

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 Schwei, Chief  
Wisconsin Works Policy Section

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RE: Wisconsin Works Manual  
**Release 10-01**

DATE: October 5, 2010

EFFECTIVE DATE: Immediately

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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.

## POLICY CHANGES

### 4.6.0

Policy regarding transfer of formal assessments in Operations Memo 10-63 has been incorporated into this section. This section has also been updated to reflect the new Milwaukee structure.

### Chapter 5

Operations Memo 10-62 has been incorporated into the following sections of Chapter 5, which has been converted from PDF to online format.

- Sections 5.1.2 and 5.4.1.1: Adjusts the requirement for when to use the BST.
- Section 5.4.1.2: Revisions have been made to the [W-2 Barrier Screening Tool Agreement \(form DCF-F-DWSP13578\)](#) which is referenced in this section.
- Section 5.5.1.1: Clarifies the requirements for when to offer a formal assessment.

- Section 5.5.1.2: Adds requirements for case managers to:
  - use the new [Wisconsin Works \(W-2\) Formal Assessment Agreement \(form DCF-F-2565\)](#) to help explain the purpose of a formal assessment.
  - make necessary adjustments to the participant's placement and revise the W-2 Employability Plan (EP) within 30 days after receiving the results of a formal assessment.
  - document needed services, activities, and reasonable modifications and accommodations in the participants EP based on recommendations from the formal assessment. A new form, [Services and Accommodations To Help You Do Your W-2 Activities \(form DCF-F-2564\)](#) was created for this purpose.
  - advise the W-2 education, training or work site providers of any needed reasonable modifications or accommodations to the W-2 education, training or worksite.
- Section 5.5.3: Includes some revisions to the "necessary elements" of a formal assessment.
- Section 5.5.7: There are no policy changes in this section. Language was adjusted to reflect the new policy requirement in Section 5.4.1.1 that the BST be offered prior to W-2 placement.
- Section 5.5.8: Some language changes were made to further clarify the existing policy.

11.1.1 ARP (At Risk Pregnancy) has been added.

11.2.4 Policy regarding good cause in Operations Memo 10-63 has been incorporated into this section.

11.3.1 The reference to Operations Memo 05-54 has been replaced with a reference to Chapter 4.

11.3.4 Policy regarding 20% payment reduction notification in Operations Memo 10-63 has been incorporated into this section.

