

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: Debra Cronmiller, Chief
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RE: *Wisconsin Works Manual*
Real-Time Updates 2016

DATE: April 12, 2017

EFFECTIVE: June 27, 2016

Effective June 27, 2016, the W-2 Manual moved to real-time updates. Each time an Operations Memo was published, the related change was made to the W-2 Manual and re-published. The following changes were made to the W-2 Manual between June 27 – December 31, 2016. The date of the most recent change is listed as the 'Policy Effective Date' in the bottom right-hand corner of the related W-2 Manual page. The date the change was published in the W-2 Manual is listed in the Release Date column below and as the 'Page Last Updated' in the bottom right-hand corner of the related W-2 Manual page.

CHANGES

Chapter	Change	Release Date
Ch. 2: Nonfinancial Eligibility	2.7.1 Providing Social Security Numbers was revised to include members who are exempt from providing SSNs, as described in Operations Memo 16-14 .	August 3, 2016
	2.9.2.4 Employment During Up-front Job Search was clarified to indicate that CMFs are exempt from meeting financial eligibility criteria, as announced in Operations Memo 16-08 .	June 25, 2016
Ch. 3: Financial Eligibility	3.1 General Financial Eligibility was clarified to indicate that CMFs are exempt from meeting financial eligibility criteria, as announced in Operations Memo 16-08 .	June 25, 2016

Chapter	Change	Release Date
Ch. 3: Financial Eligibility (cont.)	3.1 General Financial Eligibility was clarified to indicate that months of asset ineligibility or months of income ineligibility must not be combined to create two consecutive calendar months of financial ineligibility, as announced in Operations Memo 16-17 .	November 16, 2016
	3.2.6 Prorating Income was revised to include lump sum payments and contractual income, as announced in Operations Memo 16-17 .	November 16, 2016
Ch. 4: Verification Requirements	4.1.2 Information Requiring Eligibility Verification was revised to include Prepaid Debit Cards, as announced in Operations Memo 16-07 .	June 25, 2016
	4.6.1 Relocation into or out of Milwaukee County or Between BOS W-2 Agencies was revised to indicate that CMF cases may not transfer between agencies, as announced in Operations Memo 16-08 .	June 25, 2016
Ch. 6: Employability Plan	6.1 Employability Plan Overview was revised to include that Learnfare Case Management plans are required for individuals who have been unable to participate in required assigned activities due to the child's school-related problems, as announced in Operations Memo 16-09 .	June 25, 2016
Ch. 7: Placements	7.2.2 Case Management Underemployed was revised to allow individuals in a CMU placement to participate in EP and eligibility reviews by phone, as announced in Operations Memo 16-08 . This section was previously titled 'Individuals Working in Unsubsidized Employment'.	June 25, 2016
	7.2.3.1 General CMF Participant Description Characteristics was revised to allow FEPs to use a verbal statement to move a participant to a CMF placement while awaiting verification, as announced in Operations Memo 16-08 . 7.2.3 Case Management Follow-Up (CMF) was previously titled 'Employed Individuals Previously Assigned to a Subsidized Employment Position (CMF)'.	June 25, 2016
	7.2.3.4 CMF Eligibility Requirements was created to specify that CMF participants must continue to meet nonfinancial eligibility criteria, and can participate in EP and eligibility reviews by phone, as announced in Operations Memo 16-08 .	June 25, 2016
	7.2.4.8 Ending CMJ Placements was clarified to specify that CMJs must meet all nonfinancial and financial requirements, as announced in Operations Memo 16-08 .	June 25, 2016

Chapter	Change	Release Date
Ch. 7: Placements (cont.)	7.2.5 Denying or Terminating an Unsubsidized Employment Case Management Position was revised to include that if a CMF or CMU participant fails to come in or call in for an EP or eligibility review appointment, the case should be closed, as announced in Operations Memo 16-08 .	June 25, 2016
	7.3.1 TEMP Participants was revised to remove the time frame requirement for participation in a TEMP job, to allow pairing of a CP with an NCP who is receiving a stipend, and to allow the remaining parent to continue participation in TEMP in the other parent moves out of Dane County, as announced in Operations Memo 16-18 .	November 16, 2016
	7.7.1 Backdating Placements and 7.7.2 Future-Dating Placements were created to capture the rules for backdating and future-dating a placement in CWW, as announced in Operations Memo 16-11 .	July 7, 2016
Ch. 10: Payments	10.4.1 Electronic Funds Transfer Option was revised to include information about prepaid debit cards, as announced in Operations Memo 16-07 .	June 25, 2016
Ch. 12: Dispute Resolution	12.2.1 Request for a Fact Finding Review and 12.2.3 Fact Finding Reasons were revised to align with the current Request for W-2 Fact Finding Review form .	June 25, 2016
Ch. 13: Fraud	13.1.5 Benefit Recovery and Investigation Tracking System (BRITS) was revised to update references from the CARES Fraud Investigation Tracking Screens (FITS) to the new BRITS system, as announced in Operations Memo 16-J7 . This section was previously titled Fraud Investigation Tracking Screens.	November 16, 2016
	13.2.2.2.1.7 General Criteria was revised to include the ability for FEPs to see if a case was flagged for a potential error by another program, as described in DHS Operations Memo 14-38 .	November 16, 2016
	13.2.3.2.4 Vehicles and Assets Information was revised to include prepaid debit cards, as announced in Operations Memo 16-07 .	June 25, 2016
	13.4.1.1.2 Determining the Date of an Intentional Program Violation was revised to include that overpayments due to an individual not reporting the income begin the day the income was received, as announced in Operations Memo 16-17 .	November 16, 2016

Chapter	Change	Release Date
Ch. 16: Learnfare	16.2.3 Enrollment Verification , 16.3.1 Groups Mandatory for Case Management , and 16.4.1 Determining a Financial Penalty were revised to include the addition of a child whose parent has been unable to participate in activities due to a child's school-problems, as announced in Operations Memo 16-09 .	June 25, 2016
Ch. 17: Job Access Loans	17.2.2 Eligibility Determination Process was revised to include that CMF cases must still meet nonfinancial requirements, as announced in Operations Memo 16-08 .	June 25, 2016