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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:	09-39	REVISED			
DATE:	MAY 29, 2009				
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	CC	<input checked="" 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 checked="" type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
				EP	
PRIORITY: HIGH					

SUBJECT: Census Employment

CROSS REFERENCE: W-2 Manual, Chapters 3 and 7
Child Care Manual Chapter 1
Operations Memos 09-25, 07-55, and 00-24

EFFECTIVE DATE: June 1, 2009

PURPOSE

This Operations Memo explains how to treat employment earnings for temporary jobs related to the 2010 census when determining eligibility and co-payment calculations for W-2 and Wisconsin Shares Child Care assistance.

BACKGROUND

Over the next two years the U.S. Census Bureau will hire temporary employees for the 2010 census. These employment opportunities will pay between \$11.34 and \$17.75 per hour and offer reimbursement for mileage and public transportation costs. Most jobs will be an average of 18.5 hours per week for 4 to 10 weeks. The vast majority of the work will be for enumerators who will conduct fieldwork such as updating addresses and interviewing residents. Enumerators will work in their own neighborhoods and most work will occur during nights, weekends, and/or normal business hours.

For more information about these and other 2010 census jobs visit:
<http://www.census.gov2010census/>.

A new administrative rule will become effective June 1, 2009. This rule will allow Wisconsin to disregard earnings for a period of up to 12 weeks per year for earnings from temporary census employment in the financial eligibility test for W-2 and Wisconsin Shares Child Care subsidy and co-payment.

PREVIOUS POLICY

Effective February 1, 2000, W-2 agencies were instructed to disregard all wages paid by the U.S. Census Bureau for temporary employment related to census 2000 activities when determining income eligibility for W-2. The Department had obtained a temporary Emergency Administrative Rule to allow this disregard.

Previously, agencies were instructed to place those employed 30 or more hours per week in temporary census related employment in CMF and to seek additional unsubsidized employment to begin when the temporary employment ended. For those employed less than 30 hours per week agencies were instructed to consider a prorated CSJ placement.

NEW POLICY

The W-2 placement will depend on the individual's assessment results and his or her scheduled work hours. Use the following as a guideline for placement decisions.

W-2 Placement Options

Prorated Community Service Job (CSJ)

A prorated CSJ placement may be appropriate for W-2 participants who obtain temporary census employment and are assigned to work between 10-29 hours per week. Participants working up to nine hours per week in an unsubsidized job may remain in a full CSJ placement.

Case management services for individuals in prorated CSJ placements may include, but are not limited to:

- Assistance in creating a financial plan;
- Providing information about job openings;
- Arranging job interviews with employers;
- Contacting prospective employers on the individual's behalf;
- Assessing possible eligibility for a job access loan; or
- Assessing eligibility for other work programs such as the Workforce Investment Act (WIA).

Case Management Follow-up (CMF)

For temporary census employees who are scheduled to work 30 or more hours per week the FEP may assign a CMF placement. During the CMF placement, the W-2 agency should provide follow up services and some additional job search assistance to connect that person to a permanent full time job when the census employment ends. Services during the CMF placement may include, but are not limited to:

- Employment skills training;

- English-as-a-Second Language classes if it is determined that the course will facilitate the individual's efforts to retain employment;
- A course of study meeting the standards for granting a declaration of equivalency of high school graduation; or
- Other remedial education courses.

If the participant refuses case management services and/or the CMF placement, the FEP must document the refusal in case comments. Given the temporary nature of these positions, W-2 agencies should strongly encourage the CMF placement and fully explain the benefits of staying connected to the W-2 agency during this temporary employment.

When the temporary census employment ends or the participant loses the job, the agency must immediately reassess the individual to determine the next most appropriate placement for the individual. The FEP should use the additional informal assessment information that had been gained through the temporary employment to determine the next W-2 employment position placement.

CARES and CWW

Entered Employment

Temporary census employment may be claimed as an "entered employment" on CARES screen WPEH.

CWW Employment Page

On the CWW Employment page at the Employment Description section, use the "C" code (Census Enumerator) in the Employment Type field when entering U.S. Census employment. Using this code will allow CARES to automatically make the correct financial eligibility determination for all programs of request.

CARES Workaround

If this employment was entered into CARES using the workaround instructions provided by DHS Operations Memo 09-25, **after June 15, 2009**, the FEP should change the employment type to "C" to indicate that this is Census Enumerator employment.

Federal Work Participation

Individuals that remain in the prorated CSJ placement while employed part time in a temporary census job will be included in the work participation rate.

To document the participation rate of individuals working part time the initial hours of employment may be documented by an Employer Verification Letter or phone call to the employer if a verification letter cannot be obtained. From this initial documentation, a projection of work participation may be projected for up to 6 months. Subsequent documentation of work hours will be documented by photocopies of the equivalent of two weeks pay stubs which must be collected at least every six months. Actual hours must include all hours for which the participant was paid. Please refer to Operations Memo 07-55 and its attachment.

Individuals in a CMF placement during temporary census employment will not be included in the Federal Work Participation rate because they are not receiving cash assistance.

OTHER PROGRAMS

Wisconsin Shares Child Care

Disregard all wages paid by the U.S. Census Bureau for temporary employment when determining financial eligibility for child care assistance and copayments.

Census employment is a qualifying activity; authorize children for care as needed while the parent is at work.

FoodShare, Medicaid and BadgerCare Plus

See Operations Memo 09-25.

CONTACTS

For Policy Related Questions: BWF 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.

DCF/DFES/BWF/RMP