

W-2 Contractor Payment Structure
2013 – 2016 Contracts
(Requirements for 2016)

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Note: Definitions for some common terms in this document can be found in the Related Programs Contract 2013 – 2016 and glossary.

Section 1: Summary of 2016 Changes

A. Changes to Current Incentive and Performance Outcome Payments (POP)

1. Monthly Capitated Payment

In 2015, the W-2 Contractors bid on capitation price and quantity. The W-2 Contractors will now receive a monthly capitation amount equal to \$160 per case included in the case count total in Milwaukee and \$200 per case included in the case count total in the Balance of State, up to the total maximum capitated budget.

2. Job Attainment Performance Outcome Payment (POP)

In 2015, the W-2 Contractor could not submit a Job Attainment POP if the open W-2 placement as of one day prior to the Primary Employment Begin Date (PEBD) was CMF. Now, the W-2 Contractor can submit a claim for any open W-2 placement one day prior to the PEBD, including CMF.

3. Partial Job Attainment POP

Similarly, to the Job Attainment POP, the W-2 Contractor can now submit a Partial Job Attainment claim for any open W-2 placement one day prior to the PEBD, including CMF.

In addition to the existing requirements for a Partial Job Attainment, now the FEP must place the participant in a 1/2 (CS2) or 1/3 (CS1) prorated Community Service Job within 31 days after the Primary Employment Begin Date (PEBD) or Date of Change (DOC) in order for the W-2 Contractor to receive a Partial Job Attainment payment.

4. Long Term Participant Job Attainment POP

DCF has updated the Long Term Participant Job Attainment requirements to allow for an individual to use at least 6 months of the 60 month state W-2 eligibility time limit (clock) in calendar year 2013 (unchanged), at least 6 months of the 60 month state W-2 eligibility time limit (clock) in calendar year 2014 (unchanged), or at least 6 months of the 60 month state W-2 eligibility time limit (clock) in calendar year 2015 (update).

5. Timely Processing of Emergency Assistance (EA) Applications POP

In past contract years, the W-2 Contractor could receive more than one performance outcome payment for each EA application that it processed. Now, the W-2 Contractor will only receive one performance outcome payment per applicant per agency for each EA application that it correctly processes.

6. Work Participation Rate (WPR) Improvement Quarterly Incentive Payment

DCF has eliminated this incentive payment. However, the 50% All Families Rate incentive payment will continue.

7. Modernizing CARES Work Programs Subsystem Policy Changes Impacting POP:

Effective June 25, 2016, participants must meet all nonfinancial eligibility requirements in order to remain open in the CMF placement and receive ongoing case management services. If a CMF

participant does not meet W-2 nonfinancial eligibility requirements and the Financial and Employment Planner (FEP) has not ended the W-2 episode, which will end the placement, CARES Worker Web (CWW) will auto-end-date the CMF placement and the W-2 episode on the last day of the month that the case was eligible. System functionality does not allow the initiation of a POP claim if an individual is not open in a W-2 placement, which includes CMF, on the claim initiation date. DCF will apply an exception to allow the initiation of a POP claim, including claims with a valid DOC, if the individual was open in a W-2 placement one day before the PEBD, and that placement was part of the same episode that subsequently closed for nonfinancial reasons after June 25, 2016.

B. New Program Outcome Payments

1. All Families Work Participation Rate Numerator POP

DCF will pay a monthly performance outcome payment based for each participant in the All Families Work Participation Rate numerator.

2. Noncustodial Parents Served POP

DCF will pay a monthly performance outcome payment for each participant in the Case Management for Noncustodial Parents (CMN), Noncustodial Trial Employment Match Program (TEMP) Placement (TNP), and Stipends for Noncustodial Parents (TSP) placements.

Note: The TNP and TSP placements will be implemented March 1, 2016, with the TEMP program.

C. CARES Changes

1. CARES Screen WPOV Changes

WPOV used to have two user views: one for W-2 Contractors and one for DCF Reviewers. All fields on WPOV are now viewable to the W-2 Contractor. Both DCF Reviewers and W-2 Contractors will now enter their status codes in the CLAIM STATUS field. Changes to the WPOV claim status codes include eliminating WPOV denial codes D1 through D4, changing the descriptions of existing codes CV, RP, and CD, and adding 11 new codes. (For details on the changes to the claim status codes, see [Operations Memo 15-11](#))

2. CARES Screen WPOP Changes

The language in the 60 MO CLOCK USED THROUGH field has been shortened to 60 MO CLOCK THRU to accommodate the addition of the 2015 field.

3. CARES Screen WPOL Changes

The CLAIM STATUS field now displays any claim status code entered on WPOV. Previously, this field would only display an agency-entered status code.

4. New CARES Screen Edits

DCF has added numerous CARES screen edits to support the additional claim requirements for 2016. For example, for the Partial Job Attainment, if a participant was not in a CS1 or CS2 within 31 days of the PEBD or DOC, the FEP or FEP supervisor will receive an edit when attempting to initiate the claim.

Section 2: Monthly Capitated Payments

The W-2 Contractor will receive a monthly capitation amount equal to \$160 per case included in the case count total in Milwaukee and \$200 per case included in the case count total in the Balance of State, up to the total maximum capitated budget.

Payments will be generated according to the [Claims and Payment Calendar 2016](#).

Section 3: W-2 Contractors' Claims Process for Performance Outcomes

W-2 Contractors will earn payments based on the attainment of the following eight performance outcomes:

- 1) Job Attainment;
- 2) Long-Term Participant Job Attainment;
- 3) Partial Job Attainment;
- 4) Job Retention;
- 5) All Families Work Participation Rate Numerator;
- 6) Noncustodial Parents Served;
- 7) SSI/SSDI Attainment; and
- 8) Timely Processing of Emergency Assistance Applications.

I. Performance Outcome Payments Overview

The W-2 Contractor will be paid on a per outcome attainment basis for each performance outcome. The W-2 Contractor must approve claims through CARES by 9:00 p.m. CST on the last calendar day of each month in order to receive payment for the claims in the following month. The Department of Children and Families (DCF) will generate performance outcome payments to the W-2 Contractor based on the information in CARES. Payments will be generated according to the schedule of [Claims and Payment Calendar 2016](#).

Only claims verified and approved by the W-2 Contractor will be considered for payment. The W-2 Contractor must use document code POPD in the Electronic Case File (ECF) for all POP documentation. DCF has established an adjudication process that will apply to all W-2 Contractor approved claims. DCF will generate a monthly report in Web1, POP Report 01: W-2 Job-Related Performance Outcome Details by Contract Agency for the Month, which will identify all claims approved, denied, and paid in that month. There will also be a weekly report displaying all of a W-2 Contractor's claims including initiated, approved, withdrawn, and denied. The CARES screen WPOL will display in real time all initiated claims, as well as claims that were approved, withdrawn, and denied within seven calendar days of the current date.

II. Conditions Required for Job-Related Performance Outcome Payment

There are four types of job-related performance outcomes:

- 1) Job Attainment;

- 2) Partial Job Attainment;
- 3) Long-Term Participant Job Attainment; and
- 4) Job Retention.

The Primary Employment Begin Date (PEBD) is defined as the first date for which the participant was paid by the employer. This date must be accurately recorded on WPEH.

Example: A participant is hired on January 1, 2015, however, the first day the participant reports to work and starts being paid by their employer is not until January 15, 2015. The PEBD must be recorded on WPEH as January 15, 2015.

The PEBD should not change unless there is a participant in a CMC placement who is returning to employment after maternity leave. In this scenario, the PEBD must be entered as if it is a new employment as of the date the participant returns to employment directly from the CMC placement after her leave.

Example: The PEBD for a participant was October 15, 2014. The participant is placed in a CMC and returns back to work on January 1, 2015. The PEBD must be recorded on WPEH as January 1, 2015.

A W-2 Contractor can earn a POP for this employment provided all of the requirements are met.

Date of Change (DOC) is defined as a change in hours or wages for an employment sequence within 180 days of the PEBD. A DOC should be recorded by the W-2 Contractor if there is an interruption in employment or when hours/wages are reduced, and again if the hours/wages are increased. The W-2 Contractor must be able to provide the documentation from the employer that clearly documents the change in hours or wages.

Example: A participant begins their employment, and their first assignment with a Temporary Agency is on January 1, 2015. The assignment ends on March 15, 2015, reducing the participant's earnings to zero. The participant begins a new assignment on April 1, 2015. This should be recorded as a DOC on WPEH as of the participant's return to their employer on April 1, 2015. There should be three entries recorded on WPEL. The first entry recorded for the PEBD, a second for the change in hours when the assignment ended, and a third for the DOC when a new assignment began.

CARES will look at the PEBD recorded on WPEH when determining the PEBD for the performance outcome claim. It is possible to backdate the PEBD without impacting the claim as long as the performance outcome payment requirements are met as of the PEBD.

Before approving a job-related claim in CARES the W-2 Contractor must verify that all required conditions are met and properly recorded in CARES and verification is scanned into ECF using the document code POPD. During the contract year, it is possible for a W-2 Contractor to successfully earn all four job-related performance outcome claims for a single individual.

In a two-parent household, job-related employment claims can potentially be made on each parent. Refer to A. through E. below for details on verification requirements for a two-parent household.

When multiple employments are combined to meet a job-related performance outcome, the W-2 Contractor must designate one of those employments as the primary employment in CARES. The PEBD is used by CARES in the process of validating that the performance outcome requirements have been met. This process is described in more detail in A. through E. below. The following is a description of conditions required for each type of job-related performance outcome.

A. Job Attainment

W-2 Contractors will earn Job Attainment payments by placing individuals in verifiable employment. The Job Attainment POP is payable under the following conditions:

1. The W-2 Contractor has verified that the individual has secured unsubsidized employment that complies with all state and federal labor laws.
 2. The W-2 Contractor has verified that a single employment, designated in CARES as the Primary Employment, has lasted at least 31 calendar days with no interruptions.
 3. The W-2 Contractor has verified that within 180 days after the PEBD, either a. or b. below was met from one job or a combination of multiple jobs:
 - a. Total hours worked (including paid days off) equals or exceeds 110 hours over a 31 calendar day timeframe. This condition may be met within the first 31 calendar days of the PEBD, or in the 31 calendar days following a DOC.
 - or-
 - b. The individual has earned at least \$870 in gross unsubsidized wages over a 31 calendar day timeframe. This condition may be met in the first 31 calendar days of the PEBD, or in the 31 calendar days following a DOC.
- Note: The wages and hours from multiple jobs can be used to meet the Job Attainment requirements as long as the primary employment designated in CARES has lasted at least 31 calendar days with no interruptions.
 - Note: The wages and hours from any employee benefits (e.g. vacation/sick/bonus) an individual receives may be used to meet the hours or wages requirement for a Job Attainment claim.

The PEBD or the DOC recorded in CARES must be on or after January 1, 2016.

4. The W-2 Contractor has verified that it has not received another Job Attainment payment for the eligible parent in the 12 months prior to the PEBD or the DOC.

If a Job Attainment has been claimed in the previous 12 months, the system compares the PEBD or DOC of the first Job Attainment to the PEBD or DOC of the second Job Attainment. If the PEBD or DOC is less than 12 months from the new employment, the system will not allow the second Job Attainment.

5. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job was enrolled in or was transferred into a work program office associated with the W-2 Contractor that is making the claim (this is determined by contract number).

6. The W-2 Contractor has verified that as of one day prior to the PEBD the eligible parent who obtained the job has an open Employability Plan (EP) and is assigned to the “Actual” phase of a W-2 activity.
7. The W-2 Contractor has verified that either a. or b. below was met:
 - a. If the W-2 case is a one-parent household, as of one day prior to the PEBD, the individual was:
 - Open in the “Actual” phase of an Up-front activity; or
 - Open in a W-2 placement
 - or-
 - b. If the W-2 case is a two-parent household, as of one day prior to the PEBD, one of the parents was:
 - Open in the “Actual” phase of an Up-front activity; or
 - Open in any W-2 placement
8. The W-2 Contractor has verified that either a. or b. below was met:
 - a. If the W-2 case is a one-parent household, the W-2 Contractor has verified that:
 - The individual is open in a W-2 placement on the claim initiation date (see exception below); and
 - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.
 - or-
 - b. One of the parents is open in a W-2 placement on the claim initiation date (see exception below); and
 - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.

➤ Exception: The individual does not need to be in an open W-2 placement on the claim initiation date if the CMF placement closed after June 25, 2016 due to nonfinancial ineligibility.

Example: An individual’s case is open in a CSJ placement on July 1, 2016. On July 2, the individual begins employment and is placed in a CMF as part of the same episode. On July 31, the W-2 eligibility and CMF placement close because a review was not completed. On August 5, the W-2 Contractor initiates a claim. The system will check that the individual was open in a CMF placement one day prior to case closure and that the case closed for nonfinancial reasons. The system will allow the claim to be initiated provided all other requirements (1-9) are met.

9. All submitted verification is scanned in the participant’s ECF using the document code POPD prior to the claim being approved.

B. Partial Job Attainment

W-2 Contractors will earn Partial Job Attainment payments by placing individuals in verifiable part-time employment. The Partial Job Attainment outcome payment is payable under the following conditions:

1. The W-2 Contractor has verified that the individual has secured unsubsidized employment that complies with all state and federal labor laws.
2. The W-2 Contractor has verified that a single employment, designated in CARES as the primary employment, has lasted at least 31 calendar days. The average weekly hours of employment as entered on WPEH must be sufficient to qualify for a ½ CSJ (e.g. 15-19 hours a week). There must be a minimum of 64.5 hours during the 31 calendar day timeframe. The W-2 Contractor must provide documentation to verify the hourly requirement has been met, in addition to the wage requirement.

Note: The wages and hours from multiple jobs can be used to meet the Partial Job Attainment requirements as long as the primary employment designated in CARES has lasted at least 31 calendar days.

3. The W-2 Contractor has verified that within 180 days after the PEBD, the individual has earned between \$470 and \$869.99 in gross unsubsidized wages over a 31 calendar day timeframe. This condition may be met in the first 31 calendar days of the PEBD, or in the 31 calendar days following a DOC. The W-2 Contractor must provide documentation to verify the wage requirement has been met, in addition to the hours requirement.

Note: The wages and hours from any employee benefits (e.g. vacation/sick/bonus) an individual receives may be used to meet the wages or hours requirement for a Partial Job Attainment claim.

The PEBD or the DOC recorded in CARES must be on or after January 1, 2016.

4. The W-2 Contractor has verified that the individual was placed in a 1/2 (CS2) or 1/3 (CS1) prorated CSJ within 31 days after the PEBD or DOC.
5. The W-2 Contractor has verified that it has not received another Partial Job Attainment or a Job Attainment payment for the individual in the 12 months prior to the PEBD or the DOC.
6. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job was enrolled in or was transferred into a work program office associated with the W-2 Contractor that is making the claim (this is determined by contract number).
7. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job had an open EP and had been assigned to the “Actual” phase of a W-2 activity.
8. The W-2 Contractor has verified that either a. or b. below was met:
 - a. If the W-2 case is a one-parent household, as of one day prior to the PEBD, the individual was:
 - Open in the “Actual” phase of an Up-front activity; or
 - Open in a W-2 placement.
 - or-
 - b. If the W-2 case is a two-parent household, as of one day prior to the PEBD, one of the parents was:

- Open in the “Actual” phase of an Up-front activity; or
- Open in any W-2 placement, with one exception; if the individual who obtained the job is also the parent in the W-2 placement.

9. The W-2 Contractor has verified that either a. or b. was met:

- a. If the W-2 case is a one-parent household, the W-2 Contractor has verified that:
- The individual is open in a W-2 placement on the claim initiation date (see exception below); and
 - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.

-or-

- b. If the W-2 case is a two-parent household, the W-2 Contractor has verified that:
- One of the parents is open in a W-2 placement on the claim initiation date (see exception below); and
 - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.

➤ Exception: The individual does not need to be in an open W-2 placement on the claim initiation date if the CMF placement closed after June 25, 2016 due to nonfinancial ineligibility.

Example: An individual's case is open in a CSJ placement on July 1, 2016. On July 2, the individual begins employment and is placed in a CMF as part of the same episode. On July 31, the W-2 eligibility and CMF placement close because a review was not completed. On August 5, the W-2 Contractor initiates a claim. The system will check that the individual was open in a CMF placement one day prior to case closure and that the case closed for nonfinancial reasons. The system will allow the claim to be initiated provided all other requirements (1-10) are met.

10. All submitted verification is scanned in the participant's ECF using the document code POPD prior to the claim being approved.

C. Combining Partial Job Attainment with Job Attainment

W-2 Contractors can earn a Partial Job Attainment and later earn a Job Attainment payment for the same individual. However, if a Partial Job Attainment has been earned, the amount of the Job Attainment outcome payment paid to the W-2 Contractor will depend on the circumstances of the job(s). The following conditions define when W-2 Contractors can earn both a Partial Job Attainment payment and a Job Attainment payment:

1. When a Partial Job Attainment is earned first, the W-2 Contractor can later receive the difference between the Job Attainment amount and the previously paid Partial Job Attainment for the same job if either a. or b. below was met:
 - a. The job that earned the Partial Job Attainment outcome is used along with another part-time job to meet the Job Attainment claim requirements in II.A., above;

-or-

 - b. The job that earned the Partial Job Attainment outcome has an increase in hours or wages that will meet or exceed the Job Attainment claim requirements in II.A., above.

When a Partial Job Attainment is earned first and the W-2 Contractor later receives the difference between the Job Attainment amount and the previously paid Partial Job Attainment, the approved claim will not count against the W-2 Contractor's Projected 2015 Performance Outcome Quantity for Job Attainments.

2. When a Partial Job Attainment is earned first, the W-2 Contractor may later receive a Job Attainment if a new job is recorded on CARES screen WPEH, and the job that earned the Partial Job Attainment is not needed to earn the Job Attainment payment.
3. A W-2 Contractor cannot earn a Partial Job Attainment if a Job Attainment payment was earned in the 12 months prior to the PEBD or DOC of the part-time job.

D. Long-Term Participant Job Attainment

W-2 Contractors will earn the Long-Term Participant Job Attainment by placing hard to employ individuals in verifiable employment. W-2 Contractors can earn the Long-Term Participant Job Attainment POP in addition to the Job Attainment outcome payment for the same individual as long as all requirements are met for both types of payments. The Long-Term Participant Job Attainment outcome payment is not payable for Partial Job Attainments.

The Long Term Job Attainment POP is payable under the following conditions:

1. The individual:
 - a. Was carried into a W-2 contract on January 1, 2013 (i.e., was a W-2 participant on both December 31, 2012, and January 1, 2013);
 - b. Has used at least 24 months of the 60 month state W-2 eligibility time limit (clock) as of January 1, 2013; and
 - c. Has used at least 6 months of the 60 month state W-2 eligibility time limit in calendar year 2012.-or-
 2. The individual:
 - a. Has used at least 24 months of the 60 month state W-2 eligibility time limit as of January 1, 2014; and
 - b. Has used at least 6 months of the 60 month state W-2 eligibility time limit in calendar year 2013.-or-
 - c. Has used at least 24 months of the 60 month state W-2 eligibility time limit as of January 1, 2015; and
 - d. Has used at least 6 months of the 60 month state W-2 eligibility time limit in calendar year 2014.
- or-
- e. Has used at least 24 months of the 60 month state W-2 eligibility time limit as of January 1, 2016; and
- f. Has used at least 6 months of the 60 month state W-2 eligibility time limit in calendar year 2015.

The W-2 Contractor must also verify the following:

1. The individual who obtained employment has met all the requirements for the Job Attainment performance outcome (refer to Section II.A above for Job Attainment requirements).

2. The PEBD or the DOC recorded in CARES must be on or after January 1, 2016.
3. The W-2 Contractor has never received a Long-Term Participant Job Attainment outcome payment for the individual.

E. Job Retention

W-2 Contractors will earn Job Retention payments by placing individuals in a verifiable job(s) for a specified duration. The Job Retention POP is payable under the following conditions:

1. The W-2 Contractor has verified that the eligible parent has secured unsubsidized employment that complies with all state and federal labor laws.
2. The W-2 Contractor has verified that employment(s) has lasted at least 93 calendar days with no more than a single interruption of no more than 14 calendar days (the 14 days is included as part of the 93 calendar days) with the interruption followed by at least one calendar day of employment.
3. The W-2 Contractor has verified that either a. or b. below is met from one or a combination of multiple jobs:
 - a. Total hours worked equals or exceeds 330 hours over a 93 calendar day timeframe. This condition may be met in the first 93 calendar days of the PEBD, or in the 93 calendar days following a DOC.-or-
 - b. The individual has earned at least \$2,610 in gross unsubsidized wages over a 93 calendar day timeframe. This condition may be met in the first 93 calendar days of the PEBD, or in the 93 calendar days following the DOC.

Note: The wages and hours from any employee benefits (e.g., vacation/sick/bonus) an individual receives may be used to meet the wages or hours requirement for a Job Retention claim.

If the Job Retention claim is based on a DOC, all 93 days need not fall within 180 days after the PEBD; however, the first 31 days following a DOC must fall within the 180 days after the PEBD.

Example: The PEBD is January 1, 2015. The DOC does not occur until June 25, 2015. The 31st day after the DOC does not fall within 180 days after the PEBD, therefore, a Job Retention claim cannot be made. If the DOC occurred on June 9, 2015, the 31st day following the DOC would fall within the 180 days after the PEBD and the claim effective date would be September 7, 2015. A claim could be made in this scenario, even though the claim effective date is over 180 days after the PEBD.

The 93 calendar days for a Job Retention claim can be calculated from either the PEBD or the DOC, whichever meets the claim requirements and the W-2 Contractor chooses to use.

The PEBD or the DOC recorded in CARES must be on or after January 1, 2016.

4. The W-2 Contractor has verified that it has not received another Job Retention payment for the individual in the 12 months prior to the PEBD or the DOC.
5. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job was enrolled in or was transferred into a work program office associated with the W-2 Contractor that is making the claim (this is determined by contract number).
6. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job had an open EP and was assigned to the "Actual" phase of a W-2 activity.
7. The W-2 Contractor has verified that either a. or b. below was met:
 - a. If the W-2 case is a one-parent household, as of one day prior to the PEBD, the individual was:
 - Open in the "Actual" phase of an Up-front activity; or
 - Open in a W-2 placement.
 - or-
 - b. If the W-2 case is a two-parent household, as of one day prior to the PEBD, one of the parents was:
 - Open in the "Actual" phase of an Up-front activity; or
 - Open in any W-2 placement.
8. The W-2 Contractor has verified that either a. or b. below was met:
 - a. If the W-2 case is a one-parent household, the W-2 Contractor has verified that:
 - The individual is open in a W-2 placement on the claim initiation date (see exception below); and
 - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.
 - or-
 - b. If the W-2 case is a two-parent household, the W-2 Contractor has verified that:
 - One of the parents is open in a W-2 placement on the claim initiation date (see exception below); and
 - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.

➤ Exception: The individual does not need to be in an open W-2 placement on the claim initiation date if the CMF placement closed after June 25, 2016 due to nonfinancial ineligibility.

Example: An individual's case was open in a CSJ placement on July 1, 2016. On July 2, the individual began employment and was placed in a CMF as part of the same episode. On July 31, the W-2 eligibility and CMF placement close due to not having a review completed. On October 5, the W-2 Contractor initiates a claim. The system will check that the individual was open in a CMF placement one day prior to case closure and that the case closed for non-financial reasons. The system will allow the claim to be initiated provided all other requirements (1-9) are met.

9. All submitted verification is scanned in ECF using the document code POPD prior to the claim being approved.

F. ALL FAMILIES WORK PARTICIPATION RATE NUMERATOR

W-2 Contractors will earn All Families Work Participation Rate Numerator payments for each work eligible adult in the WPR numerator. The W-2 Contractor is not required to submit a verified claim to be paid for this POP. Due to reporting timeframes, DCF will make this payment on a delayed schedule. See the [Claims and Payment Calendar 2016](#) for details. For more information on the TANF work participation requirements, see Section 4, Subsection I.

G. NONCUSTODIAL PARENTS (NCP) SERVED

W-2 Contractors will earn NCP Served payments for all individuals placed in the CMN, TNP, or TSP placement at anytime during the month. The W-2 Contractor is not required to submit a verified claim to be paid for this POP.

III. CARES Detail for Initiating a Job-Related Performance Outcome Claim

This section highlights the three CARES screens the W-2 Contractor must use to initiate any job-related performance outcome claim, including:

- Job Attainment;
- Partial Job Attainment;
- Long Term Participant Job Attainment; and
- Job Retention.

A. WPEH – Employment History

WPEH is used to record, maintain, and view an eligible parent's employment history information. All employment for which a claim is initiated must first be recorded here.

NOTE: W-2 Contractors must also continue to record employment information that does not meet the requirements for a job-related performance outcome payment on this screen.

WPEH	EMPLOYMENT HISTORY	04/30/14 13:58
		XCT123 A W2FEP
PIN: 6007729273	OFFICE: 0721	CTY/TRIBE: 53
		LAST UPDATED: 11 25 2013
NAME: WPEH-THIRTEEN TEST		
ENTERED EMPLOYMENT(Y/N): Y		JOB TYPE: U UNSUBSIDIZED
BEGIN DATE: 01 15 2014		END DATE: __ __ __
		CLAIMS: P P
PROVIDER ID: 0001	STAFF ID: XCT987	
DURATION: _ FULLTIME LESS THAN 30 DAYS		_ PARTTIME LESS THAN 30 DAYS
X FULLTIME 30 DAYS OR MORE		_ PARTTIME 30 DAYS OR MORE
EMPLOYER TYPE: PUBLIC _	PRIVATE X	AVG HRS/WEEK: 35
PAY CODE: HR		DATE OF CHANGE IN EMPLOYMENT HOURS OR WAGES: 04 21 2014
EMPLOYER NAME: DQ _____		EMPLOYER SEQ NUM: 01
ADDRESS: _____		
CITY: BELOIT _____ STATE: WI ZIP: 53511 _____ DOT: 318		
JOB DUTIES: _____		
		REASON FOR LEAVING: __
MEDICAL BENEFITS: N OTHER BENEFITS: NO		
PF13 WPED	PF14 WPOP	PF5 REFRESH WPEH
NEXT TRAN: _____		PARMS: 6007729273 _____ MORE...

B. WPEL – Employment History List

For each employment recorded on WPEH, a row containing summary information about the employment is displayed on screen WPEL.

To flag an employment record for a potential job-related performance outcome claim, the worker selects the row on WPEL associated with that employment, either by entering “S” or “X” and pressing the F14 key. This transfers the employment information to screen WPOP – W-2 Job-Related Performance Outcome Claim. The employment information that is transferred to WPOP is recorded as the primary employment.

Information that is transferred to WPOP includes:

- Employer Sequence Number,
- Employer Name,
- PEBD,
- Employment End Date (if applicable), and
- DOC (if applicable).

EMPLOYER NAME	SEQ NUM	EE	DATE OF CHANGE	HRLY WAGE	HRS	BEGIN DATE	END DATE	REASON LEAVING	CLM
_Culvers	1	Y		08.00	15	01 15 14			Y
_Culvers	1	Y	03 20 14	10.00	25	01 15 14			Y
_Culvers	1	Y	04 21 14	12.00	35	01 15 14			Y

WPEL EMPLOYMENT HISTORY LIST 04/30/14 13:56
 XCT266 A W2FEP
 PIN: 6007729273 OFFICE: 0721
 NAME: WPEH-THIRTEEN TEST COUNTY/TRIBAL UNIT: 53

PF14: WPOP PAGE: 1
 NEXT TRAN: _____ PARMS: 6007729273_____

C. WPOP – W-2 Job-Related Performance Outcome Claim

WPOP is used to initiate a W-2 job-related performance outcome claim. Update access to this screen is limited to workers with FEP and FEP Supervisor profiles. A W-2 Contractor can request multiple types of claims for each eligible parent.

To access this screen, the worker must either:

1. Select a row of employment history on WPEL, using either an “S” or “X”, and pressing the F14 key; or
2. Transfer directly to WPOP from an employment recorded on WPEH by pressing the PF14 key.


```

WPOV          W-2 JOB-RELATED PERFORMANCE OUTCOME CLAIM          12/08/15 13:44
                                                XCTV56 K CLOUGH
CLAIM #: 8000000369          INIT WKR: XCTU85          INIT DATE: 01 31 2016
STATUS: SU STATUS DATE: 02 01 2016 ACTN WKR: XCTU69 LAST UPDATE: 10 14 2015

PIN: 8584979361 OFFICE: 1583 CASE MANAGER: XCTU85 FEP: XCTU85
PARENT NAME: PAY CYCLE1 TWO PARENT: N
60 MO CLOCK THRU 2015: 3 USED IN 2012: 0 2013: 0 2014: 0 2015: 3
CASE: 8150832483 PLACEMENT: CSJ PLACEMENT BEGIN DT: 09 17 2015
AGY ENTRY DT: 07 15 2015 W-2 BEG DT: 09 17 2015

CLAIM TYPE: JA JOB ATTAINMENT CLM EFF DT: 10 30 2015

          WPEL EMPLOYER          EMPLOYMENT EMPLOYMENT TOTAL TOTAL VER
          SEQ NAME          BEGIN DT END DT HOURS AMOUNT CD
PRIM EMP: 02 JA          09 30 2015          200.00 2000.00 CS
OTH EMP 1: ___          .00 .00 ___
OTH EMP 2: ___          .00 .00 ___
OTH EMP 3: ___          .00 .00 ___
DT OF CHANGE IN EMP HRS/WAGES:          GRAND TOTAL: 200.00 2000.00

PF13: WPOV PF14: WPOL PF22: PROCESS & CREATE ANOTHER PF24: PROCESS & EXIT
NEXT TRAN: _____ PARMS: 8000000369 MORE...

```

IV. Conditions Required for W-2 SSI/SSDI Attainment Performance Outcome Payment

W-2 Contractors may earn a payment for assisting eligible parents in pursuing SSI/SSDI. Before initiating a W-2 SSI-related claim in CARES the W-2 Contractor must verify that all required conditions are met, properly recorded in CARES, and verification is scanned into ECF using the document code POPD. Conditions include the following:

1. Verification of eligibility for SSI or SSDI benefits was received.
2. There was an open W-2 placement and the W-2 Contractor provided SSI advocacy services (SD activity must be assigned) for at least 60 days prior to the date the eligible parent became eligible for SSI or SSDI.
3. In a single-parent household, W-2 eligibility and the W-2 placement must be ended in order for the W-2 Contractor to initiate the SSI/SSDI Attainment claim. In a two-parent household, the parent with the SSI/SSDI Attainment claim must not be in a W-2 placement, but the other parent may be in a placement and enrolled in CARES work programs. If the primary person on the W-2 case is awarded SSI/SSDI in a two parent household, which will make the primary person ineligible, the second parent remains eligible and should be placed in the most appropriate placement. The W-2 Contractor should never change the primary person or close a case only to reopen it with the other parent as the primary person.

Note: Multiple SSI/SSDI Attainment claims can be claimed by an agency for the same participant as there are not any time frames used in the SSI/SSDI Attainment outcome payment requirements.

V. CARES Detail for Initiating a W-2 SSI/SSDI Attainment Performance Outcome Claim

This section highlights the CARES screen the W-2 Contractor must utilize to initiate a W-2 SSI/SSDI Attainment performance outcome claim.

A. WPOS – W-2 SSI/SSDI Attainment Performance Outcome Claim

WPOS is used to initiate a W-2 SSI/SSDI Attainment performance outcome claim. The first time the screen is accessed, the Claim Date and Claim Worker fields are populated by CARES. After a PIN is entered, and the worker presses the <Enter> key, the remaining fields are populated.

In order to initiate the claim (using the PF24 key):

1. The <SSI Received> and/or <SSDI Received> fields will initially be auto-populated from the Benefits Received screen in CARES Worker Web (CWW). The worker may override these fields if they are incorrect and there is verification scanned into ECF documenting that the eligible parent is receiving the SSI or SSDI benefit.

Receipt of advocacy services for at least 60 days is validated through the date the assignment of the SD activity was entered on CARES screen WPCS (not the activity begin date). If an individual who is receiving advocacy services is transferred to a different work program office due to a change in residence, but remains in the same Contract Area, CARES will count the cumulative time the individual received the advocacy services in all work program offices.

WPOS	W-2 SSI PERFORMANCE OUTCOME CLAIM	04/30/14 14:01
		XCT123 A W2FEP
CLAIM #: 7000000252	INIT WKR: XCTA28	INIT DATE: 03 01 2014
STATUS:	STATUS DATE:	ACT WKR: LAST UPDATED: 11 13 2013
PIN: 7007726071	OFFICE: 0721	FEP: XCT123 CASE MANAGER: XCT123
PARENT NAME: TEST	WPOS-CHANGE	TWO PARENT: N
ELIG BEGIN DATE: 11 13 2013	ELIG END DATE: 02 28 2014	CLM EFF DT: 11 01 2013
CASE: 7002605879	PLACEMENT: W2T	PLACEMENT BEGIN DT: 11 13 2013
W-2 BEGIN DT: 11 13 2013	W-2 END DT: 02 01 2014	
SSI RECEIVED: Y	SSI MONTH: 112013	VER CD: AW
SSDI RECEIVED: N	SSDI MONTH: _____	VER CD: ____
SD ACTIVITY BEGIN DATE: 11 13 2013		
DATE SD ACTIVITY ENTERED IN CARES: 11 13 2013		
PF13: WPOV	PF14: WPOL	PF24: PROCESS CLAIM
NEXT TRAN: _____	PARMS: 7000000252	_____

VI. CARES Approval Process for Initiated Claims

A. WPOA – W-2 Performance Outcome Approvers

WPOA is a view-only screen that lists the names and user IDs of the individuals who have been designated as performance outcome claim approvers in each CARES W-2 work program office. Up to 14 approvers may be designated for each work program office. After identifying which W-2 Contractor staff will be designated as performance outcome claim approvers, the W-2 Contractor will submit the Job Access Loan, W-2 Auxiliary Payment and/or Performance Outcome Claim Approval Designation form (DCF-F-2582) to the W-2 Help Desk. The form must be signed or the W-2 Help Desk will be unable to complete the request. The W-2 Help Desk will be responsible for recording the approver's information on WPOA.

WPOA	W-2 PERFORMANCE OUTCOME APPROVERS	12/04/13 14:26
	XCT266 A W2FEP	
LAST UPDATED: 05 13 2013		LAST UPDATED BY: JX9311
OFFICE: 0721 ROCK WP BELOIT		
MAXIMUM USERS ALLOWED FOR THE OFFICE: 08		
USER ID	NAME	
JX9311	ROBERT	DEMAALA
XCTA28	KEVIN	CLOUGH
XCTE56	LAURIE	CRUSE
XCTU38	VETHA	CHELLAPPA
XCT266	KEVIN	CLOUGH
XCT862	SHARON	WOLLIN
XTE224	SEGAR	MUTHURAMALINGAM

NEXT TRAN: _____	PARMS: 0721_____	MORE...

B. WPOL – W-2 Performance Outcome Claims List

WPOL displays in real time all initiated claims, as well as claims that were approved, withdrawn, and denied within seven calendar days of the current date.

Once an initiated claim has met all validations and has been processed (using the F24 key) on WPOP or WPOS, the initiated claim is displayed on screen WPOL.

A W-2 Contractor employee, who is designated as an approver, will access the WPOL screen to review initiated claims. Before approving a claim, the approver must verify that all conditions have been met and that appropriate verification has been scanned into ECF using the document code POPD. From the WPOL screen, the approver can select an initiated claim (using either "S" or "X" and then pressing the <Enter> key) and return to WPOP or WPOS to review the claim information. After reviewing the claim information and the verification that is scanned into ECF, the approver will transfer to screen WPOV to approve or withdraw the claim.

WPOL		W-2 PERFORMANCE OUTCOME CLAIMS LIST			12/08/15 12:26	
					XCTV56 K CLOUGH	
OFFICE	CLAIM	CLAIM	CLAIM	CLAIM	CLAIM	CLAIM
NUM	PIN	NUMBER	TYPE	INIT DATE	STATUS	STATUS DATE
1583	5584998664	8000000420	JA	02 08 2016	AA	02 08 2016
1583	5584998664	8000000418	JA	02 06 2016	CD	02 07 2016
1583	8584978623	8000000366	PJ	01 20 2016	CD	02 03 2016
1583	8584979361	8000000368	PJ	01 30 2016	SU	02 03 2016
1583	8584978623	8000000363	JA	01 31 2016	RP	02 01 2016
1583	8584979361	8000000369	JA	01 31 2016	SU	02 01 2016
1583	8584978623	8000000385	PJ	02 02 2016	W1	02 01 2016
1583	3584981611	8000000374	JA	12 24 2015	IO	01 17 2016
1583	5584998664	8000000410	PJ	01 05 2016	IP	01 09 2016
1583	5584998664	8000000412	JR	03 06 2016	CD	01 09 2016
1583	5584998664	8000000411	PJ	01 07 2016	AA	01 08 2016
1583	2584979438	8000000373	JR	12 01 2015	IO	01 01 2016
1583	3584981611	8000000375	JR	12 30 2015	IP	01 01 2016
1583	2584981301	8000000379	JR	12 30 2015	IP	01 01 2016
1583	1584979259	8000000392	PJ	12 20 2015	W1	12 31 2015

PF13 WPOV
NEXT TRAN: _____ PARMS: 1583 _____ MORE...

C. WPOV – W-2 Performance Outcome Claim Approval/Review

WPOV is the final screen in the claims approval process. On this screen an approver may either approve or withdraw a claim by entering approval or withdrawal codes in the <Claim Status> field. Upon approving a claim on this screen, the claim is scheduled for payment.

A withdrawal of a claim may be done by the W-2 Contractor approver or through a batch process in CARES. A batch process will withdraw an initiated job-related performance outcome claim in the following circumstances:

1. When the eligible parent’s W-2 placement is ended through a batch process because the W-2 eligibility case has been closed for 60 days; or
2. When the eligible parent’s W-2 placement is ended through a batch process because a W-2 time-limit extension has ended; or
3. When an individual has reached 24 or 60 months and no extension has been granted.

State adjudicators will review claim details in CARES and the verification scanned into ECF using the document code POPD. The state adjudicator will enter validation codes into the <Claim Status> field on WPOV. If during this state adjudication process, the state adjudicator determines that a claim is not valid, the “Claim Status” field will be changed from approved to denied on WPOV.

If the claim is denied after it has already been paid to the W-2 Contractor, DCF will decrease the next payment by the amount already paid for the denied claim. If the claim is denied before the date of the report that determines payments to the W-2 Contractor (i.e., denied the same month it is approved by the W-2 Contractor), then the outcome payment associated with the denied claim will not be paid to the W-2 Contractor.

WPOV	PERFORMANCE OUTCOME CLAIM APPROVAL/REVIEW	12/08/15 13:43
		XCTV56 K CLOUGH
PIN: 8584979361	OFFICE: 1583	LAST UPDATED: 10 14 2015
CASE MANAGER: XCTU85	FEP: XCTU85	
PARENT NAME: PAY	CYCLE1	
CLAIM #: 8000000369	CLAIM TYPE: JA	
CLAIM INIT DATE: 01 31 2016	CLAIM WORKER: XCTU85	
CLAIM EFFECTIVE DT: 10 30 2015		
CLAIM STATUS: SU	AGENCY 2ND LEVEL APPEAL; DENIAL UPHELD; DO NOT PAY CLAIM	
STATUS DATE : 02 01 2016	AGENCY WORKER: XCTU69	REVIEWER: XCTB5J
COMMENT: TEST	_____	

PF13: WPOP	PF14: WPOS	PF15: WPOL PF16: UNDO
NEXT TRAN: _____	PARMS: 8000000369	MORE...

VII. Claim Initiation and Approval Deadlines

There are timeframes in which the W-2 Contractor must initiate and approve performance outcome claims. Below is the description of those timeframes for each claim type.

A. Job Attainment, Partial Job Attainment, and Long-Term Participant Job Attainment:

For Job Attainment, Partial Job Attainment, and Long-Term Participant Job Attainment, the claim may be initiated in CARES no earlier than the Claim Effective Date. For job-related claims, the Claim Effective Date field is auto populated by CARES on WPOP. The Claim Effective Date is the 31st day after the PEBD or DOC that was used for the basis of the claim.

The claim must be initiated and approved by the W-2 Contractor in CARES by March 31st of the year following the year of the PEBD or the DOC.

Example: If the date of employment is June 30, 2015, and the participant is still employed on July 30, 2015, and all other conditions are met for the performance outcome, then the performance outcome Claim Effective Date is July 30, 2015. The W-2 Contractor has until March 31, 2016, to initiate and approve the Job Attainment claim in CARES.

The performance outcome payment will be applied to the performance outcome contract amounts for the funding period in which the PEBD or the DOC occurred. In the example above, payment would be applied to the 2015 contract amounts.

B. Job Retention

For Job Retention, the claim may be initiated in CARES no earlier than the Claim Effective Date. For Job Retention claims, the Claim Effective Date is auto populated by CARES on WPOP. The Claim Effective Date is the 93rd day after the PEBD or DOC that was used as the basis of the claim.

The claim must be initiated and approved by the W-2 Contractor in CARES by June 30th of the year following the year of the PEBD or DOC.

Example: If the date of employment is October 20, 2015 and the participant is still employed on January 20, 2016 (93rd day of employment), and all other conditions are met for the performance outcome, then the performance outcome Claim Effective Date is January 20, 2016. The W-2 Contractor has until June 30, 2016 to initiate and approve the Job Retention claim in CARES.

The performance outcome payment will be applied to the performance outcome contract amounts for the funding period in which the PEBD or DOC occurred. In the example above, payment would be applied to the 2015 contract amounts.

C. SSI/SSDI Attainment

For SSI/SSDI Attainment, the claim may be initiated in CARES no earlier than the Claim Effective Date. For SSI/SSDI Attainment claims, the Claim Effective Date is auto populated by CARES on WPOS. The Claim Effective Date is the first day of the SSI or SSDI begin month (whichever is earlier).

The claim must be initiated and approved by the W-2 Contractor in CARES by March 31st of the year following the year of the Claim Effective Date.

Example: If the first day of the SSI begin month is June 1, 2015, then the performance outcome Claim Effective Date is also June 1, 2015. The W-2 Contractor has until March 31, 2016 to initiate and approve the SSI/SSDI Attainment claim in CARES.

The performance outcome payment will be applied to the performance outcome contract amounts for the year in which the Claim Effective Date occurred. In the example above, payment would be applied to the 2015 contract amounts.

VIII. Timely Processing of Emergency Assistance Applications Performance Outcome Payments Overview

The W-2 Contractor will be paid for one Emergency Assistance (EA) application per applicant per contract year that is correctly processed within five working days from the date the W-2 Contractor receives the EA application. The W-2 Contractor must process EA applications according to policy and procedures outlined in the [EA Manual](#).

A. Requirements for EA Timely Processing Performance Outcome Payments

The EA Timely Processing Performance Outcome Payment is payable under the following conditions:

1. The W-2 Contractor has verified eligibility per EA policy, and has entered the EA application in the Emergency Assistance Tracking System (EATS) within five working days after the date the W-2 Contractor received the EA application. Day one of the five working days is the day after the completed application is received by the W-2 Contractor.

- a. The W-2 Contractor has entered the EA application in EATS with an 'Approved' status or with a 'Denied' status using one of the 'Denied' reasons listed in EATS.
 - b. The W-2 Contractor has finalized the EA application by clicking the 'Confirm' button in EATS within five working days after the date the W-2 Contractor received the EA application.
2. EA applications that are entered in EATS with an EA application date on or after January 1, 2016, may be eligible for an EA Timely Processing Performance Outcome Payment.

B. EA Timely Processing Performance Outcome Calculation

DCF will determine whether an EA application has been processed within five working days after the completed application was received by the W-2 Contractor by comparing the EA application date and the EATS 'Confirm' date. The EA application date is entered in EATS by the W-2 Contractor (this is the date on which the W-2 Contractor received the EA application). The 'Confirm' date is generated by EATS when the W-2 Contractor finalizes an EA application by clicking the 'Confirm' button in EATS.

C. EA Timely Processing Performance Outcome Reports

EA application information and EA Timely Processing performance outcome reports are available in Webl. DCF will generate a monthly report in Webl, EA Report 10: Emergency Assistance Monthly Timely Processing Details, which will identify all approved and denied EA applications that meet the EA Timely Processing performance outcome conditions for the month. EA Timely Processing Performance Outcome Payments will be generated according to the schedule of [Claims and Payment Calendar 2016](#).

The W-2 Regional Coordinators in the balance of state and the Regional Administrators in Milwaukee will be conducting comprehensive onsite EA monitoring in 2015. All EA cases that received an EA Timely Processing Performance Outcome Payment in 2015 may be reviewed. If a W-2 Regional Coordinator or Administrator determines that an EA application was not processed according to the policy and procedures outlined in the EA Manual, even though the application may have been entered into EATS timely, the EA Timely Processing Performance Outcome Payment will be recouped.

D. EA Timely Processing Performance Outcome Take-Back

When a W-2 Contractor is paid the EA Timely Processing Performance Outcome Payment based upon timely entry in EATS, but DCF determined upon review of the documentation for the application that the application was not processed correctly according to EA policy, DCF will take back the EA Timely Processing Performance Outcome Payment received by the W-2 Contractor for that application. A take-back will be processed for reasons including, but not limited to, the following:

1. The EA application and documentation file is not available for case review or is not provided by the W-2 Contractor for review by DCF.
2. The documentation does not match information entered into EATS in regard to dates, indicating that the W-2 Contractor did not process the application timely.

3. The W-2 Contractor did not issue the EA payment within five working days of the EA application date AND the W-2 Contractor did not document a Payment Delay Exception.
4. The W-2 Contractor did not correctly verify eligibility (examples are verification of a dependent child residing in the home, or not verifying household income). Eligibility items which are subject to interpretation, such as determination of a financial crisis, are not subject to a take-back of the EA Timely Processing Performance Outcome Payment.

Section 4: Quarterly Incentive Payments

I. 50% All Families Work Participation Rate Payments

DCF is required to meet the Federal Temporary Assistance for Needy Families (TANF) Work Participation Rate (WPR) on an annual basis. W-2 Contractors who meet the quarterly Federal All Families WPR of 50% for the geographical area will be eligible for an incentive payment. DCF will pay the WPR incentive payment quarterly. Payments will be generated according to the [Claims and Payment Calendar 2016](#).

DCF will determine the W-2 Contractor's quarterly Federal All Families WPR according to TANF guidelines. The W-2 Contractor is not required to submit a verified claim to be paid a WPR quarterly performance payment. No payments will be made for any quarter in which the W-2 Contractor does not meet the 50% level.

In its sole discretion, DCF may at the end of the federal reporting year make a payment to the W-2 Contractor of previously unearned Quarterly Performance Payments if the W-2 Contractor meets the Federal All Families WPR of 50% for the year.

Federal Work Participation Requirements

DCF will generate monthly and quarterly reports in Webl , CORE Report 03: Work Participation Rates Summary for CORE Input Report Calendar Quarter and WPR Report 01: Work Participation Rates Summary by Contract Agency, which will calculate the TANF WPR. These reports will contain all families including two parent families and single parent families. WPR calculation is based on worker-entered data in CARES. (See Section III. below for further information). A family with one or more work-eligible individuals is included in the overall WPR, unless explicitly disregarded. (See Section II, D. below for further information on disregarded participants.)

A. Core Activities

In general, in order for a CSJ or W-2 T participant to meet the TANF work participation requirement, s/he must participate in a minimum of 20 hours of Core activities per week. These 20 hours do not include hours in which a participant was sanctioned for non-participation. While W-2 good cause policy does not limit the number of hours a participant may receive good cause for non-participation, there are limits on the number of good cause hours that may be counted towards the TANF work participation requirement. The Department will keep track of reportable hours through its federal reporting data system. (See F. below for more detail on how good cause hours are counted for federal work participation)

Core activities, as defined in TANF regulations, that count toward meeting the 20-hour requirement may include participation in any of the following:

1. Working Full-Time (WF) or Working Part-Time (WP).
2. Work Experience (WE).
3. Paid Work Experience in the Private Sector, Not Funded by TANF (SZ) and Paid Work Experience in the Public Sector, Not Funded by TANF (SW).
4. Job Skills Training (JS) by itself or combined with Vocational Adult Basic Education (VA), Vocational English-as-a-Second-Language (VE), or Vocational Literacy (VL). This activity may count as a Core activity for no more than 12 months during the lifetime of participation. The 12 months need not be consecutive.
5. Technical College (TC) and Technical College Study Time (TT). These activities may count as a Core activity for no more than 12 months during the lifetime of participation. The 12 months need not be consecutive.
6. Activities that fall under the Federal definition of Job Search and Job Readiness. These activities may count toward the 20 hour per week requirement for no more than 240 hours for a single parent of a child under age six and 360 hours for all other work-eligible individuals. Hours may be counted for no more than 4 consecutive weeks. The timeframe for these limits is the preceding 12 months. These activities include:
 - a. Disability and Learning Assessment (AD)
 - b. AODA Counseling (CA)
 - c. Career Planning & Counseling (CE)
 - d. Occupational Testing (OC)
 - e. Mental Health Counseling (CM)
 - f. Employment Search (ES)
 - g. Job Readiness/Motivation (MO)
 - h. Mental Health Assessment (AM)
 - i. AODA Assessment (AA)
 - j. Physical Rehabilitation (PR)
 - k. Life Skills (LF)
 - l. Physicians Assessment (AL)
 - m. Career Advancement Services (CR)
 - n. Job Retention Services (JR)
 - o. Mentor/Coach (MN)

-or-

7. Assignment to a combination of any of the activities listed in 1. through 6. above.

B. Non-Core Activities

Along with the 20 hours per week of Core activities, CSJ and W-2 T participants whose youngest child is age 6 or older must participate in 10 or more hours of additional Core or Non-Core activities, as defined in TANF Regulations. Non-Core activities may include:

1. Adult Basic Education (BE);
2. English-as-a-Second Language (EL);
3. Literacy Skills (LS);
4. General Educational Development – GED (GE);
5. High School Equivalency Diploma – HSE (HE); or
6. Regular School – K through 12 (RS).

C. Teen Parents

Teen parents ages 18 and 19, who do not have a high school diploma, may meet their work participation requirement either through the combination of Core and Non-Core activities described above, or through participation in activities that fall under the federal definition of Satisfactory School Attendance. These activities include:

1. General Educational Development – GED (GE);
2. High School Equivalency Diploma – HSE (HE); or
3. Regular School – K through 12 (RS).

For Satisfactory School Attendance, the TANF regulations do not require a specific assignment of hours. Participants must demonstrate that they are making progress towards completion of their diplomas.

D. Disregarded Participants

The following participants are disregarded (not included in the denominator) from the monthly TANF WPR:

1. CSJ and W-2 T participants who are caring for a disabled family member are disregarded from the TANF WPR. In order to be excluded, the participant must be assigned to one of two CARES activities, Caring for Disabled Child (CD) or Caring for Other Family Member (CF).
2. CMC, CSJ, and W-2 T participants who are a single custodial parent with a child under 12 months of age are disregarded from the TANF WPR. There is a 12-month lifetime limit on disregarding a family for this reason.
3. Participants who do not meet the work participation requirement in a month due to a sanction (non-participation without good cause) may be disregarded up to 3 months. The three months need not be consecutive. The timeframe for calculating the 3-month limit is the preceding 12 months.

E. Two Parent Households

For federal reporting, a two-parent household is defined as two adults with a child in common with neither parent being disabled or caring for a disabled family member. At least one parent in a two-parent household must meet the TANF Work Participation requirements described in A. through C. above. In addition, two-parent households must meet a two-parent work participation requirement:

1. Two-parent households that are receiving federally funded child care must participate in at least 55 hours of activity, at least 50 of which must be Core activities.
2. Two-parent households that are not receiving federally funded child care must participate in at least 35 hours of activity, at least 30 of which must be Core activities.

F. Good Cause Hours

When calculating the TANF WPR, hours of non-participation that are determined to have good cause may count as participation within the following parameters:

1. No more than 80 hours of good cause may be counted as participation. The timeframe for the 80-hour limit is the preceding 12 months.

Hours that are missed due to the following holidays may be counted as participation:

- a) New Year's Day;
- b) Birthday of Martin Luther King, Jr.;
- c) Memorial Day;
- d) Independence Day;
- e) Labor Day;
- f) Thanksgiving Day;
- g) Day after Thanksgiving Day;
- h) Christmas Eve Day;
- i) Christmas Day; and
- j) New Year's Eve Day.

2. Good cause hours counted as participation may not exceed 16 hours in a calendar month. Holidays are not considered in this limit.

II. CARES Screens Relevant to the Federal Work Participation Calculation

Wisconsin maintains a federal reporting database (FReD) which pulls data from CARES to calculate the Federal WPR. The following CARES screens provide data for the calculation:

- A. WPWW – WISCONSIN WORKS INFORMATION.** The participant's W-2 placement type (e.g., CSJ, W-2 T, CMC) is recorded on this screen.
- B. WPNH – NON-PARTICIPATION HISTORY and WPNP - NON-PARTICIPATION HISTORY LISTING.** These screens capture non-participation and good cause determinations.
- C. WPCH – COMPONENT/STATUS HISTORY and WPCS – CREATE/UPDATE COMPONENT/STATUS.** The participant's activities are assigned and tracked until completion on these screens.

Section 5: W-2 Contractor Performance Rates Incentive Payments

DCF will pay a one-time Performance Rate Incentive Payment to the W-2 Contractor who has the highest performance rate in either balance of state or Milwaukee for any one or more of the following: Job Attainment, Job Retention, or Long-Term Participant Job Attainment. A payment will be made to the W-2 Contractor in the balance of state with the highest rate for one or more categories among all balance of state W-2 Contractors based on 2016 performance. A payment will be made to the W-2 Contractor in Milwaukee with the highest rate for one or more categories among all Milwaukee W-2 Contractors based on 2016 performance.

I. Job Attainment Performance Rate

DCF will calculate this rate using the unduplicated annual case count total in the denominator and total job attainments for the year in the numerator.

II. Job Retention Performance Rate

DCF will calculate this rate using the unduplicated annual case count total in the denominator and total job retentions for the year in the numerator.

III. Long-Term Participant Attainment Performance Rate

DCF will calculate this rate using the long term participant pool in the denominator and long-term participant job attainments for the year in the numerator.

Section 6: Glossary of Terms:

Adjudication – The entire process of completing the review on a claim from start to finish.

Agency Approved Claim – An agency claim status that indicates an initiated claim the agency has approved in the CARES system.

Claim – A request for payment for a performance outcome.

Date of Change – A change in hours or wages for an employment sequence within 180 days of the Primary Employment Begin Date.

Denial Recommendation – A state claim status that indicates a claim that is determined to be not valid and recommended for denial after the DCF Reviewer has questioned it, received additional information from the agency, and re-reviewed it with the new information.

Denied Claim – A verified claim or a pending claim which DCF has declined payment of.

Disallowed Claim – A paid claim that DCF determined after payment to be ineligible.

Initial Review – The process of completing the first review of a claim.

Initiated Claim – A claim submitted to DCF by the W-2 Contractor for review using established procedures and within time deadlines for submission.

Interruption – A break in employment due to a layoff, a leave of absence, medical leave, or reassignment.

Overtured – A state claim status that indicates that a denied claim was substantiated after appeal.

Paid Claims – A submitted claim for which the W-2 Contractor has received a payment.

Pending Appeal – A state claim status that indicates a completed first or second level appeal has been submitted to DCF and is awaiting a decision from the W-2 Contract Manager or Division Administrator.

Pending Claim – A claim that DCF has not begun the process of adjudicating.

Performance Based Contracting – An approach that focuses on developing strategic performance metrics and directly relating contracting payment to performance against these metrics.

Primary Employment Begin Date – The first date for which the participant was paid by the employer.

Performance Outcome Payments – An agreed upon amount for each performance outcome attained for which DCF will pay the contractor after receiving reporting of W-2 Contractor expenses (CORe expenditure reports).

Questioned Claim – A claim that has been reviewed by DCF and determined to be lacking in the documentation necessary for DCF to validate a claim.

Re-Animation – The process in which a denied claim can be appealed and the decision to deny is overturned, substantiating the claim.

Review in Progress – A state claim status that indicates that a claim is being questioned by a DCF reviewer.

Re-Review – The process of reviewing a questioned claim after the DCF Reviewer receives the agency response.

Submitted Claim – A W-2 Contractor approved claim in the CARES system at 9:00 p.m. on the last calendar day of the month. Claims submitted after the last calendar day of the month will be applied to the next month.

Substantiated Claim – A state claim status that indicates a claim was questioned and the W-2 Contractor supplied the necessary documentation needed for DCF to subsequently validate the claim.

Upheld – A state claim status that indicates DCF has continued to keep a claim denied after being appealed.

Validated – A state claim status that indicates that DCF has approved the claim and the adjudication process is complete.

Verified Claim – A claim that the W-2 Contractor has evaluated for supportive documentation and made a determination that the claim establishes the eligibility requirements for a claim.

Withdrawn Claim – An agency claim status that indicates the W-2 Contractor withdrew a claim before or after payment.