



DEPARTMENT OF CHILDREN AND FAMILIES  
DIVISION OF FAMILY AND ECONOMIC SECURITY  
ADMINISTRATOR'S MEMO SERIES

**DFES 26-03**

ISSUE DATE: 06/01/2026  
DISPOSAL DATE: 12/31/2027

- ACTION
- NOTICE

**PROGRAM CATEGORIES:**

- W-2 - Wisconsin Works
- RA - Refugee Assistance
- CS - Child Support
- CF - Children First
- TJ - Transitional Jobs
- TMJ - Transform Milwaukee Jobs

**DATE:** June 1, 2026

**TO:** Wisconsin Works (W-2) Agency  
Directors

**FROM:** Connie M. Chesnik,  
Division Administrator

**RE:** Wisconsin Works (W-2) Required Hours and Whole Family Approach

**PURPOSE:**

This memo provides information to Wisconsin Works (W-2) Contractors about amendments to the Department of Children and Families (DCF) administrative rules relating to W-2 required hours and requiring that W-2 Contractors apply a whole family approach to case management.

**BACKGROUND:**

**Required Hours**

Sections 49.147(4)(as) and 49.147(5)(bs) of the Wisconsin Statutes provide that a W-2 agency may not require a W-2 participant placed in a community service job or a transitional placement to participate in activities for more than 40 hours per week.

The amendment to DCF 101.16(3)(c) and DCF 101.16(4)(e) affects the provisions on the maximum number of hours that a W-2 agency may require a W-2 participant to participate in work activities per week and brings the DCF administrative rule into conformity with statute.

For a community service job placement, the maximum number of hours is revised from 30 to 40 hours per week. For a transitional placement, the maximum number of hours is revised from 28 to 40 hours per week.

**Whole Family Approach**

The amendment to DCF 101.03 (4) amends the definition of "case management" to clarify the connection to the "whole family approach" and creates s. DCF 101.15 (4), relating to applying a whole family approach to case management.

Together, these rules add a provision to the case management section of the W-2 rule that will require W-2 agencies to provide case management services. These services connect a W-2 participant and their family with resources that will create pathways to postsecondary education and employment, provide access to high quality child care and health and well-being services, and enable economic security and stability for the whole family.

**CONTACT:** Patara Horn, DFES/BWF  
201 W. Washington Ave  
P.O. Box 8916  
Madison, WI 53708-8916  
608-422-6273  
[PataraS.Horn@wisconsin.gov](mailto:PataraS.Horn@wisconsin.gov)