

# 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.

Email, Mail, or FAX this completed form to:

UW-Oshkosh CCDET  
Attn: Registration Staff  
800 Algoma Blvd.  
Oshkosh, WI 54901  
FAX: 920-424-1112  
regstaff@uwosh.edu

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 regstaff@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: (If known) \_\_\_\_\_

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 Agency
- ☐ W-2 Agency
- ☐ Child Support Agency
- ☐ Tribal Agency
- ☐ FSET Agency
- ☐ Income Maintenance and FSET Agency
- ☐ W-2 and FSET Agency
- ☐ Children First Agency

- ☐ Advocacy
- ☐ Community Based Organization
- ☐ Program Provider
- ☐ State
- ☐ Other: \_\_\_\_\_

## Income Maintenance and FSET Curriculumms

Select the 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.

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

IM New Worker Curriculumms for Economic Support Staff	Description
New Worker Training includes Introduction, Orientation, Prerequisites and Client Registration curriculumms prior to programmatic training.	Introduction Welcome Video New Worker Orientation Prerequisites Client Registration
<input type="checkbox"/> BadgerCare Plus Curriculum	Health Care Eligibility for BadgerCare Plus
<input type="checkbox"/> FoodShare Curriculum	FoodShare Eligibility
<input type="checkbox"/> EBD Medicaid Overview	Overview Only
<input type="checkbox"/> EBD Medicaid Curriculum	Health Care Eligibility for EBD
<input type="checkbox"/> Caretaker Supplement Curriculum	Caretaker Supplement Eligibility
Following programmatic training, there are curriculumms assigned for ongoing case maintenance and New Worker Training conclusion.	Ongoing Case Maintenance – Basics Ongoing Case Maintenance – Advanced Conclusion

IM New Worker Training Curriculumms for Clerical Staff	Description
<input type="checkbox"/> Clerical Staff New Worker Curriculumms	New Worker Orientation Prerequisites Topics Client Registration Conclusion
<input type="checkbox"/> Client Scheduling (Optional)	Client Scheduling (Optional)

FSET New Worker Training	Description
<input type="checkbox"/> FoodShare Employment and Training Curriculumms	Orientation Prerequisites FSET Training Client Scheduling Conclusion

## 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 W-2 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 job function.</b>	
Will 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
Will 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

**If you are requesting W-2 New Worker Training, select the appropriate job function.**

- ☐ W-2 FEP: Eligibility and Case Management  
☐ W-2 Resource Specialist