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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: 08-25					
DATE: 5/14/2008					
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"/> *
				EP	<input type="checkbox"/>
PRIORITY: Medium					

SUBJECT: New Work Program Screen for Tracking Progress in Education

EFFECTIVE DATE: May 14, 2008

PURPOSE

The purpose of this memo is to:

1. Introduce a new CARES Work Program screen that will allow case workers to track participants' progress in obtaining a Certificate of General Educational Development (GED) or a High School Equivalency Diploma (HSED); and
2. Provide guidance to case workers for tracking progress in educational activities.

BACKGROUND

To obtain a GED or HSED an individual must successfully complete a series of tests that are administered at GED testing centers throughout Wisconsin. The GED tests that are required to be completed include Reading, Writing, Math, Science, and Social Studies. To obtain an HSED, an individual must successfully complete all of the GED tests plus three additional tests, including Employability Skills, Health Literacy and Civics Literacy. More information regarding GED and HSED requirements can be found at http://dpi.wi.gov/ged_hsed/gedhsed.html

NEW CARES SCREEN INTRODUCTION

The new CARES screen, called Education Progress Assessment (WPPE), will allow the case worker to register the month and year that each test was successfully completed in order to track progress towards attainment of the GED or HSED. It is not necessary for the participant to be currently assigned to the GED or HSED activity in order to record completion of the tests. If some, but not all of the tests were completed prior to the participant's enrollment in the W-2 program, it will be good case management to record which tests have been completed in order to have an accurate representation of the individual's educational achievements in CARES.

Effective May 3, 2008, screen WPPE will be added to CARES and will follow Education Assessment screen (WPED) in the Work Program driver flow under certain conditions. When in Update Mode, the caseworker will be driven from screen WPED to WPPE only when the current highest education level recorded on WPED is less than a high school diploma or the equivalent. The case worker may exit WPPE by pressing the <Enter> key. It will not be necessary to record anything on the screen before exiting. A mock-up of screen WPPE is below.

WPPE	EDUCATION PROGRESS ASSESSMENT	04/21/08 08:31
		DWDXXX M Worker
PIN: 7005345959	OFFICE: 1576	CTY/TRIBE: 40
NAME: SALLY	SOHO	CASE MANAGER: XCT013
LAST ASSESSMENT UPDATE:		UPDATED DATE: 04 16 2008
	TEST CATEGORIES	SUCCESSFUL
	-----	COMPLETION (MM/YEAR)
GED/HSED:		-----
	READING	04 2008
	WRITING	___ ___
	MATH	___ ___
	SCIENCE	___ ___
	SOCIAL STUDIES	___ ___
HSED:		
	EMPLOYABILITY SKILLS	___ ___
	HEALTH LITERACY	___ ___
	CIVICS LITERACY	___ ___
PF13 WPED	PF14 WPAW	PF15 WPJR
PF24 ADD WP COMMENTS		
NEXT TRAN: _____	PARMS: 7005345959	

PROGRESS IN EDUCATIONAL ACTIVITIES

Case workers must base decisions about assignment to educational activities on what is most likely to lead the participant to employment. Measures of progress and timelines for achieving that progress should be established for each participant. The measure of progress established for each participant should be tailored to the personal strengths and individual needs of the participant.

For individuals assigned to Adult Basic Education (BE) or Literacy Skills (LS), measures of progress should include post-tests which are recorded on CARES screen WPED. Individuals who are assigned to GED or HSED should have established timeframes for completion of the tests to serve as a measure of progress. Case workers must continuously monitor each participant's progress in assigned educational activities to assess whether the activity continues to be appropriate. Assignment to Job Skills Training is likely to be more short-term and concentrated (e.g., use of aggregated education and training hours) and measures of progress may be harder to establish. The case worker must ensure that the participant is receiving the

needed supportive services and quality case management to help him or her successfully complete the training.

AGENCY ACTION

1. Immediately begin using the CARES screen, Education Progress Assessment (WPPE), to track W-2 participants' progress in obtaining a certificate of GED or HSED; and
2. For each W-2 participant assigned to an educational activity, establish measures of progress and timelines for achieving progress based on the individual's personal strengths and needs.

CONTACTS

For Policy Related Questions: BW-2 Regional Office Staff

For CARES Processing Questions: W-2/CC Help Desk

*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/BW2/HH