



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:	22-04						
DATE:	01/27/2022						
W-2	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF <input type="checkbox"/>	JAL <input checked="" type="checkbox"/>		
RAP	<input type="checkbox"/>	TMJ	<input type="checkbox"/>	TJ	<input type="checkbox"/>	Other EP	<input type="checkbox"/>

SUBJECT: *Clarification of Job Access Loan (JAL) Policy*

CROSS REFERENCE: [W-2 Manual, 17.3.1 Approved Use of JAL Funds](#)
[Help Desk Email: Use of JAL for Remote Work Equipment](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to provide clarification to Wisconsin Works (W-2) agencies about acceptable uses of a Job Access Loan (JAL).

BACKGROUND

On August 31, 2021, the Bureau of Working Families (BWF) sent W-2 agencies a [Help Desk Email](#) clarifying that the purchase of remote work equipment is an acceptable use of JAL funds. The clarification was issued as a response to the ongoing COVID-19 pandemic and corresponding shift toward remote work environments. This memo provides policy updates to the W-2 Manual that align with the guidance provided by the BWF Work Programs Help Desk email as well as further clarification on acceptable uses of JAL funds and best practices when using JAL for housing.

POLICY

JAL policy updates are summarized below. The relevant policy manual section is 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.

17.3.1 APPROVED USES OF JAL FUNDS

Current Policy

The W-2 manual provides a list of approved JAL uses.

Updated Policy

Language was updated to be more inclusive of the variety of acceptable uses of JAL funds including the purchase of remote work equipment. Clarification was also provided on policy regarding the use of a JAL for housing.

[See W-2 Manual Section 17.3.1](#)

CARES and/or CARES WORKER WEB (CWW)

There are no impacts to JAL processing in CARES Mainframe or CWW. Agencies must indicate “work equipment” as the reason for JALs used for remote work equipment.

TRAINING

The Partner Training Team will update any relevant trainings based on this memo.

AGENCY ACTION

W-2 agencies must familiarize staff with this updated policy as described in this memo and update any relevant local agency procedures.

ATTACHMENTS

[Updated W-2 Manual Sections](#)

CONTACTS

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

For W-2, CARES and WWP Functionality Questions: BWF Work Programs Help Desk
BWFworkprogramsHD@wisconsin.gov

DCF/DFES/BWF/AE