



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:	24-09				
DATE:	04/12/2024				
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 EP	<input type="checkbox"/>				

SUBJECT: *Removal of Career Assessment Requirement*

CROSS REFERENCE:

- [W-2 Manual, 5.1 Introduction](#)
- [W-2 Manual, 5.2.2 Informal Assessment Inventory](#)
- [W-2 Manual, 5.4.1 Career Assessment Overview](#)
- [W-2 Manual, 5.4.2 Career Assessment at Application](#)
- [W-2 Manual, 5.4.3 Using and Documenting Career Assessment Results](#)

EFFECTIVE DATE: May 3, 2024

PURPOSE

The purpose of this operations memo is to announce the removal of the requirement that participants must complete a career assessment and clarify policy regarding career assessments.

BACKGROUND

Current Wisconsin Works (W-2) policy states that W-2 participants must complete a career assessment within a specified time frame. This policy is inconsistent with Administrative Rule and this change will bring W-2 policy in alignment with Administrative Rule.

POLICY

CURRENT POLICY

Career assessments **must be completed** within specified time frames for certain applicants or participants.

For new or re-applying applicants, a career assessment must be scheduled within 30 days of application and completed within 30 days of placement. For current participants that do not have a career assessment page completed in WWP, the career assessment must be scheduled within 30 days of an Employability Plan (EP) review and completed before the next EP review.

NEW POLICY

Career assessments **should be completed** within specified time frames for certain applicants or participants. Career assessments must still be offered to every applicant or participant; however, applicants and participants have the option to decline the career assessment. The career assessment does not impact the applicant's or participant's eligibility status.

Applicants and participants:

- Must be offered a career assessment which **should be completed** within specified time frames;
- May decline completing a career assessment; and
- Will not have their eligibility status impacted by completion of the career assessment.

New or re-applying applicants:

- Must be scheduled for a career assessment within 30 days of application; and
- Should have completed the career assessment within 30 days of placement.

Current participants that do not have a career assessment page completed in WWP:

- Must be scheduled for a career assessment within 30 days of an EP review; and
- Should have completed the career assessment before the next EP review.

The W-2 agency must document in PIN comments when an applicant or participant declines a career assessment.

WISCONSIN WORK PROGRAMS (WWP)

W-2 agencies must offer and schedule career assessments for all applicants and participants.

If the applicant or participant declines the career assessment, the worker may remove that task from their Worker Task List once the decline has been documented in PIN comments. The Career Assessment task will no longer regenerate if the worker removes the task from their list.

TRAINING

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

AGENCY ACTION

W-2 agencies must familiarize staff with the updated policy as described in this operations 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/AB