

WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES
Division of Family and Economic Security
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TO: W-2 Manual Holders

FROM: Rebecca Schwei, Chief
Wisconsin Works Policy Section

RE: Wisconsin Works Manual
Release 11-06

DATE: December 1, 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

- 6.2.1 and 6.2.2 [Operations Memo 11-59](#) has been incorporated into the Manual. Manual Sections 6.2.1 and 6.2.2 have been updated to reflect policy regarding the requirement for employed participants to attend face-to-face Employability Plan (EP) appointments.
- 10.4.1 [Operations Memo 11-57](#) has been incorporated in to the Manual. Manual Section 10.4.1 has been updated to reflect acceptance of prepaid debit cards as an account type on AGET.
- Chapter 12 As part of the Manual reorganization, Chapter 12 – Learnfare, has been moved to Chapter 16. (see below)
- Chapter 15 As part of the Manual reorganization, Chapter 15 – Child Care, which provided a link to the Child Care Manual, has been removed. (see below)
- Chapter 16 As part of the Manual reorganization, Chapter 16 – Child Support, has been moved to Chapter 15. (see below)
- Chapter 19 As part of the Manual reorganization, Chapter 19 – W-2 Dispute Resolution, has been moved to Chapter 12. (see below)

Appendix -
Activity Codes

The code CC – Child Care Related Activities, has been expanded to include contacting a child care resource and referral network, researching availability of child care, touring child care facilities, and interviewing child care providers.

Throughout

The term two-parent famil(ies) has been replaced with two-parent household(s).

****W-2 POLICY MANUAL REORGANIZATION**

Over the next several releases, the following changes will be made to the W-2 Policy Manual to increase the logical flow of information. Chapter and section references will be updated as chapters are moved. If a chapter that is already in RoboHelp moves from one location to another, all of the related history will move with it. For example, the Child Support Chapter is already in RoboHelp and it is moving from Chapter 16 to Chapter 15. Once the move is made, W-2 Manual users can find history for a particular policy by going to the current section in the Manual (which will now be in Chapter 15) and clicking “View History” on the top right corner of the screen.

Current Chapter Name and Number	New location of Current Chapter	Upcoming Chapter Name and Number	Anticipated Manual Release Number
1 Introduction	no change	1 Introduction	N/A
2 Nonfinancial Eligibility	no change	2 Nonfinancial Eligibility	N/A
3 Financial Eligibility	no change	3 Financial Eligibility	N/A
4 Case Processing Requirements	no change	4 Case Processing Requirements	N/A
5 Assessment	no change	5 Assessment	N/A
6 Employability Plan	no change	6 Employability Plan	N/A
7 W-2 Employment Ladder Placements	Renamed and incorporates Chapter 14	7 W-2 Placements	12-02
8 Education and Training	no change	8 Education and Training	N/A
9 W-2 Work Training Provider/Employer Guidelines	no change	9 W-2 Work Training Provider/Employer Guidelines	N/A
10 W-2 Payments	no change	10 W-2 Payments	N/A
11 W-2 Sanctions and Case Closures	no change	11 W-2 Sanctions and Case Closures	N/A
12 Learnfare	16	12 Dispute Resolution	11-06
13 Job Access Loans	17	13 hold for Fraud policy	12-02
14 Groups Eligible for Case Management and Other Services	incorporated into Chapter 7	14 Two-Parent Households	12-02
15 Child Care	Deleted	15 Child Support	11-06
16 Child Support	15	16 Learnfare	11-06
17 Emergency Assistance	EA manual	17 Job Access Loans	12-02
18 Other Services and Resources	19	18 Refugee Assistance Program	12-01
19 W-2 Dispute Resolution	12	19 Other W-2 Resources	12-01
20 Refugee Assistance Program	19	Deleted	12-01