



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

DFES 23-05

ISSUE DATE: 09/18/2023

DISPOSAL DATE: 12/31/2024

ACTION

NOTICE

PROGRAM CATEGORIES:

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

DATE: 09/18/2023

TO: Wisconsin Works (W-2) Agency Directors

FROM: **Connie M. Chesnik**
Division Administrator

RE: **Announcing the Upcoming Wisconsin Works (W-2) Manual Technical Review and Updates**

PURPOSE:

The purpose of this memo is to provide:

1. Information on the upcoming Wisconsin Works (W-2) manual technical review;
2. Information on the W-2 manual cover sheets that will announce the publication of revisions; and
3. Required actions for contractors.

BACKGROUND:

The Bureau of Working Families (BWF) is excited to announce a multi-step project to implement a technical review for updates of the W-2 manual. The goal of this project is to help improve formatting, organization, and readability of program information without altering policy. All updates will be strictly technical. There are no policy or procedure changes accompanying this project.

Technical revisions will only be made to content related to the W-2 program. Other program policy housed in the W-2 manual, including the Refugee Cash and Medical Assistance program, will not be impacted.

FORTHCOMING COVER SHEETS:

BWF will release a series of W-2 manual cover sheets via the W-2 Manual Updates e-mail distribution list to announce the publication of each W-2 manual section update to the online manual. Updates will be incremental with each cover sheet detailing the W-2 manual section(s) revised. Contractors should expect multiple updates as the project progresses and will be notified when all W-2 manual technical revisions are complete.

ACTION ITEMS:

To stay informed of the upcoming W-2 manual updates, contractors should ensure relevant agency staff are subscribed to the “W-2, Emergency Assistance (EA), and Transitional Jobs (TJ)/Transform Milwaukee Jobs (TMJ) Manuals” distribution list. The sign up for this distribution list is located at <https://dcf.wisconsin.gov/w2/partners/ops-memos>.

Contractors should review the W-2 manual section updates outlined in each published cover sheet and familiarize staff with all updated formatting and organizational changes. All published cover sheets are located in the online W-2 manual under the [cover sheets](#) tab.

Contractors should be aware that internal links or references to W-2 manual sections may need to be updated as a result of the W-2 Manual Technical Review Project.

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DCF/DFES/BWF/AH