



Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

1 WEST WILSON STREET
P O BOX 8916
MADISON WI 53708-8916

Telephone: 608-267-3905
FAX: 608-266-6836
dhfs.wisconsin.gov

February 2, 2004

BRL CW Memo 2004-00

To: Directors, Licensed Child Placing Agencies
From: Jill Chase, Director, Bureau of Regulation and Licensing
Jill O. Chase
RE: CPA offices

The Bureau of Regulation and Licensing is attempting to update information related to child placing agencies that operate "satellite" or "branch" offices in addition to their main offices or main site. We are requesting your assistance in this effort.

Please provide the following information to: Sally Hanco Dees; 1 West Wilson Street, P.O. Box 8916; Madison, WI 53708-8916; e-mail: deessh@dhfs.state.wi.us

- 1) addresses of all site locations operated by the child placing agency;
- 2) geographic area served by each site;
- 3) description of the types of adoption and/or foster care services provided at each site;
- 4) number of professional staff, their titles and percentage of time spent at each site;
- 5) supervisory arrangement for each site; and
- 6) number of adoption/foster care clients served at each site.

Please provide this information to Sally Hanco Dees by March 31, 2004. We appreciate your assistance in this matter. Thank you.

cc: BRL licensing chiefs
Sally Hanco Dees