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**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: 08-43					
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: Attendance Documentation Monitoring

CROSS REFERENCE: Operations Memo 07-55
Operations Memo 08-12

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to inform Wisconsin Works (W-2) agencies that the Bureau of Working Families conducts monitoring to ensure that attendance documentation policies have been implemented as described in Operations Memos 07-55 and 08-12. This monitoring applies to all Community Service Jobs (CSJ) and Wisconsin Works Transition (W-2 T) participants and to individuals in the Custodial Parent of an Infant (CMC) placement who are voluntarily participating in activities.

BACKGROUND

Federal Temporary Assistance for Needy Families (TANF) regulations required states to establish and implement work verification procedures no later than September 30, 2007. TANF regulations are explicit in requiring that all hours of work participation be supervised, documented and verified. A state may face significant financial penalties if, through the federal audit process, it is found that a state's TANF program is not in compliance with these requirements.

Attendance documentation monitoring was implemented in October 1, 2007, in order to ensure that Wisconsin's TANF program is meeting federal TANF regulations.

PROCEDURE

Beginning July 1, 2008, cases will be randomly selected from the Work Participation Rate reports that are part of the FReD data warehouse, rather than the 740 TANF WEBi Report. Regional Administrators will review ECF and CARES/CWW systems to confirm that all the W-2 required attendance and documentation are on file for the cases that are selected as part of the case review.

Currently, only the Milwaukee W-2 agencies and large balance of state agencies (Capitol, Kenosha, Racine, Rock, Arbor, Marathon, and PAW) are part of the review for attendance documentation. Additional agencies may be added to this process in the future.

The W-2 agency will receive email notification identifying the cases selected for review. Upon receipt of this notice the agency is required to ensure that all attendance/documentation has been scanned into ECF within 10 business days from the date the email was sent.

The attendance should be scanned into ECF following the policy direction provided in Operations Memo 07-55:

1. Documents verifying attendance in a W-2 activity including education and training or facilitated job search should be scanned into the Restricted File sub-folder. The document type is W-2 Attendance Tracking (WAT).
2. Documents verifying self-directed job search and verifying employer contact should be scanned into the W-2/FSET sub-folder. The document type is W-2 Job Search Logs (WJSL).

If documentation for an individual's attendance has been kept in a central location, the page(s) showing attendance for the selected case must be scanned into ECF for this review process. If there are concerns about having other participants' names and attendance information in the ECF, make a copy of the attendance form from the Central File and then black out the other participants' information and scan into the ECF before the due date.

Regional Administrators use the tool attached to this memo to ensure that the appropriate attendance documentation has been scanned into ECF. Regional Administrators identify the assigned activities and hours for the time period reviewed; they note hours of non-participation and good cause; and they identify the activity/hours of attendance that are documented in ECF.

Upon completion of the reviews, Regional Administrators contact agencies to notify them of required follow-up. Technical assistance is provided as needed. Contact by the Regional Administrator may be through e-mail, phone contact, or on site discussion.

CONTACTS

For Policy Related Questions: BWF Regional Office Staff

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

ATTACHMENT

Attendance Monitoring Tool

*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.

DCF/DFES/BWF/ZH