



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

DFES 25-03

ISSUE DATE: 02/10/2025

DISPOSAL DATE: 12/31/2025

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: February 10, 2025

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 2024

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 2024 (CY24) 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 2024 TJ Contract and the 2024 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 2024 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, 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 2024 must be submitted to Michael (Mick) Chase 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 dcdfesbwfcontracts@wisconsin.gov

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Attachment: [Full Time Equivalent \(FTE\) Report](#)