



**Dane County Department of Human Services
Division of Economic Assistance & Work Services**

Interim Director – Astra M. Iheukumere
Division Administrator – Shawn Tessmann
Job Center 1819 Aberg Avenue, Madison, WI 53704
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JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director
Shawn Tessmann, Division Administrator

FROM: Jonathan Wiggins, FSET Program Specialist

DATE: December 15, 2023

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of the 60 day window)

In September of 2023 I drove 198 miles during the course of performing my job duties. During this time we were meeting with our Third Party Programs for annual contract meetings, preparing for our request for proposal meeting with DHS and preparing our Third Party Programs for the return of the work requirement. I did complete the mileage form however submitting it to my supervisor did slip through the cracks. I am respectfully requesting this committee authorize payment (\$129.69) for the miles driven in September 2023. My apologies for the delay in my submission. Thank you for your consideration of this request.

Jonathan Wiggins