



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

**DFES 22-02**

ISSUE DATE: 01/10/2022

DISPOSAL DATE: 12/31/2022

ACTION

NOTICE

**PROGRAM CATEGORIES:**

- W-2 - Wisconsin Works
- RA - Refugee Assistance
- CS - Child Support
- CF - Children First
- TJ - Transitional Jobs
- TMJ - Transform Milwaukee Jobs

**DATE:** January 10, 2022

**TO:** Wisconsin Works (W-2) Agency Directors  
Transitional Jobs (TJ) Agency Directors  
Transform Milwaukee Jobs (TMJ) Agency Directors

**FROM:** Connie M. Chesnik  
Division Administrator

**RE:** Annual Full-Time Equivalent Report for Calendar year 2021

**PURPOSE:**

This memo provides instructions to Transitional Jobs (TJ), Transform Milwaukee Jobs (TMJ), and Wisconsin Works (W-2) Contractors related to the completion and submission of the Annual Full-Time Equivalent (FTE) Report and current agency organizational chart for Calendar Year 2021 (CY21) to the Department of Children and Families (DCF).

**BACKGROUND:**

Program contracts require contractors to submit annual FTE reports and current organizational charts to DCF.

More specifically:

For TMJ and TJ Contractors, per Exhibit 1: Scope of Services, section VIII.D.6 Infrastructure, Staff of the 2021 TJ Contract and the 2021 TMJ Contract:

"The Contractor shall submit to the Department an annual full-time employee report as defined by the department."

For W-2 Contractors, per section XIV.E. Monitoring and Compliance Review, Annual Full-Time Employee Reporting Requirements of the 2021 W-2 and Related Programs 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."

**ACTION NEEDED:**

Attached is the FTE Report form that agencies are required to use. Enter data on employee job classification, employee name, employee annual salary, percentage of the salary that is charged to the specified contract, fringe rate, percentage of the salary that is charged to administration, and percentage of the salary that is charged to services. The form will calculate the "Total Expense" field after the "Annual Salary" and "Percent of Salary Charged to the Program" data has been entered.

The FTE report and current organizational chart for CY 2021 must be submitted to Linda Richardson of the DCF Bureau of Working Families, Contract Administration Section no later than 30 days from the Issue Date of this memo. Agencies with multiple programs must submit a separate form for each program. Please email the completed form(s) and current organizational chart to [Linda1.Richardson@wisconsin.gov](mailto:Linda1.Richardson@wisconsin.gov).

**CONTACT:** Linda Richardson, DFES/BWF/CAS  
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**Attachment:** [Full Time Equivalent \(FTE\) Report](#)