

WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES
Division of Family and Economic Security
PO Box 8916
Madison, WI 53708-8916

TO: W-2 Manual Holders

FROM: Janice Peters, Director
Bureau of Wisconsin Works

Rebecca Swartz, Chief
Wisconsin Works Policy Section

RE: Wisconsin Works Manual
Release 08-02

DATE: July 1, 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.
3.2.3	Corrected an example.

-
- 17.1.0 Clarified that Emergency Assistance (EA) provides funding to eligible families with a child(ren) who are experiencing a current emergency.
- Clarified that W-2 agencies must make EA determinations by using their professional judgment based on all circumstances of a specific situation.
- Clarified that W-2 agencies must not apply W-2 policy to EA unless the W-2 policy is specifically referenced within the EA policy.
- 17.2.0 Clarified that the W-2 agency must have at least one in-person contact with the EA applicant or his/her representative at a reasonable time in the EA application process.
- 17.4.1.1.1 Clarified the conditions for meeting the definition of impending homelessness.
- 17.4.1.1.2 Clarified what types of notices qualify as legal notices to terminate tenancy.
- 17.4.1.1.3 Clarified that a legal notice to terminate tenancy must be filed with the court prior to the agency asking the EA applicant to inform the court of the EA application and the outcome of the EA eligibility determination.
- 17.4.1.1.5 Clarified the use of EA funds for relocation in the event of impending homelessness.
- 17.4.1.1.7 Clarified the use of EA funds due to impending homelessness and domestic abuse.
- 17.4.1.3 Clarified the use of EA funds due to an energy crisis.
- 17.4.1.4 Clarified the use of EA funds due to a fire.
- 17.4.1.5 Clarified the use of EA funds due to a flood.
- 17.4.1.6 Clarified the use of EA funds due to a natural disaster.
- 17.4.2 Clarified how to determine the EA group.
- 17.4.6 Clarified how the failure to pursue other payment options impacts EA eligibility.
- 17.4.8 Clarified the impact of "doubled-up housing" on EA eligibility.
- 17.5.1.2 Clarified how to determine whether income is available during the financial eligibility determination process for EA.
- 17.5.1.4 Clarified how to determine expenses resulting from the emergency.
- 17.5.1.5 Clarified how to determine the amount of the EA group's monthly expenses.
- 17.7.5.3 Clarified that, in the event of an emergency due to an energy crisis, payment of utility expenses is an allowable use of EA funds.
- 19.1.0 Clarified that the dispute resolution process for Child Care is the Fair Hearing process.