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Wisconsin

Applications

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Filing and Processing Applications

All persons have a right to file an application for cash assistance.

Right provided for in regulation

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

Job Access Loan

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 12 to 19 working days.

The agency is not required to issue a written decision on applications.

Pre-Application Requirements

The state imposes pre-application requirements which must be met before a family can submit an application for cash assistance.

The pre-application requirements are:

Complete an assessment

Conduct job search:

Job search can be assigned based on initial screening.

No applicants are exempt from pre-application requirements.

Pending Application Requirements

The state imposes pending application requirements that a family must meet while its cash assistance application is pending. Failure to meet these requirements results in denial of the application.

The pending application requirement is:

Conduct job search

No applicants are exempt from the pending application requirement.

Personal Responsibility Contracts

Applicants and/or recipients are required to sign a personal responsibility contract.

Applicants must sign a personal responsibility contract:
While the application is pending

The personal responsibility contract is:

A standard form listing obligations

The following people must sign the contract:

Head of household

Both parents in "two-parent" families

W-2 applicant requesting W-2 services, including employment positions, Job Access loans, child care or case management only

The following applicants and recipients are exempt from developing and signing a contract:

No exemptions specified

The following obligations can be included in the contract:

Agreement to participate in work activities

Child school attendance requirements

Cooperation with child support enforcement

Agreement to reach self-sufficiency within a set period of time

The contract does not include a state or county agreement to provide services.

The sanction for refusing to sign a contract is:

Denial of application or termination of grant

The sanction lasts until compliance.

Employability Plans

Applicants must sign an employability plan, i.e. a plan that covers only work requirements, as follows:

The employability plan must be signed at assignment to up-front job search or to a W-2 employment position

An individual develops an employability plan with:

TANF eligibility worker at the TANF office

Another worker at the TANF office

The following people must sign an employability plan:

Head of household

Both parents in "two-parent" families

The following applicants and recipients are exempt from developing and/or signing an employability plan:

No exemptions specified

Employability plans do not include a state or county agreement to provide services.

A sanction is imposed if an applicant or recipient refuses to sign employability plan. The sanction for refusing to sign the plan is:

Denial of application or termination of grant

The sanction lasts until compliance.

Formal Diversion Programs

The state does not operate a formal cash diversion program.

Emergency Assistance

The state provides emergency assistance to families that are receiving TANF cash assistance as follows:

- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Meet the immediate needs of households facing an emergency due to fire, flood, natural disaster, energy crisis, or homelessness

The state provides emergency assistance to families that are eligible for but not receiving TANF cash assistance as follows:

- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Meet the immediate needs of households facing an emergency due to fire, flood, natural disaster, energy crisis, or homelessness

The state provides emergency assistance to families that are not eligible for TANF cash assistance as follows:

- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Meet the immediate needs of households facing an emergency due to fire, flood, natural disaster, energy crisis, or homelessness

Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.