

DEPARTMENT OF
CHILDREN AND FAMILIES
Secretary Reggie Bicha
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov



State of Wisconsin
Governor Jim Doyle

DEPARTMENT OF HEALTH SERVICES
Secretary Karen Timberlake
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

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: 10-40					
DATE: MAY 17, 2010					
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	<input type="checkbox"/>
PRIORITY: Medium					

SUBJECT: Direct Deposit of W-2 Benefits Payment

CROSS REFERENCE: Operations Memo 09-79 and its attachment "W-2 Benefit Issuance" and Operations Memo 00-90

EFFECTIVE DATE: June 1, 2010

PURPOSE

The purpose of this Operations Memo is to inform Wisconsin Works (W-2) Agencies that a statement to encourage direct deposit of W-2 benefits into a checking or savings account 2010 is being added to the monthly W-2 check stub. The following statement will appear on the stub:

Get your W-2 payment on time and safely every month. Get your W-2 check by direct deposit (EFT). Ask your worker how to do it.

The check issued on May 28, 2010, will be the first check with the new statement.

W-2 Agencies should take this opportunity to provide information about money management and the use of bank accounts to manage household finances.

BACKGROUND

W-2 Agencies are encouraged to provide money management and banking information to W-2 participants and to promote the direct deposit of W-2 benefits into a bank account rather than receiving the check by mail. The option of having a W-2 benefit check directly deposited into a checking or savings account has been available for many years.

DIRECT DEPOSIT

Many employers require direct deposit. One way to help W-2 participants prepare for employment is to assist them in learning how to use a checking or savings account to build assets and a relationship with the banking industry.

The option of direct deposit, or Electronic Funds Transfer (EFT) should be encouraged during W-2 in-take and at subsequent employability plan and eligibility reviews.

Some advantages to EFT are:

- Many banks offer a no-fee, no-minimum-balance checking or savings account with direct deposit accounts.
- There is no waiting time for the check to arrive in the mail or no need to go to the W-2 agency to pick up a check.
- Avoids expensive check cashing fees.

Participants with credit problems may still have access to a checking or savings account. Those who have "non-fraudulent" activities reported on their ChexSystems report and have been denied access to a checking account in the past may benefit from participation in a program to repair their standing with banks. Agencies should assist participants in getting connected these resources in the community. One link to internet resources that agencies may find helpful can be found at www.creditservicer.com.

Get Checking Program

Get Checking™ is a national education program that qualifies individuals for a checking account regardless of a ChexSystems record. The main purpose of Get Checking is to educate people on how to manage money effectively, and balance their checkbooks. Get Checking is sponsored by UW-Extension and eFunds Corporation (parent company of ChexSystems, Inc.).

Upon completion of the 6 hour course, the participant will be able to open a new checking account at any participating bank or credit union as long as all debts previously owed to banks and/or credit unions has been repaid.

Participants will not receive a confirmation of the deposit from the Department of Children and Families. The best way for participants to confirm the deposit and the amount of the deposit is to contact their financial institution directly.

Wage Garnishment

Some participants have a garnishment order for unpaid debts or child support. Money deposited in an account may be garnished. However, public assistance cannot be garnished.

If the bank garnishes the W-2 benefits deposited into the participant's account the participant should work with the bank so that the bank does not garnish their W-2 benefits. Agencies must provide this information to W-2 participants who choose direct deposit of W-2 benefits.

ELECTRONIC FUNDS TRANSFER FORM

To set up EFT the participant must complete and sign the Electronic Funds Transfer form, see attachment below. This form gives the State of Wisconsin and the financial institution authority to deposit payments into the participant's bank account.

http://dcf.wisconsin.gov/forms/pdf/dcf_f_dwsp10791.pdf

CARES

To set up Electronic Funds Transfer in CARES, enter AGBI in the "next tran" field with the case number, or if you are in the driver flow AGBI comes up when eligibility has been run, just prior to confirmation. Enter a "Y" for EFT Payment field to initiate EFT. This will bring up AGET. AGET collects information about the participant's bank account so that the W-2 payment can be electronically transferred into the account. AGET can also be reached directly with the case number in the "parms field".

Bank information is stored on IQBA. To query financial institutions, enter IQBA in the "next tran" and then press enter. This will bring up the entire listing of banks known to CARES. To query a bank in a specific county, enter IQBA in the "next tran" and the county number in the "parms field" and press enter. Choose the desired row in IQBA with an X in the "sel field" and press PF13. This will bring up BIBA which lists the details for the bank selected from IQBA.

If a new financial institution needs to be added to CARES, send the institution's name, address and routing number to the W-2 Help Desk for the information to be added to CARES.

For further instruction please see both Operations Memo 00-90 and 09-79 and its attachment, the CARES W-2 Benefit Issuance Guide.

CONTACTS

For Policy Related Questions: BWF Regional Office Staff

For CARES Processing Questions: W-2/CC 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, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, *Other EP – Other Employment Programs.

DCF/DFES/BWF/RMP