DEPARTMENT OF CHILDREN AND FAMILIES
Division of Family and Economic Security

Wisconsin Works (W-2)
Overpayment Worksheet 2016 and Earlier

OP

Participant Name:		Worker Name & ID:	Date:
Case Number:	**Claim Number:**	**W-2 Agency Name & Number:**	

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m). Wisconsin Statutes]

		Original Budget	**Corrected Budget**	Original Budget	**Corrected Budget**
	Benefit Month:				
	Participation Period:				
	Payment Month:				
	Assistance Group Size:				
1	Vehicle Asset(s)				
2	₊ Other Asset(s)				
3	₌ **Total Asset(s)**	$	$	$	$
4	Asset Limit	$	$	$	$
	Passed Asset Limit test?				
5	Earned Income				
6	₊ Unearned Income				
7	₌ **Total Gross Income**	$	$	$	$
8	Gross Income Limit				
	Passed Gross Limit test?				
9	**W-2 Employment Position Payment**				
10	₋ Drug Felon Penalty				
11	₋ Learnfare Penalty				
12	(Hours of Nonparticipation)				
13	₋ **Nonparticipation Penalty**	$	$	$	$
14	₌ **Total W-2 Penalties**	$	$	$	$
15	₌ **Sub-total of W-2 Payment - W-2 Penalties**	$	$	$	$
16	₋ Prior Monthly Recoupment Withheld	$	$	$	$
17	₌ **Calculated W-2 Payment Amount**	$	$	$	$
18	Actual W-2 Payment	$	$	$	$
19	**W-2 Subtotal Overpaid**	$	$	$	$
20	Sub-total of W-2 Overpayment Amount to be Recovered		$		$

CUMULATIVE TOTAL OF W-2 OVERPAYMENT TO BE RECOVERED:	$

Reason for W-2 Overpayment:

DCF-F-5223 (N. 11/2017)

This worksheet is used to compute W-2 overpayment amount(s) for one or more months. It will also accumulate overpayments which may span for one or more months and will compute a combination of overpayment information to arrive at a net overpayment.

Field Name:	Description:
Participant Name:	Enter the name of participant being issued notice.
Case Number:	Enter the case number for participant being issued notice.
Claim Number:	Enter the claim number for the overpayment generated from CARES Screen BVRF.
W-2 Agency Name & Number:	Enter the name and number of the W-2 Agency completing the form.
Worker Name & ID:	Enter the Worker Name and ID for the participant to contact with any questions.
Date:	Enter the date of issuance that will go along with the overpayment notice.

	Benefit Month:	Enter the Benefit Month.
	Participation Period:	Enter the Participation Period.
	Payment Month:	Enter the Payment Month.
	Assistance Group Size:	Enter the Assistance Group Size.
1	Vehicle Asset(s)	Enter Vehicle Asset(s) amount from the Asset Information page in CWW.
2	+ Other Asset(s)	Enter Other Asset(s) amount (i.e. Liquid, Property, Lump Sum, Life Insurance, etc.)
3	= **Total Asset(s)**	Calculate (1+2) and enter the Total Asset(s) amount.
4	Asset Limit	Enter $2,500. Reference: W-2 Manual 3.3.1
	Passed Asset Limit test?	If Total Asset(s) (3) is $2,500 or less, enter Pass. If $2,501 or more, enter Fail.
5	Earned Income	Enter Earned Income from the Employment page in CWW.
6	+ Unearned Income	Enter Unearned Income from the Unearned Income page in CWW.
7	= **Total Gross Income**	Calculate (5+6) and enter the Total Gross Income.
8	Gross Income Limit	Enter the Gross Income based on the Assistance Group Size.
	Passed Gross Limit test?	Determine Pass/Fail based on yearly [Federal Poverty Guidelines for Gross Income Limit].
9	**W-2 Employment Position Payment**	In the Original Budget column: Enter the W-2 Employment Position Payment amount as listed on the W-2 Potential Payments Amount in CWW. Reference: W-2 Manual Ch. 7
		In the Corrected Budget column: Enter the corrected W-2 Employment Position Payment amount. Note: For W-2 Employment Position overpayments, you must calculate the corrected W-2 benefit amount the participant was eligible for (e.g., Original Amount - Overpayment Amount = Corrected Amount.) If not for an employment position, enter the issued benefit as listed on CARES Screen IQAF.
10	– Drug Felon Penalty	Enter Drug Felon Penalty amount from the Drug Felon page in CWW. Reference: W-2 Manual 11.7.1
11	– Learnfare Penalty	Enter Learnfare Penalty amount from the School Enrollment page in CWW. Reference: W-2 Manual 16.4.1
12	(Hours of Nonparticipation)	In the Original Budget column: Enter nonparticipation hours listed from CARES Screen IQWD.
		In the Corrected Budget column: Enter the Original or Corrected Number of Nonparticipation Hours. (e.g., Original Nonparticipation Hours + New/Identified Overpayment Nonparticipation Hours = Corrected Nonparticipation Hours.) Note: For Agency Error overpayment due to nonparticipation, calculate the corrected W-2 Nonparticipation Hours. If not for a nonparticipation overpayment, enter the Original Nonparticipation Hours listed from CARES Screen IQWD.
13	– **Nonparticipation Penalty**	Calculate the Nonparticipation Penalty by calculating the Number of Nonparticipation Hours Missed X $5.
14	= **Total W-2 Penalties**	Calculate (10+11+13) and enter the Total W-2 Penalties.
15	= **Sub-total of W-2 Payment - W-2 Penalties**	Calculate and enter the Sub-total of the W-2 Employment Position Payment (9) - Total W-2 Penalties (14).
16	– Prior Monthly Recoupment Withheld	Enter the Prior Monthly Recoupment amount withheld listed from CARES Screen IQWD.
17	= **Calculated W-2 Payment Amount**	Calculate (14-15) and enter the Calculated W-2 Payment Amount.
18	Actual W-2 Payment	Enter the Actual W-2 Payment Issued listed from CARES Screen IQAF under the Original and Corrected columns.
19	**W-2 Subtotal Overpaid**	Calculate (18-17) and enter the W-2 Subtotal Overpaid .
20	**Sub-total of W-2 Overpayment Amount to be Recovered**	Calculate and enter the Sub-total of W-2 Overpayment Amounts from the Corrected Budget column (18).

CUMULATIVE TOTAL OF W-2 OVERPAYMENT AMOUNT TO BE RECOVERED:	Calculate and enter the Total W-2 Overpayment Amount to be Recovered from the Corrected Budget columns.

Reason for W-2 Overpayment:	Enter the Reason for the W-2 Overpayment. Free format text area to input additional information about the W-2 Overpayment that the participant should know about.