



Wisconsin Department of Corrections


Governor Tony Evers | Secretary Jared Hoy

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 24-03

DATE: December 3, 2024

TO: Youth Justice System Partners

FROM: Lance Horozewski, Administrator 

SUBJECT: Lincoln Hills School & Copper Lake School Admissions

To accommodate local agencies over the holiday season, the normal LHS/CLS intake date of December 24th, 2024 is moved to **Thursday, December 26th, 2024.**

Currently LHS/CLS has a once every two-week admission schedule. Effective January 7th, 2025, LHS/CLS will move to an every week admission schedule. Admissions will remain on Tuesday's between the hours of 9:00 AM and 3:00 pm. Admissions outside of this weekly schedule will be made on a case-by-case basis with approval of the DJC Administrator. Counties will continue contacting LHS/CLS prior to transferring a youth to ensure a smooth admission process. The current practice of having a health transfer summary, medication list, and a 5-day supply of medications will continue as well.

Cc: Jared Hoy, Secretary, DOC
Mary Kay Sergio, Deputy Secretary, DOC
Melissa Roberts, Assistant Deputy Secretary, DOC
Jeff Pertl, Secretary, DCF
Nadya Perez-Reyes, Deputy Secretary, DCF
Kirsten Johnson, Secretary, DHS



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Sarah Valencia, Assistant Deputy Secretary, DHS

John Elliot, Administrator, DCF/DSP

Shelby McCulley, Deputy Administrator, DCF/DSP

Emily Erickson, Director, Bureau of Permanence and Out of Home Care, DCF/DSP

Evelyn Coker, Director, Bureau of Youth Services, DCF/DSP

Greg Van Rybroek, Director, DHS/MJTC

DHS/DCF Area Administrators

DHS/DCF Human Service Area Coordinators

DOC/DJC Management staff

Court-attached juvenile court intake offices

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