

TO: W-2 Manual Holders

FROM: Margaret McMahon, Chief
Wisconsin Works Policy Section

RE: Wisconsin Works Manual
Release 12-04

DATE: June 1, 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

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| Chapter 7 | Section 7.5 of the Table of Contents has been edited to improve consistency. It now reads: Other Unpaid Placements. |
| 11.2.2.1 | Operations Memo 11-73 regarding child care availability has been incorporated into the section. |
| 13.3.1.2 | The section has been updated. Outdated policy regarding the requirement for W-9 forms was deleted. |
| Glossary | Definitions for the following terms have been added: <ul style="list-style-type: none">▪ Case Management Denied Placement▪ Case Management Follow Up Placement,▪ Case Management Minor Parent Placement▪ Case Management Noncustodial Parent Placement▪ Case Management Pregnant Woman Placement▪ Case Management Underemployed Placement▪ Electronic Case File▪ Intentional Program Violation▪ Pro-rated Community Service Jobs Placement▪ Systematic Alien Verification for Entitlements. |