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**From:** DCF BWF Work Programs Help Desk

**Sent:** Friday, June 30, 2023 7:58 AM

**Subject:** Supervision Clarification: W-2 Policy 6.3.2

Good Morning,

This Help Desk email clarifies requirements of daily supervision for unpaid work activities for Wisconsin Works participants.

Daily supervision of work activities is a federal requirement to help ensure participants are making progress in assigned activities. Supervision should be conducted by a responsible party who has oversight of the participant, this does not have to entail daily in-person contact.

A responsible party includes, but is not limited to:

- Work site sponsor;
- Classroom instructor;
- Treatment provider; and
- Case manager.

Daily supervision can be:

- In person;
- By telephone; or
- Through electronic contact.

To see what activities this clarification applies to, you can reference the [Documentation, Verification and Supervision Criteria Chart](#) also found in W-2 Policy Manual Section [6.3.2](#).

If you have any questions, please contact the [BWF Policy Question SharePoint](#).

**BWF Work Programs Help Desk**

*Bureau of Working Families*

*Division of Family and Economic Security*

Department of Children and Families