

WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES
Division of Family and Economic Security
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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 09-03

DATE: August 30, 2010 (date amended)
November 1, 2009 (original date)

EFFECTIVE DATE: Immediately

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 Working Families (BWF) 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.

UPDATE: The bolded section below has been added to this cover sheet's amended version. This section was inadvertently omitted when the cover sheet was released November 1, 2009.

POLICY CHANGES

- 3.2.1 Updated the Federal Poverty Limit (FPL) figures. (Operations Memo 09-07)
- 10.3.4 Added a reference and link to the *Benefits Recovery Accounting Manual*.

Chapter 13

Converted new chapter to Robohelp and made the following policy updates:

- Updated policy regarding W-2 agency discretion when approving or denying JAL applications based upon JAL eligibility criteria and prohibiting local agencies from developing more narrow JAL eligibility guidelines. (13.2.1)
- **Eliminated the policy prohibiting the use of JALs to pay fines incurred for Operating After Revocation offenses, traffic violations, penalties, and bail, except when the fine is related to operating a motor vehicle under the influence or drugs and/or alcohol, including but not limited to fines for Operating While Impaired, Blood Alcohol Content, and Implied Consent Violations. (13.3.2)**
- Expanded the policy regarding allowable uses of JALs to include using the loan to supplement other resources when those resources do not cover the full cost of rent and security deposit.
- Changed the policy that allows JAL funds to be used to repay fines for the purpose of making the JAL recipient eligible to obtain a driver's license, an occupational license, or driver's license reinstatement. (OM 07-25)
- Eliminated the requirement that W-2 agencies ensure that the average of all Job Access Loan (JAL) amounts in a 12-month period does not exceed \$800. (OM 07-09)
- Revised the policy to allow the initial loan repayment period to be up to 18 months, however when possible it is expected that loans are repaid over a 12 month period. (OM 09-42)
- Revised the policy that allows for JAL repayment agreements to be renegotiated and can be extended an additional 6 months for a total of 24 months to repay the loan.
- Corrected policy to state that JALs cannot be written-off in bankruptcy proceedings.
- Updated policy to prohibit JALs from being used to assist in the start up of a child care business.

Appendix – W-2 Activity Codes

Updated the W-2 activity codes. (Operations Memo 09-36 and 09-62)