

TO: W-2 Manual Holders

FROM: Margaret McMahon, Chief
Wisconsin Works Policy Section

RE: Wisconsin Works Manual
Release 12-06

DATE: December 19, 2012

EFFECTIVE: 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

- 2.9.2.4 and 2.9.3 [Operations Memo 12-68](#) has been incorporated into new Section 2.9.2.4 - *Results of the Up-front Job Search*, clarifying that Individuals who become employed during up-front job search may be placed in a CMF placement.
- Section 2.9.3 - *Employment Search as an Ongoing Eligibility Requirement* has been updated with links to Chapter 11 sections replacing links to Operations Memos 09-18 and 05-54.
- 7.2.3, 7.4.1.4, and 7.5.2 [Operations Memo 12-68](#) has been incorporated into Section 7.2.3 - *Employed and Individuals Previously Assigned to a Subsidized Employment Position (CMF)*, clarifying 1) that W-2 applicants who become employed during up-front job search may be subsequently put into a CMJ placement, 2) use of the CMF placement for W-2 applicants and participants employed part-time, and 3) use of the CSJ and CMF placements for participants whose work hours are reduced.
- [Operations Memo 12-68](#) has been incorporated into Section 7.4.1.4 - *Prorated CSJs*, clarifying that participants working 30 hours or more per week in an unsubsidized job or a non-W-2 funded subsidized job are not eligible for a prorated CSJ.
- [Operations Memo 12-39](#) has been incorporated into Section 7.5.2 *Minor Parents*, clarifying when a minor parent may qualify for Wisconsin Shares.
- Chapter 11 Section 11.6.1 Intentional Program Violation, has been updated and links to [Operations Memo 12-55](#).
- Chapter 18 The Refugee Assistance chapter has been updated and reorganized to increase clarity. There have been no policy changes.
- Appendix Refugee Assistance Program (RAP) Tools have been updated.