

# Learning Center New Employee Profile

## To the Agency Supervisor or Agency Training Liaison (ATL):

Please complete the following about your new employee and yourself.  
This information will be used only for registration into the Learning Center.

Mail or FAX this completed form to:

UW-Oshkosh Center for Career Development  
Attn: Registration Staff  
800 Algoma Blvd.  
Oshkosh, WI 54901  
FAX: 920-424-1112

Date this profile is completed: \_\_\_\_\_

**Please PRINT all responses legibly.** If you have questions, please call the Registration staff at 920-424-1071, or email them at ptsreg@uwosh.edu

## New Employee Information

First Name: \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

Last 4 Digits of SSN: \_\_\_\_\_

Position Title: \_\_\_\_\_

Phone: \_(\_\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ CARES/KIDS User ID: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_  
(street, city, state, zip)

**Contact Person** (in addition to the employee, the person who receives information regarding training opportunities and registration confirmations)

Name: \_\_\_\_\_ Phone: \_(\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_

## Supervisor

Name: \_\_\_\_\_

Email: \_\_\_\_\_

## ATL (Agency Training Liaison) or Agency Trainer

Name: \_\_\_\_\_

Email: \_\_\_\_\_

## What is the new employee's agency type? Choose one.

\_\_\_ Income Maintenance and W-2 Agency

\_\_\_ Income Maintenance Only Agency

\_\_\_ Private W-2 Agency

\_\_\_ Child Support Agency

\_\_\_ Tribal Agency

\_\_\_ Advocacy

\_\_\_ Community Based Organization

\_\_\_ Program Provider

\_\_\_ State

\_\_\_ Other: \_\_\_\_\_

**Select the new employee's primary role in the agency. Choose one.**

- |  |   |
|--|---|
| <input type="checkbox"/> Clerical Staff      | <input type="checkbox"/> Other Management |
| <input type="checkbox"/> Clerical Supervisor | <input type="checkbox"/> Quality Control  |
| <input type="checkbox"/> Line Staff          | <input type="checkbox"/> Staff Trainer    |
| <input type="checkbox"/> Line Supervisor     | <input type="checkbox"/> Does Not Apply   |

**Select all program categories the new employee works with in his/her daily job duties.**

**TANF**

- Wisconsin Works (W-2)
- Child Care (CC) Eligibility
- CSAW
- Workforce Development (WD)
- Other Temporary Assistance for Needy Families (TANF) programs

**Income Maintenance**

- FoodShare
- FoodShare Employment & Training (FSET)
- Family Medicaid
- EBD Medicaid (excluding Long Term Care)
- Long-Term Care (LTC)
- Caretaker Supplement (CTS)
- Senior Care (SC)

**Child Support**

- Child Support (CS)

**Select all functions the new employee performs as part of his/her job duties.**

**TANF**

- Clerical
- W-2 FEP
- W-2 Case Management
- Resource Specialist
- Job Developer
- CC Eligibility
- CSAW
- Other: \_\_\_\_\_

**Income Maintenance**

- Clerical
- IM Eligibility
- Change Center Staff
- FSET Case Management
- Other: \_\_\_\_\_

**Child Support**

- Child Support Financial Worker
- Other: \_\_\_\_\_

**NOTE:**

- For Income Maintenance Curriculum, go to page 3.
- For W-2 Curriculum, go to page 4.

## Income Maintenance Curriculums

Select the IM New Worker Training Curriculum(s) to be assigned to the new worker.

Refer to the Description below when determining the correct Curriculum(s) to designate for new workers.

Put an X next to ALL Curriculum(s) that apply to your new worker's job functions.

Your new worker will be assigned all curriculums that are checked.

If you are unsure which Curriculum(s) to choose, please contact the IM Training Support Call Center at (608) 261-6378, option 2, or email DHSIMTraining@wisconsin.gov

<b>IM New Worker Curriculums</b>	<b>Description</b>
<input type="checkbox"/> BadgerCare Plus Curriculum	Health Care Eligibility for BadgerCare Plus
<input type="checkbox"/> BadgerCare Plus Core Curriculum	Health Care Eligibility for Core Plan
<input type="checkbox"/> FoodShare Curriculum	FoodShare Eligibility
<input type="checkbox"/> EBD Medicaid Curriculum	Health Care Eligibility for EBD
<input type="checkbox"/> Caretaker Supplement Curriculum	Caretaker Supplement Eligibility

<b>IM New Worker Training for Clerical Staff</b>	<b>Description</b>
<input type="checkbox"/> Clerical Staff New Worker Curriculums	New Worker Orientation Prerequisites Topics Client Registration

## W-2 Curriculums

1. For all W-2 related job functions, multiple required curriculums will be assigned throughout the training process. The first curriculum is W-2 Policy and Process Introduction. The total number of curriculums assigned throughout training varies based on job function. More information can be found at [http://dcf.wisconsin.gov/partnertraining/new\\_workers.htm](http://dcf.wisconsin.gov/partnertraining/new_workers.htm)
2. Individuals who perform clerical or customer service functions *only* have no training requirements. Individuals who perform clerical functions and IM Client Registration also have no W-2 training requirements. However, it is the agency's responsibility to ensure appropriate training for these job functions. A W-2 Introduction curriculum is available and will be assigned at the agency's request.

Learning Center staff will determine the correct initial curriculum based on your responses to the questions in the table below.

<b>Answer all questions below related to this new worker's location and job function.</b>	
<b>W-2 Balance of State (BOS)</b>	
Does this worker perform eligibility determination for the W-2 program? Examples include intake, review, person add, and case changes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this worker perform case management for the W-2 program? Examples include working directly with W-2 consumers, conducting informal or formal assessment, making placement decisions, developing Employability Plans, and assigning participation activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>W-2 Milwaukee</b>	
Is this worker employed in the Milwaukee EAA agency, performing initial eligibility determination, assessment, placement, employability planning, and activity assignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this worker employed in the Milwaukee WEA agency, performing case management, assessment, placement, employability planning, and ongoing eligibility determination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this worker employed in the Milwaukee SSIA agency, performing case management, assessment, placement, employability planning, SSI/SSDI advocacy, and ongoing eligibility determination?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>Curriculums for New Worker training are available for the following job functions:</b></p> <p>W-2 FEP: BOS Eligibility and Case Management                  W-2 FEP: BOS Eligibility                  W-2 FEP: BOS Case Management                  W-2 Resource Specialist                  W-2 Milwaukee Eligibility and Assessment Agency (EAA)                  W-2 Milwaukee W-2 Employment Agency (WEA)                  W-2 Milwaukee SSI/SSDIA Advocacy Agency (SSIA)</p>	
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A curriculum map that shows the new worker training curriculum contents is located at: [http://dcf.wisconsin.gov/partnertraining/curr\\_map.htm](http://dcf.wisconsin.gov/partnertraining/curr_map.htm)