To: DHS/DCF Area Administrators
    County Youth Aids Contacts
    Child Placing Agency Directors
    Child Welfare Agency Directors
    County Departments of Community Programs Directors
    County Departments of Human Services Directors
    County Departments of Social Services Directors
    Group Home Providers
    Tribal Social Service/Indian Child Welfare Directors
    Private Child Placing Agencies
    Residential Care Center Providers
    Shelter Care Providers
    Tribal Chairpersons
    Child Protective Services and Juvenile Justice Supervisors/Managers
    Court Attached Juvenile Court Intake Workers
    Division of Juvenile Corrections Management Staff

From: Fred-Ellen Bove
      Administrator
      DCF/Division of Safety and Permanence

      John D. Paquin
      Administrator
      DOC/Division of Juvenile Corrections

Re: DCF and DOC CIP Transfer

PURPOSE

The intent of this memo is to notify counties and provide guidance on the transfer of the Community Intervention Program (CIP) from the Department of Corrections to the Department of Children and Families.

BACKGROUND

As directed in Act 55, the 2015-17 biennial budget bill, in January 2016 administration and oversight responsibility for the community-based juvenile justice system transfers from the Department of Correction (DOC) to the Department of Children and Families (DCF). This transfer includes transitioning the Community Intervention Program for SFY 16 (July 1, 2015 through June 30, 2016) to DCF beginning January 1, 2016. The Community Intervention Program statute is renumbered s. 48.528 effective January 1, 2016, and amended by 2015 Wis. Act 55.
Transition
Counties may continue to submit invoices for reimbursement to DOC through December 30, 2015. **Invoices must be received by DOC by December 30.** Any invoices received by DOC after December 30 will be forwarded to DCF for entry into the DCF CORe system.

Counties submitting invoices for reimbursement after December 30 will need to submit through the DCF CORe system, using CORe code 3410.

DCF will continue to require submission of plans and evaluations for the CIP. DCF will notify the counties of the available funding in Quarter 2 of 2016, as well as specific dates and requirements for evaluations and plans, through DCF Administrator’s Memos.

Contacts

DCF and DOC are available to answer questions.

- Finance questions should be directed to Andrew Kleps at DCF 
  [Andrew.kleps@wisconsin.gov](mailto:Andrew.kleps@wisconsin.gov), (608) 422-6895.
- Other questions for DCF should be directed to Wendy Henderson at DCF 
  [wendy.henderson@wisconsin.gov](mailto:wendy.henderson@wisconsin.gov), (608) 422-6989.
- Questions for DOC should be directed to Shelby McCulley at DOC 
  [shelby.mcculley@wisconsin.gov](mailto:shelby.mcculley@wisconsin.gov), (608) 240-5900.

MEMO WEB SITES:

http://dcf.wisconsin.gov/memos

http://doc.wi.gov/families-visitors/juvenile-services/administrators-memos-to-counties

CC: Edward F. Wall, Secretary, DOC
Deirdre Morgan, Deputy Secretary, DOC
Don Friske, Assistant Deputy Secretary, DOC
Bill Hanna, DHS Area Administrator
Greg Van Rybroek, Director, DHS/MJTC