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**State of Wisconsin  
Governor Scott Walker**

**TO: W-2 Agencies  
Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
Training Staff  
Child Care Coordinators**

**FROM:** Janice Peters, Director  
Bureau of Working Families  
Division of Family and Economic Security

DFES OPERATIONS MEMO					
<b>No:</b> 11-68					
<b>DATE:</b> 11/30/2011					
<b>FS</b>	<input type="checkbox"/>	<b>MA</b>	<input type="checkbox"/>	<b>BC+</b>	<input type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b>	<input type="checkbox"/>	<b>FSET</b>	<input type="checkbox"/>
<b>CC</b>	<input type="checkbox"/>	<b>W-2</b>	<input checked="" type="checkbox"/>	<b>EA</b>	<input type="checkbox"/>
<b>CF</b>	<input type="checkbox"/>	<b>JAL</b>	<input type="checkbox"/>	<b>JC</b>	<input type="checkbox"/>
<b>RCA</b>	<input type="checkbox"/>	<b>RMA</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/> *
				<b>EP</b>	
<b>PRIORITY: HIGH</b>					

**SUBJECT: Changing "Pre-eligibility Requirements" to "Up-front Activity Requirements" in CARES Worker Web (CWW)**

**CROSS REFERENCE:** [Operations Memo 10-59](#) Verification Checklist  
[W-2 Manual Chapter 2.9.2](#) Up-front Job Search Activities as a Condition of Eligibility

**EFFECTIVE DATE:** December 17, 2011

**PURPOSE**

This Operations Memo notifies W-2 agencies of the following changes to the "Pre-Eligibility Requirements" page in CARES Worker Web (CWW):

- The page title will change from "Pre-Eligibility Requirements" to "Up-front Activity Requirements";
- All references to "pre-eligibility requirements" on the page will be replaced with references to "up-front activity requirements"; and
- The new language will be included in the text on denial/closure notices containing the following reason codes:
  - 253 (AG level failure reason code),
  - 259 (Individual level failure reason code).

**BACKGROUND**

In early 2011, the Bureau of Working Families discovered that the verification notice produced by the verification checklist displayed an incorrect required date of completion for W-2 applicants who were assigned pre-eligibility requirements. After learning that the incorrect date was due to a programming design issue with the verification notice, the Department removed notification of the need to complete W-2 pre-eligibility requirements from the verification notice.

Through this process, it became apparent that the term, “pre-eligibility requirements” was misleading to some local agency staff. The Department originally named the pre-eligibility requirements page so that any of the multiple programs CWW supports (e.g. FoodShare, Medical Assistance, etc.) could use it. W-2 has been, and continues to be, the only program to use the CWW “Pre-eligibility Requirements” page. Further, the W-2 program only uses the page to track the assignment and completion of W-2 Up-front Activities, as well as the requirement for applicants to apply for other forms of assistance. The Department is updating the language on the page to better reflect its actual purpose and use. No page functionality will change.

**ACTION REQUIRED**

W-2 agencies must discuss this change with staff and update any relevant local agency documents.

**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, \*Other EP – Other Employment Programs.