

How to be successful in Wisconsin Works

After receiving your placement, it is important that you maintain a relationship with your case worker and continue to work on your employability plan activities. Check out the below tips on how to be successful in the program and continue your path to being economically and socially secure.

Step
1

Meet with case worker

You and your case worker will work together to determine a schedule. Your meetings may be scheduled, such as monthly, or ad hoc for additional support. It is important that you attend these meetings and come prepared.

Step
2

Re-verify eligibility

Every six months, you and your case worker will review your eligibility to ensure your situation has not changed. If you have any of the below changes between your eligibility meetings, you should report them to your case worker.



Changes in your income, assets, and family structure (within 10 calendar days of changes happening)



1 Your child(ren) moving out of your home (within 5 working days of it happening)
2
3

Step
3

Stay current with assessments

Every six months, you and your case worker will review your progress to update your plan and determine if any additional supports are needed to help you remain successful. It is important that you are honest about what is going well and what isn't going well.



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Step 4

Receive full payments

Show up to work

Showing up to work leads to success. Be on time and professional. If you are going to be late or miss work due to an unforeseen circumstance, let your boss know promptly.

Report changes to your Wisconsin Works group

If you have any of the below changes between your eligibility meetings, you should report them to your case worker.



Changes in your income, assets, and family structure (within 10 calendar days of changes happening)



Your child(ren) moving out of your home (within 5 working days of it happening)

Step 5

Complete employability plan activities

Search for jobs

Participate in work and program activities

You and your case worker will identify activities that will help you achieve your overall goal. Some of these activities may include:

- Resume writing
- Interview skill building
- Career planning and counseling
- Career advancement services
- Community service
- On-the-job training
- Medical assessment
- Classes and activities, such as self-esteem workshops or workplace expectations, specifically designed to prepare you for work



Step 6

Complete education and training

There is always room for growth. You and your case worker will identify opportunities that may help you both professionally and personally. These may include:

- General Educational Diploma (GED)
- High School Equivalency Diploma (HSED)
- Life skills courses such as parenting and budgeting
- Personal development



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Want to learn more about the Wisconsin Works program? Visit dcf.wisconsin.gov/w2/parents/w2 today.

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