

**From:** [DCF BWF Work Programs Help Desk](#)  
**To:** [DCF DL DFES BWF W-2 Agency CARES Coordinators](#); [DCF DL DFES BWF W-2 Agency Directors](#); [DCF DL DFES BWF TJ TMJ](#)  
**Cc:** [DCF DL DFES BWF W-2 REGIONAL STAFF](#); [DCF DL DFES PTT W-2 Staff](#); [DCF DL DFES BWF Supervisors](#)  
**Subject:** COVID-19 Suggestions for W-2 Activity Assignment  
**Date:** Friday, March 27, 2020 8:06:57 AM

---

Good Morning!

BWF issued previous guidance for using the CX activity code for activities W-2 participants cannot complete due to impacts of COVID-19. See the [Work Program Policy and Automation Adjustments Document \(current\)](#) and the [Frequently Asked Questions](#) for more information on the CX activity code and good cause reason code.

BWF encourages FEPs to assign other activities that are most appropriate and accessible for participants. Below are some suggested ways to assign activities. Note: This is not an exhaustive list and should be applied on a case by case basis. BWF also encourages W-2 agencies to share specific activity ideas that participants may do at home.

1. **AV-Domestic Violence Assessment and Supportive Services and HR-Housing-Related Activities (W-2, CF)**

While most Wisconsin families are required to stay at home, we encourage participants to take appropriate steps towards safety if home is not a safe place. FEPs should remind participants of shelter locations, hotlines, and other essential domestic violence or housing services.

2. **BE-Adult Basic Education (ABE, GE-General Education Development, and HSE-High School Equivalency Diploma (W-2, CF, TJ/TMJ)**

Although in-person classes may be cancelled, participants may attend education courses through video online learning.

3. **CA-AODA Counseling or CM-Mental Health Counseling (W-2, LF, CF)**

If AODA or mental health activities are appropriate, providers may offer video or phone appointments and supports.

4. **CE-Career Planning and Counseling (W-2, LF, CF, TJ/TMJ)**

Some career counselors may be available for video or phone appointments. In addition, online resources are available for career exploration. While job shadowing may not be available, informational interviews about career goals may be appropriate.

5. **CS-Community Service (CF)**

Although most Wisconsinites must stay at home, there may be exceptions for essential tasks at food banks, hospitals, and other emergency care facilities that provide volunteer opportunities.

6. **ES-ESL: English as a Second Language (W-2, LF, CF)**

Although in-person classes may be cancelled, participants may attend adult ESL education

courses through video online learning.

**7. ES-Employment Search (W-2, CF, TJ/TMJ)**

Some job search activities may be appropriate online or by phone. This may be limited due to current labor markets, but altered job search methods may be appropriate for some participants.

**8. JS-Job Skills Training (W-2, CF, TJ/TMJ)**

Although participants may not be able to attend in-person trainings, online video job skills trainings may be appropriate for skills such as data entry or other technological and home-based skills.

**9. LF-Life Skills (W-2, CF)**

Life skills such as family nutrition, budgeting, or other household skills activities may be relevant for participants during this time.

**10. LS-Literacy Skills (W-2, CF)**

Although in-person classes may be cancelled, participants may attend literacy courses through video online learning or practice literacy skills with other activities.

**11. MO-Job Readiness and Motivation (W-2, CF, TJ/TMJ)**

Resume development, computer skills courses, or other job readiness and motivation independent work may be appropriate.

**12. PA-Parenting Skills (W-2, CF, TJ/TMJ)**

Nutrition, family care, and other home-based learning activities may be appropriate as families are home together.

**13. PD-Personal Development (W-2, CF)**

Weight-loss promotion, personal journaling, motivational reading, and other activities may be appropriate at home.

If you have any questions regarding the information above, please contact the W-2 Policy Mailbox at [DCFw2PolicyQuestions@wisconsin.gov](mailto:DCFw2PolicyQuestions@wisconsin.gov) or the Help Desk at [BWfworkprogramsHD@wisconsin.gov](mailto:BWfworkprogramsHD@wisconsin.gov) as appropriate. For contract questions, please contact Linda Richardson at [Linda1.Richardson@wisconsin.gov](mailto:Linda1.Richardson@wisconsin.gov). Your regional staff are also available for questions.

Thank you.

**Jes Moss**

*Human Services Area Coordinator*

*Bureau of Working Families*

*Division of Family and Economic Security*

*Department of Children and Families*

---

201 E Washington Ave, A200

Madison, WI 53703

*T:* 608.422.6311

*F:* 608.261.6376

*E:* [Jessica.moss@wisconsin.gov](mailto:Jessica.moss@wisconsin.gov)