



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

For general program inquiries, questions from prospective or current applicants, during your grant evaluation and award process, use this email:

WisconsinFastForward@dwd.wisconsin.gov.

If your inquiry requires a phone call, provide your number and you will receive a call back. **For active grants** (grant contract in place), please contact your assigned grant manager.

When:	How:
Emailing OSD concerning an active WFF grant.	Include your Grant Correspondence ID (found on your contract) and include a specific description of your communication in the subject line. <b>Example:</b> Re: FF134BS11010 Online System Help
Contacting OSD Staff by phone concerning an active WFF grant.	Leave a message with your name, Correspondence ID, a call back number and a brief description of your situation.
Proposing program or budget modifications; exploring the potential need for a revised contract.	Email your grant manager or WisconsinFastForward@dwd.wisconsin.gov
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.	
Changes to Contact Information (Project Director, Fiscal Agent, Signatory).	