

RETURN ADDRESS
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**State of
Wisconsin**

Case #
000000000

Date: MM/DD/YYYY

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SUSIE SMITH
123 MAIN STREET
ANYTOWN, WI 12345

Child Care Eligibility Worker:

IMA WORKER
Phone: 1-234-567-8901
Fax: 1-234-567-8901

Wisconsin Works (W-2) Worker:

IMA WORKER
Fax: 1-234-567-8901

The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your W-2 and/or Wisconsin Shares Child Care Subsidy benefits. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call one of the numbers below. These services are free.

W-2: 1-234-567-8901

Child Care: 1-234-567-8901

TTY: 711

Notice of Eligibility Child Care and Wisconsin Works (W-2)

This notice tells you about your eligibility for Child Care and Wisconsin Works (W-2). If you have questions, please call the number for Child Care or W-2 listed at the top of this page.

Which program?	What happened?	More info?
Child Care	You are denied for Child Care beginning DATE.	See Child Care Page
W-2	You are denied for W-2 beginning DATE.	See W-2 Page

If you don't agree with the Child Care decision, you have the right to a fair hearing. If you don't agree with the W-2 decision, you have the right to a fact finding. See last section to learn more about this. You may also want to talk with the local agency listed above.

Child Care Information

Who is NOT eligible for Child Care and why

When	Who	Why
Beginning DATE	SUSIE SMITH	<p>A caretaker is not completing approved child care activities</p> <p>You or someone in your household did not take a needed action or give the required proof of your answers to your agency. See the "What was needed?" section for more details.</p>

What was needed for SUSIE SMITH?

We needed proof of your:

- Employment at ABC CORP including: Date job started, date when first paycheck will be received and amount of first paycheck; Expected monthly income before taxes or deductions and number of hours worked per pay period
- Where you are living
- Wisconsin residency
- Identity

SAMPLE

W-2 Information

Why you are not eligible for W-2

When	Why
Beginning DATE	You or someone in your household did not take a needed action or give the required proof of your answers to your agency. See the "What was needed?" section for more details.

What was needed for SUSIE SMITH?

We needed proof of your:

- Employment at ABC CORP including: Date job started, date when first paycheck will be received and amount of first paycheck; Expected monthly income before taxes or deductions and number of hours worked per pay period
- Identity
- Wisconsin residency

DO YOU NEED AN ACCOMMODATION?

If something might keep you from doing your W-2 activities, please tell your W-2 worker right away. If you need an accommodation to do your W-2 activities, please ask your worker shown on page one of this notice. You may also want to tell your worker about any domestic violence now or in the past.

If you aren't sure if you need an accommodation, you may ask your worker to help you complete the Barrier Screening Tool (BST). You may also ask your worker to help find a doctor who can help explain what might be stopping you from doing your W-2 activities. The BST and doctor reports will give your worker more information about work site accommodations you may need.

Your Household Income

All of your reported income

Who Has Income	When and How Much		
	DATE to DATE		
SUSIE SMITH ABC CORP	\$000.00		

How we counted your monthly income for Child Care

	When and How Much		
	Beginning DATE		
Counted Gross Income	\$000.00		
Gross Income Limit	\$0,000.00		

How we counted your monthly income for Wisconsin Works (W-2)

	When and How Much		
	Beginning DATE		
Counted Gross Income	\$000.00		
Gross Income Limit	\$0,000.00		

SAMPLE

Do you disagree with the Child Care or W-2 decision?

If you disagree with the Child Care decision you have the right to request a Fair Hearing.

What is a fair hearing review?

A fair hearing gives you the chance to tell why you think there has been a wrong decision about your eligibility. At the hearing, a hearing officer will hear from you and the local agency to find out if the decision was right or wrong. You may bring a friend or family member with you to the hearing. You may also be able to get free legal help. To learn more about free legal help, call 1-234-567-8901.

How long do you have to ask for a fair hearing?

Your request for a fair hearing review must be submitted by DATE.

How do you request a fair hearing?

You can ask for a hearing at the agency where you applied for Child Care. You may also send a written request for a fair hearing to the Division of Hearings & Appeals, PO Box 7875, Madison, WI 53707-7875, or fax it to 123-456-7890. Fair hearing forms can be found on the Internet at <http://www.doa.state.wi.us/Divisions/Hearings-and-appeals/request-hearing>. If you will need a language translator, sign language interpreter or other accommodation for a disability during the hearing, please include that information in your written request.

If you disagree with the W-2 decision you have the right to request a Fact Finding review.

What is a fact finding review?

A fact finding review gives you the chance to tell why you think there has been a wrong decision about your eligibility. At the review, a person called the Fact Finder will hear from you and the agency to find out if the decision was right or wrong. You may bring a friend or family member with you to the fact finding. You may also be able to get free legal help. To learn more about free legal help, call 1-234-567-8901.

How long do you have to ask for a fact finding review?

Your request for a fact finding review must be received by DATE.

How do you request a fact finding review?

You can request a fact finding review by calling or writing your worker or W-2 agency shown on page 1 of this notice or by going to the W-2 agency and asking for a *Request For Wisconsin Works (W-2) Fact Finding Review* form. This form can also be found on the Internet at <http://dcf.wisconsin.gov/forms/pdf/10783.pdf>. If you will need a language translator, sign language interpreter or other accommodation for a disability during the Fact Finding review, please include that information in your request.

Other information you need to know about a fact finding review.

- W-2 services will not continue if you request a fact finding review.
- If you or your representative fail to appear at the fact finding review without good cause, your request will be dismissed.
- You can reapply for W-2 services at any time, even if you have requested a fact finding review.

If you disagree with both of your Child Care and W-2 decisions, you must request each type of review.