



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:	21-27				
DATE:	12/20/2021				
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: ***Residential Substance Use Disorder Treatment Policy and CWW  
Processing***

CROSS REFERENCE: [W-2 Policy Manual Section 2.11](#)  
[Joint Operations Memo 21-J1](#)

EFFECTIVE DATE: Immediately

### ***PURPOSE***

The purpose of this memo is to clarify Wisconsin Works (W-2) policy regarding participants in a Residential Substance Use Disorder (RSUD) Treatment program and explain how this policy is supported in CARES Worker Web (CWW).

### ***BACKGROUND***

On January 19, 2021, [Joint Operations Memo 21-J1](#) announced eligibility changes for full-benefit Medicaid and BadgerCare Plus members, and FoodShare participants receiving RSUD treatment. CWW automation was updated to support the new full-benefit Medicaid, Badgercare Plus, and FoodShare policy effective December 11, 2021.

A section is being added to the W-2 Policy Manual to clarify policy for participants in a RSUD treatment program.

### ***POLICY***

#### **CURRENT POLICY**

None

UPDATED POLICY

2.11 Residential Substance Use Disorder Treatment states that participants who are receiving RSUD treatment may remain eligible for W-2 if they are able to participate in activities and retain care and control of their children.

[See W-2 Policy Manual Chapter 2.11](#)

**CWW**

To maintain W-2 eligibility when the primary person is in living arrangement 23 - COMM BASED RES FAC(CBRF), the Financial and Employment Planner (FEP) must update the Legal Custody field on the Household Relationships page to Yes.

The new Residential SUD Information Details question in the Living Arrangement Information section of the Current Demographics page is not relevant for FEPs and therefore is greyed out and disabled.

Living Arrangement Information	
Effective Period	
* Begin Month: 11 / 2021	Last Updated: 11/23/2021
Living Arrangements	
* Living Arrangement Type: 23 - COMM BASED RES FAC(C) ▼	* Verification: NQ - NOT QUESTIONABLE ▼
* Living Arrangement Date: MM / DD / YYYY	DOC Record Query
* Minor Parent Living Arrangement: ▼	
* Is this person considered part of the health care household? Yes ▼	
Residential SUD Information Details	
Is this individual receiving residential SUD treatment in the facility? No ▼	

Household Relationships	
Cancel <input type="checkbox"/> Reset	
Total: 2	
Reference Person	
Individual: BABYGIRL RSUD OF DAU	Last Updated: 11/15/2021
MOM RSUD 22F PP	
* Mom is the: MTR - MOTHER ▼	of Babygirl, *Effective: 11 / 2021
* Verification: NQ - NOT QUESTIONABLE ▼	
Mom also:	
* Purchases & Prepares Meals with Babygirl Yes ▼	* Is Caring for Babygirl No ▼
* Has Legal Custody of Babygirl Yes ▼	* Is Filling Parental Role for Babygirl No ▼
* Is an Essential person for Babygirl No ▼	* Is LTC Tax Dependent of Babygirl No ▼

**TRAINING**

There is no impact on training.

***REPORTS***

There is no impact on reports.

***AGENCY ACTION***

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

***ATTACHMENTS***

[W-2 Policy Manual Chapter 2.11](#)

***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/AB, GS, & MP