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

FROM: Janice Peters
Bureau of Wisconsin Works
Division of Family Supports

DWS OPERATIONS MEMO

No: 07-42

DATE: 07/31/2007

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input 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"/>	★

PRIORITY: HIGH

SUBJECT: **2006-2009 Monitoring Plan – Expansion of Case Reviews**

CROSS REFERENCE: Operations Memo 07-13
W-2 Manual, Chapter 4
Operations Memo 04-61
Operations Memo 07-34

EFFECTIVE DATE: August 20, 2007

PURPOSE

The purpose of this Operations Memo is to notify Wisconsin Works (W-2) agencies of the expansion of the Department of Workforce Development's (DWD) monitoring to include review of the Electronic Case File (ECF) and CARES/CWW for:

1. Forms required at application,
2. Forms required for ongoing case management, and
3. Verification of non-financial and financial eligibility requirements.

BACKGROUND

As part of the 2006 annual audit, the Legislative Audit Bureau found that some W-2 agency case files did not contain adequate documentation to support W-2 eligibility. In response to that finding, the current W-2 case review process is being expanded to include a review for required forms and verification of W-2 eligibility requirements. Regional Administrators will review ECF

and CARES/CWW to ensure that W-2 required forms and documentation used to verify W-2 eligibility are on file. DWD will be looking for the W-2 required application forms listed in Operations Memo 07-13 and the documentation to support eligibility as described in Operations Memo 07-34.

PROCEDURE

Regional Administrators will review the ECF and CARES/CWW in order to confirm that all the W-2 required forms and documentation needed to determine W-2 eligibility are on file for the cases that are randomly selected as part of the case review.

The W-2 agency will receive an email notification identifying the cases selected for review. Upon receipt of this notice the agency will be required to ensure that all documents have been scanned into ECF within 10 business days from the date the email was sent.

The [case review tool](#) has been revised to include new sections for the W-2 required forms and documentation required to determine W-2 eligibility.

Items that must be verified during W-2 eligibility determination:

- Identity
- Age
- Wisconsin Residency
- US Citizenship
- Alien Status
- Marital Status
- Custody of Children
- Social Security Number
- Earned Income
- Unearned Income
- Assets
- Child Support Cooperation

Required Application and Ongoing Case Management Forms: (these forms require participant and agency staff signatures)

- Wisconsin Works (W-2) and Related Programs Registration (DWSP-14880) or CARES/CWW Registration
- Wisconsin Works (W-2) and Related Programs Application (DWSP-2471) or CARES/CWW Combined Application Form (CAF)
- Wisconsin Works (W-2) Participation Agreement (DWSP-10755)
- Good Cause Notice (DWSP-2018)
- Signed Employability Plan
- W-2 Barrier Screening Agreement (DWSP-13578)
- W-2 Case Management Services Agreement (DWSW-13269)
- W-2 Agency Time Limit Extension Record (DWSW-11661)
- W-2 Supportive Services Plan (DWSW-12956)

SUMMARY

The Case Review process will be expanded to include a review in the ECF and CARES/CWW for required forms and verification of W-2 eligibility requirements. Agencies will receive an email indicating the cases that will be reviewed and will have 10 business days from the date the email was sent to ensure that all required forms and documentation have been scanned into the ECF.

CONTACTS

For Policy Related Questions: DFS W-2 Regional Administrators

★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.