TO: **W-2 Agencies**
Training Staff

FROM: Patara Horn, Director
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Division of Family and Economic Security
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BWF OPERATIONS MEMO		
No: 24-04		
Date: 02/08/2024		
W-2 ☐ EA ☐ CF ☐ JAL ☒		
RAP ☐ TMJ ☐ TJ ☐ Other EP ☐		

SUBJECT: *Update to Job Access Loan Eligibility Criteria*

CROSS REFERENCE: W-2 Policy Manual Section 17.2.1

EFFECTIVE DATE: February 20, 2024

PURPOSE

This memo aligns Job Access Loan (JAL) eligibility criteria with Wisconsin State Statute § 49.147(6)(a) and Wisconsin Administrative Code DCF 101.17(1).

BACKGROUND

A JAL is a short-term, interest-free loan intended to meet a client's financial need to obtain or keep employment. One of the conditions that must be met in order for an individual to qualify for a JAL is that the individual "needs the loan to obtain or continue employment." Wis. Stat. § 49.147(6)(a). The process of obtaining employment starts long before an offer of employment is made; therefore, this memo is removing the bona fide job offer eligibility criteria.

POLICY

CURRENT POLICY

To be eligible for a JAL, an individual must have a bona fide job offer or be employed to receive a JAL in addition to meeting other eligibility criteria.

NEW POLICY

To be eligible for a JAL, an individual must need the loan to obtain employment or to continue employment, in addition to meeting other eligibility criteria.

See attached W-2 Policy Manual Section 17.2.1.

TRAINING

The Partner Training Team will update training materials to reflect new JAL policy.

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 Policy Manual Section 17.2.1

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