

JOB CENTER MAIL PICK UP RULES

Pickup Hours: 7:45 AM to 4:30 PM | Monday-Friday

Mail pick up at the Job Center is a temporary arrangement.

If you can get your mail elsewhere, please call 1-888-794-5556 to report your mailing address.

- Customers must have an OPEN case to receive mail at the Job Center.
- Dane County does not accept any personal mail including money orders, bills, packages, phones, prescription drugs, etc.
- Dane County staff has the right to open all mail.
- A valid picture ID must be presented to pick up mail.
- Mail must be picked up every week and will be returned to sender if not picked up.
- Please arrive before 4:15 pm to pick up mail to make sure we have time to help you.
- Customers may call (608) 242-7429 to check if they have mail.
- W2 checks are not available until after 2:00 pm the day they are received in our agency.
- If you have an 'Authorized Representative' for FoodShare/Medical Assistance who picks up your mail, the 'Authorized Representative' will be given all of the mail you receive at the Job Center; except W2 checks.

Updated 3/17/22