

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATOR'S MEMO SERIES

ACTION 06 - 19  
 NOTICE

ISSUE DATE: 11/16/2006  
DISPOSAL DATE: Ongoing

\* PROGRAM CATEGORIES:  
 AS  FM  ML  TR  
 CC  FL  NA  W-2  
 CS  IT  RA  WIA  
 CF  JC  TC  
 CR  LM  TA

**To:** W-2 Contract Agencies  
Interested Parties

**From:** Bill Clingan /s/  
Division Administrator

**RE:** Wisconsin Works (W-2) Requirements for Filing Fees and Statements of Economic Interests.

**PURPOSE:**

To issue the requirements for the Division of Workforce Solutions (DWS) to collect Filing Fees and Statements of Economic Interests from the following in accordance with Wisconsin Statute s. 49.143 (1) (ac):

- All agencies, excluding county departments and tribal governing bodies, who apply for a W-2 contract;
- All W-2 Contract Agencies, excluding county departments and tribal governing bodies, who enter into a succeeding contract; and
- All W-2 Contract Agencies, excluding county departments and tribal governing bodies, after the first year of the W-2 Contract period.

**BACKGROUND:**

A new Statutory provision, 49.143 (1) (ac), was created in the State Biennial Budget Act, 2005 Wisconsin Act 25 under section 1059f, and signed into law by Governor Doyle on July 25, 2005.

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\* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

49.143 (1) of the statutes is created to read:

49.143(1)

(1) Awarding contracts.

49.143(1)(a)

(a) Except as provided in par.(ar), the department may do any of the following:

49.143(1)(a)1.

1. Award a contract, on the basis of a competitive process approved by the secretary of administration, to any person to administer Wisconsin works in a geographical area determined by the department under sub.(6). The competitive process shall include cost and prior experience criteria.

49.143(1)(a)2.

2. Contract with a Wisconsin works agency to administer Wisconsin works if that agency has met the performance standards established by the department under sub.(3), during the immediately preceding contract period.

49.143 (1) (ac)

1. Except for a county department under s. 46.21, 46.22, or 46.23 or a tribal governing body, a person who submits a bid in a competitive process under par. (a) 1. shall include with the proposal a filing fee of \$50 and a statement of economic interests that discloses all of the following information:

- a. The person's assets and liabilities.
- b. The sources of the person's income.
- c. All of the person's other clients, as well as a description of the goods or services provided to those clients.
- d. The identity of all of the person's subsidiaries, affiliates, and parent companies, if any.

2. Except for a county department under s. 46.21, 46.22, or 46.23 or a tribal governing body, a Wisconsin Works agency that enters into a succeeding contract with the department under par. (a) 2. shall, before executing the succeeding contract, submit to the department a filing fee of \$50 and a statement of economic interests that discloses the information specified in subd. 1. a. to d.

3. One year after entering into a contract under par. (a) 1. or 2., a Wisconsin Works agency that is not a county department under s. 46.21, 46.22, or 46.23 or a tribal governing body shall submit to the department a filing fee of \$50 and an updated statement of economic interests that discloses the information specified in subd. 1. a. to d.

## **POLICY:**

Applicants other than a county or tribe that submit a bid or proposal for a W-2 contract to DWS in a competitive process are required to include a filing fee of \$50 and a Statement of Economic Interests (Attachment A) with their application in accordance with s. 49.143(1) (ac) 1. For the purposes of this policy, a competitive process is the Request For Proposal (RFP).

Likewise, W-2 agencies other than a county or tribe that apply for a subsequent W-2 contract, through the Right of First Selection (RFS) process must submit a Statement of Economic Interests (Attachment A) and a \$50 filing fee along with their application.

Only one Statement of Economic Interests and one Filing Fee per applicant is required even if the applicant applies for multiple contracts in the same RFP or RFS process. The filing fee required of applicants in the RFP or RFS process is the responsibility of the applicant and not reimbursable by DWS.

All agencies other than a county or tribe that are awarded a W-2 contract must submit a Statement of Economic Interests (Attachment A) and a \$50 filing fee after the first year of the contract period. The statement and fee are due on January 31st of the second year of the contract period. Only one statement and one filing fee per agency are required even if the agency received multiple W-2 contracts. This filing fee may be charged to the contract. All W-2 agencies other than a county or tribe will receive a reminder letter with an invoice for the filing fee and a Statement of Economic Interests report in the last quarter of the first calendar year of the contract.

The Statement of Economic Interests will be reviewed by DWS. Agencies will be notified within 30 days after receipt of any required actions necessary to resolve problems identified. These policies do not apply to counties or tribes under s. 46.21, 46.22 or 46.23.

**ACTION SUMMARY STATEMENT:**

Private W-2 contract agencies must submit a Statement of Economic Interests (Attachment A) and a \$50 filing fee after the first year of the contract. The statement and fee are due on January 31st of the second year of the contract period. In addition, private agencies must submit a Statement of Economic Interests and a \$50 filing fee along with their application for any future W-2 contracts either in the RFP or RFS process.

**CONTACT:**

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[Attachment A](#)