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TO: W-2 Manual Holders

FROM: Janice Peters, Director
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RE: Wisconsin Works Manual
Release 11-02

DATE: April 7, 2011

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.

CHANGES

Chapter 1

Converted from PDF to online format.

- W-2 Basic Assumptions have replaced the W-2 Philosophy & Goals.
- Additional detail has been added on providing accommodations.
- W-2 application process policy has been added to this chapter.

Chapter 2

Converted from PDF to online format.

- W-2 application policy has been moved to Chapter 1.
- Added the Employment Search Policy to this chapter.
- W-2 Time Limit policy has been updated to reflect the elimination of the 24-month time limits.
- Two-parent household policy was removed from Chapter 2 and will be in the newly created Chapter 21 to be published in Manual Release

	11-03.
	<ul style="list-style-type: none">• The CMD policy has been edited for clarity.• The following W-2 eligibility policies have been updated:<ul style="list-style-type: none">➢ Determining who is a custodial parent;➢ Providing social security numbers; and➢ Determining Temporary Absence of a Child.
Chapter 4	Converted from PDF to online format. This Chapter has been significantly re-written. Changes include updating the following sections: <ul style="list-style-type: none">• Eligibility verification;• Documenting and storing W-2 participant information;• Requesting and protecting W-2 participant information; and• Case transfer.
5.1.1	Section updated to refer users to relevant sections in Chapters 1 and 2.
5.4.1.1	Edited to clarify when to offer the BST.
11.3.1	The reference to Chapter 4 regarding termination of eligibility has been replaced with a reference to Ops Memos 09-18 and 05-54.
Appendix – Activity Codes	The following Activity Codes have been updated: <ul style="list-style-type: none">• CE (Career Planning & Counseling);• CJ (Job Search CSJ);• ES (Employment Search);• FC (Family Member Treatment/Counseling);• JR (Job Retention Service);• LF (Life Skills);• MO (Job Readiness/Motivation);• OJ (On-the-Job Training);• TJ (Trial Job/Private Employer);• TP (Trial Job/Public Employer);• UC (Up-front Career Planning);• UE (Up-front Employment Search); and• UR (Up-front Job Readiness/Motivation).
References to Strikes	References to strikes have been removed from the following Manual sections: <ul style="list-style-type: none">• 11.2.3.1• 11.2.3.1.2• 11.4 – This section is now reserved for refusal to participate policy.• Glossary