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**State of Wisconsin
Governor Scott Walker**

**TO: W-2 Agencies
Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
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: 11- 05					
DATE: 06/09/2011					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RCA	<input type="checkbox"/>	RMA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
EP					
PRIORITY: HIGH					

SUBJECT: New Domestic Violence Poster and Brochure for W-2 Applicants and Participants

EFFECTIVE DATE: July 15, 2011

PURPOSE

This memo introduces a new domestic violence poster and brochure for W-2 applicants and participants. The brochure explains some of the resources and protections available to W-2 participants, including battered aliens, who are or were victims of domestic violence. Hmong and Spanish versions will be available August 1, 2011. Their availability will be announced via email by your Regional Office staff.

BACKGROUND

Historically, many victims of domestic violence have used public assistance as an economic support mechanism when leaving violent relationships. Women report obtaining independent financial support is an essential step in the process of ending abuse, and many low-income women turn to public assistance for this support.

National studies have shown that past and current victims of domestic violence are over-represented in the Temporary Assistance for Needy Families (TANF) population. These studies consistently show that at least 50-60% of women receiving TANF have experienced physical abuse by an intimate partner at some point during their adult lives, compared to 22% of the general population. In addition, 20-30% of women receiving TANF are current victims of domestic violence, as compared to 6% of the population as a whole.

ACTION REQUIRED

Agencies must do all of the following:

1. Review the new *Domestic Violence Poster* ([DCF-P-373](#)) and the *Domestic Violence Brochure* ([DCF-P-2614](#)) with relevant agency staff.
2. Distribute the brochure to all W-2 applicants as part of the meeting with the Resource Specialist starting July 15, 2011.
3. Make the brochure available to W-2 applicants and participants by displaying the brochures in prominent areas such as:
 - FEPs' cubicles;
 - Agency bathrooms and lobbies; and/or
 - Resource rooms.
4. Prominently display the poster. Although it may be displayed separately, ideally, the poster will be displayed next to a brochure display.

Agencies are also encouraged to distribute the brochure to relevant local community based organizations and to give the brochure to W-2 participants during extension meetings. For participants' safety, if the extension meeting is not in person, **do not mail the domestic violence brochure.**

SAFETY REMINDER

For safety reasons, **it is important that W-2 agency staff point out to the applicant or participant that the applicant or participant is being given the domestic violence brochure** so that she/he can decide if it is safe to keep. Including the brochure in a stack of other papers may put the applicant at risk if she/he is unaware of its presence.

ORDERING THE BROCHURE

Agencies may order the *Domestic Violence Poster* ([publication 373](#)) and the *Domestic Violence Brochure* ([publication 2614](#)). To place an order from the DOA Document Sales & Distribution Center in Madison, complete the [Document Sales Order Form](#) (DOA-3330), and submit your order in one of the following ways:

1. Complete the order form and send U.S. Mail to:

Wisconsin Department of Administration
Bureau of Document Services
Document Sales & Distribution
P.O. Box 7840
Madison, WI 53707-7840

2. Complete the order form and fax to Document Sales at (608) 261-8150.
3. Complete the order form online and email it to Document Sales at docsales@doa.state.wi.us

4. Telephone Document Sales directly at (800) 362-7253 or (608) 266-3358.

CONTACTS

For Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For CARES Processing Questions: W-2 Help Desk

*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, RCA – Refugee Cash Assistance Program, RMA - Refugee Medical Assistance Program, WIA – Workforce Investment Act, *Other EP – Other Employment Programs.

DCF/DFES/BWF/GS