

WISCONSIN DEPARTMENT OF WORKFORCE

DEVELOPMENT

Division of Workforce Solutions  
PO Box 7935  
Madison, WI 53707-7935

---

---

TO: W-2 Manual Holders

FROM: Connie Colussy, Director  
Bureau of Workforce Programs

Dianne Reynolds, Chief  
Work Programs Section

---

RE: Wisconsin Works Manual  
**Release 04-01**

DATE: 3-19-04

EFFECTIVE DATE: Immediately

---

---

The W-2 Manual release date is on each page in the upper left corner.  
The manual release number is located immediately below the release date.

Typically, the effective dates of the changes is the date of publication.  
However, if the change was announced through an Operations or  
Administrator's Memo, the change is effective 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. Implement the  
instructions at application, review, and change, or, if you wish, earlier.

## POLICY CHANGES

- 1.1.0 Updated the philosophical principles to reflect the updated principles released in the Request for Proposals (RFP) to administer Wisconsin Works (W-2) and Related Programs for the contract January 1, 2004, through December 31, 2005.
- 1.6.2 Added information on processing W-2, Child Care, Medicaid and Food Stamp applications. (Obsoletes Administrator's Memo 03-07)
- 2.2.1.1 Updated definition of a qualified alien to include an alien who is lawfully

- residing in the United States and authorized to work by the immigration and naturalization service. (Obsoletes Operations Memo 03-46)
- 2.2.1.1 Corrected definition of battered alien.
- 2.2.4 Changed references from Job Training Partnership Act (JTPA) to  
6.1.1 Workforce Investment Act (WIA).  
6.1.2
- 3.2.0 Removed reference to Case Management Only (CMO).
- 3.2.0 Updated Federal Poverty Levels (FPL). (Obsoletes Operations Memo 03-12)
- 3.2.7.5 **New Policy:** Disregard federal benefits issued to children of Vietnam Veterans who are born with birth defects other than Spina Bifida.
- 4.6.2 Added small amount of CARES information regarding closing a case during a case transfer.
- 5.1.1.1 Corrected language to show that an informal assessment is necessary before placing an individual in any W-2 placement.
- 5.2.1.1 Updated policy to address releasing copies of the Medical Capacity form to participants.
- 5.2.1.2 Created cross-reference to the SSI Advocacy section.
- 6.1.1 Updated Employability Plan (EP) policy to say that an EP must be updated every time someone completes an activity.
- 6.2.0 Created new link to the W-2 Activity Codes located in the CARES Guide.
- 7.1.1 Provided clarification on providing appropriate Case Management Follow-through (CMF) services. (Obsoletes Operations Memo 02-56)  
7.1.3
- 7.1.1.1 Clarified that an unemployed individual coded CMS must have all of the characteristics listed in the CMS section.
- 10.3.0 Provided clarification on what to do if a W-2 check is issued incorrectly.
- 10.3.0 Removed reference to Job Access Loans (JAL) since we cannot recoup JALs from CSJ or W-2 T payments.
- 10.3.1 Updated wording on timeframes for recovery of overpayment claims. (Obsoletes Operations Memo 03-01)
- 10.4.0 Added information on W-2 payments and Electronic Funds Transfer (EFT).
- 11.3.2 Added the incarceration policy. (Obsoletes Operations Memo 02-64)
- 14.2.3.2 Updated policy to reflect that Workforce Attachment and Advancement (WAA) funding ended 12/31/03.  
18.1.0
- 16.3.1.2 Clarified the Child Support 60-day exemption period following when a woman gives birth to a child.

- 18.2.0 Removed reference to ESAP.
- 18.9.1 Added language regarding SSI advocacy. (Obsoletes [Operations Memo 01-77](#))
- 19.2.0 Updated language to reflect that Child Care decisions are no longer  
19.2.2 reviewed via the W-2 Dispute Resolution process. ([Operations Memo 03-  
19.3.3 66](#))
- 19.2.2 Clarified how overpayments are handled under the W-2 Dispute  
Resolution process. (Obsoletes [Operations Memo 02-16](#))
- 19.2.5 Clarified that a W-2 participant or a W-2 participant's representative may  
photocopy case file information and how to handle costs associated with  
the photocopy request.
- 19.2.10 Added information on timely compliance with Fact Finding and  
19.3.3 Departmental Review decisions. (Obsoletes [Operations Memo 02-27](#))
- [Appendix I](#) Corrected the Learnfare definition to reflect the age range of 6 through  
17 rather than 19.
- [Appendix I](#) Added a definition of *W-2 Placement* to glossary.
- [Appendix I](#) Updated and corrected the definition of a *qualified alien*.
- [Appendix I](#) Updated the definition of *Workforce Development Areas (WDA)*.
- [Appendix VII](#) Deleted Appendix VII: *W-2 Activity Codes* and created a link to the  
CARES Guide, which contains the same information.