

Participant Name:		Worker Name & ID:	Date:
Case Number:	Claim Number:	W-2 Agency Name & Number:	

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

		Original Budget	Corrected Budget	Original Budget	Corrected Budget
Benefit Month:					
Participation Period:					
Payment Month:					
Assistance Group Size:					
1	Vehicle Asset(s)				
2	+ Other Asset(s)				
3	= Total Asset(s)	\$	\$	\$	\$
4	Asset Limit	\$	\$	\$	\$
	Passed Asset Limit test?				
5	Earned Income				
6	+ Unearned Income				
7	= Total Gross Income	\$	\$	\$	\$
8	Gross Income Limit				
	Passed Gross Limit test?				
9	W-2 Employment Position Payment				
10	- Drug Felon Penalty				
11	- Learnfare Penalty				
12	(Hours of Nonparticipation)				
13	- Nonparticipation Penalty	\$	\$	\$	\$
14	= Total W-2 Penalties	\$	\$	\$	\$
15	= Sub-total of W-2 Payment - W-2 Penalties	\$	\$	\$	\$
16	- Prior Monthly Recoupment Withheld	\$	\$	\$	\$
17	= Calculated W-2 Payment Amount	\$	\$	\$	\$
18	Actual W-2 Payment	\$	\$	\$	\$
19	W-2 Subtotal Overpaid	\$	\$	\$	\$
20	Sub-total of W-2 Overpayment Amount to be Recovered		\$		\$

CUMULATIVE TOTAL OF W-2 OVERPAYMENT TO BE RECOVERED:	\$
---	----

Reason for W-2 Overpayment:

W-2 Overpayment Worksheet Directions

This worksheet is used to compute W-2 overpayment amount(s) for one or more months. It will also accumulate overpayments which may span for one or more months and will compute a combination of overpayment information to arrive at a net overpayment.

Field Name:	Description:
Participant Name:	Enter the name of participant being issued notice.
Case Number:	Enter the case number for participant being issued notice.
Claim Number:	Enter the claim number for the overpayment generated from CARES Screen BVRF.
W-2 Agency Name & Number:	Enter the name and number of the W-2 Agency completing the form.
Worker Name & ID:	Enter the Worker Name and ID for the participant to contact with any questions.
Date:	Enter the date of issuance that will go along with the overpayment notice.

Benefit Month:	Enter the Benefit Month.
Participation Period:	Enter the Participation Period.
Payment Month:	Enter the Payment Month.
Assistance Group Size:	Enter the Assistance Group Size.
1 Vehicle Asset(s)	Enter Vehicle Asset(s) amount from the Asset Information page in CWW.
2 + Other Asset(s)	Enter Other Asset(s) amount (i.e. Liquid, Property, Lump Sum, Life Insurance, etc.)
3 = Total Asset(s)	Calculate (1+2) and enter the Total Asset(s) amount.
4 Asset Limit	Enter \$2,500. Reference: W-2 Manual 3.3.1
Passed Asset Limit test?	If Total Asset(s) (3) is \$2,500 or less, enter Pass. If \$2,501 or more, enter Fail.
5 Earned Income	Enter Earned Income from the Employment page in CWW.
6 + Unearned Income	Enter Unearned Income from the Unearned Income page in CWW.
7 = Total Gross Income	Calculate (5+6) and enter the Total Gross Income.
8 Gross Income Limit	Enter the Gross Income based on the Assistance Group Size.
Passed Gross Limit test?	Determine Pass/Fail based on yearly Federal Poverty Guidelines for Gross Income Limit .
9 W-2 Employment Position Payment	In the Original Budget column: Enter the W-2 Employment Position Payment amount as listed on the W-2 Potential Payments Amount in CWW. Reference: W-2 Manual Ch. 7 In the Corrected Budget column: Enter the corrected W-2 Employment Position Payment amount. Note: For W-2 Employment Position overpayments, you must calculate the corrected W-2 benefit amount the participant was eligible for (e.g., Original Amount - Overpayment Amount = Corrected Amount.) If not for an employment position, enter the issued benefit as listed on CARES Screen IQAF.
10 - Drug Felon Penalty	Enter Drug Felon Penalty amount from the Drug Felon page in CWW. Reference: W-2 Manual 11.7.1
11 - Learnfare Penalty	Enter Learnfare Penalty amount from the School Enrollment page in CWW. Reference: W-2 Manual 16.4.1
12 (Hours of Nonparticipation)	In the Original Budget column: Enter nonparticipation hours listed from CARES Screen IQWD. In the Corrected Budget column: Enter the Original or Corrected Number of Nonparticipation Hours. (e.g., Original Nonparticipation Hours + New/Identified Overpayment Nonparticipation Hours = Corrected Nonparticipation Hours.) Note: For Agency Error overpayment due to nonparticipation, calculate the corrected W-2 Nonparticipation Hours. If not for a nonparticipation overpayment, enter the Original Nonparticipation Hours listed from CARES Screen IQWD.
13 - Nonparticipation Penalty	Calculate the Nonparticipation Penalty by calculating the Number of Nonparticipation Hours Missed X \$5.
14 = Total W-2 Penalties	Calculate (10+11+13) and enter the Total W-2 Penalties.
15 = Sub-total of W-2 Payment - W-2 Penalties	Calculate and enter the Sub-total of the W-2 Employment Position Payment (9) - Total W-2 Penalties (14).
16 - Prior Monthly Recoupment Withheld	Enter the Prior Monthly Recoupment amount withheld listed from CARES Screen IQWD.
17 = Calculated W-2 Payment Amount	Calculate (14-15) and enter the Calculated W-2 Payment Amount.
18 Actual W-2 Payment	Enter the Actual W-2 Payment Issued listed from CARES Screen IQAF under the Original and Corrected columns.
19 W-2 Subtotal Overpaid	Calculate (18-17) and enter the W-2 Subtotal Overpaid .
20 Sub-total of W-2 Overpayment Amount to be Recovered	Calculate and enter the Sub-total of W-2 Overpayment Amounts from the Corrected Budget column (18).

CUMULATIVE TOTAL OF W-2 OVERPAYMENT AMOUNT TO BE RECOVERED:	Calculate and enter the Total W-2 Overpayment Amount to be Recovered from the Corrected Budget columns.
--	---

Reason for W-2 Overpayment:	Enter the Reason for the W-2 Overpayment. Free format text area to input additional information about the W-2 Overpayment that the participant should know about.
-----------------------------	--