

From: [DCF BWF Work Programs Help Desk](#)
To: [DCF DL DFES BWF W-2 Agency Directors](#); [DCF DL DFES BWF W-2 Agency CARES Coordinators](#)
Cc: [DCF DL DFES BWF Supervisors](#); [DCF DL DFES BWF W-2 REGIONAL STAFF](#); [DCF DL DFES PTT W-2 Staff](#)
Subject: COVID-19 ACCESS Program Requests
Date: Monday, April 27, 2020 10:01:06 AM

Good Morning.

The new functionality in ACCESS is now in production and features for BWF programs were updated and available. BWF has noticed many requests for W-2, JAL, and EA through the ACCESS self-service portal made over the weekend. Agencies should view the list of new ACCESS program requests in CWW on the W-2, JAL, and EA ACCESS Requests page to see what has been assigned to their agencies and begin processing them.

Please see [BWF Operations Memo 20-08](#) for further information about the new use and functionality of ACCESS. The DCF W-2 Partner Training Team has created the Processing Simplified ACCESS Program Requests in CWW Desk Aid to assist W-2 agency workers. The desk aid is available in the PTT Learning Center. If you have further questions or need assistance with ACCESS, please contact Jane Kahl at Jane.Kahl@wisconsin.gov or the Help Desk at BWFworkprogramsHD@wisconsin.gov. Your regional staff are also available for questions.

This email will be posted to the BWF Work Programs Help Desk Home Page located here: <https://dcf.wisconsin.gov/w2/partners/toolbox/helpdesk> and can be found in the Common Requests section under **COVID-19 Information**.

Thank you and have a great day.

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