



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:	23-06				
DATE:	07/11/2023				
<hr/>					
W-2	<input type="checkbox"/>	EA	<input checked="" 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: *Emergency Assistance Impending Homelessness Clarification*

CROSS REFERENCE: [EA Policy Manual Section 2.6.4](#)
[EA Policy Manual Section 5.2.2](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this operations memo is to add clarification for Emergency Assistance (EA) non-financial eligibility policy for impending homelessness situations.

BACKGROUND

The Bureau of Working Families is updating sections of the EA Policy Manual to clarify non-financial eligibility.

POLICY

EA policy updates are summarized below. The relevant policy manual sections are attached to this memo and will be incorporated into the EA Manual. Policy that was removed is highlighted and struck through and policy that was added is highlighted.

The policy describing the non-financial eligibility requirements for applying for EA based on Impending Homelessness has been updated to further explain which scenarios can apply to retain current housing, obtain new permanent housing, or either.

Additionally, new examples were added to the Impending Homelessness due to Domestic Abuse section to illustrate potential scenarios. These two examples are not an all-inclusive list of scenarios.

See EA Manual section [5.2.2](#) for additional information on the financial need calculation and allowable uses for each emergency type.

[See attached the updated EA Manual section 2.6.4](#)

AGENCY ACTION

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

ATTACHMENTS

[EA Policy Attachment](#)

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/AP