

Jim Doyle
Governor

Rick Raemisch
Secretary ..



State of Wisconsin
Department of Corrections

Division of Juvenile Corrections
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Charles A. Tubbs
Administrator

Administrator's Memo Series for Counties

MEMO # 08-08

Date: July 23, 2008
TO: County Departments of Human/Social Services Directors
From: Charles A. Tubbs, Administrator *Charles a. Tubbs*
Subject: Community Intervention Program SFY 2008 Invoices

This memo is to notify you of the requirement to submit your county's invoices of SFY 2008 funding received for Community Intervention Programming. The completed invoices should cover services delivered and clients participating between July 1, 2007 and June 30, 2008.

The SFY 2008 invoices are **due on October 3, 2008**. It should be noted that invoices submitted after the deadline date for SFY 2008 will NOT be reimbursed. Faxed documents are not acceptable as original, signed invoices are required for the billing process.

All invoices should be mailed to:

Michelle Buehl, Juvenile Services Specialist
Division of Juvenile Corrections
P. O. Box 8930
Madison, WI 53708-8930

Thank you.

cc: Rick Raemisch, Secretary, Department of Corrections
Amy Smith, Deputy Secretary, DOC
Ismael Ozanne, Executive Assistant, DOC
Silvia Jackson, Assistant Administrator, DOC/DJC
Reggie Bicha, Secretary, Department of Children & Families
Jill Chase, Bureau of Regulation and Licensing, DCF
Diane Waller, Director of Area Administration, DES/DHS
DES Area Administrators
DES Human Service Area Coordinators for Children and Families
Division of Juvenile Corrections Management staff
County Youth Aids contacts
Greg Van Rybroek, Mendota Juvenile Treatment Center
Court-attached juvenile court intake offices