



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:	22-11				
DATE:	07/07/2022				
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: *Updates to Chapter DCF 102: Child Support Cooperation for W-2*

CROSS REFERENCE: [Wis. Admin. Code s. DCF 102.06\(2\)](#)

EFFECTIVE DATE: August 1, 2022

PURPOSE

The purpose of this memo is to announce an amendment to Chapter DCF 102 that removes the requirement for participants to sign the good cause claim form in the presence of a notary when claiming good cause for noncooperation with child support.

BACKGROUND

Per [Wis. Admin. Code s. DCF 102.06\(2\)](#), when participants who are in noncooperation with child support file a good cause claim with the Wisconsin Works (W-2) agency, "the applicant or participant shall swear or affirm under penalty of false swearing pursuant to s. 946.32, Stats., that the statements in the claim are true and shall sign the claim form in the presence of a notary public."

The Bureau of Working Families (BWF) determined that this requirement is unnecessarily burdensome on applicants and participants and has amended this provision in administrative rule.

DCF 102: CHILD SUPPORT COOPERATION FOR W-2

CURRENT RULE

Currently, Wis. Admin. Code s. DCF 102.06(2) requires that participants or applicants who claim good cause for noncooperation with child support must fill out and sign the [Good Cause Claim form \(2019\)](#) in the presence of a notary public.

AMENDED RULE

Effective August 1, 2022, Wis. Admin. Code s. DCF 102.06 (2) has been amended to remove this requirement. Applicants or participants must complete and sign the Good Cause Claim, but do not have to do so in the presence of a notary public.

NOTE: This requirement is not written in current W-2 policy so there are no updates to the W-2 Policy Manual.

The full rule text can be found on the [Wisconsin Legislature website](#). Text that was removed is struck through, and text that was added is underlined.

CARES WORKER WEB (CWW)

[Form 2019](#) is available in CWW for workers to manually send to applicants or participants who indicate they would like to claim good cause for noncooperation with child support. This version of the form, available in CWW under Client Correspondence, will be updated to remove notary language at a later date.

FORMS

[Form 2019](#) has been updated to remove language requiring the form to be notarized. Additional edits were also made to improve overall readability of the form and include trauma-informed language. The new version of the form will be available in the [DCF Forms](#) repository as of the effective date of this memo.

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.

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/MO