



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:	24-07				
DATE:	03/18/2024				
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: *Update to Child Support Cooperation and Good Cause Notice Comment Policy*

CROSS REFERENCE: [W-2 Manual Section 1.4.6](#)
[W-2 Manual Cover Sheet 23-02](#)
[Child Support Cooperation and Good Cause Notice \(DCF-P-5600\)](#)

EFFECTIVE DATE: April 15, 2024

PURPOSE

The purpose of this operations memo is to correct policy instructing Wisconsin Works (W-2) agencies to document the provision of the [Child Support Cooperation and Good Cause Notice \(DCF-P-5600\)](#) in Wisconsin Work Programs (WWP) PIN comments.

BACKGROUND

Announced in [W-2 Manual Cover Sheet 23-02](#), W-2 participants are no longer required to sign the Child Support Cooperation and Good Cause Notice. The Bureau of Working Families (BWF) revised this form to remove the signature and formatted it as a publication instead.

Policy in [W-2 Manual Section 1.4.6](#) was also updated to remove the requirement that W-2 agencies scan the signed form into the Electronic Case File and instead instructed agencies to document the receipt of the notice in WWP PIN comments.

BWF is updating this instruction as the provision of this notice must be documented in CARES Worker Web (CWW) case comments and not WWP PIN comments.

POLICYCURRENT POLICY

Per W-2 Policy Manual Section 1.4.6, W-2 agencies are required to document the provision of the Child Support Cooperation and Good Cause Notice in WWP PIN comments.

NEW POLICY

Effective April 15, 2024, W-2 agency workers are required to document the provision of the Child Support Cooperation and Good Cause Notice to participants in CWW case comments.

TRAINING

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

AGENCY ACTION

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

ATTACHMENTS

[W-2 Policy Manual Section 1.4.6](#)

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/MO