



## Completion Instructions

This form is for W-2 contractors to inform DCF of what approvers to add and delete for JAL, W-2 auxiliary payment and POP claims on CARES screens BIJA, BIAW or WPOA. The approvers listed on screen BIJA, BIAW and WPOA are the workers with access to take action on these payments or claims for any office within the W-2 contract area.

Each W-2 contractor must have at least one JAL, W-2 auxiliary payment and POP claim approver. The maximum number of JAL and W-2 auxiliary approvers allowed per office is 10. The maximum number of POP claim approvers is 14. JAL, W-2 auxiliary payment and POP claim approvers may be supervisors, lead workers, or other appropriate staff with a clear understanding of the JAL payment, auxiliary payment or POP claim process and related approval responsibility.

### Section 1.

Fill in all requested information.

**NOTE:** When filling in the W-2 WP Office Number, enter the number for which the approver changes are requested. This is the four-digit office number that starts with 0 or 1. When filling in the W-2 Eligibility Office Number (for JAL), enter the number for which the approver changes are requested. This is the four-digit office number that starts with 55 or 56.

### Section 2. Query CARES Screen BIJA, BIAW and WPOA to Add / Delete Workers

**NOTE:** Query is not required for first time set-up, but is mandatory for any updates following the initial request.

Before completing this form to request a change, the requestor must first query CARES screen BIJA, BIAW or WPOA to view current worker information listed. When you add an approver be aware each worker will have office approval authority for each office number in the W-2 contract area.

To query CARES screen BIJA, BIAW or WPOA enter that code in the TRAN field and the applicable office number in the PARMS field, and press enter. That office's information will be displayed, listing the Logon IDs and name of the workers currently designated for that office. Use this query process to help determine which approvers should be removed and/or added.

To "Add" or "Delete" a Payment/Claim Approver:

1. Enter the W-2 contractor name, W-2 WP office number or W-2 Eligibility office number (for JAL), and date in section #1.
2. Enter the worker name and CARES Logon ID of the approver in section #2.
3. Indicate if the access to approve should be added or deleted.
4. The form must be signed by the W-2 Security Officer.
5. FAX the form to the DCF W-2 Help Desk at (608) 327-6125. To prevent unnecessary delays, check for confirmation that the FAX was sent successfully.

For reporting incorrect information on CARES screens BIJA, BIAW or WPOA, or if a designated worker cannot access this screen in query mode, email to: [dcfw2careshd@wisconsin.gov](mailto:dcfw2careshd@wisconsin.gov), for assistance.