

DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF FAMILY AND ECONOMIC SECURITY
ADMINISTRATOR'S MEMO SERIES

ACTION
 NOTICE **DFES 16-01**

ISSUE DATE: 2-10-16
DISPOSAL DATE: 2-10-17

*PROGRAM CATEGORIES:

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

TO: W-2 Agency Directors

FROM: Kristiane Randal
 Division Administrator

RE: Wisconsin Works (W-2) Annual Full-Time Equivalent (FTE) Report

PURPOSE:

This memo provides guidance and instruction to W-2 Contractors related to completion and submission of the Annual FTE Report, along with the current agency organization chart.

BACKGROUND:

Per section XII.D. Monitoring and Compliance Review, Annual Full-Time Employee Reporting Requirements of the current W-2 Contract:

"The W-2 Contractor must provide financial information as required in a defined format by DCF by the due date specified. Such information includes, but is not limited to, staff salary and incentives, severance pay, Full-Time Equivalency (FTE) counts and salary allocation percentages."

POLICY:

W-2 Contract Agencies are required to complete the annual W-2 Full Time Equivalent (FTE) Report for the calendar year 2015. Agencies are to submit basic information for each position charged to the W-2 contract. The W-2 Full Time Equivalent (FTE) Report is due **no later than 30 days from the Issue Date of this memo.**

Attached is the W-2 Full Time Equivalent (FTE) Report form. Agencies are required to use the Department of Children and Families (DCF) form. Enter data on employee job classification, employee's name, the employee's annual salary, the percentage of the salary that is charged to the W-2 contract, the fringe rate, the percentage of the W-2 salary that is charged to administration,

and the percentage of the W-2 salary that is charged to services. The form will calculate the “Total W-2 Expense” field after the “Annual Salary” and “Percent of Salary Charged to W-2” data has been entered.

ACTION ITEMS:

All W-2 Contract Agencies are required to complete the W-2 Full Time Equivalent (FTE) Report for the calendar year 2015 and submit it to Linda Richardson of the DCF Milwaukee Operations Section, along with the current organization chart, no later than 30 days from this Issue Date of this memo. Please email the completed form(s) and current organizational chart to Linda1.Richardson@wisconsin.gov.

CONTACT: Linda Richardson, MOS

Attachment: W-2 Full Time Equivalent (FTE) Report