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**State of Wisconsin
Governor Jim Doyle**

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, Director
Bureau of Working Families
Division of Family and Economic Security

DFES OPERATIONS MEMO					
No: 09-26					
DATE: APRIL 8, 2009					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<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	<input type="checkbox"/> *
				EP	
PRIORITY: Medium					

SUBJECT: W-2 Application – Required Child Support Documents

CROSS REFERENCE: [W-2 Manual, Chapter 2
Operations Memo 07-13](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to provide guidance on the appropriate Child Support forms and publications distributed during the W-2 application process. For information on *all* other forms and publications to be distributed during the W-2 application process, refer to [Operations Memo 07-13](#)

BACKGROUND

Below is a description of the Child Support forms and publications that must be distributed during the W-2 application process. This memo should be used in conjunction with [Operations Memo 07-13](#).

W-2 POLICY

[Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support form \(DWSP-2477\)](#)

W-2 agencies are required to give all W-2 applicants the *Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support* form. W-2 applicants who are referred to the local Child Support Agency (CSA) or W-2 applicants already receiving services from the local CSA must sign the *Notice of Assignment* form acknowledging the assignment of child support or at least an understanding of how child support payments will be assigned if and when the W-2 applicants begin receiving child support payments while receiving W-2 services. If these individuals refuse to sign the form, the agency representative is to sign the gray shaded box, which indicates the W-2 applicant's refusal. *A signed copy of this notice must be scanned into the Electronic Case File (ECF) Restricted Folder under the Child Support document type and using the "CS" document code.*

[Good Cause Notice \(DWSP-2018\)](#)

The W-2 agency must provide the *Good Cause Notice* form to all W-2 applicants and participants. The notice shall be provided to applicants when they apply for W-2 and to participants when a child is added to the W-2 group, when a parent leaves the W-2 group, at reapplication/review for continued benefits, and if a participant discloses to his or her Financial and Employment Planner (FEP) that the participant is experiencing circumstances that may meet the Child Support good cause criteria. *A signed copy of this notice must be scanned into the ECF Restricted Folder under the Child Support document type and using the "CS" document code.*

[Good Cause Claim \(DWSP-2019\)](#)

A W-2 agency must provide a *Good Cause Claim* form to any W-2 applicant or participant upon request. An applicant or participant may file a good cause claim with the W-2 agency at any time. Participants may also ask for and receive the *Good Cause Claim* form to help them decide whether or not to claim good cause for not cooperating with child support. *Completed Good Cause Claim forms must be scanned into the ECF Restricted Folder under the Child Support document type and using the "CS" document code.*

[Guide to W-2, Cash Benefits Programs, and Child Support \(DWSC-16232-P\)](#)

All W-2 applicants referred to the CSA or W-2 applicants already receiving child support services must receive the *Guide to W-2, Cash Benefits Programs and Child Support* brochure.

CONTACTS

For CARES Processing Questions: W-2/CC Help Desk
For Policy Related Questions: BWF Regional Office Staff

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare 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.

DCF/DFES/BWF/MMM