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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: 18-06

DATE: 04/16/2018

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

**SUBJECT: New Job Access Loan Eligibility Criteria**

**CROSS REFERENCE:** [W-2 Manual Sections 2.2.1, 3.1, 4.1.2, 17.2.1, 17.2.2](#)  
[2017 Wisconsin Act 80](#)  
[Wis. Stat. s. 49.147\(6\)](#)

**EFFECTIVE DATE:** Immediately

**PURPOSE**

The purpose of this memo is to introduce new eligibility criteria for Job Access Loans requested for the purchase or repair of a vehicle.

**BACKGROUND**

Job Access Loans (JALs) are short-term interest-free loans intended to meet immediate and discrete expenses that are related to obtaining or maintaining employment.

2017 Wisconsin Act 80 added three new eligibility criteria for a JAL for the purchase or repair of a vehicle:

1. Proof of a current and valid driver's license,
2. Proof of motor vehicle insurance, and
3. If the individual is on probation, parole, or extended supervision, proof of permission from the supervising officer allowing the individual to purchase a vehicle.

## **POLICY CHANGES**

### CURRENT POLICY

In order to be determined potentially eligible for a JAL, an individual must meet the non-financial and financial eligibility criteria in Wisconsin Works (W-2) Manual sections [2.2.1](#) and [3.1](#). All JAL applicants must meet with a Financial and Employment Planner (FEP) to complete the interactive application process in accordance with W-2 Manual section [17.2.2](#). The FEP must verify that the eligibility determination requirements are met using the criteria in W-2 Manual sections [4.1.2](#) and [17.2.1](#).

### NEW POLICY

When an individual applies for a JAL to purchase or repair a vehicle, the FEP must verify that the applicant has a current and valid driver's license and has motor vehicle liability insurance. Applicants who are on probation, parole, or extended supervision must also provide proof of permission from the supervising officer allowing the individual to purchase a vehicle.

1. Proof of current and valid driver's license

The FEP must search the Wisconsin Department of Transportation's status check [webpage](#) to verify that an applicant's driver's license is current and valid. The FEP must scan a copy of the documentation into the Electronic Case File (ECF) with code VI.

2. Proof of motor vehicle liability insurance

The FEP must pend JAL eligibility until an applicant provides a minimum of two quotes for motor vehicle liability insurance. Upon receipt of the quotes, the FEP may confirm eligibility but must not disburse the check until the JAL recipient furnishes proof of motor vehicle liability insurance. The FEP must scan a copy of the documentation into the ECF with code VI.

3. Proof of permission from a probation, parole, or extended supervision agent to purchase a vehicle

If applicable, the FEP must require written permission from an applicant's probation, parole, or extended supervision agent for a JAL to purchase a vehicle. A note on Department of Corrections letterhead or an e-mail sent via the state e-mail system to the FEP by a probation, parole, or extended supervision agent is allowed as documentation. The FEP must scan a copy of the documentation into the ECF with code VI.

### W-2 MANUAL

Attached to this memo are revisions to W-2 Manual Section 4.1.2 and 17.2.1, including the addition of Section 17.2.1.3. Policy that has been added is underlined. DCF will update these sections with the next W-2 Manual release.

## **CARES WORKER WEB (CWW)**

There are no changes to CWW.

## ***TRAINING***

The Partner Training Team (PTT) is updating the JAL Computer-Based Training to reflect these changes. PTT will notify the W-2 Agency Training Liaisons when the new version of the JAL training is available.

## ***AGENCY ACTION***

W-2 agencies must familiarize staff with these policy changes and update any relevant local agency processes and Standard Operating Procedures (SOPs). If applicable, JAL application checklists must incorporate the new eligibility requirements. Agencies must submit their SOPs and application checklists to their Regional Administrator or Regional Coordinator at the Bureau of Regional Operations (BRO) or Milwaukee Operations Section (MOS) for approval and monitoring.

## ***ATTACHMENTS***

[W-2 Manual, Section 4.1.2 Information Requiring Eligibility Verification](#)  
[W-2 Manual, Section 17.2.1 Eligibility Criteria](#)

## ***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/DH