

TO: W-2 Manual Holders

FROM: Janice Peters, Director
Bureau of Working Families

Rebecca Schwei, Chief
Wisconsin Works Policy Section

RE: Wisconsin Works Manual
Release 11-03

DATE: June 15, 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 3

Ops Memo 11-17 has been incorporated into the following sections of Chapter 3:

- Sections 3.2.9.1: Adjusts the income disregard of federal income tax refunds
- Section 3.3.4: Creates a new section on asset disregard of federal income tax refunds

In addition, language has been updated throughout the manual to consistently use "disregarded" rather than "not count," "exempt" or "discounted." These changes were made for clarity and do not reflect a change in policy.

4.1.2

Assets have been added to the Eligibility Criteria Chart.

Chapter 12

Converted chapter to Robohelp. There are no policy changes to this chapter. However, to increase clarity, some sections have been reorganized and some language has been updated.

Appendix – Activity Codes	New code TT (Technical College Study Time) from Operations Memo 11-18 has been added. Changes to the following codes announced in Operations Memo 11-18 have been made: <ul style="list-style-type: none">• JS (Job Skills Training); and• TC (Technical College).
Appendix – Immigration Status Documentation	This Appendix has been updated and its title changed to Non-citizen Eligibility Documentation.
Glossary	Definitions added for Dropout, Habitual Truant, Public Holiday, Returning Dropout and Working Day. Definition for Minor Parent expanded to include Learnfare definition.