

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

FROM: Margaret McMahon, Chief
Wisconsin Works Policy Section

RE: Wisconsin Works Manual
Release 13-01

DATE: March 1, 2013

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

Chapter 1 [Operations Memo 12-66](#) has been incorporated into the *W-2 Manual* as follows:

- Section 1.4.1 - "Applying for W-2"
 - Deleted text regarding Milwaukee County Eligibility and Assessment Agencies (EAA); and
 - Added policy regarding applicants who are homeless or impacted by domestic violence.
- Section 1.4.1.1 - "Applying for W-2 and Income Maintenance Programs"
 - Clarified the ways in which W-2 agencies must facilitate an individual's application for FoodShare.
- Section 1.4.2 - "Requesting W-2"
 - Added text regarding W-2 requests initiated from the CWW Case Summary page, "Record New Group Level Program Request" driver flow.
- Section 1.4.2.1 - "How to Initiate a W-2 Request"
 - Added this new section clarifying the method agencies must use to initiate W-2 program requests.
- Section 1.4.3 - "Completing the W-2 Application"
 - Clarified that agencies must only scan the Signature page of the Application Summary into ECF.

Chapter 3 [Operations Memo 13-03](#) has been incorporated into the *W-2 Manual* as follows:

- Section 3.2.1 - "115%Gross Income Test"
 - Replaced the FPL chart and updated the example.

Chapter 7 [Section 7.2.2](#), “Individuals Working in Unsubsidized Employment (CMU)”, has been updated, clarifying that:

- The CMU placement is appropriate for individuals working full or part-time, who have no barriers to full-time employment; and
- FEPs may place marginally employed W-2 applicants in a W-2 T, CSJ or pro-rated CSJ placement, depending on the applicant’s individual circumstances.

Chapter 18 Section 18.2.5.2.1, “115% Gross Income Test” has been updated, replacing the link to Operations Memo 12-06 with a link to [Operations Memo 13-03](#).