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**From:** DCF BWF Work Programs Help Desk <BWFWorkProgramsHD@wisconsin.gov>  
**Sent:** Thursday, July 15, 2021 2:56 PM  
**To:** DCF DL DFES BWF W-2 Agency CARES Coordinators <DCFDLW-2AgencyCARESCoordinators@wisconsin.gov>; DCF DL DFES BWF W-2 REGIONAL STAFF <DCFDLDFESBFW-2REGIONALSTAFF@wisconsin.gov>; DCF DL DFES BWF W-2 Agency Directors <DCFDLDFESBFW2AgencyDirectors@wisconsin.gov>  
**Subject:** EA Reminder: Application Processing Timeframe

Good Afternoon,

This is a reminder about calculating the five-day processing timeline for Emergency Assistance (EA) applications, in particular for those applications submitted through ACCESS after 4:30 p.m. on a working day or on a non-working day.

If an EA application is submitted via ACCESS after 4:30 p.m. or on a non-working day, the application date will be the next working day. It is important to remember that day one of the five-day processing timeline is **the next working day**. ([EA Policy Manual](#) 1.3.1 Application Processing Timeframe).

**EXAMPLE 1**

Thursday, July 15, 2021: EA Application submitted at 6:00 p.m. via ACCESS

Friday, July 16: Application date

Monday, July 19: Day 1

Friday, July 23: Day 5 (timeframe ends at close of business on day 5)

**EXAMPLE 2**

Friday, August 13, 2021: EA Application submitted at 2:00 p.m. via ACCESS

Friday, August 13: Application date

Monday, August 16: Day 1

Friday, August 20: Day 5 (timeframe ends at close of business on day 5)

For EA policy questions, please use the [BWF Policy Question SharePoint](#).