

17.2.1 Eligibility Criteria

17.2.1.1 JAL Eligibility for Minor Custodial Parents

If the JAL applicant is a minor custodial parent, the minor parent must:

1. Turn 18 years of age within two months of applying for the JAL;
2. Live in one of the following supervised, alternative living arrangements:
 - a. Kinship care;
 - b. Foster home;
 - c. Group home; or
 - d. An adult supervised independent living arrangement approved by the W-2 agency; and
3. Have a high school diploma or its equivalent.

FEPs must ensure all documentation used to verify JAL minor custodial parent eligibility criteria is uploaded into BRITS under the 'supporting documents' drop down selection. Each document file uploaded should be given a descriptive name in the 'name' entry line in BRITS to describe the document type used for verification. When CARES queries or data exchanges are used to verify JAL minor custodial parent eligibility, a BRITS comment must be entered confirming minor custodial parent eligibility was verified and the method used.

17.2.1.2 JAL Eligibility for Noncustodial Parents

Eligible NCP applicants must have an active child support order and one or more of the following must apply to the custodial parent of their child:

1. In a W-2 placement (paid or unpaid);
2. Receiving Wisconsin Shares child care subsidy program; or
3. Receiving FoodShare.

FEPs must ensure all documentation used to verify JAL NCP eligibility is uploaded into BRITS under the 'supporting documents' drop down selection. Each document file uploaded should be given a descriptive name in the 'name' entry line in BRITS to describe the document type used for verification. When using CARES queries or data

exchanges are used to verify JAL NCP eligibility, a BRITS comment must be entered confirming JAL NCP eligibility was verified and the method used.

17.2.1.3 Additional Eligibility Criteria for Vehicle-Related Requests

For a JAL requested for the purchase or repair of a vehicle, the applicant must provide:

1. Proof of a current driver's license.
 - The FEP must search the Wisconsin Department of Transportation's status check webpage to verify an applicant's driver's license is current.
 - The FEP must print a copy of the documentation to scan into BRITS and upload under the 'supporting documents' selection.
2. Proof of motor vehicle insurance.
 - The FEP must pend JAL eligibility until an applicant provides a minimum of two quotes for motor vehicle liability insurance.
 - Upon receipt of the quotes, the FEP may confirm eligibility but must not disburse the check until the JAL recipient gives proof of having motor vehicle liability insurance.
 - Proof of motor vehicle insurance may be in print or electronic format (Wis. Stat. § 344.62).
 - The FEP must scan documentation into BRITS and upload under the 'supporting documents' selection.
3. A JAL applicant on probation, parole, or extended supervision needs proof of permission from their supervising officer to purchase a vehicle.
 - Proof of permission can be a written statement from an applicant's probation, parole, or extended supervision agent.
 - Permission given on Wisconsin Department of Corrections letterhead or sent via e-mail from the state e-mail system to the FEP is allowed as documentation of proof.
 - The FEP must scan documentation into BRITS and upload under the 'supporting documents' selection.

FEPs will **must** ensure all vehicle-related documentation uploaded into BRITS under the 'supporting documents' drop down selection has a descriptive name. Each document file that is uploaded should be named in the 'name' entry line in BRITS to describe the vehicle information collected for eligibility determination (e.g. Vehicle Insurance, Vehicle Insurance Quotes, WI DOT query, DL Fees/Fines, Etc.).

17.2.2 JAL Eligibility Determination

17.2.2.1 Initiating a JAL Request

17.2.2.2 Meeting with the JAL Applicant

All applicants must meet:

1. With a FEP to complete an intake interview in CWW; and
2. With a FEP who is a JAL creator to complete the interactive application in BRITS and sign the *JAL Combined Application and Repayment Agreement* form (2482) generated in BRITS as part of the application process. A fillable version of this form is available in the DCF forms repository.

When possible, these should be combined into one meeting. See [1.4.2.4](#) for acceptable interview and meeting options.

JAL Intake Interview Availability	
ACCESS Applications	<p>W-2 agencies must provide appointment availability in ACCESS for five working days following the date an application is submitted.</p> <p>If an applicant does not schedule an appointment in ACCESS or does not attend their scheduled appointment, W-2 agencies should contact them to schedule an intake appointment.</p> <p>A CWW case comment must be made to document the date and format of the intake interview.</p>

In-Person Applications	Agencies must maintain available intake appointments in <u>CWW</u> Client Scheduling for a minimum of 10 working days following the application creation date. A CWW case comment must be made to document the date and meeting format of the intake interview.
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The purpose of the intake interview in CWW is to gather information to establish initial eligibility for a JAL by determining if an applicant meets JAL eligibility criteria, including W-2 financial and nonfinancial eligibility. (See 17.2.1)

W-2 agencies must follow all case processing requirements and scan eligibility documents into ECF under the appropriate codes. (See chapter 4)

When current documentation of the applicant's identity, birthdate, citizenship, or residency is already uploaded in ECF, a CWW case comment must be made that these items have been verified and are in ECF.

During the interactive application in BRITS, the **JAL creator** must:

- Record the applicant's requested JAL amount in the **Requested Loan Amount** field on the **JAL Information** page in BRITS; this entry is informational and not contingent on the JAL limit available to the applicant.
- Discuss with the JAL applicant their household monthly budget of income and expenses and update the **Monthly Budget** page in BRITS. This section will populate Net Monthly Income to calculate the applicant's ability to repay the JAL in cash. (See 17.2.3)
- Discuss with the JAL applicant the JAL amount(s) needed to relieve the crisis and enter each reason in the Loan Repayment Calculator in BRITS to calculate the actual JAL amount and update cash repayment terms.
- Upload all supporting documentation provided during the interactive application into BRITS, including, but not limited to **but not limited to**:
 - Proof of minor custodial parent JAL eligibility criteria;
 - Proof of NCP JAL eligibility criteria;
 - Proof of a current and valid driver's license;
 - Proof of motor vehicle insurance; and

- Permission from a probation, parole, or extended supervision agent to purchase a vehicle.
- Enter BRITS comments to document the meeting format and any changes to the application, including but not limited to **but not limited to**:
 - Extension information;
 - Withdrawal reason;
 - Need for expedited determination;
 - Changes to monthly budget;
 - Changes to actual loan amount; or
 - Changes to request reasons.
- Generate the JAL Combined Application and Repayment Agreement in BRITS, obtain the applicant's signature, and upload to BRITS before submitting the JAL claim to the JAL approver. (See [1.4.2.3](#) for acceptable ways to obtain a signature)

JAL approvers must make a BRITS comment documenting the date the JAL decision was made or returned to the JAL creator.

When a JAL has been approved by the JAL approver, an overnight process will send the check to be printed. The JAL creator is responsible for coordinating check pickup with the applicant.

The JAL creator must generate the Acknowledgment of Receipt and Terms of Repayment form in BRITS. section of the JAL Combined Application and Repayment Agreement. The Acknowledgment of Receipt and Terms of Repayment **must be signed and uploaded to BRITS when the applicant receives their check**; this final step of the JAL interactive application in BRITS moves the JAL status to 'Open – Check Issued' and initiates the collections process. See [1.4.2.3](#) for acceptable ways to obtain a signature.

When the *JAL Combined Application and Repayment Agreement* manual form (2482) is used in lieu of the BRITS generated versions at any point in JAL interactive application in BRITS, the JAL Creator must make a BRITS comment documenting the reason the manual form was used.

No changes to the remainder of 17.2.2.