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5.1.1.3

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1.1.0 PHILOSOPHY & GOALS

Work fulfills a basic human need as it connects persons to society and its values. With this in mind, W-2 will operate by these 8 principles:

1. For those who can work, only work should pay.

The W-2 program focuses on employment as the surest way for families to

Chapter 1 INTRODUCTION

not entitled to a cash payment or placement in a W-2 employment position as a property right under law.

Medicaid and Food Stamps retain their entitlement status under federal law.

6. Persons are part of various communities of people and places. Former recipients, and look-alikes to former recipients, contribute to their communities through

assessment. Provides funds for services in support of employment. When given adequate services for which any may be eligible,

1.2.0

EMPLOYMENT LADDER

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1.6.3.2

Receptionist

Chapter 1 INTRODUCTION

9. Utilizing the Case Management Resource Guide and other screening tools to

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WISCONSIN WORKS MANUAL

Chapter 1 INTRODUCTION

Chapter 1 INTRODUCTION

8. Expanding availability of child care;
9. Expanding access to transportation;
10. Collaborating with the Children's Services Network;
11. Ensuring that training and education programs are relevant to the community's business needs; and
12. The CSC will also help to promote the understanding and use of the Earned Income Credit (EIC) among both employams6c T t5f3t Tc useIC iunityT*12.7533TD -0.1590

2.2.0 NONFINANCIAL ELIGIBILITY CRITERIA

In order to be nonfinancially eligible for W-2 employment positions, and Job Access

2.2.2 Cooperation with Child Support

Chapter 2 NONFINANCIAL ELIGIBILITY CRITERIA

The minimum number of hours the second parent must participate in the above activities is equal to the difference between 55 hours and the number of hours the parent who is placed in an employment position participates in assigned activities. See example at 2.2.5.1.

Chapter 2 NONFINANCIAL ELIGIBILITY CRITERIA

Chapter 2 NONFINANCIAL ELIGIBILITY CRITERIA

circumstances. In addition, these individuals, may, at any time, return to the W-2 agency to utilize Job Center resources as well as have eligibility determined for other programs such as, but not limited to, food stamps, Medicaid and Welfare-to-Work.

In these situations, the W-2 agency must contact the DWSi regional Office. More ANCIAL ELIGIB

Chapter 2 NONFINANCIAL ELIGIBILITY CRITERIA

Chapter 2



Chapter 3 FINANCIAL ELIGIBILITY CRITERIA

Chapter 4 CASE PROCESSING REQUIREMENTS

If extenuating circumstances exist that make the verification requirements unduly

Chapter 4

4.2.0 FRAUD

4.2.1 Program Integrity

The W-2 agency is responsible for ensuring the integrity of the program it administers. To accomplish this responsibility, the W-2 agency must operate a

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4.7.2 Participant Confidentiality

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Chapter 5

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WISCONSIN WORKS MANUAL

Chapter 5 ASSESSMENT AND UP-FRONT JOB SEARCH

- Exhibits or describes any other behavior or problem that would severely affect employment;
- Difficulty mentally adding or subtracting numbers;
-

Example 2

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WISCONSIN WORKS MANUAL

6.1.0

Chapter 6 EMPLOYABILITY PLAN

The participant’s personal goals are additional steps that are **not** required for

4.0 Identify assigned activities that will lead to the earliest feasible transition to

Chapter 6 EMPLOYABILITY PLAN

encouraged to seek out opportunities for dual enrollment in other programs and take advantage of all resources available through the Job Center system. Individuals participating in other activities through the Job Center network (including Job Service/Labor Exchange Services, JTPA and DVR) may be eligible to participate in W-2 employment positions as approved by the FEP. However, any activities counting toward W-2 participation requirements must conform with W-2 policy. W-2 focuses

Chapter 7 W-2 EMPLOYMENT LADDER PLACEMENTS

13. Agreement to notify the W-2 agency by the next working day of the termination of any Trial Job participant; and
14. Employer's understanding that subsidies obtained for periods in which no wages were paid are subject to investigation and possible penalties.

Chapter 7 W-2 EMPLOYMENT LADDER PLACEMENTS

appropriate supervision within an environment which generally replicates that of regular employment, realizing that job coaching and mentoring may be needed to help the participant succeed. An individual is permitted to participate in more than

CSJ placements may be with public, private non-profit and private for-profit employers. The following is a sample list of entities which may offer opportunities for CSJ positions:

1. Municipal or other government - Jobs with easily expanded work crews. These

Chapter 7 W-2 EMPLOYMENT LADDER PLACEMENTS

7.4.2.1 *General W-2 T Participant Description Characteristics*

The FEP may place an individual who has been determined unable to successfully participate in unsubsidized employment or one of the W-2 employment positions in W-2 T. Participants placed in a W-2 T must have a formal assessment, as described below, scheduled and documented in CARES within 30 calendar days. The FEP must not assume that participants who have a disability are unable to participate in an employment position other than W-2 T, including unsubsidized employment. The FEP may place a participant in a W-2 T when:

- 1.

Chapter 7

Chapter 7 W-2 EMPLOYMENT LADDER PLACEMENTS

For initial applications, the payment begins as of the W-2 begin date. The CMC W-2 s as of th is either the birthof th of the child or the f th of application, whichever is

PRORATED CSJ HOURS TRACKING CHART

Hours in Unsubsidized Job	Maximum Work Activities	Maximum Education & Training	Total
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Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

2. **Job Skill Development.** Job Centers can provide services including job testing and screenings, mentoring, career exploration/choices, and job coaching. W-2

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

If a W-2 agency determines that an individual is ready for unsubsidized

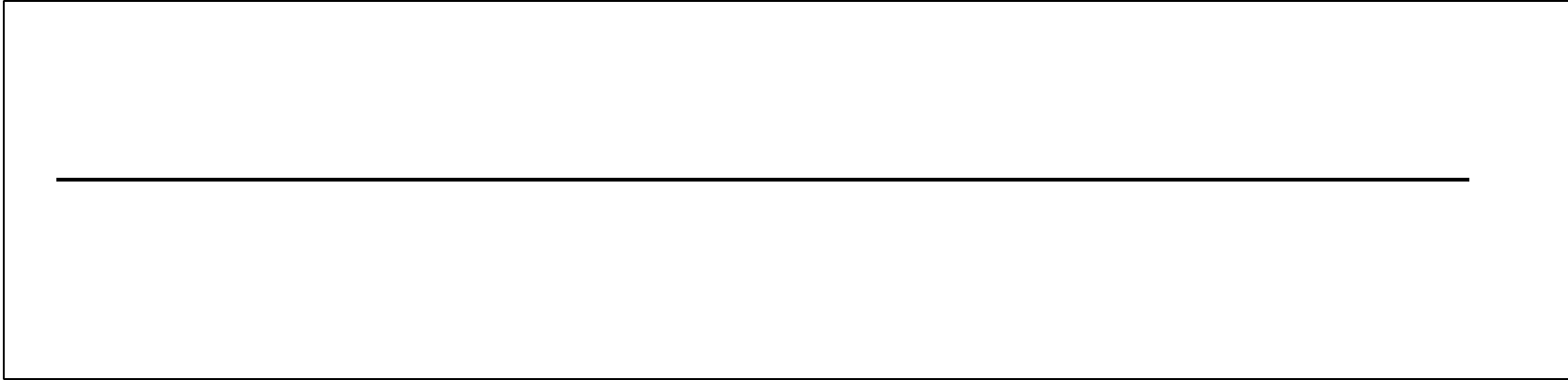
9.1.0 EMPLOYER GUIDELINES

W-2 policies and procedures for employers detail the activities that must be undertaken by the W-2 agency and the employer who is providing employment positions. Unless specifically stated as optional or recommended procedures, all

7.

Chapter 10 W-2 PAYMENTS

Participants in W-2 Transition (W-2 T) or Community Service Jobs (CSJ) are paid



10.2.3

Final Payment

As with unsubsidized employment, a final check is issued for the current participation period when an individual leaves a W-2 employment position. The W-2 agency may terminate a W-2 employment position anytime following a change in circumstance as is reasonable for both the W-2 employer/work training provider and the W-2 participant.

Example 1:

Option 1: Mary reports on May 19 that she received \$20,000 from a family friend. It

Chapter 10 W-2 PAYMENTS

was in a case management placement must have good cause applied so these hours will not cause a payment reduction.

When a participant moves from any paid placement (including CMC) to a case management placement prior to the end of a participation period, the FEP must issue a prorated payment rather than sanction for the remaining days in the participation period. In these situations, the FEP must follow the process for correct prorated payments by running eligibility with dates to get correct partial payment. (See CARES Guide for more information).

10.3.0 OVERPAYMENTS

W-2 overpayments may occur as a result of an error by either the participant or the W-2 agency. Overpayments fall into three categories:

1.

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13

3. 11

11.1.0 HOURLY PAYMENT REDUCTIONS

W-2 participants must participate in all required work training hours and activities outlined in the Employability Plan.

Payments for CSJ and W-2 T participants who fail to participate in assigned work training activities are reduced by \$5.15 per hour for hours missed without good cause. In determining a reduction, the W-2 agency must verify nonparticipation. In addition to applying the hourly reduction, the W-2 agency must work with the participant to develop the skills needed to manage issues that arise so the participant does not continue to miss activities without good cause. This includes encouraging the participant to call the FEP assso o assthe yare rawre rhe yawllsmisss tpan.ed work

Chapter 11 PAYMENT REDUCTIONS

- Loses employment or placement as a result of being discharged for cause.

A participant does not accumulate strikes each time an hourly reduction is applied.

Chapter 11 PAYMENT REDUCTIONS

cause for failing to comply with the W-2 participation requirements shall be any of the following circumstances:

1. A required court appearance which must include a required court appearance for

Chapter 11 PAYMENT REDUCTIONS

distance from the participant's home, is available. Informal child care arrangements may be discussed, but a participant cannot be required to use an

Chapter 11 PAYMENT REDUCTIONS

1.
representation of material fact in any application for benefits or payments with

Chapter 12 LEARNFARE

- b. There is no private or public

Chapter 12 LEARNFARE

2. Students who are referred for case management continue to be grouped with students who are dropped

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WISCONSINe

Chapter 13 JOB ACCESS LOANS

Chapter 13 JOB ACCESS LOANS

- Clothing/uniforms for work;
- Rent or security deposits, to prevent eviction and enable the individual to obtain or maintain employment; and
- Moving expenses only as they relate to obtaining or maintaining employment.

13.3.1 Self-Employment/Entrepreneurship

Chapter 14

14.2.1

E

Chapter 14 CASE MANAGEMENT

The program provides, at a minimum, job search assistance, work experience, education and training opportunities, and case management services designed to assist eligible NCPs in obtaining and retaining employment. An NCP successfully completes the

Chapter 15 CHILD CARE

income disregard policy (see 3.2.7.5). However, use the adjusted gross income of self-employed families rather than the gross income. (See the Child Care Manual for details on how to determine adjusted gross income).

Families that are receiving a child care subsidy remain eligible for child care until their income exceeds 200 percent of the federal poverty limit for 2 consecutive months.

W-2 child care pays for child care for children under age 13 and children ages 13 through 18 who have special needs. Special needs children are eligible through their 18th

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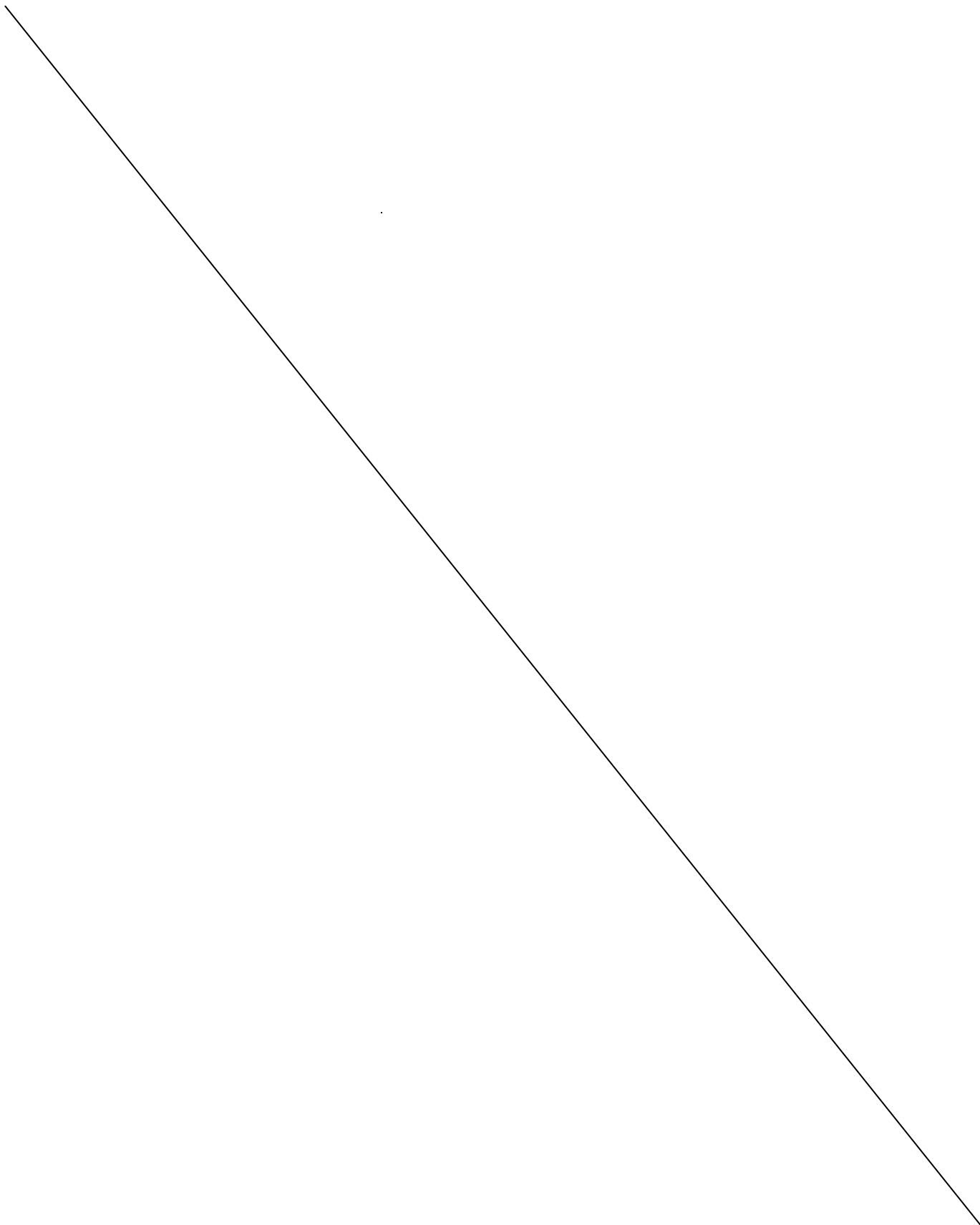
17.3.5 Emergency

Neer 1.25Dr assistance must result from a current agency

habitation. The agency has the discretion to accept that opinion.

3. The group lacks a fixed, regular, and adequate nighttime residence.

Example: Mary and her 5-year-old daughter are living with



Chapter 18 OTHER SERVICES & RESOURCES

2.

Chapter 18 OTHER SERVICES & RESOURCES

18.11.0

19.1.0

INTRODUCTION

Section 49.152, Stats, provides for a dispute resolution or Fact Finding process for applicants or participants to request a review of the W-2 agency's action. The Fact

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Chapter 20 REFUGEE ASSISTANCE PROGRAM

under age 65, use the AFDC-Related Medically Needy income limits found in the MAHB Appendix 30.4.0. This group does not have an asset limit. Also follow the AFDC-related MA budgeting methods from the MAHB for childless persons under age 65. In determining RMA eligibility, do not consider in-kind services and shelter provided to an applicant by a sponsor or voluntary resettlement agency. Do not consider cash payments from RCA or from the voluntary resettlement agency. Consider only the applicant's income and resources on the date of application, without prospective averaging of income.

If an applicant has income which exceeds the limits for MA or

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Haiti, regardless of the status of the individual at the time

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Chapter 20 REFUGEE ASSISTANCE PROGRAM

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Appendix I GLOSSARY

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Appendix I GLOSSARY

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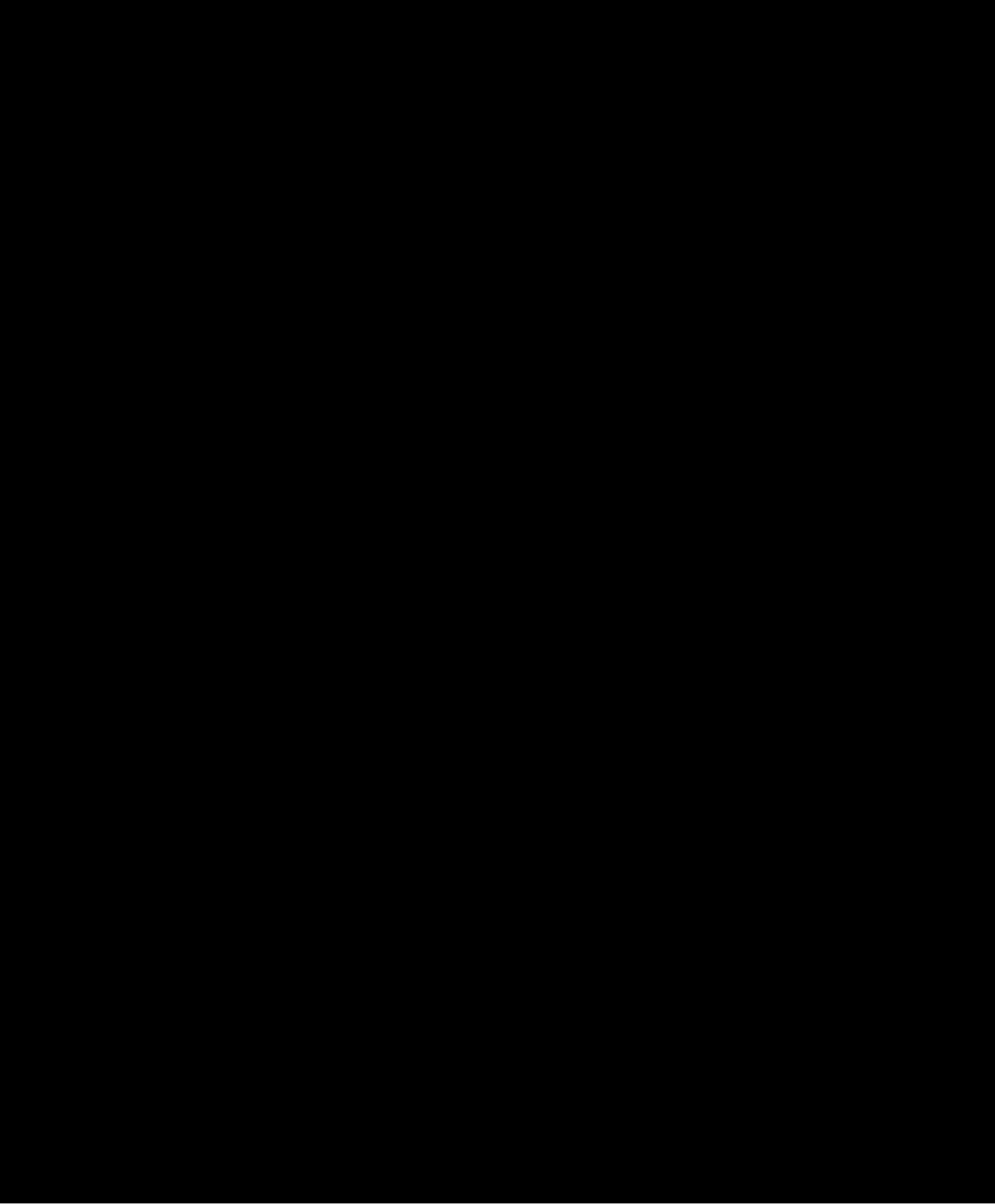
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JobNet

Appendix I GLOSSARY

Reasonable Accommodation

To remove barriers in service delivery or employment to allow a person with a disability to have equal opportunity to participate in that program or job. Examples include making facilities physically accessible, providing written materials in alternate formats, simplifying instructions, providing adjusting work schedules, meeting in accessible facilities or acquiring adaptive equipment or technology.



Appendix II CIVIL RIGHTS OBLIGATION

m. Providing culturally competent

W-2 FORMS LIST

Form #	Form Title	Revision
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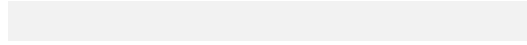
Appendix IV JOB CENTERS



Appendix IV JOB CENTERS

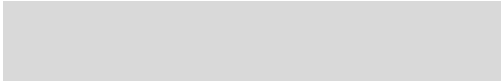
used by the general public with a minimum of assistance. Information technology linkages may allow services

Appendix IV JOB CENTERS



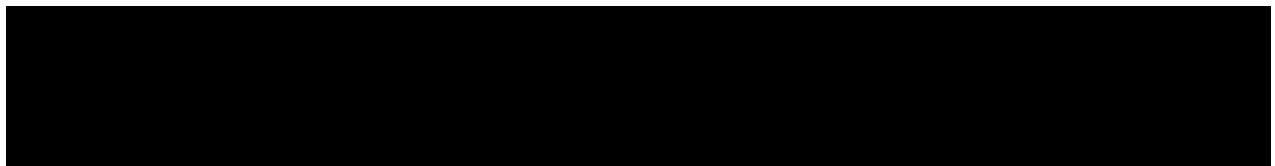
Workforce Development Area #7
Northwest Wisconsin

Sawyer County Dept. of Human Services
105 E. Fourth St., PO Box 730, Hayward, WI (715) 634-
54843



**WISCONSIN
WORKS (W-2)
CASE
MANAGEMENT
RESOURCE GUIDE**

**A Reference Guide to Readiness Screening, Employment
Barriers, and Referrals**



RED FLAGS

The previous questions might be used during the initial screening to help a person

FEED NARROWER

Deparment of Workforce Development March 1, 1999

CHILD CARE OPTIONS

Some types of child care are more difficult to find than others. Though your local child care agency is responsible for the majority of duties related to obtaining suitable child care, it is in the W-2 agency's best interests to ensure that child care is never a barrier to employment. Use this space to record local providers that offer certain types of hard-to-find care.

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There are many creative ways to overcome the transportation barrier. Many services are provided through or supported by employers. Carpooling may also be an option.

Contact: Department of Commerce, PO Box 7969, Madison, WI 53707
(608) 267

UNIT SEARCH WORKSHEET

Is the unit still available? Yes No

Address: _____

Directions: _____

What type of building? Single Home Duplex Tri-plex Four-plex

Apartment complex Mobile home Upper floor Lower floor

How much is rent? _____ Monthly Deposit _____ 1st/Last Months Rent _____ Utilities

FAIR HOUSING

Federal, state and local governments all have laws that forbid discrimination in selling and renting housing. Discrimination means to treat certain people or classes of people unequally or differently because of prejudice "pre-judging!" them because of certain characteristics they have.

The law says that people who rent houses or sell houses must treat people equally. If they ask some people certain questions, they must ask everyone those same questions.

It is illegal if, for any of these reasons, a person or business discriminates by:

- Refusing to sell, lease, finance or construct housing.
- Refusing to discuss terms of the sale, lease, insurance financing or rental of housing.
- Refusing to allow inspection of housing for sale, lease or rent.
- Setting different or more stringent conditions for sale, lease, rental, insurance, or financing of housing or residential lots.
-

- Religion
- Familial Status

CHAPTER 4: EDUCATION AND TRAINING

ALCOHOL AND OTHER DRUG ABUSE (AODA)

Description

Substance abuse or alcohol and other drug abuse (AODA) issues involve misuse, or overuse of legal or illegal substances, where such use impacts a person's ability to fulfill their responsibilities to their family or their employer. AODA may be admitted by the participantHDAere Fts clo usfriendly or famise, DA may bmisprecre Fts (thagenc by) Tj T* 0.9602

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must make reasonable accommodations in order to serve the child. However, it may be difficult to find a providers who are trained to care for children with special needs.

To facilitate this discussion, a screening tool is provided in this section.

For more information, *Caring to ca Child With a Disability: Daily Challenges and Barriers to Work* is included in this section.

Resources and Referrals

The Birth-to-Three Referral and Assessment Process

A major source of support to parents of disabled infants and toddlers with developmental delays is the Birth-to-Three program. Birth-to-Three provides family centered services to infants and toddlers with developmental delays or disabilities. This is a federal entitlement program offering a statewide system of services. Referrals can be made to the program through a county referral network. Members of the

5.

DOMESTIC VIOLENCE

for such services may open the door for placements of substantial numbers of limited English 4 Ticipants.

Programs and Program Models

Interpretation

An affirmative response to any of the above questions is an indication of a potential mental health problem. The adult should be referred to a mental health professional for further assessment.

POSTPARTUM DEPRESSION

Description

Postpartum depression is a temporary illness that can be devastating to a woman, her

PREGNANCY PREVENTION & ADULT FAMILY PLANNING

- As needed to protect the consumer from physical harm to self or others;
- In response to law enforcement, fraud or abuse investigations;
- In response to a judicial order;
- When required by federal statute or regulation;
- For an approved audit, research or evaluation purposes;
- In suspected cases of abuse, neglect, exploitation or endangerment, unless expressly prohibited by Federal or State laws or regulations.

Information obtained from another agency shall be released only by, or under the conditions established by, the other agency. Consumers and providers of information shall be advised of the confidentiality and release restrictions. Medical, psychological

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Rehabilitation Act of 1973, EEOC, DOJ, and the Department of Labor will similarly coordinate the enforcement effort under the ADA and the Rehabilitation Act.

business. The employer may conduct voluntary medical examinations that are part of an employee health program.

The results of all medical examinations or information from inquiries about a disability must be kept confidential, and maintained in separate medical files. The employer may provide medical information required by state workers' compensation laws to the agencies that administer such laws.

Do Individuals Who Use Drugs Illegally Have Rights Under the ADA?

Anyone who is currently using drugs illegally is not protected by the ADA and may be denied employment or fired on the basis of such use. The ADA does not prevent employers from testing applicants or employees for current illegal drug use, or from making employment decisions based on verifiable results. A test for the illegal use of drugs is not considered a medical examination under the ADA; therefore, it is not a prohibited pre-employment medical examination and an employer will not have to show that the administration of the test is job related and consistent with business necessity. The ADA does not encourage, authorize or prohibit drug tests.

employers understand their responsibilities and assist people with disabilities to understand their rights and the law.

Q. An employees is a diabetic, but takes insulin daily to control his diabetes. As a

III. ALLOWABLE SERVICES

- Job Center costs: When using CR funding towards Job Center costs, this funding can only

Services to the individuals in the above categories, with the exception of the custodial parent and child(ren), are limited to those meeting the definition of non-assistance and group services.

The following are not considered assistance:

1. *Nonrecurring, short-term benefits.*

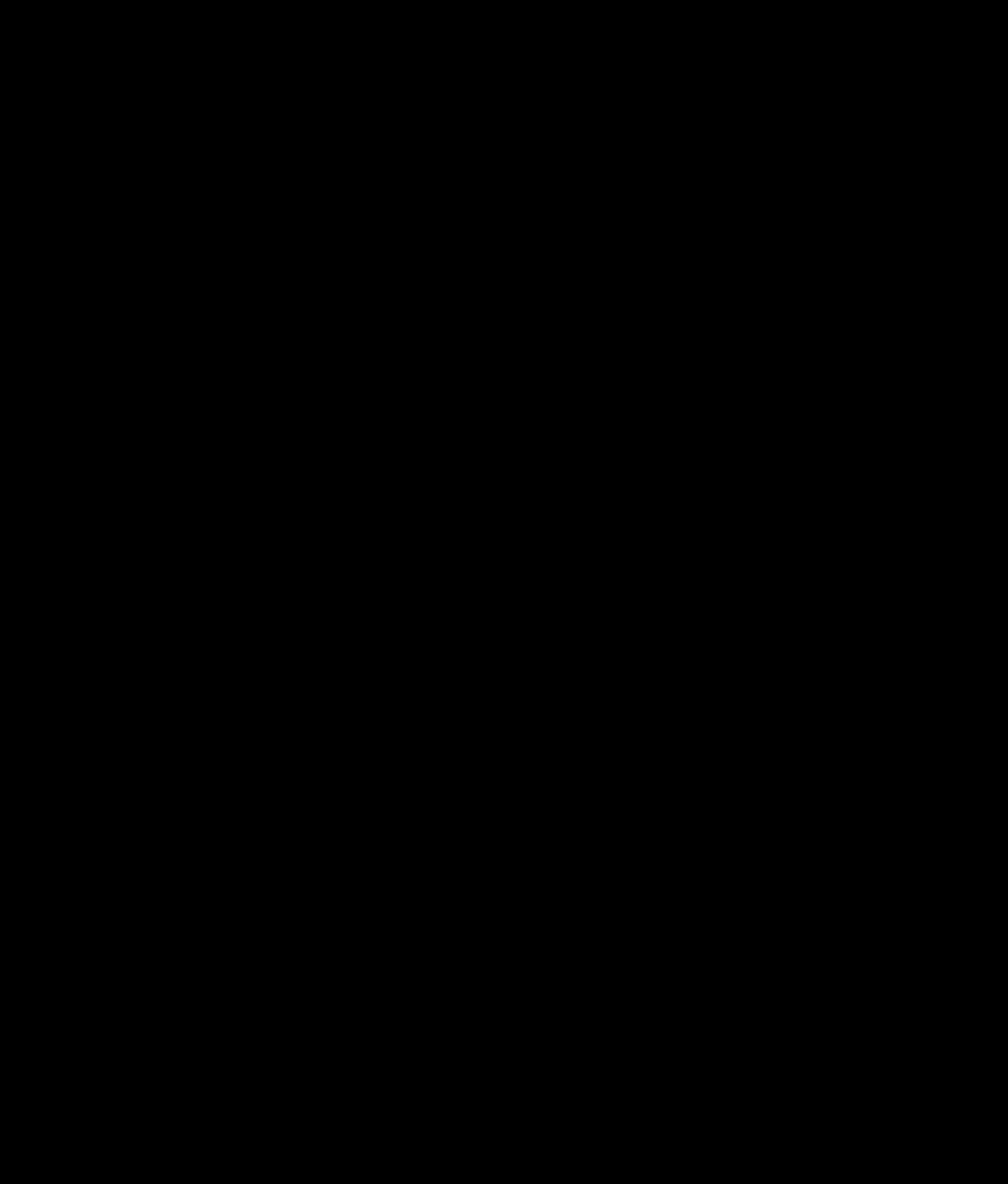
Payments which provide only short-term relief to families, are meant to address a discrete

VII. COMMUNITY REINVESTMENT PROGRAM REPORTING

CR is

Instructions: CR Quarterly ReportingPage 2

CommentUse the comments portion to provide additional information.Contact Information



**CONTINUE TO RESPOND IF ASSISTANCE WILL BE PROVIDED THAT MUST COUNT TOWARD THE 60-MONTH TIME
LIMIT.**

TEMPLATE

W-2 COMMUNITY REINVESTMENT MANUAL DATA REPORT

W-2 AGENCIES MUST SUBMIT THIS FORM FOR FEDERAL REPORTING PURPOSES FOR COMMUNITY REINVESTMENT SERVICES

Appendix VII W-2 Activity Codes

CODE	DESCRIPTION
CD	Caring for Disabled Child: Report this W

Appendix VII

Appendix VII W-2 Activity Codes

CODE	
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APPENDIX VIII

IMMIGRATION STATUS DOCUMENTATION

Appendix VIII IMMIGRATION STATUS DOCUMENTATION

The following documents should be used to verify immigration status for qualified aliens. More detailed

**Immigration
tus**

() indicates ANAR

F&T Provider List

Workforce Resource Inc

E-mail: joebeexiong@hotmail.com

ADVOCAP

Contract Mngr: Michael Bonertz

P.O. Box 1108

Fond Du Lac, WI 54936

920/922-7760 Fax 920/426-3071

Documentation Verification

In order to access RAP benefits, individuals must provide acceptable documentation of one of the statuses listed above. The following lists include documents that provide proof of these statuses. These documents may or may not provide proof of identity, nationality or "entry" date.

Acceptable documents for individuals paroled as refugees or asylees under §212(d)(5) of the INA*:

Documents/Codes

Asylum Approval Letter from an INS
Asylum Office

(Status Pending) becomes a permanent resident, he/she technically

United States passport with codes
AM-1, AM-2 or AM-3

Employment Authorization Documents	Comments
Form I-766 Employment Authorization Document with the code A10 (This code only confirms eligibility for Cuban or Haitian nationals.)	Withholding of Deportation or Removal

