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

**FROM:** Janice Peters, Director  
Bureau of Wisconsin Works  
Division of Family Supports

**DFS OPERATIONS MEMO**

**No:** 07-41

**DATE:** 7/31/2007

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:** MEDIUM

**SUBJECT:** New Custodial Parent of an Infant (CMC) Report

**CROSS REFERENCE:** Operations Memos 05-02, 05-45, 06-11  
Benefit Recovery Accounting Manual

**EFFECTIVE DATE:** Immediately

**PURPOSE**

The purpose of this memo is to introduce a new report created to track the number of days after the date of birth of an infant to the date that the Wisconsin Works (W-2) Custodial Parent of an Infant (CMC) placement actually ends. This memo also introduces a report that identifies participants whose length of stay in the W-2 CMC Placement exceeded 84 days after the date of birth of the infant. Regional Administrators will notify agencies identifying cases that need to be reviewed for an over issuance of benefits as part of the current communication on monitoring concerns.

**BACKGROUND**

In February 2006, the Division of Workforce Solutions (DWS) announced the publication of two Web Intelligence (WEBI) CMC Placement reports that identify participants as they approach or exceed the 84 day length of stay maximum in the CMC placement.

These reports are:

1. CMC Placement Summary
2. CMC Placement Detail

A review of recent CMC placement closures showed that a number of placements were ended beyond the 84 days allowed by W-2 policy resulting in potential W-2 overpayments. In order to assist the Division of Family Supports (DFS) and W-2 agencies in monitoring CMC cases more closely, DFS has updated the existing **CMC Placement Detail Report** by adding information regarding the date the CMC placement should close. DFS has also created a third CMC report entitled **CMC Placement Ended DTM** (During the Month).

## **UPDATED AND NEW CMC REPORTS**

### UPDATED REPORT

DFS has updated the existing weekly **CMC Placement Detail Report** by adding the latest possible date the CMC placement should close. This date does not preclude the FEP from ending the CMC placement prior to this date, if appropriate, e.g., the participant obtains full-time employment. See Operations Memo 05-02 for more information on end-dating CMC placements.

### NEW REPORT

DFS has created a new report entitled **CMC Placement Ended DTM Reports**. This report will be published monthly listing all CMC placements end-dated during the month and showing the number of days after the birth of the infant the CMC placement ended. The report has a prompt for month/year and is sorted in the following manner:

- By Contract Agency
- By Geographic Area
- By Supervisory Unit
- By FEP ID

The report has three tabs. The first tab is the CMC Detail report showing all CMC placement closures during the month. This report contains the following information for each placement:

- Case Name
- Case Number
- Participant PIN
- Youngest Child in HH DOB
- CMC Begin Date
- CMC End Date
- Youngest Child Participation Status Code
- # of Days from the Day After the Youngest Child DOB thru CMC End Date

The second tab is the CMC Summary report. This report shows the total number of CMC placement closures for the report month.

The third tab is the CMC Form. The report is titled *CMC Placement Ended DTM > 84 Days*. This form is pre-filled with information about CMC placements that closed during the month and were open for longer than 84 days after the date of birth of the infant. CMC placements that closed timely will not appear on this form. The form will have the following information:

- Case Name
- Case Number
- Participant PIN
- Youngest Child in the HH DOB
- Actual CMC Placement End Date
- Youngest Child Participation Status Code
- # of Days from the Day After the Youngest Child DOB thru CMC End Date

The form has 4 additional columns:

- CMC Over Issued Yes/No
- Amount of Over Issuance
- Date Over Issuance entered into the CARES Benefit Recovery (BV) System
- Comments

W-2 Agencies may access these reports to self-monitor CMC placement actual end-dates. The new report is available on the first Monday following the first full week of the month.

**NOTE** ➤ All CMC monitoring reports are found in the “Monitoring Reports W-2 & FSET” folder on WEBI.

## **PROCEDURE**

BW-2 staff will perform a preliminary review of all the cases that appear on the CMC Form report. If staff can determine that no over issuance occurred, no further review of the case will be needed. If staff determines that an over issuance may have occurred, Regional Administrators (RA) will forward those cases to W-2 Agencies for further review. If incorrect W-2 benefit payments were made, the agency must take necessary steps to recoup or recover overpayments. The Benefit Recovery Accounting Manual, Chapter 1, 1.2.0 describes the parameters for establishing and collecting low dollar claims.

## **CONTACTS**

For Policy Related Questions: BW-2 Regional Office Staff

For CARES Processing Questions: W-2/CC Call Service Center

For BV related questions: Public Assistance Collections Unit 1-800-943-9499

Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare 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.