

WAI 2 Technical Assistance Session

Date: Monday, February 2, 2026

Time: 11:00am – 12:00pm

- A. Welcome
- B. Entering measurable skill gains (PIP requirement)
 - a. Measurable skill gains achieved by participants must be recorded by project operators in the following way:
 - i. Record the measurable skill gain in ASSET Assessments screen; and
 - ii. Upload the supporting documentation in ASSET Documents screen, or
 - iii. Case Note with simple description of measurable skill gain, date obtained, and occupation field of measurable skill gain.
 - b. A report is being developed to identify WAI2 PINs that have training services with a status of 'complete' but no MSG entry is made.
 - c. Additional spot checking by project operators will be necessary, as there are circumstances where participants may be excluded from this report, including the following:
 - i. If the participant has earned MSGs but training program has not been completed.
 - ii. We cannot filter MSG entries by WAI Round 1 versus WAI Round 2; if the participant has an MSG logged in this location from participation in a previous WAI training program, they will not appear on this report.

Program Name: Worker Advancement Initiative (WAI)

Service Information

Service Name: **Work-Based Learning**

Service Category: Worker Advancement Initiative (WAI)

* Start Date: [mm/dd/yyyy] **Set As Today**

* Completion Date: [mm/dd/yyyy] **Set As Today**

* Outcome / (Completion Code):

Program Name: Worker Advancement Initiative (WAI)

Service Information

Service Name: **Occupational Classroom Training**

Service Category: Worker Advancement Initiative (WAI)

* Start Date: [mm/dd/yyyy] **Set As Today**

* Completion Date: [mm/dd/yyyy] **Set As Today**

* Outcome / (Completion Code):

Customer Search / Customer Details / Assessment Summary

Assessment Summary

Assessments

0 row(s) found.

Add Assessment

Add copy of most recent Assessment

Historical - Assessments

Assessment Name	Create Date	Created By	Updated Date	Updated By
Comprehensive Assessment	06/20/2013	WIEXTJGONZALEZ	04/17/2023	Exit Processing

1 row(s) found.

Measurable Skill Gains

0 row(s) found.

Add Measurable Skill Gain

Deleted Measurable Skill Gains

0 row(s) found.

C. Contract IDs

- This topic is being revisited because we are continuing to see new WAIs services coded with contract IDs not associated with the grant.
- Reports itemizing services charged to a non-WAI2 Contract ID code have been delivered to each WDB's primary point of contact. Please address these errors and provide guidance to any staff continuing to utilize incorrect contract IDs for WAI2 service entries.
- The correct WAI2 Contract ID nomenclature is as follows:

WDA 1 – DET-WAI2-01
 WDA 2 – DET-WAI2-02
 WDA 3 – DET-WAI2-03
 WDA 4 – DET-WAI2-04
 WDA 5 – DET-WAI2-05

WDA 6 – DET-WAI2-06
 WDA 7 – DET-WAI2-07
 WDA 8 – DET-WAI2-08
 WDA 10 – DET-WAI2-10
 WDA 11 – DET-WAI2-11

D. WAI 2 Documentation Requirements

- a. **At a minimum, the provision of all services must be documented in ASSET case notes.**
- b. Review of special service-specific documentation requirements:

Eligibility Determination

- Eligibility to Work in the United States
 - o One verification source from List A of [USCIS Form I-9](#) OR
 - o One verification source from List B of [USCIS Form I-9](#) AND one verification source from List C
- Eligibility Category (unemployed, part-time worker, underemployed worker negatively impacted by the pandemic, incumbent worker negative impacted by the pandemic).
 - o Self-attestation clearly showing that the participant meets the definition of one of the eligibility categories. This may be accomplished through development of local forms, or other means, as determined appropriate by the WDB.

Housing Assistance

- Copy of billing statement from housing provider.

Incentive/Stipend

- Documentation clearly showing what activity is being incentivized or paid via stipend; and
- Documentation showing the amount(s) paid.

Initial Assessment of Interests, Skill Levels & Supportive Service Needs

- Copy of assessment results (if applicable)

Occupational Classroom

- Copy of class schedule; and
- Copy of billing statement, if grant funds are used to support tuition.
- **Comments field in ASSET service must identify the training provider, training program, and duration of training.**

Other Wraparound Service

- Documentation showing the nature of the service being provided and any related costs (if applicable).

Transportation Assistance

- Copy of schedule showing when participant will be engaged in allowable activities; and
- Billing statement(s) or other documentation of costs (if applicable).

Work-Based Learning

- Work Site Agreement.
- Comments field in ASSET service must identify the job placement site and rate of pay.

E. Quarterly Narrative Reports (October 2025 – December 2025) were due 1/30/26.

- a. If you have not yet submitted your report (for the period of September-December 2025), please reach out to me with an estimated date of completion and any additional QNR support requests.
 - b. As a reminder, the report template can be found in Appendix A of the [WAI2 Project Implementation Plan](#).
- F. Request for Future Spending Forecasts
- a. Please submit WAI2 spending forecasts to DETBWTWAIGrants@dwd.wisconsin.gov.
 - b. If you have questions or need assistance with this request, reach out to me for additional support.
- G. Additional questions from the group
- H. Next meeting: Monday, February 16, 2026. The session will be a repeat of the training delivered today – you may invite anyone else that may benefit from this information.

WAI 2 Technical Assistance Session

Date: Monday, February 16, 2026

Time: 11:00am – 12:00pm

The 2/16/26 TA session was a repeat of the training delivered in the previous session (as seen above).