

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

 ACTION
 X NOTICE

13-02

ISSUE DATE: 05/20/2013
DISPOSAL DATE: Ongoing

†PROGRAM CATEGORIES:
 AS FM ML TR
 CC FL NA X W-2
 CS IT RA WIA
 CF JC TC
 CR LM TA

To: W-2 Agency Directors

From: Kristiane Randal
Division Administrator

RE: Requests for Wisconsin Works (W-2) Recipient Payment Information

PURPOSE:

The purpose of this memo is to inform Wisconsin Works (W-2) agencies of a Wisconsin statutory requirement to provide a list of W-2 recipients to the public, upon request. Included in this memo is the statutory reference for this requirement, access to the form agencies must use when requests are made, and information on a new report that the Bureau of Working Families (BWF) has created to assist agencies in meeting this requirement.

POLICY:

Per Wis. Stat. s. [49.32\(9\)](#), all W-2 agencies must maintain a monthly report containing the names of all persons receiving W-2 payments, including the amount paid to the person during the preceding month. W-2 agencies must provide this report to the public according to the requirements in the referenced statute. All individuals requesting to see the list must complete the updated [Request for Permission to Inspect Monthly Wisconsin Works \(W-2\) Report](#) Form DCF-F- DES-2025 (R. 05/2013).

REPORT:

The CL Report 02: *Wisconsin Works (W-2) Monthly Recipient Report* is now available in the *Employment Programs* folder, *Wisconsin Works Caseload Reports* subfolder in Web1. The report contains a list of all persons who received a W-2 payment and the amount paid during the preceding month. The report will be updated on the first Monday of each month with the preceding month's data, e.g., April 2013 data will be available on May 7, 2013, May 2013 data will be available on June 3, 2013. Only the most recent month's data will be included in this report.

ACTION NEEDED:

After reviewing Wis. Stat. s. [49.32\(9\)](#), W-2 agencies must:

1. Inform appropriate agency staff regarding the statutory requirement; and
2. Update their internal processes and procedures in order to meet the statutory requirement.

CONTACT: BOS - Bureau of Regional Operations Staff
Milwaukee - Milwaukee Operations Section Staff

DCF/DFES/BWF/JK