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TO: **Economic Support Supervisors**  
**Economic Support Lead Workers**  
**Training Staff**  
**Child Care Coordinators**  
**W-2 Agencies**  
**Workforce Development Boards**  
**Job Center Leads and Managers**

FROM: Amy Mendel-Clemens  
Technical Assistance, Training & Education  
Section  
Bureau of Eligibility Management  
Division of Health Care Financing

<b>BEM/DWS OPERATIONS MEMO</b>					
No: 05-46					
DATE: 11/15/2005					
FS	<input checked="" type="checkbox"/>	MA	<input checked="" type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other	EP	<input type="checkbox"/>	★
<b>PRIORITY: HIGH</b>					

SUBJECT: Re-Issuance process for the Income Maintenance Manual

**CROSS REFERENCE:**

**EFFECTIVE DATE: NOVEMBER 15, 2005**

**PURPOSE**

The Income Maintenance Manual (IMM) is being updated and re-issued in an electronic format. This Operations Memo provides information on the reissuance process and provides instructions on what to do with existing paper versions of the IMM.

**BACKGROUND**

The Income Maintenance Manual (IMM) was last updated in a paper version on March 1, 2001.

The IMM is being updated and reissued in an electronic format.

## **PROCEDURE**

The 05-01 release of the IMM contains three new fraud chapters. These chapters replace the following IMM chapters:

- Chapter 1 Part E Front-End-Verification.

AND

- Chapter II part D Fraud & Intentional Program Violations

In the next several months additional chapters of the IMM will be updated and reissued in an electronic format. When additional chapters of the IMM are re-issued electronically, instructions will also be provided on what to do with sections of the existing IMM chapters.

Until instructed otherwise, continue to reference sections of the IMM that are not yet available in the online version.

The web addresses for the electronic version of the IMM is <http://www.emhandbooks.wi.gov/imm/imm.htm> .

To be notified of IMM releases by email, go to <http://dhfs.wisconsin.gov/em/policy-notification/signup.htm>, enter your email address and check the “IMM” box in the “notification listing” section.

## **OTHER PROGRAMS**

## **CONTACTS**

BEM CARES Information & Problem Resolution Center

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHFS/DHCF/BEM/JDL