



TO: **W-2 Manual Holders**

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

**SUBJECT: Wisconsin Works Manual Release 25-03**

Section	Change
1.2.5	Section 1.2.5 was created to describe the Adult and Youth Education Navigator positions.
1.4.6	The <i>What to Bring With You</i> publication (2372-P) has been updated and renamed to the <i>Giving Proof</i> publication (2372-P).
4.1.2	The Information Requiring Eligibility Verification table has been updated to include suggest sources of verification for: <ul style="list-style-type: none"><li>• Digital financial accounts, and</li><li>• Educational Aid.</li></ul>
Chapter 7	Chapter 7 was updated to improve formatting, organization, and readability of program information. There are no policy or procedural changes accompanying this update. See Admin Memo <a href="#">23-05</a> for more information on the W-2 Manual technical review project process.
8.2.2.2.1	Section 8.2.2.2.1 was updated to clarify that statements indicating the amount of study time a student requires can come in various forms.
9.5.1	Section 9.5.1 was created to highlight the importance and reasoning for providing services to Noncustodial Parents, as well as the resources available to them.

For W-2 Policy Questions: [DCFW2PolicyQuestions@wisconsin.gov](mailto:DCFW2PolicyQuestions@wisconsin.gov)

For W-2, CARES and WWP Functionality Questions: BWF Work Programs Help Desk  
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