



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

FROM: Patara Horn, Director  
Bureau of Working Families  
Division of Family and Economic Security  
Department of Children and Families

**BWF OPERATIONS MEMO**

No: 21-17

DATE: 06/18/2021

W-2 ☒ EA ☐ CF ☐ JAL ☐

RAP ☐ TMJ ☐ TJ ☐ Other EP ☐

**SUBJECT:** *W-2 Plans Moving into Wisconsin Work Programs*

**CROSS REFERENCE:** W-2 Policy Manual Sections [7.4.4.1](#), [7.4.4.2](#), [7.6.1](#), and [7.6.2](#)  
DFES Administrator's Memo [16-02](#)

**EFFECTIVE DATE:** June 28, 2021

**PURPOSE**

The purpose of this memo is to announce the move of W-2 Plans from a legacy stand-alone application into the Wisconsin Work Programs (WWP) application.

**BACKGROUND**

As outlined in Administrator's Memo [16-02](#), the Department of Children and Families' (DCF) goal is to modernize legacy system applications. In keeping with this goal, the Bureau of Working Families (BWF) is moving W-2 Plans into WWP.

**POLICY**

Wisconsin Works (W-2) policy updates are summarized below. The relevant policy manual sections are attached to this memo and will be incorporated into the W-2 Manual. Policy that was removed is struck through and policy that was added is underlined.

W-2 PLANS IN WWP

Policy has been updated to reflect references to plan entry in WWP. See the attached updated W-2 Manual Sections 7.4.4.1 and 7.6.1.

CONFIDENTIAL INFORMATION

Workers must never enter confidential information in the SSI/SSDI Transition Plan or the W-2 Supportive Services Plan in WWP. See [4.2.2.1](#) for a listing of confidential information that must never be entered on WWP pages without additional security protections. See attached updated W-2 Manual Sections 7.4.4.2 and 7.6.2.

**WWP W-2 PLANS MODERNIZATION**

After 5 pm on June 25, users will no longer be able to access the old W-2 Plans application. Starting June 28, W-2 Plans can be accessed from the Case Management tab of the WWP Participant Summary page.



Although W-2 Plans is moving into WWP and will have a modernized look and feel, the information collected will be the same.

CONVERSION TO WWP

All W-2 Plans in "Completed" status on and after January 1, 2014, will be converted to WWP. W-2 Plans that are in "In Process" status and that have not been completed will be converted if they were created after January 1, 2021. Incomplete plans begun after January 1, 2021, that are still not completed will need to be recreated if still relevant.

WWP ROLES

The following WWP roles can view and edit W-2 Plans:

- W-2 Resource Specialist
- W-2 Case Management - FEP
- W-2 Case Management - FEP Supervisor

DCF Staff - Monitoring and DCF Staff - BWF Work Programs Help Desk Staff roles can view W-2 Plans summary and details pages. DCF Staff - General can view the W-2 Plans summary page.

The *Web Access Request for W-2 Plans* (Form DCF-F-2903-E) will be obsoleted. To request access to WWP or to edit a role, complete the [WWP Application – User Setup Form \(DCF-F-5212-E\)](#). The completed form must be submitted to DCF Security ([DCFSecurity@wisconsin.gov](mailto:DCFSecurity@wisconsin.gov)) by the agency's or contractor's security officer.

## ***TRAINING***

The Partner Training Team will update any relevant trainings based on these system updates.

## ***REPORTS***

There is no impact on reports.

## ***AGENCY ACTION***

W-2 agencies must familiarize staff with the modernized W-2 Plans module and policy changes and update any relevant local agency procedures.

## ***ATTACHMENTS***

[W-2 Policy Manual updated sections](#)

## ***CONTACTS***

For W-2 and Emergency Assistance Policy Questions: [BWF Policy Question SharePoint](#)

For W-2, CARES and WWP functionality questions: BWF Work Programs Help Desk  
[BWFworkprogramsHD@wisconsin.gov](mailto:BWFworkprogramsHD@wisconsin.gov)

DCF/DFES/BWF/GS & AP