



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:	24-01				
DATE:	01/11/2024				
W-2	<input checked="" 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: Disregarding Gift Income

CROSS REFERENCE: [W-2 Policy Manual Section 3.2.1 115% Gross Income Test](#)
[W-2 Policy Manual Section 3.2.7 Counting Income](#)
[W-2 Policy Manual Section 3.2.8 Disregarding Income](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this operations memo is to announce the addition of policy for gift income.

BACKGROUND

Wisconsin Works (W-2) policy specifies that all W-2 Group members' earned and unearned income is counted in determining the 115 percent gross income test (See [3.2.1](#)) unless specifically disregarded in [3.2.8.1](#).

Currently, there is no policy addressing gift income. Gift income policy is being added following questions to the Bureau of Working Families regarding counting or disregarding gifts as income.

POLICY

CURRENT POLICY

None

NEW POLICY

The agency must disregard as income the entire amount of the gift. A gift is:

- a. Received unconditionally, without a purpose specified for the use of the money;
- b. Not received due to legal obligation; and
- c. Not received as repayment for goods or services.

Any amount remaining becomes an asset in the following months.

TRAINING

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

AGENCY ACTION

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

ATTACHMENTS

[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