may need to run with a date one more time in order to open W-2 properly.

Remember, we are adding a newborn to the case. Because of this, we first ran eligibility with the baby’s birthdate in order to determine eligibility correctly for the case. For any other type of Person Add, use the date the person moved into the household.

You just confirmed eligibility for Julia’s birthdate. Now, return to the **Initiate Eligibility** page and run eligibility without dates. Confirm eligibility for the ongoing months.

- Navigate to the **Initiate Eligibility** page using the navigation menu.

- **Click** the **Run Eligibility** radio button.

- **Click** Next.

- **Click** Next to navigate past the **Eligibility Run Results** page.

- **Click** Next to navigate past the **Assistance Group Composition Details** page.

- **Click** Next to navigate past the **Eligibility Summary** page.

- **Choose** Yes from the **Confirm** dropdown box if the case is open and passing eligibility. Do not confirm the case if it is failing eligibility.

- **Click** Next.
We are now on the Placement page. This page allows you to place W-2 participants who are confirmed open for W-2. CWW schedules this page in the driver flow, but you are not required to complete it. You can bypass this page and come back to it after determining the appropriate placement.

**W-2 Episode**

The first section we see is the W-2 Episode. A W-2 episode consists of all placements from the date the case opens through the date the case closes and eligibility ends. Do not enter an Episode End Date unless you are closing the case and the participant is no longer receiving W-2 services.

The Work Program End Reason(s) remains editable until you confirm the W-2 case as closed. If you close a W-2 case for a Work Program related reason, then you must enter an Episode End Date and Work Program End Reason.

A Work Program End Reason is not required when closing the case for an eligibility reason. When confirming a case as closed for financial or non-financial reasons, a monthly batch process will end the Episode automatically on the last day of the month eligibility is open if you do not enter an Episode End Date.

Some placements automatically close at certain time frames without you having to enter an Episode End Date. There is a table of time frames for when cases would auto-close based on placement in your Participant Guide.

**Individual Placement Information**

The Individual Placement Information section is where you place participants. Only W-2 participants who are eligible for placement in a W-2 employment position show in the Individual field.

The placement options that display are based on the Target Type on the W-2 Request page. There is a table of available placements based on Target Type in your Participant Guide.

After entering the individual, placement, and placement begin date, click the Add button to add the individual to the dynalist. Prior to saving this page, the information can be reset with the Reset button.
This section also displays EFT information that is on file for participants in a paid placement.

**Back Dating**

On the **W-2 Placement** page, you can back date a placement for a maximum of 10 days from the current date or the program request date, whichever is later. Common occurrences of back dating include when a participant reports they started work or when a participant reports having a baby, like Angela.

For a CMC placement, you can back date to the date of baby’s birth or the W-2 Application Date, whichever is later.

**Guided Entry**

Let’s update Angela’s **Placement** page. Her current placement should be a CS2.

- **Select** Angela from the Individual field.

- **Choose** CMC-CASE MGMT CARETAKER OF NEWBORN from the Placement field.

- We will be back dating Angela’s CMC placement to Julia’s birth date. **Enter** a date of two days ago in the Placement Begin Date field.

- **Click** Add.

- **Click** Next to save the page. You now should see a green bar at the top of the page stating that the CMC placement is valid through 56 days from Julia’s birth. If no further action is taken on the case, Angela’s case will auto-close at the end of the 56th day.

**Ask** Now that we have made all these changes, what is the final thing you need to add in CWW?

**Answer:** **Case Comments**

We are not focusing on or entering Case Comments today, but any time you make a change to a participant’s case, you must enter comments within 24 hours.

You’ve covered a lot of ground in CWW today, all from the comfort of your computer chairs. Now we want to give you a chance to get up and stretch out, while continuing to keep CWW in mind.


Air Writing Review Energizer

Estimated Length: 5 minutes

Directions to Trainer: Learners think of two key terms/concepts from CWW that they learned today. Then, they choose two body parts from the PowerPoint slide to spell out those key terms using each body part they chose. Learners spell each key term twice, once with each body part. Demonstrate what you are asking learners to do by spelling out Newborn Add with your elbow.

Trainers Instructions to Learners: Think of two key terms from CWW that we’ve talked about today. Now, choose two body parts displayed on the screen. There’s no need to write them down; just remember them. Next, stand up and spell out the key terms from CWW using only the body parts you’ve chosen. Spell each word twice, using each body part you selected. When you are finished, sit back down. I’ll start by spelling Newborn Add with my elbow.

Failing Case – Teresa Gomez

Purpose: Give learners the opportunity to discover common errors in CWW that cause cases to fail eligibility by having them troubleshoot cases in the CWW Training Environment.

Materials: PG, Computers with CWW Training Environment

Suggested Modification: Provide sticky notes to learners and have them post the note on their computer monitor when finished instead of raising their PG in the air.

Estimated Length: 5 minutes

Directions to Trainer: Learners look at a case in the CWW Training Environment to determine why the case incorrectly failed eligibility. In their PG, learners record the reasons they believe the case failed eligibility. Learners can work individually or in pairs. This activity occurs three times throughout the afternoon. Walk the learners through how to look up the failure reason for the first scenario. Give learners up to 5 minutes to find the error.
Directions to Learner: Sometimes a case fails eligibility when you expect the case to pass. It is important that you understand W-2 eligibility requirements and troubleshoot in CWW to determine what happened to ensure the family receives assistance. Working independently or with a partner, you will troubleshoot a case that incorrectly failed W-2 eligibility. The applicant’s name and case number are in your PG. Follow along with us as we show you how to find the reason the case failed. Then, you will go from there to determine the entry error that caused the failure.

- **Enter** Teresa’s case number (7104067671) in the **Quick Select** field and **click** Go.

- Use the navigation menu to navigate to **Eligibility – Run Results – Eligibility Run Results**.

- When running eligibility, this page is the first time you see if a case is passing or failing. If the result is not what you expect, stop here and take a close look at the application entry details.

- **Click** on the **Reason** code (375) to see why the case is failing.

Write the failure reason in your PG, and search the case in CWW to determine where the FEP made an entry error. When you find the error, write it in your PG and hold your PG in the air.

**Debrief:** CWW determined Teresa’s case failed because she did not have legal custody of her daughter. **Ask** What was the entry error?

*Answer: On Nevaeh’s **Household Relationships** page, the FEP indicated that Teresa did not have legal custody.*

**Angela’s Case – Returning to Employment**

As you work with a participant, you continually are moving through the case management process. Because of that, you’ll often be updating the case in CWW. Understanding how to properly update cases in CWW is a crucial part of processing changes. Let’s practice making some updates to Angela’s case.

*Angela’s CMC placement is ending soon, and she is scheduled to go back to work at Festival Foods next Monday. She states her hours and wages will remain the same as before she went on leave.*
Ask What updates do we need to make to Angela’s case?

Answer: Update her employment page to pend for employment verification, run eligibility, and create a future prorated CSJ placement

Guided Entry

Note to Trainer: Ask learners to provide the answers during the guided entry in class.

- On the Navigation Menu, click CARES Home. Select Angela’s case from the Recent Cases section.
- On the Navigation Menu, click Employment and then click Summary.
- Click the magnifying glass for the correct employment sequence.
- Scroll down to the Override Converted Amount field and enter Angela’s previous wage amount.
- In the Verification dropdown, select ?-NOT YET VERIFIED.
- Add a comment regarding the change in employment.
- Click Next to go to the Generate Summary page.
- On the Generate Summary page, Select Written in the W-2 Signature field.
- Select NA-Do Not Generate Summary from the What would you like to do field.
- Click Next.

We’ve navigated to the Initiate Eligibility page. Due to making changes that effect Angela’s eligibility, CWW is telling us we need to run eligibility and pend for additional information.

Notice the Ignore W-2 income and assets test to allow CMF/+ Placements to begin checkbox. When you are running eligibility for an individual placed/to be placed in a CMF/+ placement, check this box to tell CWW to skip the income and asset tests for W-2.

- Click Next to initiate eligibility.

We are now on the Eligibility Run Results page. Notice the eligibility status for W-2 is pending. We will look at that in more detail in just a second.
• **Click** Next.

• **Click** Next to navigate past the *Assistance Group Composition Details* page.

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**Verification Checklist**

 даня PG 21

Angela’s case requires verification, and is pending until the verification is received. 🔴 Notice the box that says Pend on the *Eligibility Summary* page. Checking this box and clicking next *(check the box and **click** Next)* allows you to view the **Verification Checklist** and see exactly what verification is being requested.

🔴 Clicking the magnifying glass on the Verification Checklist *(click the magnifying glass)* navigates you to the page that is requesting additional verification. In Angela’s case, we are navigated back to the *Employment Summary* page.

**Click** Next to return to the **Verification Checklist** page. **Click** Next.

We’ve navigated to the *Verification Due Dates* page. 🔴 Here you see the date that verification is due; and if needed, can extend the due dates into the future.

**Click** Next.

 даня PG 22

We’re now on the *Pending/Not Verified Information* page. Use this page to view and update verification fields that may cause eligibility to pend or fail.

🔴 In Angela’s case, we are pending for employment information; specifically, her override converted amount. 🔴 Clicking the checkbox and clicking Next causes CWW to navigate you to the specific page where information is pending.

🔴 By scrolling down the page, you see that the information requiring verification is highlighted yellow.

**Click** Next to leave the *Employment* page and return to the *Confirm Eligibility* page.
After you receive the verification of income, go back and clean up the **Employment** page to ensure that income is counted correctly in each month. This means you may be updating the current month to ensure income is correct and building another month(s) for future income.

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**Future Placements**

On the **W-2 Placement** page, you are able to future date placements for a maximum of 10 days from the current date. Enter future placements based on the W-2 participant’s current W-2 Target Type. A common occurrence of future dating is when a participant reports that he or she will start work in a few days, or when a CMC placement is coming to an end.

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**Guided Entry**

Let’s update Angela’s placement based on her reporting that she will begin work on Monday. She will continue working 15 hours per week while pursuing her HSED.

- **Select W-2 Post Eligibility** on the Navigation Menu.
- **Click W-2 Placement** in the **W-2 Post Eligibility** dropdown.
- In the **Future Placement Information** section, **select** CS2-1/2 Community Service Job from the **Placement** dropdown.
- In the **Placement Begin Date** field, **enter** next Monday’s date. On Monday, CWW automatically changes Angela’s placement to a 1/2 CSJ. If the future placement failed, you would receive an alert.
- **Click** Next to save the page.

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**Failing Case – Jessica Kilburn**

**Estimated Length:** 5 minutes

**Directions to Trainer:** Learners look at a case in the CWW Training Environment to determine why the case incorrectly failed eligibility. In their PG, learners record the reasons they believe the case failed eligibility. Learners can work individually or in pairs. Give learners up to 5 minutes to find the error. (Case: 2104067120)
Directions to Learner: We have another case that incorrectly failed eligibility. Working independently or with a partner, troubleshoot Jessica’s case. The applicant’s name and case number are in your PG. Remember to use the navigation menu to start at the Eligibility Run Results page to find the reason the case failed, then go from there to determine the entry error that caused the failure. When you find the error, write it in your PG and hold your PG in the air.

Debrief: CWW determined Jessica’s case failed because she does not plan to live in Wisconsin. Ask What was the entry error?

Answer: On Jessica’s Current Demographics page, the FEP indicated No for Intent to Reside in WI.

Ending Employment

We have discussed entering $0 income for a period of time and updating employment when a participant goes back to work. Now, we are going to cover ending employment.

First, you need to determine that the job has ended and that the participant will receive no additional income from that job.

If the participant is laid off or between assignments at a temporary agency, or in any other circumstance where he or she may return to the job, adjust the income, but do not enter an End Month.

At times, you may need to enter an Employment End Date, but leave the End Month blank at the top of the page. You must do this when the employment has not been verified as ended, when the last paycheck has not been received, or when that individual may go back to the employer.

After you are sure the employment has ended and the participant will no longer receive any additional income from that job, you can enter an End Month.

It is best practice to zero out the income and check eligibility determinations prior to ending the employment. This ensures that there are no hidden question marks and no income is being budgeted. You may need to adjust the income for the last month of employment based on when the last paycheck is received.
Guided Entry – Loss of Employment

Let’s enter a loss of employment for Angela.

Angela calls you upset and crying. She says she was fired today because she had to keep calling in due to childcare for Julia falling through.

You schedule her to come in for an appointment. Angela attends her appointment and tells you she will receive her last $120 paycheck on Friday, which you confirm with an EVF form. You complete the informal assessment in WWP and determine that a CSJ placement is the most appropriate for her.

- On the Navigation Menu, click CARES Home. Select Angela’s case from the Recent Cases section.
- Navigate to the Employment page using the Navigation Menu.
- Use the Previous Effective Month button to navigate to the current month.
- Select Yes for Employment Ended?
- Enter today’s date as the Employment End Date and a Verification of AF-AGENCY FORM.
- Enter Friday’s date as the Date of Final Paycheck and a Verification of AF-AGENCY FORM. Do not enter an End Month at the top of the page because Angela still will receive one more paycheck.
- Scroll down to the Detailed Wage Information section.
- Determine if Angela will receive a full month’s pay this month. If so, remove the override amount in the Override Converted Amount field. If not, calculate the appropriate override, enter the Override Converted Amount and Verification of AF-AGENCY FORM, and comment on your calculation.
- Use the Next Effective Month button to navigate to the next month.
- Select Yes for Employment Ended?, enter today’s date for Employment End Date and a Verification of AF-AGENCY FORM, and enter Friday’s date as the Date of Final Paycheck and a Verification of AF-AGENCY FORM. These sections must be updated for every month.
• Determine the appropriate override based on how many paychecks Angela will receive next month. Enter the amount in the Override Converted Amount field and a verification of AF-AGENCY FORM in the Verification field.

  Note to Trainer: If only two months were created previously, you would update the Verification field from ?-NOT YET VERIFIED to AF-AGENCY FORM.

• Update the Comment field with how you determined your override.

• If needed:
  o Navigate to the next month using the Next Effective Month button.
  o Update Employment Ended? to Yes, enter today’s date for Employment End Date and Verification of AF-AGENCY FORM, and enter Friday’s date as the Date of Final Paycheck and a Verification of AF-AGENCY FORM.
  o Enter $0 in the Override Converted Amount field, and update Verification to AF-AGENCY FORM.
  o Update your comments.

• Click Next.

• Select NA-DO NOT GENERATE SUMMARY for What would you like to do? and then click Next.

• Initiate eligibility with today’s date.

• Click Next past all pages until you get to the Confirm Eligibility page. Select Yes to confirm eligibility.

• If needed:
  Navigate back to the Initiate Eligibility page and run with next month’s date. Click Next past all pages and confirm eligibility.

• Navigate back to the Initiate Eligibility page and run without dates. Click Next past all pages and confirm eligibility.

• Clear Angela’s future placement on the Placement page by clicking the Clear button.

• Enter a new placement of CSJ with today’s date for Angela. Click Add. Click Next.
Rebus Puzzles Energizer

PG Appendix A (29)

Estimated Length: 5 minutes

Directions to Trainers: Inform learners of what a Rebus puzzle is and then go over the example in the PPT. After you go over the example, instruct learners to decipher the Rebus puzzles in the Appendix of their Participant Guide. Inform them that they can work alone or with a partner. After four minutes have passed, reveal the answers using the PPT.

Trainer Instructions to Learners: Rebus puzzles are riddles that are made up of pictures and/or words. Let’s take a look at the example on the PPT.

There is a palace image shown with a minus “a” after that. Palace minus one “a” leaves place. The next image is a mint with “i” equals “e” after that. When you replace the “i” in mint you get ment. When you add those together, you come up with the solution to the riddle, which is placement.

Now, either on your own or with a partner, decipher the Rebus puzzles found in the Appendix of your Participant Guide. You have four minutes.

Answers:

Absent Parent, Household Members, CS2, Social Security Numbers, Driver Flow

Failing Case – Regina Marshall

Estimated Length: 5 minutes

Directions to Trainer: Learners look at a case in the CWW Training Environment to determine why the case incorrectly failed eligibility. In their PG, learners record the reasons they believe the case failed eligibility. Learners can work individually or in pairs. Give learners up to 5 minutes to find the error. (Case: 1104067714)
Directions to Learner: We have another case that incorrectly failed eligibility. Working independently or with a partner, troubleshoot Regina’s case. The applicant’s name and case number are in your PG. Remember to use the navigation menu to start at the Eligibility Run Results page to find the reason the case failed, then go from there to determine the entry error that caused the failure. When you find the error, write it in your PG and hold your PG in the air.

Debrief: CWW determined Regina’s case failed because her son is not living in the home, causing CWW to think she does not have custody of any children. Ask What was the entry error?
Answer: On Rodney’s Current Demographics page, the FEP indicated 15-OUT OF HOME for Living Arrangement Type.

Remember, confirm a case as failing only if you expect it to fail. Otherwise, go back and double check your entries. It is easy to click on a wrong code or scroll the wheel on your mouse in a drop-down menu, selecting a different entry.

Multiple Rates of Pay

Before you complete the final entries on Angela’s case, we want to talk about entering multiple rates of pay on the Employment page.

Note to Trainer: Navigate to Angela’s Employment page.

In some instances, a single job will pay multiple rates of pay (e.g., regular pay rate, holiday rate, overtime rate, shift premiums, weekend premiums).

Ask What types of jobs have you seen with multiple rates of pay?

Possible Answers: waitress, retail, nursing home, factory.

You can add up to four types of pay in the Detailed Wage Information section dynalist for the same job. Enter the Rate Per Hour and Average Hours Per Pay Period for that wage type, then select the appropriate type from the Wage Type drop down. Because each wage type must be added separately, click the Add button to move an entry to the dynalist before starting the next one. When adding a tips wage type, complete the Total Amount Per Pay Period field instead of the Rate Per Hour and Average Hours Per Pay Period fields. After you enter all wage types, click the Calculate button to populate the Totals and Comments section.
Independent Entry

PG 25, PG Appendix B (30)

TN Appendix D

Directions to Trainers: Learners complete entries for updates to Angela’s case. Field-by-field entry instructions are not given, only relevant information needed to make the updates. Learners work at their own pace. As learners make their entries, have a trainer complete the entries for the Angela training case as well. See scenario below and Entry Determination Worksheet for the entries you need to make. After all learners have completed their entries, or after 25 minutes have passed, go through as a group to check the entries.

Directions to Learners: You now will be making updates to Angela’s case on your own. The information you need for her updates is in your Participant Guide. You have up to 25 minutes to make your entries. Angela’s case should remain open and passing. If your case is failing, please ask a trainer for assistance prior to confirming. After time is up, we will check our entries as a group.

Note to Trainer: Be sure to mute the projector while learners make their entries, so they do not see the entries you are making. When all learners have completed their entries, or time is up, turn the projector back on to go over the answers as a group.

Angela attends today’s ongoing appointment. She also provides you with a document showing that paternity has been established for Julia. She reports she started a full-time cashier position with Menards this morning. With Angela in the office, you call Menards, and they fax over a completed EVF form (see PG Appendix). You run through an informal assessment with Angela and determine she is appropriate for a CMF+ placement. Angela declines this placement, but agrees to a CMF placement.

Make the appropriate updates in CWW.

Entries for group check:

Let’s walk through the correct entries for Angela. If your entries do not match ours, you can fix them along the way.

- **Navigate** to the **Absent Parent** page from the Navigation Menu.

- Y-LEGAL PARENTAGE ESTABLISHED FOR THIS CHILD should be selected for Julia’s **Legal Parentage Status** on Jake’s **Absent Parent** page.
• **Navigate** to the **Employment Summary** page from the Navigation Menu. An employment sequence for Menards should be listed. **Click** the magnifying glass to review Angela’s Menards employment.

• **Click** the **Previous Effective Month** button to view the first month that income is being received. This should be the month/year three weeks from today.

• **Employer Information:**
  Menards should be listed as the **Employer Name**, 3988985 as the **FEIN**, 3619 S Hastings Way as the **Address**, Eau Claire as the **City**, WI-WISCONSIN as the **State**, and 54701 as the **ZIP**.

• **Employment Description:**
  R-REGULAR EMPLOYMENT should be listed as the **Employment Type**, today’s date as the **Begin Date**, AF-AGENCY FORM as **Verification**, three weeks from today as **First Pay Check Date**, No for **Employment Ended**?

• No should be selected for **On Strike**?

• **Detailed Wage Information:**
  B-BI-WEEKLY should be selected for **Pay Frequency**. There should be three entries in the dynalist.
  o One should read $12.30 for **Rate Per Hour**, REG-REGULAR PAY for **Wage Type**, 64 for Average Hours Per Pay Period, AF-AGENCY FORM for **Verification**, and $787.20 for **Total Amount Per Pay Period**.
  
  o Another should read $15.30 for **Rate Per Hour**, WKD-WEEK END PAY for **Wage Type**, 16 for Average Hours Per Pay Period, AF-AGENCY FORM for **Verification**, and $244.80 for **Total Amount Per Pay Period**.
  
  o The last one should read $19.95 for **Rate Per Hour**, OTP-OVER TIME PAY for **Wage Type**, 10 for Average Hours Per Pay Period, AF-AGENCY FORM for **Verification**, and $199.50 for **Total Amount Per Pay Period**.

• An override may be entered in the **Monthly Override Hours** field with a verification of AF-AGENCY FORM. Comments should be entered detailing how the override was calculated.

• **Navigate** to the next month by clicking the Next Effective Month button. An override may or may not need to be entered, depending on the date of the first paycheck. Comments should be updated.

• **Navigate** to the **Initiate Eligibility** page from the Navigation Menu. The box should be checked for Ignore W-2 income and asset tests to allow CMF/+ Placements to begin.
- Navigate to the **Confirm Eligibility** page from the Navigation Menu. Angela’s case should be open and passing.

- Navigate to the **W-2 Placement** page from the Navigation Menu. Angela should be placed as a CMF- CASE MGMT FOLLOW UP as of today’s date.

**CWW Logic for CMF/+ Placements**

PG 26
When you placed Angela in a CMF placement, you told CWW to ignore her income and assets. Doing this changes how CWW thinks, which is reflected on certain pages.

**W-2 Placement Page**

The first change is on the **W-2 Placement** page. Because we checked the **Ignore W-2 income and assets test to allow CMF/+ Placements to begin** box on the **Initiate Eligibility** page to place Angela in a CMF placement, the **Check for Non-CMF/+ Placement Eligibility** button now is enabled. This occurs only when any of the current or future eligibility month(s) was overridden for CMF and CMF+ purposes. Clicking this button will disregard the current CMF or CMF+ placement, cause CWW not to override the eligibility result (i.e., include income and assets in the eligibility determination), and schedule the **Initiate Eligibility** page.

You would want to use this button if a participant is placed in CMF or CMF+, and you are considering a placement change (maybe due to loss of employment). This button would determine whether the case is financially eligible when income and assets are counted and not overridden.

**W-2 Budget Page**

**Note to Trainer: Navigate to Eligibility - Budgets – W-2** in the CWW Navigation menu.

PG 27

The **W-2 Budget** page allows you to view the detailed calculations that CWW used to determine the countable income and assets for the W-2 Assistance Group. Proper entry of income and assets is crucial to ensure a correct budget for eligibility determination. Checking the W-2 budget page for accuracy helps ensure your entries are correct.

The Assistance Group Overview section shows you the **Eligibility Begin Date**, or the month that this budget is for, and the **Determination Date**.
The **Result** section provides an overview of the eligibility determination, indicating if the case is open or closed, if overall eligibility passed or failed, and if income and assets passed or failed. Notice that the **Income/Asset Test Skipped** field reads YES. This means that we checked the Ignore Income and Assets box on the Initiate Eligibility page and explains why the income test failed, but the case still is open and passing.

Further down the page, you can see what CWW counts for income and assets based on what you entered. This is a good place to see a quick overview of anything that may be incorrect. For example, look at the **Assistance Group Size** in the Gross Income Test section. CWW counts four people in Angela’s assistance group when determining her income limit. If we did not correctly add Julia to the case, the Assistance Group Size would be three. This is one way to check if you have correctly added a person to a case.

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**CWW Lingo Bingo**

- **PPT 18**
- **TN Appendix E**

**Purpose**: Reinforce the definitions and learner understanding of the terms and concepts covered through this course.

**Materials**: CWW Bingo Game Cards, Markers or colorful paperclips for marking spots, Trainer version of definitions/questions.

**Estimated Length**: 10 minutes

**Directions to Trainer**: Hand out the bingo cards and the markers/paperclips for marking spots. Each learner gets a bingo card. Read the questions/definitions on the trainer sheet, and allow time for learners to place their marker. Continue reading through the definitions/questions until a learner has a Bingo.

**Directions to Learner**: To close the day, we are going to play a quick game of CWW Lingo Bingo. Each of you gets one bingo card and some markers/paperclips to mark your spots. This game works just like normal bingo. When you hear a question or definition, mark the spot you believe matches correctly on your bingo card. The first person to get a bingo is the winner. And don’t forget to mark your free space!
Closing

We covered a lot of information today, and gave you a much better understanding of how CWW thinks and works. Within the next few days the Learning Center will send you an after-class scenario building on what we learned today. This is optional to complete, but beneficial if you feel you need more practice in CWW.

Remind learners to complete and turn in evaluations before leaving.
Appendix A: Entry Determinations

General Information:
Angela states her baby girl’s name is Julia and she was born two days ago. She applied for Julia’s SSN, but hasn’t received it yet.

Angela’s Case Number: __________ Month Case Was Created: __________

- Julia’s Birth Date: __________
- Begin Month/Year: __________
- Adverse Action Date: __________
- Time of the Month Class is Occurring (Before or After Adverse Action): __________
- Number of Months to Run with Dates: __________

Employment – Maternity Leave:
Angela has not worked since she had her baby two days ago. She will receive her last paycheck next Friday with a total of 30 hours on it. Angela was being paid bi-weekly, working 15 hrs/wk and earning $8.50/hr.

- Date of Last Paycheck: __________
- Number of Paychecks Receiving for Current Month: __________
- Override Needed for Current Month: __________
- Next Begin Month/Year: __________
- Number of Paychecks Receiving for Next Month: __________
- Override Needed for Next Month: __________
- Additional Month/Year Needed: __________
- Override Needed for Additional Month: __________
- Dates Needed for Running with Dates: __________, __________

Employment – Back to Work:
Angela’s CMC placement is ending soon, and she is scheduled to go back to work at Festival Foods next Monday. Her hours and wages will remain the same as before she went on leave.

- Date Going Back to Work: __________
Employment – Loss of Employment:
Angela calls you upset and crying. She says she was fired today because she had to keep calling in due to childcare for Julia falling through.

You schedule her to come in for an appointment. Angela attends her appointment and tells you she will receive her last $120 paycheck on Friday, which you confirm with an EVF form. You complete the informal assessment in WWP and determine that a CSJ placement is the most appropriate for her. Angela was being paid bi-weekly, working 15 hrs/wk and earning $8.50/hr.

- Employment End Date: __________
- Date of Last Paycheck: __________
- Number of Paychecks Receiving for Current Month: __________
- Override for Current Month: __________
- Number of Paychecks Receiving Next Month: __________
- Override for Next Month: __________
- Additional Month/Year Needed: __________
- Override Needed for Additional Month: __________
- Dates Needed for Running with Dates: __________, __________

Independent Entry:
Angela attends today’s ongoing appointment. She reports she started a full-time cashier position with Menards this morning. She also provides you with a document showing that paternity has been established for Julia. You run through an informal assessment with Angela and determine she is appropriate for a CMF+ placement. Angela declines this placement, but agrees to a CMF placement.

Employment Information:
Menards, 3619 S Hastings Way, Eau Claire 54701, 39-88985
Starts today, first paycheck 3 weeks from today
Pd bi-weekly
64 hrs at $12.30/hr per pay period (regular pay), 16 hrs at $15.30/hr per pay period (other shift/weekend pay), and 10 hrs at $19.95/hr per pay period (overtime pay) – grand total of $1,123.10 per pay period or $2647.72 monthly converted amount Ignore Income and Assets box should be checked each time running eligibility (with and without dates)

- Date of First Paycheck: __________
- Begin Month/Year for Employment Sequence: __________
- Number of Paychecks Receiving for 1\textsuperscript{st} Month Paid: __________
- Override Needed for 1\textsuperscript{st} Month Paid: __________
- Number of Paychecks Receiving for Next Month Paid: __________
- Override Needed for Next Month Paid: __________
- Dates Needed for Running with Dates: __________, __________
Appendix B: Checklist for Learner Prerequisite

Use the checklist below to ensure learners made the correct entries on the pages listed. These are the entries that must be correct in order to complete the remaining entries in class. If you find an error, correct it yourself and send the learner an email with feedback about what you corrected and why.

Case Information Summary
❑ Case is open and passing
❑ Angela (37) has legal custody of Ben (8) and Lydia (3)
❑ W-2 request date is the month of the classroom training
  Note: Depending on the registration close date, the RFA date may be the month prior to class. If this happens, consider updating the Begin Months for all the request pages to save the learner time in class during the Add Person driver flow.

Pregnancy
❑ Page is completed with due date approximately one month from today

Absent Parent
❑ Page for Tim with legal parentage established for Ben and Lydia
❑ Page for Unknown, listing Angela with a maternity indicator

Employment
❑ Job at Festival Foods, start date of 10/21/18
❑ Paid bi-weekly for 15 hours/week at $8.50/hour with pay stubs for verification
❑ No overrides

W-2 Placement
❑ Placed in a CS2 placement
Appendix C: Network With Someone Who...
<table>
<thead>
<tr>
<th>NETWORK WITH SOMEONE WHO…</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Put your name in one box that you can answer. Then, work the room, meet and greet your peers, ask, listen, then record the name of someone who…</td>
<td></td>
</tr>
<tr>
<td><strong>Is excited to attend this training course and will share one thing he or she is especially excited to learn more about.</strong></td>
<td><strong>Can describe a situation where $0 income would be used.</strong></td>
</tr>
<tr>
<td><strong>Can define Adverse Action and when a FEP needs to run with dates.</strong></td>
<td><strong>Can name two resources available for workers to get more information on CWW processes.</strong></td>
</tr>
<tr>
<td><strong>Will share one CWW tip or trick that he or she has learned.</strong></td>
<td><strong>Can explain the difference between the Detailed Wage Information field and the Override Converted Amount field.</strong></td>
</tr>
<tr>
<td><strong>Can explain why a FEP must enter <strong>C-COMPLETED REQUIREMENTS</strong> as the verification code when an SSN is provided by an individual.</strong></td>
<td><strong>Will share an area of CWW that is a TROUBLE SPOT for them.</strong></td>
</tr>
<tr>
<td><strong>Can describe how CWW determines who needs an Absent Parent Page.</strong></td>
<td><strong>Can explain what the term <em>Begin Month</em> means in CWW.</strong></td>
</tr>
</tbody>
</table>
Appendix D: Angela Menards EVF
EMPLOYER VERIFICATION OF EARNINGS

MUST BE COMPLETED BY THE EMPLOYER (Instructions on the back)

<table>
<thead>
<tr>
<th>Please return this form by:</th>
<th>to</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EMPLOYER INFORMATION</th>
<th>EMPLOYEE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menards</td>
<td>Angela</td>
</tr>
<tr>
<td>3619 S Hastings Way</td>
<td>Eau Claire, WI, 54701</td>
</tr>
<tr>
<td>Eau Claire, WI, 54701</td>
<td></td>
</tr>
<tr>
<td>39-88985</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 1 – EMPLOYMENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the employee listed above currently employed by your company? ❑ Yes ☐ No If yes complete Section 2.</td>
</tr>
<tr>
<td>If &quot;No&quot;, Indicate employment end date</td>
</tr>
<tr>
<td>Reason employment ended</td>
</tr>
<tr>
<td>Date of final paycheck:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 2 – EMPLOYMENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date of employment 10/28/2019 (use today's date) Date first paycheck received 11/18/2019 (use date 3 weeks from today)</td>
</tr>
<tr>
<td>Employee Type ☐ Temporary ❑ Permanent Title ☐ Manager ❑ Other</td>
</tr>
<tr>
<td>Please provide an estimate of the following wage information for the next 30 days.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Pay</th>
<th>Best Estimate of Hrs Worked Per Week</th>
<th>Rate of Pay Per Hour</th>
<th>Regular Scheduled Work Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>32</td>
<td>$12.30</td>
<td>Weekday schedule varies, must work every other weekend, overtime hours vary depending on availability</td>
</tr>
<tr>
<td>Overtime</td>
<td>0-10</td>
<td>$19.95</td>
<td></td>
</tr>
<tr>
<td>Other Shift Pay</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Weekend /Shift Differential pay</td>
<td>0-16</td>
<td>$15.30</td>
<td></td>
</tr>
<tr>
<td>Holiday Pay</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Gross Per Pay Period</td>
<td>Salary if not paid hourly</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Bonus and/or Commissions</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and/or Tips</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency of pay</td>
<td>☑ Bi-Weekly</td>
<td>☐ Semi-monthly</td>
<td>☐ Monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 3 – PRE-TAX DEDUCTION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this employee have any of the following pre-tax deductions?</td>
</tr>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Health insurance premiums</td>
</tr>
<tr>
<td>Health care savings account</td>
</tr>
<tr>
<td>Parking and transit cost</td>
</tr>
<tr>
<td>Group life insurance premiums</td>
</tr>
<tr>
<td>Retirement contributions</td>
</tr>
<tr>
<td>Flex savings account for child care or other dependent care</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE - Employer / Designee</th>
<th>John Menard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>John Menard</td>
</tr>
<tr>
<td>Title</td>
<td>Manager</td>
</tr>
<tr>
<td>Phone</td>
<td>715-885-6126</td>
</tr>
<tr>
<td>Fax</td>
<td>715-885-6122</td>
</tr>
<tr>
<td>Date</td>
<td>10/28/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Comments</th>
</tr>
</thead>
</table>

DFES/Partner Training Team  TN 52  01/24/20
S://… Curriculum/W2/W2Courses/PracticalAppCWW/Practical_Apps_CWW_TN_012420
Appendix E: CWW Lingo Bingo

- CWW Lingo Bingo
  - CWW Trainer Bingo Sheet (may want to use cardstock or laminate)
  - Bingo Cards for Learners (one each, may want to laminate for reuse)
  - Markers or paperclips
CWW Lingo Bingo Trainer Sheet

Directions to Trainer: Read the statement out loud to learners. The answer to each statement follows in italics. Do not read the italics; this is the answer on the learners’ bingo cards. Three statements are in the form of graphics displayed on the PowerPoint. Play the game until bingo is called. If time allows, you can continue to play after the first bingo; otherwise, skip to the answer slides (starting on slide 35). After the activity is finished, continue through the slides to display the answers to each statement. Note: Some answers on the bingo card are fillers and do not have corresponding statements.

Contains the fields: Pay frequency, wage type, rate per hour, total amount per pay period. – Detailed Wage Information

Pages that collect information to determine whether additional pages are scheduled in the driver flow. – Gatepost Pages

Page that appears any time you select a case from quick select. – Case Summary

Page that gathers marital status, WI residence, and living arrangement. – Current Demographics

Page that summarizes the results for an AG as well as those for each person. – Assistance Group Composition Details

Displays potential error information if the case meets conditions of any of the automated error prone profiles. – Eligibility Run Results

Section that allows you to search if an absent parent is known to CWW. – Absent Parent Information

For W-2, this page is scheduled for all individuals equal to or above age 6. – School Enrollment

- Summary Page Navigator
- Date Navigator

- Used to create a new page

Section that summarizes detail information you have entered. In this section, you can Reset, Add, Edit, and Delete information. – Dynalist

Note to Trainer: Someone may have their first bingo at this point.

During a newborn add, a pregnancy end date is recorded on this page. – Pregnancy Page

True or False: The Pay Frequency field determines how CWW calculates information entered in the Detailed Wage Information section. – True

Allows workers to see historical work program placement information. – W-2 Placement Summary

Automatically fails a case if entered on a gatepost page. – F
<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
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<th>G</th>
<th>O</th>
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</thead>
<tbody>
<tr>
<td><strong>Used to create a new page</strong></td>
<td><strong>Current Demographics</strong></td>
<td><strong>Absent Parent Information</strong></td>
<td><strong>Case Summary</strong></td>
<td><strong>W-2 Learnfare Monitoring</strong></td>
</tr>
<tr>
<td><strong>Household Relationships Page</strong></td>
<td><strong>Detailed Wage Information</strong></td>
<td><strong>Date Navigator</strong></td>
<td><strong>Summary Page Navigator</strong></td>
<td><strong>School Enrollment</strong></td>
</tr>
<tr>
<td><strong>F</strong></td>
<td><strong>W-2 Placement</strong></td>
<td><strong>Free!</strong></td>
<td><strong>Eligibility Run Results</strong></td>
<td><strong>False</strong></td>
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<td><strong>Case Member History</strong></td>
<td><strong>Employment Information Page</strong></td>
<td><strong>True</strong></td>
<td><strong>Gatepost Pages</strong></td>
<td><strong>Dynalist</strong></td>
</tr>
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<td><strong>Assistance Group Comp. Details</strong></td>
<td><strong>Pregnancy Page</strong></td>
<td><strong>W-2 Placement Summary</strong></td>
<td><strong>Participant Summary Page</strong></td>
<td><strong>Permanent Demographics</strong></td>
</tr>
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<td>False</td>
<td>School Enrollment</td>
<td>W-2 Learnfare Monitoring</td>
<td>Participant Summary Page</td>
<td>W-2 Placement</td>
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<tr>
<td>Eligibility Run Results</td>
<td>F</td>
<td>Permanent Demographics</td>
<td>Dynalist</td>
<td>Detailed Wage Information</td>
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<tr>
<td>True</td>
<td>Gatepost Pages</td>
<td>Free!</td>
<td>Household Relationships Page</td>
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<td>Summary Page Navigator</td>
<td>Absent Parent Information</td>
<td>Case Summary</td>
<td>Pregnancy Page</td>
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<td>Assistance Group Comp. Details</td>
<td>Case Member History</td>
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<tr>
<td>B</td>
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<td>---</td>
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<td>Pregnancy Page</td>
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<td>School Enrollment</td>
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<td>Gatepost Pages</td>
<td>Participant Summary Page</td>
<td>W-2 Placement Summary</td>
<td>Employment Information Page</td>
<td>W-2 Placement</td>
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<tr>
<td>Assistance Group Comp. Details</td>
<td>Household Relationships Page</td>
<td>Free!</td>
<td>Case Member History</td>
<td>Dynalist</td>
</tr>
<tr>
<td>Date Navigator</td>
<td>Used to create a new page</td>
<td>Case Summary</td>
<td>Absent Parent Information</td>
<td>F</td>
</tr>
<tr>
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<td>Permanent Demographics</td>
<td>Summary Page Navigator</td>
<td>Eligibility Run Results</td>
<td>Detailed Wage Information</td>
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</tbody>
</table>
## CWW Lingo Bingo

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>N</th>
<th>G</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dynalist</strong></td>
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<td><strong>Absent Parent Information</strong></td>
<td><strong>Current Demographics</strong></td>
<td><strong>W-2 Placement</strong></td>
</tr>
<tr>
<td><strong>Used to create a new page</strong></td>
<td><strong>Gatepost Pages</strong></td>
<td><strong>Detailed Wage Information</strong></td>
<td><strong>Date Navigator</strong></td>
<td><strong>Permanent Demographics</strong></td>
</tr>
<tr>
<td><strong>W-2 Learnfare Monitoring</strong></td>
<td><strong>W-2 Placement Summary</strong></td>
<td><strong>Free!</strong></td>
<td><strong>Case Member History</strong></td>
<td><strong>Summary Page Navigator</strong></td>
</tr>
<tr>
<td><strong>Participant Summary Page</strong></td>
<td><strong>F</strong></td>
<td><strong>Pregnancy Page</strong></td>
<td><strong>School Enrollment</strong></td>
<td><strong>Household Relationships Page</strong></td>
</tr>
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<td><strong>Case Summary</strong></td>
<td><strong>Assistance Group Comp. Details</strong></td>
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<td><strong>Eligibility Run Results</strong></td>
<td><strong>Employment Information Page</strong></td>
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