



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:	24-11 Amended
DATE:	05/31/2024 06/03/2024
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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: *Update to the Notice of Assignment Signature Requirement Policy*

CROSS REFERENCE: [W-2 Manual Section 1.4.6 W-2 Forms and Publications During the Application Process](#)
[W-2 Manual Section 15.1.3 Informing Applicants about Assignment of Child Support Payments](#)

EFFECTIVE DATE: June 22, 2024

PURPOSE

The purpose of this memo is to remove the policy requirement that an applicant receiving or referred to child support must sign the [Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support form \(DCF-F-DWSP2477-E\)](#) to receive Wisconsin Works (W-2) services.

BACKGROUND

The Notice of Assignment is a shared form by W-2 and the Department of Health Services (DHS) Income Maintenance (IM) programs. DHS policy **was** updated previously to no longer require participants to sign and return the Notice of Assignment to be eligible for services.

In a continued effort to reduce barriers to service and to align shared forms requirements, W-2 is updating policy to no longer require a signature on the form.

POLICY

CURRENT POLICY

Applicants referred to child support or receiving child support are required to sign and return the Notice of Assignment to receive W-2 services. The W-2 agency is required to scan the signed form into the Electronic Case File (ECF).

NEW POLICY

Applicants and participants referred to child support or receiving child support are not required to sign the Notice of Assignment for W-2 services.

W-2 workers must continue to provide the Notice of Assignment to all applicants and inform each applicant how child support payments are assigned if they begin receiving child support payments while enrolled in the W-2 program. The W-2 agency must document providing the Notice of Assignment at application in CARES Worker Web (CWW) case comments.

TRAINING

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

AGENCY ACTION

W-2 agencies must familiarize staff with the policy changes as described in this 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/AE