

W-2 20% Payment Reduction Letter
(NWSN)

[AGENCY]

State of Wisconsin

[AGENCY ADDRESS]

Date: [DATE]

Case Name: xxxxxxxx xxxxxxx

W-2 Case Number: xxxxxxxxxx

Worker Name: xx xxxxxx

Worker No: XCTxxx

Telephone: (xxx)-xxx-xxxx

QUESTIONS: Ask your Worker.

[PARTICIPANT'S NAME]

[PARTICIPANT'S ADDRESS]

[CITY, WI ZIP]

Our records show that you have not participated in the following Wisconsin Works (W-2) activities:

<u>Activity</u>	<u># of missed hours</u>	<u>Date of Nonparticipation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Because you have not participated in these activities, your W-2 payment may go down by \$5.00 for every hour that you missed without good cause. Based on the number of missed hours above, your W-2 check may go down by at least \$122. You may be able to stop your payment from going down by this amount if you had a good reason(s) for not participating in your activities.

Your worker should have talked with you recently about not participating in these activities. **Call your worker as soon as you get this letter.** You need to let your worker know the reason(s) for missing these activities. Your worker will decide whether you have good cause for not participating. You may need to provide proof of good cause.

If proof of good cause is needed, you have to give your worker this proof by _____. If your worker does not hear from you or you do not give your worker proof of good cause by this date if it was needed, your payment will go down.

If you think you might have any medical, emotional, or learning needs that may be preventing you from participating in the W-2 program, tell your worker right away. You may also want to tell your worker about any domestic violence you experienced. You may ask your worker to help complete the Barrier Screening Tool. You may ask your worker to refer you to a formal assessment with a doctor or other qualified professional. The Barrier Screening Tool and formal assessments will give your worker more information about your needs. The information you get can help you and your worker make informed decisions about your W-2 placement, your employment goals and the activities that will help you reach those goals, your ability to engage in training and education prior to employment and any special services or work site accommodations that you may need.