

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 nonresident 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 269.34, Wis. Stats.; and section 49.11 (7) (d), Wis. Stats., created by Chapter 585, Laws of 1945, effective September 15, 1945, which requires the mailing of notices by registered 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. When the statute does not otherwise specify, failure to allow a claim in whole or in part within 60 days shall be deemed a disallowance.

(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 \$2. per day 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.

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. (Chapter 132, Laws 1955) 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.

(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 five 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. Claim for reimbursement under section 49.04, Wis. Stats., has 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 or aid to disabled persons may not be destroyed until after seven years, in accordance with sections 59.715 (9) and (18), Wis. Stats.

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.