

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, Section Chief
 Bureau of Working Families Policy and Automation Section

RE: Wisconsin Works Manual
 Release 19-07

DATE: September 20, 2019

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 |
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| Chapter 1 – Wisconsin Works (W-2) Introduction | <ul style="list-style-type: none"> Section 1.4.4 was updated to incorporate updated and new policy introduced in OM 19-17. |
| Chapter 5 – Assessment | <ul style="list-style-type: none"> Sections 5.1, 5.1.1, 5.4.1, 5.4.2, and 5.4.3 were updated to incorporate updated and new policy introduced in OM 19-17. Sections 5.1.1.2, 5.1.2, and 5.3.1 were updated to incorporate updated and new policy introduced in OM 19-18. |
| Chapter 6 – Employability Plan | <ul style="list-style-type: none"> Sections 6.1 and 6.2.2 were updated to reflect the correct placement name for Case Management Underemployed (CMU) to align with OM 16-08. |
| Chapter 7 – Placements | <ul style="list-style-type: none"> Section 7.2.4 was updated to reflect the correct placement name for Case Management Underemployed (CMU) to align with OM 16-08. Section 7.1 was updated to incorporate updated and new policy introduced in OM 19-17. |
| Chapter 8 – Education & Training | <ul style="list-style-type: none"> Section 8.3.1 was updated to reflect the correct placement name for Case Management Underemployed (CMU) to align with OM 16-08. |
| Appendix – Activity Codes | <ul style="list-style-type: none"> The CE and UC codes were updated to incorporate updated and new policy introduced in OM 19-18. |

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| Glossary | <ul style="list-style-type: none">• The Career Assessment definition was updated to reflect updated and new policy introduced in OM 19-17.• The Educational Needs Assessment definition was updated to reflect updated policy introduced in OM 19-18.• A new definition was added for Educational Needs Assessment Tool as introduced in OM 19-18.• W-2 Placement and CMU definitions were updated to reflect the correct placement name for Case Management Underemployed (CMU) to align with OM 16-08.• CARES Worker Web (CWW), Client Assistance for Reemployment and Economic Support (CARES), and Wisconsin Work Programs (WWP) definitions were updated to reflect current functionality for W-2. |
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