



DEPARTMENT OF
CHILDREN AND FAMILIES
Secretary Reggie Bicha
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES
Secretary Karen Timberlake
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

**State of Wisconsin
Governor Jim Doyle**

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 Working Families
Division of Family and Economic Security

DFES OPERATIONS MEMO					
No: 08-42					
DATE: 08/13/2008					
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			
PRIORITY: Medium					

SUBJECT: New and Updated 740 TANF Reports

CROSS REFERENCE: Operations Memo 07-47

EFFECTIVE DATE: Immediately

PURPOSE

This memo:

1. Describes and provides guidance on the use of the updated version of the 740 TANF Report on the Webl reporting system.
2. Describes and provides guidance on the use of the new 740 TANF Aging Out Report on the Webl reporting system.

BACKGROUND

In August 2007, the Department developed and released the 740 TANF Report. This report was developed to assist both the Department and W-2 Agencies with identifying participants who did not have activities scheduled so that they could meet the Work Participation Rate (WPR).

The Department has received many suggestions for making the report more useful. Based on those suggestions, changes have been made to the 740 TANF Report. In addition, a new report was added to assist W-2 agencies with identifying families who will "age out" of their current WPR family profile. The new 740 TANF Aging Out report identifies when the:

- youngest child turns 6 years changing the family profile from youngest child is less than 6 years to youngest child is 6 – 18 years
- participant turns 20 years changing the family profile from teen to youngest child is less than 6 years.

UPDATED 740 TANF REPORT

Three significant changes have been made to the updated 740 TANF report. The first change is that a column has been added to indicate whether the participant is scheduled to meet the WPR. The second change is two columns have been added to indicate the number of core and non-core activity hours assigned. The third change is a column displaying the Employability Plan (EP) end date has been added. In addition the sort of the report has changed to sort by FEP and placement type.

KEY FOR 740 TANF WEBI REPORT

Name:	Lists every TANF W-2 Participant in a CSJ, Prorated CSJ, or W-2 T.
Case Number:	The case number assigned to the W-2 group in CARES, which includes the W-2 participant.
PIN	The participant individual number assigned in CARES to track the individuals work participation.
W-2 Begin Date:	The date the most recent W-2 episode began.
W-2 Placement Date:	The date the most recent W-2 placement began.
W-2 Placement Code:	The most recent W-2 placement assigned to the participant.
EP End Date:	The date the most recent employability plan ends.
Total Assigned Hours:	The total hours of activities assigned on WPCH for the participant.
Family Profile:	<p>C<12 – The youngest child is under 12 months of age. Participants in this family type are not required to meet the WPR.</p> <p>C1-5 – The youngest child is between the ages of 1 year and 5 years of age. Participants in this family type are required to participate a minimum of 20 hours in core activities to meet the WPR.</p> <p>C6-18 – The youngest child is between the ages of 6 years and 18 years of age or up to 19 years if graduation from high school will occur prior to the 19th birthday. Participants in this family type are required to participate in 30 hours of activities to meet the WPR. 20 hours must be in core activities and 10 additional hours can be in core or non-core activities.</p> <p>Teen – The participant is 18 or 19 years and has not earned a high school diploma or the equivalent. These teens may meet the WPR by</p>

attending education activities that will lead to a high school diploma or equivalent.

2-Par – This is a two parent household.

- If the family is not receiving federally funded Child Care, one parent must participate in 35 hours per week (with not fewer than 30 hours in core work activities) in order to meet the WPR. The other parent can volunteer to participate and their work activity hours will count toward the 35 hours required to meet the WPR.
- If the family is receiving federally funded Child Care, both parents must participate and their combined work activity hours must total 55 hours per week (with not fewer than 50 hours in core work activities) in order to meet the WPR.

TANF Work

Hours Required: The total number of hours that is required for the family profile to meet the WPR.

Tentative Meeting: Identifies if the participant is *scheduled* to meet the work participation rate with either a Yes, No, or NA response.

Yes – Participant is scheduled to meet the WPR for their family profile.

No – Participant is not scheduled to meet the WPR for their family profile.

N/A – Participant with a family profile of C<12 who is not scheduled to meet the WPR.

When determining if the participant is scheduled to meet the WPR, the report does not look at exemptions for families assigned CD or CF, adjust for hours of non-participation, or adjust for hours assigned under Job Search and Job Readiness activities when the time limit has been used up. This column is only an indication based on the family profile and the number of hours assigned on WPCH in core/non-core activities.

Total Core

Activity Hours: The number of hours assigned that meet the definition of core activities as identified in Operations Memo 07-47.

Total Non-Core

Activity Hours: The number of hours assigned that meet the definition of non-core activities as identified in Operations Memo 07-47.

Total Job

Search & Job

Readiness Hours:

The number of job search and job readiness hours scheduled for a participant. Currently, the number of Job Search and Job Readiness activity hours allowed to count towards core activity hours is limited to twelve weeks in a federal fiscal year and no more than four consecutive weeks. These activities are highlighted the color orange on the 740 TANF report.

Note: The policy regarding the limit of twelve weeks of Job Search and Job Readiness counting towards core activity hours will change effective October 1, 2008. We will send more information regarding this change in a future operations memo.

Activity Code: The activities recorded on CARES screen WPCH that the participant is actually participating in. For a listing of what each of these activity codes represents see the CARES Manual, Work Programs, Appendix 1, definitions of Components and Statuses.

Actual Assigned Hours: The actual hours for each activity that the participant is assigned to participate in weekly.

NEW 740 TANF AGING OUT REPORT

The 740 TANF Aging Out report is located directly below the 740 TANF report in WebI. There are two tabs on the report.

- The first tab lists all participants whose family profile will change from C1-5 to C6-18 based on the youngest child turning 6 years.
- The second tab lists all participants whose family profile will change from Teen because the 19 year participant turns 20.

This report is issued weekly. Agencies are encouraged to review the report regularly to ensure all cases that have changed to the new family profile have had the assigned activities reviewed and adjusted if appropriate so that the case could be scheduled to meet the WPR based on the new family profile. Participants appear on these reports two months prior to their youngest child's 6th birthday or their 20th birthday.

KEY FOR 740 TANF AGING OUT WEBI REPORT

Aging to 6 Years Old Tab and Teen Parent Tab

Name: Lists participant whose family profile will change from C1-5 to C6-18 due to the child turning 6 years or from Teen<12, Teen1-5, or Teen6-18 to C<12, C1-5, or C6-18 due to the parent turning 20 years.

Case Number: The case number assigned to the W-2 group in CARES, which includes the W-2 participant.

PIN: The participant individual number assigned in CARES to track the individuals work participation.

W-2 Begin Date: The date the most recent W-2 episode began.

W-2 Placement Date: The date the most recent W-2 placement began.

W-2 Placement Code: The most recent W-2 placement assigned to the participant.

Youngest Child Date of Birth: The birth date for the youngest member of the household.

Or
Date of Birth: The date of birth for the teen parent.

Family Profile: The family profile the family is under until the birthday.

REPORT USE

The 740 TANF report should be used to identify cases that are not scheduled to meet the WPR or have expired EP's. This report does not identify whether participant has met the WPR. The FReD Data Warehouse reports will identify which participants actually meet the WPR.

The 740 TANF Aging Out report should be used to identify cases where the family profile will change due to the youngest child turning 6 years or the teen parent turning 20 years. Agencies should review these cases to determine if it is appropriate (based on what is most appropriate for the participant) to change the assigned activities so that the case can be scheduled to meet the WPR.

CONTACTS

For Policy Related Questions: BWF Regional Office Staff

For CARES Processing Questions contact the W-2/CC Help Desk

*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.

DCF/DFES/BWF/DP