



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:	23-08				
DATE:	09/13/2023				
W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>				<input type="checkbox"/>
RAP	<input type="checkbox"/>	TMJ	<input type="checkbox"/>	TJ	<input type="checkbox"/>
Other EP	<input type="checkbox"/>				<input type="checkbox"/>

**SUBJECT: Case Management Denied, At Risk Pregnancy, and Custodial Parent of an Infant Placement Clarification**

**CROSS REFERENCE:** [W-2 Manual Section 7.2.2](#)  
[W-2 Manual Section 7.5.4](#)  
[W-2 Manual Section 3.2.9](#)

**EFFECTIVE DATE:** Immediately

**PURPOSE**

The purpose of this operations memo is to clarify Wisconsin Works (W-2) policy for:

1. Participants in the Case Management Denied (CMD) placement; and
2. Financial eligibility for participants in the At Risk Pregnancy (ARP) and Custodial Parent of an Infant (CMC) placements.

**BACKGROUND**

The Bureau of Working Families is updating the CMD, ARP, and CMC placement sections in the W-2 Manual to clarify policy that was previously unspecified.

**POLICY**

CURRENT POLICY

There is currently no W-2 policy related to participants in the CMD placement who find unsubsidized employment. Currently, participants in the ARP and CMC placements can have

their W-2 payments counted as income for the W-2, Emergency Assistance (EA), or Job Access Loans (JAL) programs.

### NEW POLICY

W-2 policy clarifications are summarized below. The relevant policy manual sections are attached to this memo and will be incorporated into the W-2 Manual. Policy that was removed is struck through and highlighted. Policy that was added is underlined. The following policy clarifications have been added to the W-2 Manual:

1. When a participant in the CMD placement finds unsubsidized employment, they may be placed in the Case Management Underemployed placement. The Financial and Employment Planner should document this in PIN comments.
2. Participants in the ARP and CMC placements will not have their W-2 payments from these placements counted as income for the W-2, EA, or JAL programs.

[See W-2 Manual Sections 7.5.4, 7.2.2, and 3.2.9.](#)

### **TRAINING**

The Partner Training Team will update any relevant trainings based on the contents of this operations memo.

### **AGENCY ACTION**

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

### **ATTACHMENTS**

[W-2 Manual 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](mailto:BWFworkprogramsHD@wisconsin.gov)

DCF/DFES/BWF/MP