



**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: Personnel and Finance Committee**

**CC: John Schleuter -- Director DCDHS  
Martha Stacker ---Administrator  
Brenda Blanck ---Supervisor**

**FROM: Stephen Blankeheim, CYF**

**DATE: 12/10/2025**

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

**Reason:**

I am writing to ensure SSS Cheryle Wade is reimbursed for her travel mileage, incurred in July and August of 2025. Cheryle submitted these requests to myself correctly and on time, in a single email, but I overlooked them. It was not until later when reviewing her records that Cheryle discovered the error and pointed it out to me. I'd like to ensure that Cheryle is compensated for her time despite the error, which is entirely mine. The total amount of this request is \$143.50; \$51.80 for July, and \$91.70 for August.

Sincerely,

Steve Blankenheim  
Social Service Specialist Supervisor  
Dane County Department of Human Services  
Division of Children, Youth, and Families - CPS