



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

**DFES 25-05**

ISSUE DATE: 03/10/2025

DISPOSAL DATE: 12/31/2026

☐ ACTION

☒ NOTICE

**PROGRAM CATEGORIES:**

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

**DATE:** 03/10/2025

**TO:** Wisconsin Works (W-2) Agency Directors

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

**RE:** **Announcing the Upcoming Emergency Assistance (EA) Policy Manual Technical Review and Updates**

**PURPOSE:**

The purpose of this memo is to provide:

1. Information on the upcoming Emergency Assistance (EA) manual technical review;
2. Information on the EA 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 EA policy manual, similar to the W-2 Manual Technical Review and Updates project in recent years (See Administrator's Memo [23-05](#)). The goal of this project is to help improve organization, access, 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 EA program. Other programs, including Wisconsin Works (W-2), will not be impacted.

## **FORTHCOMING COVER SHEETS**

BWF will release a series of EA manual cover sheets via the EA Manual Updates e-mail distribution list to announce the publication of each EA manual section update to the online manual. Updates will be incremental with each cover sheet detailing the EA manual section(s) revised. Contractors should expect multiple updates as the project progresses.

## **ACTION ITEMS**

To stay informed of the upcoming EA manual updates, contractors should ensure they are subscribed to the “W-2, EA, and TJ/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 manual section updates outlined in each published cover sheet and familiarize staff with all updated style and organizational changes. All published cover sheets are located in the on-line EA Manual under the [Cover Sheets](#) tab.

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

## **CONTACT**

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