



TO: **W-2 Agencies**  
**Children First Contractors and Subcontractors**  
**TJ Contractors and Subcontractors**  
**TMJ Contractors and Subcontractors**  
**Training Staff**

BWF OPERATIONS MEMO					
No:	21-19				
DATE:	07/01/2021				
W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input checked="" type="checkbox"/>
JAL	<input checked="" type="checkbox"/>			Other	<input type="checkbox"/>
RAP	<input type="checkbox"/>	TMJ	<input checked="" type="checkbox"/>	TJ	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	EP	<input type="checkbox"/>		

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

**SUBJECT: *Updates to COVID-19 Policy Adjustments: Use of CX Activity Code and CX Good Cause Reason Code***

**CROSS REFERENCE:** [BWF Work Programs Policy and Automation Adjustments Document](#)  
[BWF Operations Memo 21-20 Updates to COVID-19 Policy Adjustments](#)

**EFFECTIVE DATE:** August 1, 2021

**PURPOSE:**

The purpose of this memo is to:

1. Announce the end of the **CX-Social Distancing Activities** activity code; and
2. Describe updates to the use of the **CX-Unable to Participate COVID-19 Related** good cause reason code.

**BACKGROUND**

The COVID-19 pandemic has impacted many families throughout the state of Wisconsin, including those served by programs administered by the Bureau of Working Families (BWF). During this uncertain and challenging time, BWF created a new activity code, **CX-Social Distancing Activities**, to account for assigned activities that were affected by the COVID-19 pandemic and subsequent public health guidelines encouraging social distancing and quarantine when necessary.

BWF also created a new good cause reason code, **CX-Unable to Participate COVID-19 Related**, to allow participants to claim good cause for nonparticipation due to COVID-19 related reasons.

Due to more widespread vaccination and the relaxation of COVID-19 public health measures, BWF is ending the **CX-Social Distancing Activities** activity code and issuing further guidance on the proper use of the **CX-Unable to Participate COVID-19 Related** good cause reason code.

## ***POLICY***

### ***CX-SOCIAL DISTANCING ACTIVITIES CODE***

#### **Temporary Policy**

As described in the BWF Work Programs Policy and Automation Adjustments Document, BWF created a new activity code to report hours previously assigned to activities affected by the COVID-19 pandemic and subsequent Safer At Home Order. Agencies were instructed to use **CX-Social Distancing Activities** for individuals who were unable to participate in activities that required face-to-face contact or group activity due to the COVID-19 pandemic.

As the pandemic progressed, agencies also used the **CX-Social Distancing Activities** code to assign participants activities that could be completed from their homes, so they did not risk exposure to the COVID-19 virus.

#### **Reinstated Policy**

Effective August 1, 2021, the **CX-Social Distancing Activities** activity code will no longer be available for agencies to use and assign on the Employability Plan (EP). Agencies must close this activity using completion code **A-Successfully Completed** for any participants currently assigned to this activity on their EP by August 1, 2021.

Agencies should reassess participants and discuss other appropriate activities that can be assigned on the EP in place of **CX-Social Distancing Activities**.

For participants that are still uneasy about returning to other activities while the pandemic is still occurring, agencies should reference the BWF Work Programs Policy and Automation Adjustments Document for a list of suggested activity assignments.

### ***CX-GOOD CAUSE REASON CODE***

#### **Temporary Policy**

As described in the BWF Work Programs Policy and Automation Adjustments Document, BWF created a new good cause reason code, **CX-Unable to Participate COVID-19 Related**, for activities that cannot be completed due to the COVID-19 outbreak. Individuals who are unable to participate in assigned activities due to the public health emergency must be provided good cause for non-participation.

## Policy Clarification

The **CX-Unable to Participate COVID-19 Related** good cause reason code will remain active and usable for agencies to provide good cause to participants for non-participation due to COVID-19; however, BWF is clarifying the appropriate situations to use this code. Due to public health orders relaxing and restrictions being lifted, as well as widespread vaccination, this code should only be used for five specific reasons:

1. A participant is exposed to COVID-19 and is required to quarantine;
2. Someone in the participant's household is exposed to COVID-19, and the household is required to quarantine;
3. A participant tests positive for COVID-19 and must stay home for their own health and safety and those around them;
4. Someone in the participant's household tests positive for COVID-19 and the participant must stay home and care for the individual and/or must stay home for the safety of those around them; or
5. The participant's worksite is shut down due to a COVID-19 exposure.

Participants who remain concerned about their safety due to COVID-19 and therefore miss assigned activity hours cannot be granted good cause due to COVID-19. Instead, agencies should reassess the participant as necessary and discuss alternative activities that can be assigned on their EP that will not cause potential concerns.

Once the Public Health Emergency is officially declared over by the federal government, agencies should not use the **CX-Unable to Participate COVID-19 Related** good cause reason code. If a participant contracts COVID-19 and needs to stay home or needs to care for a family member that does, agencies should use the existing good cause reason code **AA-Participant or Family Illness**. If a participant's worksite is shut down because of a COVID-19 exposure, agencies should use the existing good cause reason code **WH-Worksite Closed**. If the COVID exposure becomes a longer-term illness either for the participant or someone in the participant's care, agencies should consider an EP update. When the federal Public Health Emergency is ended, BWF will notify agencies about the use of CX good cause reason code at that time.

## ***WISCONSIN WORK PROGRAMS (WWP)***

### *CX-SOCIAL DISTANCING ACTIVITIES ACTIVITY CODE*

Effective August 1, 2021, the **CX-Social Distancing Activities** activity code will no longer be available for agencies to assign on a participant's EP.

If a worker attempts to assign this activity on a participant's EP with a start date after 7/31/2021, WWP will display the following error message:

Value out of range  
The Start Date must be on or before 07/31/2021 for Activity CX - COVID Social Distancing.



If a worker attempts to assign the CX activity code and indicates a “planned end date” after 7/31/2021, WWP will display the following error message:



WWP will automatically close any **CX-Social Distancing Activities** that remain open after August 1, 2021.

### ***AGENCY ACTION***

W-2 agencies must familiarize staff with these policy adjustments as described in this memo and update any relevant local agency procedures. Agencies must reassess participants and discuss other appropriate activities with them that can be assigned on the EP in place of **CX-Social Distancing Activities**. All open **CX-Social Distancing Activities** must be closed by August 1, 2021.

### ***CONTACTS***

For W-2 and TJ/TMJ Policy Questions: [BWF Policy Question SharePoint](#)

For Children First Policy Questions: [BCSINFO@wisconsin.gov](mailto:BCSINFO@wisconsin.gov)

For TJ/TMJ Processing Questions: [DCFDFESBWFContracts@wisconsin.gov](mailto:DCFDFESBWFContracts@wisconsin.gov)

For W-2, TJ/TMJ, and Children First CARES and WWP Functionality Questions: BWF Work Programs Help Desk [BWFworkprogramsHD@wisconsin.gov](mailto:BWFworkprogramsHD@wisconsin.gov)

DCF/DFES/BWF/MO