## Dane County Contract Addendum Cover Sheet

Res 215 significant

BAF # 25302 Acct: Bush/Breunig Mgr: Hannes Budget Y/N: N

Addandum Covar Shaat					
Addendum Cover Sneet  Revised 03/2025		Contract # Admin will assign	15973A		
Dept./Division	Human Services /EAWS	Vendor Name	State of WI, Dept.	of Health Services	
Brief Addendum Title/Description		Vendor MUNIS #	9474		
		Addendum Term	10/1/2024 - 9/30/2	2026	
Traio/Bosonpaion		Amount (\$)	\$ 141,792.00		
Department Contact Information		Vendor Contact In	formation		

Title	e/Descr	iption	amend contract lev	vel to FFY 2026.	Addendu	ım ı erm	10/1/2024 - 9/	30/2026
					Amou	nt (\$)	\$ 141,792.00	
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			act Informatio			Jontact ir		
	ntact	Coni		nation Assista			Nicole C	Counard
Pho	one #		608-24	2-6200	Phone #			
Er	mail	do	cdhscontracts@	danecounty.gov	Email	nic	ole.counard@d	lhs.wisconsin.gov
Pui	rchasin	g Offic	er					
Pur	rchase (	Order -	- Maintenance	or New PO				
	PO Ma	intena	nce Needed	Org:	Obj:		Proj:	
	PC	#		Org:	Obj:		Proj:	
	No PO	Maint	enance Neede	<b>ed –</b> this addendu	ım does not cha	nge the d	ollar amount o	f the contract.
	New P	O / Re	q. Submitted	Org:	Obj:	I	Proj:	
	Red	<b>4</b>		Org:	Obj:		Proj:	
Bud		get Am	endment has b					addendum approval JNIS accordingly.
Tot	al Conti			the Original contract				
			Addendum #	Term	Ar	nount	F	Resolution
	resolution uired wher		Original	10/1/2024 - 9/30	0/2025 \$ 4,662	2,721.00	☐ None	Res# Budgeted & Ongoing
	al contrac		1	10/1/2025 - 9/30	0/2026 \$ 0.00		■ None	Res#
exc	eeds \$100,	000.	Α	10/1/2025 - 9/30	0/2026 \$ 141,	792.00	☐ None	Res# 2025 RES-215
	Additional						☐ None	Res#
	ired when sum(s) of						☐ None	Res#
addi	tional add	enda					☐ None	Res#
	(-, ,		Total Cor	ntracted Amou	<b>nt</b> \$ 4,804	4,513.00		
Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:								
COL	ntract L	angua	ge Pre-Approv	/al – prior to inter	mal routing, this	contract h	nas been reviev	ved/approved by:

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:				
☐ Corporation Counsel:	Risk Management:	☐ No Pre-Approval		

APPROVAL		
Dept. Head / Authorized Designee		
SiASut		

APPROVAL – Contracts Exceeding \$100,000		
Director of Administration Corporation Counsel		
Arey Brockweger	SHR 11.4.25	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: <u>11/5/25</u>	Date Out:	Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

**From:** Goldade, Michelle

**Sent:** Wednesday, November 5, 2025 12:38 PM **To:** Hicklin, Charles; Rogan, Megan; Cotillier, Joshua

Cc: Oby, Joe

**Subject:** Contract #15793A

**Attachments:** 15973A.pdf

Tracking: Recipient Read Response

Hicklin, Charles

Rogan, Megan

Cotillier, Joshua Read: 11/6/2025 10:23 AM Approve: 11/6/2025 10:29 AM

Oby, Joe

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15973A

Department: Human Services Vendor: WI Dept of Health Services

Contract Description: Addendum to amend contract level for 2026 (Res 215)

Contract Term: 10/1/25 – 9/30/26 Contract Amount: \$141,792.00

## Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941

Fax: 608/266-4425 TDD: Call WI Relay 711

Please note: I am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

## Goldade, Michelle

From:

Rogan, Megan Wednesday, November 5, 2025 12:47 PM Sent:

Goldade, Michelle To:

Subject: Approve: Contract #15793A

## Goldade, Michelle

From: Hicklin, Charles

**Sent:** Wednesday, November 5, 2025 3:04 PM

**To:** Goldade, Michelle

**Subject:** Approve: Contract #15793A

1	2025 RES-215
3	ACCEPTING FUNDS FROM THE STATE DEPARTMENT OF HEALTH SERVICES FOR
4	FOODSHARE EMPLOYMENT AND TRAINING (FSET)
5	DCDHS – EAWS DIVISION (
6	
7	Dane County Department of Human Services (DCDHS) Economic Assistance and Work
8	Services (EAWS) has been awarded funding from the state Department of Health Services for
9	FoodShare Employment and Training (FSET). Dane County was the winning vendor for FSET
10	in 2025 and negotiated three percent inflationary increases during the five-year contract term to
11	fund administrative cost and participant service cost increases. This resolution accepts these
12	pass-through dollars.
13	
14	These funds are budgeted and ongoing within the department. No budgetary change is required
15	due to entering into this agreement.
16	
17	NOW, THEREFORE, BE IT RESOLVED that the County Executive and County Clerk, when
18	required, are hereby authorized and directed to sign the agreement on behalf of Dane County.

15973A

## Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: 435400-M25-FSET- RG-10-01 M2

Bureau of Procurement and Contracting (BPC) Review:	
This agreement requires <b>Standard</b> OLC review.	
O This agreement uses a BPC template with Office of Legal Co and requires <b>Simple</b> OLC review.	ounsel (OLC) approved language
O This agreement uses a BPC template with Office of Legal Co and does <b>not</b> require <b>Additional</b> OLC review.	ounsel (OLC) approved language
O This agreement uses intergovernmental cooperative purchasing	ng.
Description: Indemnification language change approved by Cody Wagner with	n DHS OLC on 3/24/25.
Office of Legal Counsel (OLC) Review and Approval:	0
This agreement has been reviewed for form and approved by Health Services Office of Legal Counsel.	the Wisconsin Department of
DocuSigned by:	
Cally Wymen	10/24/2025
Name: Cody Wagner Title: Office of Legal Counsel	Date Signed



## CONTRACT FOR SERVICES MODIFICATION

## between

**State of Wisconsin Department of Health Services (DHS)** 

and

**Dane County Department of Human Services** 

for

## **Region 10 FoodShare Employment and Training Services**

This Contract is between the State of Wisconsin Department of Health Services (DHS), at 201 E. Washington Ave., Madison, Wisconsin 53703, and Dane County Department of Human Services at 1202 Northport Drive, Madison, Wisconsin 53704. With the exception of the terms being modified by this Contract modification, all other terms and conditions of the existing contract, including funding, remain in full force and effect. This Modification, including any and all attachments herein and the existing contract, collectively, are the complete contract of the parties and supersede any prior contracts or representations. DHS and the Contractor acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing contract as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

Contract ID Number: 435400-M25-FSET- RG-10-01 M2

Contract Amount: \$4,804,513

Contract Term: October 1, 2024 through September 30, 2026 Optional Renewal Terms: Three (3) optional One (1) year renewals

October 1, 2026 through September 30, 2027 October 1, 2027 through September 30, 2028 October 1, 2028 through September 30, 2029

DHS Division: Division of Medicaid Services

DHS Contract Administrator: BEEP: Nicole Counard

BFAM: Jon Schmirler

DHS Contract Manager: Tory Ortscheid

Contractor Contract Administrator: Melissa Agard

Contractor Telephone: N/A

Contractor Email: contracts@danecounty.gov

## I. PURPOSE OF ADDENDUM

The purpose of this addendum is to modify the Federal Fiscal Year 2026 Budget.

## II. ADDENDUM

- 1. The attached Exhibit II entitled, "Exhibit II- Cost FSET FFY26-Region 10", replaces in whole Exhibit II.
- 2. The attached Federal Award Information replaces in whole the Contract for Services Section 47. Federal Award Information.

3. Replace in whole the Contract for Services Section 21 Confidential, Proprietary, and Personally Identifiable Information Indemnification definition and Section 30 Indemnification and Limited Liability Subsection 30.1 with the following language:

To the extent authorized under Wisconsin and Federal law, including Wis. Stat. §§ 895.46(a) and 893.80(2), DHS agrees that it shall be responsible for any losses or expenses (including costs, damages, and attorney's fees) attributable to the acts or omissions of its own employees, officers, subcontractors, or agents.

III. ALL OTHER NONCONFLICTING TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT ADDENDUMS REMAIN UNCHANGED.

State of Wisconsin	Contractor Entity Name
Department of Health Services	Entity Patric
Authorized Representative	Authorized Representative
Name	Name
Title	Title
Signature	Signature
Date	Date

## SUPPLIER DIVERSITY AMENDMENT

After completing any contract under this subchapter, the contractor shall report to the agency that awarded the contract any amount of the contract that was subcontracted to minority businesses and any amount of the contract that was subcontracted to disabled veteran-owned businesses.

Each agency shall report to the department at least semiannually, or more often if required by the department, all of the following for the reporting period specified by the department:

- a. The total amount of money it has expended for contracts and orders awarded to minority businesses.
- b. The total amount of money and the percentage of the total amount of money it has expended for contracts and orders awarded to disabled veteran-owned businesses.
- c. The number of contacts with minority businesses in connection with proposed purchases.
- d. The number of contacts with disabled veteran-owned businesses in connection with proposed purchases.

Pursuant to Wis. Stat. 16.75(3m)(c), upon completion of the contract Contractor shall report to DHS any amount of the contract that was subcontracted to minority businesses and any amount of the contract that was subcontracted to disabled veteran-owned businesses. Contractor shall report this information periodically throughout the contract at the direction of DHS.

## **HIGH-RISK IT REVIEW**

Pursuant to Wis. Stat. 16.973(13), Contractor is required to submit, via the contracting agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The Department of Administration shall be authorized to review the original contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original contract and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the contracting agency in negotiations regarding any change to the original contract price.

## FEDERAL AWARD INFORMATION

Federal Award Information			
FAIN	TBD		
Federal Award Date	10/1/2025		
Subaward period of Performance Start Date	October 1, 2025		
Subaward period of Performance End Date	September 30, 2026		
Amount of Federal Funds obligated in the subaward	\$2,402,256.50		
Total Amount of Federal Funds obligated	\$2,402,256.50		
Federal Award Project Description	Supplemental Nutrition Assistance Program		
Federal Awarding Agency Name (Department)	U.S. Department of Agriculture		
DHS Awarding Official Name	DHS Deputy Secretary, Debra K. Standridge		
DHS Awarding Official Contact Information	DHSContractCentral@dhs.wisconsin.gov		
Assistance Listings Number	SNAP-10.561		
Assistance Listings Name	10.561 State administrative matching grants for the SNAP		
Total made available under each Federal award at the time of disbursement	\$2,402,256.50		
R&D?	No		
Indirect Cost Rate	6.3%		

## **FSET Region 10**

## **Dane County Department of Human Services**

## Federal Fiscal Year 2026 Budget

## October 1, 2025 through September 30, 2026

ADMINISTRATION DIRECT COSTS			
Salary and Wages	\$1,489,376		
Fringe Benefits	\$495,368		
Contractual Costs	\$5,000		
Materials and Supplies	\$52,350		
Travel and Training	\$21,300		
Equipment and Other Capital Exp.	\$0		
Facilities/Spaces	\$71,309		
<b>Total Direct Costs</b>	\$2,134,703		

## OTHER ADMINISTRATION COSTSIndirect\$239,447Management Fee\$0Total Administration Other Costs\$239,447

# PARTICIPANT REIMBURSEMENTTransportation and Other\$190,808Dependent Care\$0Job Retention (Transportation and Other)\$61,543Total Participant Reimbursement Cost\$252,351

THIRD PARTY PROVIDER			
Administration	\$2,093,612		
Transportation & Other	\$61,360		
Dependent Care	\$4,000		
Job Retention-Transportation & Other	\$19,040		
<b>Total TPP Cost</b>	\$2,178,012		
TOTAL FSET PROGRAM	\$4,804,513		

DEPARTMENT OF HEALTH SERVICES

Division of Enterprise Services F-01788 (03/2022)

## STATE OF WISCONSIN

## CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using Federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: <a href="https://www.sam.gov">www.sam.gov</a>.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

SIGNATURE – Official Authorized to Sign Application		Date Signed
For (Name of Vendor)	Unique Entity Identifie	r (UEI), <i>if applicable</i>

**State of Wisconsin** 

## **Department of Health Services** Division of Enterprise Services F-03400 (07/2025)

## **Attestation of Filing Assurance of Compliance (Form HHS 690)**

As a condition of receiving new or continued federal funding from the U.S. Department of Health and Human Services (HHS), on or after April 16, 2025, domestic recipients, subrecipients, and contractors must file an Assurance of Compliance (Form HHS 690) with the HHS Office for Civil Rights (OCR).

This filing requirement aligns with Executive Order (E.O.) 14173 "Ending Illegal Discrimination and Restoring Merit-Based Opportunity," which affirms, amongst other things, that contractual counterparties or grant recipients of federal funds must certify that it does not operate programs that violate any applicable Federal anti-discrimination laws.

In alignment with HHS policy, DHS, as the recipient of HHS funds, must ensure that all subrecipients and contractors receiving federal HHS funds through DHS attest that they have submitted Form HHS 690 to OCR.

HHS reserves the right to terminate financial assistance awards and claw back all funds if the recipients, during the term of this award, operate any program in violation of Federal anti-discriminatory laws or engages in prohibited boycott. Per the <u>HHS Grants Policy Statement</u>, domestic recipients, subrecipients, and contractors are subject to these conditions.

By signing below, you certify that your organization has submitted Form HHS 690 to the HHS Office of Civil Rights.

<b>Signature</b> — Official Authorized to Sign Application:	
	Date signed:
For (Name of Subrecipient or Contractor) (printed):	Date signed:



**Certificate Of Completion** 

Envelope Id: 57F7872F-C33F-473E-BE88-BBD1E661A419

Subject: \*Emergency\* DHS - Dane County DHS - Region 10 FSET- 435400-M25-FSET- RG-10-01 M2

Source Envelope:

Document Pages: 8 Signatures: 1 **Envelope Originator:** Initials: 0 Certificate Pages: 6 Irene Au-Young

AutoNav: Enabled 201 East Washington Avenue

Envelopeld Stamping: Enabled Madison, WI 53703

Time Zone: (UTC-06:00) Central Time (US & Canada) irene.auyoung@dhs.wisconsin.gov IP Address: 136.226.108.196

**Record Tracking** 

Status: Original Holder: Irene Au-Young Location: DocuSign

irene.auyoung@dhs.wisconsin.gov 10/1/2025 12:46:36 PM

Security Appliance Status: Connected Pool: StateLocal Storage Appliance Status: Connected Pool: DHS Location: Docusign

Signer Events

Signature **Timestamp** Sent: 10/24/2025 10:19:31 AM Cody Wagner

CodyW.Wagner@dhs.wisconsin.gov Viewed: 10/24/2025 10:33:35 AM 31F480248CEC464..

Office of Legal Counsel Wisconsin Department of Health Services Signature Adoption: Uploaded Signature Image Security Level: Email, Account Authentication Using IP Address: 165.189.255.141

**Electronic Record and Signature Disclosure:** 

Not Offered via Docusign

contracts@danecounty.gov

Security Level: Email, Account Authentication

(None)

Melissa Agard

(None)

**Electronic Record and Signature Disclosure:** 

Accepted: 10/22/2025 1:41:38 PM

ID: 27ebb68c-9257-4e9b-90ec-df6214558d3b

Bill Hanna

william.hanna@dhs.wisconsin.gov

Security Level: Email, Account Authentication

(None)

**Electronic Record and Signature Disclosure:** 

Accepted: 10/23/2025 2:37:18 PM

ID: 7e1aa304-300b-4134-a2e8-f9deda1983df

Sent: 10/24/2025 10:48:04 AM

Signed: 10/24/2025 10:48:01 AM

Status: Sent

In Person Signer Events	Signature	Timestamp	
Editor Delivery Events	Status	Timestamp	
Agent Delivery Events	Status	Timestamp	
Intermediary Delivery Events	Status	Timestamp	
Certified Delivery Events	Status	Timestamp	
Carbon Copy Events	Status	Timestamp	

Carbon Copy Events	Status	Timestamp
Tosha Link tosha.link@dhs.wisconsin.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via Docusign	COPIED	Sent: 10/24/2025 10:19:30 AM
Nicole Counard nicole.counard@dhs.wisconsin.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure:	COPIED	Sent: 10/24/2025 10:19:30 AM
DMS PASS DHSDMSPASS@dhs.wisconsin.gov DMS Program Administrative Services Section (PASS) Account Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via Docusign	COPIED	Sent: 10/24/2025 10:19:31 AM
Chad Lillethun lillethun.chad@danecounty.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure:	COPIED	Sent: 10/24/2025 10:48:03 AM
Accepted: 10/20/2025 1:07:00 PM ID: 18a1c67d-4a81-4c96-a1b3-36a227d2d4f5  Colleen Williams Williams.Colleen@danecounty.gov Security Level: Email, Account Authentication (None)  Electronic Record and Signature Disclosure: Not Offered via Docusign	COPIED	Sent: 10/24/2025 10:48:03 AM
Vicki Lawry dcdhscontracts@danecounty.gov Security Level: Email, Account Authentication (None)  Electronic Record and Signature Disclosure: Not Offered via Docusign  Manivanh Patheuangsinh manivanh.patheuangsinh1@dhs.wisconsin.gov Security Level: Email, Account Authentication (None)  Electronic Record and Signature Disclosure: Not Offered via Docusign	COPIED	Sent: 10/24/2025 10:48:03 AM Viewed: 10/24/2025 11:16:02 AM

Cory Flynn

cory.flynn@dhs.wisconsin.gov

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 7/1/2025 3:38:19 PM
ID: 08e316b6-eda3-4d4a-bd9e-96a6a7a44ecc

Carbon Copy Events	Status	Timestamp
Tory Ortscheid		
tory.ortscheid@dhs.wisconsin.gov		
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/24/2025 10:19:31 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Health Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

## Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

## Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

## Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

## How to contact Wisconsin Department of Health Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DHSContractCentral@dhs.wisconsin.gov

## To advise Wisconsin Department of Health Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at DHSContractCentral@dhs.wisconsin.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

## To request paper copies from Wisconsin Department of Health Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to DHSContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

## To withdraw your consent with Wisconsin Department of Health Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to DHSContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

## Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

## Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Department of Health Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Department of Health Services during the course of your relationship with Wisconsin Department of Health Services.