

(d) The claimant may question interpretation of the law, and the reasonableness and equity of policies practiced under the law, if he is aggrieved by their application to his situation.

(e) The hearing is subject to the requirements of due process, but is an informal administrative procedure.

(7) DECISIONS. (a) The verbatim transcript of testimony and exhibits, together with all papers and requests filed in the proceeding, constitute the exclusive record for decision and are available to the claimant at any reasonable time.

(b) The decision on the hearing shall be in writing in the name of the division of public assistance by its director.

(c) The decision shall set forth the issue or issues, citation of law or precedents, the reasoning that led to the decision, the principal and relevant facts elicited at the hearing, and the action taken. These factors should be grouped under appropriate headings such as preliminary recitals, findings of fact, conclusions of law, and order. A certified copy of the decision shall be mailed to the claimant (and his attorney, if any), the county clerk, and the county officer charged with the administration of the aid or assistance involved.

(d) If the decision is mandatory upon the county treasurer, a certified copy of the decision shall be mailed to him, and it shall be the duty of the state agency to ascertain from subsequent payrolls and otherwise that there has been compliance with the order.

(8) ALLOCATION OF RESPONSIBILITY. The functions relating to fair hearings are allocated to the director of the division of public assistance who shall render all final decisions upon hearings conducted by examiners duly appointed pursuant to state civil service laws and directly responsible to him; provided that if emergency needs so require the said division director or any other employee duly designated by him may serve as examiner. Such decisions shall be binding upon the state and county agencies involved and shall be enforced by appropriate legal and fiscal sanctions.

PW-PA 20.19 Relief claims proceedings. (1) PRACTICE. Proceedings under this rule shall be considered administrative in character. The rules of practice at hearings will conform generally to the rules of practice before courts of equity. The aim is to secure the facts in as direct and simple a manner as possible.

(2) PLEADINGS. (a) Complaints and answers need not be verified.

(b) The proceedings shall be deemed to be at issue when an answer or demurrer is filed or when the time for answering or otherwise pleading to the complaint has expired.

(c) The answers to the complaints shall specifically and particularly set forth in writing a statement of the reasons upon which defendant relies to defeat the proceeding. For this purpose, evidentiary facts may be pleaded. A general denial shall be deemed to be no pleading. Failure to deny an allegation of the complaint shall be deemed to be an admission thereof.

(d) Amendment may be made to any pleading upon application and cause shown. The department may, on its own motion, modify or change its order and findings at any time within 20 days from the date thereof, if it shall discover a mistake therein.

(e) Except upon order of a court, proceedings in which an order has been rendered shall be reopened for reception of further evidence or for further consideration only upon written consent of all parties to the proceedings or in accordance with section 270.50, Wis. Stats. Motions under section 270.50, Wis. Stats., shall not be received after 20 days of the date of the order.

(3) **PROOF OF CLAIM.** (a) The dates when and the amount of relief claimed to have been given to the recipient may be established prima facie by affidavit of the relief official who ordered the relief given or by affidavit of the clerk of the county or municipality which paid for and granted the relief. Such affidavit shall show the expenditures by months, listing separately for each month the total monthly expenditures for food, clothing, fuel, utilities, housing, medicine, medical and surgical treatment, hospital care, hospitalization, nursing, transportation, water, household equipment, other commodities or services, cash, or funeral expenses.

(b) If relief is given only intermittently, the particular dates of the intermittent relief grants shall be stated. In order to show the date of the first and last grant of aid in a continuous series where relief is given continuously over several months, the charge for the month shall run from the date of the first order to the end of the month and the charge for the last month in the series shall run from the first of the last month to the date of the last order in that month.

(c) The opposing party shall have the right to call adversely as a witness the person who made such affidavit or any other person who would otherwise have knowledge of the facts therein stated.

(4) **MOTIONS.** (a) Motions not made on the record at the time of hearing shall be filed with the department in writing.

(b) Request for recovery by default will be received upon failure to answer or plead to the complaint within the statutory period. Such request shall be accompanied by affidavit showing the fact that and the date when verified claims were filed upon the clerk of the defendant or defendants, together with copies of such claims incorporated by reference in the affidavit.

(c) When a hearing has been set and a party notified fails to appear, the parties present may offer such proofs or motions as they desire, and the department shall thereafter notify the absent party that unless he file an affidavit showing reasonable excuse for absence and of merit the department will render its decision upon the record made. If the department is satisfied with such affidavit it may in its discretion set the case for further hearing on such conditions as may be just.

(d) Motion for summary judgment upon the pleadings may be submitted by either party pursuant to section 270.635, Wis. Stats., and in event of such motion, the parties shall submit affidavits setting forth the evidentiary facts, including documents or copies thereof for the purpose of determining whether there is a triable issue.

(5) **SERVICE OF PAPERS.** The fact of mailing and the date when a non-resident affidavit was mailed may be proved by affidavit of the clerk or deputy clerk who sent such notice. Such affidavit shall show compliance with the mailing statute in force at the time the notice was mailed. See section 49.11 (7) (d), Wis. Stats., which requires the mailing of notices by registered or certified mail with return receipt requested.

(6) **CONDITIONS PRECEDENT.** No proceeding shall be maintained unless a verified claim for the amount of money due has been duly presented to and disallowed by the county or municipality sought to be charged.

(7) **RESUMES AND TRANSCRIPTS.** (a) The department may at any time prior to decision require or permit the parties to file briefs on either fact or law.

(b) Transcripts of testimony taken or proceedings had before the department will be furnished to parties upon request and payment of the sum of 10 cents per folio and 5 cents per folio for each additional copy thereof. After an appeal has been taken, transcripts will be furnished upon payment of the sum of 5 cents per folio.

(8) **WITNESS FEES.** (a) Witnesses may be paid as provided by section 49.11 (7) (a), Wis. Stats., for attendance at hearings.

(b) Where more than one witness travels in the same car, only one mileage fee shall be allowed, except that all witnesses may receive sufficient mileage fees to cover necessary meals.

(c) Where witnesses travel by public conveyance, actual cost of conveyance plus necessary and reasonable bills for meals and hotels may be allowed.

(d) Interpreters' fees shall be the same as witness fees.

(e) In no case shall any of the above allowances be in excess of the regular mileage allowance. Witness fees shall be proved by submission of receipt of the witness.

History: 1-2-56; am. Register, October, 1962, No. 82, eff. 11-1-62.

PW-PA 20.20 Reimbursement of county administrative costs. For the purpose of promulgating more uniform and standard administrative procedures in county agencies, reimbursement from state and federal funds will be made toward county administrative costs incurred for payments to employees for expenses incurred in performing their duties on the following basis:

(1) The reimbursable portion of the traveling expenses of such employees shall be subject to the same limitations and requirements as are imposed on state employees when such employees incur expenses for similar purposes.

(2) As a limitation on state reimbursement, the provisions of section 14.71 (9), Wis. Stats., relating to the allowance for the use of a personal automobile shall apply to county employees, any part of whose salary or expenses is paid directly or indirectly, by the state.

PW-PA 20.21 Destruction of record material. (1) **PURPOSE.** The purpose of this rule is to define the limitations of section 59.715 (21), Wis. Stats., pertaining to the destruction of case record and other record material in aid to the blind, aid to dependent children, old-age assistance and aid to disabled persons, and in relief for which claim for state reimbursement is made under section 49.04, Wis. Stats., and the destruction of records in Indian relief claims under section 49.046, Wis. Stats.

(2) **RECORDS TO BE PERMANENTLY PRESERVED.** A face sheet or similar record of each case and a financial record of all payments for each aid account shall be permanently preserved.

(a) Face sheet or similar record means a sheet or sheets giving identifying data about the person or persons concerned, sufficient to distinguish the particular person or family, including such information

as names, addresses, occupations, relatives, birth and marriage dates and marital status.

(b) Financial record means a financial card or ledger sheet showing all payments made to or in behalf of the individual or family aided, by month, and including a record of all refunds and collections.

(3) CONDITIONS FOR DESTRUCTION OF OTHER RECORDS. Records, other than those specified in subsection (2) of this rule, may be destroyed when there has been no case activity on the part of the county department and the particular person or family for a period of 5 years just preceding, except as hereinafter provided.

(a) No records may be destroyed in any case in which:

1. An estate against which the county has a claim has not been settled.

2. There is property on which the county has an old-age assistance lien and the claim has not been settled.

3. Claims for reimbursement under section 49.04 and section 49.046, Wis. Stats., have not been settled and audited.

(b) Claims paid by the county, and papers supporting such claims, and cancelled checks for payments made to or in behalf of recipients of aid to the blind, aid to dependent children, old-age assistance, aid to disabled persons or relief to needy Indians may not be destroyed until after 7 years, in accordance with subsections 59.715 (9) and (18), Wis. Stats.

History: 1-2-56; am. Register, October, 1962, No. 82, eff. 11-1-62.

PW-PA 20.22 Liquid assets. (1) AID TO DEPENDENT CHILDREN. Where a dependent child or children otherwise eligible for a grant of aid to dependent children together with the parent or parents included in the grant of such aid have more than \$500 in liquid assets, including cash or loan value of insurance, eligibility for grant of aid to dependent children does not exist.

(2) AID TO TOTALLY AND PERMANENTLY DISABLED PERSONS. Where a dependent person otherwise eligible for a grant of aid to totally and permanently disabled has more than \$500 in liquid assets, excluding cash or loan value of insurance, eligibility for aid does not exist.

History: Cr. Register, May, 1961, No. 65, eff. 6-1-61.