

**Department of Workforce Development
Unemployment Insurance Division**

Employer Service Team
P.O. Box 7942
Madison, WI 53707

Work-Share Plan Application

Telephone: (608) 261-6700
Fax: (608) 327-6158
Email: taxnet@dwd.wisconsin.gov

Thank you for your interest in the Wisconsin Work-Share Program.

The purpose of the program is to avoid two or more layoffs by reducing work hours across a work unit, allowing workers to remain employed and employers to retain their trained staff during times of reduced business activity.

Your Unemployment Insurance account will be billed for the benefits as for any other unemployed worker, these benefit charges may be offset when reimbursement provisions are offered by the federal government.

Enclosed you will find Work-Share Fact Sheets and a Work-Share Plan Application. Please fill out one Work-Share Plan Application for each "affected work unit." Employers have the flexibility to designate a work unit. The plan must cover at least 2 Wisconsin-based employees. The "affected work unit" may include more than one work site.

If you have additional questions or need assistance in completing the applications, feel free to call the Employer Service Team at (608) 261-6700 or email taxnet@dwd.wisconsin.gov. The Participant List can be provided by a Word or Excel document sent by encrypted email. Telephone the Employer Service Team to make arrangements.

Encl. UCT-17434-E Work-Share Plan Application
UCT-17435-P Work-Share Fact Sheet for Employers
UCT-17439-P Work-Share Fact Sheet for Employees