

WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Family Supports
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TO: W-2 Manual Holders

FROM: Janice Peters, Director
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RE: Wisconsin Works Manual
Release 08-01

DATE: June 2, 2008

EFFECTIVE DATE: Immediately

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

Typically, 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.

NOTE: While major changes to the W-2 Manual material are identified below, the Bureau of Wisconsin Works (BW-2) is making a concerted effort to update the entire W-2 Manual. In addition to the changes listed below, policy materials within each chapter may have been reworded and reorganized for better readability and to provide the user with easier access to relevant policy. In addition, relevant W-2 forms and publications have been identified and web links to those forms have been provided, where appropriate.

POLICY CHANGES

Table of Contents	Updated based on changes identified below.
3.2.0	Updated the federal poverty level (FPL) table.

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- 3.2.7.1 Clarified the qualified alien deeming policy and updated the term “Immigration and Naturalization Service (INS)” to “U.S. Citizenship and Immigration Services (USCIS)” based on federal USCIS guidance.
- 3.2.7.3 Relocated information on the Child support pass-through to Chapter 16.
- 3.2.7.4 Clarified that SSI income is counted in the W-2 income eligibility test.
- 3.2.7.5 Clarified policy regarding counting Earned Income Credit (EIC) as income or an asset.
- Added new policy: Disregard certain payments under the National Flood Insurance Program.
- Added new policy: Disregard Transitional Drug Subsidies under the Medicare Prescription Drug, Improvement and Modernization Act.
- Added new policy: Disregard federally issued GI Bill and related veteran’s education assistance income.
- 3.2.7.6 Removed the limited income disregard concerning AFDC payments that were made without federal financial participation and under a state program continuously in effect since before January 1, 1979 as it is no longer relevant.
- 16.1.0 Updated policy related to child support income pass-through. (Operations Memo 05-50 and 06-21)
- Clarified what child support related forms and publications must be given to W-2 applicants.
- 16.3.0 – 16.4.0 Updated policy on child support cooperation including policy related to noncooperation, good cause for noncooperation and the child support cooperation dispute resolution process. This includes a large number of significant changes due to statutory changes and administrative rule updates. (Operations Memo 02-72, Administrative Rule DWD 15.04)
- Chapter 17 Chapter 17 has been completely re-written. In addition to organizational changes, the update also incorporates policy changes recommended by the Ad Hoc Emergency Assistance Workgroup. Some of the changes include:
- Requires that the child is anticipated to reside in the home during the next month after the emergency;
 - Requires the W-2 agency to have at least one in-person (i.e. face-to-face) contact with each EA applicant or his/her representative as part of the agencies’ EA application process; and
 - Implements the updated/revised EA Application form and instructions.
- Refer to the chapter for the full list of policy changes and clarifications. (Operations Memo 08-19)
- Chapter 19 Renamed the Chapter from *W-2 Fact Finding* to *W-2 Dispute Resolution* to

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- better reflect the contents of the chapter.
- 19.2.1 Clarified how to calculate the 45-day timeframe for requesting a Fact Finding (FF) review.
- Clarified whether a Fact Finder has to accept a FF request beyond the 45-day deadline.
- 19.2.1.1 Clarified the timeframe for requesting a Learnfare FF review.
- 19.2.4 Clarified the roles, responsibilities and rights of the Fact Finder.
- 19.2.5.1 Added information on pre-fact finding review resolutions.
- 19.2.7 Added a section on the W-2 Agency representative's role at the FF review.
- 19.2.8 Clarified that the participant's signature is needed on the FF review form.
- 19.2.10.1.1 Clarified the remedy for overturned CMC placement FF decisions.
- 19.2.10.2 Clarified the remedy for overturned unpaid placement FF decisions.
- 19.2.11 Clarified the documents that must be included in the completed FF file.
- 19.3.1 Clarified the timeframe for requesting an Emergency Assistance (EA) Departmental review.
- Clarified that W-2 agencies cannot request a Departmental review of EA FF decisions.
- 19.3.2 Clarified when the Division of Hearings and Appeals (DHA) issues a proposed Departmental review decision.
- 19.3.4 Added information regarding agency representation at Public Assistance Overpayment Tax Intercept Administrative Hearings (Operations Memo 07-37)
- Appendix I
Glossary
- Updated the following definitions:
- Disabled Adult (Operations Memo 06-46)
 - Job Center System
 - Qualified Alien Deeming
 - Temporary Assistance for Needy Families (TANF)
 - Two-parent Family (Operations Memo 06-46)
 - W-2 Placement
 - W-2 Child Support Demonstration
 - Workforce Development Areas
- Removed the following definitions:
- Case Management Only (CMO)
 - Diversion
 - Local Collaborative Planning Teams (LCPT)

Appendix III Forms	The list of forms was replaced with instructions for accessing W-2 forms and publications because the list was out-of-date and forms are being incorporated into individual chapters. A comprehensive list of W-2 forms will be provided at a later date.
Appendix IV Job Centers	Updated Job Center information.
Appendix VI Community Reinvestment Resource Guide	Removed the Community Reinvestment Resource Guide.