



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:	24-05				
DATE:	03/04/2024				
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	<input type="checkbox"/>	EP	<input type="checkbox"/>		

**SUBJECT: Wisconsin Works and Wisconsin Shares Child Care Subsidy Eligibility Alignment**

**EFFECTIVE DATE:** Immediately

**PURPOSE**

The purpose of this memo is to announce updates to align Wisconsin Works (W-2) policy with Wisconsin (WI) Shares Child Care policy regarding WI Shares Child Care Subsidy eligibility determination.

**BACKGROUND**

The Bureau of Working Families (BWF) partners with multiple supportive service programs including the WI Shares Child Care Subsidy program. To ensure consistency across programs, W-2 policy defers to WI Shares Child Care policy for all WI Shares Child Care program eligibility determination.

**POLICY**

W-2 policy updates are summarized below. The relevant policy manual section is attached to this memo and will be incorporated into the W-2 Manual. Policy that was removed is highlighted in gray and policy that was added is highlighted in yellow.

CURRENT POLICY

W-2 Manual subsection 7.5.2.1 outlines WI Shares Child Care eligibility for minor parents.

**UPDATED POLICY**

W-2 Manual subsection 7.5.2.1 that outlines WI Shares Child Care eligibility for minor parents was removed from section 7.5.2 and instructions were added to refer participants to WI Shares Child Care policy for child care eligibility determination. Technical changes were made to section 7.5.2 to improve organization and readability of program information.

**TRAINING**

The W-2 Partner Training Team will update any relevant trainings based on this policy update.

**AGENCY ACTION**

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

**ATTACHMENTS**

[W-2 Manual Section 7.5.2](#)

**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/AH