

October 2025 System Changes

Report My Changes (RMC)

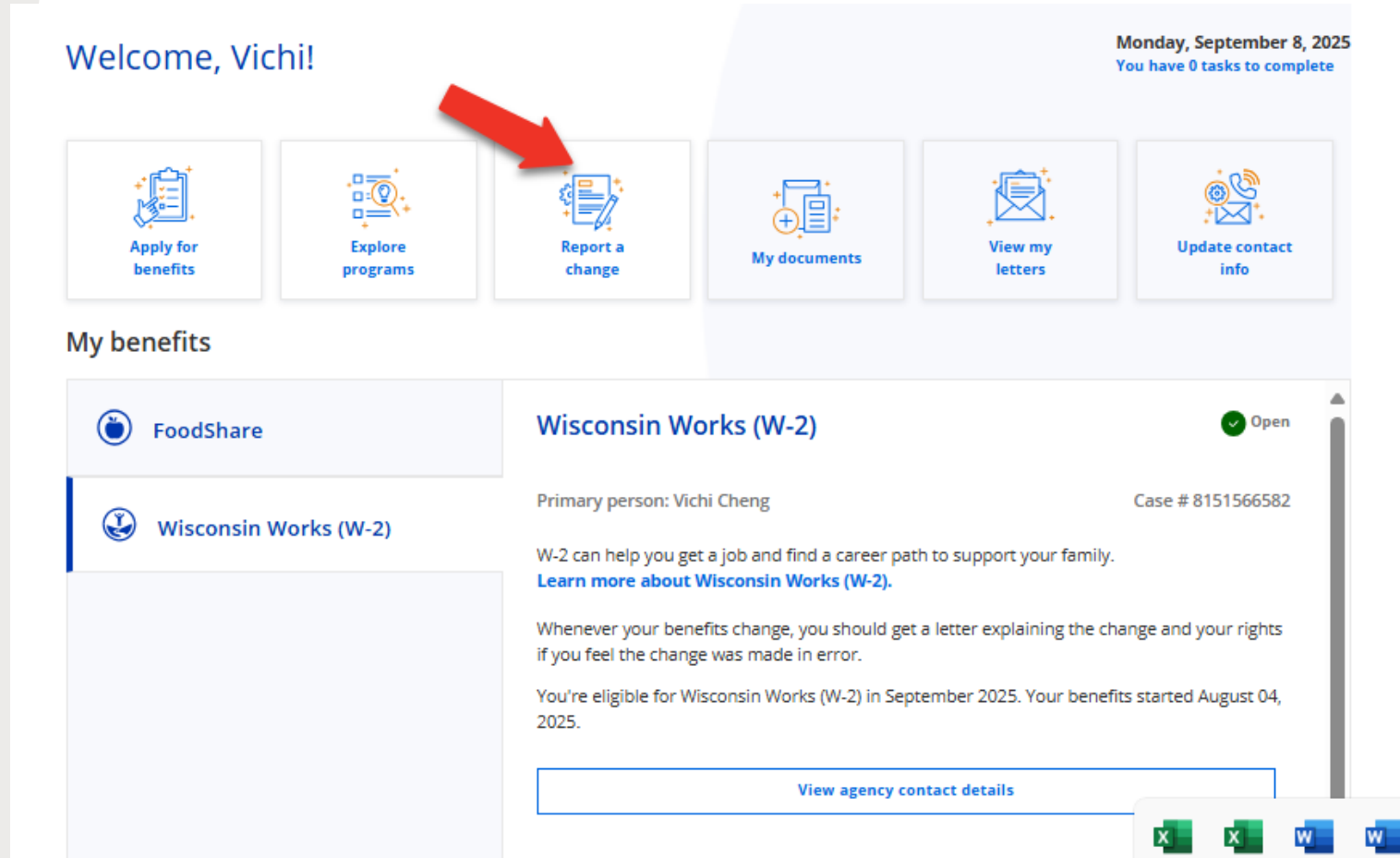
Mai Xiong



Wisconsin Department of Children and Families

ACCESS Modernization Report My Changes (RMC)

Participants will have the
ability to report their
changes through ACCESS



Welcome, Vichi!

Monday, September 8, 2025
You have 0 tasks to complete

[Apply for benefits](#) [Explore programs](#) [Report a change](#) [My documents](#) [View my letters](#) [Update contact info](#)

My benefits

- [FoodShare](#)
- [Wisconsin Works \(W-2\)](#)

Wisconsin Works (W-2) Open

Primary person: Vichi Cheng Case # 8151566582

W-2 can help you get a job and find a career path to support your family.
[Learn more about Wisconsin Works \(W-2\).](#)

Whenever your benefits change, you should get a letter explaining the change and your rights if you feel the change was made in error.

You're eligible for Wisconsin Works (W-2) in September 2025. Your benefits started August 04, 2025.

[View agency contact details](#)

X X W W

ACCESS will display the programs the participant is reporting a change for

Things to know about your change report

Before you get started, there are a few things you should know about reporting changes.

What should you report?

Report changes that have already happened or will happen within the next **30 days**. If a change will happen after Wednesday October 8, 2025, you should wait to report the change.

Programs you are reporting changes for:



FoodShare



Wisconsin Works (W-2)

If a program is not shown on this list, you can report changes to that program by calling your local agency. For their contact information, [visit the Help Center](#).



ACCESS will present a page to allow the participant to indicate what they would like to report as a change

What changes are you reporting?

Check the boxes for all the changes you want to report in ACCESS. Based on your programs, you'll see items you must report and items that are optional to report.

☐ Address changes

Optional changes:

- Your home address or mailing address has changed.

[View summary](#) ▼

☐ Household member changes

Must report

- Someone moved out of your home.
- Someone has died.
- Someone moved into your home.
- Someone got married or had changes to their marital relationship.
- Someone got a divorce.

Optional changes:

- Someone had a change in grants, scholarships, or other financial aid for the current school term.
- Someone became pregnant.
- Someone's pregnancy ended.

[View summary](#) ▼

☐ Reporting contact changes

If you want to report a change to your phone number, email address, or contact preferences, go to "Update Contact Info" from your dashboard.

☐ Changes you can't report in ACCESS

Contact [your local agency](#) to report these types of changes:

As a reminder, you must report if:

- An adult in your household has a substantial lottery or gambling winning defined as a single winning of \$4,250 or more before tax deductions from a single hand, ticket, game, or bet.
- Someone's assets changed.

Optional changes:


- Someone's dependent care bills (such as daycare) changed.
- Someone's child support payments changed.
- Someone who is 60 or older, blind or disabled, and had a change in medical bills or health insurance payments.

☐ Household details changes

Optional changes:

- Someone became blind, developed a disability, or is unable to work because of illness, injury, or disability.

[View summary](#) ▼

 You must report if your household's total gross monthly income goes over \$4546.00. Total gross monthly income is the amount you earn in a month before taxes and other deductions.

☐ Work and other income changes

Must report

- Someone has changes to their job, in-kind work, volunteer activities, or self-employment.
- Someone has changes to their income from a source other than a job.

[View summary](#) ▼

☐ Bill [and tax deduction] changes

Optional changes:

- Someone's utility bills or housing bills have changed.

[View summary](#) ▼





- Participants can select “View Summary” to see current information
- They will also be able to hide the summary, after viewing

☐ **Bill [and tax deduction] changes**

Optional changes:

- Someone's utility bills or housing bills have changed.

View summary ▾

☐ **Address changes**

Optional changes:

- Your home address or mailing address has changed.

Hide summary ▲

This is the information we have on file. If you recently made changes, they won't display until processed

Your current records:

Your address information

Residential address	Mailing address
6055 N 64TH ST	
MILWAUKEE, WI 532181547	



Change Report Overview

Change report overview

Review your information in all sections and make changes if anything is not correct.

 Household member changes

Start

 Finish and submit

Not ready



Changes you're reporting

Select "Add or remove changes" to edit the types of changes you're reporting.

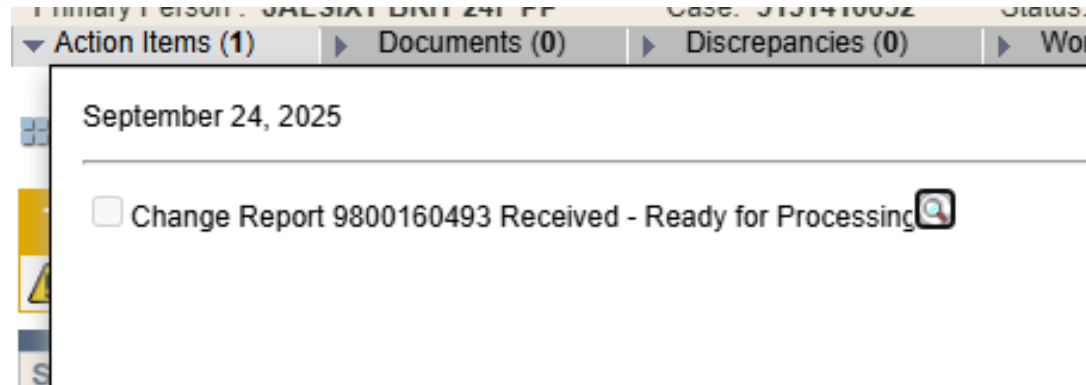
- Household member changes

[Add or remove changes](#) 




CWW Enhancement

- FEP workers will get an Action Item to alert them when a change has been submitted
- CWW will also display a banner on the Case Summary Page



Case Summary

The following events have occurred:

 **AE408:** The Change '9800160493' has been received for this case.



My Action Item Dashboard

The FEP worker “My Action Item” dashboard, will also indicate the change report submitteed

My Action Items							View Worker Action Items
Days Left to Complete	All	Past Due	Due Today	1-3	4-6	7-10	>10
Active Action Items Counts	20	19	1	0	0	0	0



CWW Enhancement

Changes reported will appear in a new section, “Changes Reported”, on the Change/SMRF/Renewal Summary page

Change / SMRF / Renewal Summary

Inbox Item Information					
Inbox Item Number:	0800036804				
Item Type:	Change				
Special Attention					
Description					
No data found.					
Changes Reported					
	Employment			Earned Income	
Related Submissions					
Item Type	Number	Status	Filing Date/Received Date	Programs Requested	
Change Report	0800036804 View	Received	09/09/2025	N/A	
Companion Case Information					
Case Number:					
Case Worker:					



Questions?

