

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 Kevin R. Hayden
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: 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: 08-15

DATE: 3/31/2008

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<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	<input type="checkbox"/> H
				EP	

PRIORITY: HIGH

SUBJECT: Issuance of FReD Reports on WebI

CROSS REFERENCE: Operations Memo 07-47
Administrator's Memo 07-11

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to provide information regarding new Federal Reporting Database (FReD) reports available in Web Intelligence (WebI).

BACKGROUND

As part of the Department's continuing the response to Temporary Assistance for Needy Families (TANF) Reauthorization and the emphasis on meeting work participation rates, the Department has created a new data mart (FReD) and has developed reports for the Department and Wisconsin Works (W-2) agencies to use in monitoring work participation requirements. Operations Memo 07-47 dated August 10, 2007 described the federal work participation requirements, countable work-related activities and the 740 TANF Report which included family profiles and weekly scheduled hours of activities. The new FReD WebI reports show the work activity hours reported to the Administration for Children and Families (ACF) after they have been prorated to average weekly hours based upon an entire report month. Some of the new reports also list missed hours and excused absences.

FReD Webl reports for each month are made available approximately five weeks after the end of the report month to allow for more complete entry of work activities and, where appropriate, missed hours and excused absences. The Department is also considering issuing reports based upon preliminary information which, although less complete, would provide more timely information.

The Division of Family Supports (DFS) will continue to monitor Work Participation Rates (WPR) at the W-2 agency level and follow up with agencies who are not meeting the WPR in order to offer guidance and technical assistance. This guidance and technical assistance will be designed to provide agencies with ideas regarding how to meet their WPR while at the same time following W-2 policy and doing what is best for the participant. FReD reports will give agencies detailed data on their WPR as well as information on which individuals are meeting or not meeting the WPR and why.

FReD should be used in addition to the 740 TANF and 740E Webl reports. The 740 TANF and the 740E will help with identifying individuals who are or are not scheduled to meet the WPR. FReD reports will provide data on which individuals did or did not meet the WPR after factoring in non-participation, holidays, excused absences, and the 12-week limit on Job Search and Job Readiness.

NEW FReD REPORTS

This release of the new FReD Webl reports includes:

#01A Work Participation Detail Report:

This report lists the All Families work participation detail for each W-2 participant for a prompted report month. The report month is the month for which the benefit was issued and the associated participation period that determines the amount of the benefit. The detail includes the CARES case number, participant name, family profile, reported core, non-core and non-federal hours, the All Family rate removal reason, if appropriate (01 - Single parent family with child less than 1 year old; or 02 - The case is sanctioned for the report month and the case is not sanctioned for more than 3 months in last 12 months), and whether the All Family work requirements were met or not met. Separate reports are available for Contract Agency and the Job Development Placement Agency (JDPA) which includes the office. Two-parent work participation details are not yet available in these reports because source data and the processing of two-parent families are currently under review.

#01 Work Participation Rates:

This report displays the All Families work participation rates based upon prompted report months. The report month is the month for which the benefit was issued and the associated participation period that determines the amount of the benefit. Separate reports are available for State, County, W-2 Contract Agency, JDPA (includes office) and Worker. In the state-level report, there are two tabs, one for the State and one for Contract Agency. The Contract Agency tab within the state-level report provides only the contract agency rates, not the rates for each county within a contract agency. The Contract Agency report, however, does provide rates for each county within a contract agency. Two-parent work participation rates are not yet available in these reports because source data and the processing of two parent families are currently under review.

#02 Federal Fiscal Year Work Participation Rates:

This report displays the All Families work participation rates based upon a prompted federal fiscal year (October 1st through September 30th). Separate reports are available for State, County, W-2 Contract Agency, JDPA (includes office) and Worker. In the state-level report, there are two tabs, one for the State and one for Contract Agency. The Contract Agency tab within the state-level report provides only the contract agency rates, not the rates for each county within a contract agency. The Contract Agency report, however, does provide rates for each county within a contract agency. Two-parent work participation rates are not yet available in these reports because source data and the processing of two parent families are currently under review.

#03 Individual Participation Detail Report:

This report by office and worker lists detailed activities in CARES by “actual phase” for each eligible adult by prompted report month. The report month is the month for which the benefit was issued and the associated participation period that determines the amount of the benefit. The activities listed in the report may or may not be included under federally-defined categories depending upon specific category time limits. Included with each activity in “actual phase” are activity begin and end dates, weekly scheduled hours, a non-participation reason code, non-participation begin date, non-participation hours, good cause hours and applied non-participation hours. Underlying this report is an extensive listing of data elements containing all objects from the FReD Participation Universe. These data elements can be used by WebI report users who have Editor status to create customized reports to display family and individual characteristics, family and individual profiles and many other data elements to explore activities, non-participation and excused absences. Separate reports are available for Contract Agency and JDPA (includes office).

#04 Individuals Disregarded – Youngest Child Less Than 1 Year:

This report is a listing by county (in the Contract Agency Report only), office and worker of eligible W-2 adults who were reported for the most current report month, to have at least one month of being disregarded from the All Families work participation rate because the youngest child was less than one year old and where the participant’s child is under one year of age as of the last day of the report month. The report month is the month for which the benefit was issued and the associated participation period that determines the amount of the benefit. Separate reports are available for Contract Agency and JDPA (includes office).

#05 Participants Sanctioned in Last 12 Months:

This report is a listing by county (in the Contract Agency Report only), office and worker of eligible W-2 adults who were reported for the most current report month, to have at least one month of being disregarded from the All Families and Two-parent work participation rates because they were sanctioned at least once, but not more than 3 months in the last 12 months. The report month is the month for which the benefit was issued and the associated participation period that determines the amount of the benefit. Separate reports are available for Contract Agency and JDPA (includes office).

Additional FReD reports will be included in subsequent releases.

REPORTS USE

The FReD reports should be used to monitor work participation rates at the State, W-2 Agency, Office and Worker levels and to identify cases that were subject to the rates and whether those cases met or did not meet TANF work participation requirements. Report “#03

Individual Participation Detail Report” specifies the activities entered into CARES which were instrumental in determining whether the participant met or did not meet the work participation requirements. This report along with the more current TANF 740 report may be used to continue with the planned activities if the participant is meeting the work requirements or to modify the types of activities and hours in order to meet the requirements.

DESK AID

Attached to this Operations Memo is a Desk Aid that may be retained for use when viewing the FReD reports on Webl.

PROCEDURE FOR GAINING ACCESS TO WEBI

Please see Administrator’s Memo 07-11 that was issued on November 30, 2007 for information on how to gain access to Web Intelligence (Webl) if you are not already using these reports.

TRAINING

Training is available on-line for the Viewer and Editor levels of Webl through the DFS’ Partner Training Learning Center. The site address for the Learning Center is <http://dwd.wisconsin.gov/partnertraining/>. Please click on the Learning Center to register for the training. For questions about Webl training, contact Gerry Mayhew, DFS/BW-2/Partner Training at germaine.mayhew@dwd.state.wi.us.

CONTACTS

Please contact your BW-2 Regional Office Staff on questions regarding this memo.

Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, 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.

DWD/DFS/BW-2 & BPSS/RB & BK