

DEPARTMENT OF WORKFORCE
DEVELOPMENT
Secretary Roberta Gassman
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784
www.dwd.state.wi.us



State of Wisconsin
Governor Jim Doyle

DEPARTMENT OF HEALTH AND
FAMILY SERVICES
Secretary Helene Nelson
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.wisconsin.gov

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

FROM: Janice Peters
Bureau of Wisconsin Works
Division of Workforce Solutions

DWS OPERATIONS MEMO					
No: 06- 45					
DATE: 09/26/06					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other EP	<input type="checkbox"/>		
PRIORITY: HIGH					

SUBJECT: **Modification to Wisconsin Works (W-2) Good Cause Policy Based on TANF Reauthorization**

CROSS REFERENCE: Operations Memo 04-26
Operations Memo 05-52
Operations Memo 06-28

EFFECTIVE DATE: October 1, 2006

PURPOSE

The purpose of this memo is to modify the Wisconsin Works (W-2) good cause policy and how Financial and Employment Planners (FEP) may enter nonparticipation on CARES screen WPNH. These changes are a result of Temporary Assistance for Needy Families (TANF) reauthorization.

BACKGROUND

The Federal TANF legislation was reauthorized as part of the Deficit Reduction Act of 2005 (DRA). While no dramatic shifts in W-2 policy or program philosophy are anticipated based on the reauthorization of the federal law, the United States Department of Health and Human Services (HHS) has issued interim regulations specifying rules under which states must

operate. In the regulations, the term “excused absence” is defined for TANF recipients. In order to better align the W-2 program with that definition, two new reason codes have been added to the existing good cause reason list.

POLICY MODIFICATIONS

ADDITION OF TWO GOOD CAUSE REASON CODES

The following reasons will be added to the W-2 good cause list (*effective October 1, 2006*):

1. Child’s school holiday with the exception of summer break. **CARES Code: SH**

A participant may be granted good cause for missing assigned activities if his or her child's school is closed due to a school holiday. Specific school holidays will vary statewide; however, some examples include the days surrounding Christmas, the day before and after Thanksgiving, days off due to statewide teacher conferences, etc. This good cause reason does not include a school’s summer break. It is expected that child care be obtained during the extended summer break.

2. Any day that the worksite or training site is closed due to a site-specific holiday, e.g. days closed surrounding Christmas, closure the day after Thanksgiving, etc. **CARES Code: WH**

A participant may be granted good cause for missing activities if the assigned work site or training site is closed. Again, this will vary statewide; however, some examples include a technical college closure around Christmas, closure the day after Thanksgiving, closure due to inventory, etc.

There may be situations in which both codes (SH and WH) are valid on any given day. For example, if the participant’s child’s school is closed around the Christmas holiday and the technical college the participant attends is also closed at that same time or overlapping times. If this is the case, use the good cause code related to the worksite or training site being unavailable.

CARES PROCESSING

ENTERING NONPARTICIPATION ON CARES SCREEN WPNH

Currently, FEPs are able to post a period of nonparticipation on WPNH for up to 40 hours per component over a seven-day period. Effective October 1, 2006, FEPs may only post daily nonparticipation. Therefore, when posting hours of non-participation on WPNH, the date entered in the *NON-PART DATE* field must be the same as the date entered in the *THRU* field. The total *NP HOURS* entered may only be up to 8 hours of nonparticipation per day. This is consistent with both FoodShare Employment and Training (FSET) and Children First (CF) policy.

Example 1: Carolyn is assigned to 5 hours of work experience per day. On Friday, September 15, the FEP receives information that Carolyn did not participate in her work experience hours on Monday, September 11 and Tuesday, September 12 of that week. The FEP received good cause explanation for Tuesday, September 12th, but no good cause for Monday, September 11th. Carolyn's FEP must enter each day of 5 hours of nonparticipation separately on WPNH rather than entering a two day period of 10 hours of nonparticipation. After entering the nonparticipation for each day, the FEP must also enter the Good Cause reason for Tuesday, September 12th. After entering the non-participation hours on WPNH, the WPNP (Non-Participation History Listing screen) would look like this:

NON-PARTICIPATION				NON-PARTICIPATION			GOOD CAUSE		INC	ONG					
BEGIN	DATE	END	DATE	ACT	COMP	-----	-----	BST	ASMT						
				CD	STAT	TYPE	RSN	HRS	RSN	HRS	IND	IND			
											DEL				
_	09	12	2006	09	12	2006		WE	AG	XX	005	WH	005	N	N
_	09	11	2006	09	11	2006		WE	AG	NN	005			N	N

In the example above, the FEP must enter the nonparticipation hours even if the participant has good cause. It is imperative that the hours missed on WPNP, whether there is good cause or not, accurately reflect the hours in which the participant was not at the worksite. In addition, determining good cause is a FEP responsibility (W-2 Manual, 1.6.3.4, #6). Worksite supervisors should not be determining good cause. Rather, they should report the hours missed and the reason for the hours missed and let the FEP make the good cause determination.

In order to expedite the entry of nonparticipation hours in CARES, workers should utilize the **PF14 Copy to Same PIN** function found at the bottom of the WPNH screen. Using this function will prevent workers from having to re-enter nonparticipation information for each day if it is the same missed activity for each day. Only the date of the non-participation would have to be updated. When copying to the same PIN, the worker does not have to enter a PIN number in the *NEXT PIN* field.

Other reminders when posting nonparticipation on WPNP:

- Enter nonparticipation for each assigned W-2 activity separately. Do not combine nonparticipation from two different activities.
- Nonparticipation cannot be entered if it falls outside of the Begin or End Date of the activity for which it is posted.

CONTACTS

Policy Questions: please direct to your local Regional Office

CARES and CWW Questions: please direct to the BHCE CARES Information & Problem Resolution Center

Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.
 DWD/DWS/BW-2/MMM