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To: DCF DL DFES BWF W-2 Agency CARES Coordinators <DCFDLW-2AgencyCARESCoordinators@wisconsin.gov>; DCF DL DFES BWF W-2 Agency Directors <DCFDLDFESBWF2AgencyDirectors@wisconsin.gov>; DCF DL DFES BWF W-2 REGIONAL STAFF <DCFDLDFESBWF2REGIONALSTAFF@wisconsin.gov>

Subject: Use of JAL for Remote Work Equipment

Good Morning,

Due to the ongoing COVID-19 Pandemic and nationwide shift for many businesses to a remote work or hybrid remote work option, the purchase of equipment for remote work using a Job Access Loan (JAL) will be considered an allowable use of a JAL.

JALs can be used for a variety of reasons to assist applicants in obtaining or maintaining employment. W-2 Policy in 17.3.1 lists car loans for both down payments and repairs, fees for obtaining drivers licenses, and clothing/uniforms for work as all acceptable uses for a JAL. However, this list is non-exhaustive and does not include all acceptable uses of a JAL.

Agencies are further reminded that the purchase of non-work related personal/household items is a prohibited use of a JAL per W-2 policy 17.3.2, so agencies will need to verify that any equipment purchased for remote work with the JAL is necessary for the applicant to obtain or maintain employment, per W-2 policy 17.2.1.

Please email your regional coordinator or administrator with any questions on this policy clarification.

This email will be posted to the [BWF Work Programs Help Desk Home Page](#).