

TO: W-2 Manual Holders

FROM: Gerry Mayhew, Acting Chief
Wisconsin Works Policy Section

RE: Wisconsin Works Manual
Release 12-03

DATE: April 4, 2012

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

- 4.1.2 Added school enrollment to the chart in 4.1.2 - Information Requiring Eligibility Verification
- Chapter 7 Operations Memos [11-74](#), [11-60](#), [11-59](#), [11-53](#), [11-50](#), [11-40](#), [10-33](#), [09-77](#), [09-65](#) and [08-35](#) have been incorporated into the Manual. Information about SSI/SSDI Advocacy from Chapter 18 - *Other Services & Resources* and the entire Chapter 14 - *Groups Eligible for Case Management and Other Services* has been incorporated into Chapter 7. A section on W-2 Supportive Service Plans was added. The chapter has been renamed *W-2 Placements*. For clarity, the entire chapter was significantly rewritten and the section numbering updated. The chapter is now organized by placement type – Unpaid, Trial Jobs, Paid, and Other Case Management Placements.
- Chapter 14 As part of the Manual reorganization, Chapter 14 - *Groups Eligible for Case Management and Other Services*, has been incorporated into Chapter 7. Two Parent policy has been moved into Chapter 14 which is now entitled *Two Parent Households*. (See chart below)
- Chapter 18 As part of the Manual reorganization, Chapter 18 has been moved to Chapter 19 and renamed *Other W-2 Resources*. For clarity, the chapter was significantly rewritten and the section numbering updated. The section on Emergency Payments has not yet been updated. Sections on the following have been deleted from the chapter: FoodShare, Low Income Home Energy Assistance Program, Low Income Weatherization Program, Medicaid, Caretaker Supplement, SSI/SSDI Advocacy (moved into Chapter 7), and Community Reinvestment. (See chart below)

Chapter 19	As part of the Manual reorganization, Chapter 19, which was previously reserved, is now entitled <i>Other W-2 Resources</i> . (See chart below)
Chapter 20	As part of the Manual reorganization, Chapter 20 – <i>Refugee Assistance Program</i> , has been moved to Chapter 18 and converted to online format. (See chart below)
Appendix	A new Appendix, <i>Benefits Issuance Guide</i> , has been added.
Glossary	Included Adult has been added.

****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	12-04
14 Groups Eligible for Case Management and Other Services	incorporated into Chapter 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	12-04
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