

TO: W-2 Manual Holders

FROM: Rebecca Schwei, Chief
Wisconsin Works Policy Section

RE: Wisconsin Works Manual
Release 11-05

DATE: October 3, 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 8 [Operations Memo 11-40](#) has been incorporated into the Manual. It includes several policy changes and a reorganization of some sections. Additionally, after the release of Operations Memo 11-40 several of the Chapter 8 section titles were renamed and renumbered to accommodate the conversion from PDF to on-line formatting.
- 10.1, 10.2.6.2, and 11.1 [Operations Memo 11-50](#) regarding W-2 Hourly Sanction Rate and Benefit and Reductions for CSJ and W-2 T Placements, has been incorporated into the Manual.
- Chapter 11 [Operations Memo 11-52](#) has been incorporated into the Manual. It includes new policy and policy clarifications relating to sanctions and case closures. Additionally, Chapter 11 has been renamed W-2 Sanctions and Case Closures and Sections 11.1 to 11.4 have been reorganized for better flow and readability.
- Appendix - Activity Codes The new code CC – Child Care Related Activities has been added to the Activity Codes Appendix. This activity should be assigned when an applicant or participant needs time to secure child care arrangements in order to participate in work activities.
- Glossary We have updated the definitions for Job Center of Wisconsin and TANF. The following definitions have been added to the Glossary: Caretaker Supplement, Community Steering Committee, Job Center, Kinship Care, and W-2 Two-Parent Group.