

Committee Name:
Joint Committee – Finance
(JC–Fi)

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S. 13.10 REQUESTS

1999

JC-F:

ETF



Department of Employee Trust Funds

Eric O. Stanchfi
Secretary
801 West Badger Road
P.O. Box 79
Madison, WI 53707-79

June 8, 1999

Honorable Brian Burke
Honorable John Gard
Co-Chairs, Joint Committee on Finance
State Capitol
Madison WI 53702

COPY

Subject: The Department of Employee Trust Fund's plan for continuing the distribution of the settlement funds from the Special Investment Performance Dividend (SIPD) lawsuit as directed by the Joint Committee on Finance on April 21, 1999

Dear Senator Burke and Representative Gard:

In March 1999 the Department of Employee Trust Funds requested that the Joint Committee on Finance (JFC) supplement the Department's fiscal year 1999-00 budget for costs associated with the SIPD distribution project (a copy of this request is attached). On April 21, 1999 the JFC adopted a motion that required the Department submit a distribution plan to the JFC and the Committee for approval before additional expenditures for this project in FY2000 and FY2001 would be authorized.

The following is the Department's plan for the distribution project. This plan was approved by the Employee Trust Funds (ETF) Board at a special meeting on May 25, 1999. If this plan is approved, the Department will continue the distribution project after June 30, 1999. In March 2000, the Department will request approval of the actual expenses incurred and will provide an estimated budget for further implementation during FY 2000-2001.

A: Additional Activities to Locate the Eligible Estates, Beneficiaries and Heirs

The Dane County Circuit Court ultimately maintains jurisdiction over the ETF Board's distribution of the settlement funds. In considering the proposed plan, the ETF Board and the Department consulted with legal staff to determine what measures would meet the standards of due diligence in locating the previously unlocated estates, heirs and beneficiaries who are eligible to claim a share of the settlement funds. The Board's trustee responsibility to exercise due diligence and to fulfill its duty of impartiality requires additional efforts to locate and pay the estates, heirs and beneficiaries of eligible former annuitants.

To date the Department has taken a number of steps to notify potential claimants of the eligibility criteria for a share of the settlement funds (see Attachment I). To meet the due diligence requirement, the plan requires funding for professional locator services, in addition to the funding for staff needed to process the currently pending claim inquiries and future claims projected to result from the locator service efforts.

A locator service has been selected from a state procurement bulletin. The Department will provide to this contractor with a list of eligible individuals and estates with potential claims of at least \$250 to the locator service. There is a total of approximately 10,659 potential claims

of \$250 or more that will be referred to the locator service; the remaining 5,764 potential claims of less than \$250 will not be referred.

The locator service and processing costs are paid from the trust fund and are essentially the same regardless of the amount payable. The \$250 threshold represents the approximate average total cost of processing a successful claim (locator service plus DETF processing costs). However, the Department will pay any claim for which an inquiry is received, regardless of the amount; the \$250 threshold applies only to the potential claims that will be referred to the professional locator service.

Location Project Phases

The location efforts will be completed in three phases:

- Phase 1: The 1,942 potential claims over \$2,000 will be referred to the locator service. Scheduled for July 1, 1999 – September 30, 1999.
- Phase 2: The 2,664 potential claims between \$1,000 and \$2,000 will be referred to the locator service. Scheduled for October 1, 1999 – December 31, 1999.
- Phase 3: The 6,053 potential claims between \$250 and \$1,000 will be referred to the locator service. Scheduled for January 1, 2000 – March 31, 2000.

This approach will spread out the arrival of new claim inquiries and enable staff to better manage the follow-up and subsequent processing of claims. The three phases refer only to the periods during which the locator service will attempt to locate the eligible claimants, rather than when the claim inquiries generated by the location efforts will be processed. The SIPD distribution project contract staff will process the existing backlog of claims (see Attachment II for the current project status) and future claim inquiries through June 30, 2001.

The three phases for the location efforts are prioritized based on claim amounts, and premised on the following:

- Breaking the location efforts into three phases will spread out the incoming inquiries, which makes it easier for potential claimants to reach the SIPD office by telephone and enables staff to better manage the subsequent follow-up and claims processing.
- In many cases estates must be re-opened. The process can take several months and involve some expense to the potential claimant. It will be more cost-effective for estates to be re-opened when the claim is higher; searching for higher dollar claimants first provides more time for estate action.
- Under the Board's decision interest continues to accrue until the claim is paid. This approach reduces the interest that ultimately will be paid by the trust fund.

Once the three phases are complete, the Department will consider other means of mass notice for the remaining unlocated potential claimants. This could include issuing additional press releases explaining the eligibility criteria and the claim deadline to newspapers throughout the state, and could also include publishing a list of the remaining potential claimants in state newspapers and in the abandoned property list through the Office of the State Treasurer. These are low-cost options that would target all potential claimants, regardless of the amount of the potential claim. While the Department plans to take

advantage of low-cost mass notification opportunities throughout the project, it is necessary to proceed with the professional location phases as early as possible to effectively bring it to conclusion. Potential claimants do not necessarily contact the Department immediately once they have been located; inquiries from the mass mailing that was sent to the last known addresses of roughly 30,000 former annuitants in June of 1998 continue to arrive at the Department.

B. Deadline for Filing a Claim for the Settlement Funds

The Department will process and pay benefits on all claim inquiries received before June 30, 2001. However, the claim process is complex and may involve a number of steps (see Attachment III for a detailed summary of the claims process). Under this plan the completed claim form or affidavit plus all necessary supporting documentation must be received by the later of June 30, 2001, or within 60 days after the Department either provides the form or requests the supporting documentation. Failure to supply requested information or completed forms will result in the claim being closed without payment.

In summary, the plan requires an initial claim inquiry (or a claim itself) to be made by June 30, 2001, and that the supporting documentation be received by the later of that date or the 60-day deadline after requested, to retain eligibility for payment.

C. Procedure for Reserving Settlement Funds for Claims Submitted After Current Project Ends

The plan provides a 15-month window after the location efforts are initiated for potential claimants to contact the Department and for the Department to issue payment. Because the Department anticipates processing the estimated number of claims within this period, most of the payments from the settlement funds will have been issued prior to June 30, 2001. However, there may be some claim inquiries received shortly before that date for which payment has not been issued.

The entire settlement fund balance will remain earmarked and separately accounted for within the annuity reserve until June 30, 2001. Prior to that date, based on the number of pending claims and the volume of incoming claim inquiries at that time, the Department will ask the ETF Board to continue to reserve sufficient funds within the annuity reserve for future payment of any claims for which a claim inquiry was received by the deadline. This action will be considered by the Board at its regularly scheduled meeting in June 2001.

D. Budget

Attachment II describes the current status of the distribution project. The Department is currently issuing approximately 165 payments per week. Assuming reasonable stability in staff hired by the contracted vendor, this average should be achieved in the future as well. Experience to date further suggests an average of 1.3 payments per inquiry (often a payment to the deceased annuitant's estate, plus another supplemental payment paid directly to the beneficiary who received the WRS death benefit). Therefore, the pending 7,010 inquiries and claims in process represent approximately 9,113 payments. This would require over 55 weeks of work, assuming consistent staffing at the currently budgeted level.

Determining the final target date for ending the SIPD supplement-funded distribution project is based in part on reasonable assumptions of the Department's ability to retain trained

contract staff, which has been a significant problem throughout the project, and the projected success rate of the locator service's efforts to identify additional beneficiaries, estates and heirs. We estimate that up to 5,330 new claimants could be located through the locator service in Phases 1, 2 and 3. Assuming an ongoing average of 1.3 payments per claim, This would result in approximately 6,930 additional payments. These claims, plus the current backlog of over 6,000 claims, represent nearly two years of work.

Assuming that 165 payments are issued per week, the Department recommended and the ETF Board approved setting an absolute project end date of June 30, 2001. If the Department locates fewer potential claimants than projected, or the claims processing is accomplished more quickly than anticipated, the Department could, with the ETF Board's approval, end these efforts before the June 30, 2001 date.

Under this plan, the separate SIPD office, staffed by contract employees, would be scheduled to close June 30, 2001. If estimates are accurate, after that date it should be possible for internal DETF staff to complete any final processing of the claim inquiries received before the deadline.

Attachment IV provides an SIPD distribution project budget projection for the 1999-00 fiscal year, and a tentative budget projection for the 2000-01 fiscal year. The projected funding needed for Fiscal Year 2000 is \$1,020,300, and \$610,300 for Fiscal Year 2001. The lower amount needed for the second year of the biennium reflects the fact that the costs for the professional locator service will all be incurred in the first fiscal year.

There are factors that could affect the anticipated schedule for completing the distribution project:

- A benefit improvement bill or other significant legislation would result in activities that will create competing priorities with the SIPD distribution project, which could result in delays.
- The schedule and budget projections are based on the assumption that the professional locator service will have a 50% successful location rate. A significantly higher success rates would result in a higher volume of claims, and it would be necessary to revise the Department's projections accordingly.

Should estimates prove inaccurate, the Department will request any resources needed for subsequent claims processing as part of its 2001-2003 biennial budget request. Dave Stella, Administrator of the Division of Retirement Services, will be available at your meeting to answer any questions you may have.

Sincerely,



Eric O. Stanchfield
Secretary
(608) 266-0301
TTY (608) 267-0676
FAX (608) 267-0633

ATTACHMENT I

Past Efforts to Date to Locate Potential SIPD Claimants

In October of 1997 the Department notified all (then) current WRS annuitants (approximately 95,000) by letter of the ETF Board's distribution decision, and of their rights to appeal the distribution decision to Dane County Circuit Court within 30 days. In December of 1997 and January and February of 1998 the Department issued payments (primarily through an automated payment process) to the approximately 43,000 living WRS annuitants who were entitled to SIPD payments based on annuities still in force.

There were also an estimated 30,000 former annuitants and their estates, heirs and/or beneficiaries who were potentially eligible for SIPD benefits through the claims process. To date the Department has taken the following additional steps to publicize the availability of these benefits and the eligibility criteria:

- 9/97 - press release on the ETF Board's SIPD distribution decision and the eligibility criteria for a share of the funds recovered through the SIPD lawsuit.
- Since 10/97 - DETF website articles explaining ETF Board's distribution decision, eligibility criteria and instructions for contacting the Department for further claim information.
- Since 10/97 - A recorded message explaining ETF Board's distribution decision, eligibility criteria and instructions for contacting the Department for further claim information has been available in the "General Topics of Interest" on the Department's Telephone Message Center.
- 12/98 and 3/98 - Articles drafted in conjunction with ETF Communications Office appeared in the Wisconsin Retired Educators Association newsletter that explained ETF Board's distribution decision, eligibility criteria, claims data and instructions for contacting the Department for further claim information. (Readership of 11,000-12,000)
- An article drafted in conjunction with ETF Communications Office appeared in the Wisconsin Educational Association Council's *News & Views* newsletter that explained ETF Board's distribution decision, eligibility criteria and instructions for contacting the Department for further claim information. (Readership of approximately 86,000)
- Trust Fund News (TFN) newsletter explaining ETF Board's distribution decision, eligibility criteria and instructions for contacting the Department for further claim information. The TFN is distributed each January, May and September to all active and annuitant WRS participants, and beginning in May of 1999, each May to inactive WRS participants.
- Spring 1998 - The Department's Communications Director and Legislative Liaison provided training to all interested legislators and their aides on the explaining ETF Board's distribution decision and eligibility criteria for an SIPD benefit.
- Since 1/98 - Average of two presentations per month by ETF Communications Office and Secretary's Office to retiree groups that explained ETF Board's distribution decision, eligibility criteria and providing instructions for contacting the Department for further claim information. (Average of 20-50 people per presentation)

- 6/98 - Letter explaining ETF Board's distribution decision and eligibility criteria was sent to the last-known address for approximately 30,000 former annuitants. The letter explained the ETF Board's distribution decision and eligibility criteria for an SIPD benefit, and provided instructions for contacting the Department for further claim information.
- Quarterly updates on SIPD project to Annuitant Round Table, which represents 24 retiree groups.
- 4/99 - Article in Capital Times newspaper on claims project.

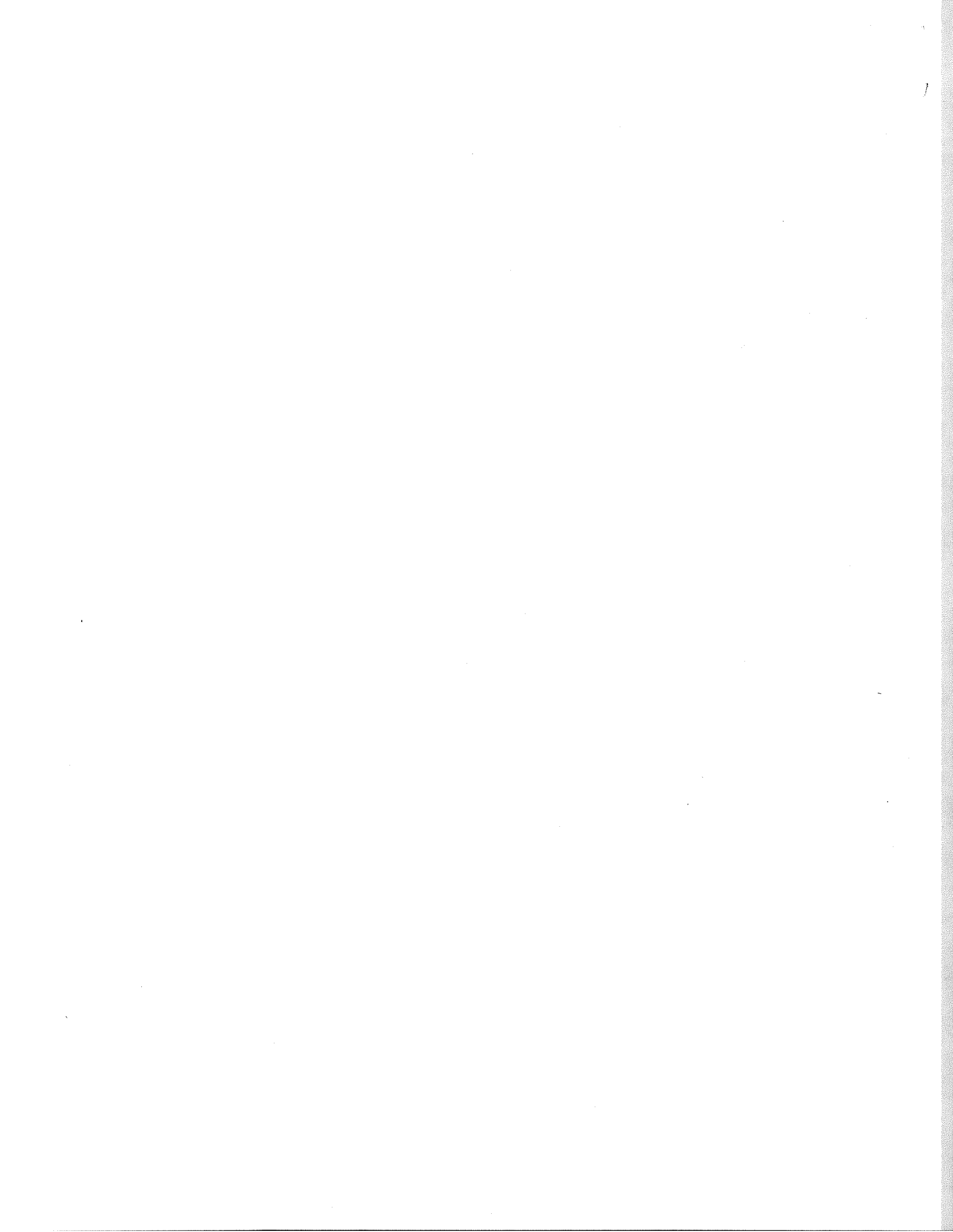
ATTACHMENT II

Current SIPD Project Status

The following is the current status of pending claims and of payments made to eligible beneficiaries, estates and heirs:

Total claim inquiries received	12,680
Payments issued	6,970*
Claims in process	1,300
Inquiries not processed to date	5,710
Total SIPD claims paid to date	\$110,196,263
Average payment	\$1,581

* Prior to mid-June 1998 the payments for the SIPD claims were issued through the Department's regular WRS lump sum payment process, rather than through the separate SIPD payment process developed for the SIPD distribution. While the cumulative dollar amount of SIPD claims paid includes those payments issued before the separate SIPD payment process was implemented, data on the number of those payments is not available. The 6,970 number includes only the payments issued through the separate SIPD process.



SIPD Claims Process

The ETF Board's distribution decision included the provision that the supplemental payments due to living annuitants whose annuities were still in force could be paid automatically, with no claim required. When SIPD monies are payable as a supplement to annuity or lump sum benefits paid to a former annuitant or beneficiary who is still living, but the annuity is no longer in force, the eligible former annuitant or beneficiary must file a claim. Payment is issued directly to the claimant, and the process is fairly simple and straightforward.

However, if the SIPD distribution monies are payable as a supplement to payment(s) originally issued to an annuitant or beneficiary who is now deceased, per advice of legal counsel that supplemental benefit is now payable to the decedent's estate. SIPD distribution benefits payable to decedents' estates comprise the vast majority of claims. There are two distinct processes through which benefits payable to estates can be paid:

1. *Estate claims.* If there is an open estate and the court's appointment of a personal representative is still in force, the personal representative of the estate can file a claim and the check is issued payable to the estate. To issue a payment to the estate we require a copy of the court order appointing the applicant as personal representative, and the claim must include a federal estate identification number for tax reporting purposes.
2. *Transfer by affidavit.* If the decedent left solely owned property in Wisconsin (including the benefit now payable from the SIPD lawsuit settlement funds) not exceeding \$10,000, Wis. Stat. § 867.03 allows the transfer of the decedent's property to an heir based on an affidavit. This process avoids the requirement to open or re-open estate proceedings in probate court. However, the procedures for this process can be very complex because of several requirements:
 - a. The heir is determined under Wisconsin's intestacy statute, not by any Will the decedent may have left. This means to determine the heir, the Department must find the persons in the group having the closest degree of kinship to the deceased, as described in Wis. Stat. §§ 851.09 and 852.01. For example, surviving spouses and children of the deceased by another person have the same degree of kinship, and are the highest priority group of potential heirs. Once the surviving group with the closest degree of kinship is identified, the Department simultaneously sends each person in the group an affidavit form. The first completed affidavit received by the DETF is honored. *(Since each person in the kinship group is equally an heir under law, and the Department makes only one payment, the first-come, first-served approach was adopted after discussions with counsel as a neutral, objective method for processing payment when there are multiple potential heirs. The other heirs may seek shares of the payment from the recipient, but those discussions need not involve the Department.)*

Note: The affidavit procedures were recently streamlined for cases where the SIPD benefit is less than \$1,000. If we receive an inquiry from an heir or are able to locate one heir, and that heir certifies that the decedent had no other heirs with a closer degree of kinship, we pay that heir through the affidavit process without requesting information about other heirs who could "compete" for the benefit. However, a surviving spouse will never be bypassed under this abbreviated procedure. We have also adopted this "one-heir-only" procedure when the heirs with the closest degree of kinship are nieces/nephews, or have an even more distant relationship.

- b. Under Wis. Stat. § 867.03 (1m) (b), the legal guardian of the decedent at the time of death has a right equal to that of the heir(s) to file an affidavit to transfer property. The SIPD affidavit process includes requiring the heir(s) to specify whether the decedent had a legal guardian at the time of death, and if yes, the name and address of the guardian. That guardian is given the same opportunity to submit an affidavit as the heir(s) with the closest degree of kinship.
- c. Wis. Stat. § 867.03 (1m) (a) and (b) requires that if the decedent or the decedent's spouse ever received benefits in Wisconsin under certain medical assistance and/or community options programs, the affiant(s) must notify the state's Estate Recovery Program (ERP) by certified mail and provide proof of such notification with the affidavit. The SIPD affidavit process requires the heir(s) to indicate whether the decedent or spouse ever received such benefits, and if yes, to submit the certified mail return receipt with the affidavit. If the ERP is entitled to recover funds from the decedent's property they can either collect the monies from the heir who receives the SIPD payment or submit their own affidavit to DETF, and we will pay the SIPD benefit directly to the ERP.

Attachment IV

Assumes 50% Successful Location Rate	Budget – FY 00
<i>Limited Term Salaries</i> Limited Term employees needed to maintain Department participant, employer and correspondence filing systems for the SIPD project.	\$ 18,300
<i>Fringe Benefits</i>	\$4,200
Total Personal Services	\$22,500
<i>Messenger Service/Fleet Cars</i> Mileage to transport folders and supplies to SIPD Downtown Office	\$2,000
<i>Telephone</i> Local, Long Distance and Voice Mail for SIPD Downtown Office	\$8,900
<i>Space Rental</i> Office space for SIPD contractual staff	\$30,700
<i>Office Supplies</i> Office and Computer Supplies for SIPD staff	\$10,500
<i>Temporary Help Services</i> Contract with DI & Associates to provide staffing to implement the SIPD equitable distribution. Duties include answering questions concerning eligibility for SIPD distribution and processing the claim forms to calculate the lump sum payments.	\$459,800
<i>Postage</i> SIPD letters, claim packets and correspondence.	\$11,800
<i>Copier and Fax Rental for SIPD Downtown office</i>	\$3,200
<i>State of Wisconsin Records Center Charges</i> Charges to retrieve participant folders	\$14,200
<i>Locator Services</i> Contract for services to locate beneficiaries and/or heirs of deceased annuitants. Assumes 50% success rate. Cost for each name provided to locator service - \$ 7.85 Additional charge for each successful location effort - + 70.00 Total maximum cost for one successful location - \$ 77.85	\$456,700
Total Supplies & Services	\$ 997,800
FY 00 - Grand Total Personal Services and Supplies & Services	\$1,020,300

Assumes 50% Successful Location Rate	Budget – FY 01
<i>Limited Term Salaries</i>	
Limited Term employees needed to maintain Department participant, employer and correspondence filing systems for the SIPD project.	\$18,300
<i>Fringe Benefits</i>	\$4,200
Total Personal Services	\$22,500
<i>Messenger Service/Fleet Cars</i>	
Mileage to transport folders and supplies to SIPD Downtown Office	\$2,000
<i>Telephone</i>	
Local, Long Distance and Voice Mail for SIPD Downtown Office	\$8,900
<i>Space Rental</i>	
Office space for SIPD contractual staff	\$31,300
<i>Office Supplies</i>	
Office and Computer Supplies for SIPD staff	\$10,500
<i>Temporary Help Services</i>	
Contract with DI & Associates to provide staffing to implement the SIPD equitable distribution. Duties include answering questions concerning eligibility for SIPD distribution and processing the claim forms to calculate the lump sum payments.	\$508,000
<i>Postage</i>	
SIPD letters, claim packets and correspondence.	\$11,800
<i>Copier and Fax Rental for SIPD Downtown office</i>	\$3,200
<i>State of Wisconsin Records Center Charges</i>	
Charges to retrieve participant folders	\$7,100
<i>Actuarial Services</i>	\$5,000
Total Supplies & Services	\$587,800
FY – 00 Grand Total Personal Services and Supplies & Services	\$610,300



STATE OF WISCONSIN

Department of Employee Trust Funds

Eric O. Stanchfield
Secretary
801 West Badger Road
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November 24, 1999

Honorable Brian Burke
Honorable John Gard
Co-Chairs, Joint Committee on Finance
State Capitol
Madison WI 53702

Subject: S. 13.101 Request for Costs of Implementing the Remedy in the Special Investment Performance Dividend (SIPD) Lawsuit

Dear Senator Burke and Representative Gard:

The Department of Employee Trust Funds (Department) requests a supplement in the amount of \$ 1,266,800 (SEG), in the appropriation under s.20.515 (1)(w) to address Fiscal Year 2000 expenses for operation of the Special Investment Performance Dividend (SIPD) distribution project. As has been documented in previous funding requests to the Joint Committee on Finance, the project involves the complex and difficult task of locating and paying up to 30,000 estates of deceased WRS annuitants. These payments are being made pursuant to the court order directing the Employee Trust Funds Board to make an "equitable distribution" following the settlement of the case.

Background

The Department submitted a plan to the Joint Committee on Finance on June 8, 1999 (*Attachment 3*) that established the timetable and procedures to complete the claims payment process. The plan included the use of a contractor to search for and locate the remaining 9,025 potential claimants with claim amounts in excess of \$250. On July 15, 1999 the Joint Committee on Finance approved the Department's plan for completion of the SIPD distribution project.

In the plan submitted on June 8, 1999 the Department estimated expenditures in Fiscal Year 2000 of \$1,020,300. Of this cost, \$456,700 was estimated for the locator service contract based on a location success rate of 50%. As of November 5, 1999, the contractor has actually located approximately 4,650 potential claimants representing almost \$6,150,000 in future claims at a cost of \$413,846. Please refer to *Attachment 1* for the current location rate analysis.

Current Request

The Department requests expenditure authority sufficient to fund a location rate of 85%. Using average claim amounts this would result in the identification of potential claims of \$10.1 million in FY 2000 at a cost of \$607,800. No precise method exists for projecting the ultimate success. Although the current vendor now expects a probable success rate of 80%, the Department has built a small cushion into its request for expenditure authority to prevent a temporary cessation of the project should the vendor estimates be exceeded.

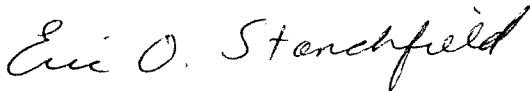
Honorable Brian Burke
Honorable John Gard
November 24, 1999
Page 2

Temporary help services are now projected to cost \$513,100. This increase is primarily due to a higher than anticipated average staffing level (17.5 versus 15.5) and pay increases to encourage retention of staff.

Increased expenditures in locator and temporary help services are the primary factors in the higher than planned projection in total expenditures in Fiscal Year 2000 of \$1,266,800. Given these expenditures, the Department will not have sufficient expenditure authority to wait until the March 2000 meeting of the Joint Committee on Finance. Therefore, I am making the request for budget supplementation at this time.

Attachment 2 itemizes the costs associated with the SIPD project. Thank you very much for your consideration of this request. David Stella, Administrator of the Division of Retirement Services, and Joanne Cullen, Budget Director, will be available at your meeting to answer any questions that you may have.

Sincerely,



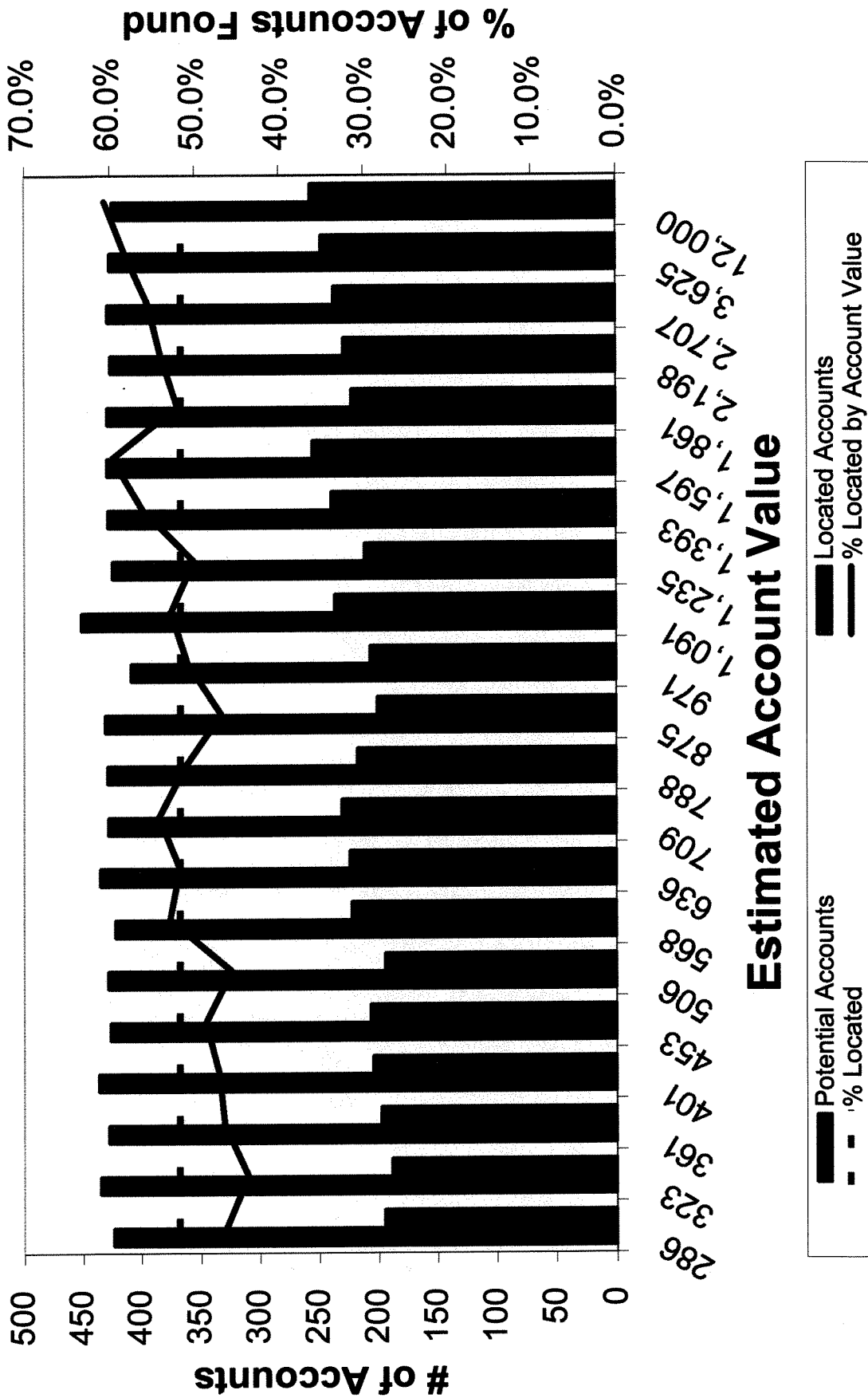
Eric O. Stanchfield
Secretary

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Enclosures

EOS;jk

SIPD Estate Locator Services



Potential Accounts
 % Located
 Located Accounts
 % Located by Account Value

Assumes 85% Successful Location Rate	Budget – FY 00
<i>Limited Term Salaries</i> Limited Term employes needed to maintain Department participant, employer and correspondence filing systems for the SIPD project.	\$18,300
<i>Salary Line</i>	\$15,100
<i>Fringe Benefits</i>	\$9,800
Total Personal Services	\$43,200
<i>Messenger Service/Fleet Cars</i> Mileage to transport folders and supplies to SIPD Downtown Office	\$2,100
<i>Telephone</i> Local, Long Distance and Voice Mail for SIPD Downtown Office	\$17,500
<i>Space Rental</i> Office space for SIPD contractual staff	\$30,700
<i>Office Supplies</i> Office and Computer Supplies for SIPD staff	\$12,600
<i>Temporary Help Services</i> Contract with DI & Associates to provide staffing to implement the SIPD equitable distribution. Duties include answering questions concerning eligibility for SIPD distribution and processing the claim forms to calculate the lump sum payments.	\$513,100
<i>Postage</i> SIPD letters, claim packets and correspondence.	\$18,000
<i>Copier and Fax Rental for SIPD Downtown office</i>	\$6,200
<i>State of Wisconsin Records Center Charges</i> Charges to retrieve participant folders	\$15,600
<i>Locator Services</i> Contract for services to locate beneficiaries and/or heirs of deceased annuitants. Assumes 85% success rate. Cost for each name provided to locator service - \$ 7.85 Additional charge for each successful location effort - <u>+ 70.00</u> Total maximum cost for one successful location - \$ 77.85	\$607,800
Total Supplies & Services	\$ 1,223,600
FY 00 – Grand Total Personal Services and Supplies & Services	\$1,266,800

Assumes 85% Successful Location Rate	Estimated Budget – FY 01
<i>Limited Term Salaries</i> Limited Term employees needed to maintain Department participant, employer and correspondence filing systems for the SIPD project.	\$18,300
<i>Salary Line</i>	\$15,100
<i>Fringe Benefits</i>	\$9,800
Total Personal Services	\$43,200
<i>Messenger Service/Fleet Cars</i> Mileage to transport folders and supplies to SIPD Downtown Office	\$2,100
<i>Telephone</i> Local, Long Distance and Voice Mail for SIPD Downtown Office	\$24,000
<i>Space Rental</i> Office space for SIPD contractual staff	\$31,900
<i>Office Supplies</i> Office and Computer Supplies for SIPD staff	\$12,600
<i>Temporary Help Services</i> Contract with DI & Associates to provide staffing to implement the SIPD equitable distribution. Duties include answering questions concerning eligibility for SIPD distribution and processing the claim forms to calculate the lump sum payments.	\$552,700
<i>Postage</i> SIPD letters, claim packets and correspondence.	\$27,600
<i>Copier and Fax Rental for SIPD Downtown office</i>	\$6,800
<i>State of Wisconsin Records Center Charges</i> Charges to retrieve participant folders	\$10,200
<i>Actuarial Services</i>	\$5,000
Total Supplies & Services	\$672,900
FY – 01 Grand Total Personal Services and Supplies & Services	\$716,100