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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

July 25, 2014

Child Welfare Licensing Series Memo 2014 – 09L

To: Private Child Placing Agencies
Residential Care Center Providers
Group Home Providers
Shelter Care Providers

From: Ron Hermes 
Bureau of Permanence and Out-of-Home Care

RE: Submitting a Child Welfare Noncompliance Statement and Correction Plan

Purpose

The purpose of this memo is to notify all private providers that effective August 1, 2014 the Child Welfare Noncompliance Statement and Correction Plan will be submitted via email to a central DCF Correction Plan Mailbox.

The Department is requiring all Noncompliance Correction Plans to be submitted via email to: DCFCorrectionPlan@wisconsin.gov. Please send only the correction plan to this mailbox. All other supporting documents need to be sent to your Licensing Specialist.

All correction plans are due within 14 days of being issued. This mailbox will be a mandatory process of sending in a Non-Compliance Statement and Correction Plan starting on August 1st, 2014.

CENTRAL OFFICE CONTACT: Child Welfare Licensing Section Manager
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