

Scott Walker  
Governor

Edward F. Wall  
Secretary



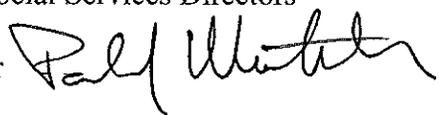
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State of Wisconsin  
Department of Corrections

Paul J. Westerhaus  
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 15-11

**DATE:** September 01, 2015  
**TO:** County Departments of Human/Social Services Directors  
**FROM:** Paul J. Westerhaus, Administrator   
**SUBJECT:** Community Intervention Program SFY 2015 Invoices

This memo is to notify you of the requirement to submit your county's invoices of SFY 2015 funding received for Community Intervention Programming. The completed invoices should cover services delivered and clients participating between July 1, 2014 and June 30, 2015.

The SFY 2015 invoices are due on Friday, October 2, 2015 to close out the Community Intervention Program funds in a timely manner. It should be noted that invoices submitted after the deadline date for SFY 2015 will **NOT** be reimbursed. Signed invoices are required for the billing process, faxed or emailed documents are not acceptable as original.

All invoices should be mailed to: Michelle Buehl, Juvenile Services Specialist  
Division of Juvenile Corrections  
P. O. Box 8930  
Madison, WI 53708

cc: Edward F. Wall, Secretary, DOC  
Deirdre Morgan, Deputy Secretary, DOC  
Donald Friske, Assistant Deputy Secretary, DOC  
Fredi-Ellen Bove, Administrator, DCF/DSP  
Ron Hermes, Director, Bureau of Permanence and Out of Home, DCF/DSP  
Wendy Henderson, Director, Office of Youth Services, DCF/DSP  
John Tuohy, Director, Bureau of Regional Operations, DCF/DES  
Emily Tofte, Section Chief, Child Welfare Licensing Section, DCF/DSP  
Bill Hanna, DHS Area Administrator  
Greg Van Rybroek, Director, DHS/MJTC  
DHS/DCF Area Administrators  
DHS/DCF Human Service Area Coordinators  
DOC/DJC Management staff  
County Youth Aids contacts  
Court-attached juvenile court intake offices