

# WAI 2 Technical Assistance Session

**Date:** Monday, April 13, 2026

**Time:** 11:00am – 12:00pm

## A. Welcome

## B. Budget Modification Status

- a. Consistent requests have been coming in from Project Operators regarding the status of the state budget modifications.
- b. The Worker Advancement Initiative operates under the Governor's Office as part of the broader Workforce Solutions Initiative. Because of this, budget modifications must go through not only the standard DWD process, but also additional levels of review beyond DET.
- c. At this time, budget modifications remain pending with the State. The time-sensitive nature of these requests is recognized, and efforts to move the process forward are ongoing.
- d. Updates will be shared as soon as new information becomes available.

## C. Measurable Skill Gains (MSG) Update

- a. A BI report update was implemented to flag WAI training completers who do not have a Measurable Skill Gain (MSG) entered.
- b. While the report does identify participants missing an MSG, it is also flagging individuals whose MSGs were already entered correctly. Additional troubleshooting has produced consistent inaccuracies.
- c. Given that the grant is now in its final quarter, efforts are shifting away from refining the report and I will instead be spot checking the report to alert project operators to any incomplete entries.
  - i. Project Operators will be contacted directly if participant PINs require follow-up.

## D. Incentive Payments & Grant Closeout Guidance

- a. Incentive payments are allowable if the participant meets the milestone by June 30, 2026, even if the payment is issued after that date.
  - i. Incentive eligibility is based on when the milestone is met, not when the payment is issued.
- b. Staff time incurred after June 30 may still be charged to the grant, but only as an administrative closeout cost. This means the work must be directly tied to

finalizing the award. Staff time for ongoing programmatic activities is not allowable after June 30.

- c. Allowable closeout activities include:
  - i. Final reporting
  - ii. Reconciliation
  - iii. Processing payments for obligations incurred on or before June 30, 2026.
- d. Completion of these closeout activities must be completed by **August 30, 2026** (due date of WAI Round 2 closeout report).

E. ASSET to myOneFlow Transition – Guidance Update

- a. Guidance has been released to support the transition from ASSET to myOneFlow, with a focus on maintaining continuity of participant records.
- b. Current recommendations emphasize:
  - i. Uploading complete case files for active and recently served participants.
  - ii. Maintaining paper files during the transition period until system stability is confirmed.
- c. Additional review is underway to determine how this guidance applies across programs, including WAI, FORWD, WISE, and other grants.
  - i. Program-specific guidance will be shared once available.

F. Additional questions from the group

G. Next meeting: Monday, April 27, 2026

# WAI 2 Technical Assistance Session

**Date:** Monday, April 27, 2026

**Time:** 11:00am – 12:00pm

- A. Welcome
- B. Quarterly Narrative Reports (January 2026 – March 2026) are due this week Thursday (4/30/2026). If an extension is needed, please send notification to the WAI mailbox ([DETBWTWAIGrants@dwd.wisconsin.gov](mailto:DETBWTWAIGrants@dwd.wisconsin.gov)) ahead of the submission deadline.
  - a. QNR template can be found in [Appendix A of the WAI 2 Project Implementation Plan](#).
  - b. Please ensure reports include at least one participant success story.
    - i. Participant-level success stories should describe:
      1. Background, problem, issue, or concern prior to project involvement
      2. Response or intervention provided by the project
      3. Results and outcomes, including who benefitted and what changed or improved
    - ii. Provide ROIs for success stories included within your report.
  - c. Success stories beyond the participant level (e.g. cohort successes, programmatic successes) are also encouraged!
- C. WAI Sunset Questions
  - a. If training/support funds are exhausted before June 30, 2026, can services continue?
    - i. Yes. Participants may continue to receive services that do not require training/support funds (e.g. career planning) until exit or until the grant ends on **June 30, 2026**, assuming sufficient funding remains for staffing.
  - b. As of June 30, 2026, must all clients be exited in ASSET? What about co-enrolled participants?
    - i. Yes. All WAI-funded services must have an actual close date on or before June 30, 2026, resulting in a system-generated exit.
      1. If an individual is continuing a training program that extends beyond the service close date requirement listed above, document the planned close date in a case note.
    - ii. WAI is not part of the “Common Exit” process, so co-enrollment in other programs will not be impacted.
  - c. Can expenses be paid after June 30, 2026? Is there a grace period?
    - i. Costs must be incurred between **April 1, 2025 – June 30, 2026**.
    - ii. Final closeout report and all invoices are due by **August 30, 2026**.
    - iii. No expenses may be incurred after **June 30, 2026**.

- iv. Any invoices submitted after **August 30, 2026** will not be reimbursed, as purchase orders terminate on that date.
- d. Are WDBs required to collect UI or follow-up information?
  - i. No. This is not a DOL grant, so they won't be collecting wage data, but we are at the state level – specifically comparing the UI wage record for individuals that have provided a Social Security number.
  - ii. For the WAI evaluation, we have been pulling WAI participation and UI Wages from the longitudinal workforce database (LWD), which uses Identity Insight to help match participants.
    - 1. Identity Insight can identify participants' wages even when no Social Security number is associated to their ASSET PIN, although there is not always enough information to make a match.

#### D. Transitioning Participants Between Programs Guidance

- a. Do not assume eligibility will transfer to receiving program; eligibility determination under receiving program is necessary.
- b. End/Start Dates: Ensure service end and start dates are clearly documented in case notes and service entries.
- c. Service Closure and Re-Entry: Close all active services under the initial grant before initiating new services under another program – even if the service type is the same.
- d. Funding Source Documentation: Clearly indicate funding changes in case notes and specify shifts in responsibility (e.g. training vs. support services).
- e. IEP Updates: Update the Individual Employment Plan to reflect the new funding stream, including rationale and any changes to goals or timelines.
  - i. IEP updates should be completed by the *receiving* program as part of their enrollment process. The presence of a WAI IEP does not satisfy another program's IEP service requirement.
- f. Supporting Documentation: Upload all required eligibility documentation for the receiving program. Do not assume prior documentation will suffice.
- g. Cost Allocation: Ensure proper cost tracking and alignment with program start/end dates.

#### E. Additional questions from the group

#### F. Next meeting: Monday, May 11, 2026