

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 13-02

DATE: May 15, 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 2

[Section 2.2.1](#), "List of Criteria", #11, has been updated, adding a type of Social Security Disability Income for adults disabled before age 22 who receive the benefit based on a parent's Social Security earnings record.

[Section 2.7.1](#), "Providing Social Security Numbers", has been updated, clarifying that every member of the W-2 Group must provide either a Social Security number or proof that an application has been made for a Social Security number.

Policy from [Operations Memo 08-35](#) has been incorporated into [Section 2.9.2](#), "Up-front Job Search Activities as a Condition of Eligibility."

Chapter 4

[Section 4.1.2](#), "Information Requiring Eligibility Verification" has been updated, clarifying:

- That agencies must not request verification if verification documentation already exists via data exchange or the Electronic Case File (ECF);
- Which ECF codes must be used;
- That a Social Security number or proof of a Social Security number application is an eligibility criterion;
- That Social Security numbers provided verbally are verified through a data exchange process; and
- When to verify certain items.

[Administrator's Memo 13-01](#) has been incorporated into [Section 4.4.3](#), "Record Retention Requirements" changing the record retention timeframe from three years and six months to three years. Text has also been added to the section clarifying that audio recordings of Fact Finding Reviews are considered records.

Policy from [Operations Memo 12-65](#) has been incorporated into [Section 4.6](#), "Participant Relocation". This section was previously titled "Transferring a W-2 Case."

Chapter 7	Policy clarifying that agencies must not sanction women in At Risk Pregnancy placements for nonparticipation has been incorporated from Operations Memo 09-77 into Section 7.4.6 .
Chapter 11	<p>Policy from Operations Memo 12-55 has been incorporated into Section 11.6, removing the requirement to use the Administrative Disqualification Hearing Notice and Waiver of Administrative Disqualification Hearing forms to determine an Intentional Program Violation (IPV), and clarifying that:</p> <ul style="list-style-type: none"> • The seven working day timeframe to rectify an IPV also applies to closed W-2 cases (if the agency discovers the IPV after case closure); and • A child care IPV penalty is not a good cause reason for failure to comply with assigned W-2 activities.
Chapter 12	Policy from Operations Memo 12-55, Attachment 1 , has been incorporated into Section 12.2.3 , adding disagreement with agency IPV determinations as a Fact Finding reason.
Glossary	The definition for address has been edited to improve clarity. The definition for residence has been replaced with residency and edited to improve clarity. The definition for Included Adult has been corrected. The definition for Excluded Adult has been added.