

Scott Walker
Governor

Gary H. Hamblin
Secretary



State of Wisconsin
Department of Corrections

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Margaret C. Carpenter
Administrator

Administrator's Memo Series for Counties

MEMO # 11-07

Date: August 22, 2011
TO: County Departments of Human/Social Services Directors
From: Margaret C. Carpenter, Administrator 
Subject: Community Intervention Program SFY 2011 Invoices

This memo is to notify you of the requirement to submit your county's invoices of SFY 2011 funding received for Community Intervention Programming. The completed invoices should cover services delivered and clients participating between July 1, 2010 and June 30, 2011.

The SFY 2011 invoices are due on October 3, 2011 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 2011 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: Gary Hamblin, Secretary, DOC
Chuck Cole, Deputy Secretary, DOC
Dennis Schuh, Executive Assistant, DOC
Silvia Jackson, Assistant Administrator, DOC/DJC
Fred Ellen Bove, Administrator, DCF/DSP
Diane Bloecker, Director, Child Welfare Licensing Section DCF/DSP
John Touhy, Director, Bureau of Regional Operations, DCF/DES
Patrick Cork, Director of Area Administration, DHS/OPIB
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