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TO: *W-2 Manual Holders*

FROM: Margaret McMahon, Chief  
Wisconsin Works Policy Section

RE: ***Wisconsin Works Manual***  
**Release 13-03**

DATE: October 15, 2013

EFFECTIVE: Immediately

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The effective date of the change is the date of publication. However, if the change was announced through an Operations or Administrator's Memo, the change is effective on the date identified in the memo. If there is a different effective date or implementation schedule other than the publication date or the date identified in the Operations or Administrator's Memo, it will be highlighted below.

## CHANGES

- Ch. 1: Wisconsin Works Introduction      The following sections have been edited to improve readability and updated to clarify the application process:
- [1.2.1 Receptionist](#);
  - [1.2.2 Resource Specialist](#);
  - [1.2.3 Financial and Economic Planner](#);
  - [1.4.1.2 Using an Authorized Representative](#);
  - [1.4.2 Applying for W-2](#);
  - [1.4.2.1 How to Initiate a W-2 Request](#);
  - [1.4.3 Completing the W-2 Application](#);
  - [1.4.4 Determining Eligibility and Making a W-2 Placement](#); and
  - [1.4.5 Application processing Timeframe](#).
- Ch. 2: Nonfinancial Eligibility      [2.2.1 List of Criteria](#) has been clarified, adding pregnancy for pregnant women without dependent children and school enrollment for Dependent 18 Year Olds.
- Ch. 3: Financial Eligibility      [3.3.4 Counting Assets](#) has been updated, adding the Kelly Blue Book and NADA Guide as resources to verify vehicle value.
- Ch. 4: Case Processing Requirements      [4.1.2 Information Requiring Eligibility Verification](#) has been clarified, adding pregnancy to the list, adding the [Statement of Identity form](#) as an identity verification source, rearranging the verification sources for Social Security Numbers, adding the Kelly Blue Book and NADA Guide as resources to verify vehicle value, and including dependent 18 year olds in the school enrollment requirement.
- Ch. 10: Payments      [10.3.1 W-2 Overpayments](#) has been updated, removing text related to intentional program violation determination by a court or administrative hearing.

Ch. 12: Dispute  
Resolution

[12.2.8 Testimony and Evidence](#) has been edited, changing the phrase “testimony or evidence” to “testimony and evidence.”