

TO: W-2 Manual Holders

FROM: *Rebecca Schwei, Chief
Wisconsin Works Policy Section*

RE: Wisconsin Works Manual
Release 12-01

DATE: January 23, 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	Operations Memo 11-71 has been incorporated into the Manual. Chapter 1 has been updated, replacing Combined Application Form with Application Summary.
2.10	Operations Memo 11-54 has been incorporated in to the Manual. It includes reorganization of the Section and updated policy restoring the 24-month time limits for Trial Job, Community Service Job (CSJ), W-2 Transition (W-2 T) and Custodial Parent of an Infant (CMC) W-2 placements.
5.4.1.1	Operations Memo 11-54 has been incorporated in to the Manual clarifying when the BST must be offered to participants facing a 24 month time limit.
11.2, 11.3 and 11.4	Policy regarding Good Cause and Case Closure has been updated.
12.2 and 12.3	Operations Memo 11-44 has been incorporated into the Manual, updating Fact Finding policy.
Appendix - Activity Codes	The upfront activity codes UC, UE and UR have been updated.
Glossary	Definitions for address and residence have been added to the Glossary.

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

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 Dispute Resolution Chapter is already in RoboHelp and moved from Chapter 19 to Chapter 12 in Manual Release 11-06. Once the move was made, W-2 Manual users could find history for a particular Dispute Resolution policy by going to the current section in the Manual (which is now in Chapter 12) 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	12-03
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 Dispute Resolution (moved from Chapter 19 in Release 11-06)	no change	12 Dispute Resolution	N/A
13 Job Access Loans	17	13 hold for Fraud policy	12-02
14 Groups Eligible for Case Management and Other Services	incorporated into 7	14 Two-Parent Households	12-03
15 Child Support (moved from Chapter 16 in Release 11-06)	no change	15 Child Support	N/A
16 Learnfare (moved from Chapter 12 in Release 11-06)	no change	16 Learnfare	N/A
17 Emergency Assistance	EA manual	17 Job Access Loans	12-02
18 Other Services and Resources	19	18 Refugee Assistance Program	12-03
19 Reserved	12	19 Other W-2 Resources	12-03
20 Refugee Assistance Program	19	Deleted	12-03