

WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Family and Economic Security/Bureau of Working Families  
PO Box 8916  
Madison, WI 53708-8916

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TO: W-2 Manual Holders

FROM: Debra Cronmiller, Chief  
Bureau of Working Families Policy Section

RE: *Wisconsin Works Manual*  
**Release 16-01**

DATE: April 1, 2016

EFFECTIVE: Immediately

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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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|---|--|
| Throughout                                | All remaining Trial Jobs (TJ) references have been removed and replaced with Trial Employment Match Program (TEMP) where applicable.   |
| Ch. 1: Wisconsin Works (W-2) Introduction | <a href="#">1.4.2.1 How to Initiate a W-2 Request</a> has been updated to current CARES Worker Web functionality as described in Operations Memo <a href="#">14-J1</a> .<br><br><a href="#">1.4.3 Completing the W-2 Application</a> has been clarified to include that all adults in the W-2 Group must sign the Application Summary, however, the second adult does not need to sign in the presence of a W-2 agency representative. |
| Ch. 2: Nonfinancial Eligibility           | <a href="#">2.4.1 Verifying U.S. Citizenship or Qualified Non-Citizen Status</a> has been updated and reorganized to improve readability. It has also been updated to incorporate changes announced in Operations Memo <a href="#">15-J6</a> .   |
| Ch. 3: Financial Eligibility              | <a href="#">3.2.1 115% Gross Income Test</a> has been updated to 2016 Federal Poverty Levels, as announced in Operations Memo <a href="#">16-02</a> .  |

- Ch. 3: Financial Eligibility (cont.) [3.2.8.2 Farm and Self-Employment Income](#) has been clarified to align with the [Self – Employment Income Report \(DWSP2131-E\)](#) form.
- [3.2.9.1 Disregarded Income](#) has been updated to include TEMP placements, Stipends for Noncustodial Parents, and the Cobell Settlement, as announced in Operations Memo [15-01](#)
- Ch. 4: Verification Requirements [4.1.2 Information Requiring Verification](#) has been updated to remove Employee ID Cards, paystubs, and CARES Birth Query from the list of allowable sources of verification for identity.
- [4.3.3 Case Comments](#) has been clarified to include required communication when a W-2 Financial and Employment Planner makes a change to a W-2 case that leaves eligibility unconfirmed for other programs.
- Ch. 5: Formal Assessment [5.5.5 Inadequate or Conflicting Formal Assessment Information](#) has been updated to incorporate changes announced in Operations Memo [14-20](#).
- Ch. 7: Placements [7.2.4.2 Moving from Other W-2 Placements to CMJ](#) has been updated to include TEMP placements and Stipends for Noncustodial Parents.
- [7.3 Trial Employment Match Programs](#) has been created to replace the former Trial Jobs program, as announced in Operations Memo [16-03](#).
- [7.5.1 Noncustodial Parents](#) has been updated to include Stipends for Noncustodial Parents, as announced in Operations Memo [16-03](#).
- Ch. 15: Child Support [15.4.1 Requirements When the CSA Determines Noncooperation](#) has been updated to incorporate changes announced in Operations Memo [15-J3](#).
- [15.5.1 Noncooperation Exemption for Pregnant Women or Custodial Parents with Newborns](#) has been updated to incorporate changes announced in Operations Memo [15-J3](#).
- [15.6.0 Good Cause Claim for Noncooperation](#) has been updated to incorporate changes announced in Operations Memo [15-J3](#).
- [15.7.3 Determination that Good Cause Does Not Exist](#) has been updated to incorporate changes announced in Operations Memo [15-J3](#).
- Ch. 18: Refugee Cash & Medical Assistance [18.2.2.4 Determining Eligibility and Making an RCA Placement](#) has been updated to include TEMP placements.

Ch. 18: Refugee Cash &  
Medical Assistance  
(cont.)

[18.2.6.9 Payment Issuance and Reimbursement](#) has been updated to include TEMP Placements.

Appendix

[Forms and Publications](#) has been updated to align with current practices.

[TANF Work Participation Requirements](#) has been updated to include the PDF attachment (W-2 Documentation, Verification, and Supervision Criteria) from Operations Memo [08-12](#).