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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:	06-53				
DATE:	12/26/2006				
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 checked="" 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: **Child Care And W-2 Assistance Group Composition Change Alerts**

CROSS REFERENCE: [Operations Memo 06-46, Updated W-2 Two-Parent Guidance](#)
Cares Worker Web, *Process Help*

EFFECTIVE DATE: Immediately

PURPOSE

This operations memo provides information on new alerts and policy guidance intended to assist work program case managers in performing case management. Specifically, the following items are provided:

1. Two new alerts and guidance for W-2 and FSET case managers covering when an authorization for Child Care has started or ended.
2. Two new alerts to inform W-2 case managers when a W-2 eligible adult is added or deleted from the W-2 assistance group.
3. Two parent follow-up when a W-2 eligible child in common is added to a W-2 AG with two adults but no previous child in common.

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 changes to W-2 policy and CARES procedures. One of the primary areas of focus is W-2 two-parent family policy and procedures. Operations Memo 06-46 was previously issued to update W-2 two-parent policies and explain CARES screen WPTP modifications. This Operations Memo provides information about additional CARES enhancements to assist W-2 case managers.

POLICY AND PROCEDURES

NEW CHILD CARE AUTHORIZATION ALERTS FOR W-2 AND FSET CASE MANAGERS

The following alerts were added to CARES on November 18, 2006, to inform W-2 and FSET case managers when an authorization for Child Care (CC) has started or ended. These alerts are generated through a weekly batch process for open W-2 cases or enrolled FSET participants when a child care authorization has started or ended.

Alert 419 - *CC Authorization Began*

Alert 420 - *CC Authorization Has Ended*

To reduce the number of alerts generated, the CC authorization alerts are generated at the case level and not for every child in the case when multiple children are present. Thus, when multiple children become authorized for CC in a case, the case worker will only receive Alert 419 when the case's first CC authorization is established and not for additional CC authorizations established for other children in the case.

Example 1 Susan is open for W-2 and Child Care and has two children who have Child Care authorizations established. Susan has a new baby which has been added to her case. The child care authorization worker creates an authorization for the baby. Alert 419 would not be generated in this instance since authorizations are already in place for this case.

When all CC authorizations have ended for the case, the case will be run through two more weekly batch cycles to ensure no new CC authorizations are established, before Alert 420 is generated.

Example 2 W-2 and Child Care are open beginning October 1, 2006. The Child Care Authorization Worker enters an authorization for the child on the case starting on October 1 and ending on November 4, 2006. No new authorizations have been entered for the case after November 4. When the weekly batch runs on November 17, Alert 420 – CC Authorization Has Ended, is generated.

When a CC authorization has both started and ended with no other CC authorization started for the case, all before the alert batch run date, only Alert 420 would be received by the case worker. Alert 419 would not be received.

If CC authorization questions occur, W-2 and FSET case managers can check with the CC authorization worker or query CSAW to verify needed information.

Upon receiving either Alert 419 or 420, W-2 and FSET case managers must:

1. Review the case and contact the participant to determine how the Child Care changes will affect program requirements.
2. For W-2 two-parent cases, as described in Operations Memo 06-46, reprocess the CARES two-parent screen, WPTP, since a change in CC authorization can also affect the required weekly hours of W-2 participation.
3. Reevaluate and update W-2 activities and the participant's employability plan as appropriate.

NEW W-2 ELIGIBLE ADULT ALERTS TO W-2 CASE MANAGERS FOR ONGOING W-2 CASES

There are a number of locations in the state where staff other than a W-2 Case Manager can initiate the addition or deletion of an adult family member in an open W-2 case. Since the W-2 Case Manager may not always be promptly notified of household composition changes, the following alerts were added to CARES on December 8, 2006. These alerts will notify the W-2 Case Manager when a W-2 eligible adult has been added or deleted to an open W-2 case. The alerts are generated when the eligible adult has been added or deleted from the case and the W-2 AG has been confirmed. Following are the new alerts.

Alert 421 - *Eligible Adult Added to W-2 AG*

Alert 422 - *Eligible Adult Deleted from W-2 AG*

Upon receiving either alert, the W-2 Case Manager must:

1. Check WPWW and CARES Worker Web (CWW) to determine who has been added or deleted.
2. Review the W-2 case to determine how the household composition change will affect W-2 program eligibility and participation requirements. For more information on the person add or delete process, refer to Sections 3.2 and 3.3 in CWW Process Help.
3. As described in Operations Memo 06-46 reprocess the two-parent screen, WPTP, to ensure the screen accurately reflects current family composition and circumstances. This will inform the W-2 Case Manager of whether there is a change in W-2 participation requirements for the case
4. Reevaluate and update the participant's employability plan and W-2 activities as appropriate.

Addition Of A Child In Common In Ongoing W-2 Case

While no special alerts are being added for the addition of an eligible child in common, the W-2 Case Manager is reminded that the W-2 manual provides guidance for changes in household composition. Section 3.3 in CWW Process Help provides guidance on adding a newborn to the case as well as follow-up considerations for the addition of a newborn child. However, these guidance documents do not specifically indicate that a two parent family review of the W-2 case must be one of these follow-up considerations when a newborn or other W-2 eligible child in common is added to the case.

If there were originally two adults in a W-2 AG with no child in common, the addition of a newborn or other W-2 eligible child in common (e.g. legally adopted, W-2 acknowledged father) may result in the family becoming a two parent family as defined in OM 06-46. Upon becoming

a two parent family, the W-2 family is subject to two parent family participation requirements as noted in OM 06-46. In this case, the W-2 Case Manager must complete a two parent family case review that includes processing of two parent screen WPTP to confirm a W-2 two parent family determination and related two parent family weekly participation requirements. Employability plans and program activities should also be reviewed and updated as appropriate for both members of a two parent family, as noted in OM 06-46 and the W-2 Manual.

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