



DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF FAMILY AND ECONOMIC SECURITY
ADMINISTRATOR'S MEMO SERIES

DFES 25-06

ISSUE DATE: 4/30/2025

DISPOSAL DATE: 09/29/2025

☒ ACTION

☐ NOTICE

PROGRAM CATEGORIES:

- ☒ W-2 - Wisconsin Works
- ☒ RA - Refugee Assistance
- ☐ CS - Child Support
- ☐ CF - Children First
- ☐ TJ - Transitional Jobs
- ☐ TMJ - Transform Milwaukee Jobs

EFFECTIVE DATE: July 1, 2025

TO: Agency Administrators at Forward Services Corporation (FSC), Maximus, and UMOS

FROM: Connie M. Chesnik
Division Administrator

RE: Wilson-Fish Temporary Assistance for Needy Families Coordination Program (WF TCP) End of Service

PURPOSE

The purpose of this memo is to:

1. Notify Wisconsin Works (W-2) agencies participating in the Wilson Fish TANF Coordination Program (WF TCP) about the closure of the program.
2. Instruct contracted W-2 agencies to cease direct services under the program.
3. Recommend activities for W-2 agencies to continue after the program ends.

BACKGROUND

The WF TCP has been in effect since October 1, 2020, and will conclude on September 29, 2025. It was initiated with [DFES Admin Memo 21-05](#), and implemented in nine counties: Barron, Brown, Calumet, Dane, Eau Claire, Milwaukee, Outagamie, Sheboygan, and Winnebago by FSC, Maximus, and UMOS. The program aimed to offer customized, culturally, and linguistically appropriate integrated services and resources to better meet the needs of W-2 eligible refugees during their first 36 months in the United States. Over the years, FSC, Maximus, and UMOS have adapted existing programs and resources, in addition to employing the Transition to Success (TTS) enhanced case management tool under this program.

POLICY

The closure of this program does not impact any BRP policies. However, contracted W-2 agencies must end all program related activities under the WF TCP by June 30, 2025.

Additionally, the following recommended actions are suggested for contracted W-2 agencies to continue even after the program ends:

- Serve refugees and ORR-eligible individuals in programs they qualify for.
- Utilize the Map of My Dreams, Life Area Survey, and other adapted resources, including translated documents developed by the WF TCP.
- Use the "Refugee" tab (formerly WF tab) in the Wisconsin Works Program (WWP) database and the associated tools for managing W-2 cases for refugees and other ORR-eligible individuals.
- Refer refugees and other ORR-eligible individuals to Refugee Program Service Providers.
- Collaborate with the CARE Network, established by the WF TCP, to effectively coordinate resources for refugees and new immigrants.
- Contact BRP with requests related to future resources, such as translated documents and technical assistance.

DOCUMENTATION

Contracted W-2 agencies must enter information about WF participants in the WF tab in the WWP system until July 10, 2025. After this date, W-2 agencies should use the "Refugee" tab in WWP for managing cases involving refugees and other ORR-eligible individuals.

REPORTING

Contracted W-2 agencies are required to continue submitting WF TCP performance reports to BRP as outlined below. In addition to the specified reports, agencies must also provide any additional required data as requested by BRP:

- Monthly Participant Data Reports: These reports must be submitted electronically by the 10th of each month for the preceding calendar month until July 10, 2025. They should be submitted along with the RCA reports via the DCF SPARC portal.
- Annual Data Report: Annual Data Report for the months of October 2024 through September 2025, are due by October 10, 2025. This should be emailed to the BRP WF Refugee Programs Coordinator.
- If the 10th of the month falls on a weekend or a federal holiday, reports are due on the preceding business day.

TRAINING

Training opportunities will be provided for W-2 case managers at contracted and other W-2 agencies on navigating the "Refugee" tab in WWP. The WF Refugee Programs Coordinator at BRP will provide resources, coordinate training sessions, and offer ongoing technical assistance as needed.

AGENCY ACTION

Please ensure the cessation of program related activities under the WF TCP by June 30, 2025. Additionally, implement the recommended actions outlined in the policy section of this memo.

ATTACHMENTS

Not applicable

CONTACTS

Questions regarding this memo should be directed to: DCFRefugee@wisconsin.gov

DCF/DFES/BRP/AR