**Department of Workforce Development**

**Employment and Training Division**

Wisconsin Job Service

P.O. Box 7972

Madison, WI 53707

Telephone: (608) 266-0327

Fax: (608) 327-6257

Email: DWDDET@dwd.wisconsin.gov **Tony Evers,** Governor

**Amy Pechacek,** Secretary

DETB-19958-E (N. 02/2025)

Date

Street Address

CIty State, Zip

Dear      :

We are contacting you regarding an overpayment of TAA funds made to you. We may be able to waive repayment if you meet the following two conditions:

1. The payment was made without fault on your part; and
2. Requiring repayment would cause financial hardship for you or your household.

We have determined that you were not at fault in causing the overpayment. If the financial hardship statement below applies to you, please sign below and return the signed statement to me so we can apply the waiver. You may also reply via email, by copying the financial hardship statement into an email and stating that it does apply to you.

Financial Hardship

Financial hardship applies when repaying the overpayment would make you (or your household) unable to pay for ordinary and necessary living expenses. You must take into account the income and resources (including liquid financial resources such as savings) reasonably available to you and you’re your household.

I have read the definition of financial hardship above, and hereby certify that repayment would cause me or my household financial hardship.

Signature:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please respond to this letter by** **MM/DD/YYYY**. It is our desire to resolve this issue as soon as possible.

For your convenience, we have attached your invoice for the overpayment. Failure to either make payments or apply for the waiver may result in the invoice being turned over to the Department of Revenue for collections.

We would like to work with you to resolve this issue and assist you to a successful outcome. Please feel free to contact your career planner or myself with any questions or concerns.

Sincerely,

Name

Region ### TAA Regional Liaison

Phone

Email