

**Memorandum of Understanding  
Between The**

Department of Workforce Development  
*Division of  
Vocational Rehabilitation*

And

Department of Children and Families  
Division of Family and Economic Security  
*Wisconsin Works Program*



## **Purpose and Parties**

The purpose of this Memorandum of Understanding (MOU) is to continue collaborative efforts regarding program services and to advance a common understanding regarding roles, policies, and procedures to better serve individuals with disabilities who may benefit from participating in both programs. The parties are the Department of Workforce Development (DWD), Division of Vocational Rehabilitation (DVR), Vocational Rehabilitation (VR) Program; and the Department of Children and Families (DCF), Division of Family and Economic Security (DFES), Wisconsin Works (W-2) Program.

## **Goals**

This MOU has four main goals:

1. Increase successful employment outcomes for individuals with disabilities,
2. Maximize available resources and reduce duplication of effort,
3. Increase program knowledge of both VR Counselors and W-2 Financial and Employment Planners related to disability and low-income employment resources, and
4. Promote effective collaboration and communication through the policies and practices documented in the DVR/W-2 Technical Assistance Guide (TAG).

## **Authority and Scope**

### ***DVR Authority and Scope***

The mission of DVR is to assist individuals with disabilities to successfully obtain, maintain, and advance in employment. DVR provides a variety of services pursuant to this purpose.

DVR, under the authority granted by the Rehabilitation Act, may provide services necessary for an eligible consumer to achieve the employment goal stated in his or her Individualized Plan for Employment (IPE). Funding may be limited by state and federal purchasing regulations, availability of comparable benefits, and DVR policies.

### ***W-2 Authority and Scope***

DFES contracts with for-profit and not-for-profit private agencies to administer the W-2 program. W-2 is one of several work programs in Wisconsin funded by the Federal Temporary Assistance for Needy Families (TANF) block grant. Under TANF, adults receiving W-2 services are expected to engage in work and training activities to prepare for employment before the end of their time-limited assistance period.

The four main purposes of TANF, enacted under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), are to:

1. Provide assistance to needy families;
2. End dependence of needy parents by promoting job preparation, work and marriage;
3. Prevent and reduce out-of-wedlock pregnancies; and
4. Encourage the formation and maintenance of two-parent families

The Federal Department of Health and Human Services, Office for Civil Rights has also issued policy guidance to state TANF program administrators for use in fulfilling the states' responsibilities pursuant to Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

## **Program Commitment**

### ***Statewide DVR Commitment:***

DVR is mandated within the Rehabilitation Act to provide services to eligible individuals to assist them in achieving their IPE Goal. To assist in providing these services, DVR encourages staff to provide leadership, advocacy, technical assistance, and promote collaboration among consumers, communities, and other agencies.

DVR agrees to:

1. Provide information dissemination, outreach, and participation in staff development activities.
2. Provide employment planning and consultation to W-2 staff regarding individuals with disabilities who are not currently DVR consumers.
3. Engage in collaboration efforts through participation in joint staffings, inviting W-2 representatives as team members to consumer meetings, and coordinating services for jointly-served consumers.
4. Support efforts to improve statewide consistency in providing collaborative services.
5. Join efforts of local DVR and W-2 councils/committees.
6. Educate W-2 staff on the DVR program.
7. Develop a referral process in collaboration with W-2. Share responsibility in dissemination of this agreement.
8. Discuss specific DVR consumers only with a signed and dated Release of Information form.

### ***Statewide DFES Commitment:***

The goal of W-2 is to provide necessary and appropriate services to prepare individuals for work and movement towards viable, self-sustaining employment. Individuals who may be eligible for W-2 services include custodial parents of minor children, pregnant

women, minor parents and some non-custodial parents. To be eligible, individuals must meet financial and non-financial eligibility criteria pursuant to Wis. Stat. ss. 49.141 to 49.161.

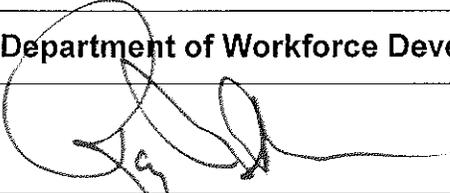
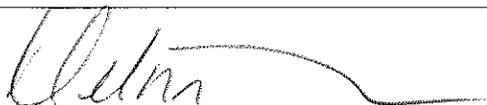
DFES, in partnership with its W-2 Contractors, agrees to:

1. Provide information dissemination, outreach, and participation in staff development activities.
2. Provide employment planning and consultation to DVR staff regarding individuals with disabilities who are not currently W-2 participants.
3. Engage in collaboration efforts through participation in joint staffings, inviting DVR representatives as team members to participant meetings, and coordinating services for jointly-served participants.
4. Support efforts to improve statewide consistency in providing collaborative services.
5. Join efforts of local W-2 and DVR councils/committees.
6. Educate DVR staff on the W-2 program.
7. Develop a referral process in collaboration with DVR. Share responsibility in dissemination of this agreement.
8. Discuss specific W-2 participants only with a signed and dated Release of Information form.

### Terms of Agreement

The terms of this MOU shall begin on the date of signatures and continue until replaced by a new agreement, terminated upon mutual agreement, or upon written request of any party.

### Signatures

<b>Department of Workforce Development</b>	<b>Department of Children and Families</b>
	
Ray Allen, Secretary	Eloise Anderson, Secretary
Date: 9/24/2018	Date: 8/24/18
<b>Division of Vocational Rehabilitation</b>	<b>Division of Family and Economic Security</b>
	
Delora Newton, Administrator	John Chapin, Administrator
Date: 9/4/2018	Date: 8/9/18