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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: 14-10

DATE: APRIL 25, 2014

W-2  EA   
JAL  RAP   
Other EP \*

**SUBJECT: CARES Worker Web School Enrollment Page Enhancements**

**CROSS REFERENCE:** W-2 Manual: [Section 4.1.2, Information Requiring Eligibility Verification](#)  
[Chapter 16, Learnfare](#)

**EFFECTIVE DATE:** April 26, 2014

**PURPOSE**

The purpose of this memo is to describe changes to the Cares Worker Web (CWW) School Enrollment page functionality.

**BACKGROUND**

The Legislative Audit Bureau (LAB) has found that Financial Employment Planners (FEPs) are not verifying the school enrollment status of children subject to Learnfare case management.

The Bureau of Working Families (BWF) has determined that CWW does not correctly support Wisconsin Works (W-2) eligibility policy. To be eligible for W-2 as a custodial parent, an applicant or participant must reside with one or more dependent children. A dependent child is defined as a person who resides with a parent and who is under the age of 18 or a person who is a full-time student at a secondary school, or a vocational or technical equivalent, and is reasonably expected to complete the program before attaining the age of 19. The 18-year-old is also referred to as a "dependent 18-year-old."

BWF has made changes to the CWW School Enrollment Page to address the LAB findings and support the dependent 18-year-old definition.

**POLICY REMINDERS**

*Learnfare:* FEPs must verify school enrollment status for children between the ages of 6 and 17 whose parent is in a W-2 employment position (Community Service Jobs and W-2 Transition placements).

*Custodial Parent Eligibility:* If a custodial parent’s only dependent child is 18 years old, in high school or its equivalent, and is reasonably expected to graduate before turning 19, then the parent is eligible for W-2 as a custodial parent, assuming the parent meets all other financial and nonfinancial eligibility criteria.

**SCHOOL ENROLLMENT PAGE CHANGES**

Current screen functionality: CWW schedules the School Enrollment page for all W-2 Group members age 4 or older for W-2 only cases during Intake, Review, and Person Add driver flows.

New screen functionality: CWW will schedule the School Enrollment page for W-2 Group members age 6 or older, but not yet 19 for W-2 only cases during Intake, Review, and Person Add driver flows.

When a worker adds W-2 to a case open for child care, FoodShare, or Health Care (otherwise known as a “mixed case”), CWW will schedule the School Enrollment page for those individuals for whom School Enrollment information is required based on the rules of the other programs on the case.

During a W-2 Review on a mixed case or a W-2 only case, CWW will clear the following verification fields for individuals age 6 or older but not yet 19:

- High School Graduation Status
- Enrollment Status

**School Enrollment** Cancel  Reset

Completed 2 of 3

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**Effective Period**

\* Begin Month: 04 / 2014      Last Updated: 04/10/2014

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**Individual Information**

\* Individual: ALEXANDRA EARHART 11F DAU

\* Highest Level of Education Completed: 004 - GRADE 4 COMPLETED

\* High School Graduation Status: NOT - NOT GRADUATED      Verification:

\* Enrollment Status: FU - FULL TIME      Verification:

Type of Educational Institution: EL - ELEMENTARY

Student FoodShare Eligibility Reason:       Verification:

\* School District:

School Name:

Expected Date of High School Graduation: MM / DD / YYYY      Verification:

Meets Caring for Dependent Children Requirement:

Enter New Begin Month: MM / YYYY

**Example:** A FEP is adding W-2 to an existing FoodShare case (processing a Group Level Program Request) for W-2 applicant Shanika Jones. Ms. Jones lives with her two children, Donte age 4 and Terrell age 7. The School Enrollment page will be scheduled in the driver flow for all three household members because the FoodShare program requires this. All verification fields will retain their previously populated values. The FEP bypasses the School Enrollment pages for Ms. Jones and Donte because neither is age 6 or less than age 19. However, Terrell's school enrollment status must be verified because he is 7 years old.

In six months, during Ms. Jones's W-2 Review, the School Enrollment page will again be scheduled for all three individuals. However, Terrell's High School Graduation and Enrollment Status Verification fields will be blank, reminding the FEP to request verification of Terrell's current school enrollment status.

Current screen functionality: The Expected Date of High School Graduation and corresponding verification field is not required, even if the only child in the W-2 Group is a dependent 18-year-old. Because of this, FEPs unfamiliar with policy regarding dependent 18-year-olds do not enter an expected graduation date for these individuals, resulting in incorrect W-2 closures.

New screen functionality: The Expected Date of High School Graduation and corresponding verification field will be required for W-2 Group members age 17 but not yet 19 when their:

- High school graduating status is NOT GRADUATED; and
- Enrollment status is FULL TIME.

The verification for the Expected Date of High School Graduation field will now clear at Review for individuals age 17 but not yet 19.

### ***ACTION REQUIRED***

W-2 agencies must discuss the policy reminders and School Enrollment page changes with staff and update any relevant local agency procedures.

### ***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/GS