



TO: Wisconsin Works Agencies
Training Staff

BWF OPERATIONS MEMO

Number: 26-05
Date: 06/03/2026

FROM: Patara Horn, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

AFFECTED PROGRAMS:

Job Access Loan

SUBJECT: JOB ACCESS LOAN (JAL) DOCUMENTATION POLICY UPDATE

CROSS REFERENCE: [W-2 Manual, 17.2.1](#)
[W-2 Manual, 17.2.2](#)

EFFECTIVE DATE: June 22, 2026

PURPOSE

This operations memo provides clarification on documentation requirements for Job Access Loan (JAL) during the interactive application in the Benefit Recovery and Investigation Tracking System (BRITS).

BACKGROUND

Minor custodial parents and noncustodial parents (NCP) must meet additional eligibility criteria to receive a JAL. No formal guidance on verification and documentation requirements for JAL applicants who are minor custodial parents or NCPs is available in the Wisconsin Works (W-2) manual. Policy in Wisconsin Works Manual Chapter 17 is updated to clarify documentation requirements.

Additionally, policy is updated to require a BRITS comment when the [JAL Combined Application and Repayment Agreement](#) manual form (DCF-F-DWSP2482-E) version is uploaded during the BRITS interactive application, rather than the system-generated JAL Combined Application and Acknowledgment of Receipt and Terms of Repayment form versions.

POLICY

Policy updates are summarized below. The relevant policy manual sections are attached to this memo and will be incorporated into the W-2 manual on the effective date. Policy that is removed is highlighted light grey, and policy that is added is highlighted yellow.

NEW AND UPDATED POLICY

Policy is updated to clarify documentation requirements for:

- Minor custodial parent eligibility criteria;
- NCP eligibility criteria; and
- Manual JAL application form usage during the BRITS interactive application for JAL.

Updates to W-2 manual section 17.2.1 provide new language requiring documentation used for verification for minor custodial parent and NCP JAL eligibility criteria must be uploaded to BRITS under 'supporting documents' and a BRITS comment must be made when eligibility criteria is verified through a CARES query or data exchange.

Updates to W-2 manual section 17.2.2 include:

- Documentation of minor custodial parent JAL eligibility criteria and NCP JAL eligibility criteria must be uploaded as 'supporting documents' in BRITS; and
- When the *JAL Combined Application and Repayment Agreement* manual form (DCF-F-DWSP2482-E) is used in lieu of the BRITS-generated versions at any point in the JAL interactive application in BRITS, the JAL Creator must make a BRITS comment documenting the reason the manual form was used.

TRAINING

The Partner Training Team will update relevant training in accordance with this memo.

AGENCY ACTION

W-2 agencies must familiarize staff with the updated policy and process 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
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DCF/DFES/BWF/AE