



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

FROM: Janice Peters, Acting Director
Bureau of Working Families
Division of Family and Economic Security
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BWF OPERATIONS MEMO	
No:	20-24
DATE:	11/17/2020
W-2	<input checked="" type="checkbox"/> EA <input type="checkbox"/> CF <input type="checkbox"/> JAL <input type="checkbox"/>
RAP	<input type="checkbox"/> TMJ <input type="checkbox"/> TJ <input type="checkbox"/> Other EP <input type="checkbox"/>

SUBJECT: *Wisconsin Works Policy Adjustments and ACCESS and CARES Worker Web Enhancements for Huber Program Participation*

CROSS REFERENCE: [W-2 Manual 3.2.9.1: Disregarded Income](#)
[W-2 Manual 4.1.2: Information Requiring Eligibility Verification](#)
[W-2 Manual 11.5.1: Incarceration](#)
[W-2 Manual 11.5.3 Huber Program](#)
CWW Process Help [3.19](#), [44.2.2.14](#), [44.4.2.3](#), and [65](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to provide an overview of Wisconsin Works (W-2) policy adjustments and enhancements in ACCESS and CARES Worker Web (CWW) for related to Huber Program Participation.

BACKGROUND

On October 24, 2020, the Department of Health Services implemented changes to policy related to health care program eligibility for individuals who are participating in the Huber Program. Changes were made to CWW and ACCESS to support the policy changes. In response, the Bureau of Working Families (BWF) is adjusting W-2 policy to ensure policies related to the Huber Program are supported by ACCESS and CWW when a household member is in the W-2 program.

The Huber Program is a court-ordered way for incarcerated parents to care for their children or to participate in work activities, such as school, employment search, or treatment. W-2

participants in the Huber Program may apply or continue to receive W-2 payments and services if they are eligible.

Enhancements were made in ACCESS and on the **CWW Current Demographics** page to collect information when a household member is reported being incarcerated or participating in the Huber Program.

POLICY UPDATES

In order to maintain W-2 Huber policy with these DHS system changes, the following policy changes took effect October 24, 2020.

3.2.9.1 DISREGARDED INCOME

Current Policy

Current policy does not list Jail or Prison income from a job as disregarded income.

New Policy

Effective October 24, 2020, earnings from a Jail or Prison job while incarcerated are considered disregarded income. Note: This does not include income earned while participating in the Huber Program.

[See attached updated W-2 Manual 3.2.9.1](#)

4.1.2 INFORMATION REQUIRING ELIGIBILITY VERIFICATION

Current Policy

Current policy provides a chart that lists suggested ways to provide verification for eligibility criteria. The chart does not currently list Cooperation with Jail Staff.

New Policy

Effective October 24, 2020, W-2 agencies must verify Cooperation with Jail Staff for Huber Program participants only. Suggested forms of proof will be listed in the W-2 Manual, including various court orders.

[See attached updated W-2 Manual 4.1.2](#)

11.5.1 INCARCERATION

Current Policy

Current policy does not provide a link for process help.

New Policy

Effective October 24, 2020, a new link was added to include process help for these system changes. (See CWW Process Help [3.19](#), [44.2.2.14](#), [44.4.2.3](#) and [65](#).)

[See attached updated W-2 Manual 11.5.1](#)

11.5.3 HUBER PROGRAM

Current Policy

Current policy states that a judge may order an incarcerated W-2 participant into the Huber Program, allowing for limited release for work, and in some cases, performance of child care responsibilities. A W-2 participant in the Huber Program may have an adjusted Employment Plan (EP) that includes the terms of their participation in the Huber Program and allows participation in W-2 as long as the participant maintains care, custody, and control of their child(ren).

The participant must also cooperate with jail staff in order to continue receiving W-2 payments and services. Current policy does not define how often cooperation with jail staff must be verified.

Huber Program participants cannot receive Wisconsin Shares. Current policy does not define appropriate child care options for Huber Program participants.

New Policy

Effective October 24, 2020, policy will include school, employment search, or treatment as additional reasons a judge may order someone into the Huber Program.

W-2 workers must also verify Cooperation with Jail Staff every 30 days for W-2 participants in the Huber Program.

New policy also states that participants in the Huber Program cannot receive Wisconsin Shares and that W-2 agencies must work with W-2 participants in the Huber Program to find appropriate child care when necessary.

[See attached updated W-2 Manual 11.5.3](#)

ACCESS UPDATES

Effective October 24, 2020, the Primary Person (PP) may disclose incarceration information for a household member in ACCESS.

When the PP adds a household member to their case through ACCESS, they will be asked questions to determine whether the household member being added should be included in the assistance group and if they are incarcerated. If they indicate the household member is staying in jail or prison, they will be able to enter the:

- Jail or Prison Name;
- Address;
- City;
- State;
- Zip Code;
- Inmate Number; and
- Date Entered Jail or Prison.

The screenshot shows the ACCESS Systems interface. At the top, there is a blue header with the word 'ACCESS' and a 'Systems' button. Below the header is a navigation bar with three icons: 'Start', 'People', and 'Submit'. The main content area is titled 'More About KATIE' and contains the following text: 'You've told us that KATIE has left the home.' Below this is a form with several fields:

- * Where is KATIE now staying? (Dropdown menu: Jail or prison)
- * Do you want this person to be counted in your household for health care benefits? [Click here to learn more about this](#) (Dropdown menu: Yes)
- Jail or Prison Name (Text input: Madison Detention Center)
- * Address Line 1: (Text input: 123 Center Road)
- Address Line 2: (Text input:)
- * City: (Text input: Madison)
- * State: (Dropdown menu: Wisconsin)
- * Zip Code: (Text input: 45678)
- Inmate Number (Text input: 12345678)
- Date Entered Jail or Prison (Text input: 08/16/2020 Ex: mm/dd/yyyy)
- Is this person enrolled in the Huber Program, in order to take care of minor children? (Dropdown menu: No)
- * When did KATIE leave the home? (Text input: 08/16/2020 Ex: mm/dd/yyyy)

A red rectangular box highlights the section containing the Jail or Prison Name, Address Line 1, City, State, Zip Code, Inmate Number, Date Entered Jail or Prison, and the Huber Program enrollment question. At the bottom of the form, there are three buttons: 'Go to Account Home' with a home icon, 'Back' with a left arrow, and 'Next' with a right arrow.

For W-2 applications submitted through ACCESS that report a household member is currently incarcerated, the applicant will provide additional information to determine if that family member is part of the W-2 group when they meet with their Financial Employment Planner (FEP).

CARES WORKER WEB (CWW) UPDATES

The DHS updates will also impact W-2 worker screens in CWW.

SUMMARY OF CWW PROCESS HELP CHANGES IMPACTING W-2

Per the chart below, CWW Process Help has been updated and provides details on the changes FEPs will see.

Section		Summary of Update
3.19	Incarceration and Huber Program Participation	New section about how to process incarceration for ongoing cases
44.2.2.14	Department of Corrections (DOC) Record Query	New section – Informational for W-2
44.4.2.3	Prisoner	Updates to reflect new DOC record query
65	Absent Parent	Updates to include parents incarcerated in jail or prison, who meet the Huber Program exemption.

CWW PROCESSING

When the living arrangement type 26 – Incarcerated is entered on the **CWW Current Demographics** page, the new “Huber Program Participant Details” and “Incarceration Information” sections will be expanded and enabled. These sections collect Huber Program exemption information, the correctional facility name and address, facility type, inmate number, start date of incarceration, and release date.

A new **DOC Record Query** button is available on the **CWW Current Demographics** page to verify incarceration information for DOC inmates age 18 and older. (Workers will continue to use existing verification procedures for juvenile inmates, federal prisoners, and people incarcerated in county or local jails.) The button will only be enabled when there is a health care request on the RFA/case and one or more potential matches has been found in the CARES-DOC database, based on the CWW individual’s name and verified DOB.

The FEP **must never** update the household member’s name, date of birth or Social Security Number (SSN) in CWW to match the prisoner information returned by the DOC record query.

The new “Huber Program Participant Details” section will display the question: Does this person have a Huber Program exemption for W-2? The answer field will default to No and the Verification field will be defaulted to NQ – Not Questionable.

Living Arrangement Information	
Effective Period	
Begin Month: 08 / 2020	Last Updated: 08/09/2020
Living Arrangements	
Living Arrangement Type: 26 - INCARCERATED	Verification: NQ - NOT QUESTIONABLE
Living Arrangement Date: MM / DD / YYYY	Minor Parent Living Arrangement:
Is this person considered part of the health care household? Yes	
Homelessness Information	
Expects to have a regular nighttime residence in the next 30 days?	Has this individual experienced homelessness in the past 12 months?
Child Out of Home Details	
Is this a child living outside this home and in Foster Care or court-ordered Kinship Care?	Are the parents / caretakers cooperating to re-unite with this child?
Tax Dependent / Tax Co-Filer Out of Home Details	
Is this individual a tax dependent or tax co-filer living outside of the household? No	
W-2 Temporary Absence Information	
Is this Child Temporarily Absent from the home?:	Temporary Absence Verification:
Absence Begin Date: MM / DD / YYYY	Expected Return Date: MM / DD / YYYY
CLA Exemption Information	
Exemption Reasons:	
Huber Program Participant Details	
Does this person have a Huber Program exemption for Health Care and/or FoodShare?	Verification: NQ - NOT QUESTIONABLE
Does this person have a Huber Program exemption for W-2?	Verification: NQ - NOT QUESTIONABLE
Incarceration Information	
Name of Facility: MADISON FACILITATION CENTER	Facility Type: P
Address Line 1: 401 E WASHINGTON	City: MADISON
Address Line 2:	State: WI - WISCONSIN
City:	Zip Code: 53777 - 0001
Inmate Number: 12345678	Start Date of Incarceration: 08 / 01 / 2020
Release Date: MM / DD / YYYY	
Enter New Begin Month: MM / YYYY Go	
Individual SERENA SUSPENSIOR Updated on or before MM / DD / YYYY Go	
Add Case Comment	Cancel Previous Next

If the FEP adds or updates an incarcerated household member's **CWW Current Demographics** page with their incarceration information, CWW will dynamically display the Prison and Jail Address Verification page in the driver flow.

The Prison and Jail Address Verification page is loaded with the prison or jail address entered on the **CWW Current Demographics** page.

CWW VALIDATIONS

The following error message will be displayed when the FEP fails to update the Verification field when Yes has been answered for the question: 'Does this person have a Huber Program exemption for W-2?'

The following event has occurred:

AE882: Verification cannot be 'NQ - NOT QUESTIONABLE' if 'Does this person have a Huber Program exemption for W-2?' is 'Yes'.

When the FEP is updating the Living Arrangement Type from 26 – INCARCERATED to 01- INDEPENDENT (HOME/APT/TRLR), the following message will inform the FEP to enter the Release Date and then update the Living Arrangement Type.

The following event has occurred:

AE874: When 'Living Arrangement Type' is no longer '26 - INCARCERATED', 'Release Date' is required.

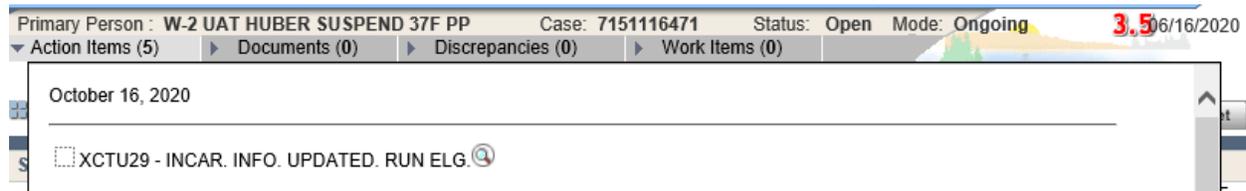
The chart below provides an overview for the Huber Program Participant Details for the PP and the second parent on the same case. The chart below also displays the W-2 Assistance Group result when running and confirming W-2 eligibility. When the second parent is incarcerated and does not have a Huber Program exemption for the W-2 program, they will be counted as an excluded adult (XA) in the W-2 Assistance Group (AG).

W-2 Huber Program Participant Details			
Scenario	Does this person have a Huber Program exemption for W-2?		W-2 AG Result
PP is incarcerated.	Yes		Pass
	No		Fail
Second Parent is incarcerated.	Yes		Pass
	No		Pass
PP and Second Parent are both incarcerated.	PP	No	Fail
	Second Parent	No	
	PP	Yes	Pass
	Second Parent	No	
	PP	No	Fail for 405 – PP is not living in a valid living arrangement and 684 – The Primary Person is Incarcerated. Someone other than the PP in the home will need to apply for the W-2 program.
	Second Parent	Yes	

If the Huber Program exemption is pending for verification, CWW will generate and send out the Verification Checklist (VCL). If there is no response to the VCL, the FEP will update the question for 'Does this person have a Huber Program exemption for W-2?' to No and verification should be set to NQ – Not Questionable.

ALERTS

Alert code 586 – INCAR. INFO. UPDATED. RUN ELG. is generated to inform the FEP that they must run eligibility for W-2 after the living arrangement of the household members is updated due to a change in incarceration status by the Income Maintenance (IM) worker. The FEP must clear the alert after running and confirming W-2 eligibility on a case.



UPDATES TO THE VCL

The VCL has been updated to include examples of information needed to determine if the Huber Law participant meets the criteria for participation in the W-2 program. The Proof Needed section of the VCL will display the new pend reason code 828 to check whether the applicant or participant is meeting the Huber Program.



Proof Needed

This section lists items that we need proof of by the due date listed below. Contact us right away if you have questions or problems getting the proof and we will help you.

What?	Who?	Examples*	Program(s)	Due Date
Participation in the Huber Program to return home to participate in W-2 and care for your children.	W-2 SUSP	Court document, statement from the jail, or other legal or governmental record stating that you are participating in the Huber Program and what your requirements are.	W-2	Oct. 19, 2020

**If you do not have any of the examples of proof listed, there are other things you can use. For a complete list of examples, go online to dhs.wi.gov/em/customerhelp or contact us.*

AGENCY ACTION

W-2 agencies must become familiar with the new policy and functionality as described in this memo and update any relevant local agency procedures.

ATTACHMENTS

Updated W-2 Manual sections:

[W-2 Manual 3.2.9.1: Disregarded Income](#)

[W-2 Manual 4.1.2: Information Requiring Eligibility Verification](#)

[W-2 Manual 11.5.1: Incarceration](#)

[W-2 Manual 11.5.3: Huber Program](#)

CONTACTS

For W-2 Policy Questions: DCFw2PolicyQuestions@wisconsin.gov

For W-2, CARES, and WWP Functionality Questions: BWF Work Programs Help Desk
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DCF/DFES/BWF/SC/DVD/JK