

**Jim Doyle**  
Governor

**Rick Raemisch**  
Secretary



**State of Wisconsin**  
**Department of Corrections**

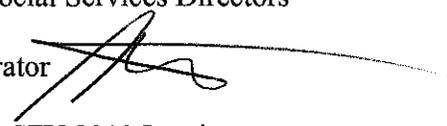
**Division of Juvenile Corrections**  
3099 E. Washington Avenue  
Post Office Box 8930  
Madison, WI 53708-8930  
Telephone (608) 240-5900  
Fax (608) 240-3370

**Margaret C. Carpenter**  
Administrator

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**Administrator's Memo Series for Counties**

**MEMO # 10-14**

**Date:** August 2, 2010  
**TO:** County Departments of Human/Social Services Directors  
**From:** Margaret C. Carpenter, Administrator   
**Subject:** Community Intervention Program SFY 2010 Invoices

This memo is to notify you of the requirement to submit your county's invoices of SFY 2010 funding received for Community Intervention Programming. The completed invoices should cover services delivered and clients participating between July 1, 2009 and June 30, 2010.

The SFY 2010 invoices are **due on October 1, 2010** 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 2010 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, DOC  
Ismael Ozanne, Deputy Secretary, DOC  
Melissa Roberts, Executive Assistant, DOC  
Silvia Jackson, Assistant Administrator, DOC/DJC  
Cyrus Behroozi, Administrator, DCF/DSP  
Diane Bloecker, Director, Child Welfare Licensing Section DCF/DSP  
John Touhy, Director, Bureau of Regional Operations, DCF/DES  
Patrick Cork, Interim Director of Area Administration, DHS/DES  
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