

**Notice of Noncooperation with Program Requirements
(NWNC)**

[AGENCY]

State of Wisconsin

[AGENCY ADDRESS]

Date: [DATE]

Case Name: xxxxxxxx xxxxxxx

Case Number: xxxxxxxxx

Worker Name: xx xxxxxx

Worker No: XCTxxx

Telephone: (xxx)-xxx-xxxx

QUESTIONS: Ask your Worker.

[PARTICIPANT'S NAME]

[PARTICIPANT'S ADDRESS]

[CITY, WI ZIP]

Wisconsin Works (W-2) participants need to follow W-2 program requirements to continue getting W-2 payments and services. We reviewed your case and found that you are not following the program requirements checked below:

- An adult in your W-2 group did not cooperate with assigned job search activities.
- An adult in your family did not cooperate with the requirement to apply for other programs.
- You did not report a change that might affect your eligibility within 10 days.
- You did not give proof of information to help us decide if you were still eligible to get W-2 payments and services. The proof you did not give us is:
- You have not contacted the agency in over 30 days.
- You did not appear for your Employability Plan (EP) review appointment. You must contact your worker by the date below to ask for a rescheduled appointment. If you do not call your worker or you do not appear for your rescheduled EP review appointment and your EP expires, your case will close.

You have until _____ to let your worker know why you did not cooperate with the requirement(s) checked above. Contact your worker as soon as you get this letter and tell your worker why you did not cooperate with the requirement(s). Your worker can be reached at the phone number listed at the top of this letter. Your worker will decide whether you have good cause for not cooperating.

Your worker will let you know if you need to provide proof of good cause and how proof can be provided. If proof of good cause is needed, you have to give your worker this proof by _____. If your worker does not hear from you by this date or you do not give your worker proof of good cause by this date if it was needed, your case will close. If your case is going to close, you will get a Notice of Eligibility telling you the date you are no longer eligible for W-2.

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 W-2 worker right away. You may also want to tell your W-2 worker about any domestic violence you experienced. You may ask your W-2 worker to help complete the Barrier Screening Tool. You may ask your W-2 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 W-2 worker more information about your needs. The information you get can help you and your W-2 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.