

## 1.4.6 Required W-2 Forms and Publications During the Application Process

Certain forms and publications are required to be distributed at specific times during the [W-2](#) application process. Below is a list of the forms and publications that are available if [CWW](#) is not functioning, along with a description of each form, and distribution guidance.

Form	Description
<p><a href="#">W-2 Benefits and Services Offered at Wisconsin Works Agencies (11890-P)</a></p>	<p>This brochure describes the benefits and services available at the W-2 agency in one page and must be given to every individual who requests assistance of any kind.</p> <p>W-2 agencies must have this brochure available at all office locations. At a minimum, W-2 agencies should supply greeters, receptionists, and resource specialists with this brochure to give to individuals they interact with.</p>
<p><a href="#">What to Bring With You (2372-P)</a></p>	<p>This publication describes types of documentation an applicant may need to provide to verify specific information needed to determine W-2 eligibility and must be given to the applicant at the time they inquire about W-2. Similar information is provided in <a href="#">ACCESS</a> for online applicants. This publication is also used by Medicaid/BadgerCare Plus programs, FoodShare, Child Care, and <a href="#">CTS</a>.</p>
<p><a href="#">W-2 Rights and Responsibilities (398-P)</a></p>	<p>This brochure outlines a participant's rights and responsibilities when participating in W-2 and <a href="#">RCA</a> programs. This brochure must be provided to participants and reviewed during the application process. Applicants must initial the signature page of the CWW Application Summary acknowledging they received this brochure.</p>
<p><a href="#">Wisconsin Works (W-2) Participation Agreement (10755)</a></p>	<p>This form outlines participation requirements of a W-2 participant. During the application process, the <a href="#">FEP</a> must provide this form to the applicant and thoroughly review it. The agency worker, applicant, and all adults in the W-2 Group must sign this form. The agency must give the participant a signed copy of the <a href="#">PA</a> and scan the original into <a href="#">ECF</a>.</p> <p>This form may be reviewed again during <a href="#">EP</a> updates and W-2 reviews. W-2 agencies should review the PA with</p>

	<p>participants unclear on a participation requirement explained in the PA.</p>
<p><a href="#">Good Cause Notice (2023 5600-P)</a></p>	<p>This publication must be given to all W-2 applicants when they apply for W-2 and documented in CWW case comments.</p> <p>For applicants who applied in ACCESS, the W-2 agency does not have to provide the physical publication; applicants read and indicate their understanding in ACCESS.</p> <p>The Good Cause Notice must also be provided physically to participants and documented in PIN comments CWW case comments:</p> <ul style="list-style-type: none"> <li>• When a child is added to the <i>W-2 Group</i>;</li> <li>• When a parent leaves the W-2 Group;</li> <li>• At reapplication for continued benefits; and</li> <li>• If a participant disclose a circumstance that may meet the <i>CS</i> good cause criteria (See <a href="#">15.6.1</a>).</li> </ul> <p>See section <a href="#">15.6.1</a> for more information on the good cause notice language in ACCESS. For other relevant CS-related forms and publications, see <a href="#">Chapter 15</a>.</p>
<p><a href="#">Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support (2477)</a></p>	<p>All W-2 applicants must receive this form. Applicants being referred to the local <i>CSA</i>, or applicants already receiving services from the local CSA, must sign the Notice of Assignment form acknowledging the assignment of child support or an understanding of how child support payments are assigned if they begin receiving child support payments while receiving W-2 services. (See <a href="#">15.1.3</a>) A signed copy of this notice must be scanned into ECF.</p>
<p><a href="#">Domestic Violence Brochure (2614-P)</a></p>	<p>The Domestic Violence Brochure must be provided at the appointment with the RS or when an applicant who submitted an ACCESS application interviews with the FEP. If the appointment with the FEP is virtual, the FEP must provide an electronic copy of the brochure during the intake appointment.</p>

BWF Operations Memo 24-07 Attachment

	<p>For safety reasons, it is important that W-2 agency staff point out the brochure so that the applicant can decide if it is safe to keep. Including the brochure in a stack of other papers may put an individual at risk if they are unaware of it.</p>
<p><a href="#"><u>TANF Electronic Benefit Transfer Transaction Restrictions Flyer (2947-P)</u></a></p>	<p>The <a href="#"><u>TANF EBT</u></a> Restrictions Flyer must be provided to all W-2 applicants during the application process and at eligibility reviews. The flyer identifies specific merchant locations where TANF funded assistance cannot be accessed and specifies types of electronic benefit transfer transactions that are prohibited.</p>