

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

ACTION 04-32
 NOTICE

ISSUE DATE: 12/09/2004
DISPOSAL DATE: Ongoing

*PROGRAM CATEGORIES:

AS FM ML TR
 CC FL NA W-2
 CS IT RA WIA
 CF JC TC
 CR LM TA

To: Child Support Agencies
County Department of Human and Social Services Directors
Job Center Contacts
Job Service Directors
Job Service Supervisors
Refugee Service Providers
Tribal Chairpersons
Tribal Child Support Directors
Tribal Economic Support Directors
Tribal Social Services Directors
Wisconsin Works (W-2) Agency Directors
Workforce Development Board Directors

From: Bill Clingan /s/
Division Administrator

RE: Ordering Forms and Publications from DWS

PURPOSE: To notify partners of the change in the manner that they order forms and publications from the Division of Workforce Solutions (DWS).

BACKGROUND: In order to more efficiently operate, the division is changing the way partners order forms and publications. Instead of requesting them from the division forms manager (Barb Albrecht), partners will order from the Department of Administration's Document Sales (Doc. Sales) unit, http://www.doa.state.wi.us/section_detail.asp?linkcatid=266. Doc. Sales is better equipped to take orders directly from agencies and ship those orders to the agencies, usually the same day.

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

POLICY: Beginning January 3, 2005, agencies will order directly from DOA Doc. Sales any documents they had previously ordered from the DWS / division forms manager (Barb Albrecht). Below are the various ways to order from Doc. Sales. DWS will continue to furnish the items on the attached list at no charge.

ACTION SUMMARY STATEMENT: To order documents, contact DOA Docs Sales in one of the following ways:

- a. print out "Document Sales Order", form number DOA-3330, from one of these links: [MSWord Format](#) [Adobe Acrobat Format](#); or photocopy the attached form
- b. complete the order form and send U.S. Mail to:
Wisconsin Department of Administration
Bureau of Document Services
Document Sales & Distribution
202 S. Thornton Ave.
P.O. Box 7840
Madison, WI 53707-7840
- c. complete the order form and fax to Doc. Sales at:
(608) 261-8150
- d. complete the order form online and email it to Doc. Sales at:
docsales@doa.state.wi.us
- e. send an email to Doc. Sales at:
docsales@doa.state.wi.us
- f. Telephone Doc. Sales directly at:
(800) 362-7253 or (608) 264-9419

CONTACT: Diane Griffin, diane.griffin@dwd.state.wi.us
Renee Whirry, renee.whirry@dwd.state.wi.us

Attachment(s): Document List
Document Sales Order Form