

**Jim Doyle**  
Governor

**Rick Raemisch**  
Secretary



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

**Division of Juvenile Corrections**  
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**Margaret C. Carpenter**  
Administrator

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**Administrator's Memo Series for Counties**

**MEMO # 09-06**

**Date:** July 27, 2009  
**TO:** County Departments of Human/Social Services Directors  
**From:** Margaret C. Carpenter, Administrator   
**Subject:** Community Intervention Program SFY 2009 Invoices

This memo is to notify you of the requirement to submit your county's invoices of SFY 2009 funding received for Community Intervention Programming. The completed invoices should cover services delivered and clients participating between July 1, 2008 and June 30, 2009.

The SFY 2009 invoices are **due on October 2, 2009**. It should be noted that invoices submitted after the deadline date for SFY 2009 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  
Silvia Jackson, Assistant Administrator, DOC/DJC  
Cyrus Behrooz, Administrator, DCF/DSP  
Jill Chase, Director, Bureau of Regulation and Licensing DCF/DSP  
Patrick Cork, Interim Director of Area Administration, DHS/DES  
Greg Van Rybroek, Director, DHS/MJTC  
DES Area Administrators  
DES Human Service Area Coordinators  
DOC/DJC Management staff  
County Youth Aids contacts  
Court-attached juvenile court intake offices