

## Communicating with the Office of Skills Development (OSD)

### When emailing OSD concerning a WFF grant, please:

- Include your Grant Correspondence ID found on your contract.
- Include a specific description of your communication in the subject line.

**Example:** Re: FF134BS11010 Online System Help

### When calling OSD Staff concerning a WFF grant, please:

- Leave a message with your name, Correspondence ID, a call back number and a brief description of your situation.

**Example:** "Hi John. This is Sue Smith with XYZ Company. I am calling for help with accessing the online system per grant, FF134BS11010. Please call me back at 608-555-1234 or email instructions to me at Sue.Smith@XYZCompany.com."

<b>When:</b>	<b>How:</b>
Submitting Reimbursement Requests or changes to Contact Information (Project Director, Fiscal Agent, Signatory).	Submit your form via email to: <a href="mailto:WFFGrants@dwd.wisconsin.gov">WFFGrants@dwd.wisconsin.gov</a> .
Proposing program or budget modifications and the potential need for a revised contract.	Email <a href="mailto:WFFGrants@dwd.wisconsin.gov">WFFGrants@dwd.wisconsin.gov</a> or contact John Roos or Therese Schmidt, Grant Specialists*.
Preparing reports, Reimbursement Requests, and general grant management questions, such as completing documentation and/or eligible expenses.	
Sharing news about grant training, such as graduations, success stories, pictures, or other information.	
Experiencing difficulty accessing or entering data into the on-line system.	Email <a href="mailto:WFFGrants@dwd.wisconsin.gov">WFFGrants@dwd.wisconsin.gov</a> or contact DWD IT support 608-266-7252.

\*See OSD Staff Contact Information