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State of Wisconsin
Governor Scott Walker



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

FROM: Margaret McMahon, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO

No: 16-15

DATE: 09/21/2016

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

SUBJECT: *Wisconsin Works Process and System Changes Related to the FoodShare Work Registration Requirement*

CROSS REFERENCE: [DHS Operations Memo 16-29](#)

EFFECTIVE DATE: September 24, 2016

PURPOSE

The purpose of this Operations Memo is to announce process and system changes for Wisconsin Works (W-2) Financial and Employment Planners (FEPs) related to FoodShare work registration, also referred to as the general FoodShare work requirement. These changes will be implemented in CARES Worker Web (CWW) on September 24, 2016.

BACKGROUND

Effective September 24, 2016, FoodShare applicants and members will be subject to a more detailed application and interview process to determine their work registration status. The process will automate sanctions for failure to meet the FoodShare work registration requirements. The work registration requirements are not new. All FoodShare applicants or members ages 16 through 59 must comply with the work registration requirements as a condition of FoodShare eligibility, unless they meet an exemption. An applicant or member is required to register for work the month after he or she turns 16 and is exempt starting the month he or she turns 60.

Applicants or members who do not comply with the work registration requirements are sanctioned from receiving FoodShare benefits, unless they have good cause. The work registration requirements are different from the work requirement for certain able-bodied adults without dependents (ABAWDs) that was implemented statewide on April 1, 2015. For a

complete description of the FoodShare work requirements, exemptions, sanction events, and good cause, please see [Department of Health Services \(DHS\) Operations Memo 16-29](#).

Although FEPs will not be completing the more detailed FoodShare interview process nor determining good cause for a participant's failure to comply with work registration requirements, there are CWW changes that will affect FEPs. This memo provides a standard procedure to allow FEPs to continue in the driver flow for W-2 eligibility while pending the participant's case for FoodShare. It is the IM worker's responsibility to follow up with the participant to determine if a FoodShare sanction event has occurred and whether the participant has good cause.

POLICY

There are no policy changes associated with this memo for W-2.

PROCESS

Per DHS policy, a FoodShare applicant or member is exempt from the work requirement if he or she is open for W-2 in CWW. However, the individual could be sanctioned if he or she was previously open for W-2 and closes for W-2. Income Maintenance (IM) workers must not contact the FEP to ask why an individual lost W-2 eligibility, or to determine if the individual is complying with W-2. If the individual's W-2 case closes, the IM worker must discuss the reason for closure with the individual. If the individual's case is open for W-2 in CWW, the individual is considered compliant with W-2 for the FoodShare work requirement.

The IM worker is responsible for determining if the individual is exempt for FoodShare work requirements and if a sanction is appropriate. If the FEP is contacted by the IM worker, the FEP should refer the IM worker to the policy outlined in [DHS Operations Memo 16-29](#). If a FEP provides information to the IM worker, the FEP could be required to testify at the individual's fair hearing to contest a sanction for FoodShare.

CWW CHANGES

In order to assist IM workers with determining work registrant status and imposing sanctions, CWW will determine work registrant status at FoodShare application or renewal based on the date eligibility is confirmed. The individual's work registrant status will also be determined when a **Loss of Employment** page is created on or after September 24, 2016.

Prior to September 24, 2016, the **Loss of Employment** page was not scheduled in the CWW driver flow for FEPs. The **Loss of Employment** page was created for IM workers when a FoodShare member lost employment, but was "Read Only" to FEPs.

As of September 24, 2016, the **Loss of Employment** page will be scheduled in the CWW driver flow for all W-2 cases who are also receiving FoodShare when the FEP enters a current date or past date in the **Employment End Date** field on the **Employment** page. The **Loss of Employment** page will not be scheduled if the FEP enters a future date in the **Employment End Date** field, nor will it be scheduled for W-2 participants who are not receiving FoodShare.

Employment Description			
Employee Type:	<input type="text"/>	Job Title for Health Insurance:	<input type="text"/>
* Employment Type:	R - REGULAR EMPLOYMENT	* Verification:	AF - AGENCY FORM
* Begin Date:	07 / 05 / 2016	* Verification:	PS - PAY STUBS OR ENVELOPE
First Pay Check Date:	07 / 21 / 2016		
* Employment Ended?	Yes		
Employment End Date:	09 / 08 / 2016	Verification:	? - NOT YET VERIFIED
Date Of Last Paycheck:	09 / 15 / 2016	Verification:	? - NOT YET VERIFIED

When a **Loss of Employment** page is created, the FEP is required to enter the following information for the specified fields:

- **Begin Month;**
- **Individual;**
- **Change Type?:** *Always choose UN-Unknown;*
- **Change Event Date:** *Always enter the date the employment ended;*
- **Change Type Verification:** *Always choose Q?-Questionable Not Yet Verified;* and
- **Good Cause?:** *Always choose No.*

Loss of Employment			
Effective Period		Last Updated: 10/07/2016	
* Begin Month:	09 / 2016	End Month:	MM / YYYY
Delete Reason:	<input type="text"/>		
Additional Information			
* Individual:	MELINDA LOSTJOB 33F PP	Sequence:	1
Employer Name:	<input type="text"/>	Wages Earned Per Week:	\$ <input type="text"/> . <input type="text"/>
		Hours Worked Per Week:	<input type="text"/>
* Change Type?	UN - Unknown	* Change Event Date:	09 / 08 / 2016
* Good Cause?	No	* Verification:	Q? - QUESTIONABLE NOT YET
Good Cause Reason:	<input type="text"/>		
Re-request FoodShare?	<input type="text"/>	Verification:	<input type="text"/>
Reason for Ignoring for Sanction:	<input type="text"/>		
Request Date:	MM / DD / YYYY		
Sanction Details			
Sequence:	Override Sequence:	Override Reason:	
Begin Date:	End Date:		
Override Begin Date:	Override End Date:		

By entering the information as specified, the FEP will be able to continue in the driver flow for W-2 while pending the case for FoodShare. Once the W-2 driver flow is complete, the FEP must contact the IM worker following the policy for eligibility confirmation (see W-2 Manual, Section 4.3.3). The IM worker will follow up with the participant regarding the employment loss. FEPs are not responsible for determining good cause for FoodShare and must not select **YES** in the **Good Cause?** field.

AGENCY ACTION

W-2 agencies must familiarize staff with these changes 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/ERR