

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
 Bureau of Working Families Policy and Automation Section

RE: Wisconsin Works Manual
 Release 18-01

DATE: May 03, 2018

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.

Chapter	Change	Release Date
2 - Nonfinancial Eligibility	2.1 Introduction was corrected from the previous W-2 manual release by removing the incorrect time limit's information and inserting the correct nonfinancial introduction.	May 3, 2018
3- Financial Eligibility	3.2.1 115% Gross Income Test was updated with the 2018 Federal Poverty Level chart as announced in Operations Memo 18-03 .	February 7, 2018
	3.2.8.2 Farm and Self-Employment Income The link to the self-employment form was updated. The DCF form is now obsolete. Agencies are to use the DHS form instead.	May 3, 2018
	3.3.2 Asset Availability and 3.3.3 Changing Estimated Assets were updated to clarify policy for crowdfunding payment. Examples were added to provide clarification as announced in Operations Memo 17-20 .	November 7, 2017
4- Case Processing	4.1.2 Information Requiring Eligibility Verification was updated to reflect the new requirements for Job Access Loans as announced in Operations Memo 18-06 .	April 16, 2018

	4.1.4 Frequency of Verification was updated to correct the link for 4.1.5 . It was incorrectly linked to 4.5.0	May 3, 2018
7- Placements	7.3.1 TEMP Participants and 7.3.5 Participation Requirements and Case Management were updated with policy for custodial and noncustodial parents in TEMP placements as announced in Operations Memo 17-J6	November 27, 2017
	7.3.3.2 Employer Agreement was updated with the requirement for FEPs to scan the TEMP employer agreement form into ECF, as announced in Operations Memo 18-01 .	January 24, 2018
16- Learnfare	16.1.1 Program Goal and Requirements , 16.2.1 Children Subject to School Enrollment , 16.2.3 Enrollment Verification , and 16.4.1 Determining a Financial Penalty The Learnfare policy was updated to reflect the attendance requirement. The definition of “attending” was added. “Attend” and “attendance” were inserted throughout the sections listed. New examples were inserted to reflect the new policy. The requirement for FEPs to scan the School Enrollment and Attendance Information Release form to ECF was added, as announced in Operations Memo 18-04 .	March 20, 2018
18- Refugee Cash and Medical Assistance	18.3.6.5 Manual Eligibility Determinations and RMA Benefits Issuance was updated with the correct link for the RMA form.	May 3, 2018
19- Other W-2 Resources	19.5 Burial Assistance was updated to the correct policy for the DHS administered Wisconsin Funeral and Cemetery Aids Program (WFCAP), as announced in Operations Memo 18-05	April 5, 2018
Appendices	Forms and Publications : The contact information was updated for questions regarding DCF Forms and Publications.	May 3, 2018
	Activity Codes “Experience Work” was removed from the OJ-On the Job Training activities.	May 3, 2018