



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
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Work Programs Section

SUBJECT: **CARES – WAA & WtW SCREENS**

BWSP OPERATIONS MEMO	
No.:	00-59
File:	1250.1 1250.13 2444 2445
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Non W-2	[]
W-2	[X]
CC	[]
PRIORITY:	URGENT

CROSS REFERENCE: BWSP Operations Memo 00-33
BWSP Operations Memo 00-55
WtW Program Letter 00-05

EFFECTIVE DATE: August 28, 2000.

PURPOSE

The purpose of this memo is to provide a summary of the upcoming modifications and additions to the CARES system for the WAA and WtW programs. The changes and additions to CARES are being put into production and will be available for staff on August 28, 2000.

CARES MODIFICATIONS OVERVIEW

Changes to CARES to support the implementation of the WAA Program will be effective August 28, 2000. In addition, changes have been made to accommodate Federal modifications to the WtW Program. The document attached to this memo provides an overview of the new and modified screens for the WAA and WtW programs. This document summarizes those changes to CARES, yet it is not intended to serve as a stand-alone tool for staff training on these CARES changes.

TRAINING

DES strongly recommends that all WAA/WtW workers attend the upcoming training sessions covering the WtW/WAA CARES modifications. In addition, new workers are encouraged to attend the introductory WP worker training sessions that are scheduled before the specific WAA/WtW training sessions (see Operations Memo 00-55 for class overview and registration information). These two half-day sessions will provide detailed instructions for completing program WAA or WtW eligibility and for enrolling participants in CARES.

LOCAL COLLABORATION

Both the WtW and WAA programs offer a broad array of services intended to supplement existing economic support and employment and training programs. To function effectively and to avoid duplication, it is important that local agencies coordinate the delivery of services to participants as they transition into stable employment. If participants are co-enrolled in multiple programs, the program case managers must work together to provide the most appropriate and effective services. Local program managers should also coordinate the services available through their programs. We recommend that local agencies develop some type of Memorandum of Understanding to clarify how they will work together in to share CARES functions for multiple programs.

CONTACT

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Note: Email contacts are preferred. Thank you.

ATTACHMENTS

CARES modifications overview document

With the implementation of the Workforce Attachment and Advancement (WAA) program combined with the need to accommodate the changes to Welfare-to-Work (WtW) program eligibility criteria, several CARES screens were modified, and new screens were created. Modifications were made in 2 sub-systems, Client Registration and Work Programs. This overview provides an overview of the changes. The format for providing this overview is a screen by screen walk-through, first starting with the client registration process, followed by a walk-through of the key screens in Work Programs that have been modified or created as part of this process.

For the purposes of this memo, if a CARES screen has undergone relatively limited change, only a brief description of the screen is provided here. For those screens that have changed significantly or are completely new, a sufficient level of detail is provided so that a current and experienced WP CARES worker can begin utilizing the screen.

CLIENT REGISTRATION

The overall Client Registration process for creating a WtW (and now WAA) RFA has not changed. A worker will need to complete the same screens as in the past. However, for a WAA RFA, a new screen (CRWA) has been added and its purpose and functionality is based on the WtW CRWT screen. The CRWT screen, in order to capture the new set of WtW eligibility criteria, has undergone significant change. The new WAA screen CRWA, and the changes to CRWT, will be described in detail and will be presented as part of the Client Registration walk-through in the appropriate order in which they would occur as part of the WtW/WAA registration driver flow.

The Client Registration process for WtW/WAA begins with screen CRPR. CRPR can be accessed directly from any screen in CARES. The screen can also be accessed via the Client Registration Menu MNRN:

```

MNRN                REGISTER CF/WTW/WAA MENU                08/17/00 14:11
                                                           XCT266 K CLOUGH

FUNCTION            TRAN
NUMBER             CODE   PARAMETERS (PARMS)
-----            -
1 -               CRPR   (RFA)
2 -               CRWT   RFA OR /PIN OR /SSN
3 -               CRWA   RFA OR /PIN OR /SSN
4 -               CRWP   RFA

*** PLEASE ENTER THE NUMBER OF THE DESIRED FUNCTION: ___
PARAMETERS: _____
NEXT TRAN: _____   PARMS: _____
    
```

Whether via MNRN or from directly accessing it, CRPR is the screen that initiates the CR driver flow for creating a WtW/WAA RFA in CARES.

The first several screens of the driver flow have not been modified as part of this process. These are the common Client Registration screens that collect basic details about the individual – name, address, SSN, DOB, etc, and the screens comprising the client registration clearance process. Each is presented here with limited discussion.

```

CRPR                CF/WTW/WAA REGISTRATION INFORMATION    08/17/00 14:27
COUNTY/TRIBE: 40                                     XCT266 K CLOUGH
RFA NUMBER: 6700215561                               STATUS: PENDING
    
```

```

INDIVIDUAL      FIRST      MI LAST      SUF
NAME :  RODNEY_____ _ ROGERS_____ _

DATE: 08 17 00   RFA TYPE: WT   LANGUAGE: E

COUNTY WHERE COURT ORDERED: ___   EFF DT OF COURT ORDER: ___ _ ___

      NUMBER      UNIT DIR ST/RURAL RT/BOX#      SUF QUAD APT
HOUSEHOLD ADDRESS: 101_____ _ _ MAIN_____ ST_ _ _
ADDITIONAL ADDR INFO: _____
      CITY: MILWAUKEE_____ STATE: WI ZIP: 53407_____
      PHONE: _____ CENSUS: _____ REGION: 01

RFA STATUS: P      REASON:

NEXT TRAN: _____   PARMS: 6700215561_____
    
```

CRPR has not changed. On this screen the worker must indicate the RFA TYPE, either WT or WA, which then schedules CRWT or CRWA respectively, later in the driver flow. This screen also collects some basic information about the individual, principally name and address information. Once this screen is completed, pressing ENTER schedules CRIR.

```

CRIR              INDIVIDUAL DEMOGRAPHICS              08/17/00 14:32
AGENCY: 40              XCT266 K CLOUGH
RFA NUMBER: 6700215561   RFA DT: 08 17 00   STATUS: PENDING

DC FIRST      MI LAST      SUF      S      DOB      S R AKA
_ RODNEY_____ _ ROGERS_____ _   05 06 1970 M W N

NEXT TRAN: _____   PARMS: 6700215561_____
    
```

CRIR has not changed. This screen collects the individual's SSN, DOB and sex and racial status. Pressing ENTER schedules CRCR.

```

CRCR                                INDIVIDUAL CLEARANCE RESULTS                08/17/00 14:42
AGENCY: 40  RFA  : 6700215561  WORKER: XCT266                XCT266 K CLOUGH

                                CURR/LAST                                CLEAR RSN
S  FIRST          LAST          KNOWN CASE  WORKER  STS OVP  STAT  CDE
   RODNE  ROGERS                                N  PASS

PF16:CRIN/ACCH/CCRI PF17:CRIR/ANID/CCID PF18:CRIS/AICL/CCIS PF20:TOP OF LIST
NEXT TRAN: _____ PARS: 6700215561_____
    
```

CRCR has not changed. This screen provides the results to the clearance process performed as part of the client registration driver flow. As in the past, the clearance process identifies whether the registrant is know to CARES (i.e., has been entered in the past) or is new to the system. If the registrant is matched to an existing CARES record, the registrant must be assigned to the existing PIN. If the person is new, the person will be assigned a new PIN.

Pressing ENTER from this screen schedules CRPC.

```

CRPC                                PRIOR CONTACT INFORMATION                08/17/00 14:52
                                XCT266 K CLOUGH
PIN: 6100452642  CLEARANCE STATUS: P  SSF/PFP ASSIGNMENT: N

FIRST          MI  LAST          SUF          DOB          S  R  A  L  XREF
RODNEY        ROGS          05 06 1970  M  W  N  E  N

                                RFA/CASE  RFA/          RFA/CLR
                                NUMBER    CASE    SYSTEM  AGENCY  RFA TYPE  DATE
                                6700215561  R  CARES  40  WT  08 17 00

PF8 - VIEW MORE CASE/RFA  PF18/ENTER - VIEW NEXT PIN(IF ANY)
NEXT TRAN: _____ PARS: 67015561_____
    
```

CRPC has not changed. This screen provides Prior Contact information for all previous RFAs generated for this individual. In the example above, since this person is a first registrant in CARES, only the current RFA is displayed.

Pressing ENTER from this screen schedules either CRWT or CRWA, depending upon the RFA type entered on CRPR.

```

CRWT                WTW ELIGIBILITY DETERMINATION                08/17/00 14:59
                                                                XCT266 K CLOUGH
RFA NUMBER: 67002151
PIN: 61002642
NAME: RODNEY                ROGRS                WDA: 02 MILWAUKEE CO
PARTICIPATION BEG DT: 08 17 2000
70% CRITERIA:
  _ CUSTODIAL:                RECIP                COMPLETING                EXHAUSTED
    CASE#: _____                30 MO                WITHIN 12 MO                60 MO
                                -                -                -
  X NON-CUSTODIAL:                EMP.                AST. GROUP                PERSONAL                CONTRACT
    CASE#: _____                STATUS                CONNECTION                CONTRACT                DATE
                                CS                AB                C                08 17 2000
30% CRITERIA:                CUST PARENT                FOSTER CARE                TANF RECIP                BARRIERS
                                BELOW 100% POV.                YOUTH
                                -                -                -                -
ADDITIONAL BARRIERS: DO HS _____
WTW EDF SIGNATURE DT: 08 17 2000                WTW PGM TYPE: FM
WTW TARGET POPULATION DETERMINATION: 70 (70% OR 30% OR NOT ELIGIBLE)
PF24: UPDATE ELIGIBILITY DETERMINATION
NEXT TRAN: _____                PARM: 67002561_____
    
```

CRWT has undergone significant change. The following section describes item by item the new input requirements required for this screen.

WtW PROGRAM PARTICIPATION BEGIN DATE: Key the date on which the individual started participating in the program. This date must fall on or after the EDF Signature Date, which is entered later in this process.

This date may be prior to the current date if the individual was found eligible prior to the creation of this RFA in CARES.

70% CRITERIA: Indicate with an "X" whether the individual is a 70% custodial parent or a 70% non-custodial parent.

CUSTODIAL PARENT: Choose with an "X" one of the following three eligibility criteria:

RECIP 30 MONTHS: The Custodial parent is a current TANF recipient who has received TANF payments (including AFDC) for at least 30 months (need not be consecutive) **or**

COMPLETING WITHIN 12 MONTHS: The Custodial parent is a current TANF recipient who is within 12 months of exhausting the Federal 60 month life-time limit on receiving TANF payments. **or**

EXHAUSTED 60 MO: The Custodial parent has exhausted his/her 60 month TANF life-time limit on receiving TANF payments but would be otherwise eligible for receiving such benefits.

NON-CUSTODIAL PARENT: All 3 of the following criteria must be met:

EMPLOYMENT STATUS: Choose 1 of these:

1. The Non-Custodial Parent is having difficulty making child-support payments.
2. The Non-Custodial parent is under employed.
3. The Non-Custodial parent is unemployed.

The above items are contained in reference table TWES.

ASSISTANT GROUP CONNECTION: choose 1 of these:

1. The minor child of the NCP is eligible for or receiving any one of the following benefits: Food Stamps, SSI, MA or CHIP.
2. The Custodial parent of the NCP has been a TANF recipient for at least 30 months.
3. The Custodial Parent of the NCP has exhausted TANF benefits due to the 60 month Federal life-time time-limit.
4. The minor child(ren) of the NCP has been a TANF recipient for at least 30 months.
5. The minor child of the NCP received TANF benefits during the preceding year.
6. The Custodial parent of the NCP is within 12 months of reaching the 60 month Federal life-time time-limit.
7. The minor child of the NCP is eligible for or receiving TANF benefits.

The above items are contained in Reference table TWAG.

PERSONAL CONTRACT: The NCP must sign a Personal Responsibility Contract with the WtW Agency within 90 days of signing the WtW EDF. The Personal Contract directs the NCP to:

1. Cooperate in the establishment of paternity and a child support order;
2. Pay Child Support; and
3. Participate in services provided.

The worker must enter the status of the NCP's Personal Contract, "P" for pending or "C" for Complete:

The contract can be in a PENDING status, meaning the details of the Contract are not fully developed at the time the NCP signs the WtW EDF. The Pending date of the PC must be equal to the EDF Signature date.

Once the details of the Personal Contract are completed, the worker should enter a COMPLETE status. If the PC is originally entered as PENDING, the worker has 90 days to upgrade the Status to COMPLETE.

30% ELIGIBILITY CRITERIA:	If the individual does not meet the above 70% categories, indicate whether the individual meets any 1 or more of the following three 30% criteria: CUSTODIAL PARENT BELOW 100% POVERTY: The individual is a custodial parent whose income is less than 100% of the Federal Poverty Line for her/his family size. A "Y" is used to select this field; FOSTER CARE YOUTH: The individual has aged out a foster care youth program. A "Y" is used to select this field. OTHER BARRIERS: The individual meets any one or more of several characteristics associated with or predictive of long-term welfare dependency. Only valid values from reference table TWWO are accepted.
ADDITIONAL BARRIERS:	After the appropriate eligibility information has been posted, it is possible to identify up to four barriers faced by the participant affecting her/his ability to achieve self-sufficiency. Only Valid values from reference table TWBR are accepted.
WtW EDF SIGNATURE DATE:	The worker must enter the date on which the WtW EDF signature was signed by the participant. Like the Participation Begin Date, this date can be backdated prior to the RFA date. This will allow workers to reflect the actual EDF signature date (and the actual Participation Begin Date) if they occurred prior to the implementation of these changes in CARES. However, the EDF Signature date cannot be before the WtW Program Implementation Date that is recorded in Reference Table TSPI. For WtW this date is 8-1-1998.
WtW PROGRAM TYPE:	The last entry made by the worker on this screen will be indicating the type of WtW program in which the participant will be participating. WtW program types range from the Formula Program to the Competitive program and to several programs funded by the Governor's WtW Discretionary funds. Only valid values from reference table TWTW are accepted.

When all applicable information is entered, press [Enter] first. In the WTW TARGET POPULATION DETERMINATION field, either 30 or 70 will display.

Note: This provides the WtW worker the opportunity to check the manually determined WtW eligibility outcome (from the WtW EDF) against the CARES generated outcome. In cases where there is a discrepancy between the manual determination and what CARES generates, re-check the accuracy of the data entered into the system. CARES is producing an eligibility outcome based solely on the data the worker has entered.

When there is agreement between the manual determination and the CARES outcome, PRESS PF24 TO PROCESS ELIGIBILITY DETERMINATION. The next screen that appears in the driver flow is CRWP.

2. "WDB" - Check "X" if the participant is going to be served by the Workforce Development Board.
3. "Combined" – check "X" if the participant will be served by a program that funds from both tracks.

INCOME VERIF: Check "Y" if the income listed has been verified by the worker for either the Custodial or Non-Custodial parent applicant.

INCOME ELIGIBILITY AMOUNT (MTHLY): Enter the total eligibility income amount for either the Custodial or Non-Custodial parent that has been verified. NOTE: This amount for the Non-Custodial parent cannot be greater than the total income amount entered above nor less than the Child Support Paid entered above.

WAA APP SIGNATURE DATE: Enter the date in MMDDCCYY format that the WAA application was signed.

When the screen has been completed, the worker processes the WAA eligibility determination by pressing ENTER. This will then schedule CRWP.

CRWP	CF/WTW/WAA WP REFERRAL	08/18/00 13:57
AGENCY: 40		XCT266 K CLOUGH
RFA NUMBER: 6700215561	STATUS: PROCESSED	
PIN: 6100452642		
:		
	NAME: RODNEY ROGERS	
	REGISTRATION CD: V VOLUNTARY REGISTRANT	
PRIOR DETERMINATION		
WP OFFICE: 1571	WP CASE MGR: XCT266	DISENROLLMENT DT:
CASE:	CATEGORY:	
CF:	CF RFA:	
WT: O	WT RFA: 6700215561	
WA:	WA RFA:	
CURRENT DETERMINATION		
WP OFFICE: 1571		
PF24: PROCESS THIS PAGE		
NEXT TRAN: _____	PARMS: 6700215561_____	

The CRWP screen, as before, is the last screen scheduled in the WtW/WAA WP driver flow. This screen, once processed (by pressing PF24), generates a referral trigger to the WP subsystem.

The screen has been modified include information on WAA RFA. This screen provides a detail on the status of the most recent RFA processed for each non-eligibility program (CF, WT, WA). Information such as RFA status (open or closed), RFA number, and disenrollment dates are stored on this screen.

WORK PROGRAM CHANGES

Several key Work Programs screens were modified as part of this process. A new screen WPWA was created for WAA. This overview will focus on the following screens: WPWI, WPWC, WPWT, WPWA and WPFN.

```

WPWI                UPDATE WP CLIENT INFORMATION - 1                08/18/00 08:43
                                                                XCT266 K CLOUGH
PIN: 6100452642
:   WDA: 02        CTY/TRIBE: 40   OFFICE: 1571  NEW OFFICE: ____
NAME: RODNEY      ROGERS
ADDRESS: 101      MAIN          ST
CITY:   MILWAUKEE    STATE: WI  ZIP: 53407    MAILING ADDRESS ON WPWC: N
PRIMARY PHONE:    MESSAGE PHONE: ____ ____ ____
PRIMARY WAGE EARNER: N  HEAD OF HOUSEHOLD: N  DOB: 05 06 1970
CASE:            CAT:        SEQ:        CF RFA:        CF RFA DATE:
CENSUS NUM:      REGION NUM: 01  WT RFA: 6700215561  WT RFA DATE: 08 17 00
LF STATUS:       ABAWD: N     WA RFA:        WA RFA DATE:
CF:   FROM:      CTY:        CF COMP CD: ____  CF COMP EFF DT: ____ ____ ____
WT:  O  FROM: 08 17 2000  WT COMP CD: ____  WT COMP EFF DT: ____ ____ ____
WA:   FROM:      WA COMP CD: ____  WA COMP EFF DT: ____ ____ ____
CASE MGR: XCT266   *WP REG CD: V  SYST STS: E    FEP ID:
ES WKR:           IM REG: N          IM REG EFF:
*EFF DT: ____ ____ ____  DT OF LAST CON: 08 18 2000  E/SC:        W2 PLACE:
                                2PAR:      DESC:
PF13 WPED  PF14 WPJR  PF15 WPWC  PF22 ACWI
NEXT TRAN: ____  PARMS: 6100452642_____
    
```

WPWI is a very common work programs screen. It contains a plethora of information related to the status of the individual. It includes such items as case, PIN and RFA number(s), WP enrollment and registration statuses, some basic demographic information, and there is a section of status indicators for the non-eligibility programs Children First (CF), Workforce Attachment and Advancement (WAA), and Welfare to Work(WtW).

The change to this screen took the form of an addition. The program status indicator for the WAA program, along with a date field, was added, along with the fields necessary to complete somebody from the WAA program.

The WtW fields were not changed and the functionality connected to these fields remains in tact. This functionality has also been applied to the WAA fields. Thus in order to complete someone from the WtW or WAA program, a worker will need to make sure that all components connected to each respective program (those having a fund source of WTMX or WTFL for WtW and WAFL* for WAA) are closed on WPCH prior to posting the completion. The completion codes for WAA are shared with the completion codes for WtW, and are found in reference table TWWT.

* Workers should note that for WAA a new fund source (WAFL) has been added to reference table TWFD. This code should be used when an activity/component is fully funded by the WAA program.

```

WPWC                UPDATE WP CLIENT INFORMATION - 2                08/18/00 08:46
                                                                XCT266 K CLOUGH

PIN: 6100452642    WDA: 02    CTY/TRIBE: 40    OFFICE: 1571

NAME: RODNEY                ROGERS
ADDRESS:

CITY:                STATE:    ZIP:

RACE/ETHNIC: W    SEX: M                LANGUAGE CODE: E    LANGUAGE SPOKEN: E
REFUGEE: N    ENTRY DATE:  _ _ _    TRIBAL MEMBER:  _
VETERAN: N                MILITARY DATES:  _ _ _    TO  _ _ _
DISABILITY: N                CURRENTLY EMPLOYED: N
VEHICLE AVAILABLE: Y                DRIVERS LICENSE: N    TYPE:
CURRENTLY IN SCHOOL: N                ORIGINAL EDUCATION LEVEL: 012
LAST YEAR ATTENDED: 1987                CASE MANAGER: XCT266    ES WORKER:
CASE:                CAT:    SEQ:    AUDIT: N

CONTROL(C)/EXPERIMENTAL(E) GROUP: 1 _ 2 _ 3 _ 4 _ 5 _ 6 _ 7 _ 8 _ 9 _ 10 _
EFFECTIVE DATE:  _ _ _

PF13 WPED  PF14 WPJR  PF15 WPWT  PF16 WPWA  PF22 WPWI
NEXT TRAN:  _ _ _    PARS: 6100452642_
    
```

WPWC underwent only limited modification. The RFA number fields for the non-eligibility programs CF and WT were removed since they already appear on WPWI. One addition was made by adding a PF key for WPWA (PF16).

```

WPWT                UPDATE WP-WT CLIENT INFORMATION                08/18/00 08:51
                                                                XCT266 K CLOUGH

PIN: 6100452642    WDA: 2    CTY/TRIBE: 40    OFFICE: 1571
NAME: RODNEY                ROGERS

CURRENT PART BEGIN DT: 08 17 2000    TARGET POP: 70 % TYPE INDIV: 70 NCP
ORIGINAL PART BEGIN DT: 08 17 2000    TARGET POP: 70 % TYPE INDIV: 70 NCP
-----TANF-----
70% CUSTODIAL:                RECIP                COMPLETING                EXHAUSTED
CASE#:                30 MO                WITHIN 12 MO                60 MO

30% CUSTODIAL:                CUST PARENT                FOSTER CARE                TANF RECIP
BELOW 100% POV.                YOUTH                BARRIERS

70% NON-CUSTODIAL:                EMP.                AST. GROUP                PERSONAL                CONTRACT
CASE#:                STATUS                CONNECTION                CONTRACT                DATE
CS                AB                C                08 17 2000

ADDITIONAL BARRIERS: DO HS _ _ _    WTW PGM TYPE: FM
STAND-ALONE TRAINING: _ EFF BEG DT:  _ _ _    EFF END DT:  _ _ _
WTW EDF SIGNATURE DT: 08 17 2000
PF13 WPED  PF14 WPJR  PF15 WPWC  PF22 WPWI
NEXT TRAN:  _ _ _    PARS: 6100452642_
    
```

WPWT underwent significant change. In large part the changes to WPWT reflect the changes that occurred on CRWT. The new set of WtW eligibility criteria have been added to this screen replacing the old ones. On WPWT these fields remain output only, meaning they are entered on CRWT as part of the Client Registration process and then are displayed on WPWT for worker query. As in the past, if the eligibility status of the individual changes, say from the 30% category to the 70% category, a worker cannot update this change on WPWT. A new RFA would have to be created and the new information would be updated on WPWT once the new RFA is processed on CRWP. There are, however, new updateable fields on WPWT. The Additional Barriers fields are updateable on this screen. Additional Barriers can be identified on CRWT at the time the individual is registered, but if new barriers arise or if previous ones subside, they can be added or removed as needed. The same reference table (TWBR) serves as the data source for these fields.

The other updateable fields on this screen stem from the implementation of new WtW policy. Effective with the implementation of the new eligibility criteria, WtW individuals are eligible to receive a six-month exemption from the WtW work first mandate. This exemption is generally known as Stand-Alone Training. Under the previous policy, WtW participants were to be engaged in approved work activity from the time they enrolled in the program.

The Stand-Alone Training indicator, and the dates associated with it, are entered on WPWT. If an individual is selected for stand-alone training, the indicator filed is updated with a Y. The begin date is then entered in the Effective Begin Date field. Once the training ends, the Effective End Date field must be entered, and the worker must change the status indicator to N. If a subsequent period of stand-alone training is entered, the indicator is updated back to Y and the new begin date is entered. The worker must then space out the previous episode's effective end date. Appropriate screen edits have been built in to prompt the worker to make these updates.

```

WPWA                UPDATE WP-WA CLIENT INFORMATION                08/18/00 10:57
                                                                XCT266 K CLOUGH
PIN: 3100446313      WDA: 2   CTY/TRIBE: 40  OFFICE: 2571
NAME: TOM              TREAT
CURRENT DETERMINATION X CUSTODIAL PARENT      NON CUSTODIAL PARENT
PARTICIPATION BEG DT: 07 30 2000      WAA PGM REVIEW DUE DT: 01 26 2001
                                                                REVIEW COMPLETION DT:  _ _ _ _
CUSTODIAL PARENT:
  FAMILY SIZE: 01 # ADULTS      02 # CHILDREN
NON CUSTODIAL PARENT:
  PATERNITY VERIF:  _
  TOTAL INCOME AMT(MTHLY): 20.00  CHILD SUPPORT PAID AMT(MTHLY): 20.00
# CHILDREN NAME                SSN          DOB          PTRNTY?  CTY
1 _____ - _____ - _____ - _____ - _____ - _____ - _____
2 _____ - _____ - _____ - _____ - _____ - _____ - _____
3 _____ - _____ - _____ - _____ - _____ - _____ - _____
ADDITIONAL BARRIERS:  _ _ _ _      WAA SERVICE CATEGORY:  _
INCOME VERIF AT REVIEW:  _      INCOME ELIGIBILITY AMT(MTHLY): 20.00
WAA APP SIGNATURE DT: 07 30 2000
PF13 WPED  PF14 WPJR  PF15 WPWC  PF22 WPWI
NEXT TRAN:  _ _ _ _      PARS: 3100446313_____
    
```

WPWA is a new screen developed for WAA. Its purpose and functionality is based on the WPWT screen. Similar to WPWT, WPWA contains a combination of input and output fields. WAA eligibility information, derived from CRWA, is mainly output on this screen. This would include the Current Determination fields Custodial/Non Custodial and Part Begin date.

The WAA Program Review Due Date (WAA PGM REVIEW DUE DT) is a target date for completing the six-month WAA review. This date will change if and when a worker posts a Review Completion date. The Completion date field is input only and once entered, serves to recalculate Review Due date to a date 180 days in the future.

The Custodial and Non-Custodial Parent sections can be updated but they are mutually exclusive sections. If an individual is registered as a custodial parent, the custodial parent fields will be updateable and the Non-Custodial fields will be protected. The reverse holds true if the registrant is a non-custodial parent.

CUSTODIAL PARENT:

FAMILY SIZE: The fields for parent and children can be updated as needed.

NON-CUSTODIAL PARENT:

PATERNITY VERIFICATION: This field can be updated if the non-custodial parent's paternity status, for a given child, changes. Acceptable values are Y or N.

TOTAL INCOME AMOUNT (MONTHLY): The initial amount in this field will be carried over from CRWA. However, as the Total Income amount changes, this field can be updated.

CHILD SUPPORT PAID (MONTHLY): Again, the initial amount will be carried over from CRWA. It can be updated here as it changes.

Children detail information can be added or deleted on WPWA. However, at least one child must be entered at all times. The SSN or DOB of the child must be entered. The Paternity indicator is mandatory and indicates whether paternity has been established for the verified child and if a child support order is in place. The County code is mandatory and the county in which the paternity was established should be entered.

ADDITIONAL BARRIERS: Similar to WPWT, the worker can update the Additional Barrier fields on WPWA. Reference table TWBR serves as the source for these fields.

WAA SERVICE CATEGORY: For WAA, there are several service categories that define the scope and nature of a participant's activity in the program. These categories range from basic skills development to training to job readiness. Reference table TCAT serves as the source for this field.

INCOME VERIFIED AT REVIEW: When a WAA review is posted, the worker must indicate whether the income of the participant was verified. If the income is not verified the worker would enter an N. Per policy, failure to verify income at review should result in WAA program completion.

TOTAL INCOME AMOUNT (MONTHLY): When income is verified at review or if the worker receives new income information for the participant separate from the review process, the worker can reflect the change here.

WAA Signature date is output only and is carried over from CRWA.

```

WPFN                REQUEST TO "FIND" INFORMATION                08/18/00 09:50
                    (FIXED "AND" SEARCH CRITERIA)                XCT266 K CLOUGH
SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-
STATE/COUNTY: ___ OFFICE: 1571 WDA: ___ PROGRAM: ___ WP REG: _ IM REG: _
CASE MGR ID: XCT266 ESS: _____ ZIP: _____ REG NO: ___ CENS NO: _____
LANG CD: _ EDU: _____ REFERRAL DATE: ___ THRU ___ SUB PGM: _
EARNED INCOME: _ DATE OF BIRTH: ___ THRU ___ SEX: _
VEHICLE AVAILABLE: _ D.L: _ TYPE: _ DISABILITY: _ JRI: _ E/SC COD: ___
OPEN EP: _ RACE: _ RFGE: _ VTRN: _ TRBL MBR: ___ W2 SLOT: ___ ABAWD: _
LF STATUS: _____ LAST CONTACT: ___ THRU ___ SYS STAT: _
CONTROL/EXPR: 1 _ 2 _ 3 _ 4 _ 5 _ 6 _ 7 _ 8 _ 9 _ 10 _ CF: _ 2PAR: ___
**WT SPECIFIC      WT IND: 0 TGT POP: 70 WT TYPE INDIV: TA RECIP 30: ___
*WT PGM TYPE: ___ STAND ALONE TR: ___ PRS CONT: _ WT ADDN BARR: DO DV
WA IND: _ WA PGM TRK: _ WA TYPE INDIV: ___ WA SER CAT: ___ WA ADDN BARR: ___
COMPONENT CD: ___ COMPONENT BEGIN DATE: ___ THRU ___
PHASE: _ DOT: _____ COMPONENT ANT END DATE: ___ THRU ___
STAFF ID: _____ PROV ID: _____ FUND SRCE: _____ SCH HOURS: ___ THRU ___
EMP PROV ID: _____ SITE ID: _____ DISP CD: ___ ACT CD: _____
-----
DO YOU WANT TO INCLUDE "OR" SEARCH CRITERIA ?: N
Total Individuals meeting the Search criteria : 1
PF14 WPML
NEXT TRAN: _____ PARMS: _____
    
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WPFO                REQUEST TO "FIND" INFORMATION                08/18/00 09:52
                    (VARIABLE "OR" SEARCH CRITERIA)              XCT266 K CLOUGH
SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-

OFFICE: _____
CASE MANAGER ID: _____

WP REG CODE: ___ SUBPROGRAM CODE: ___ COMPONENT CD: _____
RACE: _____ CONTROL/EXPR: TYPE VALUES
REFUGEE: _____
EDUCATION: _____
E/SC CODE: _____ ACTIVITY CD: _____
PROVIDER SITE ID: _____ DISPOSITION CD: _____
TANF RECIP BARRIERS: _____ WT ADDITIONAL BARRIERS: _____
WA ADDITIONAL BARRIERS: _____

PF13 WPFN PF14 WPML
NEXT TRAN: _____ PARMS: _____
    
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Changes to WPFN/WPFO reflect the new eligibility criteria for WtW and WAA. On WPFN, the status indicator for each program, along with select eligibility criteria, or any combination thereof, can be searched. For WtW, the status of Personal Contract can be searched as can the status of Stand Alone training. For WAA, the service category and program track can be searched. Also added are the Additional Barrier fields for both WtW and WAA. WPFN (the AND search) allows for the search of up to two additional barriers, while WPFO (the OR search) allows for the search for four barriers under the OR search functionality.