



Dane County Department of Human Services
Division of Children, Youth & Families

JOE PARISI
DANE COUNTY EXECUTIVE

Director – Astra Iheukumere
Division Administrator – Martha Stacker, Ph.D.

MEMO

TO: Personnel & Finance Committee
FROM: Jacob Hanifl, MSW, APSW, DCDHS CYF – Social worker
DATE: November 29, 2022
RE: August Mileage Approval Exception Request

This is a request for the approval of my August mileage (see form attached). I understand this request is past the 60 day deadline. The months of August, September, and October had been extremely strenuous. My father had passed in August and I was extremely busy supporting my mother as well as dealing with my own personal grief. During all of this, I was also busy supporting my clients and submitting my mileage form had slipped my mind.

In any event, I hope the committee understands and can approve this request. Should you have any questions, please contact me at the email or work cell in my signature.

Sincerely,

Jacob Hanifl, MSW, APSW
Youth Justice Ongoing Social Worker
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