1.4.6 Required W-2 Forms and Publications During the Application Process

There are some other forms and publications that agencies are required to distribute at specific times during the *W-2* application process, and there are some forms that are available in the event that *CWW* is not functioning. Below is a list of these forms, a description of each form, and guidance as to when the form or publication must be distributed to applicants.

W-2 Benefits and Services Offered at Wisconsin Works Agencies (11890-P)
This brochure provides a one-page description of the benefits and services available at the W-2 agency. All W-2 agencies are required to provide this brochure to every individual who requests assistance of any kind from the W-2 agency. W-2 agencies must have a supply of the brochure available in all of the public locations within their offices. In addition, at a minimum, it is suggested that the W-2 agencies ensure a supply of the publication is available for Greeters, Receptionists, and Resource Specialists to give to people with whom they speak.

What to Bring With You (2372-P)
The What to Bring With You publication describes the types of documentation an applicant may need to provide in order to verify specific information needed to determine W-2 eligibility. This publication must be given to the applicant at the time he or she inquires about the W-2 program. Similar information is provided in ACCESS for online applicants. This publication is also used for various Medicaid/BadgerCare Plus programs as well as the *FS*, Child Care, and *CTS* programs.

W-2 Rights and Responsibilities (398-P)
The W-2 Rights and Responsibilities brochure outlines a participant's rights and responsibilities when participating in W-2 and *RCA* programs. This form must be provided to participants and reviewed during the application process. Applicants must initial the signature page of the CWW Application Summary acknowledging that they received the brochure.

Wisconsin Works (W-2) Participation Agreement (10755)
The W-2 Participation Agreement (PA) outlines the basic participation requirements for a W-2 participant. During the application process, the *FEP* must provide this form to the applicant and thoroughly review it. After the agreement has been discussed, the worker, applicant, and all adults in the W-2 Group must sign it. The agency must give the participant a signed copy of the *PA* and scan the original into *ECF*.

The PA is important throughout the individual's time in W-2 because it outlines the requirements of W-2 participation. W-2 agencies may review the PA at *EP* updates, W-2 reviews, and as necessary. W-2 agencies may refer back to the PA if the participant claims not to have known or understood a specific W-2 provision that was explained in the PA.

Good Cause Notice (2018)
The W-2 agency must provide the Good Cause Notice form to all W-2 applicants and participants. The notice shall be provided to applicants when they apply for W-2 and to participants when a child is added to the *W-2 Group*, when a parent leaves the W-2 Group, at reapplication for continued benefits, and if a participant discloses to his or her FEP that the participant is experiencing circumstances that may meet the *CS* good cause criteria. A signed copy of this notice must be scanned into ECF. The content of the Good Cause Notice is also available in ACCESS for applicants to read and indicate their understanding. For applicants who applied in ACCESS, the W-2 agency can consider the Good Cause Notice signed, and do not have to provide the form in person. The Good Cause Notice must still be given to participants for all other circumstances specified in section 15.6.1. For more information on the good cause notice language in ACCESS, see section 15.6.1. For other relevant CS-related forms and publications, see Chapter 15.

Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support (2477)
W-2 agencies are required to give all W-2 applicants the Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support form. Those applicants being referred to the local *CSA*, or applicants already receiving services from the local CSA, must sign the Notice of Assignment form acknowledging the assignment of child support or at least an understanding of how child support payments are assigned if they begin receiving child support payments while receiving W-2 services. (See 15.1.3) A signed copy of this notice must be scanned into ECF.

Domestic Violence Brochure (2614-P)
W-2 agencies are required to provide a copy of the Domestic Violence Brochure at the appointment with the RS or when an applicant who submitted an ACCESS application interviews with the FEP. If the appointment with the FEP is telephonic, the FEP must provide an electronic copy of the brochure during the intake appointment. For safety reasons, it is important that W-2 agency staff point out the brochure so that the applicant can decide if it is safe to keep. Including the brochure in a stack of other papers may put the applicant or participant at risk if he or is unaware of its presence.

TANF Electronic Benefit Transfer Transaction Restrictions Flyer (2947-P)
W-2 agencies must provide the *TANF EBT* Restrictions Flyer to all W-2 applicants during the application process and at eligibility reviews. The flyer identifies specific merchant locations where TANF funded assistance cannot be accessed and specifies types of electronic benefit transfer transactions that are prohibited. This discussion provides an opportunity to educate participants about responsible spending to provide for basic needs.

15.6.1 Good Cause Notice

The *W-2* agency must provide to all W-2 applicants and participants the *Good Cause Notice (2018)* describing the cooperation requirements and the right to good cause as an exception to the child support cooperation requirements.

The Good Cause Notice form must be provided to W-2 applicants and participants:

- When they apply for W-2;
- When a child is added to the W-2 Group;
- When a parent leaves the W-2 Group;
- At a reapplication/review for continued benefits; and
- If a participant discloses to his or her W-2 worker that the participant is experiencing circumstances that may meet the good cause criteria.

If the individual applies for W-2 through ACCESS, the language from the Good Cause Notice displays on the page where the applicant signs the application. The applicant must check a box indicating that they have read this information and understand that they have the right to claim good cause for not cooperating with child support. Because this information is the same as the information contained in the Good Cause Notice (DCF-F-DWSP2018) and captures the applicant's acknowledgement, this is sufficient for providing the Good Cause Notice at application for W-2. FEPs do not need to manually provide a copy of the Good Cause Notice (DCF-F-DWSP2018) when the applicant completes this acknowledgement in ACCESS.

However, this notice and checkbox do not appear in ACCESS when the participant reports a change or completes a renewal in ACCESS. Therefore, the FEP must manually provide the Good Cause Notice (DCF-F-DWSP2018) in all other circumstances specified above. This notice and acknowledgement are included on the ACCESS Application Summary which is viewable to the participant in ACCESS and to the FEP in CARES Worker Web (CWW) and the Electronic Case File (ECF).