**W-2 Case Management Documentation**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

**Instructions:** This form is intended for Wisconsin Works (W-2) Youth Education Navigators to document case management that can not otherwise be documented in the WWP system.

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| W-2 Youth Name      | Case Number      | Youth PIN      |

| **Date** | **Comment** | **Comment Type (check all that apply)** | **Worker Name** |
| --- | --- | --- | --- |
|       |       | [ ]  Appointment[ ]  Phone Contact[ ]  Email[ ]  Attempted Contact[ ]  Referral[ ]  Supportive Service[ ]  Education Attainment[ ]  Other:        |       |
|       |       | [ ]  Appointment[ ]  Phone Contact[ ]  Email[ ]  Attempted Contact[ ]  Referral[ ]  Supportive Service[ ]  Education Attainment[ ]  Other:       |       |
|       |       | [ ]  Appointment[ ]  Phone Contact[ ]  Email[ ]  Attempted Contact[ ]  Referral[ ]  Supportive Service[ ]  Education Attainment[ ]  Other:       |       |
|       |       | [ ]  Appointment[ ]  Phone Contact[ ]  Email[ ]  Attempted Contact[ ]  Referral[ ]  Supportive Service[ ]  Education Attainment[ ]  Other:       |       |
|       |       | [ ]  Appointment[ ]  Phone Contact[ ]  Email[ ]  Attempted Contact[ ]  Referral[ ]  Supportive Service[ ]  Education Attainment[ ]  Other:       |       |
|       |       | [ ]  Appointment[ ]  Phone Contact[ ]  Email[ ]  Attempted Contact[ ]  Referral[ ]  Supportive Service[ ]  Education Attainment[ ]  Other:       |       |