

DEPARTMENT OF CHILDREN
AND FAMILIES
Secretary Eloise Anderson
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov



State of Wisconsin
Governor Scott Walker



TO: **W-2 Agencies
Training Staff**

FROM: Janice Peters, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO

No: BWF 14-04

DATE: FEBRUARY 3, 2014

W-2	<input type="checkbox"/>	EA	<input type="checkbox"/>
JAL	<input checked="" type="checkbox"/>	RAP	<input type="checkbox"/>
Other EP	<input type="checkbox"/>	*	

SUBJECT: Job Access Loan Eligibility for Noncustodial Parents

CROSS REFERENCE: W-2 Manual, Section [17.2.1](#)
[Operations Memo 13-45](#)
[Operations Memo 11-67 Amended](#)

EFFECTIVE DATE: February 1, 2014

PURPOSE

The purpose of this memo is to introduce new policy that expands eligibility for Job Access Loans (JALs) to certain noncustodial parents. In addition, the memo describes changes to Client Assistance for Reemployment and Economic Support (CARES) and CARES Worker Web (CWW) to support the new policy.

BACKGROUND

2013 Wisconsin Act 20 (2013-2015 Biennial Budget) expanded JAL eligibility to certain noncustodial parents.

POLICY CHANGES

Certain noncustodial parents of dependent children are now eligible for JALs. In addition to meeting nonfinancial and financial eligibility for W-2 and specific JAL conditions, the

noncustodial parent must be subject to a child support order and the custodial parent of the dependent child must be:

1. In a W-2 placement (paid or unpaid);
2. Receiving Wisconsin Shares child care assistance; or
3. Receiving FoodShare.

Noncustodial parents requesting a JAL must complete the [Combined Application and Repayment Agreement Form](#) (DCF-F-DWSP2482).

Attached is the updated policy. To provide workers with a better understanding of the changes, new policy language is underlined, and old policy language is struck out. BWF will update to Section 17.2.1 of the W-2 Manual in the next W-2 Manual release.

For information on verifying and documenting NCP eligibility, refer to [Operations Memo 13-45](#), page 2, **PROCESS FOR VERIFYING AND DOCUMENTING NCP ELIGIBILITY**.

CARES CWW CHANGES

If a noncustodial parent is not already open in a W-2 CMN placement, the W-2 worker must record the noncustodial parent's request for a JAL on the CWW **W-2 Request** page. The worker must select "L-Non-custodial parent Job Access Loan" in the **Target Type** field dropdown box and the noncustodial parent's name in the **Target Individual** field dropdown box. CWW will set the W-2 subprogram type for the noncustodial parent's JAL request to *WW L* (opposed to *WW J*, which is the W-2 subprogram type for a custodial parent's JAL request).

W-2 Request Cancel ☐ Reset

W-2 Program Request

Effective Period

* Begin Month: 12 / 2013 Last Updated: 12/06/2013

Request Details

* W-2 Request Date: 12 / 06 / 2013 * Requesting this Program / Subprogram of Assistance? Yes

Target Type: J - Job Access Loan
L - Non-custodial parent Job Access Loan
M - Minor parent
N - Non-custodial parent
P - Pregnant woman Target Individual:

Subsidized Housing Information

Last Updated: MM / YYYY * Low Income Subsidized Housing Status:

Updated on or before MM / DD / YYYY Go

Enter Begin Month for New Data: MM / YYYY

Cancel ☐ Previous Next

Once the **W-2 Request** page is complete, processing JALs for noncustodial parents is identical to processing JALs for custodial parents. This includes completing the application in CWW and processing the request in the Benefit Recovery and Benefit Issuance subsystems.

If the noncustodial parent is already open in a W-2 CMN placement, the W-2 worker must start the JAL application process in the Benefit Recovery subsystem, similar to how a worker would process a JAL application for a custodial parent that requests a JAL when he or she is already included on an open W-2 case.

TRAINING

The noncustodial parent changes will be included in CARES New Worker Training. In addition, W-2 agencies may access additional information on the Partner Training Section [Learning Center](#) webpage at the Pro Shop/Coach's Corner. Training will be available in early 2014.

ATTACHMENT

[Updated W-2 Manual section 17.2.1](#)

CONTACTS

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

DCF/DFES/BWF/DDž