

## WHO CAN GET W-2 ?

### WHAT IS W-2?

W-2 assists custodial parents of minor children by providing cash assistance and services needed to be ready and able to work, become employed and retain employment. W-2 also provides child care assistance and transportation assistance, if needed, to enable participating parents to engage in W-2 program activities such as job search, work experience or skills training. The maximum cash benefit is \$ 673 per month.

### WHO CAN GET W-2?

- Parents (18 or older) who live with their minor children, including 2-parent families.
- Pregnant women in last 3 months of at risk pregnancy
- May be unemployed or working.
- US Citizen or qualifying alien.
- Not receiving SSI.
- Not participating in a strike.
- Non-custodial parents may be eligible for certain benefits.
- Household income less than 115% of federal poverty level for household:
  - ✓ Student financial aid and scholarships not counted
  - ✓ Earned income of minor child not counted
  - ✓ Child support received is not counted

Family Size	Monthly Income	Family Size	Monthly Income
1	\$ 1,197	6	\$ 3,315
2	\$ 1,621	7	\$ 3,738
3	\$ 2,044	8	\$ 4,162
4	\$ 2,468	9	\$ 4,586
5	\$ 2,891	10	\$ 5,009

- Assets under \$ 2500.00
  - ✓ Equity value of cars up to total of \$10,000 not counted
  - ✓ In most case the home the family (W-2 group) lives in is not counted

To see if you qualify for W2 benefits, go to [www.access.wisconsin.gov](http://www.access.wisconsin.gov) and select "AM I ELIGIBLE?" The website determines what programs you MIGHT be eligible for, so you should apply for W2 even if the website says that you are not eligible.

### HOW TO APPLY FOR W-2

- Apply at W-2 agency where you live.
- Complete an application, interview and provide requested verification (age, identity, social security number, citizenship or alien status, income and assets).
- W-2 agency must issue written eligibility decision 30 days or less from application date.
- The application date is date you submit a Wisconsin Works (W-2) and Related Programs Registration form to the W-2 agency, or the date of your interview.
- The sooner you submit the Wisconsin Works (W-2) and Related Programs Registration form, the sooner you will receive a decision and the sooner you will begin to receive W-2 benefits if you are eligible. You may have to wait up to 6 weeks for your first payment.
- You may be eligible for an early emergency payment to pay for shelter or food or work-related expenses. This payment will not reduce your future benefits.

## **YOUR RIGHT TO APPLY FOR W-2**

- **You have the right to apply for W-2 and receive a written decision, even if a W-2 worker tells you you're not eligible. You cannot be denied the right to apply or simply be told you are not eligible.**
- **Decisions denying benefits can be wrong and can be appealed, but only if you apply and get a written decision.**
- **If you think you may be eligible for W-2 and want a written decision, DO complete and sign an application. DO NOT withdraw your application and DO NOT sign a form that says you "decline" W-2.**
- **The W-2 agency should help you obtain verification if you are unable to provide the verification even after making reasonable efforts to do so. You should ask the W-2 agency for help and show that you made reasonable efforts to provide the requested verification**

**If you are able to work**, you may be required to look for work while your application is processed, but processing of the application may not be delayed until you complete a designated number of job applications or days of job search. If you need child care assistance or transportation assistance to do a job search, the W-2 agency should provide that assistance.

**You should not be required to do a job search if** you are not able to work because of a physical or mental disability, or because you need to care for a disabled child or partner, or because you lack the education or basic job skills to get a job, or because of a family crisis that keeps you from working or looking for work (such as homelessness or domestic violence). Parents of infants less than 8 weeks old and pregnant women in the last 3 months of an at risk pregnancy are not required to do a work search or participate in any activities.

### PARTICIPATION REQUIREMENTS TO RECEIVE W-2 BENEFITS

You may have to participate in one or more activities to receive W-2 benefits, including work, education, training, or other activities such as counseling or treatment. If you are able to work, you will also be required to continue to search for employment. Your assigned activities will be explained in a written Employability Plan which will list all your assigned activities, where you will go for your activities, and how much time you should spend on each activity. Your benefits may be reduced for every hour of assigned activities you miss without good cause.

### PARTICIPATION REQUIREMENTS FOR JOB READY APPLICANTS

Applicants who are found to be able to get and keep a job will be assigned to a W-2 placement called "Case Management Services for Job Ready Individuals." This placement will also be called "CMJ." You will not receive a W-2 payment while you are in the CMJ placement, but your placement must be reviewed at least every 30 days to see whether it should be changed to a placement that includes a W-2 payment.

The W-2 agency may find you are job ready if:

- You are able to work full time
- You have skills needed for jobs that are available in the local labor market
- You have a high school diploma, GED or HSED or have the reading and math skills that are needed for jobs that are available in the local labor market
- W-2 services (see below) will make it possible for you to work

If you are assigned to the job ready placement, you will be required to search for a job. You may also be required to attend certain activities like career planning and counseling. The W-2 agency will provide you with services you need to look for work and to go to work if you get a job. These services include child care, transportation, help finding a job, and can also include education and training.

If you are found job ready and placed in a W-2 job ready position, the W-2 agency should help you look for work, help you identify jobs that match your skills, and set up job interviews for you. Your W-2 worker should meet with you at least once a week.

Your W-2 worker must review your case after 30 days. If you have made efforts to find work and have not found a job, you should be placed in a W-2 position that pays you cash benefits. You should keep track of everything you do to find a job so that you can show your worker that you have tried to get work.

### NON-CUSTODIAL PARENTS

A non-custodial parent who meets the other W-2 requirements may be eligible for a Job Access Loan that will help the parent keep or obtain a job. A non-custodial parent who meets the other W-2 requirements and has a child support obligation may also be eligible for a W-2 TEMP job that pays regular wages.

### APPEALS

Decisions of the W-2 agency may be appealed by requesting Fact Finding. This includes the denial of W-2 benefits, your W-2 placement, payment reductions, and closing your case. You have 45 days to request fact finding.

### WHERE CAN I APPLY FOR W-2?

Use the map in this link to find out where you can go to apply for W-2:

<https://dcf.wisconsin.gov/w2/parents/locator>

### **LEGAL ACTION LAWYERS ARE AVAILABLE TO ASSIST WITH W-2 CASES**

[www.legalaction.org](http://www.legalaction.org)

608-256-3304

800-362-3904

The above is intended to provide general information only and is not a substitute for thorough and specific advice on an individual case. Depending on the complexity of your legal problem you may need to consult an attorney for advice or representation.

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## Where to apply for W-2

### **Columbia County**

Forward Service Corp.  
2875 Village Road  
Portage, WI 53901  
800-771-8420

### **Dane County**

Dane County Job Center  
1819 Aberg Avenue  
Madison, WI 53704  
608-288-2460

### **Dodge County**

Forward Service Corp.  
834 Park Avenue, Suite E  
Beaver Dam, WI 53916  
920-356-9904

### **Green County**

Forward Service Corp.  
1625 10<sup>th</sup> Street, Suite 203  
Monroe, WI 53566  
608-352-3315  
608-352-3316

### **Iowa County**

Forward Service Corp.  
303 West Chapel Street  
Dodgeville, WI 53533  
608-515-6379

### **Jefferson County**

Forward Service Corp.  
222 Wisconsin Drive  
Jefferson, WI 53549  
920-605-5185

### **Lafayette County**

Forward Service Corp.  
342A Main Street  
Darlington, WI 53530  
608-444-7196

### **Rock County**

Rock County Job Center.  
1900 Center Avenue  
Janesville, WI 53546  
608-750-1571

Forward Service Corp (Community Action)  
20 Eclipse Center  
Beloit, WI 53511  
608-313-0033

### **Sauk County**

Forward Service Corp.  
414 Broadway, Suite 202A  
Baraboo, WI 53913  
608-356-2034  
608-356-0372