

Scott Walker
Governor

Edward F. Wall
Secretary



State of Wisconsin
Department of Corrections

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Cari J. Taylor
DJC Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 13-11

DATE: August 26, 2013
TO: County Departments of Human/Social Services Directors
FROM: Cari J. Taylor, Administrator 
SUBJECT: Community Intervention Program SFY2013 Invoices

This memo is to notify you of the requirement to submit your county's invoices of SFY 2013 funding received for Community Intervention Programming. The completed invoices should cover services delivered and clients participating between July 1, 2012 and June 30, 2013.

The SFY 2013 invoices are **due on Friday, October 4, 2013** 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 2013 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 53708-8930

Thank you.

cc: Edward F. Wall, Secretary, DOC
Deirdre Morgan, Deputy Secretary, DOC
Scott Legwold, Assistant Deputy Secretary, DOC
Fredie-Ellen Bove, Administrator, DCF/DSP
Diane Bloecker, Director, Child Welfare Licensing Section DCF/DSP
John Tuohy, Director, Bureau of Regional Operations, DCF/DES
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
Type 2 RCC Providers