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

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

DWS OPERATIONS MEMO					
No:	06- 46				
DATE:	10/02/2006				
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: UPDATED W-2 TWO PARENT GUIDANCE

CROSS REFERENCE: Wisconsin Works Policy Manual, Chapters 2 and 7
Operation Memo 06-27, *Wisconsin Works (W-2) Move Placements Project*,
Operations Memo 05-02, *Wisconsin Works (W-2) Custodial Parent of an Infant (CMC) Policy Clarifications*

EFFECTIVE DATE: October 1, 2006

PURPOSE

This operations memo provides updated Wisconsin Works (W-2) two parent policy guidance, information about changes to CARES screen WPTP (*W-2 Two Parent Participation*) and guidance that will assist W-2 Agencies to:

1. Meet current W-2 two parent participation policy,
2. Comply with Temporary Assistance For Needy Families (TANF) Reauthorization two parent participation requirements,
3. Improve case management for W-2 two parent families, and
4. Update previous two parent Move Placements Project information.

BACKGROUND

As part of the process to bring the W-2 program into compliance with the new Federal Temporary Assistance for Needy Families (TANF) Regulations, Wisconsin is making a number of modest changes to policies and procedures.

One of the primary areas of focus of this work is W-2 two parent family policy. Reviews of W-2 two parent policy and CARES screen WPTP were made to determine what updates were needed to better align W-2 two parent participation requirements with federal two parent participation requirements. The changes provided in this Operations Memo that update W-2 two parent policy and the CARES screen WPTP modifications are a result of this review.

POLICY

UPDATED W-2 TWO PARENT FAMILY DEFINITIONS

The following W-2 Manual Glossary definitions are being replaced **effective October 1, 2006**.

Current Definition for W-2 Two Parent Family: A family in which both parents meet all W-2 financial and non-financial eligibility requirements and reside in the home with one or more of their common children, or reside with his or her own child and are married to each other, and neither parent is determined to be a disabled adult.

Updated Definition for W-2 Two Parent Family: A family where both adult parents meet all W-2 financial and non-financial eligibility requirements and:

1. Have a child in common and are living in the household, and
2. One of the parents is placed in a W-2 employment position, and
3. Neither parent is disabled or caring for a severely disabled child in the W-2 group.

Note: The below updated W-2 Disabled Adult/Parent definition should be used with this updated two parent family definition.

Current Definition for W-2 Disabled Adult: An adult parent who receives Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), other federal disability payments (such as veteran's disability benefits), benefits based on federal disability status (such as worker's compensation), or state disability payments.

Updated Definition for W-2 Disabled Adult: An adult parent who:

1. Is receiving or determined in writing by the granting disability organization as eligible to receive Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Veterans or Black Lung Disability Benefits, Railroad Disability Benefits, Public or Private Employers Disability Benefits (e.g. workers compensation), or
2. Has been determined in writing by a medical, mental health, or other qualified assessment agency/professional to have a disability or incapacitation which prevents the person from temporarily or permanently working full-time in unsubsidized employment.

When there is a temporary disability or incapacitation, the W-2 disabled adult definition is applicable only for the documented period of disability or incapacitation provided by a qualified assessment agency/professional.

DOCUMENTING DISABILITY RELATED ASSESSMENTS

The *Medical Examination and Capacity* form [DWSW 2010](#) or written formal assessment completed by a qualified assessment agency/professional must be used to document the disability or incapacitation of a W-2 adult parent. In addition to properly maintaining a confidential copy of the medical documentation, agencies must ensure that case comments include a non-confidential summary of case management actions taken related to the medical documentation.

The *Need to Care for Disabled Family Member* form [DES 10786](#) or written formal assessment completed by a qualified assessment agency/professional must be used to document the need for a W-2 parent to care for a severely disabled child in the W-2 group. In addition to properly maintaining a confidential copy of the medical documentation, agencies must ensure that case comments include a non-confidential summary of case management actions taken related to the medical documentation.

ENCOURAGING VOLUNTARY SECOND PARENT PARTICIPATION

The second parent in a W-2 two parent family receiving federally funded child care is also required to participate in appropriate activities as noted in Section 2.2.5.1 of the W-2 Manual. Although the second parent is not required to participate when the two parent family is not receiving federally funded child care, the second parent should be strongly encouraged to participate on a voluntary basis when possible, in order to help the family move towards achieving self-sufficiency. The case worker needs to work closely with both parents to support second parent participation. Allowable second parent participation activities are defined in Section 2.2.5.2 of the W-2 Manual. An employability plan is also required for the second parent, even when their participation is voluntary.

ANTICIPATED TWO PARENT FAMILY RELATED CARES CHANGES

STEPPARENT HOUSEHOLD CODING AND SCREEN WPTP

Improper coding on the CWW Household Relationships page for stepparents living in the W-2 group who have obtained legal custody of their spouse's minor child can adversely affect CARES screen WPTP two parent family processing. The following paragraph explains what needs to be coded by the case worker to ensure that WPTP can correctly process this W-2 group.

When a stepparent who is living in the W-2 group has obtained documented legal custody (e.g. adoption, court decree, etc.), the case worker needs to code that person on the CWW Household Relationships page as a mother or father with legal custody and the related minor child as son or daughter. This coding will result in two eligible adults (EAs) and a child in common, which will allow screen WPTP to correctly process the W-2 group as a potential two parent family.

Stepparents living in the W-2 group who have not obtained legal custody of their spouse's child(ren) should continue to be coded as stepfather or stepmother for their respective step child on the CWW Household Relationships page. As before, this W-2 group will not be a two parent family on screen WPTP.

UPDATING CARES TWO PARENT PARTICIPATION SCREEN WPTP

The following changes to WPTP are being developed so that FEPs can better utilize WPTP as a case management tool to help ensure compliance with W-2 two parent participation requirements.

The WPTP screen below reflects the updated screen. Following the screen are more detailed line by line notes on the updated screen. It is anticipated that WPTP screen changes and the "WPTP Help Screen" will be completed in CARES before the end of October 2006.

WPTP	W-2 TWO PARENT PARTICIPATION	010/22/06 16:12
		XCT549 J SMITH
CASE: 9700403280		
UPDATED DATE:		
EFF MMCCYY: 102006		
1. ARE TWO ELIG ADULT PARENTS WITH A CHILD IN COMMON PRESENT IN W-2 AG?		Y
2. IS A PARENT A DISABLED ADULT FOR W-2?		N
2A. PIN NUM OF DISABLED ADULT:	_____	
3. IS A PARENT CARING FOR A SEVERELY DISABLED CHILD IN THE W-2 AG?		N
3A. PIN NUM OF CARETAKER PARENT:	_____	
3B. PIN NUM OF DISABLED CHILD:	_____	

4. TWO PARENT HOUSEHOLD RESULTS:		Y

5. IS CHILD CARE AUTHORIZED?		Y
6. WEEKLY REQUIRED FAMILY PARTICIPATION HOURS:	55	
-----INDIVIDUALS-----		
810082875 PARENT 1	810082874 PARENT 2	810082876 CHILD
PF13: NEW EPISODE PF24: PROCESS SCREEN OR ENTER		
NEXT TRAN: _____ PARMS: 9700403280		

Line 1, "Are Two Eligible Adult Parents with A Child in Common Present in the W-2 AG?" CARES will automatically answer this question "Y" or "N". If the answer is "N", no other information can be entered on the screen.

Line 2, "Is A Parent A Disabled Adult for W-2?" The worker must manually enter "Y" or "N" for disabled adult on this line. However, **effective October 1, 2006**, the worker must start using the updated disabled adult parent definition in this Operations Memo when entering "Y" or "N" on the current WPTP screen and on the updated screen when it becomes functional in CARES. As before, WPTP will not identify a family as a two parent family if one of the parents is receiving SSI or SSDI.

Line 3, "Is A Parent Caring for A Severely Disabled Child in the W-2 AG?" A "Y" or "N" entry by the worker using the current W-2 manual glossary definition of "severely disabled child" is still required.

Line 4, "Two Parent Household Results". WPTP will automatically determine whether this case is a W-2 two parent family based on questions 1-3.

Line 5, "Is Child Care Authorized?" CARES will automatically populate this field with "Y" or "N", based on Child Care authorization determined using the CSAW system.

Line 6, "Weekly Required Family Participation Hours". This line is being added to reflect the minimum number of two parent family participation hours required.

When WPTP is completed and processed, screen logic will identify whether a family with two adults and a child in common is a W-2 two parent family. WPTP will also indicate the minimum number of required two parent family participation hours. The case worker can use Line 6 to assist them in determining the minimum number of hours required for the W-2 two parent family. For example:

- If it is a W-2 two parent family (Line 4 displays a "Y") and the family is receiving federally funded child care (Line 5 displays a "Y"), the required family minimum hours displayed on Line 6 will be 55.
- If it is a W-2 two parent family (Line 4 displays a "Y") and the family is NOT receiving federally funded child care (Line 5 displays a "N"), the required family minimum hours displayed on Line 6 will be 35.
- If it is not a W-2 two-parent family (Line 4 displays a "N") Line 6 will be blank.

CHANGE IN PF12 FUNCTIONALITY

An additional change to CARES screen WPTP will allow a worker to escape the screen using PF12 when the worker enters WPTP without coming directly from CARES screen WPPA. This will allow a CARES user to escape from screen WPTP if viewing the screen for informational purposes only.

Also, a change will be made to prevent a worker from using PF12 to escape from screen WPTP when a placement change occurs from any W-2 placement to a Trial Job placement (TJB) on CARES screen WPWW. In this case, the worker will be required to update WPTP before being allowed to exit WPTP.

CONTACTS

DWS W-2 Regional Administrators

BEM 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/BP