



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

---

Director – John Schlueter  
Children, Youth, and Families Division – Dr. Martha Stacker

1202 Northport Drive, Madison, WI 53704-2092  
PHONE: 608-242-6200 FAX: 608-242-6294

### **MEMO**

**TO: Dane County Personnel and Finance Committee**

**FROM: Kristen Barge, Senior Social Worker  
DCDHS Youth Justice Ongoing, NET Unit**

**DATE: July 24, 2025**

**SUBJECT: April 2025 Mileage**

The purpose of this memo is to request an exception to the 60 day limit for employee reimbursements outlined in Ch. 20 for mileage I incurred as a DCDHS Social Worker during the month of April this year 2025. I had completed and signed the mileage form on 5-9-25 and thought I had sent it to my supervisor but just recently noticed it had gotten stuck in the drafts section of my computer files and had not been sent. As soon as I discovered this form was still in drafts, I sent it to my supervisor for approval (7-1-25) however she was on vacation at that time so she signed and sent it in when she returned on 7-7-25. I apologize for this mileage form being late. Hopefully this can be approved at your next meeting.

Social workers are generally very busy with many demands on our time including writing and filing court reports, attending court hearings, meeting with clients at various locations and entering case notes on a timely basis. Our priority is to always get our required work done but sometimes things like completing forms for ourselves for mileage reimbursement take a backseat to court and other requirements which are higher priorities.

Thank you in advance for your consideration of this request for reimbursement.

**Cc: John Schlueter, Director  
Martha Stacker, DCDHS CYF Administrator  
Jennifer Zehr, DCDHS Youth Justice Supervisor**